



Duluth, Missabe, and Iron Range
Railway Company Records.

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The Duluth & Iron Range
Rail Road Company

Rules and Regulations

for the

GOVERNMENT OF EMPLOYEES

101860 611801

JANUARY 1st 1907

No.

1062

THIS BOOK

is the Property of

The Duluth & Iron Range
Rail Road Co.

and is loaned to

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John Strom Gierman

Who hereby agrees to return it to the proper officer, when called for, or upon leaving the service.

RULES

FOR THE

Government of Employes

OF

The Duluth & Iron Range Rail Road Co.

To take effect 2 o'clock A. M.

January 1st, 1907.

Approved:

F. E. HOUSE,
President.

THOMAS OWENS,

Superintendent.

GENERAL NOTICE.

It is of the utmost importance that proper rules for the government of the employes of a railroad company should be literally and absolutely enforced and obeyed, in order to make such rules efficient. If they can not or should not be enforced, they ought not to exist. Officers or employes whose duty it may be to make or enforce rules, however temporary or unimportant they may seem, should keep this clearly in mind. If in the judgment of any one whose duty it is to enforce a rule, such rule can not or should not be enforced, he should at once bring it to the attention of those in authority.

All employes are required to be polite and considerate in their intercourse with the public. The reputation and prosperity of a company depend greatly upon the promptness with which its business is conducted, and the manner in which its patrons are treated by its employes.

GENERAL RULES.

A. The rules herein set forth apply to and govern The Duluth and Iron Range Rail Road Company. They shall take effect January 1st, 1907, and supersede all prior rules and instructions in whatsoever form issued, which are inconsistent therewith.

Superseding prior rules.

B. In addition to these rules, the time tables will contain special instructions, as the same may be found necessary. Special instructions, whether in conflict with these rules or not, which may be given by proper authority, whether upon the time tables or otherwise, shall be fully observed while in force.

Special instructions.

C. The head of each department must be conversant with the rules, supply copies of them to his subordinates, see that they are understood, enforce obedience to them, and report to the proper officer all violations and the action taken thereon.

Enforcing rules.

D. Every employe whose duties are in any way prescribed by these rules, must have a copy of them at hand when on duty, and must be conversant with every rule. He must render all the assistance in his power in carrying them out, and immediately report any infringement of them to the person under whose immediate authority he is working.

Rules at hand when on duty.

E. The fact that any person enters, or remains in the service of the company, will be considered as an assurance of willingness to obey its rules. No one will be excused for the violation of ANY of them even though not included in those applicable to his department.

Observing rules.

If in doubt
as to
meaning

F. If in doubt as to the meaning of any rule or special instructions, application must be made at once to the proper authority for an explanation. Ignorance will not be accepted as an excuse for neglect of duty.

Qualifica-
tions for
promotion

G. All employees will be regarded as in the line of promotion, advancement depending upon the faithful discharge of duty, and capacity for increased responsibility.

Gratuity
compensa-
tion

H. If an employee should be disabled by sickness, or other cause, the right to claim compensation will not be recognized. An allowance, if made, will be a gratuity justified by the circumstances of the case and the employee's previous good conduct.

Under the
authority
of

I. Every employee, while on duty in train service, is under the authority, and must conform to the orders, of the Superintendent.

Badges
and
uniforms

J. Employees must wear the prescribed badges or uniforms while on duty.

Subject to
rules

K. All persons engaged in performing any service on a train, are subject to the rules governing employees of the company.

Copies of
the rules

L. All employees whose duties are prescribed by these rules must secure a copy of the same.

Smoking
on duty

M. Persons employed on passenger trains are strictly prohibited from smoking while on duty. This order applies as well to all station agents, telegraph operators, and station baggagemasters, and while it will be liberally construed as to these last, yet it is understood that smoking on the part of its employees is highly objectionable to the company, whenever such employees are engaged in the performance of their duties.

The smoking of cigarettes by employees will not be permitted.

Conversing
with
Passengers

N. Employees engaged in the passenger service must be constantly vigilant while on duty. All such employees are strictly forbidden to engage in friendly conversation with passengers under any circumstances.

further than may be necessary to answer questions or to supply information usually required in such cases.

O. All employees are required to report any misconduct, or neglect of duty, or violations of rules, that may come to their notice, and the withholding of such information will be considered a proof of negligence or indifference, and treated accordingly.

Report
violation
of rules

P. Employees will not be allowed to absent themselves from duty without permission from proper authority.

Absence
from duty

Q. Employees leaving the service of the company, or when demanded at any time by proper authority, must return the company property entrusted to their care, in reasonable good condition.

Surrender-
ing com-
pany prop-
erty

R. No person shall be employed in train, station, or engine service, who cannot read and write English, and the selection of employees must be made from persons of good character with reliable references.

Requisite
qualifica-
tions

S. Employees failing or refusing to pay their just debts, or against whom bills are frequently presented to the company for payment, or whose wages have been garnished, will, unless satisfactory reasons be given, be liable to dismissal from the service.

Non-pay-
ment of
just debts

T. The use of intoxicants, visiting saloons or other places of low resort, whether on or off duty; gambling, or playing cards in or around stations, or upon trains or cars, or in or upon the property of this company, by employees, is strictly prohibited. The violation of this rule will be sufficient cause for discharge from the service.

Use of in-
toxicants
etc

U. All employees in train service, and others whose duty require a full knowledge of the air brake, air whistle, and steam heat system, will be expected to familiarize themselves with the operation and maintenance of the same, and must pass a satisfactory

Air brake
and steam
heating
system

examination as to their knowledge of the rules relating thereto.

Examination as to sight hearing and color sense.

V. Employees whose duties in any way require them to interpret signals, or to distinguish form and color signals in use, must undergo an examination as to their sight, hearing, and color sense, at least once in every two years. No person as above, will be permitted to engage in this company's service, without first passing the prescribed examination.

Employees responsible for their own safety, etc.

W. Each employe is required to look after and be responsible for his own safety, as well as to exercise the utmost caution to avoid injury to his fellows, to the public, and to property. Employees in every department are warned to see for themselves before using, that the machinery or tools which they are expected to use are in the proper condition for the service required, and if not, to put them in proper condition, or see that they are so put before using them.

X. In case of accident to trains, employes are required to give their best efforts to clear the road, or to assist as may be required at the time, whether in the line of their usual duty or not. They, especially track and bridgemen, should also notice the condition of all passing trains, and if they observe anything in bad order or affecting the safety of trains, give signal to stop. Trainmen should be on the lookout for such signals. (Rule 590.)

Y. In case of accident to a train, the conductor may, when necessary, call on engine-men and trainmen of other trains and on any other employes in the vicinity, for assistance.

Dismissed employees.

Z. No person dismissed from the service of the company shall be re-employed without the consent of the head of the department from which he was dismissed, subject to the approval of the General Manager.

DEFINITIONS.

ENGINE.—A locomotive propelled by any form of energy.

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

REGULAR TRAIN.—A train authorized by a time table schedule.

SECTION.—One or more trains running on the same schedule displaying signals or for which signals are displayed.

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

Extra, for any extra train except work extra;

Work Extra, for work train extra;

Special, for passenger train extra.

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

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

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

TRAIN OF SUPERIOR DIRECTION.—A train given precedence in the direction specified in the time table as between trains of the same class.

Superiority by direction is limited to single track only, but applies to double track when one of the double tracks is used as a single track.

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

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

DIVISION.—That portion of a railway assigned to the supervision of a division superintendent.

SUBDIVISION.—A part of a division so designated on the time table.

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

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

DOUBLE TRACK.—Two main tracks upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.

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

STATION.—A place designated on the time-table by name, at which a train may stop for traffic; or to enter or leave the main track; or from which fixed signals are operated.

SIDING.—A track auxiliary to the main track for meeting or passing trains, limited to the distance between two adjoining telegraph stations.

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

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 time-

table, or by train order, may be made, subject to prescribed signals and regulations.

YARD ENGINE.—An engine assigned to yard service and working within yard limits, unless temporarily assigned to road service.

PILOT.—A person assigned to a train when the engineman or conductor, or both, are not fully acquainted with the physical characteristics, or running rules of the road, or portion of the road, over which the train is to be moved.

The responsibility of a pilot is the same as that of engineman or conductor, or both, whom he pilots.

STANDARD TIME.

1. Observatory time (Central 90th meridian time) is the only recognized standard, and will be transmitted from Northfield, Minn., observatory, daily, except Sunday, at 11 a. m.

1a. The manner of transmitting standard time will be as follows: Time beats in seconds will begin at 10 o'clock, 56 minutes and 45 seconds A. M. and continue until 11 o'clock A. M., with omissions at intervals to determine whole and half minutes. Thus, the 29th second beat of each minute will be omitted. The 55th to the 59th second beats (both inclusive) in the 57th and 58th minutes, and the 51st to the 59th second beats (both inclusive) in the 59th minute will be omitted. The next beat indicates 11 o'clock.

1b. Certain clocks will be designated on the time table as standard clocks.

Conductors and Enginemen must not take time from any clock unless it is designated as a standard clock.

2. Each Trainman and Engineman must have a reliable watch, which has been examined and certified to on a prescribed form by a designated inspector, and must file such certificate with a proper desig-

Standard
time

Transmission
of
time

Standard
clock

Comparing
time

Examined
watches

nated officer, before he is allowed to go on duty. Watches must be examined and certificates renewed every three months.

WATCHMAKER'S CERTIFICATE

Form 565.

Form of
certificate.

This is to certify that on.....
190..the watch of.....
employed as.....
on the Duluth & Iron Range Railroad, was
examined and found to be a reliable and accurate time-piece, and in such repair as will in my judgment, with proper usage, enable it to run within a variation not to exceed 30 seconds per week.
Name of maker.....
Brand
Number of movement.....
Gold or silver case.....
Open or hunting case.....
Stem or key winding.....
Inspector.

Address

Compare
time.

3. Each Conductor and Engineman, (except as provided in rules 3a and 3b) must compare his watch with a designated standard clock before starting on each trip, and register on a prescribed form his name and the time when he compared his watch.

Standard
clocks not
accessible.

3a. Conductors and Enginemen whose duties prevent them from having access to a standard clock, must compare their watches daily with those of Conductors and Enginemen who have standard time. Conductors and Enginemen of trains laying up at night, and not having an opportunity to compare their watches with other Conductors and Enginemen, who have standard time, will ask for and receive standard time from the Train Dispatcher before commencing their runs.

3b. Conductors and Enginemen whose duties may be such that they do not have an opportunity of daily comparing watches with other conductors and enginemen, or who are located at such points that they can not communicate with the Train Dispatcher, must compare their watches with other conductors and enginemen who have standard time, as often as possible.

TIME TABLES.

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

Schedules on each division (or subdivision) date from their initial station on such division (or subdivision).

Not more than one schedule of the same number and day shall be in effect on any division (or subdivision).

A schedule of the new time table which does not correspond in number, class, day of leaving, direction, and initial and terminal stations, with a schedule on the preceding time table shall not be in effect on any division (or subdivision) until its leaving time at its initial station on that division (or subdivision) after the time table takes effect.

4a. Copies of the time table will be furnished to all concerned. Receipt of same, on prescribed form, must be given to the person furnishing them.

All persons interested in the movement of trains must provide themselves with a copy of the current time-table.

Must have
time table

4b. Conductors and Enginemen are forbidden to occupy the main track without a copy of the current time-table in their possession, and, at the time of a change of time-tables, train dispatchers must know that each conductor and engineman has a copy of the new issue before allowing them to occupy the main track.

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 indicated the time applies to the switch where an inferior train enters the siding; where there is no siding it applies to the place from which fixed signals are operated; where there is neither siding nor fixed signal, it applies to the place where traffic is received or discharged.

Schedule meeting or passing points are indicated on the time table by figures in full faced type.

When both the arriving and leaving time are shown in full faced type, it denotes that more than one train is to be met or passed between those times.

The numbers of trains that are to meet or pass, are shown in small type adjoining the full faced type. In all cases trains are required to clear and follow, as per rules 83 to 92 inclusive

5a. On the time table the words "Daily," "Daily except Sunday," etc., printed at the head and foot of the schedule of a train, indicate when it shall run.

The day mentioned refers to the day on which the train leaves its initial point on that division.

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

"s" Regular stop.

"T" Stop on signal to receive or discharge passengers or freight.

"M" Stop for meals.

"L" Leave.

"a" Arrive.

Use of
Signals

The following letters placed opposite to the station names indicate:

"D" Day telegraph station.

"D & N" Day and night telegraph station.

"N" Night telegraph station.

Trains are designated by numbers, and their class indicated on the time table.

SIGNAL RULES.

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

Signals must be used strictly in accordance with the rules, and Trainmen, Enginemen, and all concerned must keep a constant lookout for signals. Those giving signals must locate themselves so as to be plainly seen, and make them so as to be plainly understood. The utmost care must be exercised by Trainmen, Yardmen, and Enginemen to avoid taking signals that may be intended for other trains. Unless Conductor and Engineman are positive that the signals given are for them, they will not move their trains until communication is made by words. In backing a train the disappearance from view of trainman, or lamp by which signals are given, will be construed as a stop signal.

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

9. Night signals are to be displayed from sunset to sunrise. When weather or other conditions obscure day signals, night signals must be used in addition.

VISIBLE SIGNALS.

COLOR SIGNALS.

10. Red signifies danger, and it is a signal to stop.

Green signifies caution and is a signal to go slowly.

White signifies safety, and is a signal to proceed.




Green and white, is a signal to be used to stop trains at flag stations for passengers or freight.




Blue is a signal to be used by Car Inspectors.

11. A fusee on or near the track burning red must not be passed until burned out. When burning green it is a caution signal.

Fusees must not be placed on wooden structures, bridges or elsewhere where fire may be communicated by them.

12. HAND, FLAG AND LAMP SIGNALS.

MANNER OF USING.	INDICATION.
(a) Swung across the track	<div data-bbox="1145 518 1214 563">} Stop.</div> 
(b) Raised and lowered vertically	<div data-bbox="1145 719 1251 747">} Proceed.</div> 
(c) Swung vertically in a circle at half arms length across the track, when train is standing.	<div data-bbox="1145 924 1222 952">} Back.</div> 

MANNER OF USING.	INDICATION.
(d) Swung vertically at arm's length across the track, when train is running	 Train is parted.
(e) Swung horizontally above the head when train is standing.	 Apply air brakes.
(f) Held at arm's length above the head, when train is standing.	 Release Air Brakes.

13. A flag or the hand moved in any of the directions given above, will indicate the signal as when given by a lamp.

Any object waved violently by any one on or near the track is a signal to stop.

POSITION SIGNALS, SEMAPHORE.

13a. A semaphore consists of a vertical mast, to which is attached one or more signal blades which govern trains in accordance with their position as per rule 221.

AUDIBLE SIGNALS.

ENGINE STEAM WHISTLE SIGNALS.

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

SOUND.	INDICATION.
(a) o	Stop. Apply brakes.
(b) —	Release brakes.
(c) — o o o	Flagman go back and protect rear of train, to be given by Engineman when intending to make an unexpected stop.
(d) — — — —	Flagman return from the south.
(e) — — — — —	Flagman return from the north.
(f) — — —	When running, train parted; to be repeated until answered by the signal prescribed by rule 12 (d). Answer to 12 (d).
(g) o o	Answer to any signal not otherwise provided for.
(h) o o o	When train is standing, Back. Answer to rule 12 (c) and 16 (c).
(j) o o o o	Call for signals.

SOUND.	INDICATION.
(k) — o o	To call the attention of trains of the same or inferior class or inferior right to signals displayed for a following section.
(l) — — o o	Approaching highway crossings at grade, and obscure places, to warn employes and others.
(m) — — — —	Approaching stations, junctions and railroad crossings at grade.
(n) — o	Signal to train on opposite track of danger, or that they are following another train too closely.
(o) o — — — — —	Repeated at intervals is notice to trackmen and others that train needs assistance, and all employes within hearing must repair at once to the engine or train and render such aid as is in their power.
(p) o	When running snow flangers, notice to raise flanger.
(q) oo	Drop flanger.

A succession of short sounds of the whistle is an alarm for persons or cattle on the track, and calls the attention of trainmen to danger ahead.

15. The explosion of one torpedo is a signal to stop; the explosion of two not more than 200 feet apart is a signal to reduce speed, and look out for stop signal.

Torpedos must not be placed near stations or road crossings where persons are liable to be injured by them.

16. AIR WHISTLE OR BELL CORD SIGNALS.

SOUND.	INDICATION.
(a) Two	When train is standing, start.
(b) Two	When train is running, stop at once.
(c) Three	When train is standing, back the train.
(d) Three	When train is running, stop at next station.
(e) Four	When train is standing, apply or release air brakes.
(f) Four	When train is running, reduce speed.
(g) Five	When train is standing, call in flagman.
(h) Five	When train is running, increase speed.

Enginemen will answer air whistle and bell cord signals with whistle of corresponding number of sounds.

TRAIN SIGNALS.

Displaying
Head-
lights

17. The head light will be displayed to the front of every train by night, but must be concealed when a train turns out to meet another and has stopped clear of main track, or is standing to meet trains at end of double track or at junctions.

Covering
and Uncover-
ing head-
lights by
trains on
sidings

Trains moving on passing sidings after they are into clear, will display their head lights, except when opposing trains are approaching closely, in which case they will shield them as a signal that the main track is clear, but will uncover them as soon as the engine of opposing train has passed. A head light displayed by a train on a siding, will be regarded by an opposing train as a stop signal.

Yard
engines
displaying
headlights

18. Yard engines will display the head light to the front and rear by night. When not provided with a head light at the rear, two white lights must be displayed. Yard engines will not display markers, except when temporarily assigned to road service.

Displaying
signals and
markers

19. The following signals will be displayed, one on each side of the rear of every train, as markers, to indicate the rear of the train: By day, a green flag; by night, a green light to the front and sides and a red light to the rear, except when train turns out to be passed by another train and is clear of main track, when a green light must be displayed to the front, side, and to rear, but the red must again be displayed at rear before returning to the main track.

Sections of
trains
displaying
signals

20. All sections of a train, except the last, will display two green flags and, in addition, two green lights by night, in the places provided for that purpose on the front of the engine.

Extra
trains

21. Extra trains will display two white flags and, in addition, two white lights by

night, in the places provided for that purpose on the front of the engine.

displaying
signals

22. When two or more engines are coupled to a train, the leading engine only shall display the signals as prescribed by rules 20 and 21.

Leading
engine
displaying
signals

23. One flag or light displayed where in rules 19, 20 and 21 two are prescribed, will indicate the same as two; but the proper display of all train signals is required.

One flag
or light
displayed

23a. The Conductor and Engineman will be held responsible for the proper display of all train signals.

Responsi-
bility for
displaying
signals

24. When cars are pushed by an engine (except when shifting or making up trains in yards) a white light must be displayed on the front of the leading car by night.

Cars being
pushed by
engine

25. Each car on a passenger train must be connected with the engine by a communicating signal appliance.

Communi-
cating
signal
appliance

26. A blue flag by day and a blue light by night, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it. When thus protected it must not be coupled to or moved. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Other cars must not be placed on the same tracks so as to intercept the view of the blue signals, without first notifying the workmen, and having them remove the signals.

Car
repairer's
signals
displayed
on cars

27. A signal imperfectly displayed or the absence of a signal at a place where a signal is usually shown, must be regarded as a stop signal, and the fact reported to the Superintendent.

Signals
imperfectly
displayed
or absence
of same

28. The combined green and white signal is to be used to stop a train only at the flag stations indicated on the schedule of that train. When it is necessary to stop a train at a point that is not a flag station for that train, a red signal must be used.

Flag stop
signals

Answering
signals

28a. Enginemmen must answer signals promptly, and in case of failure to do so will be reported to the Superintendent by the person flagging.

Acknowledging
signals

29. When a signal (except a fixed signal) is given to stop a train, it must be acknowledged as prescribed by rule 14 (g), and signal repeated until acknowledged by engineman.

Ringling of
engine bell
in city
limits

30. The engine bell must be rung when an engine is about to move, and continuously while moving within the limits of the city of Duluth, and upon approaching and while passing through other stations, cities, towns and villages. The easterly limit of the city of Duluth is 1100 feet south of Mile Post 11.

Ringling of
engine bell
approach-
ing cross-
ings

31. The engine bell must be rung for a quarter of a mile before reaching any public road crossing at grade, and until it is passed. The whistle must be sounded at all whistling posts.

Whistle
sounded by
extra and
delayed
trains

31a. Extra and delayed regular trains will sound the whistle as per rule 14 (1) when approaching curves and obscure places, and frequently during fogs and snow storms, to warn section and bridge men and others.

Use of
whistle
within city
limits of
Duluth

31b. Locomotive whistles must not be sounded within the limits of the City of Duluth between Nineteenth Avenue West and Fourteenth Avenue West, nor between Union Depot and Third Avenue East, nor between Fortieth Avenue East and Sixtieth Avenue East; except as an alarm in case of fire, or to warn a person or object actually on the track.

Unneces-
sary use of
engine
whistle or
bell

32. The unnecessary use of either the whistle or the bell is prohibited. They will be used only as prescribed by rule or law, or to prevent accident.

Watch-
man's
signals at
road
crossings

33. Watchmen stationed at public road and street crossings must use red signals only when necessary to stop trains.

34. A green flag by day, and in addition, a green light by night, placed on the Engineman's side of the track, along single track, and on each side of the track to be governed, along double track, indicates that 26 telegraph poles ahead, an obstruction exists. THREE telegraph poles distant from each end of said obstruction, there will be placed a slow board; between which boards a speed of SIX miles per hour must not be exceeded until the rear of the train passes the second slow board.

Signals
indicating
obstruc-
tions on
tracks

35. When an engine is backed over the road, Engineman must have Fireman or Brakeman look out for signals.

Engine
backing
over road

36. A red signal placed BETWEEN THE RAILS, indicates that trains must stop before passing the signal, and must not proceed until notice is given that it can do so with safety.

Red signal
between
rails

37. A white signal displayed by track or flagmen denotes that the track is clear and in order.

Signal by
track or
flagmen

SUPERIORITY OF TRAINS.

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

Right is conferred by train order; class and direction by time table.

Superior-
ity of
trains

Right is superior to class or direction.

Direction is superior as between trains of the same class.

Right of
track

Superiority by direction is limited to single track only, but applies to double track when one of the double tracks is used as a single track.

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.

For time table purposes, the direction of all trains is made arbitrary, either north or south, such direction being specified on the time table.

On single track, all south bound trains have absolute right of track over all north bound trains of the same class.

73. Extra trains are inferior to regular trains.

MOVEMENT OF TRAINS.

82. Time table schedules, unless fulfilled, are in effect for 12 hours after their time at each station.

Regular trains 12 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.

83. A train must not leave its initial station on any division, or a junction, or pass from double to single track, until it has been ascertained whether all trains due, which are superior, or of the same class, have arrived or left.

83a. All trains working on branches or spurs must approach junction switch under full control, and stop before obstructing such switch; they must expect to find main track being used by trains, and must not pull out onto the main track without first protecting their trains against trains using the main track. Main track trains passing such points will approach with train under full control, expecting to find switch being used by branch or spur trains.

84. A train 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.

Regular
trains lose
rights

Trains
leaving
terminals
or entering
double
track

Trains on
branches
or spurs
stop before
reaching
junction
switch

Starting
signal

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

86. An inferior train must clear the time of a superior train, in the same direction not less than five minutes.

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 must be protected as prescribed by rule 99.

Extra trains must clear the time of regular trains five minutes unless otherwise provided, and will be governed by train orders with respect to opposing extra trains.

88. At meeting points between trains of the same class the inferior train must clear the main track before the leaving time of the superior train. At meeting points between extra trains, the train in the inferior time table direction must take the siding unless otherwise provided.

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.

88a. When a south bound freight train is to meet a passenger train, and the conditions are such that the freight train can take the siding they will do so; but if the conditions are such that the freight train can not take the siding without being obliged to double or back out of the siding, they will hold the main track, and in such cases the freight train crew must throw all switches and do all necessary flagging for the passenger train, but the conductor of the passenger train must know that his train is properly protected.

Inferior
train

Clear
main
track

Meeting
points

Trains of
same class

South
bound
freights
meeting
passenger
trains

Meeting
points of
different
class
trains

89. At meeting points between trains of different classes the inferior train must take the siding and clear the superior train at least five minutes, and 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.

Register-
ing
verbally

89a. On single track, passenger trains will register verbally with all trains met or passed, except with passenger trains or trains with which they have meeting orders; with these they will exchange Register ticket (Form 87). All other trains will register verbally with each other and must know that the train they meet is the one they have orders to meet.

Stopping
at meeting
points

90. Trains must stop at schedule meeting or passing stations, if the train to be met or passed is of the same class, unless the switches are right and the track clear. Trains should stop clear of the switch used by the train to be met or passed in going on the siding.

Delayed
trains
same class

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

Keep
apart

91. Unless some form of block signals is used, freight trains in the same direction must keep at least five minutes apart, and passenger trains at least ten minutes apart, except in closing up at stations.

Protecting
trains

91a. The rules relating to keeping trains apart, or the position of fixed signals do not relieve trainmen from properly protecting their trains, as provided by Rule 99.

Registers
and how
used.

91b. Registers will be placed at stations designated in the time-table. Conductors must personally register as soon as possible after their arrival at register stations, the date and time of arrival and departure of

their train, in proper order, and never absent themselves from the yard or stations, until their trains are properly registered. Conductors must be particular to make correct entries in each column and in case of signals being changed, must register the second time, upon the following line. Enginemen running without Conductor will be considered as both Conductor and Engineman, and will register accordingly. The register is subject to the inspection of Conductors and Enginemen at all times, and they must examine it to assure themselves of the arrival and departure of trains.

Whenever signals are displayed, all registers at and beyond the point at which such signals originate, must show the stations between which such signals were displayed.

92. A train must not arrive at a station in advance of its schedule arriving time, except as provided in rules 88 and 89. A first class train must not arrive at a station where only its leaving time is shown, more than five minutes ahead of its schedule leaving time. A train must not leave a station in advance of its schedule leaving time. No train must run faster than is necessary to reach a station and start from it at the proper time.

93. A regular train which is delayed, and falls back on the time of another train of the same class, will proceed on its own schedule.

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 open telegraph office, and there report to the Chief Train Dispatcher. 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 to and report from the next open telegraph office.

Register
Signals.

Leaving
stations

Delayed
trains

Disabled
trains

When a train, unable to proceed against the right or schedule of an opposing train, is overtaken between telegraph 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 consultation with the following train, precede it to the next telegraph station, where it must report to the Chief Train Dispatcher. 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. Two or more sections may be run on the same schedule.

Each section has equal time table authority.

A train must not display signals for a following section without orders from the Chief Train Dispatcher.

95a. When trains are to be run in more than one section, notice thereof must be given to all the sections, and the conductor of the leading section must notify all station agents or conductors whom he meets or passes, by register ticket (Form 87) of the facts, besides carrying the proper signals (Rule 20).

96. A train carrying signals for a following section will not leave the station where signals are taken in, unless the signalled section has arrived (except at registering points) without permission from the train dispatcher.

96a. In case the train dispatcher allows a train which carried signals for a following section, to proceed from a station where they have taken in signals, before the signalled section arrives, the train dispatcher must arrange to notify all trains of the signals having been carried until the signalled section arrives at the point where signals were taken in, and protect the signalled section from in-

Signals not displayed

Notice of signals carried

Taking down signals

Protecting signalled section

ferior trains.

97. Extra trains must not be run without orders from the Chief Train Dispatcher.

98. Trains must approach the end of double track, junctions, railroad crossings at grade, and draw-bridges, prepared to stop, unless the switches and signals are right and the track is clear. Where required by law trains must stop.

98a. All trains must stop within a distance of 400 feet before crossing any draw-bridge or railroad at grade, except where special signals are in use, and sound release brake whistle before proceeding.

98b. At grade crossings where there are no signalmen, and the view in each direction is not clear for at least 400 feet, one of the crew must precede the train, and give signal from the crossing if safe to proceed.

98c. When trains approach a crossing at the same time passenger trains shall be given preference over freight trains. Between trains of the same class, the one which approaches first shall cross first.

98d. At a crossing or junction, when practicable, a train must not be stopped at a point where any part of it will interfere with the free passage of trains on the other track.

99. When a train is stopped by an accident or obstruction, or when it fails to make its running time, the Flagman must immediately go back with danger signals, to stop any train moving in the same direction. At a point THREE-FOURTHS OF A MILE (or 26 telegraph poles), from the rear of his train, he must place one torpedo on the rail; he must then continue to go back at least ONE MILE (or 35 telegraph poles), from the rear of his train, and place TWO torpedoes on the rail, ten yards apart (one rail length), when he may return to a point THREE-FOURTHS OF A MILE (or 26 telegraph

Approaching end of double track etc

Stopping at draw-bridges

Send signalman

Passenger trains have preference

Leave track clear

Protecting trains

poles), from the rear of his train, and he must remain there until recalled by the whistle of his engine. But if a passenger train is due within TEN minutes he must remain until it arrives. When he comes in he will remove the torpedo nearest to the train, but the TWO torpedoes must be left on the rail as a caution signal to any following train. If the accident or obstruction occurs upon single track, and it becomes necessary to protect the front of the train, or if any other track is obstructed, the front brakeman must go forward and use the same precautions. If the front brakeman is unable to leave the train, the Fireman must be sent in his place.

Extra precautions.

99a. On descending grades, or during blinding snow storms or fog, the Flagman must go as much farther than the distance named in rule 99 as will insure absolute safety, placing the torpedoes at relatively greater distances from the obstruction.

99b. When necessary to stop between stations a place should be selected, if possible, where the view is clear from the rear of the train for at least one-half a mile, and the proper whistle signal as provided in rule 14(c) should be sounded so that flagman may drop off and protect the train as quickly as possible.

99c. When a flagman is left behind by his train, he will ride on the engine of a following train until his own train is overtaken. Upon overtaking his train the flagged train will stop to allow the flagman to get off, unless his train should be standing at a regular stop for the flagged train.

Prevent detention.

99d. Great caution must be used and good judgment is required, to prevent detention to superior trains.

100. Omitted.

If train parts.

101. If a train should part while in motion, Trainmen must use great care to pre-

vent the detached parts from coming into collision. Enginemen must give the signal as provided in rule 14 (f) and keep the front part of the train in motion until the detached portion is stopped.

Recoupling.

Four miles per hour.

The front portion will have the right to go back, regardless of ALL trains, to recover the detached portion, first sending a Flagman with danger signals ONE HALF MILE (or 17 telegraph poles), in the direction in which the train is to be backed, and running with great caution, at a speed not exceeding FOUR miles per hour. On single track all the precautions provided by the rules must be taken to protect the train against opposing trains. THE DETACHED PORTION MUST NOT BE MOVED, OR PASSED AROUND, UNTIL THE FRONT PORTION COMES BACK. THIS RULE APPLIES TO TRAINS OF EVERY CLASS.

Passing around etc.

101a. When it is known that the detached portion has been stopped, and the whole occurrence is in plain view, no curves or other obstruction intervening, so that signals can be seen from both portions of the train, the Conductor and Engineman may arrange for the recoupling, using the greatest caution.

Detached portion stopped.

101b. Before proceeding to back the front portion of the train, the flagman, or Brakeman acting as flagman, sent in the direction in which the train is to be backed, must first examine the rear end of the front portion, and assure himself that no parts of the car are dragging on the track, which might cause an accident. In finding the cars in good order, he may signal the Engineman to back the train, and proceed in the direction of the rear portion. It is the duty of the Conductor or brakeman on the rear portion of the train, to apply brakes and stop it as soon as possible. If practicable a man must be sent to meet the returning portion of the train, and assist in safely signaling the Engineman back

Before backing trains.

to the rear portion.

Trains on
sidings
without
engines

101c. When a train is left on a siding, and the engine (for any reason) is detached, or away from its train, all trains will be governed by rule 101. The Conductor or Engineman may, however, arrange for trains to pass. Enginemen must not, under any circumstances, cut loose from and leave their trains, without having a full understanding with the Conductors in person.

Train
being
pushed

102. When a train is being pushed by an engine (except when switching and making up trains in yards) a brakeman must be stationed in a conspicuous position on the front of the leading car, to immediately signal the Engineman in case of danger. A train must not be backed over a public crossing, unless a man is on the leading car, or on the ground ahead of the car, to see that crossing is clear; nor must a car be cut off the train and run over a public crossing, without a trainman on the car, proper signals being given in all cases. At night lights must be used.

Man on
car

103. All messages or orders respecting the movements of trains, or the condition of track or bridges, must be in writing.

Orders in
writing

104. Conductors and Enginemen will be held equally responsible for the violation of any of the rules governing the safety of their trains, and they must take every precaution for the protection of their trains, even if not provided for by the rules.

105. IN ALL CASES OF DOUBT OR UNCERTAINTY THE SAFE COURSE MUST BE TAKEN AND NO RISKS RUN.

106. Any train following a passenger train will proceed with great caution, keeping at least one mile in the rear of it, and must approach all stations, sidings, fueling and watering places, with great care, expecting to find the preceding train there, whether it may be a stopping place, as per time table, for

that train or not; and all trains, except first class trains, will pass into and through all regular stations, and will approach all isolated sidetracks, and also all water tanks and coal sheds, with train under full control, expecting to find trains at such points. Speed must be reduced, enginemen and trainmen must commence to get their train under control one mile from all such specified points, so that under no circumstances whatever, shall it be possible for them to strike any train, car or engine that may be between yard limit boards or switches, at stations or that may be taking coal or water at any coal shed of watering tank. The entire responsibility for safety rests on the approaching train.

Protection
in yards

107. Any train occupying the main track between yard limit boards or switches at stations must be understood to be protected from all following trains, except first class trains, but when fog, snow, darkness, dangerous places, or other circumstances render it necessary, the forward train, as an extra precaution, will send out a flagman in accordance with rule 99; but it must be distinctly understood that this does not relieve the following train from the responsibility for a collision.

108. No train or engine must enter any switch at a speed exceeding ten miles per hour.

Speed at
switches

109. Whenever necessary to do so, yard engines may occupy the main track in yards, between yard limit boards or switches, without any extra precaution as to protecting themselves, except against first class trains, for which they must clear the main track at least five (5) minutes before such train is due. They will be expected to so arrange their work that freight trains will not be stopped or delayed on the main track within yard limits.

Yard Engrs.
use main
track in
yards

Approach-
ing yards.

All trains except first class trains will, therefore, approach yard limits under control expecting to find yard engines or trains occupying main track between yard limit boards or switches.

110. No train shall assume the rights or take the time of any other train, without orders from the Train Dispatcher. If, however, from any cause, a train loses its right to the road it may put a flagman on engine of any train in same direction and proceed, and be sure and notify all trains met, as well as to report to the Train Dispatcher for orders at the first open telegraph office.

Passenger
trains at
regular
stops.

111. When a passenger train is detained at any of its designated stops more than three minutes, the Flagman must go back with danger signals and protect his train, as provided by rule 99; but if it stops at any unusual point, the Flagman must IMMEDIATELY go back and protect his train, as provided in rule 99. When it is necessary to protect the front of the train, the same precautions must be observed by the front brakeman. If the front Brakeman is unable to leave, the Fireman must be sent in his place.

Unusual
stops.

112. When a freight train is detained at any of its usual stops more than five minutes, where the rear of the train can be plainly seen from a train moving in the same direction, for a distance of at least one-half a mile (17 telegraph poles), the Flagman must go back with danger signals, not less than 450 feet (or 3 telegraph poles), and as much farther as may be necessary to protect his train; but if the rear of the train can not be plainly seen for a distance of at least one-half mile (or 17 telegraph poles), or, if it stops at any point that is not its usual stopping place, he must be governed by rule 99.

Freight
trains at
regular
stops.

Unusual
stops.

Protecting
front of
train

When it is necessary to protect the front of the train, the same precautions must be ob-

served by the front Brakeman. If the front Brakeman is unable to leave the train, the Fireman must be sent in his place.

113. In the use of double track, all trains must keep to the left, unless otherwise directed. Switches at each end of the double track must be left set for south bound trains.

114. Freight trains having work to do on any other track, may cross over, if no passenger train is due, provided no approaching freight train is in sight, and also provided that a Flagman has been sent with danger signals, as provided in rule 99, not less than THREE-FOURTHS MILE (or 26 telegraph poles), in the direction of the approaching train.

Protection
on double
track.

115. When a freight train on double track turns out on the opposite track, to allow passenger train, running in the same direction, to pass, and, while waiting, a passenger train from the opposite direction arrives, the freight train may cross back and allow it to pass, provided the other passenger train is not in sight; and also provided that a Flagman has been sent with danger signals as provided in rule 99, not less than ONE MILE (or 35 telegraph poles), in the direction of the expected train.

Crossing
over;
opposing
passenger
train
arrives
while
waiting.

116. Enginemen on double track will sound whistle as per rule 14 (g) at least one-fourth of a mile from engines approaching on the other track.

117. When working on double track under work train orders, trains will use tracks only in accordance with rules, and will not use one of the tracks in both directions, unless specially ordered to do so.

118. Work trains on double track must protect themselves against the current of traffic unless otherwise ordered.

119. When it is necessary for a freight train on double track to cross over to the opposite track, to allow a passenger train run-

Crossing
over:
passenger
trains due
in both
directions.

ning in the same direction to pass, and a passenger train, running in the opposite direction, is due, a Flagman must be sent back with danger signals, as provided in rule 99, not less than ONE MILE (or 35 telegraph poles), in the direction of the following train, and the freight train must not cross over until one of the passenger trains arrives. Should the following passenger train arrive first, a Flagman must be sent forward on the opposite track with danger signals, as provided in rule 99 not less than ONE MILE (or 35 telegraph poles), in the direction of the over-due passenger train, before crossing over. Great caution must be used and good judgment is required to prevent detention of either passenger train. The preference should always be given to the passenger train of the superior right.

Use the
left hand
track.

120. Whenever there are two tracks in use, all trains must, (unless specially directed and authorized by the Chief Train Dispatcher, or unless, from some cause, that track is not passable) take the left hand track. When the left hand track is obstructed and it becomes necessary for trains to use the right hand track, such arrangements will be made by the Chief Train Dispatcher by train orders, as per Forms of orders shown in rules for the movement of trains by telegraph orders. Trains running against the current of traffic will look out for section men, etc.

In case
left hand
track ob-
structed.

This must not be considered as relieving conductors from flagging themselves on the right hand track, if the left hand track becomes obstructed, when from a break in the telegraph wires, or from other causes, they are unable to communicate with the Chief Train Dispatcher.

121. If a train, from any cause, is obliged to back up, a Flagman must be sent back in advance of the rear end of the train, AND

KEPT FAR ENOUGH IN ADVANCE OF THE TRAIN to insure absolute safety against a collision with any train that may be approaching and great care exercised to prevent accident.

122. Cars must never be backed at stations and in freight yards, or on ore docks, or pushed ahead of an engine, unless there is a man on the forward car, or on the ground ahead of the forward car, or in a position to know that way is clear and to give signals.

123. When ore trains are being backed into the mines or about the yards, trainman must be between the last two cars in train, with hose disconnected, and be ready to pull the air when approaching any obstruction, or in case the engineman can not readily see the signals as given; and in the handling of such trains it should be first known that the air is connected and working throughout the train.

124. Trains must be cut after occupying public highway five minutes. In no case must any portion of the highway be obstructed by engine or cars.

Occupying
highway.

125. Work trains will be run as extras under special orders and will be assigned working limits.

126. Conductor of work train must know, before starting out that all trains due during the previous 12 hours, have arrived. At the end of each day's work the conductor must leave, addressed to the Roadmaster and Chief Train Dispatcher, at the first open telegraph office, the following information:

Work
trains.

Time began work, time laid up, number of engine, number of miles run, number of miles on time report, total number of cars in service, total number of cars loaded and unloaded, giving points where loaded and where unloaded and contents of cars, and nature of work, and also state their working limits for following day.

Main track
right
expires.

127. Unless otherwise ordered, trains terminating at any point, whether by schedule or by special order, will have no right to the main track, beyond the first switch reached of the siding designated by the rule or special order. When necessary to go beyond the first switch, such trains must protect themselves.

Care at
stations
where
passengers
train
standing.

128. Trains must not pass between a station and a passenger train standing at a station receiving or discharging passengers; but may pass on an outer yard track by stopping before the passenger train is reached, and proceeding slowly.

Observe
trains on
opposite
track.

129. Enginemen and Trainmen must observe trains on the opposite track, and if they are running too closely together, call attention to the fact (see rule 14n).

Responsi-
bility for
switches.

130. Conductors will be held responsible for the proper adjustment of the switches used by them and their brakemen, except where switch tenders are stationed.

Switches must be left in proper position after having been used.

130a. A switch must not be left open for a following train unless in charge of a trainman of such train.

All switches must invariably be thrown by hand.

130b. When switches are thrown the party throwing them must examine points to see that they are properly closed; and particular care must be used in snowy weather, and at any time when switches work unusually easy or hard, they must be carefully examined to see that they are in safe condition.

Report
defective
switches.

130c. If any switch upon the main track is found to have a defective lock, it must be reported at once to the Superintendent by the Conductor, Engineman, or whoever has discovered it.

131. Switches must be set for dead rails over track scales when same are not in use for weighing purposes, and trains must not

be run on live rails over track scales except for the purpose of weighing.

Stop
before
reaching
switch.

132. All trains must come to a stop before entering or leaving sidings, in order to allow the switches to be opened and closed with safety.

When a train backs into a siding to meet or to be passed by another train, the Engineman, when his engine is into clear, must see that the switch is properly set for the main track.

Engine-
men ob-
serve
switches

133. Running switches will not be made, except when absolutely necessary, and then not until every precaution has been taken to prevent accident. If such is found necessary trainmen must know that hand brakes are in good working order and will, when properly applied, control the car.

Running
switches.

133a. It must also be known that there is sufficient distance between the cut in cars so switch can be properly thrown, as well as to know that there is sufficient distance in which to control the car or cars, being switched, with hand brakes.

134. It is positively forbidden to detach cars or engines from trains in motion, except while switching at stations, or when switching and making up trains in yards.

Detaching
cars.

135. During foggy, thick or stormy weather, if delayed on any part of the road, trains will not attempt to make up time; extraordinary precaution must be taken both at switches and at places where the right to proceed depends upon signals; inquiry must be made at stations and at junction points as to the time of leaving of preceding trains.

136. When snow plow or snow flanger is being run over double track, they must be stopped before meeting passenger or freight trains, and remain standing until such trains have passed.

Snow
plows and
flangers
stop.

Flanger
whistle
signals.

136a. When running snow flangers, enginemen will, on approaching public crossings, frogs, switches and bridges, blow one short blast of the whistle as a notice to raise the flanger, and after passing the same will give two short blasts of the whistle to drop the flanger.

Report by
telegraph.

137. Accidents, detention of trains, failure in the supply of water or fuel, or defects in the track or bridges, must be promptly reported, by telegraph, to the Superintendent and Chief Train Dispatcher.

138. No train shall leave a station without a signal from its conductor.

NOTE. — Enginemen, Trainmen, Operators, and all others, whose duties are in any way prescribed by them, shall provide themselves with a copy of the special rules governing block signaling.

RULES FOR MOVEMENT BY TRAIN ORDERS.

201. For movements not provided for by Timetable, train orders will be issued by authority and over the signature of the Chief Train Dispatcher. They must contain neither information nor instructions not essential to such movements.

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

201a. Transfers of orders from one dispatcher to another must be in writing in a book provided for that purpose, dated and timed, with complete list, referring to numbers, of unexpired orders; or, if done by telegraph, the above must be transmitted, and understanding returned, and "complete" given, before the authority is exercised by another person.

201b. An operator at a station going off duty and having unexpired orders in hand, will transfer them, referring to the numbers, to the relief operator, taking his receipt therefor.

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

203. Train orders will be numbered consecutively each day, beginning with No. 1 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 engineman, and also to any one who acts as its pilot. A copy for each person addressed must be supplied by the operator.

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

205. Each train order must be written in full in a book provided for the purpose at the office of the Chief Train Dispatcher; and with it recorded the names of those who have signed for the order; the time and the signals which show when and from what offices the order was repeated and the responses transmitted; and the train dispatcher's initials. These records must be made at once, and never from memory or memoranda.

206. Regular trains will be designated in train orders by their numbers, written in words and figures, as "No. Ten 10," or "Second No. Ten 10," adding engine numbers if desired; extra trains will be designated by engine numbers, or Conductor's name, as "Extra Seven Hundred Ninety-Eight 798," or "Extra Jones," and the direction "North" or "South." Time and numbers will be stated in words, duplicated in figures. Figures must not be surrounded by brackets, circles or other characters.

207. To transmit a train order, the signal "31" or 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, "31 north copy 5," or "19 south copy 2."

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. The several addresses must be in the order of superiority of trains, each office taking its proper address. When not sent simultaneously to all, the order must be sent first to the superior train.

209. Operators receiving train orders must write them in manifold during transmission and if they cannot at one writing make the requisite number of copies, must trace others from one of the copies first made.

209a. When necessary to "trace" an order the new or additional copy must be repeated the same as the original order.

210. When a "31" 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, and then write the time of repetition on the order. Each operator receiving the order should observe whether the others repeat correctly.

Those to whom the order is addressed, except enginemen, must read it aloud, then sign it and the operator will send their signatures, preceded by the number of the order, to the Chief Train Dispatcher. The response "complete," and the time, with the initials of the dispatcher on duty, will then be given by the train dispatcher. Each operator receiving this response will then write on each copy the word "Complete," the time, dispatcher's initials, and his (the operator's) last name in full, and then deliver a copy to each person addressed, except enginemen. **The person addressed in the order (except enginemen) must receive the order direct and personally from the operator.** The copy for each engineman must be delivered to him personally by the conductor, and the engineman must read it aloud to the conductor before proceeding.

210a. Conductors must show their orders to flagmen or rear brakeman, and enginemen to firemen, who are required to read them.

211. 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 dispatcher on duty, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word "complete," the time, dispatcher's initials, and his (the operator's) last name in full, and personally deliver a copy to each person addressed without taking his signature.

When a "19" train order restricting the superiority of a train is issued for it at the point where

such superiority is restricted, the train must be brought to a stop before delivery of the order.

212. A train order may, when so directed by the train dispatcher, be acknowledged without repeating, by the operator responding: "X; _____ (number of Train Order) _____ to _____ (Train Number) _____," with the operator's initials and office signal. The operator must then write on the order his initials and the time.

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

214. When a train order has been repeated or "X" response sent, 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 line fails before an office has repeated an order or has sent the "X" response, the order at that office is of no effect, and must be there treated as if it had not been sent.

215. The operator who receives and delivers a train order must preserve the lowest copy.

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

217. A train order to be delivered to a train at a point not a telegraph station, or at one at which the telegraph office is closed, must be addressed to

"C. and E. _____ (at _____), care of _____," and forwarded and delivered by the conductor or other person in whose care it is addressed. When form 31 is used "complete" will be given upon the

signature of the person by whom the order is to be delivered, who must be supplied with copies for the conductor and engineman addressed, and a copy upon which he shall take their signatures. This copy he must deliver to the first operator accessible, who must preserve it, and at once transmit the signatures of the conductor and engineman to the train dispatcher.

Orders so delivered must be acted on as if "complete" had been given in the usual way.

For orders which are sent, in the manner herein provided, to a train, the superiority of which is thereby restricted, "complete" must not be given to an inferior train until the signatures of the conductor and engineman of the superior train has been sent to the Chief Train Dispatcher.

218. When a train is named in a train order by its schedule number alone, all sections of that schedule are included and each must have copies delivered to it.

A meeting order must not be sent for delivery to trains at the meeting point, if it can be avoided; when it can not be avoided the order (except when put out at a terminal station) must contain the words "This order to Train No. _____ at _____," and special precautions must be taken by the Train Dispatcher and Operator to insure safety.

Under such conditions the operator will, upon receipt of the order, display a red flag by day or a red light by night where it can be plainly seen by the approaching trains. He will then (unless otherwise directed) "X" the order as per rule 212 and after "O. K." to the same is received and acknowledged, he will proceed to a point as far as possible, to the maximum of one thousand feet, in the direction of the train to which the order is addressed, and place ONE torpedo on the rail, on the engineman's side of the track, returning at once to his office.

219. Unless otherwise directed, an operator

must not repeat or give the "X" response to a train order for a train which has been cleared or of which the engine has passed his train-order signal, until he has obtained the signature of the conductor and engineman to the order.

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 become void when such train loses both right and schedule as provided by rule 82 and rule No. 4, or is annulled.

220a. When a conductor or engineman relieves another before completion of a trip they must exchange orders and, before proceeding, the conductor must compare orders with the engineman.

221. A fixed signal will be used at each train order office, for the purpose of governing trains. Where the semaphore is used the arm indicates "stop" in the horizontal position and "proceed" when in an inclined position. Trains will be governed by the semaphore blade extending to the right of the mast as seen from an approaching train. A train must not pass a signal while stop is indicated without a clearance card (Form 88).

Form 88.

DULUTH & IRON RANGE RAIL ROAD.

CLEARANCE.

This does not interfere with nor countermand any orders you may have received.

Should any train have orders TO HOLD AT any station "FOR ORDERS," the reception of this clearance does not release it, but in such cases REGULAR ORDERS MUST BE OBTAINED annulling the hold order or an order given to them in the form "——— may go."

Station Date.....19..

No orders for No..... Conductor.....

Except orders No.....

THE ORDERS IN WAITING ARE FOR

Train No..... Conductor.....

" "

" "

" "

" "

Operator Time.....

Received by Train No.

INSTRUCTIONS:—This form to be used at all Telegraph offices, and to be issued in triplicate—one copy to Engineman, one to Conductor, and the third to be retained by the Operator.

Conductor and Enginman MUST SEE that the Number of THEIR TRAIN is entered in the above form correctly.

Operators must have the proper appliances for hand signalling ready for immediate use if the fixed signal should fail to work properly. 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 Chief Train Dispatcher from the next open telegraph office.

When an operator receives the signal "31" or "19," followed by the direction, he must immediately display the stop signal for the direction indicated, and then reply "stop displayed," adding the direction; and until orders have been delivered or annulled the signal must not be restored to "proceed." While "stop" is indicated trains must not proceed without a clearance card (Form 88).

221a. Along single track the semaphore should indicate "stop" when there is an operator on duty, except when changed to "proceed" to allow a train to pass after getting train orders, or for which there are no orders. The signal must be returned to "stop" as soon as the train has passed. It must be fastened at "proceed" only when no operator is on duty.

Whenever an operator is operating his semaphore to allow a train to proceed he must HOLD the semaphore to "PROCEED" position until the markers of the train have passed the semaphore, when it will be returned to "stop" position. In so operating his semaphore he must not FASTEN it but must HOLD it until it is released by him to the "stop" position as above. It must only be FASTENED at "proceed" position when no operator is on duty.

Trains approaching semaphore stations will sound the station whistle, and then four short blasts of the whistle as a signal to the operator, who, if he has no orders on hand for trains moving in the same direction as the approaching train, will change the signal to "proceed" which will allow such train to proceed without stopping or receiving a clearance; but if the operator has orders on hand for any train moving in the same direc-

tion as the approaching train he must not change the signal to "proceed" until such orders have been delivered to such train, and all trains in that direction must stop at that station and conductors obtain a clearance or orders.

221b. Along double track the fixed signal shall indicate "stop" when trains are to be stopped for train orders. When there are no orders the signal must indicate "proceed."

222. Operators will promptly record and report to the dispatcher the time of departure of all trains and the direction of extra trains. They will record the time of arrival of trains and report it when so directed.

223. The following signs and abbreviations may be used:

Initials for signature of Chief Train Dispatcher and train dispatcher.

Such office and other signals as are arranged by the Chief Train Dispatcher.

C. & E. For Conductor and Engineman.

X. Train will be held until order is made "complete."

Cy. For Copy.

O. S. Train Report.

No. For Number.

Eng. For Engine.

Sec. For Section.

Pasgr. For Passenger.

Frt. For Freight.

Mins. For Minutes.

Jct. For Junction.

Dispr. For Train Dispatcher.

Opr. For Operator.

"9" Train Dispatcher's and Operator's signal to clear the line for train orders.

31 or 19. Train orders as provided in the rules.

S. D. For "stop displayed."

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

FORMS OF TRAIN ORDERS.

Form A. Fixing Meeting Points for Opposing Trains.

- (1.) _____ meet _____ at _____
 (2.) _____ meet _____ at _____ at _____
 (and so on.)

EXAMPLES.

- (1.) No. 1 meet No. 2 at "B."
 No. 3 meet 2d No. 4 at "B."
 No. 5 meet Extra 95 South at "B."
 Extra 652 north meet Extra 231 south at "B."
 (2.) No. 2 and 2d No. 4 meet Nos. 1 and 3 at "C" and Extra 95 north at "D."
 No. 1 meet No. 2 at "B" 2d No. 4 at "C" and Extra 95 south at "D."

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

Form B Directing a Train to Pass or Run Ahead of Another Train.

- (1.) _____ pass _____ at _____
 (2.) _____ pass _____ when overtaken.
 (3.) _____ run ahead of _____ to _____
 (4.) _____ run ahead of _____ until overtaken.
 (5.) _____ pass _____ at _____ and run ahead of _____ to _____.

Examples.

- (1.) No. 1 pass No. 3 at "K."
 (2.) No. 6 pass No. 4 when overtaken.
 (3.) Extra 95 south run ahead of No. 6 "M" to "B."
 (4.) Extra 95 north run ahead of No. 3 "B" until overtaken.
 (5.) No. 1 pass No. 3 at "K" and run ahead of No. 7 "M" to "Z."

When under (1) a train is to pass another both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

Under (2), both trains will run according to rule until the second-named train is overtaken and then arrange for the rear train to pass promptly.

Under (3), the second-named train must not exceed the speed of the first-named train between the points designated.

Under (4), the first-named train will run ahead of the second-named train from the designated station until overtaken, and then arrange for the rear train to pass promptly.

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

Form C. Giving Right to a Train Over an Opposing Train.

_____ has right over _____ to _____

Examples.

- (1.) No. 1 has right over No. 2 "G" to "X."
 (2.) Extra 37 south has right over No. 3 "F" to "A."

This order gives 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.

Under (1), if the second-named train reaches the point last named before the other arrives, it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the Rules.

Under (2), the regular train must not go beyond the point last named until the extra train has arrived, unless directed by train order to do so.

Form E. Time Orders.

- (1.) ——— run ——— late ——— to ———
 (2.) ——— run ——— late ——— to ——— and
 ——— late ——— to ——— etc.
 (3.) ——— wait at ——— until ——— for ———
 (4.) ——— wait at ——— until ———
 ——— until ———
 ——— until ———

Examples.

- (1.) No. 1 run 20 mins. late "A" to "G."
 (2.) No. 1 run 20 mins. late "A" to "G" and 15 mins late "G" to "K" etc.
 (3.) No. 1 wait at "H" until 10:00 a. m. for No. 2.
 (4.) Nos. 1 and 3 wait at "N" until 10:00 a. m.
 "P" until 10:30 a. m.
 "R" until 10:55 a. m. etc.

(1) and (2) make the schedule time of the train named, between the stations mentioned, 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.

Under (3), 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.

Under (4), the train (or trains) named must not pass the designated points before the times given.

Other trains receiving the order are required to

run with respect to the time specified at the designated points or any intermediate station where schedule time is earlier than the time specified in the order as before required to run with respect to the schedule time of the train (or trains) named.

All of these examples may be used in connection with an extra train created by example (3) of Form G and the times at each point stated in that example have the same meaning as schedule times in the foregoing examples.

Form F. For Sections.

- (1.) ——— display signals and run as ———
 to ———.
 (2.) ——— run as ——— to ———.
 (3.) ——— display signals ——— to ——— for
 ———
 (6.) ——— is withdrawn as ——— at ———.
 (7.) ——— instead of ——— display signals and
 run as ——— to ———.
 (8.) ——— take down signals at ———.
 (9.) ——— and ——— reverse positions as
 ——— and ——— to ———.

Examples.

- (1.) Eng. 20 display signals and run as 1st No. 1 "A" to "Z."
 (2.) Eng. 25 run as 2d No. 1 "A" to "Z."
 (3.) No. 1 display signals "A" to "G" for Eng. 65.
 2d No. 1 display signals "B" to "E" for Eng. 99.

These examples may be modified as follows:

- (4.) Engs. 20 25 and 99 run as 1st 2d and 3d No. 1 "A" to "Z."

Example (1) is to be used when the number of the engine for which signals are displayed is unknown and is to be followed by example (2), both being single order examples.

Under examples (2) and (3) the engine named will not display signals.

Under example (4) the engine last named will not display signals.

For changing sections:

To add an intermediate section the following modification of example (1) will be used:

(5) Eng. 85 display signals and run as 2d No. 1 "N" to "Z." Following sections change numbers accordingly.

Under (5) Engine 85 will display signals and run as directed and following sections will take the next higher number.

To drop intermediate section the following example will be used:

(6.) Eng. 85 is withdrawn as 2d No. 1 at "H." Following sections change numbers accordingly.

Under (6) Engine 85 will drop out at "H" and following sections will take the next lower number.

To substitute one engine for another on a section, the following will be used:

(7.) Eng. 18 instead of Eng. 85 display signals and run as 2d No. 1 "R" to "Z."

Under (7) Engine 85 will drop out at "R" and Engine 18 will run as directed.

If Engine 85 is last section the words "display signals and" will be omitted. Following sections need not be addressed.

To discontinue the display of signals the following example will be used:

(8.) 2d No. 1 take down signals at "D."

Under example (8) 2d No. 1 will take down signals as directed and a following section must not proceed beyond the point named.

To pass one section by another, the following will be used:

(9.) Engs. 99 and 25 reverse positions as 2d and 3d No. 1 "H" to "Z."

Under (9) Engine 99 will run ahead of Engine 25 "H" to "Z," and, if necessary, both engines will arrange signals accordingly. Following sections, if any, need not be addressed.

The character of a train for which signals are displayed may be stated. Each section affected by the order must have copies, and must arrange signals accordingly.

To annul a section for which signals have been displayed over a division or any part thereof, when no train is to follow the signals, Form K must be used.

Form G. Extra Trains.

- (1). Eng. _____ run extra _____ to _____.
 (2.) Eng. _____ run extra _____ to _____ and return to _____.

Examples.

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

Under (2) the extra must go to "F" before returning to "C."

- (3.) Eng _____ run extra leaving _____ on _____ as follows with right over all trains:

Leave _____.
 Leave _____.
 Arrive _____.

Example.

- (3.) Eng. 77 run extra leaving "A" on Thursday February 17th as follows with right over all trains:

Leave "A" 11:30 p. m.
 Leave "C" 12:25 a. m.
 Leave "E" 1:47 a. m.
 Arrive "F" 2:22 a. m.

This order may be varied by specifying the kind of extra and the particular trains over which the extra shall or shall not have right. Trains over which the extra is thus given right must clear the time of the extra five minutes.

Form H. Work Extra.

(1.) _____ works _____ until _____ between _____ and _____.

Examples.

(1.) Eng. 292 works 7 a. m. to 6 p. m. between "D" and "E."

Under (1), the work extra must, whether standing or moving, protect itself against extras 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:

(2.) Not protecting against (northward) extras..

(3.) Not protecting against extras.

Under (2), the work extra will protect only against (southward) extras. The time of regular trains must be cleared.

Under (3) protection against extras is not required. The time of regular trains must be cleared.

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

(4.) Work Extra 292 clears (or protects against) Extra 76 north between "D" and "E" after 2:10 p m.

Under (4), extra 76 north 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:

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

Under (5), 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, as prescribed by Rule 99. The regular train or trains receiving the order will run expecting to find the work extra protecting itself.

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

(6.) Work Extra 292 has right over all trains between "D" and "E" 7 p. m. to 12 night.

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

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

Whenever extra trains are run over working limits, they must be given a copy of the order sent to the work extra. Should the working order instruct a work extra to not protect against extra trains in one or both directions, extra trains must protect, as prescribed by Rule 99, 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.

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

Form. J. Holding Order.

Hold _____.

Examples.

Hold No. 2.

Hold all (or ——— ward) trains.

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

"——— may go."

These orders will be addressed to the operator and acknowledged in the usual manner, and will be delivered to conductors and enginemen of all trains affected.

Form J will only be used when necessary to hold trains until orders can be given, or in case of emergency.

Form J1. Holding Order to Regular or Irregular Trains.

No. ——— will hold at ——— for orders.

EXAMPLE.

No. 1 will hold at B for orders.

A train receiving this order must not leave the station at which they were instructed to hold for orders until the order to hold is annulled, or an order given to them in the form.

"——— may go."

Form K. Annuling a Schedule or a Section.

——— of ——— is annulled ——— to ———.

Examples.

No. 1 of February 29th is annulled "A" to "Z."

2d No. 5 of Feb. 29th is annulled "E" to "G."

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

Form L. Annuling an Order.

Order No. ——— is annulled.

Example.

Order No. 10 is annulled.

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

Annulled by Order No. ———.

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

Form M. Annuling Part of an Order.

That part of Order No. ——— reading ——— is annulled.

Example.

That part of Order No. 10 reading No. 1 meet No. 2 at "S" is annulled.

Form 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.) ——— meet ——— at ——— instead of ———.
- (2.) ——— has right over ——— ——— to ——— instead of ———.
- (3.) ——— display signals for ——— ——— to ——— instead of ———.

Examples.

- (1.) No. 1 meet No. 2 at "C" instead of "B."
- (2.) No. 1 has right over No. 2 "G" to "R" instead of "X."
- (3.) No. 1 display signals for Eng. 85 "A" to "Z" instead of "G."

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

DOUBLE TRACK FORMS OF TRAIN ORDERS.**Form A. Fixing Meeting Points for Opposing Trains.**

Omitted. (Not applicable to Double Track.)

Form B. Directing a Train to Pass or Run Ahead of Another Train.

- (1.) _____ pass _____ at _____.
- (2.) _____ pass _____ when overtaken.
- (3.) _____ run ahead of _____ to _____
- (4.) _____ run ahead of _____ until overtaken.
- (5.) _____ pass _____ at _____ and run ahead of _____ to _____.

Examples.

- (1.) No. 1 pass No. 3 at "K."
- (2.) No. 6 pass No. 4 when overtaken.
- (3.) Extra 594 south run ahead of No. 6 "M" to "B".
- (4.) Extra 95 north run ahead of No. 3 "B" until overtaken.
- (5.) No. 1 pass No. 3 at "K" and run ahead of No. 7 "M" to "Z."

When under (1) a train is to pass another both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

Under (2), both trains will run according to rule until the second-named train is overtaken and then arrange for the rear train to pass promptly.

Under (3), the second-named train must not exceed the speed of the first-named train between the points designated.

Under (4), the first-named train will run ahead of the second-named train from the designated station until overtaken, and then arrange for the rear train to pass promptly.

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

Form C. Giving a Train the Right Over an Opposing Train.

Omitted. (Not applicable to Double Track.)

Form E. Time Orders.

- (1.) _____ run _____ late _____ to _____.
- (2.) _____ run _____ late _____ to _____ and _____ late _____ to _____ etc.
- (3.) _____ wait at _____ until _____
 _____ until _____
 _____ until _____

Examples.

- (1.) No. 1 run 20 mins. late "A" to "G."
- (2.) No. 1 run 20 mins. late "A" to "G" and 15 mins. late "G" to "K" etc.
- (3.) Nos. 1 and 3 wait at "N" until 10:00 a. m.
 "P" until 10:30 a. m.
 "R" until 10:55 a. m. etc.

(1) and (2) make the schedule time of the train named, between the stations mentioned 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.

Under (3), the train (or trains) named must not pass the designated points before the times given.

Other trains receiving the order are required to run with respect to the time specified at the designated points or any intermediate station where schedule time is earlier than the time specified in

the order as before required to run with respect to the schedule time of the train (or trains) named.

All of these examples may be used in connection with an extra train created by example (3) of Form G and the times at each point stated in that example have the same meaning as schedule times in the foregoing examples.

Form F. For Sections.

- (1.) _____ display signals and run as _____ to _____.
- (2.) _____ run as _____ to _____.
- (3.) _____ display signals _____ to _____ for _____.
- (6.) _____ is withdrawn as _____ at _____.
- (7.) _____ instead of _____ display signals and run as _____ to _____.
- (8.) _____ take down signals at _____.

Examples.

- (1.) Eng. 20 display signals and run as 1st No. 1 "A" to "Z."
- (2.) Eng. 25 run as 2d No. 1 "A" to "Z."
- (3.) No. 1 display signals "A" to "G" for Eng. 65.
- 2d No. 1 display signals "B" to "E" for Eng. 99.

These examples may be modified as follows:

- (4.) Engs. 20, 25 and 99 run as 1st, 2d and 3d No. 1 "A" to "Z."

Example (1) is to be used when the number of the engine for which signals are displayed is unknown and is to be followed by example (2), both being single order examples.

Under examples (2) and (3) the engine named will not display signals.

Under example (4) the engine last named will not display signals.

For changing sections:

To add an intermediate section the following modification of example (1) will be used:

- (5.) Eng. 85 display signals and run as 2d No. 1 "N" to "Z." Following sections change numbers accordingly.

Under (5) Engine 85 will display signals and run as directed and following sections will take the next higher number.

To drop an intermediate section the following example will be used:

- (6.) Eng. 85 is withdrawn as 2d No. 1 at "H." Following sections change numbers accordingly.

Under (6) Engine 85 will drop out at "H" and following sections will take the next lower number.

To substitute one engine for another on a section, the following will be used:

- (7.) Eng. 18 instead of Eng. 85 display signals and run as 2d No. 1 "R" to "Z."

Under (7) Engine 85 will drop out at "R" and Engine 18 will run as directed.

If Engine 85 is last section the words "display signals and" will be omitted. Following sections need not be addressed.

To discontinue the display of signals the following example will be used:

- (8.) 2d No. 1 take down signals at "D."

Under example (8) 2d No. 1 will take down signals as directed and a following section must not proceed beyond the point named.

The character of a train for which signals are displayed may be stated. Each section affected by the order must have copies, and must arrange signals accordingly.

To annul a section for which signals have been displayed over a division or any part thereof, when no train is to follow the signals, Form K must be used.

Form G. Extra Trains.

- (1.) Eng. _____ run extra _____ to _____.
- (2.) Eng. _____ run extra _____ to _____
and return to _____.

Examples.

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

Under (2) the extra must go to "F" before returning to "C."

- (3.) Eng. _____ run extra leaving _____ on _____ as follows with right over all trains:

Leave _____.

Leave _____.

Arrive _____.

Example.

- (3) Eng. 77 run extra leaving "A" on Thursday Feb. 17th as follows with right over all trains:

Leave "A" 11:30 p. m.

Leave "C" 12:25 a. m.

Leave "E" 1:47 a. m.

Arrive "F" 2:22 a. m.

This order may be varied by specifying the kind of extra and the particular trains over which the extra shall or shall not have right. Trains over which the extra is thus given right must clear the time of the extra 5 minutes.

Form H. Work Extra.

- Eng. _____ works on _____ track _____ to _____ between _____ and _____.

Example.

Eng. 292 works on northward track (or both tracks) 7 a. m. to 6 p. m. between "D" and "E."

Under (1), the work extra must, whether standing or moving, protect itself within the working limits against extras moving with the current of traffic on the track or tracks named, as prescribed by Rule 99. The time of regular trains must be cleared.

This form may be modified by adding:

- (2.) Not protecting against extras.

Under (2), protection against extra trains is not required. 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:

- (3.) Work extra 292 protects against No. 55 (or _____ class trains) between "D" and "E."

Under (3), the work extra may work upon the time of the train (or trains) mentioned in the order and must protect against such train (or trains) as prescribed by Rule 99.

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

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

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

- (4.) Work extra _____ has right over all trains on _____ track between _____ and _____ M to _____ M.

Example.

- (4.) Work extra 275 has right over all trains on northward and southward tracks between "G" and "H" 7 p. m. to 12 night.

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

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

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

Form J. Holding Order.

Hold ———.

Examples.

Hold No. 2.

Hold all (or ——— ward) trains.

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

"———may go."

These orders will be addressed to the operator and acknowledged in the usual manner, and will be delivered to conductors and enginemen of all trains affected.

Form J will only be used when necessary to hold trains until orders can be given, or in case of emergency.

Form J1. Holding Order to Regular or Irregular Trains.

No. ——— will hold at ——— for orders.

EXAMPLE.

No. 1 will hold at "B" for orders.

A train receiving this order must not leave the station at which they were instructed to hold for orders until the order to hold is annulled, or an order given to them in the form.

"——— may go"

Form K. Annuling a Schedule or a Section.

——— of ——— is annulled ——— to ———.

Examples.

No. 1 of Feb. 29th is annulled "A" to "Z."

2d No. 5 of Feb. 29th is annulled "E" to "G."

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

Form L. Annuling an Order.

Order No ——— is annulled.

Example.

Order No. 10 is annulled.

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

Annulled by Order No. ———.

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

Form M. Annuling Part of an Order.

That part of Order No. ——— reading ——— is annulled.

Example.

That part of Order No. 10 reading Extra 263 north pass No. 1 at "S" is annulled.

Form 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.) ——— pass ——— at ——— instead of ———.

(2.) ——— display signals for ——— ——— to ——— instead of ———.

Examples.

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

(2.) No. 1 display signals for Eng. 85 "A" to "Z" instead of "G."

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

Form R. Providing for a Movement Against the Current of Traffic.

_____ has right over opposing trains on _____ track _____ to _____.

Example.

(1.) No. 1 has right over opposing trains on No. 2 (or southward) track "C" to "F."

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.

Under this order the designated train must use the track specified between the points named and has right over opposing trains on that track between those points. Opposing trains must not leave the point last named until the designated train arrives.

An inferior train between the points named moving with the current of traffic in the same direction as the designated train must receive a copy of the order, and may then proceed on its schedule, or right.

This order may be modified as follows:

(2.) After _____ arrives at _____ _____ has right over opposing trains on _____ track _____ to _____.

Example.

After No. 4 arrives at "C" No. 1 has right over opposing trains on No. 2 (or southward) track "C" to "F."

Under (2), 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.

Form S. Providing for the Use of a Section of

Double Track as Single Track.

_____ track will be used as single track between _____ and _____.

If it is desired to limit the time for such use add (from _____ until _____).

Example.

No. 1 (or northward) track will be used as single track between "F" and "G."

Adding if desired

from 1 p. m. to 3 p. m.

Under this order all trains must use the track specified between the stations named and will be governed by rules for single track.

Trains running against the current of traffic on the track named must be clear of the track at the expiration of the time named, or protected as prescribed by Rule 99.

GENERAL REGULATIONS FOR EMPLOYES ASSISTANT SUPERINTENDENT.

300. The Assistant Superintendent reports to and receives instructions from the Superintendent.

In the absence of the Superintendent the Assistant Superintendent will act in his place, and will perform such other duties as the superintendent may from time to time direct.

He will exercise a general supervision over all trainmen, and discipline them for violation of rules or neglect of duty, reporting his action to the Superintendent.

He will, subject to the approval of the Superintendent, employ brakemen, appoint flagmen, and must personally conduct the prescribed examination of trainmen in every grade of train service, and recommend men to the Superintendent for appointment as Conductors and Enginemen.

When employing any person for train service he must, before assigning him to duty, see that his application is made on the proper form, and must further see that the applicant is familiar with the prescribed train signals, and that he passes the required examination as to sight, hearing, and color sense.

He must report all neglect of duty on the part of employees, and anything that may interfere with the prompt and safe working of the road, together with any action taken by him in relation thereto.

He must make frequent inspections of all train equipment, and of all special order books, bulletin boards, train and standard time registers, Conductors' and Enginemen's files of special orders, and see that the rules relating thereto are complied with.

Reports to

Acting for

Sup'rvisi'n
of train-
men.Employ
trainmen.Applica-
tions and
examina-
tions.Report
neglect of
duty.

When trains are detained by accident or obstruction, he must go at once to the place and take general charge of clearing the road, and see that proper precautions are taken to insure the safety of trains and property.

Clearing
obstruc-
tions

CHIEF TRAIN DISPATCHER.

301. The Chief Train Dispatcher reports to and receives his instructions from the Superintendent.

Reports to

He will have charge of the train dispatchers, telegraph operators and line repairers, and may discipline such employees for neglect of duty, reporting his action and reason therefor to the Superintendent.

In charge
of

He will, subject to the approval of the Superintendent, employ all train dispatchers, telegraph operators and line repairers, and shall conduct the required examinations of such employees before assigning them to duty.

Will em-
ploy

He must, before assigning an employee to duty, see that his application has been made on the proper form.

Applica-
tions

He must see that unnecessary business is excluded from the line; that the rules for the movements of trains by telegraphic orders are complied with; that each conductor and engineman receives a copy of each new time table issued, before he is permitted to go upon the road.

Enforce
regulati'ns

He must see that all train orders are issued in accordance with the prescribed forms; he will also go over the road as often as convenient, and give special attention to the condition of instruments, wires and train order signals.

TRAIN DISPATCHERS.

Report to. 302. Train Dispatchers report to and receive their instructions from the Chief Train Dispatcher.

Duties prescribed. They will issue orders for the movement of trains in the name of the Chief Train Dispatcher.

They will see that all train orders are transmitted and recorded according to the prescribed forms and rules, and will keep a careful record of the movement of trains over their districts; they will enter on the train sheet the information required by its form.

Transfer of orders to relief dispatchers. Each Train Dispatcher going off duty, must enter in ink, on the Train Dispatcher's Transfer Book, a transfer of the orders that have not been fully executed, and must see that all such orders, and all instructions pertaining thereto, are fully understood by the relieving Train Dispatcher.

Care in sending orders. They must use care in sending telegraphic orders, and must not transmit an order faster than the receiving operator can take and plainly write it.

Relief of dispatcher and Operator. A train dispatcher and the operator working with him, must not both be relieved at the same time.

Transmission of time. Train Dispatchers will see that nothing but "clear circuit" signal "3" is allowed to interfere with the transmission of time, as provided in rule 1a.

Have orders ready. They will anticipate the necessity for train orders as far as possible, and have them ready for delivery immediately on arrival of trains.

PASSENGER CONDUCTORS.

303. They will report to and receive their instructions from the Assistant Superintendent, and they must conform to instructions issued by the General Passenger Agent and Auditor, with respect to matters pertaining to their departments. They must obey the orders of the Yardmasters in their respective yards.

Report to.

304. They must have charge of their trains and are responsible for the safety, prompt movement and proper care of the same; for the proper position of switches used by their trains; for the conduct of the men employed thereon; for the heating and ventilating of the cars, and for the signals, lamps and tools, entrusted to their care. They must wear the prescribed uniforms and badges.

In charge of.

305. They must be familiar with the duties of enginemen, firemen, baggagemen, brakemen, parlor and sleeping car conductors and porters, mail agents, express messengers, and news agents, and enforce the rules applicable to them on their trains, and report any insubordination, neglect of duty or misconduct.

Familiarity with duties of others.

306. They shall have oversight of news agents, not allowing more than one such at a time to ply his vocation on a train. They will require news agents to be neat and clean in their person and dress, to wear the prescribed uniform, and to be polite to passengers and others with whom they come in contact. They will permit news agents to carry their boxes in smoking cars only.

Oversight of news agents.

307. They must not permit gamblers or confidence men to practice their vocations on trains.

Prohibit gambling.

Register
trains, ex-
amine bul-
letin books

308. They must examine Bulletin Books and Registers before starting on, and at the end of, each trip. They must personally register their trains at all specified registering points unless otherwise specially directed.

Reliable
watches.

309. They must have reliable watches, regulated to the standard clock, and under no circumstances run with a watch that has not been examined and passed inspection, within the period named by this company, in accordance with rule 2.

Train time
of connect-
ing roads

310. They must familiarize themselves as to the time of trains carrying passengers on all connecting roads.

Current
time tables
of this and
other com-
panies.

They must provide themselves with, and have at hand while on duty, all Time Tables in force issued by this company, as well as those governing the tracks of other railroad companies upon which they run, and while upon the tracks of such other railroad companies, they will be governed by the rules and regulations of the same, except that all trains of the Duluth & Iron Range Railroad Company, between N. P. Jct., and switch connecting with Duluth Union Depot, will be governed by the rules of the Duluth & Iron Range Railroad Company.

Report for
duty

311. They must report for duty at least thirty minutes before leaving time of their train, and when necessary assist in the switching and making up of the same.

Compare
time.

312. They must compare time with the enginemen of their trains, and know that they are provided with the time tables and a full set of signals.

Inspection
of cars.

313. They must know that the cars in their trains have been inspected, cleaned and properly equipped, and that the brakes and other appliances are in proper working order.

314. The doors of all coaches hauled in service in regular passenger trains shall be kept unlocked while train is in motion.

315. Conductors will require all closet doors to be locked approaching important stations or terminals.

316. Conductors will not permit baggage, express or other cars containing freight, to be placed in the rear of an occupied passenger, boarding or other car containing employes, upon any train, except when specially so ordered.

Freight
cars in pas-
senger
trains.

317. They must see that passengers are not allowed to stand on the platforms of cars, nor to ride in the baggage, express or mail cars, lean out of the coach windows, nor to violate any other rule of the company.

Passengers
not allow-
ed on plat-
form of
cars, etc.

318. They must pass entirely through the trains for the collection of tickets and fares, after leaving each station where their trains stop, and, where stops are at long intervals, they must frequently pass through to look after the comfort of the passengers, and to see that the trainmen are performing their duties.

Pass thro
trains.

319. They must require a ticket, pass or cash fare from every person on the train, except such officers of the company, whom the rules governing free travel, permit to ride without presenting free transportation, and the employes on duty on the train.

Collection
of tickets
passes
and fares.

320. Should a person be found upon a train without a ticket or pass, he must be required to pay fare, and in case he refuses to do so, he should be ejected from the train, only such force being used as is sufficient for his removal, and in no case with unnecessary violence, harsh language, or display of ill temper, or while the train is in motion. The ejection must be made by the Conductor and trainmen as an act of legal duty, and only in a reasonable manner and in a proper place. It should not be in such a place, in such weather, or at such unreasonable hours of the night, as might ordinarily endanger

Ejection.

Special
conditions
as to time,
place, etc.

the health or safety of the person ejected. The person ejected must not be a child of tender years, a person of unsound mind, or a person in such feeble or helpless condition as to be unable to take care of him or herself at the point of ejection.

Return of ticket or fare.

If a ticket or fare has been taken from a person requiring such action, Conductors should return the ticket properly endorsed for the balance of the journey, or should tender back to such person the regular fare for the uncompleted portion of the journey, and in all cases should obtain the names and addresses of all witnesses, and report the facts and witnesses names as soon as possible, to the Superintendent.

Names and addresses of witnesses.

If Ticket is invalid or fare is refused.

In ejecting a passenger holding a limited ticket, the time for which it is good for passage having expired, or a ticket which under the rules of the company, does not entitle him or her to passage, and refusing to pay his or her fare, Conductors must be governed by the rules as to the place, state of the weather, force used, condition of the passenger, and the time of the ejection. In all cases where it may be necessary under this rule to eject a person from a train for refusing to pay fare, Conductors should first try to induce the person so refusing, to leave the train peaceably and without force, and on his failure or refusal to do so, they must follow the instructions given.

First try peaceable means.

Optional action of conductor. Report all ejections

If in any event, a Conductor shall consider it his duty, for particular reasons, to permit a passenger to remain on his train, contrary to the letter of the foregoing instructions, a complete and explicit statement to that effect must be made in writing to the Superintendent, giving the reasons for such action. A similar statement must also be made when a passenger is ejected from the train.

321. It is the duty of Conductors to protect passengers who are lawfully on their trains, from rudeness, threatened violence, abusive or obscene language; and any passengers acting in a disorderly manner, or who may annoy other passengers as stated above, may be, whether provided with ticket or not, ejected from train as provided in rule 320.

Protect passengers etc.

322. Tickets of every description that are collected must be sent to the Auditor.

Disposition of tickets.

323. Conductors will pass free over this company's lines, without ticket or pass, such officers and heads of departments of this company as may be, from time to time, indicated by instructions issued by the General Manager, also Post Office Department officials on their credentials.

Free transportation.

324. They will permit no person to remain standing if it can be avoided; and will permit no persons to occupy more seats than their tickets entitle them to, unless there is room for all.

Seat passengers.

325. If compelled, by accident, or other cause, to move at an unusual slow rate of speed, or to stop their trains on the main track, they must take immediate action to secure the safety of their own train, and trains approaching in either direction. They must constantly keep in mind that nothing will justify a collision between trains, and that the prompt use of signals according to the rules will prevent it. When they have taken every precaution to insure the safety of their own, and approaching trains, they will then report to the Superintendent from the nearest open telegraph station. At stations, where only day operators are employed, the addresses of such will be found in the windows of telegraph offices, visible from the outside, so that they may be called by conductors in cases of emergency.

Protection of trains.

Collision unjustifiable.

Every precaution observed.

Running past a stopping point or making an unusual stop

Starting trains at stations.

In case of accident.

Articles left in trains.

Telegraphic train orders.

Not handle explosives

326. When a train runs past a station at which it should stop, or makes an unusual stop before reaching such a station, the Conductor must, before starting his train, see that passengers are warned not to alight before the train reaches the station platform and comes to a full stop. Conductors must exercise great care in all cases to prevent injury to any passenger. **THEY MUST NEVER START THEIR TRAINS AT STATIONS WHEN PASSENGERS ARE GETTING OFF OR ON.**

327. In case of serious accident to their trains, involving injuries to passengers, in addition to reports usually made, Conductors must endeavor to obtain a full list of the names and addresses of all passengers, and inquire of each whether he or she is injured, writing down the answers. When it is impracticably to get the names of all passengers, they should get those, at least, who were in the damaged cars.

328. All articles left in trains by passengers, should be marked, to indicate on what date and train they were found, and left with or sent to the Station Agent at Endion.

329. Conductors will in all cases acquaint their brakemen with the contents of all telegraphic train orders which they receive.

330. No gun powder, dynamite, nitroglycerine, or similar explosive articles shall be transported in any car attached to a train carrying passengers.

331. Conductors will notify the dispatcher's office of any trouble noticed on telegraph or telephone lines.

PASSENGER BRAKEMEN.

332. They report to and receive their instructions from the Assistant Superintendent. While on duty they are under the direction of their Conductors.

Report to

333. It is their duty to test and attend to hand brakes, to be provided with, take care of and properly display train signals; to attend to the lighting, heating and ventilating of the cars, and see that they are supplied with fuel, water and ice as may be required; to assist the conductor in the proper disposition of passengers, and in preventing them from riding on car platforms or violating other regulations provided for their safety, and in preserving order; and to assist in all other things requisite for the prompt and safe movement of trains, and the comfort of passengers.

Duties prescribed.

They must report in uniform for duty at least thirty minutes before the leaving time of their trains; assist in making up their trains if necessary; see that danger signals and extra supplies are in good order, and placed ready for use; and throw all switches used by their trains, where regular switch tenders are not stationed for that purpose.

Report for duty, assist in making up trains, etc.

334. They must not give a train a signal to start into or out of a siding until after the switch is turned and the lock or hook is in hasp, when they must take a position not less than FIFTEEN FEET from switch until the LAST WHEELS ARE ENTIRELY OFF THE SWITCH POINT. After closing switch they must examine points of switch to know that it is in proper position for the main track.

Handling switches, etc.

They must give proper attention to the wants of the passengers, avoiding unnecessary conversation.

When any stops are made for the purpose of discharging passengers, announcements should be made twice, inside the car, with the doors closed, and should be spoken distinctly and audibly, and while facing the passengers; at all stops, other than at stations and flag stops, special care should be taken to see that passengers do not leave train.

335. They must render all necessary assistance in handling baggage at stations, so far as consistent with their other duties, in order to prevent delay to their trains.

336. When not performing other duties they must station themselves at the end of the car where the Conductor's emergency valve is located, and will remain standing, unless seat nearest the door is vacant, when he may sit, but not otherwise.

Upon passenger trains where but one brakeman is employed, his position, as above, shall be in the rear car of the train.

337. At stations they must stand at the steps of the coaches of which they are in charge, for the purpose of giving information and assisting passengers, and at junction points, just previous to the departure of the train, they must pass through coaches and announce distinctly the names of the principal stations reached by such train; and at stations where there is no train caller, and where lunch rooms are located they must make such announcement in lunch room and waiting rooms.

THEY MUST INVARIABLY ASCERTAIN WHETHER ANY PASSENGERS ARE IN THE ACT OF GETTING OFF OR ON THE TRAIN AT THE OTHER END OF THEIR COACH BEFORE SIGNALING THE CONDUCTOR TO START.

Announce stations twice.

Assist in handling baggage

Position when disengaged.

Duties at stations, junction points.

Ascertain whether passenger getting off or on.

The rear brakeman (or flagman) must be provided with and display the required signals on the rear of the train, and in case of detention or accident, must immediately go back as per rule 99, without waiting for a signal from the engineman or instructions from the Conductor.

The front brakeman is charged with the duty of protecting the front of the train in like manner.

338. If the train should part the rear brakeman must immediately apply the brakes and stop the detached portion of the train, and then send forward the most reliable person he can command, to make danger signals until the front portion of the train comes back, while he protects the rear of the train as per rule 99.

339. The doors of all coaches hauled in service in regular passenger trains shall be kept unlocked while in motion.

340. They must see that all closet doors are locked approaching important stations or terminals.

TRAIN BAGGAGEMEN.

341. They report to and receive their instructions from the Assistant Superintendent. While on duty they are under the direction of their conductors. They must conform to the instructions issued by the Accounting and General Passenger Departments.

342. They are charged with receiving and taking charge of baggage on trains, and its correct delivery. They must handle baggage carefully, and are responsible for the safety of all matter entrusted to their care.

343. They must report for duty at least thirty minutes before leaving time, open the baggage car and receive the baggage deliver-

Protect train without notice

If train parts while in motion

Report to

In charge of

Report for duty, assist in making up trains

ed to them. They will assist in making up their trains if necessary.

Duties
prescribed

344. They will check every piece of baggage which is received at stations where there is no baggage agent, and charge for excess on the amount allowed each passenger, at extra baggage rates, remit the money, and report the same as directed. They must not carry anything unless it is checked, or way-billed, without permission from proper authority, excepting company material properly tagged and addressed.

Trans-
portation
of corpses.

345. Any corpse offered for transportation must be securely inclosed in a strong, tight box, and accompanied by all the certificates required by the laws of the states within which it is to be carried; except when shipped by express, it must be accompanied by a first class ticket to be taken up by the baggageman and handed to the Conductor, and must also be accompanied by a passenger.

This rule must not be deviated from except in cases of extreme emergency, when proper authority must be had from the Superintendent. Special instructions as to the requirements of the laws of the states above referred to, will be furnished by the Superintendent to all interested.

Un-
authorized
articles.

346. They must not carry packages, money or valuables, except such as they may be authorized to take charge of at fixed rates, nor receive any perquisite for special care of, or attention to, the transportation of baggage or other articles.

347. They must not unload baggage that has been checked to points where there is no agent, or where, by reason of the hour, the agent is absent, without first having received the duplicate check and detached the strap check from the baggage.

348. They must give special attention to the prompt delivery of United States mail pouches, and letters addressed to officers or agents. They will, while on duty, attend to the lights and stoves in baggage cars.

Unit-
ed States
mail, lights
and stoves.

349. They must not permit any one to ride in baggage cars, except officers of this railroad and the express company, and messengers and trainmen, in the discharge of their duties.

Unauthor-
ized per-
sons.

350. They must while on duty, remain in the baggage car, except when required by the conductor to perform other duties.

Position
while on
duty.

When necessary to leave the car they must see that all of the doors are locked.

351. When acting in any capacity other than baggageman, they will be governed by the rules applicable to such position.

Acting in
another
capacity.

YARDMASTERS.

352. They report to and receive their instructions from the Assistant Superintendent.

Report to.

They will also comply with the rules of station agents.

353. They have charge of the yards to which they are assigned, the movement of trains therein, and the entire force engaged in yard service.

In
Charge of.

354. They must see that Trainmen and engines are ready for duty; that trains are promptly made up and leave at the appointed times.

Train-
men and
engines
ready.

355. They must see that Conductors are furnished with Way Bills for cars leaving their stations; that Way Bills are received for cars arriving; that doors of loaded cars are properly secured, and that inspected cars requiring repairs, and so marked, are promptly set on proper track for repairs.

Way bills.

Crippled
cars.

356. Unless otherwise ordered, freight trains must be made up in the following order, commencing with the head end of train: Live stock, loads of ore, loads of lumber, coal etc., empty box cars, empty flat and oil tank cars.

Report
violations
of the rules

357. They must be familiar with rules of the freight service, and the duties of employes connected with freight trains; require the efficient discharge of those duties in their yards, and report all violation of the rules coming under their notice.

Trainmen
unfit for
service

358. They must not permit a train to start with any trainman or engineman, who is under the influence of liquor, or unfit for duty, nor fail to report such occurrences at once to the Assistant Superintendent.

359. They shall perform such other duties as may from time to time be assigned to them by the Assistant Superintendent.

YARDMEN.

Report to

360. Yardmen will report to and receive their instructions from the Yardmaster; while on duty they are under the direction of their engine foremen.

Handle
cars care-
fully

361. Yardmen must see that cars are handled carefully so as not to shift or damage lading, or damage draft rigging or other parts of the car; and must give enginemen proper signals, such as car signals and stop signals, so that enginemen can make the stop properly without too severe application of the brakes or straining the cars. Special care must be exercised in the handling of private cars and passenger equipment, and engine must not be detached from them until they are stopped.

Private
and passen-
ger cars

362. When handling cars they must see that brakes are properly released, so they do not slide the wheels; and also when cars are

left in any position where they are liable to start by gravity or wind pressure, they be properly secured by brakes.

Release
brakes

Particular attention of Yardmen is called to Rule 26 referring to car repairers' blue signals.

Car
repairer's
signals

363. Yardmen must not absent themselves from duty without making arrangements with their yardmaster sufficiently in advance so that their yardmaster can arrange for relief; and in case they wish transportation they must arrange for it through the Yardmaster in time so that the transportation can be received through the mail, as telegraph transportation will be furnished only in cases of extreme necessity.

Not absent
themselves
from duty

Trans-
portation

364. Extra yardmen must be on hand at the yard office each morning and evening from 6:45 to 7:00 o'clock so that they can be put to work if required; but any yardman who does not report for work without having previously received permission from the Yardmaster to be absent, must provide satisfactory excuse for such absence.

Extra men

365. They must not attempt to couple onto cars while they are against or near the block at end of docks, or in any other position where they are liable to be pushed off the end of track; but must first move the cars a sufficient distance from the end of track, with a chain or by hand, so that the cars will not be derailed or damaged.

Not couple
onto cars
near end of
track.

366. When loaded ore cars are placed in train Yardmen will see that the cars are coupled; also that the hose are connected and angle cocks properly turned.

Couple
cars and
hose

367. Unless otherwise ordered, freight trains must be made up in the following order, commencing with the head end of the train. Live stock, loads of ore, loads of lum-

Order
of making
up trains

Explosives ber, coal, etc., empty box cars, empty flat and oil tank cars. Cars loaded with explosives must be placed in center of train, AND NEVER HANDLED IN TRAIN CARRYING PASSENGERS.

Boarding cars. In handling company Track Department or Bridge & Building Department boarding cars, they must be placed near rear end of train.

Not occupy main track without train order 368. Yardmen will not occupy main track outside of yard limits without train order.

Rights to main track in yards. 369. Whenever necessary to do so, yard engines may occupy main track in yards, between yard limit boards, without any extra precaution as to protecting themselves. This right, however, does not justify them in delaying first class trains, and they will be expected to so arrange their work that freight trains will not be stopped or delayed on the main track within yard limits.

Trains under control. 370. All trains will, therefore, approach yard limits under control, expecting to find yard engines or trains occupying the main track between yard limit boards.

Cut in air. 371. When handling more than ten cars the air must be cut in next to the engine on at least one fourth the number of cars. Engine Foremen will see that hose on such cars are connected and air cut in so they can be supplied without delay.

Public crossings 372. Road crossings in yards must not be obstructed longer than five minutes at any one time, and in pushing cars over road crossings in yards there must be a man on the leading car, or on the ground ahead of the car, to signal the enginemen in case of necessity.

Spotting cars on and pulling empties from docks. 373. The greatest care must be used by Engine Foremen and Yardmen in spotting cars on or pulling cars from the docks, to first know that men are not at work on or about the cars. Yardmen are expected to walk the entire length of any string of cars which is

to be moved on the docks, and before giving signal to move same, ascertain that men are clear from about the cars, and to note that the track is not obstructed. It is necessary, as far as possible, to note both sides of the train of cars.

374. Yardmen will, whenever practicable, give signals on the Engineman's side of the engine. This rule will not in any way relieve the firemen from watching for signals. **Give signals on enginman's side.**

375. In switching, Foremen will see that cars are left on tracks so they safely clear cars or engines that might be moved on other tracks. In making up trains they must leave room enough so that if the cars are moved a short distance when the engine couples onto them, or detached portions of the train are coupled up, that they will not move beyond the clearance point of another track. **Leave clearance.**

376. They will see that cars loaded with logs, piling, etc., are so placed that their load does not extend out so as to foul other tracks. **Logs, etc.**

377. They must be conversant with grades and the physical characteristics of their yards, buildings, platforms, trestles, and structures at mines, sawmills and other places, that will not clear them on side or top of cars. **Conversant with condition of yards.**

378. In moving wrecking outfit, pile drivers, steam shovels, log loaders, etc., they must see that they clear all telegraph and telephone wires. **Care in moving special equipment.**

379. They must examine Bulletins daily. **Examine bulletins.**

380. Before cutting off cars they must KNOW that brakes are in good order; they must also know that foot-boards on engines are in good order, and pay particular attention to switches being properly set and keepers in place. **Condition of brakes.**

381. Where switch houses are provided,

Keep premises clean.

Observe rules for other employes.

allow no unauthorized person to be in or about them. Keep the premises in clean and neat condition.

382. Observe rules for conductors and other classes of employes, so far as they relate in any way to the proper discharge of their duties.

FREIGHT CONDUCTORS.

Report to

383. They report to and receive their instructions from the Assistant Superintendent. They must obey the instructions of the Yardmaster and Station Agents.

In charge of.

384. They have charge of their trains, and are responsible for the safety, prompt movement and proper care of the same; for the conduct of the men employed thereon, and for the signals, lamps and tools entrusted to their care.

Familiar with duties of others.

385. They must be familiar with the duties of Enginemen, Firemen, and Brakemen, and enforce the rules applicable to them while on their trains, and report any insubordination, neglect of duty, or misconduct.

Register trains; examine bulletin books.

386. They must examine Bulletin Books and Registers, before starting on and at the end of each trip. They must personally register their trains at all specified registering points, unless otherwise specially directed.

Reliable watches

387. They must have reliable watches, regulated to the standard clock, and under no circumstances run with a watch that has not been examined and passed inspection within the period named by this company, in accordance with rule 2.

Current time tables of this and other companies.

388. They must provide themselves with and have at hand while on duty, all time tables in force issued by this company, as well as those governing the tracks of other railroad companies upon which they run, and

while upon the tracks of such other railroad companies, they will be governed by the rules and regulations of the same, except that all trains of the Duluth & Iron Range Rail Road Company, between N. P. Jct., and switch connecting with Duluth Union Depot, will be governed by the rules of the Duluth & Iron Range Rail Road Company.

389. They must report for duty at least thirty minutes before leaving time of their trains, and when necessary, assist in switching and making up of same.

Report for duty, assist in making up trains.

390. They must compare time with the Enginemen of their trains before starting, and know that they are provided with the time tables and a full set of signals.

Compare time, etc

391. They must see that the cars in their trains are in good order, before starting, and inspect them whenever they have an opportunity to do so. At points where car inspectors are employed they will not start their trains until the same have been inspected and their condition passed upon by said inspectors.

Inspect cars in trains

392. Before leaving a terminal, or any point where the make-up of the train is changed, they must see that the air brakes are tested before starting.

393. When cars are left on sidings, they must see that brakes are tightly set, and if left short of destination, report the same to the Chief Train Dispatcher.

Secure cars on sidings

So far as possible, all cars on sidings must be left coupled together, and air hose connected.

Couple cars on sidings

Cars must never be left standing on main track without a "31" order to do so.

394. They must not permit unauthorized persons or passengers to enter the cars or ride on their trains, unless directed by special rule or order to do so.

Not carry passengers

Carry man
in charge
of live
stock.

395. Persons in charge of live stock, perishable freight, or emigrant movables including live stock, must be provided with permits from proper authority, or stock contracts, and the Agent's notation on way-bill to "Pass man in charge free" will be considered authority to pass the man in charge.

Live stock
etc. picked
up where
no agent.

396. Whenever a shipment of live stock, perishable freight, or emigrant movables including live stock is picked up at a point where there is no agent, the conductor is authorized to pass one man in charge of each shipment of one or more cars, when such shipment is destined to any one point on the line of this road. In case portions of such shipment are destined to different points on this road, the Conductor is authorized to pass one man for each of such portions.

Way-bills

397. They must procure a way-bill from the Station Agent or Yardmaster, for every car with lading attached to their trains, and an empty slip for every empty foreign car, which they will deliver to the Station Agent or Yardmaster in charge where the freight or cars are left. Should the freight or cars be delivered at a point where there is no agent, the way-bills and empty car slips must be delivered to the agent at the next billing station beyond, except where special instructions govern.

Action at
non-billing
stations.

Not alter
way-bills.

398. They must not move loaded cars on way-bills that have been altered, unless proper authority for such alteration is shown on the face of the bills, and must not change car numbers on way-bills without authority.

Cars taken
from non-
agency
points.

399. They must not take loaded cars from points where there is no agent, unless furnished with a proper way-bill therefor, except on special instructions.

400. They must see that freight and cars are handled with care, and use every effort to prevent loss or damage; they must keep the doors of all cars, whether loaded or empty, closed and fastened, except when loading or unloading freight; they must not permit any unauthorized person to enter cars or handle freight.

Carefully
handle
freight.

Close car
doors.

401. After unloading from a car containing shipments for other stations, they must see that the freight remaining in the car is properly trimmed down and secured so as to prevent same from shifting or falling in the car and being damaged.

Trim down
and secure
freight.

402. When taking loaded cars from stations, or other points, they must examine and make full record of seals; if loaded cars are found without seals, or seals are broken to load or unload freight, at a point where there is an agent, they will have the agent seal the car; if at a point where there is no agent they will seal the car with their local punch.

Seal
records.

They will take seal record of cars set out at intermediate points and at terminals to see that seals have not been broken while in transit, and make a record of seals found broken, and report same to the Superintendent by wire.

403. They must make a full record in their Car Record Book of the seals on all cars when taken into their train, whether sealed by agents or themselves, also of all seals removed from or replaced on cars in transit, showing where broken and resealed, and of all seals remaining on cars when set out, and show same on freight train report in spaces provided for that purpose.

Record and
report
seals.

404. They must carefully check off, upon the way-bills, all articles unloaded from cars in their train, and if freight is over, short or damaged, a notation of the facts must be made on the face of the way-bill, over Con-

Check
freight.

Report
damage by
wire

ductor's signature, and wire report promptly sent, by the Conductor, to the General Freight Agent and the Billing Agent, giving full way bill reference.

Unload in
freight
houses, or
on plat-
forms.

405. Freight unloaded at points where there is a freight house, must be placed in such freight house and secured against loss or damage; if at a point where there is no freight house, it must be unloaded on station platform, or other usual and designated place; freight unloaded for lumber camps along the line must be unloaded on platforms, if such have been built, and must not, under any circumstances, be rolled or piled in ditches or other inaccessible places; and all freight unloaded at points where there is no freight house, must be piled so as to prevent, as far as possible, loss or damage from the elements.

Not unload
in ditches
or inaccess-
ible place

Protect
from
storm

Sign way
bills

406. They must sign all way-bills for freight and cars handled by them, showing train, date, and between what points handled.

Way-
bills for
disabled
cars and
cars set
out

407. Should a loaded car become disabled, or for any cause be left on a side track, or at a station where there is no agent, the conductor will deliver the way-bill to the agent at the next station, and endorse on the way-bill when, where and why the car was left, and report the facts to the Chief Train Dispatcher by wire. The same action should be taken by conductor when disabled car is left at station where there is an agent or operator, except that way-bill should be delivered to agent or operator at station where car is left.

Transfer of
freight in
transit.

408. Should it become necessary to transfer freight into other cars en route, note the facts on the way-bills, giving the number and initials of the cars into which freight is transferred, the date and name of station where transfer is made. Goods must be carefully checked from way-bills, noting on face of same the condition of property at time of

transfer, and conductor will sign his name in full, and keep a record of the transaction in his car record book.

409. Whenever they have cars, equipped with stoves, containing perishable freight, in their trains, they must see that there is a good fire in the stove before starting out and that good fire is kept burning, whenever temperature is below freezing. In case it becomes necessary to set out such car, containing perishable freight, at a station where there is an agent or operator, when temperature is below freezing, they must replenish fuel in stove and in addition notify the agent or operator, in writing, giving car number and initials. In case it becomes necessary to set out such a car at a point where there is no agent or operator, the conductor must see that the fire is given proper attention before he leaves the car, and, in addition, notify the Chief Train Dispatcher by wire from first telegraph station.

Keeping up
fires in
stoves in
cars con-
taining
perishable
freight

In case
set out
for any
cause.

410. They must refuse to take cars that in their judgment are unsafe to run, or are loaded beyond their authorized capacity or the proper limits of height or width, or the lading of which is not properly distributed or secured, notifying the Chief Train Dispatcher by wire in each case of refusal and the reason therefor, giving car numbers and initials.

Cars im-
properly
loaded.

411. The track scales of this Company are located at Endion, Two Harbors, Highland, Tower Junction, Ely and Biwabik; the scales at Endion, Tower Jct., and Ely are under the jurisdiction of the Western Railway Weighing Association, and Conductors should be careful to see that cars taken from a point between two track scales, and hauled to a point beyond a track scale, are weighed and the weights entered on the way-bills for the information of the billing agent.

Location
of track
scales.

Weigh
cars

When Stop
to unload

412. They must see that where a car is stopped in transit to partially load or unload, that the proper charge of \$3.00 is noted on the way-bill for each "stop," and where the "stop privilege" was not arranged, in advance, with the billing agent, advise the General Freight Agent promptly, in addition to making notation of the facts on way-bill.

Train book
entries;
seal re-
cords; fin-
ished train
books.

413. They must carefully enter in their train book, road and line initials of cars, whether loaded or empty, taken from and left at each station. In the same book they will keep a correct record of all seals, and when train book is filled they will send the same to the Chief Train Dispatcher promptly.

Report
improper
loading

414. If goods for way stations are inconveniently loaded or mixed, they should report the facts to the Assistant Superintendent.

Work at
stations.

415. In doing work at stations they must carry out the wishes of the agent in placing cars, etc.

Unreason-
able orders

If the Agent's orders are unreasonable, the facts must be reported to the Assistant Superintendent. Under no circumstances will they undertake to settle the matter by dispute.

Warn
persons
before
moving
cars.

416. In switching at stations and in yards, where it is necessary to disturb cars that are being loaded or unloaded, great care must be taken to warn all persons in the vicinity of the same, and opportunity given to get away from the cars, and out of danger, before cars are moved. When cars are so moved they must be returned to their original positions.

Conductor
incapaci-
tated.

417. In the event of the Conductor being disabled or otherwise incapacitated for duty, while on the run, one of the brakemen, if either have passed the required examination, will assume the duties of conductor to the end of the run, otherwise the Engineman will

take charge of the train to the next open telegraph station, where he will report and ask for further instructions.

418. If, for any reason, they are unable or fail to do work which they have been instructed to do, they will promptly advise the Chief Train Dispatcher by wire.

Report
failure to
do work.

419. Defective cars, which can be moved to destination by the use of chains, must not be set out at intermediate stations. When bad order cars are hauled behind caboose, in addition to other coupling appliances, they must be chained to rear of caboose. A full complement of chains must be carried for the above purposes. When arriving at the end of his run, or when leaving cars so chained, the Conductor will remove all chains so applied by him, UNLESS the Car Inspector provides him, then and there, with the proper number of chains to replace them.

Crippled
cars.

Full com-
plement of
chains.

420. Draw bars, car doors and other parts of equipment, that may become loose or broken off, must always be picked up and put into the car from which they came, or taken along and left with the car, so that the parts may be available when repairs are made.

Pick up
draw-bars
etc.

421. Conductors must report to the Superintendent all cars, with flat wheels, handled by them, stating where picked up and where set out.

Report
flat wheels.

422. They must call the attention of the repairer of cars, or of the station agent in his absence, to any damage which may have been done to the cars, or to any which may come to their knowledge, that it may be properly repaired, and will report all cases to the Superintendent in writing.

Report
defects.

423. Defects in air brakes, and brake-in-tows, must be reported on the prescribed forms as per instructions thereon.

Report de-
fects in
air brake.

Removal of
air hose

424. When air brake hose is removed from a car, attach a tag to the hose showing date removed, number and initials of car, and why removed.

Heating
journals.

425. They must use the utmost care to prevent the heating of journals. Any journal showing a tendency to heat, must receive immediate attention. They will require their trainmen to aid them in the examination of their trains.

Inflammable
stuffs

426. They must see that great care is used in the handling and loading of inflammable oils and empty oil barrels, and under no circumstances will they be loaded in refrigerator cars or with other freight that can be damaged by them.

Explosives

427. Cars or tanks, containing dynamite, powder, nitro-glycerine, oil or other inflammable substances, must, in no case, be hauled next to the engine or coupled to the caboose, when there are other cars in the train. They should be at least four cars from the engine and four cars from the caboose.

Powder
cards.

428. They must not handle cars containing dynamite, powder, nitro-glycerine, or other high explosives, unless such car has a POWDER card tacked on each end, over the coupler, and one on each side door, as notice to every one that the contents of the car is dangerous.

Not handle
on trains
carrying
passengers

429. No powder, dynamite, nitro-glycerine, or similar explosive articles, should be transported in any car attached to a train carrying passengers.

Not delay
train after
receiving
order to
proceed

430. They are positively forbidden to go to meals, or to delay their trains for any cause, after receiving an order which allows them to proceed, without first obtaining permission to do so from the Chief Train Dispatcher.

431. Cars loaded with live stock, perishable freight, merchandise, household goods, or other important freight, must be moved in preference to other cars; if necessary, unimportant cars must be set off to move such freight; when cars are thus set off in order to move important freight, a full report must be made to the Chief Train Dispatcher from the next open telegraph office, giving the number and kind of cars set off, where left, and destination of same. Special mention must be made in telegraphic train reports, of such high class freight in train.

432. Unless otherwise ordered, freight trains must be made up in the following order; commencing with the head of train: Live stock, loads of ore, loads of lumber, coal, etc., empty box cars, empty flat and oil tank cars.

433. If compelled by accident or other cause, to move at an unusually slow rate of speed, or to stop their trains on the main track, they must take immediate action to secure the safety of their own trains, and trains approaching in either direction. They must constantly keep in mind that nothing will justify a collision between trains, and that the proper use of signals, according to the rules, will prevent it. When they have taken every precaution to insure the safety of their own and approaching trains, they will then report to the Chief Train Dispatcher, from the nearest open telegraph station. At stations where only day operators are employed, the addresses of such will be found in the windows of telegraph offices, visible from the outside, so that they may be called by conductors in cases of emergency.

434. They must make every reasonable effort to acquaint their crews with the contents of all telegraphic train orders, as soon as possible after receiving them.

Perishable
freight.

Telegraphic report
of high
class
freight

Protection
of trains

Collision
unjusti-
fiable

Telegraphic
train
orders.

Conduc-
tor's po-
sition.

435. The proper place for a Freight Train Conductor, while his train is in motion, is in the cupalo of his caboose. He should not ride on the engine, except when absolutely necessary to facilitate the movement of his train.

Position of
trainmen.

436. They must see that their crews are so distributed over the trains as to control them most effectually and to be able to pass signals from any part of them to the engine-man. In cold or inclement weather they may allow their men to ride in the caboose or on the engine, as far as is consistent with safety, but in descending grades and when approaching and passing through stations or points at which the train may be required to stop, the trainmen must all be in proper positions on top of the train.

437. A trainman must always be on rear car while train is in motion, except on descending grades where necessary to set hand brakes.

Passing
through
stations.

Trainmen shall be out at stations and when passing through stations, if trains do not stop; will observe whether the order board is turned against them and look out for signals as the rear end passes the station.

438. Conductors of freight trains under headway, must, before passing a station or usual stopping place, give the engineman a "proceed" or "stop" signal as circumstances may warrant.

Responsi-
ble for
speed.

439. They will be held equally responsible with the engineman for the proper speed of their trains.

Report
trouble.

440. They will notify the dispatcher's office of any trouble noticed on telegraph or telephone lines.

FREIGHT BRAKEMEN.

441. They must report to and receive their instructions from the Assistant Superintendent. While on duty they are under the direction of the Conductor. They must obey the orders of the Yard Masters while in Yard Limits.

Report
to.

442. They are charged with the management of the brakes, and proper display and use of train signals; they must examine and know for themselves, that the brakes, brake connections, ladders, running boards, steps, etc., are in safe condition for use before using the same, and if not in such condition, report to the proper person and have them put in order before using. They are also required to use great caution in making couplings, and whenever making couplings with link and pin, they are required to use a coupling stick.

Duties
prescribed

Coupling
stick.

443. Upon requisition of their Conductor, they will be furnished a full set of train signals, which they must keep in good order and ready for immediate use.

Train
signals.

444. They must not give a train signal to start into or out of a siding, until after the switch is turned and the lock or hook is in hasp, when they must take a position not less THAN FIFTEEN FEET from switch, until the LAST WHEELS ARE ENTIRELY OFF THE SWITCH POINT. After closing switch they must examine point of switch and know that it is in proper position for main track.

Handling
switches.

445. They must report for duty at least thirty minutes before time for starting, and assist the Conductor in the switching and making up of their trains, when called upon to do so.

Report
for duty.
assist in
making up
trains,
etc.

They must assist in loading and unloading freight, and aid the conductors in inspecting the cars in their train, whenever they have an opportunity to do so.

Location
of brake-
men

446. When freight trains are in motion the post of the head Brakeman is on the engine or head end of the train; and the post of the rear Brakeman is on the rear end of the train, he must be provided with and display the required signals on the rear end of the train, and in case of detention or accident he must immediately go back, as per rule 99, without waiting for a signal from the engine-man or instructions from the conductor; the head Brakeman is charged with the duty of protecting the head of the train in like manner.

447. A trainman must always be on the rear car while train is in motion, except on descending grades where necessary to set hand brakes.

Passing
through
stations

448. Trainmen shall be out at stations, and when passing through stations, if trains do not stop; will observe whether the order board is turned against them and look out for signals as the rear end passes the station.

Use of
hand
brakes

449. Hand brakes must be applied so as not to slide the wheels, and they should be frequently changed to avoid heating the wheels.

Aid Con-
ductors

450. They must make themselves familiar with the duties of the Conductors, and aid them in the performance of their duties, and in watching their trains; and should a train part the rear Brakeman must immediately protect the train as per rule 99. If, for any reason, air brakes are not working, the first duty of the rear brakeman will be to stop the detached portion by the use of hand brakes, and then protect the train as per rule.

If train
parts

When
assisting
engine.

451. When an assisting engine is attached to the rear of a train, it will be considered as a part of the train, and it is the duty of the rear Brakeman to go back and protect it in case of accident or detention. Trainmen shall attend the switches at all points where assist-

ing engines are cut in or out, where it can be conveniently done by them, otherwise the fireman of the assisting engines are required to perform such duties.

452. They must in all cases be on the alert and respond promptly to the calls for hand brakes.

On approaching water and fuel stations they must be in position to promptly detach engines as well as to assist firemen in turning stand-pipes when engine takes water.

STATION AGENTS.

453. Station Agents report to and receive their instructions from the Superintendent. They will also obey the orders of the Assistant Superintendent, and comply with instructions issued by the Passenger, Freight and Accounting Departments, and by all general officers in matters connected with their official duties.

Report
to

454. They must acquaint themselves with the business interests of the people among whom they are situated, use all proper means to secure traffic and act with the view of accommodating the public and promoting the best interests of the Company, notifying the superintendent and heads of departments of anything affecting their departments, prejudicial thereto, or conductive to its good, present or prospective.

Promote
Company's
best
interest.

455. They have charge of and are responsible for the care of books, papers, buildings, sidings and grounds of this company at their respective stations; for the safety and care of all property entrusted to the company in the transaction of its business; and for the deportment of the employees at their stations. They must not divulge anything relating to the company's business, nor allow the books

In
charge
of.

of the office to be examined by any person except the proper officers of the company.

Absent from

456. They will not be allowed to absent themselves from duty, or leave their stations in charge of others, without special permission of the Superintendent.

Signals ready for use.

457. They must see that the operators employed at their stations are provided with the following set of signals, which they must keep in good order and always ready for immediate use, viz: One white, one red, and one combination green and white, flag; one white, one red, and one combination green and white lantern, and twelve torpedoes.

Preserve order.

458. They must preserve order in and about their stations, and keep the buildings and grounds connected with them clean, and in proper condition for the accommodation of passengers and the reception of freight. They will regulate the places where hacks, omnibuses, and other vehicles, shall be allowed to stand, and where the drivers thereof, or persons representing hotels, or other persons not in the employ of the company, shall remain while on the company's premises.

Hacks and omnibuses.

Clear tracks.

459. They must see that the main track and passing sidings at their stations are not obstructed by cars; that, at stations where there is no yardmaster, main track switches, (when not in actual use) are closed and securely locked and derail switches properly set for derail; that cars upon sidings are not left where they will obstruct the view of the main track by persons approaching public crossings; that all cars left upon sidings clear the main track and have their brakes securely set, and, when such sidings are on a grade, or the car brakes are defective, that the wheels are securely blocked; that their subordinates do not throw switches for incoming trains, except in response to signals therefor, or to avert accident; that all switch,

Main track switches.

Cars obstructing view.

Secure cars on siding.

signal and station lights, at their station are properly displayed; that no lumber, timber, freight or other material is piled within eight feet of the nearest rail of any main track, or within SIX FEET of the nearest rail of any side track; and, upon leaving their stations at night, that the main track is safe for passing trains, and all signals in proper position and condition.

Subordinates handling switches

Material piled near track.

460. They must see that all cars left at their station are unloaded and loaded promptly, and forwarded by the proper train. They will be held strictly accountable for all delays, and must collect demurrage as directed. They must see that cars are properly locked or sealed, and keep careful record of all seals in accordance with special regulations governing the same. They will order all cars, required for loading at their stations, or for connecting lines, from the Chief Train Dispatcher, and will keep him fully advised of all cars on hand not needed for immediate use.

Release cars.

Car supply.

461. They will not allow a car to stand upon the main track, without permission from the Chief Train Dispatcher in the form of a "31" order.

462. They must have their ticket offices open at least twenty minutes before the departure of any passenger train, and keep them open until the departure of such train, and they should make every proper effort to prevent passengers from getting upon the trains without tickets.

Ticket offices.

463. They must not sell tickets to points at which trains do not stop, nor for extra trains, without instructions to do so.

Sale of tickets.

464. They must not sell tickets to persons who are not in condition to take care of themselves, unless in charge of a competent person.

Receiving
freight.

465. They must not receive freight, which is not in condition for safe transportation, and destination, when necessary, plainly marked thereon. They must see that cars are properly loaded, and that lading does not exceed the authorized height, or width, or the marked capacity of the car, and they will decline to accept improperly loaded cars from connecting lines. They must see that all loads on flat or gondola cars are securely fastened in accordance with M. C. B. rules.

Loading
of cars.

Seal cars.

466. Agents must seal all box and stock cars loaded at their stations promptly when loaded, and keep a record of same, and also keep a record of seals on all box and stock cars arriving at or opened at their stations, and report the same on car reports. Special note must be made of all imperfect or missing seals, and freight in cars must be carefully checked and note made of any shortage, overage or bad order freight.

Care of
freight.

467. They must see that all freight, after being unloaded, is promptly removed into the freight rooms, and must notify consignees of the arrival of freight, requesting payment of charges, and immediate removal of such freight.

Undeliv-
ered
freight.

468. If agents are notified by consignor not to deliver freight, they must hold the same and ask the General Freight Agent for instruction. If a consignee refuses to receive his freight, they must notify the General Freight Agent, and, also the agent at the shipping point, who will immediately notify the consignor.

Levy on
freight

469. When a sheriff or other officer levies on any freight in the company's possession, the Agent must demand and obtain a copy of the writ, and require the officer to pay all charges, and receipt for the property, before surrendering possession of the same, and

must immediately telegraph all facts to the General Freight Agent.

470. If, when freight is checked from a car it is found to be damaged, or short of the billed quantity, the Agent should, if possible, procure some person to verify the record, making report of time seal was broken, position of freight in the car, and if damaged, probable cause of damage.

Damaged
freight

471. When a summons or other legal process against the company is served upon an Agent, he will write the date, hour, minute and manner of service thereon, over his signature, and forward the same immediately to the Company's Attorney, and in addition, will wire the Superintendent, Treasurer and Storekeeper that this has been done. When the time is short between the service of any process and the return day named therein, he must also wire the attorney, giving names of parties and the nature of the process.

Summons

472. They must furnish the Yard Master, or Conductor, regular or card way-bills for all freight forwarded. Regular way-bills for way freight in less than car loads, must accompany the car.

Way
Bills.

473. Special care must be taken of perishable freight. If liable to perish, the Agent must wire at once to the General Freight Agent for orders for disposal, failing to receive which, he must dispose of the same to the best advantage, and report fully to the proper officer.

Perish-
able
freight.

474. They must not permit persons, employees or otherwise, not regularly employed at their stations, to frequent their offices.

Persons in
offices

475. They will not allow the waiting, freight or baggage room, of their stations, to be occupied by persons not there upon business of their own or of the company, nor by disorderly or riotous persons.

Waiting
freight
or Bag-
gage
rooms.

Advertis-
ing
matter.

476. They will not permit any advertising matter, other than that relating to the Company's business, to be posted in or about stations, or other structures located on the company's property, without proper authority.

Packages
etc.
found.

477. They will report by wire to the Superintendent, any packages, etc., found in their waiting rooms, or left with them by passenger train crews or other employees; and, in the absence of instructions, will forward the same by the first train, addressed to the Agent at Endion, with a letter to him explaining all the circumstances.

Joint
service.

478. Agents, who, also act as agent for an express or other company, must give preference to the duties pertaining to the business of the railroad company.

Transportation
of
corpses.

479. Any corpse offered for transportation must be securely inclosed in a strong tight box, and accompanied by all the certificates required by the laws of the states within which it is to be carried; except when shipped by express, it must be accompanied by a first class ticket to be taken up by the baggageman and handed to the conductor, and must also be accompanied by a passenger.

This rule must not be deviated from, except in cases of extreme emergency, when proper authority must be had from the Superintendent. Special instructions as to the requirements of the laws of the states above referred to, will be furnished by the Superintendent to all interested.

480. When not otherwise provided for, they must carry the United States Mails between the mail cars and the post office, also transfer mails from trains to connecting lines at junctions when the distance is not greater than eighty rods.

481. They must use the utmost care to prevent United States mail pouches from

being rifled or stolen while in their charge. Pouches must not be left on the platform, in the waiting room, or in other exposed places, unprotected.

482. They must notify Postmaster of all changes of time tables affecting the local postal service, and must advise the Superintendent of all changes in location of post offices.

483. In case pouches are offered them without tags or marks to show the destination, they will refuse to accept such pouches, and report the occurrence by wire to the Superintendent.

Refuse
pouches

484. Freight, baggage, express and other articles must not be allowed to stand on depot platforms where they might cause accident or inconvenience to passengers or employes, or receive damage from the weather, or passing trains.

485. Shipments of game must not be received, without first complying with the State Laws governing the transportation of game, either in season or out of season, and Agents will be held strictly responsible for any deviation from this rule.

Shipment
of game.

486. Dynamite, nitro-glycerine and other explosive articles must not be shipped on trains carrying passengers; and must not, under any circumstances, be stored in warehouses or left lying about on station platforms, but must be loaded direct into car and car properly tagged with danger cards, one on each end, just above coupler, and one on each side door of car, and when such freight is received they must immediately notify the consignee and have same immediately removed. When such articles are received for shipment they will immediately notify the Chief Train Dispatcher and receive instructions as to what car such freight should be loaded into and arrange for its prompt movement to des-

tion. Care should be used to see that such freight is not received for shipment until it is definitely known that it can be promptly moved from station by train.

487. They must furnish conductors on arrival a complete list of all station switching to be done by them, and will report failure to properly perform the work.

STATION BAGGAGE AGENTS.

Report
to

488. They report to and receive their instructions from the Superintendent. They must obey the orders of Station Agents, and conform to the instructions issued by the Passenger, Accounting and Baggage Departments. It is the duty of the Baggage Agent to receive and check baggage, and deliver it to the Train Baggage man; take charge of baggage put off trains at his station; handle baggage carefully; be civil and obliging to passengers, and require them to show their tickets before checking their baggage, in order to avoid errors in route or destination. They must keep a supply of the necessary checks, secure them from theft or loss, and promptly return those belonging to other stations.

Duties
prescribed.

Baggage
checks.

TELEGRAPH OPERATORS.

Report
to

489. They report to and receive their instructions from the Chief Train Dispatcher. They must obey the instructions of the Station Agent, when they do not interfere with their duties as operators.

Duties
prescribed.

490. They are required to be constantly on duty during the hours assigned them, and must not leave their offices, nor change off without permission.

Offices will be in charge of day Operator, and where two or more are employed, one must be always on duty. Day or Night Operators must not leave their posts until relieved by each other, and they will instruct the one going on duty, in regard to the position of trains, and any unfinished business, making with ink, in a book provided for that purpose exclusively, a written transfer by numbers, of all orders that may be on hand not fully executed, and the relieving Operator will receipt therefor, in ink. The relieved Operator must see that such orders, and all business pertaining thereto, are fully understood by the relieving Operator.

491. Where there is no Night Operator, the Day Operator, on leaving at night, must, invariably place in the window of his office, where it can be read from the outside, a notice showing where he can be found during the night. He will respond to any emergency call, and will be required to be in his office whenever the interest of the company demands it.

492. Operators must not leave their offices when a train is at the station, unless required by business connected with the trains.

493. They must not permit any private line or instruments to be placed on the company's premises, nor change any instruments, or wires, from their established location; all such changes must be made by the line repairer. They must see that their offices are kept in a neat and orderly condition. They must keep their instruments and batteries in good working order, and will notify the Chief Train Dispatcher, when such need repairing.

494. They must keep the following set of signals, on good order, and always ready for immediate use, and use them strictly in accordance with the rules, viz: One white, one red, and one combination green and white

Day
operator's

Emergency
service.

Remain in
office.

Private
lines etc

Care of
offices etc

Signals
at hand.

flag; one red, one white, and one combination green and white lantern and twelve torpedoes.

Operate
semaphore.

495. Whenever an operator is operating his semaphore to allow a train to proceed he must HOLD the semaphore to "proceed" position until the caboose or rear car of the train has passed the semaphore, when it will be returned to "stop" position. In so operating his semaphore he must not FASTEN it but must HOLD it until it is released by him to the "stop" position as above. It must only be FASTENED at "proceed" position when no operator is on duty.

Transmission
of
time.

496. Standard time will be transmitted daily, except Sunday, from Northfield, Minnesota, Observatory, at 11 o'clock A. M., central time, and for this purpose all business on the wires will be suspended from 10 o'clock 56 minutes and 45 seconds A. M. until 11 o'clock A. M. (See Rule 515.)

Furnish
correct
time.

497. When requested by Trainmen or Track Foremen, for their benefit, they will procure from the Train Dispatcher's office, the correct standard time.

Register
of
trains.

498. They must keep a register of all trains passing their office, and the reports from such other offices as may be required.

Adjust
relays.

499. They must give particular attention to the adjustment of their relays, and be ready to receive train orders. When holding a train for orders, they must personally operate the signal, and not depend upon any one else to do so.

Personal
attention.

500. They must observe the rear of trains, and report at once to the Dispatcher, and the next telegraph office towards which the train is moving, if markers are not displayed as required by rule 19.

Observe
markers.

Improper
conversa-
tion.

501. Improper or profane language, sectional, factional, or political conversation, will not be permitted on the wires.

502. They must not take students, or leave their offices in charge of other Operators, without permission.

Students.

503. They must not permit persons, whether employes of the company or not, to frequent their offices.

Persons
in
offices.

504. All messages sent and received must be dated, timed, and have written on them, the individual signatures of the Operators who sent and received them. Messages sent must be preserved for reference, and those received must be delivered promptly. Any officer of the company may examine the files of railroad messages, and take copies of such as he may require. A memorandum of the fact, and who made the copies, must be attached to the original. No alterations, additions or erasures will be allowed after transmission, and they will be retained in the files unless they are called for by an officer of this company. If an original is called for, a copy must be left in the files with a memorandum attached, showing disposition of the original. Messages received for officers of the company, which are to be handed on trains, must be inclosed in an envelope.

Message
endorse-
ments.

Disposi-
tion of
messages

Examining
files.

Alterations
additions
etc.

Original
copies.

Messages
for officers

505. Operators must not accept or deliver any verbal messages. All messages and instructions must be in writing.

Verbal
messages.

506. They must not receive messages to be transmitted free, unless by authority from the proper officer. They must consider the contents of all messages sent, received, or overheard, as strictly confidential, and will not permit them to be read by any persons, except those to whom they are addressed except as provided in rule 504 nor make their contents the subject of conversation or remarks. In case of an accident, no account, or message respecting it, other than regular tariff business, must be sent, unless to an officer of the company, signed by an Agent,

Free trans-
mission

Secrecy
of con-
tents.

Informa-
tion re-
specting
accidents

Conductor, or other authorized person, nor must it be made the subject of conversation or remark. Particulars for the public and for publication will be furnished by officers of the company only.

Open
circuit.

507. When the circuit is found open, Operators will immediately examine their instruments, switch boards and office wires, and when satisfied that the trouble is beyond their reach, they will immediately report to the Dispatcher's office, using an uninterrupted wire. They will not apply the ground wire without first obtaining permission from Dispatcher's office to do so. In case an Operator has no uninterrupted wire, he may use the ground wire for making the necessary tests. Should the wires be broken or interrupted, at points which the Line Repairer can not reach promptly, the Operator will immediately notify the Track Foreman.

Ground
wire.

Notify
track
foreman.

Circuit
rules

508. Operators must not contend for circuit. If the circuit is interrupted while an Operator is using it, he should stop and ascertain the cause; if it be another Operator breaking, unless the one who breaks uses a "clear circuit" signal, the Operator, who is wiring, will say "8," and if the request is not complied with, he will keep his key closed until he can proceed without interruption, when he will at once report the matter to the Chief Train Dispatcher.

Restrict
use of
telegraph.

509. The telegraph must not be used, when the train-mail facilities will accomplish the same purpose, and Operators will, after transmitting the same, send to the Chief Train Dispatcher a copy of any apparently unnecessary message. All messages, not relating to the business of the railroad, must be paid for, unless otherwise authorized by proper authority.

510. The President is entitled to direct Operators to use the signal "97," Vice Pres-

ident the signal "96" and Superintendent, the signal "95," and their use must in no case be permitted, except by order of the officers mentioned respectively.

Use of
signals
"97," "96"
and "95".

511. When calling an office, Operators will sign after their first call, and never call more than four times without signing.

Calling
an
office.

512. When leaving their offices temporarily, or for the night, Operators should exercise great care in "cutting out" their instruments. They should examine carefully their switch-boards and connections, and see that they are perfect.

Cutting
out instru-
ments.

513. Operators should use extreme care to prevent their instruments from being injured by atmospheric electricity; if possible, report to the Train Dispatcher's office before "cutting out."

Protect
instru-
ments.

514. Operators at stations where there are no Agents will observe Rule 473.

Care of
perishable
freight.

515. The following "CLEAR CIRCUIT" signals will be used, taking precedence in the order named, and must be obeyed without question or exception; when shown on messages and answers thereto, they must be sent and copied at the beginning of such messages, by sending and receiving Operators:

First—"3." To prevent accident.

Second—"Time." For transmission of time. (Must not be interrupted except by "3.")

Third—"97." For business of the President.

Fourth—"96." For business of the Vice President.

Fifth—"95." For business of the Superintendent.

Sixth—"Wire." For use by those authorized to test wires, and for that purpose only.

Seventh—"9." Train Dispatchers and Operators signal to clear line for train orders.

516. The following figures may be used for convenience, but not for "clear circuit" signals

1. Wait a moment.
4. Where shall I go ahead?
5. Have you anything for me?
8. Adjust; or adjust, you are breaking.
18. What is the trouble?
19. Train order.
21. Repeat back.
22. I am going to deliver a message.
23. For you and others, take copy.
25. Busy on another circuit.
31. Train Orders.
34. Give me correct time.
44. Answer immediately by telegraph.
134. Who is at the key?

TRAVELING ENGINEER.

517. The Traveling Engineer reports to and receives his instructions from the Superintendent of Motive Power.

It is his duty to ride frequently upon the engines to test their efficiency and to instruct enginemen and firemen in the proper performance of their duties and the economical use of fuel and other supplies.

He will report to the Superintendent of Motive Power respecting the condition of engines and the requirements necessary to maintain their efficiency.

He will confer with the Superintendent and Assistant Superintendent in regard to the tonnage rating and performance of engines.

Any incompetency or negligence on the part of enginemen, or inefficiency of engines which he cannot remedy, must be reported to the Superintendent of Motive Power.

He must be familiar with the instructions issued for the government of trains or trainmen, and report any neglect of duty or violations of the rules that come to his knowledge.

ENGINEMEN.

518. In all matters pertaining to the Transportation Department, report to and receive instructions directly from the Superintendent, whose orders must at all times be obeyed after leaving the engine house or crossing the turn-table for service on the road.

Report to and receive instructions from.

518b. In all matters pertaining to the Motive Power Department, report to and receive instructions from the Superintendent of Motive Power; be responsible to him for the care and handling of the engine, and obey his orders while on duty at the engine house.

They will comply with the instructions of the travelling engineer.

519. Obey orders of Station Agent or Yardmaster, when employed at stations or about yards, in switching and making up trains.

While switching etc.

520. Obey the orders of the Conductor as to starting, stopping and shifting cars, speed and general management of train, unless such orders endanger the safety of the train or would require a violation of the rules, or cause injury to the company's property.

Orders of Conductor

521. They are jointly and equally responsible with their Conductors, for the safety of their trains and the movement of the same, in strict compliance with the rules, and they must decline to obey any orders which involve

Jointly responsible.

Action in
absence of
Conductor.

peril to their trains or violation of the rules. Where there is no Conductor, or he is disabled, and in the absence of an examined Brakeman, the Engineman will have charge of the train (See rule 417.)

Reliable
watches

522. They must have reliable watches, regulated to the standard clock, and under no circumstances run with a watch that has not been examined and passed inspection within the period named by this company, in accordance with rule 2.

They must compare time with the Conductor of their train before starting on their run.

Current
time tables
of this and
other com-
panies

523. They must provide themselves with, and have at hand while on duty, all time tables in force issued by this company, as well as those governing the tracks of other railroad companies upon which they run, and while upon the tracks of such other railroad companies, they will be governed by the rules and regulations of the same, except that all trains of the Duluth & Iron Range Railroad Company between N. P. Junction and switch connecting with Duluth Union Depot will be governed by the rules of the Duluth & Iron Range Railroad Company.

Examine
bulletins.

524. Bulletins for their instructions will be posted at points where they can be conveniently consulted before starting on trips. They must examine such bulletins before starting on and at the end of each trip.

Report
for duty.

Fuel and
supplies.

Assist in
making up
trains.

524a. They must report for duty at the engine house, at terminals, one hour before the time train is ordered to leave and will be ready to leave engine house siding with engine, 30 minutes before time train is ordered to leave. They must know personally that their engines are supplied with coal, water, sand, oil, and all necessary tools and supplies, and must not go out without them, except by order of proper authority. They must assist in

switching, and making up their trains, when necessary. They must know that their engines are in good working order, and must not take out an engine that is defective to the extent as to be unsafe to themselves and others. (See rule W.)

Engines
in good
order.

525. They must not start their train without proper signal from the Conductor. Upon the completion of a trip, and after a careful examination, they will report in writing to the Engine House Foreman, any and all defects that they may find about their engines and assist when called upon to make the repairs.

Starting
trains.

Report
defects

526. They must start and stop their trains carefully, and use great care in making couplings, or switching cars. They must obey promptly all signals given, but if in doubt as to the meaning of the same, and it involves the safety of their own or other trains, they must stop and ascertain the meaning before proceeding. While under head-way they must keep a constant lookout ahead and report to the Superintendent any neglect of duty they may observe. When upon freight trains, and passing around curves, and when passing trackmen, they must look back to see that the train is not broken, and to observe a danger signal, if given, as provided in rule 590. They must not leave their engines during a trip, except in case of extreme necessity, and then the Fireman, or some other competent person, must be left in charge of it.

Handle
trains
carefully.

Promptly
obey
signals

If in
doubt

Keep
constant
lookout.

Watch
trackmen.

Must not
leave their
engines
during a
trip.

527. They must not permit their engine to be run over any portion of the road by any persons, other than themselves, without the authority of the Superintendent or Superintendent of Motive Power, except in cases of extreme emergency, when they may do so, if instructed by the Conductor or some officer in authority.

Firemen
not al-
lowed to
handle
engine.

Not
surrender
engine.

528. They must not surrender engine to any person at a terminal station until the train has been brought to its proper place and the engine taken to the engine house or other designated place where hostler is to receive it.

Lanterns
ready for
use.

529. When upon the road at night they must have, at all times, a white and red lantern lighted and ready for use for flagging, the red lantern to be carried in such place that it will be concealed from the view of passing trains. These lanterns must be filled and trimmed at the commencement of each trip and be in first class condition to give light. A supply of torpedoes and a full set of signal flags, must always be kept upon the engine. They must keep their head lights clean and bright, and know that they have been filled, and that the wicks are in good condition, before commencing a trip.

Torpedoes
and signal
flags at
hand.

Head
lights
clean

Report
absence of
lights.

530. When on night trains they will report all instances of the absence of lights at switches, semaphores, or other points, where lights used as signals, should be burning.

Shield
head
light

531. When standing upon a siding at night, or at the end of double track or at junctions, waiting to meet another train, the head light must be covered by the shield provided for that purpose; when it is not covered it will be a danger signal, and all approaching trains must stop and ascertain if the track is clear before attempting to pass. Trains unnecessarily stopped from this cause, will report the fact to the Superintendent at the first open telegraph office at which they stop.

Head light signal, as above, does not relieve crew from properly flagging when train is not into clear.

532. Upon approaching water stations when stand pipe is in use by engine on parallel track, they must bring train under perfect control and pass stand pipe very slowly.

533. When necessary to take coal or water, freight trains exceeding ten cars must be stopped 100 feet from coal or water stations, and engines uncoupled. After taking coal or water enginemen must know that aprons and spouts have been properly placed so as to clear their own and passing trains.

Uncouple
engines
taking coal
or water

534. Whenever, by reason of laying over at non-terminal points, the inspection of engines, PARTICULARLY THEIR NETTING AND ASH PANS, can not be regularly made, such inspection shall be thoroughly made, once each week, by the Engine Watchman or Engineman in charge, as the case may be, and reported on the prescribed form to the Superintendent of Motive Power.

Inspect
nettings
and ash-
pans.

535. Enginemen must properly report to the Superintendent by wire at the first open telegraph office reached, any defect in or damage done to, any water station.

Damage to
water ap-
paratus

536. They will notify the dispatchers office of any trouble noticed on telegraph or telephone lines.

537. All enginemen with air brake engines coupled to cars equipped with air brakes, must know that the brakes have been tested before leaving the terminal station; as soon as a speed of from 12 to 15 miles per hour is obtained, the brakes must be applied and the speed reduced thereby, in order that they may have positive information that the brakes are in good working order; this method must always be pursued at any point along the road at which a train may originate, or where the air connection may be parted for any cause whatever; also at least one mile before reaching railroad crossings and other hazardous places, and before descending heavy grades; such tests to be made by applying the brakes with sufficient force to ascertain whether or not they are working properly. Steam must not be shut off when

Testing
brakes.

making a test, if the conditions are such as not to require it. In case the air brakes do not hold, they must signal at once for hand brakes. Under no circumstances, must a train with defective brakes, be permitted to pass over the road, where it is possible to avoid it, either by switching defective cars to the rear of the train, or by such repairs as the Enginemen and Trainmen, or Inspectors, are able to make. All cars in the train, equipped with air brakes, must be coupled up, and the same used unless otherwise instructed.

Who may
ride on
engines.

538. No one except the Roadmaster, Foreman of road repairs on his own section, Traveling Engineer, Conductor and Brakemen of the train, and parties with passes properly endorsed "Good on Engines," will be allowed to ride on the engine or tender, without permission from the Superintendent or Superintendent of Motive Power. Every Engineman will be held responsible for the strict enforcement of this rule.

Telegraph-
ic train
orders.

539. They must acquaint their Fireman and, when practicable, the Head Brakeman, with the contents of all telegraphic orders as soon as received.

Fireman
in charge
of water
supply.

540. When their firemen display the proper amount of judgment and ability, they will permit them to take charge of, and keep up the water supply in the boilers. When a Fireman can not or will not learn to do this work intelligently, the Engineman must report the same to the Superintendent of Motive Power. Firemen are subject to the direction of the Enginemen in all matters that pertain to the operation of the engine, and the Engineman will be held responsible with the Fireman, for carelessness or inferior work performed by them.

Incom-
petent
firemen.

Direct
firemen.

Use of
whistle.

541. They must not sound the whistle upon the engine when passenger trains are

passing or standing near them, except to prevent an accident.

542. They are required to understand the working of the air brakes, steam heating, and air signal apparatus, and to be acquainted with their operation, even if not employed on passenger trains.

Air brake,
steam
heat and
air
whistle
apparatus.

543. Before passenger trains start from terminal stations, the Engineman must apply the air brakes, and steam heat when required, and allow them to be in effect long enough for inspectors and Trainmen to see that the apparatus is in proper working condition throughout the train, and if cars have been attached or taken off, the brakes must again be applied, to know if they are in working order before proceeding on the trip.

Air and
steam test
on passen-
trains.

544. When a passenger train runs past a station or other stopping place, the Engineman must give the back-up signal, and receive a response from the Conductor or Trainman on the rear end before backing the train. Great care must be exercised in backing the train to avoid injury to passengers or others, by a sudden or unexpected movement.

Backing
trains at
stations.

545. When an engine is placed on a siding or elsewhere to stand, the Engineman must see that the throttle is fastened shut, the reversing lever set in the center notch of the quadrant, and the tender hand brake set tight.

Secure
engines.

546. They will not be permitted to change off while on the road, except in case of accident or sudden illness, and in all cases such changes must be made through the Superintendent or Superintendent of Motive Power.

Changing
off on
road.

547. They must not move any train or engine at night, without a light in front and one in the rear.

Display
lights.

548. Except when absolutely necessary,

Unnecessary
escape of
steam.

engines must not be left standing within fifty feet of any street or road crossing, and the Engineman must be particular to see that there is no unnecessary escape of steam from the cylinder cocks, or safety valve, or anything that would cause the frightening of horses at such crossings.

549. Engines must not be allowed to stand over switches, frogs, scales or other places where water dripping will interfere with the working of such appliances, and injectors must not be put on when passing over switch points when possible to avoid it. Ash-pans must not be cleaned when engine is standing over frogs, switch points or switch leads.

Economy
of firing
etc.

550. They must instruct the Firemen in all their duties, especially as to the economy of firing, and in the use of supplies.

Signal
from
Conductor.

551. Enginemen on freight trains, under headway, must not pass a station or usual stopping place, without receiving a signal from the Conductor.

Answer
signals.

552. Enginemen must respond promptly in making answer to signals, and must not pass a flagman until they have ascertained the reason for being flagged.

Whistle
out flag-
man.

553. They must be on the alert in all matters pertaining to the protection of their trains, and when it becomes evident to them that rear protection will be required, they must immediately whistle out a flagman and repeat the signal until protection is assured.

Stop on
straight
track

554. When necessary to stop between stations a place should be selected, if possible, where the view is clear from the rear of the train for at least one-half a mile and the proper whistle signal, as provided in rule 14(c) should be sounded so that flagman may drop off and protect the train as quickly as possible.

555. Enginemen of freight trains must see that brakemen govern the rate of speed of their trains while descending a grade.

Govern
speed.

556. Be vigilant and cautious; remember that the lives of passengers and trainmen and the property of the company, depend upon the careful observance of all signals and instructions; but use judgment and make safety the first consideration. During and after storms take special care and look out for washouts and other obstructions.

Observe
signals
etc.

557. If there is reason to believe that train has passed over any dangerous defect of track or roadway, they must stop at once and notify the Conductor in order that he may investigate and take proper action.

Stop and
notify
conductor
of defects

558. Great care should be taken to prevent the killing of livestock; trains must come to STOP if necessary to avoid doing so. When a case occurs the Conductor and Engineman must report to the Superintendent by wire, from the first open telegraph office, and Engineman must fill out the proper form and send to the Superintendent promptly.

Live
stock

559. Enginemen will be held equally responsible with the Conductors for the speed of their trains; and in case of failure in the working of the air brakes will immediately call for hand brakes as per rule 14(a) and continue to call until they know that the same is responded to by trainmen.

Speed

FIREMEN.

560. They report to and receive their instructions from the Superintendent of Motive Power, and must obey the instructions of the Traveling Engineer. When upon the road they are subject to the instruction of the Superintendent. At terminals they will obey the orders of the Engine House Foreman. They must obey the orders of the Enginemen

Report
to.

in regard to the proper use of fuel and manner of firing.

Report
for duty.

561. They must report for duty at the engine house at terminals, one hour before time train is ordered to leave, and will be ready to leave engine house siding with engine, 30 minutes before the train is ordered to leave. They must know personally that their engines are supplied with coal, water, sand, oil, and all necessary tools and supplies, and if any are missing, must notify the Enginemen before leaving the engine house.

Fuel and
supplies.

Watch for
signals
etc.

562. At such times as they are not engaged in firing, they must keep a close watch upon the track ahead for obstructions or Flagmen, and when they are seen, they must inform the Engineman at once. When upon freight trains, and passing around curves, and when passing Trackmen, they will look back to see that the train is not broken, and to observe a danger signal, if given, as provided in rule 590.

Look out
when doing
work in
yards and
when trk
curves to
left.

Train
rules and
signals

563. When working in yards or switching at other points, as far as possible they should do their firing at such times that it will not interfere with the taking of signals, and this should always apply when running on the road over track curving to the left.

564. They must be familiar with the train rules, and must understand the use of signals, and be prepared to use them promptly as per rules 7 to 138 inclusive.

Must not
run
engine.

565. They must not run the engine in the absence of the Engineman, without permission from the Superintendent or Superintendent of Motive Power, except in cases of extreme emergency, when they may do so upon being directed by the Conductor, or some officer in authority.

566. They must examine the Bulletin books before starting on a trip, and keep

fully informed as to any changes being made in the track, or orders over any portion of it, or changes in water stations, etc.

Examine
bulletin
books.

567. They must familiarize themselves with the contents of all telegraphic train orders pertaining to the movements of their train.

Telegraphic
train
orders.

568. They must take charge of their engines during the absence of the Enginemen, and must not permit any unauthorized persons to be upon them.

Watch
engines.

569. They are not permitted to go under engines, to clean ash-pans when on the road, unless the Engineman is on the engine at his post.

Going
under
engine.

ROAD MASTERS.

570. They report to and receive their instructions from the Chief Engineer.

Report
to.

571. They have charge of the Repairmen and other laborers employed on their divisions, and must see that they perform their duties properly, and keep account of and report their time in the manner prescribed.

In charge
of

572. They will be held responsible for keeping in proper and safe condition the right of way, tracks, road-bed, ballast, culverts and other property pertaining to the roadway. When passing over the divisions they must observe carefully the condition of bridges, buildings, telegraph and telephone lines, fences, fixed signals, and other company property, whether immediately under their charge or not, and must see that defects are reported to the proper authority.

Responsi-
bility

573. They must frequently pass over their divisions and observe the condition of tracks and bridges, see that proper slopes and ditches are preserved, and that culverts and

Pass over
their di-
visions

Keep
ditches
and drain
open

drains are kept open, and that all water courses on the right-of-way, and, if necessary beyond the right of way are kept clear of drift wood or other obstructions which may interfere with the free discharge of water; note anything liable to obstruct or endanger the track and have it removed, and do everything necessary to secure the safety of the road.

Subordi-
nates
obey rules
etc.

Personally
attend to
obstruc-
tions.

Compare
time with
foreman.

Current
time tables

Water
supply.

Contract-
ors.

Prevent
danger.

Report
accidents.

Familiar-
ity with
rules.

Report
violations.

Master
Carpenter.

Advise
C. T. D

574. They must know that the persons under their charge understand and obey the rules, and understand the use and meaning of signals, see that materials are carefully kept and economically used; attend in person to the removal of slides, snow and other obstructions; in case of accident take the necessary force to the place and use every effort to clear the road; have the standard time and compare with each foreman as often as possible; see that each foreman under them is supplied with a copy of the current time tables; give attention to the water supply, and report any defect or deficiency in the same; keep an oversight of work performed by Contractors or Mechanics, and see that they do not endanger the safety of the road, and make careful inquiry and report fully in writing respecting any accident or cases of personal injury to passengers, employes and others on their divisions.

575. They must be familiar with the instructions issued for the government of trains or trainmen, and report any neglect of duty or violations of the rules that come under their notice. Whenever necessary they shall render required assistance to the Bridge and Building Department.

576. They will keep the Chief Train Dispatcher advised as to their whereabouts.

TRACK FOREMEN.

577. They shall report to and receive their instructions from the Roadmaster.

Report
to.

578. They have charge of repairs on their respective sections, and are responsible for the proper inspection and safety of the tracks, roadbed, ditches, crossings, cattle guards, fences, gates and all stationary track signs and all water courses within the right-of-way, and proper care and lighting of switch lamps. They must frequently inspect bridges and culverts, and if found unsafe, promptly protect trains from either direction, and immediately report the condition to the Roadmaster by wire.

In Charge
of.

Make in-
spections.

579. They must see that the track is in good line and surface, and properly spiked and bolted; that it is in true gauge; that the cross-ties are properly spaced, lined and tamped; that the road-bed is in good order; that the proper slopes and ditches are preserved, and allow no interference with drainage.

Careful
attention
to track
etc.

580. They must engage in all work personally, and see that those employed under them faithfully perform their duties.

Personally
engage in
work.

581. They must keep a correct record of the time of their men, and of all material used, and report the same in manner and form as directed.

Report
time and
material.

582. They may, subject to the approval of the Roadmaster, discharge or suspend from duty, any employe under their charge. They must not increase their force without his consent.

Discharge
men.
Increasing
force.

583. They must procure the correct time on each working day from the nearest telegraph operator, if possible, or compare time with the Conductor or Engineman of a train. They will also compare time with the Road-

Procure
correct
time.

Compare
time

Correct
time
tables

Observe
train
signals

Special
and extra
trains

Piling
material
along
track

Injury to
live stock.

master as often as possible. They must provide themselves with a copy of the current time table.

584. They must carefully observe the signals displayed by trains, and when such are first class trains, they must be sure before obstructing the track, that all sections of such trains have passed. When such are second class trains, they must use the proper precautions before obstructing the track ahead of the following sections of the same.

No notice will be given of the passage of extra or special trains.

585. No wood, ties, or property of any description must be piled within eight feet of the nearest rail of main track or six feet of the nearest rail along sidings and spurs, or elsewhere, in such manner as to obstruct the view of, or from, approaching trains. All ties, fencing and similar property, also links, pins, draw-bars and all other material and iron work that is found on the section, scattered about station grounds, or right-of-way, must be picked up at once, piled neatly, or disposed of as directed by the Roadmaster.

586. Track foremen must investigate every case of damage to live stock and make a full report of same to Roadmaster on prescribed form; they are, however, prohibited from arbitrating or agreeing on appraisers to determine on amount of loss.

587. When stock is killed or injured, track foreman will notify owner of stock, and if he does not take charge of the animal within a reasonable time, foreman will bury carcass, dispose of hide or carcass to best advantage, send money to Roadmaster, and notify owner of stock of his action. Foremen will send required reports of stock killed to Roadmaster promptly.

588. Whenever the single main track or either or both of the lines along double track become obstructed by accident or other cause, a man must be sent out immediately in each direction to flag approaching trains, as per rule 99, and they must stay until the track is clear, or until the foreman knows that the track is protected by other proper means.

589. Whenever it is necessary in the line of their duties to temporarily obstruct the track, they shall place a green flag by day, and in addition a green light by night, on the engineman's side of the track, along single track, and on both sides of the track to be governed if along double track, at least 26 telegraph poles distant in either direction from such obstruction, such signals indicating to trainmen that an obstruction exists 26 telegraph poles ahead. They shall also place a slow-board (see rule 34) not less than three telegraph poles away from each end of said obstruction. When, on account of curves, or other causes, such green signals can not be seen from said obstruction, Track Foremen shall station a man in charge of such signals. In foggy weather such signalman shall place on the rail, on the Engineman's side of the track, two torpedoes one rail length apart, opposite to the green signal. The SLOW BOARDS indicate that, UNLESS STOPPED, trains can pass over the track between such boards at a speed not exceeding six (6) miles per hour. When necessary to stop trains at the slow boards, the foreman shall use for that purpose, a red flag by day, and in addition, a red light by night, both to be used in connection with one torpedo in foggy weather. Anything that interferes with the passage of trains at full speed, is considered an obstruction. Enginemen when approaching green signals as

In case
track is
obstructed.

Track
temporarily
obstructed.

Slow
boards.

Man with
signals.

Stop at
slow
boards.

Signals
answered
by engine-
man.

above, shall acknowledge the same by two short blasts of the whistle, whether a man is stationed with green signal or not.

Signal
trainmen.

590. They must closely observe all passing trains and promptly signal Trainmen if they discover any defect liable to endanger the safety of such train.

Watch
dangerous
places.

Extinguish
fires.

Watch tele-
graph and
telephone
line.

Report
failure in
water
supply.

Assist at
accidents.

Keep sec-
tion neat.

Heavy
storms.

591. They must watch points where obstructions are likely to occur, examine the slopes and cuts, and remove anything liable to fall or slide; remove combustible matter from the vicinity of the tracks, bridges, and buildings; extinguish fires that may occur along the road, watch the telegraph and telephone line and keep the poles in proper condition; reset poles and unite wires when necessary; to do so to keep telegraph and telephone wires working; report promptly any derangement of the wires which they are unable to remedy; assist the line repairers when necessary to make temporary repairs to get telegraph and telephone wires working; see that water stations are kept in order and report any failure in the water supply; render prompt assistance in case of accident or delay to trains; and see that all old material is gathered up, and that their sections are kept in a neat and proper condition. During heavy storms they must detail all hands to watch the road and take every precaution to prevent accident.

Get out of
way of
approach-
ing trains

592. The section men are to stop working when an approaching train is within a reasonable distance. If working on double track all hands will go on the outside of the track on which they are working, never between the two tracks or on the second track; and the foreman and all hands will go beyond danger of being struck by cars or anything projecting from them.

593. In case of accident or other obstruction, they will, when called upon, give prompt assistance at any point on the road.

594. In the absence of a bridge watchman, they will when called upon, give prompt assistance at any point on the road.

594a. In the absence of a bridge watchman the Section Foreman will keep the water barrels filled, and in passing over bridges will examine same for indications of live coals or any other material which would set fire to the bridge, and he will also keep the coping and abutments clean, remove all combustible matter from the vicinity of all bridges, and report promptly any decay or defects.

They will promptly report to the Superintendent any cases where Trainmen or Enginemen disregard their signals.

595. They must run their hand cars and push cars with great caution, always keeping a lookout for extra trains, fully protecting themselves by proper signals.

They must not permit their hand cars or push cars to be used unless they accompany them, nor to be run on Sunday, without special authority from both the Roadmaster and Superintendent, except in cases of emergency, nor to be attached to trains in motion; and when such cars are not in use they must be kept locked and so secured that they can not be moved so as to endanger the safety of trains. Hand or push cars must not be left standing on public or private property.

596. When two or more hand cars are running on the same track in the same direction they must be kept at least two hundred (200) feet apart.

597. When running hand cars they must keep a lookout for torpedoes on the rails, and remove the same before passing over them when possible to do so, and, after pass-

Emergency
assistance.

Watch
bridges.

Report
violations.

Hand-cars
and push
cars.

Accom-
pany hand
cars.

When not
in use.

Two or
more hand
cars on
sametrack.

Remove
and re-
place tor-
pedoes etc.

ing, must be replace the torpedoes in the exact spot where they were found. Should such torpedoes be exploded by the hand car, they must immediately replace them with others.

Inquire
about
trains.

598. They must, each morning before going to work, or whenever passing telegraph offices, ascertain from the Station Agents or Telegraph Operators, whether all trains due have passed, and any other information obtainable concerning trains.

Track
jacks.

599. Track jacks, when in use, must be placed on the outside of the rail, and must always be protected as required when track is obstructed. See rules 588 and 589. The use of track jacks between the rails, or permitting them to stand on the track, or lie between the rails when not in use, is positively forbidden. Tools, iron, ties and other material used by trackmen, bridge carpenters or others, should not be brought onto the track and allowed to remain there, except when needed for immediate use.

Material
kept off
track.

Switches
etc. kept
in order.

600. They must see that all switches are in perfect order and that frogs, guard-rails and switch-rails are properly blocked and spaces in planked crossings kept clean.

Repair
fences etc.
Close
gates.

601. Track Foreman must see that right-of-way fences and cattle guards are kept in repair and that gates and bars are closed. In every case where parties are in the habit of leaving gates or bars open, notice of the fact must be given to the Roadmaster.

BRIDGE AND BUILDING FOREMEN.

Report
to.

602. They report to and receive their instructions from the Chief Engineer.

In charge
of.

603. They have charge of the repairs of bridges and buildings, fixed signals and the water supply, and will report any defects observed.

604. They must, subject to the approval of the Chief Engineer, employ such workmen as may be necessary, and see that they perform their duties properly.

Employ
workmen.

605. They must be familiar with the use and meaning of signals, and see that they are understood and properly used by the persons employed under them.

Familiar-
ity with
the use of
signals.

606. Whenever necessary, they may call upon the Roadmaster for any assistance required.

Road-
master to
assist.

607. They must report any violations of the rules that come under their notice to the roadmaster.

Report
violations
of rules.

608. They must keep the Chief Train Dispatcher advised of their whereabouts.

Advise
Chief
Train
Dispatcher
location.

BRIDGE FOREMEN.

609. They report to and receive their instructions from the Bridge and Building Foreman, and under his direction have charge of the repairs of bridges, buildings and other structures, and must promptly report any defects observed.

Report
to.

610. They must be familiar with the use and meaning of signals, and see that they are understood and properly used by the persons employed under them; and will report promptly to the Superintendent any cases of Trainmen or Enginemen failing to observe their signals.

Familiar-
ity with
signals.

611. Whenever the single main track or either or both the lines along double track, become obstructed by accident or other cause, a man must be sent immediately in each direction to flag approaching trains, as per rule 99, and they must stay until the track is clear, or until the foreman knows that the track is protected by other proper means.

Main track
impass-
able.

Track temporarily obstructed.

Location of green flags.

Slow boards.

Man with signals.

Foggy weather.

Stop at slow boards.

Danger signals.

Foggy weather.

Meaning of obstruction.

Procure correct time.

Compare time. Current timetable.

612. Whenever it is necessary in the line of their duties, to temporarily obstruct the track, they shall place a green flag by day, and in addition, a green light by night, on the engineman's side of the track, along single track, and on both sides of the track to be governed if along double track, at least 26 telegraph poles distant in either direction from such obstruction, such signals indicating to Trainmen that an obstruction exists 26 telegraph poles ahead. They shall also place a slow-board (See rule 34) not less than three telegraph poles away from each end of said obstruction. When, on account of curves and other causes, such green signals can not be seen from said obstruction, Bridge Foremen shall station a man in charge of such signals. In foggy weather such signalman shall place on the rail, on the Engineman's side of the track, two torpedoes, one rail length apart, opposite to the green signal. The slow-boards indicate that, UNLESS STOPPED, trains can pass over the track between such boards at a speed not exceeding six (6) miles per hour. When necessary to stop the train at the slow-boards, the Foreman shall use for that purpose a red flag by day, and a red light by night, both to be used in connection with one torpedo in foggy weather. Anything that interferes with the passage of trains at full speed, is considered an obstruction. Enginemen, when approaching green signals as above, will acknowledge the same with two short blasts of the whistle, whether a man is stationed with green signals or not.

613. They must procure correct time on each working day, from the nearest telegraph Operator, or compare time with the Conductor or Engineman of a train. They will also compare time with the Bridge and Building Foreman as often as possible. They must

provide themselves with a copy of the current time table.

614. They must carefully observe the signals displayed by trains, and when such are first class trains, they must be sure before obstructing the track, that all sections of such trains have passed. When such are second class trains, they must use the proper precaution before obstructing the track ahead of the following sections of the same.

615. They must not use or permit to be used their hand cars or push cars on other than company's business, without permission from proper authority.

Observe signals.

Second class.

Hand cars and push cars.

BRIDGE WATCHMEN.

616. They report to and receive their instructions from the Bridge Foreman.

Report to.

617. They must keep a supply of water on the bridges, and follow each train to extinguish fire or hot cinders that may have fallen from the engine; keep the coping of the abutments and piers clean; remove combustible matter from the vicinity of the bridges; frequently examine the timber and iron work of the bridges, and report promptly any decay or defect, and prevent all persons, except employees, from crossing the bridges.

Extinguish fires.

Examine bridge work.

618. They must observe the speed of passing trains, and report any violation of rules. When their time is not fully occupied by watching, they will attend to such other duties as may be assigned them.

Observe speed.

619. In case of an accident or other obstruction, they will when called upon, give assistance as Messenger to any point on the road.

Emergency assistance.

PUMPERS.

Responsibility. 620. They report to and receive their instructions from the Bridge and Building Foreman.

Examine machinery etc. 620a. The pumpers will have charge of and will be held responsible for pumps, boilers and other machinery in their charge, and will operate the same in a safe and economical manner, due regard being had to maintaining a sufficient supply of water in the tanks; they will, periodically, examine and inspect their machinery, pipe lines, and stand pipes (if any) noting particularly leaks and accumulations of frost at various points, and prompt removal of same.

Report defects.

621. Serious defects will be promptly reported to the Bridge and Building Foreman; shortage of water in tanks to be promptly reported to the Chief Train Dispatcher and Bridge and Building Foreman by wire.

Not leave stations.

622. They will not leave their stations without first obtaining permission from the Foreman of Bridges and Buildings, and also from the Superintendent, if they are jointly employed.

Bulletins.

623. Copies of bulletins affecting the pumpers at any one station will be furnished from the Superintendent's office, and violation of instructions therein contained shall be promptly reported to the Superintendent.

AIR BRAKE AND AIR SIGNALS.

624. The air brake and signal instructions, revised and approved by the Master Car Builders' Association and the American Railway Master Mechanics' Association, are adopted as the practice of this company, and all employes having to do with such work must familiarize themselves with the instructions referred to, printed copies of which will be furnished upon application.

624a. In going down the hill, from Highland to Two Harbors, if engineman calls for brakes, conductors should at once open the conductor's valve and apply the brakes. Trainmen should commence setting hand brakes as soon as practicable to secure the train and ascertain the reason the engineman calls for brakes.

If air is all right engineman should be signalled to release brakes and pump up his train. The retainers should then be set up and when the engineman is ready he should draw off a few pounds of air to hold the train and then signal the crew to let off hand brakes.

Hand brakes, when set on the hill between Highland and Two Harbors, must be set with a club.

ACCIDENTS AND PERSONAL INJURIES.

Care of
injured
persons

625. Whenever passengers or employes are injured, everything must be done to care for them properly. If they are able to be moved, take them for treatment to the nearest place at which the Company has a surgeon. If the case is urgent and the Company surgeon can not be immediately procured, the conductor, agent or officer in charge is authorized to call the nearest surgeon available to administer first aid and care for the patient until the Company surgeon can take charge of the case.

Surgical
operations.

626. No surgical operation must be performed until the arrival of the Company surgeon, unless it may be required for the immediate safety of the patient.

Serious
injuries

627. In cases of serious accident to trains, conductors, after making everything safe, must give their undivided attention to the care and comfort of their passengers, especially to those who are injured. Bedding and linen may be taken from the sleepers or D. & I. R. private cars for this purpose, the conductor keeping careful account of all material so taken and its return or safe keeping attended to; and, when necessary, injured persons may be put in the sleepers, or D. & I. R. private cars.

Surgical
attendance

628. When a number of persons are injured, the services of competent surgeons in the vicinity should at once be secured and every possible effort made to care for the injured, the Chief surgeon being notified by wire to come immediately to the place of accident.

Injured
persons

629. When tramps, boys and other persons, climbing on or jumping from moving trains, or persons lying or walking on the track, are injured or killed, they should be

sent to their homes or placed in charge of the local county, city or village authorities.

Report of
accident

630. A report of all accidents, giving names and addresses of the injured persons and the extent of their injuries, must be telegraphed immediately to the Superintendent by the conductor, agent or person in charge, and as soon as possible thereafter a full detailed report made on the prescribed form and forwarded to the Superintendent, a separate report being made for each person injured.

Witnesses

631. Every effort must be made to procure the names and addresses of all persons, outsiders as well as employes, who witnessed the accident, especially when persons are injured within the corporate limits of any city, town or village, or when crossing the tracks at a public highway.

Complete
report

632. In every case of personal injury in any Department, a full and complete report must be made at once, on the prescribed form, by every employe immediately present, no matter whether he considers his statement of importance or not, answering every question as fully as possible.

Defective
appliances

633. When persons are injured by an accident which may have been caused by defective appliances, tools or machinery, the car or appliance, tool or machinery, must be immediately examined by the person in charge to ascertain its condition, and a report made of the inspection, giving the numbers and initials of cars examined, with names, occupation and address of the persons making the inspection. This inspection must be made before the car or engine leaves the place where the accident occurred, by a car inspector or if at a point where one is located, and afterwards at the first district terminal, by the Inspector, or Foreman at such point, the

Superintendent to notify such person of the necessity of making such examination. When an accident is caused by the breaking of machinery, tools, appliances or rails, the broken parts must be so marked as to be readily identified and immediately turned over to the superintendent or Claim Agent.

634. This company will not recognize any responsibility for board, medicine, nursing or surgical attention, except for emergency service required under rules 625 and 628 unless authorized by the Superintendent, Claim Agent, or a general officer of the company.

635. A report of all accidents to, or caused by, trains, engines, cars, or other appliances, or damage to property, where no person is injured, must be telegraphed immediately to the Superintendent by the conductor, agent, or other person in charge, and as soon as possible thereafter a full detailed report made, on the prescribed form, by engineers, trainmen, switchmen and others and forward to the Superintendent by first mail.

UNITED STATES MAILS.

Guard
mails.

636. Mails must not be allowed to remain upon tracks or platforms ungarded, or where they will be liable to depredation or to damage by the elements; and they must be dispatched to the post office or placed aboard the proper trains without delay. Agents will be held personally responsible for their proper care at stations.

Miscarried
mails.

637. When for any reason a mail pouch is carried by or left short of destination or otherwise improperly delivered, notice must be immediately sent to the Superintendent by wire, and the mail sent to its proper destination by the first train.

638. All persons through whose hands a miscarried mail pouch passes, must make a telegraph report to the Superintendent giving full particulars. An error in the delivery of a pouch may be excused, but failure to report a wrong delivery will not be overlooked.

Report
errors.

639. Train baggagemen who fail to receive mail pouches usually carried on their trains will report the fact to the Superintendent, and will deliver to the station baggageman or mail messenger to whom the pouch is due, a "Mail Shortage Notice" properly filled out.

Report
failures.

640. In the event of mail failures or other irregularities in the handling of United States mail, an immediate report of the facts must be made to the Superintendent. This report must be sufficiently comprehensive to admit of making a proper report to the Post Office Department without additional correspondence, the names of the employees at fault, the numbers of all trains referred to, and the directions in full on pouch labels must invariably be shown on these reports, together with any other essential information.

Make clear
report.

641. Station agents who fail to receive mail pouches usually received by them must deliver to the Postmaster or carrier, a "Mail Shortage Notice" in lieu of such pouches. It is intended to apply the shortage notice system to all cases of failure to receive mails, including local stations but excepting catch stations. The duty of furnishing shortage slips devolves in every case upon the person who should deliver any pouch to another person, and where pouches due are not accounted for by shortage slips the party who should receive them must wire the Superintendent, giving full particulars, in addition

Mail
shortage
notices.

to furnishing a shortage slip to the person to whom the pouch is due, or through whose hands it should pass in regular course of transit. Where a number of pouches are due and connection is close, a set of shortage slips for such pouches as are to be received or dispatched should be prepared in advance, leaving the date blank, so that when failures to connect occur, these slips can be quickly dated and handed to the proper party without fail.

At catch stations.

642. At catch stations it is the duty of the messenger, whether employed by the Postoffice Department or the railroad company, to remain at or near the crane until the train has passed, so that in case of a failure the cause may be definitely ascertained and the mail secured from loss, damage or depreciation.

643. Attention is called to the following orders and extracts from the Postal Laws and Regulations of the United States, edition of 1902.

Receipt and delivery at terminals.

Section 1191. (1) Every railroad company is required to take the mails from, and deliver them into, all terminal postoffices whatever may be the distance between the station and postoffice, except in cities where other provisions for such service is made by the Postoffice Department. In all cases where the department has not made other provision, the distance between terminal post office and nearest station is computed in, and paid for as part of the route.

At intermediate offices.

(2) The railroad company must also take the mails from and deliver them into all intermediate postoffices and postal stations located not more than eighty rods from the nearest railroad station at which the company has an agent or other representative employed, and the company shall not be re-

lieved of such duty on account of the discontinuance of an agency without thirty days' notice to the department.

Department to provide delivery.

(3) The Department will provide for the carriage of mails to and from intermediate postoffices and postal stations located more than eighty rods from the nearest railroad station; and also to and from intermediate postoffices and postal stations located eighty rods or less from the railroad station when the railroad company has no agent or other representative employed at such station.

Measurement of distance.

(4) In all cases the distance between the railroad station and the postoffice or postal station must be measured by the shortest route open to public travel, avoiding angles, from the nearest door of the baggage room to the nearest door of the postoffice building where the receipt and delivery of mails is practicable. In case there is no baggage room or station, the measurement shall be made from the middle of the station platform where mails are exchanged. The route need not be by a way regularly dedicated to public use; and if it be over private property, no prohibition against the government will be recognized which shall not also be made and enforced against the general public.

Agents.

(5) Any person acting for an advantage to himself or another, by authority or consent of the railroad company and representing in any manner the interests of the company or railroad in its business transactions with the public, will be regarded as the company's agent or representative.

Transfers to connecting lines.

Section 1192. At connecting points where railroad stations are not over eighty rods apart, a company having mails on its train to be forwarded by the connecting train will be required to transfer such mails and deliver them to the connecting train, or, if

the connection is not immediate, to deliver them to the agent of the company to be properly dispatched by the trains of said company.

Employees.

Section 1193. At places where railroad companies are required to take the mails from and deliver them to post offices or postal stations or to transfer them to connecting railroads, the persons employed to perform such service are agents of the companies and not employees of the postal service, and need not be sworn; but such persons must be more than sixteen years old and of suitable intelligence and character. Postmasters will promptly report any violation of this requirement.

Advance delivery.

Section 1194. Where it is desirable to have mails taken from the postoffice or postal station to train at a terminal point where the terminal service devolves upon the company, in advance of the regular time of closing mails, the company will be required to make such advance delivery as becomes necessary by the requirements of the service.

Delayed trains.

Section 1195. When a messenger employed by the Postoffice Department can not wait for a delayed train without missing other mails, the railroad company will be required to take charge of and dispatch the mails for the delayed train, and will be responsible for the inward mail until delivered to the messenger or other authorized representative of the Department.

Late hour of arrival.

Section 1196. Whenever the mail on any railroad route arrives at a late hour of the night, the railroad company must retain custody thereof by placing same in a secure and safe room or apartment of the depot or station until the following morning, when it must be delivered at the postoffice, or to the mail messenger employed by the postoffice

department, at as early an hour as the necessities of the postoffice may require.

Section 1197. (1) When a train departs from a railroad station in the night time later than 9 o'clock, and it is deemed necessary to have the mail dispatched by such train, the Division Superintendent of Railway Mail Service will, where mail is taken from and delivered into the postoffice by the railroad company, request the company, or where a mail messenger or carrier is employed by the Postoffice Department, will direct him to take the mail to the railroad station at such time as will best serve the interest of the mail service. Such mail will be taken charge of by the agent or other representative of the railroad company, who will be required to keep it in some secure place until the train arrives, and then see that it is properly dispatched.

Late hour of departure.

Care of mail.

(2) The Division Superintendent of Railway Mail Service will give reasonable advance notice to the proper officer of the railroad company, in order that the agent or other representatives of the company may be properly instructed.

Notice to R. R. Co.

Section 1198. Railroad companies will be expected to place their mail cars at points accessible to mail messengers or contractors or points accessible to the wagon of the messenger or contractor.

Mail cars accessible.

Section 1199. A mail train must not pull out and leave mails which are in process of being loaded on the car or which the conductor or trainmen has information are being trucked from wagons or some part of the station to the cars.

Must not leave mail.

Section 1200. At all points at which trains do not stop where the Postoffice Department deems the exchange of mails necessary a device for the receipt and delivery of mails

Mail cranes.

satisfactory to the Department must be erected and maintained; and pending the erection of such device the speed of trains must be slackened so as to permit the exchange to be made with safety.

Exchange
of mail.

(2.) In all cases where the department deems it necessary to the safe exchange of the mails the railroad company will be required to reduce the speed or stop the train.

Furnish
light.

(3.) When night mails are caught from a crane the railroad company must furnish the lantern or light to be attached to the crane and keep the same in proper condition, regularly placed and lighted; but if the company has no agent or employe at such station, the company must furnish the light, and the care and placing of same will devolve upon the Department's carrier.

Whistle
notice.

(4.) The engineer of a train shall give timely notice, by whistle or other signal, of its approach to a mail crane.

Deserting
mail.

"Section 5474, Revised Statutes. Any person who shall have taken charge of the mail and shall voluntarily quit or desert the same before he has delivered it into the postoffice at the termination of the route, or to some known mail carrier, messenger, agent or other employe of the postoffice department authorized to receive the same, shall be punishable by a fine of not more than five hundred dollars, and by imprisonment for not less than three months nor more than one year."

644. Under Section 24 of the Postal Laws and regulations, a Postoffice inspector has general authority, upon the presentation of his proper credentials, to open, or even take charge of mail matter whenever he finds it necessary to do so.

That section reads as follows:

Postoffice
inspector.

"Inspectors are regarded as the special representatives of the Postmaster General, and as such, when acting within the scope of their duty and employment, all postmasters, employes, contractors and others are subordinates to them. But no arbitrary power is thereby conferred upon them. They are not to interfere with any officer or employe who is in the proper discharge of his duty, further than to examine his methods, system and accounts, or any complaints which may be made against him. Nor are they to interfere with the mail or the transportation thereof, except as expressly authorized by law and as permitted by the Regulations. They are intrusted with keys to the several locks in use, except locks to the registered mail, and are, by virtue of their commissions, authorized to open and examine the mails whenever and wherever they may find it necessary to do so. They are also empowered to enter and examine any postoffice when the safety of the mails requires it, or the general interests of the service demand such examination."

Inspectors
commis-
sion.

645. In order that there may be no interference with a postoffice inspector while in the performance of duties clearly within the scope of his authority, or upon presentation of his commission by an inspector it should be carefully examined as to date and genuineness, and as conductors are familiar with the commissions held by postoffice inspectors, in cases where the inspectors desire to examine the mails in the baggage car, the conductor will instruct the baggagman to allow such inspection, and where the mails are to be examined while in charge of railroad employes at points where transfer clerks are not employed by the department, the employe should have

the station agent verify the correctness of the commission held by the inspector.

TRAIN MAIL.

Mail
permitted.

646. This company is permitted to carry by train mail between points on its system:

(a.) All letters and packages to and from officers, agents and employes when relating to the business of the company.

(b.) All letters and packages to officers, agents and employes from connecting lines, when relating to the joint business of the companies.

(c.) All letters and packages from officers, agents and employes to connecting lines, when relating to the joint business of the companies.

(d.) Railway advertising matter, folders, circulars, tariffs and printed blanks in unsealed packages.

Mail pro-
hibited

647. It is prohibited to carry by train mail:

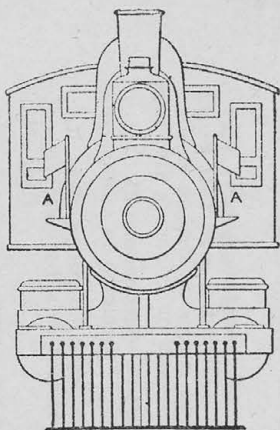
(a.) Correspondence or other written matter that does not pertain strictly to the business of this company, or to joint business with a connecting line.

(b.) Correspondence relating to the personal affairs of employes.

All such prohibited mail matter must be properly stamped and forwarded by United States mail.

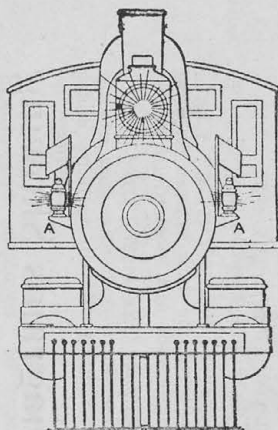
Correspondence for general, commercial and travelling agents of this company, when located at points on foreign lines, must be sent through the United States mail.

Diagrams Showing Location of Train Signals.



**ENGINE RUNNING FORWARD BY DAY AS AN
EXTRA TRAIN.**

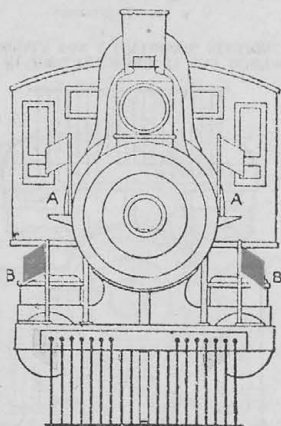
White flags at A A.
See Rule 21.



**ENGINE RUNNING FORWARD BY NIGHT AS AN
EXTRA TRAIN**

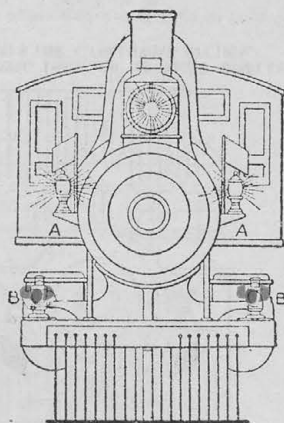
White lights and white flags at A A.
See Rule 21.

150



**Engine Running Backward by Day as an Extra
Train, Without Cars or at the Rear of a
Train Pushing Cars.**

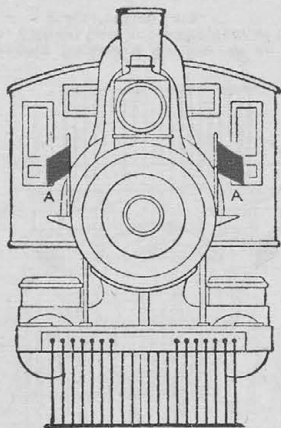
White flags at A A. See rule 21.
Green flags at B B, as markers. See Rule 19.



**Engine Running Backward by Night, as an Extra Train,
Without Cars or at the Rear of a Train Pushing Cars.**

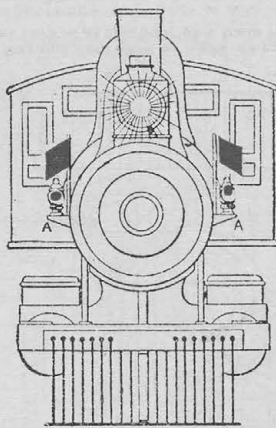
White lights and white flags at A A. See Rule 21.
Lights at B B, as markers, showing green at side
and in direction engine is moving and red in op-
posite direction. See Rule 19.

151



ENGINE RUNNING FORWARD BY DAY DISPLAYING SIGNALS FOR A FOLLOWING SECTION.

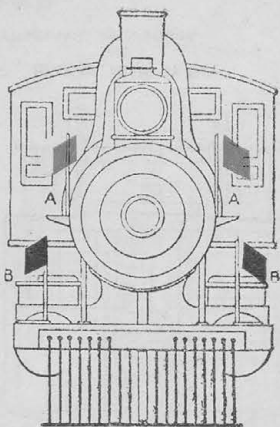
Green flags at A A.
See Rule 20.



ENGINE RUNNING FORWARD AT NIGHT DISPLAYING SIGNALS FOR A FOLLOWING SECTION.

Green lights and green flags at A A.
See Rule 20.

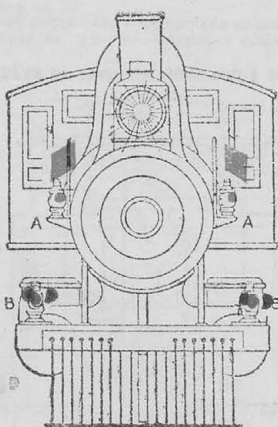
152



Engine Running Backward By Day, Without Cars or at the Rear of a Train Pushing Cars, and Displaying Signals for a Following Section.

Green flags at A A. See Rule 20.

Green flags at B B, as markers. See Rule 19.

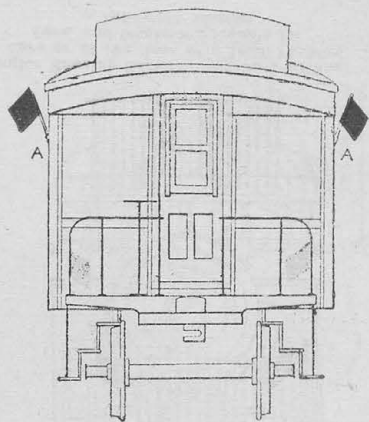


Engine Running Backward by Night, Without Cars or at the Rear of a Train Pushing Cars, and Displaying Signals for a Following Section.

Green lights and green flags at A A. See Rule 20.

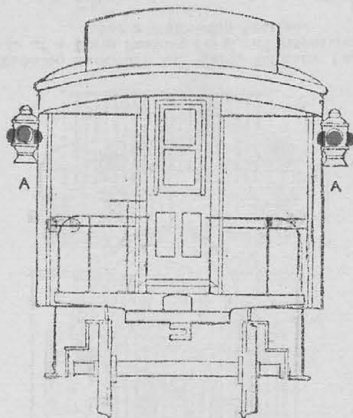
Lights at B B, as markers, showing green at side and in direction engine is moving and red in opposite direction. See Rule 19.

153



REAR OF TRAIN BY DAY

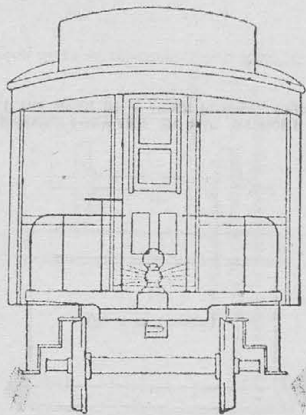
Green flags AA, as markers.
See Rule 19.



REAR OF TRAIN BY NIGHT WHILE RUNNING

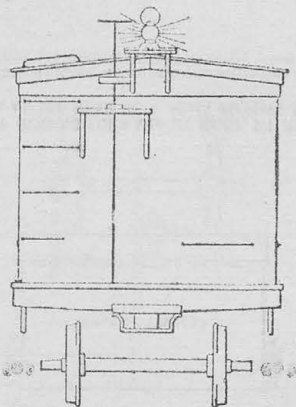
Lights at AA, as markers, showing green
toward engine and side and red to rear.
See Rule 19.

154



**PASSENGER TRAIN BEING PUSHED BY AN ENGINE
AT NIGHT.**

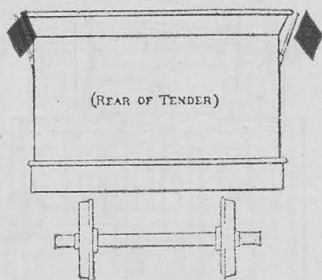
White light on front of leading car.
See rule 24.



**FRIGHT TRAIN BEING PUSHED BY AN ENGINE
AT NIGHT.**

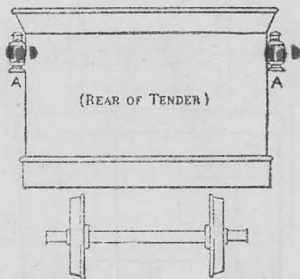
White light on front of leading car.
See rule 24.

155



ENGINE RUNNING FORWARD BY DAY WITHOUT CARS
OR AT THE REAR OF A TRAIN PUSHING CARS.

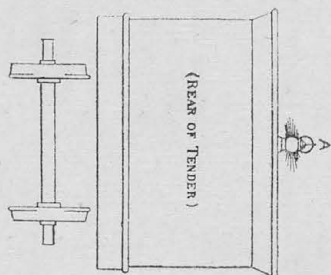
Green flags as markers. See Rule 19.



ENGINE RUNNING FORWARD BY NIGHT, WITHOUT CARS
OR AT THE REAR OF A TRAIN PUSHING CARS.

Lights at A A, as markers, showing green to the front and side and red to rear. See Rule 19.

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Engine Running Backward by Night. Rear of
Tender, without cars or at the front of
a train pulling cars.
White Lights at A.

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