**SILICON VALLEY LINES**

**Rules of the Operating Department**

**Effective January 1, 2012**

**GENERAL RULES**

**A.** Members whose duties are prescribed by these rules will be provided with a copy. Members whose duties are in any way affected by the timetable must have a copy of the current timetable in their possession while on duty.

**B.** Members must be conversant with and obey the rules and special instructions. If in doubt as to their meaning they must apply to proper authority for an explanation.

**C.** Members must pass the required examinations.

**D.** Members in any service on the Silicon Valley Lines are subject to the rules and special instructions.

**E.** Members must render every assistance in their power in carrying out the rules and special instruction, and must report promptly to proper authority any violation.

**F.** Accidents, defects in tracks, bridges, signals, or any unusual conditions which may affect the movement of trains, must be reported to the train dispatcher on required form.

**G.** The use of narcotics is prohibited. Members must not have intoxicants in their possession while operating trains or engines.

**H.** The use of tobacco by members in the building is prohibited.

**J.** Members on duty for open houses, etc. must wear the prescribed badge and be neat in appearance.

**K.** Members authorized to transact business during open houses, etc. must be courteous, orderly and quiet.

**L.** In case of danger to the Clubs property, members must unite to protect it.

**M.** Members must exercise care to prevent injury to themselves or others. They must observe the condition of equipment and tools which they are using and when found defective must put them in safe condition. Defective equipment or tools must be so marked with defects reported to the proper authority.

**DEFINITIONS**

**Note.**—For the purposes of these rules, the following definitions will apply.

**APPROACH SIGNAL.**- A fixed signal used in connection with one or more signals to govern the approach to a home signal.

**AUTOMATIC BLOCK SIGNAL SYSTEM. (ABS)**-A series of consecutive blocks governed by block signals actuated by a train or engine.

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

**BLOCK SIGNAL.**- A fixed signal at the entrance of a block to govern trains and engines entering and using that block.

**BLOCK SYSTEM.**-A series of consecutive blocks.

**BULLETIN.**-Advice of conditions affecting the movement or safety of trains and engines.

**CENTRALIZED TRAFFIC CONTROL SYSTEM. (CTC)** -A system under which train or engine movements are authorized by block signals whose indications supersede the superiority of trains for both opposing and following movements on the same track.

**CONTROL OPERATOR.**—An employee assigned to operate a CTC control machine.

**CONTROLLED SIDING.**-A siding within CTC limits which trains or engines will enter or leave by signal indication.

**CURRENT OF TRAFFIC.**—The movement of trains on a main track, in one direction, specified by the rules.

**DIVISION.**- That portion of a railroad assigned to the supervision of a superintendent.

**DOUBLE TRACK.**-Two main tracks, upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.  
**DUAL CONTROL SWITCH**.-A power operated switch that is also equipped for hand operation.

**DWARF SIGNAL**.-A low home signal.

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

**EXTRA TRAIN.**—A train not authorized by a time-table schedule. It may be designated as:

Extra.--for any extra train except passenger extra or work extra;  
Passenger extra--for passenger train extra;  
Work extra--for work trains.

**FIXED SIGNAL.**-A signal of fixed location affecting the movement of a train or engine.

**Note.**—The definition of a "Fixed Signal" covers such signals as switch, train order. block, interlocking, stop signs, yard limit signs, reduce speed and resume speed signs, and other means for displaying indications that govern the movement of a train or engine.

**HOME SIGNAL.**- A fixed signal at the entrance of a route or block to govern trains or engines entering and using that route or block.

**INTERLOCKING.**—An arrangement of signals and signal appliances so interconnected that their movements must succeed each other in proper sequence and for which interlocking rules are in effect. It may be operated manually or automatically.

**INTERLOCKING LIMITS.**-The tracks between the opposing home signals of an interlocking.

**INTERLOCKING SIGNALS.**—The fixed signals of an interlocking.

**MAIN TRACK.**-A track extending through yards and between stations, upon which trains are operated by time-table or train order, or both, or the use of which is governed by block signals.

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

**REGISTER STATION.**—A station at which train register is located.

**REGULAR TRAIN.**- A train authorized by a time-table schedule.

**REMOTE CONTROL.**-A method of operating outlying signal appliances from a designated point.

**RESTRICTED SPEED.**- Proceed prepared to stop short of train, cars, obstruction, or switch not properly lined.

**SCHEDULE.**—That part of a time-table which prescribes class, direction, number and movement for a regular train.

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

**SIGNAL ASPECT.**—The appearance of a fixed signal conveying an indication as viewed from the direction of an approaching train.

**SIGNAL INDICATION.**—The information conveyed by the aspect of a signal.

**SINGLE TRACK.**—A main track upon which trains are operated in both directions.

**STATION.**—A place designated in the time-table by name.

**SUBDIVISION.**—A portion of a division designated by time-table.

**SUPERIOR TRAIN.**—A train having precedence over another train.

**TRAIN OF SUPERIOR RIGHT.**—A train given precedence by train order.

**TRAIN OF SUPERIOR CLASS.**—A train given precedence by time-table.

**TRAIN OF SUPERIOR DIRECTON.**—A train given precedence in the direction specified

by time-table as between opposing trains of the same class.

**TIME-TABLE.**—The authority for the movement of regular trains subject to the rules. It contains the classified schedules of trains with special instructions relating to the movement of trains.

**THREE OR MORE TRACKS.**—'Three or more main tracks upon any of which the current of traffic may be in either specified direction.

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

**TRAIN REGISTER.**—A book or form used at designated stations for registering signals displayed, the time of arrival and departure of trains and such other information as may be prescribed.

**YARD**.—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements are not authorized by timetab1e or by train order.

**YARD ENG1NE**.—An engine assigned to yard service.

**OPERATING RULES**

**Note.**—Rules with a prefix "S" are for single track; those with a prefix "D" are for two more tracks. Rules without a prefix are for single, double and three or more tracks. In these rules and in special instructions, when the term conductor or engineer is used, it will apply to any member operating a train or engine.

**STANDARD TIME**

**1.** Standard Time will be obtained from the U.S. Naval observatory master clock, 1-866-493-5252, by the train dispatcher and will be transmitted to all points at the beginning of any operating session.

**2.** Watches must be used by all members in train, engine, or yard service and operators.

**3.** The watches of conductors, engineers, yardmasters and operators must be compared with the standard clock before commencing each operating session. The location of standard clocks are shown in the timetable. When conductors, engineers, yardmasters, foremen of yard engines or operators do not have access to a standard clock, they must compare their watches with the train dispatcher.

**TIME-TABLES**

**4.** Each time-table supersedes the preceding time-table. Its schedules take effect on any subdivision at the leaving time at their initial stations on such subdivision. terminal station with a schedule of the new time-table, a train authorized by the preceding timetable will retain its train orders and assume the schedule of the corresponding number of the new time-table. Schedules on each subdivision date from their initial stations on such subdivision. Not more than one schedule of the same number and day shall be in effect on any subdivision.  
**4 (A).** Notice of new timetable will be bulletined four weeks before timetable takes effect. During operating session notice by train order Form T will be issued to conductors, engineers, yardmasters and yard engines.

**5.** Not more than two times are given for a train at any station. Where one is given it is the leaving time, where two are given they are the arriving and the leaving time. Schedule meeting or passing stations are indicated by figures in bold type, with the numbers of the trains to be met or passed in small figures adjoining. Unless otherwise specified, the time applies:

ON SINGLE TRACK, at the switch where an opposing train enters the siding;

where there is no siding it applies at the station.

ON TWO MORE TRACKS, at the station.

**6.** The following letters when placed before the figures of the schedule indicate:  
 **L** —leave;  
 **A** —arrive;  
 **s** —regular stop;  
 **f** —flag stop to receive or discharge traffic.

**6 (A).** The following letters when placed in the columns provided indicate:

B —bulletins;  
C —coal;  
D —day operator;  
H —hog drenching;  
I —interlocking;  
J —junction;  
K —standard clock;   
M —railroad crossing protected by signals or gates;  
N —night operator;  
O —oil;  
P —telephone;  
R —train register;  
T —turntable;  
U —-railroad crossing not protected by signals or gates;  
V —track connection with foreign railroad;  
W —water;  
X —yard limits;  
Y —wye;  
Z — track scales.

**SIGNALS**

**7.** Signals must be used strictly in accordance with the rules. Members in train, engine or yard service and others concerned must keep a constant lookout for signals.   
**8.** Flags or lights of the prescribed color and type may be used as required by the rules by day, and lights of the prescribed color and type may be used by night.

**Note.**—F1ags may be of suitable material. Reflectorized material of the prescribed color may be used at night.

**9.** Day signals should be displayed from sunrise to sunset. When day signals cannot be plainly seen, night signals must be used in addition. Night signals should be displayed from sunset to sunrise.

**COLOR SIGNALS**

**10.**

|  |  |
| --- | --- |
| COLOR | INDICATION |
| (a) Red | Stop. |
| (b) Yellow | Proceed as prescribed by the rules. |
| (c) Green | Proceed and for other uses prescribed by the rules. |
| (d) White | Flag stop (See Rule 28) and for other uses prescribed by the rules. |
| (e) Blue | As prescribed by Rule 26 and for other uses. |
| (f) Lunar | For use as prescribed by the rules. |

**10 (g).** When a red flag or a red light is found between the rails of the track, train must stop before passing it and not proceed until proper verbal information is obtained.

**10 (h).** When a yellow flag or a yellow light is found on the engineer’s side of the track, train must be prepared to stop at a red signal eight (8) feet from the yellow signal. In the absence of a red signal at that location, flagman must proceed train until a green flag or green light is found on the engineer’s side of the track, indicating that slow track has been passed. Speed must not be increased until entire train has passed over the slow track.

**FUSEES**

**11.** A train or engine finding a burning fusee on or near its track will proceed at restricted speed for one mile.

**HAND, FLAG AND LANTERN SIGNALS**

**12.**  
**Note.**—The hand moved the same as the lanterns in the following diagrams gives the same indication.

|  |  |
| --- | --- |
| **MANNER of USING** | **INDICATION** |
| (a) Swung horizontally at right angle to the track. |  |
| (c) Raised and lowered vertically |  |
| (d) Swung in a circle at right angle to the track. |  |
| (f) Swung horizontally above the head. |  |

(h) Any object waved violently by any person on or near the track must be respected as a signal to stop.

**ENGINE WHISTLE SIGNALS**

**14.** The whistle should be sounded where required by rule.

The signals prescribed are illustrated by “0" for short sounds; "—" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

|  |  |
| --- | --- |
| **SOUND** | **INDICATION** |
| (a) — — | Release brakes. Proceed. |
| (b) — o | Flagman protect rear of train. |
| (c)— — — — | Flagman may return from west or south, as prescribed by Rule 99. |
| (d) — — — — — | Flagman may return from east or north, as prescribed by Rule 99. |
| (e) o o o — | Protect front of train. |
| (f) o o | Answer to any signal not otherwise provided for. |
| (g) o o o | When standing, back. |
| (h) o o o o | Call for signals. |
| (i) — — o — | Approaching public crossings at grade. This signal must also be used frequently when view is restricted by curves and when approaching tunnels and snow sheds. |
| (j) ——————— | Approaching stations, junctions, railroad crossings at grade and drawbridges. |
| (k) — — o | Approaching meeting or waiting points. See Rule S-90. |

**HEADLIGHTS**

**17.** The headlight should be displayed to the front of every train by day and by night. It should be extinguished when a train has stopped clear of the main track to meet a train, or is standing to meet a train at the end of two or more tracks or at a junction. At night when an engine is backing without cars or is backing pulling cars, a white light should be displayed in the direction of movement.

**18.** Yard engines should display the headlight to the front and rear by night and at any time the view is obscured. The headlight on the end that is coupled to cars should be dimmed or extinguished while so coupled.

**MARKERS AND REAR END LIGHTS**

**19.** The following signals should be displayed on the rear of every train, as markers, to indicate the rear of the train:

By day, marker lamps lighted or unlighted, or red flags;

By night, marker lamps lighted, displaying red to the rear.

One marker displayed will indicate the same as two but the display of two is required.

**19 (A).** A train not equipped to display prescribed markers, should display a red flag by day and night to indicate the rear of the train.

**19 (B).** When the rear of a train is equipped with built-in markers or electric signal lights, they should be lighted by day and by night.

**CLASSIFICATION SIGNALS**

**Note.**—On engines provided with places for display of signals on either end, the classification signals should be displayed on the leading end of the engine in the direction of movement.

**21.** Extra trains should display two white lights by day and by night on the front of the engine.

**22.** When two or more engines are coupled together, the leading engine only will carry the signals.

**23.** One light displayed where prescribed by Rules 21 and 22 will indicate the same as two.

**INDICATORS**

**24.** Trains should be identified by indicators displayed on the engine when so equipped. When train number is used, train should not leave its initial station without the train number being properly displayed.

Indicators will be displayed in the manner illustrated:

COMMON STANDARD INDICATORS

|  |  |
| --- | --- |
| **2** | No. 2 |
| **X 162** | Extra 162 |
| **X 7007A** | Extra 7007A |
| **7050B** | Engine Number |
| **2551** | Engine Number |
| **E 47** | Engine Number |

**24 (B).** When an engine consists of more than one unit and the train number is not used in indicators, the number of one unit only may be used when in service, and will be the identifying number. When practicable the number of the leading unit must be used.

**INSPECTION AND REPAIR PROTECTION**

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

**USE OF SIGNALS**

**27.** A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually displayed, must be regarded as the most restrictive indication that can be displayed by that signal.

**28.** A white signal must be used to stop a train to receive traffic only at the flag stations indicated on its schedule or in special instructions. When necessary to stop a train for other purposes or at other stations, a red signal must be used.

**30.** Except where the stop and start, forward or backward, is part of a switching movement, the engine bell must be rung when an engine is about to move; while passing through stations, tunnels and snow sheds; while approaching public crossings at grade, beginning sufficiently in advance to afford ample warning, and continuing until the engine has passed over the crossing. The unnecessary use of the bell is prohibited.

**34.** All members of the train crew, when practicable, will communicate to each other by its name the indication of each signal affecting the movement of their train or engine as soon as it becomes visible.

**SUPERIORITY OF TRAINS**

**S-71.** A train is superior to another train by right, class or direction. Right is conferred by train order; class and direction by time-table. Right is superior to class or direction. Direction is superior as between trains of the same class.

**D-71.** A train is superior to another train by right or class. Right is conferred by train order; class by time-table. Right is superior to class.

**72.** Trains of the first class are superior to those of the second; trains of the second class are superior to those of the third; and so on.

**S-72.** Trains in the direction specified in the time-table are superior to trains of the same class in the opposite direction.

**73.** Extra trains are inferior to regular trains.

**MOVEMENT OF TRAINS**

**81.** A main track must not be fouled or occupied without authority.

**81 (A).** When a train, either on main track or siding, is to stop to be met or passed by another train, or is to stop for a signal at the end of a siding, stop must be made before the fouling point of other track.

**82.** Time-table schedules, unless fulfilled or annulled, are in effect for two hours after their time at each station. Regular trains more than two hours behind either their schedule arriving or leaving time at any station lose both right and schedule, and can thereafter proceed only as authorized by train order, except in CTC territory where further movement will be authorized by the train dispatcher.

**S-83.** A train must not leave its initial station on any subdivision, or a junction, or pass from double or three or more tracks to single track, or leave CTC territory until it has been ascertained whether all superior trains due have arrived or left.

**D-83.** A train must not leave its initial station on any subdivision or a junction, or leave CTC or Rule 251 territory, until it has been ascertained whether all superior trains due have left.

**83 (A).** Stations at which train registers are located are designated in the timetable. Conductors of all trains, and engineers of engines without conductors, must register their trains at those points designated in the timetable. Register ticket will be accepted by the operator who must register for the conductor and report trains to the train dispatcher from the train register.

**83 (B).** A train must not leave its initial station on any subdivision without a clearance, which must include the O.K., the time, and the train dispatchers initials. Operators must not issue a clearance to a train at its initial station on any subdivision without authority from the train dispatcher.

**83 (C).** A regular train must not be created at a station other than the initial station of the schedule.

**84.** A train must not start until the proper signal is given.

**85.** Trains of one schedule may pass trains of another schedule of the same class, and extra trains may pass or run ahead of second and third class trains and extra trains. Third class trains may pass or run ahead of second class trains.

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

**87.** Necessary identification of trains must be made at meeting points and at passing points.

**S-87.** An inferior train must clear the time of opposing superior trains not less than two (2) minutes, except at schedule meeting points between trains of the same class, where the inferior train must clear the main track before the leaving time of the superior train. An inferior train failing to clear the main track by the time required must be protected as prescribed by Rule 99.

**S-88.** Extra trains will be governed by train orders with respect to opposing extra trains. At meeting points between extra trains the train in the inferior timetable direction must take the siding unless otherwise provided.

**S-89.** Unless otherwise provided, the inferior train must take siding at meeting points. The train taking siding must pull in.

**89 (A).** At schedule meeting points between trains of the same class, the superior train must stop clear of the switch used by the train taking siding unless switch is properly lined and track is clear. At train order meeting points, the train holding the main track must stop clear of the switch used by the train taking siding unless the train to be met is clear of the main track and switch is properly lined.

**91**. Unless some form of block signals is used, trains in the same direction must keep not less than two (2) minutes apart, except in closing up at stations.

**91 (A).** Unless otherwise provided, where no form of block signals is in use, operator on duty must space trains two (2) minutes apart. Trains must also be spaced two (2) minutes apart when moving against the current of traffic unless track is signaled for traffic in both directions. When clearance is used to space trains, operator must show on clearance the time train may go and train must not leave before that time.

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

**93.** Within yard limits the main track may be used, clearing first class trains when due to leave the last station where time is shown. In case of failure to clear the main track, protection must be given as prescribed by Rule 99.

b) Within yard limits the main track may be used without protecting against second and inferior class, extra trains and engines. Within yard limits second and inferior class, extra trains and engines must move at restricted speed. .

C) Within yard limits when running against the current of traffic or on a portion of double or three or more tracks used as single track, all trains and engines must move at restricted speed.

**Note.**—Approach or proceed automatic block signal indications do not supersede the provisions of Rule 93.

**97.** Unless otherwise provided, extra trains must be authorized by train orders.

**D-97.** Extra trains, except work extras, may be authorized to run with the current of traffic by a clearance which will include clearance number, engine number and direction, thus "C&E Extra 77 West", and the name of the station to which the extra is authorized to run. Such clearance must be authorized by the train dispatcher and may be cancelled by train order. Work extras must be authorized by train orders and unless otherwise provided, must move with the current of traffic.

**98.** Trains and engines must approach the end of double or three or more tracks, junctions, railroad crossings at grade, and drawbridges, at restricted speed, unless protected by block or interlocking signals.

Where required by rule or law, trains and engines must stop.

**98 (A).** At a railroad crossing not protected by signals, trains and engines must stop before passing stop sign. Where a railroad crossing at grade is protected by a gate, if the gate is set against the route to be used, trains or engines must stop and remain at least one foot from the crossing until the gate is secured in proper position against the other route. When ready to proceed, signal 14 (b) must be sounded.

**99.** When a train is moving under circumstances in which it may be overtaken by another train, the flagman must take such action as may be necessary to insure full protection. When a train stops under circumstances in which it may be overtaken by another train, the flagman must go back immediately with f1agman’s signals a sufficient distance to insure full protection. When recalled and safety to the train will permit, he will return leaving a lit red fusee. Conductors and engineers are responsible for the protection of their trains. The following signals may be used by flagman:

Day signals—A red flag and six (6) red fusees.

Night signals--A white light and six (6) red fusees.

**99 (A).** In signaled territory, protection of train in accordance with Rule 99 is not required when standing on track between stop signals of a controlled siding. In signaled territory, when protection of rear of train is required, Rule 99 must be complied with except that flagman need not go back farther than the last Stop signal governing the direction of his train.

**99 (B).** When a train requires flag protection, the engineer must immediately whistle out flagman. When ready to proceed, he will recall the flagman.

**99 (C).** When a train has been flagged, flagman must inform the engineer why the train has been flagged and engineer must be governed by conditions.

**101.** Trains and engines must be fully protected against any known condition which interferes with their safe passage at normal speed. If any defect or condition which might cause an accident is discovered in track, bridges or culverts, a flagman must be left. The radio, telegraph or telephone must not be depended on to notify other trains or engines. If any member of a train or engine crew has reason to believe that their train or engine has passed over any dangerous defect, stop must be made at once and proper protection provided. A prompt report must be made to the train dispatcher.

**104.** Conductors are responsible for the position of switches used by them and their trainmen, except where a member is assigned to handle switches. Switches must be left in proper position after having been used and must not be left open for another train or engine unless in charge of a member of the crew of such train or engine or a member assigned to handle switches.

b) A train or engine must not foul a main track until switches connected with the movement are properly lined. When waiting to cross from one track to another and during the approach or passage of a train or engine on tracks involved, all switches connected with the movement must be secured in the normal position.

c) Switches must not be restored to normal position until the movement is completed or clear of the main track involved. Trains or engines leaving a main track must pull clear of the main track before stopping for trainman to line the switch.  
d) Where trains or engines are required to be reported clear of main track, such report must not be made until switch has been secured in its normal position.

**Note.**—Ru1es 104 and 104 (A) apply to all switches when operated by hand.

**104 (A).** The normal position of a main track switch is for the main track and must be lined and locked in that position, except when changed for immediate movement.

b) A main track switch must not be left open unless a member of the crew remains near enough to be able to line it upon the approach of a train or engine.

c) Members handling switches must know they are properly lined and that switch points fit.

d) Except when changed to permit movement derails must be set in derailing position.

e) If a switch is damaged report must be made to train dispatcher. If it cannot be made safe, protection must be provided.

**105.** Trains and engines using a siding or any track other than a main track must move at restricted speed.

Sidings of an assigned direction must not be used in a reverse direction unless authorized by the train dispatcher.

**107.** Trains or engines must run at restricted speed in passing a train receiving or discharging traffic at a station. Trains or engines must not pass between train and platform at which traffic is being received or discharged.

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

**109.** The locations of bulletin boards or bulletin books are designated in the time-table. Bulletins will be numbered consecutively beginning with No. 1 January first of each year. They will be issued and cancelled by the superintendent. The time and date posted will be endorsed on the face of each bulletin. Members in train, engine and yard service must read bulletins and notices before starting an operating session.

**TRAIN ORDER SIGNAL RULES**

**200.** The following signals will appear where conditions require their use. The indications are given by the position of the arms, by lights of the prescribed color, or by both. Where the semaphore is used the governing arm is displayed to the right of the signal mast as viewed from an approaching train, and on double or three or more tracks, governs trains moving against the current of traffic the same as if moving with the current of traffic.

|  |  |
| --- | --- |
| *RED LIGHT OR ARM IN HORIZONTAL POSITON* | *STOP, unless clearance received* |
| *YELLOW LIGHT OR ARM DIAGONALLY UPWARD OR DOWNWARD* | *RESTRICTED SPEED (advance indication, See Rule 87), advance on main track at restricted speed to train order signal* |
| *GREEN LIGHT OR  ARM IN VERTICAL POSITION* | *PROCEED, no orders.* |



**RULES FOR MOVEMENT BY TRAIN ORDERS**

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

They must be brief and clear; in the prescribed forms, without erasure, alteration, interlineation or punctuation. Words or figures in train orders must not be surrounded by brackets, circles, or other characters.

**202.** Each train order must be given in the same words to trains addressed.

**203.** Train orders, except slow or cautionary orders, must be numbered consecutively each day, beginning at midnight.

**204.** Train orders must be addressed to those who are to execute them naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineer. Those for a yard engine will be addressed Yard Engine (number). Conductors must obtain from engineers an understanding of all train orders before they are acted upon.

**205.** Each train order must be written in full in a book provided for that purpose in the office of the train dispatcher and with it recorded: to what offices the order was transmitted and when the order was made complete. These records must be made at once and never from memory or memoranda. Additions to train orders must not be made after they have been repeated.

**206.** In train orders and clearances, regular trains will be designated by numbers as "No 10”. Extra trains will be designated by engine numbers and the direction, as "Extra 798 (east) (west) ”, or "Psgr Extra 897 (east) (west)". Work extras will be designated by engine numbers, as "Work Extra 798". Engines with a prefix or suffix letter will be designated as: "E 47" or “6504 A".

b) For the movement of an engine of another company, the initials or the designated name will precede the engine number.

c) When two or more engines are coupled, the number of the leading engine only will be used in train orders.

d) Even hours, as "10:00 a m”, must not be used in stating time in train orders.

e) In transmitting and repeating train orders by telephone or radio, time must be pronounced thusly: 8:34am, 8-3-4am, 10:01pm, one-naught-naught-one. The names of stations, sections, and direction of extras must be pronounced plainly. Order numbers, train, engine and other numbers must be pronounced thusly; 54, 5-4, 105, 1-naught-5; 2756, 2-7-5-6; except single digits must be spoken and then spelled thusly; 2, two.

f) When transmitted by telephone or radio the train dispatcher must write the order as he transmits it and must underscore each word and figure each time as it is repeated.

**208.** A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. When not sent simultaneously to all, the order must be sent first to the superior train. A train order must not be issued for a train at the point where its movement is restricted if it can be avoided. When so sent the fact must be stated in the order. The train being restricted must be brought to a stop before delivery is made.

**209.** Operators receiving train orders must write or typewrite them in multitude during transmission. They must retain a copy of each train order. The “complete", the time, and the signature of the operator must be in his handwriting. If the requisite number of copies of a train order cannot be made at one writing, operators must make additional copies from one previously repeated.

**209** (A). When an error is made in transmitting a train order and before it has been repeated, all copies of that order must be immediately destroyed, the order marked “void" in the train order book, and if reissued given another number. If an order in which an error has been made has been repeated, that order must be annulled. When train orders are annulled on other than  
the date of issue, the date as well as the number of the order annulled, must be designated in the annulment order.

**210.** When a train order has been transmitted, operators must repeat it at once in the succession in which the several offices have been addressed. Each operator receiving the order must observe whether the others repeat correctly. When the order has been repeated correctly by an operator, the response "complete" and the time, with the initials of the train dispatcher will be given. The operator receiving this response will then write in the space provided the word “complete", the time, and his last name in full, and deliver a copy to each train or engine addressed, unless the order is annulled by the train dispatcher.

**211.** Clearance Form A must be filled out by the operator before clearing a train, showing thereon the address, the total number of train orders (if none show "no") and the number of each train order and transmit to the train dispatcher from the clearance as “Kaos , clear No 17 with 3 orders numbers 1, 2 and 3", or "Nowheres, clear No 17, no orders", Bayshore, clear extra M&StL 712 North“.

The train dispatcher must make the required record in the train order book and check the order numbers and if correct will reply as, “Kaos, clear No 17 with 3 orders numbers 1, 2 and 3", or “Nowheres, clear No 17, no orders” or “Nowheres, clear extra CRI&P 48 South” giving OK, the time and the dispatchers initials, which the operator will endorse on the clearance.

Operators must make the required number of copies of Clearance Form A at one writing, sign last name in full and retain a copy. Clearance Form A must be delivered together with all train orders. Conductors and engineers must see that their train is correctly designated and that the information shown on the clearance corresponds with the train orders received.

**213.** "Complete" must not be given to a train order for delivery to a train until the order has been repeated.

**216.** For train orders delivered by the train dispatcher, the requirements as to the record and delivery are the same as at other offices. When the train dispatcher issues a train order that is to be delivered to a train by the train dispatcher, a copy of the body of the order must be made in the train order book at the time the order is written and this copy underscored as it is repeated thereafter.

**220.** Train orders once in effect continue so until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled. When a conductor or engineer, or both, is relieved before the completion of a trip, all train orders, clearances and instructions held by them must be delivered to the relieving conductor or engineer. Such train orders, clearances and instructions must be compared by the relieving conductor and engineer before proceeding.

**220 (A).** Train orders annulling a schedule or slow or cautionary orders issued to a conductor or engineer continue in effect to them on continuous trip or tour of duty, although the schedule or section number or the running order of their train be changed.

**221.** Unless otherwise provided, a fixed signal must be used at each train order office. Where a two indication color light type or Swift type, or two position semaphore type train order signal is used, signal will indicate “stop" when trains are to be stopped for train orders, except when a yellow flag by day or a yellow light by night is displayed below the stop indication it will indicate "19 order" and the name and indication will be the same as shown in Rule 200 B.

Unless otherwise provided, when there are no train orders, signal must indicate "proceed".

While "stop" or "19 order" indication is displayed, trains must not proceed without a Clearance Form A.

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

**223.** The following signals and abbreviations may be used:

All such abbreviations that the Superintendent prescribes:

Initials for signature of the train dispatcher;

Names of months: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec;  
ABS —Automatic Block Signal System;  
C&E —Conductor and Engineer;  
Cndr —Conductor;  
CTC —Centralized Traffic Control System;  
Dspr —Train Dispatcher;  
Div —Division;  
Eng —Engine;  
Engr —Engineer;  
Frt —Freight;  
Jct —Junction;  
Min —Minutes;  
MPH —Miles per hour;  
MP —Mile Post;  
NSD —No signal displayed;  
No. —Number;  
OK —Correct;  
Opr —Operator;  
OS —report;  
Psg —Passenger;  
Subdiv —Subdivision;  
Supt —Superintendent;  
Ymst—Yardmaster.

**FORMS OF TRAIN ORDERS**

**S-A.**

FIXING MEETING POINTS FOR OPPOSING TRAINS

(1) No. 1 meet No 2 at B  
No. 5 meet Extra 95 east at B  
Psgr Extra 652 east meet Extra 237 west and Extra 235 west at B  
-----------  
(2) No. 2 meet No. 1 and No. 3 at F and Extra 95 west at D   
No. 1 meet No 2 at B and Extra 95 east at D  
-----------  
Examples (1) and (2) may be modified by  
adding ”\_\_\_\_\_\_\_\_\_take siding" or “\_\_\_\_\_\_\_gets this order at \_\_\_\_\_\_\_\_”.

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

**B.**  
DIRECTING A TRAIN TO PASS OR RUN AHEAD OF  
ANOTHER TRAIN

(1) No I pass No 3 at K  
Both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.  
-----------  
(2) Extra 594 west pass No 3 at K  
When an inferior train receives an order to pass a superior train, right is conferred to run ahead of the train passed from the designated point.

Under Examples (1) and (2), unless otherwise provided, the train to be passed will take siding.  
Under Examples (1) and (2), if No 3, after being passed, should overtake the other train, No 3 should be permitted to pass.  
-----------  
(3) Extra 594 east run ahead of No 6 M to B   
The first-named train will, unless delayed, run ahead of the second-named train between the designated points. If a train is delayed after receiving an order to run ahead of a superior train, the firstnamed train may allow the second-named train to pass, and the train order must then be considered fulfilled. The train dispatcher will be notified at once by the inferior train, when practicable, and by the superior train at first open office.  
-----------  
(4) Extra 95 west run ahead of No 3 B until overtaken  
The first—named train will run ahead of the second-named train from the designated point, but if overtaken at that point or at any station beyond will arrange to let the second-named  
train pass promptly.

**C.**  
GIVING RIGHT OVER ANOTHER TRAIN IN THE SAME DIRECTION

(1) No 7 has right over No 3 A to Z  
(2) Extra 27 west has right over Extra 25 west A to Z and wait at A until 7250 pm C 770 pm E 720 pm  
(3) No 407 has right over Extra 25 west A to Z and wait at A until 7250 pm C 770 pm E 720 pm

These orders give right to the train first-named over the other train between the points named. The second-named train must keep clear of the other as required by Rule 86. Under Examples (2) and (3) the first-named train must not pass the designated points before the times given.

**S-C**  
GIVING RIGHT OVER AN OPPOSING TRAIN

(7) No 7 has right over No 2 G to X

If the second-named train reaches the point last named before the other arrives, it may proceed, keeping clear of the schedule of the opposing train as required by rule.  
-----------  
(2) Extra 37 east has right over No 3 F to A

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

(3) Extra 38 east has right over Extra 37 west X to G

(4) Extra 77 west has right over Extra 78 east B to G

Neither train shall go beyond the point last named until the other train has arrived, unless directed by train order to do so. If the trains meet at the point last named the second-named train must take siding.

-----------

Example (3) of Form E or Example (1) of Form S-E may be used in combination with these examples as shown in Examples (5) and (6).

(5) Extra 38 east has right over Extra 37 west X to G and wait at M until 959 am L 7030 am J 7055 am  
The first-named train must not pass the designated waiting points before the times given. Trains receiving this order must clear the time specified at the designated waiting points or any intermediate station not less than five minutes.

-----------

(6) Extra 38 east has right over Extra 37 west X to G and wait at M until 959 am L 7030 am for Extra 37 west  
The first-named train must not pass the designated waiting points before the times given unless the second-named train has arrived. The second-named train must clear the time specified at the designated waiting points or any intermediate station not less than five minutes.

-----------

In Examples (5) and (6), the first-named train must not go beyond G until the other train has arrived, unless directed by train order to do so.  
When it is desired to authorize the first-named train to leave the second-named point and there is no conflicting movement involved between the two trains beyond that point, Examples (3), (-----------  
Examples (1), (2), (3), (4), (5) and (6) of  
Form S-C give right to the first-named train over the specified train between the points named.

If the trains meet at either of the designated points, the first-named train must take the siding, unless the order otherwise prescribes. If the trains meet between the designated points, the second-named train must take the siding unless otherwise directed by train order.

When right is given to the end of double or three or more tracks, or to the beginning of CTC territory, the first-named train may proceed with the current of traffic or under CTC Rules, but must not leave double or three or more tracks, or CTC territory to enter single track until the second-named train has arrived, unless authorized by train order to do so, or it may proceed keeping clear of the schedule of the opposing train as required by rule.

**E.**  
TIME ORDERS

(l) No 1 run 50 mins late A to G  
(2) No 1 run 50 mins late A to G and 20 mins late G to K

Examples (1) and (2) make the schedule time of the train named, between the stations designated, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the regular schedule time. The time in the order must be such as can be easily added to the schedule time.  
-----------  
(3) No 7 and No 3 wait at N until 959 am P 7030 am R 7055 am

The train, or trains, named must not pass the designated points before the times given. Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train, or trains, named.

**S-E.**  
TIME ORDERS

(7) No 7 wait at H until 959 am J 7020 am for No 2.

The train first-named must not pass the designated points before the times given, unless the other train has arrived. The train last named is required to run with respect to the time specified, at the designated points or any intermediate station where schedule time is earlier than the time specified in the order, as before required to run with respect to the schedule time of the train first-named.

**G.**  
EXTRA TRAINS

(l) Eng 99 run extra A to F  
(2) Eng 99 run psgr extra A to F

This gives the extra no right to occupy the main track between the switches of the siding at A or F.

-----------

(3) Eng 99 run extra A to F and return tfo C

The extra must go to F before returning to C. This gives the extra no right to occupy the main track between the switches of the siding at A or F, or at C on the return trip.

-----------

(4) Eng 77 run extra leaving A on Thursday Feb 17 as follows with right over all trains. Leave A 113O pm C 1225 am E 747 am F 222 am

This order may be varied by specifying the kind of extra and the particular trains over which the extra shall or shall not have right.

An extra authorized by this form of train order must not pass the designated points be fore the times given and must move within yard limits the same as any other extra train.

Trains over which the extra is thus given right must clear the extra the same as an inferior class train is required to clear a first class train.

Examples of Form E and S-E may be used in connection with an extra train created by this example.

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(5) Eng 99 run extra A to F. This order is annulled at 7 l0 pm

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

-----------

(6) On Feb 17 after 645 am Eng 99 run extra A to F  
The extra authorized by this form of order must not leave the first-named station before the time specified.

(7) After Extra 55 west has arrived at (or passed) F Eng 66 run extra F to A

This form to be used only when or where it is impracticable to give a meet with the first-named train. The extra authorized by this form of order must not leave F until the first-named train has arrived at (or passed) F.

-----------  
Examples (4), (5), (6) or (7) do not give the extra authorized by these orders right to occupy the main track between the switches of the siding at A or F.

**S-H.**  
WORK EXTRAS

(l) Eng 292 works extra 645 am until 545 pm between D and E ,  
The work extra must, whether standing or moving, protect itself against extra trains within the working limits in both directions as prescribed by the rules. The time of regular trains must be cleared.

-----------

This may be modified by adding:  
(2) Not protecting against eastward extra trains  
The work extra will protect only against westward extra trains. The time of regular trains must be cleared.

-----------  
(3) Not protecting against extra trains  
Protection against extra trains is not required. The time of regular trains must be cleared.

-----------  
When a work extra has been instructed by order to not protect against extra trains, and afterward, it is desired to have it clear the track for, or protect itself after a certain hour against a designated extra, an order must be given in the following form:

(4) Work Extra 292 clears (or protects against) Extra 76 east between D and E after 2l0 pm

Extra 76 east must not enter the working limits before 210 pm, and will then run expecting to find the work extra clear of the main track, or protecting itself, as the order may require.

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

(5) Work Extra 292 protects against No 55 ( or \_\_\_\_class trains) between D and E

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

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

(6) Work Extra 292 has right over all trains between D and E 7l5 pm until 115 am

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

-----------

(7) On Feb l7 Eng 292 works extra 645 am until 545 pm between D and E

This form to be used to authorize in advance a work extra, and may be modified by specifying two or more dates.

The working limits should be as short as practicable, to be changed as the progress of the work may require. Work extras must give way to all trains as promptly as practicable. Whenever extra trains are run over working limits they must be given a copy of the order sent to the work extra. Should the work order instruct a work extra to not protect against extra trains in one or both directions, such extra trains must protect against the work extra. If the order indicates that the work extra is protecting itself against other trains, such trains will run expecting to find the work extra protecting itself.

Examples (1) and (7) confer no right to the work extra to occupy the main track between the switches of the siding at either of the points named.

**D-H.**  
WORK EXTRAS

(1) Eng 292 works extra on \_\_\_\_track (or tracks) 645 am  
until 545 pm between D and E

The work extra must, whether standing or moving, protect itself within the working limits against extra trains moving with the current of traffic on the track or tracks named. The time of regular trains must be cleared.  
This confers no right to the work extra to occupy the main track between the switches of the siding at either of the points named.  
-----------

This form may be modified by adding:

(2) Not protecting against eastward extra trains  
Protection against eastward extra trains is not required. The time of regular trains must be cleared. The work extra may move against the current of traffic on the eastward track.  
-----------

(2) Not protecting against extra trains

Protection against extra trains is not required. The time of regular trains must be cleared. The work extra may move against the current of traffic.  
-----------  
When a work extra has been instructed by order to not protect against extra trains, and afterward, it is desired to have it clear the track for, or protect itself after a certain hour  
against a designated extra, an order must be given in the following form:

(4) Work Extra 292 clears (or protects against)  
Extra 76 east between D and E after 2l0 pm

Extra 76 east must not enter the working limits before 210 pm, and will then run expecting to find the work extra clear of the main track, or protecting itself, as the order may  
require.  
-----------

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

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

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

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

When it is desired to move a train against the current of traffic over the working limits, provision must be made for the protection of such movement.  
-----------

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

(6) Work Extra 292 has right over all trains on \_\_\_\_\_track   
(or \_\_\_\_tracks) between G and H 70l pm until l0l am

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

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

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

Whenever extra trains are run over working limits, they must be given a copy of the order sent to the work extra.  
Should the work order instruct a work extra to not protect against extra trains, such extra trains must protect against the work extra.  
If the order indicates that the work extra is protecting itself against other trains, such trains will run expecting to find the work extra protecting itself.

**J.**  
HOLD1NG ORDER

(1) Hold No 2  
(2) Hold all (or eastward) trains

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

No 2 may go

These orders will be addressed to the operator and acknowledged in the usual manner, and will be delivered to conductors and engineers of all trains affected. Form J will be used only when necessary to hold trains until orders can be given, or in case of emergency.

**K.**  
ANNULLING A SCHEDULE

(1) No l due to leave A Feb 29 is annulled A to Z

(2) No 40l due to leave E Feb 29 is annulled E to Z

(3) No 40l due to leave A Feb 29 has arrived at E and is annulled E to Z

The schedule annulled becomes void between the points designated and cannot be restored.

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

**L.**  
ANNULLING AN ORDER

(1) Order No l0 is annulled

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

Annulled by Order No \_\_\_\_\_\_

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

**M.**  
ANNULLING PART OF AN ORDER

(l) That part of order No 10 reading No l meet No 2 at S is annulled

(2) That part of order No l2 reading No 3 pass No l at S is annulled

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

**P.**  
SUPERSEDING AN ORDER OR PART OF AN ORDER

This order will be given by adding to prescribed forms the words "instead of \_\_\_\_”

(l) No l meet No 2 at C instead of B

(3) No 1 pass No 3 at C instead of B

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

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

**D-R.**  
PROVIDING FOR A MOVEMENT AGAINST THE CURRENT OF TRAFFIC

(1) No l has right over opposing trains on \_\_\_\_\_track C to F

The designated train must use the track specified between the points named and has right over opposing trains on that track between those points. Opposing trains must not leave the point last named until the designated train arrives. All trains between the points named moving with the current of traffic in the same direction as the designated train must, when practicable, receive a copy of the order, and may then proceed on their schedules, or rights.  
-----------

This order may be modified as follows:

(2) After No 4 has arrived at C No l has right over opposing trains on \_\_\_\_\_ track C to F

The train to be moved against the current of traffic must not leave the first-named point until the arrival of the first-named train.  
-----------  
A train must not be moved against the current of traffic until the track on which it is to run has been cleared of opposing trains.

**D-S.**  
PROVIDING FOR THE USE OF A SECTION OF DOUBLE OR THREE OR MORE TRACKS AS SINGLE TRACK

(l) \_\_\_\_track will be used as single track between F and G

If it is desired to limit the time for such use, this order may be modified as follows:

(2) \_\_\_\_track will be used as single track between F and G l0l pm until 301 pm

All trains must use the track specified between the stations named and will be governed by rules for single track. Trains moving against the current of traffic on the track named must be clear of the track at the expiration of the time named or protected in both direction, as prescribed by Rule 99

**T.**  
NOTICE OF NEW TIME-TABLE AND RECEIPT

Time-table receipt to be used in accordance with Rule 4 (A).  
(1) Acceptance of this order is acknowledgment of receipt of   
time table No \_\_\_\_\_ effective\_\_\_\_m\_\_\_\_l9\_\_\_

Trains and engines must not occupy main track after effective time and date of new time-table until copies of the new time-table have been received.

**U.**  
ADVANCE AUTHORITY TO PROCEED FROM AN AUTOMATIC BLOCK STOP SIGNAL

Advance authority for a train to proceed from an automatic block stop signal displaying Stop indication when the train dispatcher knows there is no opposing train movement.

(l) After stopping pass signal\_\_\_\_

This order permits a train to proceed from an automatic block stop signal indicating stop and to proceed at restricted speed to the next block signal. This may be modified by adding to the order: "This order is annulled if signal indicates proceed"

**V.**  
CHECK OF TRAINS

These forms to be used when it is desired to give a train the information as required:

(1) All (regular) (\_\_\_\_\_\_\_class) trains due at C at or before 650 am (have passed) (have arrived) (have left)

This may be modified by adding: "except \_\_\_\_\_\_".

(2) No 1 and No 2 (have passed) (have arrived) (have left) G

When it is desired to inform a train of the arrival or departure of an extra train, the following form must be used:

(3) Extra 99 east (has arrived) (has left) A on order No \_\_\_

**Z.**  
RELIEF OF FLAG PROTECTION

This form of order must be used to relieve a train from protecting against following extra trains:

(1) Eastward extra trains between H and B except Extra 77 east wait at H until 410 pm.

Extra trains named except Extra 77 east must not pass the designated point before the time specified in the order. Extra 77 east is relieved from protecting against following extra trains between H and B until the time specified in the order. When a regular train is to be relieved from protecting against following extra trains, the words, "except Extra 77 east" will be omitted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL SIGNAL RULES**

**230.** When stopping at a signal displaying a Stop indication no part of the train or engine shall pass the

Signal. When train or engine is ready to proceed, signal 14 (a) must be sounded.

**231.** 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 where track is seen to be clear to the next signal.

**232.** 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.

**SIGNAL RULES**

|  |  |  |  |
| --- | --- | --- | --- |
| Rule | Signal Aspect(s) | Name | Indication |
| 241 |  | Clear | Proceed. |
| 242 |  | Approach Diverging | Proceed prepared to advance on diverging route at next signal at prescribed speed through turnout. |
| 243 |  | Approach | Proceed prepared to stop at next signal. |
| 244 |  | Diverging Approach Diverging | Proceed on diverging route not exceeding prescribed speed through turnout prepared to advance on diverging route at next signal at prescribed speed through turnout. |
| 245 |  | Diverging Clear | Proceed on diverging route not exceeding prescribed speed through turnout. |
| 246 |  | Diverging Approach | Proceed on diverging route not exceeding prescribed speed through turnout prepared to stop short of next signal. |
| 247 |  | Restricted | Proceed at restricted speed. |
| 248 |  | Stop | STOP. |

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

**251. Movement Signal Indications, One Direction--**On designated tracks specified in the timetable, the movement of trains and engines with reference to other trains and engines in the same direction will be governed by block signals whose indications will supersede the superiority of trains, but do not supersede train orders.

b)Trains must keep to the right on double track unless otherwise provided. Where three or more main tracks are in service they shall be designated by numbers and their use indicated by special instructions.

c) The movement of trains and engines will be supervised by the train dispatcher. Instructions issued by him must be complied with.

**252. Authority to Enter Main Track--**Trains and engines must obtain authority of train dispatcher (except in yard limits) before entering main track. A train or engine must not cross over to or obstruct another main track without permission of train dispatcher and protection as prescribed by Rule 99(A).

**253. Reporting of Delays--**The train dispatcher must be advised of any known condition that will delay the train. Trains or engines instructed by train dispatcher to clear main track for following trains will keep advised of trains to be cleared to avoid delay thereto. When clear of main track, train dispatcher must be promptly notified.

**254. Reverse moves--**When necessary to move trains against the current of traffic, train order authority must be obtained.

**MOVEMENT BY SIGNAL INDICATION AT REMOTE CONTROL INTERLOCKINGS IN AUTOMATIC BLOCK TERRITORY**

**256. Movement Remote Control Interlockings in Automatic Block Territory--** Movement of trains or engines at remote control interlocking in automatic block territory will be governed by signal indication which will supersede superiority of trains. Such locations will be designated by special instruction.

**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.

**257.** Automatic block signals, cab signals, or both, govern the use of blocks, but 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.

**258.** 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. 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". When block signal rules require movement at restricted speed, this speed must not be increased until after the head end of the train has passed through the block. When a train or engine is stopped by a block signal which is evidently out of order the fact must be reported to the train dispatcher .

**259.** Both switches of a crossover 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. 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 it must wait two (2) minutes after all switches connected with the movement have been operated.   
**260.** 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. 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.

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

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

b) Unless authorized by signal indication, trains or engines must not enter a main track at a switch without authority of the control operator.

c) All operating rules, interlocking rules and automatic block signal rules remain in effect.

d) The movement of trains and engines will be supervised by the train dispatcher. Instructions issued by him must be complied with.

**262.** **Track and Time Limits**--Trains or engines may occupy the main track within specified limits for time periods authorized by control operator specifying track and time limits and track or tracks to be used. Example: “Track and Time limits granted on East Track, 7:01pm to 8:01pm between north and south switches of Atlas siding.“ While occupying track limits within time granted, trains and engines may move at restricted speed in either direction. Trains or engines must not enter the track and time limits given to another train or engine. Trains and engines must be reported clear before expiration of the time granted. If additional time is required, authority must be obtained from control operator before authorized time limit has expired. Control operator must be notified when trains and engines are clear of the track limits granted.

When a train or engine requests track and time limits; member will state his name, occupation, location and train or engine number, and will repeat track limits and time granted to the control operator who will give his “OK”, the time granted and his initials.

**263. Reporting Delays--**The control operator must be advised of any known condition that will delay the train. After a signal indication has been displayed authorizing movement of a train or engine, if movement cannot be promptly made, control operator must be notified immediately. When a train or engine is stopped by a Stop indication, communicate promptly with control operator.

**264. Reverse Moves--**If it becomes necessary to reverse the movement of a train or engine, except during the time within track limits prescribed, permission must be obtained from the control operator.

**CENTRALIZED TRAFFIC CONTROL SYSTEM RULES**

**Note.**—Centra1ized 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, extra trains may be authorized by clearance instead of by train order. 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, 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 employee receiving them to insure correct understanding. 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 signa1".

**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.

**272.** When an employees’ call light is illuminated, those members 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 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. Selector lever must be placed in “hand" position and left in that position until all movements over the switch have been completed. After final movement has been made over the switch, selector lever must be restored to "power" position, locked and train dispatcher notified.

**ELECTRIC LOCKED SWITCHES**

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

**281.** Authority to use an electric locked switch which is under control of the train dispatcher, must be given verbally to member of train or engine crew.

**INTERLOCKING RULES**

**300.** 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.

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

**302.** 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**

**305.** Unless otherwise provided, interlocking signals must be kept in the position displaying the most restrictive indication. , except when displayed for an immediate movement.When the route is set, the signals must be operated sufficiently in advance of approaching trains to avoid delay. Hand signals must not be used when the proper indication can be displayed by the interlocking signals

**306.** When necessary to change any route for which the signals have been cleared for an approaching train or engine, appliances 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. If a train or engine over-runs a Stop indication, the fact must be reported to the train dispatcher

**307.** Appliances must be operated carefully and only by those charged with that duty. The lever operating a switch must not be moved when any portion of a train or engine is standing on or closely approaching the switch. 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. 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.

**308.** Operators must not make nor permit any unauthorized repairs, alterations or additions to the interlocking. If there is a derailment 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 inter- locking and track liable to consequent damage have been examined and are known to be in a safe condition. Any defects in the interlocking must be promptly reported to the train dispatcher.

**309.** When necessary to disconnect a switch before any train or engine is permitted to pass over them, all switches 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. When switches 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 are properly lined for such movement..

**310.** 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 train dispatcher. 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 using a yellow flag by day and a yellow light by night. 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 examine route to be used before proceeding..

**311.** During a stated period, an interlocking station may be closed upon authority of the train dispatcher.  
**312.** When it is safe to do so, switches and signals may be operated on the request of maintaince of way personnel.

**ENGINE AND TRAIN CREWS**

**315.** 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 control operator or the train dispatcher.  
**316.** After stopping a train or engine may pass an interlocking signal indicating Stop, after receiving a hand signal from the operator given with a yellow fag by day or a yellow light by night. 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.

**317.** 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.

**318.** 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.

**319.** 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 if there is no train or engine approaching on conflicting routes. If a train or engine is approaching on a conflicting route, no movement will begin until such movement has been completed 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 smashboards are in use, instructions for hand operation are posted in release box.

**RAILROAD RADIO RULES**

The following rules govern the use of railroad radio system and members 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. In order to operate a radio transmitting set, a member must read and study the following rules.

**401.** All members, except those specifically authorized to do so, are prohibited from making any adjustments to a railroad radio set. 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 member shall knowingly transmit any false distress communication, any unnecessary, irrelevant or unidentified communication, nor utter any obscene, indecent or profane language via radio.

**403.** Before transmitting, any member 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.

**404.** 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, obstructions to tracks, or other matters which would cause serious delay to traffic, damage to property, injury to members or the public, and shall contain as complete information thereon as possible. All members 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.

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

“SVL caboose train 92 calling engine";  
"ABC (Railroad) caboose train 92 calling engine train 89";  
"Main (Railroad) engine 547 calling caboose 1402".

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

"SVL Yardmaster calling ABC (Railroad) engine 547"; .  
“ABC (Railroad) engine 492 calling SVL Yardmaster Nowheres";  
“ABC (Railroad) engine 492 calling ABC (Railroad) engine 547"; etc.

**407.** 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.

**408.** When radio is used by the train dispatcher in the transmission of train orders, the rules covering train orders transmitted by telephone must be complied with.

**409.** When using railroad radio there may be times when members 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.

**GENERAL RULES**

**TRAIN AND YARD SERVICE**

**500.** 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 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.

**501.** When there is no conductor the engineer will have charge of the train and will be governed by the rules prescribed for conductors.

**502.** Where yardmasters are employed, members 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 or operators in doing work at stations.

**503.** 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 timetable, 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 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 an 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, other members of the crew must take immediate action to stop train. There must be no failure to keep a careful lookout ahead.

**504.** 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. When trains are seen or known to be closely approaching, any and all work must be stopped and any and all equipment must be clear of the track. 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.

**505.** 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. 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.

**506.** Before coupling to or moving occupied outfit cars all ladders and other equipment must be cleared before moving. Outfit cars should be handled immediately ahead of caboose when practicable. When outfit cars are set out or taken into yards in trains, 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.

**506** (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, outfit cars or passenger cars.

**507.** 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 be left a sufficient distance from road, sidewalk or street line to afford a clear view of approaching trains.

**508.** When it can be avoided, engines must not stand within 100 feet of a public crossing or under bridges or viaducts, or in the vicinity of stations.

**509.** 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.

**510.** 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. When such cars are moved, they must be returned to their former location unless otherwise directed.

**510** (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 allowed to strike other cars.  
**510** (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.

**511.** 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 possible.

**512.** 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.

**513.** 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.

**514.** 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.

**515.** Passenger trains must not be backed without suitable backup hose or its equivalent.

**516.** Except as otherwise provided, employees 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.

**520.** 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 and prompt handling of cars and for the proper position of all yard switches.

**525.** 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 dispatcher.

**526.** Trainmen must report for duty at the appointed time and insure departure of their train at the required time. Conductors must expedite the handling of trains and performance of station work. If necessary to avoid serious delay, the operator must be called.

**527.** 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.

**FREIGHT SERVICE**

**600.** 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.  
**601.** Trainmen must give proper attention the handling of livestock and perishable freight, and be governed by special instructions relating thereto. Particular attention must be given to livestock. Trainmen must conform to Federal and State laws governing the handling of livestock. Any unusual condition must be reported promptly to the dispatcher.

**602.** When necessary to set out bad order cars, a report must be made promptly to the dispatcher showing:

initial and car number;   
 contents;   
 station and track where car set out;   
 nature of defect.

Waybill will be left where car is set out showing why and where car was set out.  
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 dispatcher.  
**603.** Unless otherwise instructed, all freight handled in trains must be covered by waybills. Waybills must be examined and all instructions complied with.

**604.** Unless otherwise directed, when conductors are notified that loaded cars are ready for their trains at locations the proper waybills must be procured.

**605.** If there is no agent where freight is left, conductors must check upon the waybill all freight so left.

**606.** When taking freight from a station where there is no agent, conductors must carefully check the waybill.

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

**ENGINE SERVICE**

**650.** 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.

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

**652.** 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.

**653.** 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.

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

**655.** 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.

**656.** 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.

**657.** 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.

**PASSENGER SERVICE**

**700.** Train employees 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.

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

**701.** 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.

**702.** 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.

**703.** Train employees 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.

**704.** 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.

**705.** 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 employees of sleeping and parlor cars give their passengers sufficient notice as to leaving train.

**706.** 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.

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

**708.** 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.

**709.** 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.

**710**. 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.

**711.** 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.

**712.** Train employees must familiarize themselves with the instructions governing heating, lighting, ventilation and air-conditioning 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 air-conditioned, conductor must make wire report to designated officers.

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

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

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

**716.** 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.

**717.** 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.

**718.** 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 d ors 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.

**719.** 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.

**720.** Train employees 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 employees 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.

**721.** 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.

**722.** 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 air-conditioning 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.

**723.** 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.

**TRAIN DISPATCHERS**

**800.** 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.

**801.** Train dispatchers must report immediately to the superintendent any irregularity relating to the movement of trains or the handling and execution of train orders.

**802.** 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

**STATION AGENTS AND OPERATORS**

**810.** Agents have charge of employees 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 or make any change in their forces without permission. They are responsible for the clubs property and other property entrusted to the club the transaction of its business. They must not permit unauthorized persons to frequent offices.

**811.** 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 displayed.

**812.** Attention must be given to train order service. Operators may assist in clerical or other station service when called upon, but must be within hearing of their instruments when possible.  
**813.** 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.

**814.** 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 club. Messages of a personal nature must be held strictly confidential. Messages for persons on trains must be enclosed in envelopes and sealed.

**815.** 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.

**816.** 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.

**817.** 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.

**818.** 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.

**819.** 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.

**820.** 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 club, notifying the president of anything affecting his department, detrimental thereto or conducive to its good, present or prospective.

**821.** 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.

**822.** 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.

**823.** 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.

**824.** 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.

**825.** 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 employees’ duties. Agents must not permit beggars, peddlers and unauthorized solicitors to operate on railroad premises.

**826.** 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. .

**827.** 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.

**828.** 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 traveling auditor or other authorized officer for examination as may be required.

**850.** 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.

**851.** 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 train dispatcher and obtain disposition therefore. If company material is not unloaded promptly, the superintendent must be notified.

**852.** Agents must see that cars are moved promptly and notify the dispatcher when they are unduly delayed. Conductors must be furnished necessary switch list.

**853.** When cars are set out short of destination, agent must notify the train dispatcher the contents, destination and why and where set out. Upon the completion of repairs to bad order cars, the date and train in which such cars are forwarded must also be reported.

**854.** 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.

**855.** 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.

**856.** 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.

**857.** 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.

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

**875.** 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.

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

**ADDITIONAL GENERAL RULES**

**900.** Carelessness of a person’s own safety or that of others is prohibited. Members will not be retained in the club 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 club will not be subjected to criticism and loss of good will.

**901.** Courteous conduct is required of all members in their dealings with the public, their subordinates and each other. Boisterous, profane or vulgar language is forbidden. Playing practical jokes, scuffling, wrestling or fighting while on club property, as well as throwing of tools or material, is prohibited. Members 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 the President.

**902.** Members must be alert and comply with the instructions from the proper authority in matters pertaining to their respective branches of the service.

**903.** Members must not disclose information regarding the affairs of the club 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, accounts or other statistics in their charge.

**904.** Members must exercise care and economy in the use of club property, and when leaving the club, or upon demand by proper authority, must return property entrusted to their care.

**905.** Unless specially authorized, members must not use the clubs credit and must neither receive nor pay out money on the clubs account. Property of the club must not be sold nor in any way disposed of without proper authority. All articles of value found on club property must be cared for and promptly reported.

**906.** The telephone or radio 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 club mail.

**907.** Club premises must be kept in a safe, clean and orderly condition.

**908.** Members 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 club property without proper authority except in case of emergency, in which case wire report must be made to the master mechanic.

**909.** Members are prohibited from having loaded or unloaded firearms in their possession while on duty except those members authorized to do so or those given special permission by the president.

**910.** 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.

**911.** Members must observe rules for other classes of members that relate in any way to the proper discharge of their own duties or the safety of operation.

**912.** Members must observe trains closely and if anything unusual or defective is noted, such as derailment, 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 members are working, members of the crew on moving trains must be on the lookout for signals and take immediate action when necessary.

**912** (A). When a train is stopped to be met or passed by another train, crew of standing train must inspect passing train.

**912.** (B). Unless directed otherwise by the train dispatcher, agent or operator must be on station platform to inspect passing trains and must give stop signals if necessary. At night a white light must be used in exchanging signals with crews of such trains.

**913** (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. In starting freight trains, the speed for the first train length must be such as will permit full inspection by the train crew. When practicable, while train is moving, frequent inspection must be made of track from rear of train.

**914.** Members on a train must be alert to prevent striking objects which may protrude from their train, or trains or cars on adjacent tracks; also wayside signals and mail cranes, and be on lookout for other impaired clearances.

**915.** When trains or engines are passing, members must not remain near the track where they are liable to be struck by objects which may protrude or fall from engines or cars.

**916.** Turntables not under immediate supervision of an member must be kept disabled.

**917.** 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 building, they should be protected and when unable to remove them to a place of safety, the proper authorities must be notified.

**ACCIDENTS AND INJURIES**

**950.**In an emergency the member upon whom the responsibility most naturally falls must assume authority until the arrival of a first responder and then at once report on all conditions.  
**951.** Whenever guests or members 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 fulfilling that role.

**952.** In case of personal injury the superintendent must immediately secure the names, addresses and telephone number of all persons involved, including all persons at the scene when the accident occurred.

**953.** All equipment such machinery or tools, etc., also premises involved in accidents resulting in personal injuries, should be promptly inspected by the master mechanic 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 superintendent. When tools, machinery, 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 employee and held regardless of whether or not inspection reveals any defect therein.

**FIRE AND EXPLOSIVES**

**970.** 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 to the superintendent. Buildings and structures must be kept free of refuse. Oily clothing or waste must not be stored in lockers. Matches must be kept in proper receptacles.

**980.**Employees 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. 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 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.

**LEGAL PROCEEDINGS**

**990.** Whenever it shall come to the knowledge of any official or member of the club 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 club, all information upon the subject must be sent at once to the president or designated assistant 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 clubs interests may be fully protected.

**991.** In a cases of doubt as to proper action, officers and agents will consult with the general counsel and obtain advice before acting.

**LAST BUT NOT LEAST**

**998.** This rule book is for all members of the Silicon Valley Lines to use in enhancing their learning curve on how the railroads work, operate their trains and conduct their business. If you seem overwhelmed by all of the rules and regulations mentioned above, see rule 999 for a complete explanation.

**999.** Remember this cardinal rule: Model Railroading is fun! Thank you for participating.

PDB 01Jan12.