

CMStP&P (Milwaukee) RAILROAD

1959 TRAIN DISPATCHERS MANUAL

BASED ON 1959 CONSOLIDATED CODE OF OPERATING RULES

NO. 371

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and PACIFIC RAILROAD COMPANY**

and is loaned to

Name	Occupation

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

The instructions set forth herein are supplemental to, but do not supersede rules contained in the Consolidated Code of Operating Rules, effective December 1, 1959.

They take effect December 1, 1959, and supersede the instructions contained in the current Dispatchers Manual and any other instructions not consistent therewith.

Train dispatchers must be conversant with and obey these instructions and all rules affecting their work.

Special instructions may be issued by proper authority.

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DUTIES OF TRAIN DISPATCHERS

1. Train dispatchers report to the Chief Dispatcher and are responsible to him and other authorized officers for the proper handling of trains and it is their duty to safeguard all train movements with proper and adequate protection.

2. Rules and Forms of train orders must not be amended or changed except on authority of the General Manager.

Train dispatchers must not authorize any deviation from the rules by operators, conductors, engineers or others.

3. Train dispatchers should observe all Acts of Congress to promote safety of employes and travelers upon the railroad including Acts investigating of accidents on the railroads. Orders of the Interstate Commerce Commission made in accordance therewith must be fully complied with.

These Acts and Orders refer to Hours of Service, Safety Appliances and Inspection and train dispatchers should understand that no violation should be permitted that cannot be defended under the Exceptions of the law.

4. Train dispatchers should learn to interpret employes' schedules, particularly such rules that refer to crews tying up on the road in compliance with the law and should make every effort to dispatch trains off the road before their Hours of Service expire. If it is not possible to do so, the train dispatcher should tie them up in accordance with the schedule to avoid excess Hours of Service.

5. Train dispatchers should watch the overtime and should familiarize themselves with the Telegraphers Schedule and release these employes, when possible, for their meal period and at the expiration of their assigned hours.

6. When it can be avoided, a train should not be run out of an intermediate terminal on a subdivision, under the same number as a train then on the road that has not yet arrived at that station.

Example: On subdivision A to Z, if a No. 69 is on the road between A and G, another train must not be run as No. 69 out of G before the arrival of the first train at G. When necessary to start the train out of G under such condition, it could be operated as an extra or it could be run as First 69, and, when necessary, Second 69 annulled between G and Z.

7. Meeting points must be made with precision to prevent delays to trains as well as the necessity for calling operators especially at night when there are but a few open stations and trains meet at closed stations.

8. Every effort must be made to have train orders ready for anticipated movements. However, when it can be avoided, train orders should not be issued a long time before they are to be delivered.

9. Train dispatchers will not furnish work train service for Roadmasters, B&B Department and others without authority from the Superintendent.

10. When fires are started by engines in going over the Division, the train dispatcher must wire the roundhouse foreman promptly to inspect fire arresting appliances for defects and must get a report from him.

In case of car failure, the train dispatcher must arrange for prompt repairs and must know that the cars are moved promptly.

11. When a regular train becomes unusually late, it must not be assumed that the train will not lose further time. To prevent the train from becoming more than twelve hours late between open stations, the train dispatcher must annul the

schedule and authorize further movement by train order.

12. As an additional safeguard when trains are run in sections it becomes the train dispatcher's responsibility to prevent one section from passing a leading section without proper authority when he arranges for movement against the current of traffic and in CTC territory.

13. When the train dispatcher instructs a train that is displaying signals for a following section to register by register ticket, it becomes the train dispatcher's responsibility to know that the train register shows that "Signals displayed from and to" are properly shown on the train register.

14. When giving conductors instructions to perform work enroute, train dispatchers should give them the instructions before leaving terminals, if possible, or at least a station in advance of where the work is to be done.

15. The rules do not provide for superiority as between "extras", "passenger extras" and "work extras" other than what is conferred by train order and specifically requires work extras to give way to all trains as promptly as practicable.

In the absence of meeting points by train order, where a work extra is required by the rules to protect itself, it must clear or protect against extras wherever met.

When an extra, or passenger extra and a work extra are given a meeting point by train order, the order must specify which extra is to take the siding.

16. Train dispatchers should inform terminals as far in advance as possible the estimated arrival of freight trains together with consist.

Train dispatchers must keep terminals and con-

necting divisions informed of extra passenger trains and of any extra equipment on regular trains.

When passenger trains are late, a passenger list must be obtained and given to connecting divisions.

17. All delays to passenger trains must be reported on the "7 A.M." report.

Delays to passenger trains must be followed up promptly to determine the reason and corrective action taken when necessary.

TRAIN ORDER BOOKS

18. Train dispatchers must show the required information in each column in the train order book in accordance with Rule 205, also the time the train orders were repeated and the train dispatcher's initials. Each page must be correctly dated.

All, or a portion of a train order or CTC instructions, must not be made illegible by pencil or other marks. The wording of an order must be kept legible, even though all or part of it has been fulfilled, superseded or annulled. All records in the train order book should be neat and legible for the protection of the Company and the train dispatcher.

Train dispatchers must bear in mind that the train order book may have to be produced as a record in court.

19. A separate page, preferably the left hand page preceding the transfer, must be used by each train dispatcher for the purpose of recording clearances issued by him during his tour of duty; if necessary, another page must be so used.

Record of each clearance issued should include

the following information: Station where issued (office call may be used), train, number of orders, order numbers, OK, time, Superintendents initials.

TRAIN DISPATCHER'S TRANSFER

20. When a train order or a D-97 Clearance is no longer in effect, the train dispatcher must check it off in the train order book by writing his initials thereon, in red ink, in a manner that will not destroy its legibility. This will also apply to CTC instructions.

The train dispatcher who is to be relieved must make a written transfer of all train orders that are in effect in the train order book, preferably on a right hand page and sign it. Such transfer must be written in red ink, timed and dated and addressed to the relieving dispatcher, showing order number, stations where placed, with the body of the order shown in skeleton form. This also applies to CTC instructions.

The dispatcher being relieved must also verbally call attention of the relieving dispatcher to the location of trains, orders that may have to be issued, trains that have been ordered and must make sure that any unusual condition is understood.

The relieving dispatcher must carefully read aloud such orders as are shown in the transfer in the presence of the train dispatcher who is being relieved who will also check. The relieving dispatcher must sign the transfer and must also familiarize himself with outstanding instructions before commencing work.

TRAIN SHEET

21. Train dispatchers must keep the train sheet in a neat and legible manner, showing the required

information thereon, including all delays to passenger and freight trains.

The "OS's" must be kept up at all times.

When trains set out or pick up, the change in cars and tons should be recorded in every case even if only one car has been set out or picked up.

An account of all accidents and injuries must be recorded on the train sheet, particularly the time of occurrence, the time the track was cleared and OK for traffic, and the cause of the accident.

Each train dispatcher must show all irregularities on the train sheet that occur on the entire division during the period he is on duty.

Whenever any work train service is performed, it must be shown under "Work Train" column on train sheet, the nature of the service and between what hours.

When crews are tied up under the Sixteen Hour Law, notation must be made showing time relief crew takes charge or the time designated for the crew that is relieved to dead head. This must be done to check time slips accurately.

When schedules have been annulled, the schedule numbers must be entered in a column on the proper side of the train sheet and the information "annulled" written below the schedule numbers.

ASSIGNMENT OF TRAIN ORDER NUMBERS

22. For the sake of uniformity and to avoid the possibility of having a duplication of numbers in the daily or slow order series at offices that work with train dispatchers on more than one division, the following series of numbers are assigned each Train Dispatcher's Office:

OFFICE	DAILY ORDERS	SLOW ORDERS
Tacoma-Main Line	Start with No. 1	500 to 699
Tacoma-Branch Line	200 series	900 to 999
Deer Lodge	100 series	800 to 999
Miles City-Aberdeen Territory	100 series	600 to 699
Miles City-Rocky Mt. Territory	200 series	700 to 799
Aberdeen	Start with No. 1	800 to 899
Austin First District	100 series	500 to 599
Austin Second District	200 series	600 to 699
Madison S. D.	300 series	900 to 999
LaCrosse First District	100 series	800 to 899
LaCrosse Second District	200 series	700 to 799
Milwaukee First District	Start with No. 1	500 to 599
Milwaukee Second District	200 series	900 to 999
Savanna	100 series	700 to 799
Dubuque	300 series	900 to 999
Ottumwa	200 series	600 to 699
Perry	Start with No. 1	500 to 599
Terre Haute	Start with No. 1	500 to 599
Newport	100 series	600 to 699

ISSUANCE OF TRAIN ORDERS

23. As SAFETY in train operation is the most important factor to be considered, the rules in the Consolidated Code of Operating Rules must be strictly observed.

"Take a chance" in the handling of train orders will not be permitted under any circumstances.

Train orders must be handled according to the prescribed forms; if necessary to deviate, such train orders as are applicable to the situation must be issued; they must be brief and clear at all times.

One fact must always be remembered — an extra train must not be created until that particular train has been recorded on the train sheet in the proper train column, nor until proper protection

against any opposing extra train has been provided.

As work extras may move in either direction when authorized, they must be entered on both the eastward and westward sides of the train sheet in the proper train column.

24. When a train order is issued and it is known that the conditions require the protection for more than one day, it may be given a number in the series assigned to slow orders and recorded in the book provided for such orders. In such cases the order will retain its original date until it is annulled and must be included in the train dispatcher's transfer of train orders.

25. A part of an order must not be issued to a train. Operators must not be permitted to repeat only a part of an order received; each must be required to repeat the entire order as it was transmitted to them.

26. Any misunderstanding of a train order must be corrected immediately. If possible, such order must be annulled and another order issued. Dispatchers must avoid arguments with operators, conductors or engineers regarding rules and train orders and must issue such instructions or train orders as are necessary to clarify the situation. Any misunderstanding of rules must be reported to the chief dispatcher.

27. Abbreviations not authorized in Rule 223 must not be used in train orders, train order books, clearances, line-ups or CTC instructions.

28. When showing time in train orders, figures only will be used.

29. An extra train must not be given a running order short of its destination, if it can be avoided.

When an extra train is given a running order

HOLDING ORDER
to a point short of its destination, a holding order Form J must also be issued and addressed to the operator at the point where the running order expires, to hold such extra train.

ADVANCE ORDER
(30.) Form U train order must not be used in CTC territory or in territory where Rules 261, 263 and 264 operation is in use.

31. If it is desired to start a train from any station other than its initial station, Rule 83 (C), it should be authorized by a train order in the following form:

"Eng. run as No. from. to."

(32.) When two regular passenger trains are to meet between subdivision terminals or at other than the initial station of the superior train, train order Form S-A must always be issued to these trains. *FIX MEETING POINTS ORDER*

Exception: On subdivisions where there are sections of double track not operated under CTC or CAB, unless the two regular passenger trains are to meet at a station in single track territory, Form S-C instead of Form S-A should be used. (Aberdeen Division only.)

ADDRESSING TRAIN ORDERS

33. The term "All Concerned" must not be used in addressing train orders. The address should be specified "C&E Eastward Trains" or "C&E Westward Second Class and Extra Trains".

34. When a train has more than one engine in service, the train dispatcher should advise operators so the required number of copies of train orders and clearances can be prepared and delivered.

35. Rule 218 reads in part "When a train is named in a train order by its schedule number

alone, etc."

The AAR ruling of October 30, 1920, relative to the use of the word "alone" in the rule, refers to the schedule number.

36. Verbal instructions or information must not be given or accepted as authority for yard engines to use the main track on the time of delayed first class trains without protecting.

When it is desired to authorize a yard engine to use the main track on the time of delayed first class trains without protecting, Form E Example (3) train order must be used and when practicable, designate the nearest station as the point where the train will wait. *TIME ORDER*.

In addition to addressing the order to the train involved, it must also be addressed to C&E Yard Engines and to the Yardmaster.

**METHOD TO BE FOLLOWED
WHEN TRANSMITTING AND REPEATING
TRAIN ORDERS BY TELEPHONE**

37. In transmitting and repeating train orders by telephone, the following procedure will apply: All station names, numerals and directions in the body of an order must first be plainly pronounced and then spelled, letter by letter thus: Aurora, A-U-R-O-R-A, One Naught Five, O-N-E N-A-U-G-H-T F-I-V-E, and East E-A-S-T. The letters duplicating names of stations, sections, direction and numerals will not be written in the train order book nor upon train orders.

The sixth paragraph of Rule 206 modified accordingly.

Division Examiners will make this a part of examination and re-examination for operators.

REPETITION OF TRAIN ORDERS

38. When a slow or cautionary order has been repeated by an operator, the train dispatcher must make notation below that order in the slow order book showing office call, date and time the order was repeated.

Train dispatchers must insist that operators repeat orders that have been re-written, or when additional copies of orders have been made. When a large number of trains have been cleared with an order and the dispatcher's record of repetitions indicate that operators are making additional copies without repeating, the dispatcher must call the attention of the operator to the requirements of Rule 209 (A).

39. When train orders are not sent simultaneously to all offices addressed, the train dispatcher will request one or more of the operators who have previously repeated the order to check with him the repetition of the operator or operators who repeat the order after it has been sent the second time.

When train orders are being repeated by the operators, the train dispatcher should make frequent check to know that the other operators involved are checking the repetition as required by Rule 210. This can be accomplished by stopping the operator who is repeating and telling another to go ahead from that point. Violations must be reported to the chief dispatcher. Operators must not be excused from checking repetitions if it can be avoided.

"X"-ING TRAIN ORDERS

40. A train dispatcher must not instruct an operator to "X" an order until it has been entirely transmitted to him. Sending only the order num-

ber and address for the superior train and then telling the operator to "X" it is improper.

DELIVERY OF TRAIN ORDERS

41. The train dispatcher must not instruct nor permit an operator to attempt to deliver a train order to a passing train on a train order signal that is displaying a proceed indication.

42. Only such orders as affect a train should be delivered to it. Undelivered train orders which have been fulfilled or are no longer necessary must be annulled.

When annulling an order to an operator, do not short-cut by saying "Bust order No. 20 with order No. 32". The annulling order must be transmitted in full and repeated by the operator.

Train dispatcher must never tell an operator to "file" an order. Train orders must be delivered to the train addressed or annulled.

43. Train dispatcher must not tell an operator to clear his train order signal to let a train pass when he has train orders for a following train or trains; nor change the position of his train order signal from a "stop" indication to a "19 order" indication to permit passage of a train without stopping when the "stop" indication is required for a following train.

44. A train order or Clearance Form A timed, dated and completed or OK'd before midnight, may be accepted after midnight and should be respected the same as if issued on date of departure of the train.

ISSUANCE OF TRAIN ORDERS IN CHICAGO TERMINAL, MILWAUKEE TERMINAL AND TWIN CITY TERMINAL

45. When it is necessary to issue train orders

involving road trains in the Chicago, Milwaukee or Twin City Terminals, they will be issued over the signatures of the various Superintendents as follows:

CHICAGO TERMINAL

D&I Division trains between Bensenville and Western Avenue — over the signature of the Superintendent of the D&I Division.

Milwaukee Division between Tower A-5 and Western Avenue and between Bryn Mawr and Bensenville Yard — over the signature of the Superintendent of the Milwaukee Division.

MILWAUKEE TERMINAL

Milwaukee Division trains between the east limits of the Terminal and the Milwaukee passenger depot or Muskego Yard and between North Milwaukee and Milwaukee passenger depot or Muskego Yard — over the signature of the Superintendent of the Milwaukee Division.

La Crosse Division trains between Grand Avenue and Milwaukee passenger depot or Muskego Yard and between Elm Grove and Air Line Yard — over the signature of the Superintendent of the La Crosse Division.

TWIN CITY TERMINAL

All trains between St. Paul and Minneapolis — over the signature of the Superintendent of the La Crosse Division.

Aberdeen Division trains between St. Louis Park and Rand or Minneapolis — over the signature of the Superintendent of the Aberdeen Division.

RESTRICTING TRAIN ORDERS

46. Effective with the 1959 Edition of the Con-

solidated Code, the "31" Form of order is being discontinued and thereafter the "19" Form order only will be used.

Rules 217 and 219 require the signatures of the conductor and the engineer. In addition, a signature will be required under the following conditions: *Not OK until all signatures are received.*

1. When a restricting order is to be sent direct to the conductor or engineer by telephone.
2. When annulling a schedule from an intermediate station of the schedule.
3. When it is desired to annul the authority of a work extra after work has been completed but before the expiration of its time.
4. When restricting a work extra when such work extra is within the territory where the order restricts.

When annulling a schedule from an intermediate station, the order must not be completed to other trains until a signature has been obtained and the order completed to the train being annulled.

47. Under no circumstances will an operator be permitted to sign a train order for the conductor, engineer or pilot.

48. When a train order is sent to a train at a point where its movement is restricted, Rule 208 (A), the train dispatcher must not depend on the operator to use flagman's signals, but must instruct him to stop the train being restricted using red flag or fusee and torpedoes in addition to displaying the train order signal in a "stop" position. A record of the instructions and time issued to the operator must be placed in the train order book.

D-97 CLEARANCE

49. Authority for placing Rule D-97 in effect on any subdivision must be obtained from the General Manager.

Train dispatchers when issuing clearances under Rule D-97 should number them consecutively with the numbers given train orders and must keep a record of them in the train order book in the same manner as they do train orders.

In Rule D-97 territory, helper engines must receive train order Form G or Form D-H before crossing over to return from a station at which Clearance Form A cannot be obtained.

MOVEMENTS AGAINST THE CURRENT OF TRAFFIC

50. When train order Form D-R is issued for a movement against the current of traffic and there is more than one crossover located at or in the vicinity of the station to which right is given, the order must clearly specify to which crossover the movement has right to and the movement must return to the right main track at that crossover.

Example:

"No. 1 has right over opposing trains on eastward track Mauston to crossover east of New Lisbon Depot"

Or

"No. 1 has right over opposing trains on eastward track Mauston to crossover one mile west of New Lisbon Depot"

Or

"No. 1 has right over opposing trains on eastward track C to first crossover west of Elgin Depot"

In naming the crossover, the location must be stated in such a manner as to avoid any misunderstanding. Train dispatchers will be required to familiarize themselves with the location of all crossovers so as to enable them to handle the matter properly.

PROHIBITED FORMS OF TRAIN ORDERS

51. The use of the following Forms and Examples of train orders is prohibited on this railroad:

Form D-S

Form G Example (4)

Form S-C Modification of Examples (1), (2), (3) and (4)

Form X

When it is necessary to move trains against the current of traffic on a section of double or three or more tracks, train order Form D-R must be used.

ADDITIONAL FORMS OF TRAIN ORDERS

FORM B TRAIN ORDER

52. Example (3) of Form B will be used to authorize an inferior train to run ahead of a superior train between two definite points but the following wording must be added to the Form:

"No. 6 will not leave M ahead of Extra 594 East and will not pass Extra 594 East between M and B"

The second-named train must know before leaving the first-named point that the first-named train has left.

When it is necessary to inform a train of the departure of an extra train under the above example, Form V Example (3) will be used.

WORK EXTRAS

53. When train order Form S-H Example (4) is issued following Form S-H Example (7) the date should be shown preceding the balance of the order. Example: "On Feb. 17 Work Extra 292 clears or protects etc."

If the order covers more than one day, the date should be specified for each date. Example: "On Feb. 17 and Feb. 18 Work Extra 292 clears or protects etc."

54. Train order Form S-H Examples (1), (2) and (3) must not be combined with Form S-H Example (4).

Train order Form D-H Examples (1) and (2) must not be combined with Form D-H Example

(4).
55. When two or more work extras are given overlapping limits, they must be instructed by train order to "protect against each other" in the territory involved and during the time the overlap exists.

When practicable to authorize the work extras in the same order, the words "protect against each other" should be included in the work order.

When the work extras cannot be authorized in the same order, separate work orders may be issued but the following Form of order must be issued to the work extras involved:

"Work Extra.....and Work Extra.....
protect against each other between.....
and.....M until.....M".

56. Due to the heavy expense involved in work train service train dispatchers should watch work extras closely and give the work extra an order Example (5) of Form S-H or D-H authority to

work under protection against second and third class trains, whenever conditions will permit it.

57. Work extras must be shown in proper train column on each side of the train sheet (or in the direction authorized on double track). A diagonal line may be drawn in the station column to indicate the working limits.

RAIL DETECTOR CARS

58. Due to the heavy expense involved in the operation of Milwaukee owned and Sperry Rail Detector Cars, it is important that they be handled in such a manner that they will encounter as little delay as possible.

The Operator in charge of the car will inform the train dispatcher the previous night as to what work will be performed by the car on the following day. Train dispatcher should issue the proper orders and have them ready so the crew on the car can start work on time.

When the car is testing rail, pilots should have a proper work order so they can move in either direction to clear trains with a minimum of delay.

When the car is running light and is not testing rail, a running order will suffice.

When necessary to refer to Milwaukee owned Rail Detector Cars 800 and 802 in the address or body of train orders, the following wording will be used:

Eng Rail Detector.....
Extra Rail Detector..... (east) (west)
Work Extra Rail Detector.....

When necessary to refer to Sperry Rail Detector Cars, the initials SRS should precede the number of the car.

FORM OF TRAIN ORDER FOR PROTECTION OF CRANES OR SIMILAR TYPE MACHINES

59. When a crane, or machine with boom, or other similar type machine, which fouls an adjacent main track when in operation, is working on one of two main tracks, or on a siding, or on the ground where it swings over or fouls an adjacent main track, train on the adjacent main track must be fully protected.

Trains operating on the adjacent main track must also be given a train order in the following form, worded as the circumstances may require:

"(Ditcher) or (locomotive crane) or (crane) or (.....) working (on siding at.....) or (on ground) or (on eastward track) or (on westward track) between..... and Keep a sharp lookout and be sure your route is not blocked"

The territory should be confined to as short a distance as possible.

OCCUPIED OUTFIT CARS

60. When occupied outfit cars are placed on a siding and the switches are spiked, the train order or bulletin should read:

".....occupied outfit cars on siding atand both switches are spiked Sound whistle when approaching these cars and keep sharp lookout for men near track".

When such cars are placed on other tracks, the train order or bulletin should read:

".....occupied outfit cars on track at....."

61. When occupied outfit cars are to be moved in trains other than work trains, special precaution

must be taken for safe movement.

Consideration must be given to maximum speed of trains in which cars are moved and other conditions affecting the movement.

Instructions restricting the speed to be covered by train order for each movement.

USE OF RADIO IN VICINITY OF BLASTING OPERATIONS

62. Radio Frequency Energy released from a Radio Transmitter can be a potential hazard if the Transmitter is used for broadcasting within a certain distance of blasting operations where electrical blasting caps are being used. The real hazard occurs when the cap is inserted in the dynamite charge and the leads are stretched out to form an antenna.

Railroad Radio Transmitters have a transmitting power of 100 watts or less and must not be used for broadcasting (transmitting) when located less than 250 feet from the scene of blasting operations.

To avoid the possibility of an accident under such conditions and in order that train and engine crews will have knowledge of the blasting operations, the train dispatcher will, upon receipt of information from the foreman in charge of the blasting, issue the following form of train order to all trains operating in the territory where the blasting will take place:

"Between.....M and.....M blasting operations taking place at..... between MP..... and MP..... between (station) and (station) Keep sharp lookout and do not use Radio or Walkie Talkie for transmissions while approaching or passing this location".

It will be the responsibility of the foreman in charge of the blasting to notify the train dispatcher of the exact location where the blasting will take place, specifying the location as between mile posts and the mile posts as between stations.

When the train dispatcher receives advice from the section foreman, roadmaster or other supervisor that blasting will be performed by Highway Departments or other concerns adjacent to the railroad, the train order protection must be provided as outlined above.

FORM OF TRAIN ORDER TO BE USED IN CASE OF POWER FAILURE IN DOUBLE OR THREE OR MORE TRACK TERRITORY

63. In case the Automatic Block Signals become inoperative due to *power failure* and the train dispatcher has a reliable report to that effect, after assuring himself that the report is correct, the following form of train order may be issued:

"Automatic signals between (station) and (station) are reported as indicating stop because of power failure. This order is your authority to pass the stop and proceed signals at restricted speed until power is restored".

These instructions apply only in double or three or more track territory and must not be used in CTC territory or in territory where Rule 261, 263 and 264 operation is in use.

PROTECTION OF WEED MOWERS

64. In addition to a proper line-up which the pilot of a weed mower should be required to obtain at proper intervals, the following form of train order should be issued to all trains operating over the territory where the weed mower is working:

"From.....M to.....M keep sharp lookout and whistle freely for weed mowing machine working between (station) and (station)".

FORM OF TRAIN ORDER FOR PROTECTION OF EXTRA GANGS

65. The following form of train order should be issued to trains moving over territory where extra gangs are working:

"From.....M to.....M between and..... all trains move at restricted speed within these limits account men and equipment on track Use engine bell and whistle freely".

If the working limits extend from one station to another, the station names should be used. If the working limits are between mile posts between stations, the order should be worded "between MP..... and MP..... between (station) and (station)".

A separate train order must be issued covering skeletonized track.

PROTECTION FOR MECHANIZED MAINTENANCE OR OTHER TYPE GANGS (GM CIRCULAR LETTER 2374 OF MAY 26, 1960)

66. Superintendents should have a thorough understanding with all Division Officers and Train Dispatchers as to their understanding of the various items so there will be no failure for all to comply with the procedures outlined.

Before mechanized track gangs start on any Division, a meeting of the Division Officers and the Gang Foreman should be held for the purpose of

setting up the work program in line with the following instructions:

66 PART 1.

**TRAIN ORDER PROTECTION FOR
MAINTENANCE AND EXTRA GANGS
WHEN WORKING UNDER TRAFFIC**

When maintenance is being performed which does not make the track impassable and equipment being used is such that it can be readily removed from the track for trains, *ALL* trains operating through the gang must be given a train order in the following form:

"Between.....M and.....M keep sharp lookout for men and equipment on track between MP..... and MP..... between (station) and (station) and be governed by signals displayed by gang flagman When permitted to proceed train to move at restricted speed until green signal is given indicating entire gang has been passed Sound whistle and bell freely approaching and passing through the gang"

The above form of order should be used in connection with track maintenance gangs who use mechanized equipment and other types of gangs which do not make impassable track but cover considerable territory during the day. The working limits should be confined to the actual necessity.

The foreman of the gang must notify the train dispatcher in advance, preferably the day before, the location where the gang will work the following day. The work limits must be clearly specified as between mile posts and the mile posts specified as between stations, so the proper information can be specified in the train order.

The foreman in charge of the gang must have the live flagmen and the yellow signals in place prepared to furnish the necessary protection before the equipment is placed on the track. The yellow signals will be moved by the flagmen as the work progresses as outlined by the foreman.

The green signal required by Rule 10 (h) and the train order will be given by the man in charge of the last machine only after all of the machinery and men are clear of the track.

At the end of the days work, all machinery must be removed from the track before the yellow signals are removed and the flagman recalled.

66 PART 2.

TAKING A TRACK OUT OF SERVICE— SINGLE TRACK

When a gang is to work on a Branch Line and it is definitely known that there will be no trains operated on that line during the gang's working hours, the track will be taken out of service for the period the gang is working by train order in the following form:

"From.....M until.....M (date) the main track between (Station) and (Station) is out of service to all trains"

After the train order has been issued, the gang foreman should be given a message over the signature of the Superintendent worded the same as the train order.

The foreman must also be given a copy of the line-up for that territory indicating there will be no trains operated.

Live flagmen will not be required, but yellow and red signals must be placed as required by Rule M-10 before the equipment is placed on the track.

After completion of the day's work, the equipment will be entirely removed from the track and the yellow and red signals removed.

The train dispatcher will take down the train order about the track being out of service and trains will be permitted to operate in a normal manner.

When a gang is working on a sub-division not considered as a Branch Line and it is definitely known that there will be no trains operated during the gang's working hours, the same procedure as outlined above may be used.

The arrangements outlined above will be made only with the approval of the Superintendent.

66 PART 3.

TAKING A TRACK OUT OF SERVICE— DOUBLE TRACK TERRITORY

When a gang is to work in double track territory, the gang foreman will make a request to the Superintendent, by message, in the following form to have a portion of the main track taken out of service:

(Superintendent):

Please arrange to take the (eastward) (westward) track out of service between (station) and (station) from.....M until.....M (date). Gang will be working between MP....
..... and MP.....

(Signed) (Foreman)

The train dispatcher will make the necessary arrangements to take the specified track out of service by train order in the following form:

"After.....M (eastward) (westward) track

out of service between (station) and (station)
(Eastward) (westward) trains will secure train
order and will use (westward) (eastward) track
between these points".

In addition to the train order covering the
track out of service, the train dispatcher will issue
the following order to all trains operating through
the limits of the gang:

"After.....M extra gang working on (east-
ward) (westward) track between MP.....
and MP..... between (station) and (sta-
tion) Sound whistle and bell freely while ap-
proaching and passing the gang".

After the specified track is clear of all trains, a
message in the following form will then be issued
to the foreman to indicate that the track will be
out of service:

(Foreman)

(Eastward) (westward) track between (sta-
tion) and (station) is out of service to all trains
(date) from.....M until released by you.

(Signed) (Superintendent)

The gang foreman must have the yellow and
red signals placed in accordance with Maintenance
of Way Rule M-10 to provide the necessary pro-
tection before any equipment is placed on the
track.

After completion of the work, the equipment
will be entirely removed from the track and the
yellow and red signals removed. When this has
been done, the foreman will give the Superin-
tendent a message as follows:

(Superintendent)

(Eastward) (westward) track between (sta-

tion) and (station) is released and may be restored to normal service.

(Signed) (Foreman)

On receipt of this message, the train dispatcher will take down both train orders and permit trains to operate in the normal manner.

66 PART 4.

TAKING A TRACK OUT OF SERVICE IN TWO MAIN TRACK CTC TERRITORY

When a gang is to work in CTC territory where two main tracks are in use, the gang foreman will make request to the Superintendent, by message, in the following form to have a portion of the main track taken out of service:

(Superintendent) :

Please arrange to take (No. 1) (No. 2) main track out of service between (station) and (station) from.....M until.....M, (date). Gang will be working between MP..... and MP.....

(Signed) (Foreman)

The train dispatcher will make the necessary arrangements to take the specified track out of service by instructing the Control Operator in the following form:

"(No. 1) (No. 2) main track will be out of service to all trains between (station) and (station) from.....M until released by me. Block all signal and switch levers controlling movements into these limits on (No. 1) (No. 2) main track".

When the CTC machine is controlled by the train dispatcher, he will block the switch and signal levers in the same manner.

In addition to the instructions to the Control Operator, about taking the track out of service, the train dispatcher will issue the following order to all trains operating throughout the limits of the gang:

"After.....M extra gang working on (No. 1) (No. 2) main track between MP..... and MP..... between (station) and (station) Sound whistle and bell freely while approaching and passing the gang".

After the specified track is clear of all trains, a message in the following form will then be issued to the Foreman to indicate that the specified track will be taken out of service:

(Foreman)

(No. 1) (No. 2) main track between (station) and (station) is out of service to all trainsM until released by you (date).

(Signed) (Superintendent)

The gang foreman must have the yellow and red signals placed in accordance with Maintenance of Way Rule M-10 to provide the necessary protection before any equipment is placed on the track.

After completion of the work, the equipment will be entirely removed from the track and the yellow and red signals removed. When this has been done, the foreman will give the Superintendent a message as follows:

(Superintendent):

(No. 1) (No. 2) main track between (station) and (station) is released and may be restored to normal service.

(Signed) (Foreman)

On receipt of this message the train dispatcher will cancel the instructions to the Control Operator in the following form:

"Cancel instructions about (No. 1) (No. 2) main track being out of service between (station) and (station) and remove the lever block Track is now OK for normal service".

When the CTC machine is controlled by the Train Dispatcher, he will remove the lever blocks from the machine. In addition, the train dispatcher will take down the look out order about the gang working.

INOPERATIVE CROSSING PROTECTION SIGNALS

**(GM CIRCULAR LETTER 2376 REV. OF
SEPT. 16, 1960)**

**(GM LETTER OF DEC. 1, 1960,
FILE GM 273-121.)**

67. Quite frequently we have cases where highway crossing flasher signals are knocked down or otherwise damaged, rendering them inoperative. In some cases a train order or a bulletin is issued to trains operating in the territory notifying them of the condition and in other cases live flagmen are provided to furnish necessary protection until repairs can be made.

The same situation arises where automatic crossing gates are knocked down or otherwise damaged. In some such cases a live flagman is provided or the signal maintainer will flag the crossing. However, we have no set method of procedure.

In order to provide a standard method of handling such situations, the following will apply:

"When the train dispatcher receives notice that automatic crossing gates have been broken off

or otherwise damaged or the automatic crossing flashers are not operating so as to provide the required protection for highway traffic, he will call out the signal maintainer to make the necessary repairs.

Under the circumstances where the crossing gates or flashers are not working, the following train order will be issued to all trains that are to operate over the crossing:

'Until further notice account automatic crossing signals out of service at..... crossing located..... all train and engine movements must stop and flag over the crossing as prescribed by Rule 103 second paragraph.'

This order should remain in effect until repairs have been made or until a flagman has been provided at the crossing to protect highway traffic.

When a report is received that the crossing gates are down in a horizontal position against highway traffic and will not clear up and/or the automatic crossing flashers are working constantly, the maintainer should be called at once to make repairs but it will not be necessary to issue the train order.

The necessity for furnishing a flagman at the crossing is to be determined by the Superintendent taking into consideration the type of damage to the crossing signals, length of time required to make repairs and restore signals to service, density of highway and rail traffic over the crossing or other circumstances. When busy crossings are involved, the appropriate Captain of Police should be notified, and, pending the arrival of the emergency flagman, requested to solicit the cooperation of local police, Sheriff or

State Police for "first aid" protection. At the same time you are reminded that many local enforcement agencies are short of man power and the railroad may be asked for reimbursement for auxiliary police or overtime payments, if the hazards warrant track department flagman immediately and was not provided.

In case crossing gates or flasher signals are not working at a crossing in Chicago, Milwaukee or Twin City Terminals where it is not possible to issue a train order to yard engines and transfers, a flagman will be furnished."

Superintendents should have a thorough understanding with all Division Officers and Train Dispatchers as to their understanding of the instructions contained in this item so there will be no failure to comply with the procedures outlined.

FOLLOWING MOVEMENTS

68. In territory not operated under Automatic or Manual Block System Rules, operators must maintain positive block behind all trains unless otherwise authorized by the train dispatcher or in case of failure of communication.

Operator must display train order signal immediately after the departure of a train and not permit any train to follow until such train has passed the next open office or he is authorized to do so by train order in the following form:

"(Train) left (station) at.....M and has not passed (station) (Train) may proceed prepared to stop short of train ahead".

This order must be addressed to the train and the operator.

The following train may be released when its right or schedule permits, after at least ten (10)

minutes have expired after departure of the train ahead.

When means of communication have failed, the train being held may be permitted to proceed on its right or schedule, ten (10) minutes after the departure of the preceding train with Clearance Form A worded as outlined above.

The train dispatcher must not permit a train to follow a train without train order giving notice of train ahead.

All conditions must be taken into consideration before a following movement is authorized.

When the train dispatcher does not know which train will be ahead he may permit the trains to proceed with a train order in the following form:

“(Train) and (Train) may proceed (station) to (station) prepared to stop short of train ahead”.

MANUAL BLOCK

69. Train order Form S-E Example (1) or S-H Example (4) or (5) may be used to meet the requirements of Rules 317 (A) and 365 (A).

When these examples are used the clearance should read:

“Block clear except..... (Stop indication) or (19 order indication) is displayed for to meet..... as per order No.....”.

70. When a train is admitted to a long block under a Clearance Form A showing block “Occupied”, and the block is occupied by only one train and that train will be passed before it reaches the next open office, the train dispatcher may issue a train order to the following train reading:

“After passing (train) between..... and..... the block is clear”.

71. Under Rule 319 (A) when it is desired to admit a first class train into the block, the following form of train order will be used:

"Block between..... and.....
is occupied only between the switches at.....".

72. When it is desired to shorten the limits of a block the following will apply:

Example: The block extends between Green Bay and Plymouth. There is a train in the block and the train dispatcher has positive information that it is clear of the block at Hilbert, a following train may be admitted to the block with a train order reading:

"Block between Green Bay and Plymouth is occupied only between Hilbert and Plymouth".

The Clearance Form A for the following train must show "Block occupied".

73. Rules 365 (A) and 365 (B) prohibit a train from going to a siding between two open block stations to meet or be passed by another train without a train order.

Where a work extra is expected to be at one of these sidings for another train, Form S-H Example (4) or (5) will suffice for other than a first-class train. The operators involved will be given a copy of the order and will permit the train to enter the block with a clearance filled out as shown in Rule 317 (A) regardless of whether the work extra entered the block as an opposing train or as a preceding train.

Where a first-class train is involved, Form S-E Example (1) should be used and must show a waiting time at the station where the train is to enter the block, and also at the next station:

Example: Work Extra 292 is working between F and H may remain at G for No. 3. F and H are

open offices, G is a closed office. The order should read:

"No. 3 wait at F until 301 PM
G 310 PM
for Work Extra 292".

When issuing a wait order to other than first-class trains waiting them for a work extra, Form E Example (3) must be used.

74. When a train is to enter Manual Block territory at a station where there is no operator on duty, the train dispatcher must block for trains and must issue a train order to each train indicating the condition of the block between such station and the next open block station in advance. The form of order to be worded as follows:

"Block between..... and..... is (clear)
(clear except) (occupied)".

If block is not clear, the order should indicate all trains in the block in both directions. If the trains in the block include a train ahead, the following wording should be added to the order:

"(train) may proceed prepared to stop short of train ahead".

75. (a) The operator at Beloit or at West Yard must not report to the next block station east that a westward train is clear of the Manual Block at Beloit Jct. unless he has seen the markers and knows that all of the train is inside the CTC limits or he has been so advised by the conductor.

(b) The operator at Rockton or at West Yard must not report to the next block station to the west that an eastward train is clear of the Manual Block at Rockton unless he has seen the markers and knows that the entire train is inside CTC limits or he has been so advised by the conductor.

(c) The train dispatcher at Ottumwa must not report a westward train clear of the Manual Block at Rutledge until he definitely knows that the entire train is clear of the Manual Block.

76. A record of block "Occupied" movements authorized as per Rules 317 and 318 must be kept in the train order book.

77. Under no circumstances must the train dispatcher relieve a block operator from duty until the block in each direction is clear, without first arranging to block for opposing and following movements. (See Rules 341 and 342.)

INSTRUCTIONS GOVERNING THE ISSUANCE AND USE OF LINE-UPS

(78.) (1) The following instructions covering the issuing and use of line-ups and handling of Form 3793 (Track Car Operators Line-up of Trains) supersede all other previous instructions that are not consistent herewith.

(2) The purpose of line-ups is to inform supervisors, track car operators and others including foremen, signal maintainers and linemen as to the location of trains.

Line-ups should be carried in line-up holder Form 3793-A, which is provided for that purpose.

To eliminate possible misunderstanding, such employes should retain only the current line-up in their possession and destroy all line-ups previously received.

(3) The line-up must be read by the track car operator to all persons who will ride on the car.

(4) Track cars must not be placed or moved on main tracks without a line-up on Form 3793 if it can be obtained. If for any reason, a line-up cannot be obtained, track cars must be operated under

flag protection at night and when visibility is restricted, also on obscured curves and long trestles, in tunnels and snow sheds, unless it is definitely known that the line is clear of trains.

(5) In double track territory the trains included in the line-up may be moving against the current of traffic.

Track car operators and others should understand that trains listed on the line-up can operate at maximum speed.

Track car operators and others must always keep in mind that trains other than those shown on the line-up may be run and also that line-ups do not cover movements within Yard Limits, including Chicago Terminal, Milwaukee Terminal and Twin City Terminal.

(6) Line-ups will be issued by the train dispatcher over the signature of the superintendent. This responsibility must not be delegated to other employes.

In issuing line-ups, the train dispatcher must use the same care he would in issuing train orders and sufficient time must be taken to insure their correctness.

Line-ups must be numbered consecutively each day beginning at midnight. Each line-up must be written in full in the train order book on the pages immediately following the train dispatcher's transfer at midnight so they can be readily referred to. A sufficient number of pages will be reserved for all line-ups issued during the 24-hour period.

Line-ups shall show all trains on the road, those that are ordered and those that are expected for the territory involved within the specified time, with information as to whether regular trains, including sections, are on time or late. If all regular

trains are on time the information can be shown thus: "All regular trains on time." If any of the regular trains are late, the information can be shown thus:

'Regular trains on time except.'"
and then show the individual trains that are late.

Regular trains will be identified by their schedule number as shown in the time-table.

When schedules have been annulled, the information will be shown on the line-up accordingly.

In identifying extra trains, engine numbers should be used when possible. Passenger extras will be identified as such.

As an example:

"Passenger Extra 105 A East" or "Passenger Extra 203 C West".

Information about work extras will include the territory in which they are to work and the point where they are to enter the working limits.

As an example:

"Work Extra. leaves. about
..... works between. and.
until.". In double track territory the information as to track or tracks to be used must be shown.

(7) Train dispatcher will issue line-ups at approximately the same time each morning and each noon simultaneously to as many operators as possible. Additional line-ups will be issued as circumstances warrant.

Line-ups shall be for a stated period of time and for a specified territory as outlined by the superintendent. The office call and the time repeated must be shown.

The provisions of the seventh paragraph of Rule 206 applies to line-ups.

Only abbreviations shown in Rule 223 are to be used.

Where provided for, line-ups will be issued by the train dispatcher to operators at certain stations to be relayed to operators and others at other stations.

Each person who copies a line-up must repeat it to the person from whom he received it to guard against error.

(8) Operators receiving line-ups must write or typewrite them on Form 3793 as worded and as transmitted by the train dispatcher. A sufficient number of legible copies should be made so that a copy will be available for each foreman, track car operator, signal maintainer, lineman, supervisor and others as directed by the train dispatcher. The signature of the operator and the time of repetition must be in the operator's handwriting.

When line-ups are copied by the foreman or track car operator, they must be copied on Form 3793 and repeated and signed by them.

Each person who is to use the line-up must acknowledge receipt for it by signing his name on the office copy, this copy to be retained by the operator in his office train order file.

If the requisite number of copies of the line-up have not been made by the operator who copies the line-up, additional copies must be made from one of the original copies and repeated to the train dispatcher. The name of the original receiving operator will be shown with the initials of the operator who made the additional copies.

(9) Train dispatcher must check line-ups in the train order book and must not permit a train to

leave a station earlier than the time shown on the line-up without first informing the holders of the line-up of the earlier expected departure.

If the train dispatcher is unable to contact all the holders of the line-up, the train will be held at that station until the expiration of the time shown on the line-up or it may be permitted to leave with the following form of train order:

"Your train is shown on line-ups issued to track car operators between..... and..... as leaving..... at.....M Approach curves and locations where view is obscured at restricted speed and use engine bell and whistle freely".

(10) When it is necessary to run a train that is not shown on the line-up, train dispatcher shall issue a train order to the train in the following form:

"Track and bridge crews and track car operators have not been notified about your train on their line-up Approach curves and locations where view is obscured at restricted speed and keep sharp lookout for track cars Use engine bell and whistle freely".

(11) In double track territory, if it is necessary to operate a train against the current of traffic and the line-ups do not contain notice of such movement, the following instructions must be added to the Form D-R train order that is issued covering the movement against the current of traffic:

"Track and bridge crews and track car operators have not been notified about this movement Keep sharp lookout for track cars approaching curves and locations where view is obscured Use engine bell and whistle freely".

(12) To make sure that section foreman, B&B foremen and others who operate track cars will

have the information when a new time-table becomes effective, train dispatcher will include the following information on the line-up during a period commencing 24 hours before and continuing for 6 days afterwards:

"Provide yourself with time-table No. taking effect at (time) (date) 19....".

REPORTING AND PROTECTING BROKEN RAILS, DEFECTIVE TRACK AND OBSTRUCTIONS

79. When issuing train orders covering broken rails, defective track or obstruction on information report received from section foremen, bridge foremen, signal maintainers or supervisors of the M of W and S and S & C Departments who have expert knowledge of the physical characteristics of the territory, train dispatchers will be governed by the following:

- (1) Within station limits the location will be given with relation to a definite point within the station grounds.
- (2) Outside of station limits, the location must be designated as between mile posts and the location of mile posts must be given as between stations.

Sufficient other information should be obtained and added to the train order so there will be no misunderstanding on the part of trainmen and enginemen as to the location of the defective track and the permissible speed over it.

When train dispatcher receives from a conductor a report of a broken rail or other defect rendering the track unsafe for usual speed, the train order instructions should cover the location for a dis-

tance of one mile in either direction from the point as reported.

Example: Broken rail is reported one mile east of Elkhorn. The train order should be worded:

"Broken rail reported between 2 miles east of Elkhorn and Elkhorn station".

Fractions or decimals should not be used when designating mile post numbers such as Mile Post $75\frac{1}{2}$ or 75.5. Distance from mile posts should be designated in feet or in pole lengths, such as 1500 feet east or 1500 feet west of Mile Post 75; or 10 poles east or 10 poles west of Mile Post 75.

Reports of conditions interfering with the safe movement of trains may be received by the train dispatcher in message form or in verbal conversation. If the report is verbal, the dispatcher should carefully record the conversation on paper so as to avoid any chance of error later when issuing the train order protection.

80. The Chief Dispatcher will direct all station operators on his division to send all train orders, including slow orders, Clearance Form A and line-ups issued to his station for a 24 hours period each month to the Trainmaster or Assistant Superintendent who will check them personally. If any of them are found to be improper, the Trainmaster or Assistant Superintendent will handle with the responsible employe for correction.

TIME-TABLE MAKE-UP

81. The preparation, checking and distribution of time-tables will be handled by division officers.

Time-table charts must be kept up-to-date and the proof for the new time-table must be checked with the chart in order to detect any errors before the time-table is printed.

Graphical charts, instead of strings and pins, must be used.

Time-tables will be numbered consecutively with each change. They will be printed on white paper, size 17" by 10" stapled in the middle and folded once to 8½" by 10" which will be the size as it leaves the printer.

When requested, pen proofs of new time-tables for all divisions will be furnished to the Assistant General Manager and General Superintendent of Transportation, Chicago, and to Chief Train Rules Examiner, Milwaukee. Pen proofs for the Coast and Rocky Mountain Divisions will also be furnished to the Assistant General Manager and to the Superintendent of Transportation, Tacoma.

In preparing pen proofs, all changes in schedule figures must be shown in red ink. Pasting in printed schedules from previous time-tables will not be permitted. Changes in footnote or in Special Instructions or other information sections may be typed out and pasted in the proper place, but attention to the changes must be indicated by a note in red ink.

In addition to the train schedules, the time-tables must contain the following information:

- Table of Train Speeds
- Watch Inspectors
- Maximum speed of trains
- Superiority by direction
- Kind of Block Systems in effect
- Double or three or more tracks in service
- Two or more main tracks in service
- Where Centralized Traffic Control System is in use
- Where Automatic Cab Signal System is in use

Where Rules 251, 251 (A), 253 and 254 are in use

Where Rules 261, 263 and 264 are in use

Footnotes regarding flag stops

Location of Spur Tracks and Industrial tracks not shown as stations

Location of Yard Limits

Location of Emergency Telephones

Office Hours including Sat., Sun. and Holidays

Company Surgeons

Special Instructions

At the bottom of the title page, the names and titles of the following officials will be shown:

Assistant Superintendent

Superintendent

Superintendent of Transportation (Coast and Rocky Mountain Divisions only)

General Superintendent of Transportation

Assistant General Manager

General Manager

On the last schedule page the names and titles of the following will be shown:

Train Dispatchers

Assistant or Night Chief Dispatchers

Chief Dispatchers

Assistant Trainmasters

Trainmasters

Trainmaster-Roadmaster (where assigned)

Assistant Trainmaster-Traveling Engineer (where assigned)

In columns headed "Sidings" the capacity in cars will be shown.

The capacity of tracks, other than the designated

sidings, should be shown in column headed "Other Tracks", either in figures or as "Yard".

The capacity of a siding at all stations where trains may meet or pass other trains must be shown.

At stations where the siding is also used as a house track or an industry track, that information must be shown in the Special Instructions in the following manner:

"At A, D and F, the siding is also used as a house track; the train dispatcher need not be notified when cars are left on any of these sidings".

Car capacity should be based on 48 foot cars.

Sidings of an assigned direction, or if on double or three or more tracks, will be shown with a prefix, indicating direction thus:

E-150

W-125

The required information covered by the letters in Rule 6 (A) should be entered opposite each station in the column headed "See Rule 6-A."

When the letter "P" is shown, it will mean Dispatcher's telephone.

Below each Subdivision on the schedule pages, the following examples are to be followed:

"Passenger trains must not exceed maximum speed of..... miles per hour; other trainsmiles per hour".

"Double track is in use between..... and"

"Four main tracks are in use between..... and.....".

(Show how numbered and used)

"Two main tracks are in use between.....
and.....".

(For use in CTC territory)

"Automatic Block Signal System is in use be-
tween..... and.....".

"Centralized Traffic Control System is in use
between..... and.....".

"Manual Block System is in use between.....
..... and.....".

"Rule 319 (A) Applies at.....".

(Rule 319 (A) must not be applied at stations
where the switches are not within Yard Limits.)

At all stations, except where the initial terminal
is also the originating station of the train, where
a regular train is to make a regular or flag stop
to receive or discharge traffic, the prescribed sym-
bol as shown in Rule 6 will be shown. Where two
times are given, the symbol will be shown preced-
ing the arriving time only.

Where a conditional stop is authorized by foot-
note, the words "for revenue passengers only"
must be included.

Meeting points on time-tables will not be shown
at terminals, ends of double track, two or more
main tracks or junctions when the spread of time
is more than 30 minutes.

Where no regular trains are shown on a subdi-
vision, all of the schedule columns should be left
blank. In the first schedule column on the left
hand side, the letter "L" should be shown on the
line opposite the top station and the letter "A"
on the line opposite the bottom station.

In the first schedule column on the right hand
side, the letter "L" should be shown on the line

opposite the bottom station and the letter "A" on the line opposite the top station.

At stations where Rule 93 applies, Yard Limits will be designated by Yard Limit Signs. When practicable, such signs should be located not less than 2000 feet beyond the outer switch in each direction. "Yard Limit One Mile" signs should be placed one mile from Yard Limit signs, on right hand side approaching.

In addition to the signs, the Yard Limits should be shown in Special Instructions in the time-table in the following form:

YARD LIMITS AT:

(For D&I Division
Second District)

Marquette — Extend from 12580 feet east of the railroad crossing to 5663 feet west of the railroad crossing on the Second Subdivision and from 2000 feet east of the railroad crossing on the LaCrosse Division to 2800 feet west of the west switch of Marquette Yard on the Fourth Subdivision.

(For LaCrosse Division)

Marquette — Extend from 2000 feet east of railroad crossing to a point on D&I Division Second District 2800 feet west of west switch of Marquette Yard.

Spirit Lake — Extend from 2000 feet east of east switch of house track to end of main track.

Monroe — Extend from 2000 feet east of east switch to 2000 feet west of west switch.

These examples cover some of the ordinary situations. Should there be any question as to manner of showing the locations of Yard Limits, the matter should be referred to the General Manager.

It is not necessary to place Yard Limit Signs at the end of main track.

TIME-TABLE RECEIPT

82. Receipts for time-tables must be obtained on Form 3367 or by wire from each conductor and engineer before permitting him to perform service. Special care must be taken to obtain the signatures of conductors and engineers on work trains or on other trains that tie up at intermediate points where bulletin boards are not located; also from those employes returning after leave of absence, or who have been off account sickness, vacation, etc.

In addition to conductors and engineers, the following classes of employes must also receipt for time-table on Form 3367:

- Yardmasters
- Yardmen
- Agents
- Operators
- Chief Carpenters
- Roadmasters
- Section Foremen
- Extra Gang Foremen
- B&B Foremen
- Signal Maintainers
- Linemen
- Main Line Hostlers
- Electrification Foremen

Foreign line conductors and engineers operating over a division or portion of a division

All trainmen and firemen, including those promoted as conductors or engineers who may be working as a trainman or fireman.

An alphabetical record of receipts must be maintained in each train dispatcher's office. In case a prompt receipt is not received, an inquiry must be made by wire to make sure none of these employes are performing service without having the new time-table in their possession.

In the Twin City Terminal, Milwaukee Terminal and Chicago Terminal, engineers and the classes of employes listed above, who are strictly Terminal employes, will acknowledge receipt of new time-table to the Superintendent. The alphabetical list must be maintained in his office.

Twin City Terminal engineers holding road seniority on the La Crosse Division, Aberdeen Division or IM&D Division, must acknowledge receipt of new road division time-table to the Chief Dispatcher on their respective division in addition to acknowledging receipt of new Terminal Division time-table to the Superintendent of the Terminal.

SYSTEM OF HANDLING BULLETINS AND BULLETIN BOARDS

83. Rule 109 describes the use of a Bulletin. Train orders will be used when conditions are of a temporary or serious nature.

Bulletins will be transmitted by wire, when necessary, to insure posting before the instructions become effective.

Instructions that do not affect the movement or safety of trains will be issued under caption of "Notice" and will be numbered with the prefix "C".

A Master Bulletin Board should be maintained in the office of the Superintendent (a separate one for each district). A bulletin board will also

be maintained for train dispatchers in each train dispatchers office and the train dispatchers must acknowledge receipt for bulletins in the place provided on the train sheet.

At junction points and terminals, separate Bulletin Boards must be maintained for each division.

Only Bulletins and Notices that are issued by the Superintendent should be posted on the Bulletin Board. One file will be maintained for Bulletins and one file for Notices. Instructions issued by Assistant Superintendents, Trainmasters, Traveling Engineers, officers of the Motive Power Department and others will be issued in the form of Notices and should be posted at some convenient point adjacent to the Bulletin Board. They should not be placed on the same file with the Superintendent's Bulletins and Notices.

The Bulletin Board should contain, above all, instructions to acknowledge receipt of time-table currently in effect.

Bulletin Boards will also be maintained at designated locations on tenant lines for use by crews of such tenant lines that operate over portions of divisions of our railroad.

Bulletins must be cancelled as soon as the instructions contained in them are no longer in effect. A bulletin cancelling another bulletin should be worded as follows:

"Bulletin No..... issued (date) subject (show subject matter) is hereby cancelled".

On receipt of this bulletin, the Bulletin Board Custodian must handle it the same as other bulletins and remove the cancelled bulletin from the board and file it with the station records.

In order to provide for a continuous record of cancelled bulletins, particularly for the benefit of

employees resuming work after having been absent for any length of time, the following instructions will govern:

Between the first and seventh of each month, bulletins that cancel previous bulletins and issued prior to the first of the month should also be cancelled in the bulletin and the subject shown as "Cancellation of bulletins".

Example: Bulletin No. 19 issued December 5, 1959 will read:

"Bulletin No. 15 issued November 2, Subject-House track at A out of service, and Bulletin No. 16 issued November 6, Subject-Cancellation of Bulletins are hereby cancelled.

Bulletins now in effect are Nos. 7, 8, 9, 10, 11, 12, 13, 14, 17, 18 and 19."

Bulletin No. 20 issued between January 1 and 7 would then read as follows:

"Bulletin No. 19 issued December 5, 1959, Subject - Cancellation of Bulletins is hereby cancelled.

Bulletins now in effect are Nos. 7, 8, 9, 10, 11, 12, 13, 14, 17, 18 and 20."

Between the first and seventh of each month, the superintendent will check the master bulletin board to insure that all obsolete bulletins have been cancelled and will issue instructions to the custodians of bulletin boards to remove and file in station records all notices that were issued prior to the first of the preceding month.

On the first of each year, all bulletins then on the board will be cancelled and those that are still in effect will be reissued under a new number.

Insofar as the master bulletin board being maintained in the superintendent's office, this means that a complete file will be maintained of all bul-

letins and notices issued. The bulletin board in the Chief Dispatcher's office can consist of two suitable clip boards, one for bulletins and one for notices issued by the superintendent.

Proper supervision must be given this matter and it will be the duty of the division officers to see that the custodian of each bulletin board properly understands the instructions and that the bulletins are properly handled; also that employes receipt for the bulletins as covered by Rule 109.

CUSTODIANS OF BULLETIN BOARDS

Your instructions to the custodians of bulletin boards should read as follows:

"The custodian of bulletin boards will be held responsible for the prompt and proper posting of all bulletins.

On receipt of a bulletin, he must endorse on it the time and date and by whom posted and post the bulletin on the bulletin board.

On receipt of a bulletin which cancels a previous one, he must post this bulletin in the usual manner and remove from the board and file the cancelled bulletin.

He must also post notices and remove and file notices on instructions from the superintendent.

One place on the bulletin board must be assigned to bulletins and another place for notices.

Only bulletins and notices issued by the superintendent may be posted on bulletin boards."

(These instructions should be kept under a glass on each bulletin board.)

HANDLING TERMINAL DIVISION BULLETINS

84. When Superintendents of Chicago, Milwau-

kee and Twin City Terminal Divisions issue bulletins that affect crews of a connecting division they will transmit the bulletin to the Superintendent of connecting division who will issue the same bulletin over his signature and post on his bulletin boards so the men leaving on their trip will have the information before entering the Terminal limits.

HANDLING OF PERSONAL INJURIES

85. When the train dispatcher receives information about personal injuries occurring on the division, the Superintendent (or his chief clerk) must be notified promptly and he will arrange for reports to be made in accordance with existing instructions.

ACCIDENTS AND INJURIES

86. The handling of accidents and personal injuries requires prompt action on the part of train dispatchers to avoid criticism and delay.

When the train dispatcher receives a report of a collision or derailment that blocks the main track and if passengers or employees are reported as injured and in need of medical attention, necessary medical aid must be provided immediately from the nearest available point.

If the main track is obstructed, train dispatcher must regulate train movements to avoid congestion at point of obstructions. He must notify the Superintendent, Assistant Superintendent, Trainmaster, Chief Dispatcher, Division Engineer, Roadmaster and Section Foreman in the order named. The General Officers in Chicago must be promptly notified. Coast and Rocky Mountain Divisions will also notify Assistant General Manager, Tacoma.

The full details must be obtained from the con-

ductor, and, if necessary, wrecker derrick ordered promptly. When conditions require, division officers will make arrangements for the detouring of trains.

A report of any accident resulting in damage in excess of \$750.00, also report of any injury or death occurring on the right of way, must be made by the Superintendent to the proper officials and to the State Commission or ICC as required by existing instructions.

REPORTING OF ACCIDENTS AND INJURIES

87. Reports of accidents, injuries or other occurrences must be made in accordance with existing instructions.

FORM OF LETTER FOR REPORTING ACCIDENTS

88. (Place) (Date) 19
To Mr.....
.....

Submitting all papers, including formal investigation in connection with..... at
..... (Time) (Date) (Weather).
CREWS INVOLVED: (Where two classes of trains are involved so indicate)

<i>Eastward</i>	<i>Westward</i>
Train No.	Train No.
Engine No.	Engine No.
Engineer	Engineer
Fireman	Fireman
Conductor	Conductor
Brakeman	Brakeman
Brakeman	Brakeman

CAUSE OF ACCIDENT AND GENERAL
COMMENTS:

PERSONAL INJURIES:

DAMAGE TO EQUIPMENT:

DAMAGE TO CONTENTS:

DAMAGE TO TRACK:

CLEARING MAIN TRACKS:

DELAY TO TRAINS:

RESPONSIBILITY:

(If discipline is recommended, incorporate under the heading "Responsibility" a suggested wording of an entry for each one involved.)

(Signed)

.....

FIRE LOSSES—HOW TO REPORT

89. In reporting "Fire Losses" report the following:

1. Date and cause of fire,
2. Place of fire,
3. Character of building or facilities destroyed,
4. Approximate date of construction,
5. Whether or not facilities will be rebuilt,
6. Approximate damage,
7. Each report must be numbered for identification purposes.

MOVING CHAINED-UP CARS

90. Cars with defective or missing couplers, must not be hauled by means of chains in a revenue

train or in association with other cars that are commercially used, unless they are loaded with perishable freight or live stock and then only to a point where repairs can be made.

A chained-up car must not be hauled from one repair point to another.

A chained-up car must not be hauled past a repair point.

A car having a coupler pulled out between stations may be hauled to the nearest available repair point behind the caboose with good coupler coupled to caboose, but must not be hauled beyond a repair point in that condition.

A car having coupler pulled out between stations may be chained and hauled to the nearest side track and set out.

A so-called "pick-up" train, containing no revenue cars, can operate between repair points, chain up such cars and bring them to the nearest repair point.

The convenience of the Railroad Company on account of the bad order situation, shortage of material, etc., is not sufficient cause for allowing cars to be hauled with defective safety appliances from one repair point to another.

Note — The term "Revenue trains" or "Cars commercially used" in the first paragraph, means not only loaded cars but empty cars going to a certain place for loading.

ORDERING A CABOOSE HOP AND USING CREW IN WORK TRAIN SERVICE

91. When a caboose hop is ordered, the crew must be notified before leaving the terminal that they are to be used in "Work Train" service on

the trip so there will be no question under the Trainmen's schedule about being called for work train service.

HANDLING POSTAL CLERKS IN CASE OF BLOCKADES

92. In case of snow blockades, washouts, etc., whenever it is necessary for postal clerks to get off their regular runs, it should be arranged for them to change back at meeting points; the request for change back is to be first made known by the clerk in charge of car to the conductor, who in turn will communicate with the different officials for instructions.

In arranging for transfers, when practicable and consistent, the mail cars between which transfers will be made, will be spotted opposite each other when the trains meet.

PRESERVING RECORDS OF OPERATION

93. Records of operation, other than train sheets, must not be destroyed except as authorized by Accounting Department regulations.

Train sheet records must be retained for a period of fifteen (15) years except those for the Milwaukee, Dubuque and Illinois and La Crosse Divisions will be retained on a permanent basis.

APPOINTMENTS OF TRAIN DISPATCHERS

94. Superintendent will follow the plan of recommending to the Assistant General Manager by letter, any man who has broken in and is ready to be qualified as a train dispatcher, attaching thereto copy of his personal record and any other information that may be available in regard to his personal habits, family and educational qualifica-

tions. This is necessary so we may decide whether or not we desire to have him examined by a Train Rules Examiner and qualified so he may obtain a date on the Train Dispatcher's list.

**FEEDING AND SLEEPING REVENUE
PASSENGERS WHEN SERIOUSLY DELAYED
ON THE ROAD**

95. Whenever by reason of storms, accidents, washouts, etc., our passenger trains are seriously delayed or held enroute, this Company will furnish free meals and free use of the train for lodging purposes to paying passengers as follows:

Passengers will be expected to provide themselves with the first meal during any such delay. After the first meal, passengers will be provided with meals free of charge until the train, on which they are being transported, is moved. If the train should suffer a second delay, free meals will be resumed immediately. In other words, in the event trains are tied up because of impassable track conditions and passengers are obliged to buy one or more meals that would not have been necessary if the schedule had been made, any extra meals in excess of one will be furnished without cost. This principle can generally be followed and worked out by the assistance the dining car steward can get from the pullman conductor and train conductor as to what people would be entitled to the meals as referred to above, eliminating short-hauls and such other conditions that in the judgment of the three would not apply. Meals served free will be limited to the value of \$1.75 each for breakfast, \$2.00 for luncheon and \$2.50 for dinner.

During such delay or tie up, passengers will be allowed to occupy the train without additional charge. Passengers who have sleeping car space will continue to occupy same without additional

charge and passengers occupying space in the coaches will continue to occupy same.

The above will not apply to trains which are merely detoured via a longer route, due to snow, washouts or accidents, but apply only to trains which are tied up as indicated. Free meal provisions will not apply to passengers who, arriving at terminals or junction points on other trains find train service so tied up they cannot get through.

In case of free meal service being required as above, the Division Superintendent will arrange with the steward of the dining car to provide free meals as directed. The train conductor or the representative of the Division Superintendent, will furnish the dining car steward with receipt for the number of meals served and proper report of same will be made by the dining car steward, including written statement, to the Superintendent of the Sleeping and Dining Car Department.

The above applies only to revenue passengers and will not apply to anyone riding on pass or any other form of free transportation.

**CHARGE FOR 1959 EDITION RULE BOOKS
AND CATECHISMS FURNISHED OTHER
COMPANIES**

96. When our Rule books and Catechisms of the following forms are furnished to foreign carriers that operate over our tracks, for distribution to their employes, please arrange to make the following charge per copy against the carrier so provided with books, same to be included in the regular monthly bills:

Joint Form 1 Revised.....	\$1.00
Joint Form 2 Revised.....	3.00
Form 3597 Revised.....	.50
Form 3598 Revised.....	1.00

FULL CREW ACT

97. WASHINGTON STATE LAW.

Section 1: It shall be unlawful for any person, corporation, company, or any officer of court operating any railroad or railway, or part of any railroad or railway, in the State of Washington, and engaged as a common carrier in the transportation of freight or passengers, to operate over its road, or any part thereof, or suffer or permit to be run over its road, outside of yard limits, any passenger, mail, or express train consisting of four or more cars, with less than a full passenger crew, consisting of five men, to wit: one engineer, one fireman, one conductor, one brakeman, and one flagman (said flagman to have had at least one year's experience in train service), and none of said crew shall be required or permitted to perform the duties of train baggageman or express messenger while on the road.

Section 2: It shall be unlawful for any persons, corporation, company, or officer of court operating any railroad or railway, or part of any railroad or railway, in the State of Washington, and engaged as a common carrier in the transportation of freight or passengers, to operate over its road, or any part thereof, or suffer or permit to be run over its road, outside of yard limits, any freight train consisting of twenty-five or more cars, exclusive of engine and caboose, with less than a full train crew consisting of six men, to wit: one engineer, one fireman, one conductor, two brakemen, and one flagman (said flagman to have had at least one year's experience in train service); provided, however, that light engine without cars, shall have the following crew, to wit: one engineer, one fireman, and one conductor.

Section 3: Each train or engine run in violation of Section 1 or 2, of this Act, shall constitute a

separate offense; provided, that nothing in this Act shall be construed as applying in the case of disability of one or more of any train crew while out on the road between division terminals, wrecking trains, or to any line, or part of line, where not more than two trains are run in each twenty-four hours.

Section 4: Any person, corporation, company or officer of court operating any railroad or railway, or part of any railroad or railway, in the State of Washington, and engaged as a common carrier in the transportation of freight or passengers, who shall violate any of the provisions of this Act, shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not less than \$100 nor more than \$500 for each offense.

Section 5: It shall be the duty of the Railroad commission to enforce this Act.

98. NORTH DAKOTA STATE LAW

Section 1: FREIGHT TRAINS OF OVER FORTY CARS; HOW MANNED. It shall be unlawful for any Railroad Company doing business in the State of North Dakota, that operates more than four (4) trains in twenty-four (24) hours, to operate over any of its lines, or any part thereof outside of Yard Limits, any freight or mixed trains consisting of more than forty (40) freight or other cars, exclusive of caboose and engine, with less than a full train crew consisting of six (6) persons, to wit: one (1) conductor, one (1) engineer, one (1) fireman, two (2) brakemen, and one (1) flagman (such flagman to have at least one year's experience in train service). This section does not apply to any branch or part of road that does not operate more than four (4) trains in any twenty-four (24) consecutive hours.

Section 2: FREIGHT TRAINS OF UNDER

FORTY CARS; LIGHT ENGINES; HOW MANNED. It shall be unlawful for any Railroad Company doing business in the state of North Dakota, that operates more than four (4) trains in any twenty-four (24) consecutive hours, to operate over any of its lines, or any part thereof outside of the Yard Limits, any freight or mixed trains consisting of less than forty (40) freight or other cars, exclusive of caboose and engine with less than full train crew, consisting of five persons, to wit: one (1) conductor, one (1) engineer, one (1) fireman, one (1) brakeman, and one (1) flagman (such flagman to have at least one year's experience in train service); provided, however, that a light engine may be manned by a crew consisting of not less than one (1) conductor, one (1) engineer, and one (1) fireman.

Section 3: PASSENGER TRAINS OF MORE THAN FOUR CARS; HOW MANNED. It shall be unlawful for any Railroad Company doing business in the State of North Dakota, that operates more than four (4) trains in any twenty-four (24) consecutive hours, to operate over any of its lines, or any part thereof outside of Yard Limits, any passenger train consisting of more than four (4) passenger or other cars, with less than a full train crew consisting of five persons, to wit: one (1) conductor, one (1) engineer, one (1) fireman, one (1) brakeman, and one (1) flagman (such flagman to have at least one year's experience in train service); provided that said conductor, flagman, or brakeman will not be required to perform any of the duties of train baggagemaster, express messenger, porter or electrician.

Section 4: That any Railroad Company doing business in the State of North Dakota who shall send out on its road or cause or permit to be sent out or operated on its road, any train which is

not manned in accordance with Sections 1, 2, and 3, of this Act, shall be guilty of misdemeanor and upon conviction thereof, shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500), for each offense.

98 (A). The laws of the State of North Dakota makes it unlawful for any railroad company doing business in the State of North Dakota to operate or permit to be operated on or over any of its main track any self-propelled crane, pile-driver, weed-burner, or other self-propelled engine or machine not used for the transportation of passengers and/or freight or property for hire which has sufficient power to draw or propel itself and one or more standard railroad cars, unless such engine or machine shall be manned by a full crew of competent employees consisting of not less than one (1) conductor, or pilot and one person qualified to do flagging duties as provided by law.

99. WISCONSIN STATE LAW

Wisconsin Statutes 192.25 as amended by Chapter 229, Laws 1959, provides that crews of passenger trains of 5 cars or units or less shall consist of one engineer, one fireman, one conductor and one brakeman; and the crews of passenger trains of more than 5 cars or units shall include an additional brakeman. The Wisconsin laws also require that no freight train consisting of 3 cars or more shall be run outside of yard limits with less than a full crew consisting of an engineer, a fireman, a conductor and two brakemen.

Wisconsin Statutes 192.25 (4), provides that no engine with no cars attached shall be moved over the road with less than a full crew consisting of one engineer, one fireman and one pilot; "said pilot to have had not less than 3 years' experience in train or engine service and who shall have passed standard examination on book of rules and

has qualified as a conductor or an engineer; except that such pilot need not be used if one is not available when it is necessary to run engine to the relief of an injured person or to raise a blockade of traffic."

99 (A). QUALIFICATION OF CONDUCTORS
AND FLAGMEN UNDER WISCONSIN
STATE LAW

(1) No person shall act or be engaged to act as a conductor on a railroad freight or passenger train in this State without having for at least three years prior thereto served or worked in the capacity of a railroad brakeman.

(2) No person shall act or be engaged to act as a flagman on a railroad train in this State without having for at least two years prior thereto served or worked as a brakeman on a freight train or passenger train.

(3) No railroad company by its officers, agents or employes shall knowingly engage or employ any person to act in the capacity of conductor or flagman in violation of the provisions of this section.

(4) Nothing in this section shall be construed as applying to the running or operating of trains in the case of disability of a conductor or a flagman while out on the road between divisional terminals, or in case of an accident, or wreck, or the shifting of cars or making up trains or doing any work appurtenant thereto, by a switchman or yardman in divisional terminals.

(5) The provisions of this section as to brakeman shall not apply unless there are available at the terminal from which the train is starting brakemen who meet the requirements of this section and who are not assigned to regular runs nor shall the provisions of this section apply to any railroad company within the State nor the receiver or lessee

thereof, whose line of railroad is less than thirty miles in length nor shall anything herein contained relieve any railroad company from the negligence of any of its employes.

(6) Any person who shall violate any of the provisions of this section shall be deemed guilty of a misdemeanor and shall upon conviction be punished by a fine of not more than one hundred dollars or less than twenty-five dollars or confined in the county jail not exceeding ninety days, or by both such fine and imprisonment in the discretion of the court.

HAULING FREIGHT CARS BEHIND PASSENGER CARS

100. The State Law of Montana prohibits the hauling of freight cars behind passenger cars.

SYNOPSIS OF FEDERAL LAW RELATING TO HOURS OF SERVICE

101. Section 2. "That it shall be unlawful for any common carrier, its officers or agents, subject to this Act to require or permit any employe subject to this Act to be or remain on duty for a longer period than sixteen consecutive hours, and whenever any such employe 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 employe 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 employe who by the use of the telegraph or telephone dispatches, re-

ports, 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 daytime, except in case of emergency, when the employes named in this proviso may be permitted to be or remain on duty for four additional hours in a twenty-four-hour period or 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."

HANDLING OF EXPLOSIVES, FLAMMABLES AND OTHER DANGEROUS ARTICLES

102. Superintendents, Assistant Superintendents, Trainmasters and Chief Dispatchers must make frequent checks to see that the Rules issued by the Bureau of Explosives for transportation of explosives and flammables are being complied with.

In the handling of wrecked or damaged cars containing explosives, gasoline and other dangerous articles including radio-active material, the instructions contained in B. E. Pamphlet No. 22 Revised July, 1960, must be complied with.

FEDERAL LAW ON FEEDING AND RESTING LIVESTOCK IN TRANSIT

103. Attention of employes is called to the following extracts from the Federal Law in regard to the transportation of cattle, sheep, swine or other animals.

Section 1. No railroad company whose road forms any part of a line of road over which cattle, sheep, swine, or other animals shall be conveyed from one state or territory, or the District of Columbia, into or thru another state or territory, or the District of Columbia, shall confine the same in cars for a period longer than twenty-eight consecutive hours without unloading the same, in a humane manner, into properly equipped pens for rest, water and feeding, for a period of at least five consecutive hours, unless prevented by storm, or by other accidental or unavoidable causes which cannot be anticipated or avoided by the exercise of due diligence and foresight. PROVIDED, that, upon the written request of the owner or person in custody of that particular shipment, which written request shall be separate and apart from any printed bill of lading or other railroad form, the time of confinement may be extended to thirty-six hours.

In estimating such confinement, the time consumed in loading and unloading shall not be considered, but the time during which the animals have been confined without such rest or food or water on connecting roads shall be included, it being the intent of this Act to prohibit their continuous confinement beyond the period of twenty-eight hours, except upon the contingencies hereinbefore stated: PROVIDED, that it shall not be required that sheep be unloaded in the night time, but where the time expires in the night time in case of sheep, the same may continue in transit to a suitable place for unloading, subject to the aforesaid limitation of thirty-six hours.

Section 2. Animals so unloaded shall be properly fed and watered during such rest, either by the owner or person having the custody thereof, or in case of his default in so doing, then by the

railroad company transporting the same, at the reasonable expense of the owner or person in custody thereof, and such railroad company shall in such cases have a lien upon such animals for food, care and custody furnished, collectible at their destination in the same manner as the transportation charges are collected, and shall not be liable for any detention of such animals, when such detention is of reasonable duration to enable compliance with Section 1 of this Act; but nothing in this section shall be construed to prevent the owner or shipper of animals from furnishing food therefor, if he so desires.

Section 3. Any railroad company knowingly and willfully failing to comply with the provisions of the two preceding sections shall, for every such failure, be liable for and forfeit and pay a penalty of not less than one hundred, nor more than five hundred dollars, PROVIDED, that when animals are carried in cars in which they can and do have proper food, water, space, and opportunity to rest, the provisions in regard to their being unloaded shall not apply.

**INSTRUCTIONS TO AGENTS REGARDING
THE FOREGOING EXTRACTS FROM
UNITED STATES LAWS**

FEED AND WATER CARS: Stock loaded in feed and water cars **NEED NOT BE UNLOADED**, if space and opportunity is provided to properly rest, feed and water the shipment in the car, but stock **MUST BE FED AND WATERED WITHIN THE 28 OR 36 HOUR LIMITS.**

RESTING LIVESTOCK IN CARS. Opportunity to rest means that all animals must have ample room to lie down in the car at the same

time if they desire to do so. Full grown cattle should have space not less than 2' in width by 8' in depth for each animal to rest.

REQUESTS FOR EXTENSION OF TIME. Stock confined in cars not equipped for feed and water must be unloaded in yards for a period of not less than five (5) consecutive hours and properly fed and watered every twenty-eight (28) hours, except when the shipper or party accompanying the consignment requests, in writing, that the period of unloading for feed and water be extended to thirty-six (36) hours.

This request must be in duplicate and specific as concerns each car, and must not be accepted in general form. One copy of the request must be securely attached to waybill, or one of the waybills, for each consignment, and must not be detached, and must be sent to Auditor with the waybill. The waybills for all of the cars covered by each thirty-six (36) hour request must show, in ink, the notation, "36-hour request for this car is attached to waybill for car.....". This notation to be made by the Agent or Conductor to whom the 36-hour request is given by shippers. The duplicate carefully filed by billing agent, or agent at junction point where stock is received from connecting line. It should be understood that this request must be in prescribed form (Form 150), when possible, but in all cases must be separate and distinct from any printed bill of lading or other railroad form in use by these companies.

In case such request is made upon Conductor of train handling the stock, he will attach one copy of same to waybill, complying with all instructions shown in "Requests for Extension of Time," and mail the duplicate to billing agent or agent at junction point, where stock is received from connecting line, for filing.

Particular care must be exercised to preserve the requests for extension of time of confinement of stock, that the same may be readily produced when required.

Stock unloaded under these instructions to feed and rest must not be held at unloading station to exceed twenty-four hours.

Agents and Conductors should explain to shipper the advisability of signing an eight-hour extension for the regular 28-hour period and advantages of same.

RESTING, FEEDING AND WATERING HOGS. Hogs may be fed, watered and rested, without unloading, provided (a) the cars are loaded so as to allow all the animals to have sufficient space to lie down at the same time, (b) the trains are stopped for sufficient time to allow the watering troughs to be prepared and to allow every hog time to drink his fill, and (c) care is exercised to distribute properly through each car deck sufficient shelled corn, or its equivalent in ear corn or other grain, for each hog. As facilities are not provided for watering hogs while confined in cars, they should be unloaded to give them an opportunity to drink, during which time feed can be placed in the cars and the hogs immediately reloaded and forwarded.

**MINIMUM REQUIREMENTS OF FEED TO BE
FURNISHED AS PRESCRIBED BY THE
U. S. DEPARTMENT OF AGRICULTURE**

Livestock, stopped in accordance with Section 1 above, that has been in transit 36 hours or less shall be fed in accordance with instructions, if any, from owner or attendant, in charge, but (regardless of instructions), not less than the following amounts, which are minimum requirements, as

prescribed by the United States Department of Agriculture:

Cattle —

200 pounds of hay and (or) mixed feed per car.
Horses, Mules, Burros and Asses —

200 pounds of hay and (or) mixed feed per car.
Sheep or Goats —

100 pounds of hay and (or) mixed feed per deck.

Swine —

Not less than 2 bushels of shelled corn, or its equivalent in ear corn or other grain, per single deck car of not more than 17,000 pounds weight; not less than 2½ bushels of shelled corn, or its equivalent in ear corn or other grain, per double-deck car of not more than 21,000 pounds weight. Carload lots of Hogs in excess of those weights should be fed an additional amount in the same proportion.

In the absence of instructions (See Exception 1) from owner or attendant not less than the minimum requirements above prescribed by the United States Department of Agriculture shall be fed to stock for the required five-hour period.

EXCEPTION 1. Via CMStP&P, in the absence of instructions from owner or attendant, sheep or goats shall be fed not less than 200 pounds of hay, or its equivalent per deck.

NOTE: The amounts of feed shown above are to be fed unless it is in conflict with legally published tariffs, in which cases any such tariffs will govern.

“Condition of bedding in cars should be observed and where same requires replenishing, necessary action should be taken to see that suffi-

cient amount of additional bedding is applied to insure animals having proper footing when reloaded."

WAYBILLS. — IN ALL CASES THE WAYBILLS FOR STOCK MUST PLAINLY SHOW THE HOUR LOADED, AND CARS TENDERED BY CONNECTING LINES WILL NOT BE ACCEPTED UNLESS THIS INFORMATION IS FURNISHED. In showing time of loading on waybills, time will be computed from the completion of the loading of the last car of any particular lot belonging to one shipper, EXCEPT WHEN THE LOADING IS NOT CONTINUOUS.

FEED AND WATER STATIONS. Instructions will be issued by Division Superintendents, indicating feed and water stations on each division, and Conductors in charge of stock shipments will advise the train dispatcher, by message or on train list, the hour the stock was loaded, or last fed and watered, and shown when there is a 36-hour permit attached. When the stock is passing from one division to another, the train dispatcher will give connecting division the same information.

Whenever stock is fed and watered, whether in yards or in the prescribed cars, proper endorsement of time must be made upon the waybill, in addition to the charge for feed furnished.

When livestock is being handled, the train dispatcher must watch the Legal Period closely and not permit the law to be violated.

SPECIAL REPORT TO THE U. S. BUREAU OF ANIMAL INDUSTRY

104. When, through an emergency, it becomes necessary to break B.A.I. seals that protect shipments of meat products, or where such seals are

tampered with by unauthorized persons in transit, the following regulations carried in Bureau of Animal Industry Circular under Section 14, Regulation 25 govern:

In case of derailment or other extraordinary emergency, the department (U.S. Bureau of Animal Industry) seals on a car containing any inspected and passed meat or product may be broken by the carrier and if necessary, the articles may be reloaded into another car, or the shipment may be diverted from the original destination without other shipper's certificates; *but in all such cases, the carriers shall immediately report the facts by telegraph to the Chief of the Bureau of Animal Industry, Washington, D. C.* Such report shall include the following information:

- (a) Nature of emergency.
- (b) Place where seals were broken.
- (c) Original points of shipment and destination.
- (d) Number and initials of the original car.
- (e) Number and initials of the car into which articles are reloaded.
- (f) New destination of the shipment.
- (g) Kind and amount of articles.

Superintendents will wire the Chief of the Bureau direct at Washington, D. C., furnishing the Freight Claim Agent also Assistant General Manager, Chicago, and Assistant General Manager, Tacoma, a copy of the message.

**BUREAU ANIMAL INDUSTRY ORDER—
TRANSPORTATION DEAD ANIMALS**

105. Regulation 1, Section 11, B.A.I. Order 245 reads as follows:

"No dead animals shall be transported, offered, or accepted for transportation in the same car with live animals from the original point of shipment in any state or territory or the District of Columbia, to or through any other state, territory, or the District of Columbia."

The law imposes very severe penalties against carriers for violation of this regulation, the maximum being \$1,000.00.

Many complaints have been made because of our failure to comply with this regulation, and the Company has been subjected to a number of suits in the past.

An investigation of these cases developed that agents and conductors are in the habit of placing notations on waybills that dead animals were loaded in the car at points of origin, presumably made to protect the Company against freight claims. This is wrong as the fines imposed and the cost of litigation is considerably greater than what the freight claims would amount to, and you will please issue instructions at once that notations with reference to dead hogs or other animals being loaded in cars at shipping points should not be made on waybills, but in lieu thereof, agents are to keep such records at their stations and conductors make such notations in their train books as will enable them to give reliable information when claims are forwarded to them for their records or for information concerning claims.

So far as it is possible to do so, stock should be inspected at loading stations and if any dead animals are found in the cars with live ones, the dead animals must be removed before such cars are forwarded, there being justification for refusing such shipments until such time as shippers comply with the regulations of the Bureau of Animal Industry.

There are no objections to handling stock to destination in instances where animals die en-route, but records should be maintained when such discoveries are made. The regulation of the Bureau of Animal Industry must positively be respected.

**INSTRUCTIONS GOVERNING PRELIMINARY
EXAMINATION AND RE-EXAMINATION
OF EMPLOYES SUPERSEDING ALL
PREVIOUS INSTRUCTIONS**

**106. DIVISION EXAMINING COMMITTEE
WILL CONSIST OF**

Superintendent (Chairman)
Assistant Superintendents
Trainmasters
Chief Dispatchers
Traveling Engineers
Division Engineer
Roadmasters
Chief Carpenter
Supervisors Signals and Communications

Before acting as an Examiner, each member of the Division Examining Committee, also Foreign Line Examiners must be examined and qualified by a Train Rules Examiner. When they have been qualified, they will be furnished with a Certificate of Examination Form 87 properly endorsed by the Train Rules Examiner and the Superintendent.

All members of the Division Examining Committee and Foreign Line Examiners must be re-examined by a Train Rules Examiner before each

biennial re-examination period and a record of such re-examination endorsed on the back of the original Certificate of Examination Form 87.

When the work of re-examining the members of the Division Examining Committee and Foreign Line Examiners has been completed, the Train Rules Examiner will make a report to the Superintendent and Chief Train Rules Examiner accordingly with copies to the Assistant General Manager, Chicago, for the territory east of Mobridge, and to the Assistant General Manager, Tacoma, for the territory west of Mobridge.

The Superintendent must notify the Chief Train Rules Examiner whenever a change is made in the personnel of the Division Examining Committee or Foreign Line Examiners so that new members can be qualified promptly.

Persons entering the service will be examined separately and orally by one or more members of the Divisions Examining Committee. The examination of employes in classes when entering the service is not permitted.

Applicants for employment in Groups A, B, C, D and E after passing a satisfactory examination on the Rules and are qualified for the position sought, will be furnished a Certificate of Examination, Form 87, properly endorsed by the examining Officer, and approved by the Superintendent.

Examinations for promotion of Brakemen to Conductors, Firemen to Engineers and Operators to Train Dispatchers will be conducted by the Train Rules Examiners.

Examinations for promotion of employes in Groups D and E will be conducted by the qualified Division Examiner for the respective department.

When an employe passes a satisfactory examina-

tion for promotion, he will be furnished a Certificate of Examination, Form 87, properly endorsed by the Examiner and approved by the Superintendent.

All examinations and re-examinations will be oral.

Re-examination of employes who have previously been examined and furnished with a Certificate of Examination, Form 87, will be conducted by one or more members of the Division Examining Committee in classes of *not to exceed 25* in their respective groups as outlined below:

Group A. Conductors, engineers, road trainmen, train baggagemen and firemen; also yardmen who operate under train orders.

Group B. Yardmasters, yard conductors, yard helpers, yard engineers and yard firemen who do not handle train orders; also main track hostlers and switch tenders.

Group C. Agents and Operators.

Group D. Section foremen, extra gang foremen, B&B foremen.

Group E. Signal maintainers, linemen and foremen of signal and communications crews.

Group F. Operators of track cars.

Assistant Superintendents, Trainmasters and Traveling Engineers will conduct re-examination classes for employes in Groups A and B.

When authorized by the Superintendent, the Chief Dispatcher will re-examine employes in Group C. Otherwise, the Assistant Superintendent or Trainmaster will re-examine them.

Division Engineers, Roadmasters, Chief Carpenters and Supervisors Signals and Communica-

tions will re-examine employes in their own respective departments only.

Train Rules Examiners will re-examine Train Dispatchers.

Re-examination of employes should commence as near as possible on the first of each odd year and continue until all have passed a satisfactory examination. The re-examinations should be concluded as soon as practicable.

The examination of employes in Group F on track car rules may be conducted at the time the classes are being held with employes in Groups D and E on the operating rules.

Officers of any department whose employes are required to operate track cars must know that such employes have been examined and qualified on the M of W Operating Rules Form 3597 Revised Edition 1959 and Safety Rules for Track Car Operators contained in Form 2986 Revised. The Superintendent must also know that Track Car Operators are qualified. (Catechisms Form 3598 Revised and Form 3621 Revised will apply.)

When an employe has been examined and qualified on the Track Car Rules, he will be given a Certificate of Examination, Form 87, indicating he is qualified "To Operate a Track Car." This Certificate is in addition to the Certificate Form 87 covering his qualification on the Operating Rules.

Superintendents will render a Progressive Re-Examination Report on the first of each month to the Assistant General Manager, Chicago, for the territory East of Mobridge, and to the Assistant General Manager, Tacoma, for the territory west of Mobridge, with a copy to the Chief Train Rules Examiner, showing the number of each class of employes to be examined, and the number and percentage of employes examined as of the date

the report is rendered. When the examinations have been completed, the report must indicate the number of employees by classes that were not examined and the reason.

The Train Rules Examiner should be given a copy of the Notices setting up re-examination classes so he can, if possible, arrange to be present and assist in the re-examinations.

On all Divisions, roster record entries will be made direct to the roster sheets of the employees examined as promptly as possible after examinations are completed.

Superintendents are charged with the responsibility of seeing to it that all employees required to take the biennial re-examination do so at the earliest possible date in order to conclude them as soon as practicable.

Catechisms will be furnished only to authorized examiners. Superintendents, Assistant Superintendents, Trainmasters, Chief Dispatchers, Traveling Engineers and Foreign Line Examiners will be provided with Form 2 Revised, Edition of 1959.

Division Engineers, Roadmasters, Chief Carpenters and Supervisors of Signals and Communications will be provided with Form 3598 Revised, Edition of 1959, also Form 3621 Revised Catechism on Track Car Rules.

All Catechisms will be numbered and will be assigned to the individual examiner, who will retain them in their possession and will be held accountable for each book assigned to them.

Catechisms furnished to Foreign Line Examiners will be assigned to the position instead of the individual and should be retained in the office to which assigned when there is a change in personnel.

Catechisms will be issued only from the office of the Chief Train Rules Examiner.

When Conductors, Engineers, Firemen, Yardmen, Operators or other employes concerned in train operation who are required to pass examinations on the Consolidated Code of Operating Rules leave the service for six months or more account sickness, leave of absence, etc., or are employed in any occupation other than what their regular examination covered, before resuming service must pass an oral re-examination given by a member of the Division Examining Committee or other authorized Train Rules Examiner.

Express messengers operating jointly for the Railroad and Express Companies are not required to take examination on the Consolidated Code of Operating Rules; but train baggagemen who are jointly express-baggagemen are required to take the prescribed examinations.

Train Dispatchers who hold seniority as such but are working in any other capacity must attend the regular re-examination classes for Train Dispatchers.

If a Train Dispatcher performs service in any capacity other than train dispatching for a period of 6 months or more, before being permitted to perform service as a Train Dispatcher he must pass an oral re-examination given by a Train Rules Examiner.

When a Train Dispatcher exercises seniority as such on another division, the Superintendent of the Division on which he is to work must determine whether he has been examined as outlined above before permitting him to perform service. If the requirements have not been fulfilled, then arrangements should be made for a Train Rules Examiner to conduct the examination promptly.

EXAMINATION FOR FOREIGN LINE MEN

(106 (A)). In order to provide an accurate record of foreign line train and enginemen qualified to operate in road service on our lines and to clarify the requirements relative to their examination and re-examination on the Consolidated Code of Operating Rules, the following will apply:

Foreign Line Examiners must be examined and qualified and be re-examined biennially by a Train Rules Examiner before examining and/or re-examining their employees. A record of Foreign Line Examiners so qualified will be furnished Superintendents.

Foreign Line Examiners who are thus qualified should examine their train and enginemen, before such employes operate on CMStP&P tracks. Further re-examination of such employes should be made biennially thereafter, or as much oftener as state laws require.

A foreign line train must not be permitted to move on our line unless both the Conductor and Engineer have been examined or re-examined on CMStP&P Rules within the preceding two and one half (2½) years and have each made a trip over the territory in the preceding twelve (12) months, except when train and enginemen who are required to pass examinations or re-examinations on the CMStP&P Rules, leave the service for six months or more account sickness, leave of absence, etc., or are employed in any occupation other than what their regular examination or re-examination covered, before resuming service must qualify by a re-examination given by an authorized examiner.

It will be the obligation of the foreign line Superintendents to know that their Conductors and Engineers are fully acquainted with the physi-

cal characteristics of that part of the CMStP&P RR Co. over which they are to operate. A minimum of two (2) round trips will be required before Conductors and Engineers will be considered as qualified. However, CMStP&P Superintendents may require as many qualifying trips above the minimum of two (2) round trips as, in their judgment may be necessary to qualify foreign line Conductors and Engineers.

Superintendents of foreign lines will give CMStP&P Superintendents the names and date of last examination or re-examination on the Operating Rules of the Conductors and Engineers who are fully acquainted with the physical characteristics of that part of the CMStP&P over which they are to operate and are qualified to operate without pilots. A corrected list must be furnished at least every six months.

An alphabetically indexed book must be kept on each train dispatcher's desk from which foreign line trains are handled, in which a record of foreign line men qualified to operate without pilots will be maintained.

Train Dispatchers will establish from record that foreign line Conductors and Engineers have been examined and qualified, as outlined above, before permitting them to move on CMStP&P tracks.

This record must be maintained up to date at all times.

107. Train Rules Examiners will check the work of the Division Examining Committee from time to time. They will also make periodic checks of the train dispatchers work and train order books advising the Superintendent when they find violations of the rules or instructions.

**STANDARD FORM OF
INVESTIGATION-TERRITORY
EAST OF MOBRIDGE**

108. When holding investigations the record should be headed:

Statement of.....employed as.....
In regard to.....(Details of Occurrence)
Taken at.....(Place).....Date.....
By.....In presence of.....

The only preliminary questions that should be asked an employe are as follows:

- Q. Have you received notice of this investigation and the purpose thereof?
- Q. Have you an employe of your choice present to represent you? (If an affirmative answer, the schedule will be complied with, if in the negative, the further question should be asked)
- Q. Do you care to have one? (If he replies in the affirmative, further arrangements should be made for an investigation to be held at a time when the employe will have an employe of his choice to represent him, or state that he does not want to be represented)

At the end of the investigation, the following questions should be asked:

- Q. Is there anything further that you wish to state?
- Q. Are you satisfied that you have had a fair and impartial hearing?

It is felt that the Superintendent or other officer holding the investigation can best frame the questions that are to be asked of the employe to bring out the facts that will clearly show the cause of the accident and those who are responsible for it.

On top of the first sheet of the investigation, should be a complete and detailed transcript of the employe's service record.

**INSTRUCTIONS IN CONNECTION WITH
HOLDING STANDARD
INVESTIGATION-TERRITORY
WEST OF MOBRIDGE**

109. Investigation should be conducted at the earliest possible date. However, before employe or employes are furnished notice when formal investigation is to be conducted, division officers should determine definitely sufficient to notify the employe or employes of the charges upon which the investigation is to be conducted.

Notice to employe or employes must contain information sufficient to disclose rules or instructions that have been violated, thereby necessitating, when notice is released to the employe or employes, it should read:

"Formal investigation will be conducted (time, date and place) for the purpose of establishing cause and to place responsibility for (damage to equipment, or failure to comply with requirements of train orders or whatever the direct charge may be, violation of Operating Rules (Nos.....) Special Instructions), and close with the following:

"also Operating Rules or Special Instructions that may be developed during the hearing."

"You may be represented by an employe of your choice."

Transcript of investigation conducted in connection with (detail of occurrence requiring formal investigation).

At the outset, in conducting an investigation, the written notice served on employe or employes,

containing charges to be investigated, should be read verbatim into investigation, following which each employe or employes interrogated should be asked —

- Q. 1. Did you receive proper notice of this investigation and are you ready to proceed?
- Q. 2. Have you an employe of your choice present to represent you?
- Q. 3. What is the name of the employe representing you? (When answer to Question 2 is in the negative, the following question should be asked — “Do you care to have one?”)
- Q. 4. When were you last examined on the Consolidated Code of Operating Rules and by whom? (Employe should be required to produce Certificate of Examination for verification)
- Q. 5. State in your own language by adding what is desired to be brought out in connection with the information desired as contained in the notice of investigation.

Follow up with questions and answers to develop every detail, being particular to fix responsibility definitely if possible. In presenting question to fix responsibility, the Rules or Special Instructions contained in the notice to appear for the investigation must be spelled out in the question. For illustration —

If employe is charged with violation of Rule 99 of the Consolidated Code of Operating Rules, the Rule should be read to the employe and incorporated as a part of the question.

Before closing the interrogation, if facts develop that Rules or instructions were violated that the officer had no knowledge of when notice was fur-

nished that investigation was to be conducted, such rules also should be incorporated in the transcript of hearing. If an employe or his representative objects, then the officer conducting the investigation should incorporate in the transcript, to make it a matter of record, that in view of the objection he will be required to notify the employe involved and conduct an investigation on the violations as developed.

In closing the interrogation, questions should be asked —

How long had you been off duty prior to going on duty?

How long had you been on duty when the incident occurred?

Is there anything further that you wish to state?

Are you satisfied that you have had a fair and impartial hearing?

Transcript of investigation should contain a number to each question, same to be numbered consecutively; the number to appear opposite the question on the left-hand margin of page.

The names of those interrogating the witnesses and names of the witnesses should appear in such a way they can be readily identified.

In closing, the stenographer should state —

"The foregoing is a true and correct transcript of my shorthand notes and of the evidence submitted at this investigation.

(Signed)"

(Signature should be affixed before a Notary Public when possible)

When preliminary investigation by the Division Officers develops that the employe is charged with

an offense that would warrant that a history of the occurrence would be placed in the personal record of the employe, a notice identical with the notice to appear for investigation should be furnished the employe, and following added:

"If you desire to accept responsibility and waive formal investigation, you will kindly advise upon receipt of this notice, otherwise the investigation will be conducted as outlined."

In all cases of submitting file in connection with investigations, division officers must advise as to the employe having been offered opportunity to accept responsibility which he or they declined to do, thereby necessitating the holding of formal investigation.

**SUPERINTENDENTS, TRAINMASTERS AND
CHIEF DISPATCHERS CONTROLLING
INVESTIGATION CORRESPONDENCE**

110. Following are instructions from General Manager:

Correspondence bearing on Schedule matters should not be permitted to leave your possession or get in the hands of labor representatives, nor should information that is furnished these representatives be quoted as emanating in my office. General or local chairmen should not be permitted to review correspondence, nor permitted to take it away from your office for review. If desired to give them some information from your correspondence, it should be done verbally.

When grievance matters are handled by the local representatives and information is received that they be appealed to the General Chairman, all correspondence in connection therewith should be forwarded to my office upon receipt of notice of an appeal from the Local Chairman.

ACCOMPANYING THE FILE REFERRED TO IN PRECEDING PARAGRAPH, A DETAILED STATEMENT OF FACTS SHOULD BE FURNISHED AS WELL AS THE RULE OR DECISION UPON WHICH THE CLAIM IS DECLINED. THIS WILL AVOID A LARGE AMOUNT OF CORRESPONDENCE.

The foregoing is not intended as a discontinuance of referring matters, which are not entirely clear, to my office for an opinion before you render a decision but to the contrary, we desire you to secure our opinions when there is doubt regarding payments of claims. However, when such cases are referred to me, it is very important that all of the facts be covered including the rules upon which the claim is made. When such opinions are furnished, we feel they are justified, however, in a great many cases lack of proper information embarrasses our position when the cases are discussed with the General Chairmen due to important information being omitted.

Therefore, the information you furnish should be sufficient to enable me to use it in defending cases appealed to the Labor Boards, if necessary.

RECORD ENTRY NOTICES

111. In the future when you have a case of an employe refusing to sign for record entries, you will deliver a copy of the notice to the employe and make notation on the filed copy that the record was delivered, the time, and the place, with notation that the employe protested the entry and refused to sign for it.

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