



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

to take effect

JUNE 1st, 1922

No. 891

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**The Duluth & Iron Range
Rail Road Co.**

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RULES

FOR THE

Government of Employees

OF

THE DULUTH & IRON RANGE RAIL ROAD CO.

To take effect 2 o'clock A. M.

June 1st, 1922.

Approved:

F. E. HOUSE,

PRESIDENT.

THOMAS OWENS,

SUPERINTENDENT.

RULES

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 cannot 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 cannot 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 depends 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 supersede all prior rules and instructions in whatever form issued, which are inconsistent therewith.

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.

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.

D. Every employe whose duties are in any way prescribed by these rules, must have a copy of them at hand while 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.

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.

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.

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

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

I. Employes must wear the prescribed badges or uniforms while on duty.

J. All persons engaged in performing any service on a train, are subject to the rules governing employes of the Company.

K. Employes are warned not to attempt to get on the forward end of an engine or car as it approaches them; nor to jump on or off trains, engines or cars in rapid motion; nor to go between cars, or between engines and cars in motion, for the purpose of adjusting air appliances or brakes, or to couple or uncouple the cars or engine, or for any other purpose whatsoever. Where the lever on one side does not work, that on the other side must be used. If in doubt about coupling with lever from the outside, the cars must be stopped before going between them or attempting to couple by hand at the drawbar. When it is necessary to change the alignment of drawbars the cars must be stopped. It is forbidden to attempt to line them up by putting the foot against drawbars as cars come together.

In going between cars to make temporary changes or repairs to drawbars, employes are enjoined and authorized to take sufficient time to know that such action is understood by all who, through misunderstanding of signals or other error, may move or cause to be moved, such cars.

Cars should be separated a sufficient distance—at least fifty feet—so that there may be opportunity to avoid injury should they be moved through mistake. If on a yard track, enginemen using the track should be notified, or a man stationed at each end of the cars, or such other action taken as will insure the safety of men going between cars for such purposes. Whenever possible, employes should avoid standing directly in line with drawbars while engaged in such work.

Employes are hereby notified that there are coal chutes, platforms and other structures located near the main tracks, sidings and station tracks, and similar structures and platforms of private corporations near industrial tracks or spurs, and also girders of bridges, which will not clear a man riding on the side or top of a car. Employes must protect themselves from injury in passing such structures and must lookout and avoid injury to themselves while passing under overhead bridges or viaducts.

The Company desires that every precaution shall be taken to prevent injury to its employes and prohibits their doing any work in any manner that will jeopardize their safety.

L. 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 employes is highly objectionable to the company, whenever such employes are engaged in the performance of their duties.

SAFETY IS OF THE FIRST IMPORTANCE IN THE DISCHARGE OF DUTY. SPEED MUST ALWAYS BE SACRIFICED TO SAFETY.

M. Employes engaged in the passenger service must be constantly vigilant while on duty. All such employes are strictly forbidden to engage in friendly conversation with passengers under any circum-

stances, further than may be necessary to answer in such cases.

N. All employees are required to report any questions or to supply information usually required misconduct, or neglect of duty, or violations of rules, or irregularities that would be injurious to persons or property, that may come to their notice, and the withholding of such information will be considered a proof of negligence or indifference, and treated accordingly.

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

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 reasonably good condition.

Q. 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.

R. 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.

S. The use of intoxicants, visiting saloons or other places of low resort, whether on or off duty; gambling, or playing cards in or around saloons, 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.

T. All employees in train service, and others whose duties 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 examination as to their knowledge of the rules relating thereto.

U. 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.

Each employee 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.

V. In case of accident to trains, employees 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 596.) In cases of danger to property, employees must unite to protect the same and to render first aid to injured in cases of personal injury.

W. In case of accident to a train, the conductor may, when necessary, call on enginemen and trainmen of other trains and on any other employees in the vicinity, for assistance.

X. 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.

MOTOR—A car propelled by any form of energy.

TRACK CAR—Any car which may be moved manually off or on track, and may be a push car, speeder car, hand car, gang car or motor car.

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 of two 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 opposing 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 both, 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.

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

NOTE TO DEFINITION OF FIXED SIGNAL—The definition of a "fixed signal" covers such signals as slow boards, stop boards, yard limits, switch, train order, block, interlocking, semaphore, disc, ball or other means for displaying indications that govern the movement of a train or engine.

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 rules, or special instructions.

YARD ENGINE—An engine assigned to yard service and working within yard limits.

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

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

When practicable the engineer pilot will handle the train when on his home railroad.

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

CAUTION OR UNDER CONTROL—To be able to stop within the distance track is seen to be clear.

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.

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

2. Watches that have been examined and certified to by a designated inspector will be used by trainmasters, assistant trainmasters, road foremen of engines, assistant road foremen of engines, conductors, enginemen, firemen, main track hostlers, trainmen, yardmasters, assistant yardmasters, switch foremen, bridge, track and signal foremen, and such other employees as may be from time to time designated. The certificate in prescribed form will be renewed and filed every three months.

In addition to the quarterly examination, employees mentioned in Rule 2 must submit their watches to local inspectors weekly for comparison with standard time, as must also other employees who have the opportunity for doing so, that record of the rating of their watches may be made.

When watches need cleaning or repair, they may be left with the inspector, if owner so desires, or they may be taken to such watchmaker as the owner may select, but the watch carried in the meantime, and his own watch, after the same has been repaired, must be submitted to the Company's inspector for examination and approval before such watch can be carried in service.

When watches are left with the inspectors of the Company to be cleaned or repaired, a standard watch will be loaned to the employee until his own is returned to him.

The officers having direct charge of employees who are subject to the above provisions will see that certificates of quarterly examination of watches are filed with them for watches of employees under their authority who are subject to the rules of watch inspection, and such officers in all departments will be held responsible for the collection and filing of watch certificates. They must also see that employees affected by this order turn in regular weekly comparison on their watches, and will enter in a record, to be kept for that purpose, the dates on which such comparisons were received.

3. Each conductor and engineer (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.

Brakemen and firemen must compare watches with conductor or engineer before starting out on each trip.

3a. Conductors and engineers whose duties prevent them from having access to a standard clock, must compare their watches daily with the train dispatcher. Conductors and engineers of trains laying up at night, and not having an opportunity to compare their watches with train dispatchers, must compare their watches daily with conductors and engineers who have standard time.

3b. Conductors and engineers whose duties may be such that they do not have an opportunity of daily comparing watches with other conductors and engineers, or who are located at such points that they cannot communicate with the train dispatcher, must compare their watches with other conductors and engineers 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. A train of the preceding time table thereupon loses both right and class, and can thereafter proceed only by train order.

No train of the new time table shall run on any division until it is due to start from its initial station on that division, after the time table takes effect.

4a. Copies of the time table will be furnished to all concerned. Receipt for 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.

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

Trainmen, enginemen and yardmen 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.

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 signals, 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 station on that division.

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

"s" Regular stop.

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

"f" Stop for meals.

"l" Leave.

"a" Arrive.

The following letters placed opposite to the station names indicate:

"D" Day telegraph station.

"N" Night telegraph station.

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

SIGNAL RULES.

7. Employes 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 Engineer 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.

Yellow signifies caution and is a signal to go slowly.

Green 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 train finding a fusee burning on or near its track must reduce speed and then proceed with caution, prepared to stop short of train or obstruction.

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.	Stop
(b) Held horizontally at arm's length, when the train is moving.	Reduce speed
(c) Raised and lowered vertically.	Proceed.
(d) Swung vertically in a circle at half arm's length across the track, when train is standing.	Back.



MANNER OF USING.

INDICATION.

- (e) Swung vertically at arm's length across the track when train is running.

Train is parted.



- (f) Swung horizontally above the head when train is standing.

Apply air brakes.



- (g) Held at arm's length above the head when train is standing.

Release air brakes.



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

13. 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 rules 221 and 901.

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. Proceed.
(c) — o o o	Flagman go back and protect rear of train.
(d) — — — —	Flagman may return from the south as prescribed by Rule 99.
(e) — — — — —	Flagman may return from the north as prescribed by Rule 99.
(f) — — —	When running train parted; to be repeated until answered by the signal prescribed by rule 12(e). Answer to 12(e).

SOUND.	INDICATION.
(g) o o	Answer to any signal not otherwise provided for.
(h) o o o	When train is standing. Back. Answer to rule 12(d), 16(d) and 16(e).
(j) o o o o	Call for signals.
(k) — o o	To call the attention of yard engines, extra trains or trains of the same or inferior class or inferior right to signals displayed for a following section. If not answered by a train, the train displaying signals must stop and ascertain the cause.
(l) — — o o	Approaching highway crossing at grade, and obscure places, to warn employees and others.
(m) — — — —	Approaching stations, junctions and railroad crossings at grade.
(n) — — o	Approaching meeting points. See Rule 90.
(o) o —	Inspect train line for leak.
(p) Succession of short sounds	Alarm for persons or live-stock on the track.
(q) — o	Signal to train on opposite track of danger, or that they are following another train too closely.

SOUND.	INDICATION.
(r) o — — — — —	Repeated at intervals is notice to trackmen and others that train needs assistance, and all employees within hearing must repair at once to the engine or train and render such aid as is in their power.
(s) o	When running snow flangers, notice to raise flanger.
(t) oo	Drop flanger.
(u) oo oo oo	Signal to trainmen that engineer cannot release air brakes.
(v) oo ooo	To call attention of trainmen to 19 train order signal displayed, and to acknowledge to operator that signal has been seen.

15. The explosion of two torpedoes is a signal to reduce speed and look out for a train ahead or obstruction. The explosion of one torpedo will indicate the same as two, but the use of two is required. During winter weather care will be used to remove snow or ice from top and sides of the rail before placing torpedoes. They will be placed squarely on top of the rail with that part to which the lead strap is attached next to the rail and securely clamped.

The explosion of torpedoes will be acknowledged as per rule 14 (g).

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

Employees who are required to use track torpedoes must see to it that their supply of torpedoes is so cared for that persons other than employees required to use them cannot get access to them.

The trainmen, who are required to have them at hand for ready use, must carry them clamped to their lanterns or on flagstaff in such a way that they cannot be dropped or lost on the company's property with a possibility of their being picked up by outside parties. Trainmen will be held responsible for the careless use of track torpedoes, and must see that they are not carried loosely in their pockets so as to get lost from their possession.

16. COMMUNICATING SIGNALS.

SOUND.	INDICATION.
(a) One	Look to the rear for signals.
(b) Two	When train is standing, start.
(c) Two	When train is running, stop at once.
(d) Three	When train is standing, back the train.
(e) Three	When train is running, stop at next station.
(f) Four	When train is standing, apply or release air brakes.
(g) Four	When train is running, reduce speed.
(h) Five	When train is standing, call in flagman.
(i) Five	When train is running, increase speed.
(j) Six	Brakes sticking or wheels sliding.

Engineers will answer air whistle signals with whistle of corresponding number of sounds.

16a. Trainmen of passenger trains before leaving terminals, or in the event of any change in train by taking on or setting off cars, must call for test of air brakes by the use of the air whistle signal, as per rule 16 (f) from the rear car in train instead of by hand. This will give a test of the air whistle signal in addition to the air brakes.

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.

When an engine is running backward a white light must be displayed by night on the rear of the tender.

Trains moving on passing sidings after they are into clear, will display their headlights, 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 the opposing train has passed. A headlight displayed by a train on a siding will be regarded by an opposing train as a stop signal.

17a. When an engine heads into a siding to clear the main track for an opposing train, and for any reason its headlight cannot be seen from an opposing train, or when using an impaired or defective headlight, the flagman must be sent ahead to stop opposing train until the main track is clear.

17b. When there are more trains at a meeting point than the siding will hold, the headlight of the leading engine will not be concealed.

18. Yard engines will display the headlight to the front and rear by night. When not provided with a headlight at the rear, two white lights must be displayed. Yard engines will not display 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:

On single track:

By day: Green flags, or marker lamps (not lighted.)

By night: Green lights to the front and side, and red lights to the rear, except when the train is clear of the main track, when green lights will be displayed to the front, side and rear.

On double track:

By day: Green flags, or marker lamps (not lighted).

By night: Green lights to the front and side, and red lights to the rear, except when the train is clear of the main track, when green lights will be displayed to the front, side and rear, and except when a train is turned out against the current of traffic, when green lights will be displayed to the front and side, a green light to the rear on the side next to the main track on which the current of traffic is in the direction the train is moving, and a red light to the rear on the opposite side.

When running at night, freight trains will also display a red cupola light, which must be concealed when train turns out to be passed by another train and when clear of the main track.

The red lights must again be displayed to the rear before returning to the main track.

19a. When there are more trains to be passed than the siding will hold, the red lights must remain displayed.

19b. Train crews going into terminals must not remove markers, tail lights, caboose indicators or other signals until the train has been delivered to connecting train crew or is clear of main track and switch closed.

20. All sections, 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.

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.

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

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.

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

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

26a. When work is being done on any repair track by car repairers, the switches at both ends of the side track must be closed against that track and locked by car repairer with car repairer's locks and kept so locked while men are working about the cars, and in addition blue flags by day and blue lights by night must be displayed at both ends of the repair track, and neither the flags nor lights be removed or switches unlocked by anyone excepting the car repairer placing the signals and locking the switches, they to remove them and unlock switches

only at such times as to allow cars to be taken from or put on such track. This rule will apply to all tracks in No. 6 yard, Two Harbors, when work is being done on trains. Carmen making inspection or repairs on other than repair tracks must protect themselves by day with blue flags at each end of car, or cars, and by night with blue lights, to be placed and removed by the same men in all cases. Foreman going off duty will meet foreman coming on duty and exchange keys for switches and state which switches are locked.

26b. Where inspection or light repairs are being made, the train must not be moved until released by inspector to conductor.

USE OF SIGNALS.

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as the most restrictive indication that can be given by that signal, and the fact reported to the Chief Train Dispatcher. Conductors and engineers using a switch where the switch light is imperfectly displayed or absent, must also, if practicable, correct or replace the light.

In the absence of a light where one should be displayed, and where the day indication can be plainly seen to be properly displayed, a train may accept the day indication, reporting the facts to the Chief Train Dispatcher.

27a. During the night, signals will be observed frequently to ascertain whether the lights are properly displayed, and in case signal lights are extinguished, they will be relighted at the first opportunity.

27b. When conditions obscure the clear view of signals, engineers will approach them with caution.

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.

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

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 engineer.

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.

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.

31a. All 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.

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.

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.

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

33a. Watchmen stationed at highway crossings must use stop signals when necessary to stop trains. They will use, by day, a disk with the word "STOP"

on its face; and by night a red light, visible only from a highway as signals to stop highway traffic.

34. The engineer and fireman, must, when practicable, communicate to each other by its name the indication of all signals affecting the movement of their train.

34a. Engineers will note position of train order semaphores and automatic block signals, and engineer will call position of signal to fireman or head brakeman, who will answer the position. Conductors and rear brakemen will exchange signals with each other per above when possible.

34b. Where track curves to the left, firemen or brakemen will keep lookout, and if track is clear will say "all right," and engineer will answer, "all right." Where track curves to the right, signalling will be reversed; same precautions must be taken approaching and passing through stations and other places where view may be obstructed.

35. The following signals will be used by flagmen:

Day signals—A red flag.

Torpedoes and
Fuses.

Night signals—A red light.

A white light.
Torpedoes and
Fuses.

36. A yellow flag by day, and in addition, a yellow light by night, placed on the engineer'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.

37. Upon approaching place where graders are at work, or wherever workmen are protected by slow flag, engineers will sound the road crossing

whistle, reduce speed and bring train under perfect control until track is known to be clear and safe.

38. When an engine is backed over the road, engineer must have fireman or brakeman look out for signals.

39. 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.

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

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.

Right is superior to class or direction.

Direction is superior 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.

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 subdivision, 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, as per rule 99, 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.

83b. Conductors must personally register as soon as possible after their arrival at register stations, the date and time of arrival and departure of their trains and all other information called for by the form, 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. Engineers running without conductor will be considered as both conductor and engineer, and will register accordingly. The register is subject to the inspection of conductors and engineers at all times, and they must examine it to assure themselves of the arrival and departure of trains.

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

When a train does not carry signals between its initial and terminal station, conductor will state under column "Signals Carried," none.

Stations at which train registers are located may be designated by time table.

83c. All trains will inquire for orders at terminal points before leaving, and will obtain a clearance at originating terminal and when going from double to single track and where they get train orders.

83d. Unfulfilled schedules, or schedules annulled over a certain portion of a division or subdivision, on account of detouring or otherwise, cannot be resumed at any point unless authorized by train order.

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

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

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

A section may pass and run ahead of another section of the same schedule, first exchanging train orders, signals and numbers with the section to be passed. The change in sections must be reported from the next available point of communication.

86. Unless otherwise provided, 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 opposing 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 or be passed by 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 cannot 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.

88b. A train holding main track at meeting point must at once adjust the switch for the opposing train. The man who adjusts the switch must protect it, unless relieved by some other trainman or switch tender.

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.

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 or should meet.

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.

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.

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

The engineer will give signal 14(n) at least one mile before reaching a schedule meeting point with a train of the same or superior class, or a point where by train order the train is to meet or wait for an opposing train. Should the engineer fail to give signal 14(n) as herein prescribed, the conductor must take immediate action to stop the train.

91. Unless some form of block signals is used, trains in the same direction must keep at least five minutes apart, except in closing up at stations. A train following a train carrying passengers must keep at least ten minutes behind it.

91a. 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, engineers 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 tak-

ing coal or water at any coal shed or watering tank. The entire responsibility for safety rests on the approaching train.

91b. 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.

91c. 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.

91d. Enginemen, before leaving register station, will require from the conductor a memorandum on prescribed form showing the numbers of all superior trains, and stating he has checked the register, and that all trains have arrived or departed as the case may be.

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

All trains except first class trains must move within yard limits prepared to stop unless the main track is seen or known to be clear.

93a. Yard limit boards will afford no protection to switch or road crews against first class trains, and they must not occupy main track on their time without train order authorizing same.

93b. 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.

All trains, except first class trains, must be brought under full control on approaching and before passing all yard limit boards, and not exceed such rate of speed in yard limits that will prevent stopping within half the distance from the point where an opposing engine or train can be seen, and expecting to find tracks blocked, switches set wrong or trains moving in opposite direction, and no greater rate of speed must be made in yard limits except where tracks are known to be clear. This rule will also apply to all switching engines and crews as well as main line trains.

94. A train which overtakes another train so disabled that it cannot proceed will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next available point of communication and there report to the 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 available point of communication.

When a train, unable to proceed against the right or schedule of an opposing train, is overtaken between communicating stations by an inferior train or a train of the same class having right or schedule which permits it to proceed, the delayed train may, after proper understanding with the following train, precede it to the next available point

of communication, where it must report to the 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, except as prescribed by rule 85, without orders from the Chief Train Dispatcher.

96. When signals displayed for a section are taken down at any point before that section arrives, the conductor, if there be no other provision, will arrange in writing with the operator, or if there be no operator, with the switchtender, or in the absence of both, with a flagman left there for that purpose, to notify all opposing inferior trains, or trains of the same class, until the fact that the signals were carried has been registered at the next register station.

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 signaled section arrives, the train dispatcher must arrange to notify all trains of the signals having been carried until the signaled section arrives at the point where signals were taken in, and protect the signaled section from inferior trains.

97. Extra trains must not be run without train orders from the Chief Train Dispatcher, except as provided by rule 97a.

97a. Trains will use double track with the current of traffic without train orders.

The new line between Two Harbors and Waldo will be known as the Waldo Loop, and will be operated as a north bound track. The old line from Waldo to Two Harbors will be operated as south bound track.

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.

Train using a siding must proceed with caution, expecting to find it occupied by other trains or cars.

98a. All trains must stop within a distance of 400 feet before crossing any drawbridge 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; and at a point ONE MILE (or 35 telegraph poles) from the rear of his train, 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 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 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.

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 distance from the obstruction.

Should a train be seen or heard approaching before flagman has reached the required distance, he must at once place two torpedoes on the rail ten yards apart, and if by night or during foggy or stormy weather, display a red fusee, continuing in the direction of the approaching train.

The flagman must take with him a red flag, and at least six torpedoes by day, and, in addition, by night a red and white lantern and a supply of fusees, also clad with proper clothing at different seasons of the year to enable him to perform his full duty in the protection of his train as required by the rules and without having to first return to his train for ANY PURPOSE WHATSOEVER.

If a train approaches before the flagman is recalled, he will give stop signal with red flag by day, and with red and white lanterns, swinging in the same hand, by night, and if weather conditions make it advisable, a fusee will be used in addition to the red and white lanterns. Even though engineer answers the stop signal as provided in Rule 14 (g) the flagman will not remove torpedoes from the rails as an engineer may at any time receive a signal from a member of his own crew which he would answer in the same manner and may not have observed flagman's signal at all; this is especially so when flagging or protecting

passenger trains which are equipped with air whistle signal.

If flagman is recalled before being overtaken by following train he will, if no following train is in sight or hearing, return to his train, but he must not remove the caution torpedoes; and in addition, at night, or should the weather conditions require, he will also leave a burning ten-minute fusee.

If flagman is recalled before getting back a sufficient distance to place caution signals to good effect he will, if local conditions require, continue to go back until he has reached a safe distance before placing caution signals, and before returning to his train.

Attention is also called to the importance of protecting a train against being run into by a following train while it is pulling out of a siding when circumstances make such an accident possible.

While the flagman must not wait for instructions from the conductor, or whistle signal from the engineer, to go out and protect his train when required under the rules, the conductor and engineer are not relieved of the responsibility of knowing that their train is properly protected when exposed to danger of either head-on or rear-end collision. It is the engineer's duty to promptly whistle flag out under all circumstances necessary to prevent rear collisions, and the conductor's duty to personally know that the flagman has gone out a sufficient distance with proper appliances, and fully understands their use.

When one train is found by another train occupying the main track without proper protection, as provided by the rules, the Engineer must stop his train at the first telegraph office, notify his conductor, and the two will sign a joint telegram to the Superintendent, notifying him of the occurrence. Any failure to report matters of this kind

will be considered as serious an offense as though they were guilty of a violation of the rules themselves.

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 its 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.

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

For a caution signal, two torpedoes will be placed one rail length apart on the rail on the engineer's side of approaching or following trains.

The above explanation of the manner in which rule 99 shall be carried out is submitted for guidance of trainmen and enginemen, and they are required to familiarize themselves with the same and to keep it in their possession for ready reference at all times while on duty.

The attention of trainmen and enginemen is called to the fact that they are held responsible for the protection of their train in whatever manner the circumstances require. The fact that it is running does not release them from using all necessary precaution to guard against a following train colliding with theirs, especially so when running at slow rates of speed, or when the weather conditions are such as to obscure the view of following trains. Under such circumstances they will drop a burning ten-minute fusee as frequently as may be necessary, and, in addition, use whatever

other method of protection that may be necessary to avoid a rear collision.

100. Omitted.

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

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

If there is reason to believe that train has passed over a broken rail or any dangerous defect of track or roadway, they must stop at once and take proper action to protect following trains and notify train dispatcher as promptly as possible.

102. If a train should part while in motion, trainmen must use great care to prevent the detached parts from coming in collision. The Engineer must give the signal as provided in rule 14 (f) and place his Engineer's valve on lap.

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.

102a. When it is known that the detached portion has been stopped, and the whole occurrence is in plain view, no curve or other obstruction intervening, so that signals can be seen from both portions of the train, the Conductor and Engineer may arrange for the recoupling, using the greatest caution.

102b. 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 Engineer 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 Engineer back to the rear portion.

102c. Engineers must not, under any circumstances, cut loose from and leave their trains, without having a full understanding with the Conductor in person.

102d. When on double track the Engineer and trainmen of the front portion must give the same train parted signal to train running on the opposite track. A train receiving this signal or being otherwise notified that a train on the opposite track has parted, must immediately reduce speed and proceed with caution until the separated train has been passed.

When a train is disabled so it may obstruct the opposite track, trains on that track must be stopped.

In case of the front portion of the train having passed a crossover or junction or spur track where other engines or trains could get between two portions of train when the train is broken in two, or when the train is doubling a hill, proper precautions must be taken to flag such crossovers, junctions, etc.

103. 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 Enginemen 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.

103a. 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 the way is clear and to give signals.

103b. When ore trains are being backed into the mines or about the yards, trainmen must be between the leading two cars in train with angle cock on lead end of leading car open and be ready to apply the air when approaching any obstruction or in case the Engineer cannot readily see the signals as given; and in handling such trains it should be first known that the air is connected and working throughout the train.

103c. When cars are being pushed by an engine a trainman must be located on the leading car in plain view, and other trainmen must distribute themselves so that the man on the leading car can be kept in view, either by some of the trainmen or Engineer, and in case of the disappearance of the man on the leading car, or the disappearance of the man from whom Engineer is receiving his signals from the sight of the Engineer must be taken as a signal to stop, and trainmen must commence giving Engineer car signals when five cars away from the point where they wish to stop and keep giving the proper number of car signals as the distance is diminished, so that the Engineer can make a gradual stop. This rule also applies to switchmen.

103d. Trainmen and switchmen in working

must use care to not damage equipment by making couplings too hard, and must give the Engineer proper car signals a sufficient distance away so that the couplings can be made with proper care.

103e. The emergency brake must not be used for stopping ore cars on the ore docks when moving onto the docks. Switchmen should be properly stationed and give car signals to Enginemen in ample time so that stop can be made by moderate application of the brakes. Emergency application should never be used except in cases of emergency.

103f. When practicable, and as much as possible, trainmen and switchmen should give signals to the engineer on the engineer's side. When it is impracticable to give the signals direct to the engineer, it will be necessary for them to be given to the fireman, but it is desired that all parties interested will, as far as possible, give signals to the engineer direct in preference to the fireman.

103g. In case it is necessary for train with pusher engine to back up, enginemen will arrange for pusher engine to control train with air while backing up.

104. Switches must be left in proper position after having been used. Conductors are responsible for the position of the switches used by them and their trainmen, except where switchtenders are stationed, but, when practicable, the engineer must see that the switches nearest the engine are properly set.

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

104a. All switches must invariably be thrown by hand.

104b. 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.

104c. 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, engineer, or whoever has discovered it.

104d. Where side tracks and spurs are equipped with derail switches, they must always be left set in the derailing position, except when that part of the track is being used. Quite a number of the main line switches are connected in such a manner as to have derail set in derailing position while the main line switch is set for the main line, and employes handling such main line switches must be careful not to throw the main line switch at such a time as to derail a train while it is being pulled in, and engineers on such side tracks must be careful not to run over derail, but stop far enough back so the employes can throw the main line switch and thus clear the derail.

104e. Trainmen using crossover switches, such as the ones at Skibo, Waldo, Lakewood, etc., must leave switch on siding set for siding, otherwise there is danger of cars running out and fouling main line.

104f. All switches must be provided with either a lock or hook on the switch which must be in proper place in the keeper at all times when switch is being run over by engine or cars, and at all other times except when switch is being handled. All employes noticing that switch is not properly provided as above required should promptly report the absence of the lock or hook to the Superintendent's office.

104g. Trainmen of trains on siding must not unlock main track switches, nor stand within thirty (30) feet of switch stand thereof until the train or trains to be met, or which are to pass, have cleared. If practicable, the employe at the switch must take his position on the side of the track oppo-

site switch stand. Neither switch of a cross-over between main tracks may be unlocked while a train or engine is passing on either track.

104h. A train or engine using any track on main line or in yards must not foul another track until the switch to be used has been lined for the movement, and when moving from main track to siding or auxiliary switch track must be entirely clear before stopping for switch to be closed, unless connecting and adjoining tracks are seen and known to be clear of engines or trains moving towards them.

104i. 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 engineer, when his engine is into clear, must see that the switch is properly set for the main track.

104j. 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.

104k. 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.

104l. 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.

104m. Running switches must not be made unless the conductor is present and supervises the work.

105. Both the conductor and the engineer are responsible for the safety of the train and the observance of the rules, and, under conditions not pro-

vided for by the rules, must take every precaution for protection.

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

106. 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 by proceeding slowly, and by having a trainman walk just in advance of the train.

107. All trains having logs will come to a full stop five (5) minutes before meeting any train carrying passengers on double track, and remain standing until the passenger train has fully passed. Conductors of such trains will receive information from dispatcher's office as to whether passenger trains are on time or not; engineers of passenger trains will report promptly to the Superintendent any instances where the above is not complied with. This rule will also apply on tracks of connecting foreign roads, and also trains having logs when meeting passenger trains along single track will not start their trains until the passenger trains have fully passed, except log trains running through the N. P. yard in Duluth need not stop for approaching passenger trains unless they have plenty of time to make the stop before the passenger reaches them, but may proceed at a slow rate of speed of about six or seven miles per hour, the engineer endeavoring to handle the train as carefully as possible so as not to cause any logs to fall off.

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

109. The regulations require that persons afflicted with contagious diseases be cared for in and by the community in which they reside, or are located in at the time they become afflicted with such disease. Trainmen must keep a sharp lookout for persons afflicted with smallpox or other conta-

gious diseases and prevent them from boarding their train whenever possible, and thus avoid exposing the traveling public to the danger of contracting these diseases.

If any person suspected of being afflicted with smallpox, or other contagious diseases, should be found in their train, isolate them as much as possible from other passengers on the train, and at once wire the Superintendent's office and the agent at next station ahead, where a detention hospital is located, so that suitable arrangements can be made to care for such persons. Conductors will see that their brakemen fully understand and do everything possible in their power to carry out these instructions.

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 to notify all trains met, as well as to report to the Train Dispatcher for orders at the first available point of communication.

Precautions must be taken to stop in such a manner as to flag a switch until the opposing trains are notified that they are flagged and held for following train.

111. When a passenger train is detained at any of the designated stops more than three minutes, the flagman must go back with flagman's 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.

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 cannot 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.

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 train, the fireman must be sent in his place.

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

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 flagman's signals, as provided in rule 99, not less than THREE-FOURTHS MILE (or 26 telegraph poles) in the direction of the approaching train.

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 flagman's signals as provided in rule 99, not less than ONE MILE (or 35 telegraph poles), in the direction of the expected train.

116. When it is necessary for a freight train on double track to cross over to the opposite track,

to allow a passenger train running in the same direction to pass, and a passenger train, running in the opposite direction, is due, a flagman must be sent back with flagman's 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 flagman's 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.

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 train orders. Trains running against the current of traffic will look out for section men, etc.

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.

Switches at each end of the double track must be left set for south bound trains.

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. Trainmen or other employes must not ride over the road on pilots or pilot beams of engines.

123. 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.

124. When cars are set out, or trains are cut at crossings, cars should be placed far enough from the road crossing so that the view to and from the crossing will not be obstructed for automobiles and vehicles for at least 35 feet from center of road, and a greater distance, if conditions require it, to give automobiles, etc., a good view of the crossing.

125. Employes' attention is called to and they must comply with the following provisions of the Hours of Service Law:

Section 2.—(Sixteen hours the maximum continuous service of trainmen—ten consecutive hours off duty—service hours of telegraph, etc., operators—period may be extended.) That it shall be unlawful for any common carrier, its officers or agents, subject to this Act, to require or permit any employee subject to this Act to be or remain on duty for a longer period than sixteen consecutive hours, and whenever any such employee of such common carrier shall have been continuously on duty for sixteen hours he shall be relieved and not required or permitted again to go on duty until he has had at least ten consecutive hours off duty; and no such employee who has been on duty sixteen hours in the aggregate in any twenty-four-hour period shall be required or permitted to continue or again go on duty without having had at least eight consecutive hours off duty; **Provided**, that no operator, train dispatcher, or other employee who by the use of the telegraph or telephone dis-

patches, reports, transmits, receives, or delivers orders pertaining to or affecting train movements shall be required or permitted to be or remain on duty for a longer period than nine hours in any twenty-four-hour period in all towers, offices, places and stations continuously operated night and day, nor for a longer period than thirteen hours in all towers, offices, places and stations operated only during the day time, except in case of emergency, when the employee named in this proviso may be permitted to be and remain on duty for four additional hours in a twenty-four-hour period on not exceeding three days in any week; **Provided, Further**, The Interstate Commerce Commission may, after full hearing in a particular case, and for good cause shown, extend the period within which a common carrier shall comply with the provisions of this proviso as to such case. (34 Stat. L. 1416.)

Section 3. — **Penalty for violation** — prosecutions—unavoidable accidents, etc.—wrecking, etc., crews.) That any such common carrier, or any officer or agent thereof, requiring or permitting any employee to go, be, or remain on duty in violation of the second section hereof, shall be liable to a penalty of not to exceed five hundred dollars for each and every violation, to be recovered in a suit or suits to be brought by the United States district attorney in the District Court of the United States having jurisdiction in the locality where such violation shall have been committed; and it shall be the duty of such district attorney to bring such suits upon satisfactory information being lodged with him; but no such suit shall be brought after the expiration of one year from the date of such violation; and it shall also be the duty of the Interstate Commerce Commission to lodge with the proper district attorneys information of any such violations as may come to its knowledge. In all prosecutions under this Act the common carrier

shall be deemed to have had knowledge of all acts of all its officers and agents; **Provided**, That the provisions of this Act shall not apply in any case of casualty or unavoidable accident or the act of God; nor where the delay was the result of a cause not known to the carrier or its officer or agent in charge of such employe at the time said employe left a terminal, and which could not have been foreseen; **Provided**, further, that the provisions of this Act shall not apply to the crews of wrecking or relief trains. (34 Stat. L. 1416.)

The term "ON DUTY" has been interpreted to mean all the time during which an employe is performing service or is held responsible for performance of service; and it, therefore, includes all time on duty before departure of a train, and after its arrival at final terminal and until the crew is tied up and relieved from duty.

Employes are positively forbidden to be or remain on duty for a longer period than is permitted by the above law, or to resume duty without having been off duty the required length of time. If, after leaving the terminal the conductor finds that on account of delays or other causes he will not be able to reach final terminal and tie up within the time required, he must take the matter up with the dispatcher, as long as possible in advance of the expiration of the time which he will be permitted to remain on duty, so that the dispatcher may arrange for a crew to complete the trip within the time allowed or tie up the train at a suitable point when absolutely necessary. It is of the utmost importance that the dispatcher be notified, because he may have ordered certain work done, a part of which is very important, and in reducing the work for the crew in order to enable them to get in on time, he can advise what work is to be done in preference.

At the end of each day's work the conductor and engineer of every train (except regular pas-

senger trains) must immediately either deliver to the person or office indicated below, or file with the operator for transmission, a tie up report on form No. 651, giving the information required by the form.

Conductors of trains running out of or tying up at Two Harbors will leave the report at the dispatcher's office, or at the diamonds; conductors of trains running out of or tying up at Endion, will send the report by wire to the chief dispatcher; conductors of trains running out of and tying up at Ely, Tower Junction, Biwabik, Eveleth or Fayal, will deliver the tie-up report to the yardmaster at a point where train is tied up; engineers of trains running out and tying up at Two Harbors will deliver tie-up report to the office of Superintendent of Motive Power; engineers of trains running out of or tying up at Endion, Ely, Tower Junction, Biwabik or Eveleth will deliver the tie-up report to the motive power department foreman at the point where the train is tied up; conductors and engineers of trains tying up at points other than the foregoing will send tie-up report to the proper party at Two Harbors, by wire.

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:

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.

Whenever a train receives orders to run extra, or work extra at a station that is not a registering

station, an order in the following form must be demanded and received before train leaves station in question:

All trains due at.....up to (A. M. or P. M.)....., have arrived.

Signed by dispatcher, to be answered and made complete in the usual form.

If any regular train due has not arrived, the order should read, "Except No....."

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.

128. 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 14q).

129. When passenger trains are backing into Two Harbors, the train must stop at Poplar street (south end of depot platform) and brakeman precede the train, a short distance ahead of same, the entire length of platform, so as to avoid personal injury to parties on the platform.

The conductor will be stationed on rear of train, so in case of necessity he may be able to apply the air.

130. Trainmen and enginemen must make a test of air brakes as per rule 705 before leaving terminal or any point where the make-up of the train is changed. The terminal and change of train test must be made as follows: After full pressure is attained, and a trainman is stationed at rear of train who will signal the engineer as per rule 12(f), the brakes must be applied with sufficient force to ascertain whether or not they are working properly.

The running test, called for by rule 537, must be made at some practicable point before reaching railway crossings and other hazardous places and before descending heavy grades. *gc*

South bound freight and ore trains must STOP at Highland, and carefully inspect train as per rule 705, for the purpose of ascertaining whether there are any cars in the train with air cut out or on which the air brake does not work properly, and notify the enginemen if there are any cars cut out or on which the air is not properly working; and satisfy themselves that a SAFE speed can be maintained between Highland and Two Harbors, and must use 35 minutes actual running time from Highland to Waldo, and use extra caution letting trains down the grade into Two Harbors, slowing trains to six miles an hour at cut on top of hill three miles north of Two Harbors, and be very careful that train is kept under perfect control down the grade. *on*

Engineer must thoroughly examine and test air equipment on engine as to the operation of the pump, the condition of the air strainers and of admission and discharge valves, etc. Before proceeding from Highland, the conductor and engineer will confer and agree as to precautions necessary to control train, and the engineers who have any doubt of controlling their trains with the air brakes from block 296 to Two Harbors will arrange with conductor at Highland to bring train via Loop, and conductor will notify dispatcher from Highland accordingly. If anything develops in the handling of train from Highland to Waldo that would change arrangements made at Highland, engineer will stop at Waldo so that conductor will notify dispatcher of such change. *not*

Conductors and engineers must know that brakemen properly inspect the trains at Highland. In making the inspection, trainmen must see that the pistons are properly out and brake shoes

against the wheels, and that both sides of the train are inspected. South bound trains that originate at points between Highland and Two Harbors, or on the Drummond line, which are to come down the hill, must be inspected in a similar manner.

Engineers must see to it that train is kept under perfect control by the use of air brakes without any assistance from hand brakes, except in cases of emergency and to avoid an accident, when they will call for hand brakes as per rule 14(a).

In going down the hill from Highland to Two Harbors, if engineer calls for brakes, conductors should at once open the conductor's valve and apply the brakes. Trainmen should commence setting the hand brakes as soon as practicable to secure train, and ascertain the reason the engineer calls for brakes.

If air is all right, engineer should be signaled to release brakes and pump up his train, and when the engineer is ready he should draw off a few pounds of air to hold the train and signal the crew to let off hand brakes.

All hand brakes, when on hill, must be set with a club.

Conductors and engineers must see that brakemen are in position and ready to respond to call for brakes between Highland and Two Harbors, and must see that they ride out on top of trains from Waldo to Two Harbors.

131. When trains are not controlled from Waldo to Two Harbors, it is very important to know WHY. When train is allowed to run over switch onto safety track, trainmen and engineers will examine train carefully, and report promptly to Superintendent's office, in writing, what they find to be the cause. Trainmen will report if retainers and hand brakes were used, and how many of each; and engineers will report how air brakes were operated, after leaving Waldo block, as well as any other information of value affecting the particular case. The

train must be left coupled together on safety track until it can have special inspection while engine is still attached to the train and air set. Conductor will telephone Superintendent's or Dispatcher's office, so arrangements can be made for special inspection by air inspectors.

132. When it becomes necessary for a trainman to go under or between cars to make repairs or adjust appliances, where it will endanger life or limb, the conductor must personally inform the engineer, and the engine must not be moved until the engineer has been informed personally by the conductor that the danger no longer exists; and while such repairs are being made, a member of crew must protect the other end (whether on siding, station track or main track) against possibility of movement by any other engine.

133. When switching is being done on passenger trains, such as at Ely, Allen Junction, Two Harbors and Union Depot, Duluth, the engineer will set the air on the coaches before the brakeman cuts off the engine or cars so as to prevent the coaches running back when the slack is given to get the pin.

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.

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 trains, and remain standing until such trains have passed.

Waldo
Safety
Rules

X

136a. When running snow flangers, engineers 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. ✓

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. Commercial cars of freight must be cut free at both ends when being weighed on track scales. ✓

139. Whenever cars or locomotives are coupled onto passenger trains, the brake must be set on the cars to which the coupling is to be made. ✓

140. When handling passengers where caboose is coupled onto coach, or cabooses coupled together, the chain must be hooked across the hand rail, so that passengers cannot pass from one car to the other. ✓

141. Dead engines, or disabled engines, with one or both side rods taken down, should not be hauled in fast freight trains when it is possible to avoid it. Under no circumstances must such engines be hauled at a speed exceeding one mile in three and one-half minutes. *Limit Cars*

Engines without pony or engine trucks, or light engines backing over the road, will not exceed fifteen (15) miles per hour. ✓

142. No train shall be run over the road without the percentage of air brakes required by law, connected up and operated by the engineer of the locomotive drawing such train, and all air brake cars in every such train which are associated together with the required percentage shall have their brakes so used and operative. ✓

In case of handling wrecked material in such condition that brakes cannot be applied to control

every engine or car, special arrangements must be made for handling this material in any train.

143. When sleeping cars and private cars which are occupied are being switched or set out at night, they must be handled carefully so as to avoid waking occupants. ✓

Special care must be exercised in the handling of private cars, passenger equipment and boarding outfit cars, and before coupling onto such cars the occupants of the car must be notified of the fact. The air brake must be cut in and operative on all such cars while being handled, and engine must not be detached from them until they are stopped. Such cars must not be dropped or kicked, or running switches made of them. Track department and bridge and building department boarding cars must be handled in the rear end of the train. *Extra Rules*

144. When a passenger train has stopped at a station platform, it must not be moved to take coal or water or do other work until the conductor permits by the usual signal. ✓

145. Employees desiring transportation for themselves, or members of their families, must arrange for this transportation at least the day previous to the day on which they wish to use the transportation. Telephonic and telegraphic requests for transportation will not be granted except in cases of extreme emergency. ✓

146. Agents and trainmen must acquaint themselves with the American Railway Association rules, and the Interstate Commerce Commission Regulations for the Transportation of Explosives and Other Dangerous Articles by freight or express. A copy of these rules can be obtained from the Superintendent's office. *Extra Rules*

147. Trainmen handling logging cars must see that the chains are securely wrapped up, or so placed on cars, and fastened, that they will not come down and catch in switches, guard rails, cattle guards, wing fences of road crossings, and *Extra Rules*

must also see that the lading on cars, and unusually wide equipment which they handle in their trains will clear standpipes, coal docks, trestles and all other structures along the road, and must see that refrigerator car doors and other car doors are properly fastened so they cannot come open, and do damage, and when handling unusually high equipment, such as wreckers, pile drivers, log loaders and other similar equipment, see that the telegraph and telephone wires are not damaged.

148. No material, scrap or otherwise, whether of any apparent value or not, must be taken from the premises of the railroad company by any employe, unless permission has been received from the head of the department to do so.

149. In coupling passenger cars with brake wheels to vestibuled cars it is necessary to remove the brake wheel to prevent the platform rail or vestibule from being damaged.

150. Conductors, engineers and trainmen discovering fire adjacent to the track shall report the same promptly at the first telegraph or telephone station reached by them, to the Superintendent, giving location of fire, extent of same, and nature of the material burning, and whether on or off the right of way, and also notify the section men of all fires discovered along the right of way, and whenever they can extinguish fires along the right of way or assist section men or others in controlling and extinguishing the same, they must stop their train and use all the means at their command to that end.

RULES FOR MOVEMENT BY TRAIN ORDERS.

200. All trains will inquire for orders at terminal points before leaving, and will obtain a clearance at originating terminal, and when going from double to single track, and must obtain a

clearance in addition to train orders at points where they receive train orders.

201. For movements not provided for by time table, 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.

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

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 or telephone, 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 engineer, and also to anyone 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 engineers 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 figures, as "No. 10," or "2nd No. 10," adding engine number if desired; extra trains will be designated by engine numbers, or conductor's name, as "Extra 798," or "Extra Jones," and the direction "North" or "South." Time will be stated in words, duplicated in figures. Figures must not be surrounded by brackets, circles or other characters.

In transmitting train orders by telephone the names of stations must be plainly pronounced and then spelled, letter by letter, thus: Aurora, A-u-r-o-r-a; all numerals must first be pronounced, and then followed by spelling, thus: 1-0-5, O n e N a u g h t F i v e; the train dispatcher must write the order as he transmits it and underscore it as it is being repeated. The letters duplicated names of stations and numerals will not be written in the order book nor upon train orders.

Even hours must not be used in stating time of day in train orders, such as 10:00 a. m.

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, and when prac-

ticable must include the operator at the meeting or waiting point. When not sent simultaneously to all, the order must be sent first to the superior train.

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

A meeting order must not be sent for delivery to trains at the meeting point, if it can be avoided; when it cannot 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 TWO torpedoes on the rail, ten yards apart, on the engineer's side of the track, returning at once to his office.

208a. Form 88 will be issued to the conductor and engineer of each train receiving train orders; this form must be carefully filled out to show the numbers of all train orders, Form 31 or 19, for delivery to the train addressed, operator to preserve and file the lowest copy. The word "None" must be written in the space provided for any form of which there are none for delivery. If there are any orders Form 31 the train dispatcher must check all orders by number before authorizing delivery. If there are no orders Form 31, the operator will check carefully to see that all orders Form 19 are entered correctly and delivered. Con-

ductors and engineers must carefully check this form and know that they have all the train orders, the numbers of which are shown thereon.

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

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 engineers, 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 engineers. The person addressed in the order (except engineers) must receive the order direct and personally from the operator. The copy for each engineer must be delivered to him personally by the conductor, and the engineer must read it aloud to the conductor before proceeding.

Engineers must show train orders to firemen, and when practicable to forward trainmen. Conductors must show train orders when practicable to trainmen, who are required to read them.

211. When a "19" train order has been trans-

mitted, 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.

But when delivery to engineer will take the operator from the immediate vicinity of his office, the engineer's copy will be delivered by the conductor or brakeman.

A 19 train order will be used only to confer right upon and not to restrict the right or superiority of any train, except that superior trains may accept the 19 form of train order for inferior trains to pass or run ahead of superior trains.

Engineers must show train orders to firemen, and when practicable to forward trainmen. Conductors must show train orders when practicable to trainmen.

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. (Eliminated.)

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 train order office, or at one at which the train order 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 engineer 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 engineer 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.

When a train is named in a train order by its section number, only such section is included.

219. 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 engineer 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.

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

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).

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 semaphores will 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.

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 direction 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.

221b. Along double track a fixed signal must be used at each train order office, which shall indicate "stop" when trains are to be stopped for train orders. When there are no orders, the signal must indicate "proceed."

221c. The night indications of train order semaphores is green for clear, and any other color than green indicates stop.

221d. The engineer will acknowledge the "19" train order signal by whistle signal 14 (v), the operator being prepared to deliver the order. The conductor must acknowledge the whistle signal by giving the proceed signal, and both engineer and

conductor be prepared to receive the order and Form 88.

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 signals 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 Engineer.

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.

INSTRUCTIONS RELATIVE TO HANDLING TRAIN ORDERS AND GENERAL USE OF TRAIN DISPATCHER'S TELEPHONE SERVICE.

224. The best results are obtained by speak-

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ing in a moderate tone directly into the transmitter.

Intentional interference with the signals, misuse of, or damage to equipment, will result in dismissal from the service.

Receiver must be kept hanging on the extreme end of the switch hook so as to hold the hook down when not in actual use. This is important.

When the circuit is interrupted or the selector signal is inoperative, operators will cut in frequently in an endeavor to keep in close touch with the dispatcher when there is any probability of their being needed.

Operators must not leave the office without permission. At offices that are closed a portion of the time, Operators must get permission from the dispatcher before closing, and immediately notify the dispatcher when office is reopened.

Orders will be sent, received and checked in the same manner as by Morse telegraph with the following exceptions:

- (a) The dispatcher will write out, in long hand, all orders at the time he is sending them.
- (b) All numbers, station names, and names of conductors, when used, will be **FIRST** spelled by letter and then pronounced by the Dispatcher in sending and by the Operator in repeating.

STATION OPERATORS AND EMPLOYEES

1. To call the dispatcher, take down the receiver, place it to your ear, and if the circuit is not busy, give your "Station Name."

If dispatcher is ready for your call he will respond "Dispatcher."

Speak slowly and distinctly.

2. Operators will see that only authorized

persons are permitted to use the telephone apparatus.

3. Employees, whose duties require them to handle trains or block trains, will familiarize themselves with these instructions and be prepared to pass an examination when called upon.

FORMS OF TRAIN ORDERS.

Forms of orders preceded by S are applicable to single track only.

Forms preceded by D are applicable to double track only.

Other forms are applicable to both double and single track.

S-A.

FIXING MEETING POINTS OF OPPOSING TRAINS.

- (1) No. 1 meet No. 2 at B.
No. 3 meet Second 4 at B.
No. 5 meet Extra 95 south at B.
Extra 652 north meets Extra 231 south at B.
- (2) No. 2 and Second 4 meet No. 1 and 3 at C and Extra 95 north at D (and so on.)
No. 1 meet No. 2 at B, Second 4 at C and Extra 95 east at D.

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

B.

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

- (1) No. 1 pass No. 3 at K.
Both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

- (2) No. 6 pass No. 4 when overtaken.

Both trains will run according to rule until the second named train is overtaken and then arrange for the rear train to pass promptly.

- (3) Extra 594 south run ahead of No. 6 M to B.

The first-named train will run ahead of the second-named train between the points designated.

- (4) Extra 95 north run ahead of No. 3 B until overtaken.

The first-named train will run ahead of the second-named train from the designated point until overtaken, and then arrange for the rear train to pass promptly.

- (5) No. 1 pass No. 3 at K and run ahead of No. 7 M to Z.

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. Unless some form of block signal is used, the following train will run with caution, looking out for the designated train ahead until the order is fulfilled.

S-C.

GIVING RIGHT OVER AN OPPOSING TRAIN.

- (1) No. 1 has right over No. 2 G to X.

If the second-named train reaches the point last named before the other arrives, it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the rules. If the first-named train is met between the designated points, the conductor of the second-named train must inform it of his arrival.

- (2) Extra 37 east has right over No. 3 F to A.

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

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

E.

TIME ORDERS.

- (1) No. 1 run 50 mins. late A to G.

This makes 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.

- (2) No. 1 runs 50 mins late A to G and 20 mins late G to K, etc.

This makes 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.

- (3) No. 1 wait at H until 9:59 a. m. for No. 2.

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.

- (4) Nos. 1 and 3 wait at N until 9:50 a. m.
P until 10:30 a. m.
R until 10:55 a. m.
etc.

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 by form G, and the times at each point stated in that example have the same meaning as schedule times in the foregoing example.

F. FOR SECTIONS.

- (1) Eng. 20 display signals and run as First 1 A to Z.

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

- (2) Eng. 25 run as Second 1 A to Z.

- (3) No. 1 display signals A to G for Eng. 65.
Second 1 display signals B to E for Eng. 99.

- (4) Engs. 20, 25 and 99 run as First, Second and Third 1 A to Z.

To add an intermediate section, (5) will be used.

- (5) Eng. 85 display signals and run as Second 1 A to Z. Following sections change numbers accordingly.

The engine named will display signals and run as directed, and following sections will take the next higher number.

To drop an intermediate section, (6) will be used.

- (6) Eng. 85 is withdrawn as Second 1 at H. Following sections change numbers accordingly.

The engine named will drop out at H, and following sections will take the next lower number.

To substitute one engine for another on a section, (7) will be used.

- (7) Eng. 18 instead of Eng. 85 display signals and run as Second 1 R to Z.

The second-named engine will drop out at R, and be replaced by the first named engine.

If the second-named engine is the last section, the words "display signals and" will be omitted. Following sections need not be addressed.

To discontinue the display of signals, (8) will be used.

- (8) Second 1 take down signals at D.

The train named will take down signals as directed, and a following section must not proceed beyond the designated point.

To pass one section by another, (9) will be used.

- (9) Engs. 99 and 25 reverse positions as Second and Third 1 H to Z.

Conductors and enginemen of the trains addressed will exchange orders and signals. Following sections, if any, need not be addressed.

Each section affected by these orders 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.

When sections are run to an intermediate point of a schedule, the train orders must specify which section or sections shall assume the schedule beyond such point.

G.

EXTRA TRAINS.

- (1) Eng. 99 run extra A to F.

- (2) Eng. 99 run extra A to F and return to C.
The extras must go to F before returning to C.

- (3) Eng. 77 run extra, leaving A on Thursday, Feb. 17, 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 given right must clear the time of the extra five minutes.

S-H.

WORK EXTRA.

- (1) Eng. 292 works extra 6:45 a. m. until 5:45 p. m. between D and E.

The work extra must, whether standing or moving protect itself against extra within the working limits in both directions as prescribed by the rules. The time of regular trains must be cleared.

This may be modified by adding:

- (2) Not protecting against eastward extra trains.

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

- (3) Not protecting against extra trains.

Protection against extra trains is not required. The time of regular trains must be cleared.

When a work extra has been instructed by order to not protect against extra trains, and, afterward, it is desired to have it clear the tract 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.

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.

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

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

- (6) Work Extra 292 has right over all trains between D and E 7:15 p. m. until 1:15 a. m.

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

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 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 possible, to be changed as the progress of the work may require.

D-H.

WORK EXTRA.

- (1) Eng. 292 works extra on northward track, or both tracks, 6:45 a. m. until 5:45 p. m. between D and E.

The work extra must, whether standing or moving, protect itself within the working

limits against extras moving with the current of traffic on the track or tracks named. The time of regular trains must be cleared.

This form may be modified by adding:

- (2) Not protecting against extra trains.

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.

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.

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 train is to be given exclusive right over all trains, the following form will be used:

- (4) Work extra has right over all trains on northward and southward tracks between G and H 7:01 p. m. until 1:01 a. m.

This gives the work extra the exclusive right to the track, or tracks, mentioned in both directions, with or against the current of traffic, 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.

J.

HOLDING ORDER.

Hold No. 2

Hold all, or northward, 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 be used only when necessary to hold trains until orders can be given, or in case of emergency.

K.

ANNULLING A SCHEDULE OR A SECTION.

No. 1, due to leave A Feb. 29, is annulled A to Z.

Second 5, due to leave E Feb. 29, is annulled E. to G.

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

L.

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.

M.

ANNULLING PART OF AN ORDER.

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

That part of Order No. 12 reading No. 3 pass No. 1 at S is annulled.

P.

SUPERSEDING AN ORDER OR A PART OF AN ORDER.

This order will be given by adding to prescribed forms the words "instead of —."

(1) No. 1 meet No. 2 at C instead of B.

(2) No. 3 pass No. 1 at D instead of C.

(3) No. 1 has right over No. 2 G to R instead of X.

(4) 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.

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

D-R.

PROVIDING FOR A MOVEMENT AGAINST THE CURRENT OF TRAFFIC.

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

The designated train must use the track Specified between the points named and has

right over opposing trains on that track between those points. Opposing trains must not leave the point last named until the designated train arrives.

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

This order may be modified as follows:

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

The train to be moved against the current of traffic must not leave the first-named point until the arrival of the first-named train.

- (3) Extra 202 has right over opposing extras on southward, track C to F.

The train to be moved against the current of traffic must clear the time of opposing regular trains.

A train must not be moved against the current of traffic until the track on which it is to run has been cleared of opposing trains.

D-S.

PROVIDING FOR THE USE OF A SECTION OF DOUBLE TRACK AS SINGLE TRACK.

No. 1, or northward, track will be used as single track between F and G.

If it is desired to limit the time for such use, add from 1:01 p. m. to 3:01 p. m.

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.

299. 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 employes, in the operating department.

He must report all neglect of duty on the part of employes, 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 shall make frequent inspections of stations, trains and general operating conditions.

TRAIN MASTERS.

300. Trainmasters report to and receive their instructions from the Superintendent or Assistant Superintendent.

They will exercise a direct supervision over all employes in the operating department and see that the rules are fully understood and observed by them, and discipline them when necessary, for neglect of duty.

They will give special attention to the examination of conductors, enginemen and brakemen as to the rules, and must know that each understands those pertaining to his duties before permitting him to go on duty.

They will see that none but intelligent and reliable men are selected for trainmen.

They will give special attention to the prompt

movement of freight, and see that there is no unnecessary delay to trains in doing work at stations or in taking fuel or water.

In cases of accident or detention to trains, they will proceed at once to the place and assist in removing the obstruction. They will see that every precaution is taken to protect and insure safety of all property, either in charge of or belonging to the company, making a detailed statement to the Superintendent at the earliest practicable moment.

They must see that the proper number of cars are moving in each freight train, and that no more freight trains are run than are actually required.

They must see that trainmen are supplied with all necessary signals and that they use them strictly in accordance with the rules.

They will carefully inspect all passenger equipment and know that it is kept clean; watch and investigate the detention of trains; be familiar with the proper distribution of cars and see that they are promptly loaded and unloaded, and make frequent inspections of train equipment, bulletin boards, books, and train registers, and be responsible for their condition; and perform such other duties as assigned them by the Superintendent or Assistant Superintendent.

CHIEF TRAIN DISPATCHER.

301. The Chief Train Dispatcher reports to and receives his instructions from the Superintendent and Assistant Superintendent and will comply with the instructions of the Trainmaster.

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

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 employes before assigning them to duty.

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

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

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 conditions of instruments, wires and train order signals.

TRAIN DISPATCHERS.

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

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 movements of trains over their districts; they will enter on the train sheet the information required by its form.

Each Train Dispatcher going off duty, must enter in ink, in 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.

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.

A train dispatcher, and the operator working

with him, must not both be relieved at the same 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.

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 Superintendent, obey the instructions of the Assistant Superintendent and Train Master, 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.

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.

305. They must be familiar with the duties of engineers, 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.

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.

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

307a. They will comply with the following law in regard to excluding intoxicated people and the use of liquor on their trains, and will also have their brakemen comply with the law:

CHAPTER 28—S. F. NO. 117.

An act relating to drunkenness on railway trains and prohibiting the drinking of intoxicating liquor thereon as a beverage and providing penalties for its violation.

Be it enacted by the Legislature of the State of Minnesota:

INTOXICATED PERSON PROHIBITED FROM ENTERING TRAIN.—Section 1. No person shall, while intoxicated, enter or be on or remain upon a railway train as a passenger.

DRINKING INTOXICANTS PROHIBITED.—Sec. 2. No person shall publicly drink any intoxicating liquor as a beverage in any railway train or coach, or give, or cause to be given to any other person therein, intoxicating liquor as a beverage, except in a compartment or place where such liquor is sold or served under the authority of a license lawfully issued.

PENALTY FOR PERMITTING.—Sec. 3. Persons and corporations engaged wholly, or in part, in the business of carrying passengers for hire, their agents, servants or employees who shall knowingly permit any person to drink any intoxicating liquor as a beverage in any railway train or coach, except in the compartment where such liquor is sold or served under the authority of a license lawfully issued, and any person violating any provision of this act, shall be guilty of a misdemeanor, and upon conviction, shall be punished by a fine of not less than twenty-five dollars (\$25.00) or

more than one hundred dollars (\$100.00), or by imprisonment in the county jail for not less than thirty (30) days, nor more than ninety (90) days.

CONDUCTOR GIVEN POWER TO ARREST.—

Sec. 4. The conductor of any railway train shall summarily arrest, with or without a warrant, any person violating any of the foregoing provisions, and for such purpose shall have the same power and authority as any peace officer, including the power to summon assistance, and such conductor shall further have the power to deliver any such person to any policeman, constable, or other public officer of the county in which offense was committed, and it shall be the duty of such officer to bring the person charged with such offense before the nearest justice of the peace or municipal court of the county where said offense was committed, and to make a complaint against such person, and such complaint made upon information and belief of said officer, shall be sufficient.

CONDUCTOR MAY SEIZE LIQUOR.—

Sec. 5. The conductor of any railway train may take from any person found violating any of the foregoing provisions, any intoxicating liquor then in the possession of such person and deliver the same to the nearest station agent, giving the person from whom it is taken a receipt therefor. Upon the presentation and surrender of such receipt within ten (10) days thereafter, such liquor shall be delivered to the person presenting same, and if not so delivered within such time shall be destroyed by such station agent.

Sec. 6. This act shall take effect and be in force from and after its passage.

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.

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.

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

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.

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

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 toilet room 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 employees, upon any train, except when specially so ordered.

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

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.

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.

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 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 himself or herself at the point of ejection.

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.

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.

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.

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

323. Conductors will pass free over the 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 Postoffice Department officials on their credentials.

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.

325. 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

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.

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 impracticable to get 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, nitro-glycer-

ine, 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 Trainmaster. While on duty they are under the direction of their Conductors.

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.

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.

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 point of switch to know that it is in proper position for the main track.

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

Immediately after leaving a station at which the train has stopped, the brakemen must announce distinctly and audibly in each end of the coach, with the doors closed while facing passengers: "The next station stop is _____" (naming the station); and before reaching a station where a passenger train stops, and after the station whistle has been sounded and all the usual intermediate stops for coal, water, railroad crossings, etc., have been made, the name of the station shall be announced twice in each coach, with the addition, after the last call, "Don't forget your parcels." If a train makes an unusual stop for any reason before the station is reached and after this latter announcement has been made, special care should be taken to see that passengers do not leave the train.

334a. When a way station stop is made, brakemen must allow passengers to get off the train before others get on. Then see that there is no further movement of passengers before giving the conductor "all right" signal. This signal is given by holding the hand or lamp at arm's length, as high as the shoulder, until the conductor gives his starting signal.

334b. When leaving a station brakemen or porters must not close vestibule doors until after the train has moved clear of platform, and not then until sure that no one is clinging to the hand rails.

Vestibule doors and platform traps must be kept closed while the train is in motion and only opened up just as the train makes the station stop, and then only one opening for each trainman to assist passengers off and on, and the brakemen, in announcing station stop, will announce "this way out," indicating the end of the coach at which passengers will be discharged.

Brakemen should see that passengers do not attempt to leave train until it has come to a full stop on non-vestibuled as well as vestibuled trains.

334c. Do not allow passengers to occupy with satchels or packages seats needed by other passengers; to put their feet on the car seats or polished woodwork, or otherwise damage the property of the company. Allow no drunken or disorderly person to enter the cars.

334d. They must not stand on the seat arms, light matches on or otherwise deface the cars.

334e. Pass through the cars, especially sleeping, dining and private cars as quietly as possible, and remove their cap when passing through dining cars occupied by passengers; always be neat in personal appearance; do not read while on duty.

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 Conductors' 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.

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 Engineer or instructions from the Conductor.

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

337a. Brakemen should ascertain from passengers before they board the train to what point they are going in order to see that the passengers are getting onto the right train or cars.

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 and terminals.

340a. The toilets of coaches must be locked at Union Depot, Duluth, and between Union Depot and Endion.

TRAIN BAGGAGEMEN.

341. They report to and receive their instructions from the Trainmaster. 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 delivered to them. They will assist in making up their trains if necessary.

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.

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.

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.

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.

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

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

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

YARDMASTERS.

352. They report to and receive their instructions from the superintendent, and obey the orders of the assistant superintendent and trainmaster.

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.

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

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.

356. 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, empty steel ore cars, loads of lumber, coal, etc., empty box cars, empty flat and oil tank cars.

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 violations of the rules coming under their notice.

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 Train Master.

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

YARDMEN.

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

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 engineers proper signals, such as car signals and stop signals, so that engineers 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.

361a. When engines are double heading the leading engines shall be cut off before any switching is done, as on account of the weight of the two engines draft rigging is liable to be damaged.

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.

Particular attention of Yardmen is called to Rule 26 referring to car repairers' blue 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 telegraphic transportation will be furnished only in cases of extreme necessity.

364. Extra yardmen must be on hand at the yard office at change of shifts, 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.

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.

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.

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, empty steel ore cars, loads of lumber, 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.

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

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

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, except against first class trains. 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.

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

371. When handling empty cars in a train, in excess of fifteen cars, the air must be connected with the locomotive and throughout the train. When handling loaded cars the air must be cut in on all cars.

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.

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 Engineer's side of the engine. This rule will not in any way relieve the fireman from watching for signals.

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.

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.

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.

378. In moving wrecking outfit, pile drivers, steam shovels, log loaders, etc., they must see that they clear all buildings, coal docks, telegraph and telephone wires, etc.

379. They must examine Bulletins daily.

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.

381. Where switch houses are provided, 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.

383. They report to the Superintendent, and obey the orders of Assistant Superintendent, Train-

master and Chief Dispatcher. They must obey the instructions of the Yardmasters and Station Agents.

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.

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

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.

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

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.

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

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 conditions passed upon by said inspectors.

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.

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

Cars must never be left standing on main track without a "31" or "19" 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.

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.

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 will secure usual live stock contract from party in charge of shipment containing live stock, and send a carbon copy of the contract to the auditor's office, and also note on the waybill covering the car to the effect that live stock contract has been issued by conductor, and carbon copy of the contract sent to the Auditor's office, and 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.

397. They must procure a way-bill from the Station Agent or Yardmaster, for every car with lading attached to the 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 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.

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, and note authority for change in way-bill, and also attach such authority when it is in writing.

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

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.

402. When taking loaded cars from stations, or other points, they must examine and make full records of seals. If loaded cars are found without seals, or seals 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.

They will take seal records 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.

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

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 and 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.

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

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 opera-

tor, except that way-bill should be delivered to agent or operator at station where car is left.

408. Should it become necessary to transfer freight into other cars en route, note the facts on the way-bills, giving the numbers 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 and also the condition of the weather, whether raining, snowing, or such as to cause any damage to the 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.

Soft coal should not be used in stoves of Moore heated refrigerators.

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.

411. The track scales of this company are located at Endion, Two Harbors, Highland, Wales, Tower Junction, Ely, Allen Junction and Biwakik; the scales at Endion, Allen Junction, Tower Junction 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.

411a. Commercial cars of freight must be cut free at both ends when being weighed on track scales.

412. Cars must not be stopped in transit for partial loading or unloading, unless such notation is made on the regular way-billing by the billing agent. If shippers desire cars originating at blind sidings to be stopped in transit for partial loading or unloading, conductors must secure authority to do so from the Superintendent's office. The tariff in this respect has been changed from our former custom.

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.

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

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

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.

416. In switching in 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.

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 engineer 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.

419. The federal law prohibits hauling a car with defective draft rigging so it cannot be coupled onto automatically, except such car is loaded with perishable freight or live stock; and it is not lawful to haul any defective cars by means of chains instead of draw bars in trains with other cars commercially used, unless such defective cars contain live stock or perishable freight. It is understood, however, that when damage occurs between stations that the car or cars becoming defective by reason of such damage may be chained up and hauled to the first siding where they can be put into clear of the main line. The law also prohibits hauling a car with defective draw bars out of or past a point where such car can be repaired. The law applies to both passenger and freight; and, as stated, the only exception which allows cars to be hauled when chained up is when they are loaded with perishable freight or live stock. Passenger coach or freight car can be moved when coupled up with the last car in the train, leaving the defective draw bar at the rear end of the train,

and they can be hauled in this manner to, but not past the nearest available point where such car can be repaired. Trains handling exclusively empty cars, also work or other trains not handling revenue freight can handle such defective cars when chained up, as they are not considered revenue trains or trains handling revenue freight. Chained up cars should be switched near the rear end of the train to avoid the heavy strain on the chains. When bad order cars are hauled behind the caboose, the air brake must be working on such cars, and in addition to other coupling appliances, they must be chained to rear of caboose, and hand brake must be in proper working order, and trainmen must watch such cars when going up grade so in case they should break off, they can be properly controlled. 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.

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, except that small broken parts that trainmen can handle conveniently should be put into the caboose and marked with a tag showing the car number to which they belong.

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

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.

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

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.

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. *out*

425.a Trainmen must not use the water out of water barrels on bridges to cool hot boxes unless under conditions in which they cannot get water elsewhere, and in case they use water out of these barrels they must report the fact to the Superintendent. *out*

425b. Trainmen must conserve the packing which they take from journal boxes. It must not be left lying on the ground, nor must they burn it either for the purpose of destroying it or starting fires in stoves, the use of oil or new packing is also prohibited for this purpose. Caboose have been supplied with an additional dope pail for the storage of second-hand packing. *out*

425c. When brasses are removed from foreign cars trainmen will attach a tag to brass removed and address it to the storekeeper. It may be left at the first station, or at any car repair point. *out*

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. *Heb*

426a. Trainmen must not use their lanterns in cars containing oil, gasoline and other highly

inflammable articles. Conductors of local freights must get electric pocket lamps from the store-keeper for use in such cars. *OK*

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. *OK*

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. *OK*

429. No powder, dynamite, nitro-glycerine or similar explosive articles, should be transported in any car attached to a train carrying passengers. *except when no fit place is provided*

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. *out*

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 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. *out*

431a. Attention is called by the Secretary of Agriculture to the law now in effect, entitled "An act to prevent cruelty to animals while in transit by railroad or other means, from one State or

Territory into another State or Territory." By the terms of this law no railroad or common carrier shall confine cattle, sheep, swine, or other animals, in cars for a period longer than 28 consecutive hours without unloading the same in a humane manner into properly equipped pens for rest, feed and water, for a period of at least five consecutive hours, unless prevented by storm or other accidental or unavoidable cause which cannot be anticipated or avoided; except upon written request of the owner or person in charge of such shipment the time may be extended to 36 consecutive hours. This written request, however, must be separate and apart from any printed bill of lading or railroad form. Also the time during which animals have been confined without rest, feed and water, on connecting lines, is included within the 28 hours above mentioned. In case the period of 28 hours expires in the night time, in the case of sheep, they may be carried on in continuous transit to a suitable place for unloading, until daylight. Any animals of the above description must not be accepted at junction points unless the way-bill shows the endorsement when last unloaded for feed, water and rest, and must not be started in transit on this line unless they have time to get to destination within the 28 hour period. Otherwise they must be unloaded, fed, watered and rested at the Junction station of this line before forwarding. Also all shipments of animals of the above description forwarded locally on this line must bear the notation on the billing hour and date loaded at originating station. *out*

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, empty steel ore cars, loads of lumber, coal, etc., empty box cars, empty flat and oil tank cars. *out*

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 train orders, as soon as possible after receiving them.

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

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 engineer. 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.

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 engineer a "proceed" or "stop" signal as circumstances may warrant.

438a. When any train except a passenger train, is approaching any station, the engineer must sound the station whistle at proper distance from the station and receive a go ahead or stop signal from trainman on rear of train, and answer it with proper whistle signal 14 (g) and trainman on head end of train will also answer by hand or lamp signals to rear of train.

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

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

440a. They must keep a memorandum book in which to note the dates of occurrences which may be of future importance, with all the details of consequence connected therewith.

440b. During their trips conductors must attach to all cars on which defects are discovered, cards of prescribed form indicating such defects, for the information of car inspectors. Trainmen should also mark defects with chalk.

440c. In switching trainmen must know that hand brakes are in good order before cutting off cars.

FREIGHT BRAKEMEN.

441. They must report to and receive their instructions from the Trainmaster. While on duty they are under the direction of the Conductor. They must obey the orders of the yard masters while in yard limits.

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 for using. They are also required to use great caution in making couplings.

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

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.

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

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.

445a. They must examine the bulletin book 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 of water stations, etc.

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 deten-

tion or accident he must immediately go back, as per rule 99, without waiting for a signal from the engineer 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.

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.

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

450. They must make themselves familiar with the duties of the Conductor, 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 99.

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 assisting engines are cut in or out, where it can be conveniently done by them, otherwise the firemen 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 Trainmaster and comply with instructions issued by the Passenger, Freight and Accounting Departments, and by all general officers in matters connected with their official duties. *dm*

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 a view of accommodating the public and promoting the best interests of the company, notifying the Superintendent and heads of departments of anything effecting their departments, prejudicial thereto, or conducive to its good, present or prospective. *dm*

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

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.

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. *dm*

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. *OK*

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, 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. *OK*

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 and sealed, and keep careful record of all seals in accordance with special regulation governing same. They will order all cars required for loading at their stations, or for con- *dm*

neeting lines, from the Chief Train Dispatcher, and will keep him fully advised of all cars on hand not needed for immediate use.

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" or "19" 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.

462a. They must keep their bulletin boards properly marked up as to whether passenger trains are on time or late, and, if late, how much late.

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

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.

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. E. rules.

466. Agents must seal all box and stock cars loaded at their stations promptly when loaded, and also 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.

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.

468. If agents are notified by consignor not to deliver freight they must hold the same and will ask the General Freight Agent for instructions. 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.

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.

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.

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.

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.

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

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.

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 employes; 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.

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.

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.

The laws of the State of Minnesota require that

a corpse be accompanied by a certificate from a licensed undertaker. Station agents must comply with all requirements printed on the front and back of this undertaker's certificate.

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 where the distance is not greater than 80 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.

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.

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 destination. 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.

488. They report to and receive their instructions from the Superintendent. They must obey the orders of Station Agents, and conform to the instruction 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 send checks received to the Auditor.

TELEGRAPH OPERATORS.

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.

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. 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 number 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. The operator, on leaving, 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. He will respond to any emergency call, and will be required to be in his office whenever the interest of the company demands it. *out*

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

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. *out*

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

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

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 by FASTENED at "proceed" position when no operator is on duty. *out*

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). *out*

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

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

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. *out*

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

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

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

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

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. *OK*

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

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, 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.

507. When the circuit is found open, opera-

tors will immediately examine their instruments, switchboards 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.

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.

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 President 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.

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

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 switchboards and connections, and see that they are perfect.

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."

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

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 signals 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 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.

TRAVELING FIREMAN.

517a. The Traveling Fireman 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 the firemen in the proper performance of their duties and the economical use of fuel and other supplies. He will consult with the Traveling Engineer respecting the condition of engines and the requirements necessary to maintain them. Any incompetency or negligence on the part of enginemen, or inefficiency of engine, which he can

not remedy must be reported to the Superintendent of Motive Power. He must be familiar with the instructions for the government of enginemen, trains and trainmen, and report any neglect of duty or violation of the rules that come to his knowledge.

GENERAL LOCOMOTIVE FOREMAN.

517b. He will report to and receive his instructions from the Superintendent of Motive Power, in whose absence he will act in his place. He will exercise supervision over enginemen and locomotive shopmen and the repairs of, and necessary changes in location of locomotives, also perform such other duties as may be assigned to him.

GENERAL CAR FOREMAN.

517c. He will report to and receive his instructions from the Superintendent of Motive Power. He will exercise supervision over wrecking crew, all car men, car repairers, inspection and interchange conditions, and perform such other duties as may be assigned to him.

GENERAL MECHANICAL INSPECTOR.

517d. He will report to and receive his instructions from the Superintendent of Motive Power and consult with the General Locomotive Foreman and General Car Foreman as to matters pertaining to work under them. He will generally inspect all equipment and terminals, conditions as to work being done, workmen, material, safety and sanitation.

ENGINEERS.

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 terminal for service on the road.

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 instruction of the traveling engineer and such of the supervisory force as is necessary to direct their proper movement. ✓

518c. The following rules must be complied with as required by the Interstate Commerce Commission for the inspection and testing of locomotive boilers and their appurtenances.

Water glasses must be blown out, gage cocks and injectors started before each trip, and gage cocks and water glass cocks maintained in such condition that they can readily be opened and closed by hand, that water and lubricator glasses having tubular glass must be provided with a shield; that the quarterly inspection card has not expired. *put out*

In order that no oversight or omission takes place it becomes incumbent on the engineer to make inspection of these conditions before taking the engine out each trip and to report any condition which he finds that does not conform to the law, and also properly fill out the inspection form No. 18.

518d. When an engineer telegraphs, or in any other manner asks for a change of engines, he will state fully the defects of the engine and other reasons why a change is necessary. *put out*

They must not permit water and lubricator glass guards to be removed while engines are under their charge. *out*

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

520. Obey the orders of the Conductor as to starting, stopping and shifting cars, speed and general management of train, unless such orders *out*

endanger the safety of the train or would require a violation of the rules or cause injury to the company's property.

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 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 Engineer will have charge of the train (See rule 417.). *put out*

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. *put out*

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

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. *put out*

524a. They must report for duty at the engine house, at terminals, a sufficient length of time before the 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 for themselves and others. (See Rule K.) *put out*

524b. The schedule provisions that these supplies will be put on by the round house force does not relieve the engineer from the proper in-

spection of his engine with regard to his supplies and positively knowing that his engine is properly supplied before starting out on trip. *just*

524c. They must know that their engines are in good working order, and must call the attention of the round house foreman to any defect existing which they feel is unsafe to themselves and others. The round house foreman is to be the judge of the condition. *just*

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. *just*

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 596. They must not leave their engines during a trip, except in case of extreme necessity, and then the Fireman, or some competent person, must be left in charge of it. *just*

526a. Where track curves to the left, fireman or brakeman will keep a lookout and if track is clear will say "all right" and engineer will answer "all right." Where track curves to the right, signaling will be reversed. Same precautions must be taken approaching and passing through stations and other places where the view may be obstructed. *just*

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. *just*

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 the hostler is to receive it. *just*

529. When upon the road at night they must have, at all times, a red and white 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 are in good condition before commencing a trip. *OK*

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. *just*

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 with the shield provided for that purpose or the electric head light turned out; when it is burning 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. *just*

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

532. All employes must use care, when train is passing water columns and other places where the clearance of track is close, and not expose themselves to danger.

532a. 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 not less than 100 feet from coal and 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.

533a. Stand pipes must not be turned preparatory to taking water before engine comes to a full stop.

533b. Engineers of engines taking water on foreign roads must note in the space provided for reporting coal taken from cars on time reports the fact that water is taken and also leave a water ticket at the watering station where the water is taken.

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 by round house force, such inspection shall be thoroughly made, once each day by Engine Watchman or Engineer in charge, as the case may be, and reported on the prescribed form to the Superintendent of Motive Power.

535. Engineers 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.

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

537. All engineers must know that the air

brakes have been tested before leaving the terminal station. (See rule 705.). The brakes must be applied 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 making a test if 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.

538. No one except the Roadmaster, Foreman of road repairs on his own section, Traveling Engineers, Train Master, General Inspector, Traveling Fireman, Conductor and Brakeman 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 Engineer will be held responsible for the strict enforcement of this rule.

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

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 Engineer must report the same to the Superintendent of Motive Power. Firemen are subject to the direction of the Engineers in all matters that pertain to the operation of the engine, and

the Engineer will be held responsible with the firemen, for carelessness or inferior work performed by them.

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.

543. Before passenger trains start from terminal stations, the Engineer 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.

544. When a passenger train runs past a station or other stopping place, the Engineer 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.

545. Engines when left without anyone in charge must be carefully shut off, the reverse lever placed on center, cylinder cocks opened, independent driver brakes set, and wheels securely blocked; and on superheated engines drifting throttle closed.

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.

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

548. Except when absolutely necessary, engines must not be left standing within fifty feet of any street or road crossing, station or office building and the Engineer 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 or the interference with the use of telephone or telegraph in stations and office buildings, or causing annoyance to passengers or office force.

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 along station platform or 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 or in Duluth Union depot yards.

550. They must instruct the Firemen in all their duties, especially as to the economy of firing, and in the use of appliances and will be held responsible for the unnecessary opening of pop valve and the emission of black smoke.

Your particular attention is called to ordinance No. 442 of Duluth, which reads in part as follows:

"Section 1. It shall be unlawful for any person, persons or corporation, in the city of Duluth, owning, operating or in charge or control of any locomotive, steamboat, steamtug, steam roller, steam derrick, steam piledriver, tar kettle or other similar machine or contrivance, or of any building or premises, to cause or permit the emission of dense smoke within the city from the smoke stack or chimney of any such locomotive, steamboat, steamtug, steam roller, steam derrick, steam piledriver, kettle or other similar machine or contrivance, or from the smokestack or chimney of any building or premises so owned or controlled by or in charge of said person, persons or corpora-

tion, except for a period of six (6) minutes in any one (1) hour during which the firebox is being cleaned out or a new fire built therein.

"Section 2. The emission of dense smoke within the city of Duluth in violation of the provisions of Section 1 hereof is hereby declared to be a public nuisance and may be summarily abated;

Provided, however, that in the case of a first offense by any person or corporation against the provisions of this ordinance, the smoke inspector shall forthwith give such person or corporation thirty (30) days notice in writing to abate such nuisance; and provided further, however, that abatement shall not discharge the penalties provided for in section 3 hereof.

"Section 3. Any person, persons or corporation who shall violate any of the provisions of Section 1 of this ordinance shall be guilty of a misdemeanor and shall be punished by a fine of not more than one hundred dollars (\$100), or by imprisonment of not more than eighty-five (85) days."

Engineers and firemen will be especially particular to prevent the emission of black smoke from engines while going through or doing work at any town or city on the road.

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

When any train, except a passenger train, is approaching a station, the engineer must sound the station whistle at proper distance from the station and receive a go ahead or stop signal from trainman on rear of train, and answer it with proper whistle signal 14 (g) and trainman on head end of train will also answer by hand or lamp signals to rear of train.

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

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. *out*

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. *ok*

555. They must exercise great care to prevent water from being thrown from smoke stacks when starting, and must not open cylinder cocks around station platforms. *out*

555a. If a train makes an improper station stop, it must not be moved until the conductor gives the proper signal to do so. If, after making a stop at a water or fuel station, it becomes necessary to move the engine to take water or fuel, this must not be done while passengers are leaving or entering the train, and then only upon signal from conductor. *out*
Res.

555b. Engineers will, under no circumstances, move any engine while taking coal at any coal chute for the purpose of leveling off the coal on tender. Coal must be leveled off with shovels while engine is standing at coal chute in such a manner that it will not fall off tender. *out*

555c. Firemen must not stand between the coal chute and engine cab while taking coal, and engineers will instruct coal dock tenders who put coal onto engines that they must not stand between the cab and chute. *ok*

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 considera-

tion. During and after storms, take special care and look out for washouts and other obstructions. *out*

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. *OK*

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 Engineer must report to the Superintendent by wire, from the first open telegraph office, and Engineer must fill out the proper form and send to the Superintendent promptly. *out*

559. The Engineer will be held entirely responsible for the speed of the train under ordinary circumstances, but in case of the air brakes not sufficiently controlling the speed of the train the engineer will call for hand brakes as per rule 14 (a) and continue to call until they know that the same is responded to by trainmen. The conductor must promptly, from the first telegraph office, report to the Superintendent by telegraph any case where the train runs at a speed greater than permitted by the rules, and in case of failure to so report will be held equally responsible with the engineer for the speed of the train. *out*

FIREMEN.

560. They report to and receive their instructions from the Superintendent of Motive Power, and must obey the instructions of the Traveling Engineer and Traveling Fireman. When upon the road they are subject to the instructions of the Superintendent. At terminals they will obey the orders of the Engine House Foreman. They must obey the orders of Engineer in regard to the proper use of fuel and manner of firing and must so do their firing as to prevent the unnecessary emission of black smoke, and opening of pop valves. See rule 550. *out*

561. They must report for duty at the engine house at terminals, a sufficient length of time before 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 Engineer before leaving the engine house. *out*

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 Engineer 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 596. *out*

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. *OK*

563a. Where track curves to the left, firemen or brakemen will keep lookout, and if track is clear will say "all right" and engineer will answer "all right." Where track curves to the right signaling will be reversed. Same precautions must be taken approaching and passing through stations and other places where view may be obstructed. *out*

563b They must see the signals at all stations, towers, railroad crossings, junctions and draw bridges and communicate to the engineer the indication of all such signals; and at unprotected railroad crossings, at grade, whether it is safe to proceed. ✓

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 155 inclusive.

565. They must not run the engine in the absence of the Engineer, 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 other 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.

566a. When taking water at standpipes and tanks they will be careful not to overrun the tank and allow the standpipe to fully drain before it is swung away from the manhole.

567. They must familiarize themselves with the contents of all telegraphic train orders pertaining to the movements of their train.

568. They must take charge of their engines during the absence of the engineers and must not permit any unauthorized persons to be upon them.

569. They are not permitted to go under engines, to clean ash-pans when on the road, unless the Engineer is on the engine at his post.

569a. They must not remove water glass or lubricator guard, nor permit the same to be done. They must notify Engineers of any defects existing in water and lubricator glasses, and guards for same, hand holds, hand rails or steps.

ROAD MASTERS.

570. They report to and receive their instructions from the Chief Engineer.

571. They have charge of the Track Supervisors, Repairmen and other laborers employed on the divisions, and must see that they perform their duties properly, and keep account of and report their time in the manner prescribed.

572. They will be held responsible for keep-

ing 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, buidings, 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.

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 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.

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 neccessary 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 defects 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, employees 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 SUPERVISORS.

576a. They shall report to and receive their instructions from the Road Master.

576b. They have direct charge of all employes in the Track Department on their respective divisions.

TRACK FOREMEN.

577. They shall report to and receive their instructions from the Road Master or General Foreman track department, and will obey the instructions of the Track Supervisor.

578. They have charge of repairs on their respective sections, and are responsible for the proper inspection and safety of the tracks, road-bed, 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 conditions to the Road Master by wire.

579. They must see that the track is in good line and surface, and properly spiked and bolted; that it is in true gage, that the cross-ties are properly spaced, lined and tamped; that the road-bed is in good order; that the slopes and ditches are preserved, and allow no interference with drainage.

580. Foremen must see to it that men do not work with defective tools.

581. They shall remain with their crew, directing all work, and, so far as possible, engage in the work with the men.

582. 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.

583. They may, subject to the approval of the Road Master, discharge or suspend from duty, any employe under their charge. They must not increase their force without his consent.

584. They must procure the correct time on each working day from the nearest telegraph operator, if possible, or compare time with the Conductor, or Engineer of a train. They will also compare time with the roadmaster as often as possible. They must provide themselves with a copy of the current time table.

585. 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.

586. No ties, or other forest products, or property or any kind or description may be piled within eight feet of the nearest rail of main track or within six feet of the nearest rail of any siding or spur, or elsewhere, in such manner as to obstruct the view of, or from, approaching trains, or to cause an obstruction closer to the track than eight feet from the center line of such track; except that this rule shall not apply in cases where special permit or instruction applies to supersede this rule, and unless and without such special permit or instruction is furnished to the Foreman, he must at once find out the name and address of the person or persons placing such obstruction, and advise the Road Master at once of the same. The Foreman shall also forthwith advise the owner of the property that the material must be removed to

the legal or required distance at once and if not so done the Foreman shall provide proper safeguards, or spike the switch to the track so that it cannot be used until the obstruction is removed to proper clearance.

No structure, telephone or telegraph wires, or other obstruction shall be permitted to be erected or placed over the tracks of the Rail Road at a less height than twenty-one (21) feet above the top of the rail of any such track, but if any such obstruction shall be erected or placed at less than the legal height above the track the Foreman shall proceed in the same manner as above required regarding obstructions.

587. Any person desiring to bank or store forest products or other material upon the right of way must execute a Release of Liability, and Foremen must see to it that the Release of Liability has been executed, and must further see to it that the requirements of the same are lived up to.

588. All ties, fencing, and similar property, shall be kept neatly piled.

589. Draw bars, other car parts, or parts of locomotives found upon the track or right of way shall be picked up as soon as found, and shall be taken to the tool house, and notice shall be sent at once to the Road Master when a draw bar or car door is found giving, if possible, the initials and number of the car from which the same was lost so that the same may be properly disposed of. All other such material shall be shipped as soon as convenient to the Superintendent of Motive Power at Two Harbors, and notice of the same sent to the Road Master.

590. Defective, broken, or scrap track material shall be picked up and shipped at least once each month to Two Harbors.

591. 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.

592. 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. Foreman will send required reports of stock killed to Roadmaster promptly.

593. Foremen shall be governed in a general way by the Rules covering ACCIDENTS AND PERSONAL INJURIES, excepting that reports of such cases shall be made to the Road Master.

594. 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 means.

595. Whenever it is necessary in the line of their duties to temporarily obstruct the track, they shall place a yellow flag by day, and in addition a yellow light by night, on the engineer'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 36) not less than three telegraph poles away from each end of said obstruction. When, on account of curves, or other causes, such yellow 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 Engineer's side of the track, two torpedoes one rail length apart, opposite to the

yellow 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 torpedoes in foggy weather. Anything that interferes with the passage of trains at full speed, is considered an obstruction. Engineers when approaching yellow signals as above, shall acknowledge the same by two short blasts of the whistle, whether a man is stationed with yellow signal or not.

596. They must closely observe all passing trains and promptly signal Trainmen if they discover any defect liable to endanger the safety of such train.

597. They, with their men, on single track, must watch both sides of passing trains, on double track they will watch only one side stepping off on the right of way and not onto the other track, and if any dangerous defect in the train is noticed, they shall make every possible effort to stop the train and advise the trainmen of the defect.

598. 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.

599. They must watch the telephone and telegraph lines and report at once by wire any defects found; they shall, in case of breaking of poles or lines, make such temporary repairs as are necessary in order to keep the lines in working condition, and promptly report the same so that permanent repairs may be made; they shall assist the line repairers in making temporary repairs in order to get the lines again in service.

Before any track is laid underneath telephone or telegraph lines the Foreman shall make measurements to determine that the full legal clearance

will be maintained both at the side of the track from the nearest pole and above the track to the lowest hanging wires, and if such proper legal clearance will not be obtained shall at once communicate with the Road Master.

600. Old ties shall not be burned on the right of way underneath copper telephone or telegraph lines.

601. Trees or brush on the right of way near telephone or telegraph wires, or that interfere with the view of signals or of road crossings, shall be removed or kept trimmed.

602. They must keep mile posts, danger signs, and all fixed signals, straight and in proper condition; render prompt attendance in case of accident or delay to trains, and see that all old material is gathered up, and that their sections are kept in neat and proper condition. During heavy storms they must detail all hands to watch the road and take every precaution to prevent accident.

603. Foremen in Block Signal System territory shall keep a lookout for any defects in the Signal System, and if possible, remedy them, reporting promptly any derangement which they are unable to remedy.

They shall give necessary assistance to the signal Maintainer in re-bonding rails or other work to keep the system in proper working condition.

They shall avoid using track gages or roadway machines in Block Signal System unless the same are properly insulated.

604. They shall in case of broken rails make the necessary repairs, and report promptly to the Road Master on forms furnished for the purpose. In case the rail cannot be removed at once, but can be made safe for traffic by splicing, the latter shall be done using not less than two bolts, and as soon as possible thereafter the rail shall be removed and replaced.

605. In dry weather when there is danger of fires starting, they shall keep a sharp outlook, and shall prevent, if possible, the spreading of fires

either onto the right of way, or onto land outside of the right of way, and in order to prevent the spreading of fires and destruction of property they shall exercise every precaution and if they think it impossible to control the fire with their own crew they shall call upon any other employes in the vicinity for such assistance as they can render, and shall also at once advise the Road Master of the danger.

They must co-operate in every way possible with the State Fire Warden, or District Ranger, in the prevention and control of fires.

If a locomotive shall set fire on the right of way the fact must be reported by wire to the Road Master, giving, if possible, the number of locomotive, or the time of passage of a certain point and the direction in which moving.

A report of every fire occurring on or near to the right of way shall be properly made and promptly forwarded on the form provided for the purpose.

A recent State law prohibits the starting of fires on lands at other times than when there is snow on the ground excepting when one has a permit from the State Fire Warden or District Ranger, and Foremen must, therefore, not start any such fires without first obtaining permission from the Road Master so to do.

606. Hay cut on the right of way shall not be stored or allowed to remain in stacks on the right of way.

607. They must not permit encroachment upon, or occupancy of, any portion of the Company buildings, right-of-way, or station grounds, except by proper authority.

608. Section Foremen have charge of the hay growing upon the right of way, and have authority to dispose of the same to Rail Road employes in preference, or to non-employees, but such disposition, and the acceptance of the same by the person to whom the hay is given shall constitute acceptance of the condition and agreement that the

hay shall be cut clean, shall be disposed of without cost to the Rail Road, and that such person to whom the hay is given shall at once remove the same from the right of way of the Rail Road, and that no blame shall attach to the Rail Road in the event of accident to the person, his helpers, or his property while engaged in the act of cutting or removing of the hay; and these conditions shall be explained by the Foreman to the person to whom he gives the hay. The Foreman shall not solicit or receive any pay for the hay so cut or removed.

609. They must keep all main line switches locked and report at once any found unlocked. Yard switches, not supposed to be locked, must be equipped with hooks.

They must not throw switches for trainmen, and when switches are used for loaded push cars see that this is done only under their personal supervision, and that switches are immediately returned to their proper position.

610. 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.

611. In case of accident or other abstrusion, they will, when called upon, give prompt assistance at any point on the road.

612. In the absence of a bridge watch man 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.

613. They will promptly report to the Super-

intendent any cases where Trainmen or Enginemen disregard their signals.

614. They must run their roadway machines (hand, push, motor, or velocipede cars) with great caution, always keeping a lookout for trains and highway crossings, fully protecting themselves by proper signals.

614a. On all motor cars the following signal equipment must be carried:

6 Torpedoes.

2 Red Flags.

1 Current working time table.

4 Fusees carried in metal box.

614b. Foremen shall not allow any one to ride on their cars except members of their gangs traveling in the performance of their duties, or Officials of the Railroad, or District Fire Rangers. They are expressly forbidden to allow women or children to ride on their cars, and are further forbidden to carry any other persons on their cars unless such person is traveling in the discharge of his duties unless special permission is granted to so carry him.

614c. When running at night a white light shall be displayed in front and a red light to the rear of the car.

They must not permit their hand cars or motor cars to be used unless they, or their assistant foreman, accompany them, nor any roadway machine to be used on Sunday or at other times excepting in the discharge of Rail Road duties, without special authority from the Road Master and Superintendent, except in cases of emergency, nor to be attached to trains in motion; when such machines are not in use or are out of sight of the crew the must be kept locked so that they can not be moved so as to endanger the safety of trains.

Cars must not be left standing unprotected on tracks or on or near road or farm crossings.

615. Cars must not be run at a greater speed than eighteen (18) miles per hour, nor at a greater

speed than eight (8) miles per hour when passing over grade crossings or switches, when approaching men at work, and when passing a depot or standing train, or when meeting trains on double track.

615a. Motor cars must not be run between standing passenger trains and platform or depot, and must not be run past passenger trains while the same are taking on or discharging passengers.

616. 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.

617. When two or more motor cars are running on the same track in the same direction they must be kept at least five hundred (500) feet apart and motor cars must not follow a train or a hand car at a closer distance than five hundred (500) feet.

617a. When motor cars are operated on double track they should be run with the current of traffic; and extreme care should be used when approaching curves, as the current of traffic may be changed without notice to the operator of the motor car.

618. When running roadway machines 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 passing, must replace the torpedoes in the exact spot where they were found. Should such torpedoes be exploded by the roadway machines, they must immediately replace them with others.

619. 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 are required to keep themselves informed as to the movement of trains in the vicinity of their operation, securing the necessary information from the train dispatcher, but must clearly understand that such information is subject to change without notice

and does not relieve person in charge of motor car from responsibility.

620. 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 594 and 595. 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.

They must see that all switches are in perfect order and the frogs, guard rails, switch points and crossing frogs are properly and safely blocked with proper and sufficient foot guards or foot blocks.

622. They must see that the flangeways in grade crossings are kept clean.

623. 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 Road Master.

624. Foremen must keep the entire section neat and orderly, devoting a few hours each week to cleaning up around section and tool houses, stations and station grounds. In the Spring a general clean-up shall be made as soon as the snow disappears.

625. They shall make frequent inspections of the premises and tracks under their supervision with the thought especially in mind of "Safety First," and shall report to the Road Master any dangerous, defective, or unsafe matters that are found and that cannot be at once corrected by themselves.

626. Frequent inspections must be made to see that no unsanitary or unclean conditions exist,

and if any are found they must be taken care of

CROSSING FLAGMEN.

at once, or a report made to the Road Master of the matter.

630. They shall report to and receive their instructions from the Section Foreman.

FIRE PATROL SUPERVISORS.

637. They shall receive their instructions from and report to the Chief Engineer.

ENGINEER BRIDGES AND BUILDINGS.

640. They report to and receive their instructions from the Chief Engineer.

641. They have charge of the repairs of bridges and buildings, fixed signals and the water supply, and will report any defects observed.

642. 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.

643. 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.

644. Whenever necessary, they may call upon the Road Master for any assistance required.

645. They must report any violations of the rules that come under their notice to the road-master.

646. They must keep the Chief Train Dispatcher advised of their whereabouts.

BRIDGE FOREMEN.

650. They report to and receive their instructions from the Engineer Bridges and Buildings and under his direction have charge of the repairs of bridges, buildings and other structures, and must promptly report any defects observed.

651. 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. *out*

652. Whenever the single main track or either or both lines along double track, becomes 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. *out*

653. Whenever it is necessary in the line of their duties, to temporarily obstruct the track, they shall place a yellow flag by day, and in addition, a yellow light by night, on the engineer'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 36) not less than three telegraph poles away from each end of said obstruction. When, on account of curves and other causes, such yellow signals can not be seen from said obstruction, Bridge Foremen shall station a man in charge of such signals. In foggy weather such signalmen shall place on the rail, on the Engineer's side of the track, two torpedoes, one rail length apart, opposite to the yellow 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. Engineers when approaching yellow signals as above, will ac-

knowledge the same with two short blasts of the whistle, whether a man is stationed with yellow signals or not.

654. They must procure correct time on each working day, from the nearest telegraph Operator, or compare time with the Conductor or Engineer of a train. They will also compare time with the Engineer Bridges and Buildings as often as possible. They must provide themselves with a copy of the current time table. *out*

655. 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. *out*

656. 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. *out*

657. They must not, except in emergency, be absent from their men while at work without permission from their superior. *out*

658. They must run their roadway machines (hand, push, motor, or velocipede cars) with great caution, always keeping a lookout for trains and highway crossings, fully protecting themselves by proper signals. *out*

658a. On all motor cars the following signal equipment must be carried:

6 Torpedoes.

2 Red flags.

1 Current working Time Table.

4 Fuseses carried in metal box.

658b. Foremen shall not allow any one to ride on their cars except members of their gangs traveling in the performance of their duty, or officials of the railroad, or District Fire Rangers. They are expressly forbidden to allow women or children to *out*

ride on their cars, and are further forbidden to carry any other person on their cars unless such person is traveling in the discharge of his duty, unless special permission is granted to so carry him.

658c. When running at night a white light shall be displayed in front and a red light to the rear of the car.

They must not permit their hand cars or motor cars to be used unless they, or their assistant foreman, accompany them, nor any roadway machine to be used on Sunday or at other times excepting in the discharge of Rail Road duties, without special authority from the Engineer Bridges and Buildings and Superintendent, except in cases of emergency, nor to be attached to trains in motion; and when such machines are not in use or are out of sight of the crew they must be kept locked so that they can not be moved so as to endanger the safety of trains.

Cars must not be left standing unprotected on tracks or on or near road or farm crossings.

659. Cars must not be run at a greater speed than eighteen (18) miles per hour, nor at a greater speed than eight (8) miles per hour when passing over grade crossings or switches, when approaching men at work, and when passing a depot or standing train, or when meeting trains on double track.

659a. Motor cars must not be run between standing trains and platform or depot, and must not be run past passenger trains while the same are taking on or discharging passengers.

660. 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.

661. When two or more motor cars are running on the same track in the same direction they must be kept at least five hundred (500) feet apart.

and motor cars must not follow a train or a hand car at a closer distance than five hundred (500) feet.

661a. When motor cars are operated on double track they should be run with the current of traffic; and extreme care should be used when approaching curves, as the current of traffic may be changed without notice to the operator of the motor car.

662. When running roadway machines 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 passing, must replace the torpedoes in the exact spot where they were found. Should such torpedoes be exploded by the roadway machines they must immediately replace them with others.

663. 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 are required to keep themselves informed as to the movement of trains in the vicinity of their operations, securing the necessary information from the Train Dispatcher, but must clearly understand that such information is subject to change without notice and does not relieve person in charge of motor car from responsibility.

PUMPERS

680. They report to and receive their instructions from the Engineer Bridges and Buildings.

680a. 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.

681. Serious defects will be promptly reported to the Engineer Bridges and Buildings; shortage of water in tanks to be promptly reported to the Chief Train Dispatcher and Engineer Bridges and Buildings by wire.

682. They will not leave their stations without first obtaining permission from the Engineer Bridges and Buildings, and also from the Superintendent, if they are jointly employed.

683. Copies of bulletins affecting the pumps 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.

700. As the safety of trains and occupants depends on the successful working of the air brake, it is of the utmost importance that all its parts be in perfect working order, and that employes having anything to do with the brake be perfectly familiar with its manner of operation.

All such employes will be required to become familiar with the operations of the air brake and will be expected to pass the prescribed examination.

701. 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.

702. In making up trains, all couplings must be united so that the brakes will apply throughout the entire train. The cocks in the brake-pipe must be opened (handles pointing length-wise of train,—) except that on the rear of the last car, which must be closed.

703. In detaching engines or cars, couplings must invariably be parted by hand. Cocks in

brake-pipe must always be closed before separating couplings to prevent application of the brakes.

704. If brakes are set when the engine is not attached, they can be released by opening the release-cock or valve in auxiliary reservoir. Engines must in all cases have full maximum air pressure before being coupled to train.

705. Before starting out from a terminal and after making up or adding to a train, or setting out from a train, or after change of engines, trainmen must assure themselves that the air is working through the entire train by observing the air gage in the caboose, and no signal be given to proceed down a steep grade until full pressure is had, and elsewhere if a full pressure is not had signal to proceed shall not be given until an increase of at least five pounds has been observed and until the pressure is within ten pounds of the standard carried.

The terminal and change of train tests must be made as follows: After train has been fully charged, and a trainman is stationed at rear of train the engineer will call for and receive a signal from the trainman at rear of train, wait three minutes and then make a continuous service reduction of twenty pounds and hold brakes applied until inspected. The inspection to consist of noting the piston travel and as to whether the brakes are applied, which may be done by trying the brake shoe with the brake club or hammer and noting whether there are any air leaks in the brake pipe. This inspection should consist of a cross inspection; that is, one man starting with the head end of the train and one at the rear of the train, and the inspection should not consume more than twenty minutes, or the test for brakes cylinder tightness will be unduly severe.

After the inspection and test have been made, the trainmen will advise the engineer the number of non-effective brakes on the train.

706. When there is occasion to apply the brakes from the cars the valve must be held open

to allow the air to escape until the train is brought to a standstill, but this method of application should only be used in cases of emergency. *draw*

707. Trainmen must in all cases see that all brakes are released and hand brakes are off before starting. The brakeman will station himself at the head end of the train and train will pull by him slowly so that he may examine the brakes to see that they are released and wheels are turning. In case any brakes are found to be sticking, they must be released by bleeding the car, and the engineer will see that the speed of train is such as will enable the brakeman to release the brakes. *draw*

708. Before detaching the engine or any cars, the brakes must be fully released on the whole train. Neglecting this precaution, or setting the brakes by opening a valve or cock when the engine is detached, may cause serious inconvenience in switching. Hand brakes must always be set on air brake cars set out at intermediate stations.

709. Before starting up or down grades which exceed one hundred feet per mile and one-half mile in length, examine brakes and air apparatus carefully. Also make a test before starting from any point if engines or cars have been changed. Special attention is called to the 'Retaining Valves' which may be set horizontally (- -) on descending grades as requested by the engineer. *draw*

Conductors will be held responsible for this duty as well as the relieving of the valves at foot of grade.

710. Passenger trains must be stopped with two applications of the brakes. A sufficient application should be made while the speed is high to bring the train under perfect control, and after releasing a light second application should be made to complete the stop, the final release to be made just previous to the stopping of train. *out*

711. Do not use the train brake the same when pushing cars as is right for a stop going ahead. Work steam to the stop, make but one reduction, a light one where speed is moderate, and *out*

either prevent the locomotive brakes from applying or release them at once, better the former.

712. Do not try to start a train before the brakes have had ample time to release, bearing in mind that the time and air pressure needed to accomplish the release are very materially increased where the brake pipe reduction exceed the amount necessary to fully apply the brake. *out*

713. Do not deviate from the general rule of one application and two reductions in stopping freight and ore trains when moving ahead. Make the first reduction sufficient and at a point that will alone stop the train somewhere short of the desired point; use not over eight pounds if speed is within fifteen miles per hour, and where practicable, keep within the same limits, with higher speed do not exceed twelve pounds; then, when within thirty or forty feet of where the engine would stop, make the second reduction of six to eight pounds to bunch the slack, brake valve to be exhausting after stop is made. *out*

714. Do not close throttle suddenly when making stop, but ease throttle off to bunch train and avoid heavy shock to rear end by slack running up. *out*

715. In starting a freight train bear in mind that there is from eight inches to twelve inches of slack for each car in train. Start train very slowly and do not increase speed until engine has moved seventy-five feet to avoid unnecessary damage to draft rigging and shock to rear of train. *out*

716. Under no circumstances must paper or other substance be placed between air hose couplings to stop leaks. *ok*

717. When coupling air hose between ore cars and flat cars, or between any cars where there is a high and low coupling, be careful and not twist the hose. This has a tendency to reduce the supply of air which should pass through the hose, and it is dangerous in handling train on heavy grade. Use string or wire when necessary to keep hose from draw bars. *ok*

718. Great care must be exercised in the use of the independent brake to avoid shocks to train resulting in damage to cars and injuries to persons. *out*

719. In going down the hill from Highland to Two Harbors, if engineer 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 engineer calls for brakes. *out*

If air is all right, engineer should be signaled to release brakes and pump up his train. The retainers should then be set up and when the engineer 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. *out*

Hand brakes, when set on the hill between Highland and Two Harbors, must be set with a club. *out*

INSTRUCTIONS FOR STEAM HEATING OF TRAINS.

801. The supply of steam is taken from the boiler of the locomotive through a "Main Steam Valve" and passes through a "Pressure Reducing Valve" into the train pipe to which is attached a "gage," which should not be allowed to indicate over 60 Pounds. The train pipe of each car is connected to the radiating pipes inside of the car by a branch pipe in which is placed the "Supply Valve." The train pipe valves are placed in the train pipe of each car directly under the platforms. These are to be used to shut off the end of train pipe at rear of train, as specified in following instructions: The water of condensation from the pipes in each car escapes through a steam pipe or a drip valve. The blow-off valve is placed at back end of trap and provides a free escape for air and drainage water and must be opened when steam is first turned into the pipe. *out*

802. When heating a train open the "Steam Valve" wide and regulate the pressure by the handle *out*

of reducing valve. To increase or decrease the pressure in train pipe turn the handle of reducing valve. The pressure on the train pipe is indicated by the steam heat gage on engine and should be set to keep an even pressure which should not exceed 60 pounds. *out*

Thirty pounds steam pressure should be kept on the train line when the outside temperature is above freezing; forty pounds when temperature is between freezing and zero, and fifty pounds when the temperature is below zero. *out*

803. Long trains will require more pressure than short ones, in order to force the steam to rear car, but only enough pressure should be used to carry the steam to all parts of the train. *out*

804. When necessary to heat trains quickly, a pressure of 60 lbs. should be used; but this must be reduced as soon as the steam has circulated through the cars. After a train has been heated the pressure needed will vary according to the weather and length of train. *out*

805. If the reducing valve fails to work properly, regulate the pressure by the main steam valve. *out*

806. Steam must be shut off by the main steam valve and the reducing valve must not be altered except to change the pressure to be carried in the train pipe. *out*

807. When the rear train pipe valve is opened near the end of a run to blow out the train pipe the pressure, as shown by the gage, will decrease. The handle of reducing valve should then be turned to increase the pressure to 15 lbs. above the working pressure (unless the pressure is already at the limit of 60 lbs.) in order to be certain of forcing the water out of the train line. Steam should be shut off about three minutes after rear train pipe valve has been opened. The engineer and the conductor on each run should agree to have the rear train pipe valve opened at a given point on the road and to have steam shut off at the engine about three minutes after the train has passed that point. *out*

808. When not using steam, the **drainage valve** in train pipe on engine is to be opened, the coupling between tender and first car disconnected; and the cable or chain supporting the hose unhooked, so that water will drain out. *out*

809. Before steam is turned on at engine all steam supply valves in coaches must be shut, and the train line pipe valve on rear of train opened fully. *out*

810. Turn steam on at locomotive and allow air and water to blow through the train line until live steam blows out the rear hose, then close the rear train pipe valve until only a very slight amount of steam escapes (which will insure live steam at all times at the rear of the train), after which open supply valve in rear car, leaving blow off valve open until the air and water are blown out and live steam appears, after which close the blow-off valve, but leave the drip valve open on such cars as have traps with drip valves, and then proceed in a similar manner on each car toward the forward end of train. *out*

811. With long trains it may be necessary to occasionally open the rear train pipe valve to blow condensed water out of the train line to prevent freezing of train line or hose to the rear of the last train pipe valve as well as to equalize the the pressure throughout the train line while running. *out*

812. The hose at the rear end of the train must always be left so that the hose will drain in case the rear train pipe valve leaks or is left partly open. But must be fastened up so as not to drag or strike anything. *out*

813. When the blow-off valve is closed, the water from the steam pipes must drain through the trap, and care should be taken that the trap is kept working freely. *OK*

814. The amount of opening of the trap is to be regulated by the screw and nut at the end, and they should be adjusted to that a very slight amount of steam escapes with the water. *OK*

815. If the end of trap freezes, it may be thawed by a torch or hot water. *out*

816. If the trap cannot be made to work, the blow-off valve should be kept open enough to allow a small amount of steam to escape. *out*

817. Steam must not be used in the car when pipes are frozen or clogged so the steam does not escape when blow-off valve is open. *out*

818. Both steam heat and fire in Baker heater must not be used simultaneously in the coach. *OK*

819. The steam supply valve should be used to regulate the amount of steam for producing the required temperature in each car, which should be kept as near 68 degrees as possible, but this steam supply valve must be kept open a sufficient amount to supply steam necessary to prevent the trap from freezing. *out*

820. If the car becomes over heated, it may be cooled rapidly by closing supply valve and opening the blow-off valve for a minute, and thus allowing the steam in the radiating pipes to escape, then open supply valve slightly. *out*

821. In case the supply valves are frozen so that they cannot be shut, steam should be turned on at the engine and each supply valve should be shut, as it becomes warm, and before the steam gets into the radiating pipes. *out*

822. When a train is approaching the end of its run and about 15 minutes before it reaches the station, trainmen should commence at the front end of the train and work to the rear in the following manner: The supply valve should be fully opened, after an interval of about one minute the blow-off valve should be opened wide and the supply valve shut promptly after the blowoff has been opened, and so on through each car. This will blow out all condensation from the car pipes, and prevent freezing of trap or blow-off from the slow dripping of water after steam has been shut off. *OK*

823. When all supply valves are closed, fully open the rear train pipe valve.....This will blow all

water from the train pipe and couplings and prevent danger of freezing or scalding when uncoupling. After steam has blown through rear coupling about three minutes, it should be shut off at the locomotive. Open all supply valves after steam has been shut off and be sure that all drip and blow-off valves are wide open. All steam hose must be uncoupled and the supporting chains unhooked as soon as possible after the train reaches the end of the run. *out*

824. Approaching a station at which cars are to be disconnected the train pipe and radiating pipes of the cars to be left must be blown out as specified, then open rear train pipe valve and close the first train pipe valve ahead of the cars to be uncoupled. All valves in cars that are to be left should be opened wide and all steam hose uncoupled and the supporting chains unhooked so that the water will drain out. *out.*

AUTOMATIC BLOCK SIGNAL RULES.

The rules governing the movement of trains by the block system must not be construed as in any way restricting or extending the established provisions for movements of trains under the time table or train rules or under train orders, nor as relieving employees to any extent whatever, of their duty to protect their trains, nor as relieving them in any way from otherwise carefully fulfilling all prescribed rules, irrespective of the block system rules. They are intended for a safeguard additional to all other rules, and as such, employees are expected to co-operate and make them effective. *out*

The location of the block signals will be named in the time table or by special notice as circumstances may require.

901. The block signals in all cases are located on the left hand side of the track, the governing arm being displayed to the right of the Signal Mast, as seen from an approaching train. *out*

902. The movement of trains will be regulated by the block signal indications as follows:

A. An Arm in the horizontal position (see

figure No. 1) indicates that the block is not clear and is a Signal to "STOP."

B. An arm in an inclined position (45 Degrees above the horizontal) (see figure No. 2) indicates proceed with caution prepared to stop at the next signal in advance.

C. An arm in the vertical position (90 degrees above the horizontal) (see figure No. 3) indicates that the block is "CLEAR" and is a Signal to "PROCEED." *out*

D. At night the position of the signals will in addition be shown by colored lights.

RED OR WHITE indicates "STOP."

YELLOW indicates "CAUTION;" proceed with caution prepared to STOP at the next Signal in advance.

GREEN indicates "PROCEED." *out*

903. Block Signals do not affect the superiority of trains.

904. Block signals do not dispense with the use or observance of other signals, whenever or wherever they may be required, nor do they relieve Enginemen and Trainmen from taking all precautions required by Train Rules for the protection of their trains. *out*

905. Block signals for a track apply only to trains running with the current of traffic on that track.

906. A train stopped for a block signal will remain one minute, whistle "off brakes," receive a signal from rear end and then proceed prepared to stop short of any obstruction in the block except as provided in rule 913. ✓

907. A train stopped by a block signal must stand facing the signal so that its indication may be observed from the engine. ✓

908. When a block signal is out of service, notice of same will be given by special order.

909. Each switch in the main track is equipped with a Switch Indicator (Miniature Semaphore). When an arm is in the horizontal position it indi-

cates "STOP." When the arm is in the diagonal position (60 degrees above the horizontal) it indicates "PROCEED" to trainmen using the switch for a movement from passing or side tracks into the main line. Switch must not be open while indicator shows "STOP."

The Switch Indicators at cross-over switches BETWEEN MAIN TRACKS are governed by trains on opposite track; that is to say, such indicators on south bound track are governed by trains on the north bound track, while the Switch Indicators on the north bound track are governed by trains on the south bound track.

910. Cars and engines on sidings must stand clear of bonded rails and insulated joints.

911. In making train movements through cross-over switches, BETWEEN MAIN TRACKS, one of the switches must be kept open until train movement is completed, to insure signal protection.

912. When a signal is found at stop, from any cause, other than a train in the block, engineers will report same from first telegraph or telephone office.

913. Waldo automatic block signal will be an exception to Automatic Block Signal Rule No. 906. In case a train, except a passenger train, stops at Waldo block signal, they must not pass this signal while indicating "STOP" unless they have previously ascertained positively that the block ahead is clear of trains. Each south bound train, except passenger train, leaving Highland, will ascertain at Highland what train is immediately preceding, and in case the block signal at Waldo remains at "STOP" after the train has stopped, and the signal still indicates "STOP," the engineer will go to the telephone near block signal and ascertain from safety switch tender at Two Harbors if the train immediately ahead has arrived at Two Harbors. If telephone is not working and semaphore remains at "STOP," train may proceed under control after waiting ten minutes. Passenger train will be governed by Block Signal Rule No. 906.

914. In case a train enters the south bound track at or south of Highland they will, from Waldo telephone office, or any convenient telephone north of there, report to the safety switch tender at Two Harbors (Telephone call: 148-Call 2) the number of engine and at what point they entered the south bound track.

915. Safety switch tender will keep record of trains arriving at Two Harbors.

916. Trains must approach block signal at Two Harbors under control so that they can stop before passing the block signal; and in case they desire to enter ore lead will whistle for safety switch, which will be given them: and if the signal remains at "STOP" train must be governed by Block Signal Rule No. 906. The fact of getting the safety switch does not indicate that the block is clear. Trains will be governed by the block signal indication. The circuit controlling this signal terminates just north of rail road crossing.

917. The circuit governing Waldo Automatic Block extends to the clearance point of safety track switch at Two Harbors. It is desired that south bound trains, coming in on ore lead, proceed far enough to clear the safety switch so that safety switch can be thrown to permit following trains to proceed from Waldo, but when trains are such that they will not clear safety switch by stopping proper distance from rail road crossing they may allow their trains to obstruct safety switch until such time as they are ready to proceed.

918. When southbound trains, arriving at Two Harbors, receive "CLEAR" on high signal, it will indicate that the safety switch is thrown for them.

ACCIDENTS AND PERSONAL INJURIES.

1101 Whenever passengers or employees 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 cannot be immediately procured, the conductor, agent or officer in charge is authorized to call the nearest surgeon available to administer first aid and care for the patient until the Company surgeon can take charge of the case.

1102. 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.

1103. In cases of serious accidents 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, cafe 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, cafe, or D. & I. R. private cars.

1104. 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.

1105. When tramps, trespassers, 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.

1106. 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.

1107. Every effort must be made to procure the names and addresses of all persons, outsiders as well as employees, who witnessed the accident.

1108. 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.

1109. 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 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.

1110. This company will not recognize any responsibility for board, medicine, nursing or surgical attention, except for emergency service required under rules 1101 and 1104 unless authorized by the Superintendent, Claim Agent, or a general officer of the company.

1112. 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 enginemen, trainmen, switchmen and others and forward to the Superintendent by first mail.

1113. Whenever employes have occasion to use stretchers belonging to company please advise Superintendent's office so that proper trace can be kept of them and care taken to see that they are returned from place where taken.

UNITED STATES MAILS.

1150. Mails must not be allowed to remain upon tracks or platforms unguarded, 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.

1151. 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.

1152. 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.

1153. 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.

1154. 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 employes 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.

1155. 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 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 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.

1156. 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 depredation.

1157. Attention is called to the following orders and extracts from the Postal Laws and Regulations of the United States, edition of 1902.

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 the 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 postoffice and nearest station is computed in, and paid for as part of the route.

(2) The railroad company must also take the mails from and deliver them into all intermediate postoffices and postal station 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 relieved of such duty on account of the discontinuance of an agency without thirty days' notice to the department.

(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.

(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 way regularly indicated 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.

(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.

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.

Section 1193. At places where railroad companies are required to take the mails from and deliver them to postoffices 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 characters. Postmasters will promptly report any violation of this requirement.

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.

Section 1195. When a messenger employed by the Postoffice Department cannot wait for 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.

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.

(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 representative of the company may be properly instructed.

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.

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 have information are being trucked from wagons or some part of the station to the cars.

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 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.

(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.

(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.

(4) The engineer of a train shall give timely notice, by whistle or other signal, of its approach to a mail crane.

Section 5474. Revised Statutes. Any person who shall have charge of the mail and shall voluntarily quit or desert the same before he has delivered it into the postoffice at the terminal 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."

1158. 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:

"Inspectors are regarded as the special representative 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 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.

1159. 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 baggageman to allow such inspection, and where the mails are to be examined while in charge of railroad employees at points where transfer clerks are not employed by the department, the employee should have the station agent verify the correctness of the commission held by the inspector.

TRAIN MAIL

1180. 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 employees when relating to the business of the company.

(b.) All letters and packages to officers, agents and employees from connecting lines, when relating to the joint business of the companies.

(c.) All letters and packages from officers, agents and employees 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.

1181. It is prohibited to carry by train mail:

(a) Correspondence or other written matter

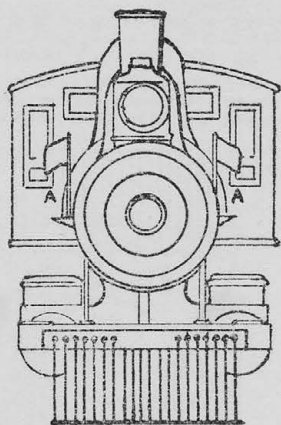
that does not pertain strictly to the business of this company, or to joint business with a connecting line.

(b.) Correspondence relating to the personal affairs of employees.

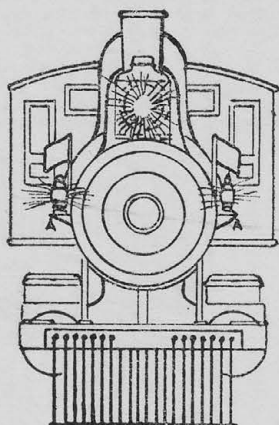
All such prohibited mail matter must be properly stamped and forwarded by United States mail.

Correspondence for general, commercial and traveling agents of this company, when located at points on foreign lines, must be sent through the United States mail.

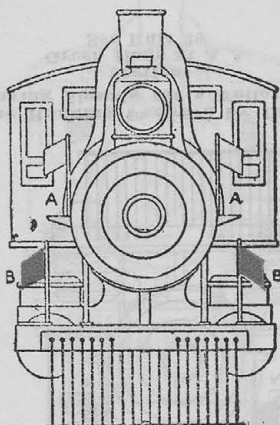
Diagrams Showing
Location of Train
Signals.



**Engine Running Forward by Day as
an Extra Train.**
White flags at A A.
See Rule 21.

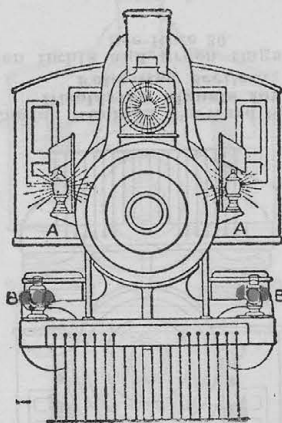


**Engine Running Forward by Night
as an Extra Train.**
White lights and white flags at A A.
See Rule 21.



**Engine Running Backward by Day as
an Extra Train, Without Cars or at
the Rear of a Train Pushing Cars.**

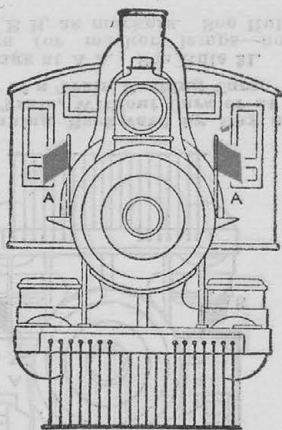
White flags at A A. See Rule 21.
Green flags (or marker lamps—not
lighted) at B B, as markers. See Rule
19.



**Engine Running Backward by Night as
an Extra Train, Without Cars or at
the Rear of a Train Pushing Cars.**

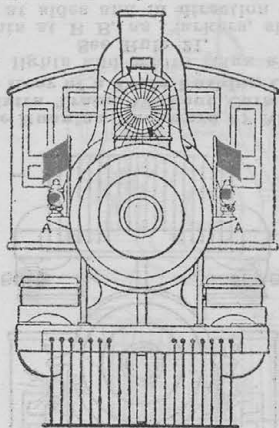
White lights and white flags at A A.
See Rule 21.

Lights at B B, as markers, showing
green at sides and in direction engine
is moving and red in opposite direc-
tion. See Rule 19.



Engine Running Forward by Day Displaying Signals for a Following Section.

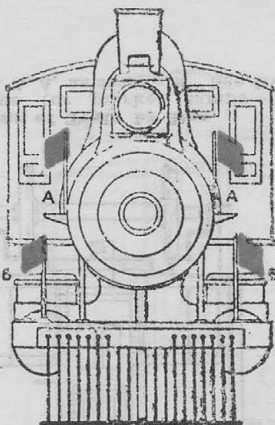
Green flags at A A.
See Rule 20.



Engine Running Forward by Night Displaying Signals for a Following Section.

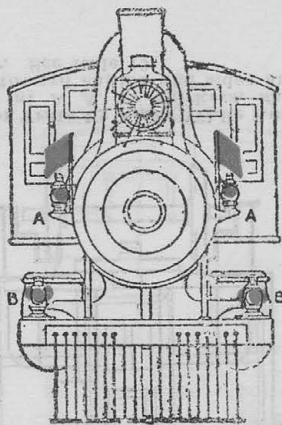
Green lights and green flags at A A.
See Rule 20.

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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 (or marker lamps—not lighted) at B B, as markers. See Rule 19.

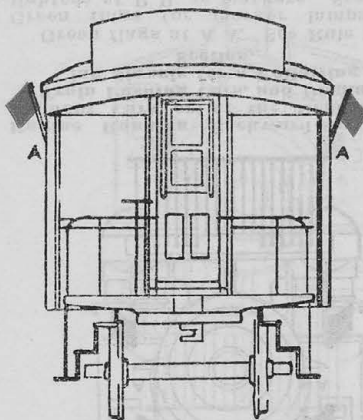


Engine Running Backward by Night, Without Cars or at the Rear of a Train Pushing Cars, and Displaying Signals for a Following Section.

Green lights and green flags at A A.
See Rule 20.

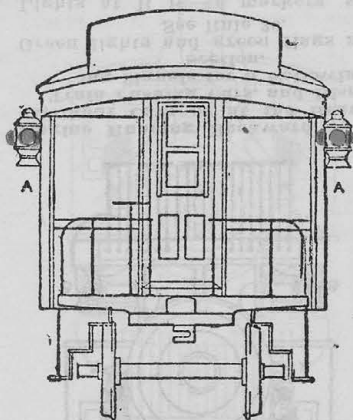
Lights at B B, as markers, showing green at sides and in direction Engine is moving and red in opposite direction. See Rule 19.

189



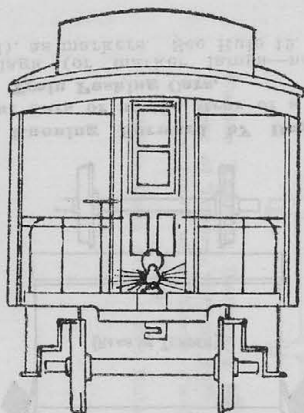
Rear of Train by Day.

Green flags (or marker lamps—not lighted) at A A, as markers. See Rule 19.



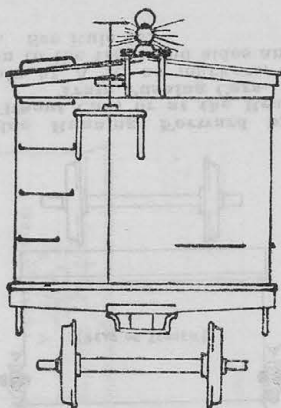
Rear of Train by Night While Running.
Lights at A A, as markers, showing green toward engine and sides and red to rear. See Rule 19.

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Passenger Train Being Pushed by an Engine at Night.

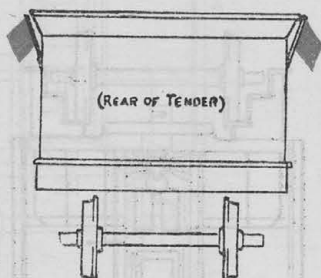
White light on front of leading car.
See Rule 24.



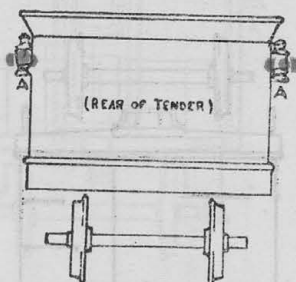
Freight Train Being Pushed by an Engine at Night.

White light on front of leading car.
See Rule 24.

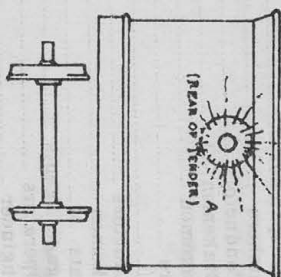
191



**Engine Running Forward by Day
Without Cars or at the Rear of a
Train Pushing Cars.**
Green flags (or marker lamps—not
lighted), 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 sides and red to
rear. See Rule 19.



**Engine Running Backward by Night.
Rear of Tender, without cars or at
the front of a Train Pulling
Cars.**
White light at A. See Rule 17.

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