

THE ERIE LACKAWANNA  
RAILROAD COMPANY

---

R U L E S  
OF THE  
OPERATING DEPARTMENT

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Effective

OCTOBER 25th, 1964

**THE ERIE LACKAWANNA  
RAILROAD COMPANY**

**The New Jersey and New York Railroad Company**

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# THE ERIE LACKAWANNA RAILROAD COMPANY

The rules herein set forth govern the railroads operated by The Erie Lackawanna Railroad Company and by The New Jersey and New York Railroad Company.

They take effect October 25th, 1964 superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

T. E. MCGINNIS  
*General Superintendent*

J. M. MOONSHOWER  
*General Superintendent*

Approved:

F. Diegtel  
*Vice President*

Book No. **17119**

This Book is the Property of  
The Erie Lackawanna Railroad Company  
And is Loaned to:

NAME

EMPLOYED AS

who hereby agrees to return it to the proper officer when called for, or upon leaving the service; or pay for same.

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## GENERAL NOTICE

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

Obedience to the rules is essential to safety.

To enter or remain in the service is an assurance of willingness to obey the rules.

The service demands the faithful, intelligent and courteous discharge of duty.

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

The Company does not wish or expect its employees to incur any risks whatever from which by exercise of their judgment, and by personal care they can protect themselves, but enjoins them in all cases to do their duty in safety, whether they may at the time be acting under orders of their superiors or otherwise.

## GENERAL RULES

**A.** Employees whose duties are prescribed by these rules must provide themselves with a copy.

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

Employees must be conversant with and obey the Safety Rules and provide themselves with a copy.

Each conductor, trainman and engineman in train and yard service, must in addition, have a copy of the current Special Order recap for the territory in which he is operating.

**B.** Employees 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.

**B-1.** While rules are sub-divided for convenience, they apply equally to all and must be observed whenever they relate in any way to the proper discharge of the duties of any employee.

**B-2.** Employees whose duties or employment are affected by Federal, State or Municipal Laws, or regulations of the Bureau of Explosives, must familiarize themselves with all requirements to avoid violation.

**B-3.** Employees while on duty connected with trains on any division are under the authority and must conform to the orders of the officers of that division.

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

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

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

**F.** Accidents, failure in the supply of water or fuel, defects in track, bridges, signals, or any unusual conditions which may affect the movement of trains, must be promptly reported by quickest available means of communication to the proper authority.

**G.** The use of intoxicants or narcotics by employees subject to duty, or their possession or use while on duty is prohibited, and is sufficient cause for dismissal.

**H.** The use of tobacco by employees while on duty in or about passenger stations, or on passenger cars, is prohibited.

Smoking is prohibited in the engineman's compartment of multiple unit trains in motion, in baggage, express or mail equipment in use, in cars containing freight, in the immediate vicinity of loaded tank cars and cars placarded "Inflammable" or "Explosive" in freight houses, on transfer platforms, on piers and bulkheads and in storehouses, record rooms and posted areas.

**J.** Employees on duty must wear the prescribed badge and uniform and be neat in appearance.

**J-1.** Employees must keep the premises and equipment in their charge in a neat and orderly condition.

**J-2.** Employees must familiarize themselves with the location and operation of fire fighting apparatus and keep it ready for instant use.

**K.** Employees and others authorized to transact business at stations and on or about trains, must be courteous, orderly and quiet.

When passenger train service is interrupted or when unusual or serious delays occur, passengers on trains must be fully informed as to probable delay or re-routing of trains and be given every assistance possible in making emergency arrangements for completion of trip. They must be given such opportunity as may be practical for transmitting telegrams and where dining car service is not available, special arrangements must be made for meal service. Station Masters and Station Agents must be fully advised concerning interruptions, probable delay and re-routing of trains, and they must see that passengers at stations are fully informed and assist them in making emergency arrangements for reaching destination.

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

Every employee is expected to help prevent untidiness, damage to, or waste of, the company's property.

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

They must not ride or walk on the top of any car.

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Effective Dec. 6, 1964



They must expect trains or engines to run at any time, on any track, in either direction.

They must not stand on the track in front of an approaching engine or car for the purpose of boarding the same.

**N.** Employees in engine, train or yard service must exercise care in moving cars or engines upon public or private delivery tracks, at freight or transfer houses, caboose and repair tracks. Proper warning must be given in all cases and no cars or engines moved against cars standing on such tracks until it is ascertained that all persons engaged upon, within or around the cars to be moved have protected themselves against personal injury and equipment made free for movement.

**N-1.** In addition to the display of the Blue Signal as prescribed by Rule 26 and the use of Special Locks on designated repair tracks, it is prohibited to enter upon, take from, place on, or move cars on such tracks, until the conductor or employee in charge of engine or train has been furnished with a Release Order on the prescribed form. Foremen in charge of such designated repair tracks must deliver a copy of the Release Order to the conductor or employee in charge of engine or train before the Special Lock is removed.

**N-2.** Conductors and others reporting accidents at highway grade crossings, should also advise character of crossing protection afforded at the time of the accident, whether by automatic or manual crossing gates, watchman, alarm bell, automatic flashers or wig wag signals, highway traffic signals, or otherwise and whether and how they worked; also give names, home and business addresses of all persons who may have any knowledge of the accident.

**N-3.** At a crossing protected by automatic crossing device, when practicable, the train involved in the accident should back over the crossing a sufficient distance to operate the device to see if same is in good order, and the conductor should secure names, home and business addresses of outside witnesses to the proper operation of the device.

**N-4.** Conductors and others reporting personal injury or damage to wearing apparel caused by passengers tripping or falling from steps of cars should also include the following information; name or number of car and exact location of car steps; by designating end of car, the side, and the number of steps passenger tripped or fell down, whether the steps were worn, cracked or

broken and whether there was any snow, ice or water or foreign substance on them; what it was, and how long it had apparently been there. Also give names, home and business addresses of witnesses.

**N-5.** Employees must not give information in regard to accidents to persons unable to identify themselves as authorized to secure such information.

**O-1.** Employees must not absent themselves from duty nor provide a substitute without proper authority.

Time must not be shown on time slip, time book or payroll, except for work actually performed by the person named.

**O-2.** Employees who are dishonest, immoral, vicious, insubordinate, quarrelsome, uncivil in deportment, or who are careless of the safety of themselves or of others will not be retained in the service.

**O-3.** The solicitation or acceptance by employees of any presents or gratuities from patrons or subordinates is prohibited.

**O-4.** Employees are required to devote their time exclusively to the business of the company unless expressly exempt from so doing by the proper authority.

**P.** The assignment or attaching of an employee's wages by garnishee process or proceedings in aid of execution is considered sufficient cause for dismissal.

**Q.** A person dismissed from the service must not be re-employed without the consent of the head of the department or official who dismissed him.

**R-1.** Employees must, as far as practicable, observe all passing trains and note whether they are complete and in order; when practicable, conductor or rear trainman of freight trains will stand on the rear platform of cabooses and conductors or rear trainmen of passenger trains at the rear end of the train and exchange signals with other passing trains and open telegraph offices and look for signals from trackmen and other employees as they pass; should there be any indication of conditions endangering the train, or any train, they must take such measures for the protection of trains as may be practicable.

**R-2.** Hot journal signals — By day, hold nose with first finger and thumb of right hand and point downward toward track with left hand and give STOP signal. By night, give STOP signal.

**R-3.** In cases of dragging connections, lading or parts of equipment about to fall, brakes sticking or flat wheels, give STOP signal.

**S.** Employees must not contract any bill or other obligation on account of the railroad, or use the railroad's credit, without proper authority.

**S-1.** Employees must not sell, dispose of or purchase company material or supplies of any kind without the proper authority.

**T.** An employee served with a subpoena to report to any court or officer must, at once, notify his superior officer and communicate with or report in person to the railroad's attorney and act under his direction.

Whenever a summons or any other legal paper is served upon an employee or it is sought to reach any freight or wages by legal process, current instructions should be followed.

**U.** Whenever it shall come to the knowledge of any employee that any work or improvement is proposed by any county, township, municipal or other authority, which in any way affects the railroad's interests, information upon the subject, together with notice, if any, must at once be sent to the Superintendent, or when any notice is served upon any employee, or it shall come to his knowledge that any tax or assessment has been or is to be made against the railroad or any of its property he must act at once to send the full information in reference to same to the Superintendent and such other officials as required.

**V.** Whenever passengers or employees are injured, everything possible must be done for their proper care. If prudent take them to the nearest place at which the Company has a surgeon for treatment, or, if they cannot be moved, call the nearest Company surgeon. If the case is urgent, the nearest competent surgeon obtainable must be called to administer first aid and care until the Company's surgeon can take charge of the case. When a number of persons are injured, the services of competent surgeons in the vicinity must be secured at once.

**V-1.** Whenever a serious accident happens to a train, conductors, after making provision for safety of trains, must give their whole attention to the care and comfort of passengers, especially those who are injured.

Bedding and linen may be taken from sleeping cars for this purpose and when necessary, injured persons may be put into sleeping cars.

**V-2.** When persons (other than employees or passengers), by reason of climbing on, or jumping or falling from moving trains, or persons walking or lying on the

tracks, are injured, they must be sent to their homes or placed in charge of the county, city or village authorities, and no expense incurred on the part of the Company in the matter.

**V-3.** A report of all accidents must be made by conductor, agent or employee in charge. Where personal injuries are involved, report should give names, home and business addresses, and extent of injuries. This report must be transmitted to the Superintendent immediately, and as soon as possible thereafter, a full detailed report made on the prescribed form and forwarded to the Superintendent.

**V-4.** Every effort must be made to procure names, home and business addresses of all persons who may have any knowledge of the accident, and reported on the prescribed forms.

**V-5.** When persons are injured on or between engines or cars, a report must be made giving initials and numbers of same, whether cars were loaded or empty, shipping point and destination. When practicable, at least three members of the train or yard crew must examine same immediately and be prepared to make a written statement as to whether there was any defect in any particular and then make arrangements for a further inspection at terminal.

In cases of serious injury to persons between engines or cars, an immediate coupling and uncoupling test must be made when practicable and those of the crew making this test must use and examine the couplers, levers, etc., and be prepared to give statements showing the condition.

**V-6.** Defective parts involving personal injury must be plainly marked for identification and if removed from equipment, forwarded to the Divisional head of the department for future reference.

**V-7.** This Company is not responsible for board, medicine, nursing or surgical attention, except for the emergency service required in Rules V and V-2, unless authorized by the Chief Surgeon, Superintendent of the Division, Claim Agent, or a general officer of the Company.

**V-8.** In case of death on trains from accident or otherwise, or of the killing of any person on the track by trains, employees must see that the proprieties are observed and that the body receives appropriate care and is removed as soon as possible to a proper place and left in charge of a public officer or agent of the Company.

## DEFINITIONS

### BLOCKS

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

**ABSOLUTE BLOCK** — A block which may be occupied by but one train or engine at a time.

**PERMISSIVE BLOCK** — A block which may be occupied by two or more trains or engines at the same time.

**CLEAR BLOCK** — A block not occupied by a train or engine.

### BLOCK SYSTEMS

**AUTOMATIC BLOCK SIGNAL SYSTEM (ABS)** — A series of consecutive blocks governed by block signals actuated by a train, or engine, or by certain conditions affecting the use of a block.

**ABSOLUTE PERMISSIVE BLOCK (APB)** — A term used for an Automatic Block Signal System on a track signaled in both directions. Train in either direction causes "Stop" indication to be displayed on opposing signal and causes a "Stop" or "Stop and Proceed" indication on signal in the rear of the train.

**MANUAL BLOCK SIGNAL SYSTEM (MBS)** — A block or series of consecutive blocks, governed by block signals operated manually, upon information received by telephone, telegraph or other means of communication.

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

### SIGNALS

**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.

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

**REAR OF A SIGNAL** — The side of a signal from which the indication is received.

**ADVANCE OF A SIGNAL** — The side of a signal opposite from which the indication is received.

**GRADE SIGNAL** — A circular yellow disc or a disc with the letter G displayed thereon attached to a block signal.

**DISTANT SIGNAL** — A fixed signal used in connection with one or more signals to govern the approach thereto.

**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.

**DWARF SIGNAL** — A low home signal.

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

**(NOTE)** — **FIXED SIGNAL** — The definition of this type signal covers such signals as switch, train order, block, interlocking, semaphore, disc, stop boards, yard limit boards, slow order boards, detour signs or other means of displaying indications that govern the movement of a train or engine.

### BLOCK SIGNAL TYPES

**STOP AND PROCEED SIGNAL** — A block signal to which is attached a number plate.

**STOP SIGNAL** — A block signal having no number plate.

### INTERLOCKING

**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. An Interlocking 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.



## **TRAIN ORDER SIGNALS**

**TRAIN ORDER SIGNAL** — A fixed signal used in connection with the movement of trains by train orders.

**TELEPHONE TRAIN ORDER SIGNAL** — A position light unit or a square end semaphore arm attached to the signal mast below the block signal and so designated in the time table or by Special Order.

## **DIVISIONS**

**DIVISION** — That portion of a railroad assigned to the supervision of a Superintendent.

**SUB-DIVISION** — A portion of a Division designated by timetable.

## **ENGINES**

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

## **PILOT**

**PILOT** — An employee assigned to a train when the engineman or conductor, 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.

## **MOVEMENT OF TRAINS**

**TRAIN ORDER** — The authorization by the Superintendent for a movement other than those provided by timetable or signal indication.

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

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

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

## **STATIONS**

**STATION** — A place designated on the timetable by name.

**BLOCK STATION** — A place at which manual block signals are displayed.

**INTERLOCKING STATION** — A place from which an Interlocking is operated.

## **TRACKS**

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

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

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

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

**YARD** — A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements not authorized by timetable or train order may be made, subject to prescribed signals and rules, or special instructions.

## **SPEEDS**

**MAXIMUM AUTHORIZED SPEED** — The maximum speed authorized by timetable, or by Special Order, for a Division or Sub-division.

**MEDIUM SPEED** — One half maximum authorized speed at point involved, but not to exceed thirty miles per hour, unless otherwise provided.

**SLOW SPEED** — Fifteen miles per hour, unless otherwise provided.

**RESTRICTED SPEED** — Proceed prepared to stop short of train, obstruction or anything that may require the speed of a train to be reduced.

## **TRAINS**

**TRAIN** — One or more engines coupled, with or without cars, displaying a marker or markers.

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

**EXTRA** — For any extra except passenger extra or work extra.

**PASSENGER EXTRA** — A passenger train extra.

**WORK EXTRA** — Work train extra.

**REGULAR TRAIN** — A train authorized by a timetable schedule.

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

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

**TRAIN OF SUPERIOR CLASS** — A train given precedence by timetable.

**TRAIN OF SUPERIOR DIRECTION** — A train given precedence in the direction specified by timetable as between opposing trains of the same class.

### **TRAIN REGISTER**

**TRAIN REGISTER** — A book or form which may be used at designated stations for registering the time of arrival and departure of trains and such other information as may be prescribed. The timetable will specify the location of train registers.

## **OPERATING RULES**

Rules with a prefix "S" are for single track, those with a prefix "D" are for two or more tracks. Rules without a prefix are for single and two or more tracks.

### **STANDARD TIME**

1. Standard Time obtained from Washington, D.C. Observatory will be transmitted to all points from designated offices at 12 o'clock Noon **EASTERN STANDARD TIME**, and at 11 o'clock A.M. **CENTRAL STANDARD TIME** daily.

2. Unless otherwise provided, watches that have been examined and certified to by a designated inspector must be used by employees in train, engine and yard service and such other employees as may be designated for which there must be a prescribed certificate on file with the Railroad.

Such watches must be kept in proper operating condition.

Operating Rule 2-A is eliminated.

G.O. 208  
EFF. 12-26-69

3. Unless otherwise provided, watches of conductors, enginemen and trainmen in train and yard service and other designated employees must be compared with a standard clock when commencing each day's work. Time when watches are compared must be registered on a prescribed form. The location of standard clocks will be shown on the timetable.

Yard trainmen are not to be required to register watches.

Conductors, enginemen and trainmen in train and yard service and other designated employees not having access to a standard clock, must compare watches with conductors and enginemen who have standard time and have registered, or must receive standard time by wire before commencing each day's work, except that when the terminal departure of long freight trains in double track or TCS territory makes impracticable the comparison of time between conductor and engineman, it may be omitted.

In suburban passenger service conductors and enginemen must compare time before starting each one way trip.

## TIMETABLES

4. Each timetable, from the moment it takes effect, supersedes the preceding timetable, and its schedules take effect on any Division or Sub-division, at the leaving time at their initial stations on such Division or Sub-division. But when a schedule of the preceding timetable corresponds in number, class, day of leaving, direction and initial and terminal stations with a schedule of the new timetable, a train authorized by the preceding timetable will retain its train orders and assume the schedule of the corresponding number of the new timetable.

Schedules on each Division or Sub-division, date from their initial stations on such Division or Sub-division.

Not more than one schedule of the same number and day shall be in effect on any Division or Sub-division.

5. Not more than two times are given for a train at any station, where one is given, it is, unless otherwise indicated, the leaving time, where two, they are the arriving and leaving time.

Unless otherwise specified, the time applies:

On single track, at the switch where an opposing train clears; where there is no switch it applies at the station.

On two or more tracks, at the station.

Schedule meeting or passing stations are indicated by figures in full face type except in TCS territory.

Both the arriving and leaving time of a train are in full faced type when both are meeting or passing times, or when one or more trains are to meet or pass it between those times. This will not apply in TCS territory.

When trains are to be met or passed at a siding extending between two adjoining stations, the time at each end of the siding will be shown in full faced type, except in TCS territory.

Except in TCS territory, meeting or passing points at the ends of double track, at junctions and at terminal stations, will be shown in full faced type, when the difference in the times of trains is five minutes or less.

6. The following letters when placed before the figures of the schedule indicate:

S — Regular stop

f — Flag stop to receive or discharge traffic. If time is during other than daylight hours, regular stop to be made.

L — Leave

A — Arrive

X — Will not carry passengers

D — Train order office open part time

N — Train order office open 24 hours daily

Timetables may provide additional letters or symbols to indicate specific instructions.

## SIGNALS

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

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

9. Day signals must be displayed from sunrise to sunset, but when day signals can not be plainly seen, night signals must be used in addition.

Night signals must be displayed from sunset to sunrise.

## 10.

### COLOR SIGNALS

(a) Red

STOP

(b) Yellow

Proceed at restricted speed, and for other uses prescribed by the Rules.

(c) Green

Proceed, and for other uses prescribed by the Rules.

(d) Green and white

Flag stop

(e) Blue

See Rule 26

(f) White

For use as prescribed by the Rules.

11. A train, other than a freight train on an ascending grade governed by grade signals, finding a fusee burning red on or near its track, must stop and remove or extinguish the fusee and then proceed at restricted speed. Freight trains on ascending grades governed by grade signals may pass a fusee burning red without stopping to remove it but will proceed at restricted speed.

When placing or dropping a fusee, it will, so far as possible, be placed on the engineer's side of the track and outside of the rail.

Red fusees of five minute duration will be used.

## 12. Hand, Flag and Lamp Signals

*Note.—The Hand, or a flag, moved the same as the lamp, as illustrated in the following diagrams, gives the same indication.*

12(a).



**STOP.**

Swung at right angle to the track.

12(b).



**REDUCE SPEED.**

Held horizontally at arm's length.

12(c).



**PROCEED.**

Raised and lowered vertically.

12(d).



**BACK.**

Swung vertically in a circle at right angle to the track.

12(f).



**APPLY AIR BRAKES.**

Swung horizontally above the head, when standing.

12(g).



**RELEASE AIR BRAKES.**

Held at arm's length above the head, when standing.

12(h). Any object waved violently by anyone on or near the track is a signal to stop.

12(i). Signals must be given from a point where they may be plainly seen and in such a way that they cannot be misunderstood. If there is doubt as to the meaning of a signal, or for whom it is intended, it must be regarded as a stop signal. If signals disappear from view, the movement must be stopped immediately.

12(j). When a train has one engine, signals to the engineman must be given according to the way the engine is headed. When a train has more than one engine and they are headed in opposite directions or placed in different parts of the train, the conductor must have a proper understanding with the train and engine crews to insure proper compliance with signals.

12(k). Conductors handling wrecking derrick at scene of operation must use green flag by day and green light by night when giving hand signal to effect movement of derrick. Green flag and lantern are supplied to wrecking outfit.



13.

# **EMERGENCY SIGNALS AT INTERLOCKING STATIONS AND OTHER DESIGNATED POINTS**

(Whistle or Horn)    o Short sound    — Long sound

- (a) ——— All movements 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 for maintainer.
- (e) o o o o o Call for Electrical Department employees.
- (f) o o o o o o Call for Section Foreman.

14.

## **ENGINE WHISTLE SIGNALS**

- (a) o Apply brakes. Stop
- (b) — Release brakes. Proceed.
- (c) — o o o Flag protect rear of train.
- (d) ——— Flag may return from west or south.
- (e) ——— Flag may return from east or north.
- (f) o o Acknowledgment for any signal not otherwise provided for.
- (g) o o o When standing back. Answer to 12 (d) and 16 (c).
- When running, answer to 16 (d).
- (h) o o o o Call for signals.
- (j) — o — Approaching public crossings at grade. To be prolonged or repeated until crossing is reached.
- (k) ——— Approaching stations, curves, mail cranes, junctions, railroad crossings at grade and as prescribed by Rules 274 and 278.
- (l) — o — Approaching meeting or waiting points. See Rule S-90.
- When running against current of traffic, approaching point where train will return to normal track. See Rule D-90.
- (m) o — Inspect brake pipe for leak or for brakes sticking.
- (n) *Succession of Short Sounds* Alarm for persons or livestock on track.
- (o) — o When running against the current of traffic:

- (1) Approaching stations, workmen on or about tracks and

curves, or other points where view may be obscured.

- (2) Approaching passenger or freight trains and when passing freight trains.

- (3) This signal will precede 14 (d) and 14 (e) for calling in flag.

The following whistle code will be used by trains running against the current of traffic in multiple track territory to call in flag.

- (p) ——— o Track 1
- (r) ——— o o o Track 3
- (s) ——— o Track 2
- (t) ——— o o Track 4

Timetable may prescribe additional whistle signals.

15. The explosion of two torpedoes is a signal to proceed at restricted speed, except in automatic signal territory and TCS territory, where trains will be governed by last signal indication and special instructions at the point involved, looking out for flag. The explosion of one torpedo will indicate the same as two, but the use of two is required. Torpedoes must not be placed at stations or on or near crossings.

16.

## **COMMUNICATING SIGNALS**

- (a) o o When standing — start.
- (b) o o When running — Stop at once.
- (c) o o o When standing — back.
- (d) o o o When running — stop at next passenger station.
- (e) o o o o When standing — apply or release air brakes.
- (f) o o o o When running — reduce speed.
- (g) o o o o o When running — increase speed.
- (h) o o o o o o Increase train line steam heat pressure.
- (j) ——— When running — brakes sticking, look back for hand signals.
- (k) — o — When train is approaching meeting or waiting point. See Rule S-90.
- When running against current of traffic approaching point where train will return to normal track. See Rule D-90.
- (l) o — o Shut off train steam heat.

## HEADLIGHTS

17. The headlight will be displayed to the front of every moving train in the direction in which the train or engine is moving.

It must be dimmed:

- (a) During daylight hours.
- (b) While passing through yards.
- (c) Approaching stations at which stops are to be made or where trains are receiving or discharging passengers.
- (d) Approaching train order signals, meeting points and when stopped.
- (e) On two or more tracks when approaching a train in the opposite direction.
- (f) Approaching fixed signals when the view of the signal is improved thereby.

18. Yard engines will display the headlight at night at each end of the engine, except headlight on end coupled to cars may be extinguished.

## MARKERS

19. Two markers will be displayed in the places provided to indicate the rear of a train, one on each side of the rear of every train.

By day or by night these markers will be lighted to display red or flashing red to the rear.

19(a). A train or engine not equipped to display markers as prescribed by Rule 19 will display on rear of train or engine, by day, a red flag or reflectorized disc; by night, a red light.

19(b). Absence of markers, or markers improperly displayed must be promptly reported to the Superintendent.

19(c). When a passenger car equipped with a supplemental red light is operated as the rear car of a train, the red light, in addition to the markers, will be lighted and displayed to the rear at all times.

24. When cars are pushed by an engine a white light must be displayed on the front of the leading car. This will not apply when shifting or making up trains in yards.

26. A blue signal, displayed at one or both ends of an engine, car or train, indicates that workmen are under it; when thus protected it must NOT be coupled to or moved. Each class of workmen will display the blue signals and the same workmen are alone authorized to remove them. Other equipment must not be placed on the same track so as to intercept the view of blue signals, without first notifying the workmen.

When emergency repair work is to be done under or about cars in a train and a blue signal is not available, the enginemen will be notified and protection must be given those engaged in making the repairs.

27. A signal imperfectly displayed or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal except that when the day indication is plainly seen it will govern. The superintendent must be notified as soon as possible of the imperfect or missing signal.

27(a). Trains must not proceed on radio information as against block signals except that at locations where there is only radio communication and positive identification and understanding is had, instructions issued by the train dispatcher will be carried out.

27(b). It is forbidden to give information as to block indications by radio, except that operators may request this as information only from train or engine crews who are authorized to comply with such requests.

28. A green and white signal will be used to stop a train only at the flag stations indicated on its schedule.

29. When a signal, except a fixed signal, is given to stop a train, it must, unless otherwise provided, be acknowledged.

30. The engine bell must be rung when an engine is about to move and while approaching and passing public crossings at grade and when running through tunnels or when passing a train standing on an adjacent track, and when passing passenger stations.

31. The whistle must be sounded at all places where required by Rule or law to prevent accident.

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

34. All members of engine and train crews must, when practicable, communicate to each other by its name the indication of each signal affecting the movement of their train or engine.

**35.** The following signals will be used to protect the rear of trains:

**DAY SIGNALS**

Red flag  
Torpedoes  
Fusees

**NIGHT SIGNALS**

White light  
Torpedoes  
Fusees

**35(a).** The following signals will be used to protect the front of trains:

**DAY SIGNALS**

Red flag  
Torpedoes  
Fusees

**NIGHT SIGNALS**

Torpedoes  
Fusees

## SUPERIORITY OF TRAINS

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

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

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 by right or class.

Right is conferred by train order; class by timetable.

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 by timetable are superior to trains of the same class in the opposite direction.

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

## MOVEMENT OF TRAINS

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

Regular trains more than twelve 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.

**S-83.** A train must not leave its initial station on any division, or sub-division, or a junction, or pass from one of two tracks to single track, until it has been ascertained whether all trains due, which are superior, or of the same class, have arrived or left. This does not apply where Rule 261 is in effect.

**D-83.** A train must not leave its initial station on any division, or sub-division, or a junction, until it has been ascertained whether all superior trains due have left. This does not apply where Rules D-251 and 261 are in effect.

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

**85.** When a train of one schedule is on the time of another schedule of the same class in the same direction, it will proceed on its own schedule.

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

**86.** Unless otherwise provided, an inferior train must 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.

**S-87.** An inferior train must keep out of the way of opposing superior trains and failing to clear the main track by the time required by rule must be protected as prescribed by Rule 99.

Extra trains must clear the time of opposing regular trains not less than five minutes unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

**S-88.** At meeting points between trains of the same class, the inferior timetable direction train must clear the main track before the leaving time of the superior train.

At meeting points authorized by train order, the train in the inferior timetable direction must take the siding unless otherwise provided. The train holding the main track must stop clear of the switch to be used by the train to be met entering the siding unless the opposing train is clear of the main track and the switch properly lined.

Trains must pull into the siding when practicable; if necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

**S-89.** At meeting points between trains of different classes the inferior train must take the siding and clear the superior train not less than five minutes.

Trains must pull into the siding when practicable. If necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

**S-90.** Trains must stop at schedule meeting points if the train to be met is of the same class, unless the switch is properly lined and the track clear.

Train must stop clear of the switch used by the train to be met in going on the siding.

When the expected train of the same class is not found at the schedule meeting point, the superior train must approach all sidings prepared to stop, until the expected train is met.

The engineer of each train will give signal 14 (L) at least one mile before reaching a meeting or waiting point. Should the engineers fail to give signal 14 (L) as herein prescribed, the conductor MUST take immediate action to stop the train.

**D-90.** Engineers of trains running against the current of traffic will give signal 14 (L) at least one mile before reaching the point where train is to return to its normal track. On passenger trains running against the current of traffic, the conductor will give signal 16 (k) at least one mile before reaching the point where train is to return to its normal track. When radio communication is available on freight trains running against the current of traffic, the conductor will communicate with the engineer calling his attention to the location where the train is to return to its normal track.



**91.** Unless some form of block signal system is used, trains in the same direction must keep not less than 5 minutes apart, except in closing up at stations.

**92.** A train must not leave a station in advance of its schedule leaving time except as may be provided by special instruction.

**93.** Within yard limits the main track may be used, protecting against first class trains.

All other trains and engines must move on main track within yard limits prepared to stop unless the main track is seen or known to be clear.

Yard limits will be designated in the timetable and indicated by yard limit boards.

**NOTE:** Where Automatic Block Signal System rules are in effect, "known to be clear", includes where track is known to be clear by signal indication. Timetable will specify location of crossovers or turnouts in yard limits where permission is not required to crossover or enter upon the main track. This does NOT relieve conductors and engineers from complying with Rule 99 for such movements.

**93(a).** On two or more main tracks, movements against the current of traffic within yard limits may be made under protection or by train order. However the timetable must specify location of points where train orders may be used.

**94.** A train which overtakes another train so disabled that it cannot proceed will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next available point of communication, and there report to the Superintendent. The disabled train will assume the right or schedule and take the train orders of the last train with which it has exchanged, and will, when able, proceed and report from the next available point of communication.

**S-94.** When a train, unable to proceed against the right or schedule of an opposing train, is overtaken between communicating stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper understanding with the following train, precede it to the next available point of communication, where it must report to the Superintendent.

When opposing trains are met under these circumstances, it must be fully explained to them by the leading train that the expected train is following.

**95.** Trains will be identified by the number of the lead engine unit or MU car of the train. MU trains will display train numbers on cars equipped to make this display.

**S-97.** Extra trains must not be run without train orders except where Rule 261 is in effect or as otherwise provided.

**D-97.** Extra trains will run without train orders where Rules D251 or 261 are in effect. Work extras must move with the current of traffic unless otherwise provided.

**98.** Trains must approach the end of two or more tracks, junctions, railroad crossings at grade and draw bridges prepared to stop, unless the switches are properly lined signals indicate proceed and track is clear. Where required by timetable, trains must stop.

**99.** When a train stops under circumstances in which it may be overtaken by another train, a member of the crew must go back immediately with proper signals a sufficient distance to insure full protection. When conditions require he will display lighted fuseses and when necessary, in addition, place two torpedoes. When recalled and safety to the train will permit, he may return.

When conditions require, he will leave the torpedoes and a lighted fusee.

The front of the train must be protected in the same way when necessary.

When a train is moving under circumstances in which it may be overtaken by another train, a member of the crew must take such action as may be necessary to insure full protection. By night or by day, when the view is obscured, lighted fusees must be dropped off at proper intervals.

In ABS or TCS Territory protection against following trains on the same track is not required except that:

1. All trains carrying passengers must be both protected and protected against.
2. When unusual atmospheric conditions prevail, such as heavy rain, snow, fog and smoke which unduly restrict normal visibility, protection must be provided by and for all trains.

When day signals can not be seen, due to weather or other conditions, night signals must be used in addition to day signals.

Conductors and engineers are responsible for the protection of their trains.

**100.** When a member of the crew goes back to protect the rear of the train and is left behind, another member of the crew must fulfill his duties.

**100(a).** Helper and pusher engines must be protected by crew of train to which they are attached, as prescribed by Rule 99.

Light engines stopped by flag may proceed cautiously inside the protection of such flag, and flag until recalled, will protect these engines as prescribed.

**101.** Trains must be fully protected against any known condition which interferes with their safe passage.

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

**101(a).** When a portion of a train is left on the main track, it must be protected against the return movement. At night, or when weather conditions require, torpedoes must be used. This does NOT relieve the enginemen from using necessary caution to avoid accident in returning.

**102.** When a train is disabled or stopped by an emergency application of the air brakes or other causes, adjacent tracks as well as tracks of other railroads that are liable to be obstructed must at once be protected until it is ascertained that they are safe and clear for the movement of trains.

**103.** When cars are pushed by an engine, except when shifting or making up trains in yards, a trainman must take a conspicuous position on the leading car. When switching or pushing cars, or when back up movement at night with light engine not equipped with head light, over public grade crossings not known to be protected by watchman or lowered gates, a member of the crew must protect crossing and know that highway traffic has been stopped before permitting movement over crossing.

**104.** Switches must be left properly lined after having been used. Employees lining switches must see that the points fit properly.

**104(a).** Certain hand operated switches, the location of which is shown in the timetable, are equipped with electric locks to prevent un-authorized operation. Such switches must be operated in accordance with special instructions posted at each location.

**104(b).** Conductors are responsible for the position of switches used by them and members of their crews, except where switch tenders are stationed, but, when practicable, the enginemen must see that the switches near the engine are properly lined.

**104(c).** A switch must not be left open for another train or engine unless in charge of a member of the crew of such train or engine.

**104(d).** A train or engine must not foul a track until all switches and derails are properly positioned for the movement to be made or in the case of spring switches, the normal route is seen to be clear.

**104(e).** 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 normal position.

**104(f).** Switches and derails must not be restored to normal position until a movement is completed or clear of the main tracks involved.

**104(g).** Where trains or engines are required to be reported clear of the main track, such report must not be made until switch has been secured to its normal position. At meeting or passing points the employee attending the switch must secure it in proper position and then stand not less than thirty feet from the switch stand, and on the opposite side of the track, if possible, until the expected train has passed.

**NOTE:** This Rule applies only to hand operated switches. When spring or remotely controlled power switches are operated by hand, they are considered as hand switches and Rule 104 will apply.

**105.** Trains or engines using other than a main track must proceed expecting to find it occupied unless otherwise provided.

Sidings of an assigned direction must not be used in a reverse direction unless authorized by the Superintendent or in an emergency under flag protection.

**105(a).** Cars must not be left on a passing siding when possible to avoid it. When a passing siding is obstructed, notice must be sent promptly to the Superintendent.

**106.** Both conductor and engineer are responsible for the safety of the train and the observance of the Rules and, under conditions not provided for by the Rules, must take every precaution for protection. This

does not relieve other employees of their responsibility under the Rules.

**107.** Trains must run at restricted speed in passing a train receiving or discharging passengers at a station, except where proper safeguards are provided or the movement is otherwise protected. They must not pass between it and the platform at which the passengers are being received or discharged unless the movement is properly protected.

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

**109.** Trains carrying mail cars on which catcher service is performed, must sound the whistle signal as prescribed by Rule 14 (k) approaching mail cranes for the guidance of mail clerks. Trains diverted from normal track must STOP at mail crane location if there is mail to be picked up or delivered.

**110.** Derails must be kept locked in derailing position when not in use. Cars must be placed to stand clear of all other tracks unless otherwise provided. They must be properly secured by handbrakes and every precaution taken to prevent them from being improperly moved.

**111.** A disc with the letter "S" attached to the switch stand of a hand operated switch denotes "Spring Switch."

The location of spring switches will be designated in the timetable or by Special Order.

Trains and engines must stop and examine main track spring switches before making facing point movement over them unless signal indication permits them to proceed.

**112.** Where the movement over a spring switch is governed by signals and a "Stop" or "Stop and Proceed" indication is displayed, after complying with the rules, a train or engine must NOT make a facing move over the spring switch until it has been carefully examined to insure that it is lined and points are fitting properly. Nor will a train or engine enter upon or foul a main track nor obstruct another main track until the spring switch has first been operated by hand to the proper position for movement.

The spring switch when hand operated must NOT be restored to normal position until the movement has been completed.

**113.** When a trailing movement through a spring switch is stopped before passing entirely through the switch, extra care must be taken to prevent reverse movement, slack running out or taking slack. If necessary to make such movement spring switches must be operated by hand.

When switching over spring switches they must be operated by hand.

**D-151.** Where two main tracks are in service trains or engines must keep to the right, unless otherwise provided.

Where two or more tracks are in service they shall be designated by number and their use indicated in the timetable.

**D-152.** Except as otherwise provided, before a train or engine crosses over to or obstructs another track, permission must first be obtained from the train dispatcher. After this permission has been received all crossovers and switches involved will be opened and after this has been done a period of not less than 3 minutes must elapse before any movement is started.

Crossover movements or movements to the main track must be protected as prescribed by Rule 99.

The provisions of Rule D-152 do not apply within Interlocking limits nor at points where switches are power controlled or the movements over switches are governed by signal indication.



## RULES FOR MOVEMENT BY TRAIN ORDERS

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

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

Figures in train orders must not be surrounded by brackets, circles or other characters.

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

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

**204.** Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineer, and also to anyone who acts as its pilot. A copy for each employee addressed must be supplied by the operator.

The engineer of each engine taken on at a point where no train orders are delivered to trains must be advised by conductor or train engineer of all train orders previously received affecting movement in the territory covered by the additional engine.

Orders addressed to operators restricting the movement of trains must be respected by conductors and engineers the same as if addressed to them.

**205.** Each train order must be written in full in a book provided for the purpose in the office of the train dispatcher; and with it recorded the time and signals which show when, from what offices and by whom the order was repeated and the responses transmitted; and the names of those who have signed for the order. 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 regular trains will be designated by number adding when practicable the number of the lead unit or MU car of the train. Extra trains will be

designated by the number of the lead engine unit or MU car of the train adding the direction of movement. For the movement of an engine of another company, the company initials will be shown immediately before the engine number.

Examples: No. 2 eng 828  
Extra 2410 east  
No. 604 MU 3530  
Extra P&LE 5789 west

Even hours as "10:00 A.M." must not be used in stating time in train orders.

In transmitting train orders by telegraph, time will be stated in figures and duplicated in words.

In transmitting train orders by telephone, the numbers of trains and engines in the address must be plainly pronounced and then spelled letter by letter. All stations and numerals in the body of an order must first be plainly pronounced and then spelled, letter by letter, thus: Aurora, A-u-r-o-r-a, and One Naught Five, O-n-e N-a-u-g-h-t F-i-v-e.

The letters duplicating names of stations and numerals will not be written in the order book nor upon train orders.

When train orders are transmitted by telegraph, the train dispatcher must write the order as repeated by the first operator and must underscore each word and figure in the order as it is repeated by other operators. When transmitted by telephone, he must write the order as he transmits it and underscore each word and figure as repeated by each operator.

**207.** To transmit a train order, the signal "19" followed by the direction must be given to each office addressed, the number of copies being stated if more or less than three, thus: "19 west, copy 5" or "19 east copy 2."

When an operator receives the signal "19" followed by the direction, he must immediately display the "Stop signal" for the direction indicated and then reply "Stop displayed," adding the direction.

**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.

The several addresses must be in the order of superiority of trains, each office taking its proper address,



and, when practicable, must include the operator at the meeting or waiting point.

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

A train order restricting the movement of a train must not be issued for it at the point where such movement is restricted if it can be avoided.

When so sent, the fact will be stated in the order, the train will be brought to a stop before delivery is made, and special precautions taken to insure safety.

**209.** Operators receiving train orders must write or typewrite them in manifold during transmission. If the requisite number of copies can not be made at one writing, they must make others from the original copy and repeat to the train dispatcher from the new copies each time additional copies are made. They must retain a copy of each train order.

The word "Complete", the time and the signature of the operator must be in his handwriting.

**210.** When a "19" train order has been transmitted, operators must, unless otherwise directed, repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each operator receiving the order should 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 Superintendent, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word "Complete", the time and his last name in full and personally deliver a copy to each person addressed. When delivery to the engineer will take the operator from the immediate vicinity of his office, the engineer's copy will be delivered by the conductor.

A "19" train order restricting the movement of a train must not be issued for it at the point where such movement is restricted if it can be avoided. When so sent, the fact will be stated in the order, the train will be brought to a stop before delivery is made, and special precautions must be taken to insure safety.

Engineers must show orders when practicable to forward trainmen and to enginemen when they are assigned to a train. Conductors must show train orders when practicable to trainmen.

Trainmen and enginemen are required to read them and remind engineers and conductors of their contents.

**211.** Clearance Form "A" must be filled out by the operator before clearing a train, showing thereon, without erasure or alteration, the total number of train orders and the number of each train order, if any, addressed to a train. He will then repeat from the Clearance Form "A" to the train dispatcher the information shown thereon. The dispatcher will make the required record in the train order book, and if operator has correctly repeated the numbers of all train orders addressed to a train will respond by giving "OK", the time and his initials, which the operator will endorse on the Clearance Form "A".

If all orders held for a train have been completed, and communication fails before Clearance Form "A" has been OK'd by train dispatcher, the operator may deliver such orders accompanied by Clearance Form "A" and bearing notation "Wire has failed" which will be acted upon as though "OK" had been given in the usual way. When communication is restored, operator will notify train dispatcher of each train cleared, the time, and the numbers of the orders delivered, which train dispatcher will record in train order book.

Clearance Form "A" must be delivered together with all train orders to each person addressed. Conductors and enginemen must, and when practicable trainmen will, see that information shown on Clearance Form "A" corresponds with train orders received.

**213.** "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated by the operator who receives the order for the superior train.

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

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

**216.** For train orders delivered by the train dispatcher the requirements as to the record and delivery are the same as at other offices.

**217.** A train order to be delivered to a train at a point not a train order office, or at which the office is closed, must be addressed to "C and E....." at (or between) ..... care of ..... and forwarded and delivered by the conductor or other person in whose care it is addressed, and who is responsible for its delivery. The numbers of such train orders must be shown in the usual manner on Clearance Form "A" of the train making delivery and must be listed in a message accompanying the order to be delivered.

For orders which are sent in the manner herein provided, to a train, the superiority of which is thereby restricted, the operator will be directed to make an extra copy of the order, which he will deliver to the person who is to make delivery of the order. On this copy, the person making delivery of the order must secure the signature of the conductor and engineer addressed. This copy he must deliver to the first operator accessible, who must at once transmit the signature of the conductor and engineer to the train dispatcher, and preserve the copy. Under such circumstances "Complete" must not be given to the order for an inferior train until the train dispatcher has received the signature of the conductor and engineer of the superior train.

**219.** An operator must not repeat a train order restricting the movement of a train which has been cleared, or of which the engine has passed his train order signal, until he has obtained the signatures of the conductor and engineer to the order.

If necessary to issue a second Clearance Form "A", the original Clearance Form "A" must be destroyed, and the second Clearance Form "A" must show the numbers of all train orders addressed to the train.

**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.

Orders held by or issued for, or any part of an order relating to a regular train becomes void when such train loses both right and schedule as prescribed by Rules 4 and 82 or is annulled.

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

**221.** Unless otherwise provided, a fixed signal must be used at each train order office, which will indicate "STOP" where there is an operator on duty, except when changed to "PROCEED" to allow a train to pass when there are no train orders for that train. While "STOP" is indicated, train must not leave without Clearance Form "A". If the train order signal is also a Manual Block signal, and the block is not clear, Clearance Form "B" in addition to Clearance Form "A" is required. The signal must be returned to "STOP" as soon as a train has passed. It must be fastened at "PROCEED" only when no operator is on duty.

When a train order is to be delivered to a train, the fixed signal must be displayed at "STOP" for the track and in the direction of the approaching train, and a flag or light must be displayed in the place provided for the purpose. A red flag or red light indicating orders that restrict the superiority of the train at that point, a yellow flag or yellow light indicating other orders.

This combination of signals must be acknowledged by the engineer by two short sounds of the engine whistle. In delivering orders that restrict the superiority of train addressed at that point, the fixed signal must remain at "STOP" until such orders have been delivered.

Orders which do not restrict the superiority of the train addressed at that point may be delivered without stopping the train.

The operator must, after the signals have been acknowledged for an order which does not restrict the superiority of the train at that point, leave the train order indication displayed until the orders have been delivered, place the fixed signal at its proper position, go on the ground and hand the orders to the engineman and conductor. For freight trains the conductor's copy must be handed on the caboose.

When an engineer receives signal that orders are to be delivered without stopping the train he must reduce the speed sufficiently to enable the orders to be delivered by the operator, if the engineman fails to catch the order, the train MUST be stopped and not proceed without a proper train order. If the fixed signal should fail to work properly, Clearance Form "A" must be used.

If a signal is not displayed at a night office, trains which have not been notified must stop and ascertain

the cause and report the facts to the Superintendent from the next available point of communication.

At points where no separate train order or block signals are provided at interlocking the fixed signals of the interlocking may be used as train order signals.

Points where train order signals are located, where train order signals are used as Manual Block signals and where interlocking signals are used as train order signals, will be designated in the time table.

**222.** Operators must promptly record and report to the train dispatcher the time of departure of all trains and the direction of extra trains. They must record the time of arrival of trains and report it when so directed or when circumstances require, without being directed. They must observe trains and report at once to the train dispatcher if the proper train and engine signals are not displayed.

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

Initials for the signature of the Superintendent.

Such office and other signals as are arranged by the Superintendent.

C&E—For Conductor and Engineer

C&M—For Conductor and Motorman

Com—Complete

OS—Train Report

No—Number

Eng—Engine

Psgr—Passenger

Frt—Freight

Mins—Minutes

Jct—Junction

MU—Multiple unit

OK—Correct

MP—Mile Post

MPH—Miles per hour

ABS—Automatic block signal system

APB—Absolute permissive block

MBS—Manual block signal system

TCS—Traffic control system

INT—Interlocking

TO—Train orders

Dispr—Train dispatcher

Opr—Operator

19—Clear the line for train orders, or for operators to ask for orders.

SD—Stop displayed

G.O.—General Order

S.O.—Special Order

HRS.—Hours

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

**223a.** The Rules of the Operating Department for movement of trains by train orders and the transmission of messages apply to the telephone, and the same methods must be observed as with the telegraph.

The Train Dispatcher shall be in absolute control of the Train Dispatcher's circuit.

The monitor of the message circuit shall be in control of the message circuit.

The Train Dispatcher shall assume control of the message circuit when circumstances require.



## FORMS OF TRAIN ORDERS

### S-A

#### *Fixing Meeting Points For Opposing Trains*

- (1) No. 1 eng 831 meet No. 2 eng 820 at B.  
No. 5 eng 827 meet Extra 918 east at C.  
Psgr Extra 905 east meet Extra 1233 west at D.
- (2) No. 7 and Extra 853 west meet No. 8 at E and  
Extra 650 east at F.

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) Extra 594 west pass No. 1 eng 816 at J.

Both trains will run according to Rule to the designated point and there arrange for the rear train to pass promptly. Unless otherwise provided, the train to be passed will take the siding.

When an inferior train receives an order to pass a superior train, authority is conferred to run ahead of the train passed from the designated point.

- (2) Extra 594 east run ahead of No. 6 eng 822 M to B.

The first named train will run ahead of the second named train between the points designated. Unless some form of block signal system is used, the following train will look out for the designated train ahead until the order is fulfilled.

### S-C

#### *Giving Right Over An Opposing Train*

- (1) No. 1 eng 815 has right over No. 2 eng 833 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 opposing train as required by Rule. If the first named train is met between the designated points, the conductor of the second named train must inform it of his arrival.

- (2) Extra 537 east has right over No. 3 eng 908 F to A.

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

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

- (3) Extra 436 west has right over Extra 360 east A to Z and wait at

N until 2:10 P.M.

P until 3:15 P.M.

for Extra 360 east.

The first named extra train must not pass the designated waiting points before the time given unless the second named extra train has arrived. The second named extra train must clear the time specified at the designated points or any intermediate station not less than 5 minutes.

### E

#### *Time Orders*

- (1) No. 5 eng 827 run 50 mins late A to G and 20 mins late G to K.

This makes 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 should be such as can be easily added to the schedule time.

- (2) No. 1 eng 815 and No. 3 eng 861 wait at

N until 9:55 A.M.

P until 10:20 A.M.

R until 10:50 A.M.

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 point 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

- (3) No. 5 eng 817 wait at H until 9:59 A.M. for  
No. 2 eng 810



The train first named must not pass the designated point before the time given, unless the other train has arrived. The train last named is required to run with respect to the time specified, at the designated point 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*

- (1) Eng 99 run extra A to F.
- (2) Eng 99 run psgr extra A to F.
- (3) Eng 99 run extra A to F and return to C.

Note: The extra MUST go to F before returning to C.

- (4) After extra 927 west which left B at 2:10 P.M. arrives at A eng 952 will run extra from A to B.

## S-H

### *Work Extras*

- (1) Eng 292 works extra 6:45 A.M. until 5:45 P.M. 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 Rule. The time of regular trains must be cleared.

This may be modified by adding:

- (a) Not protecting against extra trains.

Protection against extra trains is not required.

- (b) Not protecting against eastward extra trains.

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

- (c) Extra 173 east wait at E until 9:15 A.M.

Extra 209 east wait at E until 12:10 P.M.

Other eastward extra trains wait at E until 5:45 P.M. for Work Extra 292.

The Work extra will protect against the trains named after the times specified in the order.

The Work extra must protect against westward extra trains.

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 may be given in the following form:

- (2) Work extra 292 clears (or protects against) extra 576 east between D and E after 2:10 P.M.

Extra 576 east must not enter the working limits before 2:10 P.M. 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 will be used:

- (3) Work extra 292 protects against No. 55 eng (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 trains 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 will be used:

- (4) Work extra 292 has right over all trains between D and E 7:15 P.M. until 1:15 A.M.

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

The working limits should be 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 the working limits they must be given a copy of the work order sent to the Work extra.

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

## D-H

### *Work Extras*

- (1) Eng 292 works extra on Track ..... (or  
Tracks ..... 6:45 A.M. until 5:45 P.M.  
between D and E.

The work extra must, whether standing or moving, protect itself within the working limit against extra trains moving with the current of traffic on the track or tracks named. The time of regular trains must be cleared.

This form may be modified by adding:

- (a) Not protecting against extra trains.

Protection against extra trains is not required.

The time of regular trains must be cleared.

- (b) Extra 173 east wait at E until 9:15 A.M.

Extra 209 east wait at E until 12:10 P.M.

Other eastward extra trains wait at E until 5:45 P.M.

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

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

- (2) Work extra 292 protects against No. 55 eng (or  
..... class trains) between D and E.

The work extra may work upon the time of the train or trains named 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 protection of such movement.

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

- (3) Work extra 292 has right over all trains on  
Tracks ..... and ..... between G and  
H 7:01 P.M. until 1:01 A.M.

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.

## J

### *Holding Order*

- (1) Hold No. 2 eng 855.

- (2) Hold all trains.

- (3) Hold all eastward trains.

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

..... 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. 1 due to leave A Feb. 23rd is annulled  
A to Z.

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

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

## L

### *Annulling an Order*

- (1) Order No. 5 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 re-issued under its original number.

## M

### *Annulling Part of An Order*

- (1) That part of Order No. 5 reading No. 1 eng 828 meet No. 2 eng 815 at S is annulled.

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

## S-P

### *Superseding An Order or a Part of An Order*

This order will be given by adding to prescribed forms the words:

"..... instead of ....."

- (1) No. 1 eng 826 meet No. 2 eng 830 at C instead of B.
- (2) No. 1 eng 826 has right over No. 2 eng 830 G to R instead of X.

An order which has been superseded must not be re-issued 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.

## R

### *Providing for Movements in Traffic Control Territory When System Fails or Is Rendered Inoperative.*

- (1) Account TCS failing (or inoperative) No. 433 MU 3215 has right over opposing trains on track 1 A to B.
- (2) Account TCS failing (or inoperative) Extra 2405 west has right over opposing trains C to D.

The designated train must use the track designated between the points named. Right is conferred over opposing trains between those points. Opposing trains must not leave the point last named or any intermediate point until the designated train arrives.

The track to be used must be cleared of opposing trains before the order is completed or the movement started.

Trains moving on this type order must comply with the indications of intermediate automatic block signals and must be governed by instructions from train dis-

patchers as to movements at home signals. Rule 509A will govern.

Conductors and engineers must assure themselves that switches, frogs and derails are properly spiked, blocked and lined for their movement before proceeding over them. This does not relieve other crew members from their responsibilities in this respect.

## D-R

### *Providing for a Movement Against the Current of Traffic*

- (1) No. 1 eng 827 has right over opposing trains on Track 2 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 train 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 eng 933 arrives at C No. 1 eng 852 has right over opposing trains on Track 2 C to J.

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.

## T

### *Providing for Movement When Track, Weather or Other Conditions Require The Speed of Trains to be Temporarily Reduced.*

- (1) Do not exceed a speed of .....MPH between ..... and ..... account ..... (Reason).
- (2) Do not exceed a speed of .....MPH on (Track) ..... between ..... and ..... account ..... (Reason).

Trains addressed will not exceed the speed shown in the order between the points designated. Speed restriction applies to entire train.

A



ERIE LACKAWANNA RAILROAD CO.

## CLEARANCE FORM A

A

To Conductor and Engineer .....

I have ..... orders for your train.

Order No. .... Order No. .... have been delivered and there are no further orders for your train.

Stop-signal is displayed .....

This form is authority to pass stop-signal for .....

track. Block .....

When operating against the current of traffic under provisions of Rule D-231, use the following:

Block extends from ..... to ..... On Track .....

Time OK .....

Dispr. ....

Opr. ....

Opr. ....

This form does not affect any orders you may have received.

Manifold copies will be made for each Conductor, Engineer, and Operator, the latter retaining a copy.

Conductors and Engineers will see that their train number is correctly designated and the order numbers in the above form correspond with the order numbers delivered.

Where Clearance Form A is used when the block is not clear, the line giving block indication will be left blank, and Clearance Form B used in addition to Clearance Form A.

19

M

at

B



ERIE LACKAWANNA RAILROAD CO.

## CLEARANCE FORM B

B

To Conductor and Engineer: .....

Train ..... at  
on Track .....

When this Form is issued, operator will use the proper instruction shown in bold below.

1. When signal cannot be cleared, or when operating against the current of traffic under Rule D-231, use the following:

**Proceed into block as though ..... signal was displayed.**2. When Means of Communications have failed (MBS), use the following: **Proceed at restricted speed.**

3. When the proper interlocking Signal indication cannot be displayed, use the following:

**Proceed through interlocking over route from Track ..... to Track .....**

4. Where scheduled or train order meets are involved, use the following:

**Permissive Block, proceed complying with Rule (S-88, S-89 or S-90 as appropriate).**

5. Where work orders have been issued or the movement of an inferior train is involved (not meets) use the following:

**Permissive Block, proceed complying with Rule (S-87)**

Operator .....

This form does not affect any orders you may have received. Copies must be made for each conductor and engineer and a copy made to be retained by the operator. At an interlocking, delivery must be made to the engineer before he is given a signal to proceed.

19

M



FORM  
19FORM  
19

ERIE LACKAWANNA RAILROAD COMPANY

TRAIN ORDER No. ....

19 .....

To ..... At .....

Supt.

Made ..... time ..... M. .... Opr.

CONDUCTOR AND ENGINEER MUST  
EACH HAVE A COPY OF THIS ORDERRULES FOR MOVEMENTS  
AGAINST THE CURRENT  
OF TRAFFIC**D-231** Train movements against the current of traffic will be made as follows:

- (a) By train order authority
- (b) Under flag protection

Train dispatchers will be in control of all detour movements.

**D-232** Movements made under flag protection may be authorized by a train dispatcher when in his judgment the situation warrants. Fully qualified employees must be utilized to execute the movements and provide all necessary protection.**D-233** Detour movements must not be started until the detour track is clear of opposing trains and all switches involved are properly lined. Signals governing opposing movements, where provided, must display "Stop."**D-234** An absolute block must be maintained behind all detoured passenger trains. When conditions warrant an absolute block should also be maintained behind freight trains.**D-235** The blocking of trains will be controlled by the train dispatcher. When and where necessary block stations will be established and the blocking of trains will be by hand and in addition Forms "A" and "B" used as required.**D-236** Movements on the detour track shall be at the speed authorized for normal movements on that track except if restricted by Special Order or instructions from the Superintendent. Trains or engines handling cars or equipment of restricted speed will be governed by the restrictions applying to that equipment or car.**D-237** Pre-arranged detours will be shown and described by Special Order and may be made under flag protection. Trains shall approach the switch at the beginning and end of all detours prepared to stop unless signal indications govern, can be seen and indicate that the train may go. Trains will be governed by hand signals where no fixed signals are located.

**D-238** In territory where grade crossings are not circuited for reverse movement the operation over these crossings must be at restricted speed and full warning and flag protection given to vehicular and pedestrian traffic. Engineers must be instructed as to such locations if they are not shown in the timetable.

**D-239** The term "flag protection" as used herein as applying to train movements includes the use of Interlocking home signals when such signals can be blocked and not used for any other movement while the detour is in progress and before it is finished. TCS home signals may be used only if possible to **BLOCK BOTH FIRST AND SECOND SIGNALS** in the rear of the leaving end of the detour. Under no circumstances must Telephone Train Order signals as shown in Rule 296 be used as protection for detour movements.

## **RULES GOVERNING PRE-ARRANGED DETOUR MOVEMENTS**

**D-240** Crews will be advised of pre-arranged detours by Special Order. Train Dispatchers must be certain that all conductors and enginemen, who may operate over the detour, have signed for the Special Order involved. If any crew has not signed for the Special Order, a train order **MUST** be issued to properly inform the crew of the detour, outlining in the train order the contents of the Special Order in effect.

**D-241** Detour movements may be made under flag protection or by train order.

**D-242** When detour movements are made by flag, a conductor located at the entering end of the detour section will authorize and supervise train movements over the detour track.

**D-243** This conductor will handle detour movements under the general supervision of the Train Dispatcher.

**D-244** A flagman, reporting to the conductor, will be located at the leaving end of the detour section and he will be responsible for full protection against movements into the leaving end of the detour.

**D-245** All intermediate switches leading to the detour section will be spiked or otherwise protected.

**D-246** All trains must approach both ends of the detour prepared to **STOP** and to proceed only on hand signals or as directed by the conductor.

**D-247** Speed through the detour track will be not to exceed 45 MPH except where otherwise restricted or as otherwise ordered. See Rule 411.

**D-248** A passenger train will **NOT** be permitted to follow another passenger train, nor will a freight train be allowed to follow a passenger train until the passenger train has cleared the detour and returned to its normal track.

**D-249** Following freight train and following passenger train movements may operate not less than five minutes behind the freight train ahead. Conductor will stop trains that are to follow other trains and advise the following train of train ahead. Following trains that are notified of train ahead will proceed prepared to stop short of the train ahead.

## **RULES GOVERNING THE MOVEMENT OF TRAINS WITH THE CURRENT OF TRAFFIC ON TWO OR MORE TRACKS BY BLOCK SIGNALS**

**D-251** On portions of the railroad so specified on the time table, trains or engines will run with the current of traffic by block signals whose indications will supersede the superiority of trains.

**D-252** The movement of trains will be supervised by the train dispatcher, who will issue instructions to operators when required.

**D-253** A train having work to do which may detain it more than 5 minutes, must obtain permission from the operator at the last station at which there is a siding before entering the block in which work is to be done. The operator must obtain authority to give this permission from the train dispatcher.

**D-254** Except as affected by Rule D-251 all Block Signal Rules and Operating Rules remain in force.

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

**261.** On portions of the railroad and on designated tracks so specified on the timetable, trains or 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.

**262.** The movement of trains will be supervised by the train dispatcher, who will issue instructions to operators when required.

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

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

### **FIXED SIGNALS**

**RULE 270 A**



**LOWER UNIT: SPEED RESTRICTION AS SHOWN STARTS**  
**UPPER UNIT: SPEED RESTRICTION AT NEXT RESTRICTION IN ADVANCE**

**RULE 270 B**



**SPEED RESTRICTION AS SHOWN STARTS 2500 FEET IN ADVANCE**  
**WHERE THREE OR MORE TRACKS ARE IN SERVICE SPEED SIGNS WILL INDICATE TRACK ON WHICH RESTRICTION APPLYS AS TR-1 TR-2**



RULE 271



TRACK ONE MILE IN ADVANCE RESTRICTED  
TO SPEED INDICATED

RULE 272



SPEED RESTRICTION STARTS

RULE 273



END OF SPEED RESTRICTION - RESUME SPEED

RULE 274



TEMPORARY SLOW SPEED BOARD. TRACK  
ONE MILE DISTANT NOT IN CONDITION  
FOR REGULAR SPEED. SPECIAL ORDER  
INDICATES SPEED RESTRICTION.

G.O. 202  
EFF. 4-27-69

RULE 275



TEMPORARY SPEED RESTRICTION STARTS

NOTE:  
IF SPECIAL ORDER HAS NOT BEEN SEEN 6 M.P.H.  
MUST BE OBSERVED

RULE 276



END OF TEMPORARY SPEED RESTRICTION - RESUME  
SPEED

NOTE:  
● INDICATES REFLECTORS

Restrictions in speed applicable in Rules 270A through  
276 inclusive apply to entire train.



**RULE 277**



PRE ARRANGED DETOUR AS OUTLINED BY  
SPECIAL ORDER BEGINS 1 MILE IN ADVANCE.

**RULE 278**



TRACK OR REPAIR GANG WORKING 1000 FEET  
IN ADVANCE. SOUND WHISTLE PER RULE 14-K.

**RULE 279 A**



INDICATION: PREPARE TO STOP AT SPRING SWITCH  
NAME: APPROACH SPRING SWITCH INDICATOR.

**RULE 279 B**



INDICATION: SPRING SWITCH IN ADVANCE  
PROPERLY LINED.  
NAME: APPROACH SPRING SWITCH  
INDICATOR.

RULE 280 A



A

INDICATION: STOP AND EXAMINE SPRING SWITCH POINT.

NAME: SPRING SWITCH INDICATOR.

RULE 280 B

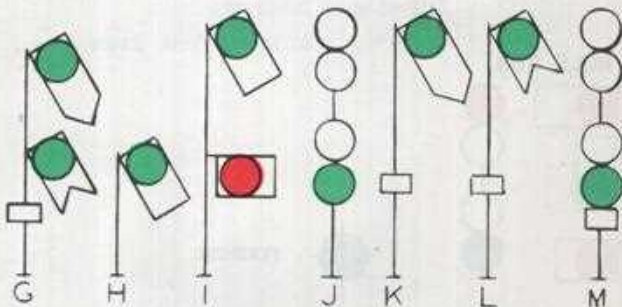
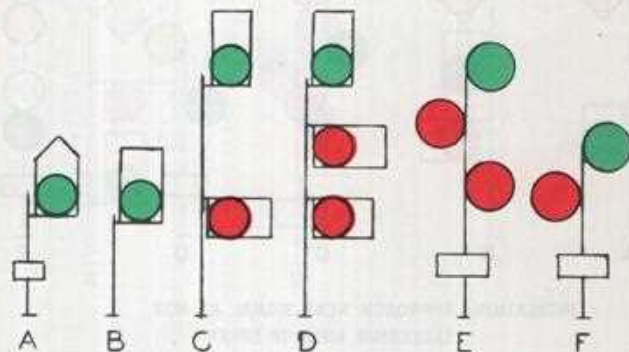


B

INDICATION: SPRING SWITCH POINTS IN PROPER POSITION.

NAME: SPRING SWITCH INDICATOR.

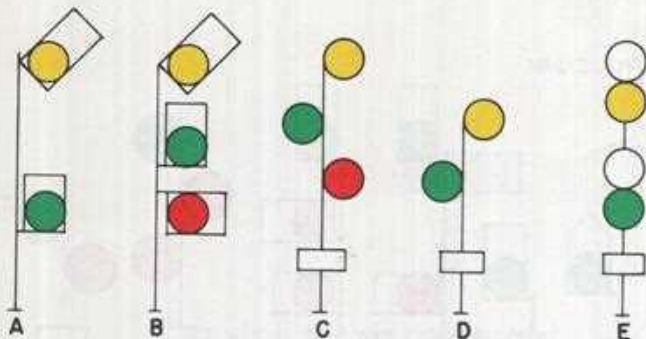
RULE 281



INDICATION: PROCEED.

NAME: CLEAR.

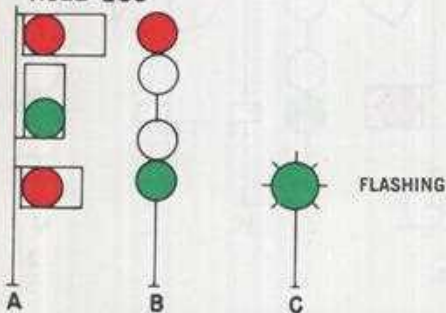
# **RULE 282**



INDICATION: APPROACH NEXT SIGNAL AT NOT EXCEEDING MEDIUM SPEED.

NAME: APPROACH — MEDIUM.

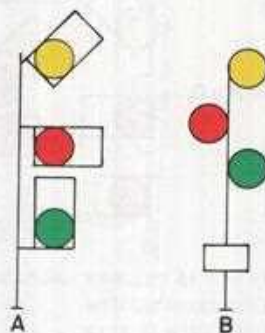
# **RULE 283**



INDICATION: PROCEED THROUGH CROSSOVERS OR TURNOUT WITH ENTIRE TRAIN AT NOT EXCEEDING MEDIUM SPEED, THEN RESUME NORMAL SPEED TO NEXT SIGNAL.

NAME: CLEAR — MEDIUM.

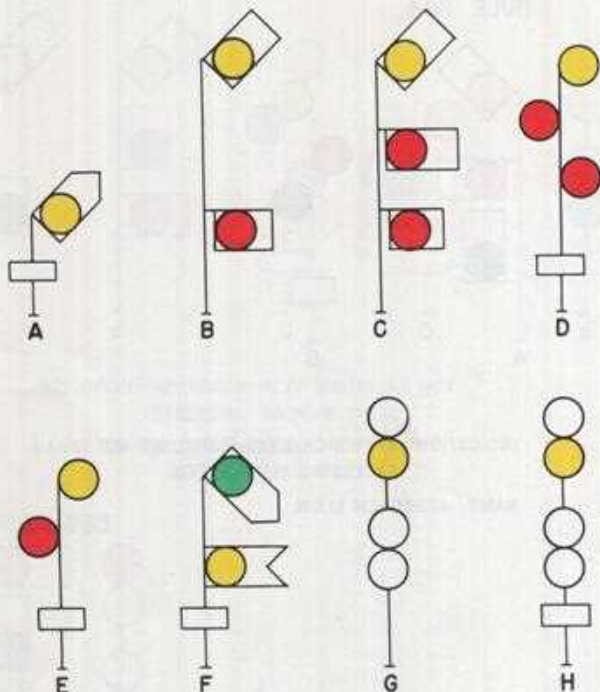
# **RULE 284**



INDICATION: APPROACH NEXT SIGNAL AT NOT EXCEEDING SLOW SPEED.

NAME: APPROACH SLOW.

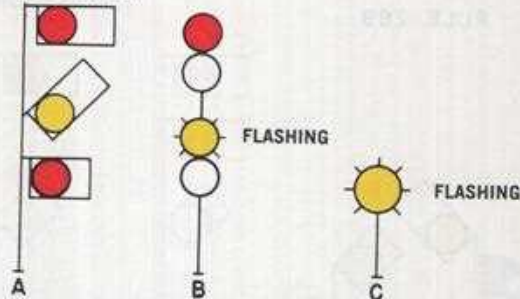
# RULE 285



INDICATION: PREPARE TO STOP AT NEXT SIGNAL.  
TRAIN EXCEEDING MEDIUM SPEED  
MUST AT ONCE REDUCE TO THAT  
SPEED.

NAME: APPROACH.

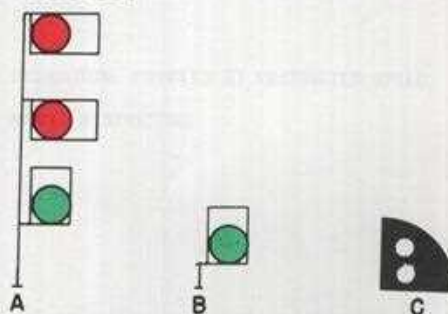
# RULE 286



INDICATION: PROCEED AT NOT EXCEEDING  
MEDIUM SPEED PREPARED TO  
STOP AT NEXT SIGNAL.

NAME: MEDIUM APPROACH.

# RULE 287

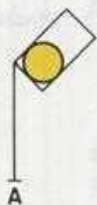


INDICATION: PROCEED THROUGH CROSSOVERS  
OR TURNOUT WITH ENTIRE TRAIN  
AT NOT EXCEEDING SLOW SPEED,  
THEN RESUME NORMAL SPEED TO  
NEXT SIGNAL.

NAME: CLEAR — SLOW.



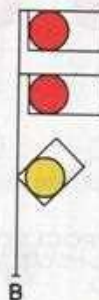
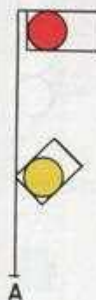
# **RULE 289**



**INDICATION:** BLOCK OCCUPIED, PROCEED  
PREPARED TO STOP SHORT  
OF TRAIN AHEAD.

**NAME:** PERMISSIVE.

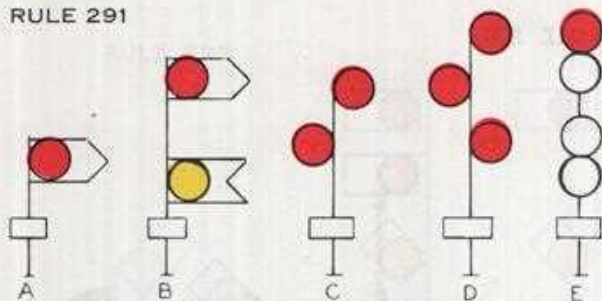
# **RULE 290**



**INDICATION:** PROCEED AT RESTRICTED SPEED.

**NAME:** RESTRICTING.

# **RULE 291**



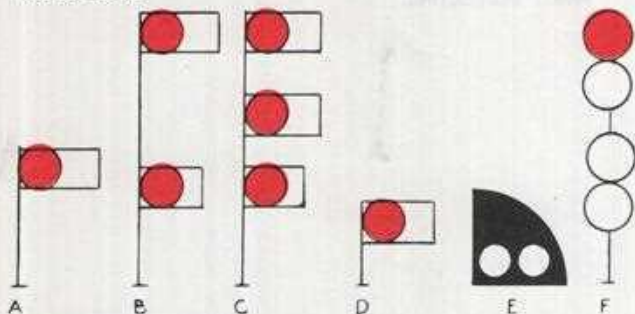
INDICATION: STOP; THEN PROCEED AT RESTRICTED SPEED.

NAME: STOP AND PROCEED.

NOTE: WHERE YELLOW DISC OR LETTER "G" IS PROVIDED SEE RULE 509-C.

NOTE: SIGNALS WHOSE MOST RESTRICTIVE INDICATION IS MORE FAVORABLE THAN STOP ARE PROVIDED WITH NUMBER PLATE, EITHER ON THE SIGNAL MAST OR IN A LOCATION ADJACENT THERETO AS SEEN FROM AN APPROACHING TRAIN EXCEPT AS OTHERWISE PROVIDED.

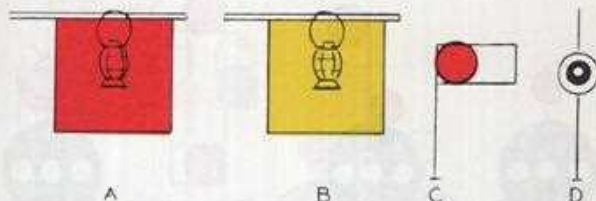
# **RULE 292**



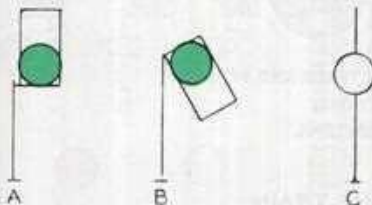
INDICATION: STOP.

NAME: STOP.

# **RULE 293 — TRAIN ORDER SIGNALS.**

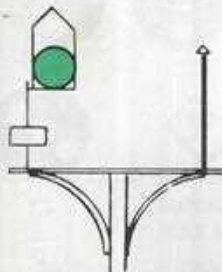


INDICATION: TRAIN ORDERS.



INDICATION: NO TRAIN ORDERS

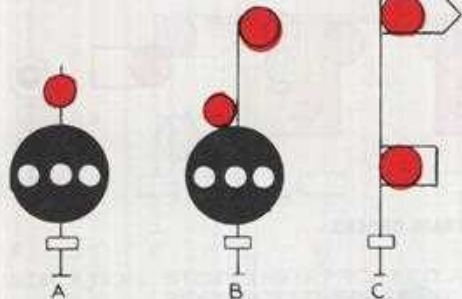
# **RULE 294 — DUMMY MAST**



INDICATION: WHERE THERE IS AN UNSIGNALLED TRACK BETWEEN SIGNAL POST AND THE TRACK WHICH IT IS TO GOVERN, A DUMMY MAST IS USED ON SUCH POST TO SIGNIFY EACH UNSIGNALLED TRACK.

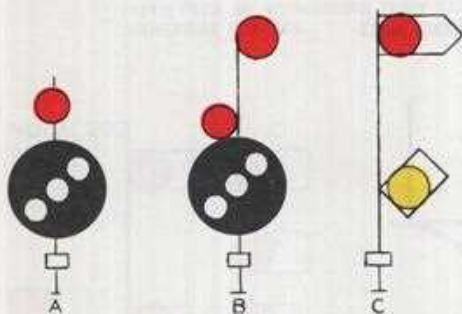
NAME: DUMMY MAST.

# RULE 296-TELEPHONE TRAIN ORDER SIGNALS



INDICATION: STOP ON MAIN TRACK AND REPORT  
FOR INSTRUCTIONS.  
RULE 509-D GOVERNS.

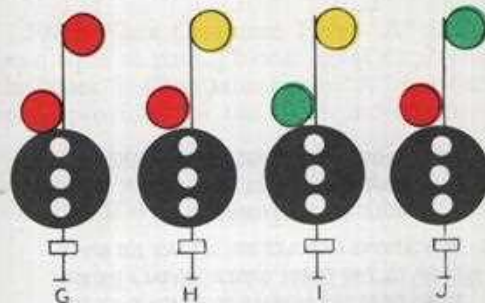
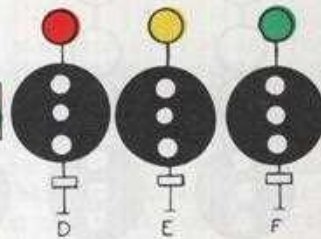
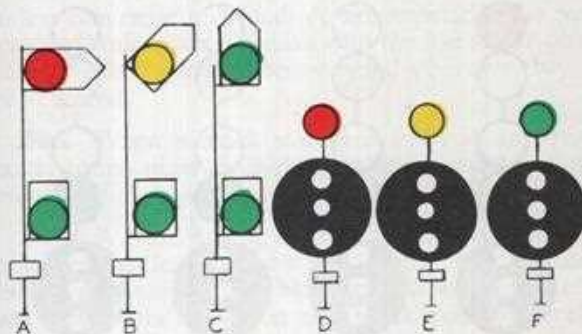
# RULE 297-TELEPHONE TRAIN ORDER SIGNALS



INDICATION: TAKE SIDING AND WHEN CLEAR OF  
MAIN TRACK REPORT FOR INSTRUCTIONS. PASSENGER TRAINS WILL  
REPORT BEFORE PULLING IN SIDING.  
RULE 509-D GOVERNS.

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# RULE 298-TELEPHONE TRAIN ORDER SIGNALS

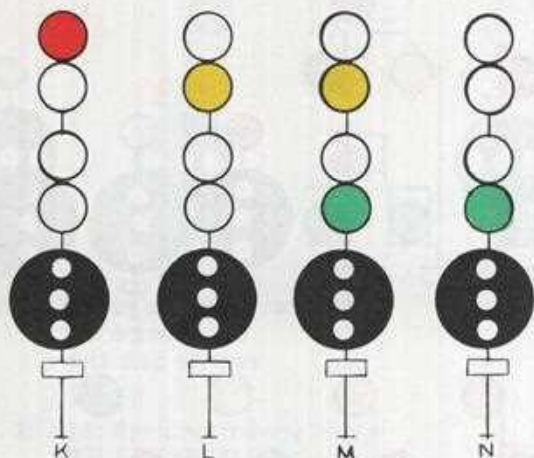


INDICATION: PROCEED REGARDLESS OF FOLLOWING  
SUPERIOR TRAINS.  
RULE 509-D GOVERNS.

NOTE: INDICATIONS IN RULE 296, 297 AND 298 APPLY  
ONLY TO THE TRAIN ORDER SIGNAL. INDICA-  
TIONS OF BLOCK SIGNALS TO WHICH THEY ARE  
ATTACHED MUST BE COMPLIED WITH.



**RULE 298-CONTD.**



**INDICATION: PROCEED REGARDLESS OF FOLLOWING SUPERIOR TRAINS.  
RULE 509-D GOVERNS.**

**NOTE: INDICATIONS IN RULES 296, 297 AND 298 APPLY ONLY TO THE TRAIN ORDER SIGNAL. INDICATIONS OF BLOCK SIGNALS TO WHICH THEY ARE ATTACHED MUST BE COMPLIED WITH.**

## MANUAL BLOCK SIGNAL SYSTEM

**301.** Manual Block Signal System Rules will be used and will govern only on the territory specified in the time table or in special instructions.

### RULES

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

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

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

**308.** When Clearance Form "A" is used to authorize a train to pass a block signal displaying STOP, and the block is Clear, the Form "A" must so state in the space provided for the block indication.

If the block is occupied, the space for the block indication will be left blank and Clearance Form "B" will be delivered, showing the block condition.

### TRAIN DISPATCHERS — OPERATORS

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

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

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

**314.** Operators must not make nor permit any unauthorized repairs, alterations or additions to the apparatus. Any defects in the appliances must be promptly reported to the Superintendent.



**315.** A block record must be kept at each block station on the prescribed form, beginning at 12:01 A.M. daily. When a train is passed by another at a block station, it must be reentered upon the block record. The last train entering a block must be the last recorded.

**316.** Communicating Code: The code will be used without the numerals when telephone is used.

1. Display Stop signal
12. Maintain absolute block for passenger operation
13. I understand
2. Block clear
21. Passenger operation completed
3. Block wanted
4. Train has entered block
5. Block not clear
6. Train following on Form "B"
8. Opening block station. Answer by 2, 12 or 5.
9. Closing block station. Answer by 2, 21, 5 or 12.

During the period that Code 12 remains in effect NO trains will be permitted to enter an occupied block without train order authority except that opposing regular trains may meet on timetable authority.

**317.** On single track, to admit a train to a block, the operator must examine the block record and if the block is clear of opposing trains and passenger trains give "3" to the next block station in advance. If passenger operation is involved he must also give "12". The operator receiving this signal, must if the block is clear, display STOP to opposing trains and reply "2". If passenger operation is involved he must also add "12". If the block is not clear he must reply "5" adding "12" if a passenger train is involved. The operator requesting the block will then display the proper signal indication. Operators must enter at once on the block record the time the block is given or received and also the time of the "12" or "21" code signals.

A train must not be admitted to a block which is occupied by an opposing train or by a passenger train except on train order authority, when a scheduled meet is involved or as provided by Rule 333. To permit a train to follow a train other than a passenger train into a block the operator must give "6" to the next block station in advance. The operator receiving this signal must reply "5" and "13". The approaching train will

then be admitted to the block under Permissive signal indication or on Clearance Form "B".

**318(a).** A train that is to be admitted to a block in which it will meet an opposing train must receive train order authority to do so except that regularly scheduled time table meets may be made without train orders. When necessary to confer train order authority it must be given at the point of entrance to the block. When intermediate block stations open after the time of delivery of the order the operators at such points must be fully informed of the circumstances and if located at the meeting or waiting point be given a copy of the order. At such intermediate points, the operator must request the crew of the train involved to show their orders to him. He must be certain that the orders are proper before issuing the necessary Clearance Forms

or displaying a permissive signal. Trains are not required to receive additional sets of the original order at these intermediate points.

**318(b).** On two or more tracks, to admit a train to a block the operator must examine the block record and display the proper signal indication. A train must not be admitted to a block which is occupied by a passenger train except on train order authority or as provided by Rule 333. A train may be permitted to follow a train other than a passenger train into a block under permissive signal indication or on Clearance Form "B".

**319.** When a train enters a block the operator must give "4" and the time to the next block station in advance. When the rear of the train has passed and the signal restored to normal position he must promptly give the record of the train to the next block station in the rear. Operators must report the arrival of trains promptly and will report the departure as soon as possible after the train has passed the signal and the signal restored to normal position. This information must be entered on the block record.

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

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

**322.** Should a train pass a block station with any indication of conditions endangering the train, or a train on another track, the operator must immediately notify

the operator at the next block station in advance, and each must display STOP signals to all trains that may be affected, and must not permit any train to proceed until it is known that its track is not obstructed.

**323.** Should a train without markers pass a block station, the operator must notify the train dispatcher and operator at the next block station in each direction, and must not report that train is clear of the block nor clear of the signal for the block in the rear until he has ascertained that the train is complete.

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

**326.** When a train or engine clears the main track, the train dispatcher or operator must know it is clear of the block before giving block for another movement or displaying a clear indication for that block.

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

**327.** To permit a train or engine to enter a block or foul the main track, or to cross from one main track to another, the operator must examine the block record and if all blocks affected are clear of approaching trains he must provide or arrange for block protection before permission is given, and until movement is complete and block clear, trains will not be admitted to the block except by Permissive signal indication or Clearance Form "B".

All crossover movements must be entered on the block record.

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

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

**330.** An operator having train orders for a train must display the block signal at STOP. He may permit trains so stopped to proceed under Block Signal Rules

after complying with Rules for Movement by Train Orders.

**331.** When from failure of block apparatus, the block signal cannot be changed from its most restrictive indication, the operator having information from the operator at the next block station in advance that the block is clear, may admit a train to the block by use of Clearance Form "A".

If the block is occupied by a train, other than an opposing train or a passenger train, the operator may admit a following train by use of Clearance Form "B", when so authorized by the train dispatcher.

**332.** Operating levers must be blocked or marked when a track, switch or signal is undergoing repairs, or when a track is obstructed. When so blocked levers must not be used.

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

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

**335.** Block signals for a track apply only to trains moving with the current of traffic on that track.

**336.** Operators will be held responsible for the care of block station, lamps and supplies.

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

**338.** If a train over runs a STOP signal, the fact must be reported to the Superintendent.

**339.** If a STOP signal is dis-regarded the fact must be reported to the next block station in advance and then to the Superintendent.

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

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

**341.** A block station must not be closed without proper authority.

**342.** Unless otherwise provided, a block station must not be closed until the block in each direction is clear of all trains.

To close a block station, the operator must notify the next block station in each direction and when he receives the acknowledgement enter it on the record, with the time it is received from each block station.

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

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

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

## ENGINE AND TRAIN CREWS

**360.** Block signals for a track apply only to trains moving with the current of traffic on that track.

**361.** Conductors and enginemen are responsible for noting the indication of block signals, and will be held equally responsible for their observance.

**362.** Trains or engines receiving STOP indication of block signals must make a full stop before any part of the train or engine passes the signal, and may then proceed after receiving proper indication of block signal. Clearance Form "A" or "B", or both when required.

At meeting or passing points where it is necessary for trains or engines to pass STOP signal to pull into side track, or to do station work, or to let another train pull out of side track, after making stop and being authorized by operator, they may do so but must not depart until proper signal indication has been displayed

or Clearance Form "A" or "B", or both, when required have been issued.

**363.** When more than one train has been permitted to pass STOP signal to take siding, or to allow other trains to leave siding as provided under Rule 362, the display of Permissive or Proceed signal indication will allow only the leading train to proceed, and after the leading train has departed, signal must again be placed at STOP indication until such time as train dispatcher authorizes the movement of following trains. This procedure to be followed until the last train affected has moved.

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

**365.** When a train or engine clears the main track the conductor or engineer must report clear to the operator or dispatcher. A train or engine must not enter a block or foul a main track, or cross from one track to another without permission, unless otherwise provided.

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

**366.** Trains or engines must not accept and proceed on Proceed indication of block signals unless normal running time can be made to next open block signal office, in accordance with Rule S-87.

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

**368.** When a train is stopped by a block signal the conductor and engineer must immediately ascertain the cause.

**369.** Conductors and engineers must report to the Superintendent any unusual detention at block stations.

**370.** A block station must not be considered as closed, except as provided for by timetable or special instructions.



## GENERAL ORDERS— SPECIAL ORDERS — BULLETINS

**401.** General Orders—These shall include the following:

**TIMETABLE ISSUANCE** — This G.O. may be included as part of the Timetable.

**SCHEDULE CHANGES**

**RULE CHANGES**

**TIMETABLE INSTRUCTION CHANGES** — These items may be issued as stickers.

The following items when of a permanent nature must be carried on General Orders until included in the timetable, when appropriate and until so included must be carried and considered as part of the timetable.

Track re-locations

New installations

Line, signal or structure changes

Removal of tracks from service

Discontinuance of the use of facilities

**402.** Special Orders—Conditions or situations affecting the movement of trains or engines on main tracks.

These shall include the following items of a temporary nature:

Pre-arranged detours

Track relocations

Speed restrictions

De-energizing operations

Track or structure work

Special Orders shall not be limited to the items shown but shall only include such things as conform to the requirements stated. Temporary means, unless otherwise provided, the time period between the issuance of timetables.

**403.** Bulletins—These shall include items relating to safety. The blocking of a track with camp, work or other equipment for extended periods, the erection of temporary bumping blocks, or the distribution of track or other material along the right of way that by location

or nature becomes an obstruction or safety hazard, must be shown on Bulletins.

**404.** General Orders shall be numbered to correspond with the timetable in effect. The issuance of Timetable No. 1 for example would be carried on General Order No. 101.

Special Orders and Bulletins shall be numbered consecutively beginning with the date of Timetable issuance. They may be classified by sub-division or otherwise for purposes of clarification and distribution.

**405.** General Orders, Special Orders and Bulletins shall be posted at locations as shown in the Timetable. The time, date and name of the person posting must be shown in the book in which posted.

**406.** Conductors, trainmen and enginemen when going on duty must examine each book and sign the time and date with their name.

**407.** Conductors, trainmen and enginemen must carry with them while on duty the current Special Order recap. Signature of the Special Order Book will indicate that the employee has secured in his possession a copy of the recap.

Signature of the General Order Book will indicate that the employee has secured in his possession a copy of the General Order.

**408.** Recaps of Special Orders will be issued and posted as often as it may be necessary to keep all concerned properly informed.



**411. PRE-ARRANGED DETOUR  
SPECIAL ORDER EXAMPLE**

Hoboken, New Jersey  
October 26th, 1964

SPECIAL ORDER NO. 1  
To: All Concerned

(a). Effective 6:01 A.M. Wednesday, October 28th, 1964 and continuing daily except Saturday, Sunday and Holidays between the Hours of 6:01 A.M. and 3:15 P.M. Track 2 will be taken out of service from MP 35.6 located approximately 1 and 1/2 miles east of Tuxedo to MP 33.0 located approximately 1 and 1/2 miles west of Hillburn.

(b). During the period that this track is out of service all trains will operate over Track 1 from a temporary facing point crossover located at MP 37.0 just east of Tuxedo to the permanent trailing point crossover located at MP 32.1 at Hillburn.

(c). Movements over the detour track will be made under the supervision of a Conductor located at MP 37.0 and a flagman will be located at MP 32.1 from which point he will report to the conductor to protect the movement of trains and work as directed.

(d). Speed through the detour track will be not to exceed ..... MPH except as otherwise restricted. Movements through the detour crossovers will NOT exceed ..... MPH.

(e). ALL trains will approach BOTH ENDS of the detour prepared to stop, and will proceed ONLY on hand signals or as directed by the conductor.

(f). Temporary signs will be erected approximately one mile distant from the detour limits. These signs will read "Detour One Mile."

Be governed accordingly.

JOHN DOE  
Superintendent

The above example form must be used for all pre-arranged detours. Except as follows:

If the detour is to be made by train order paragraph (c) as shown will NOT be used but instead will read "Movements over the detour track will be made by train order."

In case the detour is made in TCS territory paragraph (c) will be changed to read "Movements over the detour track will operate as per Rules 261 and 550." Paragraph (e) will be eliminated.

If only a portion of the detour track is to be restricted to less than normal speed Par. (d) will be changed to read: "... will be not to exceed ..... MPH between limits of temporary speed boards. Movements through ...."

Paragraph (e) may be changed to conform to local conditions ONLY as it refers to "hand signals" and "conductor."

**INSTRUCTIONS TO CONDUCTORS  
SUPERVISING PRE-ARRANGED DETOURS**

**421.** Conductor supervising detour movement and the flagman working under his direction will arrange to be in constant contact with the Train Dispatcher except as it may be necessary for them to perform train movement duties.

**422.** Instructions as to the movement of trains between the Conductor and Flagman should be as brief and specific as possible. Train identification should be by Train Number and engine number in the case of regular trains and by engine number and direction of extra trains.

**423.** Instructions for movement should be as follows: "Hold all trains and telephone arrival of Extra 1233 east." "Let No. 1 eng 828 come and after that hold all trains until further instructed."

**424.** Track car movements are to be made on the same basis as train movements except that track cars may be permitted to follow a preceding movement keeping not less than 600 feet behind the movement.

**425.** Conductors and Flagmen will arrange to line switches for detour movement as soon after being instructed by the Train Dispatcher as practicable.

**426.** Conductors must STOP all trains that are to be permitted to follow freight trains into the detour. The conductor will verbally advise the following train of train ahead and will permit the following train to go if the preceding freight train has departed the entering point of the detour not less than five minutes before.

## AUTOMATIC BLOCK SIGNAL SYSTEM

**501.** Automatic Block Signal System (ABS) Rules will be used only on the territory specified in the time table or in special instructions.

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

### ENGINE AND TRAIN CREWS

**508.** Unless otherwise provided, block signals for a track apply only to trains or engines moving with the current of traffic on that track.

**508a.** Trains or engines must not enter or foul the main track, or cross over from one main track to another, except when authorized by the train dispatcher or operator, unless otherwise provided for.

**509.** Trains or engines must STOP before any part of the train or engine passes a signal indicating STOP or Stop and Proceed, except as authorized by Rules 509(c) and 509(d).

**509(a).** When a train is stopped by a STOP indication it must stay until authorized to proceed, and will then proceed at restricted speed.

Except in TCS territory, in case of failure of means of communication, it may proceed when preceded by a member of the crew to the next signal displaying a Proceed indication.

**509(b).** When a train is stopped by a "Stop and Proceed" signal, it may proceed at once at restricted speed.

**509(c).** Grade signals are located on certain grades and authorize engineers of freight trains to proceed without stopping at signal indicating "Stop and Proceed" unless otherwise ordered.

Freight trains will acknowledge this indication by two short blasts of the whistle and may proceed at not exceeding restricted speed.

**509(d).** Telephone train order signals are located at points designated in the time table. Rules 296, 297 and 298 govern these signals and these Rules are amplified as follows:

- (1) Rule 296. It is forbidden to use a crossover at any point where a telephone train order signal is located without permission.
- (2) Rule 297. Freight trains pulling into siding or yard, need not stop before passing Stop and Proceed signal. Passenger trains will stop and report before pulling into siding. When siding cannot be used or there is no siding, making it necessary to back train over opposite track, signal may be passed without first bringing train to a stop, and may proceed at restricted speed until the rear end of train clears the crossover. After train has received permission to cross over from train dispatcher or operator, train may back over, protecting movement as prescribed by Rule 99.
- (3) Rule 298. Proceed in accordance with signal indication regardless of following superior trains, except as provided in Rule 509(b) unless otherwise ordered.

It is forbidden to accept the Proceed indication if there is any known cause that will prevent making the usual running time.

**510.** When a train is stopped by a block signal which is evidently out of order, and not so indicated, the fact must be reported to the Superintendent.

**511.** Both switches of a crossover must be opened before a train or engine starts to make a crossover movement, and the movement must be completed before either switch is restored to normal position. Main track switch must not be restored to normal position before rear of train entering siding has passed beyond the fouling point.

**512.** Where switch indicators are used, the indications displayed do not relieve enginemen and trainmen from protecting their train as required by the Rules.

**513.** Trains or engines which have been delayed in the block after passing a signal governing the approach to an Interlocking or controlled signal, will proceed prepared to stop at the Home Signal.

**514.** A train or engine entering a block between signals must be protected as required by the Rules and

G.O. 503-504  
Effective Jan. 15, 1967

must proceed at Restricted Speed to the next signal in advance.

**515.** A train having passed beyond the limits of a block must not back into that block, except under the protection of a member of the crew, or when movements are made in accordance with Rule 552.

**516.** When a train is to be backed or pulled out of a siding or crossed over to a main track against the current of traffic, it must first be protected as prescribed by Rule 99.

**517.** A train which is to take a siding at a meeting point within the limits of a block may pass the automatic signal at or near the entrance of a siding if at Stop, after first coming to a stop, and proceed at Restricted speed into the siding.

**518.** When possible, enginemen and trainmen, will observe the operation of automatic signals, and if a signal is at "Proceed" and does not change to "Stop" when a train enters a block, the train must come to a full stop, and after leaving a member of the crew with stop signals to notify approaching trains, may proceed as provided in Rule 509(b) notifying the Superintendent by first means of communication.

Each following train stopped by the member of the crew from the train ahead must be notified of the signal failure and will then leave a member of its crew to notify following trains and then proceed as provided by Rule 509(b).

**519.** When a train is delayed after a Proceed signal has been displayed for it, the operator must be notified promptly as to the cause and probable duration of the delay.

## TRAFFIC CONTROL SYSTEM OPERATING RULES

**550.** Traffic Control System rules will apply only on portions of the railroad and on designated tracks so specified in the time table or in special instructions as being governed by Rule 261 and related rules.

**551.** When a failure of the system occurs or when the system is rendered inoperative, trains, when authorized will operate within the limits of the inoperative territory by train order, and related train rules.

**552.** Trains or engines must not enter or foul the main track, nor re-enter any such track after having cleared it unless authorized by the proper indication of the governing signal or by permission of the operator. The move to be made, time desired, and limits of work to be done on main track, must be given to the operator who will grant authority to use the main track, state the working limits and time that the main track may be used.

**553.** When trains or engines are authorized to move in either direction, the working limits must be protected by Stop indication of block signals in both directions until work is completed or track is clear or time limit has expired. When a train or engine has reported clear, authorized time and working limits must again be secured before resuming work.

- (a) Instructions or permission received must be repeated to the operator, stating name and occupation of employee and train or engine identification.
- (b) Main track hand operated switches must not be used without authority from the operator, except when a portion of train, or cars, remain standing on main track in the controlled section within which switch is located.
- (c) Trains and engines using main track under authority will clear main track and restore all hand operated switches to normal position and report clear to the operator before the time limit has expired. If necessary to work beyond the limits established, or after the time limit has expired, operator must be notified and extension in working limits, or time be obtained.



## INTERLOCKING RULES

**601.** Interlocking signals govern the use of the routes of an interlocking, and as to movements 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.

**602.** Trains operating from Traffic Control System territory to non TCS territory will be governed by Interlocking Rules where movement over power switches is involved or authority for movement is given by controlled signals.

**603.** Train orders issued for movements over a track or through territory within which Interlocking limits are located confer no authority for movement through the Interlocking.

## OPERATORS

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

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

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

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

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

**616.** Operating levers must be blocked or marked and must not be used when:

- (a) A track, switch or signal is undergoing repairs or is obstructed.

- (b) The use of tracks or routes is restricted for movement of all or certain types of trains, engines or equipment.
- (c) When the train dispatcher directs that "Stop" signal must be displayed.
- (d) Rusty or sanded rails or foreign accumulation on rails interferes with the proper operation of track circuits. Movements over such rails may be made in accordance with Rules 617 and 666.

**617.** In order to minimize rusty rail conditions or the accumulation of other foreign matter on rails, which tend to cause track circuit shunt failures, operators should as often as practicable and necessary make movements through turnouts, switches or tracks that are affected by rust or other foreign accumulation. These movements must be protected as outlined in Rule 616. If it is not possible for an operator to observe visually that the train has cleared the circuit and fouling point of such switch or track, he must take such action as is necessary to make absolutely certain that the train is in fact clear of the switch and clear of the fouling point before permitting any following, conflicting or opposing movement and before operating the switch and signal levers connected with the switch or track involved.

Operators must inform train and engine crews performing switching service or making shunting movements over tracks that are affected by rust or other foreign matter before any such movement is permitted. A complete understanding must be had as to the track or switch to be used and the work to be performed. No other movements conflicting, following or opposing are to be permitted until the operator is notified by the member of the crew in charge of the train or engine involved that the work is completed and the train or engine cleared of the circuit and fouling point of the switch or track involved.

**618.** During cold weather the levers must be moved as often as may be necessary to keep connections from freezing.

**619.** During storms or while snow or sand is drifting, special care must be used in operating switches. If the force whose duty it is to keep switches clear, is not on hand promptly when required, the fact must be reported to the Superintendent.

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



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

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

Any defects in the interlocking must be promptly reported to the Superintendent.

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

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

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

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

**627.** Hand signals must not be used when the proper indication can be displayed by the Interlocking signals.

When proper indication cannot be displayed, hand signals and Clearance Form "B" must be used.

When hand signals are necessary, they must be given from such a place and in such a way that there can be no misunderstanding on the part of the enginemen or trainmen as to the train or engine for which they are intended.

**628.** If necessary to permit train or engine to pass an Interlocking Stop signal which is also used as a

train order signal, Clearance Form "A" must be used in addition to Clearance Form "B".

**629.** Operators will be held responsible for the care of the Interlocking station, lamps and supplies.

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

**631.** If a train or engine overruns a Stop signal the fact must be reported to the Superintendent.

**632.** Operators must not permit unauthorized persons to enter the Interlocking station.

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

The Interlocking station must be securely locked.

**634.** At Interlocking stations where there is a train order or block signal operated by the same operator, such signals must not be changed to display a Proceed indication for a train until after the Interlocking signal has been changed to permit the train to proceed.

## AUTOMATIC INTERLOCKING

**651.** When a train or engine is stopped by a Stop indication at an Automatic Interlocking and no immediate conflicting movement is evident, a member of the crew must operate the time release. If at the expiration of time release interval the signal indication does not clear, the train dispatcher or operator must be contacted for orders or permission to proceed. After receiving orders or permission to proceed and there is no train or engine on conflicting route and signals on conflicting route indicate Stop, train or engine may then proceed on hand signal from a member of the crew under flag protection.

## ENGINE AND TRAIN CREWS

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

**662.** Trains or engines must not pass an Interlocking Stop signal without receiving a Clearance Form "B" and hand signals; and if the signal is used as a train order signal, a Clearance Form "A" must be used in addition. Enginemen and trainmen must not proceed on hand signals until they are fully informed of the situation, the movement must then be made at restricted speed.

**663.** Any unusual detention at an Interlocking station must be promptly reported to the Superintendent.

**664.** 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.

**665.** 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.

**666.** Train and engine crews informed by an operator of a rusty rail or foreign matter accumulation on the rail must use extreme care in moving over such switches, crossovers or tracks. Proper understanding must be had and care must be taken to keep the operator informed of the exact location of engines or cars. When work is complete and cars and engines are clear of the track circuit and fouling point of the switch, crossover or track involved, operator must be notified and no movement made on the track after operator has been notified it is clear.

When practicable crew must advise operator when they have passed signal governing entrance to the affected track so that operator can restore lever to prevent a following movement into the track.

**667. SAND MUST NOT BE USED OVER THE MOVABLE PARTS OF AN INTERLOCKING.**

**668.** When a train or engine having accepted a proceed indication of an Interlocking signal, stops less than 30 feet beyond such signal, it must not again proceed without permission from the operator.

**669.** While an Interlocking station is closed, should a signal for an open route indicate Stop, movements through the Interlocking must be preceded by a flag. Before proceeding, the enginemen and trainmen must know that the route is properly lined.

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

## HOURS OF SERVICE

**751.** The Federal Law does not permit employees in train, engine and yard service to remain on duty more than 16 hours in any 24 hour period. After being on duty 16 consecutive hours, they are required to have 10 consecutive hours off duty, and after being on duty 16 hours in the aggregate in any 24 hour period, they are required to have at least 8 consecutive hours off duty.

**752.** The law also provides that no operator, train dispatcher, or other employee who, by the use of the telegraph or telephone, dispatches, reports, transmits, receives, or delivers orders pertaining to or affecting train movements, shall be required or permitted to be or remain on duty for a longer period than 9 hours in any 24 hour period in all towers, offices, places and stations continuously operated night and day, nor for a longer period than 13 hours in all towers, offices, places and stations where only one shift is worked, except in case of emergency, when the employees named in this proviso may be permitted to be and remain on duty for 4 additional hours in a 24 hour period on not exceeding 3 days in any week.

**753.** Emergencies include cases of casualties or unavoidable accidents, or the act of God, or where the excess service was result of cause not known to carrier, its officers, or agents in charge of such employees at the time, and which could not have been foreseen.

## RAILROAD RADIO COMMUNICATION

**781.** A Railroad Radio Communication system is one employing radio for the transmission of information between moving equipment, between moving equipment and a fixed point, or between fixed points.

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

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

**784.** No employee shall knowingly transmit any false distress communication, any unnecessary, irrelevant or unidentified communication, nor utter any obscene, indecent or profane language via radio.

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

**786.** Before transmitting, any employee 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.

**787.** A distress call will be preceded by the word "Emergency" repeated three times. Such calls shall be used only to cover initial reports of derailments, storms, washouts, fires, obstructions to tracks, or other matters which would cause serious delay to traffic, damage to property, injury to employees or the traveling public, and shall contain as complete information thereon as possible. All employees 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.

**788.** The Railroad Company is required to answer an official notice of violation of the terms of the Communications Act of 1934, as amended, within three days from receipt of notice and any employee receiving inquiry concerning any violation shall answer such inquiry within 24 hours after receipt of notice.

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

**790.** Employees, except in yard operation, shall identify the radio station from which they are calling by prefacing their call with the railroad name, for example, "EL Caboose Train HB-3 calling Engine," "EL Caboose Train HB-3 calling Engine Train BH-4," or "EL Engine 2407 calling Caboose 325."

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

**792.** If any communication from a station other than another railroad radio station interferes with Railroad Radio service the railroad employee will endeavor to ascertain the identity of such station and report the occurrence as soon as possible through authorized channels, to the Superintendent, giving the exact time, nature of the communication and identity of the station, if possible.

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



# GENERAL REGULATIONS

## TRAIN DISPATCHERS

**801.** Train Dispatchers report to and receive instructions from the Chief Train Dispatcher.

**802.** They will issue orders governing the movement of trains, in accordance with the rules; record the movement of all trains and important incidents affecting the movement of traffic.

**803.** Each train dispatcher going off duty must enter, in ink, on the train dispatcher's train order book, record of all outstanding orders and know that they are understood by the relieving train dispatcher.

**804.** A train dispatcher and the operator working with him must not be relieved at the same time.

## YARD MASTERS

**811.** Yard Masters report to and receive instructions from the Superintendent or such official as may be designated.

**812.** They will have charge of yards, of the men employed, the movement of trains and engines, and the distribution and movement of cars within assigned limits.

**813.** They must see that employees are in condition for the proper discharge of duty.

**814.** They must see that trains are properly made up and ready to leave as directed; that proper slips or waybills are furnished; that cars or tanks containing explosives or flammable substances are located in trains in accordance with existing regulations.

**815.** They must be familiar with instructions relative to refrigeration, ventilation and protection of perishable and other freight, and unless otherwise provided, see that a complete record of seals on all doors and hatches is promptly taken up on arrival of cars in yard. If a loaded car is found not properly sealed, contents should be promptly examined and car sealed, making prompt report to the Superintendent.

**816.** They must take an inventory of all cars in yards as often as necessary to insure prompt move-

ment; keep a record of all trains, note all irregularities, and make report to proper official. At interchange points they must take record of seals on cars received from and delivered to connecting lines.

**817.** Any change on a way-bill must be made in ink or indelible pencil and show authority and name of person making change.

## STATION AGENTS

**818.** The Station Agent reports to and receives his instructions from the Superintendent or such officer as he may designate. He must conform to the instructions issued by the Accounting, Passenger, Freight and Treasury Departments.

**819.** He has charge of the company's books and papers, and of the buildings, sidings and grounds at his station; and must preserve order in and about the station, keep the buildings and grounds in proper condition, and give proper attention to fire protection. He must see that no unauthorized person has access to the ticket and freight offices, baggage and freight rooms.

**820.** It is his duty to attend to the sale of tickets and the receiving, delivering and forwarding of baggage and freight, and collections for the same; see that cars are promptly loaded or unloaded and forwarded; keep the accounts, and make reports and remittances, in the manner prescribed.

**821.** He has charge of the employees at the station and must see that they perform their duties properly; promptly report any misconduct or violation of the rules, and anything that is observed that is prejudicial to the company's interests or may interfere with the safe and economical working of the railroad. Where there is no Yard Master the duties of such position, as far as they exist, devolve upon the Station Agent, and he must be governed in the discharge of such duties by the rules for Yard Masters.

**822.** He will report to the Superintendent on local matters which may affect the interests of the company.

**823.** He must not sell tickets to persons who are not in a condition to take care of themselves, or whose conduct might endanger their lives or make them a source of annoyance to others on trains.

**824.** He must see that cars left at the station have the hand brakes applied and are not moved by unauthorized persons, or shifted so as to interfere with the safety of trains. He must also take seal records of cars received, forwarded and interchanged.

## **BAGGAGE AGENTS**

**825.** The Baggage Agent reports to and receives his instructions from the Superintendent or such officer as he may designate. He must obey the orders of the Station Agent, and conform to the instructions issued by the Manager of Mail, Baggage and Express Traffic, Accounting, Passenger and Treasury Departments.

**826.** It is his duty to receive and check baggage, and deliver it to the baggagemen on trains; take charge of baggage unloaded at his station; handle baggage carefully; be civil and obliging to passengers, and require them to show proper transportation before checking their baggage. He must not permit unauthorized persons in the baggage room unless they are accompanied by himself or his representative.

**827.** He must promptly report all loss, damage or irregularity in handling baggage, U. S. mail, letters, packages and baggage checks.

## **OPERATORS**

**828.** Operators report to and receive their instructions from the Chief Train Dispatcher, unless otherwise provided. An operator at a station must conform to the instructions of the Station Agent.

**829.** He must not leave or close his office without permission from the Chief Train Dispatcher. When permitted to leave his office in charge of a substitute, he must acquaint his substitute with all the duties.

**830.** Where two or more Operators are employed at day or night offices, there must always be one on duty. When both day and night Operators are employed, they must relieve each other.

**831.** He must not leave his office when a train is at the station, unless required to do so by business connected with the train.

**832.** He must see that telegrams are properly timed, and to note the office sent to, or received from, the

time sent or received, the sending or receiving Operator's personal signature, and note on the back of each delayed telegram the time calls are made.

**833.** He must have proper signal appliances in good order, ready for immediate use, and must know that all signals are in proper working order and that switch and signal lights are properly displayed.

He must properly post special orders, general orders and bulletins when required.

**834.** He must not allow unauthorized persons inside his office. Students may be allowed when authorized by the Superintendent. He must consider the telegraph and telephone a confidential service and treat the contents of messages accordingly. At offices where commercial telegraph business is handled, the Manager and Operator will be held accountable for the proper handling and reporting of same in conformity with the requirements of the Telegraph Company.

**835.** When relieved he must make written transfer on the prescribed form of all train orders not delivered, and see that such orders, and all information pertaining thereto, is understood by the relief operator who must compare the train orders with the transfer, and note the time and sign the transfer.

**836.** He must keep the Train Dispatcher advised of temperature, heavy fog and severe storms of rain, snow or wind.

**837.** In case a circuit which he uses is interrupted, he must ascertain and report, if possible, on which side of his office the trouble exists. If it be at a point near by which the line repairer cannot promptly reach, he must, if possible, notify the track foreman immediately. He must be sufficiently familiar with switchboards to enable him to give such tests and make such patches as may be ordered by the communications personnel in charge.

**838.** Each day at 11:57 a.m. Eastern Standard Time and at 10:57 a.m. Central Standard Time, all business must be suspended on all circuits and connections will be made with the Washington, D. C., Observatory for a period of three minutes. This signal clock will break the circuit once every second, except the 29th second and the 55th to the 59th seconds, inclusive, of each minute are omitted. Thus the first beat after the pause of five seconds will mark the beginning of a minute, and the first beat after the pause of one

second marks thirty seconds. In order to distinguish the last minute, the beats cease ten seconds before 12 o'clock Eastern Standard Time and before 11 o'clock Central Standard Time, when there will be a single beat. The first beat after the long pause indicates 12 o'clock, Eastern Standard Time, or 11 a.m., Central Standard Time.

Operators or other employees in charge, unless otherwise provided, must note and record each day on the prescribed form the variation in the time of standard clocks, and report any variation of thirty seconds in the time immediately to the Chief Train Dispatcher.

## PASSENGER CONDUCTORS

**840.** The Passenger Conductor reports to and receives his instructions from the Superintendent and Train Master. He must obey the orders of Station Masters and Yard Masters, or other designated officers, and conform to instructions issued by the Accounting, Passenger and Treasury Departments.

**841.** He must report for duty in uniform at the appointed time, and see that the trainmen are ready for duty; assist in making up his train when necessary; see that the engine and train are provided with full sets of signals; ascertain that the cars have been inspected and properly equipped, cleaned, heated and lighted, and that the brakes and other appliances are in proper order.

**842.** He must carry while on duty a reliable railroad grade watch and a copy of the current time-table; he must examine the bulletin board and special order book and general order book and sign special order book and general order book when reporting for duty. Compare time with the engineer before starting and see that he has a copy of the current timetable. He will see that subordinates are familiar with their duties, ascertain the extent of their experience, and instruct them in the performance of their work.

**843.** He is responsible for the movement, safety, and proper care of his train, and for the vigilance and conduct of the men employed thereon, and must report any misconduct or neglect of duty.

**844.** It is his duty, when required, to assist passengers getting on and off trains, see that they are provided with proper transportation, collect fare from

those who are not, and put off, at a convenient station, any who refuse to pay fare; attend courteously to the comfort and wants of passengers, and see that his trainmen do the same; see that passengers are properly seated, and not allow them to ride on the platforms, in the baggage, express or mail cars, or violate, in any respect, the regulations provided for their safety; maintain good order and not allow intoxicated or disorderly persons to get on the train. On arrival at terminal stations, he will remain on duty in uniform to render passengers assistance, when required, in getting off trains.

## PASSENGER TRAINMEN

**845.** The Passenger Trainman reports to and receives his instructions from the Train Master. He must obey the orders of Station Masters, Yard Masters and other designated officers. While on duty he is under the direction of the Conductor.

**846.** He must report for duty in uniform at the appointed time; must carry while on duty a reliable railroad grade watch and a copy of the current time-table; examine bulletin board and sign the special order book and general order book; assist in making up his train when required; and give polite attention to the wants of passengers, avoiding unnecessary conversation. When passing through sleeping cars, do so quietly so as not to disturb passengers; at each station stop announce distinctly the name of the station; where trains are to stop for meals, make such announcement and the length of stop.

**847.** It is his duty to attend to the brakes when necessary; be provided with, take care of, and properly display train signals; attend to the lighting, heating and ventilation of the cars, open and close the car doors, and assist the conductor in the proper disposition of passengers, in preventing them from riding on the platforms.

**848.** He must immediately go back to protect the train, where the rules require it, without waiting for signal or instructions to do so. When more than one Trainman is used on a train the rear Trainman must perform this duty, and the front Trainman must in like manner protect the front of the train.



## TRAIN BAGGAGEMEN

**849.** The Train Baggage man reports to and receives his instructions from the Train Master. He must obey the orders of Station Masters, Yard Masters and other designated officers. While on duty he is under the direction of the Conductor.

**850.** He must conform to instructions issued by the Accounting and Passenger Departments and the Manager, Mail, Baggage and Express Traffic.

**851.** He must report for duty at the appointed time; handle baggage carefully; be civil and obliging to passengers, and remain in the baggage car while on duty, except when required to take the place of a trainman.

**852.** It is his duty to receive, take care of and correctly deliver baggage carried on the train, U. S. mail and express carried in the baggage car; check baggage at stations where there are no baggage agents; take charge of and promptly deliver letters and packages forwarded on railroad business or addressed to officers or agents; and attend to the light and heat in baggage cars while on duty.

**853.** He must report all loss, damage or irregularity in handling baggage, U. S. Mail, express, letters and packages promptly to the Train Master of the division on which it occurred. He must not carry letters, packages, money or other valuables not authorized by the regulations, and must not permit any one to ride in the baggage car except trainmen, mail agents, express agents, and news agents, in the discharge of their duties, and authorized officers.

## FREIGHT CONDUCTORS

**854.** The Freight Conductor reports to and receives his instructions from the Superintendent and Train Master. He must obey the orders of Yard Masters and other designated officers.

**855.** He must report for duty at the appointed time, and see that the trainmen are ready for duty; see that he has the proper waybills for the cars to be moved; assist in making up his train when necessary; see that the engine and train are provided with full sets of signals; that couplings and brakes are in good order before starting, and inspect them as frequently as

opportunity permits; see that trainmen occupy their proper places on the train; handle freight with care, using every effort to prevent loss or damage; see that doors of cars are properly secure, and not permit unauthorized persons to enter the cars, handle freight or to ride upon the train; and keep all records prescribed by current instructions.

**856.** He must carry while on duty, a reliable railroad grade watch and a copy of the current time-table; when reporting for duty, examine the bulletin board and sign the special order book, and general order book. Where practicable, compare time with the engineer before starting and see that he has a copy of the current timetable.

**857.** He will see that subordinates are familiar with their duties, ascertain the extent of their experience and instruct them in the performance of their work. He is responsible for the movement, safety and proper care of his train, and for the vigilance and conduct of the men employed thereon, and must report any misconduct or neglect of duty.

**858.** He must not move cars from stations or sidings without proper waybills or proper authority, and must see that cars are in safe condition to be moved. When cars are left on a siding he must see that they are properly secured by hand brakes and every precaution taken to prevent them from being improperly moved.

**859.** He must check with the waybills (in conjunction with the Station Agent if possible) all freight loaded and unloaded, and make a record of freight over, short, or in bad order. When necessary to transfer freight from one car to another, he must record the transfer and the number of the car to which it is transferred on face of waybill.

## FREIGHT TRAINMEN

**861.** The Freight Trainman reports to and receives his instructions from the Train Master and other designated officers. While on duty he is under the direction of the Conductor. He must report for duty at the appointed time; he must carry, while on duty, a reliable railroad grade watch and a copy of the current timetable; examine bulletin board and sign the special order book, and general order book, and assist in making up his train. It is his duty to attend to the brakes;

be provided with, take care of, and properly display train signals; assist the conductor in loading or unloading freight, in inspecting the cars, and in all things requisite for the safe and prompt movement of the train.

**862.** When not engaged in duty elsewhere, he must occupy the post assigned him. The post of the rear Trainman is normally on the last car. The post of the head Trainman is normally in the cab of the lead unit. He must immediately go back to protect the train, where the rules require it, without waiting for signal or instructions to do so. The front Trainman must in like manner protect the front of the train. An assisting engine on the rear is a part of the train and the Trainman will be governed accordingly.

### SWITCH TENDERS

**863.** The Switch Tender reports to and receives his instructions from the Yard Master.

**864.** He must report for duty at the appointed time, must carry while on duty, a reliable railroad grade watch and a copy of the current time-table. It is his duty to operate the switches under his charge for trains using them; provide himself with proper signal appliances, keep them in good order and ready for immediate use; to keep the switches in good condition and clear of snow or other obstruction, and promptly report defects.

**865.** He must keep the switches secured for the main track, except when passing trains to or from another track, and must watch for approaching trains and give the proper signal.

**866.** A Switch Tender to be relieved by another must not leave his post until relieved, and the one going off duty must give the one coming on full information regarding overdue trains and any instructions essential to the movement of trains.

### ENGINEERS

**867.** The Engineer reports to and receives his instructions from the Superintendent. He must obey the orders of the Train Master and Road Foreman of Engines and other designated officers. He must obey the orders of Yard Masters and those of Conductors as to starting, stopping and general management of

train, unless they endanger the safety of the train or require violation of rules. When at the engine house he is under the direction of the Engine House Foreman.

When there is no Conductor, or the Conductor is disable, or absent, he will have charge of the train, and must be governed by the rules prescribed for Conductors.

**868.** He must report for duty at the appointed time; see that the engine is in good working order and furnished with the necessary signals and supplies; and assist in shifting and making up the train.

**869.** He must carry while on duty, a reliable railroad grade watch and a copy of the current time-table, compare time before starting, and, if necessary adjust his watch to show correct time. When reporting for duty, examine the bulletin board and sign the special order book and general order book, and when practicable, compare time with the conductor of his train before starting. He will see that employees on the engine are familiar with their duties; ascertain the extent of their experience and instruct them in the performance of their work.

**870.** He must exercise caution and good judgment in starting and stopping the train, and in moving and coupling cars, so as to avoid disturbance to passengers and injury to persons or property; keep a lookout on the track for signals and obstructions; acknowledge all signals, stop and inquire respecting any signal not understood; when necessary see that the train is protected; use every precaution against fire; report conditions of the engine at the end of the trip on the prescribed forms; assist in making repairs when necessary, and must report any misconduct or neglect of duty.

**871.** He must not permit any person to ride on the engine without authority. Trainmen in discharge of their duty may be permitted to ride the engine. Officers of the railroad in discharge of their duties and train dispatchers desiring to familiarize themselves with territory and operations are authorized to ride engines.

**872.** He must not leave the engine during a trip except in case of necessity.

## **FIREMEN (HELPERS)**

**873.** The Fireman (Helper) reports to and receives his instructions from the Superintendent, and will obey the orders of the Train Master and Road Foreman of Engines and other designated officers. In matters relating to the care and use of engines he will be governed by the orders of the Road Foreman and the Master Mechanic. When at the engine house he is under the direction of the Engine House Foreman.

When on duty, the Fireman (Helper) will perform such service as may be required by the engineer.

*G.O. 102 effective 10/25/64*

*G.O. 202 effective 10/25/64*

## **YARD CONDUCTORS**

**876.** The Yard Conductor reports to and receives his instructions from the Yard Master and other designated officers. In yards not under the jurisdiction of a Yard Master, he reports to and is under the direction of the Station Agent. He must report for duty at the appointed time, see that subordinates are familiar with their duties, ascertain the extent of their experience and instruct them in the performance of their work. He must have a copy of the current timetable; carry while on duty, a reliable railroad grade watch; examine the special order book and bulletin board and sign the special order book and general order book when reporting for duty; compare time with the engineer before commencing the day's work and see that he has a copy of the current timetable. He is responsible for the safety and care of the work and for the vigilance and conduct of his subordinates and must report any misconduct or neglect of duty.

## **YARD BRAKEMEN**

**877.** The Yard Brakeman reports to and receives his instructions from the Yard Master. While on duty, he is under the direction of the Yard Conductor. He must report for duty at the appointed time; must carry while on duty, a reliable railroad grade watch and copy of the current timetable. He must examine the bulletin board and sign the special order book and the general order book and assist in the shifting, making up or breaking up of trains, or distributing cars in yards. He must be conversant with the rules and special instructions for other classes of employees so far as they relate in any way to the proper discharge of his duties; provide himself with a copy of such rules and special instructions; pass the prescribed examinations; provide himself with the necessary signal appliances, and keep them in good order and ready for immediate use.



## ERIE LACKAWANNA RAILROAD COMPANY

OFFICE OF GENERAL SUPERINTENDENT  
OCTOBER 25TH, 1964

*General Order No. 102*

*General Order No. 202*

EFFECTIVE 12:01 A.M.  
SUNDAY, OCTOBER 25TH, 1964

Rule 873 is changed as shown on page 110 herein.  
Rules 874 and 875 are eliminated.

J. M. MOONSHOWER  
*General Superintendent*

Approved:  
G. W. Maxwell  
Vice President

## ERIE LACKAWANNA RAILROAD COMPANY

OFFICE OF GENERAL SUPERINTENDENT  
CLEVELAND, OHIO  
DECEMBER 6TH, 1964

*General Order No. 104*

*General Order No. 204*

EFFECTIVE 12:01 A.M.  
SUNDAY, DECEMBER 6TH, 1964

Rule M, Rules of the Operating Department, is changed as shown on page 7 herein, superseding all previous rules and instructions inconsistent therewith.

J. M. MOONSHOWER  
*General Superintendent*

Approved:  
G. W. Maxwell  
Vice President

## ERIE LACKAWANNA RAILROAD COMPANY

Headquarters  
General Superintendents  
January 12th, 1967

GENERAL ORDER NO. 503

GENERAL ORDER NO. 504

Effective 12:01 A.M. EST - CST  
Sunday, January 15th, 1967

Rules 19, 19a, b, c, d and 509d, Rules of the Operating Department, are changed or eliminated as shown on pages 24 and 89 herein, superseding all previous rules and instructions inconsistent therewith.

T. E. McGinnis  
General Superintendent  
Hoboken, New Jersey

J. M. Moonshower  
General Superintendent  
Cleveland, Ohio

Approved: F. Diegtel  
Vice President

## ERIE LACKAWANNA RAILWAY COMPANY

HEADQUARTERS  
GENERAL SUPERINTENDENTS  
APRIL 2, 1968

*General Order No. 707*

EFFECTIVE 900 AM CST  
1000 AM EST  
MONDAY, APRIL 1ST, 1968

The corporate name of the Erie Lackawanna Railroad Company is changed to the Erie Lackawanna Railway Company.

The Erie Lackawanna Railroad Company rules of the Operating Department and Timetables and all related rules and instructions governing train, engine, yard and other type movements remain in effect on the Erie Lackawanna Railway.

R. L. DOWNING  
General Superintendent  
Hoboken, N. J.

J. M. MOONSHOWER  
General Superintendent  
Cleveland, Ohio

Approved:  
F. DIEGTEL  
Vice President

## ERIE LACKAWANNA RAILWAY COMPANY

HEADQUARTERS  
GENERAL SUPERINTENDENTS  
APRIL 23, 1969

### *General Order No. 112*

EFFECTIVE 12:01 AM CST  
1:01 AM EST  
SUNDAY, APRIL 27, 1969

The use of twenty four hour time is instituted for all operations. For those not familiar with this form of time it is best described as a method whereby the hours of the day are counted consecutively from one minute past midnight 0001 hours until 2400 hours the end of the Day. The use of A.M. and P.M. is discontinued. The abbreviation "HRS" for hours is added to Rule 223.

Rules of the Operating Department are modified accordingly.

R. L. DOWNING  
General Superintendent  
Hoboken, N. J.

J. M. MOONSHOWER  
General Superintendent  
Cleveland, Ohio

Approved:

F. DIEGTEL  
Vice President

## ERIE LACKAWANNA RAILWAY COMPANY

HEADQUARTERS OF  
GENERAL SUPERINTENDENTS  
APRIL 27, 1969

### *General Order No. 202*

EFFECTIVE 0301 HRS. EST-CST  
SUNDAY, APRIL 27TH, 1969

Rule 274 is changed as shown herein on page 61. Present aspect of Rule 274 which utilizes a yellow lantern may be used during period of change over to new aspect. Said period of change to expire 2359 Hrs. October 31st, 1969.

R. L. DOWNING  
General Superintendent  
Hoboken, New Jersey

J. M. MOONSHOWER  
General Superintendent  
Cleveland, Ohio

Approved:

F. Diegtel  
Vice President

## ERIE LACKAWANNA RAILWAY COMPANY

HEADQUARTERS  
GENERAL SUPERINTENDENTS  
DECEMBER 26, 1969

### *General Order No. 208*

EFFECTIVE 0101 HRS CST  
0001 HRS EST  
THURSDAY, JANUARY 1ST, 1970

Operating Rule 2 is changed as shown on page 17 herein.

Operating Rule 2-A is eliminated.

R. L. DOWNING  
General Superintendent  
Hoboken, N. J.

J. M. MOONSHOWER  
General Superintendent  
Cleveland, Ohio

Approved:

F. DIEGTEL  
Vice President