<table>
<thead>
<tr>
<th>NAME</th>
<th>EMPLOYED AS</th>
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Who hereby agrees to return it to the proper official when called for, or upon leaving the service.

**RULES FOR THE GOVERNMENT OF THE OPERATING DEPARTMENT**

**EFFECTIVE**

**SEPTEMBER 1st, 1920**
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The Rules herein set forth govern the railroads operated by the Michigan Central Railroad Company in Canada.

They take effect 12:01 A. M., September 1st, 1920, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

HENRY SHEARER,
General Manager.
"Safety First," at all times and in all places, is the most important rule of conduct of each and every employe in the discharge of duty, whatever his position. The safety of every movement, or action, in its effect upon himself and others and upon property, must be the first consideration of every trainman, engineman, yardman, signalman, stationman, shopman, sectionman, and all other classes of employes.

Trains and engines must be operated accordingly, under all circumstances, whatever the weather, or other conditions may be; the maintenance of schedule time must be subordinated to the observance of signal indications and obedience thereto.

Obedience to the rules is essential to safety.

Employes, in accepting employment, assume its risks.

To enter or remain in the service is an assurance of willingness to obey the rules.

The service demands the faithful, intelligent and courteous discharge of duty.

To obtain promotion, capacity must be shown for greater responsibility.

The public judges a railroad very largely by the treatment it is accorded by the employe representing the railroad, in whatever capacity employed.

A reputation for fair dealing, with courteous and equal treatment of all patrons, is as essential to the success of the railroad as it is to the success of any other business.

The interests of the farmer, the manufacturer, the mine owner, the merchant and the railroad are mutual, and efficient transportation facilities are necessary to the success of all.

The good will and friendship of the communities served by this railroad are its most valuable assets;
and the strongest recommendation for promotion any employee can possibly have is the fact that by uniform courtesy and kindly accommodation of patrons he has secured for himself and for the railroad the good will and friendship of the community in which he is located.

GENERAL RULES

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

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

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

B1. While special rules are subdivided for convenience they apply equally to all and must be observed whenever they relate in any way to the proper discharge of the duties of any employee.

B2. Employees whose duties require it must be conversant with and obey the instructions issued by the several officials of the railroad relating to the business of their respective departments.

B3. Employees whose duties or employment are affected by Dominion Provincial or Municipal laws, or the regulations of the Bureau of Explosives, must familiarize themselves with all requirements and conform to them.

C. Employees must pass the required examinations.

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

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

F. Accidents, detention of trains, failure in the supply of water or fuel, or defects in the track, bridges or signals, must be promptly reported to the proper official.
F1. Whenever the passenger service is disarranged, the stationmaster or station agent will inform the public, by posting in a conspicuous place at the station and by announcement to passengers when purchasing tickets, the probable length of time of the interruption. Conductors of delayed trains must also inform passengers.

G. The use of intoxicants by employes while on duty is prohibited. Their use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

H. The use of tobacco by employes while on duty in or about warehouses, passenger stations, or on passenger cars, is prohibited.

Smoking is strictly forbidden in all warehouses and also during business hours in ticket or freight offices.

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

J1. Employes must keep the premises in their charge in a neat and orderly condition.

J2. Rubbish must not be allowed to accumulate. Matches must be kept in metal safes.

J3. Spittoons must not be filled with saw-dust or other combustible material. Chimneys, stoves and pipes must be known to be safe.

J4. Fire apparatus must be kept ready for instant use.

K. Employes and others authorized to transact business at stations or on or about trains must be orderly and avoid annoyance to patrons.

L. In case of danger to the railroad property employes must unite to protect it.

M. Every employe, while on duty connected with the trains on any division of the road, is under the authority and must conform to the orders of the Superintendent of that division.

Train employes are subject to the rules of the division or railroad on which they are running. All concerned must provide themselves with a copy of such rules and current time-table.

N. Trains may be run at any time, on any track, in either direction without notice, except to those whom it is necessary to advise in order to insure proper movement of such trains. Employes must be governed accordingly and exercise care to avoid being injured.
DEFINITIONS

ENGINE.—A locomotive propelled by any form of energy.

MOTOR.—A car propelled by any form of energy.

NOTE.—When a motor is used instead of an engine, requirement of the rule will be the same for a motor as for an engine.

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

REGULAR TRAIN.—A train authorized by a Time-table schedule.

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

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

"WORK EXTRA"—for a work train.

"PASSENGER EXTRA"—for an extra passenger train.

"EXTRA"—any other extra train.

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

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

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

TRAIN OF SUPERIOR DIRECTION.—A train in the direction in which regular trains are superior to trains of the same class in the opposite direction, as specified in the Time-table.

NOTE.—Superiority by direction is limited to single track.

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

TIME-TABLE SCHEDULE.—That part of a Time-table which prescribes class, direction, number and movement for a regular train.

DIVISION.—That portion of a railway assigned to the supervision of a Superintendent.

SUBDIVISION.—A part of a division designated by Time-table.

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

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

DOUBLE TRACK.—Two main tracks, upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.

THREE (OR MORE) TRACKS.—Three (or more) main tracks, upon any of which the current of traffic may be in either specified direction.

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

STATION.—A place designated on the Time-table or by a sign board by name, at which a train may stop for traffic; or to enter or leave the main track; or from which fixed signals are operated.

INITIAL STATION.—A station at which a regular train is first timed on any sub-division, is an initial station for that train.

PASSING TRACK.—A track, auxiliary to the main track for meeting or passing trains, limited to the distance between two adjoining telegraph stations.

SIDE TRACK.—A track auxiliary to the main track, used for purposes other than for meeting and passing trains.

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

NOTE.—DEFINITION OF FIXED SIGNAL—The definition of a "Fixed Signal" covers such signals as slow boards, stop boards, yard limits, switch, train order, block, interlocking, semaphore, disc, ball or other means for displaying indications that govern the movement of a train.

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

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

PILOT—An employee assigned to a train when the Engineer or Conductor, or both, are not fully acquainted with the physical characteristics, or running rules of the road, or portion of the road, over which the train is to be moved.

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

SIGNAL STATION—A place from which fixed signals are operated.

SIGNALMAN—An employee whose duties require him to operate fixed signals, or the levers of an interlocking plant.

STANDARD TIME.

1. Standard Time, obtained from the Washington, D. C., Observatory, will be transmitted by wire to all points from designated offices daily at twelve o'clock, noon. Eastern Standard Time.

3. Watches that have been examined and certified to by a designated Inspector, must be used by Train Masters, Road Foremen of Locomotives, Locomotive Foremen, Road Masters, Bridge and Building Masters, Train and Yard Conductors, Engineers, Motormen, Firemen, Brakemen, Train Baggagemen, Yard Masters and others who may be designated. The certificate in prescribed form must be renewed and filed with the Division Superintendent every January and July.

(Form of Certificate)

CERTIFICATE OF WATCH INSPECTOR.

This is to certify that on ............ 19 ........ the watch of ......................... employed as ......................... on the ......................... Railroad, was examined by me, It is correct and reliable and in my judgment will, with proper care, run within a variation of thirty seconds per week.

Name of Maker ........................................
Brand ........................................
Number of movement ........................................
Open or hunting case ........................................
Metal of case ........................................
Stem or key winding ........................................

Signed, ........................................
Inspector, ........................................
Address ........................................

8. Watches of all Train and Yard Conductors, Engineers and Motormen must be compared before starting on each trip, or going on duty, with a clock designated as a Standard Clock. The time when watches are compared must be registered on a prescribed form, and any variation must be shown.

Each employee whose watch is subject to inspection must report to an Inspector every two weeks, and oftener when convenient, in order that the condition of his watch may be noted and a record of its performance made on the "Employes' Certificate," and Company's record book by Inspector. Employees must have Certificate on hand at all times, and present it for inspection when called for by any officer.

They must not regulate them, or, unless they stop owing to failure to wind, set them themselves.

All Train and Yard Conductors, Engineers and Motormen whose duties prevent them from having access to a Standard Clock must compare daily with, and take the time from the watch of a Conductor, Engineer or Motorman who has Standard time and has registered as provided above. Conductors, Engineers and Motormen of trains which have been laid up eight hours or more, and who have not had an opportunity to compare time as provided, must receive standard time from the Train Despatchers' office before commencing their trip or going on duty.
TRAIN RULES FOR
SINGLE TRACK

TIME TABLES.

4. Each time-table from the moment it takes
effect, supersedes the preceding time-table. A train of
the preceding time-table which has left its initial sta­
tion, on any subdivision before the new time-table
takes effect, must retain its train orders and complete
the run by using the schedule of the train of the same
number of the new time-table, unless that train is
scheduled to leave its initial station on that subdivi­
sion within twelve hours after the new time-table
takes effect, in which case, the train of the preceding
time-table loses both right and schedule at the mo­
ment the new time-table takes effect, and thereafter
may proceed only by train order.

A train of the preceding time-table must not leave
its initial station on any subdivision after the hour
the new time-table takes effect.

A train of the new time-table which has not the
same number on the preceding time-table, must not
run on any subdivision until it is due to start from
its initial station on that subdivision after the new
time-table takes effect.

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

Unless otherwise indicated, the time applies to the
switch where an inferior train enters the passing
track; where there is no passing track it applies to the
place from which fixed signals are operated; where
there is neither passing track nor fixed signal, it ap­
plies to the place where traffic is received or dis­
charged.

Schedule meeting or passing stations are indicated
by figures in full faced type, with the number or num­
bers of the train or trains to be met or passed in small
figures adjoining.

Both the arriving and leaving time of a train are
in full-faced type when both are meeting or passing
times, or when one or more trains are to meet or
pass it between those times.

When trains are to be met or passed at a passing
track extending between two adjoining stations, the
time at each station will be shown in full-faced type.

Full-faced type will be used when the differ­
ce in the time of trains at terminal stations, junc­
tions, or the end of double track is ten minutes or less.

6. The following letters and signs, when they
appear on the Time-table schedules indicate:
“s”— regular stop.
“f”— flag stop to receive or discharge passengers.
or freight.
“∗”— see foot note.
“k”— stop to discharge passengers.
“q”— stop for meals.
“L” — Leave.
“A”— arrive.
“D”— day train order station.
“N”— night train order station.
“DN” — day and night train order station.
“DN∗”— part day and part night train order sta­
tion.
“T”— Dispatcher’s telephone at other than train
order stations.

SIGNALS.

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

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

9. Night signals are to be displayed from sunset
to sunrise. When weather or other conditions ob­
sure day signals, night signals must be used in addi­
### 10. COLOR SIGNAL INDICATIONS

<table>
<thead>
<tr>
<th>COLOR</th>
<th>MEANS</th>
<th>USED ON</th>
</tr>
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<tr>
<td>RED</td>
<td>1—STOP.</td>
<td>SIGNALS AND SIGNS.</td>
</tr>
<tr>
<td></td>
<td>2—SWITCH SET FOR TURNOUT.</td>
<td>MAIN TRACK SWITCHES.</td>
</tr>
<tr>
<td></td>
<td>3—STOP TO PUBLIC.</td>
<td>CROSSING GATES.</td>
</tr>
<tr>
<td></td>
<td>4—REAR OF TRAIN ON MAIN TRACK.</td>
<td>MARKER LAMPS ON REAR OF TRAIN.</td>
</tr>
<tr>
<td></td>
<td>1—CAUTION.</td>
<td>AUTOMATIC AND INTER-Locking SIGNALS.</td>
</tr>
<tr>
<td></td>
<td>2—SWITCH SET FOR TURNOUT.</td>
<td>YARD SWITCHES.</td>
</tr>
<tr>
<td></td>
<td>3—REDUCE SPEED.</td>
<td>SLOW SPEED SIGNS</td>
</tr>
<tr>
<td></td>
<td>4—“19” ORDERS, TRAIN MESSAGES OR CLEARANCE CARD.</td>
<td>TRAIN ORDER SIGNALS.</td>
</tr>
<tr>
<td></td>
<td>5—TAKE SIDING.</td>
<td>TAKE SIDING INDICATORS.</td>
</tr>
<tr>
<td></td>
<td>1—PROCEED</td>
<td>SIGNALS.</td>
</tr>
<tr>
<td></td>
<td>2—SWITCH SET FOR MAIN TRACK, STRAIGHT TRACK OR LEAD.</td>
<td>MAIN TRACK AND YARD SWITCHES.</td>
</tr>
<tr>
<td></td>
<td>3—NON-DERAILING POSITION.</td>
<td>PASSING TRACK AND SIDE TRACK DERAILED.</td>
</tr>
<tr>
<td></td>
<td>4—RESUME SPEED.</td>
<td>RESUME SPEED SIGNS.</td>
</tr>
<tr>
<td></td>
<td>5—FOLLOWING SECTION.</td>
<td>FRONT OF ENGINES.</td>
</tr>
<tr>
<td></td>
<td>6—TRAIN CLEAR OF MAIN TRACK.</td>
<td>MARKER LAMPS ON REAR OF TRAIN.</td>
</tr>
<tr>
<td>GREEN</td>
<td>7—STOP TO PUBLIC.</td>
<td>PROTECTED CROSSINGS</td>
</tr>
<tr>
<td></td>
<td>1—STOP FOR PASSENGERS.</td>
<td>FLAG STATIONS. (Rule 23)</td>
</tr>
<tr>
<td>GREEN AND WHITE</td>
<td>1—STOP FOR PASSENGERS.</td>
<td>SIGNALS.</td>
</tr>
<tr>
<td></td>
<td>1—REPAIRING CARS.</td>
<td>AT ONE OR BOTH ENDS OF AN ENGINE, CAR OR TRAIN. (Rule 26)</td>
</tr>
<tr>
<td>BLUE</td>
<td>1—DERAILING POSITION.</td>
<td>PASSING TRACK AND SIDING DERAILED.</td>
</tr>
<tr>
<td>PURPLE</td>
<td>1—ENDS OF TRACK PAN.</td>
<td>TRACK PANS.</td>
</tr>
<tr>
<td>LUNAR WHITE</td>
<td>1—ENDS OF TRACK PAN.</td>
<td>TRACK PANS.</td>
</tr>
</tbody>
</table>

11. On track protected by automatic block signals, a train finding a fusee burning, on or near its track, must stop before any part of the train has passed it and extinguish the fusee, and then proceed with caution prepared to stop short of train or obstruction.

On track not protected by automatic block signals, a train finding a fusee burning on or near its track must stop before any part of the train has passed it and not proceed until the fusee is burned out.

A lighted fusee dropped from the engine when the train has parted, is a warning to the rear portion.
12. HAND, FLAG AND LAMP SIGNALS.  
MANNER OF USING

(a) STOP—Swung across the track.

(b) REDUCE SPEED—Held horizontally at arm's length when the train is moving.

(c) PROCEED—Raised and lowered vertically.

(d) BACK—Swung vertically in a circle at half arm's length across the track when the train is standing.

(e) TRAIN HAS PARTED—Swung vertically in a circle at arm's length across the track when the train is running.

(f) APPLY AIR BRAKES—Swung horizontally above the head when the train is standing.

(g) RELEASE AIR BRAKES—Held at arm's length above the head when the train is standing.

13. Any object waved violently by any one on or near the track is a signal to stop.

14. Engine and Motor Whistle Signals

NOTE—The signals prescribed are illustrated by “o” for short sounds “—” for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

<table>
<thead>
<tr>
<th>SOUND</th>
<th>INDICATION</th>
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</thead>
<tbody>
<tr>
<td>(a) o</td>
<td>Stop. Apply brakes.</td>
</tr>
<tr>
<td>(b) —</td>
<td>Release brakes, or ready to proceed.</td>
</tr>
<tr>
<td>(c) o o o</td>
<td>Flagman go out to protect rear of train.</td>
</tr>
<tr>
<td>(d) —</td>
<td>Flagman return from west or south, as prescribed by Rule 99.</td>
</tr>
<tr>
<td>(e) —</td>
<td>Flagman return from east or north, as prescribed by Rule 99.</td>
</tr>
<tr>
<td>(f) —</td>
<td>When running, train parted; to be repeated until answered by the signal prescribed by Rule 12 (e). Answer to 12 (e).</td>
</tr>
<tr>
<td>(g) o o</td>
<td>Answer to any signal not otherwise provided for. When train is standing, back. Answer to 12 (d) and 16 (c). When running, answer to 16 (d). Call for signals. To call the attention of yard engines, extra trains or trains of the same, or inferior class or inferior right to green signals displayed for a following section. Approaching public road crossings at grade and at whistle posts. Approaching stations and as prescribed by Rule 31. When double heading, air brakes have failed on leading engine and second engine is to take control of them. Answer to 14 (n); to be given by second engine as soon as it has control of air brakes. Answer to 14 (k)</td>
</tr>
</tbody>
</table>
Succession of short sounds is an alarm for persons or animals on track.

When trains are required to reduce speed where repairs to track and bridges are being made, the signal 14 (1) must be sounded not less than 1500 feet before reaching such point.

Enginemen of all trains shall sound signal 14 (1) when approaching curves where view of track ahead is obscured to warn section men and bridge men. The same signal must be sounded at intervals in fogs and storms.

Trains carrying mail cars on which catcher service is performed must sound signal 14 (m) for the guidance of mail clerks.

Eight long blasts of the whistle is "distress signal" and is a call for assistance. Section men and other employees hearing the signal must go at once to the train making the call.

The explosion of one torpedo is a signal to stop; the explosion of two not more than 200 and not less than 100 feet apart is a signal to reduce speed, and look out for a stop signal.

Torpedoes must not be placed near stations or public crossings, nor where persons are liable to be injured by them.

Torpedoes exploded by hand cars, velocipede or gasoline cars must be at once replaced.

---

**Communicating Signals**

<table>
<thead>
<tr>
<th>SOUND</th>
<th>INDICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Two. When standing, start.</td>
</tr>
<tr>
<td>(b)</td>
<td>Two. When running, stop at once.</td>
</tr>
<tr>
<td>(c)</td>
<td>Three. When standing, back.</td>
</tr>
<tr>
<td>(d)</td>
<td>Three. When running, stop at next station.</td>
</tr>
<tr>
<td>(e)</td>
<td>Four. When standing, apply or release air brakes.</td>
</tr>
<tr>
<td>(f)</td>
<td>Four. When running, reduce speed.</td>
</tr>
<tr>
<td>(g)</td>
<td>Five. When standing, call in flagman.</td>
</tr>
<tr>
<td>(h)</td>
<td>Five. When running, increase speed.</td>
</tr>
<tr>
<td>(i)</td>
<td>Six. When running, increase steam heat.</td>
</tr>
<tr>
<td>(j)</td>
<td>Seven. When running, release air brakes, or sticking brake.</td>
</tr>
</tbody>
</table>

**TRAIN SIGNALS.**

A headlight will be displayed to the front of every train by night, but must be concealed when the train turns out to meet another and has stopped clear of main track, with switches closed, or is standing to meet trains at the end of double track, or at junctions, and switches properly set for the approaching train.

When a train enters a passing track to clear the main track for an opposing train and finds the passing track occupied by another train or by cars which will obscure the headlight, a Flagman must be sent ahead a safe distance to stop an opposing train until main track is clear.

Yard engines will display a headlight to the front and rear by night. When not provided with a rear headlight, two white lights must be displayed, one on either corner of the rear of the tender. Yard engines will not display markers.

Under conditions not requiring display of markers, road engines without cars will display a white light on the rear of tender by night.
18b. A white light must be displayed by night on velocipede, motor or hand cars when on main track.

19. The following signals will be displayed, one on each side of the rear of every train, as markers to indicate the rear of the train.

19a. By night, in addition to the markers, freight trains, while on the main track, will display from the top of the caboose a green light to the front and a red light to the rear.

19b. When the cupola of a caboose is provided with indicators for designating the train, the proper indication must be shown as above and must be removed as soon as the run is completed.

Extra trains with two or more engines coupled, will show the number of the leading engine only in the cupola.

19c. By night, when a train is to pass from a passing track to the main track, the marker lights must show red to the rear before any part of the train fouls
the main track. Engineers finding a train on any passing track with markers showing red, it will indicate that such train is fouling the main track, and will proceed with such caution as will prevent accident until it is seen or known that the main track is clear.

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

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

22. When two or more engines are coupled, the leading engine only shall, unless otherwise directed, announce the signals as prescribed by Rule 14, and display the signals as prescribed by Rules 20 and 21.

23. One flag or light displayed where in Rules 19, 20 and 21 two are prescribed will indicate the same as two; but the proper display of all train signals is required.
24. When cars are pushed by an engine (except when shifting or making up trains in yards) a white light must be displayed on the front of the leading car by night.

25. Each car on a passenger train must be connected with the engine by a communicating signal appliance.

26. A blue flag by day and a blue light by night, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected, it must not be coupled to or moved, and other cars must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

Workmen will display the blue signals and the same workmen are alone authorized to remove them.

USE OF SIGNALS.

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as a stop signal, and the fact reported to the Superintendent.

28. A combined green and white signal is to be used to stop a train only at the flag stations indicated on its schedule. When it is necessary to stop a train at a point that is not a flag station on its schedule, a red signal must be used.

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

30. The engine bell must be rung when an engine is about to move, and while moving about stations.

When engines are equipped with automatic bell ringers, the bell must be kept in operation while moving, except where it is prohibited by law or local ordinance.

31. Signal 14 (c) must be sounded when necessary to protect rear end of train as per Rule 99.

Signal 14 (1) must be sounded at least 80 rods (¼ mile) from every public road crossing at grade, and the engine bell be kept ringing until the crossing is passed.

Signal 14 (1) must be sounded at every whistle post.

Signal 14 (m) must be sounded one mile from stations, watering and fueling points, junctions, the end of double track, drawbridges and railway crossings at grade.

Signal 14 (k) must be sounded by a train displaying green signals for a following section, to call attention of yard engines, extra trains or trains of the same or inferior class or inferior right to green signals displayed, and must hear the answer 14 (o), or stop and notify them of green signals displayed.

32. The unnecessary use of either the whistle or the bell is prohibited. They will be used only as prescribed by rule or law, or to prevent accident.

The whistle must not be sounded while passing a passenger train, except to prevent accident.

33. Watchmen stationed at public road crossings must use an oval banner on a staff with the word “STOP” printed in black letters in centre of same, and a green lantern by night to prevent persons and vehicles from crossing the track when trains are approaching. Red signals must be used by Crossing Watchmen only when necessary to stop trains.
34. In emergency cases when track is suddenly found defective, any employe shall by the use of flags, lights, torpedoes, fusees or other signals, use every effort possible to stop trains in both directions.

35. Where reduced speed over track is required, the point may be marked and the speed designated by signs or yellow flags as follows:

(a) Indication—REDUCE SPEED TO INDICATED LIMIT.
Name—Reduce-Speed-Sign.
Location—Upon the right of and adjoining the track to which it refers, approximately 3,000 feet from the point to be protected.

(b) Indication—SLOW SPEED.
Name—Slow-Speed-Sign.
Location—At the point to be protected, upon the right of and adjoining the track to which it refers.

(c) Indication—RESUME NORMAL SPEED WHEN REAR OF TRAIN HAS PASSED.
Name—Resume-Speed-Sign.
Location—Upon the right of and adjoining the track to which it refers, and 50 feet in advance of the point protected.

NOTE—In addition to signs or flags, lights of prescribed color must be used by night.

36. Before undertaking any work which will render the track impassable or if rendered impassable from any cause or defect, trackmen, bridgemen, or other employes of the Company shall protect the same as follows:

Part 1. (a) On double track.
(b) On three or more tracks.
(c) In Mountain territory.
(d) On all lines with frequent or fast train service.

Send out a flagman in each direction with stop signals at least:

1,500 feet in day time, if there is no down grade towards the obstruction within one mile, and there is a clear view of 6,000 feet from an approaching train.

3,600 feet at other times and places if there is no down grade towards the obstruction within one mile.

5,400 feet if there is a down grade towards the obstruction within one mile.

The flagman must, after going the required distance from the obstruction, to insure full protection, take up a position where there will be an unobstructed view of him from an approaching train, of, if possible, 1,500 feet, first placing two torpedoes on the rail (not more than 200 or less than 100 feet apart), on the same side as the Engineer of an approaching train, 300 feet beyond such position. The flagman must display a red flag by day and a red light by night and remain in such position until recalled or relieved.

Part 1 is applicable only to the main track, Windsor to Bridgeburg and to East end of the Cantilever bridge.

Part 2. On other lines.

(a) By day place a red flag, and in addition, by night a red light on the same side of the track as the Engineer of an approaching train at a point 600 feet from the defective or working point, with two torpedoes placed on the rail opposite each other so as to cause but one explosion, 150 feet in advance of the red signal and provide further protection as follows:

(b) By day place a red flag and, in addition, by night a red light, on the same side of the track as the engineer of an approaching train so that it will be clearly in his view, at least:

3,600 feet from the defective or working point, if there is no down grade towards the obstruction.
5,400 feet if there is a down grade within one mile of the obstruction, or as much farther as may be necessary to insure full protection.

(c) Place two torpedoes (not more than 200 or less than 100 feet apart) on the rail on the same side as the Engineer of an approaching train, 300 feet in advance of the red signal.

Part 2, (a), (b) and (c), is applicable only to the Amherstburg, Leamington, St. Clair and Niagara Branches.

Part 3. Trains stopped by flagman as per Part 1 shall be governed by his instructions and proceed to the working point and there be governed by signal or instructions of the Foreman in charge.

Part 4. Trains stopped by red signal, as per Part 2, shall replace the torpedoes exploded and proceed to the working point signal, and there be governed by signal or instructions of the Foreman in charge, unless in the meantime stop signal had been removed.

Part 5. In the event of train order protection being provided the defective or working point must be marked by signals placed in both directions as follows:

Yellow flags by day and in addition yellow lights by night 3,600 feet from the defective or working point; red flags by day and in addition red lights by night 600 feet from the defective or working point on the same side of the track as the Engineer of an approaching train, except on double tracks, where trains run to the left, in which case, signals shall be placed to the left hand side as seen by an Engineer of an approaching train and there is a clear view of at least 1,200 feet.

Part 6. When weather or other conditions obscure day signals, night signals must be used in addition.

37. A red fusee will be used for protection of a train which is not making the speed required by schedule or train order and is liable to be overtaken by a following train.

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**MOVEMENT OF TRAINS BY TIME-TABLE AND TRAIN ORDER.**

**SUPERIORITY.**

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

Right is conferred by train order; Class and Direction by Time-table.

Right is superior to class or direction.

Direction is superior as between trains of the same class.

72. Trains of the first class are superior to those of the second class; trains of the second class are superior to those of the third class; trains of the third class are superior to those of the fourth class.

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

73. Extra trains are inferior to regular trains.

**RULES FOR TRAIN MOVEMENT.**

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

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

83. Trains must be registered at the register stations designated in the time-table.

A train must not leave its initial station on any division or sub-division or a junction or pass from double to single track until it has been ascertained whether all trains due, which are superior or of the same class have arrived or left.

A train must not leave its initial station on any division or sub-division, nor pass from double to single track without a Terminal clearance, unless otherwise directed.

At Bulletin Stations designated in the Time-
Table, Conductors and Engineers must read and sign for the Bulletins posted before starting. All bulletins affecting the movement of trains will be re-issued the first of each month.

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

85. When a train of one schedule is on the time of another schedule of the same class in the same direction, it will proceed on its own schedule.

Trains of one schedule may pass trains of another schedule of the same class, and extras may pass and run ahead of extras.

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

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

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

88. At meeting points between trains of the same class, the inferior train must clear the main track before the leaving time of the superior train.

At meeting points between extra trains, the train in the inferior Time-table direction must take the passing track unless otherwise provided.

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

89. At meeting points between trains of different classes the inferior train must take the passing track and clear the superior train at least five minutes, and must pull into the passing track when practicable. If necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

90. Trains must stop at schedule meeting stations, if the train to be met is of the same class, unless the switch is right and the track clear.

Trains must not pass any meeting point without knowing positively that the train or trains met are those which are superior to them.

When the expected train of the same class is not found at the schedule meeting station, the superior train must approach all passing tracks prepared to stop, until the expected train is met.

Trains must stop clear of the switch used by the train to be met in going on the passing track.

The Conductor of every passenger train must between one and three miles from every station at which it is to meet a train by train order arrangement, or which is superior to it, either by class or direction, give communicating signal 16 (d) and receive steam whistle signal 14 (g) and the Engineer will immediately make running test of brake.

All trains must approach passing tracks prepared to stop unless the switches and signals are right and the track is clear.

A train receiving an order directing it to run to a specified station, will take passing track, at the initial switch at such station and must not occupy the main track beyond the initial switch except under flag protection.

The Conductor of every train except passenger trains must, one mile from every station at which it is not required to stop, give proceed signal to Engineer, who must, if he does not receive such signal, approach the passing track cautiously and stop clear of the switch that an opposing train would use in taking the passing track.

Conductors and Engineers of freight, mixed and work trains will see that brakemen be in position to
exchange signals while approaching and passing junctions, railway-crossings, draw-bridges, points where trains may be required to stop, and on heavy grades, and to do whatever is required for safety and expedition, and must exchange signals when passing and leaving stations.

Trainmen will not be required to ride on top of trains unless it is necessary for safety.

There must be a trainman on the last car of such train while in motion.

91. Unless some form of block signal is used, trains in the same direction must keep at least five minutes apart, except in closing up at stations, but a train must not follow a train carrying passengers or operating a snow plow until a report is received of its arrival at a station ahead, except that a train may follow twenty minutes after the departure of a train carrying passengers or operating a snow plow when either the station from which it is to follow or the next station ahead is not a telegraph station, or when communication with the Train Despatcher is interrupted, and the wire failure is noted on the Clearance.

The train order signal will be used by Operators to maintain the intervals required by this rule.

Schedule speed must not be exceeded by sections of trains other than the first section, nor may a train following a train carrying passengers, exceed the schedule speed of such train unless clearance shows arrival at a station ahead.

92. A train must not arrive at a station in advance of its schedule arriving time.

When only the leaving time is shown, a first-class train must not arrive at a station more than five minutes in advance of its schedule leaving time.

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

93. Within yards defined by yard limit boards, or indicated by time-table, the main track may be used, keeping clear of first and second-class trains.

The main track must not be so used within yard limits until it is known that all sections of overdue first and second-class trains have arrived.

All trains except first and second-class trains must, unless otherwise directed, approach and pass through yard limits prepared to stop, unless the main track is seen or known to be clear.

93a. Yellow lights must be attached to the yard limit boards to be kept lighted from sunset to sunrise.

93b. Trains standing on main track within yard limits must be protected as prescribed by Rule 99, unless relieved of this duty by the Yardmaster.

93c. By night, or in foggy or stormy weather, proper lights must be placed on cars or engines obstructing main tracks within yard limits if not protected by flagman.

93d. Within yard limits, any movement from a side track to a main track or across a main track or from a main track to a side track, unless protected by fixed signal must be protected against side collision by a Flagman or a red signal.

93e. When switching passenger equipment occupied by passengers the air hose must be coupled and air brakes used. The engine must not be uncoupled from passenger cars which are occupied until they have been stopped.

94. A train which overtakes another train so disabled that it cannot proceed will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next open train order station and there report to the Train Despatcher. The disabled train will assume the schedule and take the train orders of the last train with which it has exchanged, and will, when able, proceed to and report from the next open train order station.

When a train, unable to proceed against the right
or schedule of an opposing train, is overtaken between train order stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper consultation with the following train, precede it to the next train order station, where it must report to Superintendent. When opposing trains are met under these circumstances, it must be fully explained to them by the leading train that the expected train is following.

95. Two or more sections may be run on the same Time-table schedule.

Each section has equal Time-table authority.

A train must not display green signals for a following section without a train order to do so.

96. When signals displayed for a section are taken down at any point before that section arrives, the Conductor will, if there be no other provision, arrange in writing with the Operator, or if there be no Operator, with the Switchtender, or in the absence of both, with a Flagman left there for that purpose, to notify all opposing inferior trains or trains of the same class leaving such point, that the section for which signals were displayed has not arrived.

97. Extra trains must not be run without train orders.

Work extras will be assigned working limits.

98. Trains must approach the end of double track, junctions, interlocked railway crossings at grade and interlocked drawbridges, prepared to stop, unless the switches and signals are right, and the track is clear.

At railway crossings at grade and drawbridges not interlocked, trains must stop not less than 200 feet or more than 800 feet distant and not proceed until the proper signal has been given.

When clear signals are shown where one railway crosses another at grade, the speed of passenger trains must be reduced to thirty-five miles an hour, and freight trains to twenty miles an hour, until the entire train has passed the crossing.

When clear signals are shown where a railway crosses a drawbridge, the speed of passenger trains must be reduced to twenty-five miles an hour and the speed of freight trains to fifteen miles an hour, until the entire train has passed the drawbridge.

99. When a train stops or is delayed on the main track under circumstances in which it may be overtaken by another train, the Flagman must go back immediately with stop signals, a sufficient distance from the train to insure full protection, at least:

In day time, if there is no down grade toward train, within one mile of its rear, and there is a clear view of its rear of 2,000 yards (40 telegraph poles) from an approaching train.

At other times and places if there is no down grade toward train, within one mile of its rear.

If there is a down grade toward train within one mile of its rear.

The flagman must, after going back a sufficient distance from the train to insure full protection, take up a position where there will be an unobstructed view of him from an approaching train of, if possible, 500 yards (10 telegraph poles), first placing two torpedoes not more than 200 or less than 100 feet apart on the rail on the same side as the Engineer of an approaching train, 100 yards (2 telegraph poles) beyond such position. The Flagman must remain in such position until recalled or relieved.

If recalled before another train arrives he must at night, or when weather or other conditions obscure
day signals, or when snow plows or flangers may be running, in addition to the two torpedoes, leave a fusee burning red at the point he returns from and at such other points on his return as may be necessary to insure full protection.

The front of a train must be protected in the same way when necessary by the front Brakeman, or if there be none, by the Fireman.

Flagmen must always on the approach of a train display stop signals, and if not already done, place two torpedoes on the rail as before described, and then return 100 yards (2 telegraph poles) nearer the protected point.

Flagmen must each be equipped for day time with a red flag, three red fusees and four torpedoes, and for night time and when weather or other conditions obscure day signals, with a red light, a white light and four torpedoes, three red fusees and a supply of matches.

In case an approaching train is known to be close, the Flagman must remain until it arrives.

A train should not stop between stations at a place where the view from following trains is obstructed.

100. When the Flagman goes out to protect the train his place will be filled by the person designated by the Conductor.

When a Flagman is left by his train, he will ride on the engine of the following train until his own train is overtaken.

101. If a train should part while in motion, Trainmen must, if possible, prevent damage to the detached portion. The signals prescribed by Rules 12 (e) and 14 (f) must be given.

The front portion will then go back to recover the detached portion, running with caution and following a Flagman.

When, for any purpose an engine leaves its train or a part of its train on the main track, every precaution must be taken to protect the train against the returning engine. Torpedoes must be placed in advance of the train and at night or during stormy weather a white light must be prominently displayed on the forward car. The Conductor and Engineer will be held equally responsible for the observance of this rule.

The detached portion must not be moved or passed until the front portion has returned to it.

When a train is entering or occupying a passing track, sufficient precaution must be taken to protect it against an opposing or following train that may use the same track.

Necessary protection must be given to protect a train about to enter the main track from any other track.

102. When cars are pushed by an engine (except when shifting and making up trains in yards where there are no public highway crossings at rail level) a flagman must take a conspicuous position on the front of the leading car.

Whenever in any city, town or village, cars are passing over or along a highway at grade not headed by an engine moving forward, in the ordinary manner, a man must take a conspicuous position on the foremost car or tender, if that is in front, to warn persons on the highway.

No part of a car or engine may be allowed to occupy any part of a highway for a longer period than five minutes and a highway must not be obstructed by switching operations for more than five minutes at a time.

Whistle posts will be placed at least 80 rods (¼) mile from every public road crossing at grade except at public road crossings within the limits of towns or cities.

103. Messages or orders respecting the movement of trains or the condition of track or bridges must be in writing.
104. The target of a switch parallel with the main track, displaying a green light at night indicates the switch is set for the main track; the target at right angles to the main track displaying a red light at night indicates the switch is set for a diverging track. (See Diagrams, Figures 59, 60).

All other switch targets and lights will show green when set for straight track or lead and yellow when set for diverging tracks. (See Diagrams, Figures 61, 62).

Side track and passing track derails when provided with targets or lights will show green when in closed position and purple when in derail position. (See Diagrams, Figures 57, 58).

It must be known that a facing point switch is in proper position before passing it.

If not lighted at a time when it should be and is not protected by automatic block signals or by a mechanical signal interlocked with the switch displaying the proper indication, trains must stop or reduce speed sufficiently to know that it is in proper position.

Switches must be left in proper position after having been used.

Except where Switchtenders are stationed, Conductors are responsible for the position of switches used by them and their Trainmen. This will not relieve Trainmen of responsibility for the proper position of switches used by their train.

Main track switches must be locked and other switches secured. After a switch is turned, the points must be examined to know that they are in proper position.

Employes must stand on opposite side of track and keep at least 20 feet from the stand while a train is closely approaching or passing over a switch.

A switch must not be left open for a following train, unless in charge of a Switchtender or a Trainman of such train.

When a train is standing on a passing track to be passed by a train, the Engineer and Fireman must see that switches at the front of their train are in proper position.

The speed of any train must not exceed 10 miles an hour when taking a diverging route from one track to another, and Engineers must know that switches are properly set before they pull in or out of passing tracks or other tracks.

Trainmen of a train occupying main track at a meeting or passing point will, when practicable, open the switch for the expected train, and protect the switch until relieved by a Switchtender or a Trainman of the other train.

Derails on side tracks not inter-connected with main track switches must be set and secured to protect the main track.

No attempt should be made to handle a switch while a train is passing until the last wheels are off the switch rails, or until it has passed beyond the derail if one inter-connected with the switch.

If any switch upon the main track is found to be defective, or to have a defective lock, or the points of a switch have been run through, the switch must be protected, the Section Foreman notified and the fact reported to the Superintendent by wire immediately.

105. Trains will run under the direction of their Conductors, unless such directions conflict with these rules, or involve any danger, in which case all persons participating will be held responsible.

When a passenger train stops short of, or runs past a station or other stopping place, Conductors and Trainmen must notify passengers not to alight until the train makes the station stop. The Engineer must receive and respond to the proper signal from the Conductor before moving the train. Great care must be exercised to avoid injury to passengers or others by a sudden or unexpected movement.

When a train is run without a Conductor, the Engineer will perform the duties of the Conductor.
Both Conductors and Engineers are responsible for the safety of their trains, and, under conditions not provided for by the rules, must take every precaution for their protection.

Immediate precaution must be taken to protect all trains against any obstruction or defect in the track.

Passenger trains when using slow speed track or passing track to be passed by another train, will where possible, arrange to be in motion at the time the other train is passing.

106. In all cases of doubt or uncertainty, the safe course must be taken and no risks run.

107. Conductors and Brakemen must know that the cars in their trains are in good order before starting, and inspect them whenever they have an opportunity to do so, particularly when entering or leaving sidings or waiting for other trains. All cars taken in their train at intermediate stations must be examined with extra care.

108. A train must not be detached while in motion. When necessary to make running switches the train must first be stopped.

109. When stopping to take water, freight trains of more than 15 cars, must stop not less than 50 feet before reaching the water tank or standpipe, and the engine must be cut off before water is taken. The brakes must not be released on the train until the engine is again coupled on and ready to proceed.

RULES FOR USE OF TRAIN ORDERS.

201. For movements not provided for by Timetable, train orders will be issued by authority and over the signature of the Superintendent. They must contain neither instructions nor information not essential to such movements.

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

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

The different forms of train orders may be combined in one, provided there is no movement in such combination which does not directly affect the train first named in the order.

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

203. Train orders will be numbered consecutively each day, beginning with No. One, at midnight.

204. Train orders must be addressed to those who are to execute or observe them, naming the place at which each is to receive his copy.

Train orders addressed to trains must be regarded as addressed to Conductors, Engineers and Pilots. A copy for each person addressed must be supplied by the Operator. Train orders addressed to Operators, restricting the movement of trains, must be respected by Conductors, Engineers and Pilots, the same as if addressed to them.

Conductors and Engineers must require Brakemen and Firemen to know the contents of all train orders.

205. Each train order must be written in full in a book or on a printed form provided for the purpose at the office of the Train Despatcher, and with it recorded the names of those who have signed for the order; the time and the signals which show when and from what offices the order was repeated, and the responses transmitted; and the Train Despatcher's initials. These records must be made at once and never from memory or memoranda.

206. Regular trains will be designated in train orders by their numbers and the numbers of their engines as “No. 10 ten engine 715 seven one five,” or “second No. 10 ten engine 725 seven two five.” If the number of the engine cannot be ascertained, the word “unknown” will be used as “No. 10 ten engine unknown.”

Extra trains will be designated by engine numbers
and direction as “Extra 795 seven nine five East.” Names, numbers and time will first be pronounced, then spelled out. Numbers and time must appear in figures and words.

Even hours must not be used in stating time of day in train orders, such as 10 00 A. M.

When trains have two or more engines coupled, and a designation is made by engine number, the number of the leading engine only will be used.

207. To transmit a train order, the signal “31” or the signal “19” followed by the direction, must be given to each office addressed, the number of copies being stated, if more or less than three—thus: “31 West copy 5,” or “19 East copy 2.”

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable.

The several addresses must be in the order of superiority of trains, and when practicable, must include the Operator at the meeting or waiting point, each office taking its proper address.

When not sent simultaneously to all, the order must be sent first to the Operator at the meeting or waiting point and then to trains in the order of their superiority.

Copies of the order addressed to the Operator at the meeting or waiting point must be delivered to all trains affected until all have arrived from one direction.

Train orders should not be sent an unnecessarily long time before delivery, or to points unnecessarily distant from where they are to be executed. No orders (except those affecting the train at that point) should be delivered to a train at a point where it has much work until after the work has been done.

209. Operators receiving train orders must write them in manifold during transmission, and if they cannot at one writing make the requisite number of copies, they must make others from one of the copies previously made, and repeat to the Train Dispatcher from the new copies each time additional copies are made.

NOTE—When the typewriter is used for copying train orders the word complete, time complete is given and the Operator’s name must be in his own hand writing.

210. When a “31” train order has been transmitted, Operators must (unless otherwise directed) repeat it at once from the manifold copy in the succession in which the several offices have been addressed, and then write the time of repetition on the order. Each Operator receiving the order should observe whether the others repeat correctly.

The Conductor of the train addressed will read the order aloud to the Operator and sign it. The Operator will then send the signature, preceded by the number of the order, to the Train Dispatcher. The response “Complete,” and the time, with the initials of the Superintendent will then be given by the Train Dispatcher. After receiving this response the Operator will write on each copy, the word, “Complete,” the time, and his last name in full, and deliver a copy to each person addressed, except Engineers. The copy for each Engineer must be delivered to him personally by the Conductor, who will require the order to be read aloud for comparison, and Engineer will then sign Conductor’s copy.

211. When a “19” train order has been transmitted, Operators must (unless otherwise directed) repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each Operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by the Operator, the response “Complete,” and the time, with the initials of the Superintendent will be given by the Train Dispatcher. The Operator receiving this response will then write on each copy the word “Complete,” the time, and his last name in full, and personally deliver a copy to each person addressed, without tak-
ing his signature. But when delivery to Engineer will take the Operator from the immediate vicinity of his office, the Engineer's copy will be delivered by the Conductor or Brakeman.

A "19" order must not be used when by its use the rights of a train are to be restricted.

212. A train order may, by direction of the Train Despatcher, be acknowledged without repeating, by the Operator responding "X; (Number of train order) to (Train)" with the Operator's initials and the office signal. The Operator must then write on the order his initials and the time.

213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated or the "X" response sent by the Operator who receives the order for the superior train.

When arranging a meeting or waiting point wherein any train carrying passengers is concerned, "Complete" must not be given to an order for delivery to an inferior train until the signature of the Operator at the meeting or waiting point has been received, and in addition, the order has been repeated, or the "X" response sent by the Operator who receives the order for the superior train, except that: when an order is sent for delivery to the superior train at the meeting point, the signature of both the Conductor and Operator must be received, except at the initial station of that train.

When an order restricting the superiority of a train is sent to any train order station at a time other than within the regular hours of such station, "Complete" must not be given to an order for delivery to an inferior train until the signature of the Conductor of the superior train has been received.

When a meeting or waiting point is arranged at a non or closed train order station, the Operators at the first train order station in advance of the meeting point, must be given copies of such meeting order, and they shall deliver to the Conductor and Engine-
218. When a train is named in a train order by its schedule number alone, all sections of that schedule are included, and each must have copies delivered to it.

Particular sections must be specified when it is known the schedule is, or is to be, in sections.

219. Unless otherwise directed, an Operator must not repeat or give the “X” response to a train order for a train which has been cleared or of which the engine has passed his train-order signal until he has obtained the signature of the Conductor and Engineer to the order.

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

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

When Conductors or Engineers change off, they must transfer all orders affecting their trains. Each must know that the orders transferred are correctly understood by the other, and obtain his written receipt therefor. Before either train proceeds, the Engineer must read his orders to the Conductor.

221. A fixed signal (to be known as a train order signal), must be used in each train order office, which shall indicate “Stop” when trains are to be stopped for train orders. When there are no orders, the signal must indicate “Proceed.”

When an Operator receives the signal “31” or “19” followed by the direction, he must immediately display the “Stop Signal” for the direction indicated and then reply “Stop Displayed,” adding the direction; when he receives the signal “19” followed by the direction, he must immediately display the “Caution Signal” for the direction indicated, and then reply “Caution Displayed,” adding the direction; and until the orders have been delivered or annulled the signal must not be restored to “Proceed.”

While train order signal indicates “Stop” or “Caution,” trains must not proceed without a Clearance Card (Form A) or Caution Card (Form C), although train orders may have been received. (See Diagrams, Figures 50, 52).

221a. A fixed signal (to be known as a train order signal), must be used at each train order office, which shall indicate “Stop” when trains are to be stopped for train orders, and “Caution” when only train orders on “19” form, or train messages, or Clearance Card (Form A) or Caution Card (Form C), are to be delivered. When there are no orders the signal must indicate “Proceed.”

When an Operator receives the signal “31” followed by the direction, he must immediately display the “Stop Signal” for the direction indicated and then reply “Stop Displayed,” adding the direction; when he receives the signal “19” followed by the direction, he must immediately display the “Caution Signal” for the direction indicated, and then reply “Caution Displayed,” adding the direction; and until the orders have been delivered or annulled the signal must not be restored to “Proceed.”

While Train Order Signal indicates “Stop” or “Caution,” trains must not proceed without a Clearance Card (Form A) or Caution Card (Form C) although train orders may have been received. See Diagrams, Figures 50, 51, 52).

221b. A fixed signal (to be known as a train order signal), must be used at each train order and manual block office, which shall indicate “Stop” when there is a signalman on duty, except it may be changed to “Proceed” to allow a train to pass for which there are no orders when block is clear and there are no orders for delivery to other trains running in the same direction. The signal must be returned to “Stop” as soon as a train has passed. It must be fastened at “Proceed” only when there is no signalman on duty.

While train order signal indicates “Stop” trains must not proceed without a Clearance Card (Form A)
or Caution Card (Form C) although train orders may have been received. (See Diagrams, Figures 50, 52).

NOTE—Time-table will designate the Sub-Divisions on which Rules 221, 221a or 221b will apply.

221c. Lights will be used on all Block and Train order signals from sunset to sunrise and whenever signal indications cannot be clearly seen without them. In the absence of a light at night trains will stop and if the office is apparently closed will be governed by the indication of the train order signal.

221d. Operators must have the proper appliances for hand signalling ready for immediate use if the train order signal should fail to work properly. If the train order signal at any train order office does not display a light when it should the fact must be reported to the Superintendent.

222. Operators will promptly record and report to the Train Despatcher the time of arrival and departure of all trains and the number and direction of extra trains.

223. The following signs and abbreviations may be used:

- Initials for signature of the Superintendent.
- Such office and other signals as are arranged by the General Superintendent.
- X—Train will be held until order is made “Complete.”

Com —for Complete.
O S —for Train Report
No. —for Number.
Eng. —for Engine.
Psgr —for Passenger.
Frt —for Freight.
Mins. —for Minutes.
Despr. —for Train Despatcher.
Opr. —for Operator.
Cy. —for Copy.
S D —for “Stop Displayed.”
B C —for Block Clear.

31 or 19—to clear the line for train orders and for Operators to ask for train orders.

The names of the stations as printed on the Time-table schedules and the usual abbreviations for the names of the months.

FORMS OF TRAIN ORDERS

Form A—Fixing Meeting Points for Opposing Trains.

(1) meet at
(2) meet at at
(and so on).

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

To these examples may be added “...... take passing track.” When this is done and later another order is issued changing the meeting point and no mention is made in the order which train will take passing track, the train inferior by class or direction will take passing track.

A meeting order must not be sent for delivery to a train at the meeting point if it can be avoided. When it cannot be avoided, the following addition to the order will be made, and is notice to approach the meeting point with care and under control.

“This order to at ......”

EXAMPLES.

(1) No. 3 meet Second No. 4 at B.
   No. 5 meet Extra 95 East at B.
   Extra 652 North meet Extra 231 South at B.
(2) No. 2 and Second No. 4 meet Nos. 1 and 3 at C and extra 95 West at D.
   No. 1 meet No. 2 at B, Second No. 4 at C and extra 95 East at D.

Form B—Directing a Train to pass or run ahead of another Train.

(1) ...... pass ...... at ......
(2) ...... pass ...... when overtaken.
(3) ...... run ahead of ...... to ......
(4) run ahead of ...... until overtaken.
When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated station.

**EXAMPLES.**

(1) No. 1 pass No. 3 at K.
When under this example a train is to pass another, both trains will run according to rule to the designated station, and there arrange for the rear train to pass promptly.

(2) No. 6 pass No. 4 when overtaken.
Under this example, both trains will run according to rule until the second named train is overtaken, and then arrange for the rear train to pass promptly.

(3) Extra 594 East run ahead of No. 6 M to B.
Under this example, the second named train will run with such caution as will prevent accident with the first named train.

(4) Extra 95 West run ahead of No. 3 B until overtaken.
Under this example, the first named train will run ahead of the second named train from the designated station until overtaken, and then arrange for the rear train to pass promptly.

(5) No. 1 pass No. 3 at K and run ahead of No. 7 M to Z.

**Form C.—Giving Right to a Train over an Opposing Train.**

......has right over ...... to ........

This order gives right to the train first named over the other train between the points named.

If the trains meet at either of the designated points the first named train must take the passing track, unless the order otherwise prescribes.

If the second named train before meeting the first named train, reaches a station within or beyond the stations named in the order, the first named train must be notified by the Conductor of the second named train.

**EXAMPLES.**

(1) No. 1 has right over No. 2 G to X.
Under (1), if the second named train, reach the station last named before the other arrives, it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the Rules.

(2) Extra 37 East has right over No. 3 F to C.
Under this example, the regular train must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.

**Form E.—Time Orders.**

(1) ...... run ...... late ...... to ........
(2) ...... run ...... late ...... to ...... and ...... late ...... to ...... etc.
(3) ...... wait at ...... until ...... M for ....
(4) ...... wait at ...... until .... M.
........ until .... M.
........ until .... M.

This form may be used in connection with the extra train created by example (3) of Form G, and the times at each station stated in that example have the same meaning as schedule times in the following examples.

**EXAMPLES.**

(1) No. 1 run 20 twenty mins. late A to G.
(2) No. 1 run 20 twenty mins. late A to G and 15 fifteen mins. late G to K, etc.

Examples (1) and (2) make the schedule time of the train named between the stations mentioned as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the Time-table schedule time. The time in the order should be such as can be easily added to the schedule time.

(3) No. 2 wait at H until 10 10 ten ten a. m. for No. 1.
Under this example the train first named must not pass the designated station before the time given, unless the other train has arrived. The train last named
may use the specified time to reach the designated station, or any intermediate station, clearing time of first named train as required by Rule.

(4) Nos. 1 and 3 wait at

N until 10 01 ten naught one a.m.
P until 10 30 ten thirty a.m.
R until 10 55 ten fifty five a.m.

Under this example the train (or trains) named must not pass the designated stations before the times given.

Other trains receiving the order are required to run with respect to the time specified at the designated stations or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train (or trains) named.

**Form F—For Sections.**

(1) display signals and run as to

(2) run as to

(3) display signals to for...

(6) is withdrawn as at

(7) instead of display signals and run

(8) ... . >. take down signals at

(9) and reverse position as and to

The character of a train for which green signals are displayed may be stated.

Each section affected by the order must have copies, and must arrange green signals accordingly.

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

**EXAMPLES.**

(1) Eng. 20 display signals and run as first No. 1 A to Z.

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

(2) Eng. 25 run as second No. 1 A to Z.

Under this example, engine 25 will not display green signals.

(3) No. 1 display signals A to G for Eng. 65, or second No. 1 display signals B to E for Eng. 99.

Under these examples engine 65 (or engine 99) will not display green signals.

These examples may be modified as follows:

(4) Engs. 20, 25 and 99 run as first, second and third No. 1 A to Z.

Under this example engine 99 will not display green signals.

For changing sections:

To add an intermediate section the following modification of example (1) will be used:

(5) Eng. 85 display signals and run as second No. 1 N to Z. Following sections change numbers accordingly.

Under this example, engine 85 will display green signals and run as directed and following sections will take the next higher number.

To drop an intermediate section, the following example will be used:

(6) Eng. 85 is withdrawn as second No. 1 at H. Following sections change numbers accordingly.

Under this example, engine 85 will drop out at H and following sections will take the next lower number.

To substitute one engine for another on a section, the following example will be used:

(7) Eng. 18 instead of Eng. 85 display signals and run as second No. 1 R to Z.

Under this example, engine 85 will drop out at R and engine 18 will run as directed. Following sections need not be addressed.

If engine 85 is last section, the words “display signals and” will be omitted.

To discontinue the display of green signals as pre-
scribed in rule 96, the following example will be used:

(8) Second No. 1 take down signals at and proceed from D before the arrival of third No. 1.

Under this example, second No. 1 will take down green signals as directed and a following section must not proceed beyond the station named.

To pass one section by another the following example will be used.

(9) Engs. 99 and 25 reverse positions as second and third No. 1 H to Z.

Under this example, engine 99 will run ahead of engine 25, H to Z, exchange train orders, and, if necessary, arrange green signals accordingly. Following sections need not be addressed.

Form G.—Extra Trains.

(1) Eng. run extra to

(2) Eng. run extra to and return to

(3) Eng. run extra leaving on as follows, with right over all trains:

Leave M.
Leave M.
Leave M.
Arrive M.

EXAMPLES.

(1) Eng. 99 run extra A to F.

(2) Eng. 99 run extra A to F and return to C.

Under (2), the extra must go to F before returning to C.

(3) Eng. 77 run extra, leaving A on Thursday, Feb. 17th, as follows with right over all trains:

Leave A 11 30 eleven thirty p.m.
Leave C 12 25 twelve twenty five a.m.
Leave E 1 47 one forty seven a.m.
Arrive F 2 21 two twenty one a.m.

This order may be varied by specifying the character of the extra and the particular trains over which the extra shall or shall not have right. Trains over which the extra is thus given right must clear the time of the extra five minutes.

Form H.—Work Extra.

(1) Eng. work M to M between and .

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

Whenever extra trains are run over working limits, they must be given a copy of the order sent to the work extra.

Should the working order instruct a work extra to not protect against extra trains in one or both directions, extra trains must protect, as prescribed by rule, against the work extra; if the order indicate that the work extra is protecting itself against other trains, they will run expecting to find the work extra protecting itself.

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

Conductors of work extras must report each evening by wire to the Train Despatcher when their trains are laid up for the night and the working limits for the following day.

EXAMPLES.

(1) Eng. 292 work 7 seven a.m. to 6 six p.m. between D and E.

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

This may be modified by adding:

(2) Not protecting against eastbound extras.

Under this example, the work extra will protect only against westbound extras. The time of regular trains must be cleared.

(3) Not protecting against extras.

Under this example, protection against extras is not required. The time of regular trains must be cleared.

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

(4) Work extra 292 clears (or protects against) extra 76 east between D and E after 2 10 two ten p.m.

Under this example, extra 76 East must not enter the working limits before 2.10 p.m., and will then run expecting to find the work extra clear of the main track (or protecting itself) as the order may require.

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

(5) Work extra 292 protect against No. 55 (or class trains) between D and E.

Under this example, the work extra may work upon the time of the train (or trains) mentioned in the order, and must protect itself against such train (or trains) as prescribed by rule. The regular train (or trains) receiving the order will run expecting to find the work extra protecting itself.

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

(6) Work extra 292 has right over all trains between M to M.

(6) Work extra 292 has right over all trains between D and E 7 seven p.m. to 11 59 eleven fifty nine p.m.

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

A train holding an order to meet a work extra must proceed to a designated point and there arrange to meet without regard to any time limit held by the work extra.

Form J.—Holding Order.

Hold ............

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

These orders will be addressed to the Operator and acknowledged in the usual manner, and will be delivered to Conductors and Engineers of all trains affected.

EXAMPLES.

Hold No. 2.

Hold all (or eastbound) trains.

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

"......may go."

Form K.—Annulmg a Schedule or a Section.

(1) ...... of ...... is annulled ......to......

(2) ...... due to leave ...... ...... is annulled ...... to ............

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

EXAMPLES.

(1) No. 1 of Feb. 29th is annulled A to Z.

(2) Second No. 5 due to leave A Feb. 29th is annulled E to G.

A train is "of" the date on which it is due to leave its initial station on any division or sub-division.

Form L.—Annulmg an Order.

Order No. ...... is annulled.

An order which has been annulled must not be re-issued under its original number.

EXAMPLE.

Order No. 10 is annulled.

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

"Annulled by Order No. ........."

Form M.—Annulmg Part of an Order.

That part of Order No. ...... reading ...... is annulled.

EXAMPLES.

(1) That part of order No. 10 reading Extra 263 West pass No. 1 at S is annulled.

(2) That part of order No. 10 reading No. 1 meet No. 2 at S is annulled.
Form P—Superseding an Order or Part of an Order.

This order will be given by adding to prescribed forms, the words, “instead of . . . .”

(1) . . . . meet (or pass) . . . . at . . . . instead of . . . .

(2) . . . . has right over . . . . instead of . . . .

(3) . . . . display signals for . . . . instead of . . . .

An order which has been superseded must not be reissued under its original number, and the original order must not be superseded more than once.

A superseding order must not be delivered prior to the delivery of the order which is superseded.

EXAMPLES.

(1) No. 1 meet No. 2 (or pass No. 3) at C instead of B.

(2) No. 1 has right over No. 2 G to R instead of X.

(3) No. 1 display signals for Eng. 85 A to Z instead of G.

Form T.—Line Clear Order.

Line clear to . . . . for . . . .

EXAMPLE.

Line clear to C for No. 3 (or extra 597 east).

This order gives the train named the right to track over all trains from the station at which the order is received to the station named, but it must, when necessary, be protected as prescribed by Rule 99, and must follow trains as prescribed by Rule 91. The order must be addressed to the train named and also to the Operator at the station to which the line is clear, and he must repeat it, and then hold all trains in the opposite direction until the train named has arrived. “Complete” must not be given to the order for the train until “Complete” has been given to the order for the Operator at the station to which the line is clear. This form of order must not be used unless authorized by the Superintendent.

Form U.—Protection Against Following Trains.

(1) Opr. . . . . hold all trains following . . . . (except . . . . ) until . . . . M.

(2) Opr. . . . . hold all trains following . . . . (except . . . . ) until . . . . arrives at . . . .

This order must be addressed to the Operator at G and to the train to be protected, and the Operator will deliver copies to all trains affected; and it gives the train to be protected, right to occupy the main track without rear flag protection, until the order is fulfilled.

EXAMPLES.

(1) Opr. G hold all trains following No. 64 (or extra 301 east) (except No. 6) until 10 ten a.m.

(2) Opr. G hold all trains following No. 4 (or extra 306 east) (except No. 6) until No. 4 (or extra 306 east) arrives at F.

Form V.—Specifying the Speed of a Train.

(1) Do not exceed . . . . miles per hour . . . . to . . . .

(2) Run . . . . miles per hour . . . . to . . . .

EXAMPLES.

(1) Do not exceed 6 miles per hour A to B.

This order will be used when main track is reported unsafe for usual speed.

(2) Run 40 miles per hour A to B.

Under (2) the train will not run at the speed specified unless safe to do so.

Form W.—Proceed Order.

. . . . may proceed from . . . . under stop signal expecting to find . . . . in the block.

EXAMPLE.

Extra 462 may proceed from N under stop signal expecting to find No. 1 in the block.

Trains receiving this order will run with such caution as will prevent accident with the train named.

This order may be used to permit a train to enter an occupied block when the circumstances indicate that help is needed or when conditions are such that trains will be held up indefinitely unless this order is given.

60
TRAIN RULES FOR
DOUBLE TRACK

NOTE—Double Track rules marked "D" differ in language from corresponding Single Track rules, or are applicable only to Double Track.

TIME TABLES.

4. Each time-table, from the moment it takes effect, supersedes the preceding time-table. A train of the preceding time-table which has left its initial station, on any subdivision before the new time-table takes effect, must retain its train orders and complete the run by using the schedule of the train of the same number of the new time-table, unless that train is scheduled to leave its initial station on that subdivision within twelve hours after the new time-table takes effect, in which case, the train of the preceding time-table loses both right and schedule at the moment the new time-table takes effect, and thereafter may proceed only by train order.

A train of the preceding time-table must not leave its initial station on any subdivision after the hour the new time-table takes effect.

A train of the new time-table which has not the same number on the preceding time-table, must not run on any subdivision until it is due to start from its initial station on that subdivision after the new time-table takes effect.

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

Unless otherwise indicated, the time applies to the switch where an inferior train enters the passing track; where there is no passing track, it applies to the place from which fixed signals are operated; where there is neither passing track nor fixed signal, it applies to the place where traffic is received or discharged.

Schedule passing stations are indicated by figures in full faced type with the number of numbers of the train or trains to pass in small figures adjoining.

Both the arriving and leaving time of a train are in full-faced type when both are passing times, or when one or more trains are to pass it between those times.

When trains are to be passed at a passing track extending between two adjoining stations, the time at each station will be shown in full-faced type.

Full-faced type will be used when the difference in the time of trains in the same direction at terminal stations and junctions in ten minutes or less.

6. The following letters and signs, when they appear on the Time-table schedules indicate:

"s" — regular stop.
"f" — flag stop to receive or discharge passengers or freight.
"k" — see foot notes.
"w" — stop only to discharge passengers.
"q" — stop for meals.
"l" — leave.
"a" — arrive.
"d" — day train order station.
"n" — night train order station.
"dn" — day and night train order station.
"dn*" — part day and part night train order station.
"t" — Despatchers telephone at other than train order stations.

SIGNALS.

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

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

9. Night signals are to be displayed from sunset to sunrise. When weather or other conditions obscure day signals, night signals must be used in addition.
## COLOR SIGNAL INDICATIONS

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<th>MEANS</th>
<th>USED ON</th>
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<td>SIGNALS AND SIGNS.</td>
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<td>2—SWITCH SET FOR MAIN TRACK SWITCHES.</td>
<td>MAIN TRACK SWITCHES.</td>
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<td></td>
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<td>CROSSING GATES.</td>
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<td></td>
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<tr>
<td></td>
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<td>AUTOMATIC AND INTER-Locking SIGNALS.</td>
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<td>3—REDUCE SPEED.</td>
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<td></td>
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<td>TRAIN ORDER SIGNALS.</td>
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<td></td>
<td>5—TAKE SIDING MESSAGES OR CLEARANCE CARD.</td>
<td>TAKE SIDING INDICATORS.</td>
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<td>GREEN</td>
<td>1—PROCEED.</td>
<td>SIGNALS.</td>
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<td></td>
<td>2—SWITCH SET FOR MAIN TRACK, STRAIGHT</td>
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<td>TRACK OR LEAD.</td>
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<td>4—RESUME SPEED.</td>
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<td>5—FOLLOWING SECTION.</td>
<td>Marker lamps on rear of train.</td>
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<tr>
<td></td>
<td>6—TRAIN CLEAR OF MAIN TRACK.</td>
<td>Protected crossings</td>
</tr>
<tr>
<td></td>
<td>7—STOP TO PUBLIC.</td>
<td>Flag stations. (Rule 28)</td>
</tr>
<tr>
<td>GREEN AND WHITE</td>
<td>1—STOP FOR PASSENGERS.</td>
<td>AT ONE OR BOTH ENDS OF AN ENGINE, CAR OR TRAIN. (Rule 26)</td>
</tr>
<tr>
<td>BLUE</td>
<td>1—REPAIRING CARS.</td>
<td></td>
</tr>
<tr>
<td>PURPLE</td>
<td>1—DERAILING POSITION.</td>
<td>PASSING TRACK AND SIDING DERAILES.</td>
</tr>
<tr>
<td>LUNAR WHITE</td>
<td>1—ENDS OF TRACK PAN.</td>
<td>TRACK PANS.</td>
</tr>
</tbody>
</table>

D11. On track protected by automatic block signals, a train finding a fussee burning, on or near its track, must stop before any part of the train has passed it and extinguish the fussee, and then proceed with caution prepared to stop short of train or obstruction.

On track not protected by automatic block signals, a train finding a fussee burning on or near its track must stop before any part of the train has passed it and not proceed until the fussee is burned out.

A lighted fussee dropped from the engine when the train has parted, is a warning to the rear portion.

A lighted fussee displayed from the side of an engine cab, day or night, indicates stop, to trains on opposite main track.
12. **HAND, FLAG AND LAMP SIGNALS.**

**MANNER OF USING**

<table>
<thead>
<tr>
<th>(a) STOP</th>
<th>(b) REDUCE SPEED</th>
<th>(c) PROCEED</th>
<th>(d) BACK</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Stop" /></td>
<td><img src="image" alt="Reduce Speed" /></td>
<td><img src="image" alt="Proceed" /></td>
<td><img src="image" alt="Back" /></td>
</tr>
</tbody>
</table>

**SOUND**

<table>
<thead>
<tr>
<th>(a) o</th>
<th>(b) ——</th>
<th>(c) — o o o</th>
<th>(d) ——</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stop. Apply brakes.</td>
<td>Release brakes, or ready to proceed.</td>
<td>Flagman go out to protect rear of train.</td>
<td>Flagman return from west or south, as prescribed by Rule 99.</td>
</tr>
</tbody>
</table>

**INDICATION**

<table>
<thead>
<tr>
<th>(e) ——</th>
<th>(f) ——</th>
<th>(g) o o</th>
<th>(h) o o o</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flagman return from east or north, as prescribed by Rule 99.</td>
<td>When running, train parted; to be repeated until answered by the signal prescribed by Rule 12 (e).</td>
<td>Answer to 12 (e).</td>
<td>Answer to any signal not otherwise provided for.</td>
</tr>
</tbody>
</table>

**SOUND**

<table>
<thead>
<tr>
<th>(i) — o o o</th>
<th>(j) o o o</th>
<th>(k) — o o</th>
<th>(l) — — o o</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release air brakes — held at arm's length above the head when the train is standing.</td>
<td>When running, answer to 16 (d).</td>
<td>Answer to 14 (n); second engine as soon as it has control of air brakes.</td>
<td>Approaching public road crossings at grade and at whistle posts.</td>
</tr>
</tbody>
</table>

13. Any object waved violently by any one on or near the track is a signal to stop.
14p. Succession of short sounds is an alarm for persons or animals on track.

14q. When trains are required to reduce speed where repairs to track and bridges are being made, the signal 14 (1) must be sounded not less than 1500 feet before reaching such point.

14r. Enginemen of all trains shall sound signal 14 (1) when approaching curves where view of track ahead is obscured to warn Sectionmen and Bridgemen. The same signal must be sounded at intervals in fogs and storms.

14s. Trains carrying mail cars on which catcher service is performed must sound signal 14 (m) for the guidance of mail clerks.

14t. Eight long blasts of the whistle is “distress signal” and is a call for assistance. Section men and other employes hearing the signal must go at once to the train making the call.

14u. One long followed by one short blast of the engine whistle will be sounded by trains running against the current of traffic, approaching curves, station platforms, and other dangerous points, and when passing trains which are standing.

15. The explosion of one torpedo is a signal to stop; the explosion of two not more than 200 and not less than 100 feet apart is a signal to reduce speed, and look out for a stop signal.

Torpedoes must not be placed near stations or public crossings, nor where persons are liable to be injured by them.

Torpedoes exploded by hand cars, velocipede or gasoline cars must be at once replaced.

### Communicating Signals

<table>
<thead>
<tr>
<th>SOUND</th>
<th>INDICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Two</td>
<td>When standing, start.</td>
</tr>
<tr>
<td>(b) Two.</td>
<td>When running, stop at once.</td>
</tr>
<tr>
<td>(c) Three.</td>
<td>When standing, back.</td>
</tr>
<tr>
<td>(d) Three.</td>
<td>When running, stop at next station.</td>
</tr>
<tr>
<td>(e) Four.</td>
<td>When standing, apply or release air brakes.</td>
</tr>
<tr>
<td>(f) Four.</td>
<td>When running, reduce speed.</td>
</tr>
<tr>
<td>(g) Five.</td>
<td>When standing, call in flagman.</td>
</tr>
<tr>
<td>(h) Five.</td>
<td>When running, increase speed.</td>
</tr>
<tr>
<td>(i) Six.</td>
<td>When running, increase steam heat.</td>
</tr>
<tr>
<td>(j) Seven.</td>
<td>When running, release air brakes, or sticking brake.</td>
</tr>
</tbody>
</table>

### TRAIN SIGNALS.

**D-17.** A headlight will be displayed to the front of every train by night, but must be concealed when the train is standing to meet trains at the end of double track or at junctions, and switch properly set for the approaching train.

**18.** Yard engines will display a headlight to the front and rear by night. When not provided with a rear headlight, two white lights must be displayed, one on either corner of the rear of the tender. Yard engines will not display markers.

**18a.** Under conditions not requiring display of markers, road engines without cars will display a white light on the rear of tender by night.

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**FIG. 83.**

ENGINE RUNNING BACKWARD BY NIGHT WITHOUT CARS OR AT THE FRONT OF A TRAIN PULLING CARS. Rule 18a.
18b. A white light must be displayed by night on velocipede, motor or hand cars when on main track.

D-19. The following signals will be displayed one on each side of the rear of every train as markers, to indicate the rear of the train.

**FIG. 84.** Engine running forward by day, with the current of traffic, without cars or at the rear of a train pushing cars.

**FIG. 85.** Rear of train by day running with the current of traffic, with the current of traffic.

Green flags as markers.

**FIG. 86.** Engine running forward by night, with the current of traffic, without cars or at the rear of a train pushing cars.

**FIG. 87.** Rear of train by night while running with the current of traffic.

Lights showing green to the front and side and red to the rear.

**FIG. 88.** Rear of passenger train by night, running against the current of traffic on double track.

Lights showing green to front and side and green to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving and red to the rear on the opposite side.

**FIG. 89.** Rear of freight train by night, running against the current of traffic on double track.

**FIG. 90.** Rear of train by night when on passing track to be passed by another train.

Lights showing green toward engine, side and to rear.

NOTE.—For markers on engines running backward, see figures, 94, 95, 98 and 99.
D-19a. By night, in addition to the markers, freight trains, while on the main track, will display from the top of the caboose a green light to the front and a red light to the rear.

D-19b. When the cupola of a caboose is provided with indicators for designating the train, the proper indication must be shown as above, and must be removed as soon as the run is completed.

Extra trains with two or more engines coupled, will show the number of the leading engine only in the cupola.

D-19c. By night, when any train is found with markers showing red to the rear, whether on a main track or a passing track, it will indicate that such train is fouling the main track and a following train must proceed with such caution as will prevent accident, until it is seen or known that the main track on which it is moving is clear.

20. All sections except the last will display two green flags, and in addition, two green lights by night, in the places provided for that purpose on the front of the engine.
D-21. Unless otherwise specified in the Timetable extra trains will display two white flags, and in addition, two white lights by night, in the places provided for that purpose on the front of the engine.

22. When two or more engines are coupled, the leading engine only shall, unless otherwise directed, announce the signals as prescribed by Rule D, 14, and display the signals as prescribed by Rules 20 and 21.

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

24. When cars are pushed by an engine (except when shifting or making up trains in yards) a white light must be displayed on the front of the leading car by night.

25. Each car on a passenger train must be connected with the engine by a communicating signal appliance.

26. A blue flag by day and a blue light by night, displayed at one or both ends of an engine, car or train indicates that workmen are under or about it; when thus protected, it must not be coupled to or moved, and other cars must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

Workmen will display the blue signals and the same workmen are alone authorized to remove them.
USE OF SIGNALS

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as a stop signal, and the fact reported to the Superintendent.

28. A combined green and white signal is to be used to stop a train only at the flag stations indicated on its schedule. When it is necessary to stop a train at a point that is not a flag station on its schedule, a red signal must be used.

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

30. The engine bell must be rung when an engine is about to move, and while moving about stations.

When engines are equipped with automatic bell ringers, the bell must be kept in operation while moving, except where it is prohibited by law or local ordinance.

31. Signal 14 (c) must be sounded when necessary to protect rear end of train as per Rule 99.

Signal 14 (l) must be sounded at least 80 rods (1/4 mile) from every public road crossing at grade, and the engine bell be kept ringing until the crossing is passed.

Signal 14 (l) must be sounded at every whistle post.

Signal 14 (m) must be sounded one mile from stations, watering and fueling points, junctions, the end of double track, drawbridges and railway crossings at grade.

Signal 14 (k) must be sounded by a train displaying green signals for a following section, to call attention of yard engines, extra trains or trains of the same or inferior class or inferior right to green signals displayed, and must hear the answer 14 (o), or stop and notify them of green signals displayed.

32. The unnecessary use of either the whistle or the bell is prohibited. They will be used only as prescribed by rule or law, or to prevent accident.

The whistle must not be sounded while passing a passenger train, except to prevent accident.

33. Watchmen stationed at public road crossings must use an oval banner on a staff with the word "STOP" printed in black letters in centre of same, and a green lantern by night to prevent persons and vehicles from crossing the track when trains are approaching. Red signals must be used by Crossing Watchmen only when necessary to stop trains.

34. In emergency cases when track is suddenly found defective, any employe shall by the use of flags, lights, torpedoes, fuses or other signals, use every effort possible to stop trains in both directions.

35. Where reduced speed over track is required, the point may be marked and the speed designated by signs or yellow flags as follows:

(a) Indication—REDUCE SPEED TO INDICATED LIMIT.
Name—Reduce-Speed-Sign.
Location—Upon the right of and adjoining the track to which it refers, approximately 3,000 feet from the point to be protected.

If a yellow flag is substituted for the sign or the sign does not designate the speed limit, speed must be reduced to 10 miles per hour.

(b) Indication—SLOW SPEED.
Name—Slow-Speed-Sign.
Location—At the point to be protected, upon the right of and adjoining the track to which it refers.

(c) Indication—RESUME NORMAL SPEED WHEN REAR OF TRAIN HAS PASSED.
Name—Resume-Speed-Sign.
Location—Upon the right of and adjoining the track to which it refers, and 50 feet in advance of the point protected.

NOTE—In addition to signs or flags, lights of prescribed color must be used by night.
36. Before undertaking any work which will render the track impassable or if rendered impassable from any cause or defect, trackmen, bridgemen, or other employes of the Company shall protect the same as follows:

Part 1. (a) On double track.
(b) On three or more tracks.
(c) In mountain territory.
(d) On all lines with frequent or fast train service.

Send out a flagman in each direction with stop signals at least:
1,500 feet in day time, if there is no down grade towards the obstruction within one mile, and there is a clear view of 6,000 feet from an approaching train.
3,600 feet at other times and places if there is no down grade towards the obstruction within one mile.
5,400 feet if there is a down grade towards the obstruction within one mile.

The flagman must, after going the required distance from the obstruction, to insure full protection, take up a position where there will be an unobstructed view of him from an approaching train, of, if possible, 1,500 feet, first placing two torpedoes on the rail (not more than 200 or less than 100 feet apart) on the same side as the Engineer of an approaching train, 300 feet beyond such position. The flagman must display a red flag by day and a red light by night and remain in such position until recalled or relieved.

Part 1 is applicable only to the main track, Windsor to Bridgeburg and to East end of the Cantilever Bridge.

Part 2. On other lines.
(a) By day place a red flag, and in addition, by night a red light on the same side of the track as the Engineer of an approaching train at a point 600 feet from the defective or working point, with two torpedoes placed on the rail opposite each other so as to cause but one explosion, 150 feet in advance of the red signal and provide further protection as follows:
(b) By day place a red flag and, in addition, by night a red light, on the same side of the track as the engineer of an approaching train so that it will be clearly in his view, at least:
3,600 feet from the defective or working point, if there is no down grade towards the obstruction.
5,400 feet if there is a down grade within one mile of the obstruction, or as much farther as may be necessary to insure full protection.
(c) Place two torpedoes (not more than 200 or less than 100 feet apart) on the rail on the same side as the Engineer of an approaching train, 300 feet in advance of the red signal.

Part 2. (a), (b) and (c), is applicable only to the Amherstburg, Leamington, St. Clair and Niagara Branches.

Part 3. Trains stopped by flagman as per Part 1 shall be governed by his instructions and proceed to the working point and there be governed by signal or instructions of the Foreman in charge.

Part 4. Trains stopped by red signal, as per Part 2, shall replace the torpedoes exploded and proceed to the working point signal, and there be governed by signal or instructions of the Foreman in charge, unless in the meantime stop signal had been removed.

Part 5. In the event of train order protection being provided the defective or working point must be marked by signals placed in both directions as follows:

Yellow flags by day and in addition yellow lights by night 3,600 feet from the defective or working point; red flags by day and in addition red lights by night 600 feet from the defective or working point on the same side of
the track as the Engineer of an approaching train, except on double tracks, where trains run to the left, in which case, signals shall be placed to the left hand side as seen by an Engineer of an approaching train and there is a clear view of at least 1,200 feet.

Part 6. When weather or other conditions obscure day signals, night signals must be used in addition.

37. A red fusee will be used for protection of a train which is not making the speed required by schedule or train order, and is liable to be overtaken by a following train.

MOVEMENT OF TRAINS BY TIME-TABLE AND TRAIN ORDER.

Superiority.

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

Right is conferred by train order; class by Time-table.

Right is superior to class.

D-72. Trains of the first class are superior to those of the second class; trains of the second class are superior to those of the third class; trains of the third class are superior to those of the fourth class.

73. Extra trains are inferior to regular trains.

RULES FOR TRAIN MOVEMENT.

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

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

D-83. Trains must be registered at the register stations designated in the time table.

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

A train must not leave its initial station on any sub-division without a Terminal Clearance unless otherwise directed.

At bulletin stations designated in the Time-table, Conductors and Engineers must read and sign for the Bulletins posted before starting. All bulletins affecting the movement of trains will be re-issued the first of each month.

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

D-85. When a train of one schedule is on the time of another schedule of the same class, it will proceed on its own schedule.

Trains of one schedule may pass trains of another schedule of the same class and extras may pass and run ahead of extras.

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

D-86. Unless otherwise provided, an inferior train must clear the time of a superior train not less than five minutes.

87. Omitted. (Not applicable to double track.)

88. Omitted. (Not applicable to double track.)

89. Omitted. (Not applicable to double track.)

D-90. Conductors and Engineers of freight, mixed and work trains will see that Brakemen be in position to exchange signals while approaching and passing junctions, railway-crossings, draw-bridges, points where trains may be required to stop and on heavy grades, and to do whatever is required for safety and expedition, and must exchange signals when passing and leaving stations.

Trainmen will not be required to ride on top of trains unless it is necessary for safety.

There must be a trainman on the last car of such train while in motion.

Extra trains must approach passing tracks under control expecting to find a preceding train pulling out onto the main track unless otherwise provided.
A train receiving an order to run to a specified station, will take passing track at the initial switch at such station unless otherwise directed.

At schedule passing stations between trains of the same class, the train to be passed, unless otherwise directed by train order, will remain at such station until the expected train has passed.

91. Unless some form of block signal is used, trains in the same direction must keep at least five minutes apart, except in closing up at stations, but a train must not follow a train carrying passengers or operating a snow plow until a report is received of its arrival at a station ahead, except that a train may follow twenty minutes after the departure of a train carrying passengers or operating a snow plow, when either the station from which it is to follow or the next station ahead is not a telegraph station, or when communication with the Train Despatcher is interrupted, and the wire failure is noted on the Clearance.

The train order signal will be used by Operators to maintain the intervals required by this rule.

Schedule speed must not be exceeded by sections of trains other than the first section, nor may a train following a train carrying passengers, exceed the schedule speed of such train unless clearance shows arrival at a station ahead.

92. A train must not arrive at a station in advance of its schedule arriving time.

When only the leaving time is shown, a first-class train must not arrive at a station more than five minutes in advance of its schedule leaving time.

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

93a. Yellow lights must be attached to the yard limit boards to be kept lighted from sunset to sunrise.

93b. Trains standing on main track within yard limits must be protected as prescribed by rule 99, unless relieved of this duty by the Yardmaster.

93c. By night, or in foggy or stormy weather, proper lights must be placed on cars or engines obstructing main tracks within yard limits if not protected by flagman.

93d. Within yard limits, any movement from a side track to a main track or across a main track or from a main track to a side track, unless protected by fixed signal, must be protected against side collision by a Flagman or red signal on the side toward which movements with the current of traffic may be made.

93e. When switching passenger equipment occupied by passengers the air hose must be coupled and air brakes used. The engine must not be uncoupled from passenger cars which are occupied until they have been stopped.

93f. A movement against the current of traffic within yard limits, may be made under the direction of the yardmaster who will be responsible for the protection of the train making the movement.

94. A train which overtakes another train so disabled that it cannot proceed, will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next open train order station and there report to the Train Despatcher. The disabled train will assume the schedule and take the train orders of the last train with which it has exchanged, and will, when able, proceed to and report from the next open train order station.
D-95. Two or more sections may be run on the same Time-table schedule.

Each section has equal Time-table authority.

A train must not display green signals for a following section without a train order to do so, except as prescribed by Rule D-85.

96. Omitted. (Not applicable to double track.)

D-97. Extra trains must not be run without train orders.

Work extras will be assigned working limits, and must move within these limits with the current of traffic only, unless otherwise directed by train order.

98. Trains must approach the end of double track, junctions, interlocked railway crossings at grade and interlocked drawbridges, prepared to stop, unless the switches and signals are right, and the track is clear.

At railway crossings at grade and drawbridges not interlocked, trains must stop not less than 200 feet or more than 800 feet distant and not proceed until the proper signal has been given.

When clear signals are shown where one railway crosses another at grade, the speed of passenger trains must be reduced to thirty-five miles an hour, and freight trains to twenty miles an hour, until the entire train has passed the crossing.

When clear signals are shown where a railway crosses a drawbridge, the speed of passenger trains must be reduced to twenty-five miles an hour and the speed of freight trains to fifteen miles an hour, until the entire train has passed the drawbridge.

99. When a train stops or is delayed on the main track under circumstances in which it may be overtaken by another train, the Flagman must go back immediately with stop signals, a sufficient distance from the train to insure full protection, at least:

In day time, if there is no down grade toward train within one mile of its rear and there is a clear view of its rear of 2,000 yards (40 telegraph poles) from an approaching train.

At other times and places if there is no down grade toward train within one mile of its rear.

If there is a down grade toward train within one mile of its rear.

The Flagman must, after going back a sufficient distance from the train to insure full protection, take up a position where there will be an unobstructed view of him from an approaching train of, if possible, 500 yards (10 telegraph poles), first placing two torpedoes not more than 200 or less than 100 feet apart on the rail on the same side as the Engineer of an approaching train, 100 yards (2 telegraph poles) beyond such position. The Flagman must remain in such position until recalled or relieved.

If recalled before another train arrives he must at night, or when weather or other conditions obscure day signals, or when snow plows or flangers may be running, in addition to the two torpedoes, leave a fusee burning red at the point he returns from and at such other points on his return as may be necessary to insure full protection.

The front of a train must be protected in the same way when necessary by the front Brakeman, or if there be none, by the Fireman.

Flagmen must always on the approach of a train display stop signals, and if not already done, place two torpedoes on the rail as before described, and then return 100 yards (2 telegraph poles) nearer the protected point.

Flagmen must each be equipped for day time with a red flag, three red fusees and four torpedoes, and for night time and when weather or other conditions obscure day signals, with a red light, a white light and four torpedoes, three red fusees and a supply of matches.

In case an approaching train is known to be close, the Flagman must remain until it arrives.
A train should not stop between stations at a place where the view from following trains is obstructed.

100. When the Flagman goes out to protect the train his place will be filled by the person designated by the Conductor.

When a Flagman is left by his train, he will ride on the engine of the following train until his own train is overtaken.

D-101. If a train should part while in motion, Trainmen must, if possible, prevent damage to the detached portion. The signals prescribed by Rules 12 (e) and 14 (f) must be given.

The front portion will then go back to recover the detached portion, running with caution and following a Flagman.

When, for any purpose an engine leaves its train or a part of its train on the main track, every precaution must be taken to protect the train against the returning engine. Torpedoes must be placed in advance of the train and at night or during stormy weather a white light must be prominently displayed on the forward car. The Conductor and Engineer will be held equally responsible for the observance of this rule.

The detached portion must not be moved or passed until the front portion has returned to it.

When a train is entering or occupying a passing track, sufficient precaution must be taken to protect it against an opposing or following train that may use the same track.

Unless otherwise provided necessary protection must be given:

When a movement against the current of traffic is about to be made.

When a train is about to enter a main track from any other track.

When a train is suddenly stopped by the emergency application of the air brakes or by any cause, the Engineer will at once display a lighted fusee from the side of the cab next to the opposite main track, and if it cannot be immediately ascertained that the other main track is not obstructed, a Flagman must at once go forward to stop trains running in the opposite direction. The Fireman will perform this service when necessary. As soon as it is known that the other track is not obstructed the Flagman will be recalled. Engineers will see that a Flagman goes forward promptly under the above circumstances and will also immediately ascertain whether the other main track is obstructed.

When any obstruction is seen upon the opposite track by Enginemen or trainmen, their train must be stopped at once and the obstruction removed or protected by flag, and Train Despatcher notified from first telegraph office.

The front portion of a parted train must give the train-parted signal to trains running in the opposite direction. A train receiving this signal from a train on the opposite track, or being otherwise notified that a train on the opposite track is parted, must immediately reduce speed and proceed with extreme caution until the detached portion of the train has been passed.

When a train breaks down so it may obstruct the opposite track, trains on the opposite track must be stopped.

If a Flagman, whose train is parted or is liable in any way to obstruct the opposite main track, is overtaken by a train which is running against the current of traffic, he must stop that train and inform the Engineer of the conditions.

102. When cars are pushed by an engine (except when shifting and making up trains in yards where there are no public highway crossings at rail level) a flagman must take a conspicuous position on the front of the leading car.
Whenever in any city, town or village, cars are passing over or along a highway at grade not headed by an engine moving forward, in the ordinary manner, a man must take a conspicuous position on the foremost car or tender, if that is in front, to warn persons on the highway.

No part of a car or engine may be allowed to occupy any part of a highway for a period longer than five minutes and a highway must not be obstructed by switching operations for more than five minutes at a time.

Whistle posts will be placed at least 80 rods (¼ mile) from every public road crossing at grade except at public road crossings within the limits of towns or cities.

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

D-104. The target of a switch parallel with the main track, displaying a green light at night indicates the switch is set for the main track; the target at right angles to the main track displaying a red light at night indicates the switch is set for a diverging track. (See Diagrams, Figures 59, 60).

All other switch targets and lights will show green when set for straight track or lead and yellow when set for diverging tracks. See diagrams, figures 61-62.

Side track and passing track derails when provided with targets or lights will show green when in closed position, and purple when in derailing position. (See Diagrams, Figures 57, 58).

It must be known that a facing point switch is in proper position before passing it.

If not lighted at a time when it should be and is not protected by automatic block signals, or by a mechanical signal interlocked with the switch displaying the proper indication, trains must stop or reduce speed sufficiently to know that it is in proper position.

Switches must be left in proper position after having been used.

Except where Switchtenders are stationed, Conductors are responsible for the position of switches used by them and their Trainmen. This will not relieve Trainmen of responsibility for the proper position of switches used by their train.

Main track switches must be locked and other switches secured. After a switch is turned, the points must be examined to know that they are in proper position.

Employees must stand on opposite side of track and keep at least 20 feet from the stand while a train is closely approaching or passing over a switch.

A switch must not be left open for a following train, unless in charge of a Switchtender or a Trainman of such train.

When a train is standing on a passing track to be passed by a train, the Engineer and Fireman must see that switches at the front of their train are in proper position.

The speed of any train must not exceed 10 miles an hour when taking a diverging route from one track to another, and Engineers must know that switches are properly set before they pull in or out of passing tracks or other tracks.

Trainmen of a train occupying main track at a passing point will, when practicable, open the switch for the expected train, and protect the switch until relieved by a Switchtender or a Trainman of the other train.

Derails on side tracks not inter-connected with main track switches must be set and secured to protect the main track.

No attempt should be made to handle a switch while a train is passing until the last wheels are off the switch rails, or until it has passed beyond the derail if one inter-connected with the switch.

If any switch upon the main track is found to be defective, or to have a defective lock, or the points of a switch have been run through, the switch must be protected, the Section Foreman notified and the
fact reported to the Superintendent by wire immediately.

105. Trains will run under the direction of their Conductors, unless such directions conflict with these rules, or involve any danger, in which case all persons participating will be held responsible.

When a passenger train stops short of, or runs past a station or other stopping place, Conductors and Trainmen must notify passengers not to alight until the train makes the station stop. The Engineer must receive and respond to the proper signal from the Conductor before moving the train. Great care must be exercised to avoid injury to passengers or others by a sudden or unexpected movement.

When a train is run without a Conductor, the Engineer will perform the duties of the Conductor.

Both Conductors and Engineers are responsible for the safety of their trains, and, under conditions not provided for by the rules, must take every precaution for their protection.

Immediate precaution must be taken to protect all trains against any obstruction or defect in the track.

Passenger trains when using slow speed track or passing track to be passed by another train, will where possible, arrange to be in motion at the time the other train is passing.

106. In all cases of doubt or uncertainty, the safe course must be taken and no risks run.

107. Conductors and Brakemen must know that the cars in their trains are in good order before starting, and inspect them whenever they have an opportunity to do so, particularly when entering or leaving sidings or waiting for other trains. All cars taken in their train at intermediate stations must be examined with extra care.

108. A train must not be detached while in motion. When necessary to make running switches the train must first be stopped.

109. When stopping to take water, freight trains of more than 15 cars, must stop not less than 50 feet before reaching the water tank or standpipe, and the engine must be cut off before water is taken. The brakes must not be released on the train until the engine is again coupled on and ready to proceed.

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

Where more than two main tracks are in service they shall be designated by numerals and their use indicated by the time-table or by special instructions.

D-152. When a train crosses over to, or obstructs the other track, it must first obtain permission from Train Despatcher and unless otherwise provided, it must first be protected as prescribed by Rule 99, in both directions on that track.

D-153. Trains must use caution in passing a train receiving or discharging passengers at a station, and, except where proper safeguards are provided or the movement is otherwise protected, must not pass between it and the platform at which the passengers are being received or discharged.

D-153a. A passenger train using other than its assigned track must approach a station at which it receives or discharges passengers with extreme caution, keeping a sharp lookout and be prepared to stop without injury to persons who may step on track in front of train.

Unless track is seen to be clear of persons and trucks, train must stop and then proceed to station with man ahead to clear track.

D-153b. A train carrying passengers making other than schedule stops must use precaution to prevent other trains running between it and the platform at which the passengers are to be received or discharged. Local trains must, as far as possible, avoid detention to through trains.

D-154. When a train is moving against the current of traffic a sharp lookout must be kept to avoid injury to persons on or about tracks, and when run-
ning over cross-overs and through yard limits, a speed must be used that will enable the train to be stopped within the range of vision.

D-154a. A train moving against the current of traffic to a station where there is more than one cross-over, must use the first cross-over unless otherwise directed.

154b. When a train running with the current of traffic is passed by a train running against the current of traffic, the train so passed must approach succeeding cross-overs under such control as to avoid accident should the train which passed it be crossing back to that track.

D-155. When a train fails to make expected time between communicating stations and falls back on the time of a first class train at a non-communicating station on double track, where there is a cross-over between main tracks, it will not back over to the opposite track unless and until the regular train is known to be following on its own track.

D-156. Trains which collect mail pouches from mail cranes, when running on any other than their regular track, must stop to exchange mail.

RULES FOR USE OF TRAIN ORDERS

201. For movements not provided for by Timetable, train orders will be issued by authority and over the signature of the Superintendent. They must contain neither instructions nor information not essential to such movements.

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

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

The different forms of train orders may be combined in one, provided there is no movement in such combination which does not directly affect the train first named in the order.

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

203. Train orders will be numbered consecutively each day, beginning with No. One, at midnight.

204. Train orders must be addressed to those who are to execute or observe them, naming the place at which each is to receive his copy.

Train orders addressed to trains must be regarded as addressed to Conductors, Engineers and Pilots. A copy for each person addressed must be supplied by the Operator. Train orders addressed to Operators, restricting the movement of trains, must be respected by Conductors, Engineers and Pilots, the same as if addressed to them.

Conductors and Engineers must require Brakemen and Firemen to know the contents of all train orders.

205. Each train order must be written in full in a book or on a printed form provided for the purpose at the office of the Train Despatcher, and with it recorded the names of those who have signed for the order; the time and the signals which show when and from what offices the order was repeated, and the responses transmitted; and the Train Despatcher's initials. These records must be made at once and never from memory or memoranda.

206. Regular trains will be designated in train orders by their numbers and the numbers of their engines as "No. 10 ten engine 715 seven one five," or "second No. 10 ten engine 725 seven two five." If the number of the engine cannot be ascertained, the word "unknown" will be used as "No. 10 ten engine unknown."

Extra trains will be designated by engine numbers and direction as "Extra 795 seven nine five East." Names, numbers and time will first be pronounced, then spelled out. Numbers and time must appear in figures and words.

Even hours must not be used in stating time of day in train orders, such as 10 00 A. M.

When trains have two or more engines coupled,
and a designation is made by engine number, the number of the leading engine only will be used.

207. To transmit a train order, the signal “31” or the signal “19” followed by the direction, must be given to each office addressed, the number of copies being stated, if more or less than three—thus: “31 West copy 5,” or “19 East copy 2.”

D-208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable.

The several addresses must be in the order of superiority of trains, each office taking its proper address. When not sent simultaneously to all, the order must be sent first to the superior train.

Train orders should not be sent an unnecessarily long time before delivery, or to points unnecessarily distant from where they are to be executed. No orders (excepting those which affect the train at that point) should be delivered to a train at a station where it is at work until after the work is done.

D-209. Operators receiving train orders must write them in manifold during transmission, and if they cannot at one writing make the requisite number of copies, they must make others from one of the copies previously made, and repeat to the Train Despatcher from the new copies each time additional copies are made.

NOTE—When the typewriter is used for copying train orders the word complete, time complete is given and the Operator’s name must be in his own hand writing.

210. When a “31” train order has been transmitted, Operators must (unless otherwise directed) repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each Operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by the Operator, the response “Complete,” and the time, with the initials of the Superintendent will be given by the Train Despatcher. The Operator receiving this response will then write on each copy the word “Complete,” the time, and his last name in full, and deliver a copy to each person addressed, except Engineers. The copy for each Engineer must be delivered to him personally by the Conductor, who will require the order to be read aloud for comparison, and Engineer will then sign Conductor’s copy.

211. When a “19” train order has been transmitted, Operators must (unless otherwise directed) repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each Operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by the Operator, the response “Complete,” and the time, with the initials of the Superintendent will be given by the Train Despatcher. The Operator receiving this response will then write on each copy the word “Complete,” the time, and his last name in full, and personally deliver a copy to each person addressed, without taking his signature. But when delivery to Engineer will take the Operator from the immediate vicinity of his office, the Engineer’s copy will be delivered by the Conductor or Brakeman.

A “19” order must not be used when by its use the rights of a train are to be restricted.

212. A train order may, by direction of the Train Despatcher, be acknowledged without repeating, by the Operator responding “X; (Number of train order) to (Train)” with the Operator’s initials and the office signal. The Operator must then write on the order his initials and the time.

D-213. “Complete” must not be given to a train order for delivery to an inferior train until the order has been repeated or the “X” response sent by the
Operator who receives the order for the superior train.

214. When a train order has been repeated or "X" response sent, and before "Complete" has been given, the order must be treated as a holding order for the train addressed, but must not be otherwise acted on until 'Complete' has been given.

If the line fail before an office has repeated an order or has sent the "X" response, the order at that office is of no effect and must be there treated as if it had not been sent.

215. The Operator who receives and delivers a train order must preserve the lowest copy.

216. For train orders delivered by the Train Despatcher, the requirements as to the record and delivery are the same as at other offices.

217. A train order to be delivered to a train at a point not a train order office or at one at which the office is closed, must be addressed to

"______ (at______), care of______",

and forwarded and delivered by the Conductor or other person in whose care it is addressed. When Form 31 is used "Complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied with copies for the Conductor and Engineer addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first Operator accessible, who must preserve it and at once transmit the signatures of the Conductor and Engineer to the Train Despatcher.

Orders so delivered must be acted on as if "Complete" had been given in the usual way.

When form "31" is sent in the manner herein provided, to a train, the superiority of which is thereby restricted, "Complete" must not be given to an inferior train until the signatures of the Conductor and Engineer of the superior train have been sent to the Train Despatcher.

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

Particular sections must be specified when it is known the schedule is, or is to be, in sections.

219. Unless otherwise directed, an Operator must not repeat or give the "X" response to a train order for a train which has been cleared or of which the engine has passed his train-order signal until he has obtained the signature of the Conductor and Engineer to the order.

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

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

When Conductors or Engineers change off, they must transfer all orders affecting their trains. Each must know that the orders transferred are correctly understood by the other, and obtain his written receipt therefor. Before either train proceeds, the Engineer must read his orders to the Conductor.

221. A fixed signal (to be known as a train order signal,) must be used in each train order office, which shall indicate "Stop" when trains are to be stopped for train orders. When there are no orders, the signal must indicate "Proceed."

When an Operator receives the signal "31" or "19" followed by the direction, he must immediately display the "Stop" signal for the direction indicated, and then reply "Stop Displayed," adding the direction; and until the orders have been delivered or annulled the signal must not be restored to "Proceed."

While train order signal indicates "Stop" trains must not proceed without a Clearance Card (Form A) or Caution Card (Form C) although train orders may have been received. (See Diagrams, Figures 50, 52).
221a. A fixed signal (to be known as a train order signal,) must be used at each train order office, which shall indicate “Stop” when trains are to be stopped for train orders, and “Caution” when only train orders on “19” form, or train messages or Clearance Card (Form A) or Caution Card (Form C) are to be delivered. When there are no orders the signal must indicate “Proceed.”

When an Operator receives the signal “31” followed by the direction, he must immediately display the “Stop Signal” for the direction indicated and then reply “Stop Displayed,” adding the direction; when he receives the signal “19” followed by the direction, he must immediately display the “Caution Signal” for the direction indicated, and then reply “Caution Displayed” adding the direction; and until the orders have been delivered or annulled, the signal must not be restored to “Proceed.”

While Train Order Signal indicates “Stop” or “Caution,” trains must not proceed without a Clearance Card (Form A) or Caution Card (Form C) although train orders may have been received. (See Diagrams, Figures 50, 52).

NOTE—Time-table will designate the Sub-Divisions on which Rules 221, 221a or 221b will apply.

221b. A fixed signal (to be known as a train order signal,) must be used at each train order and manual block office, which shall indicate “Stop” when there is a signalman on duty, except it may be changed to “Proceed” to allow a train to pass for which there are no orders when block is clear and there are no orders for delivery to other trains running in the same direction. The signal must be returned to “Stop” as soon as a train has passed. It must be fastened at “Proceed” only when there is no signalman on duty.

While train order signal indicates “Stop” trains must not proceed without a Clearance Card (Form A) or Caution Card (Form C) although train orders may have been received. (See Diagrams, Figures 50, 52).

221c. Lights will be used on all block and train order signals from sunset to sunrise and whenever signal indications cannot be clearly seen without them. In the absence of a light at night trains will stop and if the office is apparently closed will be governed by the indication of the train order signal.

221d. Operators must have the proper appliances for hand signalling ready for immediate use if the train order signal should fail to work properly. If the train order signal at any train order office does not display a light when it should the fact must be reported to the Superintendent.

222. Operators will promptly record and report to the Train Despatcher the time of arrival and departure of all trains and the number and direction of extra trains.

223. The following signs and abbreviations may be used:
- Initials for signature of the Superintendent.
- Such office and other signals as are arranged by the General Superintendent.
- X—Train will be held until order is made “Complete.”
- Com —for Complete.
- O S —for Train Report.
- No. —for Number.
- Eng. —for Engine.
- Psgr —for Passenger.
- Frt —for Freight.
- Mins. —for Minutes.
- Despr. —for Train Despatcher.
- Opr. —for Operator.
- Cy. —for Copy.
- S D —for “Stop Displayed.”
- B C —for Block Clear.
31 or 19—to clear the line for train orders, and for Operators to ask for train orders.

The names of the stations as printed on the Timetable schedules and the usual abbreviations for the names of the months.

FORMS OF TRAIN ORDERS

Form A—Fixing Meeting Points for Opposing Trains.
Omitted. Not applicable to double track.

Form B—Directing a Train to pass or run ahead of another Train.

(1) ... pass ... at ....
(2) ... pass ... when overtaken.
(3) ... run ahead of ... to ....
(4) ... run ahead of ... until overtaken.
(5) ... pass ... at .... and run ahead of ... to ....

When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated station.

EXAMPLES

(1) No. 1 pass No. 3 at K.
When under this example, a train is to pass another, both trains will run according to rule to the designated station and there arrange for the rear train to pass promptly.

(2) No. 6 pass No. 4 when overtaken.
Under this example, both trains will run according to rule until the second named train is overtaken and then arrange for the rear train to pass promptly.

(3) Extra 594 East run ahead of No. 6 M to B.
Under this example, the second named train will run with such caution as will prevent accident with the first named train.

(4) Extra 95 West run ahead of No. 3 B until overtaken.
Under this example, the first named train will run ahead of the second named train from the designated station until overtaken and then arrange for the rear train to pass promptly.

(5) No. 1 pass No. 3 at K and run ahead of No. 7 M to Z.

Form C—
Omitted. Not applicable to double track.

Form E—Time Orders.

(1) ... run late to ....
(2) ... run late ... to .... and ... late ... to .... etc.
(3) Omitted. Not applicable to double track.

(4) ... wait at ... until ... M.
... until ... M.
... until ... M.

This form may be used in connection with an extra train created by example (3) of Form G and the times at each station stated in that example have the same meaning as schedule times in the following examples.

EXAMPLES

(1) No. 1 run 20 twenty mins. late A to G.
(2) No. 1 run 20 twenty mins. late A to G and 15 fifteen mins. late G to K, etc.

Examples (1) and (2) make the schedule time of the train named between the stations mentioned, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the Time-table schedule time. The time in the order should be such as can be easily added to the schedule time.

(4) Nos. 1 and 3 wait at:
N until 10 01 ten naught one A.M.
P until 10 30 ten thirty A.M.
R until 10 55 ten fifty five A.M., etc.

Under this example, the train (or trains) named, must not pass the designated stations before the times given.

Other trains receiving the order are required to run with respect to the time specified at the designated stations or any intermediate station where schedule time is earlier than the time specified in the order as before required to run with respect to the schedule time of the train (or trains) named.

Form F—for Sections.

(1) ... display signals and run as ........ to ........
......
(2) ... run as .. to ........
......
(3) ... display signals .. to ........ for ........
......
(6) ... is withdrawn as .. at ........
......
(7) ... instead of .. display signals and run as .. to ........
......
(8) ... take down signals at ........
......
(9) ... and .. reverse positions as ........
......

The character of a train for which green signals are displayed may be stated.

Each section affected by the order must have copies, and must arrange green signals accordingly.

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

EXAMPLES

(1) Eng. 20 display signals and run as first No. 1 A to Z.
This example is to be used when the number of engine for which green signals are displayed is unknown and is to be followed by example (2), both being single order examples.

(2) Eng. 25 run as second No. 1 A to Z.
Under this example, Engine 25 will not display green signals.

(3) No. 1 display signals A to G for Eng. 65, or second No. 1 display signals B to E for Eng. 99.
Under these examples, Engine 65 (or Engine 99) will not display green signals.

These examples may be modified as follows:

(4) Engs. 20, 25 and 99 run as first, second and third No. 1 A to Z.
Under this example, Engine 99 will not display green signals.

For changing sections:
To add an intermediate section the following modification of example (1) will be used:

(5) Eng. 85 display signals and run as second No. 1 N to Z. Following sections change numbers accordingly.

Under this example, Engine 85 will display green signals and run as directed and following sections will take the next higher number.

To drop an intermediate section, the following example will be used:

(6) Eng. 85 is withdrawn as second No. 1 at H. Following sections change numbers accordingly.

Under this example, Engine 85 will drop out at H and following sections will take the next lower number.

To substitute one engine for another on a section, the following example will be used:

(7) Eng. 18 instead of Eng. 85 display signals and run as second No. 1 R to Z.

Under this example, Engine 85 will drop out at R and Engine 18 will run as directed. Following sections need not be addressed.

If Engine 85 is last section, the words “display signals and” will be omitted.

To discontinue the display of green signals, the following example will be used:

(8) Second No. 1 take down signals at and proceed from D before the arrival of third No. 1.
Under this example, second No. 1 will take down green signals as directed and a following section must not proceed beyond the station named.

To pass one section by another, the following example will be used:

(9) Engs. 99 and 25 reverse positions as second and third No. 1 H to Z.

Under this example, Engine 99 will run ahead of Engine 25, H to Z, exchange train orders, and, if necessary, arrange green signals accordingly. Following sections need not be addressed.

Form G—Extra Trains.

(1) Eng. run extra to
(2) Eng. run extra to and return to
(3) Eng. run extra leaving on

as follows, with right over all trains:
Leave . . . . . . . . . . . . . M.
Leave . . . . . . . . . . . . . M.
Leave . . . . . . . . . . . . . M.
Arrive . . . . . . . . . . . . . M.

EXAMPLES

(1) Eng. 99 run extra A to F.
(2) Eng. 99 run extra A to F and return to C.

Under (2) the extra must go to F before returning to C.

(3) Eng. 77 run extra, leaving A on Thursday, Feb. 17th, as follows, with right over all trains.
Leave A 11 30 eleven thirty P.M.
Leave C 12 25 twelve twenty five A.M.
Leave E 1 47 one forty seven A.M.
Arrive F 2 21 two twenty one A.M.

This order may be varied by specifying the character of the extra and the particular trains over which the extra shall or shall not have rights. Trains over which the extra is thus given right, must clear the time of the extra five minutes.

D.—Form H—Work Extra.

(1) Eng. . . . . . . . work on . . . . . . . . . track, . . . . . . . M.

to . . . . . . . M. between . . . . . and . . . .

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

Whenever extra trains are run over working limits they must be given a copy of the order sent to the work extra.
When it is desired to move a train against the current of traffic over the working limits, provision must be made for the protection of such movement.

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

Conductors of work extras must report each evening by wire to the Train Despatcher when their trains are laid up for the night, and their working limits for the following day.

**EXAMPLES**

(1) Eng. 292 work on eastbound track (or both tracks) 7 seven A.M. to 6 six P.M. between D and E.

Under this example, the work extra must, whether standing or moving, protect itself within the working limits against extras moving with the current of traffic on the track (or tracks) named, as prescribed by rule. The time of regular trains must be cleared.

This may be modified by adding:

(3) Not protecting against extras.

Under this example, protection against extras is not required. The time of regular trains must be cleared.

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

(5) Work extra 292 protects against No. 55 (or ......class trains) between D and E.

Under this example, the work extra may work upon the time of the train (or trains) mentioned in the order, and must protect itself against such train (or trains) as prescribed by rule. The regular train (or trains) receiving the order will run expecting to find the work extra protecting itself.

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

(6) Work extra......has right over all trains on......track between......and......M to......M.

EXAMPLE

(6) Work extra 292 has right over all trains on eastbound (and westbound) track between D and E 7 seven P.M. to 11 59 eleven fifty nine P.M.

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

**Form J—Holding Order.**

*Hold .............*

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

These orders will be addressed to the Operator and acknowledged in the usual manner, and will be delivered to Conductors and Engineers of all trains affected.

**EXAMPLES.**

Hold No. 2.
Hold all (or eastbound) trains.

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

"......may go."

**Form K—Annulling a Schedule or a Section.**

(1) ......of......is annulled.......to......

(2) ......due to leave......is annulled.......to......

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

**EXAMPLES.**

(1) No. 1 of Feb. 29th is annulled A to Z.
A train is "of" the date on which it is due to leave its initial station on any division or subdivision.

(2) Second No. 5 due to leave A Feb. 9th is annulled E to G.

**Form L—Annulling an Order.**

Order No. ....... is annulled.

An order which has been annulled must not be re-issued under its original number.

**EXAMPLE**

Order No. 10 ten is annulled.

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

Annulling by Order No. ....... 

**D. Form M—Annulling Part of an Order.**

That part of Order No. ....... reading.......is annulled.

**EXAMPLE.**

That part of Order No. 10 reading, extra 263 West pass No. 1 at S is annulled.

**D. Form P—Superseding an Order or Part of an Order.**

This order will be given by adding to prescribed forms, the words “instead of......

(1) ......pass......at......instead of......

(2) Omitted. Not applicable to double track.

(3) ......display signals for.......to......instead of ......
An order which has been superseded must not be reissued under its original number and the original order must not be superseded more than once.

A superseding order must not be delivered prior to the delivery of the order which is superseded.

**EXAMPLES.**

1. No. 1 pass No. 3 at C instead of B.
2. Omitted. Not applicable to double track.
3. No. 1 display signals for Eng. 85 A to Z instead of G.

**D. Form R—Providing for a Movement Against the Current of Traffic.**

...has right over opposing trains on...... track.......to........

A train must not be moved against the current of traffic until the track on which it is to run has been cleared of opposing trains.

**EXAMPLE.**

1. No. 1 has right over opposing trains on No. 2 (or eastbound) track C to F.

Under this order the designated train must use the track specified between the stations named, and has right over opposing trains on that track between those stations. Opposing trains must not leave the station last named until the designated train arrives.

An inferior train between the stations named moving with the current of traffic in the same direction as the designated train must receive a copy of the order, and may then proceed on its schedule, or right.

This order may be modified as follows:

(2) After......arrives at......has right over opposing trains on......track......to......

**EXAMPLE**

After No. 4 arrives at C, No. 1 has right over opposing trains on No. 2 (or eastbound) track C to F.

Under (2), the train to be moved against the current of traffic must not leave the first named station until the arrival of the first named train.

**D. Form S—Providing for the Use of a Section of Double Track as Single Track.**

......track will be used as single track between......and......

(Adding, if desired......M. to ......M.

Under this order, all trains must use the track specified between the stations named, and will be governed by rules for single track.

Trains running against the current of traffic on the track named must be clear of the track at the expiration of the time named, or protected as prescribed by rule.

**EXAMPLE**

No. 1 (or westbound) track will be used as single track between F and G.

(Adding, if desired), 1 one P.M. to 3 three P.M.

**Form T—Omitted. Not applicable to double track.**

**Form U—Protection Against Following Trains.**

1. Opr....hold all trains following....... (except......) until......M.
2. Opr....hold all trains following....... (except......) until......arrives at......

This order must be addressed to the Operator at G and to the train to be protected, and the Operator will deliver copies to all trains affected; and it gives the train to be protected, right to occupy the main track without rear flag protection until the order is fulfilled.

**EXAMPLES**

1. Opr. G hold all trains following No. 64 (or extra 301 east) (except No. 6) until 10 ten A.M.
2. Opr. G hold all trains following No. 4 (or extra 306 east) (except No. 6) until No. 4 (or extra 306 east) arrives at F.

**Form V—Specifying the Speed of a Train.**

1. Do not exceed......miles per hour.......
2. Run......miles per hour......to......

**EXAMPLES.**

1. Do not exceed 6 miles per hour A to B. This order will be used when main track is reported unsafe for usual speed.
2. Run 40 miles per hour A to B. Under (2) the train addressed will not run at the speed specified unless safe to do so.

**Form W—Proceed Order.**

......may proceed from......under stop signal expecting to find......in the block.

**EXAMPLE.**

Extra 462 may proceed from N under stop signal expecting to find No. 1 in the block.

Trains receiving this order will run with such caution as will prevent accident with the train named.

This order may be used to permit a train to enter an occupied block when the circumstances indicate that help is needed, or when conditions are such that trains will be held up indefinitely unless this order is given.
RULES GOVERNING THE MOVEMENT OF TRAINS WITH THE CURRENT OF TRAFFIC ON TWO OR MORE TRACKS BY BLOCK SIGNALS.

S-71. On portions of the road so specified on the Time-table, trains will run with the current of traffic by Block Signals whose indications will supersede Time-table superiority.

The movement of trains will be supervised by the Train Despatcher, who will issue instructions to signalmen when required.

S-83. A train must not leave its initial station on any Division or Sub-Division without permission from the signalman. This permission must not be given without authority from the Train Despatcher.

Time-table will designate how trains shall be cleared at Terminal Stations.

S-84. When permission to proceed has been given to a train, it may proceed until instructed by signal or message to take passing track.

Instructions to take passing track will be given by signal or message, and when practicable, at a preceding station.

S-85. When a train is directed to take siding, it must do so without delay and immediately notify the despatcher or signalman when the train is clear of the main track and switch closed; it must not again foul the main track until all trains which are to pass have gone and permission obtained from the despatcher or signalman to proceed.

After a train has taken a passing track and reported to the despatcher from an outside telephone, the report must be repeated at intervals of not to exceed fifteen minutes to guard against delays by reason of sudden changes in conditions.

Where telephones are provided they may be used by trainmen and enginemen to communicate with the despatcher or signalman.

S-86. A freight train having work to do, or one that is being delayed, or liable to be delayed by any cause of which the despatcher has no knowledge, must report immediately to the despatcher from the nearest point of communication, and must not continue to occupy the main track when on or near the time of a first class train, longer than is necessary to get clear at the nearest siding or cross-over, (if the next open station cannot be reached without delay to such first class train) unless the despatcher otherwise directs.

S-87. Except as affected by Rules S-71, S-83, S-84, S-85 and S-86, all block signal and train rules remain in force.
THE MICHIGAN CENTRAL RAILROAD CO.

CLEARANCE.

(B) Station 9.35 a. M. June 5, 1920

Train No. 12

I have orders (5-7 and 9) (Nil) for your train.

The next train ahead is (Extra 751) It left this station at

8.35 a. M., and arrived at (C) at 8.55 a. M. Signal is displayed for (Extra 576) (Block) and does not now affect you.

John Jones Operator

This does not affect any train orders you may have received.

Conductors and Engineers must each have a copy, and see that their train is correctly designated in the above form.

NOTE—The numbers of orders for the train must be filled in in figures. When there are no orders the word “nil” must be written in. If the next train ahead has not reached the next telegraph office the words “not yet” must be written in the blank space provided for the time of arrival at the next telegraph office. The other blank spaces are to be filled in as indicated by small type. Operators must keep the lowest copy.

Where the Automatic Block Signals are in service instead of Station Block the information relative to the train ahead may be omitted.

THE MICHIGAN CENTRAL RAILROAD CO.

TERMINAL CLEARANCE

Station 9.30 A. M. June 6, 1920

I have order No. 16 and 19 for No. 9

Train Order Signal displayed is for Extra 432 and does not now affect you.

All trains having right to track over you, and all trains of the same class due to arrive and leave, have arrived and left, except No. 6

The next train ahead is Extra 631 It left this station at 8.35 a. M. and arrived at Rome. at (not yet) M.

John Jones Operator

This Clearance does not interfere with or countermand any orders received by you.

Every person addressed (see Rule 204) must have a copy, and see that the train is correctly designated.

This Clearance does not relieve the Conductor from personally checking Train Register and knowing that all trains which have the right to track over his train have arrived or left.

NOTE—The numbers of orders for the train must be filed in in figures. Where there are no orders the word “nil” must be written in. If the next train ahead has not reached the next telegraph office, the words “not yet” must be written in the blank space provided for the time of arrival at the next telegraph office.

If the train order signal is not displayed at stop, the word “nil” must be written in.

* If all trains having right to track, and all trains of the same class due to arrive or leave, have arrived or left respectively, the word “nil” must be written in.

The other blank spaces are to be filled in as indicated by small type. Operators must keep the lowest copy.

Where the Automatic Block Signals are in service instead of Station Block the information relative to the train ahead may be omitted. Green paper will be used for terminal clearances.
### CAUTION CARD

**Station:** D  
**Time:** 9:15 A.M.  
**Date:** June 6, 1920

Conductor and Engineer No. 26 on Eastbound Track

Further orders for your train.

Proceed with caution expecting to find track obstructed.

John Jones  
Operator

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This card does not interfere with or countermand any orders you may have received. It is authority to pass the signal and proceed prepared to stop within the range of vision.

Engineer and Conductor must each have a copy and see that it is properly filled out and signed and that their train is correctly designated.

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### CLEARANCE CARD

**Station:** (C)  
**Time:** 9:05 A.M.  
**Date:** June 6, 1920

Train No. 12

Home Signal is inoperative. Proceed through the Interlocking Plant.

John Jones  
Signalman

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This does not affect any train order you may have received, nor does it give authority to disregard the train order signal or the block signal.
Train Order Blank for 31 Order

THE MICHIGAN CENTRAL RAILROAD CO.

TRAIN ORDER No. 10

June 6 1920

To

At

x (Initials) Opr.; 4:50 A. M.

Conductor and engineer must each have a copy of this order.

Repeated at 2:20 A.M.

Conductor Train Made Time Operator

Jones 45 Complete 2:20 a.m. Black

SPECIFICATIONS FOR TRAIN ORDER FORM AND BOOKS FOR OPERATORS FOR "31" ORDERS

Form as here shown. Blank space for order (4) inches with lines. The mode of filling the blanks is indicated by small type.

Form 6% x 9 inches beyond perforated line. Book 6% x 10½ inches. 300 leaves. Glued at top or side. Manilla cover on face and stiff back.

Paper opaque, sized, and of thickness as to admit of making (9) good manifold copies with stylus and double carbons.

To be used with double Carbon Paper 6% x 9 inches and a stiff tin, same size, corners rounded. (Print on yellow paper.)

Train Order Blank for 19 Order

THE MICHIGAN CENTRAL RAILROAD CO.

TRAIN ORDER No. 10

June 6 1920

To

At

x (Initials) Opr.; 1:45 A. M.

Conductor and engineer must each have a copy of this order.

Made Complete time 1:16 P.M. Black Opr.

SPECIFICATIONS FOR TRAIN ORDER FORMS AND BOOKS FOR OPERATORS FOR "19" ORDERS

Form as here shown. Blank space for order (4) inches with no lines. The mode of filling the blanks is indicated by small type.

Form 6% x 6 inches beyond perforated line. Book 6% x 7½ inches. 300 leaves. Glued at top or side. Manilla cover on face and stiff back.

Paper opaque, sized, and of thickness as to admit of making (9) good manifold copies with stylus and double carbons.

To be used with double Carbon Paper 6% x 7 inches, and a stiff tin, same size, corners rounded. (Print on green paper.)
MANUAL BLOCK SYSTEM

NOTICE.

Manual block signal rules do not apply to track protected by automatic signals. The territory to which these rules shall apply will be indicated on the time-table or by special notice.

DEFINITIONS.

Block:
A length of track of defined limits, the use of which by trains is governed by block signals, except that: For other than passenger trains, the length of track so defined does not include that within yard limits.

Block Station:
A place from which block signals are operated.

Block Signal:
A fixed signal controlling the use of a block.

Home Block Signal:
A fixed signal at the entrance of a block to control trains in entering and using that block.

Distant Block Signal:
A fixed signal used in connection with a home (and advance) block signal to govern the approach thereto.

Advance Block Signal:
A fixed signal used in connection with a home block signal to sub-divide the block in advance.

Block System:
A series of consecutive blocks.

Manual Block System:
A series of consecutive blocks governed by block signals operated manually, upon information by telegraph, telephone or other means of communication.

Passenger Train:
Any train carrying passengers.

GENERAL RULES

Purpose:
301. Block signals govern the use of the blocks, but, unless otherwise provided, do not supersede the superiority of trains; nor dispense with the observance of other more restrictive signals whenever and wherever they may be used.

RULES FOR SIGNALMEN

309. Where an interlocking plant and manual block signals are operated from the same signal station, interlocking rules govern movements through the interlocking plant.

310. Block signals are also used as train-order signals and train-order signal rules also govern. (See Diagrams, Figures 50, 51, 52).

311. The normal indication of Home Block Signal is "STOP," but may be changed to "PROCEED" to allow a train to pass, for which there are no orders and the block is clear. The signal must be returned to stop as soon as train has passed.

312. Signals must be operated carefully and with a uniform movement. If a signal fails to work properly its operation must be discontinued and the signal secured so as to display the normal indication until repaired.

313. Signalmen must observe, as far as practicable, whether the indications of the signals correspond with the position of the levers.

314. Signalmen must not make nor permit any unauthorized repairs, alterations or additions to the apparatus.

315. A block record on prescribed form must be kept at each block station.

316. The prescribed communicating code is as follows:
   1—Display stop signal.
   13—I understand.
   17—Display stop signal, train following.
   2—Block clear.
3—Block wanted for train other than passenger.
6—Block wanted for passenger train.
4—Train other than passenger has entered block.
46—Passenger train has entered block.
5—Block is not clear of train other than passenger.
56—Block is not clear of passenger train.
7—Train following.
8—Opening block station (answer by record of trains in extended block).
9—Closing block station (answer by 13).

NOTE—Numerals must be used when communicating by telegraph; the prescribed words must be used when communicating by telephone.

317. To admit a train to a block, the signalman must examine the block record, and if the block is clear, give "1 for —" to the next block station in advance. The signalman receiving this signal, if the block is clear, must display the stop-signal to opposing trains and reply "2 for —." If the block is not clear, he must reply "5 of —" or "56 of —." The signalman at the entrance of the block must then display the proper signal indication.

A passenger train must not be admitted to a block unless it is clear, except as provided in Rule 332, or by train order.

A train other than a passenger train must not be admitted to a block which is occupied by an approaching train, or by a passenger train, except as provided in Rule 326 or 332, or by train order.

To permit a train other than a passenger train to follow a train other than a passenger train into a block, except during fog or adverse weather conditions, the signalman must give "17 for —" to the next block station in advance. The signalman receiving this signal, if there is no passenger train in the block, must reply "5 of — 13 for —." The approaching train will then be admitted to the block under Caution Card (Form C).

An engine may be admitted to a block to do switching after a train has cleared the length of track to be used in doing such switching, if the block is not occupied by an approaching train.

An engine may be admitted to a block to do switching within yard limits after a train has cleared the length of track to be used in doing such switching, if the block is not occupied by an approaching passenger train.

NOTE—Rule 317 will apply to single track.

318. To admit a train to a block, the signalman must examine the block record, and if the block is not occupied by a passenger train, give "3 for —" or "36 for —" to the next block station in advance. The signalman receiving this signal, if the block is clear, must reply "2 for —." If the block is not clear, he must reply "5 of —" or "56 of —." The signalman at the entrance of the block must then display the proper signal indication.

A passenger train must not be admitted to a block unless it is clear, except as provided in Rule 332, or by train order.

A train must not be admitted to a block which is occupied by a passenger train, except as provided in Rule 332, or by train order.

A train other than a passenger train may be permitted to follow a train other than a passenger train into a block, except during fog or adverse weather condition, under Caution Card (Form C).

An engine may be admitted to a block to do switching after a train has cleared the length of track to be used in doing such switching, if the block is not occupied by an approaching train.

An engine may be admitted to a block to do switching within yard limits after a train has cleared the length of track to be used in doing such switching, if the block is not occupied by an approaching passenger train.

NOTE—Rule 318 will apply to double track.
319. When a train enters a block, the signalman must give “4—” or “46—” and the time, to the next block station in advance, and when the train has passed the home block signal and the signalman has seen the markers, he must display the stop signal, and when the rear of the train has passed 300 feet beyond the home block signal, he must give the record of the train to the next block station in the rear.

This information must be entered on the block record.

320. Unless otherwise provided, signalmen must not ask for the block until they have received 4 or 46 from the next block station in the rear.

321. Signalmen must observe all passing trains, and note whether they are complete and in order, and the markers properly displayed.

322. Should a train pass a block station with any indications of conditions endangering the train, or a train on another track, the signalman must immediately notify the signalman at the next block station in advance, and each must display stop-signals to all trains that may be affected, and must not permit any train to proceed until it is known that the track is not obstructed.

323. Should a train pass a block station without markers, the signalman must notify the signalman at the next block station in each direction, and must not report that train clear of the block until he ascertains that the train is complete.

324. Should a train pass a block station in two or more parts, the signalman must stop all trains running in the same direction and notify the signalman at the next block station in advance. A signalman having received this notice must stop any train running in the opposite direction. The stop-signal must not be displayed to the engineman of the divided train if the train can be admitted to the block in advance under Block Signal Rules; but the train-

parted signal must be given. Should a train in either direction be stopped, it may be permitted to proceed when it is known that its track is not obstructed.

325. A signalman informed of any obstruction in a block must immediately notify the signalman at the other end of the block and each must display stop-signals to all trains that may be affected and must not permit any train to proceed until it is known that its track is not obstructed.

326. When a train takes a passing track, the signalman must receive report that it is clear of the block before giving 2 or displaying a clear-signal for that block.

The signalman must obtain control of the block before permitting a train on a passing track to re-enter block.

Trains other than passenger trains ordered to meet at a closed block station, a non-block station, or at a passing track located entirely beyond block signal, may be permitted to enter the block under the following restrictions:

The signalman at entrance to the block must be given copies of such orders. Each signalman shall deliver a copy of the order and Caution Card (Form C) to the conductor and engineman of train so entering the block.

327. To permit a train to cross over or return, unless otherwise provided, the signalman must examine the block record, and if all the blocks affected are clear of approaching trains he must arrange with the signalmen at the next block station in each direction to protect the movement, and when the proper signals have been displayed permission may be given. Until the block is clear, no train must be admitted in the direction of the cross-over switches, except under Caution Card (Form C).

All cross-over movements must be entered on the block records.

NOTE—Rule 327 applies to double track.
328. When, as provided in Rule 364, coupled trains have been separated, the signalman must regard each portion as an independent train.

329. If necessary to stop a train for which a clear or caution home (or advance) block signal has been displayed and accepted, the signalman must give hand signals in addition to displaying the stop-signal.

330. A signalman having train orders for a train must display the block signal at stop. He may permit trains receiving this indication to proceed under Block Signal Rules after complying with Rules for Movement by Train Orders. (See Rule 362).

331. If, from the failure of block signal apparatus, the block signal cannot be changed from the normal indication, a signalman having information from the signalman at the next block station in advance that the block is clear, may admit a train to the block by use of a Clearance Card (Form A), or if the block is occupied by a train other than an opposing train or a passenger train, he may admit a train other than a passenger train by use of a Caution Card (Form C).

332. If, from any cause, a signalman be unable to communicate with the next block station in advance, he must stop every train approaching in that direction. Should no cause for detaining the train be known, it may then be permitted to proceed with a Caution Card (Form C) plainly marked "wire trouble," provided 10 minutes have elapsed since the passage of the last preceding train.

333. Signalmen must have the proper appliances for hand signalling ready for immediate use. Hand signals must not be used when the proper indication can be displayed by the block signals, except as provided in Rule 329. When hand signals are necessary, they must be given from such a point and in such a way that there can be no misunderstanding on the part of enginemen or trainmen as to the signals, or as to the train or engine for which they are given.

334. Block signals for a track apply only to trains moving with the current of traffic on that track. Hand signals will be used for blocking trains moving against the current of traffic and such trains must be given Clearance Card (Form A) or Caution Card (Form C) at each block station.

NOTE—Rule 334 applicable to double track only.

335. Signalmen will be held responsible for the care of the block stations, lamps and supplies; and of the signal apparatus, unless otherwise provided for.

336. Lights within block stations must be so placed that they cannot be seen from approaching trains.

337. Lights must be used on all block signals from sunset to sunrise and whenever the signal indications cannot be clearly seen without them.

338. If a train overruns a stop-signal, the fact must be reported to the Superintendent.

339. If a stop-signal is disregarded, the fact must be reported to the next block station in advance, and then to the Superintendent.

340. To open a block station, the signalman must give 8 to the next block station in each direction and record the trains that are in the extended block. He must then display the normal signal indication and notify the next block station in each direction that the block station is open.

When trains which were in the extended block when the block station was opened and which had passed his block station before it was opened, clear the block in advance, he must repeat the record to the block station in the rear.

341. A block station must not be closed except upon authority of train dispatcher.

342. A block station must not be closed until the block in each direction is clear of all trains, unless authorized by train dispatcher.

To close a block station, the signalman must give 9 to the next block station in each direction,
and when he receives 13 enter it on his block record with the time it is received from each block station. The block signals must then be changed to indicate proceed; lights left burning and in good condition; and the block wires arranged to work through the closed block station.

343. Clearance Card or Caution Card must not be issued to trains until train orders received for such trains have been delivered.

344. Signalmen must not permit unauthorized persons to enter the block station.

RULES FOR ENGINEMEN AND TRAINMEN

359. When an interlocking plant and manual block signals are operated from the same signal station, interlocking rules govern movements through the interlocking plant.

360. Block signals are also used as train-order signals and train-order signal rules also govern. (See Diagrams, Figures 50, 51, 52).

361. Block signals for a track apply only to trains moving with the current of traffic on that track. Hand signals will be used for blocking trains moving against the current of traffic.

A train moving against the current of traffic must stop at all block stations and receive Clearance Card (Form A) or Caution Card (Form C). They will be notified by train order of any intermediate closed block stations.

NOTE—Rule 361 applicable to double track only.

362. Trains or engines stopped by a block signal must not proceed without a Clearance Card (Form A), or Caution Card (Form C), although train orders may have been received. (See Rule 330), except that:

(a). The head end of a passenger train may pass a block signal not more than 200 feet when making a station stop, provided that it does not foul entrance switch of siding to be used by opposing trains. When making a station stop, if the engine of a passenger train passes a signal indicating stop, the conductor must personally notify the engineman of the position of the signal before starting whenever conditions are such that the signal cannot be seen from the engine.

(b) A train to take passing track at switch located beyond block signal may proceed with caution when engineman receives hand signal from trainman or train holding main track, in accordance with Transportation Department Rule 104, reading: Trainmen of a train occupying the main track at a meeting or passing point, will, when practicable, open the switch for the expected train and protect the switch until relieved by a switch tender or a trainman of the other train.

363. Trains must not proceed on hand signals as against block signals, except as provided in Rule 362.

364. Unless directed by special instructions, when two or more trains have been coupled and so run past any block station, they must be uncoupled only at a block station and the signalman notified.

365. When a train takes a passing track, it shall report to the signalman when clear of the main track, and must not again enter the block without the permission of the signalman. A train having passed beyond the limits of a block must not back into that block without the permission of the signalman.

Engines in yard limits must receive permission from signalman before occupying main track, and must report clear to the signalman in time to avoid delay to first and second class trains at entrance to block.

366. Unless otherwise provided, when it is necessary for a train to cross over, the conductor before crossing or returning must notify the signalman and obtain permission to do so.

367. A train must not go to a closed signal station or non-communicating station to be met or passed by other trains, unless the conductor and engineman have received a train order authorizing
the movement and, in addition, have received a Clearance Card or Caution Card.

368. The engineman of a train which has parted must sound the whistle signal for train-parted on approaching a block station.

369. An engineman receiving a train-parted signal from a signalman must answer with the whistle signal for train-parted.

370. When a parted train has been recoupled the signalman must be notified.

371. If there is an obstruction between block stations, notice must be given to the nearest block signalman.

372. When a train is held by a block signal, the conductor must at once ascertain the cause.

373. Conductors must report to Superintendent any unusual detention at block stations.

374. A block station must not be considered as closed except as provided for by time-table or special instructions.

Lights will be used upon all block signals from sunset to sunrise and whenever the signal indications cannot be clearly seen without them. In the absence of a light at night, trains will stop, and if the office is apparently closed, will be governed by the indication of the signal.
CAUTION SIGNALS — PROCEED WITH CAUTION

CLEAR SIGNALS — PROCEED

INTERLOCKING (MAIN ROUTES)

INTERLOCKING (DIVERGING ROUTES)

AUTOMATIC

(OWEROINS ROUTES)
LOW SPEED SIGNALS — PROCEED WITH CAUTION

INTERLOCKING

LOW SPEED SIGNALS

MANUAL BLOCK AND TRAIN ORDER SIGNALS

INDICATIONS FOR BOTH DIRECTIONS

TAKE SIDING INDICATORS

TAKE SIDING WHEN WINKING YELLOW LIGHT IS DISPLAYED AT 'A'

SIDE TRACK DERAIL TARGETS

SWITCH TARGETS

TRAIN ORDERS OR BLOCK OCCUPIED (STOP)

"19 ORDERS TRAIN MESSAGES OR CLEARANCE CARD"

NO ORDERS & BLOCK CLEAR

CROSSING TARGETS

SIDE TRACK AND YARD

(SEE TIME TABLE)
GENERAL DEFINITIONS

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

SEMaphore SIGNAL—A device consisting of a movable arm supported on a mast. The signal indications are given by the position of the arm. At night additional indications are given by lights of prescribed color, corresponding to the position of the arm. The arm is displayed to the right of the mast, as seen from a train approaching in the direction in which it governs.

BLADE—That extended part of a semaphore arm which is used to make distinct and conspicuous the position of the arm.

SPECTACLE—That part of a semaphore arm which by its position determines color indications.

DISC SIGNAL—A device giving indications by displaying to view or withdrawing a disc of prescribed color, and in addition at night by displaying a light of prescribed color.

TARGET SIGNAL—A disc supported in such a way that it may stand either parallel with, or at right angles to, a track on which it governs movements. The indications are given by the position of the disc. At night additional indications are given by lights of prescribed color corresponding to the position of the disc.

SIGNAL MAST—The upright to which a signal is directly attached.

BRACKET SIGNAL STRUCTURE—An arrangement for supporting masts, side by side, on a single post or foundation. It generally will be used where it is not convenient to locate the signal adjacent to the track it governs.

CANTILEVER SIGNAL STRUCTURE—A substitute for a bracket signal structure, and used to support one or more signal or dummy masts.

DUMMY MAST—A short mast supporting a marker light and placed on top of a bracket or cantilever signal structure to show that there is a track between the track signalled and the bracket or cantilever signal structure.

SIGNAL ASPECT—The appearance of a signal indication.

STOP SIGNAL—A signal indicating "STOP."

CAUTION SIGNAL—A signal indicating "PROCEED WITH CAUTION."

CLEAR SIGNAL—A signal indicating "PROCEED."

ABSOLUTE SIGNAL—A signal which, in the stop position, indicates "STOP AND STAY."

PERMISSIVE SIGNAL—A signal which, in the stop position, indicates "STOP AND THEN PROCEED WITH CAUTION."

DISTANT SIGNAL—A signal governing the approach to a home signal.

GENERAL PRINCIPLES

A semaphore signal with a square end blade is an absolute signal.

A semaphore signal with a pointed end blade is a permissive signal.

A semaphore signal with a forked end blade is a distant signal.

A semaphore signal with a rounded end blade is a train order signal.

Types and Indications :

(a) Three Position Upper Quadrant Signals.

The indications given by a three position signal are:

Semaphore arm horizontal and or a red light, "STOP." (See Diagrams, Figures. 1, 2, 3, 4, 8, 9, 14).

Semaphore arm forty-five degrees above the horizontal and or a yellow light, "PROCEED WITH CAUTION." (See Diagrams, Figures 15, 16, 17, 18, 20, 21, 22, 40, 41, 46, 47).

Semaphore arm ninety degrees above the horizon-
tal and or a green light, "PROCEED." (See Diagrams, Figures 25, 26, 27, 28, 33, 37, 49).

(b). Two Position Lower Quadrant Signals.
The indication given by a two position signal are:

Semaphore arm with square or pointed end blade, horizontal and or a red light, "STOP." (See Diagrams, Figures 5, 6, 7, 10, 11, 12, 13).

Semaphore arm with forked end blade horizontal and or a yellow light, "PROCEED WITH CAUTION." (See Diagrams, Figures 19, 23, 24).

Semaphore arm with square, pointed, or forked end blade sixty or more degrees below the horizontal and or a green light, "PROCEED." (See Diagrams, Figures 29, 30, 31, 32, 34, 35, 36, 38, 39).

DISC SIGNALS

The indications given by a disc signal are:

Red disc, and or a red light, "STOP."

Red disc withdrawn, and or a green light, "PROCEED."

Yellow disc, and or a yellow light, "PROCEED WITH CAUTION."

Yellow disc withdrawn, and or a green light, "PROCEED."

PRINCIPLES OF SIGNAL LOCATION

Right Hand Operation:

On single track and on double track operating to the right, signals are preferably located to the right of, and adjoining the track upon which trains are governed by them.

Use of Bridge or Bracket:

When tracks are so situated that sufficient space cannot be obtained to admit of the signal mast being located adjoining the track upon which it governs trains, the signal may be placed on a signal bridge and directly over the track upon which it governs trains, or on a bracket or cantilever signal structure.

On bracket or cantilever signal structures, the signals on the right hand mast refer to the track farthest to the right. The signals on the next mast to the left, refer to the track to the left of the first mentioned track, and so on for each track.

Parallel Track Location:

When parallel tracks are equipped with signals the masts supporting the signals stand in the same relative positions as the tracks.

NOTE—Whenever a fixed signal is used of any form other than those herein described, the rules governing its observance will be found in the Time-table.

GENERAL RULES

Observance of Signal:

401. Enginemen must know the indication of all fixed signals before passing them. At railway crossings, drawbridges, junctions, and train order offices, they will require the firemen to observe and communicate the indications of signals.

Enginemen and trainmen should, whenever possible, observe the position of all discs and semaphore arms by night and endeavor to see that they correspond with the indication given by the lights.

Imperfect Display or Absence of Signal:

402. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as a stop signal, and the indication that can be given by that signal, and the fact reported to the Superintendent.

Signal Lights:

403. Lights must be used upon all fixed signals from sunset to sunrise, and whenever the signal indications cannot be clearly seen without them.
AUTOMATIC BLOCK SYSTEM
DEFINITIONS.

Automatic Block System:
A series of consecutive blocks, in which the signals are operated by electric, pneumatic, or other agency, actuated by a train, or by certain conditions affecting the use of the block.

Block:
A length or track of defined limits, the use of which by trains is governed by block signals.

Automatic Block Signal:
A fixed signal governing the use of a block and automatically controlled either by the presence of a train in the block, an open switch, a broken rail, a car foul, or other obstruction.

Switch Indicator:
A device used in connection with a switch to show the condition of the block to which it refers. A miniature arm or disc is displayed which assumes the stop position when a train is approaching the signal protecting the block, or occupying the block in which the switch is situated. At main track crossovers, the indicator at the switch in each track relates to the block on the other track.

RULES.

Purpose:
502. Block signals govern the use of the blocks, but unless otherwise provided, do not supersede the superiority of trains, nor dispense with the observance of other more restrictive signals whenever and wherever they may be used. The protection afforded by automatic signals does not relieve trainmen from protecting their trains, as prescribed by Rule 99.

Direction Control:
503. Block signals for a track apply only to trains moving with the current of traffic on that track. A train having passed beyond the limits of a block must not back into that block without rear flag protection in accordance with Rule 99.

“Caution” Indication:
504. When a train finds a block signal indicating “PROCEED WITH CAUTION,” it must proceed under such control as to be able to stop before reaching the next signal.

“Permissive Stop” Indication:
505. When a train finds a permissive block signal indicating “STOP” it must stop before reaching the signal and not more than two hundred feet (200) from it. It may then proceed under full control, expecting to find the track occupied, a switch open, a car foul, a broken rail or other obstruction in the block. (See Diagrams, Figures 12, 13, 14).

Method of Declaring Signals Out of Service:
506. Block signals can be declared out of service only by train order and all concerned will be governed accordingly.

Reporting Failures:
507. Signal and switch indicators which are out of order must be reported by wire to the Superintendent. Signals must be designated by the number on the signal mast if possible, otherwise by their location, and reports must state the time at which failure was observed.

Form No. S. C. 1 should be used for this purpose. A signal or switch indicator indicating “STOP” or “CAUTION” when it should indicate “PROCEED,” or indicating “STOP” when it should indicate “CAUTION,” must be reported from the first telegraph office where the train stops.

A signal indicating “PROCEED” when it should indicate “STOP” or “CAUTION,” or a signal indicating “CAUTION” when it should indicate “STOP,” must be reported from the first open telegraph office.

Fouling Main Track:
508. In order to avoid holding main track signals in the stop position, cars or engines must not be allowed to stand between a fouling point and a main track switch. Trains proceeding from passing tracks,
spurs or other tracks, to a main track, must remain clear of the fouling point until the main track switch has been opened.

Crossover Movement:

509. Both switches of a crossover must be open before a train starts to make a cross-over movement, and the movement must be completed before either switch is restored to normal position.

NOTE—The opening of any switch in or leading to the main track will set and hold signals of that block at stop. The opening of any switch at either end of a double track cross-over will set and hold the signals on both main tracks at stop.

Indications:

510. A switch indicator arm, horizontal or a red disc displayed, indicates “STOP” and shows that the block is occupied or a train is approaching the block.

A switch indicator arm diagonal or vertical (below or above the horizontal) or a disc withdrawn indicates “CLEAR” and shows that the block is clear, and that no train is approaching the block.

Purpose:

511. Where a switch indicator is used, the indications displayed are for the purpose of giving information only and must not be regarded as a fixed signal; therefore enginemen and trainmen are not relieved from protecting their train, as required by the rules.

512. Switches at which indicators are provided must not be opened to permit train movement to enter upon the main track while the indicator is in the stop position, except under flag protection.

513. Omitted.

Movement Through Crossover:

514. When a crossover is to be used, the switch in the track on which the train is standing must be opened first.

Movement Onto Main Track:

515. Where switch indicators are provided trainmen must observe that the indicator is clear immediately before the switch is opened for train movement from a passing track to the main track and again observe immediately after opening the switch that the indicator changes to “STOP.”

516. Omitted.

517. Omitted.

Failure:

518. A switch indicator is out of order if it fails to assume the stop position when the switch is opened, and must be reported.

Switches Without Indicators:

519. Where no switch indicators are provided, a train which is to enter a block, from a passing track or crossover, may do so, only under flag protection, and unless it is known that the track between the switch and the next block signal in advance, is clear, it must proceed with caution to that signal.

INTERLOCKING SIGNALS
DEFINITIONS.

INTERLOCKING—An arrangement of switch lock and signal appliances, so inter-connected that their movements must succeed one another in a predetermined order.

INTERLOCKING PLANT—An assemblage of switch lock and signal appliances, interlocked.

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

INTERLOCKING SIGNALS—The fixed signals of an interlocking plant.

HOME SIGNAL LIMITS—The territory between opposing home signals of any route.

ROUTE—The course of way taken by a train in passing from one point to another, especially a customary or pre-determined course, or any one of several possible combinations of turnouts or crossovers, by which a train may travel through an interlocking plant.

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

A home signal may have more than one arm. The top arm invariably governs the principal route, and the lower arm the secondary or diverging route.

A home signal may have in addition a calling on arm. (See Diagrams, Figures 1, 3, 5, 6, 15, 17, 20).

STOP INDICATION—A semaphore arm governing the route which is to be taken, standing horizontal and or a red light, indicates "STOP AND STAY." (See Diagrams, Figures 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11).

CAUTION INDICATION—A semaphore arm governing the route which is to be taken, standing forty-five degrees above the horizontal and or a yellow light, indicates "PROCEED WITH CAUTION." (See Diagrams, Figures 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 32, 39).

PROCEED INDICATION—A semaphore arm with forked end horizontal, or a semaphore arm with square or pointed end forty-five degrees above the horizontal and or a yellow light, indicates "PROCEED." (See Diagrams, Figures 32, 35, 39).

SEMI-AUTOMATIC SIGNAL

DEFINITION—A signal used at an interlocking plant controlled as an automatic signal and in addition by the signalman. This signal can be cleared by the signalman only when the track is clear.

GENERAL RULES

Purpose:

602. Interlocking signals govern the use of the routes of an interlocking plant, and as to movements within Home Signal limits, their indications supersede the superiority of trains, but do not dispense with the observance of other more restrictive signals whenever and wherever they may be used.

RULES FOR SIGNALMEN.

Normal Indication of Signals:

611. The normal indication of a home signal is "STOP," of a distant signal "CAUTION."

Authorized Operation of Plant:

612. Levers and other operating appliances must be used only by those charged with that duty, and as directed by the rules.

Normal Position of Levers:

613. Signal levers must be kept in the position giving the normal indication, except when signals are to be cleared for an immediate train or engine movement.
Clearing Signals:

Signals must not be cleared for any route when cars or engines are standing within the Home Signal limits of that or any conflicting route.

Setting up Routes:

614. When a route is set the signals must be operated sufficiently in advance of an approaching train or engine to avoid delay.

Restoring Signals to Normal Indication:

615. A signal must be restored so as to display the normal indication as soon as the train or engine for which it was cleared has passed through the Home Signal limits unless the route is equipped with time locks or electric route locking, in which case the signal must be restored as soon as the train or engine has passed it.

A signal must be restored so as to display the normal indication after the passage of each train or engine, and a following train or engine must not proceed until the signal is again cleared.

Changing Routes:

616. If necessary to change any route for which the signals have been cleared for an approaching train or engine, switches or derails must not be changed or signals cleared for any conflicting route until the train or engine for which the signals were first cleared has stopped.

Movement of Switches, Derails and Locks:

617. A switch, derail or lock must not be moved when any portion of a train or engine is standing on or closely approaching the switch, derail, detector bar or circuit.

Operation of Levers:

618. Levers must be operated carefully and with a uniform movement. If any irregularity indicating disarranged connections is detected in their working, the signals must be restored so as to display the normal indications and the connections examined.

Operation in Freezing Weather:

619. During cold weather the levers must be moved as often as may be necessary to keep connections from freezing.

Signal Failure:

620. If a signal fails to work properly, the operation must be discontinued and the signal secured so as to give normal indication until repaired.

Observance of Signal Operation:

621. Signalmen must observe as far as practicable whether the indications of the signals correspond with the position of the levers.

Additions or Alterations to Plant:

622. Signalmen must not make or permit any unauthorized alterations or additions to the interlocking plant.

Accidents To Plant:

623. If there is a derailment, or if a switch is run through, or if any damage occurs to the track or interlocking plant, the signals must be restored so as to display the normal indication, and no train or switching movement permitted until all parts of the interlocking plant and tracks, liable to consequent injury, have been examined and are known to be in safe condition.

Disconnecting Track Appliances:

624. If necessary to disconnect a switch, derail, detector bar, or its equivalent, or a lock, all switches or derails affected must be safely secured.

Operation During Storms:

625. During storms or while snow or sand is drifting, special care must be used in operating switches and derails. If the force whose duty it is to keep the switches clear, is not on hand promptly when required, the fact must be reported to the Superintendent.
Failure of Apparatus:
626. If any electrical or mechanical appliance fails to work properly, the Superintendent must be notified and only a duly authorized person permitted to make repairs.

Train Movement During Repairs:
627. When switches or signals are undergoing repairs, signals must not be given for any movement which may be affected by such repairs until it has been ascertained from the repairman that the switches are properly set and secured for such movement.

Observance of Passing Trains:
628. Signalmen must observe all passing trains, and note whether they are complete and in order. Should there be any indication of conditions involving danger, the signalman must take such measures for the protection of trains as may be practicable.

Train Parted:
629. If a signalman has information that an approaching train has parted, he must, if possible, stop trains or engines on conflicting route, clear the route for the parted train and give the train parted signal to the engineman.

Hand Signalling:
630. Signalmen must have the proper appliances for hand signalling ready for immediate use. When any signal governing a switching movement can not be cleared, hand signals may be used, but they must be authorized by the signalman and must be given on the ground between the home signal and the fouling point in the route to be taken and only after the train or engine has been brought to a stop and the situation fully explained and understood. Yellow flags by day and yellow lights by night must be used by signalmen for this purpose.

Reporting Signal Failures:
631. Whenever it is necessary to discontinue the use of any fixed signal the Superintendent must be notified at once by wire.

Clearance Card Form D:
When from any cause the home signal of an interlocking plant can not be cleared, trains will not be forwarded on hand signals but on Clearance Card (Form D).

Care of Plant:
632. Signalmen will be held responsible for the care of the interlocking station, tools, lamps and supplies and, unless otherwise provided, of the interlocking plant.

Lights:
633. Lights in interlocking stations must be so placed that they cannot be seen from approaching trains.

Unauthorized Persons Not Allowed:
634. Signalmen must not permit unauthorized persons to enter the interlocking station.

Disregard of Signals:
635. If a train or engine over runs a stop signal, the fact must be immediately reported to the Superintendent.
In all cases of apparent disregard of signals, signalman must at once inspect the signals and see if the correct indication was displayed.

Procedure When Relieved From Duty:
636. When a signalman is relieved from duty he must make a transfer on the prescribed form and obtain thereon the signature of the signalman relieving him.

Fire Protection:
637. Fire protection apparatus and tools of whatever kind must be kept in their proper places and ready for immediate use.
 Heating apparatus, flues, floor registers, chimneys, etc., must be kept in good order and carefully watched to guard against fire loss.
 Oil, waste, lamps, fuel, etc., must be kept in the place provided for that purpose.
RULES FOR ENGINEMEN AND TRAINMEN

Observance of Stop Indication:

661. No portion of a train or engine shall pass a signal indicating "STOP" except as provided by Rule 663.

Observance of Route:

Dwarf signals or lower arm of two or more armed high signals frequently govern more than one route. When the right to proceed is given by such signals it must be carefully observed which route is set.

Observance of Caution Indication:

When a distant signal indicates, "PROCEED WITH CAUTION," a train or engine passing it must be under control and prepared to stop.

Stopping If Indication is Changed:

662. If a signal permitting a train to proceed, after being accepted, is changed to a "STOP" signal before it is reached, the stop must be made at once. Such occurrence must be reported to the Superintendent.

Hand Signals:

663. Enginemen and trainmen must not accept clear hand signals as against fixed signals, except where fixed signals are inoperative and then only for switching movements, and not until they are fully informed of the situation and know that they are protected. Where fixed signals are in operation, trainmen must not give clear hand signals as against them.

Enginemen and trainmen must not accept any clear hand signal as against a fixed signal of an interlocking plant until they have brought their train or engine to a stop and must not proceed until hand signal is received from the signalman located on the ground between the home signal and the fouling point on the track occupied by the train or engine.

Clearance Card (Form D)

When the home signal of an interlocking plant can not be cleared, train will not be forwarded on hand signals, but on Clearance Card (Form D).

Notifying Signalmen Train Parted:

664. The engineman of a train which has parted must sound the whistle signal for "TRAIN PARTED" on approaching an interlocking plant.

Answering Train Parted Signal:

665. An engineman receiving a "TRAIN PARTED" signal from a signalman must answer by the whistle signal for "TRAIN PARTED".

Notifying Signalmen Train Re-Coupled:

666. When a parted train has been recoupled, the signalman must be notified.

Restrictions Against Shaking Fires, Cleaning Ashpans, Etc.

667. Grates must not be shaken, ashpans cleaned, sand used, or in freezing weather, injectors allowed to overflow over any part of an interlocking plant.

Reporting Delays:

668. Delays at interlocking plants must be reported to the Superintendent.

Stopping Within Interlocking Limits:

669. Trains or engines stopped by the signalman in making a movement through an interlocking plant must not move in either direction until they have received the proper signal from the signalman.

Running Switch Movement:

670. A running switch movement must never be made within an interlocking plant.

Reverse Movements:

671. A reverse movement within the limits of an interlocking plant or a forward movement after making a reverse movement must not be made without the proper interlocking signal or permission from the signalman.

Plant Out of Service:

672. When an interlocking plant is out of service temporarily and has been so bulletined, trains and
engines must be brought to a stop before reaching the stop signal and will proceed only when the switches and derails are known to be properly set, and, upon receiving hand signals from the signalman on the ground that the route is clear.

Running Against Current of Traffic.

673. When a train or engine is run against the current of traffic, it must approach with caution any interlocked railway crossing, junction or drawbridge.

STATION PROTECTION SIGNALS
DEFINITIONS.

DEFINITION—A fixed signal, used to regulate movements of trains approaching a station.

STOP INDICATION—A semaphore arm horizontal or a red disc displayed and or a red light indicates “STOP” then proceed with extreme caution. (See Diagrams, Figures 4, 7).

PROCEED INDICATION—A semaphore arm sixty or more degrees below the horizontal or a disc displayed and or a green light indicates, “PROCEED.” (See Diagrams, Figures 28, 31).

RULES

Procedure Under “STOP” Indication:

701. A train finding a station protection signal indicating “STOP,” must stop before passing it, and may then proceed with extreme caution, sending a Flagman ahead if necessary for complete protection and expecting to find a train moving in either direction, an open switch or other obstruction. See diagrams, Figures 4, 7).

Protection of Trains Within Station Limits:

702. Conductors of trains protected by such a signal, must also send out a flagman as an additional protection to the train, if the condition of the weather, location of the train with regard to grades or curves, makes it necessary for the absolute protection of the train.

TRAIN ORDER SIGNALS.
DEFINITION—A fixed signal used in connection with the movement of trains by train orders.

STOP INDICATION—A semaphore arm horizontal or a red disc displayed at right angles to the track and or a red light indicates, “STOP FOR ORDERS.” (See Diagram, Figure 50).

CAUTION INDICATION—(Where three position signals are used). A semaphore arm 45 degrees below the horizontal and or a yellow light indicates, “19” orders, train message or Clearance Card.” (See Diagram, Figure 51).

PROCEED INDICATION—A semaphore arm sixty or more degrees below the horizontal or a disc displayed parallel to the tracks, and or a green light indicates “NO ORDERS.” (See Diagram, Figure 52).

RULES

710. Train order signals may also be used as manual block signals and when so used manual block signal rules also govern.

TAKE SIDING SIGNALS

720. Take passing track signals are signals of one indication only and convey information to enginemen and trainmen. They do not supersede the superiority of trains, nor dispense with the observance of other signals whenever and wherever they may be used.

721. Take passing track signals are disc type, located on masts below the arms of block signals and the indication, “Freight Trains Take Passing Track” is given by the display of a moving disc, exposing a white centre in the signal head, and in addition an intermittent (Winking) yellow light. (See Diagrams, Figures 53, 54).
SPECIAL RULES

EMPLOYEES

800. Civil, gentlemanly deportment is required of all employes in their dealings with the public, their subordinates, and each other. Boisterous, profane, or vulgar language is forbidden. Courtesy and attention to patrons is demanded.

801. All employes must devote themselves exclusively to the service, attending to their duties during prescribed hours, residing wherever required, and obeying promptly instructions of executive and general officers, and those of heads of departments, in matters pertaining to their respective branches of the service.

802. Employes will not be permitted to engage in other business without permission of the General Superintendent.

803. Employes must not absent themselves from duty nor provide a substitute without proper authority.

Time must not be shown on time slip, time book or pay-roll, except for work actually performed by the person named.

804. The assignment or attaching of an employes wages by garnishee process or proceedings in aid of execution will be considered sufficient cause for dismissal, unless a satisfactory explanation is given.

805. Switch and car keys will be furnished to such employes as are designated by the Superintendent; and must be receipted for on the proper form.

806. All articles furnished for use of employes must be returned to the proper official when leaving the service. The right is reserved to withhold from wages due the value of such articles lost or not surrendered.

807. A person dismissed from the service must not be re-employed without the consent of the head of the department or of the official who dismissed him.

808. Minors must not be employed except as permitted by law, and then only after written consent of their parents or guardians has been obtained.

Persons who cannot write and read writing with ease must not be employed in station, signal, train or yard service.

Persons deficient in vision, color perception or hearing must not be employed in any branch of the service involving the use of signals, or movement of engines or trains.

Persons who cannot produce satisfactory evidence as to previous record, character and ability must not be given employment.

809. All persons entering the engine, train and yard service of this railroad, will be required to sign an acknowledgement that they have read and understand the rules and regulations of this railroad with respect to their duties.

810. Messages must not be sent by wire when the use of train mail will accomplish the purpose. Messages should be briefly worded and on railroad business only.

811. Letters of a personal nature must not be sent by train mail; to do so is a violation of the Canadian postal laws. Attention of the Superintendent must be called to violation of this rule by those having knowledge thereof.

812. Employes must not contract any bill or other obligation on account of the railroad, or use the railroad’s credit, without proper authority.

813. Material or supplies of any kind must not be sold or disposed of except by written order of the Purchasing Agent.

814. All damaged, worn out or surplus material or supplies, of all kinds, must be sent to the General Storekeeper for disposition.

815. Employes are required to report any mis-
conduct or negligence affecting the railroad’s interests. Withholding such information will be considered proof of negligence or indifference, and treated accordingly.

816. Employes must report by wire defects discovered in track, bridges and equipment, or obstructions of any kind, to the train dispatcher, and, when practicable, to the nearest section or bridge foreman. When necessary, proper signals must be used to stop trains, and when there is reason to believe that the safety of the track or any structure is endangered through flood, fire or other causes, every employe, before attempting its use, must make a personal inspection and use all needed precautions to avoid accident.

817. Employes must observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or any other train, they must take such measures for the protection of trains as may be practicable. Trainmen must look for signals from operators, signalmen, trackmen, bridgemen, and other employes as they pass.

The following code of signals to be used:

HOT JOURNALS—By day: Hold nose with first finger and thumb of right hand and point down toward track with left hand.
By night: Swing lamp in small vertical circle, lamp to be held in hand by the guard wires around the globe.

CONNECTION DRAGGING—By day or by night: Stop signal to be given.

CAR DOOR SWINGING OR ABOUT TO FALL OFF: By day: Raise and lower right hand full length of body slowly:
By night: Same signal with hand lamp. In addition, give stop signal.

BRAKES STICKING—By day: Shove hand in sliding movement out from body.

By night: Same signal to be given with lamp in hand.

ALL CLEAR—By day: Raise hand and hold it stationary.
By night: Quick sharp “All Right” signal.

818. Employes must not remove any of the appliances of an engine or car for convenience in switching, endangering the safety of themselves and others.

819. Employes are required to exercise care to avoid injury to themselves and others, and are required to inform themselves respecting the location of all structures or obstructions along the line that will not clear them when on the top or sides of cars or engines; also as to the condition of the equipment and track.

They are also required to know that all coupling apparatus, brake wheels, dogs, grab irons, handholds, steps and other appliances used in the line of their duty are secure and in safe condition before using them.

Sufficient time is allowed, and may be taken by employes, in all cases, to make the examination required.

820. Employes must not endanger themselves by getting on the front or rear of an engine or the end of a car as it approaches them, or to go between cars in motion to part or couple hose, uncouple, open, close, or arrange knuckles of couplers, or follow other dangerous practices.

821. Avoid stepping, sitting, walking upon or brushing against the third rail. While the energized rail is protected by sheathing, there is always chance of shocks because of the presence of water, brake-shoe dust, derangement or imperfections of the sheathing. Employes must caution passengers and the public accordingly.

822. Employes must not remain near the track when trains are passing, as coal, stone, car doors or other articles are liable to fall from the train. On
double track they must stand outside and clear of both tracks while trains are passing. All employees are further warned that they must not rely on others to notify them of the approach of a train.

823. Employes who are careless of the safety of themselves or others will not be continued in the service.

824. When persons who appear to be intoxicated, idiotic or insane are seen in the vicinity of stations or tracks, they should be carefully guarded from accident and as soon as possible put in charge of the local, village or city authorities.

825. Whenever lumber, logs, telegraph poles and other freight of like nature are loaded onto cars, or transferred from one car to another by employes of this railroad, the station agent, or foreman in charge of the transfer gang, must examine all stakes, wires or cross-pieces and know that they are of sufficient strength, and properly placed, before the car is forwarded. It is the duty of all train men to examine such stakes, wires and cross-pieces before moving the cars, whether the same have been loaded by the shipper or by the railroad, and should it appear, that such stakes, wires or cross-pieces are insufficient, or not in good order, they are instructed to decline to move the cars until the proper safeguards for securing the freight shall have been furnished.

826. Any employe receiving money on account of this railroad, must remit at once to the local treasurer and notification of the remittance sent to the auditor; this does not refer to the regular remittances from agents and conductors.

827. Any change on a way-bill or running slip must be in ink or indelible pencil and show authority, station, date and name of person making the change.

828. Employes are not permitted to do work for themselves during their prescribed hours on duty without permission from proper authority.

829. Orders for work to be done in the locomotive and car shops, other than that pertaining to the usual repairs of locomotives and cars, will be required in writing, from proper authority. Requisitions for new furniture or fixtures must be made through the purchasing agent.

830. Alterations in cars to fit them for other service than that for which they were originally built, must be first authorized by the Superintendent of Rolling Stock.

831. No experiments with special devices will be made except by proper authority.

832. Every employe, in any way connected with the movement of passenger trains, or the switching and making up of occupied passenger trains at terminals must exercise the utmost care to provide against any rough handling. Special attention must be given to the handling of sleeping cars and every means used to avoid annoyance to passengers. The convenience, comfort and safety of passengers must be the first consideration under all circumstances.

833. Employes must avoid making unnecessary noise around sleeping cars occupied by passengers who have retired and should also caution others against making unnecessary noise.

834. The utmost care must be exercised to avoid taking the wrong signal when two or more trains or engines are near each other at stations or in yards. Those giving signals must at all times locate themselves so as to be plainly seen and make signals in such a manner as to be readily understood.

Trainmen and other employes when not giving signals must avoid any movement of arms or lamps which might be accepted in error as a signal.

835. When a train has one engine, signals to the engineman must be given according to the way the engine is headed. When a train has more than one engine and headed in opposite directions the conductor must have a proper understanding with his crew.
836. No signs or lights will be displayed on rear of trains, except such marker and signal lights, as are required by this book of rules and time-table.

During snow or sleet storms by day the lights in marker lamps must be kept burning to prevent snow and ice obscuring them.

837. When receiving train orders on a train in motion during the time when night signals are required, train employes both on engine and way-car will have a white lantern to indicate their position.

838. When a car or engine has been derailed from any cause, it must be carefully inspected, particularly for bent axles, before permitting it to go forward.

839. When the operation of a derrick car, rail loader, steam shovel, ditcher and similar equipment, will obstruct the main track other than the one it occupies, it must be protected by flagman in both directions.

840. Employes are prohibited from throwing garbage, bottles, ashes or refuse of any kind from a train while in motion. Conductors must see that porters of Pullman and Business Cars understand this.

841. Trainmen and enginemen are prohibited from delaying trains by leaving them for meals or other purposes not in line with their duties, without obtaining permission from proper authority.

842. While within yard limits, employes of all trains and engines must obey the orders of the general or assistant yard masters.

843. When it is known to station employes that a passenger train will use other than its assigned track at a station, it will be their duty to warn all persons about the station and endeavor to keep them clear of the track.

844. To avoid obstructing view at public crossings, cars on siding, station or individual tracks, must not be left foul of, or nearer to the crossing than the building line of the street, and not then when possible to place them a greater distance from the highway.

Public crossings must not be obstructed for a period exceeding five minutes at any one time. Train and yard conductors will be held responsible for violation of local ordinances relating to the obstructing of public crossings.

Freight trains must not block streets or highways used by public to reach passenger trains when latter are approaching or at stations.

845. Conductors, enginemen, trainmen, yardmen signalmen, operators and others whose duties are connected with the movement of trains, must familiarize themselves with the rules governing the duties of others as well as of themselves and must be prepared, in case of emergency, to act in any capacity to insure the safety of trains. Trainmen and firemen must remind conductors and enginemen of the contents of train orders should there be occasion to do so.

846. In case of danger to trains or structures, wherein the security of freight or railroad property is involved, it is the duty of all concerned to see that watchmen are immediately stationed, and that arrangements are promptly made for the protection of such property against theft or loss from other causes.

847. An employe served with a subpoena to report to any court or officer must at once notify his superior official and communicate with or report in person to the railroad attorney and act under his direction.

848. Whenever a subpoena, replevin, attachment or other legal process is served upon any agent or official of the railroad, he must note thereon the date, hour and by whom served, immediately send notice to the consignor of the property involved, forward the original papers by registered railroad mail to the General Attorney and inform the Superintendent by wire. If freight is seized by process of law,
charges collectable must be demanded and receipt taken for property before delivery is made to any officer of the law.

849. When an employe who is a witness for the railroad in any lawsuit leaves the service, the fact must be reported to his superior officer, who in turn will report to the General Attorney. It must also be ascertained if possible and reported, where such witness may be found, should he be needed.

850. Whenever it shall come to the knowledge of any official or employe that any work or improvement is proposed by any county, township, municipal or other authority, which in any way affects the railroad’s interests, information upon the subject, together with notice, if any, must at once be sent to the Superintendent.

851. Whenever any notice is served upon any official or employe, or it shall come to his knowledge that any tax or assessment has been or is to be made against the railroad or any of its property, he must at once send full information in reference to same to the Superintendent, and such other official as required.

852. The business affairs of the railroad must not be divulged except to proper officials.

PERSONAL INJURIES

860. Accidents resulting in injuries to persons or damage to property must be promptly reported by wire to the proper official, confirmed in writing on prescribed blanks and the names and addresses of as many witnesses as possible must be obtained. When accidents occur to passenger trains where injuries may result, conductors must obtain the information called for on blanks provided for canvassing.

861. In case of serious injury when services of a railroad surgeon cannot be secured at once, the nearest surgeon should be called to take charge until the arrival of the railroad surgeon. Employes when calling other than railroad surgeons for first aid will notify them that the railroad will pay a reasonable fee but will not pay for further services unless authorized in writing by the Chief Claim Agent.

862. When necessary, injured persons may be placed in sleeping cars, or bedding and linen may be taken from sleeping cars for use of injured persons.

863. Injured employes, when not taken to a hospital, will, when able, go to the railroad surgeon’s office for treatment if they desire his services. After being discharged from a hospital employes will not return to be treated for the same injury (except for dressings) without the authority of the Chief Claim Agent.

864. When trespassers are injured they shall be sent to their homes, if at place of accident, or placed in charge of the local village or city authorities. When necessary railroad surgeons may be called for first attention.

865. Whenever passengers or employes are injured on or about cars or engines, the equipment must be immediately inspected by the person in charge and regular inspectors, if available, to ascertain condition. In case of serious injury to employes between cars there shall be, in addition to the inspection required by the foregoing, an immediate coupling and uncoupling test and the crew handling the cars in making the test shall use and examine the couplers, levers, etc., and be prepared to give statements showing their condition. Report should be made to Chief Claim Agent by first train mail. A special inspection must be made by two inspectors at the first divisional terminal, unless otherwise directed. Inspectors must keep suitable record of such special inspection, which shall include the name of the injured person, date, and place of accident, the manner of its occurrence, and the result in detail of the inspection of the equipment.

866. When injury is caused by working with or
about machinery, tools, or any appliances, they should be promptly and thoroughly inspected by the foreman in charge and report of condition forwarded to the head of the department in which the accident occurred, who will send same to the Superintendent by first train mail.

867. When injury is caused by the breaking of machinery, tools or any appliances, the broken parts must be so marked as to be readily identified, and promptly turned over to the Superintendent, or head of the department in which the accident occurred, for future reference.

868. Whenever an employe, whether on duty or not, witnesses an injury to any person or property in which the railroad is apparently in any way concerned, he must report it at once to his superior.

869. Every effort must be made by agents, station masters, yard masters, conductors, crossing flagmen, and other employes to procure the names and addresses of all persons, especially outsiders, who witness a personal injury accident, and report same to the Superintendent by first train mail.

870. Employes who witness or have any knowledge of an accident must not give information of the same to the injured person or others, except to railroad officials and claim agents, unless legally required. Persons desiring information shall be referred to the Chief Claim Agent.

871. It is desired that all statements to the railroad in reference to personal injury accidents shall be as full as possible and all facts stated, whether favorable or unfavorable to the railroad, the injured person or any of the railroad's employes.

**TRAIN MASTERS**

900. Train masters report to and receive their instructions from the Superintendent.

901. They will have charge of the movement of traffic and exercise general supervision over all employes in train, yard and station service.

**CHIEF TRAIN DESPATCHERS**

909. Chief train dispatchers report to and receive their instructions from the Superintendent.

910. They will have charge of train dispatchers, and, unless otherwise provided, operators and signalmen.

911. They must see that only one person issues train orders over the same territory at the same time, and that train orders are issued in accordance with prescribed forms.

912. They will have charge of the distribution of cars unless otherwise provided.

913. They should, if practicable, when detouring a train of another railroad over the tracks of this railroad, furnish an engineman, conductor and flagman who are familiar with the territory over which detour is to be made.

**TRAIN DESPATCHERS**

920. Train dispatchers report to and receive their instructions from the chief train dispatcher.

921. Must report immediately to the chief train dispatcher any irregularity relating to the movement of trains or the handling and execution of train orders.

922. Must issue orders and messages in clear and concise manner that there may be but one interpretation, and must closely guard against dangerous conditions and unsafe combinations of orders.

923. Relieving despatcher must report for duty before the hour set for him to assume charge and thoroughly familiarize himself with outstanding orders and the location of trains before commencing work.

924. Despatcher who is to be relieved must make a written transfer in ink in his order book of all outstanding orders, indicating such by their numbers.
only and furnish the relieving despatcher all necessary information. Relieving despatcher, must carefully read such orders as are transferred to him, checking the number and address of each in the transfer, and then sign such transfer.

925. When an order is fulfilled despatcher must check it off by writing his initials thereon.

926. A train despatcher and the operator working with him, must not be relieved at the same hour.

927. Must avoid transmitting orders faster than the operator can plainly write them, taking into consideration the number of copies being made.

928. Must familiarize themselves with conditions existing on their territory. When issuing restricting orders the conditions of the surroundings, such as weather, grade, view, and the location of sidings and cross-overs must be taken into consideration.

929. Meeting and waiting orders must not be sent a long time before it is known they can be delivered, nor to points unnecessarily distant from where they are to be executed, unless the “Middle order” is also placed at the meeting or waiting point.

930. Except at its initial station, or at a station where it is required by time-table to obtain a clearance card, an order must not be sent for delivery to a superior train at the meeting or waiting point, if it can be avoided. When necessary to do so, the fact must be stated in the order and special precautions taken to insure safety and in every case wherein a passenger train is concerned, the signature of the conductor of the superior train must be obtained, before the order is made “complete” to the inferior train.

931. When arranging for a movement against the current of traffic, the order must be addressed to the operator at the point to which the movement is being made and opposing trains receive it at least one station in advance of such point.

When the order cannot be given to opposing trains at least one station in advance of the point to which movement against the current of traffic is being made and, in addition, when such trains will not receive a copy of the middle order before reaching the crossover at the place of waiting, the signature of the conductor of the superior train must be obtained, before the order is made “complete” to the inferior train.

932. When train orders are issued giving notice of broken rails, washouts, defective bridges, or other conditions interfering with the safe passage of trains, form “31” must be used.

933. Should there be reason to believe it will be necessary to send a “31” order to a train, a “19” order should not be sent to such train at that station.

934. The middle order to the operator at the meeting or waiting point must be on “31” form.

935. A train may be given an order to run an even number of hours late, but an even hour must not be used in giving time of day, that is, an order should read “9 59 or 10 01 a.m., and not “10 00 a.m.”

936. Before giving an extra its running orders, must enter it on the train sheet, and carefully examine such sheet for opposing and work extras.

937. Either run extras to their known destination, avoiding short running orders, or select some logical dividing point on the division and give all extras orders only to such point.

938. Should, as far as practicable, avoid issuing round-trip orders; when necessary to give them, such extra must be entered on both sides of the train sheet before order is issued. Must not restrict such extra on its return trip by sending the order in advance of the extra on the going trip if it can be avoided. When it cannot be avoided, the signature of the conductor must be obtained before the order is completed to other trains.
939. When entering work extras on train sheet, their working limits should be clearly indicated thereon and, in addition, such information shown as may be needed to keep in mind the fact that such extras have been relieved from protecting against other extras.

940. Must not extend the limits or time of a work extra but must annul its former order and issue another.

941. Must underscore each word and figure of a train order while it is being repeated by the several offices addressed and in such careful manner that it can be determined, if necessary, the number of times the order was repeated.

942. When a crew is not well acquainted with a division, or when necessary to move an engine without a conductor, extra precaution must be taken to safeguard such trains.

943. Extra trains having more than one engine, after the order creating them as an extra has been issued, will thereafter, be designated in train orders by the number of the leading engine only.

944. In starting trains from a point where there is no train register, or other dependable means for ascertaining what trains have passed, the form: “at 6 50 a.m. all overdue trains except ______ have passed,” or: “have arrived and departed,” must be used as circumstances require.

945. Must require operators to report trains promptly and at registering points, signals registered by sections must also be reported.

946. Should as far as practicable, anticipate the necessity for train orders and have them ready for delivery immediately upon arrival of trains.

947. When a train order is misunderstood it must be annulled and another issued in its place.

948. Under circumstances admitting of a doubt, must not attempt to restrict a train, either by day or night, upon an operator’s statement that it has not passed.

949. On double track, when extra passenger trains are run, trains in the opposite direction should be notified as to the probable time such passenger train will leave a division terminal and the stops it will make to receive and discharge passengers.

950. When hard rains are reported during the night, ascertain if section men are on duty, and if not, arrange to have them called to patrol their sections.

YARDMASTERS

960. Yardmasters report to and receive instructions from the Superintendent or such official as he may designate.

961. They will have charge of yards, of the men employed, the movement of trains and engines, and the distribution and movement of cars within assigned limits.

962. They must not permit a train to leave the yard with any member of the crew unfit for the proper discharge of duty.

963. They must see that trains are properly made up and ready to leave as directed; that each train has the prescribed number of employes; that proper slips and way-bills are furnished; that doors of all loaded cars are properly secured and sealed, and that doors of all empty cars are closed and secured; that cars or tanks containing oil, explosives or inflammable substances are at least six cars from the engine or caboose, when practicable; that wooden flat cars are placed on the rear of the train and boarding cars next to the caboose.

964. They must not place cars containing explosives in a train to be stored.

965. No more than four dead engines may be hauled in any train and they must be separated by at least five cars, and the side rods must be in place.

966. They must be familiar with instructions relative to refrigeration, ventilation and protection of
perishable freight, and unless otherwise provided, see that a complete record of seals on all doors and hatches is promptly taken on arrival of cars in the yard. If a loaded car is found not properly sealed, contents should be promptly examined and car sealed, making prompt report to the Superintendent.

967. Give special attention to facilitating car inspection, the proper placing of cars needing repairs, and the transferring of freight liable to delay.

968. They must take an inventory of all cars in yards as often as necessary to insure prompt movement; keep a record of all trains, note all irregularities and make report to proper officials. At interchange points they must take record of seals on cars received from and delivered to connecting lines.

969. They must keep advised of all high class trains and make every effort to get them through the yard with the least possible delay. Freight assigned to particular trains must be forwarded in such trains. In the absence of other instructions high class freight trains may be filled out with suitable freight in the order of its importance.

STATION MASTERS

975. Station masters report to and receive their instructions from the Superintendent or such official as he may designate.

976. They will have charge of passenger stations and yards and persons employed therein.

977. They must regularly inspect all cars, station apartments and grounds, and see that they are kept in condition for the comfort and convenience of passengers.

978. They must inspect the uniforms of employees and know that they are presentable.

979. They must see that passenger trains are made up in the order designated, that crews report for duty as required and that each train has the prescribed number of employees.

980. They must see that enginemen and train-

men are ready for departure at the appointed time. They must not permit a train to leave the yard with any member of the crew unfit for the proper discharge of duty.

981. They must keep a record of all trains and cars, note all irregularities, and see that reports of same are made to the proper official.

982. They must see that no unnecessary noise is made by engines and employees in doing their work.

983. They must see that order is preserved about the station, that proper information regarding time of arrival and departure of trains is shown upon bulletin boards provided for the purpose, and before the arrival or departure of a train, announce in the waiting-room and on the platform, its direction, destination, whether local or through, and mention the first and principal stops.

STATION AGENTS

1000. Station agents report to and receive their orders from the Superintendent and will obey the instructions of the trainmaster. They will comply with instructions issued by the passenger, freight and accounting departments.

1001. They will have charge of the railroad's business, property and employees at their respective stations, and see that they properly perform their duties and are courteous and considerate in their dealings with the public.

1002. They must give prompt attention to correspondence; keep the books and accounts promptly and neatly written up in the manner prescribed by the accounting and other departments to which they relate, and submit them to the traveling auditor or other authorized person for examination as may be required.

1003. The waiting rooms, ticket offices and baggage rooms must be open for the reception of passengers, sale of tickets, and receipt and delivery of bag-
gage at least thirty minutes or other period required by law, before the departure of passenger trains scheduled to stop at their stations, and at such other times as may be necessary. They will, as far as possible, see that passengers purchase tickets before boarding trains and that tickets are not sold to persons who are not in condition to care for themselves unless they are in charge of an attendant, or whose conduct may be a source of annoyance or danger to other passengers.

1004. They must not be absent from their stations, grant extended leave of absence to their subordinates, or make any additions to their forces without permission.

1005. They must acquaint themselves with the business interests of the people among whom they are situated, use all proper means to secure traffic and act with the view of accommodating the public, and promoting the best interests of the railroad, notifying the Superintendent and heads of departments of anything affecting their departments, prejudicial thereto, or conducive to its good, present or prospective.

1006. All cases of attempted robbery, theft of property belonging to or in charge of the railroad, damage to property by fire or storm, personal injury and other extraordinary occurrences at or in the vicinity of station, must be promptly reported by wire to the Superintendent.

1007. They must see that time-tables, passenger and freight tariffs and all notices issued by proper officials for the information of the public are neatly posted in conspicuous places in the station; other advertising matter must not be posted on the premises, except when properly authorized and then only at places designated for the purpose. Where train bulletin boards are provided, see that proper entries are made thereon.

1008. They must see that the station and grounds are in proper condition for the safety, comfort and convenience of patrons.

1009. They must preserve order in and about the station, exclude from the station and platforms intoxicated and disorderly persons or loungers who interfere with the comfort or convenience of patrons or obstruct the station work, exclude persons engaged in unauthorized occupation.

1010. They must indicate the places where cabs, omnibuses and other vehicles shall be allowed to stand at the station and where the persons in charge thereof, hotel runners and other solicitors, shall remain while engaged in their duties on railroad premises, and remove therefrom any such person who does not comply with these directions. Must not permit bicycle riding on station platforms.

1011. Must not permit bill-boards to be erected nor material placed in such position as to prevent a plain view of approaching trains.

1012. They must see that public crossings are not obstructed by cars, and that lumber or other material is not placed within six feet of nearest track rail.

1013. They must know that all signals are in proper working order and that switch and signal lights are properly displayed.

1014. They must see that stations are provided with the necessary signal appliances and ready for use. Should anything endanger the safety of trains, must see that proper signals are immediately displayed.

1015. They must see that cars on sidings are clear of passing trains and that brakes are securely set, and when such side tracks are on grade or if the brakes are defective that the wheels are securely blocked. When there are indications of heavy winds, must see at once that cars are so secured that they will not move.

1016. They must keep seals and presses under
lock when not in use and only allow responsible employees to use them.

1017. They must see that all old cards except home route, M. C. B. defect or bad order cards are removed before cars are forwarded. Cars bearing bad order cards must not be loaded. When defective cars are left at a station short of destination the agent must report the fact to the Superintendent by wire.

1018. They must not allow advertisements to be placed on any car.

They must remove all advertisements before forwarding cars.

1019. They must furnish freight conductors on arrival a list of switching to be done and report failure to properly perform the work.

1020. They must know that all cars are in proper condition before loading, and not permit them to be overloaded, nor beyond the limits of length, height or width. Lumber, timber and other freight loaded on open cars, must be in general conformity with specifications and diagrams of the master car builders’ rules, printed copies of which for the use of agents and shippers will be furnished upon application to the Superintendent.

1021. Inflammable oils and explosives will be received only in daylight. The packages must be substantial and in good condition. They must not be handled through freight houses when it can be avoided. Freight of this character must be kept by itself and separate from other freight, as far as practicable, both at stations and in cars. The regulations of the Bureau of the Safe Transportation of Explosive, Inflammable and other Dangerous Articles must be carefully observed.

1022. They must see that all freight loaded is safely and properly stowed and, when necessary, is securely fastened by braces, blocks, cleats, stakes, chains, or other means, as the nature of the freight may require, to prevent loss or damage by falling, shifting, breaking, or by contact with any contaminating substance. In loading way-cars, freight must be stowed in station order. Must allow nothing to be loaded on the roof of a car.

1023. They must see that cars are loaded or unloaded and forwarded promptly, and that proper billing is furnished for all cars of freight.

1024. When foreign cars are received without home route cards immediate request must be made upon Superintendent of Car Service for home route.

1025. When unloading of cars is delayed by refusal of consignees to accept freight, or from any other cause, agents must report the matter to the proper officer for disposition thereof.

1026. Immediately upon arrival of cars containing company material agents should notify the party to whom shipment is consigned, and if such cars are on hand over twenty-four hours, must notify the Superintendent.

1027. When they receive a way-bill for a car-load shipment, or a number of way-bills for various shipments in the same car and fail to receive the car in a reasonable time, or receive a car without a way-bill, they must report the case to the Superintendent.

1028. Local freight to be loaded or unloaded must be checked by the conductor and agent together, when practicable, and anything irregular noted on the way-bill, and proper reports made. All freight must be carefully handled.

1029. They must check freight from the public to make certain that the articles signed for are received and are properly marked and packed to withstand ordinary transportation; must check freight to the public to make certain that the articles delivered are in good condition, taking receipt therefor at actual time of delivery.
1030. They must not furnish employes to check or assist in handling carload freight, except when authorized by tariff.

1031. They must see that freight which requires shelter is promptly placed in freight houses or in cars.

1032. They must see that freight being loaded or unloaded is protected from pilfering at all times.

Freight houses must be locked, and cars containing freight, which can be closed, must be sealed or locked at all times, except when the agent or other authorized persons are in immediate charge thereof.

1033. Freight, baggage, or express must not be left between main tracks, nor within six feet of the edge of main track platforms.

1034. They must see that proper bridges are used; that they are properly placed and blocked; that trucks, skids and scales are in proper condition, and when not in use placed in baggage room or freight house; if necessary to leave them on platforms, they should be lined up at the end or in the rear of station building, and must be locked or otherwise secured.

1035. They must see that stock-yards are kept in good condition, and that the gates of the pens and chutes are closed and securely fastened when not in use.

1036. Before loading stock, agents must see that quarantine regulations are complied with. They must examine cars carefully to see that they are in good order, and after loading, doors must be closed and all fastenings firmly secured.

1037. They will be responsible for complying with the Government regulations for handling Canadian mail. When mail from a moving train is thrown off at other than designated place report must be made to the Superintendent. Mail pouches must not be left unprotected. They must notify the postmaster of all time-table changes, and advise the Superintendent of all changes in post-office locations.

1038. When legal papers are served on agents as representatives of the railroad, agents will note thereon the date, hour, and by whom served, and forward papers at once to the General Attorney, and inform the Superintendent by wire of the serving of the papers and their object.

1039. They must familiarize themselves with the boundaries of the property of the railroad at their stations, and must not permit any encroachment thereon.

1040. Unless provided for by lease, they must not allow any commodities to be placed on grounds or right of way at their stations for the purpose of storage without written permission from the Superintendent, and then only after release on prescribed form has been executed by the owner. Such commodities must be placed at least six feet from the nearest rail.

STATION BAGGAGE AGENTS

1045. Station baggage agents report to and receive their orders from the station master, or agent, and will comply with instructions issued by the General Baggage Agent.

1046. They will have charge of the baggage-room and persons employed therein.

1047. They must see that no unauthorized person has access to the baggage room.

1048. They will be responsible for baggage and mail while in their charge and for the security and proper use of baggage checks.

1049. They must handle all baggage carefully.

TELEGRAPH AND TELEPHONE OPERATORS AND SIGNALMEN

1055. Telegraph and telephone operators and signalmen, unless otherwise instructed, report to and receive orders from the chief train despatcher and will comply with the instructions of the Superintendent of Telegraph, and station agent.
1056. Must devote themselves to the wire service first; those who have additional duties as agents or clerks must be within hearing of their instruments, when possible, and such additional duties must not conflict with the utmost promptness in the discharge of all wire business.

1057. Day operators or signalmen are managers of their respective offices unless otherwise directed.

1058. They must be constantly on duty during the prescribed hours and at day and night offices must not leave the office until relieved. They must report by wire if not relieved at the prescribed hour.

1059. They must notify relieving operator or signalman, in writing on prescribed form, of all orders to be delivered or of any unfinished business.

1060. No orders, excepting those which affect the train at that point should be delivered to a freight train at station where it is at work until after the work is done.

1061. Clearance card or caution card must not be delivered to trainmen until they are to be released.

1062. They must know that all signals are in proper working order and that switch and signal lights are properly displayed.

1063. They must have proper signal appliances in good order, ready for immediate use.

1064. Train-order signal must not be entirely depended upon to hold trains for orders during a blizzard or in foggy weather, hand signals must be used in addition and every precaution taken to insure safety.

1065. Day offices must not be closed for the night until "GN" is given by the train despatcher. Before leaving, a card must be placed in the window, which can be read from the outside, showing where the operator or signalman may be found.

1066. They must keep a register of the arrival and departure of all trains and promptly report same to the despatcher.

1067. The actual arriving time of a train is when it has stopped at the station, if on main track, or when clear of entrance switch if in siding.

1068. The actual passing or leaving time of a train is when its rear car has passed 300 feet beyond the telegraph office, or, if leaving a siding, when its rear car is on the main track.

1069. They must observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or any other train they must take such measures for the protection of trains as may be practicable.

1070. They must report the weather as required, and in case of sudden change, heavy storm, or fog, promptly advise the train despatcher. When there are indications of heavy winds, cloud bursts, or abnormal weather conditions liable to endanger the track, the section foreman if not on duty must be notified and cars on sidings secured to prevent them from moving out and obstructing the main track.

1071. They must keep the office private and permit no person in the office except employees in the discharge of their duties. Students may be allowed when authorized by the Superintendent.

1072. They must consider the telegraph and telephone a confidential service and treat the contents of messages accordingly.

1073. They must, when messages are offered for transmission which could apparently go by train mail call the attention of the person signing the message to the fact, and, if still offered, transmit the message, sending a copy by mail to the Superintendent for investigation.

1074. They must, in transmitting messages, give the individual signal before the first and after the last message and in receiving, give the individual signal at the time O. K. is given, unless called for sooner by the sending operator. The receiving time,
together with the above signals, must be recorded on all messages.

1075. Messages, unless on railroad business, or signed by some official of the railroad or its immediate connections, must be refused.

1076. Unnecessary communication on the wire between operators is forbidden.

1077. At offices where commercial telegraph business is handled, managers and operators will be held accountable for the proper handling and reporting of same in conformity with the requirements of the telegraph company.

1078. They must have a thorough knowledge of switchboards and their manipulation, wires leading into their office, instruments, and, unless otherwise provided, the care and maintenance of batteries. They must keep instruments and appliances clean and in good order, but must not take them apart nor change their arrangement.

1079. They must, on closing office, cut out all instruments.

1080. They must, after an electrical storm, examine for grounds by fusing and clean off any roughness.

1081. They must make such wire connections on switchboards and wire tests as directed by the wire chief and obey his instructions promptly. When directed by the wire chief to open or ground a wire they must not fail to reply "now" upon doing so. They must not make any wire connection unless directed and must keep an instrument on the wire on which directions are being given until the desired communication is restored.

1082. They must observe all interruptions to circuits and make frequent examinations of switchboards, relays, keys, lightning arresters and other devices.

1083. They must, should the circuit remain open over two minutes, apply the ground wire and report promptly to the next testing office, or to the chief train despatcher, which way the wire is open. The ground wire must not be used except for testing and unusually important business.

1084. They must know that their instruments are always in adjustment to receive calls. They must use care in adjusting instruments, especially in bad weather, never opening key unless positive wire is not being used.

1085. They must give their own office call after every third call. When an operator has called an office nine times he must yield to any other office desiring the circuit.

1086. They must not contend for circuit, nor use improper language.

1087. They must regulate speed of transmitting to suit the ability of the receiving operator. Under ordinary circumstances the sending operator will be held responsible for errors.

1088. They must, in transmitting messages going over more than one circuit, give the name of the originating office in full, also the name of the place to which the message is addressed.

1089. They must not change their personal signal without authority.

1090. Telegraph and telephone numerals:
   1. Wait a minute.
   4. Where repeat from?
   5. Close key; you are breaking.
   8. Busy.
   13. Understand.
   18. What is the matter?
   19. Train order.
   21. Emergency. On division wire has preference. On through wire has preference over "34."
   23. For you and others.
   31. Train order.
   34. Message is important.
39. On through wires has preference and will be used only by the Vice-President, General Manager, Assistant General Manager, General Superintendent and Chief Engineer. “Wire.” Use for testing and has preference except over “19” and “31,” and on division wire “21.” Numbers must be used only as prescribed.

CONDUCTORS

1100. Conductors report to and receive their instructions from the train master and at stations and yards will obey the orders of the agent, station master and yard master.

1101. They must report for duty at the required time, see that their crews are on hand and assist in making up their trains when necessary.

1102. The general direction and government of a train is vested in the conductor, and all persons employed on the train must obey his instructions. Should there be any doubt as to authority or safety of proceeding, from any cause, he must consult the engine-man and be equally responsible with him for the safety and proper handling of the train and for such use of signals and other precautions as the case may require. Any misconduct or neglect of duty of men employed thereon must be reported.

1103. They must not entrust the duties of a flagman to a person not entirely familiar with them, except in emergency, and then they must give the fullest instructions in such duties as the circumstances will permit.

They must know that the men employed on the train are familiar with their duties.

1104. They must not allow other duties to interfere with the proper protection of their train, and invariably require their flagman to act with the utmost promptness and in strict accordance with the rules. A flagman’s position ordinarily on all trains while in motion is on the rear car; on passenger trains the flagman must get on and off the rear end of the last car unless such car is an observation or business car, in that case he must get on and off the front end of the rear car, and must have in his possession the necessary flagging equipment, ready for immediate use.

1105. Before leaving initial points, they must see that their trains are provided with proper tools and sufficient supplies of all kinds. Know that the cars in their trains have been inspected, and that the brakes are in proper working order; and that the prescribed signals are displayed.

1106. They must not start the train from an inspecting station until the inspectors have given notice that their work is finished.

1107. They must inspect the running gear and brake and draft rigging of trains as often and as closely as practicable while on the road, require their men to assist in such inspection, remedy as far as possible any defects discovered, and remove from the train cars which are unsafe to run. Special attention must be paid to hot journals.

1108. In addition to inspecting their trains at every opportunity on the road, trainmen must keep sharp lookout on their trains while moving, for defects, such as hot journals, defective brake rigging, bulged or swinging doors, shifting of lading, flat wheels, etc., and take prompt measures to insure safety to their own and other trains and prevent personal injury and damage to track or equipment.

1109. At points where train registers are kept, enter all the information required by their form.

Conductors must notify enginemen whether all trains due, which are superior or of the same class, have arrived or left. Enginemen must not start until they have been so notified.
1110. When any defect in track, bridges or culverts are discovered and which might cause an accident, they must not rely wholly upon the telegraph or telephone to notify other trains, but must leave a flagman. Severe storms that are liable to affect the roadway must be reported by wire to the Superintendent.

1111. When leaving cars on sidings, they must see that they are left clear of other tracks and also of any public street, highway or private crossing. Must see that a sufficient number of hand brakes are set to hold the cars on sidings, and if brakes are inoperative, or will not hold the cars, cars must be properly secured; doors must be closed and securely fastened.

1112. When cars that have defects or bear evidence of unfair usage are offered for delivery to this road at a junction where no car inspector is stationed, they must not be moved without special instructions. They must advise the Superintendent by wire of such defects, together with contents and destination of car.

1113. In case of injury to persons, loss of life or damage to property, conductors must furnish a full and exact statement of all the facts with the names and addresses of all persons who witnessed or have information concerning the accident, written statements to be obtained whenever possible. In case of death on their trains from accidents or otherwise, or of the killing of any person on the track by their trains, must see that the proprieties are observed and that the body receives appropriate care and is removed as soon as possible to a proper place and left in charge of a public officer or an agent of the railroad.

1114. They must make memorandum of any occurrence connected with the trip that is important to remember, with date and a brief outline of the circumstances.

1115. They must, at the end of each trip, make required reports.

PASSENGER CONDUCTORS

1118. Official or private cars must be placed on rear of the train, unless otherwise ordered.

1119. When handling official cars of this and other railroads, they must ascertain from the person in charge if all the occupants are entitled to free transportation, and collect necessary fares or tickets from those who are not entitled to ride free.

1120. Employees of chartered or private passenger cars, viz: Conductors, cooks, porters (not private servants) will be regarded as train employees, and carried free when they are employees of a common carrier, or of the Pullman Company; otherwise tickets must be collected or fares charged, except when tariff regulations govern.

1121. They must take up tickets at the earliest moment after the trains start, cancel each ticket or trip pass by punching it as soon as taken up and issue cash fare receipt to each passenger at time cash fare is collected.

1122. They must pass entirely through their trains for the collection of tickets and fares after leaving each station where their train stopped, and where stops are far between they must frequently pass through to look after the comfort of passengers and to see that trainmen are performing their duties.

1123. They must, when examining tickets, inform passenger destined to station or branch or connecting lines at what stations they will change cars and to see that trainmen are performing their duties.

1124. When through error of any employe a passenger is carried beyond the station to which the transportation reads, the passenger should be returned free to destination by the first available passenger train upon the written request of the conductor of
train which carried such passenger past the proper destination.

1125. No persons, except those specified in the instructions governing free travel will be allowed to ride on any train without proper ticket, pass or fare.

1126. They must, if any person shall refuse to produce proper ticket, pass or fare, stop the train at a regular station, or near a dwelling, and request the person to leave the train, unless it is a child, a person of unsound mind, or in such feeble or helpless condition as to be unable to take care of themselves.

In case of refusal, the person must be removed from the train, but it must not be in a place, in such weather, or at such unseasonable hour as might ordinarily endanger the health or safety of the person ejected.

1127. They must protect passengers who are lawfully on the trains from rudeness, threatened violence, abusive or obscene language. Any passenger acting in a disorderly manner, or who annoys other passengers as stated herein, may be removed from the train at the next station, whether provided with ticket or not.

1128. They will be held responsible for the exercise of reasonable discretion in the performance of this duty, maintaining self-control and being careful to use no unnecessary force that might subject the railroad to litigation or annoyance.

They must, when necessary to eject a person from the train, ascertain name and address of such person and names and addresses of a number of passengers who witnessed the occurrence, and make report to the proper official on prescribed form.

1129. Train employes must not occupy seats with passengers, nor enter into conversation with them, further than is required in the discharge of their duty and in answering questions politely. They must not solicit business for any hotel runners, nor allow unauthorized persons to solicit business or distribute advertising matter; nor beggars to solicit on the train.

Gambling on trains is strictly forbidden.

1130. They will see that sufficient cars are provided, when possible, to seat all passengers; and before starting from terminals and arriving at stations where large numbers of passengers usually board the train have all seats in coaches properly turned. They must not allow a passenger to occupy more than one seat when required for other passengers.

If there is not sufficient seating room in coaches to accommodate all passengers, and there are Pullman cars in train in which there is vacant space, such space may be used by conductors to locate passengers who cannot be accommodated in the coaches, furnishing Pullman conductor a report showing the number of passengers so located and the stations to and from which they travel. This must not be done when passengers in sleeping cars have retired, or to such an extent as to discommode Pullman car passengers.

1131. They must not allow passengers to deposit their baggage or parcels on seats when required for passengers. When necessary, trainmen will politely request the owners to remove baggage or packages from seats or aisles, and should they refuse, trainmen will carefully remove and properly place same within reach of the owner.

They must observe parcels in overhead racks and know that they are securely placed.

1132. All articles left by passengers must be marked to indicate on what date and train they were found and by whom, and left with the station master or designated person at division terminal.

1133. They must give particular attention to the safety and comfort of their passengers, reporting to the Superintendent any cars found to be defective, unclean, or not properly supplied.

1134. Upon delivery of their trains to relieving conductors, must inform them of any facts which it may be necessary or proper for them to know in tak-
ing charge. Care must be exercised to properly transfer transportation with the passengers. Passenger trainmen must remain by their trains at terminals to answer inquiries and to assist passengers until the train is vacated.

1135. They must not permit the train to be moved while passengers are getting on or off.

1136. Side and trap doors of vestibules must be kept closed while train is in motion, and when in use at stations open only on the side where passengers are received or discharged.

An end gate must be placed at the rear of the last car in a train, when such car is vestibuled, when not vestibuled a chain must be used.

1137. They must see that all telegrams entrusted to their care are promptly delivered. Receipts will be taken for commercial telegrams. If for any reason a telegram cannot be delivered, conductors must endorse this fact upon the envelope and hand it off at the next telegraph station.

1138. No gun powder, dynamite, nitro-glycerine, or similar explosive will be transported in any car attached to a passenger train.

1139. In case of accident, should the emergency require, they will command the services of engines and employes of other trains when it will not interfere with the necessary protection of such train.

1140. They must see that news agents do not mar or deface the cars in taking on or removing their boxes. News agents will be allowed only on passenger trains, and only one upon any train.

Each news agent must be provided with a card or certificate signed by the manager of the news company, attesting his employment by that company; and he must wear the prescribed uniform while on duty on the train.

He will be under the supervision of the train conductor, whose duty it is to see that he behaves properly and that he conforms to these rules. In case of misbehavior on the part of any news agent the conductor must report it to the Superintendent. In case of wilful or gross misbehavior, the conductor must put him off the train at the nearest station, and report his action to the Superintendent. News agents will carry their boxes where directed by the Superintendent. They will be permitted to pass quietly through the train, and to offer their wares for sale in a respectful manner.

They may sell on the trains, newspapers, other periodicals, and books of a respectful character, small trinkets and confections, also cigars and tobacco in the smoking car. They will not be permitted to sell immoral, obscenes or doubtful papers, or other such literature nor prize packages of any kind.

They will not be permitted to put their wares in the laps of passengers, nor upon the seats, nor to cry them in a loud voice; nor to awaken sleeping passengers; nor in any way give offence or cause annoyance.

**FREIGHT CONDUCTORS**

1141. Passengers, including employes not on duty, must not be carried on freight trains without proper authority.

1142. Tramps or other trespassers must not be allowed to ride on trains. Every precaution must be taken to prevent cars being pilfered.

1143. They are responsible for the security of all freight carried by their trains, while in their charge, and for its delivery, with the necessary waybills or manifests, at its destination or terminals. They must examine the fastenings of cars and keep such record as will enable them to answer all inquiries.

1144. The doors of empty cars in trains must be closed. The doors of loaded cars must be closed and properly secured, unless left open for proper ventilation. The instructions relative to ventilation of perishable commodities must be closely observed.
1145. They must see that tank cars or cars containing oil or other inflammable substances are not hauled next to the engine, or coupled next to the caboose when there are other cars in the train; such cars should be at least six cars from the engine or caboose, when practicable. Wooden flat cars must be placed on the rear of the train and boarding cars next to the caboose.

1146. When they have cars for non-agency points, or stations where agents are not on duty, they must endorse on the back of original way-bill or slip the time and date cars are placed on track, signing their names. When placing empty cars on tracks for loading the slip or memorandum, giving car numbers, initials, time and date, together with the signature of conductor must be left at the station having charge of the track, except where boxes are placed for the reception of manifest.

1147. They must have the proper authority for movement of each car in the train.

1148. They must not take cars that are overloaded or improperly loaded, or cars not in condition to run safely. They will report cars in such condition by wire to the Superintendent.

1149. They must familiarize themselves with all the rules pertaining to the loading, unloading and handling of freight.

They must not load merchandise, flour, sugar, butter, or other property of similar kinds, in cars unfit to carry it, such as cars previously loaded with oil or other unclean freight.

1150. They must see that cars being loaded or unloaded are not moved until all persons in or about such cars have been notified and all obstructions under or about the cars and attachments, such as pipe connections to tank cars are removed. When such cars are moved they must be returned to the original location.

1151. They must card any cars in the train found defective between terminals.

1152. They must, when practicable, collect all brasses, draw-heads, car doors and other material broken from cars, and when not practicable, report to the Superintendent where they were left.

1153. They must, when bad order cars are set out of the train, report the fact by wire to the Superintendent on prescribed form, and in case they are left where there is no agent, take slips or way-bills to the next regular station, making endorsement as to action taken.

1154. They must carefully check with the way-bills in conjunction with station agent if possible, all freight over, short, or in bad order. When necessary to transfer freight from one car to another they must record the transfer and the number of the car to which it is transferred on face of way-bill.

1155. When disconnected engines are hauled in train the despatcher and engineman must be notified and speed of 20 miles per hour must not be exceeded.

1156. Not more than four dead engines may be hauled in any train and they must be separated by at least five cars; and side rods must be in place.

**TRAIN BAGGAGEMEN**

1165. Train baggagemen report to and receive instructions from the train master and while on trains are subject to the orders of the conductor, and at terminal stations must obey the orders of the station master or station agent. They are responsible for the safety of all property entrusted to their care.

1166. They must report for duty in uniform at required time, handle baggage carefully, and remain in the baggage car during the entire trip, except when called elsewhere to perform other duties.

1167. They must have proper signal appliances in good order, ready for immediate use.

1168. They must not throw off any package unless it can be done safely.
1169. They must keep the end doors of baggage car secured, and not allow any person to enter, except officials, mail agents, express messengers, news agents and trainmen in the discharge of their duties.

1170. They must not carry anything unless it is checked or way-billed, without permission from proper authority.

1171. They must check baggage received at stations where there is no agent, take up checks for baggage delivered at such stations and protect checks in their possession.

1172. They must give proper attention to the custody and delivery of Canadian and train mail, reporting any irregularities promptly to the Superintendent. When mail is delivered from moving trains it must be thrown off at designated place.

1173. They must remain in the baggage car at the end of the trip until all baggage and other matter is delivered and receipted for.

**PASSENGER BRAKEMEN**

1178. Passenger brakemen must report to and receive instructions from the train master and while on trains are subject to the orders of the conductors, and at terminal stations must obey the orders of the station master or station agent.

1179. They must report for duty in uniform at the required time and assist in making up the train when necessary.

1180. They must on arrival at terminal stations remain with their trains until passengers have alighted and see that all needed assistance is given them.

1181. The rear brakeman must perform the duties of flagman and allow nothing to interfere with the prompt and efficient discharge of that duty.

1182. They must display prescribed signals at the rear of the train and have proper signal appliances in good order, ready for immediate use.

1183. The proper place for rear brakeman, while the train is in motion, is on the rear car. When there is an official or private car on the rear of the train, he will ordinarily ride on the forward part of it.

1184. They must give particular attention to the comfort of passengers in the heating, lighting and ventilation of cars, and the supply of ice and water in tanks.

1185. They must, when necessary, assist in handling train baggage.

1186. They must take position at the car steps to assist passengers, and when practicable, request them to show their tickets, directing those without tickets to the office to procure them.

1187. They must allow passengers to get off the train before permitting others to enter it at the same end of car.

1188. Forward brakeman must have proper signal appliances in good order, ready for immediate use.

1189. They must, in passing through sleeping, dining, or private cars, do so quietly and if meals are being served, remove the cap.

1190. They must not occupy seats with passengers, nor enter into conversation with them further than is required in the discharge of their duty and in answering questions politely. They must not solicit business for any hotel or transportation company; nor permit hotel runners or other unauthorized persons, to solicit business or distribute advertising matter, nor beggars to solicit on the train.

1191. They must, in announcing the names of stations, observe the following:

Before a passenger train leaves a terminal or a junction station, go to the centre of each car and announce the destination of the train, thus: "this train for ______; the next station is ______."

On departing from other stations, announce: "the next station is ______," repeating the name of the
station. Just before arriving at a station at which the train stops announce: "this station is ————," repeating the name of this station, and add, when desired, "this way out." At meal stations the length of time the train is to stop must also be announced.

1192. The forward trainman must protect the front of the train, when necessary.

**FREIGHT BRAKEMEN**

1193. Freight brakemen report to and receive their instructions from the train master, and while on trains are subject to the orders of the conductor, and at divisional stations they must obey the orders of the station agent or yard master. They must be governed by the rules for conductors insofar as the rules pertain to their duties.

1194. They must report for duty at the required time and assist in making up trains when necessary.

1195. They must, before starting, inspect the train and know that couplings, brakes and running gears are in good order, and inspect the train as often as practicable during the trip.

1196. They must, when approaching stations, railroad crossings and draw-bridges, be in position to exchange signals with each other.

1197. The rear brakeman will perform the duties of flagman and allow nothing to interfere with the prompt and efficient discharge of that duty.

1198. They must display the prescribed signals at the rear of the train and have proper signal appliances in good order, ready for immediate use.

**ENGINEMEN**

1200. In matters relating to the transportation department, enginemen report to and receive their instructions from the Superintendent.

In matters relating to the care and use of engines, they report to and receive their instructions from the master mechanic.

They must comply with the instructions of the train master and road foreman of engines and when at the engine house they are under the direction of the engine despatcher or foreman. They must obey the orders of station masters, agents and yard masters as to the shifting and making up trains, and those of conductors as to starting, stopping, and general management of trains, unless they endanger the safety of the train or require violation of the rules.

1201. When there is no conductor, or when the conductor is disabled, the engineman will, unless otherwise directed have charge of the train and will be governed by the rules prescribed for conductors. When more than one engine, the senior engineer will assume these duties.

1202. They must report for duty at required time, see that the engine is in good working order and furnished with necessary supplies, tools and a full set of signals. They must not take out types of engines, or engines equipped with devices with which they are not familiar, without obtaining from proper officials such instructions as will enable them to properly and safely operate same.

1203. They must, unless otherwise provided, before beginning a trip, make statement on prescribed form indicating the condition of the appliances listed.

1204. They must see that firemen are familiar with their duties, ascertain their knowledge of the rules and instruct them in the proper performance of their work.

1205. They must have the proper signal appliances in good order, ready for immediate use. Red light when not in use must be obscured from passing trains.

1206. They must give special attention to the care and use of signals prescribed in rules 20 and 21, and to markers when used on engine, and see that proper train signals are displayed.
1207. They must, if any difficulty with machinery which draws attention from constant lookout ahead, or weather conditions make observation of signals or warning in any way doubtful, at once so regulate speed as to make train progress safe.

1208. Carefully observe whether other trains are displaying signals.

1209. Report all switch or other signals not properly lighted or not properly displayed on prescribed form.

1210. During and immediately after severe wind or rain storm must run with caution over tracks liable to be damaged or obstructed.

If reason to believe that their train has passed over any dangerous defect of track or roadway, they must stop and notify the conductor.

1211. They must keep the slides of ash-pans closed at all times. They must not permit ash-pans to be cleaned over switches or frogs, in front of stations, or on crossings. As far as practicable, they should be cleaned at the designated points only. They must see that ashes are wet down and are leveled to the height of the rail.

1212. They must, before leaving a terminal, apply the air brakes and steam heat, when required, and allow them to remain on long enough for the inspectors or trainmen to see that the apparatus is in working order throughout the train, and when air hose has been uncoupled, the brakes must again be applied to know that they are in working order before proceeding on the trip. In making regular stops the brakes must be applied in such manner as to avoid discomfort to passengers or damage to equipment. They must also know that the air signal is in working order.

They must test the air brakes as soon as the speed of the train permits after leaving terminals where engines have been changed, or after parted hose has been coupled. They must also test the air brakes a sufficient distance so that the train may, if necessary, be stopped by hand brakes, before reaching ends of double track, junctions, railroad crossings at grade, draw-bridges, meeting and passing points and before going down heavy grades, and in case brakes do not hold, at once signal for brakes. Such tests should be made by applying the brakes with sufficient force to ascertain whether they are in working order. Steam or power should not be shut off when making the test unless conditions require it.

1213. They must, when in charge of the pusher engine which has been assisting a train, apply brakes and stop as soon as uncoupled from the train.

1214. Brakes must not be applied or released while crossing bridges or trestles except in cases of emergency.

1215. They must, when running freight trains, look back frequently to see if any portion of the train has become detached or derailed.

1216. Except when absolutely necessary, engines must not be left standing within 100 feet of a public street or highway crossing, or under a bridge, and enginemen must see that there is no unnecessary escape of steam from the cylinder-cocks or safety valve or other noises that will cause the frightening of horses at such places.

1217. They must not leave engine while on duty except in case of necessity, and then fireman or some competent person must be left in charge. In leaving engines under steam they must place the reverse lever in the centre and leave the cylinder-cocks open. When on grades wheels must be blocked.

1218. They must not allow firemen to handle the engine except in their presence and under their direction.

1219. They must know after taking coal or water, that the apparatus used is clear of all tracks and secure in the place provided.
When taking water, tank of engine must not be permitted to overflow.

Tenders must not be overloaded and the necessary trimming of the coal on the tender must be done to prevent its falling off in transit.

1220. On track not protected by automatic signals, enginemen of all trains and engines, regardless of class must reduce speed for each facing point switch at night where the switch lamp is not lighted and know switch is in proper position before passing over it.

1221. They must exercise care to prevent water being thrown from smokestacks when starting, and must not open cylinder-cocks, nor permit overflow from injectors at station platforms. They must require the firing to be done in such manner as to avoid dense smoke and must use the blower gently to prevent smoke trailing when at stations.

1222. They must not permit any person to ride on the engine (except designated employes in the discharge of their duties) without a written order from proper authority.

1223. When a train has more than one engine, the rules apply alike to the enginemen of each engine, but the use of the engine-bell, whistle and the air brakes, except in emergency, must be limited to the leading engine.

1224. They must see that all connections between engine and the train, also between engines, if two or more are coupled, are properly and securely made.

1225. They must exercise caution and good judgment in starting and stopping trains to avoid violent or sudden movement which might cause discomfort or injury to passengers or damage to property.

1226. When rules require the headlight to be displayed electric headlights will be dimmed as follows:

(a) In yards.
(b) At meeting points or when on siding.
(c) Approaching stations at which stops are to be made or where trains are receiving or discharging passengers.
(d) When stopped.
(e) On double or more track portions of the road when approaching trains running in opposite direction.

FIREMEN

1235. Firemen report to and receive their instructions from the Superintendent. In matters relating to the care and use of engines they will be governed by the orders of and report to the master mechanic. When at engine house they are under the direction of the engine despatcher or foreman. When on the road they are under the direction of the engineman and are subject to the orders of the train master, road foreman of engines and traveling fireman.

1236. They must report for duty at required time and assist in switching and making up the train when necessary.

1237. They must be familiar with the train rules that apply to the protection of trains, understand the use of all signals, and be prepared to use them promptly when required, as provided in the rules.

1238. They must observe and communicate to the engineman all signal indications as prescribed by Rule 401, and, in addition, except when engaged in firing, keep a constant lookout ahead and give instant notice to engineman of any signals or conditions affecting the safety of train.

1239. If engineman fails to regulate speed of train when approaching a signal indication or other condition requiring that speed be reduced, they must communicate with him at once, and, if necessary, stop the train.
1240. They must not move an engine or train in the absence of the engineman, without instructions from proper official or the conductor.

1241. They must, in case the engineman becomes disabled, stop the engine or train and report to conductor.

1242. They must take charge of the engine in the absence of the engineman, and must not leave it until his return, nor permit any unauthorized persons to be upon it.

SWITCH TENDERS AND CROSSING WATCHMEN

1250. Switch tenders and crossing watchmen report to and receive instructions from the station master, station agent or yard master.

1251. They must display stop-signals immediately if any switch is out of order, or there is any obstruction on the track endangering trains.

1252. They must not permit unauthorized persons in or about the cabin.

They must constantly be on duty during prescribed hours.

1253. Crossing watchmen must be constantly on the lookout for approaching trains or engines and make every possible effort to prevent persons or street traffic from crossing the track unless it can be done safely.

1254. Crossing watchmen must, where crossing gates are used, lower or close them in ample time before an approaching train reaches the crossing and keep them lowered or closed until the entire train has passed and it is ascertained that there is no train approaching on any other track.

1255. Crossings must be protected and gates lowered for movement of all passenger or freight trains, light engines, speeder velocipede or hand cars.

1256. They must report when hand cars or track velocipedes are run at night without a white light, also passing engines not displaying proper lights.

1257. They will report any and all accidents which may occur on or about the crossing, regardless of how slight the accident may appear to have been; report any damage to gates; give name and addresses, as clearly as may be obtained, of injured persons, and persons in charge of damaged property, or of persons damaging gates; also names and addresses of any or all witnesses to such accident. Take number of street cars, automobiles or vehicles having numbers, or name given on the wagon or vehicles, involved in such accident and report immediately to Superintendent. Give no information concerning any accident to any person but an authorized agent or officer of this railroad.

1258. Crossing watchmen must keep the flange-way between the planks and the rails clear of ice, snow and dirt.

DRAWBRIDGE OPERATORS

1260. Drawbridge operators report to and receive instructions from the Superintendent or such official as he may designate.

1261. The draw must not be opened until the proper signals have been shown a sufficient length of time, and far enough in each direction to insure the stoppage of any approaching train. Extra precautions must be taken whenever signals cannot be distinctly seen. Danger signals must not be changed to safety until the draw is closed and locked.

1262. They must be constantly on duty during prescribed hours.

1263. When relieving each other, the one going off duty must inform his relief of any overdue trains that have not passed.

1264. They must not permit unauthorized persons in the cabin or on the bridge.

1265. They must have proper signal appliances in good order, ready for immediate use.

1266. They must report any unusual delays to boats or trains.
ROAD FOREMEN OF ENGINES

1270. Road foremen of engines report to and receive their instructions from the master mechanic. They will also obey the instructions of the Superintendent.

1271. They must frequently ride upon the engines and instruct enginemen and firemen in regard to the proper performance of their duties and the economical use of fuel and supplies. They must see that engines are in good working order and properly equipped and report the qualifications of enginemen and firemen and any violation of rules or neglect of duty which may come to their knowledge.

ENGINE DESPATCHERS

1275. Engine despatchers report to and receive instructions from the master mechanic or his authorized representative. They will also obey the instructions of the Superintendent.

1276. They must see that enginemen and firemen are ready for duty at the required time. They must not permit an engine to leave the engine house with any member of the crew unfit for the proper discharge of duty.

CAR INSPECTORS

1277. Car inspectors report to and receive instructions from the car foreman.

1278. They must see that freight cars are in safe condition for operation; that the cars are not over-loaded; that the load is properly distributed and secured and does not exceed the authorized length, height and width.

1279. They must see that passenger cars are in safe and proper condition for operation and all appliances are in good working order.

1280. They must unless otherwise provided couple and uncouple all air and steam connections on passenger trains and carefully examine the couplings after the trains are made up.

1281. They must, when inspecting or repairing cars that must not be moved, protect themselves by placing conspicuously a blue signal at both ends of the car or train.

YARD AND HUMP RULES

YARDMEN AND TRAINMEN

1285. All engines and trains when moving on a yard track, must proceed with caution and not foul a lead or adjoining track, before it is seen or known that the switches are properly set and that such movement is protected, not only as to movements of other engines, trains and cars but that track is clear of all obstructions.

1286. All engines and trains, must approach points where switch tenders are on duty under control, and must not pass over the switches until they are given proper proceed signal by the switch tender in charge and it is seen that the track is clear.

1287. All engines and trains must come to a stop before moving onto or foul of a main track from a yard track and the switchman or trainman must know that the main track is clear of approaching trains before changing the switch, or giving proceed signal.

Where switch tenders are on duty, movement will be made only on their signals.

1288. Yard engines on arrival at interlocked crossings, if route is not set, the conductor or a member of his crew will go to an enunciator box or telephone, where same are provided, or in the absence thereof, will immediately go to the tower and inform the leverman of the move they wish to make.

1289. When switching industrial, team, freight-house and company material tracks, the conductor or one of his brakemen must see that cars being loaded or unloaded are not moved until all persons in or about such cars have been notified and all obstructions under or about the cars, and attachments, such
as pipe connections to tank cars are removed. When such cars are moved they must be returned to their original location.

1290. When switching at industries or company material tracks, the loading of cars must be carefully examined and if any are found loaded heavily on the sides, ends, or over loaded, or projecting over the ends or sides, such cars must not be moved, but report made to the agent or yardmaster.

1291. When shoving cars in on tracks where there are bumping posts, the conductor in every case must arrange for a man on the leading car to pass signals, and is also required to know the condition of any cars on a track protected with a bumping post, before coupling onto them.

1292. Before coupling onto cars on a track which is down grade, a sufficient number of hand brakes must be set to prevent the cars from running away when couplings are made, or in the event of break in two.

Where grades are severe and engine has hold of cars, sufficient air-brakes must be coupled up to control the cars.

When cars are being moved from one yard to another yard, air brakes must be coupled and in use.

When cars are left on sidings they must be put in far enough to stand parallel with and clear of other tracks with brakes set and on grades wheels must be blocked.

1293. A man must always be stationed on top of the rear car when shoving tracks, to pass signals and prevent fouling other tracks.

When doubling over, or when putting cars on a track that appears to be full, the same precaution must be taken to prevent fouling other tracks by sending a man to the rear of tracks, and on top of cars to pass signals before cars are moved.

Cars must not be left fouling other tracks.

1294. When cars are switched onto a track where trackmen are working they must be warned.

1295. Ordinarily, the giving of signals should be by the switchman or trainman working with an engine, should it become necessary for yard masters to give signals, they must know before doing so, that the switchmen or trainmen are not in a position to be injured, or that equipment will be damaged by a movement on signals given by them.

1296. The following instructions will govern hump operations:

A. Trains will not enter receiving yard tracks, nor foul ladder track at hump end without instructions from man in charge of hump operation.

B. Semaphore hump signals will be used for the purpose of controlling movement of hump engine while classifying over hump and do not govern the movement of any other engine. When semaphore is in proceed position, hump engine will move cut toward hump. When semaphore is in stop position, hump engine will stop. When semaphore is changed several times in succession, from stop to clear, hump engine will move cut back from hump. In moving towards the hump the lead tracks must not be fouled until the proper semaphore signal has been given as above, and a proper hand signal has been received from man stationed on leading car to indicate that the switches are properly set and the lead clear of other movements.

C. In pushing a cut from receiving yard to hump, a man must be stationed on the leading car.

D. Hand brakes must be tested before cars are detached to insure proper control of each cut. In the event of defective or insufficient brakes, car rider will notify cutter who will make necessary arrangements for proper control either by adjust-
ing brakes, permitting additional cars to remain with cut or handle cut with pusher engine.

E. Classification track should be closed up, but cuts must not be allowed to couple to a standing car at a speed greater than two miles per hour. Car riders must remain with cut until it is properly coupled to cars standing ahead or stops, and in the event of a cut stalling on a classification track, sufficient hand brakes must be left applied to avoid cars starting after car rider has left his cut. After a cut has stopped, car rider must open the knuckle on the rear end of the last car.

F. Cars must not be allowed to stand closer than three car lengths from ladder track at the departure end of the classification tracks, and there must also be sufficient hand brakes applied to prevent cars from drifting out to foul ladder tracks.

G. The bumping or cornering of cuts on ladder track in order to clear switches, or the bumping of cars on classification tracks is prohibited and the impact of all cars must not exceed two miles per hour. In the event of a cut stopping on ladder tracks, car rider will not leave cut unless instructed by yard master.

H. When in the opinion of the man in charge, conditions require additional car riders for the larger cuts, or heavily loaded cars he will arrange accordingly.

I. After delivering a cut in classification yard to its destination, car riders will promptly return to hump. At night, car riders will carry lighted hand lamps so as to be readily seen by other employees.

J. When cars are removed from classification track or receiving track, sufficient hand brakes must be applied on the cars remaining, to prevent them from drifting out and fouling ladder track. At night, when crews remove cars from classification track a man must ride the rear end to protect it from fouling tracks.

K. Engines making backward movement in receiving and classification yards, will keep a sharp lookout and ring the bell as a warning to employees working in the district.

L. When necessary to change the adjustment of ventilator of refrigerator cars in order to properly operate the hand brake they will be left in the same position as found after the shift has been completed.

AIR BRAKE AND TRAIN AIR SIGNAL RULES

General

1300. In passenger trains the air brakes and train air signals of each car, must be coupled and connected with the engine.

1301. A passenger train must not leave a divisional terminal nor take on at any point a car with brakes cut out, or in a defective condition, without permission from the Superintendent.

1302. In freight trains all cars equipped with air brakes, must be coupled and connected with the engine; two cars with inoperative brakes must not be placed together except at the rear of the train.

1303. The proportion of operative brakes in any train, must at no time be less than 85% of the total.

1304. When an engine has been coupled to a train and before leaving the initial point of its run, all air brakes which are connected must be tested by a service application and the brakes released only when the proper signal is given. This test must be repeated whenever the air connections have been separated, or an angle cock has been closed, except when switching in yards. On trains equipped with air signals, the signal to release brakes must be given from the last car, using discharge valve.

1305. If it be necessary for a train to proceed
before the requisite repairs can be made to an inoperative train air signal, the conductor must notify each member of the train and engine crews of the condition. He must have a clear understanding with the engineman that if it becomes necessary to stop the train enroute, the brakes will be applied by careful operation of the conductor’s valve so that an emergency application may be prevented. The conductor shall promptly notify the Superintendent of all train air signal failures.

1306. A passenger train should not be backed any considerable distance without suitable back-up hose, or its equivalent, and a trainman on rear platform.

1307. When back-up hose is used, its connection must be tested by making reduction of brake-pipe pressure before train is moved.

1308. When the airbrakes become inoperative on a train, after proper understanding with the engineman and hand brakes arranged for, it will proceed carefully to the first siding, where it will clear the main track and report to the Superintendent for instructions. If a telephone or telegraph office is located between the point of failure and first siding, report will be made from that office.

1309. In case of air pump failure on descending grade, train must be immediately brought to a stop and secured by hand brakes before engineman begins investigation for defects. In case trouble cannot be remedied, further movement must be in accordance with rule 1308.

ENGINEMEN

1315. When taking charge of an engine, they must know that proper tests have shown the air brakes and train air signal equipment to be in good working order.

When two or more engines are coupled, the engineman of the leading engine should operate the brakes.

1316. Should the air brakes be applied suddenly from any unknown cause, steam must be shut off at once and the brake-valve handle placed in the emergency position.

TRAINMEN

1320. When making up a train, all hose connections must be coupled and all angle cocks opened except the one on the rear of the last car on which the brake is to be used.

1321. The release cocks on the auxiliary reservoir must be closed and handles of the pressure-retaining valves must be in release position, the cars cut in and the hand brakes released before air brakes are tested.

1322. When a test application of the air brakes is made, trainmen must see that they are all set properly; must give the proper signal for releasing the brakes and see that they are all released.

1323. An air brake which cannot be made effective must be cut out, and the engineman notified.

1324. Air brakes must not be depended upon to hold a train or car when engine is detached. Hand brakes must be used for that purpose.

1325. Trainmen must report to the Superintendent defects found in the air brakes, brake connections or train air signal apparatus.

1326. When air brakes are handled roughly, conductor must immediately call the engineman’s attention to it. If the rough handling continues, he must report the facts to the Superintendent.

1327. When the engine whistle signal to apply brakes is sounded, it must in every case be treated as an emergency, and trainmen must immediately respond to the signal by opening and holding open the conductors valve until the brake pipe pressure is exhausted, and if necessary apply the hand brakes. The conductors valve should be closed after the train stops.
ENGINE HOUSE FOREMEN

1330. Before releasing any engine for service, he must know that the air brake and train air signal equipment have been properly inspected, tested and, if necessary, repaired.

INSPECTORS

1333. When making up a train, all hose connections must be coupled and all angle cocks opened, except the one on the last car on which the air brake is used.

1334. The release cocks on the auxiliary reservoirs must be closed, the handle of the pressure-retaining valve set properly, the cars cut in and the hand brakes released before air brakes are tested.

1335. When a test application of the air brakes is made, the inspector must see that they are all set properly. He must give the proper signal for releasing the brakes and see that they are all released.

1336. An air brake that cannot be made effective must be cut out, and the engineman notified.

1337. Inspectors must report to the conductor all defects found in the air brakes, brake connections or train signal apparatus which cannot be repaired at the time.

1338. Inspectors must inform the conductor and engineman when the tests are completed.