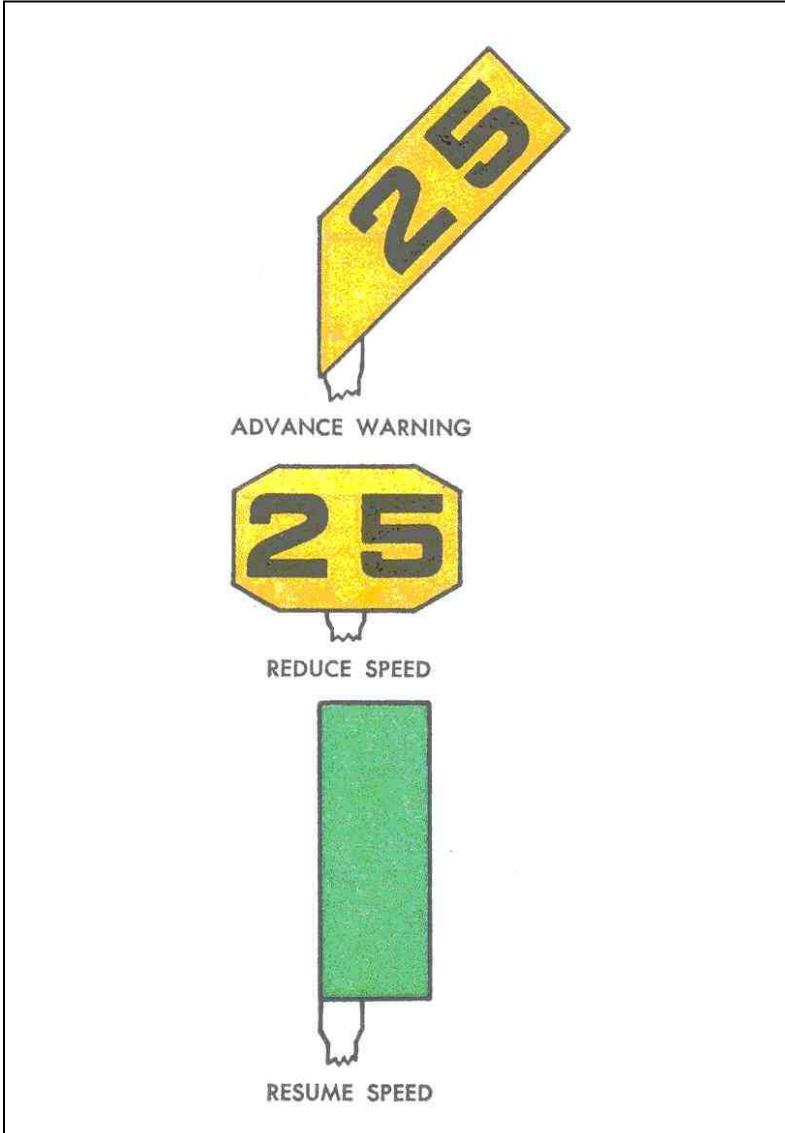


NORTHERN PACIFIC RAILWAY SPEED SIGNS



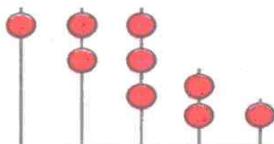
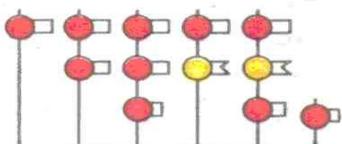
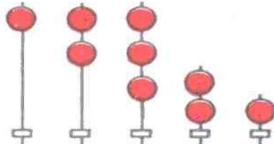
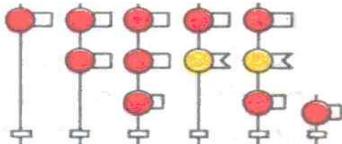
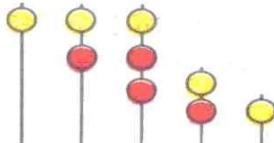
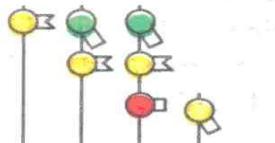
Reduce speed limits are designated by Advance-warning signs (diagonally upwards), Reduce speed signs (square with clipped corners) and Resume speed signs (vertical).

The Advance-warning signs are, as far as feasible, located approximately 3000 feet in advance of the Reduce speed signs, and the numerals on both signs indicate in miles per hour the maximum speed permitted from the Reduce speed sign to another Reduce speed limit, or to a sign indicating a higher speed, or to a Resume speed sign.

If speeds authorized by zones or by Reduce speed signs, are greater than that prescribed in Special Instructions for certain trains or engines, such trains or engines must not exceed the prescribed speeds.

Locations where reduced speeds are required, but which are not indicated by signs, are listed in Special Instructions for each subdivision.

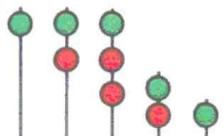
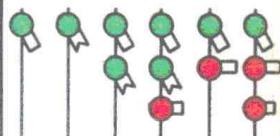
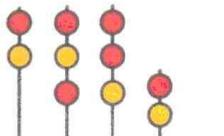
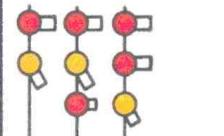
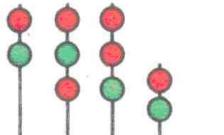
UNION PACIFIC BLOCK AND INTERLOCKING SIGNAL INDICATIONS

RULE	ASPECTS	
	COLOR LIGHT	SEMAPHORE
240-A	 (WITH OR WITHOUT LETTER "A" PLATE)	 (WITH OR WITHOUT LETTER "A" PLATE)
240-B	 (WITH NUMBER PLATE)	 (WITH NUMBER PLATE)
240-C	 FLASHING RED LIGHT ON ANY SIGNAL	
240-D	 (WITH NUMBER PLATE)	 (WITH NUMBER PLATE)
240-E	 (WITH OR WITHOUT LETTER "A" OR NUMBER PLATE)	 (WITH OR WITHOUT LETTER "A" OR NUMBER PLATE)

**UNION PACIFIC BLOCK AND INTERLOCKING
SIGNAL INDICATIONS**

Stop	Stop
Stop and proceed	Stop; then proceed at restricted proceed speed to next home signal.
Flashing stop and proceed	Stop.; then proceed at restricted stop and speed to next signal keeping close proceed lookout for track car.
Permissive	Proceed at restricted speed to next home signal.
Approach	Proceed prepared to stop at next signal. Train exceeding 30 miles per hour must immediately reduce to that speed.

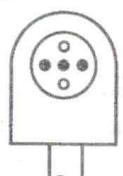
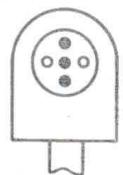
UNION PACIFIC BLOCK AND INTERLOCKING SIGNAL INDICATIONS

RULE	ASPECTS	
	COLOR LIGHT	SEMAPHORE
240-F	 FLASHING YELLOW LIGHT ON ANY SIGNAL	
240-G	 (WITH OR WITHOUT LETTER "A" OR NUMBER PLATE)	 (WITH OR WITHOUT LETTER "A" OR NUMBER PLATE)
240-H	 LUNAR LIGHT ON ANY SIGNAL	
240-J	 (WITH OR WITHOUT LETTER "A" OR NUMBER PLATE)	 (WITH OR WITHOUT LETTER "A" OR NUMBER PLATE)
240-K	 (WITH OR WITHOUT LETTER "A" OR NUMBER PLATE)	

**UNION PACIFIC BLOCK AND INTERLOCKING
SIGNAL INDICATIONS**

Advance	Proceed on route indicated prepared to pass next signal at not exceeding 40 miles per hour.
Clear	Proceed on main route.
Restricting	Proceed on route indicated at restricted speed.
Diverging approach	Proceed on diverging route prepared to stop at next signal.
Dlverging clear	Proceed on diverging route.

UNION PACIFIC INDICATORS

RULE	ASPECTS
240-L	<p>SIDING INDICATOR</p> <p>(TO APPLY TO TRAINS GOVERNED BY FIXED SIGNAL WITH WHICH CONNECTED)</p> <div style="display: flex; align-items: center; justify-content: center;">   ILLUMINATED </div>
240-M	<p>HOLD INDICATOR</p> <p>(TO APPLY TO TRAINS GOVERNED BY FIXED SIGNAL WITH WHICH CONNECTED)</p> <div style="display: flex; align-items: center; justify-content: center;">   ILLUMINATED </div>
240-N	<p>OPERATOR'S ADVANCING INDICATOR</p> <p>(TO APPLY TO TRAINS GOVERNED BY FIXED SIGNAL WITH WHICH CONNECTED)</p> <div style="display: flex; align-items: center; justify-content: center;">   ILLUMINATED </div>
240-P	<p>TRACK OCCUPANCY INDICATOR</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>
240-Q	<p>TRACK OCCUPANCY INDICATOR</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>

. UNION PACIFIC INDICATORS

NAME	INDICATION
Operate switch	Hand operate switch to enter or leave main track.
Hold	Communicate with operator or dispatcher before proceeding.
Advance	Proceed on main track to train order signal at restricted speed, then be governed by train orders or instructions received. See Rule 87 (A).
Occupied	Track occupied. (Governs main track unless otherwise designated) See Rule 512.
unoccupied	Track unoccupied(Governs main track unless otherwise designated) See Rule 512.

GENERAL SIGNAL RULES

243. When stopping at a signal displaying a Stop indication, or a Stop-and-proceed indication, no part of the train or engine shall pass the signal, and when ready to proceed, signal 14 (b) must be sounded.

244. In foggy or stormy weather trains and engines must approach all signals with great care, prepared to respect the indication given. If necessary, stop must be made to determine the indication.

245. When a train or engine has passed a signal permitting it to proceed and is delayed in the block, it must proceed at restricted speed to the next signal or to a point where track is seen to be clear to the next signal.

246. After train or engine has passed a signal displaying a proceed indication, the indication of the next signal may change to Stop, and members of the crew must be on the alert to observe it.

247. Sand must not be used nor water allowed to run over the movable parts of an interlocking, power operated switch or spring switch.

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

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

251 (A). The movement of trains will be supervised by the train dispatcher. Oral and message instructions issued by him must be complied with. When necessary to provide single track operation on double track, or to move trains against the current of traffic, or for operation of work trains, train order authority must be obtained.

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

254. Except as affected by Rules 251 and 251 (A), all Block Signal Rules and Operating Rules remain in effect.

RULES GOVERNING OPPOSING AND FOLLOWING MOVEMENT OF TRAINS BY BLOCK SIGNALS

261. On portions of the railroad, and on designated tracks so specified in the time-table, trains will be governed by block signals, whose indications will supersede the superiority of trains for both opposing and following movements on the same track.

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

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

CENTRALIZED TRAFFIC CONTROL SYSTEM RULES

Note.—Centralized Traffic Control System Rules will be used only in CTC territory specified in the time-table or in Special Instructions.

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

266. Movement of trains and engines will be supervised by the train dispatcher, who may also operate the CTC control machine.

When the CTC control machine is operated by other than the train dispatcher, the train dispatcher will issue the necessary instructions to the control operator.

267. When movement is entirely within CTC limits, sections and extra trains may be authorized by clearance instead of by train order. For example, clearance designating a section must read, "First 3 Green Signals", "Second 3 No Signals", and clearance designating an extra train must read, "Extra 436 west".

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

268. Trains or engines must not foul or enter the main track or a controlled siding at hand operated switches not equipped with electric locks without first obtaining authority from the control operator.

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

When the train dispatcher knows there is no opposing train or engine movement involved, he may authorize the train or engine to proceed in the following form: "You may proceed at restricted speed to the next signal". If the train dispatcher does not positively know there is no opposing train or engine movement involved, he may authorize the train or engine to proceed in the following form: "You may proceed under flag protection to the next clear or approach signal". When flagging from a Stop signal, train must wait ten (10) minutes after flagman has started.

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

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

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

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

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

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

Trains and engines must be clear of the track or tracks specified or work completed, switches restored to normal

position before expiration of the time specified, and control operator so advised. If not clear by the time specified, protection must be provided as prescribed by Rule 99. If additional time is required, authority must be secured from control operator before previously authorized time expires.

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

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

273. When CTC operation is interrupted or suspended, trains and engines must be governed by instructions from the control operator or proper officer.

DUAL CONTROL SWITCHES

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

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

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

275 (A). When necessary to perform switching over dual control switch, the switch may be operated manually by a member of the crew after authority to do so has been obtained from the train dispatcher or operator. The period of time the switch may be used must be clearly stated and understood. Selector lever must be placed in "hand" position and left in that position until all movements over the switch have been completed.

Hand throw lever must be operated until switch points are seen to move with the movement of the hand throw lever. Indications of stop signals governing movements over the switch may be considered suspended while selector lever is in "hand" position, but movements must be made at restricted speed.

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

ELECTRIC LOCKED SWITCHES

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

281. When indication is received showing lock has released, lock and switch may be operated and train or engine may

proceed without waiting three minutes as required by Rule 513.

282. Authority to use an electric locked switch which is under control of the control operator, must be given verbally to member of crew by control operator. The period of time the switch and track may be used and designated limits must be clearly stated and understood.

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

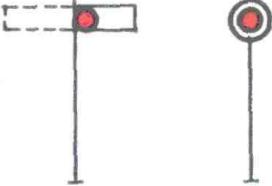
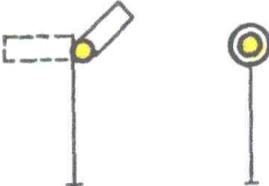
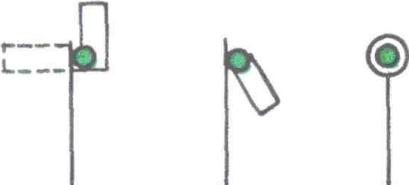
When necessary to release electric lock by use of emergency release, and movement is to be made to a main track, member of crew must wait three (3) minutes after release has been operated before changing main track switch. Train or engine may then proceed being governed by signal indication, or where there is no signal, when preceded by a flagman to the next Clear or Approach signal.

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

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

**THE FOLLOWING RULES 300 (A) TO
373 (A) INCLUSIVE APPLY ONLY ON THE
C. M. St. P. & P. RAILROAD.**

Train order signals are also used as block signals.

Rule	Name — Stop signal.
300 A	 <p>Fig. 1 2</p> Indication — Stop.
Rule	Name — 19 order signal.
300 B	 <p>Fig. 3 4</p> Indication — Proceed under clearance or train order and clearance.
Rule	Name — Clear signal.
300 C	 <p>Fig. 5 6 7</p> Indication — Proceed.

MANUAL BLOCK SYSTEM RULES AND FORMS

(To be used as designated in the time-table).

305. *Block signals govern the use of the blocks, but, unless otherwise provided, do not supersede the superiority of trains nor dispense with the use or the observance of other signals whenever and wherever they may be required.*

306. *When a block station is open at an irregular hour, trains must be notified, when possible, by train order.*

307. *A train having entered a block on other than a proceed indication or Clearance Form A showing block "clear" must not accept a proceed indication at any intermediate block station which was closed when such train entered the block, without receiving Clearance Form A.*

308. *When Clearance Form A is used information will be shown as to condition of block "clear" or "occupied". If block is occupied, train will proceed prepared to stop short of train ahead.*

OPERATORS

311. *Signals must be kept in the position displaying the most restrictive indication, except when displayed for an immediate movement.*

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

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

314. *Operators must not make nor permit any unauthorized repairs, alterations or additions to the apparatus.*

Any defects in the appliances must be promptly reported to the superintendent.

315. *A block record must be kept at each block station *n* on the prescribed form, beginning at 12:01 a.m. daily, showing the time all trains enter and clear the block, communicating code signals, and the time they are given and received.*

316. COMMUNICATING CODE

1.—Keep block signal in stop position for opposing train.

13.—I understand.

2.—Block clear.

5.—Block not clear of train other than passenger.

56.—Block not clear of passenger train.

38 —Opening block station. Answer by 2, 5 or 56.

39 —Closing block station, followed by 2.

If the block is clear, to be answered by 13, followed by 2. If the block is not clear, to be answered by 5 or 56.

When two or more tracks are used in the same direction, operators in using the communicating code must also specify the track.

Note.—When telephone is used, the code will be used without the numerals.

317. *On single track, to admit a train to a block, the operator must examine the block record, and if the block is clear of*

opposing trains and preceding passenger trains, give "1 for ___" to the next block station in advance.

If it is proper for the train to be admitted, the operator in advance will reply "2 for ___" or "5 of ____.". The operator at the entrance of the block must then display the proper signal in indication.

A train must not be admitted to a block which is occupied by an opposing train or by a passenger train, except as provided in Rule 333 or by train order. A train may be permitted to follow a train other than a passenger train into a block under Clearance Form A, when so directed by train dispatcher.

317 (A). *To admit a train to a block to meet opposing trains at a closed block station or a siding between two open block stations, by train order, the operator must examine the block record, and if the block is clear of all but the train or trains to be met, give "1 for ___ except ___", to the next block station in advance.*

The operator receiving this signal, if there is no train in the block except the train or trains to be met, must display Stop indication or 19 order indication and then reply "13 for _____ except _____". The operator at the entrance of the block must then display Stop indication or 19 order indication.

The approaching train will then be admitted to the block with a Clearance Form A reading, "Block clear except _____ Stop indication or 19 order indication is displayed for ___ to meet ___ as per order number _____".

The authority of an operator for the issuance of such clearance will be the receipt of a copy of the order to be repeated and signed by him and completed by the train dispatcher.

317 (B). *To admit a train awaiting the arrival of an opposing train or trains to a block, the operator must examine the block record and if the block is clear of all but the expected train or trains, give "1 for _____except _____" to the next block station in advance.*

The operator receiving this signal, if the block is clear of all but the train or trains to be met, must display Stop indication and then reply "13 for _____ except _____". The operator at the entrance of the block must then display the proper signal indication.

The train must be brought to a stop and may then be given Clearance Form A reading, "Block clear except . Stop indication is displayed for _____ to meet ,". A train receiving such clearance must not leave until the opposing train has arrived.

317 (C). *In case a train has left an open block station expecting to reach the next open block station for an opposing superior train and fails to do so, and there are one or more closed block stations or sidings between the two open block stations, the train dispatcher, after holding the superior train five (5) minutes or more beyond its schedule leaving time or train order waiting time, may authorize the release of the superior train with a train order in the following form:*

"_____left _____at_____ and has not arrived at _____Operator _____ will release No _____". Clearance Form A will then be issued reading: "Block clear except _____ Stop indication is displayed for Order No _____".

318. *On double or three or more tracks to admit a train to a block, the operator must examine the block record, and display proper signal indication.*

A train must not be admitted to a block which is occupied by a passenger train, except as provided in Rule 333 or by train order.

A train may be permitted to follow a train other than a passenger train into a block under Clearance Form A when so directed by the train dispatcher.

319. *When a train enters a block, the operator must give train number and time to the next block station in advance. When the rear of the train has passed 250 feet beyond the block signal, he must give the record of the train to the next block station in the rear. This information must be entered on the block records.*

319 (A). *When a train, other than a passenger or a mixed train, is inside the outer switches at certain block stations indicated by time-table or special instructions, it may be reported as arrived provided the operator has seen the markers or is notified by the conductor that all of his train is inside the switches. Following trains may be given a proceed indication or a Clearance Form A showing block "clear", except that if a first class train is to enter the block it must have a train order and a Clearance Form A showing block "occupied". Trains, other than first class trains accepting and moving under proceed indication or Clearance Form A showing block "clear", must approach the designated station at restricted speed.*

320. *Unless otherwise provided, operators must not ask for the block until they have received a report of the train from the next block station in the rear.*

321. *Operators must, as far as practicable, observe all passing trains and note whether they are complete and in order, and the markers properly displayed.*

322. *Should a train pass a block station with any indication of conditions endangering the train, or a train on another track, the operator must immediately notify the operator at the next block station in advance, and each must display Stop indications to all trains that may be affected, and must not permit any train to proceed until it is known that its track is not obstructed.*

325. *An operator informed of any obstruction in a block must immediately notify the operator at the other end of the block and each must display Stop indications to all trains that may be affected and must not permit any train to proceed until it is known that its track is not obstructed.*

326. *When a train or engine takes siding or otherwise clears the main track the operator must know that it is clear of the block before giving "2" or displaying a Clear indication for that block.*

The operator must obtain control of the block before permitting a train or engine to re-enter the block.

327. *To permit a train or engine to enter a block or foul the main track, or to cross from one main track to another, the operator must examine the block record, and if all the blocks affected are clear of approaching trains he must provide or arrange for block protection before permission is given, and*

until movement is completed and the block clear, trains will not be admitted to the block except under Clearance Form A. All cross-over movements must be entered on the block record.

328. *When coupled trains are separated, as prescribed by Rule 364, the operator must regard each portion as an independent train.*

329. *When necessary to stop a train for which other than a Stop indication has been displayed and accepted, the operator must give hand signals in addition to displaying the Stop indication.*

333. *When, from any cause, an operator is unable to communicate with the next block station in advance, he must stop all trains approaching in that direction. Should no cause for detaining a train be known, it may then be permitted to proceed with Clearance Form A, provided ten (10) minutes have elapsed since the passage of the last preceding train.*

334. *Hand signals must not be used when the proper indication can be displayed by the block signals, except as prescribed by Rule 329 or 343. When hand signals are necessary they must be given from such a place and in such a way that there can be no misunderstanding as to the signals, or as to the train or-engine for which they are intended.*

Note.—*Hand signalling includes the use of flag, light, torpedo and fusee signals.*

335. *Block signals for a track apply only to trains moving with the current of traffic on that track. Operators will use train order or home signal for blocking trains moving against the current of traffic.*

336. *Operators are responsible for the care of the block station, lamps and supplies; and, unless otherwise provided, of the signal apparatus.*

337. *Lights in block stations must be so placed that they cannot be seen from approaching trains.*

339. *If a Stop indication is disregarded, the fact must be reported to the next block station in advance and then to train dispatcher.*

340. *To open a block station, the operator must give "38" to the next block station in each direction and record the trains that are in the extended block.*

When trains, which were in the extended block when the block station was opened and which had passed his block station before it was opened, clear the block in advance he must repeat the record to the block station in the rear.

341. *A block station must not be closed except upon authority of train dispatcher.*

342. *Unless otherwise provided, a block station must not be closed until the block in each direction is clear of all trains. To close a block station, the operator must give "39" followed by "2" to the next block station in each direction and when he receives "13" followed by "2" enter it on his block record, with the time it is received from each block station.*

The block signals must then be secured in the proceed position, all lights extinguished, and the block wires and, when necessary, circuits arranged to work through the closed block station.

343. *When a block station is open at an irregular hour, operators must use hand signals, in addition to block signals, to give the required indications until all trains have passed which have not been notified by train order that the block station is open.*

343 (A). *When weather conditions obscure the view, operators will promptly report to the train dispatcher, who will decide if an absolute block of all trains must be maintained.*

344. *Operators must not permit unauthorized persons to enter the block station.*

ENGINE AND TRAIN CREWS

361. *Block signals for a track apply only to trains moving with the current of traffic on that track. A Train order or home signal will be used for blocking trains moving against the current of traffic.*

362. *Trains must not pass a Stop indication or 19 order indication without receiving Clearance Form A.*

362 (A). *Where train order signal is also used as block signal, a train may pass such signal at Stop indication or 19 order indication to make a station stop, to take fuel or water, or to enter the siding in advance of the signal, provided the track is known to be clear, and under protection as prescribed by Rule 99.*

363. *Trains must not proceed on hand signals as against block signals.*

364. *Unless otherwise directed, when two or more trains have been coupled and so move past any block station, they must be separated only at a block station and the operator notified.*

365. *When a train or engine takes siding or otherwise clears the main track, unless the switch involved is operated by the operator, conductor or engineer must so report to the operator. A train or engine must not enter a block or foul the main track, or cross from one main track to another, without permission of the operator.*

A train or engine having passed beyond the limits of a block must not back into that block without permission of the operator.

365 (A). *Trains must not go to a closed block station or a siding between two open block stations to meet a train or trains without a train order, and in addition will receive Clearance Form A at the nearest open block station reading, “Block clear except _____ Stop indication or 19 order indication is displayed for _____ to meet _____ as per Order No _____”.*

365 (B). *Trains must not go to a closed block station or a siding between two open block stations to be passed by other trains without a train order.*

365 (C). *To permit a train to go to a closed block station or a siding between two open block stations to be passed by other trains, the following form of train order must be used: “No _____ may enter the block at _____ ahead of No _____”. The trains receiving this order will run according to the rules.*

365 (D). *When a train is passed by another train at a closed block station or a siding between two open block stations, it may, after waiting ten (10) minutes, proceed on its right or schedule, prepared to stop short of train ahead.*

370. *When there is an obstruction between block stations, notice must be given to the nearest operator.*

371. *When a train is stopped by a home or block signal, the conductor or engineer must, when practicable, immediately ascertain the cause.*

372. *Conductors must report to superintendent any unusual detention at block stations.*

373. *A block station must not be considered as closed, except as provided for by time-table or special instructions.*

373 (A). *When a train receives a Clearance Form A filled out as shown in Rule 317 (B), it must not leave that station before the opposing train mentioned in the clearance has arrived.*

RAILROAD RADIO RULES

General

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

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

400 (B). Radio communication systems are under the jurisdiction of the Federal Communications Commission. The Railroad Company and its employes are governed by the Commission's Operating Rules. Violation is a Federal offense for which severe penalties are provided.

400 (C). In order to operate a radio transmitting set, a railroad employe must read and study the following rules and pass an examination thereon. Such examinations will be given by railroad examiners. Operating Rules ‘

401. All employes, except those specifically authorized to do so, are prohibited from making any adjustments to a railroad radio set. Employes so authorized must carry their FCC operating license or verification card when on duty. If it appears that a radio transmitter is not operating properly, its use shall be discontinued and the superintendent notified as soon as possible.

402. No employe shall knowingly transmit any false distress communication, any unnecessary, irrelevant or unidentified

communication, nor utter any obscene, indecent or profane language via radio.

403. No employe shall divulge or publish the existence, contents, purport, effect or meaning of any communication, (distress communications excluded), except to the person for whom the communication is intended, or to another employe of the railroad whose duties may require knowledge of the communication, The above applies either to communications received direct or to any that may be intercepted.

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

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

406. The Railroad Company is required to answer an official notice of violation of the terms of the Communications Act of 1934, as amended, within three days from receipt of notice, and any employe receiving inquiry concerning any violation

shall answer such inquiry within 24 hours after receipt of notice.

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

408. Employes, except in yard operation, shall identify the radio station from which they are calling by prefacing their call with the railroad name, for example:

"ABC (Railroad) caboose train 92 calling engine";

"XYZ (Railroad) caboose train 92 calling engine train 89";

"Main (Railroad) engine 547 calling caboose 1402".

408 (A). Employes in yard operation shall identify the radio station from which they are calling by prefacing their call with the railroad name, for example:

"ABC (Railroad) Yardmaster calling ABC (Railroad) engine 547"; .

"ABC (Railroad) engine 492 calling ABC (Railroad) Yardmaster Dover (Station)";

"ABC (Railroad) engine 492 calling ABC (Railroad) engine 547"; etc.

409. In certain cases at crossings, junctions, or paralleling tracks, some interference may develop with another railroad. In such cases, especial care in making identification shall be used, and the employes concerned shall cooperate in handling their business by alternating calls and being as brief as possible.

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

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

411. When hand signals cannot be given and radio is used in connection with switching movements, specific instructions as to movement must be given. For example: "Engine 547 back up 5 car lengths" rather than "Back up".

In case of radio failure, or if radio contact is interrupted, movement must be stopped at once. Further movement must not be made until communication is made by words, or radio contact is restored.

412. Information that a train to be met or passed is in clear on siding must not be transmitted from head to rear end of train unless positive identification of the train to be met or passed has been made.

413. Train orders must not be transmitted by radio between head and rear end of train.

Note.-Conversation between head and rear end of train relative to fulfillment of train orders in their possession is permitted.

414. Information must not be passed between head and rear end of train as to indication of train order signals. Employees on trains must not ask and employees at stations must not advise the indication of any train order signal or other Fixed signal, nor the contents of any train orders affecting their train or any other train.

415. Except in emergency, or where specifically authorized, radio must not be used by the train dispatcher in the transmission of train orders. When so used, the rules covering train orders transmitted by telephone must be complied with.

416. Railroad radio must not be used for transmitting when located less than 250 feet from the scene of blasting operations, account hazard of detonating dynamite charge where electric caps are used.

The train dispatcher will, upon advice from the foreman in charge, notify all trains operating in that territory the location of such blasting operations.

417. When using railroad radio there may be times when employees are not able to contact, or get response from another train or wayside station. If necessary to transmit important information, it should be transmitted regardless of whether or not an acknowledgment is received. When such information is transmitted, and no acknowledgment is received, necessary action must be taken based on the belief that the information was not received.

AUTOMATIC BLOCK SIGNAL SYSTEM RULES

Note.—Automatic Block Signal System is in use on portions of the railroad and on designated tracks specified in the time-table or in special instructions.

505. Automatic block

signals, cab signals, or both, govern the use of blocks, but unless otherwise provided, do not supersede the superiority of trains nor dispense with the use or the observance of other signals whenever and wherever they may be required.

On any track signaled for traffic in both directions, block signals apply to trains in the direction of their movement.

On any track signaled for traffic in one direction, block signals apply only to trains moving with the current of traffic.

509. When a train is stopped by a Stop indication, if the indication of the signal does not change it must stay until authorized by the train dispatcher to proceed, and will then proceed at restricted speed.

In case of failure of communication or when no means of communication is provided, train may proceed at restricted speed when preceded by a flagman to the next Clear or Approach signal.

When the train dispatcher knows there is no opposing train or engine movement involved, he may verbally authorize the train to proceed in the following form, "You may proceed at restricted speed to the next signal".

If the train dispatcher does not positively know there is no opposing train or engine movement involved, he may verbally authorize the train to proceed in the following form, "You may proceed under flag protection to the next Clear or Approach signal".

When flagging from a Stop signal, train must wait ten (10) minutes after flagman has started.

If the track ahead is seen to be clear through to the next Clear or Approach signal, train may proceed at restricted speed from the Stop signal without sending a flagman ahead.

When a flagman has been sent ahead, he must be on the lookout for train, obstruction, switch not properly lined, broken rail, slide warning device plug pulled out, or anything that may affect the movement of the train.

Flagman may be picked up, if a point is reached from which track ahead can be seen to be clear through to the next Clear or Approach signal. After flagman has been picked up, train must proceed at restricted speed to the next signal.

S-509. When a train or engine without a brakeman, or other specifically designated train, is stopped by a Stop indication under conditions requiring a flagman be sent ahead to comply with Rule 509, it may proceed at restricted speed to the next Clear or Approach signal without sending a flagman ahead. Train or engine must be moved forward until leading wheels are one car length past Stop signal, then wait ten (10) minutes before proceeding.

509 (A). At meeting or passing points, when a train is stopped under conditions requiring a flagman be sent ahead, if the engineer is verbally informed by a trainman of a train on siding that his train has more cars than the siding will hold, the train holding main track may proceed at restricted speed without sending a flagman ahead.

S-509 (B). When a train is stopped by a Stop-and—proceed indication at the leaving end of a siding, such indication may be due to an opposing train proceeding on an approach

indication and every precaution consistent with train rights and the track ahead must be taken before proceeding.

509 (C). When block signal rules require movement at restricted speed, this speed must not be increased until after the rear of the train has passed through the block.

510. When a train or engine is stopped by a block signal which is evidently out of order, unless otherwise provided, the fact must be reported to the train dispatcher at the first stop or first open office.

511. Both switches of a cross—over must be open before a train or engine starts to make a cross-over movement, and the movement must be completed before either switch is restored to normal position.

512. Where switch indicators are used, the indications displayed do not relieve members of a crew from protecting their train as required by the rules.

513. Before a train or engine enters on or fouls a main track, or crosses from one main track to another, at any hand operated switch, including dual control and spring switches when hand operated, it must wait three (3) minutes after all switches and derails connected with the movement have been operated.

EXCEPTIONS: Movement may be made to main track without waiting three (3) minutes, under the following conditions, but employes are not relieved from the duty of promptly and properly protecting the movement:

- (a) On single track if the switches and derails have been changed before the rear of an opposing train has passed the next signal in the direction of its movement.
- (b) In CTC territory, when movement to main track is authorized by the control operator.
- (c) At points where switches are in charge of an employe assigned to handle switches, when proceed signal is received from such employe, who must not give proceed signal until three (3) minutes after switches have been properly lined.
- (d) When signal governing movement to main track displays Clear or Approach indication.

514. A train or engine entering a block between signals must be protected as required by the rules and must proceed at restricted speed to the next signal.

514 (A). A train or engine or cars on siding or other tracks must stand clear of insulated joints at the clearance point. When a train or engine enters a siding or other track, the main track switch must be kept open until the entire train has passed the insulated joints at the clearance point. Trains or engines proceeding from sidings or other tracks to the main track, must remain clear of the insulated joints at the clearance point on such tracks until the main track switch has been opened.

515. A train or engine having passed beyond the limits of a block must not back into that block, except under protection as prescribed by Rule 99 or train order.

516. A train or engine which is to enter a siding or yard track at a point where the switch to be used is not more than 500 feet beyond an automatic block signal, displaying Stop or Stop- and-proceed indication, may pass such signal at restricted speed, without stopping, provided the switch is properly lined, and the track is seen to be clear.

518. Light weight motor trains of three cars or less, an engine without cars, or cuts of less than four cars, must not stand on sanded rails on main track.

519. Unless otherwise provided, when a train or engine has been stopped by a signal governing movement through or over a spring switch, and signal continues to display Stop indication, or Stop-and-proceed indication, in addition to complying with rules governing movement from Stop indication, or Stop-and proceed indication, Rule 104 (B) must be complied with before proceeding.

INTERLOCKING RULES

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

606. Unless otherwise provided, interlocking signals located in automatic block signal territory are a part of the automatic block signal system.

607. EMERGENCY SIGNALS

(Whistle or Horn)

Note.—The signals prescribed are illustrated by "0" for short sounds; "—" for longer sounds.

SOUND	INDICATION
(a) ————— —	All trains and engines within interlocking limits stop immediately.
(b) o o	Resume normal movement after receiving the proper signal or permission from the operator.
(c) o o o	Whistle or horn test.
(d) o o o o	Call signal maintainer or repairman.

OPERATORS

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

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

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

615. When necessary to change any route for which the signals have been cleared for an approaching train or engine, switches, movable point frogs or derails must not be changed or signals cleared for a conflicting route until the train or engine for which the signals were first cleared has stopped.

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

617. Operating levers must be blocked or marked and should not be used when a track, switch or signal is undergoing repairs or when a track is obstructed.

618. At mechanical interlockings, during cold weather, the levers must be moved as often as may be necessary to keep connections from freezing.

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

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

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

622. Operators must not make nor permit any unauthorized repairs, alterations or additions to the interlocking. Any defects in the interlocking must be promptly reported to the superintendent.

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

624. When necessary to disconnect a switch, movable point frog, derail, facing point lock or electric locking circuits, before any train or engine is permitted to pass over them, all switches, movable point frogs and derails affected must be securely spiked or fastened in the required position and the levers blocked or marked in such a manner that they cannot be operated.

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

626. Operators must, as far as practicable, observe all passing trains and note whether they are complete and in order; should there be any indication of conditions endangering the train, or any other train, the operator must take such measures for the protection of trains as may be practicable.

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

629. If necessary to authorize a train or engine to pass an interlocking signal indicating Stop, hand signal or permission may be given by the operator. Such occurrence must be reported to the superintendent.

Hand signals must not be given until the route has been examined, is known to be safe for the passage of trains, and until after the train comes to a stop at the home signal.

Operator will then give hand signal from the center of the track on which the train movement is to be made, using a yellow Hag by day or yellow light by night.

When more than one train is in sight and confusion may result, hand signal must be given from a point where it cannot be misunderstood.

629 (A). At interlockings where distances make it impracticable for operator to examine routes and give hand signals, trainman must be governed by instructions from

operator, examine route and operate switches by hand as required, before proceeding.

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

631. Lights in interlocking stations must be so placed that they cannot be seen from approaching trains.

633. If a train or engine over-runs a Stop indication, the fact must be reported to the superintendent.

634. Operators must not permit unauthorized persons to enter the interlocking station.

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

When so closed, switches and switch levers must be secured for routes that do not conflict, and signal levers placed in position so that signals will display the proper indication. The interlocking station must be securely locked.

637. When it is safe to do so, switches and signals may be operated on the request of sectionmen, signalmen, maintainers or inspectors.

ENGINE AND TRAIN CREWS

661. If a signal indication permitting a train or engine to proceed, after being accepted, is changed to a Stop indication before it is reached, the stop must be made at once. Such occurrence must be reported to the superintendent.

663. After stopping, train or engine may pass an interlocking signal indicating Stop, after receiving a hand signal from the operator given with a yellow flag by day or a yellow light by night, from the center of the track on which the movement is to be made.

At interlockings where distances make it impracticable for operator to examine routes and give hand signals, trainman must be governed by instructions from operator, and must examine route and operate switches by hand as required, before proceeding.

Movement on hand signal or permission of the operator must be made at restricted speed.

In automatic block signal territory, when the interlocking signal governs the block beyond the interlocking limits, movement must be made at restricted speed through the entire block.

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

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

671. While an interlocking station is closed, should a signal for an open route indicate Stop, movements through the interlocking must be preceded by a flagman. Before proceeding, the engineer and trainmen must know the route is properly lined.

In addition, if the interlocking governs movement over a drawbridge, engineer or trainmen must ascertain if bridge is in proper position for passage of a train.

The facts must be reported to the superintendent from the first available point of communication.

672. When a train or engine is stopped by the Stop indication of an automatic interlocking signal, and no immediate conflicting movement is evident, a member of the crew must operate the time release.

If signal does not change its indication at expiration of time release interval, train or engine may then proceed on hand signal from a member of the crew at the crossing if there is no train or engine approaching on conflicting routes.

If a train or engine is approaching on a conflicting route, hand proceed signal must not be given until such movement has been completed over the crossing, or has come to a stop at the governing home signal.

If a train or engine is standing between the home signals on a conflicting route, the proceed signal must not be given until after a thorough understanding has been had with the crew of — the train or engine on the conflicting route. Where smash—boards are in use, instructions for hand operation are posted in release box.

ADDITIONAL GENERAL RULES

700. Carelessness of a person's own safety or that of others is prohibited.

Employees will not be retained in the service who are careless of the safety of themselves or others, insubordinate, dishonest, immoral, quarrelsome or otherwise vicious, or who do not conduct themselves in such a manner that the railroad will not be subjected to criticism and loss of good will, or who do not meet their personal obligations.

701. Courteous conduct is required of all employees in their dealings with the public, their subordinates and each other.

Boisterous, profane or vulgar language is forbidden.

Playing practical jokes, scuffling, wrestling or lighting while on duty or on company property, as well as throwing of tools or material, is prohibited. »

Employees must not enter into altercation with any person, regardless of provocation, but will make note of the facts and report such incident in writing to their immediate superior.

702. Employees must be alert and devote themselves exclusively to the company's service, attend to their duties during the hours prescribed, reside where required by the management, and comply with the instructions from the proper authority in matters pertaining to their respective branches of the service. They must not absent themselves from duty, exchange duties with or substitute others in their place, nor engage in other business without proper authority. An employe subject to call must not absent himself from his usual calling place without notice to those required to call him.

The reading of newspapers, books or periodicals, or the playing of games while on duty is prohibited.

702 (A). Each employe governed by Hours of Service Law must notify the proper officer of the time the law requires him to be off duty early enough so that he may be relieved, if necessary, before exceeding the hours of service permitted by law.

703. Employes must not disclose information regarding the affairs of the railroad to any person except to authorized officers or to persons authorized by law to receive it. They must not permit unauthorized persons to have access to books, waybills or other statistics in their charge.

704. Employes must exercise care and economy in the use of railroad property, and when leaving the service, or upon demand by proper authority, must return property entrusted to their care.

705. Unless specially authorized, employes ‘ must not use the railroad’s credit and must neither receive nor pay out money on the rail- road account. Property of the railroad must not be sold nor in any way disposed of without proper authority. All articles of value found on railroad property must be cared for and promptly reported.

706. The telegraph or telephone must not be used when mail will answer the purpose. Messages must be briefly worded and confined to railroad business.
Letters of a personal nature must not be sent by railroad mail.

707. Railroad premises must be kept in a safe, clean and orderly condition.

708. Employees are prohibited from altering, nullifying, changing design of, or in any manner restricting or interfering with the normal intended function of any device or equipment on engines, cars or other railroad property without proper authority except in case of emergency, in which case wire report must be made to proper officer.

708 (A). Employees are prohibited from having loaded or unloaded firearms in their possession while on duty except those employees authorized to do so in the performance of their duties or those given special permission by the superintendent.

709. No persons, except employes in discharge of their duties, or officers in line of duty, will be permitted to ride on an engine or in a baggage, mail or express car, or on a track car, without a written order from the proper authority.

709 (A). When necessary for trainmen to ride in cab of trailing unit, they must not tamper with any of the switches or valves nor place feet on dashboard or windshield.

710. Passengers will not be carried on freight trains except as authorized by timetable or special instructions, or as otherwise authorized. Trainmen must warn passengers about the hazard of injury in starting and stopping and request they remain seated while train is moving.

711. Before stopping for meals, the conductor or engineer must notify the train dispatcher sufficiently in advance to avoid delay to their train or other trains.

712. Employees must observe rules for other classes of employees that relate in any way to the proper discharge of their own duties or the safety of operation.

713. Employees must observe trains closely and if anything unusual or defective is noted, such as hot journal, brakes sticking, dragging brake rigging, sliding wheels, indications of fire, lading shifted over side or end of car, protruding objects, swinging car door, or any other dangerous condition, they must make every effort to call the attention of the crew on the train to such conditions. If train is moving, stop signal must be given. Train dispatcher must be notified at once if unable to stop train.

When meeting or passing other trains, and when passing stations and points where trackmen or other employees are working, members of the crew on moving trains must be on the lookout for signals and take immediate action when necessary.

713 (A). When a train is stopped to be met or passed by another train, crew of standing train must inspect passing train. When safe to do so, forward trainman must cross track and inspect passing train from the farther side and rear trainman or conductor must inspect the passing train from side nearest his own train.

713 (B). Unless directed otherwise by the train dispatcher, agent or operator must be on station platform to inspect passing trains and must have fusee in his possession to give

stop signals if necessary. At night a white light must be used in exchanging signals with crews of such trains.

713 (C). In departing from stations, and at every opportunity on the road, members of the crew must carefully inspect their train, especially while rounding curves, to observe train for defects. If train is moving when defect is discovered, train must be stopped. If possible, defects should be remedied, but if this cannot be done and if car is unsafe to run, it must be set out and the train dispatcher notified.

When car is set out account hot box, packing must be removed and fire extinguished. In addition, it must be ascertained that there is no fire on car body, and that dust guard is not burning nor smouldering, taking whatever action is necessary before car is left, to eliminate the possibility of fire.

In starting freight trains, the speed for the first train length must be such as will permit full inspection by the train crew, and permit them to safely board the train.

When practicable, while train is moving, frequent inspection must be made of track from rear of train.

714. Employes on a train must be alert to prevent being struck by objects which may protrude or fall from their train, or trains or cars on adjacent tracks; also wayside signals and mail cranes, and be on lookout for other impaired clearances.

715. When trains or engines are passing, employes must not remain near the track where they are liable to be struck by coal, stone, car doors or other objects which may protrude or fall from engines or cars.

716. Turntables not under immediate supervision of an employe must be kept locked.

717. When persons who are evidently intoxicated, ill or in any other condition making them unfit to care for themselves, are seen in a position of danger in the vicinity of tracks or stations, they should be guarded from approaching trains and engines, and when unable to remove them to a place of safety, the proper authorities must be notified.

ACCIDENTS AND INJURIES

718. In an emergency, or in case of obstruction by accident or other cause, the employe upon whom the responsibility most naturally falls must assume authority until the arrival of an OHICGT, and must at once report conditions and make suggestions as to forces, material and equipment required. In case of damage to trains or structures wherein the security of company property or freight is involved, watchmen must be immediately stationed and arrangements 'made promptly for the protection of such property against theft, or loss from other causes.

719. Whenever passengers or employes are injured, everything possible must be done to care for them properly. If they are able to be moved, they must be taken for treatment to the nearest place at which the company has a surgeon. If the case is urgent and the company surgeon cannot be immediately procured, the conductor, agent or officer in charge is authorized to call the nearest surgeon available to

administer first aid and care for the patient until the company surgeon can take charge of the case.

719 (A). In case of serious accident to trains, conductors, after making everything safe, must give their undivided attention to the care and comfort of their passengers, especially to those who are injured.

Bedding and linen may be taken from sleepers for this purpose, the conductor arranging with sleeping car employes to keep account of all material so taken. When necessary, injured persons may be put in the sleepers.

Quick action is especially imperative in cases of serious injury and particularly so in connection with accidents to passenger trains wherein any passengers thereon are injured. When a number of persons are injured, the services of competent surgeons, preferably company surgeons in the vicinity, should be secured at once.

719 (B). In case of injuries to trespassers or others, injured person or persons must be taken to nearest station, when possible, and either placed in the care of relatives or friends, or in the charge of the local county, city or village authorities. Necessary medical attention should be arranged with the distinct understanding that no expense, other than necessary first aid, will be assumed by the company without specific authority from either the superintendent or general claim department.

720. In case of death on a train, the body should be taken to the next station where services of an undertaker are available, and superintendent notified immediately.

In case of death on company property, or when a corpse is found thereon, after exact position of body and surrounding conditions have been carefully noted, body should be moved

to give clear passage for trains. An employe or other responsible person must be left in charge until coroner or undertaker arrives and superintendent notified immediately. In all cases, the proper public officer must be notified promptly and a wire report must be made to superintendent.

721. Conductors in charge of trains carrying passengers must have supply of prescribed forms for taking names of passengers on trains involved in an accident. One of these forms should be completely filled out for each passenger on train, whether or not passenger claims conductor's duties immediately following the accident are such as to prevent his obtaining these, he should delegate a trainman or some other available employe on train to procure them. These should be turned over to the claim agent, as soon as he boards train, or to the superintendent at destination, if not picked up by the claim agent.

721 (A). In case of personal injury, loss of life, or damage to property in which a train or any of its passengers is involved, the conductor must immediately secure the names, addresses and occupations of all persons involved, including all persons at the scene when the accident occurred and those arriving soon thereafter, regardless of whether these persons admit knowing anything about the accident. License numbers of automobiles nearby must be obtained. This information obtained with the assistance of other employes when necessary, should be included in reports made covering such occurrences.

Where signalling devices are provided, or crossing watchmen or flagmen are on duty, a special effort should be made to determine who, among the witnesses, can testify whether the signalling devices were functioning properly or if the

crossing watchman or flagman was properly performing his duty. Names of witnesses who can testify relative to bell and whistle signals must be obtained when possible to do so.

722. In cases where persons or vehicles are struck and injured or damaged by trains or engines on crossings in the vicinity of stations, the person in charge at point where accident occurred will immediately, with the assistance, if possible, of one or two disinterested persons not connected with the company, locate on a rough sketch and show by actual measurement the position of all cars standing on tracks at or near the crossing, and send report to the superintendent, describing the cars, giving the initials and number of each and their location with reference to the crossing where the accident occurred.

723. All accidents resulting in injuries to employes when on duty, and off—duty accidents where they occur on railway premises, and all accidents to persons other than employes occurring on railway property, regardless of the extent of injuries, and all accidents resulting in property damage must be promptly reported to the superintendent.

724. All equipment such as cars, engines, machinery or tools, etc., also premises involved in accidents resulting in personal injuries, should be promptly inspected by the foreman or other person in charge of the work or by other competent inspectors, to ascertain the condition of same. A report of such inspection, stating the conditions found and name or names of the persons making the inspection, should be promptly forwarded to the superior officer of the person making the inspection.

When tools, machinery or other types of equipment or appliances are involved in an accident resulting in personal injury, they should, if at all possible, be marked for identification and placed in custody of some responsible officer or employe and held subject to the order of the general claim department or the superintendent, regardless of whether or not inspection reveals any defect therein.

725. When engines, cars or other rolling stock are involved in an accident resulting in personal injury, such inspection as can be made should be made before such equipment leaves the place of accident. A further inspection should be made at the first terminal by at least two competent employes, preferably by car inspector, car foreman or master mechanic. Report of the result of this inspection should be promptly forwarded through the proper channels to the superintendent and by him transmitted to the general claim department.

FIRE AND EXPLOSIVES

726. Every precaution must be taken to prevent loss and damage by fire. The rules and instructions governing prevention and fire protection must be fully complied with. The cause of a fire must be ascertained, if possible, and promptly reported by wire to the superintendent. Buildings and structures must be kept free of refuse. Oily clothing or waste must not be stored in lockers. Stove pipe and flues must be kept in safe condition. Matches must be kept in proper receptacles.

726 (A). Employes must report at first opportunity the presence of fires on or near right of way, unless fire is being

controlled by other employees. In case of danger of fire spreading to a bridge or other structure, train must be stopped and crew assist in extinguishing fire.

The conductor must promptly notify his engineer of fires which may have been started by their engine and require an inspection of the fire prevention appliances. Anything that might cause a fire, except lighted fuses, must not be dropped or thrown from an engine or train.

726 (B). In case of fire in a car containing passengers, caretakers or employes, the train must be stopped at once. Occupants that may be in danger must immediately be removed from such car or cars and prevented from reentering such car. Every effort must be made to extinguish the fire. After all occupants have been removed to safety, if it is then found to be impossible to extinguish the fire at the point where train is stopped, the conductor, if advisable and if it can be done with safety, will have train, car or cars moved to the nearest available point where assistance is obtainable. In case of fire in or between airconditioned passenger cars, immediate action must be taken to shut off airconditioning blower fans on such cars.

727. Employes must familiarize themselves with the Interstate Commerce Commission regulations governing the handling and transportation of explosives and flammables and be governed thereby.

Gunpowder, dynamite, nitroglycerine or other explosives must not be transported in any car attached to a passenger train except that carload shipments of explosives may be made by express and handled in passenger trains when in sealed express cars properly placarded. Such explosives may

also be handled in an express peddler car with messenger in charge when such car is assigned to the handling of express and baggage exclusively.

Motion picture film must not be carried in any car in which passengers are carried, except when being transported as baggage or express in accordance with the provisions of Interstate Commerce Commission, Bureau of Safety regulations, or as United States Mail, as provided for in Postal laws and regulations.

Cars placarded "explosives" must be handled with care and as little as possible. They must not be cut off while in motion and permitted to strike another car nor may other cars be cut off and permitted to strike them. They must be removed from all danger of fire and must not be placed in or adjacent to passenger sheds or stations or under bridges. When it can be avoided, engines on adjacent tracks must not be permitted to stand opposite or near such cars.

When handling cars containing explosives or flammables, it must be known that they are in proper place in the train.

TRAIN AND YARD SERVICE

800. The general direction and government of a train is in charge of the conductor and all persons employed on the train are subject to his instructions.

Should there be any doubt as to authority or safety of proceeding, from any cause, he must consult the engineer and shall be equally responsible with him for the safety and proper handling of the train, and for such use of signals and other precautions as the case may require.

He must be vigilant and cautious and must comply with instructions issued by proper authority.

801. When there is no conductor, or when the conductor is disabled, the engineer will, unless otherwise directed, have charge of the train and will be governed by the rules prescribed for conductors. When the train has more than one engine, the senior engineer in the service will assume these duties.

802. Where yardmasters are employed, employes in yard, train and engine service must comply with instructions of yardmasters. Where no yardmaster is employed, they will be governed by instructions of agents in doing work at stations.

803. Members of train and engine crews must observe the indication displayed by train order signals, be prepared to and pick up any train orders or messages, keep a sharp lookout for signals displayed by other trains, and keep in mind the requirements of time-table, train orders, special instructions, bulletins and messages affecting the movement of their train, and must call attention to or take necessary action in event of any oversight or mistake. Other members of the crew in cab

of engine must give instant notice to the engineer of any signals or indication of danger or obstruction, or if there is any reason to believe their train may strike a person or object on the track.

When conditions or signals require that the train be stopped or speed of train be reduced and the engineer or conductor fails to take proper action to do so, or should the engineer become incapacitated, other members of the crew must take immediate action to stop train.

There must be no failure to keep a careful lookout ahead, especially while passing through cities, towns and yards.

804. Pile drivers, cranes, derricks or other track or off-track equipment must not be operated to foul a track while trains or other movements are passing. Before blocking or fouling any track, protection in both directions must be provided. Care must be used to avoid contact with overhead wires.

When trains are seen or known to be closely approaching, trains unloading ballast or other track material, or operating dozers, spreaders, snow machinery or similar equipment must stop and be sure adjacent track is clear and booms or other projecting parts of pile drivers, cranes, derricks or other similar track or off-track equipment must be secured to clear adjacent track, and operation stopped.

Derricks or similar machines must not be turned or swung while traveling, either under their own power or when being handled by an engine, except where necessary in short moves of less than 100 feet or in closely continuous travel and work operation.

Before moving a work train, the engine whistle signal 14 (b) or 14 (h) must be sounded for protection of men working about the train, and the operators of cranes, ditchers or similar machines must be notified.

Cars used in transporting men to and from work should be pulled when practicable.

805. When pile drivers, cranes, derricks, steam shovels or similar equipment of the swinging or pivoting type are being moved on their own wheels or on cars, conductor must know that cars are in proper place in train, with booms properly secured and, when practicable, booms trailing, and engineer notified. Before such equipment is moved, it must be inspected and must receive frequent inspection enroute.

When such equipment is loaded on cars, it must be loaded and secured in strict accordance with A.A.R. loading rules and must be inspected by competent inspector before being moved and must receive frequent inspection

A enroute. Spreaders and dozers being moved in trains must, when practicable, be headed in direction train is moving. In all cases wings must be properly secured.

806. Before coupling to or moving occupied outfit cars, notice must first be given all occupants, and all ladders and other equipment cleared before moving.

Occupied outfit cars should be handled immediately ahead of caboose when practicable. Women or children will not be permitted to ride in such cars unless authorized by the superintendent.

When occupied outfit cars are set out or taken into yards in trains, the train dispatcher and the yardmaster must be promptly notified. When practicable, occupied outfit cars should not be placed adjacent to or in buildings or structures.

Tracks upon which occupied outfit cars are located should not be used for meeting or passing trains, if it can be avoided.

806 (A). Open-top or flat cars loaded with pipe, lumber, poles or other lading which has a tendency to shift, must not be handled in train next to engine, caboose, occupied outfit cars or passenger cars.

807. A crossing with another railroad at grade must not be blocked by trains, engines or cars when it can be avoided.

Public crossings must not be blocked longer than necessary and in no case longer than authorized by instructions or by law.

Cars on any track must be left clear of crossings and so as to not actuate crossing signals, and a clear passageway must be left to the station. When necessary to spot cars in the vicinity of public or private crossings, they must, if practicable, be left a sufficient distance from road, sidewalk or street line to afford a clear view of approaching trains.

808. When it can be avoided, engines must not stand within 100 feet of a public crossing, under bridges or viaducts, or in the vicinity of waiting rooms, telegraph orifices, or near cars which are occupied by passengers.

809. Except in emergency, cars must not be left on sidings without authority. The train dispatcher must be immediately notified when cars are left on sidings.

809 (A). Stored cars, except those of all steel construction, must be fire-spaced in cuts of ten cars each, 100 feet apart.

810. Before coupling to or moving cars or engines in a street, or on station or yard tracks, it must be known that cars are properly secured and that they can be moved with safety.

Before coupling to or moving cars on tracks where cars are being loaded or unloaded, gangplanks, conveyors, tank couplings, elevator spouts and similar loading or unloading devices, must be removed and clear for the movement. All persons in or about the cars must be notified and cars must not be moved unless movement can be made without endangering anyone. When such cars are moved, they must be returned to their former location unless otherwise directed.

810 (A). Care and good judgement must be used in switching cars to avoid damage to contents and equipment, and it must be known that necessary couplings are made and that sufficient hand brakes are set.

When switching at stations or in yards where engines may be working at both ends of the track, movements must be made carefully and an understanding had with other crews involved.

Cars containing livestock must not be switched unnecessarily or cut off and allowed to strike other cars.

Passenger equipment or occupied outfit cars must not be switched without having the air brakes cut in and operative.

810 (B). When switching or placing cars, they must be left where they will fully clear passing cars on adjacent tracks and where they will not cause injury to employees riding on the side of cars.

Cars must not be shoved blind or out to foul other tracks unless the movement is properly protected.

811. Running switches must not be made when practicable to avoid doing so.

Before making a running switch, all members of the crew must understand the movement to be made. It must be known that switches and brakes are in working order. The engine must be run on straight track when practicable.

Running switches must not be made under the following conditions:

- With cars containing explosives, flammables or poison gas;

- When they involve danger to employees, equipment or contents of cars;

- Over or through spring switches or interlockings;

- Over or through remote control or dual control switches when the power is on.

812. Caution and good judgement must be exercised in starting and stopping trains to void sudden movements which might cause discomfort or injury to persons or damage to property.

Conductors should call the attention of engineers to any rough handling as soon as the formation can be given, and

will make prompt report to the superintendent of any improper handling of trains.

813. When cars are left on any track, sufficient hand brakes must be set to prevent cars moving; if the track is on a grade and hand brakes are not sufficient, wheels must also be blocked or chained and, when practicable, cars must be coupled together. In setting brakes on cars on a grade, brakes must be set on low end of the cut of cars and slack must be bunched to know cars will stand when engine is cut off. When necessary to hold or stop cars by the use of hand brakes, it must be known that brakes are in good order before cutting off cars.

813 (A). Roller bearing equipment must not be left standing alone on any track unless properly secured. When left standing coupled to other equipment, sufficient hand brakes must be applied to prevent them from moving.

814. When doing work at stations where the grade is such that cars will start if brakes are released, a trainman must be left in charge of the train while work is being done unless slack is bunched and train secured by hand brakes. Before an engine is detached from a train on a grade, a sufficient number of hand brakes must be applied on the low end of train to hold train; the air brakes must be released and the slack bunched against cars on which the hand brakes are applied. When engine is recoupled to train, hand brakes must not be released until air brake system is fully recharged. When shoving train on descending grade, sufficient hand brakes must be set on low end of train to control slack.

Train must not be left standing unattended on a grade, unless air brakes are released, slack is bunched and train properly secured by hand brakes.

815. When an engine is stopped in a tunnel under conditions preventing prompt movement, diesel engines and steam generators must be shut down promptly.

When such engines are shut down, air brakes must be fully applied and, in addition, hand brakes must be applied on each unit, and sufficient hand brakes applied throughout the train to prevent movement should air brakes leak off.

816. A running test of brakes on a passenger train must be made, when practicable, two miles from meeting points, junctions, railroad crossings, drawbridges, and other points where failure of the brakes to operate properly would result in hazard.

817. Should the air brakes on a train become ineffective, the train must be stopped and engineer must notify the conductor at once.

If the air brakes are so ineffective as to interfere with the safe handling of the train, superintendent must be notified. Further movement must be authorized by the superintendent.

818. Passenger trains must not be backed without suitable back—up hose or its equivalent, and the conductor or other competent employe at the rear, and when such back-up hose is to be used, the brakes must be tested as prescribed by the air brake rules.

819. Trainmen must know by speed of train, grade or caboose air gauge that train is being handled safely and under control,

and, when necessary, take immediate action to get train under safe control.

820. Except as otherwise provided, employes will be governed by instructions contained in the current air brake instruction book issued by their company, covering operation and maintenance of air brake and air signal apparatus.

840. Where a yardmaster is employed, the general direction and government of the yard is in his charge. He is responsible for the proper makeup and movement of trains through the yard, the careful, prompt and proper handling of cars, compliance with requirements as to the diversion, refrigeration, ventilation and heating of cars, and for the proper position and security of all yard switches.

850. Trainmen must report for duty at the appointed time, and, by personal attention, insure departure of their train at the required time.

They must see that their trains are provided with proper supplies, tools and equipment at all times and know that the brakes are in proper working order.

Conductors must expedite the handling of trains and performance of station work. If necessary to avoid serious delay, the operator must be called.

851. Conductors must know that their trainmen are familiar with and perform their duties, and that they properly understand and comply with the rules and special instructions, particularly those relating to protection of trains. They must instruct them if necessary and caution them as to the risks involved. Inefficiency and insubordination must be reported to the proper authority.

852. When not engaged elsewhere as specifically provided by the rules, trainmen must occupy the place assigned to them.

On freight trains, unless otherwise provided, the forward trainman must ride in control cab of engine at front of train.

The flagman must be on the rear car of the train except on a passenger train when rear car is a business, dining or observation car, he will ride in car next ahead, and should get on and off at first opening ahead of such cars.

853. Conductors whose duties require it must be familiar with and respect current tariffs, rules and instructions of the traffic department and the requirements of the accounting department.

854. Trainmen must attend to the needs of those in charge of livestock and other freight, see that cars occupied by them are given proper attention as to heat and water, and information given as to stops for meals or change of cars.

Attendants and other passengers authorized to ride on freight trains should only be permitted to get on or off when train is stopped.

PASSENGER SERVICE

870. Train employes must give proper attention to the convenience and comfort of passengers, and give particular assistance to children who are unattended, and to persons who are ill, infirm, inexperienced, or otherwise unable to care for themselves.

870 (A). Conductor or forward trainman must patrol train frequently. Train employes must inform conductor promptly of all irregularities or improper conduct on the train.

871. Train crews must see that hand baggage is safely stowed. Hand baggage, packages and other parcels may be placed in overhead racks provided for that purpose when it can be done with safety. Otherwise, such articles must be placed on floor of car but not in aisle.

872. Conductors must not permit intoxicated or disorderly persons to get on their trains; nor persons mentally incompetent, unless accompanied by an attendant. They must not permit obscene or profane language, nor interference with or annoyance to other passengers, or other misconduct.

873. Train employes must be on the lookout for confidence men and swindlers; have them watched, personally warn passengers, and if any attempt be made to defraud them, must prevent it and report the case by wire to the superintendent. They must not permit beggars or unauthorized peddlers to practice their vocations on the train, nor allow advertising matter to be distributed.

874. No person will be allowed to ride with- out proper transportation, and conductors must collect fare from all persons traveling without it. If there is doubt as to the right of a passenger to continue on transportation presented, or as to the proper course to be pursued, the facts in the case must be reported by wire to the superintendent.

875. When examining transportation held by passengers destined to stations reached by connecting trains, conductors must inform passengers where they are to change cars or trains; also where connecting trains will be found at stations where they transfer and the approximate leaving time.

Approaching and before leaving stations, junctions, lunchrooms and terminals, proper announcement necessary for the information and guidance of passengers must be made by trainmen. Before departure, when visitors are permitted on trains, announcement must be made, "Visitors off, please".

Conductors will see that employes of sleeping and parlor cars give their passengers sufficient notice as to leaving train.

876. As far as possible, conductors must see that passengers are provided with seats and that no one is allowed to occupy more than a single seat to the exclusion of others. When there are not seats enough in the coaches and there are vacant seats in any parlor or sleeping car (except chartered cars), passengers may be seated therein and train conductors will arrange with parlor or sleeping car conductors accordingly. Such seats must be surrendered as soon as there is room in the coaches or whenever they are wanted for regular use. Seats in sleeping cars must not be so assigned or occupied at night after the regular passengers have retired.

877. Train employes must not occupy seats with passengers, nor enter into conversation with them or other employes further than is required in the discharge of their duty.

878. If necessary to eject a passenger from a train, discretion must be used. Local rules, state laws and the conditions shall

govern. Conductors will call upon local peace officers or upon railroad police for assistance when necessary.

If a passenger is ejected from a train, the names and addresses of all witnesses and their statements in writing, if possible, should be obtained. Passengers must not be ejected except where shelter and food may be obtained.

879. Articles found in trains must be labeled with train number, car number and name of finder, and upon arrival at terminal or junction station must be turned over to agent or baggage agent and receipt secured.

880. When a conductor delivers a train to another conductor, he must inform him of any facts necessary for the relieving conductor to know. Care must be exercised to properly transfer transportation. Except as otherwise arranged, passenger trainmen will remain at their trains at terminals in uniform to answer inquiries and assist passengers until the train is vacated, or until they are relieved.

881. Conductors will see that all telegrams entrusted to their care are promptly delivered. If for any reason they cannot be delivered, conductors will write this fact upon the envelope and leave it at the next open office where train stops.

882. Train employes must familiarize themselves with the instructions governing heating, lighting, ventilation and airconditioning of cars and see that the instructions are complied with, and that cars are properly supplied with water or ice and are kept clean.

When a passenger car cannot be properly heated or airconditioned, conductor must make wire report to designated officers.

883. Toilets in passenger cars must be locked before cars are placed at terminal stations, on approaching terminals, and during prolonged stops at intermediate stations.

884. Steam valves on rear of passenger trains must not be opened until it is known no one will be injured thereby.

885. When necessary to uncouple passenger equipment, the vestibule curtains must be disconnected and electrical connectors taken down.

886. If a passenger train makes an improper station stop or it is necessary to move engine after making stop for water or fuel, engineer must give signal 14 (b) or 14 (h) and receive proper signal from conductor before moving train.

887. Side doors and trap doors of vestibules must be kept closed on other than suburban trains when trains are moving except when necessary to check signals or inspect train or immediately before stop is made to handle passengers.

When a train is standing to meet or to be passed by another train at a point where no passengers are to be received or discharged, the vestibule doors must be kept closed on the side on which the approaching train is to move, unless a trainman is in position to prevent passengers from alighting.

888. When occupied passenger equipment is being switched, or while standing uncoupled, end gates, bars or chains must be in position to protect open ends of cars. Such protection must also be provided the rear car of all trains.

When not equipped with gates, bars or chains, rear door of last car must be kept locked, otherwise all doors on ends of occupied passenger cars must be kept unlocked at all times when train is moving.

The vestibule curtains must be drawn across the diaphragms on passenger equipment while being handled in passenger, mail or express trains.

Account buffers not being protected by curtains, gate at front end of car next to baggage or mail cars must be closed at all times to prevent personal injury.

889. Unnecessary noise in or about sleeping cars at night should be prevented so far as possible, and special care taken when switching or coupling these cars.

890. Train employes should not pass through dining, sleeping or private cars except when necessary in the performance of duty, and when passing through dining cars during meal hours, or through private cars, train employes other than conductors when lifting tickets, must remove their caps. Marker lamps must not be carried through business, dining, sleeping, observation or private cars, when it can be avoided.

891. During extremely cold weather, engine must not be detached from passenger train if it can be avoided. If it is necessary to do so, or if train is separated, steam line must be drained and steam connections between cars disconnected when necessary to prevent freezing.

Engine or detached portions of train must be recoupled and steam line connected as quickly as possible to avoid discomfort to passengers.

892. Dangerous gases present in exhausts from various types of engines, steam generators, or engines of the Waukesha or similar type may cause incapacitation or fatalities if in sufficient concentration as might result when a train is stopped in a tunnel.

Exhaust from such engines must not be located in close proximity of fresh air intake of passenger cars and care must be exercised at all times to see that there is sufficient ventilation where such engines are operated.

In the event a passenger train, regardless of the type of power being used, is stopped in a tunnel, cars within the tunnel must have air circulating systems, including airconditioning systems, ice machines and engine generators shut off, fresh air intake shutters closed, and blower fans shut off.

The same action must be taken when a passenger train is stopped in snow of sufficient depth to prevent dissipation of exhaust gases.

Certain gases are not readily detected by odors and this action must be taken immediately and time not wasted in determining when train may be started. Take safe course and act at once.

Train dispatcher should be notified immediately so that proper arrangements can be made for protection of persons and equipment.

893. Trains must not leave a station at which they are scheduled to receive United States Mail until the loading has been completed. Trainmen will decline to accept pouches containing mail matter unless the pouches are properly locked. When trains are diverted . from their regular tracks on which they usually pick up mail, arrangements must be made for getting that mail.

FREIGHT SERVICE

900. Conductors are responsible for the security of all freight in their trains while in their charge, and for its delivery, with the necessary waybills or manifests, at its destination or at terminals.

The instructions relative to the sealing of cars and ventilation of perishable commodities must be carefully observed.

900 (A). The doors of empty cars in trains must be kept closed. The doors of loaded cars must be kept closed and properly secured unless left open for ventilation.

901. Trainmen must give proper attention to caretakers and attendants and to the handling of livestock and perishable freight, and be governed by special instructions relating thereto. Particular attention must be given to livestock unaccompanied by attendants. Trainmen must conform to Federal and State laws governing the handling of livestock. Any unusual condition must be reported promptly to the proper authority.

902. When necessary to set out bad order cars, a wire report must be made promptly to the superintendent, showing:

- initial and car number;
- contents and waybill reference;
- station and track where car set out;
- nature of defect;
- disposition of waybill.

Waybill will be left with agent, or if no agent at point where car is set out, waybill must be taken to next terminal, with proper endorsement showing why and where car was set out.

When cars with any defects are picked up, the same information should be given, and if received from another railroad, this information should be shown.

When a car is unsafe to run because of defects in car or insecure or improper loading, it must not be taken from a station, in which case a report must be made promptly to the superintendent.

When repairs are made to foreign cars, a report on prescribed form must be made.

If cars containing valuable equipment or freight liable to be stolen are set out short of destination at a point where there is no agent, , the superintendent must be notified by wire.

903. Unless otherwise instructed, all freight handled in trains must be covered by station or card waybills. Waybills must be examined and all instructions thereon complied with.

904. Unless otherwise directed, when conductors are notified that loaded cars are ready for their trains at locations which are reached before the billing station for such locations, the cars may be taken to the billing station, where the proper waybills must be procured or the cars set out. When the billing station is reached first, the waybills for cars that are expected to be ready to go forward from such location may ' be taken; but if the cars are found not ready to » go, the waybills must be promptly returned by mail to the billing agent with a statement showing why the cars were not taken. The superintendent must also be notified by wire.

905. If there is no agent where freight is left, conductors must check upon the waybill all freight so left, making the proper record on the face of the waybill of all freight over, short or damaged, and must deliver waybill and any freight that is

over to the agent at billing station for such locations, unless otherwise instructed.

906. When taking freight from a station where there is no agent, conductors must carefully check the freight, see that it is properly marked and accompanied by a shipping order, and that such orders are delivered to the billing

agent for such station, who will furnish the proper billing.

907. Conductors must check all freight loaded by them with the waybills, making the proper record on face of waybill of anything over, short or damaged.

908. When freight is transferred from one car to another, proper record must be entered on face of the waybill, including the date, point of transfer, initials and number of car to which transfer is made, and exceptions as to over, short or damaged freight.

909. After loading, unloading or transferring, freight remaining in cars must be properly stowed.

910. When cars in trains have been pilfered or broken into, conductors will wire the superintendent and railroad police from the first available point, giving car number, seal numbers and as much information as practicable.

911. Conductors must see that their cabooses are kept in a clean and neat condition.

ENGINE SERVICE

920. Employees in engine service must report for duty at the appointed time. Except as otherwise provided, they must know that their engine is in good working order and is furnished with fuel, water, tools, sand and other supplies, including flagging equipment and signal appliances. They should make every effort to see that the train for which they are called departs on time.

921. An engine must not be moved, or any of its machinery operated, unless it can be done without injury to anyone.

922. The engineer is responsible for the safe and efficient operation of the engine in his charge and all persons employed thereon must obey his instructions. Engineers must not permit any unauthorized person to handle the engine.

923. At locations where engines are serviced, fuel, water and sand connections must not be made while engine is in motion. Engine must not be moved until all servicing equipment has been disconnected, and attendants clear of engine.

924. Care must be used when backing to train or coupling to cars, and when approaching switches and derails which are to be lined.

925. Care must be used to avoid striking stock. When stock is observed inside of right-of-way fence, the train dispatcher must be notified and, if practicable, the sectionmen also `

notified. If livestock is killed or injured, a report must be made on the prescribed form.

When a train strikes livestock, train must be stopped and inspection made to ascertain if any damage to equipment. If livestock is struck by trains near switches, the switches must be examined.

926. Any defective condition of the engine must be promptly reported to the proper authority, and at the end of each trip a record made on the prescribed form of the repairs required.

927. Diesel engines must not be towed, or operated under own power, through water over three inches above the rail. When towed, or operated under own power, through water above rails, a speed of three (3) miles per hour must not be exceeded.

STATION AGENTS AND OPERATORS

951. Agents have charge of employes at stations, and must see that they properly perform their duties and are courteous and considerate in their dealings with the public.

They must not be absent from their stations, grant leaves of absence to their subordinates, or make any change in their forces without permission. They are responsible for the railroad's property and other property entrusted to the railroad in the transaction of its business.

They must not permit unauthorized persons to frequent offices.

952. Agents and operators must see that stations have the necessary signal equipment ready for immediate use. Should

anything endanger the safety of trains, proper signals must be immediately displayed.

953. Preferred attention must be given to train order service. Operators must assist in clerical or other station service when called upon, but must be within hearing of their instruments when possible.

In offices where several operators are on duty 5 at the same time, only one operator on each shift will be permitted to handle train orders and clear trains, except when service requires more than one train order operator and then the work must be arranged so that not more than one operator on a shift will handle train orders and clearances for the same territory.

954. Agents and operators must keep train dispatchers informed as to weather conditions, particularly in regard to fog, heavy wind, rain or snow. Indications of abnormal weather conditions not in immediate vicinity of station but which may affect track or bridges must also be promptly reported.

When there are indications of heavy winds, cloudbursts or abnormal weather conditions, agents and operators must see at once that cars at their stations are secured so that they will not move.

955. Agents and operators must not make public the fact or particulars of accidents, or communicate them to any person, except to the proper officers of the railroad. Messages of a personal nature must be held strictly confidential. Messages for persons on trains must be enclosed in envelopes and sealed.

956. Agents and operators will be held responsible for the prompt acceptance, transmission and delivery of messages. If the person to whom the message is addressed cannot be located, they must notify the office at which it originated, without delay.

All messages filed must show filing time and all proper sending notations. Messages telephoned must show date, time, to whom and by whom telephoned.

957. Agents and operators must understand how to test and patch wires in switchboard, and prompt and careful attention must be given this work. They must keep wire chiefs fully advised of the condition of wires.

When closing an office for the day or night where a peg type switchboard is used, the instruments must be cut out.

Switchboards must be examined frequently to see that plugs are in proper place and tightly set. Care must be taken to keep instruments in proper adjustment at all times. Before opening key, the relay must be adjusted carefully to see that the wire is not in use.

Wires must not be grounded in switchboard except when necessary in case of wire trouble or when ordered by the wire chief.

958. Operators going off duty must make a written transfer on the prescribed form of all undelivered train orders and messages, instructions, including CTC instructions, unfinished business, condition of wires, position of train order signal and overdue trains.

The operator going on duty must not handle the train order signal, train orders, or CTC control machine until the transfer has been completed. Each operator must personally sign the

transfer. When shifts are not continuous, the transfer will be made in the same manner.

959. At stations not open continuously, agents and operators must post their addresses and telephone numbers on the inside of the cover of the waybill box.

960. Agents must see that the station buildings and grounds connected therewith are kept neat and clean and in proper condition for the accommodation of passengers and the handling of freight.

961. Agents must make frequent inspection of yards, platforms, offices, buildings and surroundings; see that the station platforms and walks are properly cleared of snow, ice or dirt, and that rubbish is not allowed to accumulate. Flammable articles, typewriter covers and rubbish of all kinds must be kept away from switchboard, wires and instruments.

962. Agents must acquaint themselves with the business interests of the people among whom they are situated, use all proper means to secure traffic and act with the view of accommodating the public, and promoting the best interests of the railroad, notifying the proper officer of anything affecting his department, detrimental thereto or conducive to its good, present or prospective.

963. Agents shall report promptly to the superintendent any information of possible action by Federal, State, County, Township, Municipal or other authority, corporation or individual coming to their notice which will in any way affect the railroad.

964. All cases of robbery or attempted robbery, theft of property belonging to or in charge of the railroad, damage to property by fire or storm, personal injury or other unusual occurrences at or in the vicinity of station, must be promptly reported by wire to the superintendent.

965. Notices to the public must be neatly posted in conspicuous places in the station; other advertising matter must not be posted on the premises except when properly authorized, and then only at places designated for that purpose. Train bulletin boards must be kept in a neat condition and must bear such current information regarding trains as is required by instructions or by law.

966. Agents must familiarize themselves with the boundaries of the railroad property at their stations, and must not permit any encroachment thereon.

Unless provided for by lease, they must not allow any commodities to be placed on grounds or right-of-way at their stations for the purpose of storage without written permission from the superintendent, and then only after release on prescribed form has been executed by the owner.

967. Agents must preserve order in and about the station, and must not permit intoxicated or disorderly persons or loungers to interfere with the comfort or convenience of patrons nor with train or station employes' duties. Agents must not permit beggars, peddlers and unauthorized solicitors to operate on railroad premises.

968. Agents will indicate the locations where taxis, trucks and other vehicles are permitted to stand at the station,

prohibiting them from occupying or driving on station platform.

They must not permit bicycle or other such riding on station platform. .

969. When their duties are in any way connected with the transportation or handling of United States Mail, agents and operators must be familiar with and be governed by the instructions relative thereto.

970. Agents must give prompt attention to correspondence; keep the records and accounts promptly and neatly compiled in the manner prescribed by the departments to which they relate, and submit them to the travelling auditor or other authorized officer for examination as may be required. Tariffs must be properly filed.

971. Except where conditions require, agents must not permit material or cars to be placed near public crossings in such position as to prevent a clear view of approaching trains. As far as practicable, they must see that brakes are set on cars at their station, and when cars are standing on a grade or brakes are defective, that wheels are securely blocked.

972. When unloading of cars is delayed by refusal of consignee to accept freight, or from any other cause, agents must report the matter to the proper officer and obtain disposition therefor. If company material is not unloaded promptly, the superintendent must be notified.

973. Agents must make every effort to see that cars are moved promptly and notify superintendent when they are

unduly delayed. Conductors must be furnished necessary switch list.

974. When cars are set out short of destination, agent must wire the superintendent the contents, destination and why and where set out. The date and train in which such cars are forwarded must also be reported. Prompt report must be made of the completion of repairs to bad order cars.

975. Agents must see that all freight loaded is safely and properly stowed and, when necessary, see that it is securely fastened to prevent - loss or damage by falling, shifting, chafing, breaking or by contact with any contaminating substance.

976. The required cards or placards must be applied to cars as indicated by the special instructions relating thereto and all old cards, except home route and defect or repair cards, must be removed before cars are forwarded.

977. Less-than-carload freight to be loaded or unloaded must be checked and anything irregular noted on the waybill. All freight which requires shelter must be promptly placed in freight house or in cars.

978. Offices, freight and baggage rooms must be locked, and cars containing freight which can be closed must be sealed or locked at all times, except when the agent or other authorized person is in immediate charge thereof. Seals must be kept in a secure place and the required seal records made.

979. Freight, baggage, mail or express must not be left between main tracks, nor within six feet of the edge of main track platforms.

980. Skids, trucks and scales, when not in use, should be placed in baggage room or warehouse. If necessary to leave them on platforms, they should be lined up at the end or in the rear of station building. When left on platforms, trucks must have wheels chained or otherwise secured and handles hooked up.

981. Women, children or persons incompetent to take care off livestock or other freight must not be permitted by agents to act as attendants.

TRAIN DISPATCHERS

990. Train dispatchers will issue train orders and must transmit and record them as prescribed by the rules. They must make the various records required and must comply with special instructions, including "Train Dispatchers Manual", where provided.

991. Train dispatchers must report immediately to the chief train dispatcher any irregularity relating to the movement of trains or the handling and execution of train orders.

992. Train dispatchers must guard against dangerous conditions in train movements and must not issue improper or unsafe combinations in train orders.

When a train order is not understood or if there is any doubt as to there being a common understanding, the train order must be annulled and another order issued

LEGAL PROCEEDINGS AND ACCIDENTS

M.ST.P.&S.S.M. R.R.

D.S.S.&A. R.R.

M.&ST.L. RY.

1251. Whenever it shall come to the knowledge of any official or employe of the company by published notice or otherwise, that work or improvement is proposed by the county, township, municipal or other authority which in any way affects this company, all information upon the subject must be sent at once to the division superintendent together with the notice, if any, served in such matter. It is important that the earliest information should be had of any intended improvements, etc., in order that the company's interests may be fully protected.

1252. Whenever service of summons or any legal paper is made on an officer, agent or employe with reference to the business of the railway, he must at once telegraph the general counsel at Minneapolis, and notify the superintendent. Telegraphic report should state name of plaintiff, and when possible, what the case grows out of. Date of service must always be given. The paper or papers served should be sent by first mail to the general counsel.

1253. If, by process of law, freight or baggage is seized, check must be surrendered, all charges must be collected, and a receipt for the property obtained before delivery is made to an officer of the law. Full report, with enclosure of papers, must follow as directed in Rule 1252.

1254. Whenever garnishment or attachment is served on an officer or agent, he must at once telegraph the general

counsel, treasurer and superintendent, giving names of parties, also occupation and location of defendant, and forward papers served, as directed in Rule 1252. Fees fixed by law must be demanded and forwarded to the treasurer.

1255. In all cases of doubt as to proper action, officers and agents will wire the general counsel particulars, and obtain his advice before acting.

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