

**NEW YORK CENTRAL SYSTEM
CANADA DIVISION**

SPECIAL RULES

EFFECTIVE APRIL 25, 1965

Approved:

W. B. SALTER, General Manager

N^o 1063

THIS BOOK IS LOANED TO:

NAME	OCCUPATION

who agrees to return it to the proper officer upon request or on leaving the service.

Numbers shown below are for identification purposes only and do not refer to the Uniform Code of Operating Rules.

Where rules are subdivided they apply equally to all and must be observed wherever they relate in any way to the proper discharge of the duties of employees.

Whenever the word "SUPERINTENDENT" appears herein it applies to the officer in charge of the Division.

GENERAL RULES

702. Employees must report for duty at the required time. Employees in train service will assist in making up their trains when necessary.

703. When handled in revenue freight trains, occupied boarding cars must be placed next ahead of caboose. Wooden underframe cars, cars in "X" series (except ballast cars and steel underframe cars), scale test cars, cranes, hoists, steam shovels and similar equipment, on their own wheels, with the booms lowered and secured, and when possible with heavy end forward, must be placed on rear of train ahead of caboose and occupied boarding cars.

Cranes in non-revenue trains must be hauled ahead of cars occupied by crew unless otherwise instructed.

Scale test cars must be hauled only in slow or local freight trains and must be placed on rear of train ahead of caboose.

Loaded flat and gondola cars with loads liable to shift must be separated from occupied caboose by a solid end-car.

Trains containing cars equipped with "K" type brake equipment, limited to 50 cars.

Defective cars carded, "Rear End Only," must not be placed forward of 15 cars from caboose. So far as possible, inspectors must apply these cards to cars requiring such movement prior to trains being made up in the yards.

Jet Engine Snow Blowers, when moving dead in train, must be placed in train next ahead of caboose. The unit may be headed in either direction.

Loader and melter units to be coupled and moved in train with loader unit trailing.

Cars equipped with steam train line must have the steam connectors securely connected to adjacent cars. If an adjacent car is not equipped, the steam heat connector should be secured by use of chain support to assure proper clearance above rail.

Caboose in service must be handled on rear of trains except as otherwise provided.

704. The doors of empty cars in trains must be closed and secured. The doors of loaded cars must be closed, secured and sealed except when left open for proper ventilation.

707. When push cars, hand cars, velocipede cars or gasoline cars are operated on a main track by night, or when weather conditions require the display of night signals, a white light must be displayed to the front and a red light to the rear.

708. When a train is in motion, care must be exercised to see that trap and side vestibule doors or gates be kept closed, except when necessary to meet service requirements.

Care must be exercised to see that trains are not moved while passengers are getting on or off.

Gates on rear of passenger trains must be kept closed and secured and when chain is used it must be hooked in proper

position. When cars are separated, the gate in vestibule of each car must be closed before separation is made; or if gates are not provided, the cars must not be separated until a member of the train crew or other competent employe has been stationed in the vestibule of each car where separation is made, to protect passengers.

Train crews must see to the proper adjustment of vestibule curtains before leaving initial terminal, at points enroute where cars are to be separated and upon arrival at final terminal. The adjustment of vestibule curtains on Pullman cars is the duty of the Pullman employes in charge, who must be notified when cars are to be separated.

Switching crews must know that curtains are unhooked before switching cars.

709. Trainmen on passenger trains must make announcements, prefaced by "May I have your attention please", as follows:

(a) Before starting from a terminal or junction station announce from the center of each car, except Pullman and dining cars, the destination of the train, thus: "This train for ———, the next station stop is ———."

(b) On departing from other stations, announce: "The next station stop is ———," repeating the name of the station. Just before arriving at station at which the train stops, announce "This station is ———," repeating the name of the station, and add, when desired, "This way out."

(c) Whenever there is an exceptional delay, such as an unscheduled wait of 15 minutes or more at one location, inform the passengers the reason for and probable length of delay.

(d) If a train is rerouted or detoured, announce from

the center of each car, except Pullman and dining cars, the reason for rerouting or detouring and name the stations at which the train will stop.

(e) Announcements must be made distinctly in each car occupied by passengers, except that in Pullman and dining cars the attendants in charge will personally notify passengers of their stations or changes.

710. When a train carrying passengers makes a stop other than a station stop trainmen must announce: "This is not the station stop."

If, in making a station stop, the station is passed, the engineman must sound signal 14 (h) and receive signal before backing.

712. Train employes must see that the aisles of coaches are kept clear of baggage and parcels; that articles in overhead racks are securely placed; that seats are not occupied by baggage and parcels when required for passengers; and that feet are not placed on seats unless upholstery is protected.

713. Train employes must not occupy seats with passengers, nor engage in conversation with them further than is necessary in the discharge of their duties, but will contribute as far as possible, without being unduly officious, to the convenience and comfort of passengers, and give particular attention to women and children who are unattended, and to all persons who are ill, infirm, inexperienced or otherwise unable to care for themselves.

714. Train employes 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.

Train employes are not permitted to distribute any written or printed information to passengers unless properly authorized.

715. Gambling on trains is forbidden.

716. 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.

717. Whenever any 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 promptly inform the Superintendent. If freight is seized by process of law, charges collectible must be demanded and receipt taken for property before delivery is made to any officer of the law.

718. Whenever 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.

719. 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.

720. 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 officials as required.

721. It is unlawful for any official or employe knowingly to disclose to or permit to be acquired by any person or corporation other than the shipper or consignee, without the consent of such shipper or consignee, any information concerning the nature, kind, quantity, destination, consignee, or routing of any property tendered or delivered to this company for transportation, which information may be used to the detriment or prejudice of such shipper or consignee, or which may improperly disclose his business transactions to a competitor.

722. The business affairs of the railroad must not be divulged except to proper officials.

723. The assignment or attaching of an employe's wages by garnishee process or proceedings in aid of execution will be considered sufficient cause for dismissal.

724. 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.

725. No employe will be allowed to absent himself from duty without proper authority, nor will any employe be allowed to engage a substitute to perform his duties.

Employes subject to call for their tour of duty must not absent themselves from their usual calling place without notice to those required to call them.

Employes must give written notice to proper authority of change in residence or telephone number.

Employes who report for duty without being notified or called and whose usual reporting time is subject to change, must inform the proper authority if they cannot be contacted at their usual place.

726. Injuries to persons or damage to property must be promptly reported by wire to the proper official on Form GCA 1 and confirmed in writing on Form GCA 2 and the names and addresses of as many witnesses as possible must be obtained. When passenger trains are involved in an accident which may cause or result in personal injuries, conductors must obtain the information called for in blanks provided for canvassing.

727. In case of serious injury when services of a company surgeon cannot be secured at once, the nearest surgeon should be called to take charge until the arrival of the company surgeon, and the Superintendent and Chief Claim Agent so advised by wire.

728. 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.

729. Injured employes, when not taken to a hospital, will, when able, go to the company 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 company surgeon.

730. 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, company surgeon may be called for first attention.

731. When passengers, employes or other persons are injured on or about cars or engines, or while working with or about machinery or tools, the equipment, machinery or tools must be immediately inspected by the persons in charge and regular inspectors, if available, to ascertain condition. In cases of serious injuries to employes on or between cars where couplers or hand brakes are involved, there shall be, in addition to the inspection required by the foregoing, an immediate coupling and uncoupling test or an immediate running and standing test of the hand brake and the crew handling the cars in making the test shall use and examine the hand brakes, couplers, levers, etc., and be prepared to give statement 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 division 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.

732. When injury is caused by the breaking of machinery, tools or any appliance, 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.

733. Employes who witness or have any knowledge of an accident, or of the facts involved, must not give information concerning it or talk about the occurrence to the injured person, lawyers, or to any other person or persons, unless legally required so to do, except only to company officials and claim agents. Information given to this company's representatives shall be as complete as possible and all facts

must be stated whether favorable or unfavorable to any one. This rule shall not prohibit the furnishing of information to a person in interest as to the facts incident to the injury or death of any employe; provided, however, that information contained in the files of the Company, or other privileged or confidential reports, must not be divulged.

740. Time must not be shown on time slip, time book or payroll, except for work actually performed by the person named.

741. Minors must not be employed except as permitted by law, and then only after written consent of their parents or guardians has been obtained.

742. Persons who cannot write and read writing with ease must not be employed.

743. 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.

744. Persons who cannot produce satisfactory evidence as to previous record, character and ability must not be given employment.

745. 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.

746. Employes are not permitted to do work for themselves during their prescribed hours on duty, without permission from proper authority.

747. 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 Sleeping and Business Cars understand this.

748. 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.

TRAIN DISPATCHERS

806. Train dispatchers report to and receive instructions from the chief train dispatcher.

809. They must keep informed of weather and other unusual conditions that may affect the movement of trains and see that crews and others concerned are promptly and properly notified.

YARDMASTERS

811. Yardmasters report to and receive instructions from the Superintendent or other designated official.

812. They will have charge of their yards and direct the movement of trains and engines therein.

813. They must see that employes are in condition for the proper discharge of duty.

814. They must see that trains are properly made up and ready to leave as directed; that each train has the prescribed number of employes, and that proper slips or way bills are furnished.

815. 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 upon arrival of cars in yard. If a loaded car is found not properly sealed, contents should be promptly examined and car sealed, making prompt report to the Superintendent.

816. They must see that an inventory is taken 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 official. At interchange points they must see that a record is taken of seals on cars received from and delivered to connecting lines.

817. They must see that no unnecessary noise is permitted around occupied passenger cars.

818. They are responsible for the careful handling of cars and for the compliance of safety and operating rules by employes under their jurisdiction.

STATION AGENTS

830. Station agents report to and receive instructions from the Superintendent or other designated official.

831. They will have charge of the railroad's business, property and station employes at their respective stations.

832. The station must be open at the prescribed time before the departure of passenger trains that are scheduled to stop and at such other times as may be prescribed.

833. They must, as far as practicable, know that switches are in normal position, cars on side tracks within station limits are secured, and if any condition exists which may endanger traffic, take prompt action to insure safety.

834. They must not permit material to be placed within 8 feet of nearest track rail.

835. 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 railroad property except when properly authorized and then only at places designated for the purpose.

836. They must, unless otherwise provided, designate the places where vehicles may remain while on railroad property.

837. They must furnish freight conductors a list of switching to be done and report failure to properly perform the work.

838. They must keep seals under lock when not in use and allow only responsible employes to use them, and require proper seal record to be maintained.

839. They must see that all old cards, except home route or bad order cards are removed before cars are forwarded. Cars bearing bad order cards must not be loaded.

840. They must not furnish employes to check or assist in handling carload freight, except when authorized by tariff.

OPERATORS AND SIGNALMEN

850. Operators and signalmen, unless otherwise instructed, will report to and receive instructions from the chief train dispatcher and will comply with the instructions of the Superintendent of Communications, station master and station agent.

851. Day operators and signalmen are managers of their respective offices unless otherwise directed.

852. 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 time.

854. Offices must not be closed until permission has been obtained from the train dispatcher. 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.

855. They must report the weather as required, and in case of sudden change, heavy storm, or fog, promptly advise the train dispatcher.

856. They must not permit unauthorized persons in the office. Students may be allowed when authorized by the Superintendent.

857. They must consider the telegraph and telephone a confidential service and treat the contents of messages accordingly.

858. They must, in handling messages, be guided by instructions governing the filing, transmitting and receiving of messages by telegraph and telephone.

859. They shall accept for transmission by railroad wire service only the following messages:

(a) Messages between officials or employes of the railroad pertaining to railroad business.

(b) Messages between officials or employes of the rail-

road and officials and employes of direct connecting railroads pertaining to business of this railroad.*

861. They must have sufficient knowledge of telegraph and telephone switchboards, instruments, apparatus and wires leading into their office and their manipulation to insure proper operation. They must keep instruments and appliances clean and in good order, but must not take them apart nor change their arrangement.

862. They must, on closing office, cut out all telegraph instruments and arrange block wires as prescribed.

863. They must, after an electrical storm or disturbance resulting from trouble in electric power systems, inspect protector equipment for open fuses and grounds, making replacements or cleaning, as may be found necessary. The proper tools must be used for changing fuses and protector blocks.

864. They must make such wire connections on switchboards and wire tests as directed by the wire chief and obey his instructions promptly. They must not, except in emergency, make any wire connections unless directed, and must, when called in on the circuit by a wire chief, remain cut in until released by him.

868. They must not contend for circuit, nor use improper language.

869. When crossing gates are used, they must be lowered or closed in ample time before an approaching train reaches the crossing and kept lowered or closed until the entire train has passed and it is known no other train is approaching. Care must be exercised in lowering or closing gates to avoid vehicles being caught under or between them.

Where other manually operated crossing protection devices are in use, they must be placed in operation before an approaching train reaches the crossing and kept in operation until the entire train has passed and it is known no other train is approaching.

870. Crossing gates must be lowered or closed, and where other crossing protection devices are in use, they must be placed in operation, upon the approach of manually operated or self-propelled track cars.

871. When crossing gates, or other crossing protection devices are out of order and it is impossible or unsafe to operate them, watchman must immediately inform the person to whom he reports, and, until repairs have been made, must protect the crossing in accordance with rules for crossings not provided with gates.

872. They must promptly report all accidents to proper official, obtaining the names and addresses of persons injured and of as many witnesses as possible, and when vehicles are involved must secure the license number and name of state or province by which issued.

CONDUCTORS

875. Conductors report to and receive their instructions from the Superintendent or other designated official and at stations and yards will obey the orders of the agent, station master and yardmaster. They will comply with instructions of the several officials of the railroad relative to the business of their respective departments.

877. They must see that men employed on the train are familiar with their duties and not entrust the duties of

protecting rear of train as required by Rule 99 to a member of the crew not entirely familiar with such duties except in emergency in which case full instructions in such duties must be given.

878. 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, that Air Brake Rules have been complied with, and that the prescribed signals are displayed.

882. 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.

883. They must make required reports in accordance with current instructions.

PASSENGER CONDUCTORS

885. Passenger conductors must, when examining tickets, inform passengers destined to stations on other divisions or connecting lines at which station they will change cars and of the probable location and leaving time of the train to which they will change.

886. 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.

887. 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.

888. When a passenger refuses to produce proper transportation, apparently having a valid reason for the refusal, the conductor must ascertain the name and address of the passenger and report the facts to the Auditor of Passenger Accounts. In case the refusal to pay fare is evidently an attempt to evade fare the conductor must wire ahead for an officer of the law, and, in the presence of the officer, make demand for the fare. If the passenger still refuses to pay he must be turned over to the officer for arrest for evading fare. No person shall be removed from a train between stations for any cause. When necessary for any reason to eject a passenger from the train, it must be at an open passenger station where the train stops.

889. They must protect passengers from rudeness, threatened violence, abusive or obscene language. Any passenger acting in a disorderly manner, or who annoys other passengers, may be removed from the train at the next open passenger station, where the train stops, whether provided with ticket or not. They must exercise reasonable discretion in the performance of this duty.

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 witness the occurrence, and make report to proper official.

890. They must see that revenue passengers are seated in preference to employes. When there is not sufficient seating room in coaches to accommodate all passengers, and there are Pullman cars in the 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 Pull-

man 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.

891. 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 on arrival at division terminal.

892. They must give particular attention to the comfort of passengers, reporting to the Superintendent any cars found to be defective, unclean, or not properly supplied.

893. 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.

FREIGHT CONDUCTORS

895. Passengers, employes not on duty and other persons must not be carried on freight trains without proper authority.

896. They must have the proper authority for movement of each car in the train and use every precaution to prevent cars being pilfered.

897. They must not handle a car which is found to be overloaded or improperly loaded or not in condition to run safely and report cars in such condition to the Superintendent.

898. They must card any cars in the train found defective between terminals.

899. They must, when bad order cars are set out of the train, report the fact to the Superintendent advising where way bill is left, and note on way bill the point at which car was left.

900. They must carefully check with the way bills (in conjunction with station agents if possible) all freight loaded and unloaded, and make a record of 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.

TRAIN BAGGAGEMEN

905. Train baggagemen report to and receive instructions from the Superintendent or other designated official, will obey the orders of the conductor and station master, and comply with the instructions of the Passenger, Baggage and Accounting Departments.

906. They must not throw off any package unless it can be done without injury to persons or damage to property.

907. They must keep end doors of baggage cars secured, and not allow any person to enter, except officials, mail agents, express messengers, news agents and train employes in the discharge of their duties.

908. They must not carry baggage or other property except company material unless checked or way billed, without proper authority.

909. 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.

910. They must give proper attention to the custody and delivery of Post Office 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.

911. They must remain in their cars until relieved or baggage is discharged and receipted for. If necessary to leave their cars, contents must be properly protected.

PASSENGER BRAKEMEN

915. Passenger brakemen report to and receive instructions from the Superintendent or other designated official and will obey the orders of the conductor and station master.

916. They must give particular attention to the comfort of passengers.

917. The proper place for rear brakeman, while train is in motion, is at the rear of the train, except when the rear car is a private or business car, or occupied observation car, he will ordinarily ride in the next car forward.

FREIGHT BRAKEMEN

920. Freight brakemen report to and receive instructions from the Superintendent and other designated official and will obey orders of conductor and yardmaster, in addition while on the engine they will be under the direction of the engineman.

921. The proper place for the forward brakeman while train is in motion is in the leading unit of the engine.

On Flexi-Van trains where passenger units are used and no seating available, the forward brakeman may ride in rear unit.

ENGINEMEN

925. Enginemen report to and receive instructions from the Superintendent or other designated official. In matters relating to the care of engines they will be governed by the orders of and report to the master mechanic or other designated official. They must also obey the orders of the train master and road foreman and when at the engine house they are under the direction of the engine house foreman. They must obey the orders of station masters and yard masters as to switching and make up of trains, and those of conductors as to the general direction and government of trains.

927. At points where no mechanical forces are employed or on duty and except on through running trains, they will check the MP-341 card in the cab to be sure that the unit or units of the engine consist have been inspected within the previous 24 hour period for road service or within one calendar day in yard service.

If the engine unit or units are not within date they will make an inspection of the unit similar to the type of inspection made during preparatory time. After making inspection, they will then record date, time and their initial on the MP-341 card in cab and prepare regular work report Form MP-193.

At points where mechanical forces are employed and on

duty, they will accept the inspection of the mechanical forces.

On all through running trains where the engine will continue the trip, the outgoing engineman will accept the report of the incoming engineman on the condition of the engine.

They will at the end of the trip make written report on Form MP-193.

928. They must, if anything withdraws attention from constant lookout ahead, or weather conditions make observation of signals or warnings in any way doubtful, at once so regulate speed as to make train progress entirely safe.

929. Signal indications displayed for an approaching train must not be accepted by a following train until it is evident the indication displayed is intended for the following train.

932. Brakes must not be applied or released while crossing bridges or trestles where speed restrictions are in effect except in cases of emergency.

933. They must not leave the engine while on duty without permission or authority, except in case of necessity.

935. Enginemen must not permit unauthorized persons to ride upon their engines.

936. When a train has more than one engine, the rules apply alike to the engineman of each engine, but the use of the engine bell, whistle and the air brake, except in emergency, must be limited to the leading engine.

938. They must not allow any member of the crew to handle the engine except in their presence and under their

direction. The engineman will be responsible for the proper handling of the engine.

939. The engineman is responsible for the vigilance and conduct of other employes on the engine. He will see that they are familiar with their duties and instruct them if necessary.

OTHER MEMBERS OF CREW ON THE ENGINE

941. They must observe and give immediate notice to engineman of any signals or other conditions affecting the safety of the train.

943. 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.

944. They must not move an engine or train in the absence of the engineman, without instructions from proper official or the conductor.

945. They must, in case the engineman becomes disabled, stop the engine or train and report to the conductor.

DRAWBRIDGE OPERATORS

965. Drawbridge operators report to and receive instructions from the Superintendent or other designated official.

966. Unless otherwise provided, drawbridge signals must be kept in the position displaying the most restrictive indication, except when displayed for an immediate train movement.

967. They must be constantly on duty during prescribed hours and report any unusual delays to boats or trains.

968. They must not permit unauthorized persons in the cabin or on the bridge.