

RULES  
FOR THE GOVERNMENT  
OF THE  
TRANSPORTATION DEPARTMENT  
OF THE  
Chicago & Erie  
RAILROAD COMPANY,  
LEASED AND OPERATED LINES.

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To Take Effect May 10, 1891.

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## GENERAL NOTICE.

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These rules, and the special rules and orders issued from time to time by the transportation department, are designed for the security of passengers and of property entrusted to the Company for transportation, as well as for the protection of employes, and for the proper care of the property and interests of the Company.

The efficiency of such rules and orders depends upon their being fully complied with.

Employes are required to be polite and considerate in their intercourse with the public and with one another; remembering that the reputation and prosperity of a company depend, not only upon the promptness with which its business is conducted, but also upon the manner in which its patrons are treated by its employes.

E. B. THOMAS,  
*First Vice-President.*

## RULES

OF THE

Chicago & Erie Railroad Company.

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### GENERAL RULES.

The Rules herein set forth apply to and govern all roads operated by the Chicago & Erie Railroad Company, and supersede all prior rules and instructions, in whatsoever form issued, which are inconsistent herewith.

2. In addition to these rules, the Time-tables will contain special instructions, as the same may be found necessary. Special instructions, whether in conflict with these rules or not, which may be given by proper authority, whether upon the Time-tables or otherwise, shall be fully observed while in force.

3. The head of each department must be conversant with the rules, supply copies of them to his subordinates, see that they are

understood, enforce obedience to them, and report to the proper officer all violations and the action taken thereon.

4. Every employe of this Company whose duties are in any way prescribed by these rules must always have a copy of them at hand when on duty, and must be conversant with every rule. He must render all the assistance in his power in carrying them out, and immediately report any infringement of them to the head of his department.

5. The fact that any person enters, or remains in, the service of the Company will be considered as an assurance of willingness to obey its rules. No one will be excused for the violation of any of them, even though not included in those applicable to his department.

6. If in doubt as to the meaning of any rule or special instructions, application must be made at once, to the proper authority, for an explanation. Ignorance is no excuse for neglect of duty.

7. All employes will be regarded as in the line of promotion, advancement depending upon the faithful discharge of duty and capacity for increased responsibility.

8. If an employe should be disabled by sickness or other cause, the right to claim compensation will not be recognized. An al-

lowance, if made, will be a gratuity justified by the circumstances of the case, and the employes previous good conduct.

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

10. Employes must wear the prescribed badges or uniforms while on duty.

11. Mail agents, express messengers, parlor and sleeping car conductors and porters, news agents and persons in charge of individual cars, are subject, while on duty, to the rules governing employes of the Company.

#### STANDARD TIME.

12. Observatory Standard Time is the only recognized standard, and will be transmitted from Washington Observatory to all offices.

13. The Standard Time will be telegraphed to all points daily, from Washington Observatory at 11 o'clock A. M., Central time.

14. Certain clocks will be designated on each division as Standard Clocks.

15. Where station clocks are provided, station agents must see that they show correct time; but trainmen and enginemen must not



take time from such clocks unless they are also designated as Standard Clocks.

16. Each conductor and engineman must have a reliable watch which has been examined and certified to on the form attached hereto, by a responsible watchmaker, and must file such certificate with the proper designated officer before he is allowed to take charge of a train or engine. Watches must be examined and certificates renewed every six months.

*Form of Certificate.*

**WATCHMAKER'S CERTIFICATE.**

This is to certify that on ..... 189..  
the watch of .....  
employed as .....  
on the ..... R R.  
has been examined and found to be a reliable  
and accurate time-piece, and in such repair as  
will, in my judgment, with proper usage, enable it to run within a variation not to exceed thirty seconds per week.

Name of maker .....  
Brand .....  
Number of Movement .....  
Gold or silver .....  
Open or hunting case .....  
Stem or key winding .....  
Signed,  
..... *Watchmaker*  
Address.....

17. Each conductor and engineman must regulate his watch by the designated Standard Clock before starting on each trip, and register his name and the time at which he regulated his watch on a blank form (or in a book) provided for that purpose.

18. Conductors and enginemen whose duties prevent them from having access to a Standard Clock must compare daily with, and regulate their watches by, those of conductors and enginemen who have Standard Time, and have registered their names as above provided.

**TIME-TABLES.**

19. A Time-table is the general law governing the arriving and leaving time of all regular trains at all stations. Time-tables will be issued from time to time, as may be necessary. The times given for each train on the Time-table is the Schedule of such train.

20. Each Time-table, from the moment it takes effect, supersedes the preceding Time-table, and all special instructions relating thereto; and trains shall be run as directed thereby, subject to the rules. All regular trains on the road running according to the preceding Time-table shall, **unless otherwise directed**, assume the times and rights of trains of corresponding numbers on the new Time-table.

21. Upon the Time-table not more than two sets of figures are shown for a train at any point. When two times are shown, the earlier is the arriving time, and the later the leaving time. When one time is shown it is the leaving time unless otherwise indicated.

Regular meeting or passing time is in **full-faced type**.

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

Where there are more trains than one to meet or pass a train at any point, attention is called to it by printing the numbers of such trains in small type, immediately adjoining the full-faced figures.

In all cases trains are required to clear and follow as per Rules 85 to 90, inclusive.

22. On the employes' Time-table the words "daily," "daily, except Sunday," etc, printed at the head and foot in connection with a train, indicate how it shall be run. The figures given at intermediate stations shall not be taken as indicating that a train will stop unless the rules require it. The following signs placed before the figures indicate:

"s"—regular stop.

"f"—stop on signal to receive or discharge passengers or freight.

"¶"—stop for meals.

Trains are designated by numbers and their class indicated on the Time-tables.

### SIGNAL RULES.

#### SIGNALS.

23. Conductors, enginemen, firemen, brakemen, station agents, telegraph operators, switchmen, switch-tenders, track foremen, road and bridge watchmen, and all other employes whose duties may require them to give signals, must provide themselves with the proper appliances, and keep them in good order and always ready for immediate use.

24. Flags of the proper color must be used by day, and lamps of the proper color by night or whenever from fog or other cause the day signals cannot be clearly seen.

25. Red signifies **danger**, and is a signal to stop.

26. Green signifies **caution**, and is a signal to go slowly.

27. White signifies **safety**, and is a signal to go on.

28. Green and white is a signal to be used to stop trains at flag stations for passengers or freight.

29. Blue is a signal to be used by car inspectors.

30. An explosive cap or torpedo, placed on the top of the rail, is a signal to be used **in addition** to the regular signals.

The explosion of **one** torpedo is a signal to **stop** immediately; the explosion of **two** torpedoes is a signal to **reduce speed** immediately, and look out for a danger signal.

31. A fusee is an **extra** danger signal, to be lighted and placed on the track at night, in cases of accident or emergency.

A train finding a fusee burning upon the track must come to a stop, and not proceed until it is burned out.

32. A flag or lamp swung across the track, a hat or any object waved violently by any person on the track, signifies danger, and is a signal to stop.

#### TRAIN SIGNALS.

33. Each train, while running, must display two green flags by day, and two green lights by night, one on each side of the rear of the train, as Markers, to indicate the rear of the train. Yard engines will not display Markers.

34. Each train running after sunset, or when obscured by fog, or other cause, must display the head-light in front, and two or more red lights in the rear. Yard engines must display two green lights instead of red, except when provided with a head-light on both front and rear.

35. Each car on a passenger train, while running, must be in communication with the engine. In the absence of an equivalent appliance, a bell-cord must be attached to the signal bell of the engine, passing through or over the entire length of the train, and secured to the rear end of it.

36. Two green flags by day and in addition two green lights by night, displayed in the places provided for that purpose on the front of an engine, denote that the train is followed by another train running on the same Schedule and entitled to the same Time-table rights as the train carrying the signals.

37. Two white flags by day and in addition two white lights by night, displayed in the places provided for that purpose on the front of an engine, denote that the train is an extra. These signals must be displayed by all extra trains but not by yard engines.

38. A blue flag by day and a blue light by night, placed on the end of a car, denote that car inspectors are at work under or about the car or train. The car or train thus protected must not be coupled to or moved until the blue signal is removed by the car inspectors.

When a car or train standing on a siding is protected by a blue signal, other cars must not be placed in front of it so that the blue signal will be obscured, without first notifying the car inspector, that he may protect himself.

## WHISTLE SIGNALS.

39. One **long** blast of the whistle is the signal for approaching stations, railroad crossings and junctions (thus, —).

40. One **short** blast of the whistle is the signal to apply the brakes—stop (thus, -).

41. Two **long** blasts of the whistle is the signal to throw off the brakes (thus, — —).

42. Two **short** blasts of the whistle is an answer to any signal, except "train parted" (thus, - -).

43. Three **long** blasts of the whistle (to be repeated until answered as provided in Rule No. 62) is a signal that the train has parted (thus, — — —).

44. Three **short** blasts of the whistle when the train is **standing** (to be repeated until answered, as provided in Rule No. 61) is a signal that the train will back (thus, - - -).

44a. Three **short** blasts of the whistle while train is in motion is to be used by engineers to call for a "steady" in running down grade (thus, - - -).

45. Four **long** blasts of the whistle is the signal to call in the flagman from the West (thus, — — — —).

\*45a. Four **long** followed by one **short** blast of the whistle is the signal to call in the flagman from the East (thus, — — — — — -).

46. Four **short** blasts of the whistle is the engineman's call for signals from switch-tenders, watchmen, trainmen and others (thus, - - - -).

47. Five **short** blasts of the whistle is a signal to the flagman to go back and protect the rear of the train (thus, - - - - -).

48. One **long** followed by two **short** blasts of the whistle is a signal to be given by trains on single track when displaying signals for a following train, to call the attention of trains of the same or inferior class to the signals displayed (thus, — - -).

NOTE.—This signal must be answered as per Rule 42.

49. Two **long** followed by two **short** blasts of the whistle is the signal for approaching road crossings at grade (thus, — — - - -).

50. A succession of **short** blasts of the whistle is an alarm for persons or cattle on the track, and calls the attention of trainmen to danger ahead.

## BELL-CORD SIGNALS.

51. Two taps of the signal-bell, when the train is **standing**, is the signal to start.

52. Two taps of the signal-bell, when the train is **running**, is the signal to stop at once.

53. Three taps of the signal-bell, when the train is **standing**, is the signal to back the train.

54. Three taps of the signal-bell, when the train is **running**, is the signal to stop at the next station.

55. Four taps of the signal-bell, when the train is **standing**, is the signal to apply or release air brakes.

56. Four taps of the signal-bell, when the train is **running**, is the signal to reduce speed.

57. Five taps of the signal-bell, when the train is **standing**, is the signal to call in the flagman.

58. Five taps of the signal-bell, when the train is **running**, is the signal to increase speed.

58-A. When one tap of the signal-bell is heard while train is **running**, the engineer must immediately ascertain if the train is parted, and, if so, be governed by Rule No. 103.

58-B. Signals of the same number of sounds shall have the same significance when given with other appliances than bell-cords and signal-bells.

#### LAMP SIGNALS.

59. A lamp swung across the track is the signal to stop.

60. A lamp raised and lowered vertically is the signal to move ahead.

61. A lamp swung vertically in a circle across the track, when the train is **standing**, is the signal to move back.

62. A lamp swung vertically in a circle at arm's length across the track, when the train is **running**, is the signal that the train has parted.

63. A flag, or the hand, moved in any of the directions given above, will indicate the same signal as given by a lamp.

#### FIXED SIGNALS.

64. Fixed signals are placed at junctions, railroad crossings, stations and other points that require special protection. Special instructions will be issued indicating their position and use.

#### RULES GOVERNING THE USE OF SIGNALS.

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

66. The unnecessary use of the whistle is prohibited; when necessary in shifting at stations and in yards the engine-bell should be rung, and the whistle used only when required by rule or law, or when necessary to prevent accident.

67. The whistle must not be sounded while passing a passenger train, except in cases of emergency or danger, or when required by the rules.

68. When a danger signal (except a fixed signal) is displayed to stop a train, it must be acknowledged as provided in Rule No. 42.

69. The engine-bell must be rung before starting a train, and when running through tunnels and the streets of towns or cities.

70. The engine-bell must be rung for a quarter of a mile before reaching every road crossing at grade, and until it is passed; and the whistle must be sounded at all whistling-posts.

71. When two or more engines are coupled to the head of a train, each engine shall display the signals as provided in Rules Nos. 36 and 37.

72. One flag or light displayed as a classification signal (see Rules 36 and 37), will be regarded the same as if two were displayed; but conductors and enginemen will be held responsible for the proper display of all train signals.

73. When a train is being pushed by an engine (except when shifting and making up trains in yards) a white light must be displayed on the front of the leading car at night, or when the train is obscured by fog or other cause.

74. When a train turns out to meet or be passed by another train the red lights must be removed and green displayed as soon as the track is clear; but the red must again be displayed before returning to its own track.

Head-lights on engines when on side tracks

or at the end of double tracks, waiting for trains, must be covered as soon as the track is clear and the train has stopped.

75. The combined green and white signal is to be used to stop a train only at the flag stations designated by the schedule of that train. When it is necessary to stop a train at a point that is not a flag station for that train, a red signal must be used.

76. White signals must be used by watchmen at public road and street crossings to prevent persons and teams from crossing when trains are approaching. Danger signals must be used when necessary to stop trains.

77. Torpedoes must not be placed near stations or road crossings, where persons are liable to be injured by them.

78. All signals must be used strictly in accordance with the rules, and trainmen and enginemen must keep a constant lookout for signals.

#### **TRAIN RULES.**

##### **CLASSIFICATION OF TRAINS.**

79. All trains are designated as regular or extra. Regular trains are those represented on the Time-table, and may consist of one or more sections. All sections of a train, except the last, must display signals as provided in Rule No. 36. Extra trains are those not represented

on the Time-table. An engine without cars, in service on the road, shall be considered a train.

80. All regular trains are classified on the Time-table with regard to their priority of right to the track; trains of the first-class being superior to those of the second and all succeeding classes, and trains of the second-class being superior to those of the third and all succeeding classes; and so on indefinitely. The terms passenger, freight or mixed are descriptive and do not refer to class.

81. Extra trains shall be distinguished as:

Passenger Extra, or Special;  
Freight Extra;  
Work Train Extra.

82. All extra trains are of inferior class to all regular trains of whatever class.

#### MOVEMENT OF TRAINS.

**83. A train of inferior class must in all cases keep out of the way of a train of superior class.**

84. On single track, all trains in one direction, specified in Time-table, have the absolute right of track over trains of the same class running in the opposite direction.

85. When trains of the same class meet on single track, the train not having right of track must take the siding and be clear of the

main track before the leaving time of the opposing train; but such train must not pass the switch to back in on a siding, until after the arrival of the opposing train, unless otherwise directed by special instructions. When necessary to back in on the siding, before passing the switch a flagman must be sent out in the direction of the opposing train as per Rule No. 99.

86. When a train of inferior class meets a train of superior class on single track, the train of inferior class must take the siding and clear the train of superior class **five** minutes. A train of inferior class must keep **five** minutes off the time of a train of superior class following it.

87. A train must not leave a station to follow a passenger train until **five** minutes after the departure of such passenger train, unless some form of block signal is used.

88. Passenger trains running in the same direction must keep not less than **ten** minutes apart, unless some form of block signal is used.

89. Freight trains following each other must keep not less than **five** minutes apart (except in closing up at stations or at meeting and passing points), unless some form of block signal is used.

90. No train must leave a station expecting

to meet or to be passed at the next station by a train having the right of track, unless it has full schedule time to make the meeting or passing point, or unless it has the full time allowed between stations (which may be shown on the margin of the Time-table) to make the meeting or passing point, and clear the track by the times required by Rules Nos. 85 and 86.

91. A train not having right of track must be entirely clear of the main track by the time it is required by rule to clear an opposing train or a train running in the same direction; failing to do so, it must be immediately protected, as provided in Rule No. 99.

92. Except at meeting or passing points as provided in Rules Nos. 85 to 91, inclusive, no train must arrive at a station in advance of its schedule arriving time, when shown.

No train must leave a station in advance of its schedule leaving time.

93. All trains must **stop** at schedule meeting or passing points on single track, if the train to be met or passed is of the same class, unless the switches are plainly seen to be right, and the track clear. The point at which a train should **stop** is the switch used by the train to be met or passed in going on the siding.

When the expected train of the same class

is not found at the schedule meeting or passing point, the train having right of track must approach all sidings prepared to stop, until the expected train is met or passed.

94. All trains must approach the end of double track, junctions, railroad crossings at grade, and drawbridges, prepared to stop, and must not proceed until the switches or signals are seen to be right, or the track is plainly seen to be clear. Where required by law, all trains must stop.

95. No train must leave a junction, a terminal, or other starting point, or pass from double to single track, until it is ascertained that all trains due, which have the right of track against it, have arrived.

96. When a passenger train is detained at any of its usual stops more than **three** minutes, the flagman must go back with danger signals and protect his train, as provided in Rule No. 99; but if it stops at any unusual point, the flagman must immediately go back far enough to be seen from a train moving in the same direction when it is at least **one-half mile** (or 17 telegraph poles) from the rear of his own train, and if the stop is over **one** minute he must be governed by Rule No. 99.

When it is necessary to protect the front of the train, the same precautions must be ob-



served by the front brakeman. If the front brakeman is unable to leave the train, the fireman must be sent in his place.

97. When a freight train is detained at any of its usual stops more than **five** minutes, where the rear of the train can be plainly seen from a train moving in the same direction at a distance of at least **one-half mile** (or 17 telegraph poles), the flagman must go back with danger signals not less than **450** feet (or 3 telegraph poles), and as much farther as may be necessary to protect his train; but if the rear of his train cannot be plainly seen at a distance of at least **one-half mile** (or 17 telegraph poles), or if it stops at any point that is not its usual stopping place, he must be governed by Rule No. 99.

When it is necessary to protect the front of the train, the same precautions must be observed by the front brakeman. If the front brakeman is unable to leave the train, the fireman must be sent in his place.

98. When it is necessary for the flagman to go back to protect the rear of his train, the next brakeman must immediately take the flagman's position on the train, and remain there until relieved by the flagman; and on passenger trains the baggage master must take the place of the front brakeman whenever necessary.

99. When a train is stopped by an accident or obstruction, or when it fails to make its running time, the flagman must immediately go back with danger signals to stop any train moving in the same direction. At a point **three-fourths of a mile** (or 26 telegraph poles) from the rear of his train he must place **one** torpedo on the rail; he must then continue to go back at least **one mile** (or 35 telegraph poles) from the rear of his train and place **two** torpedoes on the rail, ten yards apart (one rail length), when he may return to a point **three-fourths of a mile** (or 26 telegraph poles) from the rear of his train, and he must remain there until recalled by the whistle of his engine; but if a passenger train is due within **ten** minutes, he must remain until it arrives. When he comes in, he will remove the torpedo nearest to the train, but the **two** torpedoes must be left on the rail as a caution signal to any following train.

If the accident or obstruction occurs upon single track, and it becomes necessary to protect the front of the train, or if any other track is obstructed, the front brakeman must go forward and use the same precautions. If the front brakeman is unable to leave the train, the fireman must be sent in his place.

99a. On descending grades, or during blind-

ing storms or fog, the flagmen must go as much farther than the distance named in Rule 99 as will insure absolute safety, placing the torpedoes at relatively greater distances from the obstruction.

100. Freight trains having work to do on any other track may cross over if no passenger train is due, provided no approaching freight train is in sight; and also provided that a flagman has been sent with danger signals, as provided in Rule No. 99, not less than **one mile** (or 35 telegraph poles) in the direction of the expected train.

101. When a freight train on double track turns out onto the opposite track to allow a passenger train running in the same direction to pass, and, while waiting, a passenger train from the opposite direction arrives, the freight train may cross back and allow it to pass provided the other passenger train is not in sight; and also provided that a flagman has been sent with danger signals, as provided in Rule No. 99, not less than **one mile** (or 35 telegraph poles) in the direction of the expected train.

102. When it is necessary for a freight train on double track to turn out on to the opposite track to allow a passenger train running in the same direction to pass, and a passenger train running in the opposite direc-

tion is due, a flagman must be sent back with danger signals, as provided in Rule No. 99, not less than **one mile** (or 35 telegraph poles) in the direction of the following train, and the freight train must not cross over until one of the passenger trains arrives. Should the following passenger train arrive first, a flagman must be sent forward on the opposite track with danger signals, as provided in Rule No. 99, not less than **one mile** (or 35 telegraph poles) in the direction of the overdue passenger train before crossing over. Great caution must be used, and good judgment is required to prevent detention to either passenger train. The preference should always be given to the passenger train of superior class.

102a. Whenever there are two tracks in use, all trains must always (unless specially directed by the Superintendent, or unless, from some cause, that track is not passable) take the right hand track; when the right hand track is obstructed, and it becomes necessary to flag trains from one cross-over to another, upon the left hand track, around such obstruction, the Superintendent shall assign the duty of running trains by flag to a conductor, who shall use an engine and crew for that purpose; and it will be the duty of such conductor to see that flagmen are properly

stationed, and to notify trackmen and others who may be working on such left hand track, so that absolute safety may be secured before permitting trains to cross from the right hand to the left hand track. A general order to conductors and enginemen to flag themselves on the left hand track from one crossover to another must not be issued. This order must not be construed as prohibiting conductors from flagging themselves on the left hand track if the right hand track be obstructed, when from a break in the telegraph wires, or from other causes, they are unable to communicate with the Superintendent for instructions.

103. If a train should part while in motion, trainmen must use great care to prevent the detached parts from coming into collision. Enginemen must give the signal as provided in Rule No. 43, and keep the front part of the train in motion until the detached portion is stopped.

The front portion will have the right to go back regardless of all trains, to recover the detached portion, first sending a flagman with danger signals **one-half mile** (or 17 telegraph poles) in the direction in which the train is to be backed, and running with great caution, at a speed not exceeding four miles per hour. On single track all the precautions

required by the Rules must also be taken to protect the train against opposing trains. **The detached portion must not be moved or passed around until the front portion comes back.** This Rule applies to trains of every class.

An exception will only be made to the above when it is known that the detached portion has been stopped and when the whole occurrence is in plain view, no curves or other obstructions intervening, so that signals can be seen from both portions of the train. In that event the conductor and engineman may arrange for the re-coupling, using the greatest caution.

104. When a train is being pushed by an engine a flagman must be stationed in a conspicuous position on the front of the leading car, so as to perceive the first sign of danger and immediately signal the engineman.

105. A train starting from a station, or leaving a junction, when a train of the same class running in the same direction is overdue, will proceed on its own time and rights, and the overdue train will run as provided in Rule 88 or 89.

NOTE.—If the first named train is scheduled at a slower rate of speed than the overdue train, and falls behind time, it must proceed under orders or protection against such overdue train.

106. A train which is delayed, and falls back on the time of another train of the same class, does not lose its rights.

NOTE.—The delayed train is not relieved from the duty of protecting itself against following trains.

107. Regular trains twelve hours or more behind their schedule time lose all their rights. (See Rule 523).

108. A train overtaking another train of the same or superior class, **disabled so that it cannot move**, will run around it, assuming the rights and taking the orders of the disabled train, to the next telegraph office which is open, where it will report to the Superintendent. The disabled train will assume the rights of the last train passing it till the next telegraph office is reached.

109. All messages or orders respecting the movement of trains or the condition of track or bridges must be in writing.

110. Trains must not display signals for a following train without an order from the Superintendent.

111. Extra trains must not be run without an order from the Superintendent.

112. When signals displayed for a following train on single track are taken down at any point before the following train arrives, the conductor must inform the Superintendent promptly by telegraph, and also the operator or switchtender; and the latter, unless there is some other provision for the purpose, must notify all opposing trains of the same or inferior class leaving that point before the train arrives for which signals were displayed.

Substitute for Rule 114, on page 31, Book of Rules, for the Government of the Transportation Department of the Erie Railroad Company, dated January 1st, 1891.

Great care must be exercised by the enginemen and trainmen of a train approaching a station on a track adjoining one where another train is receiving or discharging passengers.

Trains must not run between a station building or platform and a train standing to receive or discharge passengers, unless signalled to proceed by the yardmaster, conductor or trainmen of the standing train, in which case they may proceed slowly and cautiously until their engine has passed the standing train.

Trains running on an adjacent outer track, when passing a standing passenger train, must proceed slowly and with great care.

At stations where passengers are obliged to cross other tracks in order to board a train, or get to the station or platform from a train, the conductor and trainmen must observe whether there is a train approaching before allowing them to do so.

charge of their duties, without a written order from the proper authority.

117. Conductors will be held responsible for the proper adjustment of the switches used by them and their trainmen, except where switch-tenders are stationed.

Whoever opens a switch shall remain at it until it is closed, unless relieved by some other competent employe.

When there is more than one train to use a switch it must not be left open unless one of the trainmen of the following train is at the switch and takes charge of it.

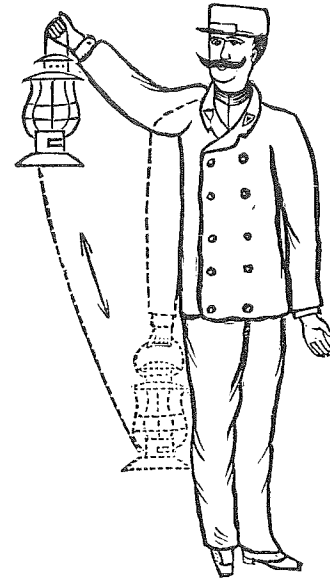
118. Accidents, detention of trains, failure in the supply of water or fuel, or defects in the track or bridges, must be promptly reported by telegraph to the Superintendent.

119. No train shall leave a station without a signal from its conductor.

120. Conductors and enginemen will be held equally responsible for the violation of any of the rules governing the safety of their trains, **and they must take every precaution for the protection of their trains, even if not provided for by the rules.**

121. **In all cases of doubt or uncertainty, take the safe course and run no risks.**

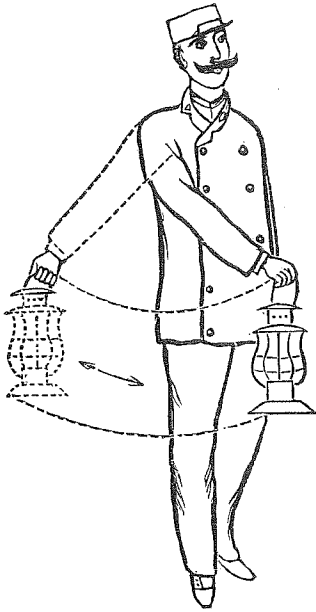
## HAND AND LAMP SIGNALS.



GO AHEAD.

*Go ahead.*—A motion up and down.

(Rule No. 60.)



STOP.

*Stop.*—A motion crosswise with the track.

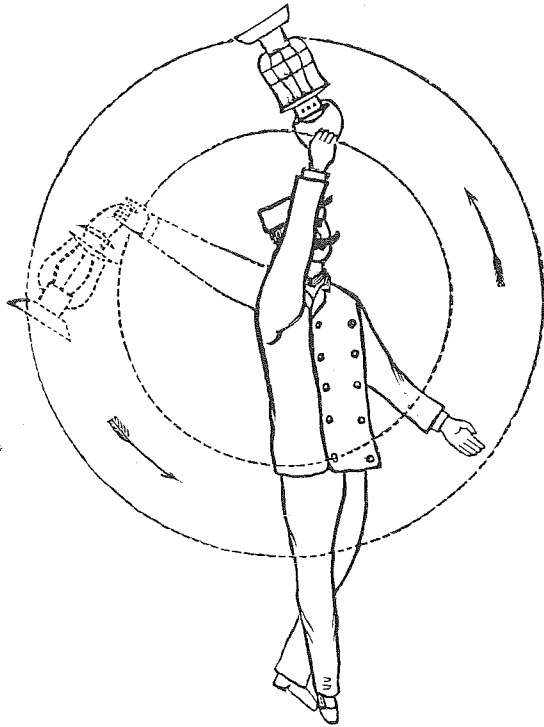
(Rule No. 59.)



BACK UP.

*Back up.*—A motion in a vertical circle.

(Rule No. 61.)



### TRAIN PARTED.

*Train parted.*—A motion in a vertical circle at arm's length across the track continuously given until answered by the engineman.

(Rule No. 62.)

### BLOCK SIGNALS.

150. For portions of the road where Block Systems are in operation, special instructions governing the same have been issued. All employes whose duties are prescribed therein must procure copies of such instructions and be governed by them.

## RULES FOR OFFICERS AND EMPLOYEES.

### GENERAL RULES.

201. All officers who employ men must exercise great care and discrimination in selecting them. The habits of applicants for employment must be carefully inquired into, and no person given employment unless strictly temperate. As a general rule, vacancies will be filled by promotion, and the efficiency of the entire service will, therefore, depend upon proper original selections.

202. The use of intoxicating drinks is strictly prohibited. Employes known to be addicted to their use at any time, or to frequent saloons or places of low resort, will not be retained in the service. Employes are also prohibited from smoking while on duty on passenger trains, at stations, or in or about the shops, and from card playing or gambling in any form at stations or in the cars.

203. All persons are notified that in accepting or retaining employment in the service of the Company they thereby assume all risks incident to such employment, including those risks arising from the negligence of co-employes.

204. Every employe is required to exercise reasonable care to avoid injury to himself or others, and to see for himself before using them that the machinery, tools and material provided for him, or subject to his management or use, are in proper condition for the intended employment.

205. All employes who undertake to couple cars or engines are especially warned that the coupling apparatus on any such cars or engines cannot, under existing conditions, be uniform in style, size or strength; that such apparatus is liable at any time to break or to become defective; and that, therefore, it is extremely imprudent and hazardous to undertake to couple them, until after examining them and ascertaining that it is safe to do so. They are imperatively required to use the utmost care and caution in coupling any cars where lumber or other freight projects over the ends of the same. **Under no circumstances must they go between these or any other cars or expose their arms or bodies between them, unless they can do so with absolute safety.** Sufficient time is allowed and required to be taken by employes in all cases to make these examinations. **Coupling by hand is strictly prohibited.** Use a stick for guiding the link or shackle. Each



employe whose duty requires him to make couplings must provide himself with a proper stick for such purpose.

206. Stepping upon the front of approaching engines; jumping on or off trains or engines while in motion; going between cars in motion to uncouple them; hanging upon or leaning out beyond the sides of moving cars or engines; riding upon top of unusually high cars, and all similar acts, are imprudent and hazardous and expose persons committing them to extraordinary dangers. All employes are enjoined to avoid such dangers and are warned that if they commit such acts it will be at their own peril and risk.

207. The Company desires its employes not to incur risks from which they can protect themselves by personal care, and by the exercise of their own judgment, and it enjoins them to take, in all cases, the time necessary to safely do their duty, whether acting under the direction of their superiors or otherwise. The subjection of themselves or others to unnecessary risks will be cause for dismissal from the service.

208. All employes will be required to live wherever the business of the company demands. They must not be absent from duty without permission from the proper officer. They will be held responsible for the strict

performance of their duties, and for the proper use and protection of all property intrusted to their care or subject to their management or control. On leaving the service, they must turn over to the proper officer all property of the Company in their possession.

209. The acceptance by officers or employes of any presents or gratuities from patrons or from subordinates is prohibited.

210. No agent or other employe is authorized to sell for the Company or to purchase on its account any supplies or material, except upon authority from the head of his department.

211. No general relation of superiority exists between Conductors and Enginemen, Firemen, Baggage Masters or Brakemen; nor between Enginemen and Firemen or other Trainmen; nor between Yard Masters or Station Masters and Enginemen, Firemen or other Trainmen or Yardmen; nor between Train Dispatchers, Conductors, Enginemen, Firemen, Brakemen, Track Foremen or Section Hands.

The duty of each employe is herein fully set forth, and except as herein provided, neither employe has any superiority over the other.

## SUPERINTENDENT.

212. The Superintendent reports to and receives his instructions from the General Superintendent.

He has charge of all persons employed upon the railroad of this Company, and of all of the operations of the Transportation Department, including the providing and caring for the Motive Power, the Maintenance of Way and the Movement of Freight and Passenger Traffic upon the entire road.

He will also report to and receive instructions from the Superintendent of Transportation in all matters pertaining to the Movement of Traffic, and must keep him fully informed of the requirements of the Road for the means of transportation

In case of accident or other unusual occurrence, he must promptly report the same to the General Superintendent, and also to the Superintendent of Transportation, if the occurrence comes within his jurisdiction.

The Superintendent will be assisted by Train Masters, a Chief Train Dispatcher,

Road Master and Master Mechanic, but any of these officers may be dispensed with as the business will admit.

## TRAIN MASTERS.

213. Train Masters report to and receive their instructions from the Superintendent.

In the absence of the Superintendent the Train Master will act in his place, and will perform such other duties as the Superintendent may from time to time direct.

They will exercise a general supervision over all trainmen, and suspend them for violation of Rules or neglect of duty, reporting their action to the Superintendent.

They will employ brakemen, appoint flagmen, and must personally conduct the prescribed examinations of trainmen in every grade of train service, and recommend men to the Superintendent for appointment as conductors and enginemen.

They must give special attention to the prompt movement of passenger and fast freight trains, see that the proper number of cars are moved in each freight train, and that **no more freight trains are run than are actually required.**

They must report all neglect of duty on the part of employes, and anything that comes under their observation that may interfere

with the prompt and safe working of the road, together with any action taken by them relating thereto.

They must make complete monthly inspections of all train equipment, and frequent inspections of Special Order Books, Bulletin Boards, Train and Standard Time Registers and Conductors' and Enginemen's files of Special Orders, and see that the rules relating thereto are complied with.

When trains are detained by accident or obstruction, they must go at once to the place and take general charge of clearing the road. They must see that every precaution is taken to insure the safety of approaching trains, and to protect the property in charge of or belonging to the Company.

#### SUPERINTENDENT OF TELEGRAPH.

214. The Superintendent of Telegraph reports to and receives his instructions from the General Superintendent.

He will have general supervision of all lines of telegraph wires owned or operated by this Company, and of all business with the Western Union Telegraph Company, and will communicate freely with the Superintendent and Chief Train Dispatcher in regard to the condition of the lines and the prompt transmission of business.

He will give special attention to the distribution and use of such supplies as are required for the construction of new, and the reconstruction of old lines, and see that they are used to the best advantage.

#### CHIEF TRAIN DISPATCHER.

215. The Chief Train Dispatcher reports to and receives his instructions from the Superintendent.

He will have charge of train dispatchers, telegraph operators and line repairers and may suspend operators and line repairers for neglect of duty, reporting his action and reasons therefor to the Superintendent.

He must see that unnecessary business is excluded from the wires; that the rules for the movement of trains by telegraphic orders are complied with; that a train dispatcher and his operator are never relieved at the same time; and that each conductor and engineman receives a copy of each new time-table issued before he is permitted to go upon the road.

He will have charge of the distribution of cars, and must so dispose of the available supply as to cause the least practicable mileage of empty cars.

He will report to the Superintendent of

Telegraph in regard to the technical management of the telegraph lines and all matters connected with the business of the Western Union Telegraph Company.

#### TRAIN DISPATCHERS.

216. Train Dispatchers report to and receive their instructions from the Superintendent and Chief Train Dispatcher.

They will issue orders for the movement of trains in the name of the Superintendent, see that they are transmitted and recorded in the manner prescribed by the Rules, and keep a record showing the time each train passes each telegraph office, the time the dispatcher and the operators in their offices go on and off duty, and important incidents which occur while they are on duty.

They must see that orders are slowly and distinctly sent, without abbreviations other than those authorized in Rule 527; must anticipate the necessity for orders as far as possible, and have them ready; must compel a prompt performance of duty by all trainmen with a view to preventing delay; and, in the absence of the Chief Train Dispatcher, must enforce discipline among the operators.

They must never go off duty until relieved by another dispatcher, to whom they must then deliver a summary written in ink of all

train orders outstanding, and must give any other information necessary for his guidance.

#### STATION MASTERS.

217. Station Masters report to and receive their instructions from the Superintendent, and must obey the orders of the Train Master.

They will have charge of the passenger station where they are located, and of the persons employed therein.

They must see that the stations and various apartments are kept in proper condition; that the platforms are free from snow, ice and dirt; preserve order about stations and prevent confusion and delay in seating passengers and receiving and delivering baggage; and attend courteously to the comforts and wants of passengers, and see that other employes do the same.

They must see that passenger cars in trains starting from their stations are inspected, cleaned and furnished with water, ice, fuel and light; that the trainmen are ready for duty at the appointed times wearing the prescribed uniforms; that the trains are properly made up and leave on time; and must report all causes of detentions at their stations.

They must see that all official orders and notices are posted on the bulletin board.

#### YARD MASTERS.

218. Yard Masters report to and receive their instructions from the Superintendent and Train Master. They will also comply with instructions of the Station Agent.

They have charge of the yards where they are located, and of the men employed, and the movement of trains and distribution of cars, therein.

They must see that train crews and engines are ready for duty at the appointed time; that trains are properly made up and leave on time; that way-bills or memorandum bills, properly filled out accompany every loaded car whether received or sent; that cars are loaded properly and that the doors of loaded cars are properly secured; that cars containing oil or explosives are placed in the middle of trains regardless of destination; and that all official notices are posted on the bulletin board.

They must decline to receive all improperly loaded cars from connecting lines; must keep on hand a sufficient supply of coupling sticks for the use of yardmen; and, at points where there is no Station Master, must perform the duties herein prescribed for that officer in

respect to the making up of passenger trains and control of trainmen.

#### STATION AGENTS.

219. Station Agents report to and receive their instructions from the Superintendent. They will also obey the orders of the Train Master, and comply with instructions issued by the Passenger, Freight and Accounting Departments, and by all general officers in matters connected with their official duties.

At points where no Station Master, Yard Master, or Station Baggage Agent is appointed, the duties prescribed for these officers, respectively, must be performed by the Station Agent.

They will have charge of the Company's books, papers, buildings, sidings and grounds at their stations, and will be held responsible for the safety and care of all property intrusted to the Company in the transaction of its business, and for the courteous behavior and proper deportment of all employes at their stations.

They must practice and enforce economy in the use of supplies; be prompt in making all required reports, remittances and other returns, and in answering correspondence, tracers and telegrams; and daily inspect all buildings, grounds, out-houses, etc., under

their charge, and see that they are kept clean, tidy and in safe condition for use.

They must especially see that the main track and passing sidings at their stations are not obstructed by cars; that, at stations where there is no Yard Master, main track switches, when not in actual use, are closed and securely locked; that cars upon sidings are not left where they will obstruct a view of the main track by persons approaching public crossings; that all cars left upon sidings clear the main track and have their brakes securely set, and, when such sidings are on a grade or the car brakes are defective, that the wheels are securely blocked; that their subordinates do not throw switches for in-coming trains except in response to signals therefor or to avert accident; that all switch and signal lights at their stations are properly displayed; that no lumber, timber, freight or other material is piled within **ten** feet of any main track or within **eight** feet of any side track; and, upon leaving their stations at night, that the main track is safe for passing trains and all signals in proper position and condition.

They must not receive freight for shipment in such condition that it cannot be carried without risk of loss or damage; and they must see that all freight received is properly loaded, and all loads on flat or gondola cars securely fastened.

They must not load any foreign car except in direction of its home, unless authorized by the Superintendent or other competent authority. Should such foreign cars not be furnished with home route cards Agents must ask the Superintendent of Transportation for proper routing.

Cars must be examined before loading and known to be in fit condition, and must not be loaded in excess of their capacity or beyond the proper limits of height or width, and Agents must decline to accept improperly loaded cars from connecting lines.

They must promptly report cars switched off in transit on account of defects, and also all empty cars at their stations for which they have no immediate use.

Record must be made of the description, marks, destination and weight of freight, names and addresses of consignors and consignees, and numbers and initials of cars into which freight is loaded. From this record way-bills must be made and forwarded as required, and Agents must be careful to take all receipts or releases and issue all Bills of Lading in strict accordance with the rules of the Traffic Department.

They must collect in advance all charges on freight received for stations where there are no Agents, and before delivering any freight to consignees must collect all unpaid

charges, unless specially directed otherwise by competent authority.

They must notify consignees of the arrival of freight, requesting payment of charges and immediate removal of such freight, and must collect demurrage for unreasonable delays, according to the regulations of the Traffic Department, unless specially directed otherwise by competent authority.

If Agents are notified by Consignor not to deliver freight, they must hold the same and ask the Superintendent for instructions.

If a consignee refuses to receive freight, they must notify the General Freight Agent, and, also, the agent at the shipping point, who will immediately notify the consignor.

They must deliver freight only to the consignee or on his written order, which may be endorsed on the original receipt or the Company's notice of arrival.

When a sheriff or other officer levies upon any freight in the Company's possession, the Agent must demand and obtain a copy of the writ, and require the officer to pay all charges and receipt for the property before surrendering possession of the same.

When a summons or other legal process against the Company is served upon an Agent he will write the date, hour, minute and manner of service thereon, over his signature, and

forward the same **immediately** to the Company's attorney at Chicago. He will also forward a copy to the Superintendent, and in addition will wire the Superintendent that this has been done. When the time is short between the service of any process and the return day named therein, he must also wire the Attorney, giving names of parties and the nature of the process.

Special care must be taken of perishable freight. If liable to perish the Agent must wire at once to the Freight Department for orders of disposal, failing to receive which he must dispose of the same to the best advantage and report fully to the proper officer.

When Post Offices are located eighty rods or less from the station, Agents must promptly receive and deliver mails, unless otherwise ordered; mail pouches must not be left unprotected or in exposed places; and Agents must notify Postmasters of all changes of timetables affecting postal service, and advise the Superintendent of all changes in location of Post Offices.

Agents must see that the ticket offices are open at least twenty minutes before the departure of any train carrying passengers and until the actual departure of such train. They must not sell tickets to points at which

trains do not stop, nor to persons who are not in a condition to take care of themselves (unless accompanied by a competent person) or whose conduct is likely to be a source of danger to other passengers.

Agents must be constantly watchful of all matters of interest to the Company, and must promptly report to the Superintendent all occurrences affecting its interests which come to their knowledge.

#### STATION BAGGAGE AGENTS.

220. Station Baggage Agents report to and receive their instructions from the Station Agent or Station Master. They must be familiar with and obey the instructions issued by the Passenger, Accounting and Baggage Departments in respect to their duties.

They will receive and check baggage and deliver it to the baggagemen of the trains; take charge of baggage put off trains at their stations; handle baggage carefully; be civil and obliging to passengers and require them to show their tickets before checking baggage, and must not check the same beyond the destination shown.

They must weigh all heavy baggage and collect for excess at established rates; check only one piece or parcel of baggage with one check; forward all baggage promptly:

keep on hand a sufficient number and variety of baggage checks, assorted and arranged for prompt use; and keep a record of all baggage received and forwarded, giving the condition and description thereof.

Baggage unclaimed for more than one month must be reported to the General Baggage Agent, showing train and station from which received and date of arrival.

**Instructions issued by the Passenger Department governing transportation of corpses must be strictly complied with.**

#### TELEGRAPH OPERATORS.

221. Telegraph Operators report to and receive their instructions from the Chief Train Dispatcher. They must also obey the instructions of the Station Agent or Station Master, when not in conflict with their duties as operators.

Operators are required to be constantly on duty during the hours assigned them, and must not leave their offices without permission. Offices are in charge of the day operators. Where two or more operators are employed during the day, there must always be one on duty. Where both day and night operators are employed, neither one must leave his post until relieved by the other, and the one going



off duty must inform the one taking his place respecting all unfinished business and the position of trains.

Where there is no night operator, the day operator on leaving at night must invariably place in the window, where it can be read from the outside, a card showing where he can be found during the night, and when trains are likely to be seriously delayed, Conductors must call such operator to get orders for them.

Operators must not leave their offices when a train is at the station, unless required by business connected with the train.

Each operator must keep a register of the time at which trains pass his office, and such other offices as may be required; give particular attention to the adjustment of his instruments, and be ready at all times to receive train orders; in transmitting, receiving and delivering train orders, conform to the prescribed rules; keep a full set of signals in good order and ready for use, and use them in accordance with the rules; observe the rear of trains and report at once to the Dispatcher and the next telegraph office if markers or red lights are not displayed as required by Rules Nos. 33 and 34.

Operators must be courteous in their intercourse with one another and with persons transacting business at their offices, and must

not use improper language over the wire. They must not take students or leave their offices in charge of other operators without permission, nor permit employes or others to frequent their offices. They must not receive messages to be transmitted free unless sent by or addressed to an officer, agent or employe, and must place on each message sent and received the date, time and initial of the operator who sent and received it.

They must preserve messages sent and promptly deliver those received, and must consider all messages confidential and not permit them to be read by any persons except those to whom they are addressed, nor make their contents the subject of conversation or remark.

When about to close their offices, operators must disconnect their instruments, notifying the Chief Train Dispatcher's office before doing so. When circuit is broken or interrupted, they must test the wire and report on which side of their office the trouble is. If it is at a point which they or the Line Repairer cannot promptly reach, they must notify the Track Foreman. The word "wire" will be used as a signal for testing.

When operators receive messages for transmission which, apparently, do not need to be sent by wire, they will transmit such messages promptly and then mail them to the

Chief Train Dispatcher for his information. Before sending messages, and when calling an office, they must give their office calls, and on receiving messages must acknowledge the same by saying "O. K." and signing.

Operators must not contend for circuit. If an operator interrupts when another is writing, except for a train order indicated by "31" or "19," or for an important message indicated by "27," the operator writing will say "10," and if it be disregarded, will keep his key closed until he can proceed without interruption, and then report the case in writing.

This Company is, by contract with the Western Union Telegraph Company, bound to do the business of the latter at all stations, and operators will be governed by the rules of that Company in transacting such business. Messages for transmission beyond this Company's lines must be sent according to the Western Union Telegraph Company's rules, unless otherwise ordered by competent authority.

In case of accident, no message respecting it, other than regular tariff business, must be transmitted unless addressed to an officer of the Company and sent by an agent, conductor or other employe, nor must such messages be made the subject of conversa-

tion or remark. Particulars for the public or for publication will be furnished only by an officer of the Company or upon his authority.

The President, Vice-Presidents, General Manager, General Superintendent, Superintendent of Transportation, and the Superintendent, Train Masters, Chief Train Dispatcher and Dispatchers on their respective Divisions only, have the right to direct operators to use the signal "27," and its use must in no case be permitted except by order of one of such officers. On through wires this signal can be used only by the order of the President, Vice-Presidents, General Manager, General Superintendent, Superintendent of Transportation and Superintendent.

Messages to points beyond the Divisions from which they are sent are deemed "through messages," and through wires must be used for such messages, except in cases of emergency. When there is a break in any line, business must be sent to the office nearest the break.

Every day (Sundays excepted) at 10.57 A. M., Central time, all business must be suspended on the time circuits and connection made with the Washington Naval Observatory clock during three minutes. This signal clock will break the circuit once every second, except that the 29th second and the 55th to

the 59th seconds, inclusive, of each minute are omitted. Thus, the first beat after the pause of five seconds always marks the beginning of the minute, and the first beat after the pause of one second marks 30 seconds. In order to distinguish the last minute, the beats cease 10 seconds before 11 o'clock, when there is a single beat. This first beat after the long pause indicates 11 o'clock, "90th Meridian time."

Variations in clocks of 30 seconds per day and over must be promptly reported by telegraph to the Chief Train Dispatcher.

Operators must keep their batteries clean and allow no dampness in the space between the cells or the shelves on which they rest, and their instruments must be constantly kept in good working order.

#### TELEGRAPH LINE REPAIRERS.

222. Telegraph Line Repairers report to and receive their instructions from the Chief Train Dispatcher. They must also obey the orders of the Superintendent of Telegraph.

They must keep the poles in proper position and the wires connected, insulated and clear of all obstructions; and make all necessary repairs, notifying the Chief Train Dispatcher when assistance is required, and calling upon the Track Foreman for assistance only when absolutely necessary.

They must frequently pass over the road, observe the condition of the telegraph line, examine connections at the offices, and promptly report everything that may interfere with the proper working of the line.

They must always have a full set of tools and a proper amount of material on hand, and be ready to respond immediately to any orders they may receive; supply operators and Track Foremen with wires and insulators for emergencies and instruct them how to splice the wire and make other repairs; report, after repairing a break in the wires or removing an obstruction, the locality and cause of the same; and **every morning** report the part of the road they will be on during the day.

They will have charge of the main batteries and will be responsible for keeping them in good order, and also for the proper placing of switch-boards and instruments in offices.

When necessary for them to use hand-cars, they may do so, provided they are familiar with the road and latest time-table, and if not, they must have with them an authorized employe who is. They must run such cars with great caution, keeping out of the way of all trains and at least twenty minutes off the time of passenger trains, and protect them-

selves by proper signals at all dangerous points. When not in use, they must remove such cars from the track, but never upon the public highways, and at night keep them in tool-houses or securely locked.

When running hand-cars, they must keep a lookout for torpedoes upon the rail and remove the same before passing over them when possible to do so, and after passing, replace the torpedoes in the exact spot where they were found upon the rail. Should such torpedoes be exploded by the hand-car, they must replace them with others, and Repairers must always provide themselves with torpedoes for this purpose when using hand-cars.

#### PASSENGER CONDUCTORS.

223. Passenger Conductors report to and receive their instructions from the Train Master. They must also obey the orders of Station Masters at their Stations, and comply with instructions issued by the Accounting and Passenger Departments and the Treasurer.

They must report in uniform at least thirty minutes before the leaving time of their trains; assist in shifting and making up their trains when necessary; see that their trains are supplied with, and that they display, the re-

quired signals; and ascertain that the cars have been cleaned, inspected and properly equipped, and that the air-brakes, bell and whistle-cords, hand-brakes and other appliances, are in proper working order, and see that they are operated according to instructions.

They will be responsible for the movement, safety, and proper care of their trains in strict accordance with the rules, and for the vigilance and conduct of the men employed thereon, and must report any misconduct or neglect of duty.

They must examine Special Order Books and Bulletin Boards before starting, and at all other points on the road where it is possible to do so, and will be held responsible for the observance of all bulletins and special orders, after having had an opportunity to read them. They must personally comply with Rule 95 of Train Rules, and never delegate this duty nor perform the same for Enginemen; and they must personally register their trains at all registry stations, unless otherwise specially directed, and in registering, must write clearly and legibly, and under the heading of "Signals," register only in the following form, "Signals from \_\_\_\_\_ to \_\_\_\_\_" or "No Signals," as the case may be.

They must see that each passenger is provided with a ticket or pass, collect fare from

those who are not so provided, and put off at a convenient station any who refuse to present such ticket or pass or to pay fare; attend courteously to the wants of passengers and see that their brakemen do the same; see that passengers are properly seated, and not allow them to ride upon the platforms, or in baggage or mail cars, or to violate, in any respect, the regulations provided for their safety; and maintain good order, and not allow drunken or disorderly persons to get or remain on their trains.

They must not permit News Agents to place articles on the laps of passengers or in the seats, or otherwise annoy them, nor to announce their wares more than twice while passing through each car.

When necessary to eject persons from trains, Conductors must proceed coolly and with moderation, using no unnecessary force, and ejecting them only at stations. If a ticket or fare has been taken from any such person, Conductors should return the ticket properly endorsed for the balance of the journey, or should tender back to such person the regular fare for the uncompleted portion of the journey, and in all cases should obtain the names and addresses of all witnesses, and report the facts and witnesses' names as soon as possible to the Superintendent.

Every Conductor must provide himself with a copy of the time-table in force, compare time with the Engineman before starting, and see that the latter has the correct time-table, and require a brakeman to station himself in the rear car at all times while the train is in motion.

When a train runs by a station, Conductors must, before giving or responding to the signals required by Rules 44 and 61, see that passengers are warned not to alight before the train backs up; and they must exercise great care in all cases to prevent injury to any passenger. **They must never start their trains at stations when passengers are getting on or off.**

In case of serious accidents to their trains, involving injuries to passengers, in addition to the reports usually made, Conductors must endeavor to obtain a full list of the names and addresses of all passengers and inquire of each whether he is injured, writing down the answers. When it is not practicable to get the names of all passengers, they should get those, at least, who were in the damaged cars.

They must report delays, and causes thereof, by wire, from the first open telegraph office at which they stop, and they are expected at all times to be vigilant to foresee and, as far as possible, avoid anything which may delay or cause an accident to their trains.

**They must constantly bear in mind that a large percentage of accidents results from failures to properly protect trains, and they must invariably require flagmen to act with the utmost promptness in strict accordance with the rules, and never intrust the responsible duties of flagman to an inexperienced man, unless in case of absolute necessity, when they must give the fullest instructions how to proceed which the nature of the emergency will permit.**

PASSENGER BRAKEMEN.

224. Passenger Brakemen report to and receive their instructions from the Train Master. At Stations they must obey the orders of Station Masters and Agents. While on duty they are under the direction of the Conductor.

It is their duty to test and attend to the hand-brakes; to be provided with, take care of, and properly display train signals; to attend to the lighting, heating and ventilation of the cars, and see that they are supplied with fuel, water and ice, as may be required; to open and close the car doors; and to assist the Conductor in the proper disposi-

tion of passengers, and in preventing them from riding upon platforms or violating other regulations provided for their safety, and in preserving order; and to assist in all other things requisite for the prompt and safe movement of trains and comfort of passengers.

They must report in uniform for duty at least thirty minutes before the leaving time of their trains; assist in making up their trains if necessary; see that danger signals and extra supplies are in good order and placed ready for use; throw switches when their trains use switches; and give proper attention to the wants of passengers, avoiding unnecessary conversation.

When necessary to pass through sleeping-cars, they must do so quietly, and in passing through dining-cars, when meals are being served, they must remove their caps.

They must announce the name of the station at each stopping-place, and the length of the stop if it exceeds three minutes; and, after passing the last station previous to the one at which a regular or flag stop is to be made, announce in each coach the name of the next station at which the train stops, thus: "**The next station is — —,**" adding, "**flag station,**" when the fact requires it. When a railroad crossing, or drawbridge,

etc., intervenes, the announcement should be, "**The next stop is a crossing stop, the next station——.**" These announcements should be made inside the car, with the door closed, and should be spoken audibly, distinctly, and in a deliberate manner, and at all stops other than at stations, special care should be taken to see that passengers do not leave the cars.

At stations they must stand at the steps of the coaches of which they have charge and assist passengers off and on, and when their trains stop for meals, must not leave such positions until they have assisted all passengers desiring to alight, and must resume such positions before passengers return to the cars.

**They must invariably ascertain whether any passengers are getting off or on at the other end of their coach before signaling the Conductor to start.**

When not performing other duties, they must station themselves at the end of the car where the air-brake attachment is located, so as to apply the brakes in cases of emergency, and must at all times be attentive to signals of the Engineman, and when air-brakes fail, promptly apply the hand-brakes as required. They must be familiar,

with the mechanism and operation of air-brakes and of the steam heating apparatus, and be able to assist the Conductor in remedying defects of the former and to properly manage the latter.

They must also render necessary assistance in handling baggage, in order to prevent delays to their trains at stations, so far as consistent with their other duties.

**When necessary to protect their trains with signals, they must proceed in strict accordance with Rules 96-99a, inclusive.**

#### TRAIN BAGGAGEMEN.

225. Train Baggage men report to and receive their instructions from the Train Master. While on duty they are under the direction of the Conductor. They must comply with instructions issued by the Accounting and Passenger Departments and the General Baggage Agent.

It is their duty to receive, take care of and correctly deliver baggage carried on their trains; check baggage at stations where there are no agents, and, in such cases, correctly report and remit the proper charge for excess over the amount of baggage allowed each passenger; take charge of and promptly deliver letters and packages forwarded on rail-

road business or addressed to Officers or Agents; properly handle and deliver to the Agent at destination all U. S. mail pouches intrusted to their care; and attend to the lights and stoves in baggage-cars while on duty.

They must report for duty at the appointed times; handle baggage carefully; be civil and obliging to passengers; and remain in the baggage car while on duty, except when required to take the place of the front brakeman when he has gone out to protect the train.

They must not carry letters, packages, notes or other valuables not authorized by the regulations; nor receive any perquisite for the transportation of any article, except such as they may be authorized to take charge of at fixed rates for special care; and they must not permit any one to ride in the baggage car except Mail Agents, Express Agents and News Agents in the discharge of their duties.

They must not receive a corpse for transportation unless securely enclosed in a strong, tight box, and accompanied by all certificates required by laws of the States within which it is to be carried, and, also, unless it is in care of some person taking passage by the same train. They should notify the Conductor of the receipt of a

corpse, in order that he may secure the ticket issued therefor.

In other than their special duties they will be governed by the rules for passenger brakemen.

#### FREIGHT CONDUCTORS.

226. Freight Conductors report to and receive their instructions from the Train Master. At terminal stations they must obey the orders of Yard Masters.

They will be responsible for the movement, safety and proper care of their trains, until they are set off the main track at their destination; for the vigilance and conduct of the men employed thereon; and for reporting any misconduct or neglect of duty.

They must report for duty at least thirty minutes before the leaving time of their trains; assist in making up their trains when necessary; see that the engine and train are supplied with and that they display the required signals; require their brakemen to examine the couplings, brakes, brake shafts, ladders, running boards, steps, hand-holds and other appliances before starting, and see that they are in good order; and not permit unauthorized persons or passengers to enter the cars or ride upon their trains, unless directed by special rule or order to do so.



They must examine Special Order Books and Bulletin Boards before starting on, and at the end of, each trip; must personally comply with Rule 95 of Train Rules, and never delegate this duty nor perform the same for Enginemen; must personally register their trains at all registry stations, unless otherwise specially directed, and in registering, write clearly and legibly, and under the heading of "Signals" register only in the following form, viz: "Signals from.....to....." or "No Signals," as the case may be.

Every Conductor must provide himself with a copy of the latest time-table and compare time with the Engineman before starting, and see that the latter has the correct time-table.

Before starting they must record in their train books the numbers and initials of all cars in their trains, and whether each is loaded or empty, and the station number; see that car doors are shut and kept fastened, except when loading or unloading; refuse to move cars that are unfit for service or loaded in excess of their safe capacity, or beyond the proper dimensions, or when their loads are improperly distributed; and especially see that a car which has a reliable brake is kept on the rear of the train throughout the trip.

They must procure an original way-bill or memorandum way-bill from the Yard Master

or Station Agent for each loaded car in their trains, which they must deliver to the Yard Master or Station Agent where the cars are left, or if there be neither of these officers at such point, then to the Agent at the next station beyond, in which case they must certify upon the face of the way-bill to the correct delivery of the freight and its apparent condition when delivered.

They must not take loaded cars from points where there is no Agent, unless furnished with a proper way-bill therefor, or instructed to do so by competent authority; and, when cars are left on a siding, they must see that the brakes are securely applied and wheels blocked when necessary, that derailing switches are set so cars cannot run out on the main track, and that one link and two coupling pins are left with each car.

In doing work at stations they must carry out the wishes of Agents as to placing cars, etc. If Agents' orders are unreasonable, the facts should be reported to the Train Master. Under no circumstances will the Conductor undertake to settle the matter by dispute. In switching at stations and in yards where it is necessary to move cars which are being loaded or unloaded, such cars must be returned to the same positions as found, or be placed in equally convenient places for loading or un-

loading. Before moving cars great care must be taken to warn persons working about them, and opportunity must be given them to get away and out of danger before the cars are moved.

They must keep a record of all cars taken into their trains during the trip, whether each was loaded or empty, the station where each was taken or left, and the time of their arrival and departure at each station where their trains stop. They must also enter their names and the time of departure from and arrival at terminal stations for each car on the backs of all way-bills.

They must see that all freight is handled carefully; check all freight loaded upon their trains, and if it does not correspond with the description upon the way-bill, refuse to accept the freight until the mistake is corrected; deliver all freight in accordance with the way-bill, and report any freight "over" or "short," to the Superintendent as soon as the discrepancy is discovered. When freight is transferred, they must enter the number of the car to which it is transferred in the proper place upon the way-bill, and note upon the face thereof the place at which the transfer was made, and the condition of the freight when transferred, signing their names thereto.

They must promptly deliver all letters, way-bills or dispatches intrusted to their care; report delays, accidents, and causes thereof by wire, from the first open telegraph office at which they stop; and at all times be vigilant to foresee and avoid anything which may delay or cause an accident to their trains.

**They must constantly bear in mind that a large percentage of accidents results from failures to properly protect trains, and they must invariably require flagmen to act with the utmost promptness in strict accordance with the rules, and never intrust the responsible duties of flagman to an inexperienced man, unless in case of absolute necessity, when they must give the fullest instructions how to proceed which the nature of the emergency will permit.**

#### FLAGMEN.

227. Flagmen report to and receive their instructions from the Train Master. When on duty they must obey the orders of the Conductor.

It is their duty to provide themselves with the latest time-table, see that their trains are

provided with flags, torpedoes, lamps and all other signals, supplies and equipment required, and to notify the conductor whenever requisitions need to be made for any of these articles.

**It is their especial duty to protect the rear of their trains in strict accordance with the rules for the movement of trains.**

They must also assist the Conductor in making his reports, and performing other duties in connection with the management of the train which will not interfere with the prompt performance of their special duties.

They must, when going in or out of sidings crossing the main track, when the train is parted, or stopped at stations where a view of the track is interrupted, and in case of any detention, caused by obstruction of the track or otherwise, **immediately** protect their trains, without waiting for a signal from the Engineer, or instructions from the Conductor.

In other than their special duties, they will be governed by the Rules for Passenger or Freight Brakemen, as the case may be.

On trains where no regular Flagman is employed, the rear Brakeman will perform the duties herein prescribed for Flagmen.

#### FREIGHT BRAKEMEN.

228. Freight Brakemen report to and receive their instructions from the Train Master.

When on duty they must obey the orders of the Conductor. At terminal stations, and in yards they must obey the orders of the Yard Masters or Station Agents.

It is the duty of brakemen to make couplings; attend to the brakes; be provided with and properly display train signals; and assist the Conductor in loading and unloading freight, in inspecting the cars and in all things necessary for the prompt and safe movement of the train.

They must examine and know for themselves that the coupling apparatus, drawheads, draw-bars, brakes, brake shafts and attachments, ladders, running boards, steps, hand-holds, and other parts and mechanical appliances which they are to use, are in safe and proper condition; if not, report them to the Conductor, and have them put in order before using.

They must report for duty at least thirty minutes before the leaving time of their trains; assist in making up their trains when necessary; test the hand-brakes and see that they are in proper condition and work easily, and that the nut over the brake-wheel is attached to the staff so the wheel cannot come off; and at stopping places assist the Conductor in inspecting the car seals and the running gear of the cars.

They must ride upon the top of cars, and in such positions as to readily pass signals the whole length of the train, but in extremely cold or stormy weather the Conductor may permit them to relieve one another regularly, provided there are always two brakemen on top of the cars when the train is in motion.

They must apply the brakes when the Engineman shuts off steam on descending grades or approaching stations; and, using judgment, must endeavor to keep the speed of the train within the required limit without waiting for instructions from the Conductor or a call for "brakes" or "steady" from the Engineman.

They must not use a stick to apply the brakes; must avoid sliding or heating the wheels; and must not leave their trains until they are set off the main track at the terminal station.

Their attention is particularly directed to General Rules 205 and 206.

#### MASTER MECHANIC.

229. The Master Mechanic reports to and receives his instructions from the Superintendent. He must also obey the instructions of the Superintendent of Motive Power.

He is responsible for the economical management of the shops and for the discipline and proper discharge of the duties of

the persons employed therein; for the economical use of fuel and stores, and for keeping the proper account of those supplied to engines and cars; and for engines and cars being in proper condition for service.

He must adhere to the authorized standards in construction and repairs, unless otherwise instructed; obtain special authority before making changes in the general arrangement or details of engines or cars, or before making such extensive repairs as to practically rebuild engines or cars; and not allow any person to do work for himself or others at the Company's shop, except upon a written order from the Superintendent, approved by the General Superintendent.

He must frequently ride upon the engines and give necessary instructions to Enginemen and Firemen as to the handling and care of engines, and the economical use of fuel and stores; and must also consult and advise frequently with his Foremen respecting the performance of engines while on the road, their daily condition and requirements, and see that they are maintained so as to give the most efficient service.

He will examine Enginemen for employment by the Superintendent; examine and recommend Firemen for promotion; employ Firemen subject to the approval of the

Superintendent; be responsible for the discipline of Enginemen and Firemen in everything relating to the Motive Power Department, subject to the approval of the Superintendent, and see that all employes under him whose duties are defined or affected by these rules, are supplied with and receipt for copies of the same.

He must not permit work to be done in the shops at night or on Sunday unless by authority of the Superintendent, nor permit lights in the shops after working hours, except those required by the watchmen on duty; and he must not allow visitors in the shops without permits, nor allow them to converse or interfere with the workmen.

#### CAR INSPECTORS AND CAR REPAIRERS.

230. Car Inspectors and Car Repairers report to and receive their instructions from the Master Mechanic or such other officer as he may designate. They must also comply with the instructions of the Superintendent of Motive Power and of Station Masters or Yard Masters.

It is the duty of Car Inspectors to inspect all cars passing their stations; to indicate, by marking on cars or otherwise, any defects, lack of stores or equipment, excess or

improper distribution of lading that may need remedying; to make any slight repairs, and send to the shop cars not fit for service.

They must be familiar with the Master Car Builder's Rules of Interchange, and have copies of them at hand when on duty, and, in inspecting freight cars, must comply strictly with such rules, except when the same conflict with other instructions issued by competent authority.

In inspecting passenger cars at terminal stations they must see that the cars are properly washed, equipped and warmed; that all fixtures are clean, in good order and ready for use; that all lighting and heating apparatus is in proper condition; that the cars are supplied with fuel and water (and with ice in season); that the running gear and draw gear are in good condition, and that the air and hand-brakes and air signals are in good working order. At other than terminal stations they must inspect the trucks, wheels, draw gear and brakes, and see that they are in proper condition.

Car Repairers must promptly repair the defects indicated by the Car Inspectors and any others that they may discover.

**Car Inspectors, Car Repairers and all others who may be at work about cars on the tracks, must in-**

**variably protect themselves when necessary, as provided in Rule 38.**

ROAD FOREMEN OF ENGINES.

231. Road Foremen of Engines report to and receive their instructions from the Master Mechanic, and will also report to the Superintendent as he may direct.

It is their duty to frequently ride upon the engines and instruct Enginemen and Firemen in regard to the proper performance of their duties and the economical use of fuel and stores; report defects in engines which come under their observation; require Enginemen to properly equip their Engines with signals, tools and other supplies; ascertain the capacity of the engines for generating steam, and see that the proper pressure is not exceeded; report the proper number of cars to be allotted each class of engines, and whether more or less than the proper number are given them; see that boilers are washed out when necessary; and report the qualifications of Enginemen and Firemen, and any violation of rules or neglect of duty which may come to their knowledge.

They must consult and advise with the Master Mechanic in regard to the daily condition and requirements of the engines, and all matters relating to their economical and efficient operation.

ENGINEMEN.

232. Enginemen report to and receive their instructions from the Superintendent. In all matters relating to the care and use of their engines, they will be governed by the orders of and report to the Master Mechanic. They must also obey the orders of the Train Master and Road Foreman of Engines, and, when at the engine-house, they are under the direction of the Engine Dispatcher. They must obey the orders of Station Masters and Yard Masters as to shifting and making up trains, and those of Conductors as to starting, stopping and general management of trains, unless they endanger the safety of the train or require violation of rules.

The Engineman is jointly and equally responsible with the Conductor for the safety of his train and the movement of the same in strict compliance with the rules, and he must decline to obey any orders which involve peril to his train or violation of the rules. When there is no Conductor, or he is disabled, the Engineman will have charge of the train, and will be governed by the rules prescribed for Conductors.

The Engineman must have a copy of the latest time-table and a full set of signals; must examine the Bulletin Board before starting on, and at the end of, each trip; compare time with the Conductor of his train before starting; and personally comply with Rule 95 of Train Rules.

He must report for duty at the appointed times; see that the engine is in good working order and furnished with the necessary signals, stores and supplies; give checks for fuel and stores received; and assist in shifting and making up the train when necessary.

He must exercise caution and good judgment in stopping and starting the train, and in moving and coupling cars, so as to avoid disturbance to passengers and injury to persons or property; keep a constant lookout on the track for danger signals and obstructions; stop and inquire respecting signals not understood, and report any neglect of duty observed; use every precaution against setting fires, and not permit wood, burning waste, hot cinders or any other things to be thrown or dropped from the engine; clean the ash pan only at points specially designated; inspect and report the condition of the engine at the end of each trip, and assist in making repairs when called upon.

Before leaving a terminal station with a passenger train, the Engineman must apply the air brakes, and allow them to remain on long enough for the Inspectors or Trainmen to see that the apparatus is in perfect working condition throughout the train, applying and releasing them in accordance with the rules.

When a passenger train runs by a station or other stopping place, the Engineman must give

the back-up signal and receive a response from the Conductor before backing the train. Great care must be exercised in backing the train to avoid injury to passengers or others by a sudden or unexpected movement.

Enginemen must prevent the blowing off of steam at stations or near public crossings, and, in passing trains on double tracks or switches, must not sound the whistle, unless necessary to prevent accident.

Enginemen must not waste time when taking water, oiling their engines or doing other work at stations, or by shutting off steam at an unnecessary distance from stations, and must not allow any person to ride upon the engine, except as provided in the rules, without written authority from the Superintendent.

#### FIREMEN.

233. Firemen report to and receive their instructions from the Superintendent. In all matters relating to the care and use of their engines, they will be governed by the orders of and report to the Master Mechanic. They must obey the orders of the Train Master and Road Foreman of Engines, and, when at engine-houses, they are under the direction of the Engine Dispatcher. When with the engine, the Fireman must obey the orders of the Engineman respecting the proper use of fuel and the manner of performing his work.

They must report for duty at the appointed times; attend to the fires of the locomotive when on the road, and to taking water and oiling the machinery; assist Enginemen in watching for signals and obstructions; clean and polish their locomotives at the end of each trip, and assist in making repairs when necessary.

They must not run the engine in the absence of Enginemen, unless by authority of the Superintendent or Master Mechanic, and they must be familiar with the rules that apply to the protection of trains and the use of signals, and must examine the Bulletin Board before starting on, and at the end of, each trip.

#### ROAD MASTER.

234. The Road Master reports to and receives his instructions from the Superintendent.

He will have supervision of the maintenance of way, and of the works accessory thereto.

He must go over the road frequently; carefully examine the condition of the roadbed, ballast, ties, track, culverts, tunnels, bridges, trestle work, docks, wharves, buildings, water stations and other structures under his charge; see that they are kept in good repair, that the roadbed is maintained in accordance with the Standard Cross Section, that switches are kept clean, that the signals are bright, and that Road and Bridge Watchmen are properly distributed.

He must provide for promptly removing snow and ice from station platforms, side tracks and switches; and, in case of accident to or other detention of through trains, affecting the track, must promptly go to the point of detention and provide track facilities for the movement of trains.

He must see that cross ties, material for buildings, bridges or other purposes, frogs, switches and rails are carefully inspected; that the required standards in size and quality are maintained; and that all materials are as represented and suitable for the purposes required.

He must instruct the Master Carpenter, Supervisors, Track Foremen, and other employes under his charge, in the performance of their duties when necessary, and supply them with danger signals, copies of time-tables and rules, and hold them responsible for the prompt and proper performance of their duties.

He must see that the time of the men and rates of pay are correctly returned to the Superintendent, and will have such other duties as the Superintendent may from time to time direct.

#### MASTER CARPENTERS.

235. Master Carpenters report to and receive their instructions from the Road Master.

They will have charge of the repairs of buildings, water tanks, pumping stations, bridges and



other structures, and must frequently and carefully examine all bridges, and also all stations, buildings, and other structures under their charge, and promptly report any defects observed and make such repairs as may be required.

They must see that tools and materials are properly and promptly distributed to the points where they are needed; that their assistants and laborers are punctual in attendance and discharge their duties faithfully; and that they are supplied with copies of the latest time-table, and are familiar with the use and meaning of signals.

When making ordinary repairs, they must see that the main track always remains unobstructed, and when necessary to obstruct it, they must first obtain a "31" order from the Superintendent, and must, also, be under the protection of danger signals, as required by Rule 99, in each direction upon single track, and, upon double track, in the direction from which trains are expected.

They will call upon the Supervisors for any assistance they may require in their work.

#### SUPERVISORS.

236. Supervisors report to and receive their instructions from the Road Master.

The Supervisor has charge of the repairmen and other laborers employed on his Subdivision, and must see that they perform their duties prop-

erly; discipline them for neglect of duty; and keep account of and report their time, kind and location of the work performed, and their rate of pay in the manner prescribed.

It is the Supervisor's duty to keep the track, roadbed, bridges, culverts, buildings and other property of the Company on his Subdivision in repair.

He must pass over his Subdivision daily; observe the condition of the track and bridges; see that the proper slopes and ditches are preserved, and that culverts and drains are kept open; see that fences and cattle guards are in good repair, that ties are of the standard size, evenly spaced and properly tamped, and that the rails are in proper surface and securely fastened; note anything liable to obstruct the track, and have it removed; and do everything necessary to secure the safety of the road.

He must see that the persons under his charge understand and obey the rules and understand the use and meaning of signals; that materials are safely kept and economically used; attend in person to the removal of slides, snow or other obstructions; in case of accident take the necessary force to the place, and use every effort to clear the road; have the standard time and compare with each Foreman once a week or oftener; give attention to the water supply, and report any defect or deficiency; keep an oversight of

work performed by contractors or mechanics, and see that they do not endanger the safety of the road; and make careful inquiry and report fully in writing respecting any accident or cases of personal injury to their subordinates.

He must pay particular attention to the grounds about stations, and see that they are kept in good repair and are tastefully arranged; see that a clear space of at least ten feet is preserved on both sides of the main track when practicable, and that nothing is piled along sidings within eight feet of the rail; see that high grass, weeds and combustible material is cleared from, or burned upon, the right of way, and see that old ties, material and scrap are collected at least once a week.

He must inspect all cross ties, frogs, switches, and rails before the same are used, and see that the required standards in size and quality are maintained, and that the materials are suitable for the purposes required.

He must be familiar with the instructions issued for the government of trains and trainmen; see that Track Foremen and Road and Bridge Watchmen on his Subdivision are supplied with and are familiar with such instructions, and also with copies of the latest time-table; promptly discharge any Foreman who may prove incompetent, negligent in his duties or otherwise unfit for service, and report any neglect of duty or violation of rules that comes under his notice.

He must render assistance to the Master Carpenter when called upon, and perform such additional duties as the Road Master or Superintendent may require, or the service may demand.

#### TRACK FOREMEN.

237. Track Foremen report to and receive their instructions from the Supervisor.

They have charge of the repairs on their respective Sections, and are responsible for the proper inspection and safety of the track, bridges and culverts.

They must see that the track is in good line and surface, and properly spiked; that it is in true and uniform gauge; that the cross-ties are properly spaced, lined and tamped; that the roadbed is in good order; that the proper slopes and ditches are preserved, and slopes sodded when practicable; that the drainage is not interfered with; and that fences, cattle guards and road crossings are properly maintained.

They must engage in work personally, and see that Road and Bridge Watchmen and other workmen faithfully perform their duties, and suspend any of their subordinates for neglect or misconduct, reporting all such cases to the Supervisor for his approval.

They must compare time each day with the clock at the nearest telegraph office, or with the Conductor of a train; carefully observe the sig-

nals displayed by trains; and be sure, before obstructing the track, that all trains and sections of trains that are due have passed.

They must watch points where obstructions are likely to occur; examine the slopes of cuts and remove anything liable to fall or slide; cut and remove from, or burn upon, the right of way, all high grass, weeds and other combustible material, especially in the vicinity of trestles, bridges and buildings; extinguish fires that may occur along the road; watch the telegraph line, and keep the poles in proper condition; reset poles and unite wires when necessary; report promptly any derangement of the wires; assist the Telegraph Line Repairers when necessary; see that water stations are kept in order and report any failure in the water supply; render prompt assistance in case of accident or delay to trains; and see that old material is gathered up, and that their Sections are kept in neat and proper condition.

During heavy storms they must detail all hands to watch the road, and take every precaution to prevent accident without waiting for instructions from the Supervisor or Road Master; and at other times they must see that Road and Bridge Watchmen are properly distributed.

They must see that all switches are cleaned, well lined, and work easily; and that the targets and other signals are kept bright and in good order.

They must run their hand-cars and trucks with great caution, always keeping a lookout for extra trains, and fully protecting themselves by proper signals at all dangerous points. They must keep out of the way of all trains, and must not run within 20 minutes of the time of any passenger train, nor in the wrong direction on double track. They must not permit their hand-cars or trucks to be used unless they accompany them, nor to be run on Sunday or after dark, without special authority from the Superintendent, nor to be attached to trains in motion; and when they are not in use they must be removed from the track, but never upon a public highway, and at night must be kept in tool houses or securely locked.

When running hand-cars they must keep a lookout for torpedoes upon the rail, and remove the same before passing over them when possible to do so, and, after passing, must replace the torpedoes in the exact spot where they were found upon the rail. Should such torpedoes be exploded by the hand-car, they must replace them with others.

They must not obstruct a main track in making repairs within 20 minutes of the time of any passenger train, or within 10 minutes of the time of any freight train; and they must never so obstruct such track without first displaying danger signals, as required by Rule 99, in each direction upon single track, and on double track in the di-

rection from which trains are expected. They must always be prepared for the arrival of extra trains. Everything that interferes with the safe passage of trains at **full speed** is an obstruction, and must not be attempted without using the above precautions.

They must make full reports, upon the prescribed forms, of accidents to stock and of damage caused by fires, as soon as possible after hearing of the same, and must perform such other duties as may be required by the Supervisor or Road Master, or as the service may demand.

#### ROAD AND BRIDGE WATCHMEN.

238. Road and Bridge Watchmen report to and receive their instructions from the Track Foreman.

Road Watchmen must walk over the road, carefully examining the track, and see that it is in safe condition; that the switches are set and locked for the main track; that cars left on sidings fully clear the main track, and that the doors of loaded cars are secured.

They must examine buildings and other property of the Company, and protect them from theft and fire.

Should an obstruction to the track occur, the Watchman must at once display a danger signal in either direction from which trains may come, and immediately send word, if possible, to the

Track Foreman. Night Watchmen, before going off duty, must notify the Track Foreman of all trains due which have not passed, and of any other matters requiring attention.

Bridge Watchmen must keep a supply of water on the bridges, and follow each train with a bucket of water to extinguish fire or hot cinders that may have fallen from the engine; keep the coping of abutments and piers clean; guard against any sudden washing or undermining of abutments and piers; remove combustible matter from near the bridges; report enginemen who allow fire to escape while crossing bridges, or who are careless in observing signals or regulating the speed of trains; frequently examine the timber and iron work of their bridges, report any decay or defect, and, as far as possible, prevent all persons, except employes, from crossing the bridges.

Watchmen must observe the speed of passing trains, and report any violation of the rules. When their time is not wholly occupied with watching, they will attend to such other duties as may be directed.

#### SWITCHTENDERS.

239. Switchtenders report to and receive their instructions from the Station Agent. In yards they report to and are under the direction of Yard Masters or Station Masters.

It is the duty of Switchtenders to operate the switches under their charge for trains using

them; to keep the switches in good condition and clear of snow or other obstruction, and promptly report defects.

They must keep the switches locked for the main track, except when passing trains to or from another track, and must watch for approaching trains and give the safety signal if all is right.

Where day and night Switchtenders are employed, they must not leave their posts until relieved by each other, and the one going off duty must inform the one coming on, of trains due which have not passed.

**SPECIAL ORDER BOOKS, AND CONDUCTOR'S AND ENGINEMEN'S FILES OF SPECIAL ORDERS.**

250. Special Order Books for the preservation of special instructions, and the acknowledgments thereof, are located on each Division of the road at points indicated upon the time-table. They will be used as follows, viz:

All orders to be entered in these books will be headed "Special Order," be numbered consecutively and be issued by the Superintendent. These numbers must not be changed, except by direction of the Superintendent, and each order will bear the same number upon all Special Order Books of any Division.

Special orders may be transmitted either by telegraph or by mail; the former method being preferable, as insuring a more prompt placing of the orders, and giving a check upon the exact time received at each point. When transmitted by telegraph, the receiving operator must at once transcribe them legibly and neatly upon the first blank left hand page in the Special Order Book, leaving the right hand page for signatures. When sent by mail, the agent or operator receiving them must paste them at once upon the first blank left hand page of the book, leaving the right hand page for signatures. Not more than one special order should be placed upon one page.

Orders issued by the Superintendent not headed "Special Order," and numbered as above provided, are not to be entered in these books, but should be posted on the Bulletin Board. Agents and operators must call attention to each special order as soon as issued, by writing its number and date in the proper place on the Board provided for that purpose.

Conductors and Enginemen must examine Special Order Books before starting on, and at the end of, each trip, and as much oftener as they have opportunity. They will be held responsible for knowing and complying with each special order as soon after it is issued as they have access to a Special Order Book. They will acknowledge the reading and understanding of each order by registering their names on the right hand page opposite such order.

Conductors and Enginemen will be furnished with Book Files for the purpose of keeping copies of special orders at hand when on duty, for their convenience. Copies of each important special order should be mailed to each Conductor and Engineman, and must be filed by them in regular order in their files. It is their duty to compare their files from time to time with the Special Order Books, and if they fail to receive a copy of any special order, except those marked "No copies issued," they must procure a copy from the Train Master.

When it is deemed unnecessary to mail copies of any special order to Conductors and Enginemen, such orders will bear the notation "No copies issued" upon their face in the Special Order Books.

Orders not headed "Special Order" must not be entered in Conductor's and Enginemen's files of Special Orders.

Each Conductor and Engineman must present his file of special orders to the Train Master for inspection at least once each month, who should see that orders are regularly filed and that they are carefully and neatly kept.

**NUMERAL ABBREVIATIONS.**

251. The following numeral abbreviations or signals may be used in telegraphing, viz:

1. Wait a moment.
2. Give correct time.
3. Operator's signal to ask for train orders, and to report accidents to trains.
4. Where shall I proceed?
5. I have a message.
6. All ready.
7. Following is private.
8. Busy on other circuit.
9. Train Dispatcher's signal to clear the line for train orders. Preference over everything except "27."
10. Keep circuit closed.
12. How do you understand?
13. I, or we, understand that——.
16. What is the weather?
17. Lightning troubles us.
18. What is the matter?
19. Train Order as provided in the Rules.
23. The following is for you and others.
24. Repeat this back to me.
25. Write dots.
27. This is very important and must have preference over all other business.
28. Do you get my writing?
31. Train Orders as provided in the rules.

35. You may use "27" to send answer to this message.

37. Inform all interested.

44. Answer immediately by telegraph.

**RULES FOR THE MOVEMENT OF TRAINS  
BY TELEGRAPHIC ORDERS.**

500. Special orders directing movements, varying from or additional to the time-table, will be issued by the authority and over the signature of the Superintendent. They are not to be used for movements that can be provided for by rule or time-table. They must not contain information or instructions not essentially a part of them.

They must be brief and clear, and the prescribed forms must be used when applicable; and there must be no erasures, alterations, or interlineations.

501. Each order must be given in the same words to all persons or trains directly affected by it, so that each shall have a duplicate of what is given to the others. Preferably an order should include but one specified movement.

502. Orders will be numbered consecutively for each day as issued, beginning with No. 1 at midnight

503. Orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engine-man, and also to a person acting as pilot. A copy for each person addressed must be supplied by the operator.

504. Each order must be written in full in a book provided for the purpose at the Superin-

tendent's office; and with it must be recorded the names of trainmen and others who have signed for the order; the time and signals, showing when and from what offices the order and responses were transmitted; and the train dispatcher's initials. These records must be made at once on the original copy, and not afterward, from memory or memoranda.

505. The terms "superior right" and "inferior right" in these rules, refer to the rights of trains under the Time-table and Train Rules, and not to rights under Special Orders.

506. When an order is to be transmitted, the signal "31," (as provided in Rule 509), or the signal "19," (as provided in Rule 511), meaning "Train Order," will be given to each office addressed, followed by the word "copy," and a figure indicating the number of copies to be made, if more or less than three—thus "31 copy 5," or "19 copy 5."

507. An order to be sent to two or more offices must be transmitted simultaneously to as many as practicable. The several addresses must be in the order of superiority of rights of trains, and each office will take only its proper address. When not sent simultaneously to all, the order must be sent first for the train having the superior right of track.

508. Operators receiving orders must write them out in manifold during transmission and



make the requisite number of copies at one writing, or trace others from one of the copies first made.

509. When an order has been transmitted, preceded by the signal "31," operators receiving it must (unless otherwise directed) repeat it back at once from the manifold copy, and in the succession in which their several offices have been addressed. Each operator repeating must observe whether the others repeat correctly. After the order has been repeated correctly by the operators required at the time to repeat it, the response "O K," authorized by the train dispatcher, will be sent, simultaneously to as many as practicable, naming each office. Each operator must write this on the order with the time, and then reply "i i O K," with his individual and office signal.

Those to whom the order is addressed, must then sign their names to the copy of the order to be retained by the operator, and he will send their signatures to the Superintendent. The response "complete," with the Superintendent's initials, will then be given, when authorized by the train dispatcher. Each operator receiving this response will then write on each copy the word "complete;" the time; and his last name in full; and will then deliver a copy to each person included in the address, and each must read his copy aloud to the operator.

510. For an order preceded by the signal "31," "complete" must not be given to the order for delivery to a train of inferior right until "O K" has been given to and acknowledged by the operator who receives the order for the train of superior right. Whenever practicable, the signature of the conductor, engineman and pilot of the train of superior right must be taken to the order and "complete" given before the train of inferior right is allowed to act on it.

**After** "O K" has been given and acknowledged, and **before** "complete" has been given, the order must be treated as a holding order for the train addressed, but must not be otherwise acted on until "complete" has been given.

If the line fails **before an office has received and acknowledged** "O K" to an order preceded by the signal "31" the order at that office is of no effect, and must be there treated as if it had not been sent.

511. When an order has been transmitted, preceded by the signal "19," operators receiving it must (unless otherwise directed) repeat it back at once from the manifold copy, and in the succession in which the several offices have been addressed. Each operator repeating must observe whether the others repeat correctly. After the order has been repeated correctly, the response "complete," with the Superintendent's initials, will be given, when authorized by the train dis-

patcher. Each operator receiving this response must write on each copy the word "complete," the time, and his last name in full, and reply "i i complete" with his individual and office signal, and will personally deliver the order to the persons addressed without taking their signatures. **A 19 order must not be used to move opposing trains.**

512. For an order preceded by the signal "19," "complete" must be given and acknowledged for the train of superior right before it is given for the train of inferior right.

If the line fails **before an office has received and acknowledged the "complete"** to an order, preceded by the signal "19," the order at that office is of no effect, and must be treated as if it had not been sent.

513. The order, the "O K" and the "complete," must each, in transmitting, be preceded by "31" or "19," as the case may be, and the number of the order, thus, "31, No. 10," or "19, No. 10." In transmitting the signature of those receiving the order it must be preceded by "31," the number of the order, and the train number, thus, "31, No. 10, Train No. 5." After each transmission and response the sending operator must give his individual and office signal.

514. The operator who receives and delivers an order must preserve the lowest copy. On this must appear the signatures of those who sign for the order, and on it he must record the time when he receives it; the responses; the time when they are received; his own name; the date; and the train number, for which places are provided in the blanks. These copies must be sent to the Superintendent daily.

515. Orders used by Conductors must be sent by them daily to the Superintendent.

516. Enginemen will place their orders in the clip before them until executed.

517. For orders delivered at the Superintendent's office the requirements as to the record and delivery will be the same as at other points.

518. Orders to persons in charge of work requiring the use of track in yards or at other points, authorizing such use when trains are late, must be delivered in the same way as to Conductors of trains.

519. An order to be delivered to a train at a point not a telegraph station, or while the office is closed, must be addressed:

"*C. and E. No. ——— (at ———), care of ———,*" and forwarded and delivered by the Conductor or other person in whose care it is addressed. "Complete" will be given upon

the signature of the person by whom the order is to be delivered, who must be supplied with copies for the Conductor and Engineman addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first operator accessible, who must preserve it and at once advise the train dispatcher of its having been received.

Orders so delivered to a train must be compared by those receiving them with the copy held by the person delivering, and acted on as if "complete" had been given in the ordinary way.

Orders must not be sent in the manner herein provided, to trains the rights of which are thereby restricted.

520. When a train is named in an order, all its sections are included unless particular sections are specified, and each section included must have copies addressed and delivered to it.

521. Meeting orders must not be sent for delivery to trains at the meeting point if it can be avoided. When it cannot be avoided, special precautions must be taken by the train dispatchers and operators to insure safety.

There should be, if possible, at least one telegraph office between those at which opposing trains receive meeting orders.

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

522. A train, or any section of a train, must be governed strictly by the terms of orders addressed to it and must not assume rights not conferred by such orders. In all other respects it must be governed by the Train Rules and Time-table.

523. Orders once in effect continue so until fulfilled, superseded or annulled. Orders held by or issued for a regular train which has lost its rights, as provided by Rule 107, are annulled and other trains will be governed accordingly.

524. A fixed signal must be used at each Train Order office, which shall display red at all times when there is an operator on duty, except when changed to white to allow a train to pass after getting orders, or for which there are no orders.

When an operator receives the signal "31," or "19," the signal must not be changed to white until the object for which red is displayed is accomplished.

When red is displayed, all trains must come to a full stop, and any train thus stopped may pass the red signal after receiving an order addressed to such train, or a clearance card on a specified form stating over the operator's signature that he has no orders for it. Operators must be prepared with other signals to use promptly if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been previously notified must stop and inquire the cause, and report the facts to the Superintendent from the next open telegraph office.

When a semaphore is used, the arm means red when horizontal, and white when in an inclined position.

525. Operators will promptly record and report to the Superintendent the time of departure of all trains and the direction in which extra trains are moving. They will record the time of arrival of trains and report it when so directed.

526. Regular trains will be designated in orders by their schedule numbers as No. 10 including all the sections of No. 10, unless particular sections are designated. Sections will be designated, First Section No. 10 (meaning the first train), Second Section No. 10, Third Section No. 10, etc., adding engine numbers, if desired; extra trains by engine numbers, as "extra 798;"

and all other numbers by figures. The direction of the movement of extras will be added when necessary, as "East," or "West." Time will be stated in figures and words.

NOTE.—On divisions on which the trains of other roads are running, it will be necessary to make the name or initial of the road to which the train belongs a part of the designation of trains, as the numbers of the engines of such foreign roads may be, and in some instances are, the same as those on the C. & E. R. R.

527. The following signs and abbreviations may be used:

Initials for Superintendent's signature.  
Such office and other signals as are arranged by the Superintendent.

C. & E.—for Conductor and Engineer.

O K—as provided in these rules.

Min—for Minutes.

Junc—for Junction.

Frt—for Freight.

No—for Number.

Eng—for Engine.

Sec—for Section.

Opr—for Operator.

9—to clear the line for Train Orders, and for Operators to ask for Train Orders.

31 or 19—for Train Order as provided in the rules.

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

## FORMS OF TRAIN ORDERS.

**Form A.—Fixing Meeting Point for Opposing Trains.**

\_\_\_\_\_ and \_\_\_\_\_ will meet at \_\_\_\_\_.

## EXAMPLES.

*No. 2 and No. 1 will meet at Englewood.*

*No. 4 and 2d Section No. 3 will meet at Olean.*

*No. 5 and Extra 95 will meet at Tonawanda.*

*Extra 652 East and Extra 231 West will meet at Jamestown.*

Trains receiving this order will, with respect to each other, run to the designated point, and having arrived there, will pass in the manner provided by the Rules.

**Form B.—Authorizing a Train to Run Ahead of or Pass Another Train Running in the same Direction.**

(1.) \_\_\_\_\_ will pass \_\_\_\_\_ at \_\_\_\_\_.

(2.) \_\_\_\_\_ will run ahead of \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_.

## EXAMPLES.

(1.)—*No. 1 will pass No. 3 at Arlington.*

(2.)—*No. 4 will run ahead of No. 6 from Middletown to Goshen.*

When under this order a train is to pass another, both trains will run according to

rule to the designated point and there arrange for the rear train to pass promptly.

**Form C.—Giving a Train of Inferior Right the Right of Track Against an Opposing Train of Superior Right.**

\_\_\_\_\_ has right of track against \_\_\_\_\_ to \_\_\_\_\_.

## EXAMPLES.

(1.)—*No. 1 has right of track against No. 2 Avon to Dansville.*

(2.)—*Extra 37 has right of track against No. 3 Paterson to Newark.*

This order gives a train of inferior right the right of track against one of superior right, to a designated point.

If the trains meet at the designated point, the train of inferior right must take the siding, unless the rules or orders otherwise indicate.

Under this order, as illustrated by example (1), if the train of superior right reaches the designated point before the other arrives, it may proceed, provided it keeps clear of the schedule time of the train of inferior right as many minutes as the inferior train was before required by the train rules to keep clear of the superior train.

If the train of superior right, before meeting, reaches a point beyond that named in the

order, the conductor must stop the other train where it is met and inform it of his arrival.

Under example (2) the train of superior right cannot go beyond the designated point until the extra train arrives.

When the train of inferior right has reached the designated point, the order is fulfilled, and the train must then be governed by time-table and train rules or further orders.

The following modifications of this form of order will be applicable for giving a work train the right of track over all other trains, in case of a wreck or break in the track.

EXAMPLE.

*Work Train Extra 275 has right of track over all trains between Salamanca and Great Valley from 7 p. m.—.*

This gives the work train the exclusive right of the track between the points designated.

**Form D.—Giving all Regular Trains the Right of Track Over a Given Train.**

All regular trains have right of track against—between—and—.

EXAMPLES.

*All regular trains have right of track against No. 1 between Youngstown and Cleveland.*

This order gives to any regular train of inferior right receiving it the right of track over the train named in the order, and the latter must clear the schedule times of all regular trains, the same as if it were an extra.

**Form E.—Time Orders.**

- (1.) —will run—late from—to—.  
 (2.) —will wait at—until—for—.

EXAMPLES.

(1.) *No. 1 will run 20 min. late from Kent to Akron.*

(2.) *No. 2 will wait at Shenango until 10 a. m. for No. 3.*

Form (1) makes the schedule time of the train named between the points mentioned, as much later as the time stated in the order, and any other train receiving the order is required to run, with respect to this later time, the same 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.

Under Form (2) the train of superior right must not pass the designated point before the time given, unless the other train has arrived. The train of inferior right is required to run, with respect to the time specified, the

same as before required to run with respect to the regular schedule time of the train of superior right.

**Form F.—For Sections of Regular Trains.**

— will carry signals—to—for—.

EXAMPLES.

*No. 1 will carry signals Salamanca to Meadville for Eng. 85.*

*2d Section No. 1 will carry signals Jamestown to Union City for Eng. 90.*

This may be modified as follows:

*Engines 70, 85 and 90 will run as 1st, 2d and 3d sections of No. 1 Salamanca to Meadville.*

For annulling a section:

*Engine 85 is annulled as second section of No. 1 from Corry.*

If there are other sections following, add:

*Following sections will change numbers accordingly.*

The character of train for which signals are carried may be stated. Each section affected by the order must have copies, and must arrange signals accordingly.

**Form G.—For Arranging a Schedule for a Special Train.**

(1.) Eng. — will run as special — train, leaving — on — on the following schedule,

and will have the right of track over all trains:

Leave —.

—.

Arrive —.

EXAMPLE.

(1.) *Engine 77 will run as special passenger train leaving Nyack on Thursday, Feb. 17th, on the following schedule, and will have the right of track over all trains:*

*Leave Nyack 11.30 a.m.*

*Closter 11.45 a.m.*

*Englewood 11.55 a.m.*

*Arrive Jersey City 12.15 p.m.*

Example (1) may be varied by specifying particular trains over which the special shall or shall not have right of track, and any train over which the special train is thus given the right of track must clear its time as many minutes as such train is required to clear the schedule time of a first-class train.

(2.) Eng. — will run as special — train, leaving — on — with the rights of a — class train, —, on the following schedule, which is a supplement to Time-table No. —.

Leave —.

—.

Arrive —.

## EXAMPLE.

(2) *Eng. 75 will run as special passenger train, leaving Salamanca on Thursday, Feb. 17th, with the rights of a first-class train, east, on the following schedule, which is a supplement to Time-table No. 10.*

*Leave Salamanca 10 a.m.*

*Olean 10.30 a.m., passing No. 6.*

*Wellsville 11 a.m., meeting No. 7.*

*Arrive Hornellsville 11.50 a.m.*

Example (2) creates a regular train and the specified meeting and passing points are to be regarded as if designated in the same manner as on the time-table. Such trains will be governed by all rules which affect regular trains.

**Form H.—Extra Trains.**

— will run extra from — to —.

## EXAMPLES.

(a.) *Eng. 99 will run extra from Carbondale to Starrucca.*

A train receiving an order to run extra is not required to guard against opposing extras, unless directed by order to do so, but must keep clear of all regular trains as required by rule.

A "work train" is an extra, for which the above form will be used for a direct run in one direction. The authority to occupy a specified portion of the track, as an extra while working, will be given in the following form:

(b.) *Engine 292 will work as an extra from 7 a.m. until 6 p.m. between Carrollton and Bradford.*

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

(c.) *Eng. 292 will run extra from Carrollton to Bradford and work as an extra from 7 a.m. until 6 p.m. between Bradford and Custer City.*

When an order has been given to "work" between designated points, no other extra must be authorized to run over that part of the track without provision for passing the work train.

When it is anticipated that a work train may be where it cannot be reached for meeting or passing orders, it may be directed to report for orders at a given time and place, or an order may be given that it shall clear the track for a designated extra, in the following form:

(d.) *Work Train Extra 292 will keep clear of Extra 223, east, between Custer City and Bradford after 2.10 p.m.*

In this case, extra 223 must not pass either of the points named before 2.10 P. M., at which time the work train must be out of the way between those points.

When the movement of an extra train over the working limits cannot be anticipated by these or



other orders to the work train, an order must be given to such extra to protect itself against the work train, in the following form :

(e.) *Extra 76 will protect itself against work train extra 95 between Newburgh and Vail's Gate.*

This may be added to the order to run extra.

A work train when met or overtaken by an extra must allow it to pass without unnecessary detention.

When the conditions are such that it may be considered desirable to require that work trains shall at all times protect themselves while on working limits, this may be done under the following arrangements. To example (b) add the following words :

(f.) *protecting itself against all trains.*

A train receiving this order must whether standing or moving, protect itself within the working limits (and in both directions on single track) against all trains, in the manner provided in Rule 99.

When an extra receives orders to run over working limits it must be advised that the work train is within those limits by adding to example (a) the words :

(g.) *Eng. 292 is working as an extra between Carrollton and Bradford.*

A train receiving this order must run expecting to find the work train within the limits named.

### Form J.—Holding Order.

Hold — at —.

#### EXAMPLES.

(1.) *Hold No. 2 at Olean.*

(2.) *Hold all trains east at Akron.*

As any order for which "O K" has been given and acknowledged operates as a holding order for the train to which it is addressed, this form will only be used in special cases, to hold trains until orders can be given or for some other emergency. The reason for holding may be added, as "for orders."

This order is not to be used for holding a train, while orders are given to other trains against it, which are not at the same time given to it in duplicate. It must be respected by conductors and enginemen of trains thereby directed to be held as if addressed to them. Conductors and Enginemen when informed of the order must sign for it, and their signatures must be sent and "complete" obtained.

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

"— may go."

This must be addressed to the person or persons to whom the order to hold was addressed, and must be delivered in the same manner.

### Form K.—Annulling a Schedule Train.

— of — is annulled.

#### EXAMPLES.

(1.) *No. 1 of Feb. 29th is annulled.*

(2.) *No. 3 due to leave Hornellsville Saturday, Feb. 29th, is annulled.*

Adding "from Attica," or "between Attica and Buffalo," when appropriate.

This order takes away all rights of the train annulled and authorizes any train or person receiving it to use the track as if the train annulled were not on the time-table.

If a train is annulled to a point named, its rights beyond that point remain unaffected.

The train dispatcher may direct any operator to omit repeating back an order annulling a train, until he has occasion to deliver it.

When a train has been annulled it must not be again restored under its original number by special order.

### Form L.—Annulling or Superseding an Order.

"Order No. — is annulled."

This will be numbered, transmitted and signed for as other orders.

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 superseding another may be given, adding "*this instead of order No. —*" or the words "*instead of at —.*"

#### EXAMPLE.

*No. 1 and No. 2 will meet at Gowanda, instead of at Collins.*

An order which includes more than one specified movement must not be superseded.

An order that has been annulled or superseded must not be again restored by special order under its original number.

In the address of an order annulling or superseding another order, the train first named must be that to which rights were given by the order annulled or superseded, and when the order is not transmitted simultaneously to all concerned, it must be sent to the point at which that train is to receive it and the required response first given, before the order is sent for other trains.

**FREE PASSES.**

A. The following officers and persons, and no others, will be permitted to pass free over the road without a ticket or pass.

The President.

The Vice-Presidents.

General Manager.

General Superintendent.

Civil Engineer.

General Road Master.

Superintendent of Transportation.

Superintendent of Telegraph.

Superintendent of Motive Power.

Superintendent.

General Passenger Agent.

General Freight Agent.

Assistant General Freight Agent.

Passenger and Freight Conductors, Engine-men, Road Foremen of Engines, and Engine Dispatchers doing daily duty, on their respective Divisions.

Train Masters, Chief Train Dispatchers, Train Dispatchers, Road Masters, Master Mechanics, Supervisors and Master Carpenters, upon their respective divisions.

Express Messengers and Mail Agents, when in the performance of their duties on the trains; only one person in the same capacity, at the same time, will be considered train attendants, and not required to have a pass.

B. The following officers are authorized to issue passes, and no others :

The President.

The Vice-Presidents.

The General Manager.

The General Superintendent.

Passes requiring the countersign of others must be signed by them.

C. No pass will be honored for passage on the trains of this Company unless upon a regular blank prepared for the purpose, filled in with ink, name of the person passed plainly written, and the pass signed by competent authority. The General Manager, General Superintendent and the Superintendent may, however, in case of emergency, pass employes of the Company in the line of their duty, by telegraph.

D. Annual passes will be honored until January 15th of the year after their issue.

E. Monthly passes must be punched by the Conductor each and every trip they are used for passage.

F. Trip passes must be taken up by the Conductor when presented, and be returned daily to the Auditor.

G. When the holder of a trip pass wishes to stop off, he will notify the Conductor to that effect, who will indicate the fact by writing the name of the station at which he stops on the back of the ticket and punching a hole through the same.

**RULES REGARDING EMPLOYMENT OF  
SURGEONS.**

a. In all cases of injury to passengers or employes, requiring surgical aid, the nearest regularly appointed surgeon of the company must be called without delay, and the case put in his exclusive charge.

b. In case of sudden emergency, where a passenger or employe has been so injured as to require immediate medical or surgical assistance, and the attendance of the company's surgeon can not be had at once, then proper surgical aid should be procured to attend until his arrival. But there must be no delay in sending for the company's surgeon, notwithstanding the called surgeon is in attendance.

c. The company's surgeon upon being summoned must immediately attend, and upon his arrival he shall at once take exclusive charge of the case, and entirely relieve the called surgeon from further care or attendance, so far as the company is concerned.

d. The company's surgeon shall upon relieving the called surgeon, obtain from him, if possible, a statement in writing (on the company's blanks or otherwise), showing the condition of the patient from the time he was called; the result of his examination, and the treatment

given; and for his services, and making the said report, the called surgeon shall be paid reasonable compensation.

e. Upon the arrival of the company's surgeon, and his taking charge of the patient, the called surgeon, if one has been called, shall be distinctly notified by the company's surgeon, and by the agent in charge, that the company will no longer be responsible for his attendance or services, and that they are no longer required.

f. Except in cases of injury to passengers and employes where delay might be attended with serious results, the company will not be responsible for the employment or services of other surgeons than those herein named, and no obligation of any kind must be assumed for the company beyond the services required while awaiting the arrival of the company's regular surgeon, and the fees of the called surgeon for making his written report.