

S.R. 15.24.2.2. The person in-charge of a Trolley or Lorry before placing the Trolley/Lorry on line at such stations shall give in writing to the Station Master concerned that the Trolley/Lorry is insulated.

S.R. 15.24.2.3. The Station Master shall permit a Trolley/Lorry to be placed on the line only after getting the written advice referred in clause 2.2.

S.R. 15.24.2.4. The person in-charge of a Trolley/Lorry should have the insulation of his Trolley tested and certified once in every six months by an Inspector of the S&T department.

15.25. Motor Trolley.—

A Motor Trolley shall only be run in accordance with special instructions.

S.R.15.25.1.Railway Officials permitted to use Motor Trollies:

No official can place a Motor Trolley on line, unless he holds a competency certificate. Officers of Engineering, Traction Distribution, S&T, Operating and Commercial departments and such Inspectors of these departments as may be authorized and Motor Trolley Drivers are permitted to operate Motor Trollies, subject to their being certified competent by the authorised officer as mentioned below:-

Category of Staff	Officer authorized to issue competency certificate
Group 'C' staff of Divisions	Sr. DSO
Officers of Divisions	DRM
Officers in Headquarters of the Railway (other than Deputy/Heads Of Department and above)	PCSO

S.R.15.25.2. Certificate of Competency:-

S.R.15.25.2.1. The Competency certificate shall be issued, in the first instance, only after the staff or officer is subjected to a written test regarding the rules relating to Motor Trollies and the relevant General and Subsidiary rules and rules in block working manual, and found fit by the authorised officer.

S.R.15.25.2.2. Every Official holding a competency certificate for working Motor Trolley shall give a declaration before the end of December of each year that he is well conversant with the rules for working Motor Trolley and apply to the authorised officer for renewal of the competency certificate. The authorized officer shall then renew the same after conducting an oral test.

S.R.15.25.2.3. The certificate of competency shall be kept in the personal custody of the staff working the Motor Trolley.

S.R.15.25.3. Person in charge of Motor Trolley and his responsibilities:-

S.R.15.25.3.1. When a Motor Trolley is accompanied by more than one railway official qualified to work, the railway official operating the Motor Trolley shall act as the person in-charge.

S.R.15.25.3.2. The person in-charge of the Motor Trolley is responsible at all times for its safe working. However, senior officials who are being conveyed by the Motor Trolley are expected to take an intelligent interest in the working of the Motor Trolley and shall call attention to any breach of rules which come to their notice.

S.R.15.25.4. Conveyance of non-railway officials:-

Normally persons who are not railway servants shall not be conveyed on Motor Trollies. Railway official in-charge as an Officer, he may, however, convey on his Motor Trolley if it will

not interfere with his duties and responsibilities, the non-railway servants mentioned in subsidiary rule 15.22(3) in accordance with procedure laid down therein.

S.R.15.25.5. Provision of brakes:-

A Motor Trolley shall not be placed on the line, unless it is fitted with efficient brakes. The person in charge shall test the brakes and satisfy himself that they are in working order before the commencement of each journey.

S.R.15.25.6. Motor Trollies not in use:-

Whenever a Motor Trolley is placed on the platform for being loaded in a train or for any other purpose, it shall be invariably placed parallel to the track properly locked and in-charge of a railway servant. It shall be so placed, as not to come in the way of passengers and railway staff, when not in use, it shall either be placed clear off the track with the wheels secured by a chain and padlock or berthed on a non-running line with the wheels chained to the rail and padlocked.

S.R.15.25.7. Working of Motor Trollies:—

S.R.15.25.7.1 A Motor Trolley shall always run under block protection and shall be treated and signalled as a train. Motor Trolley shall not be placed on any line without the permission of the Station Master in writing.

S.R.15.25.7.2. Procedure when working under block protection on double line and single line sections provided with tokenless block instruments:

S.R.15.25.7.2.1 Whenever a Motor Trolley has to enter a double line section or a single line section, where tokenless block Instruments are provided, the Station Master of the block station from where the Motor Trolley has to leave, shall obtain Line Clear from the Station Master at the other end of the block section on block telephone without the operation of the block instruments.

S.R.15.25.7.2.1.1 When a motor trolley is to be dispatched into a block section provided with IBS signal, the block section between the two block stations shall be treated as one block section, till the motor trolley clears into the block station in advance.

S.R.15.25.7.2.1.2. Then Station Master shall prepare an authority to enter the block section in duplicate in the prescribed form (T/A1525) which includes (a) authority to proceed and (b) authority to pass LSS and IBS, if any, at 'on' and hand over one foil to the person in-charge duly obtaining his signature on the counterfoil.

S.R.15.25.7.2.1.3 While leaving the station, the relevant free starter signal, may however, be taken 'off'. Immediately after the departure of the motor trolley, the Station Masters at both ends of the block section shall immediately place the 'Trolley on line' cap on the plunger of the block instruments to serve as a visual reminder that the section is occupied by the Motor Trolley.

S.R.15.25.7.2.1.4 On double line section, the Station Master of the station from where Motor Trolley has left shall advise the Station Master of the station at which the Motor Trolley has to arrive, to turn the block commutators at his station to TOL and lock the same in that position. The TOL red indication shall serve as an additional visual warning at both the stations.

S.R.15.25.7.2.1.5. At the receiving station, the Station Master will arrange for the reception signals to be taken 'off'.

S.R.15.25.7.2.2 On arrival at the station in advance, the official in-charge of the Motor Trolley will deliver the authority to the Station Master with an endorsement to the effect, that the Motor Trolley has arrived duly signing with date and time on it. The authority will be retained by the Station Master and pasted in the station diary.

S.R. 15.25.7.2.3 On double line, the Station Master at the receiving station after verifying and ensuring that the Motor Trolley has arrived into his station, shall turn the block handle from

TOL position to 'Line Closed' position and clear back the block section and inform the Station Master of the Station in rear at the other end the time of arrival supported with a private number.

S.R.15.25.7.2.3.1 On single line, Station Master of the station in advance, after the arrival of Motor Trolley into the station, shall inform the Station Master of the station in rear, the time of arrival of the Motor Trolley supported by a private number.

S.R. 15.25.7.2.4. All the entries should be made in red ink in the TSRs at both the stations

S.R.15.25.7.3. Working of Motor trolley in Automatic Block System:

Automatic Block System shall be suspended duly introducing Absolute Block System for working Motor Trolley/s.

Let the block stations be 'X' and 'Y' [Rule 9.01 (b)].

S.R.15.25.7.3.1. 'X' shall ask Line Clear from 'Y' for Motor Trolley.

S.R.15.25.7.3.2. 'Y' shall grant line clear to 'X' for Motor Trolley only when 'Y'-'X' Automatic block section is clear of all trains.

S.R.15.25.7.3.3. 'X' shall prepare T/A.1525 and hand over to the in charge motor trolley and 'X' shall not allow any train into 'X-Y' Automatic block section till the motor trolley reaches 'Y'.

S.R.15.25.7.3.4. Motor Trolley/Motor Trollies shall be allowed to follow a Motor Trolley during day light hours and in clear weather only. Following Motor Trollies shall be given T/1525. 'X' shall not allow any train into 'X-Y' Automatic Block section till the last Motor Trolley reaches 'Y'.

S.R.15.25.7.3.5. Entries should be made in red ink in the TSR at both the block stations.

S.R.15.25.7.4. Working of Motor Trolley/Motor Trollies following a Train or Motor Trolley:

S.R.15.25.7.4.1. A Motor Trolley/Motor Trollies may be allowed to follow a Train/Motor Trolley during day light hours and in clear weather only. However, Motor Trolley shall not be allowed to follow a goods train on the sections specified in subsidiary rule 15.26.2.1.

S.R.15.25.7.4.2. Before a Motor Trolley/Motor Trollies is/are permitted to follow a Train or another Motor Trolley, the Station Master of the station from where the Motor Trolley/Motor Trollies is/are to leave, shall advise the Station Master of the station in advance by a message and obtain his permission supported with a private number for each Motor Trolley.

The messages shall be exchanged in the following form:-

From: SM 'X'	To: SM 'Y'
Message No.....	
Grant permission for	
(1) Motor Trolley No. _____ occupied by _____	
(2) Motor Trolley No. _____ occupied by _____	
(3) Motor Trolley No. _____ occupied by _____	
(4) Motor Trolley No. _____ occupied by _____	
to follow Train/Motor Trolley No. _____ to your station.	
Date	Signature of SM /'X'
Time	

From: SM 'Y' Message No.....	To: SM 'X' Your Message No.
Permitted <div style="margin-top: 10px;"> (1) Motor Trolley No. _____ occupied by _____ PN _____ (2) Motor Trolley No. _____ occupied by _____ PN _____ (3) Motor Trolley No. _____ occupied by _____ PN _____ (4) Motor Trolley No. _____ occupied by _____ PN _____ </div>	
to follow Train /Motor Trolley number _____ to my station. Section will not be cleared till the arrival of the last following Motor Trolley No. _____ at my station.	
Date: _____ Time: _____	
Signature of SM / 'Y'	

S.R.15.25.7.4.3. The Station Master of the station, from where the Motor Trolley/Motor Trolleys is/are following, will prepare a Motor Trolley permit/permits (T/1525) in duplicate, which includes authority to pass the LSS, if any at 'on' and deliver it to the official in charge of the Motor Trolley/Motor Trolleys and obtain his signature(s) in the counter-foil. The out report for the preceding Train/Motor Trolley and the following Motor Trolley/Motor Trolleys shall be sent separately and recorded in the TSR.

S.R.15.25.7.4.4. In a block section provided with IBS, if a Motor Trolley/Motor Trolleys is/are permitted to follow a Train/Motor Trolley, Station Master shall treat the entire section between the two block stations as one block section, till the following/last Motor Trolley clears into the block station in advance.

S.R.15.25.7.4.5 The Motor Trolley/Motor Trolleys following the train or another Motor Trolley shall obey the signals for the train or the leading Motor Trolley. When following a Train/Motor Trolley, the last following Motor Trolley shall, in this sense, be regarded as the last vehicle of the Train/Motor Trolley. In other words, signals taken 'off' for the preceding train or the Motor Trolley shall not be put back to 'on' until the last following Motor Trolley has passed such signals. The Motor Trolley/Motor Trolleys will be admitted on the same line as the train or the Motor Trolley, which it/they, is/are following.

S.R.15.25.7.4.6 At station, where automatic reversers are in use in conjunction with track circuiting, the signal levers shall not be put back to normal and the road for the reception of the preceding train or Motor Trolley shall not be altered until the last following Motor Trolley has been admitted on the same line. The person in-charge of the following Motor Trolley/Motor Trolleys shall pass the signal/signals at 'on' and enter the station with special caution.

S.R.15.25.7.4.7 The 'in report' for the preceding Train/Motor Trolley and the following Motor Trolley/Motor Trolleys shall be sent and recorded separately in the TSR. Where the block instruments are in use, the block section should not be cleared on the block instrument after the arrival of the preceding Train/Motor Trolley, but the 'in report' should be sent. Where token working is in force, the token received from the preceding train/Motor Trolley shall be kept in his safe custody by the Station Master on duty and inserted in the block instrument for clearing the section only after the arrival of the last following Motor Trolley.

S.R.15.25.7.4.8 On arrival of the (last) following Motor Trolley at the station, the official in-charge will sign in the TSR in token of his Motor Trolley having arrived intact, indicating the time of arrival. The Station Master on duty at the station in advance, on receipt of the Motor Trolley permit, will advise the Station Master of the station in rear by issuing the following message and then clear the block section:-

From: SM 'Y'	To: SM 'X'
Message No. _____	
Your Message No. _____ My Message No. _____ Last following Motor	
Trolley No. _____ occupied by _____ arrived here at _____ Hrs. Block	
section between your station _____ and my station _____ is clear.	
My private number is _____	
Date: _____	
Time: _____	Signature of Station Master/'Y'

S.R.15.25.7.4.9 Till receipt of this message, the Station Master of the station allowing the Motor Trolley/Motor Trolleys to follow a Train/Motor Trolley shall not grant / obtain LC on single line and shall not grant LC on double line for another train. All these messages exchanged shall be recorded in the TSR at both the stations.

S.R.15.25.7.4.10 When a Motor Trolley/Motor Trolleys is/are following another Motor Trolley, the leading/succeeding Motor Trolley/Motor Trolleys will in addition to the usual 'authority to proceed' be given a Caution Order to the effect that a Motor Trolley/Motor Trolleys is/are following.

S.R.15.25.7.4.11 When a Motor Trolley follows Train/another Motor Trolley, the distance between the train and Motor Trolley or Motor Trolleys should be at least 150 metres. This should be ensured by the official in charge of the following Motor Trolley.

S.R.15.25.7.4.12 Entries should be made in red ink in the TSR at both the stations for the Motor Trolley/Motor Trolleys following the Train/Motor Trolley in the usual manner.

S.R.15.25.8. Breakdown of Motor Trolley

S.R.15.25.8.1. In the event of complete breakdown of Motor Trolley in the section, the same shall be removed clear off the track and the Station Master of the nearest station advised in writing to clear the section. The token or the line clear ticket, if any, shall also be sent with the memo. The same procedure shall be observed, if for any reason, a Motor Trolley is removed from the track while in the section. Once a Motor Trolley has been removed from the line, it shall not be replaced on the line, unless the line has been blocked for it.

S.R.15.25.8.2. Before a Motor Trolley is to be replaced on the line, intimation in writing shall be sent to the nearest Station Master stating in which direction the Motor Trolley will proceed. The Station Master will, when the train service permits, arrange to block the line from a specified hour or after the passage of a particular train. The LC token or the written authority in form T/1525 will, then be sent to the official in-charge of the Motor Trolley together with the manuscript memo given below:-

To _____ (Designation of the official in charge) at Km _____.	
Line is blocked for your Motor Trolley from _____ hours after the passage of _____ train until the arrival of your Motor Trolley at _____ station.	
Token number _____ or authority number _____ is being sent herewith.	
Signature of official (To whom handed over)	Signature of Station Master

The carbon copy of this memo shall be kept by the issuing Station Master. The person in-charge shall not place the Motor Trolley on the line until he has received the above memo together with the LC token or the written authority in form T/1525.

S.R.15.25.8.3. In the event of breakdown of the following Motor Trolley in section, it shall be removed clear off the track and the official in-charge shall send intimation in writing to the Station Master of the nearest station to this effect along with the Motor Trolley permit.

S.R.15.25.8.4. If the breakdown is of the preceding Motor Trolley, this advice may be sent to the Station Master of the station in advance through the official-in-charge of the following Motor Trolley. The official in-charge of the preceding Motor Trolley will also hand over to the official-in-charge of the following Motor Trolley, the LC token or the written authority (T/A.1525) as the case may be, which shall be handed over to the Station Master of the station in advance by the official in-charge of the following Motor Trolley in addition to the Motor Trolley permit in his possession.

S.R.15.25.9. Spring points in the path of Motor Trolley:-

S.R.15.25.9.1. Motor Trollies by virtue of their lightness are not able to trail through spring-loaded points and, therefore, will derail while passing over such points.

S.R.15.25.9.2.1. The Station Master, before granting LC for the Motor Trolley shall advise the Station Master at the other end of the block section to issue Caution Order to the official in-charge of the Motor Trolley warning him about the presence of the spring points duly furnishing the location..

S.R.15.25.9.2.2. Similarly if the station from where the Motor Trolley is being dispatched has a catch siding taking off the running line or any other spring points over which the Motor Trolley has to pass while being dispatched from a station, the Station Master of that station shall issue a Caution Order to the official in-charge of the Motor Trolley warning him of the presence of the spring points duly furnishing the location.

S.R.15.25.9.3. Warning boards have been provided for the guidance of Motor Trollies short of spring points. The official in-charge of the Motor Trolley shall stop short of the spring points, lift the Motor Trolley off the track, if necessary, and place it on the correct line, before proceeding further.

S.R.15.25.10. Speed of Motor Trollies:

1. At night a Motor Trolley shall run at a speed not exceeding 30 KMPH.
2. The speed of a Motor Trolley shall not exceed 15 KMPH over points and crossings.

S.R.15.25.11. Responsibility of person in-charge of Motor Trolley with regard to level crossing gate:-

The Official in-charge/Driver of a Motor Trolley while approaching level crossing gates should exercise caution and ensure that the level crossing gates are closed against road traffic before passing the gate. He may, however, pass the gate signals, where provided, in the 'on' position, if they are not taken 'off'

S.R.15.25.12. General:-

- (1) Attaching to train prohibited:- A Motor Trolley shall under no circumstances be attached to a train.
- (2) Movement of Motor Trolley, within station limits:- A Motor Trolley shall not be placed on any line at a station without the permission of the Station Master. A Motor Trolley which has arrived at a station or which has been placed on line can be moved from one line to the other only with the consent of the Station Master. The movement may be either a shunt move or by lifting the Motor Trolley off the track.
- (3) Care over curves and cuttings:- Great care shall be exercised while approaching curves or cuttings and at such places where the view ahead is not clear. The person in-charge of Motor Trolley shall apprehend danger in such places and reduce the speed of Motor Trolley efficiently to stop short of any obstructions.
- (4) Working of Motor Trollies during total interruption of communications:-
- (5) If there is a total interruption of communication, the Station Master on duty shall advise the official in-charge of Motor Trolley of the same and the Motor Trolley shall be worked on the section under the rules of working of trains during total interruption of communications.

15.26. Protection of Trolley on the line.—

The qualified person in charge of a Trolley shall, before leaving a station, ascertain the whereabouts of all approaching trains, and shall, when a clear view is not obtainable for an adequate distance —

- (a) on a single line, in both directions, or**
- (b) on a double line, in the direction from which trains may approach, take such precautions for the protection of his Trolley as may be prescribed by special instructions.**

S.R. 15.26.1. Working of Trollies without block protection:—

15.26.1.1. On sections other than those mentioned in SR 15.26.2.1 during day, in clear weather, Trollies may be worked on the sole responsibility of the official in-charge. He shall, however, notify the Station Master of the station at which the Trolley will be put on line, the block section he is going to enter and the probable time at which he will clear section. He will also ascertain from the Station Master the particulars of the trains that he is likely to encounter on the section. The official in charge shall protect the Trolley in accordance with the procedure laid down in clauses 1.2 to 1.7 when the view ahead and/or rear is not clear for a distance of at least 800 metres in the direction from which trains will approach.

S.R. 15.26.1.2. On the single line, a Flagman shall follow and another Flagman shall precede the Trolley at a distance of not less than 800 metres plainly showing a Stop hand signal. On the double line, a Flagman shall either follow or precede a Trolley at a distance of 800 metres in the direction from which trains will approach plainly showing a Stop hand signal.

S.R. 15.26.1.3. The distance of 800 metres mentioned above is the minimum, which shall be increased on steep gradients and sharp curves or wherever the view is restricted, to such an extent as will be adequate to ensure the removal of the Trolley before the arrival of the train.

S.R. 15.26.1.4. When the nature of the line is such that the Flagman in advance or in rear cannot be seen by the person in-charge of the Trolley, the latter shall arrange before entering the section, to take with him sufficient number of Gangmen with hand signals so that the required number of additional intermediate flagmen can be provided for repeating the signals of the outermost Flagman or the Flagman posted at the observation post.