

**EASTON
AND
POTOMAC**

**OPERATING
RULES**

EFFECTIVE MARCH 17, 1925

TABLE OF CONTENTS

GENERAL NOTICE.....	1
GENERAL RULES.....	1
DEFINITIONS.....	4
TRAIN RULES.....	8
STANDARD TIME.....	8
TIMETABLES.....	8
SIGNALS.....	9
FUSES AND TORPEDOES.....	10
HAND SIGNALS.....	10
ENGINE WHISTLE SIGNALS.....	12
HEADLIGHT.....	13
OTHER SIGNALS.....	14
USE OF SIGNALS.....	14
SUPERIORITY OF TRAINS.....	15
MOVEMENT OF TRAINS.....	16
RULES FOR MOVEMENT BY TRAIN ORDERS	25
MANUAL BLOCK RULES.....	37
CLEARANCE FORM \.....	40
TRAIN REGISTER OPERATION.....	41
FORMS OF TRAIN ORDERS.....	42
S-A. FIXING MEETING POINTS.....	42
S-C. GIVING RIGHT OVER AN OPPOSING TRAIN.....	43
E. TIME ORDERS.....	44

S-G. EXTRA TRAINS.....	46
S-H. WORK EXTRA.....	47
J. HOLDING ORDER.....	51
L. ANNULING AN ORDER.....	52
P. SUPERSEDING AN ORDER OR PART OF AN ORDER.....	53
S. DIRECTING TRAINS TO NOT PASS A SPECIFIC LOCATION	53
X. SLOW ORDERS.....	54
Y. PROVIDING FOR ANNULING CLEARANCE FORM A PER RULE S-241.....	55
BLOCK SIGNAL RULES.....	57
TCS RULES.....	57
RULES GOVERNING MOVEMENT OF TRAINS IN EITHER DIRECTION ON ONE OR MORE TRACKS BY BLOCK SIGNALS.....	57
BLOCK AND OTHER FIXED SIGNAL ASPECTS AND INDICATIONS.....	60
INTERLOCKING RULES.....	65
EMERGENCY OPERATION OF TRAFFIC CONTROL SYSTEM. .	67
SWITCH TARGETS AND LIGHTS.....	67
ADDITIONAL GENERAL RULES.....	69
TRAIN DISPATCHERS.....	76
RULES GOVERNING TRAIN DISPATCHERS AND OPERATORS IN BLOCK SIGNAL AND INTERLOCKING TERRITORY.....	79
ENGINEERS.....	86
CONDUCTORS.....	88

PASSENGER SERVICE.....	91
YARDMASTERS.....	92
OPERATORS.....	94
MAINTENANCE OF WAY FOREMEN.....	97
INDEX.....	98

Rules of the Operating Department
Effective March 17, 1925

The rules herein set forth govern the railway operated by The Easton And Potomac Railway Company. They supersede all previous rules and instructions inconsistent therewith.

Special instruction may be issued by proper authority.

M. H. Stillman
CEO

K. F. Stillman
Superintendent

GENERAL NOTICE

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

Obedience to the rules is essential to safety.

To enter or remain in the service is an assurance of willingness to obey the rules. Past practices not in conformity with the rules will not be accepted as an excuse for non-compliance.

The service demands the faithful, intelligent and courteous discharge of duty. Courteous, considerate treatment of patrons is of great importance in retaining and increasing our volume of business, and therefore, governs the extent of opportunity for employment in the railroad's service.

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

GENERAL RULES

Note. Where special instructions are referred to in these rules, they refer to Superintendent's bulletin, or timetable special instructions.

A. Employees whose duties are prescribed by these rules must have a copy of them accessible when on duty.

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

B. Employees must be conversant with and obey the rules and special instructions. While the rules are subdivided for convenience, they must be observed whenever they relate in any way to the proper discharge of the duties of an employee. When applicable, rules that apply to Conductor and Engineer will also apply to Hostler. If in doubt as to their meaning, they must apply to the proper authority for an explanation.

The location of Bulletin and Notice Books will be designated in special instructions.

Rules must not be changed or cancelled except by special instructions.

Bulletins will be issued by authority and over the signature of the Superintendent. Before starting a trip or starting to work, Yardmasters, train and engine crews must read bulletins and notices.

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

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

F. Accidents, injuries, defects in track, bridges, signals or any unusual conditions which may affect the movement of trains, must be promptly reported by the first available means of communication to the Superintendent.

G. The use of intoxicants or narcotics by employees subject to duty, or their possession or use while on duty or on company property is prohibited.

H. The use of tobacco by employees on duty is prohibited.

J. Employees must report for duty at the designated time and place and be neat in appearance..

K. All verbal instruction affecting train or engine movements, or involving equipment or track conditions, must be repeated back by the employee receiving them.

L. In case of danger to the Company's property, employees must unite to protect it.

M. Employees are not required or expected to pursue a dangerous practice in the performance of their duties, or to use defective appliances. The company enjoins them to take time to perform their duties safely.

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

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

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

Whenever an employee is injured the officer or employee in charge must make an immediate inspection and report of the condition of the particular equipment, tools or machinery involved as provided by special instructions.

Whenever an accident occurs involving personal injury to, or damage to property belonging to passengers, employees, the company, or others, an immediate report must be made to the Superintendent.

DEFINITIONS

Block - The length of track between designated points or between open train order offices, the condition of which will be given as prescribed by the rules.

Manual Block System - A system used for the blocking of trains moving in the same direction and for which Manual Block rules are in effect.

Engine - A unit propelled by any form of energy used in train or yard service.

Interlocking - An arrangement of fixed signals and signal appliances so interconnected that their movements must succeed each other in proper sequence and for which interlocking rules are in effect.

Signal Aspect - The appearance of a fixed signal conveying an indication, as seen from the direction of an approaching train or engine.

Absolute Signal - A block or interlocking signal without a number plate, the most restrictive indication of which is STOP.

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

Interlocking Signal - A fixed signal of an interlocking.

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

Maximum Authorized Speed - The maximum speed authorized by special instructions, for a subdivision or a portion of a subdivision.

Limited Speed - A speed not exceeding 45 miles per hour.

Medium Speed - One-half maximum authorized speed, but not exceeding 30 miles per hour.

Slow Speed - One-half maximum authorized speed, but not exceeding 15 mile per hour.

Restricted Speed - Proceed prepared to stop short of train, obstruction, or anything that may require the speed to be reduced, but not exceeding 15 miles per hour.

Station - A place designated by name on the timetable, or by special instruction, or a designated place at which a train may stop for traffic, or to enter or leave the main track.

Timetable - The authority for the movement of trains subject to the rules. It may contain classified schedules with special instruction relating to the movement of trains, engines, equipment and other essential information.

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

Main Track - One or more than one track designated by special instructions extending through yards and between stations upon which trains are operated by timetable, train orders, block signals, interlocking signals, rules or special instructions and under the supervision of the Train Dispatcher unless otherwise provided.

Passing Siding - A track auxiliary to the main track designated by special instructions to meeting and passing trains.

Train - An engine or more than one engine coupled, with or without cars, display markers.

Extra Train - A train not authorized by a timetable schedule. It may be designated as, EXTRA or WORK EXTRA.

Regular Train - A train authorized by a timetable schedule.

Superior Train - A train having precedence over another train.

Train of Superior Right - A train given precedence by train order.

Train of Superior Class - A train given precedence by timetable.

Train of Superior Direction - A train given precedence in the direction specified by timetable as between opposing trains of the same class.

Train Register - A book or form which may be used at designated station for registering the time of arrival and departure of trains and such other information as may be prescribed.

TRAIN RULES

Standard Time

1. Standard time signals will be transmitted daily at 11 A.M. Central Standard Time and 12 Noon Eastern Standard Time. Clocks indicating standard time will be maintained at stations designated by special instructions.
2. Employees in train and yard service, and other designated employees must use watches of a reliable railroad grade that have been examined and certified on prescribed form by a designated watch inspector.

Timetables

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

A train of the preceding timetable thereupon loses both right and schedule and can thereafter proceed only as authorized by the Train Dispatcher.

5. Not more than two times are given for a train at any station; where one is given, it is unless otherwise indicated, the leaving time; where two, they are the arriving and leaving time. Scheduled times when shown in italics convey no timetable authority and are for information only.

Time applies at the switch where an inferior opposing train enters the passing siding; where there is no passing

siding, it applies at the station. Where Rule 271 is in effect time applies at the station.

Passenger trains must not leave passenger stations where they are required to receive or discharge passengers, until the leaving time shown in the timetable.

6. The following letters in timetable schedule or station pages indicate:

L - Leave

A - Arrive

s - Regular Stop

f - Flag Stop

T - Turntable

W - Water

S - Sand

V - Foreign Road Interchange

O - Oil

C - Coal

Signals

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

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

9. Day signals must be displayed from sunrise to sunset, but when day signals cannot be plainly see, nights signals must be used.

Fuses and Torpedoes

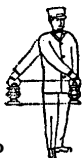
11. A train or engine finding a fusee burning red on or near its track must stop and after the unattended fusee burns out my proceed.

Hand Signals

12. Hand signals must be given sufficiently in advance to permit compliance, from a point where they may be plainly seen, and in such a way that they cannot be misunderstood. If there is doubt as to the meaning or a signal, or for whom it is intended, it must be regarded as a Stop Signal.

When an engine or train is moving under the direction of hand signals and the signal disappears, the movement must be stopped immediately and await further signals, unless proper arrangements have been made in regard to such movement.

Engines, while handling wreck crane at point of derailment, must not be moved until given proper hand signal with green flag or green light.



12-A. STOP Swung horizontally at right angle to track.



12-B. REDUCE SPEED Held horizontally at arm's length.



12-C. PROCEED Raised and lowered vertically.



12-D. BACK Swung vertically in a circle at right angle to the track.



12-E. APPLY AIR BRAKES
above the head, when standing.

Swung horizontally



12-F. RELEASE AIR BRAKES
held at arm's length above the head, when standing.

Held at arm's

12-G. Any object waved violently by anyone on or near the track is a signal to stop.

12-H. Red fusees, red lanterns and red flags must not be used for any other purpose than to give Stop Signals. Yellow fusees will be used to give signals where view of hand signals is restricted. Yellow lantern and yellow flags will be used as prescribed by the rules.

Engine Whistle Signals

14. The signals prescribed are illustrated by "o" for short sounds; "-" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

Rule	Sound	Indication
14-A	o	Apply brakes. Stop.
14-B	- -	Release brakes. Proceed.
14-F	o o	Answer to any signal not otherwise provided.
14-G	o o o	When standing - back. When running - stop at next Passenger Station.
14-I	o o o o	Call for signals.
14-J	- - o ———	Approaching public crossings at grade. To be prolonged or repeated until crossing is reached.
14-K	—————	Approaching stations, junctions, and railroad crossing at grade.

Headlight

17. The headlight must be displayed to the front of every train by day and by night.

It must be dimmed by night providing train is not approaching public crossing at grade:

- (1) While passing through yards where yard engines are employed;
- (2) Approaching stations at which stops are to be made or where trains are receiving or discharging passengers;
- (3) Approaching junctions, terminals, meeting points and when stopped;

(4) Approaching fixed signal when the view is improved thereby.

17-B. When an engine is running backward, a white light must be displayed by night on the leading end.

18. Engines in yard service will display the headlight to the front and rear by day and night.

When not provided with a headlight at the rear, a white light must be displayed by night. White classification lights instead of headlights may be used for this purpose.

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

Other Signals

26. A blue signal displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved.

26-B. A blue signal displayed by a Fixed Signal denotes routing information only and does not control the movement of trains.

Use of Signals

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually displayed, must

be regarded as the most restrictive indication that can be given by that signal, except that when the day indication is plainly seen.

Imperfectly displayed signals must be promptly reported to the Superintendent.

30. The engine bell must be rung when an engine is about to move, except after momentary stops in continuous switching movements. It must be rung while approaching and passing public crossing at grade and stations, and through tunnels.

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

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

Superiority of Trains

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

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

Direction is superior as between trains of the same class.

Right is superior to class.

72. First class trains are superior to second class trains.

73. Second class trains are superior to third class trains.

74. Extra trains are inferior to regular trains.

Movement of Trains

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

Regular trains more than two hours behind either their schedule arriving or leaving time at any station lose both right and schedule and can thereafter proceed only as authorized by train order, except where Rule 271 is in effect, train may be authorized to proceed by the Train Dispatcher.

83. Trains will receive Clearance Form A at stations designated by special instructions.

83-A. Where trains are operated by timetable and train orders, a train must not leave its initial station or enter such territory from territory until it has ascertained that all regular trains due which are superior have arrived or left.

84. Register station will be designated by special instructions.

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

of superior class trains when instructed to do so by the Train Dispatcher.

Extra trains may pass and run ahead of second class, third class and extra trains.

Extra trains may pass and run ahead of first class trains when instructed to do so by the Train Dispatcher.

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

S-87. At meeting points not authorized by train order, an inferior train must clear opposing superior trains not less than five minutes and, failing to clear the main track, must be protected by flag.

Extra trains will be governed by train orders with respect to opposing extra trains.

S-88. At meeting point authorized by train order, the train holding the main track must stop clear of the switch to be used by the train to be met entering the siding unless the opposing train is clear of the main track and the switch properly lined.

Trains required to take siding will enter first switch when practicable. If necessary to pass the first switch, the train must be protected by flag or train order.

91. Unless some form of block system is used, trains in the same direction must keep not less than fifteen minutes apart, except in closing up at stations.

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

93. Yard limits are indicated by yard limit signs or special instructions.

93-A. The main tracks within yard limits may be used clearing the time of first class trains at the next station where time is shown, but not less than five minutes.

Second class, third class, extra trains and engines must approach and move within yard limits prepared to stop within one-half range of vision.

94. A train overtaking another train which is stalled or requires assistance or a train called upon in emergency will secure instructions from the Train Dispatcher, if practicable, and, in the absence of other instructions, will after having a proper understanding with the train involved render such assistance as may be necessary.

97. Regular trains may be started without running orders as directed by the Train Dispatcher, except when started from points intermediate to initial and final stations or the schedule.

Unless otherwise provided, extra trains must not be run without running orders.

98. Trains and engines must approach the end of two or more tracks, junctions, railroad crossing at grade, and drawbridges, prepared to stop unless their movements are governed by interlocking signals.

Where required by law, trains and engines must stop.

99. Except where Block Signal Rules are in effect, unless otherwise protected by train order, rule or special instructions, trains or engines must provide rear end flag protection on the same main track as follows:

When Stopped: Flagman must go back immediately with flagman's signals a sufficient distance to insure protection, placing two torpedoes on the rail at least fifty feet apart, and when necessary, displaying lighted red fusee. When recalled, if the safety of the train will permit, he may return, leaving lighted red fusee and torpedoes when conditions require.

When Moving: Lighted red fusees must be thrown off rear of train at proper intervals to insure protection when moving at less than Maximum Authorized speed.

Employees are not relieved of flag protection in any territory where specific rules or special instructions require flag protection to be provided.

Stop signal must be answered promptly by Engineers. Flagman must repeat signals until they are answered.

101. Trains and engines must be fully protected against any known condition which interferes with their safe passage at Maximum Authorized speed.

When conditions are found which may interfere with the safe passage of trains and engines and no protection has been provided, such action must be taken as will insure safety.

103. It must always be known there is sufficient room on opposite end of tracks to allow for slack action of cars.

103-H. Before coupling occupied passenger equipment, stop must be made approximately five feet from the cars to be coupled.

When switching passenger cars, they will not be detached until movement is stopped.

104. The employee handling a switch or derail is responsible for the position of such switch or derail. This, however, does not relieve other crew members of responsibility if they are in place to observe position of switch or derail. Conductors and Engineers will supervise the handling of switches and derails by members of their crew when practicable to do so, and are responsible for the proper handling in compliance with the rules and special instructions.

104-A. A train or engine must not foul a track until switches and derails connected with the movement are properly lined and the route is seen or known to be clear.

104-B. Before giving hand signal for movement and when restoring switches to normal position employees lining switches must see that the route is properly lined; switch points fit properly; derails are properly lined; and switches and derails are properly secured.

Switches or derails must not be restored to normal position until a movement is completed or clear of the track involved except as provided by Rule 104-F. Switches or derails must be properly lined and secured after having been used. Unless otherwise provided, the normal position for all crossovers is for straight track movement.

104-D. Where trains or engines are required to be reported clear of a track, such report must not be made nor hand signals given other trains or engines until switch has been secured in its normal position.

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

104-F. When classifying or switching cars, the switch will not be changed for a following car going to another route, until it is known the preceding car will clear the route of the following car.

104-G. When a train is on a siding or on an adjacent track, to meet or be passed by another train, after the switch is properly lined for the expected train, employees

must locate themselves at least 20 feet from the main track switch until after the expected train has cleared the clearance point at that switch. The same rule applies to employees of a train on the main track when the switch is properly lined for the expected train to enter the siding or other track.

104-H. If any switch or derail is found defective, or to have a defective lock, if practicable, it must be safely secured and reported at one to the Superintendent.

104-J. Derails must be kept in the derailing position when not in use.

Normal position of switches covered in Rule 730.

105. Unless governed by block signal displaying an indication more favorable than RESTRICTING or by special instructions, trains and engines using other than main track must proceed prepared to stop within one-half range of vision.

105-B. Passing siding must not be blocked except when authorized by the Train Dispatcher or in an emergency. The Train Dispatcher must be fully informed of the conditions affecting the proper use of the passing siding. When blocked, proper arrangements must be afforded to prevent inadvertent use of siding.

105-C. Before coupling to cars on, or when moving over a freight house track, industrial track, loading track, private track, or similar track, it must be know that the

track is free of any obstructions, attachments, or conditions that would interfere with safe movement, and persons in or about cars notified.

106. Both the Conductor and the Engineer are responsible for the safety of the train and engine and the observance of the rules, and, under conditions not provided for by the rules, must take every precaution for protection.

The Train Dispatcher must be advised as promptly as practicable, by the Engineer or Conductor, of an condition that will delay the train or engine or prevent it from making the usual speed.

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

108. IN CASE OF DOUBT OR UNCERTAINTY THE SAFE COURSE MUST BE TAKEN.

109. When track has been turned over to Maintenance of Way force, trains or engines may enter the working limits when authorized by the Train Dispatcher and will be governed as follows:

- (1) When work to be performed by train or engine is in connection with MofW work, the crew is authorized to move in both directions within the working limits as instruction by the foreman or supervisor in chare

who will be responsible for knowing that proper protection has been provided;

- (2) When work to be performed by train or engine is not in connection with MofW work, crew will have a proper understanding with MofW foreman or supervisor in charge as to the movement and protection that will be provided.

RULES FOR MOVEMENT BY TRAIN ORDERS

201. For movement not provided for by rule, timetable schedule, or special instruction, train order will be issued by authority and over the signature of the Chief Train Dispatcher and only contain information or instructions essential to such movements.

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

Words and figures in train orders must not be surrounded by brackets, circles, or other characters.

202. Each train order must be given in the same words to all employees or trains addressed. The information required by Train Order Form L may be given to one train and withheld from another when the other train is not affected by the information withheld.

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

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the Conductor and Engineer. When train orders are to be delivered to yard engines, they will be addressed "C&E Yard Engine 1803" or "Yardmaster". A copy for each employee addressed must be supplied by the Operator.

Orders addressed to Operators or Yardmasters restricting the movement of trains or engines must be respected by Conductors and Engineers the same as if addressed to them.

205. Each train order must be written in full in ink, without erasure, alteration or interlineation in a book provided for the purpose in the office of the Train Dispatcher; and with it, recorded the information required by the rules and the train order book. These records must be made after they have been made complete.

206. In train orders, regular trains will be designated by number as "No. 10".

Extra trains will be designated by engine numbers and the direction, as "Extra 30 East (or West)". Work extras will be designated by engine numbers, as "Work Extra 30", except when the order affects the work extra in one direction only, such as in meet or wait orders, the direction will be added. For the movement of an engine of another company, the initials will precede the engine numbers, as "Extra SF 3801 East (or West)".

In transmitting train orders, time will be stated in figures.

All stations and numerals in the address and body of an order must be first plainly pronounced and then spelled, letter by letter, thus: Brooke, B-r-o-o-k-e, and One O Five, O-n-e O F-i-v-e. The letters duplicating names or stations and numerals will not be written in the order book nor upon train orders.

The Train Dispatcher will write the order as he transmits it and underscore each word and figure in the address and body of the order as repeated by each Operator. Train orders that are to be reissued may be re-copied on manifold and in train order book in advance.

207. To transmit a train order, the signal "red" or "Yellow" followed by the direction must be given to each office addressed, stating the number of copies to be made.

The Train Dispatcher must not transmit the train order until the Operator has given "Red" or "Yellow" response with the direction, indicating proper train order signal indication displayed, except at stations where train order signals are not provided, or for orders not requiring display of train order signal. At an office not equipped with a train order signal, the Operator will respond "NS".

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

208-A. The several addresses must be in the order of superiority of trains, each office taking its proper address, and must include the Operator at the meeting or waiting point if office is open, otherwise at the nearest open office on each side.

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

208-B. A train order restricting the movement of a train must not be issued for it at the point where such movement is restricted if it can be avoided. When so sent, the fact will be stated in the order, by adding the words ". . . gets this orders at . . .", special precautions must be taken to insure safety, and the train will be brought to a stop before delivery is made. The Train Dispatcher will record in train order book the special precautions which are taken.

When the point of restriction is at an initial station, points where trains are required to comply with Rule 83-A, or where a controlled absolute block signal is available the fact need not be stated in the order.

208-C. A train advanced to a station where the opposing train receives the order at the meeting point must approach that station expecting to find the train receiving the order on the main track, unless otherwise directed. Where conditions require, the train advanced must protect against the opposing train.

208-D. A train order restricting the superiority of a train at a point, other than an open train orders station, must not be sent to a train at the office located at the entrance to the track section in which the train is restricted, if it can be avoided.

When so sent, the train being restricted will be brought to a stop before delivery of the order.

209. Operators receiving train orders must write or typewrite them in manifold during transmission.

If typewritten, capital letters must be used and the impression be clear and legible.

209-A. If the required number of copies cannot be made at one writing, they must make others from the original copy and repeat to the Train Dispatcher from the new copies each time additional copies are made. If the new copy has been correctly repeated, the Train Dispatcher will give "Complete" and record the time of repetition and initials of Operators repeating the order.

209-B. Operators must retain a copy of each train order. The time completed and the signature of the Operator must be in his handwriting.

209-C. When an error has been made in transmitting a train order before the order has been repeated, the Train Dispatcher will direct the Operator to immediately destroy all manifold copies, and issue the order under another number. If any part of the order has been repeated, the order must be annulled to all stations addressed.

210. When a train order has been transmitted, Operators must, unless otherwise directed, repeat it at once from the

manifold copy, in the succession in which the several office have been addressed.

Each Operator receiving the order must observe whether the others repeat correctly.

When the order has been repeated correctly, the response "Complete" and the time, with the initials of the Chief Train Dispatcher, will be given by the Train Dispatcher. The Operator will then give his initials and office call.

The Operator receiving this response will then write in the space provided, the time completed and his last name in full, and deliver a copy to each person addressed.

When necessary for a train order to be copied by a member of crew, only the Conductor or Engineer is authorized to copy the order. The requirements of repeating, completing and acknowledging the order must be complied with.

210-A. The required copies of train orders must be delivered to the front and rear of trains. The Train Dispatcher and Operator are responsible for proper delivery of all orders addressed to a train, except when delivered by a member of the train or engine crew, or Yardmaster.

210-B. Engineers must show train orders to other employees on the engine. Conductors must show train orders when practicable to trainmen. Trainmen and other employees are required to read the orders aloud,

acknowledge their understanding and remain Engineers and Conductors of their contents when practicable to do so.

211. A train order must not be removed from the manifold pad until the order is recorded on Clearance Form A and checked with the Train Dispatcher for delivery to each train addressed or until the order is annulled, except typewritten orders, which must be again attached to pad after writing. More than one order on the same manifold pad at the same time is prohibited.

211-A. Clearance Form A must be filled out, without erasure, alteration or interlineation by the Operator before clearing a train, showing thereon the total number of train orders and message, if any, and the number of each train order for delivery to the train. He will then repeat from Clearance Form A to the Train Dispatcher the information shown thereon. The Train Dispatcher will make the required record in the train order book. If the Operator has correctly repeated the numbers of all train orders for the train being cleared, he will respond by giving "OK", the time, and the initials of the Chief Train Dispatcher, which the Operator will endorse on the Clearance Form A. The Train Dispatcher will record this time in proper column in the train order book.

When Clearance Form A is issued and there are no orders, the Train Dispatcher will record the office call, the train, the time, and the Operator's initials, in proper column in train order book with notation "no orders". When Clearance Form A is issued as provided in Rule S-

241, the designated subdivision will be recorded in addition.

Except for authority to occupy a subdivision where Rule S-241 is in effect, if communication fails before Clearance Form A has been OK'd by the Train Dispatcher, and "Complete" has been given for all orders held for a train, the Operator may deliver such orders accompanied by Clearance Form A. Notation, "Communication has failed", will be added in lieu of Chief Train Dispatcher's initials which will be acted upon as though "OK" had been given in the usual way. When communication is restored, Operator will notify Train Dispatcher or each train cleared, the time, and the numbers of the orders delivered, which the Train Dispatcher will record in the train order book.

211-B. Clearance Form A must be delivered together with all train orders to each person addressed. Conductors and Engineers must, and when practicable trainmen will, see that Clearance Form A is properly addressed and the information shown thereon corresponds with the train orders received.

If necessary to issue a second Clearance Form A, the original Clearance Form A must be destroyed if practicable. The second Clearance Form A must show the numbers of all train orders delivered to the train. Operators will retain a copy of each Clearance Form A.

213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been made

complete to the Operator who receives the order for the superior train.

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

If the means of communication fails before an office has repeated an order, the order at that office is of no effect and must be there treated as if it had not been sent.

215. When a train order is to be used to protect a train, engine, MofW equipment or condition and the order can not be placed at an open train order office, such order will be addressed to "Dispatcher", made complete in the usual manner and notation made on the order "Dispatcher protect". When so addressed, train and engines will not be authorized to enter the territory affected until they have received a copy of the order.

216. When the Train Dispatcher issues a train order that is to be delivered to a train by the Dispatcher, a carbon impression must be made in the train order book at the time the order is written. If later, the order is to be sent to another office, it will be transmitted from the copy in the book, making record as prescribed by Rule 205. The requirements for delivery are the same as at other offices.

217. A train order to be delivered to a train at a point not a train order office or at which the office is closed, must be addressed to "C&E . . . at (or between) . . . , care

of . . .", and forwarded and delivered by the Engineer or other person in whose care it is addressed and who is responsible for its delivery.

The numbers of such train orders must be shown in the usual manner on Clearance Form A or the train making delivery, and on a separate Clearance Form A for the train addressed.

When the superiority of a train is thereby restricted, "Complete" must not be given to a train order for an inferior train until the Train Dispatcher has received advice that the train order has been delivered to the Conductor and Engineer of the superior train.

219. An Operator must not repeat a train order restricting the movement of a train which has been cleared, or of which the engine has passed his train order signal in proceed position, until he has read the order to and the order has been repeated by the Engineer.

220. Train orders once in effect continue so until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be superseded. A portion of a train order must not be annulled.

Train orders affecting the movement of trains such as slow orders, work orders, equipment restrictions, etc., must, unless superseded or annulled, be retained and observed on all trips during the tour of duty on which the orders are received. Such orders when held by a regular train which loses its right and schedule by becoming

more than two hours late and is authorized to proceed as provided by Rule 82 will be observed when authorized by a train order reading: "Retain and observe orders Nos.".

When a Conductor or Engineer, or both, is relieved before the completion of a trip, all train orders and instructions held must be delivered to the relieving Conductor or Engineer. Such orders or instructions must be compared by the Conductor and Engineer before proceeding.

223. The following abbreviations may be used:

Initials for signature of the Chief Train Dispatcher.

The usual abbreviations for names of months such as Jan., Feb., etc., and authorized abbreviations for stations.

C&E - Conductor and Engineer
OK - Correct
OS - Train Report
No - Number
Eng - Engine
Psgr - Passenger
Frt - Freight
Mins - Minutes
Jct - Junction
MP - Mile Post
MPH -- Miles Per Hour
Dispr - Train Dispatcher
Opr - Operator

EST - Eastern Standard Time
NS - Train order office not equipped with
a train order signal
TTSI - Timetable Special Instructions
MofW - Maintenance Of Way

225. When train orders are to be handed on, the receiving train must come to a complete stop.

227. When a train order station is open at an irregular hour, trains must be notified when possible by train order, or by special instructions.

When a train order station is open at an irregular hour, Operators will use hand signals in addition to fixed signals to stop trains, for delivery of train orders until all train have passed which have not been notified.

228. A train order office must not be closed except upon authority of the Train Dispatcher. To close a train order office, the Operator will record the time on station record of train movements, and when necessary, properly arrange communication circuits.

MANUAL BLOCK RULES

Note. The terms "clear block" or "occupied block" as used in these rules refer only to trains moving in the same direction and apply only outside of yard limits. Opposing trains will be governed by timetable or train order authority with respect to each other.

230. On portions of the road where these rules are in effect, the normal position of the signal is STOP.

231. The operator will not clear the signal for a train following another train until the leading train has passed the signal at the next station in advance, or has cleared the main track at an intermediate point, or the movement is protected by train order. The authority of the train Dispatcher must be secured for such movement.

The signal must be immediately displayed to indicate STOP after rear of train has passed and the Operator reports to the Train Dispatcher: ". (Train) by (Time) m, STOP signal displayed (adding the direction)".

232. When authorized by the Train Dispatcher, a following movement may be permitted by Clearance Form A, listing trains ahead. Trains so authorized must proceed prepared to stop short of trains ahead within the designated limits. When facilities are not available to deliver Clearance Form A, this information may be given verbally by the Train Dispatcher.

233. A train order office must not be closed until the track section between the next open train order office in each direction is clear of all trains, unless proper protection is provided for such trains.

A train operating on an occupied block must not accept a CLEAR signal indication at any intermediate office which was due to open after such train passed the last open office without receiving Clearance Form A or permission of the Train Dispatcher.

234. When a train at an intermediate point is informed by the Train Dispatcher that the trains ahead have passed the next open office or have clear the main track at an intermediate point, the restrictions of the Clearance Form A part 2 are no longer in effect.

235. A train having cleared the signal with entire train in the direction of its authorized movement must not back by STOP signal without permission of the Train Dispatcher. The Train Dispatcher must have control of following movements, or movement must be protected by flag.

236. A train instructed to report clear of the main track at any point must do so and must not again foul the main track unless authority is secured from the Train Dispatcher. If there is a failure of communications, a train having timetable or train order authority permitting it to proceed, may enter main track by providing flag protection against following trains moving at Maximum

Authorized speed and proceed prepared to stop short of train ahead to next point of communication.

237. When from failure of communications at an open office, the Operator is unable to secure permission of Train Dispatcher to permit a train to proceed, he may issue a Clearance Form A as prescribed by Rule 211-A. Trains having time table or train order authority to proceed will run prepared to stop short of train ahead to next point of communication.

CLEARANCE FORM "A" OPERATION

S-241. On subdivision specified by special instructions, Clearance Form A will authorize a designated train to occupy one or more subdivisions without protecting against other trains. More than one train will not be authorized by Clearance Form A to occupy the same subdivision at the same time. When more than one train is to be authorized, train order will be used and Rule 91 will apply, except the occupied subdivision may be entered in emergency under flag protection on authority of Train Dispatcher.

Clearance Form A authority to occupy a subdivision remains in effect until the Conductor reports the train clear of the subdivision or the Clearance Form A authority is annulled.

TRAIN REGISTER OPERATION

S-242. On subdivision specified by special instruction, the authority of train to occupy a designated subdivision will be governed by train register.

Permission of the Train Dispatcher must be obtained before registering on the subdivision and all trains entering on or departing from such subdivision must be registered.

The Conductor will examine the register and properly record his train and inform the Engineer accordingly. The Engineer will not enter on or depart from the Subdivision until so informed by the Conductor.

The first train registering on the subdivision is authorized to occupy the subdivision without protecting against other trains.

When the train register indicates the subdivision is occupied by a train, another train must not occupy the subdivision without protecting against such train except when written flagging instructions are arranged between the Conductors or the trains concerned.

When written flagging arrangements are made, the Conductors will use every precaution to guard against error, and will give each Engineer a copy.

FORMS OF TRAIN ORDERS

Note. The words and figures in italics in the forms are examples, indicating the manner in which the orders are to be filled out.

S-A. Fixing Meeting Points

Example (1)

No 1 Eng 601 take siding and meet No 2 Eng 311 at B.

Extra 95 East take siding and meet No 5 Eng 310 at B.

Extra 625 East take siding and meet Extra 231 West at B.

Work Extra 625 East take siding and meet Extra 231 West at B.

Example (2)

No 1 Eng 601 and No 3 Eng 301 take siding and meet No 2 Eng 604 and No 4 Eng 606 at C.

Extra 95 West take siding and meet No 2 Eng 604 at B take siding and meet No 4 Eng 605 at C and take siding and meet No 6 Eng 606 at D.

No 1 Eng 601 take siding and meet No 2 Eng 604 at B take siding and meet No 4 Eng 605 at C and take siding and meet No 6 Eng 606 at D.

The order must direct which train shall take the siding or otherwise clear the main track at each meeting point. When necessary, the order may contain instruction, "pull by with cars back in and meet", "take siding on track and meet", instead of "take siding and meet".

When the order contains the instructions for the train to "pull by with cars back in and meet", such instructions will require the opposing train holding the main track to "lay-back" the specified number of car lengths until the train required to take siding has backed into clear on passing siding or other specified track and will relieve the crew of the train backing in of providing flag protection to pull by the entrance switch.

S-C. Giving Right Over An Opposing Train

Example (1)

No 1 Eng 601 has right over *No 2 Eng 312 G to S*.

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

Example (2)

Extra 37 East has right over *No 3 Eng 301 F to A*.

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

These orders give right to the train firsts named over the other train between the points named. If the trains meet at either of the designated points, the first named train must take siding, unless the order otherwise prescribes.

Example (3)

Extra 72 East has right over *Extra 91 West* Z to A and wait at P until 210pm
N 325pm
for *Extra 91 West*.

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

Example (3) must not be used unless the first name extra is given right over the opposing extra the entire limits either of the extras is authorized to run.

Note to Examples (1), (2) and (3). When there is no passing siding at the station last named, the order shall state the specific point to which right is conferred.

E. Time Orders

Example (1)

No 1 Eng 601 wait at *G* until *959 am*
H *1030 am*
I *1055 am.*

The train named must not pass the designated points before the times given. Other trains receiving the order are required to clear the times specified not less than 5 minutes.

Example (2)

No 2 Eng 601 wait at *H* until *959 am* for *No 1 Eng 601*.

First named train must not pass the designated point before the time given, unless the other train has arrived. The train last named is required to clear the time specified not less than 5 minutes.

Example (3)

Westward trains except *Extra 5700 West* wait at *A* until *701pm.*

Example (3) permits the designated train to occupy the main track without rear end flag protection against the trains specified until the time stated in the order has expired. Should a train, leaving a point from which rear

end protection is provided, pass another train in the same direction it must protect against such train.

S-G. Extra Trains

Example (1)

Eng 99 run extra *A* to *F*.

Example (2)

Eng 97 and 99 coupled (or Eng 97 Eng 99 assisting) run extra *A* to *F*.

Example (3)

Engs 97 and 99 run as *two* extras *A* to *F*.

Example (4)

After *Extra 77 East* arrives at *A* *Eng 99* run extra *A* to *B*.

Extra 99 West must not leave *A* until *Extra 77 East* has arrived or the order has been annulled.

Example (5)

Eng 97-99 run extra *A* to *F* and return to *C*.

The extra train must go to F before returning to C.

Example (6)

Eng 77 run extra A to Z.

Eng 97-99 run extra A to G and return to A. Do not pass Extra 77 West.

Before leaving, Extra 97-99 West must either observe Extra 77 West leave A or be advised by the Train Dispatcher that Extra 77 West has departed from A. Information on line 2 of Clearance Form A (where used) will not indicate that the preceding extra has departed.

Form G train orders give extra trains the right to run only to entrance switch of passing siding at stations named. When it is desired that the extra train shall continue to a point beyond entrance switch or where there is no passing siding, a specific point will be designated.

S-H. Work Extra

Example (1)

Eng 292 works extra 645 am until 545 pm between D and E.

The work extra must, whether standing or moving, protect itself against extra trains within the working limits

in both directions as prescribed by the rules, The time of regular trains must be cleared.

This form may be modified:

Example (2)

Eng 292 works extra 645 am until 545 pm between D and E not protecting against eastward extra trains.

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

Example (3)

Eng 292 works extra 645 am until 545 pm between D and E not protecting against extra trains.

Protection against extra trains is not required. The time of regular trains must be cleared.

Example (4)

Eng 292-294 works extra 645 am until 545 pm between D and E not protecting against extra trains except protects against Extra 173 East after 915 am and protect against Extra 210 West after 230 pm.

If Extra 173 East or Extra 210 West enters the working limits before the time specified in the order, they must protect against Work Extra 292-294.

The work extra will protect against the trains name after the time specified in the order. The time of regular trains must be cleared.

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

Example (5)

Work Extra 292 clears (or protects against) Extra 75 East between D and E after 210 pm.

Extra 76 East must protect against Work Extra 292 if working limits are entered before 210 pm. After 210 pm, Extra 76 East will run expecting to find the work extra clear of the main track, or protecting itself, as the order may require.

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

Example (6)

Work Extra 292 protects against no 55 (*or class trains*) between *D* and *E*.

The work extra may work upon the time of the train or trains mentioned in the order, and must protect itself against such train or trains. The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

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

Example (7)

Work Extra 292 has right over all trains between *D* and *E* 715 *pm* until 115 *am*.

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

When Example (7) is used, other trains must not enter the working limits until the time expires or the order is annulled.

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

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

Work Order Form S-H will be addressed and delivered to all trains affected by the order.

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

Under Form S-H the limits of the work extra extend only to the entrance switch to the passing siding at each end of the working limits, unless the train order specifies some other specific point at each end of the working limits. Such point will be specified when there is no passing siding.

Work orders are not required where Rule 271 is in effect. See Rule 275.

J. Holding Order

Example (1)

Hold all (or ward) trains.

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

Example (2)

..... may go.

These order will be addressed to the Operator at the point where trains are to be held and will be delivered to the Conductors and Engineers of all trains affected.

Form J will be used only when necessary to protect motor, cars, hold trains until order can be given, on in case of emergency.

Form J must not be combined with other forms of trains orders.

L. Annuling An Order

Example (1)

Order *No 10* is annulled.

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

Annulled by order No.

An order which has been annulled must not be reissued under its original number.

When train orders are annulled on other than the date of issue, the date as well as the number of the order annulled, must be designated in the annulment order.

P. Superseding An Order Or Part Of An Order

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

Example (1)

No 1 Eng 601 taking siding and meet No 2 Eng 604 at C instead of B.

Example (2)

No 1 Eng 601 wait at D until 1130 am instead of 1115 am.

An order which has been superseded must not be reissued under its original number.

S. Directing Trains To Not Pass A Specific Location

Example(1)

Do not pass (*specific point*) without permission of Train Dispatcher.

The train or trains addressed must not pass the designated point without verbal permission of the Train Dispatcher.

Permission to pass must not be given before train reaches the designated point unless both Engineer and Conductor can be notified.

This form of order may be used as follows:

In Manual Block territory, to establish a block for a following train at an intermediate point between open train order offices when it is known the preceding train is *beyond the point named*;

In any territory, to provide protection for MofW work or motor car movements at points intermediate to open train order offices or controlled absolute block signals.

X. Slow Orders

Example (1)

Do not exceed *10 MPH on Bridge No 752* between MP 75 and MP 76 account*

Do not exceed *20 MPH* between MP 333 and MP 334 account*

Example (2)

Between 701 am and 501 pm all trains using track will approach MofW force working on track (at or between) prepared to stop and will proceed at (speed) only on **yellow** hand signal from employee at this point (or between these points).

Example (3)

Between 701 am and 310 pm trains using track will approach MofW force (at or between) track and will proceed at (speed) only on **yellow** hand signal from employee at this point (or between these points).

Example (4)

Westward trains approach a point 1500 feet west of MP 90 prepared to stop account . . . * and will proceed only on hand signal from employee at this point.

The speed named applies to the entire train.

*Fill in to specify reason for reduced speed.

Examples (2), (3) and (4) will be used when safety of movement requires train to approach prepared to stop.

Y. Providing For Annulling Clearance Form A Per Rule S-241.

Example (1)

Clearance Form A authority to occupy subdivision is annulled.

BLOCK SIGNAL RULES

250-A. A signal indication requiring Limited, Medium, Slow or Restricted speed applies to the movement of entire train through crossovers, turnouts interlocking limits and over power-operated switches protected by the signal.

Where signals are controlled by the Operator, he will inform the Train Dispatcher of the approach of trains in sufficient time to avoid delay and will not permit trains or engines to enter, cross over or foul a main track or other signaled track without permission of the Train Dispatcher.

TCS Rules

Rules Governing Movement Of Trains In Either Direction On One Or More Tracks By Block Signals

271. On portions of the road specified by special instruction, trains and engines will run in either direction by block signals whose indication will supersede timetable superiority.

272. Trains or engines must not enter or foul the main track or other signaled track where these rules are in effect, nor cross over from one such track to another, except as governed by signal indication or on authority of the Train Dispatcher, obtained by the Conductor or Engineer.

When trains or engines clear on any track, not provided with an absolute block signal to govern the movement from such track, the Conductor or Engineer must report clear to the Train Dispatcher.

272-A. At non-electrically-locked hand-operated switches where the speed of train is not permanently limited to 20 MPH, trains or engines must not clear or enter the main track unless the track is so designated in special instructions. Trains or engines using tracks on which they are not permitted to clear must leave part of train on signaled track or switch open until work is completed.

273. Permission of the Train Dispatcher must be secured to hand-operate a switch to enter main track, or other signaled track.

274. Except as provided in Rule 275 or 277, a train or engine must not reverse direction within a block without the authority of the Train Dispatcher who must first protect the movement. Movement must be made at Restricted speed to the next signal and flag protection will not be required.

275. Trains or engines may occupy specific absolute block section to work in both directions without flag protection when authorized by the Train Dispatcher. Conductor must make record of time, track and working limits, advising the Engineer accordingly.

Conductor must report clear before time limit expires unless extension of time limit has been secured. Train or engine which has been reported clear must not again occupy the working limits without securing new authority.

The authority to work does not relieve crew of compliance with block signal indications.

When more than one train or engine is authorized to occupy the same working limits, the authority must include the requirement for such trains or engines to protect against each other, and the movement made at a speed that will permit stopping within one-half the range of vision regardless of signal indication displayed.

276. When reverse movement is made under the provision of Rule 274 or 275, and rear of movement is standing between the absolute block signals governing movement over power-operated switches, it must be known that all switches are lined for the movement.

277. Where designated by special instructions that this rule is in effect, trains or engines may move or work in both directions within an absolute block section without flag protection. Movement must be made at a speed that will permit compliance with signal indication displayed. When necessary for work trains or yard engines to perform work, time and working limits will be secured from the Train Dispatcher before entering the working limits. Conductor will make record of time and working limits and advise the Engineer accordingly.

When more than one train or engine is authorized to occupy the same absolute block section, the authority must include the requirement for such trains or engines to protect against each other, and the movement made at a speed that will permit stopping within one-half the range of vision.

Block and Other Fixed Signal Aspects and Indications

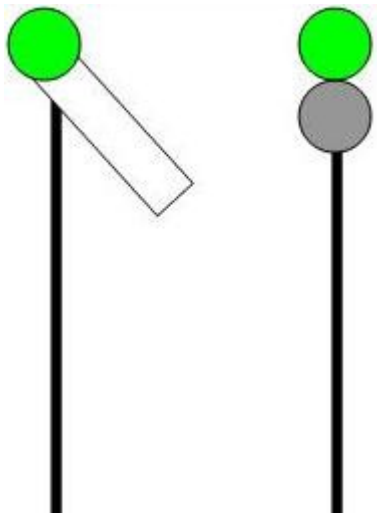
280. Rules 281 through 296 will apply in Signaled Territory.

Aspects shown are those displayed on Color Light Signals.

Absolute Signals are distinguished by the absence of Number Plate.

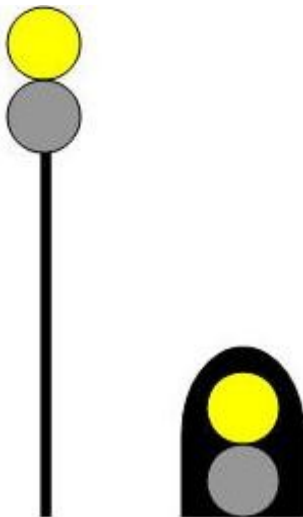
Aspects and Indications not in conformity with those listed in Rules 281 through 293 will be designated by special instructions.

Rule 281.



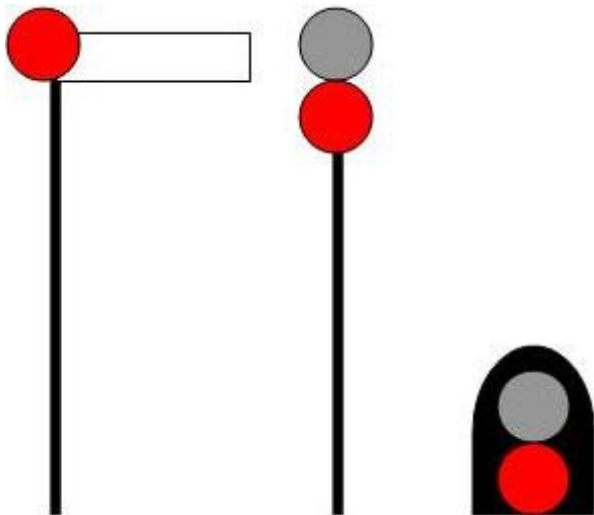
NAME - CLEAR
INDICATION - PROCEED

Rule 290.



NAME - RESTRICTING
INDICATION - PROCEED AT RESTRICTED SPEED

Rule 292.



NAME - STOP
INDICATION - STOP

Rule 293.



NAME - ROUTING
INDICATION - SELECTED ROUTE

Interlocking Rules

605. At locations designated by special instructions, interlocking signals govern the use of the blocks and routes of an interlocking, and as to movements within interlocking limits, their indications supersede the superiority of trains.

604-A. Trains or engines must not enter or foul the main track or other signaled track where these rules are in effect nor cross over from one such track to another, except as governed by signal indication or on permission of the Train Dispatcher, obtained by the Conductor or Engineer.

Switching movements beyond interlocking limits must not be made without permission of the Train Dispatcher and then only under flag protection or train order.

607. If an interlocking signal cannot be changed to display other than STOP indication, the Control Operator may, after complying with Rule 961 and obtaining authority from the Train Dispatcher, verbally authorize train or engine to pass such signal. The movement may then be made as authorized at Restricted speed.

Before moving over switches, it must be known that all switches are properly lined for movement. A member of crew must remain at power-operated switch (unless dual-control switch has been secured in hand-throw position or non-dual-control power-operated switch has been spiked) until leading unit or car reaches switch, to give STOP

signal should switch change position. After movement reaches first switch in route (where there are other switches) employee must precede movement over remaining switches to be in position to give hand signal to stop should any of the switches change position.

608. During a stated period an interlocking station may be closed upon the authority of the Superintendent. When so closed, switches and switch levels must be secured for routes that do not conflict and signal levers placed in position so that signal will display the proper indication.

The interlocking station must be securely locked.

When STOP indication is displayed at closed interlockings, Conductor or Engineer will secure verbal authority from Train Dispatcher to proceed, and, where railroad crossing at grade are involved, will also be governed by instruction posted at crossing.

609. When rear of movement is standing within interlocking limits, a reverse movement, or a forward movement after making a reverse movement must not be made without proper interlocking signal or permission of the Control Operator. If movement over power-operated switches is not governed by signal indication, second paragraph of Rule 607 will govern.

Before giving permission to reverse direction when movement cannot be made by signal indication, Control Operator must know that the route is properly lined,

switch and signal control devices set in proper position for movement and that signal governing conflicting routes display STOP indication.

Note. The following rule also applies at interlocking: 250-A.

Emergency Operation of Traffic Control System

701. When Traffic Control System is rendered inoperative, the operation of trains under Rules 271 through 277 will be as follows:

Trains may be operated with protection against opposing trains provided by train order or an officer riding on engine, acting upon instructions of, and representing the Train Dispatcher. Running orders will not be required.

Trains will be authorized to hand-operate dual-control switch, where necessary, and to pass all absolute block signals displaying STOP indication after stopping on such signals, either by train order or by officer riding engine.

Until assurance has been received from the Maintenance of Way and Signal Departments that the track is safe and block signals are operating properly, trains will be instructed not to exceed Restricted speed.

Trains must be informed of any speed restrictions, either by train order or by the office riding engine.

SWITCH TARGETS AND LIGHTS

730. The normal position of main track and passing siding switches is for movement on main track and passing siding. Yard and industrial tracks switches have no normal position unless designated by special instructions, except that crossover switches must be left lined for straight track movement when not in use.

ADDITIONAL GENERAL RULES

801. Civil, gentlemanly deportment is required of all employees in their dealing with the public, their subordinates and each other. Boisterous, profane or vulgar language is forbidden. Employees must not enter in altercations, play practical jokes, scuffle, or wrestle on property of the Company or while on duty.

Employees are required to report such misconduct, or negligence affecting the railroad's interest, to their superior office. Any employee subjecting the company to garnishment, attachment, or assignment proceeding involving his wages will be subject to discipline.

802. Employees who are disloyal, dishonest, insubordinate, immoral, quarrelsome, vicious, careless or incompetent, or who willfully neglect their duty, endanger life or property, or who make false statement or conceal fact concerning matters under investigation, are subject to discipline.

803. Undivided attention to duty is essential to safety, efficiency and economy. While on duty, employees must not engage in any activity which will interfere with or distract attention from their work.

804. No employee will absent himself from duty, nor engage a substitute to perform his duties without permission from the proper authority. Employees must report for duty at the designated time and place.

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

An employee will not engage in any work or other business which will prevent him from obtaining rest or interfere in any way with the performance of his duties for the Company. An employee will not be allowed to do any work for himself or for others during working hours, nor on Company property except with the permission of the Superintendent.

805. Employees must exercise care and economy in the use of tools, equipment, materials and supplies. Offices, building, structures and other premises must be kept in a clean, neat and orderly condition.

806. In case of damage to company property, employees must do everything possible to protect it. When the security of freight or railroad property is involved, it is the duty of employees concerned to see that arrangements are made for protection of such property against theft, loss or damage from other causes.

807. The affairs of the Company must not be disclosed, nor access to the Company's records be permitted, without proper authority.

Information detrimental to the interest of the Company or of its patrons must not be disclosed, except to proper official of the Company. All information an employee has concerning an accident must be supplied to the proper

official of the Company. Such information must not be furnished to the public except by an official of the Company or upon authority from him, but this shall not be construed to prohibit informing an employee who is injured on duty, or his family or duly authorized agent, as to the facts incident to the injury (or death) of such employee.

809. Employees, when leaving the service, or upon demand by proper authority, must return all property assigned them or entrusted to their care.

Property of the railroad must not be sold or in any way disposed of without proper authority. All articles of value found on railroad property, whether along right of way, in cars, stations, or on trains, must be cared for and promptly reported to the Superintendent.

811. Employees must, as far as practicable, observe entire length of passing trains for defects. When two or more employees are available, they will station themselves so both sides of the train can be observed.

Crews must be observant of the condition of their trains and inspect them at frequent intervals while in motion. They will look back frequently to see if track, block signals or roadway structures have been damaged by dragging or protruding objects on their train.

When trains are standing for a sufficient length of time, ground inspection must be made by trainmen from both side of the train.

Crews observing defects that would endanger the movement of their train, or train on adjacent track, will immediately take such action as will insure safety.

Employees observing defects on passing trains will notify engine or train crew, if possible, using the following hand signals:

Brakes Sticking - Hand by day or lantern by night, shoved in sliding motion out from body.

Hot journal, sliding or broken wheel, connections dragging, lading shifted or objects protruding over side or end of car, etc. - Stop Signal.

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

If entire train has been observed and there are no apparent defects, employees, except crossing watchmen, will give proceed signal.

When meeting or passing trains and stations, or points where employees are working, crews on moving train must be on the lookout for signals. A trainman must be stationed as near the rear as practicable to give or receive signals.

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

Couplers must be stretched to know that knuckles are locked before coupling air and steam hose. Cars must not be "kicked" or "dropped" into a track on which passenger equipment or camp cars are standing.

814. Employees subject to the Federal "Hours of Service Law" must give the Chief Train Dispatcher sufficient advance notice when it is apparent they will be unable to complete their trip or tour of duty within the lawful period. An employee order for duty before his legal rest period has expired must report the fact to proper authority before going on duty.

Train and engine crews, after being on duty twelve hours, must notify the Train Dispatcher from the first open office, the time they will be on duty fourteen hours.

815. No person, except employees in discharge of their duties, will be permitted to ride freight trains, engines, baggage cars without proper authority.

The vestibule doors of all cars must be kept closed except when opened to receive or discharge passengers at station and by trainmen in performance of their duties.

The end gates of passenger cars must be closed and secured before cars are separated.

816. All concerned will familiarize themselves with the regulations governing the transportation of explosive, flammable, and other dangerous commodities. Particular attention is called to proper handling of cars placarded "EXPLOSIVE", "FLAMMABLE" or "DANGEROUS".

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

The use of spectacles, goggles, or sun glasses, with colored glass or lens, by employees whose duties necessitate the observance of signal indications is prohibited unless authorized by the Superintendent.

818. Trains handling mixed passenger and freight car equipment, except freight cars equipped with high speed equalized passenger trucks, steel wheels, steam heat and signals line equipment, will observe the maximum freight train speed and speed restrictions.

The Engineer will be informed of such cars in his train by car inspectors at points where they inspect his train. At other points he will be notified by the Conductor or Yardmaster.

819. Employees using any means of communication in connection with train or motor car movements must satisfy themselves that they are in contact with the proper persons, and must not consider conversation finished until

persons taking part are assured that all the conversation has been heard and is understood.

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

TRAIN DISPATCHERS

900. Train Dispatchers will report to, and receive instructions from the Superintendent.

901. They will issue orders governing the movement of trains, and will see that they are transmitted, recorded and repeated according to the prescribed form and rules when applicable. They will keep a careful record of the movement of trains, engines and motor cars, noting all important incidents and will make the various records required.

902. They must supervise the movement of trains, anticipating the need for train orders and have them ready when needed, but must not issue orders an unnecessarily long time before they are needed nor at points distant from where they are to be executed, if it can be avoided.

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

904. When round-trip order (Form S-G, example (5)) is used, a restricting order placed at a station from which the extra train is authorized to return must not be made complete for a following train until the order has been delivered to the extra train holding the round-trip order.

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

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

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

Where train orders restricting the movement of trains are used and the point of restriction is less than five miles from location where orders are received, trains will be stopped for delivery.

908. They must exercise care in reducing time orders or otherwise advancing the time of trains contrary to information that may have been given the public or others concerned.

909. They must prevent the delivery of unnecessary orders to a train by annulling such orders after they have served their purpose, and must not annul an order to a train or engine, unless such train or engine has received copies of the order annulled.

If an order to be annulled has been delivered, and is still in effect, the annulling order should be addressed to those who received copies of the order being annulled.

910. They must require Operators to report trains promptly and must act promptly to protect trains in the event of hazardous conditions, obstructions, or accidents, and give necessary information to all concerned.

911. They must report immediately to the Superintendent any violation of rules, and any irregularity relating to the movement of trains or the handling and execution of train orders.

912. Each Train Dispatcher going off duty must enter in ink, in the Train Dispatcher's order book, over his signature, a transfer of all orders, Clearance Form A authorities issued per Rule S-241, MofW authorities, instruction that have not been fully executed, and other important or unusual incidents. They must see that all orders and instructions are understood by the relieving Train Dispatcher. The relieving Train Dispatcher must sign the transfer in the presence of the Train Dispatcher being relieved.

RULES GOVERNING TRAIN DISPATCHERS AND OPERATORS IN BLOCK SIGNAL AND INTERLOCKING TERRITORY

950. Controlled absolute block signals (except where otherwise designated) must be kept in STOP position. They must be operated sufficiently in advance of approaching trains or engines to avoid unnecessary delay, but not before their movement can be observed by the Engineer or Conductor. To insure proper route, such signal (unless instructions approved by the Signal Department permit) must not be operated until it is known the route is properly lined. Appliance must be operated carefully and only by those charged with that duty.

Controlled switches must be restored to normal position after movement is completed.

951. When necessary to change the route for which signals have been cleared, and there is a possibility of an approaching train or engine being affected by the change, switches must not be operated nor signals cleared for opposing or conflicting movement until the approaching train or engine has stopped and the Engineer understands the movement to be made.

952. When a train or engine is occupying a section in which a power-operated or interlocking switch is located, no attempt will be made to operate such facility.

953. During storms or any conditions that may affect the operation of power-operated or interlocking switches,

good judgment must be used in operating the switches. The Train Dispatcher will notify the employees whose duty it is to patrol and keep the switches clear whenever, in his judgment, such forces are necessary.

954. If there is a derailment or if a power-operated or interlocking switch is run through or if any damage occurs to the track or signaling apparatus, the controlled signals and/or switches must be blocked in position to prevent movement over affected track sections. No movement will be permitted until track and signaling facilities have been examined and repaired or properly protected.

955. When notified by Signal Department employee that work will be performed which will interfere with the safe passage of trains or engines, controlled signals and/or switches must be blocked in position to prevent movement over affect track sections. No movement will be permitted until Signal Department employee notifies the Train Dispatcher that work has been completed.

956. If a signal fails to work properly, its operation must be discontinued and the signal blocked to display its most restrictive indication. When controlled by an Operator, it must be reported to the Train Dispatcher. Train Dispatcher must promptly report any unusual operation of signals and appliances to Superintendent. Unauthorized repairs, alterations or additions must not be made to Interlocking or Control Machines.

957. Where Operating Rules, Motor Car Rules or special instructions require protection to be afforded by the display of STOP indication on controlled absolute signals and/or controlled switches properly positioned to prevent opposing or conflicting movement, the Train Dispatcher must comply with the following instructions:

- (1) *Devices controlling signals and/or switches* must be blocked, but indications must first be observed to insure that the controlled functions in the field are in agreement with controlling devices.

Where switch levers are provided with Out-of-Correspondence lights, such light must be known to be functioning by manipulation of lever before blocking device is installed.

- (2) *Train Dispatcher* must not use such protection whenever informed that work is being performed that could interfere with the normal functioning of Control Machine or associated code equipment.
- (3) *When Protection* cannot be afforded as outlined above, train orders may be used.
- (4) *Train Dispatcher and/or Operator* must make record of authority issued as required.

Note. Before issuing verbal authority for those conditions covered by Rules 958 through 964, the Train Dispatcher and Operator, in addition to complying with the requirements of those rules, will maintain records in

accordance with "Instructions to Train Dispatchers and Operators Governing Maintenance of Records".

958. *Authority To Enter Main Track Where Block Or Interlocking Signal Is Not Provided To Govern Movement As Per Rule 272 or 605-A.* Before authorizing a train or engine to enter or foul a main track or other signaled track or cross over from one such track to another where block or interlocking signal is not provided to govern movement, the Train Dispatcher must know:

- (1) The working limits are clear of opposing trains or engines, and;
- (2) The devices controlling signals and/or switches are blocked in position to prevent any conflicting movements into the working limits.

Should it become necessary to authorize more than one train or engine to work in both directions within the same limits, the authorities must include the requirements that the movements must protect against each other.

Blocking devices must not be removed until Conductor of each train reports clear. Should Conductor fail to report clear, the blocking devices must not be removed.

961. *Authority To Pass Stop Signal As Per 607.* When absolute block or interlocking signal cannot be changed to display other than STOP indication, before authorizing train or engine to pass such signal, the Train Dispatcher must:

- (1) Have control of opposing trains or engines by controlled absolute block or interlocking signal, timetable schedule, train order, contract with Engineer or flag protection.
- (2) Where Rule 271 or 605 is in effect, know that all devices controlling signals and/or switches are blocked and in position to prevent conflicting movements into such section.
- (3) Where signal governs movement over power-operated switches, know that device controlling signal is lined for movement the same as though signal could be displayed to proceed and all such switches are in correspondence with controlling devices.

963. *Authority For MofW Work Train To Occupy Absolute Block Section As Per Rule 275 or 277.* When authorizing MofW work train to occupy working limits to perform work which could result in dirt, sand or other material being deposited on rails, the Train Dispatcher must know that the devices controlling signals and/or switches are blocked in position to prevent any conflicting movement into the working limits.

Blocking devices must not be removed until Conductor of MofW work train reports clear. Should Conductor fail to report clear, the blocking devices must not be removed.

964. *Authority For More Than One Train Or Engine To Occupy Same Absolute Block Section As Per Rule 277.* Before authorizing more than one train or engine to work independently in the same absolute block section the Train Dispatcher must know that the Conductor or Engineer of each train or engine has acknowledged his understanding that protection must be provided against the other trains or engines.

969. Any unusual operation of code equipment, failure or Signal, Switch, Track or Code Indication lights on control machines must be reported to the Superintendent as soon as practicable.

970. *Rusty Rail.* When notified that ball of rail is covered with rust or other material that may interfere with the proper shunting of track circuits (and this has been confirmed by the Superintendent), the Train Dispatcher must know:

- (1) That devices controlling switches and/or signals are blocked in accordance with instructions of the Superintendent, in position to prevent the unauthorized use of the track or tracks affected.
- (2) That before authorizing movement on the track or tracks affected, devices controlling all switches in the route and opposing signals are blocked in position to protect the movement.

- (3) That such movement is entirely clear of affected tracks before blocking devices, installed to protect the movement over the affected tracks, are removed.
- (4) That, when movement is clear of affected tracks, blocking devices are again applied to prevent unauthorized use of affected tracks.

Blocking devices, applied to prevent unauthorized use of affect tracks, must be stenciled "Rusty Rail".

971. When passing sidings or main tracks are blocked, the Train Dispatcher must record on the train sheet the condition affecting the use of such tracks. Where controlled switches and signals govern entrance to such tracks, the Train Dispatcher must know the devices controlling such facilities are blocked in position to prevent inadvertent movement into such tracks.

ENGINEERS

1000. Engineers report to and receive instruction from the Superintendent. They will obey the instruction of Yardmasters as to switching and making up trains, and those of Conductors as to starting, stopping, and general management of trains.

1001. They will be held responsible for the safe, efficient and economical operation of the various classes engines and devices.

1002. They must require forward trainmen to take proper position on the train whenever necessary.

1003. They will, unless otherwise directed, see that the engine is in good working order and furnished with necessary supplies, signals, and the required tools.

1004. For the safety of the train or engine, the Engineer must keep a vigilant lookout in the direction moving, obey signals immediately, and respond promptly in answering signals.

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

1005. They will, on trains carrying mail cars on which catcher service is performed, sound the station whistle signal, Rule 14-K, for the guidance of the mail clerks.

1006. While taking fuel or water, engine brakes must be held applied.

1007. They must use every precaution against fires. They must report, to Superintendent any engines throwing fire. When fires are noted on or near the right of way, they must immediately notify the Train Dispatcher, and if Company property is endangered, they must act promptly to obtain necessary protection.

CONDUCTORS

1200. Conductors report to and receive instructions from the Superintendent and will also obey the instructions of the Train Dispatcher and Yardmaster.

1201. Before leaving initial station, and at intermediate stations where cars are picked up, the Conductors must know that the cars in their trains belong in their consist, have been inspected and that the brakes are in proper operative condition, and in addition, on passenger trains, that the communicating signal and steam heat are in proper working condition.

1202. When practicable, they must know that their train displays the necessary train signals, and must see that trainmen are in their proper places at all times.

1203. They must never entrust the duties of flagging to any person not entirely familiar with them, except in emergency, and then they must give instructions in such duties as fully as the circumstances will permit.

1204. Cars must not be left fouling an adjoining track when it can be avoided. Cars left standing on any tracks must clear insulated joints and clear public or private crossings and other tracks, for the greatest distance that would be reasonable under the circumstances.

The Conductor will comply with local ordinances relating to the obstructions of public crossing.

1205. They must make memoranda of any unusual or important occurrences on their trips, retaining same for future reference.

They will file all reports required, observing all instructions.

1206. Car with defective hand brake should not be left unless conditions are such that there is no danger of it moving. If set out, Superintendent must be notified from first communicating office.

1207. They will inform the Engineer, when practicable to do so, when cars or equipment requiring movement at least than maximum authorized speed are included in the train.

1208. When switching or picking up cars, they will not take cars that are improperly loaded, overloaded, or exceed clearance limitation unless movement is properly authorized, or cars not in condition to run safely, and will report all such cases to Superintendent for instructions.

When switching industrial tracks, team tracks, loading tracks or similar tracks, the lading of cars must be carefully examined and, if any are found loaded heavily on one side or ends, overloaded or projecting over the ends or sides, such cars must not be moved but report made to Superintendent. High or wide cars must not be moved until close side or overhead structure has been checked to see if such cars will properly clear the structure.

1209. Unless otherwise instructed, camp cars or passenger equipment moved in freight trains must be handled on rear next ahead of the caboose.

1210. They will see that proper flagging appliances, sufficient supplies and first aid kit are available, but will allow only such material in the caboose or equipment boxes as is necessary, and will see that the caboose is kept in a neat and clean condition.

1211. When cars in trains have been pilfered or broken into, they will notify the Superintendent from the first available point, giving car number, seal numbers, and as much information as practicable.

1212. When defective, damaged or improperly loaded cars are offered for delivery to this road at a junction where no car inspector is on duty, they must not be moved without proper authority. The Train Dispatcher must be advised of such defects, together with contents and destination of car.

1213. They must notify the Train Dispatcher and Yardmaster of defective cars being brought into terminals; must card any cars in the train found defective between terminals, and must notify the Train Dispatcher, and Superintendent, of defective cars cut out of train. If cars are left at non-agency station, they must take waybills to next agency station, making endorsement as to action taken.

PASSENGER SERVICE

1300. Unless otherwise provided, at inspecting stations, Conductors must not give the signal to leave until they have notice from the inspectors that their work is finished, nor at any station while passengers are getting on or off trains. As far as possible, they must prevent passengers from getting on or off while the train is moving. When station stop is made, they will allow passengers to get off train before others get on. While train is at a station, trainman or train porter will remain on station platform at car steps.

1301. Train employees will not occupy seats with passengers, nor enter into conversation with them, further than is required in the discharge of their duty, and in answering questions politely.

1304. The Conductor will report to the Superintendent all cases of rough starting, handling, or stopping of passenger trains.

1305. The Conductor must notify the Train Dispatcher when additional cars are needed to accommodate passengers.

1306. After passenger train leaves stations, crew members should notice whether or not person are hanging to side of cars unable to enter on account of closed vestibules, and if so, go immediately to their assistance.

YARDMASTERS

1400. Yardmasters report to and receive instruction from the Superintendent and Train Dispatcher, and will comply with Rule 2.

1401. They are responsible for the safe and efficient operation of the yards. They must be familiar with the rules and special instructions for movement of trains and for government of employees in train and yard service and must require the prompt and efficient discharge of duty by employees who are subject to their direction.

1402. They must see that train and yard crews are ready for duty at the appointed time; that trains are made up properly with proper tonnage; that Conductors are furnished with necessary waybills; that waybills are received as required (giving necessary handling in the case of failure, reporting such instance to the Superintendent); that doors of loaded cars are sealed properly and door of empty car closed and fastened; the cars are inspected and those needing repairs are sent to the shops; that cars are not delayed unnecessarily; and that records and report are made in accordance with instructions.

1403. They must be conversant and comply with the rules, laws and instructions governing the handling of shipments of livestock, explosives, flammables and perishables; weighing, switching and interchange of cars and the loading and clearance requirement of various types of lading and cars.

1404. They will , when cars or equipment are placed in a train which for any reason restricts the movement of the train or requires special handling, notify the Train Dispatcher in ample time to provide train order protection, and if necessary, inform the Engineer and Conductor accordingly.

OPERATORS

1550. Operators report to and receive instructions from the Train Dispatcher and will comply with the instructions of Superintendent and Train Dispatcher.

1551. Day Operators are Managers of their respective offices unless otherwise directed.

1552. They are required to be constantly on duty during the hours assigned them and must not leave their offices without permission of proper authority except in the performance of their duties prescribed in the rules.

1553. They must report the weather as required and must notify the Train Dispatcher promptly of any abnormal weather conditions prevailing in their vicinity.

1554. They will keep the office strictly private and permit no persons in the office, except employees in the discharge of their duties. Students may be allowed in offices when permitted by proper authority.

1555. They will consider all communications a confidential service and treat the contents of messages which are sent, received, or overheard, accordingly.

1556. Messages, unless on Company's business, or signed by some officer of the Company or its immediate connections, will be refused. Unnecessary communications between Operators is forbidden.

1557. At all offices where arrangement has been made for the handling of public communications, Managers and Operators will be held accountable for the prompt and proper handling and report of such business in conformity with the requirements of the Telegraph Company.

1558. Before being relieved by another Operator, they must make written transfer of all information required on prescribed form and must call to attention of the relieving Operator, any unfinished business.

The relieving Operator must read to the Operator being relieved, all train orders transferred and when complete understanding of the transfer has been obtained, the relieving Operator will sign transfer in the presence of Operator being relieved. Such record must be maintained for future reference.

When not relieved at the prescribed time, they will notify the Train Dispatcher.

1559. They must become sufficiently familiar with the switchboards to enable them to make such wire connections as may be directed. Articles must not be placed behind switchboards, nor flammable articles near the office wires.

Connections must not be made with private or foreign wires, without permission from the Superintendent.

1560. They are responsible for the prompt and correct transmission and delivery of messages. If the person to

whom the message is addressed cannot be found, Operators must promptly notify the office at which it originated.

1561. The attention of students and messengers will be called to the rules, particularly those relating to the privacy of communications.

1562. At offices where standard clocks are located, the Operator must see that they are regulated daily in accordance with the time signal.

1563. They must give preference to train orders and train movements.

1564. They must not handle switches for trainmen, unless authorized by proper authority.

1565. A station record of train movements must be kept on prescribed form at each train order station. Operators must record on this form, the required information, reporting promptly to the Train Dispatcher. A train passed by another train at a train order station must be re-entered upon the record. The last train leaving must be the last recorded.

MAINTENANCE OF WAY FOREMEN

1650. Foremen shall report to and receive instructions from the Superintendent.

1654. They are responsible for the proper flag protection. They must see that employees selected as flagmen are reliable, able to read and write and understand the rules and flagging instructions. Foremen must keep a supply of flagging instruction forms on hand.

1655. Foreman in charge of track under flag protection must watch and listen for approaching trains and station themselves apart from their forces when giving hand signals so that they may be properly seen and understood by train crews.

1656. Foremen must comply with Rule 2 and compare time as often as practicable with a standard clock, secure standard time by wire or telephone, or compare time daily with Conductor or Engineer.

1657. They will take proper care of all material, tools and machines and see that they are properly stored and placed where they will not endanger employees or the operation of trains, and keep their section in a neat and orderly condition.

1661. Foremen must avoid delaying trains unnecessarily and must report any violation of slow orders or flagging instructions by enginemen.

INDEX

- block. 4, 6, 18, 22, 28, 37, 38, 54, 57, 58, 59, 60,
67, 71, 79, 82, 83, 84
- Block.....4, 19, 54, 57, 60, 82, 83, 84
- blue signal.....14
- Clearance. .16, 31, 32, 34, 37, 38, 39, 40, 47, 55,
56, 78
- Conductor...1, 23, 25, 30, 34, 35, 40, 41, 54, 57,
58, 59, 65, 66, 74, 79, 82, 83, 84, 88, 91, 93,
97
- Conductors.20, 26, 30, 32, 41, 52, 86, 88, 91, 92
- Dispatcher.....6, 8, 16, 17, 18, 22, 23, 25, 26, 27,
28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39,
40, 41, 47, 53, 54, 57, 58, 59, 65, 66, 67, 72,
73, 78, 80, 81, 82, 83, 84, 85, 87, 88, 90, 91,
92, 93, 94, 95, 96
- Dispatchers.....76, 82
- Engineer 1, 23, 25, 30, 34, 35, 41, 54, 57, 58, 59,
65, 66, 74, 79, 83, 84, 86, 89, 93, 97
- Engineers.....19, 20, 26, 30, 32, 52, 86
- Extra trains.....16, 17, 26
- Foremen.....97
- hand signal.....10, 21, 55, 66, 72
- Hand signals.....10
- interlocking...4, 6, 19, 57, 65, 66, 67, 79, 80, 82,
83

Interlocking.....	4, 65, 80, 82
Operator....	25, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 39, 51, 52, 57, 65, 66, 80, 81, 95, 96
Operators.....	26, 29, 32, 36, 78, 82, 94, 95, 96
passenger.....	9, 20, 23, 73, 74, 88, 90, 91
passengers.....	3, 9, 13, 73, 91
Superintendent 1, 2, 3, 15, 22, 66, 70, 71, 74, 76, 78, 80, 84, 86, 87, 88, 89, 90, 91, 92, 94, 95, 97	
train order....	4, 6, 15, 16, 17, 19, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 44, 51, 54, 65, 67, 76, 77, 83, 93, 96
Train orders.....	25, 27, 34
Train Orders.....	77
whistle.....	12, 15, 86
Yardmasters.....	1, 26, 86, 92