

Detroit, Toledo and Ironton

Railroad Company



**RULES AND REGULATIONS**

of the

**OPERATING DEPARTMENT**

Effective November 15, 1967

No. **00974**

**THIS BOOK**

is the property of

**DETROIT, TOLEDO AND FRONTON RAILROAD COMPANY**

and is loaned to

Name

Employed as

who hereby agrees to return it to the proper officer when called for, or upon leaving the service.

**JEE WALDECKER**  
**ROAD FOREMAN**

**DETROIT, TOLEDO AND FRONTON RAILROAD COMPANY**

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**BOOK OF RULES**

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**DTI Div. J.T.C.**

Issued in accordance with the Standard Code adopted by  
Association of American Railroads  
January, 1965

## **SAFETY FIRST**

"Safety First", at all times and in all places, is the most important rule of conduct of each and every employe, 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, engineer, yardman, stationman, shopman, trackman, and all other classes of employes. Trains and engines must be operated accordingly, under all circumstances.

The rules herein set forth govern the railroad operated by the Detroit, Toledo and Ironton Railroad Company. They take effect November 15, 1967, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

**J. E. SCHLOSSER**  
*Superintendent*

**A. C. ROBINSON**  
*Vice President-Operations*

## GENERAL NOTICE

Safety is of the first importance in the discharge of duty.

Obedience to the rules is essential to safety and is required.

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.

The good will and friendship of the community in which this Company are its most valuable assets and the strongest recommendation for the success of an employe can possibly have is the observance of the highest form of courtesy and kindly accommodation to the patrons he has secured for himself and the Company the good will and friendship of the community in which he is located.

## GENERAL RULES

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

Employes 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. Employes 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.

C. Employes must pass the required examinations.

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

E. Employes 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. Employes must report to the proper officer as quickly as possible the details of accidents, failures of motive power, failure in the supply of water or fuel, defects in track, bridges and signals or any unusual conditions which may affect the movement of trains, and use flag protection when necessary to insure safety.

When highway crossing signals are found out of order, the proper official must be notified immediately, and, when practicable, proper protection must be afforded for the crossing.

G. The use of alcoholic beverages or narcotics by employes subject to duty is prohibited. Being under the influence of alcoholic beverages or narcotics while on duty, or their use or possession while on duty is prohibited. Violation of this rule is sufficient cause for dismissal.

H. The use of tobacco by employes on duty,

while in the presence of or engaged in serving patrons is prohibited.

J. Employes who come in contact with passengers, shippers or the public must be neat in appearance. Employes must keep the premises in a neat and orderly condition.

K. Employes on or about trains and at stations, must be courteous and orderly.

L. In case of danger to, or loss of, railroad property by fire, theft, or other causes, employes must unite to protect it.

Unauthorized possession of, removal or disposal of any material from railroad property or property served by the railroad is prohibited, and is sufficient cause for dismissal.

M. Employes must exercise care to avoid injury to themselves or others. They must observe the condition of equipment and the tools which they use in performing their duties and when found defective will, if practicable, put them in a safe condition, reporting defects to the proper authority.

Employes are prohibited from riding or walking on the roof of any moving car.

They must inform themselves as to the location of structures or obstructions where clearances are close.

They must expect the movement of trains, engines or cars at any time, on any track, in either direction.

They must not stand on the track in front of an approaching engine or car for the purpose of boarding same.

N. Employes who are careless of the safety of themselves or of others, and also those who are dishonest, immoral, quarrelsome or otherwise vicious, or those who make false statements or conceal facts concerning matters under investigation, will not be retained in the service.

**Employes are required to report any violation of the rules, misconduct or negligence affecting the interest of the Company.**

O. Employes must make the Company's service their primary business, attending to their duties during prescribed hours, residing wherever required, and obeying instructions from the proper authority in matters pertaining to their respective branches of the service. They must not absent themselves from duty, exchange duties with, or substitute others in their place, without proper authority, nor engage in other business without permission.

Acts of hostility, disloyalty, or disregard for the Company's interest, will be sufficient cause for dismissal.

P. Courtesy is required of all employes in their contacts with the public, their subordinates and each other. Employes must not enter into altercation with any person, regardless of the provocation, but will report the facts to their immediate superiors. Avoid unnecessary conversations. Be polite to all and prompt in furnishing proper information to those entitled to it.

Q. Applicants for reemployment or reinstatement may be required to undergo the same examinations as applicants for employment.

R. The acceptance of gratuities or rewards from passengers or other patrons of the Company is forbidden.

S. Throwing of articles from engines and cars is dangerous, results in an untidy appearance of the right of way, and is prohibited.

T. In case of damage to trains or structures, involving the security of Company property or freight, it is the duty of all concerned to see that watchmen are immediately stationed, and that

arrangements are promptly made for protection against theft or loss from other causes.

U. Employes observing wires down or disarranged must report the fact by the quickest available means of communication to the proper authority.

V. Employes when on duty are prohibited from reading literature not concerning their work and from playing games.

The operation of other than Company authorized radio and/or television equipment on Company property, is prohibited.

## DEFINITIONS

### BLOCK

**Block** — A length of track of defined limits, the use of which by trains and engines is governed by block signals.

### BLOCK SIGNAL SYSTEMS

**Automatic Block Signal System** — A series of consecutive blocks governed by block signals, cab signals, or both, actuated by a train, or engine, or by certain conditions affecting the use of a block.

**Manual Block Signal System** — A block or a series of consecutive blocks, governed by block signals operated manually, upon information by telephone or other means of communication.

✓ **Traffic Control System** — A block signal system under which train movements are authorized by block signals whose indications supersede the superiority of trains for both opposing and following movements on the same track.

## DIVISIONS

**Branch** — A portion of a railroad designated by table.

**Division** — That portion of a railroad assigned to the supervision of a superintendent.

**Subdivision** — A portion of a division designated by timetable.

## ENGINES

**Engine** — A unit propelled by any form of engine or a combination of such units operated from a single control, used in train or yard service.

**Yard Engine** — An engine assigned to yard service.

## INTERLOCKING

**Interlocking** — An arrangement of signals and signal appliances so interlocked that their movements must succeed each other in a predetermined order.

**Interlocking Limits** — The tracks between the extreme opposing home signals of an interlocking.

## PILOT

✓ **Pilot** — An employe assigned to a train when the engineman or conductor, or both are not fully acquainted with the physical characteristics or rules of the railroad, or portion of the railroad, over which the train is to be moved.

## SIGNALS

**Approach Signal** — A fixed signal used in connection with one or more signals to govern the approach thereto.

**Block Signal** — A fixed signal at the entrance of a block to govern trains and engines entering and using that block.

**Cab Signal** — A signal located in the engine control compartment or cab indicating a condition affecting the movement of a train or engine and used in conjunction with interlocking signals and in conjunction with or in lieu of block signals.

**Dwarf Signal** — A low home signal.

✓ **Fixed Signal** — A signal of fixed location indicating a condition affecting the movement of a train or engine.

NOTE — The definition of a "Fixed Signal" covers such signals as switch, train order, block, interlocking, speed signs, stop signs, yard limit signs or other means for indicating a condition affecting the movement of a train or engine.

**Home Signal** — A fixed signal at the entrance of a route or block to govern trains in entering and using said route or block.

**Interlocking Signals** — The fixed signals of an interlocking.

**Signal Aspect** — The appearance of a fixed signal conveying an indication as viewed from the direction of an approaching train; the appearance of a cab signal conveying an indication as viewed by an observer in the cab.

**Signal Indication** — The information conveyed by the aspect of a signal.

### SPEEDS

**Limited Speed** — A speed not exceeding 49 miles per hour.

**Medium Speed** — A speed not exceeding 25 miles per hour.

**Restricted Speed** — Proceed prepared to stop short of a train, obstruction, or switch not properly lined looking out for broken rail, not exceeding 15 miles per hour.

**Slow Speed** — A speed not exceeding 15 miles per hour.

### STATIONS

**Block Station** — A place at which block signals are operated.

**Interlocking Station** — A place from which an interlocking is operated.

**Register Station** — A station at which train register is located.

**Station** — A place designated on the timetable 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.

### SWITCH

**Spring Switch** — A switch equipped with a spring mechanism arranged to restore the switch points to normal position after having been trailed through.

### TIMETABLE

✓ **Schedule** — That part of a timetable which prescribes class, direction, number and movement for a regular train.

✓ **Timetable** — The authority for the movement of regular trains subject to the rules. It contains the classified schedules of trains with special instructions relating thereto.

### TRACKS

✓ **Current of Traffic** — The movement of trains on a main track, in one direction, as specified by the rules or in the timetable.

✓ **Main Track** — A track extending through yards and between stations, upon which trains are operated by timetable or train order, or both, or the use of which is governed by block signals.

**Siding** — A track auxiliary to the main track for meeting or passing trains.

**Single Track** — A main track upon which trains are operated in both directions.

**Two or More Tracks**—Two or more main tracks upon any of which the current of traffic may be in either specified direction.

✓ **Yard** — A system of tracks within defined limits, provided for the making up of trains, storing of cars and other purposes, over which movements not authorized by timetable, or by train order, may be made, subject to prescribed signals and rules, or special instructions.

## TRAINS

**Extra Train** — A train not authorized by a timetable schedule. It may be designated as —

EXTRA — for any extra train except passenger extra or work extra;

PASSENGER EXTRA — for passenger train extra;

WORK EXTRA — for work train extra.

**Regular Train** — A train authorized by a timetable schedule.

✓ **Section** — One of two or more trains running on the same schedule displaying signals or for which signals are displayed.

**Superior Train** — A train having precedence over another train.

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

**Train of Superior Class** — A train given precedence by timetable.

✓ **Train of Superior Direction** — A train given pre-

cedence in the direction specified by timetable as between opposing trains of the same class.

**Train of Superior Right** — A train given precedence by train order.

**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.

## OPERATING RULES

NOTE — Rules with a prefix "S" are for single track; those with a prefix "D" are for two or more tracks. Rules without a prefix are for single and two or more tracks. The prefixes "S" and "D" are printed in italics.

### Standard Time

1. Standard Time obtained from an authorized source will be transmitted daily to all points at specified times.
2. Unless otherwise provided, watches that have been examined and certified to by a designated inspector must be used by employes in train, engine and yard service, and other employes as may be designated, for which there must be a prescribed certificate on file with the railroad.
3. Unless otherwise provided, watches of employes in charge of train, engine and yard movements, and other employes as may be designated, must be compared with a standard clock before commencing each day's work. The location of standard clocks will be designated by the timetable.

### Timetables

4. Each timetable, from the moment it takes effect, supersedes the preceding timetable, and its



schedules take effect on any division or subdivision, at the leaving time at their initial stations on such division or subdivision. But when a schedule of the preceding timetable corresponds in number, class, day of leaving, direction, initial and terminal stations with a schedule of the new timetable, a train authorized by the preceding timetable will retain its train orders and assume the schedule of the corresponding number of the new timetable.

Schedules on each division or subdivision, date from their initial stations on such division or subdivision.

Not more than one schedule of the same number and day shall be in effect on any division or subdivision.

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 the leaving times.

Unless otherwise specified, the time applies:

On single track, at the switch where an opposing train clears; where there is no switch it applies at the station.

On two or more tracks, at the station.

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

6. The following letters when placed before the figures of the schedule indicate:

A.—arrive;

L.—leave;

S.—regular stop;

F.—flag stop to receive or discharge traffic.

## Signals and Their Use

7. Employees 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 and type by night.

9. Day signals must be displayed from sunrise to sunset, but when day signals cannot be plainly seen, night signals must be used in addition.

Night signals must be displayed from sunset to sunrise.

10.

### Color Signals

Color	Indication
(a) Red.	Stop.
(b) Yellow.	Proceed at specified speed, and for other uses prescribed by the rules.
(c) Green.	Proceed, and for other uses prescribed by the rules.
(d) White.	Flag stop (See Rule 28) and for other uses prescribed by the rules.
(e) Blue.	Workmen under or about an engine, car or train. See Rule 26.
(f) Purple.	Stop. (Indication for derails.)
(g) Lunar White.	Proceed. Restricted speed within Interlocking Limits.

### Fusees

11. A train or engine finding a fusee burning red on or near its track must stop and extinguish the fusee. The train will then proceed at restricted speed for not less than one mile.

Fusees must not be placed or thrown on road crossings, bridges or outside the ballast section, where they may cause fire.

## 12. Hand, Flag and Lamp Signals

NOTE — The hand, fusee or a flag, moved the same as the lamp, as illustrated in the following diagrams, gives the same indication.

- (a) Stop. Swung at right angle to the track.



**Stop**

- (b) Reduce speed. Slight horizontal movement at arm's length



**Reduce Speed**

- (c) Proceed. Raised and lowered vertically.



**Proceed**

- (d) Back. Swung vertically in a circle at right angle to the track.



**Back**

- (f) Apply Air Brakes. Swung horizontally above the head, when standing.



**Apply Air Brakes**

- (g) Release Air Brakes. Held at arm's length above the head, when standing.



**Release Air Brakes**

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

(i) Hand, flag and lamp signals prescribed in Rules 12a through 12g must be used for the purposes described. Other hand, flag or lamp signals may be used for other purposes providing such signals are understood by all members of the crew. Employees in train, engine, yard service and others concerned must keep a constant lookout for them. Employees giving signals must locate themselves so as to be clearly understood. The utmost care must be exercised to avoid taking signals that may be intended for other trains or engines.

When backing or shoving a train, engine or cars, the disappearance from view of employe giving signals or light by which signals are given, must be construed as a Stop signal, except when employe on leading car has control of air brakes, or movement is being controlled by radio communication, or way is known to be clear.

#### 14. ENGINE WHISTLE OR HORN SIGNALS

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

Sound	Indication
(a) o	Apply brakes. Stop.
(b) — —	Release brakes. Proceed.
(c) — o o o	Flagman protect rear of train.
(d) — — — —	Flagman may return from the west or south as prescribed by Rule 99.
(e) — — — — —	Flagman may return from the east or north as prescribed by Rule 99.

Sound	Indication
(g) o o	Answer to 14 (k) or any signal not otherwise provided for.
(h) o o o	When standing, back. Answer to 12(d) and 16 (c). When running, answer to 16 (d).
(i) — o o —	Answer to slow boards.
(j) o o o o	Call for signals.
(k) — o o	To call attention of engine and train crews of trains of the same class, inferior trains and yard engines, and of trains at train order meeting or waiting points, to signals displayed for a following section. If not answered by a train, the train displaying signals must stop and ascertain the cause, unless otherwise provided.
(l) — — o —	To call attention of engine and train crews, and yard engines, to signals displayed for a following section.
(m) — — — — —	Approaching a public crossing at grade. To be prolonged or repeated until the crossing is covered by the engine or leading car.
(n) — — o	Approaching Stations, junctions, and railroad crossings at grade.
(o) o —	Approaching meeting or waiting points. See Rule S-90.
(p) Succession of short sounds	Inspect train line for leak or for brakes sticking.
(q) — o	Alarm for persons or live stock on tracks.
	Where there are two main tracks on which movements are made in either direction by signal indications, trains on left track will sound this signal preceding signal 14 (d) or 14 (e).
	When running against the current of traffic: (1) Approaching stations, curves, or other points where view may be obscured. (2) Approaching passenger or freight trains and when passing freight trains. (3) To enter a track controlled by an operator.

## Torpedoes

15. The explosion of torpedoes is a signal to be on the alert for flagman, obstruction or train ahead. The explosion of one torpedo will indicate the same as two, but the use of two is required.

Torpedoes must not be placed on rail joints, adjacent to station platforms or where they may injure persons.

## 16. Communication Signals

NOTE — The signals prescribed are illustrated by "o" for short sounds; "—" for longer sounds.

Sound	Indication
(a) o o	When standing — start.
(b) o o	When running — stop at once.
(c) o o o	When standing — back.
(d) o o o	When running — stop at next passenger station.
(e) o o o o	When standing — apply or release air brakes.
(f) o o o o	When running — reduce speed.
(g) o o o o o	When standing — recall flagman.
(h) o o o o o	When running — increase speed.
(j) o o o o o o	When running — increase train heat.
(k) — — — — —	When running — brakes sticking; look back for hand signals.
(l) — — o	Approaching meeting or waiting points. See Rule S-90.
(m) o — o	Shut off train heat.

## Headlights

17. The headlight must be displayed brightly to the front of every train by day and by night. When an engine is running backward headlight must be displayed by day and by night to the rear.

Headlight must be dimmed:

- (a) When standing on main track in yards or standing or moving on yard tracks where other engines are employed;

- (b) Approaching stations where train orders or messages are to be received;
- (c) Approaching junctions, terminals or meeting points;
- (d) On two or more tracks when approaching a train in the opposite direction;
- (e) When standing or moving on main track at meeting points.

The headlight must be extinguished when a train has stopped clear of the main track, at a meeting or waiting point, or is standing to meet a train at the end of two or more tracks or a junction.

18. Yard engines will display the headlight to the front and rear by night.

NOTE — Headlight on end coupled to cars may be dimmed or extinguished.

## Markers

19. Appliances lighted or set for reflecting will be displayed on the rear of every train, as markers, to indicate the rear of the train.

Markers will show red to the rear except when train is clear of Main track to be passed by another train.

When train is clear of Main track to be passed by another train, markers will show green or yellow to rear.

A train not equipped to display markers as prescribed by Rule 19, will display a red flag by day and a red light by night at the rear of the train.

When a car or cars are handled behind the last car in a train equipped to display markers, the markers shall remain displayed on such car and in addition, a red flag by day and a red light by night shall be displayed on the rear end of the rear car. A Business car or passenger coach equipped to display markers, when handled as the rear car in a train, will display markers indicating the rear of the train. When a car other than the caboose is displaying markers to indicate the rear of a train the markers on the caboose must not be displayed.

## Classification Signals

20. Unless otherwise provided, 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. Where required, 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 lead engine shall 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 two or more engines are coupled, the leading engine shall sound the signals as prescribed by Rule 14.

25. Each car of a passenger train must be connected with the engine by a communicating signal appliance. If the communicating signal fails, or an engine not so equipped is used on a passenger train, verbal understanding must be had between the conductor and the engineman, and approaching each flag station immediately following signal 14 (m), hand or lamp signal "Proceed" or "Stop" must be given by the conductor.

26. A blue signal, 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. Each class of workmen will display the blue signals and the same workmen are alone authorized to remove them. Other equipment must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

When emergency repair work is to be done under or about cars or an engine in a train and a blue signal is not available, the engineman and fireman will be notified and protection must be given those engaged in making the repairs.

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal, except that when the day indication is plainly seen, or when sufficient lights in a position or color position light signal are displayed to determine indication of the signal, it will govern.

Employes using a switch where the switch light is imperfectly displayed or absent, must, if practicable, correct or replace the light.

A signal imperfectly displayed or the absence of a signal at a place where a signal is usually shown, must be promptly reported to the Superintendent.

NOTE — Reflectors may be substituted for switch lights.

28. A white signal will be used to stop a train at the flag stations indicated on its schedule or in special instructions.

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:

- (a) When an engine is about to move.
- (b) While approaching and passing public crossings at grade.
- (c) When running through tunnels.
- (d) When running through or across streets of towns or cities.
- (e) When passing trains on double track.
- (f) In an emergency requiring such warning.

Where a momentary stop and start, forward or backward, is part of a switching movement and movement over public crossings at grade is not involved, the engine bell need not be rung.

31. The whistle must be sounded at all places where required by rule or by law or in an emergency.

32. The unnecessary use of either the whistle or the bell is prohibited.

33. Watchmen stationed at public highway crossings at grade must use stop signals when necessary to stop trains. They will use prescribed signals to stop highway traffic.

34. All members of the crew in the cab of the engine must, and other members of the crew will, when practicable, communicate to each other by its name the indication of each signal affecting the movement of their train or engine as soon as it becomes clearly visible. It is the responsibility of the engineman to know that these requirements are complied with in the cab of the engine.

35. The following signals will be used by flagmen:

Day signals—A red flag,  
Torpedoes,  
and Fusees.

Night signals—~~A red light,~~  
A white light.  
Torpedoes and Fusees.

NOTE — When going out to flag, a flagman must take with him at least six (6) fusees and four (4) torpedoes.

### SUPERIORITY OF TRAINS

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

Right is conferred by train order; class and direction by timetable.

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; trains of the second class are superior to those of the third; and so on.

Trains in the direction specified by the timetable are superior to trains of the same class in the opposite direction.

73. Extra trains are inferior to regular trains.

### MOVEMENT OF TRAINS AND ENGINES

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

Regular trains more than 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, unless otherwise provided.

83. Unless otherwise provided, a train must not leave its initial station on any division or subdivision, or a junction, or pass from one of two or more tracks to single track, until it has been ascertained whether all trains due, which are superior have arrived or left.

Stations at which train registers are located will be designated by timetable.

Unless otherwise provided, a train must not leave its initial station or clearance card station without a Clearance Card, which must be authorized by the train dispatcher, except that when means of communication have failed, it may be issued by the operator, provided he has no train orders for such train which have not been made "Complete".

84. A train must not start until the proper signal is given. A train must not be backed until signal has been received.

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

A section must not pass and run ahead of another section of the same schedule without first exchanging train orders, signals and numbers with the section to be passed. The change in sections must be reported by the quickest available means of communication.

86. Unless otherwise provided, an inferior train must be clear at the time a superior train in the same direction is due to leave the next station in the rear where time is shown.

S-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 opposing regular trains not less than five minutes unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

S-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 timetable direction must take the siding unless otherwise provided.

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

When a train holds the main track at a meeting or waiting point, the switch must at once be properly lined for the opposing train. The employe who lines the switch must protect it, unless relieved by a trainman of the opposing train.

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

S-90. Trains must stop at schedule meeting points, if the train to be met is of the same class unless the switch is properly lined and the track clear.

A train must stop clear of the switch to be used by the train to be met in going on the siding.

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

The engineman of each train will give signal 14 (n) at least one mile before reaching a meeting or waiting point. Should the engineman fail to give signal 14 (n) as herein prescribed, the crew must take immediate action to stop the train.

The conductor of each train equipped with communicating signal will give signal 16 (1) at least one mile before reaching a schedule meeting point with a train of the same or superior or inferior class, or a point where, by train order, the train is to meet or wait for an opposing train. The engineman will sound signal 14 (n) in acknowledgment and immediately make a running test of the brakes. Should the engineman fail to respond to signal as herein prescribed, the crew must take immediate action to stop the train.

91. Unless some form of block signals is used, trains in the same direction must be spaced not less than five minutes apart, except in closing up at stations. A train following a train carrying passengers must be spaced not less than ten minutes behind it.

Where no form of block signals is in use, train order signals where provided, and home (or

dwarf) signals at interlocking, will be used for the purpose of spacing trains, in accordance with this rule.

92. Unless otherwise provided, a train must not leave a station in advance of its scheduled leaving time.

1/2 93. Within yard limits the main track may be used, clearing first-class trains.

All other trains and engines must move within yard limits prepared to stop unless the main track is seen or known to be clear.

First class trains are not relieved from protecting in accordance with Rule 99 while within yard limits.

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 available point of communication, and there report to the superintendent. The disabled train will assume the right or 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 available point of communication.

When a train, unable to proceed against the right or schedule of an opposing train, is overtaken between communicating 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 understanding with the following train, precede it to the next available point of communication, where it must report to the 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 schedule. Each section has equal timetable authority.

Unless otherwise provided, a train must not display signals for a following section without train order authority.

96. Unless otherwise provided, signals must not be ordered displayed to nor taken down at, other than a register station for the train displaying the signals.

S-97. Unless otherwise provided, extra trains must not be run without train orders.

D-97. On double track, trains may be run with the current of traffic without train orders, after displaying the proper signals and obtaining permission from the leverman or operator. The leverman or operator must obtain authority from the train dispatcher to give this permission.

Work extras must move with the current of traffic unless otherwise directed.

98. Trains and engines must approach the end of two or more tracks, junctions, railroad crossings at grade, and movable bridges, prepared to stop, unless the switches are properly lined, signals indicate proceed, and track is clear. Where required by law, trains and engines must stop.

99. When a train is moving under circumstances in which it may be overtaken by another train, a member of the crew must drop lighted fuses at proper intervals and take such other action as may be necessary to insure full protection.

When a train stops under circumstances in which it may be overtaken by another train, a member of the crew must go back immediately with flagman's signals a sufficient distance to insure full protection. When conditions require he will display lighted fuses and when necessary, in addition, place two torpedoes.

When recalled and safety of the train will per-



mit, he may return and when conditions require, he will leave the lighted fusee and torpedoes.

When a train stops under circumstances in which it may be overtaken by another train, the engineman will immediately sound signal 14 (c). When ready to proceed he will recall the flagman.

The front of the train must be protected in the same way when necessary by a member of the crew.

100. When the flagman goes back to protect the rear of the train and is left behind, another trainman must take his place on the train.

101. Trains and engines must be fully protected against any known condition, not covered by the rules, which interferes with their safe passage.

102. When a train is disabled or stopped suddenly by an emergency application of the air brakes or other causes, adjacent tracks as well as tracks of other railroads that are liable to be obstructed must, while stopping and when stopped, be protected until it is ascertained they are safe and clear for the movement of trains.

103. When cars are pushed by an engine, except when shifting or making up trains in yards, a trainman must take a conspicuous position on the front of the leading car.

In the movement of cars when switching over public grade crossings, unless there is a watchman on duty, or the crossing is protected by gates, a member of the crew will protect highway traffic by preceding each movement over the crossing and seeing that all highway traffic has been stopped before signaling the engineman to proceed. Trains and engines moving through sidings or industrial tracks and across public grade crossings which are protected by flashers and such tracks do not operate flashers, the crossing must be protected by a member of the crew until the crossing is covered, unless the crossing is being protected by a known employe.

When a train moves over a public crossing at grade and a back-up movement over such crossing is to be made, the crossing must be protected by a member of the crew unless protected by a watchman or gates are known to be operating.

104. Switches must be properly lined after being used. Except where switch tenders are stationed, conductors must know that switches used by them or members of their crew are left in the proper position and properly secured.

A switch must not be left open for another train or engine unless in charge of a member of the crew of such train or engine.

Employes lining switches must see that the switch points fit properly.

When practicable, the engineman must see that the switches near the engine are properly lined.

A train or engine must not foul a track until switches connected with the movement are properly lined, or in the case of spring switches the normal route is seen to be clear. When waiting to cross from one track to another and during the approach or passage of a train or engine on the tracks involved, all switches connected with movement must be secured in the normal position. Switches must not be restored to the normal position until a movement is completed or clear of the main track involved.

Where trains or engines are required to be reported clear of the main track, such report must not be made until the switch has been secured in its normal position.

When a trailing movement through a spring switch is stopped before passing entirely through the switch, the movement must not be reversed until the switch has been properly set by hand.

Trains and engines must stop and a crew member must examine main track spring switches before making facing point movements over them,

unless receiving a signal indication permitting them to proceed.

NOTE — Rule 104 applies only to hand-operated switches. When spring or remotely controlled switches are operated by hand, they are hand-operated switches and Rule 104 applies.

105. Unless otherwise provided, trains and engines using any track other than a main track must proceed expecting to find the track occupied.

Sidings of an assigned direction must not be used in a reverse direction unless authorized by the superintendent or in an emergency under flag protection.

106. The conductor, engineman and pilot are responsible for the safety of the train and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection.

This does not relieve other employes of their responsibility under the rules.

107. When a passenger train is receiving or discharging traffic on the side toward a station, a train or engine must not pass between it and the station unless proper safeguards are provided.

108. In case of doubt or uncertainty, the safe course must be taken.

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

Where three or more main tracks are in service they shall be designated by numbers and their use indicated by special instructions.

D-152. When a train crosses over to, or obstructs another track, unless otherwise provided, it must first be protected as prescribed by Rule 99 in both directions on that track.

## RULES FOR MOVEMENT

### BY TRAIN ORDERS

201. For movements not provided for by timetable, unless otherwise provided, train orders will be issued by authority and over the signature of the superintendent and only contain information or instructions essential to such movements.

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

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

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

203. Train orders must be numbered consecutively each day, beginning at midnight.

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Train orders for a train must be addressed to the conductor and engineman, and also to anyone who acts as its pilot. A copy for each employe addressed must be supplied by the operator.

Orders addressed to operators restricting the movement of trains must be respected by conductors and enginemen the same as if addressed to them.

205. Each train order must be written in full in a book provided for the purpose in the office of the train dispatcher; and with it recorded the time and the signals which show when, from what offices and by whom the order was repeated and the responses transmitted; and the train dispatcher's initials. These records must be made at once and never from memory or memoranda.

Additions to train orders must not be made after they have been completed.

19 ✓  
206. In train orders regular trains will be designated by numbers as "No. 10", and sections as "Second 10", adding engine numbers. Extra trains will be designated by engine numbers and the direction, as "Extra 353, 'north', or 'south' ". Work extras will be designated by engine numbers, as "Work Extra 353". When two or more units are coupled working as a work extra, in defined limits, the numbers of the leading and trailing units may be incorporated in the train order. When more than one unit number is mentioned, the word "coupled" must be included in the train order. For the movement of an engine of another company, the initials (reporting marks) will precede the engine number.

When two or more engines are coupled and a designation is made by engine numbers, the number of the leading engine will be used in train orders.

Even hours as "10:00 A.M." must not be used in stating time in train orders.

In transmitting train orders, time must be stated in words and duplicated in numerals.

In transmitting train orders, the numbers of trains and engines in the address must be pronounced and then spelled, letter by letter. All stations and numerals in the body of an order must first be plainly pronounced and then spelled, letter by letter, thus: Carleton, C-a-r-l-e-t-o-n, and One Naught Five, O-n-e N-a-u-g-h-t- F-i-v-e.

The letters duplicating names of stations and numerals will not be written in the order book nor upon train orders, except time, which must be duplicated in numerals.

When train orders are transmitted, the train dispatcher must write the order as he transmits it, and must underscore each word and numeral in the order as it is repeated by each operator.

207. To transmit a train order, 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 "19 North, copy 5".

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. When not sent simultaneously to all, the order must be sent first to the superior train.

The several addresses must be in the order of superiority of trains, each office taking its proper address.

A train order restricting the movement of a train must not be issued for it at the point where movement is restricted if it can be avoided. When so sent, the fact must be stated in the order, the train must be brought to a stop before delivery is made, and special precautions must be taken to insure safety.

When the superiority of a train is restricted at a point other than where they received the train order, the train order signal will be displayed at stop and operator will give proceed hand signal and deliver the order without stopping train. When a helping or advancing order is to be delivered, train order signal will display yellow indication and order handed on without stopping train.

209. Operators receiving train orders must write or typewrite them in manifold during transmission. They must retain a copy of each train order. The word "Complete", the time, and the signature of the operator must be in his handwriting.

209 (a). If the requisite number of copies of a train order cannot be made at one writing, operator must make additional copies from one previously repeated and must then repeat to the train dispatcher from the new copies each time additional copies are made. Initials of operator who recopies the order must be shown, but the

date of issue, time completed and name of original receiving operator must not be changed. Operator must retain a copy of each additional writing showing thereon the time and day it was repeated to the train dispatcher.

Train dispatcher must check the repetition as prescribed by Rule 206, and if correct respond "OK", making notation in train order book showing station, time and date.

210. When a 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 shall observe whether the others repeat correctly. When the order has been repeated correctly by an 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 in the space provided the word "Complete", the time and his last name in full, and deliver a copy to each person addressed. When delivery to the engineer will take the operator from the immediate vicinity of his office, the engineer's copy will be delivered by the conductor.

Enginemen must show train orders to other members of the crew on the engine. Conductors must show train orders, when practicable to trainmen. When such employes are shown train orders they must read them and remind the engineer and conductor of their contents.

211. Designated Clearance Card Form must be filled out by the operator before clearing a train, showing thereon, without erasure or alteration, the total number of train orders and the number of each train order, if any, addressed to a train. He will then repeat from the Clearance Card to the train dispatcher the information shown thereon. The dispatcher will make the required record

in the train order book, and if the operator has correctly repeated the numbers of all train orders addressed to a train, will respond by giving "OK", the time and his initials, which the operator will endorse on the Clearance Card.

If all orders held for a train have been completed, and communication fails before the Clearance Card has been OK'd by the train dispatcher, the operator may deliver such orders accompanied by the Clearance Card and bearing the notation, "Communication has failed", which will be acted upon as though "OK" had been given in the usual way. When communication is restored, the operator will notify the train dispatcher of each train cleared, the time, and the numbers of the orders delivered, which the train dispatcher will record in the train order book.

The Clearance Card must be delivered together with all train orders to each person addressed. The Conductor and engineer and other members of the crew must know that the information shown on the Clearance Card corresponds with the train orders received.

Operators will retain a copy of each Clearance Card.

212. When so directed by the train dispatcher, a train order may be acknowledged before repeating, by the operator responding: "Order Number . . . . . to Train Number . . . . ., X" with the operator's name and 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 or train whose movement is to be restricted.

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 means of communication fails 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.

216. When the train dispatcher issues a train order that is to be delivered to a train by the dispatcher, a carbon impression must be made in the train order book at the time the order is written. If later the order is to be sent to another office, it will be transmitted from the copy in the book. The requirements for 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 which the office is closed, must be addressed to "C & E . . . . . at (or between) . . . . ., care of . . . . .", and forwarded and delivered by the conductor or other person in whose care it is addressed, and who is responsible for its delivery. The numbers of such train orders must be shown in the usual manner on the Clearance Card of the train making delivery.

For orders which are sent in the manner herein provided, to a train, the superiority of which is thereby restricted, the operator will be directed to make an extra copy of the order, which he will deliver to the person who is to make delivery of the order. On this copy, the person delivering the order must secure the signature of the conductor and engineman addressed, and at once transmit the signatures of the conductor and engineman to the train dispatcher, and preserve the copy. This copy he must deliver to the first operator accessible. Under such circumstances "Com-

plete" must not be given to the order for an inferior train until the train dispatcher has received the signatures of the conductor and engineman of the superior train or train whose movement is restricted.

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.

219. 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 notified the conductor and engineman that he will have further orders for their train and has obtained their acknowledgment.

If necessary to issue a second Clearance Card, the original Clearance Card must be destroyed, and the second Clearance Card must show the numbers of all train orders addressed to the train.

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.

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

When a conductor or engineman, or both, is relieved, unless otherwise provided, all train orders and instructions held must be delivered to the relieving conductor or engineman. Such orders or instructions must be compared by the conductor and engineman before proceeding.

221. Unless otherwise provided, a fixed signal will be used at each train order office, which shall indicate "STOP" when there is an operator on duty, except when changed to "PROCEED" to

allow a train to pass for which there are no orders. Trains must not pass this signal while "STOP" is indicated without a clearance card, except to do station work. The signal must be returned to "STOP" as soon as the train has passed. It must be fastened at "PROCEED" only when no operator is on duty.

When train orders are in effect, the train order signal will be kept at "STOP" position and clearance cards issued to trains for which there are no orders.

When the "19" train order signal is displayed the speed of the train must be reduced sufficiently to enable the operator to deliver the order. Unless otherwise provided if the engineman fails to catch the order, the train must be stopped and not proceed without a proper train order or clearance card. Operators must have the proper appliances for hand signaling ready for immediate use. If the fixed signal should fail to work properly, hand signals must be used. If a signal is not displayed at a night office, trains which have not been notified must stop and ascertain the cause and report the facts to the superintendent by the nearest available means of communication.

222. Operators must promptly record and report to the train dispatcher the time of arrival and departure of all trains and the direction of extra trains.

They must observe trains and report at once to the train dispatcher if the proper signals are not displayed.

223. The following signals and abbreviations may be used:

Initials for signature of Supt.

Such office and other signals as are arranged by the proper authority.

C & E — Conductor and Engineman.

X — Train will be held until train order is made "Complete".

Com	— Complete.
OK	— Correct
O S	— Train Report.
No	— Number.
Eng	— Engine.
EXA	— Extra.
Sec	— Section.
Psg	— Passenger.
Fr	— Freight.
Mins	— Minutes.
Jct	— Junction.
MP	— Mile Post.
MPH	— Miles Per Hour.
Dispr	— Train Dispatcher.
Opr	— Operator.
MBX	— Manual Block Signal System.
ABS	— Automatic Block Signal System.
TCS	— Traffic Control System.
SD	— Stop Signal Displayed.

The usual abbreviations for the names of the months and stations.

224. Upon arrival of a train at a waiting, meeting or passing point, if the expected train is not in sight, the conductor or engineman must immediately communicate with the train dispatcher.

## FORMS OF TRAIN ORDERS

NOTE — Forms with a prefix "S" are for single track, those with a prefix "D" are for two or more tracks; those without prefixes "S" or "D" are for single or two or more tracks. The prefixes "S" and "D" are printed in italics. The words and figures in italics in the forms are examples, indicating the manner in which the orders are to be filled out.

### S-A

#### Fixing Meeting Points for Opposing Trains.

(1.) *No 1* meet *No 2* at *B*.

*No 3 meet Second 4 at B.*  
*No 5 meet Extra 353 north at B.*  
*Extra 353 north meet Extra 350 south at B.*  
*Passenger Extra 355 north meet Extra 350 south at B.*  
(2.) *No 2 and Second 4 meet No 1 and No 3 at C and Extra 350 south at D (and so on).*  
*No 1 meet No 2 at B Second 4 at C and Extra 353 north at D.*

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

#### **B.**

##### **Directing a Train to Pass or Run Ahead of Another Train.**

(1.) *Extra 353 north run ahead of No 6 M to B.*

The first-named train will run ahead of the second-named train between the points designated.

(2.) *Extra 350 south run ahead of No 3 B until overtaken.*

The first-named train will run ahead of the second-named train from designated point until overtaken, and then arrange for the rear train to pass promptly.

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

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 point. Unless some form of block signals is used, the following train will look out for the designated train ahead until the order is fulfilled.

#### **S-C**

##### **Giving Right Over an Opposing Train.**

(1.) *No 1 has right over No 2 G to X.*

If the second-named train reaches the point last-named before the other arrives, it may proceed, keeping clear of the schedule of opposing train as required by rule.

(2.) *Extra 353 north has right over No 3 F to A.*

The regular train must not go beyond the point last-named until the extra train has arrived, unless authorized by train order to do so.

These orders give 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 siding, unless the order otherwise prescribes.

Example: Engine 350 run extra Carleton to Leipsic has right over Exa 353 North Carleton to Leipsic.

Later the following order is issued: Exa 350 South meet Exa 353 north at Delta. This order requires the Exa 353 North to take siding as the southward train is superior by right conferred by train order.

(3.) *Extra 350 south has right over Extra 353 north A to Z and wait at N until 2 10 pm P until 3 25 pm for Extra 353 north.*

The first-named extra train must not pass the designated waiting points before the time given, unless the second-named extra train has arrived. The second-named extra train must clear the time specified at the designated points or any intermediate station not less than 5 minutes.

**E.****Time Orders.**

- (1.) *No 1* run 50 mins late *A* to *G*.
- (2.) *No 1* run 50 mins late *A* to *G* and 20 mins late *G* to *M*, etc.

These orders make the schedule time of the train named, between the stations designated, 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 regular schedule time. The time in the order should be such as can be easily added to the schedule time.

- (3.) *No 1* and *No 3* wait at *N* until 9 59 am  
*P* until 10 30 am  
*R* until 10 55 am

The train, or trains, named must not pass the designated points before the times given. Other trains receiving the order are required to run with respect to the time specified at the designated points 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 regular schedule time of the train, or trains, named.

**S-E.****Time Orders.**

- (1.) *No 2* wait at *H* until 9 59 am for *No 1*.

The train first named must not pass the designated point before the time given, unless the other train has arrived. The train last named is required to run with respect to the time specified, at the designated point 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 first named.

**F.****For Sections**

- (1.) *Eng 353* display signals and run as *First 1 A* to *Z*.

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

- (2.) *Eng 350* run as *Second 1 A* to *Z*.

- (3.) *Second 1 Eng 350* display signals *B* to *E* for *Eng 351*.

- (4.) *Engs 353, 350* and *351* run as *First, Second* and *Third 1 A* to *Z*.

To add an intermediate section, (5) will be used.

- (5.) *Eng 201* display signals and run as *Second 1 A* to *Z*. Following sections change numbers accordingly.

The engine named will display signals and run as directed, and following sections will take the next higher number.

To drop an intermediate section, (6) will be used.

- (6.) *Eng 201* is withdrawn as *Second 1* at *H*. Following sections change numbers accordingly.

The engine named will drop out at *H*, and following sections will take the next lower number.

To substitute one engine for another on a section, (7) will be used.

- (7.) *Eng 202* instead of *Eng 201* display signals and run as *Second 1 R* to *Z*.



The second-named engine will drop out at R, and be replaced by the first-named engine.

Following sections need not be addressed.

If the second-named engine is the last section, the words "display signals and" will be omitted.

To discontinue the display of signals, (8) will be used.

(8.) *Second 1 Eng 350* take down signals at D.

The train named will take down signals as directed, and a following section must not proceed beyond the designated point.

To pass one section by another, (9) will be used.

(9.) *Engs 351 and 350* reverse positions as *Second and Third 1 H to Z*.

Conductors and enginemen of the trains addressed will exchange orders and signals. Following sections, if any, need not be addressed.

Each section affected by these orders must have copies and must arrange signals accordingly.

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

When sections are run to an intermediate point of a schedule, the train orders must specify which engine or engines shall assume the schedule beyond such point.

## G.

### Extra Trains

(1.) *Eng 351* run extra A to F.

(2.) *Eng 351* run passenger Extra A to F.

(3.) *Eng 351* run extra A to F and return to C. The extra must go to F before returning to C.

(4.) After *Extra 354 south* arrives at A *Eng 351* run extra A to F.

(5.) *Eng 351* run extra A to F. This order is annulled at 7 10 pm.

The extra authorized by this form of order must be clear of the main track at the time specified or protected in both directions, as prescribed by rule 99.

This form of order must not be combined with Form S-A.

## S-H

### Work Extra.

X (1.) *Eng 351* works extra 6 45 am until 5 45 pm between D and E.

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

This may be modified by adding:

(2.) *Not protecting against northward extra trains.*

The work extra will protect only against southward extra trains. The time of regular trains must be cleared.

(3.) *Not protecting against extra trains.*

Protection against extra trains 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,

afterwards, it is desired to have it protect itself after a certain hour against a designated extra, an order may be given in the following form:

- (4.) *Work Extra 351 protects against, Extra 354 south between D and E after 2 10 pm.*

Extra 354 south must not enter the working limits until after 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 351 protects against No 55, or ..... class trains between D and E.*

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. 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 351 has right over all trains between D and E 7 15 pm until 1 15 am.*

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

Other trains must not enter these limits between times ..... specified.

- (7.) *Engines 351 and 352 coupled work — Extra 6 45 am until 5 45 pm between D and E.*

The working limits should be as short as prac-

ticable, to be changed as the progress of the work may require.

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 against the work extra; if the order indicates that the work extra is protecting itself against other trains, they will run expecting to find the work extra protecting itself.

## D-H

### Working Extra

- (1.) *Eng 351 works extra on southward track, or both tracks, 6 45 am until 5 45 pm between D and E.*

The work extra must, whether standing or moving, protect itself within the working limits against extra trains moving with the current of traffic on the track or tracks named. The time of regular trains must be cleared.

This form may be modified by adding:

- (2.) *Not protecting against extra trains.*

Protection against extra trains 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 may be used:

- (3.) *Work Extra 351 protects against No 55, or ..... class trains, between D and E.*

The work extra may work upon the time of the train or trains mentioned in the order and must protect against such train or trains.

The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

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.

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

- (4.) *Work Extra 351 has right over all trains on northward and southward tracks between G and H 7 01 pm until 1 01 am..*

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

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

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

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

## J.

### Holding Order

- (1.) Hold *No 2*.
- (2.) Hold *all (or northward) 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.

These orders will be addressed to the operator at the point where trains are to be held and will be delivered to conductors and enginemen of all trains affected.

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

## K

### Annulling a Schedule or a Section

- (1.) *No 1 due to leave A Feb. 29th is annulled A to Z-*
- (2.) *Second 5 due to leave E Feb. 29th is annulled E to G.*

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

Form K will not be combined with other forms of train orders.

## L

### Annulling an Order

- (1.) 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. . . . .*

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

## M

### Annulling Part of an Order

- (1.) That part of Order *No 10* reading *Extra 354 south pass No 1 at S* is annulled.
- (2.) That part of Order *No 12* reading *No 3 pass No 1 at S* is annulled.

Form M will be used only when that part of the order not annulled is clear in its wording.

## P

### **Superseding an Order or a Part of an Order**

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

- (1.) *No 1* meet *No 2* at *C* instead of *B*.
- (2.) *No 3* pass *No 1* at *D* instead of *C*.
- (3.) *No 1* has right over *No 2* *G* to *R* instead of *X*.
- (4.) *No 1* display signals for *Eng 351 A* to *Z* instead of *G*.
- (5.) *Extra 351* south meet *Extra 353* north at *B* instead of *C*.

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

When a train is directed by train order to take siding for another train, such instructions apply only at the point named in that order, and do not apply to the superseding order unless so specified.

## Q

### **Issuance of a New Timetable**

- (1.) Timetable No 1 is effective at *12:01 am Sunday July 10*. Form Q will not be combined with other forms of train orders.

## D-R

### **Providing for a Movement Against the Current of Traffic**

- (1.) *No 1* has right over opposing trains on northward track *C* to *F*.

The designated train must use the track specified between the points named and has right over opposing trains on that track between those points. Opposing trains must not leave the point last-named until the designated train arrives.

All trains between the points named moving with the current of traffic in the same direction as the designated train must, when practicable, receive a copy of the order, and may then proceed on their schedules, or rights.

This order may be modified as follows:

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

The train to be moved against the current of traffic must not leave the first-named point until the arrival of the first-named train.

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, except when it is desired to move a train against the current of traffic over working limits of a work extra, the work extra must be instructed to be clear of, or protecting, on the track affected as prescribed by Example (2.) of Form D-H.

## D-S

### **Providing for the Use of a Section of Double Track as a Single Track**

- (1.) *Southward* track will be used as single track between *F* and *G*. If it is desired to limit the time for such use, add from *1 01 pm* to *3 01 pm*.

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 99.

## U

### Automatic Block Signal System Temporarily Suspended from Service

(1) Automatic Block Signal System temporarily out of service from Signal ..... at ..... to Signal ..... at ....., both inclusive, ..... rules in effect.

Speed of passenger trains must not exceed ..... MPH and other trains ..... MPH.

Trains must approach non-interlocked facing point switches, road crossings protected by automatic highway crossing protection devices, movable bridges, stations, interlockings, and first signal left in service, prepared to stop.

Lights in Automatic Block Signals out of service may be extinguished or left burning.

## V

### Speed Restricting Orders

(1.) Do not exceed ..... MPH between ..... and .....

(2.) Do not exceed ..... MPH on No. .... track between ..... and .....

This order may be modified by adding:  
7 01 am and 4 01 pm.

## W

### Temporary Stop Sign Order

The following instructions shall govern Maintenance of Way employes performing heavy work on track, such as laying rail, installation of ties, or surfacing, etc., in limits that require train protection and will govern the movements of trains and engines through such limits.

These Maintenance of Way employes, or track gangs, are equipped with two-way radio to

enable them to obtain maximum track usage with minimum train delay. It will be necessary, however, that these gangs be given protection by train orders as outlined below:

1. The train order will designate the track limits to be occupied by gangs by Mile Post numbers, the working time, and the name of the foreman in charge.

2. There will be placed at the entrance of such limits a RED OCTANGULAR SHAPED sign bearing WHITE letters, reading **STOP SYSTEM GANG**. This sign is to be located on the engineer's side of the track when at all possible. Trains or engines must not pass THIS SIGN between the times specified in the train order without receiving proper permission from the foreman in charge.

3. When necessary that the speed of trains or engines be reduced below the normal speed due to track or other conditions while moving through the limits protected by the *GANG STOP SIGNS*, standard yellow slow boards and green resume signs shall be used by trackmen to mark the territory where speed is to be restricted in accordance with paragraphs four (4) and five (5) of Operating Rule 716. It will be designated in the train order when the slow boards are to be used.

4. When a train has been directed by train order to approach a *SYSTEM GANG STOP SIGN* prepared to stop and stop unless permission is received to proceed, the engineer must obtain such permission by use of radio from the foreman designated in the train order before the engine or cars are permitted to pass the *SYSTEM GANG STOP SIGN*. If the radio fails, or if it is impossible for the engineer to contact the foreman designated in the train order, the train must be brought to a stop before reaching the *SYSTEM GANG STOP SIGN* and the engineer will send a trainman ahead on foot to establish contact

with the gang and to obtain authority to proceed from the foreman in charge.

5. Train and enginemen, while their train is moving through these limits, will be on the alert for hand signals, or for any possible obstructions.

### **SPECIAL NOTE**

The following procedures are to be followed by Train Service and Maintenance-of-Way employes in the application of Train Order Form W — "Temporary Stop Sign Order."

The Engineer must request and receive permission to pass temporary stop signs from the M-of-W Foreman named in the Train Order only; he must confirm location of track equipment, speed restriction if any, and direction track equipment will move to clear up before passing stop signs.

The M-of-W Foreman named in the Train Order is the only person who can give a train permission to pass temporary stop signs. He must advise the train of the location of track equipment, speed restriction if any, and direction track equipment will move to clear up before granting permission for train to pass stop signs.

Under no circumstances will track machinery be moved against an approaching train that has received permission to pass stop signs.

It must be clearly understood that a train that has permission to pass temporary stop signs must be protected against any condition that would make the passage of the train unsafe. This protection must be afforded in accordance with Rule 716 by applying the provisions of Rule 99, which applies to track machinery in addition to trains.

A train receiving permission to pass temporary stop signs must not exceed a speed of 15 MPH in these limits unless the M-of-W Foreman named in the Train Order advises the train that all machinery is in the clear at a specific point and that the track is good for maximum authorized speed (or less than maximum authorized speed). When such information is received, the train can then be operated through the balance of the limits at speed specified by M-of-W Foreman.

The above procedure does not erase the complete application of rules in effect governing Train Service and Maintenance-of-Way employes.

## **SPECIFICATIONS FOR TRAIN ORDER**

### **AND OTHER FORMS**



**FORM CT-48**

FORM CT-48 SOM 12-56

**Detroit, Toledo and Ironton Railroad Company  
The Ann Arbor Railroad Company**

CLEARANCE CARD

\_\_\_\_\_ M \_\_\_\_\_ 19 \_\_\_\_\_

CONDUCTOR AND ENGINEMAN \_\_\_\_\_

I HAVE \_\_\_\_\_ ORDERS FOR YOUR TRAIN

No. \_\_\_\_\_ DATE \_\_\_\_\_ No. \_\_\_\_\_ DATE \_\_\_\_\_

No. \_\_\_\_\_ DATE \_\_\_\_\_ No. \_\_\_\_\_ DATE \_\_\_\_\_

No. \_\_\_\_\_ DATE \_\_\_\_\_ No. \_\_\_\_\_ DATE \_\_\_\_\_

SIGNAL IS DISPLAYED FOR \_\_\_\_\_

THIS DOES NOT AFFECT ANY ORDERS YOU MAY HAVE RECEIVED.  
MANIFOLD COPIES WILL BE MADE FOR EACH CONDUCTOR AND ENGINEMAN AND  
OPERATOR WILL RETAIN A COPY.

CONDUCTOR AND ENGINEMAN WILL SEE THAT THEIR TRAIN NUMBER IS CORRECTLY  
DESIGNATED AND THE ORDER NUMBERS CORRESPOND WITH THE ORDERS RECEIVED.

\_\_\_\_\_  
OPERATOR

FORM M-315 12-56

**DETROIT, TOLEDO AND IRONTON  
RAILROAD COMPANY**

**PERMISSIVE CARD NUMBER**

..... 19 .....M

To C and E ..... at .....

You may proceed from .....

to ..... at restricted speed.

..... report your arrival at .....

.....

Superintendent



## **RULES GOVERNING THE MOVEMENT OF TRAINS IN THE SAME DIRECTION BY BLOCK SIGNALS**

251. On portions of the railroad, and on designated tracks so specified in the timetable, trains will run with reference to other trains in the same direction by block signals whose indications will supersede the superiority of trains.

252. The Superintendent must be advised in advance, of any known condition that will delay the train or prevent it from making usual speed.

253. Except as affected by Rule 251 all Block Signal Rules and Operating Rules remain in force.

## **RULES GOVERNING OPPOSING AND FOLLOWING MOVEMENT OF TRAINS BY BLOCK SIGNALS**

261. On portions of the railroad, and on designated tracks so specified in the timetable, unless otherwise provided, trains will be governed by block signals whose indications will supersede the superiority of trains and take the place of train orders for both opposing and following movements on the same track.

262. A train for which the direction of traffic has been established must not move in the opposite direction without proper signal indication or other prescribed authority.

263. The superintendent must be advised in advance of any known condition that will delay the train or prevent it from making usual speed.

264. Except as affected by Rule 261 all Block Signal Rules and Operating Rules remain in force.

## **TRAFFIC CONTROL SYSTEM RULES**

NOTE — Traffic Control System Rules will be used only in TCS territory specified in the timetable or in special instructions.

265. Rules 261 to 264, inclusive, apply in TCS territory and, except as affected by Rules 261 to 273, inclusive, all other Block Signal Rules, Interlocking Rules and Operating Rules remain in effect.

266. Trains or engines must not enter TCS territory unless the governing signal displays a proceed indication or authority is obtained from the train dispatcher or control operator.

267. Trains or engines must not foul or enter the main track, a controlled siding, or other controlled track at hand-operated switches without proper signal indication or first obtaining authority from the train dispatcher or control operator.

Trains are prohibited from clearing in a track not equipped with an electric locked switch.

268. When a train or engine has been stopped by a Stop indication, if no conflicting movement is evident, a member of the crew must immediately communicate with the train dispatcher or control operator; identify himself, his train and location, and be governed by instructions received. The instructions must be repeated by the employe receiving them to insure correct understanding. Before proceeding, Rule 275 must be complied with.

When the train dispatcher knows there is no opposing train or engine movement involved, he may authorize the train or engine to proceed in the following form: "You may proceed at restricted speed to the next signal". If the train dispatcher does not positively know there is no opposing train or engine movement involved, he may authorize the train or engine to proceed in the following form: "You may proceed under flag

protection to the next clear or approach signal". When flagging from a Stop signal, train must wait ten (10) minutes after flagman has started.

269. When stopped by a Stop indication and communication has failed, train or engine must not proceed, except when not standing between Stop signals at a station, train or engine must move forward under flag protection to a point where they will be between Stop signals at a station, clearing main track when practicable, complying with Rule 275. Further movement must not be made except on signal indication or until authority is received from train dispatcher or control operator.

270. If any part of a train or engine overruns a Stop indication, front of train or engine must be protected immediately as prescribed by Rule 99 and member of crew must communicate with train dispatcher or control operator and be governed by instructions.

271. Within TCS limits, trains or engines may occupy a track or tracks within specified limits and between specified times to perform switching or other work when authorized to do so by the train dispatcher or control operator in the following form: "(Train or engine) may use (track or tracks) between ..... and .. ..... (or at ..... ) ..... m until ..... m".

When requesting track and time limits, conductor will give his name, location, train or engine number, and specify time and working limits and track or tracks to be used. When such authority is granted, the instructions must be repeated to the train dispatcher or control operator. No movement may be made under this rule until the engineman has received and understands the track and time limits granted.

After the train or engine has entered the specified limits, the train dispatcher or control operator

must block all signal and switch levers controlling movements into the specified limits and must not permit any other train or engine to enter the limits during the period track and time limits are in effect. Blocks must not be removed until track and time limits have expired unless conductor reports the train or engine clear of the track or tracks specified or work completed.

During the period track and time limits are authorized, the track or tracks specified may be used in either direction without flag protection. This does not modify requirements for proper observance of signal indications.

Trains and engines must be clear of the track or tracks specified or work completed, switches restored to normal position before expiration of the time specified, and train dispatcher or control operator so advised. If not clear by the time specified, protection must be provided as prescribed by Rule 99. If additional time is required, authority must be secured from train dispatcher or control operator before previously authorized time expires.

When two or more trains or engines are given the same or overlapping track and time limits, the train dispatcher or control operator must inform the conductor of each train or engine of the fact and such trains or engines must protect against each other and move at restricted speed within such limits.

272. When an employe's call light is illuminated, any employe observing it, except those on moving trains, must immediately communicate with the train dispatcher or control operator.

273. When TCS operation is interrupted or suspended, trains and engines must be governed by instructions from the train dispatcher, control operator or other prescribed authority.

274. Interlocking home signals governing the use

of routes leading to a block will in addition govern the use of the block in direction for which traffic has been established for a train to the next block signal.

274-A. Equipment of a type which may not operate signals or shunt track circuits must not be operated in automatic block signal system territory without authority of the superintendent and permission of the operator. Other trains must not be permitted to enter the track occupied by such equipment unless instructed by train order to look out for such equipment which is occupying the main track without signal protection.

274-B A train or engine must stop clear of a block signal indicating *STOP*. A train or engine must not pass a **STOP** signal except when authorized by Permissive Card, train order or special instructions.

In case of failure of signals, trains may be authorized to proceed by train order or Permissive Card, delivered to the conductor or engine-man either in written form, by telephone, or other means of communication.

### DUAL CONTROL SWITCHES

275. When a train or engine is stopped by a signal governing movement over a dual-control switch, if no conflicting movement is evident, a member of the crew must immediately communicate with the train dispatcher or operator and be governed by his instructions. Such instructions must include information as to the route to be used. The instructions must be repeated to insure correct understanding.

When authorized to proceed, or when unable to communicate with the train dispatcher or operator, movement must not be made until after selector lever has been taken out of "power" position and placed in "hand" position. Hand-

throw lever must be operated until switch points are seen to move with the movement of hand-throw lever. Switch must then be lined for the route to be used. Selector lever may be restored to "power" position and locked as soon as leading wheels of engine or car have moved onto the switch points.

275 (a). When necessary to perform switching over dual-control switch, the switch may be operated manually by a member of the crew after authority to do so has been obtained from the train dispatcher or operator. The period of time the switch may be used must be clearly stated and understood.

Selector lever must be placed in "hand" position and left in that position until all movements over the switch have been completed. Hand-throw lever must be operated until switch points are seen to move with the movement of the hand-throw lever. Indications of Stop signals governing movements over the switch may be considered suspended while selector lever is in "hand" position, but movements must be made at restricted speed.

After final movement has been made over the switch, selector lever must be restored to "power" position, locked and train dispatcher or operator notified.

### ELECTRIC LOCKED SWITCHES

276. Instructions for operation of electric locks are posted at or near electric lock and must be complied with.

277. When indication is received showing lock has released, lock and switch may be operated and train or engine may proceed without waiting 4 minutes.

278. Authority to use an electric locked switch

which is under control of the control operator, must be given verbally to member of crew by train dispatcher or control operator. The period of time the switch and track may be used and designated limits must be clearly stated and understood.

279. Seal on emergency release of electric lock must not be broken, or emergency release operated, without authority from the train dispatcher or control operator, except when communication has failed.

When necessary to release electric lock by use of emergency release, and movement is to be made to a main track, member of crew must wait 4 minutes after release has been operated before changing main track switch. Train or engine may then proceed, being governed by signal indication, or where there is no signal, when preceded by a flagman to the next Clear or Approach signal.

Train or engine must wait 10 minutes after flagman has started.

When release seal is broken, or found broken or missing, report must be made promptly to the superintendent, and the control operator or train dispatcher.

### FIXED SIGNALS

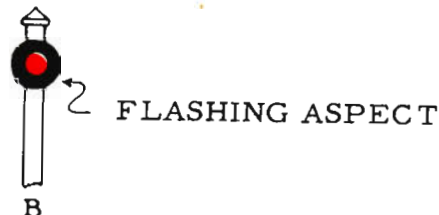
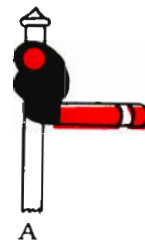
#### Rules 280 to 295 inclusive

Aspects may be shown by the position of semaphore arms, color of lights, position of lights, flashing of lights, or a combination of color, position, and flashing of lights.

Day and night aspects for color light signals shall have the same colors as the night aspects of the semaphore signals.

Day and night aspects for position light signals shall have the same positions as the day aspects of the semaphore signals. Aspects shown are typical.

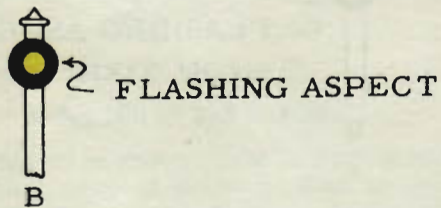
## RULE 280



Indication — Stop; pickup restricting train order. Train may proceed without stopping upon hand signal from operator.

Name: Restricting Order.

RULE 280 A



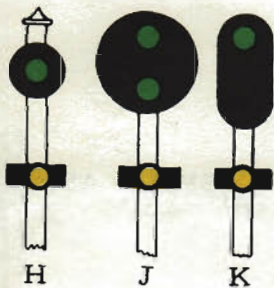
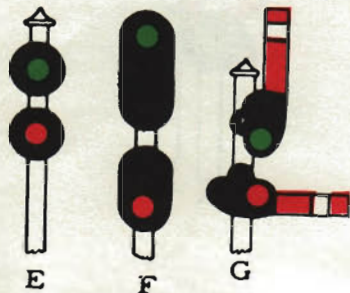
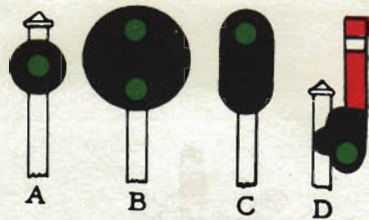
Indication — Pick up helping train order.  
Name: Helping Order.

RULE 280 B



Indication — Station has no orders for your train.  
Name: No Orders.

RULE 281



AMBER  
MARKER LIGHT  
OR  
NUMBER PLATE



Indication — Proceed  
Name: Clear.

RULE 281 A

Indication —  
Name:

**RULE 281 B**

**Indication —**  
**Name:**

**76**

**RULE 281 C**

**Indication —**  
**Name:**

**77**

RULE 282



Indication — Proceed approaching next signal at Medium Speed.

Name: Approach — Medium.

RULE 282 A

Indication —

Name:



RULE 283



Indication — Proceed; Medium Speed within interlocking limits.

Name: Medium Clear.

RULE 283 A

Indication —

Name:

RULE 283 B

Indication —

Name:

82

RULE 284

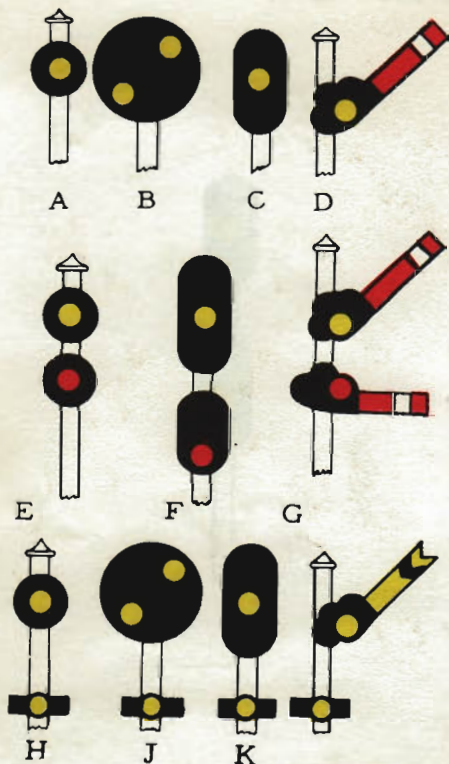


Indication — Proceed approaching next signal at slow speed. Train exceeding medium speed must at once reduce to that speed.

X Name: Approach Slow.

83

RULE 285



AMBER  
MARKER LIGHT  
OR  
NUMBER PLATE



Indication — Proceed preparing to stop at next signal. Train exceeding medium speed must at once reduce to that speed.

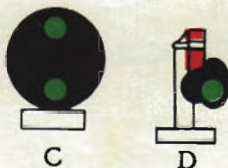
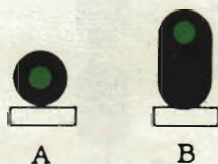
Name: Approach.

RULE 286

Indication —

Name:

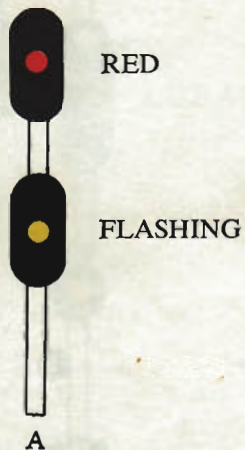
RULE 287



Indication — Proceed; slow speed within interlocking limits.

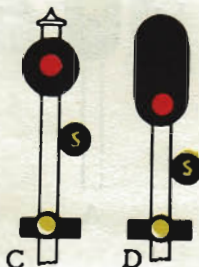
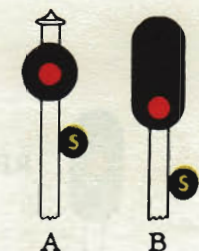
Name: Slow Clear.

RULE 288



Indication — Proceed preparing to stop at next signal: Slow speed within interlocking limits.

Name: Slow Approach.

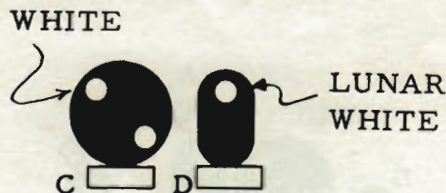
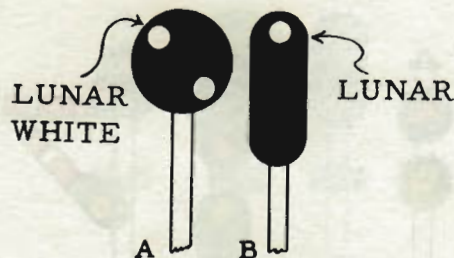


AMBER  
MARKER LIGHT  
OR  
NUMBER PLATE



Indication — Stop: when letter “S” is illuminated, then proceed at restricting speed after aligning switch for siding.

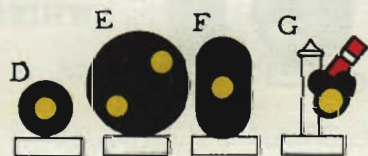
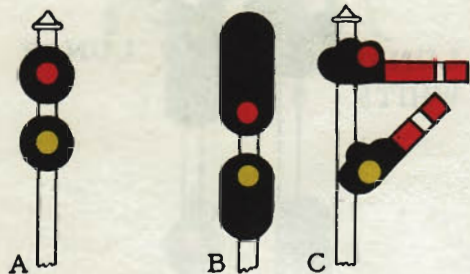
Name: Stop take siding.



Indication — Proceed; restricted speed within interlocking limits.

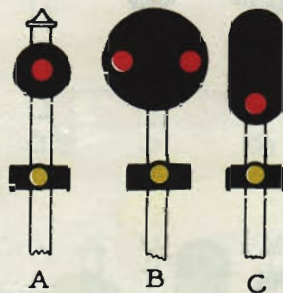
Name: Limited Restricting





Indication — Proceed at restricted speed.

Name: Restricting.



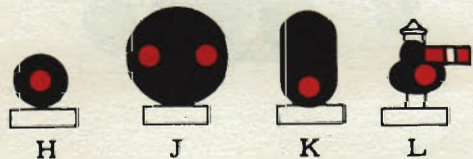
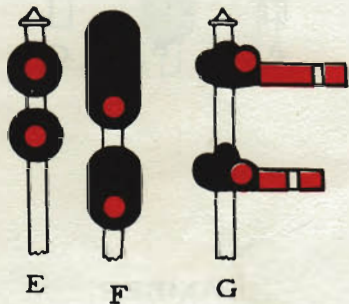
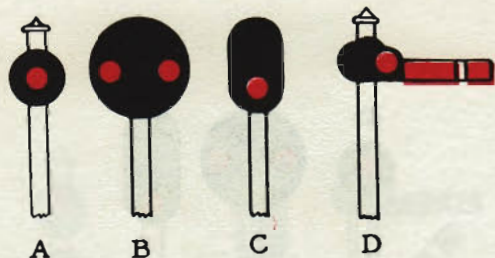
AMBER  
MARKER LIGHT  
OR  
NUMBER PLATE



Indication — Stop; then proceed at restricted speed.

Name: Stop and proceed.

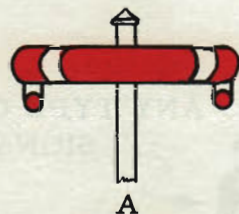
RULE 292



Indication — Stop.

Name: Stop.

RULE 293



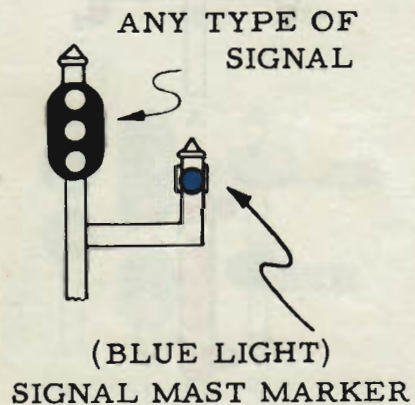
A



B

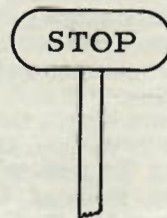
Indication — As designated in timetable.

Name: Target Signal.



Indication — One track intervenes between signal and the track it governs.

X Name:



Indication — Stop.

Name: Stop



## MANUAL BLOCK SIGNAL SYSTEM

NOTE — Manual Block Signal System rules will be used only on the territory specified in the timetable or in special instructions.

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## RAILROAD RADIO

### GENERAL AND OPERATIONAL RULES

#### GENERAL

The following rules and requirements cover use of railroad radio systems and govern employes using such systems.

A. Definition: A Railroad Radio Communication System is one employing radio for the transmission of intelligence between moving equipment, between moving equipment and a fixed point, or between fixed points.

B. Radio communication systems are under the jurisdiction of the Federal Communications Commission. The Railroad Company and its employes are governed by the Commission's Operational Rules. Violation is a federal offense.

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#### OPERATIONAL RULES

400. All employes, except those specifically authorized to do so, are prohibited from making any adjustments to a railroad radio set. Employes so authorized must carry their FCC operator license or verification card when on duty. If it appears that a radio transmitter is not operating properly it should be promptly reported as prescribed by carrier's instructions.

401. No employe shall knowingly transmit any false distress communication, any unnecessary, irrelevant or unidentified communication, nor

utter any obscene, indecent, or profane language via radio.

402. Before transmitting an employe operating a radio transmitting set shall listen a sufficient interval to be sure that the circuit is not already in use, particularly for distress traffic.

403. A distress call will be preceded by the word "Emergency" repeated three times. Such calls shall be used only to cover initial reports of derailments, storms, washouts, fires, obstructions to tracks, or other matters which would cause serious delay to traffic, damage to property, injury to employes or the traveling public, and shall contain as complete information thereon as possible. All employes shall give absolute priority to communications until there is assurance that no interference will result to the station in distress.

404. Any employe shall permit inspection of the radio equipment in his charge and all FCC documents, pertaining thereto, by a duly accredited representative of the Federal Communications Commission at any reasonable time.

405. Employes shall identify the radio station from which they are calling by prefacing their call with the name of the railroad and the train number, engine number, caboose number or by such other name as is commonly used by employes to identify a fixed point or mobile units.

406. Employes in other than train and yard service, transmitting or receiving communications by radio must state name, occupation and location before commencing conversation. Employes must insure being in communication with proper persons and must not take action until certain that all conversation has been heard, understood, finished and acknowledged.

407. In certain cases at crossings, junctions or

paralleling tracks of same or other railroad, interference may develop. In such cases especial care in making identification shall be used and the employes concerned shall cooperate in handling their business by alternating calls and being as brief as possible.

408. If any communication from a station other than another railroad radio station interferes with Railroad Radio service the railroad employe will endeavor to ascertain the identity of such station and report the occurrence as soon as possible through authorized channels, to the superintendent, giving the exact time, nature of the communication and identity of the station, if possible.

Internationally, the word "Mayday" indicates a distress message, the word "Pan", an urgent message and the word "Security", a safety message. Railroad employes may hear such messages sent by aircraft or, in coastal areas, by boats. Railroad employes hearing such messages must report them immediately through authorized channels to the designated railroad official in addition to taking such appropriate action to relieve the distress as may be possible.

Any employe receiving inquiry concerning any violation shall answer within 24 hours after receipt of notice.

409. When radio is used to direct movement of train or engine, failure to maintain communication with employe directing the movement will require the movement to be stopped immediately. Further movement must not be made until communication has been established.

410. All employes as may be designated are required to use the Radio to receive, relay or request instructions and/or information pertaining to their respective departments.

411. The Railroad Communication System must

not be used in any manner that would be in violation of the Operating Rules, Supplements thereto, or special instructions thereto, or the Rules of the Federal Communication System.

NOTE — Operating Rules in effect are modified to authorize the use of the Radio Communication System as outlined in the following paragraphs:

- (a) In connection with air brake tests.
- (b) Relative to any unsafe conditions that may endanger the safe movement of trains.
- (c) Radio may be used in lieu of wayside telephone, hand signals, communicating signals and for such other purpose as may be necessary.
- 21 (d) During switching operations (both in road and yard service) when radio is being used in lieu of hand signals, both the direction and distance of the movement must be relayed and verified. The engineer will then move the approximate distance and then stop, unless he receives further instructions via radio or hand signal.
- (e) Assisting in yarding trains or when approaching stations to secure information necessary to insure proper placement of cars to be set off or picked up.
- (f) Rear end of train in clear on siding.
- (g) Rear end of train by limits of slow order, sidings, stations, meeting points.
- (h) Approaching waiting or meeting points, slow order or stop sign area, work limits, etc.
- (i) Location of rear end of train when necessary and safe to make back-up movement.
- (j) Flagman has returned to train.
- (k) Location of other trains.
- (l) Train handling.

- (m) Conversation between crew members relative to train orders or messages received or any exchange of advice necessary in the operation of the train.
- (n) Conversation between crew members and fixed locations relative to work in route and other information necessary for the operation of the train.
- (o) Conversation between crew members and track forces relative to slow orders or boards, work limits and stop signs.
- (p) Reporting fires, trespassers, engine failures, train delay, crossing accidents, stock on the right of way or any other fact that requires prompt attention.
- (q) To receive information from an operator regarding train orders not in your possession.

If you are to act on such information the contents of the train order must be relayed by the operator, understood by those who are to act on it and know that it is safe to do so.

- (r) Radio sets installed in cabs of locomotives, cabooses, other equipment and fixed locations must be kept turned on and volume adjusted so calls can be received.

- 22 (s) When information regarding trains is requested or relayed the *engine* number and direction moving must be used for identification not the train *symbol* number. This to insure safety and avoid any misunderstanding that could cause accident or injury.

## AUTOMATIC BLOCK SIGNAL SYSTEM

NOTE — Automatic Block Signal System rules will be in effect only on portions of the railroad and on designated tracks so specified in the timetable or in special instructions.

## INTERLOCKING

605. Interlocking signals govern the use of the routes of an interlocking, and as to movements within interlocking limits, their indications supersede the superiority of trains, but do not dispense with the use or the observance of other signals whenever and wherever they may be required.

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

612. Appliances must be operated carefully and only by those charged with that duty. If any irregularity affecting their operation is detected the signals must be displayed to give their most restrictive indication until repairs are made.

613. When the route is set the signals must be operated sufficiently in advance of approaching trains to avoid delay.

614. Signals must be restored so as to display their most restrictive indication as soon as the train or engine for which they were cleared has passed and is clear of the fouling points of its route.

615. When necessary to change any route for which the signals have been cleared for an approaching train or engine, switches, movable point frogs 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.

616. The lever operating a switch, derail, movable point frog, or lock must not be moved when any portion of a train or engine is standing on or closely approaching the switch, derail or movable point frog.

617. Operating levers must be blocked or marked and should not be used when a track, switch or signal is undergoing repairs or when a track is obstructed. If any irregularity, indicating disarranged connections, is detected in their working, the signals must be restored so as to display their most restrictive indication and the connections examined.

618. During adverse weather conditions the levers must be moved as often as may be necessary to keep connections from freezing.

619. If the force whose duty it is to keep switches clear when snow or sand is drifting, is not on hand when required, the fact must be reported to the Superintendent.

620. If a signal fails to work properly its operation must be discontinued and until repairs the signal secured so as to display its most restrictive indication.

621. Operators must observe, as far as practicable, whether the indications of the signals correspond with the positions of the levers.

622. Operator must not make nor permit any unauthorized repairs, alterations or additions to the interlocking.

Any defects in the interlocking must be promptly reported to the Superintendent.

623. If there is a derailment or if a switch, movable point frog or derail is run through, or if any damage occurs to the track or interlocking, the signals must be restored so as to display their most restrictive indication, and no movement permitted until all parts of the interlocking and track liable to consequent damage have been examined and are known to be in safe condition.

624. When necessary to disconnect a switch, movable point frog, derail, facing point lock, or electric locking circuits, before any movement

is permitted to pass over them, all switches, movable point frogs and derails affected must be securely spiked or fastened in the required position and the levers blocked or marked in such a manner that they cannot be operated.

625. When switches, movable point frogs, derails or signals are undergoing repairs, Stop-indication must be displayed for any movement which may be affected by such repairs, until it has been ascertained from the repairman that the switches, movable point frogs and derails are properly lined for such movement.

626. Operators must, as far as practicable, 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, the operator must take such measures for the protection of trains as may be practicable.

627. If an operator has information that equipment is moving out of control, he must, if possible, stop all movements on conflicting routes.

628. Hand signals must not be used when the proper indication can be displayed by the interlocking signals.

629. If necessary to authorize a train or engine to pass an interlocking signal indicating Stop, hand signal or permission may be given by the operator. Hand signals or permission must not be given until the route has been examined, is known to be safe for the passage of trains, and until after the train comes to a stop at the home signal. Such occurrence must be reported to the Superintendent promptly.

At interlockings where distances make it impracticable for operator to examine routes and give hand signals, members of crew must be governed by instructions from operator, examine

route and operate switches by hand as directed before proceeding.

630 Operators are responsible for the care of the interlocking station, lamps and supplies.

633. If a train or engine overruns a Stop-indication, the fact must be reported to the Superintendent promptly.

634. Operators must not permit unauthorized persons to enter and/or loiter in the interlocking station.

635. During a stated period an interlocking station may be closed upon authority of the Superintendent.

636. At interlocking stations, where there is a train order or block signal operated by the same operator, such signals must not be changed to display a proceed indication for a train until after the interlocking signal has been changed to permit the train to proceed.

661. If a signal indication, permitting a train or engine to proceed, after being accepted, is changed to a Stop-indication before it is reached, the stop must be made as soon as practicable without endangering the train. Such occurrence must be reported to the Superintendent.

663. Trains or engines must not proceed on hand signals as against interlocking signals until enginemen and trainmen are fully informed of the situation and know that it is safe to do so.

667. Sand must not be used nor water allowed to run over movable parts of an interlocking or spring switch.

668. A crew member must report to the proper authority any unusual detention at interlockings.

669. Trains or engines stopped by the operator in making a movement through an interlocking, must not move in either direction until they have

received the proper signal or permission from him.

670. A reverse movement within the limits of an interlocking or a forward movement after making a reverse movement, must not be made without the proper interlocking signal indication or permission from the operator.

671. While an interlocking station is closed, should a signal for an open route indicate "Stop", movements through the interlocking must be preceded by a member of the crew with flagman's signals. Before proceeding, members of the crew must know the route is properly lined.

The facts must be reported to the Superintendent by the first available means of communication.

672. When a train or engine is stopped by an automatic interlocking signal and no immediate conflicting movement is evident, a member of the crew must operate the time release. If signal does not change its indication at expiration of time release interval, train or engine may then proceed on hand signal from a member of the crew if there is no train or engine on conflicting route.

If a train or engine is on conflicting route, hand proceed signal must not be given until such movement is stopped and proper flag protection provided.

At points where there are switches located within the interlocking limits, a member of the crew must know that such switches are properly lined and that points fit properly.

## GENERAL REGULATIONS

701. General Orders and Notices will be posted on bulletin boards and in bulletin books. Engine and train crews must read and understand them before each trip and sign each General Order.

702. Whenever a summons or other legal process relating to the Company is served upon an agent or official, he must note thereon the date, hour, by whom served and the nature of the suit, and send it at once to the general claim agent. Stock and fire claims must be sent promptly to the general claim agent.

703. 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 Company, information upon the subject must be sent at once to the proper official.

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 Company or any of its property, he must at once notify the proper official.

704. It is unlawful for any official or employe knowingly to disclose to any person or corporation other than the shipper or consignee, without the consent of such shipper or consignee, any information concerning the nature, quantity, destination, consignee or routing of any property tendered 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.

The business affairs of this Company must not be divulged except to proper officials.

705. The repeated assignment or garnishment of an employe's wages will be considered sufficient cause for dismissal.

Garnishees, attachments and assignments (except authorized wage deductions) of all employes will be investigated, and unless there are extenuating circumstances which will excuse the employe, a third garnishee will be considered cause for dismissal from service.

706. All cases of personal injury, accident or damage to property must be reported immediately and prescribed forms filled out properly.

When reporting vehicular accidents at street or road crossings, secure names and addresses of all persons present at the scene, whether or not they admit having seen the accident.

When an accident occurs at a crossing protected by a flasher or other signals, a test of such signals should be made with the train involved as soon as possible after the accident and, if it can be arranged, in the presence of outside witnesses, whose names and addresses should be secured. Dispatcher must be notified immediately.

Careful note should be made of the exact location of any movable objects such as freight cars on side tracks and automobiles parked on street or highway, which in any way restricted the view of the driver of the vehicle, or in any other manner figured in the accident. Measurements such as the height and width of such objects, the distance from the track and the distance from the highway should be made if possible.

Record must be made of the condition of the pavement as to ice or snow and whether wet or dry. The roadway should be examined for skid marks and a record made of their exact location and length.

When taking the license number of a vehicle be sure to show state and year of issue, make and model of car.

707. Whenever passengers or employes or other persons are injured on or about cars or engines, the equipment must be immediately inspected by the persons in charge, or regular inspectors if available, to ascertain condition. In cases of serious injury to persons between cars, there must be, in addition to the inspection, an immediate coupling and uncoupling test and the crew hand-

ling the cars in making the test, must use and examine the levers and all parts of the coupling apparatus, and be prepared to make statement, showing their condition. Report must be made to the general claim agent immediately. The inspection and tests must be made before the cars or engine leave the place of accident and afterwards regular 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 names of those injured, date, and place of accident, the manner of its occurrence, and the result in detail of the inspection of the equipment. 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 immediately turned over to the proper authority.

708. Undivided attention to duty is essential to safety, efficiency and economy.

709. Employes must inform themselves respecting the location of all structures or obstructions along the line that will not clear them when on top or sides of cars. All employes are warned not to attempt to get on or off engines or cars while they are in rapid motion. Under no circumstances must they stand on the track and attempt to get on when engines or cars are approaching them.

710. Before using machinery, tools and appliances, employes must see that they are in a safe condition to perform the service required.

711. Great care must be used in coupling and uncoupling cars or engines. Always take time while they are standing still to see that the coupling appliances are in place and in good order and that the draw bars will not override or pass each other when they meet.

Employes are strictly forbidden to go between moving cars to couple or uncouple. To do so is highly dangerous and altogether unnecessary. Adjustment of lateral play necessitated by reason of curvature or other condition must be made while the engine or cars are standing still.

712. Employes are prohibited from riding leading footboards of engines. They are also prohibited from riding footboards between coupled units and trailing footboards when coupled to cars.

713. Employes must, as far as practicable, observe passing trains for their entire length for defects.

Train and engine crews must be observant of the condition of their trains and inspect them at frequent intervals while in motion. Trainmen will look back at the track frequently to see if damaged by dragging equipment and also at block signals and roadway structures to see if they have been struck by protruding objects on their train.

Should there be any indications of conditions endangering theirs or other trains they must take such action as may be practicable to insure safety.

When practicable, when trains are standing for a sufficient length of time to permit inspection from the ground, such ground inspection must be made by conductors and/or trainmen from both sides of the train. Train crews observing any defects that would endanger the movement of their train, or train on adjacent track, will immediately take such action as will insure safety.

The conductor and engineer are responsible for seeing that such observations and inspections are made.

Employes observing defects, such as brakes sticking, brake rigging down, swinging doors, hot journals, and protruding objects, will notify engine or train crew, and in addition use signals shown below:

Brakes

Sticking

Hot Journal

Wheel Sliding

Broken Wheel

Defective truck

Dragging brake connection

Lading shifted over side or end of cars

Swinging box car door or any other dangerous condition

By Day—Hands showed in sliding motion out from body.

By Night—Same signal with lamp.

Stop Signal

If a dangerous condition is observed and it is impossible to communicate signal to the crew on the train, or if signal is not acknowledged; the train dispatcher must be notified as quickly as possible.

If entire train has been observed and there are no apparent defects, employes will give proceed signal.

When meeting or passing other trains and passing train order offices, or other stations, and points where trackmen, bridgemen or other employes are working, train and engine crews on moving trains must be on the lookout for signals, and when practicable, exchange signals.

When practicable, when two or more employes are present, employes will station themselves so both sides of the train can be observed.

Employes on trains receiving information by hand signals or other means of communication indicating a dangerous condition must stop their train immediately for inspection.

A trainman must be positioned on the rear platform of the caboose when passing train order offices, stations, sidings, through interlockings

and when passing or meeting trains. When conditions permit, signals will be exchanged between the rear end and the head end of their train.

714. Every precaution must be taken to provide against loss by fire. Rubbish, oily waste, rags, straw or waste paper must not be allowed to accumulate in or about the cars, buildings, ditches or other property of the Company. Matches, waste and oil must be kept separate. Chimney and stove-pipes should be examined frequently and stove-pipe must be strongly secured by bracing. Paper or inflammable articles must not be placed behind switchboards or wires. Fire on or near wooden structures must be immediately extinguished.

Employes must watch out for fires on or adjacent to the right of way and if fire is detected it must be reported to the dispatcher via the first available means of communication. Prescribed forms must be filled out as soon as practicable.

715. It is the duty of every employe working on or about the tracks of this Company, to exercise great care to avoid injury to himself and others.

716. Track or bridge men should not attempt to work on one track when trains are passing on another. They must not walk or stand on the tracks, except when necessary for the proper performance of their duties.

When working on tracks in places where approaching trains cannot readily be seen, extra precaution must be taken by the men to inform themselves of approaching trains.

When work or any other cause renders the track or bridges unsafe for the passage of trains, track and bridge foreman must arrange for protection in accordance with Rule 99.

When track is safe for trains to pass at reduced speed, track and bridge foreman must arrange for yellow "slow" boards to be placed



one mile in advance of the point where speed is restricted and green "resume" boards to be placed at the point where normal speed may be resumed.

"Slow" boards indicate that the speed of trains must be reduced to not more than 15 MPH unless otherwise directed by train order. Speed must not be increased until the rear end of train has passed the "resume" board.

Track and bridge foreman will notify Dispatcher before installing slow and resume boards, advising the location and speed restriction required for safe passage of trains, except that in emergency, slow and resume boards may be installed and the dispatcher notified as soon thereafter as possible. In such cases, foreman will provide flag protection as required until the speed restriction is covered by train order.

If slow and resume boards are not used, train order covering speed restriction will so state.

717. Foremen of employes engaged in repair or construction work on or about tracks or bridges, or who are using push cars, hand cars, gasoline cars or any other kind of track cars, must be prepared to clear the track and make it safe for the passage of train at any moment, or must be protected by flag in each direction, on either single or double track, as prescribed in Rule 99, except when train order is in effect affording protection as outlined in Rule W (Temporary Stop Sign Order).

718. The Company's communication system must not be used unnecessarily. Letters of a personal nature must not be sent by railroad mail.

719. When leaving cars on side tracks, trainmen must see that cars are at least three hundred feet from the nearest sidewalk or roadway when conditions permit and obstruct the view as little as practicable.

720. Cars which are, or may be, in process of loading or unloading, must not be moved until all persons in or about them have been notified and all obstructions such as, loading chutes, bridge plates, cables, chains, wheel blocking have been removed to avoid property damage and/or derailment. Great care must be used in handling cars occupied by persons in charge of live stock or other freight, to avoid personal injury.

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

722. The normal position, as prescribed by Rule 104, for all switches and derails is that which leaves the main track clear for the safe passage of trains and protects them from being fouled by any train or engine moving on an adjacent track. When not being used, main track switches must be locked in the normal position. All switches must be secured when trains, engines or cars pass over them.

All employes will, when practicable, observe the position of main line switches and note if they are locked.

Any irregularities must be reported to the Superintendent's office immediately.

723. Employes must report for duty at the required time and place.

724. Employes who are insubordinate, dishonest, immoral, quarrelsome or otherwise vicious, or who conduct themselves in such a manner, or handle their personal obligations in such a way, that their railroad will be subjected to criticism and loss of goodwill, will not be retained in the service.

Employees who are charged with the duty of preparing time reports must show correct information thereon.

Gambling while on company property is prohibited.

Employees must not sleep while on duty. Lying down or in a slumped position with eyes closed or with eyes covered or concealed will be considered as sleeping.

725. Employees under the supervision of the Transportation Department will obey the instructions of several officers of this company relative to the business of their respective departments.

726. Trains must be registered at initial and terminal stations by the conductor, as prescribed in the train register.

At intermediate register stations, the conductor, unless relieved of the duty by train order, must stop his train and register it, or leave Register Report in hands of operator, except that passenger trains which would not otherwise stop, will be registered by the operator if signals for a section are not and have not been displayed.

The conductor must not be relieved from stopping his train and registering when it is to display signals for a section.

727. Flagmen must keep the proper appliances for hand signaling within easy reach, and ready for immediate use at all times.

728. If anything diverts the engineman's attention while operating an engine, he must take necessary precaution to insure safety.

729. Failure of main track switch lights must be reported to the train dispatcher.

730. Employees on the ground must be at least twenty feet from switches while trains are passing

over them, except when making a drop of cars or during switching operations.

Employees should not remain near the track when trains are passing, as coal, stone, car doors or other articles are liable to fall from the train.

731. Trainmen must, as far as practicable, protect the use of crossings while trains are cut, selecting the most important when they cannot protect all.

Train movements over crossings on adjacent tracks must be protected by a crew member.

732. When pushing cars, work extras or other trains must move with caution, prepared to stop short of any obstruction.

733. When a train is cut between stations for any reason, trainmen and enginemen must take every precaution to prevent accident when the engine returns.

734. Trainmen where required will couple air hose, make proper brake test and bleed auxiliary reservoirs of freight cars to be switched.

735. When a pilot is in charge, he will handle train orders instead of the conductor and personally deliver copies to the conductor and to the engineer.

Conductors and engineers of trains being de-toured with pilots are not relieved of responsibility and will cooperate in handling the train in accordance with the standard methods of operation.

736. Special attention must be given to the handling of passenger equipment and every means used to avoid rough handling and annoyance to passengers.

Cars must not be "kicked" or "dropped" into a track on which passenger equipment or occupied camp cars are standing.

737. Employes subject to the Federal "Hours of Service Law" must give the Train Dispatcher sufficient advance notice when it is apparent they will be unable to complete their trip or tour of duty within the lawful period.

Employes are expected to familiarize themselves with Federal laws relating to hours of service, transportation of live stock, Bureau of Explosives rules, and special instructions of the transportation department, or other regulations that may be elsewhere prescribed with special reference to their particular employment, and cooperate in every practicable way toward compliance therewith.

The fact that an employe may not have been examined on certain rules or regulations will not be accepted as an excuse for failure to be conversant therewith.

738. Passengers and employes, except those in discharge of their duties, will not be carried on freight trains without proper authority.

739. All concerned will familiarize themselves with the regulations governing the transportation of explosives, flammable, and other dangerous commodities.

740. Employes whose vision requires the use of glasses, and whose duties necessitate the observance of signal indications or the reading of train orders, must wear them while on duty.

The use of spectacles, goggles, or sun glasses, with colored glass or lens, by employes on duty who are required to distinguish the indication of interlocking or block signals is prohibited, unless authorized by the Superintendent.

741. In all cases of delays to their trains conductor or engineer must promptly report to the train dispatcher if possible, the cause and probable duration of such delay.

742. Employes whose duties require the hand-

ling of explosives and inflammable articles and acids, must provide themselves with copies and comply with the requirements of the condensed rules for transportation of explosives and other dangerous articles. They must understand that violation thereof constitutes violation of Federal laws and renders the transgressor liable to legal punishment.

743. Trainmen, enginemen and car inspectors (also yardmen whose duties require participation in the operation of air brakes) must provide themselves with copies and comply with the requirements of "Power Brake Law".

744. Employes of the Operating Department or applicants for entrance to service in or promotion to such positions, must have certain prescribed educational and physical qualifications and prescribed visual acuity, color perception and hearing qualifications, and must submit to examinations and reexaminations, when required for the determination thereof.

745. A person discharged from the service must not be reemployed without the consent of the head of the department.

746. In addition to the rules contained in this book, the rules and instructions, not inconsistent therewith, printed on various blank forms or issued by the heads of departments must be complied with by the employes whose duties are prescribed by them.

## CONDUCTORS

761. Conductors report to and receive their instructions from the Trainmaster-Road Foreman. They will also obey the instructions of Assistant Trainmaster-Road Foremen, Chief Train Dispatcher and other authorized transportation officers. In addition, they will obey the instruc-

tions of yardmasters within the limits of their jurisdiction and of station agents in doing work at stations.

762. The general direction and government of a train is vested in the conductor, and all persons employed on the train must obey his instructions. Any misconduct or neglect of duty of men employed thereon must be reported. They are responsible for the safety, proper care and movement of the train in strict compliance with the rules.

763. They must see that the men employed on the train are familiar with their duties, and not entrust the duties of a flagman to an employe not entirely familiar with them, except in emergency, in which case full instructions in such duties must be given.

764. When practicable, the conductor must know that their train displays the necessary train signals; and must see that trainmen are in their proper places at all times.

765. They must, before leaving a point where car inspectors are not provided, inspect the train and see that appliances are in working order.

They must not start the train from an inspecting station until the car inspectors have given notice that their work is finished.

766. They must inspect the running gear, brake and draft rigging and observe the general condition of the train as often and as closely as practicable while moving or standing.

767. They must see that sufficient hand brakes are set on cars left on sidings or other tracks and, when necessary, the wheels blocked. The above necessary to avoid adverse movement of car or cars, to insure safety.

768. Conductors must comply with state laws

and local ordinances regarding the blocking and proper flag protection of public crossings.

769. Train stopped upon a crossing with another railroad at grade will be separated so as to avoid unreasonable delay to the trains of the other railroad.

770. They must have the proper waybill or other authority for movement of each car in the train.

771. A car which is found to be overloaded or improperly loaded or not in condition to run safely must be reported to the superintendent.

If for any reason a car is set out short of destination except at terminal, the conductor will immediately notify the train dispatcher the car number, waybill reference, defects (if car is in bad order) and where car was set out.

772. They will inform the engineer if any cars or equipment are in the consist of their train that require movement at less than maximum authorized speed.

773. If it is apparent that a loaded freight car had been pilfered or broken into the conductor will report same to superintendent via first available means of communication, giving car number, seal number and as much other information as possible.

774. When cars having defects, bearing evidence of unfair usage, or improperly loaded, are offered for delivery to this road at a junction where no car inspector is on duty, they must not be moved in train without special instructions. The Chief Train Dispatcher must be advised of such defects, together with contents and destination of car.

When repairs are made to cars such as changing air hose, replacing defective knuckles, alteration of other equipment, etc., a report must be made on prescribed forms.

775. Conductors must notify Chief Train Dispatcher and Yardmaster of defective cars being brought into terminals and must card any cars in the train found defective between terminals, and when the defective cars are cut out of train, notify Chief Train Dispatcher.

776. Cars should at all times be handled or switched in such a manner that freight in cars or equipment will not be damaged by impact.

### TRAINMEN

777. Trainmen report to and receive their instructions from the Trainmaster-Road Foreman. They will also obey the instructions of Assistant Trainmaster-Road Foreman, Chief Train Dispatcher and other authorized transportation officers. In addition, they will obey the instructions of yardmasters within the limits of their jurisdiction and of station agents in doing work at stations.

While on duty they are under the direction of the conductor. In the absence of the conductor they will obey the instructions of the engineer, consistent with the rules.

778. Trainmen must be familiar with signal aspects and indications and the rules that apply to the protection of their trains; understand the use of all signals and be prepared to use them promptly as prescribed by the rules.

They must observe the indication of fixed signals and train signals and then announce their indications; read and keep in mind train orders and time table requirements affecting the movement of trains, and must call attention to engineer or conductor or take necessary action in the event of any oversight or mistake.

779. Trainmen will see that chains on ends of cabooses are kept securely fastened.

780. Forward trainmen must frequently make inspection of train, especially on curves, and, when practicable, must keep lookout ahead, especially when engineer's view is obstructed, for signals and conditions affecting the movement of their train or engine. They will frequently look back to observe condition of train.

They will keep a constant lookout, while running, for defects on cars in their own trains, also watch passing trains for defects.

When riding freight diesels, the forward trainmen will ride in the front cab, unless instructed by engineer or conductor to ride elsewhere.

781. Rear trainmen or flagmen are responsible for having adequate flagmen's equipment available, in good order and ready for immediate use, and must see that markers are properly displayed; they must dispose of flagging equipment and markers at final terminals in accordance with current instructions.

782. They should consult air pressure gauge in caboose frequently to know that air brake pressure is being properly maintained.

783. Rear trainmen or flagmen must consider it their especial duty to protect the rear of the train in accordance with the rules and they will allow nothing to interfere with the prompt and efficient discharge of this duty. They will obey engine whistle signals prescribed by the rules but will never wait for such signals or instructions from the conductor, when the train needs protection.

784. Flagmen must not attempt to inform the engineer of an approaching train why he is being flagged until the train is stopped.

### ENGINEERS

785. Engineers report to and receive their instructions from the Trainmaster-Road Foreman.

They will also obey the instructions of Assistant Trainmaster-Road Foreman, Chief Train Dispatcher and other authorized transportation officers. In addition, they will obey the instructions of yardmasters within the limits of their jurisdiction and of station agents in doing work at stations.

They will obey the instructions of conductors in the management of their trains consistent with rules and safety.

Where there is no conductor, engineer will have charge of train and will be governed by the rules for conductors.

786. The engineer will be held responsible for the safe, efficient and economical operation of the engine in his charge.

The engineer must be familiar and comply with the authorized instructions governing the operation of the various classes of diesel units and devices.

787. They will be especially careful to avoid excessive speeds and impact when switching cars and coupling to cars or train to prevent damage to lading and equipment.

788. The engineer is jointly and equally responsible with the conductor for the safety of the train and the movement of the same in strict compliance with the rules.

He must require head end employes to take proper action and position whenever necessary.

789. The engineer is responsible for the vigilance and conduct of employes on the engine. He will see that they are familiar with their duties, instruct them if necessary, and will require them to observe fixed signals, position of switches, hand signals, read train orders, and call to his attention conditions affecting the movement of the train or engine.

790. Before moving engines, the bell must be rung, and employes must watch closely to make sure that no one will be injured, and that the movement is not obstructed.

The engine bell must be rung at all places required by rule or law or in an emergency. The engine whistle will also be sounded adequately at all locations required by rule or law or in an emergency. Special instructions in effect regarding the use of whistle and bell must be complied with.

791. They must exercise caution and good judgment in starting and stopping trains, giving ample time for air brakes to release before attempting to start train. In starting trains good judgment must be exercised to prevent damage to equipment. In moving and coupling cars they must exercise caution so as to avoid disturbance to passengers and injuries to persons or property.

792. For the safety of the train or engine the engineer must keep a vigilant lookout in the direction moving; obey signals immediately and respond promptly in answering signals.

When flagged they must stop and ascertain instructions of flagman and must repeat the flagman's instructions to other employes on the engine.

If flagman's instructions are in writing, they must show instructions to other employes on the engine.

Other employes on the engine are required to read such instructions, and if necessary, remind engineer of their contents.

793. Engineers must look back frequently, especially while rounding curves in their favor and passing over track covered by slow orders, to detect any defects in their train and for signals, and must require other employes on engine to do likewise.

794. Engines must be properly secured before air compressors are shut off or brake pressure depleted.

When diesel units are left unattended with engines running, place throttle in "Idle" position; apply independent brakes; place generator field switch in "Off" position; place reverser or controller in "Neutral" position, remove reverser handle and place in holder; set hand brake on all units, and if necessary, block wheels.

Before attempting to move an engine, it must be known that the air brakes are working properly before hand brakes are released or blocking removed.

795. Sand must not be used, or water be allowed to run over interlocked, power operated or spring switches.

Sanders should be closed where the use of sand is not necessary.

796. Diesel engines must not be left standing over burning fuses, or other open flames, lights or fires.

797. The engineer must use every precaution against fires. They must report to motive power officer at destination any engines throwing fire.

798. Use great care to avoid striking stock, stopping if necessary. When stock is observed on right of way, notify train dispatcher, also section man if practicable to do so. Should any be killed or injured, make report on prescribed form.

799. They will not permit firemen to handle engine, except in emergency, or when in their judgment a fireman has had sufficient experience to handle the engine for qualifying himself. The engineer will be responsible for the proper handling of the engine, at all times while on duty.

800. Engine failures and delays must be reported to the Superintendent.

801. Unless otherwise directed, at the end of each trip, they will report on the prescribed form, the condition of the engine, stating briefly but clearly the repairs which, in their judgment, should be made to the engine.

802. In case of engine failure they will fully explain cause of such failure, if known.

## FIREMEN

810. Firemen report to and receive their instructions from the Trainmaster-Road Foreman. They will also obey the instructions of Assistant Trainmaster-Road Foreman, Chief Train Dispatcher and other authorized transportation officers. In addition, they will obey the instructions of yardmasters within the limits of their jurisdiction and of station agents in doing work at stations.

They must comply with instructions of the engineer and the conductor in performance of their duties consistent with the rules.

811. Firemen must be familiar with signal aspects and indications and the rules that apply to the protection of their trains; understand the use of all signals and be prepared to use them promptly as prescribed by the rules.

They must observe the indication of fixed signals and train signals and then announce their indications; read and keep in mind train orders and timetable requirements affecting the movement of trains, and must call attention to engineer or conductor or take necessary action in the event of any oversight or mistake.

812. Firemen must frequently make inspection of train, especially on curves, and, when practicable, must keep lookout ahead, especially when engineer's view is obstructed, for signals and conditions affecting the movement of their train or engine. They will frequently look back to observe condition of train.

They will keep a constant lookout, while running, for defects on cars in their own trains, also watch passing trains for defects.

### **CAR INSPECTORS**

820. Car inspectors report to and receive instructions from the General Car Foreman, Car Foremen, or other designated Supervisors of the Mechanical Department; they shall also comply with instructions of yardmasters and agents in regard to the order of work necessary for the movement and handling of cars and dispatchment of trains.

821. Car inspectors and others working about cars and engines must protect themselves by conspicuously displaying blue signals as provided in Rule 26.

### **STATION AGENTS**

830. Station agents report to and receive instructions from the transportation department. They must comply with the instructions issued by other departments.

831. They will have charge of the Company's business, property and station employes at their respective stations, and see that order is preserved.

832. Stations must be open at prescribed times.

833. They must not permit materials to be placed within ten feet of nearest track rail.

834. They shall familiarize themselves with the requirements of the A. A. R. Standard Loading Rules and see that cars are loaded in accordance therewith.

835. They must furnish conductors a list of work to be done and report any failure to properly perform it.

836. They shall keep posted in a conspicuous place on the station a notice giving their name and address. This shall also apply to men relieving regular agents.

837. Station agents must make every effort to obtain suitable cars for shippers at the time desired, but must not promise to furnish them within a specified time, unless so advised.

838. Cars furnished for loading must be inspected by Agent when practicable to assure that they are in condition for the freight to be loaded and when cars received are unfit for the purpose required, report must be made to the Car Distributor.

839. When demand for cars exceeds supply, and available cars are distributed by Agent, it must be done in proportion to requirements of shippers, their ability to load, and with due regard to sequence of their orders.

### **TRAIN DISPATCHERS**

840. Train dispatchers report to and receive instructions from the Chief Train Dispatcher.

841. They will issue orders governing the movement of train, and will see that all such orders are transmitted, recorded and repeated according to the prescribed forms and rules when applicable, avoiding unsafe combinations of orders; they will keep a careful record of the movement of all trains and engines, noting all important incidents on the prescribed forms, and will make the various records required.

842. They must supervise the movement of trains, anticipating the need for orders and have them ready when needed, but must not issue orders an unnecessarily long time before they are needed, if it can be avoided.

843. They must see that train orders are transmitted distinctly and as slowly as may be neces-



sary for the operators to transcribe them correctly and legibly, taking into consideration the number of copies being made.

They will not permit operators to repeat train orders faster than the train dispatcher can check and underscore each word and figure as it is repeated.

844. Before issuing train order authorizing movement of an extra train, they will enter such train on the train sheet, and carefully examine train sheet for opposing extra trains and work extras, and before opposing extra trains are authorized to run, superiority or meeting point between them must be established by train order.

When practicable, they will run extra trains to their known destination; avoiding, for temporary convenience, short running orders:

845. They should, as far as practicable, avoid issuing roundtrip orders; when necessary to use them, such extra train must be entered on both sides of the train sheet before order is issued.

846. They must not extend the limits or time of a work order, but must annul the order and issue another, as may be necessary under later conditions.

847. Orders restricting the superiority of a train must not be sent to a station where there is any uncertainty as to whether or not such train has passed that station.

848. When issuing orders restricting a train at point of delivery the conditions of the surroundings, such as location of train order office with respect to passing siding, weather, grade, and view, must be taken into consideration.

849. They must require operators to report trains promptly and must act promptly to protect trains in the event of hazardous conditions, obstructions,

or accidents, and give necessary information to all concerned.

850. They must report immediately to the Chief Train Dispatcher any violation of rules, and any irregularity relating to the movement of trains or the handling and execution of train orders.

851. Each train dispatcher going off duty must enter in ink, on the train dispatcher's order book, a transfer of all orders, instructions that have not been fully executed, sign transfer and see that all orders and instructions are understood by the relieving train dispatcher. The relieving dispatcher must sign the transfer in the presence of dispatcher being relieved.

## OPERATORS

855. Operators report to and receive instructions from the Chief Train Dispatcher and will comply with instructions of other Transportation officials. When working at stations they will be under the direct supervision of the station agent.

856. Operators are required to be constantly on duty during the hours assigned them and must not leave their offices without permission of Train Dispatcher except in the performance of their duties prescribed in the rules, and must not permit other persons to act for them without the proper authority.

857. They must notify relieving operators, in writing, of all orders to be delivered or any unfinished business.

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

859. They must block trains the required time apart as provided by rule; keep a full set of flagging signals in good order and always ready for

immediate use and use them strictly in accordance with the rules; observe the rear of trains and report at once to the train dispatcher if markers are not displayed as provided in Rule 19.

They must keep a red light burning from one hour before sunset until one hour after sunrise, for use if the fixed signals fail to work. During heavy sleet or snow storms, or fogs, they must use torpedoes and fuses in addition to the fixed signals.

860. They must promptly deliver messages received, consider all messages strictly confidential and not allow them to be read or handled except by those to whom they are addressed or by an employe in the performance of his duty.

861. No alterations, additions or erasures must be allowed on original messages after transmission and they must be retained in the file, unless called for. If originals are called for, a copy must be left in the file with a memorandum attached, showing disposition of the original.

862. They must, in case a circuit is broken or interrupted, test the wire and report the direction of the trouble. If at a point where they or line repairman cannot promptly reach, they must immediately notify the track foreman.

#### **MAINTENANCE OF WAY FOREMEN**

865. Maintenance of way foremen report to and receive instructions from the maintenance of way and structures department. They shall also comply with instructions of employes of the transportation department in matters relating to the protection of trains, interference with the movement of trains, and safe operation of track cars.

866. They have charge of the repairs on their respective sections and are responsible for the proper inspection and safety of the tracks, bridges,

culverts, buildings, communication lines and signals.

867. They must compare time once each day, if practicable, with a standard clock or with the conductor or engineer of a train, or with the operator who sends out the morning lineup.

868. They must not permit anything to be placed where it will endanger trains or employes.

869. They must not permit any unauthorized person to have their switch keys and must personally attend and supervise the opening and closing of switches.

870. In working on double track they must protect themselves in both directions, expecting trains to run against the current of traffic at any time.

871. They must run their hand cars, motor cars and push cars with great caution, always keeping a lookout ahead and behind for trains and fully protecting themselves by flagging signals where necessary. They must not permit their hand cars, motor cars or push cars, to be used except in the Company's business nor to be attached to trains in motion; and when such cars are not in use, they must be kept locked and so secured that they cannot be moved so as to endanger the safety of trains.

872. When sparks are noticed coming from engines the fact should be immediately reported by wire to the transportation department, giving the location, the number of the engine, direction and time.

873. During severe storms by day or by night track foremen must patrol their section and take every precaution to prevent accident, notifying the transportation department and maintenance of way department by wire the conditions of track.

874. Any work that interferes with the safe pas-

sage of trains at normal speed is an obstruction and must not be attempted without full protection in both directions. If a reduction of speed to 15 miles per hour is necessary, they must have yellow "slow" boards placed one mile from the obstruction and must have green "resume" signals placed just beyond the obstruction, on the engineer's side of the track. If a reduction of speed below 15 miles per hour is necessary, they must place "slow" and "resume" signals and in addition must notify the train dispatcher of maximum allowable speed. When it is necessary for trains to come to a stop before reaching the obstruction, they must send out a flagman with stop signals a proper distance to insure protection. They must report all failures of engineers to properly acknowledge these signals.

#### **COMMUNICATION AND SIGNAL EMPLOYES**

875. Communication and Signal employes report to and receive instructions from Superintendent C & S. They shall also comply with instructions of the Transportation Department in matters relating to the protection and movement of trains and safe operation of track cars.

876. They shall be responsible for the proper inspection, maintenance, and operation of all communication and signal equipment in their charge and shall perform work therein in a manner which will result in a minimum interruption to service.

877. Those employes whose duties may affect train movements or require them to observe or be governed by train movements shall have a copy of the current time table with them while on duty and will comply with the operating rules affecting their duties.

878. They must provide themselves with re-

quired flagging equipment, be familiar with the flagging rules and comply with Rules 868 to 874 inclusive, when conditions require.

879. They shall conform to the prescribed standards and plan in the execution of work under their charge.

They shall not make or permit any changes, rearrangements or additions in communication or signal systems or equipment without proper authority.

#### **RULES FOR THE OPERATION OF TRACK CARS**

911. Track cars must not be used except in company service. Unauthorized persons are prohibited from riding on track cars. Each car must be provided with necessary flagging equipment as required in Rule 35.

912. Track cars must be operated under control at all times, expecting to meet an opposing train or track car. Trains or track cars may be expected to run in any direction at any time

913. The driver of a track car must avoid unnecessary conversation while operating car. When car is occupied by more than one person, one man must be assigned to keep a lookout to the rear for following trains. All men must be in their assigned places and be prepared to handle car in an emergency necessitating prompt removal of the car from the track.

914. Torpedoes will be removed from track before passing over same, if possible, and will be replaced in same location. Should torpedoes be exploded they must be replaced.

915. Upon meeting a flagman, track car must stop and ascertain the reason for such flag being out.

916. Track cars must not be operated against current of traffic on double track unless protection is provided.

Track cars will not operate spring switches.

917. Track cars must not be permitted to remain on main track while gang is working unless protected by flagman or gang is working close to car. Track cars, when set off, must be clear of all tracks and highways, blocked and locked securely.

918. The maximum speed of track cars is 25 miles per hour. Over public grade crossings, when passing through station grounds, interlockings, switches and frogs, track cars must not exceed 6 miles per hour and must not exceed 10 miles per hour around curves of ten degrees or over. Drivers of track cars must bring car to a stop and flag across all important public crossings and at any crossing where visibility is restricted.

At night, or during stormy or foggy weather, the speed must not exceed 10 miles per hour. Within yard limits and in sidings, track car must be operated so it can be stopped within range of vision.

919. Drivers of track cars must bring the car to a stop when engines or cars are moving on an adjacent track.

920. A track car driver must pass examination on the Operating Rules and physical characteristics of the territory in which he operates and provide himself with a copy of the current time-table and a reliable watch.

921. Track car drivers must secure track car line-up, Form 756, from telegraph operator for the movement of all track cars on main tracks.

922. Track car driver must give the telegraph operator his name, track car number and the direction he is to move, points between which

movement is to be made and the time required to make the movement.

923. Train dispatcher will furnish telegraph operator complete line-up of movement of all trains, number of line-up and time it expires. Operator will record this information on Form 756 as it is received and repeat it to the train dispatcher.

924. When track car driver receives track car line-up by telephone, he must repeat the information to the telegraph operator. The track car driver must read aloud to all persons on the track car the information received on line-up.

925. When trains other than those shown on line-up are to be operated over this territory, the train dispatcher will:

- A. Fully advise such trains of the circumstances.
- B. Instruct those trains, by train order, to proceed not to exceed 15 MPH keeping close lookout for the track car, and to use whistle frequently.

Trains will be restricted in the same manner when running in advance of time shown on line-up and when track car has failed to report clear of track.

926. When information cannot be obtained as to train movements, track car must be operated only under flag protection.

927. Track car drivers must use good judgment in clearing trains shown on line-up. Track cars must clear the main track before the time limit on line-up expires. Track car driver must report promptly when car is clear of main track, and must get permission from the telegraph operator before occupying the main track.

928. Telegraph operators will keep a complete record on their train sheets of all track car movements. Such track cars will be considered as oc-

cupying the main track between any two open stations until reported clear.

In opening and closing train order stations, the operator will contact open station in each direction and these operators will record track cars that are in the territory.

929. Telegraph operators will, before clearing a train, ascertain from the train record whether the territory is clear of track cars. Should a track car fail to report clear, the operator will notify the train dispatcher who will protect the track car by train order in the territory specified on Form 756.

930. Telegraph operators will keep on file a copy of all line-ups received.

931. For purpose of identification, all track cars will carry running numbers.

932. Track cars, unless otherwise protected, must not occupy the main track if an approaching or following train has passed the nearest open office until such train has passed after which authority to occupy the main track must be obtained from the telegraph operator.

933. In case of emergency, track car line-up may be obtained by contacting the train dispatcher direct.

934. Track cars must carry a white light in front and a red light on the rear when operated at night or when day signals cannot be plainly seen.

935. Track car drivers, before operating a car through an interlocking, or over a crossing diamond, where an operator is on duty, will obtain permission from the operator to make the movement.

Where no operator is on duty, the driver will stop the track car and push it through the mech-

anically operated switches or over the diamond, after making certain that the route is clear for such movement.

936. These rules do not relieve track car drivers from protecting track cars in accordance with Operating Rule 99.

937. Track car drivers must comply with M of W Department rules governing the operation of track car.

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