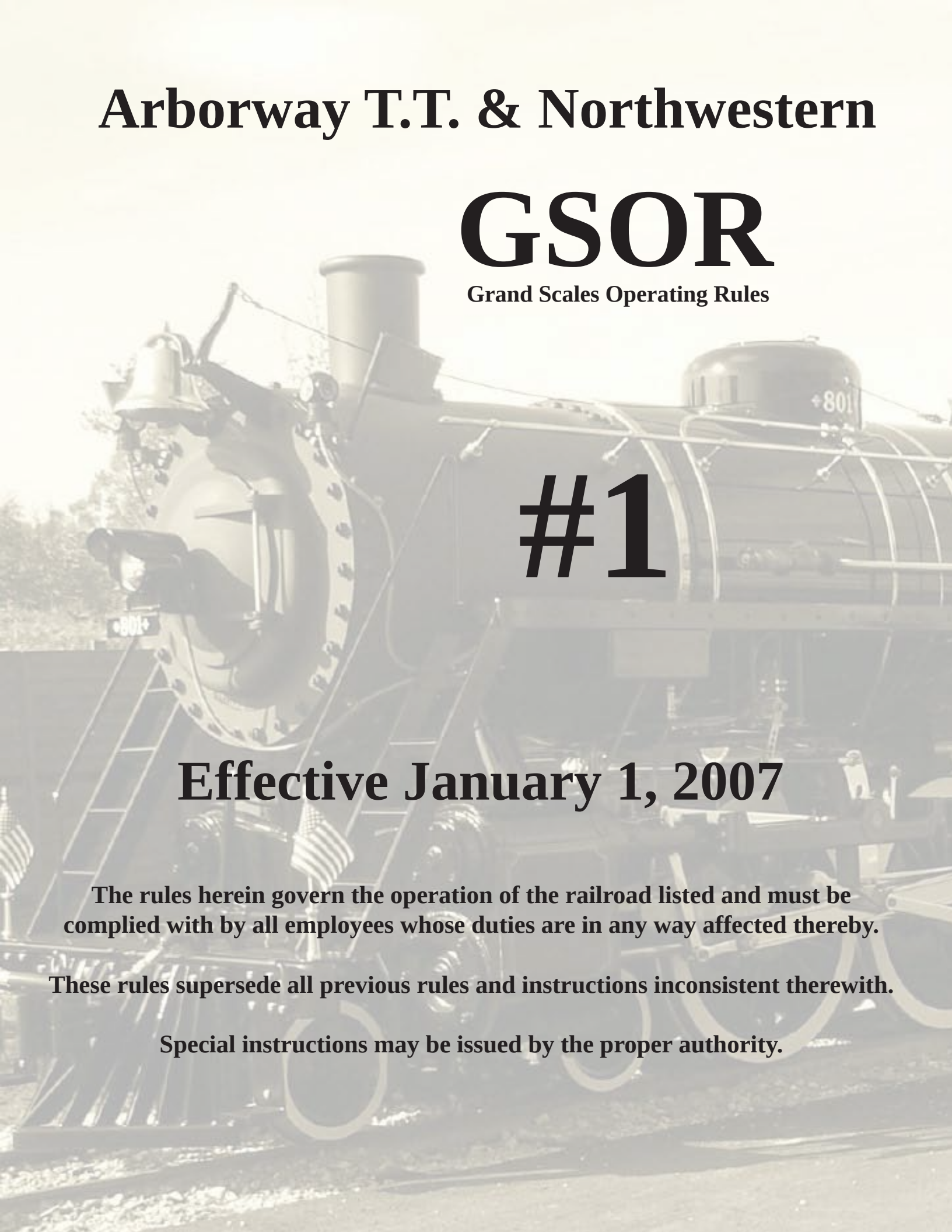
Arborway T.T. & Northwestern

GSOR

Grand Scales Operating Rules



#1

Effective January 1, 2007

The rules herein govern the operation of the railroad listed and must be complied with by all employees whose duties are in any way affected thereby.

These rules supersede all previous rules and instructions inconsistent therewith.

Special instructions may be issued by the proper authority.

Index

General Notices 7
Railroad Definitions 8
Definitions of Steam Terms. 16
General Rules 18

1.0 Standard Time 21
- 1.1 Standard Clocks
- 1.2 Watches
- 1.3 Check Watches

2.0 Time Tables 22
- 2.1 Current Supplements
- 2.2 Arrive and Depart
- 2.3 Special Instructions

3.0 Signals 23
- 3.1 Proper Appliances
- 3.2 Flag Color
- 3.3 Fusee
  - Lantern Pictures 24
- 3.4 Hand signals 25
  - Hand signal Pictures
- 3.5 Signal Out of Order 26
- 3.6 Violent Signals
- 3.7 Absent signals
- 3.8 Avoid Extra Signals
- 3.9 Radio for Signals
- 3.10 Red Flag
- 3.11 Flag Placement
- 3.12 Ring the Bell
- 3.13 Whistle Blowin' 27
- 3.14 Headlight On
- 3.15 Headlight Dimmed
- 3.16 Red Tail Light 28
- 3.17 Blue Light
- 3.18 Blue Track Lock
- 3.19 Blow the Whistle
- 3.20 No Unnecessary Bell and Whistle

Tall Mast Signal Indications. 29
Dwarf Signal Indications 30

4.0 Movement of Trains and Engines. 31
4.1 Repeat Instructions
4.2 Permission for Main Track
4.3 Reverse Movements
4.4 Protect the Point
4.5 Pick up Crewmember
4.6 Passing Clearance
4.7 Stop to Throw the Switch
4.8 "Excepted Track"
4.9 Yard Limits 32
4.10 Protect Your Train
4.11 Consider Speed
4.12 Emergency Stop
4.13 Double Track to the Right
4.14 Against the Current
4.15 Multiple Track Name and Number 33
4.16 Moving at Restricted Speed
4.17 Back Track is restricted speed
4.18 Stop in the Clear
4.19 Leaving Cars in Sidings
4.20 Inspect Passing Trains
4.21 Jointly Responsible 34
4.22 Fouling Crossing
4.23 Clearance from Crossing
4.24 Stopped in Tunnel
4.25 Helper Engines 35
5.0 Yard Limits 36
5.1 Yard Limit Sign
5.2 Yard Limit Use
5.3 Yard Limit Priority
5.4 Yard Limits at Restricted Speed
6.0 Protection of Trains 37
6.1 Emergency Protection
6.2 Protection in Bad Weather
7.0 Switching 38
7.1 Precaution When Shoving
7.2 Watch Where You Stop
7.3 Careful Switching
7.4 Kicking and Dropping
7.5 Cars Left to Foul
7.6 Set Hand Brakes
7.7 Movement on Both Ends 39
7.8 Switch Position
7.9 Switch Properly Lined
7.10 Switch, Then Move
7.11 "S" is for Spring Switch

7.12 Detraining
7.13 Stop Before Turntable
7.14 Clearance through Gates. 40
7.15 Check the Switch
7.16 Normal Switch Position
7.17 Line the Switch After the Move
7.18 Snow in the Switch
7.19 Protect the Spiked Switch
7.20 Position of Crossover. 41
8.0 Signal Block System Rules 42
8.1 Signal Color Instructions
8.2 Signals on the Right
8.3 Block Signals
8.4 Missing Light
8.5 Over Run Signal
8.6 Green to Red 43
8.7 Red Failed Signal
8.8 Comply When the Signal is Seen Clearly
8.9 Restricted Speed Situations
8.10 Restricted Until Next Clear Signal 44
8.11 Stop Indications
8.12 Stop and Restricted
8.13 Authority to Enter Main Track
8.14 Left in Interlocking
8.15 Clear of Insulated Joints 45
8.16 Track Permit Authority
8.16.1 More than one track permit 46
9.0 General Regulations 47
9.1 All are Responsible
9.2 Trains in the Station
9.3 Proper Signal, Then Move
9.4 Wear Your Glasses
9.5 Good Etiquette
9.6 Caring Attitude
9.7 Loyal and Honest
9.8 Be on Time
9.9 No Littering
10.0 Injuries and Accidents 48
10.1 Care for the Injured
10.2 Call for Help
10.3 Take Charge
10.4 First Aid Only
10.5 Emergency Response Contacts
11.0 Chain of Command 49
11.1 Conductor is the Boss
11.2 Engineer Second in Command

11.3 All Help Out When Needed
12.0 Conductors' Responsibility 50
12.1 Protect Train and Passengers
12.2 One Team
12.3 Passenger Comfort
12.4 Passenger Behavior
12.5 Lost and Found
12.6 Making up Trains
12.7 Brake Test
13.0 Regulations for Enginemen 51
13.1 Diligent Engineer
13.2 Frequent Inspection
13.3 Walk-Around Inspection
13.4 Moving Equipment
13.5 Completed Brake Test
13.6 Sufficient Fuel and Water
13.7 Firing Appliances
13.8 Lubed and Inspected
13.9 Unauthorized Persons. 52
13.10 Keep it Clean
13.11 Sight Glasses
13.12 Procedure for Testing Sight Glass
13.13 Blowing Down
13.14 Locomotive Tests
13.15 Maintain Pressure. 53
13.16 Smoke
13.17 Loading and unloading
14.0 Airbrake Rules 54
14.1 Train Brake Inspection
14.2 Feed valve setting
14.3 Shop Forces Jointly Responsible for Equipment
14.4 Blow Water from Lines
14.5 Valves fully Open or Fully Closed
14.6 Initial Terminal Train Air Brake Test
14.7 Initial Terminal Procedure
14.8 Check Valve Test 55
14.9 Check Valve Test Procedure
14.10 Application and Release
14.11 Application and Release Procedure
14.12 Running Brake Test.. 56
14.13 Running Brake Test Procedure
15.0 Radio Rules 57
15.1 Federal Communications
15.2 No False Transmitting
15.3 Unnecessary Communications
15.4 Clean Talk

15.5 Distress Traffic Priority
15.6 Lost Communication-Stop Movement
15.7 Radio Procedures
16.0 Track Warrant Control 59
16.1 Authority to Enter TWC Limits
16.2 Designated Limits
16.3 Operating with Track Warrants
16.4 Occupying Same Track Warrant Limits 60
16.5 Radio Blocking
16.6 Protecting Men or Equipment 61
16.7 Movement Against the Current of Traffic
16.8 Reporting Clear Limits
16.9 Track Warrant Request
16.10 Copying Track Warrants. 62
16.11 Track Warrant in Effect 63
16.12 Changing Track Warrants
16.13 Voiding Track Warrants
17.0 Track Bulletin Rules 64
17.1 Track Bulletins
17.2 Protection by Track Bulletin Form B
17.3 Protection When Tracks are Moved from Service . . . 65
17.4 Protection When Tracks Blocked with Equipment
17.5 Change of General Order, Special Instruction, or Rule
17.6 Copying Track Bulletins
17.7 Retaining Track Bulletins
17.8 Relief of Train Crew During Trip
17.9 Voiding Track Bulletins 66
18.0 Qualifications for train service 67
18.1 Student Trainmen
18.2 Trainmen
18.3 Student Firemen
18.4 Firemen
18.5 Student Engineers
18.6 Engineers
18.7 Requirements Waived

General Notices

Safety is the first importance in the discharge of duty.

Obedience to the rules is essential to safety and is required.

To enter or remain in train service is an assurance of willingness to obey the rules and demands the faithful, intelligent, and courteous discharge of duty.

Cooperation is essential to success. Cooperation between employees is required for proper functioning under the rules and instructions.

Suggestions from employees intended to promote safety, economy, or improve service are solicited and will receive consideration.

The rules contained herein are issued for the purpose of incurring greater protection to the lives of employees, the public, the property of the railroad, and the traffic it transports.

The public judges a railroad by the appearance and conduct of its employees, quality of service, and condition of the property. Safe, courteous, considerate treatment of patrons is of first importance.

Railroad Definitions

For the purpose of these rules the following definitions apply:

ABS
Automatic Block Signals.

Airbrake
A combination of devices, operated by compressed air, arranged in a system and controlled manually or pneumatically, which retard or arrest the motion of a car or locomotive.

Airbrake Hose
Reinforced flexible tubing attached to a nipple that screws into the angle cock at the end of the brake pipe on each end of the car or engine. The other end is fitted with a coupling (glad hand), which engages with an identical coupling on the adjoining car. The complete arrangement forms a flexible air connection between the brake pipes of the cars and engines throughout the train.

Air Compressor
A device on a locomotive that compresses air, used for train brakes and other accessories on the locomotive.

Air Gauge
An instrument for indicating air pressure, usually expressed in pounds per square inch.

Angle Cock
A manually operated valve at each end of the brake pipe on locomotives and cars to permit or prevent the flow of air.

Aspect
The information displayed by a fixed signal. An aspect conveys an indication that has a specific meaning in accordance with a railway's rules.

Automatic Block Signal
A block signal that is part of an automatic block system, actuated by a track circuit and designed to reflect track condition and block occupancy. It may be combined with an interlocking network.

Automatic Brake Valve
A manually operated pneumatic valve on the locomotive that provides control of the train's brake pipe.

Back-up Valve/Hose (Monkey Tail)

A devise, either portable or permanently connected to the brake pipe, for the purpose of bleeding air from the brake pipe.

Block

A length of track between clearly defined limits, used to separate trains.

Brake Application

A reduction of brake pipe pressure (no matter how made) that will cause a train's brakes to apply.

Brake Cylinder

A metallic cylinder containing a piston that is forced in or out by compressed air to apply the brakes.

Brakeman

An employee who assists with train and yard operations. Duties include throwing switches, coupling and uncoupling cars, hooking up air hoses, and assisting with air tests.

Brake Pipe

That section of the airbrake piping of a car or locomotive which is the sole connecting means by which the car brakes are controlled by the locomotive engineer. The pipe extends from one end of the car to the other. At the ends, flexible hoses provide connections between the cars. When a train is made up and all brake pipes on the cars are joined together, the entire pipe system is referred to as the "brake pipe."

Brake Pipe Pressure

The amount of pressure in pounds per square inch in the brake pipe.

Brake Pipe Cutout Valve

A device used on cars and locomotives to isolate the control valve from the brake pipe.

Centralized Traffic Control (CTC)

An interlocked remote control system that allows an operator/dispatcher to direct train movements over a railway line by signal indication. Typically, it gives the operator control of switches, signals, and other operating devices.

Color-Light Signal

Signal hardware that uses colored lights to display aspects.

Color-Position-Light

Signal hardware that displays signal aspects through both the color and position of lights.

Conductor

The employee responsible for the safe and efficient operation of a train. All employees on the train must obey the conductor's instructions, unless the instructions endanger the train's safety or violate rules.

Conductor's Valve

A manually operated device installed on passenger cars and cabooses for applying the brakes on the train.

Crossover

A track connection between two adjacent tracks.

CTC

Centralized Traffic Control.

Derail

The protective device that guides engines, cars, or other on-track equipment off the rails.

Direct Traffic Control (DTC)

A system used for dispatching trains by radio that uses fixed blocks.

Employee

For the purpose of these rules: any paid employee of the railroad and recognized volunteers in the performance of authorized duties.

Engine

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

Engineer

The employee responsible for the safe and efficient operation of a locomotive or a locomotive and consist.

Engine Men

Engineers, Firemen (helpers), and Hostlers.

Extra Train

A train not authorized by timetable schedule. It may be designated:

Extra-for any train except work extra, the movement of which is authorized in a specific direction.

Work Extra-for any train authorized by proper authority, the movement of which may be in either direction within specified limits.

Fireman

The employee in charge of maintaining the correct water level and steam pressure in a steam locomotive; the engineer's assistant on a diesel locomotive.

Fixed Signal

A signal of fixed location, indicating a condition affecting the movement of a train; such as switch targets, yard limit signs, or speed signs.

Fouling Point

A location in the vicinity of a switch, marking safe passing clearance with another track.

Frog

The part of a switch or crossing that permits wheel flanges to cross rails at an angle.

Fusee (Flare)

A warning device consisting of a cardboard tube filled with a combustible mixture that burns bright red when ignited and it continues to burn for a specified period of time, usually ten minutes.

General Manager

The employee authorized to represent and manage the railroad in all matters. The senior operating officer.

General Order

An order issued by an operating officer, which contains only information and instructions related to rules and operating practices. General orders replace any rule, special instruction, or regulation that conflicts with the general order.

Grade (of Track)

Usually expressed as a percentage figure, which is the number of feet the track rises or falls in a longitudinal distance of a hundred feet. Thus, a two percent ascending grade means that the track rises two feet in elevation over a distance of one hundred feet.

Grade Crossing

A place where a railroad track intersects a roadway or trail on the same level.

Handbrake

A mechanical arrangement applied manually by a wheel or lever to force the brake shoe against the braking surfaces.

Hostler

An employee whose services, prepares, and operates engines in designated shop and yard areas.

Independent Brake Valve

A brake valve that provides control of the locomotive brakes regardless of the automatic brake valve handle position.

Initial Reduction

The minimum pressure reduction of the brake pipe to cause an automatic train brake application.

Main Line

A primary artery of a railroad, which may consist of one or more main tracks.

Main Reservoir

An air reservoir on the locomotive for storing and cooling compressed air.

Main Track

A track, other than auxiliary track, extending through yards and between stations, which must not be occupied without authority or protection.

Operating Officer

General Manager or other employee designated by timetable or general order responsible for the safe and efficient operation of the railroad, maintaining schedules and monitoring employees' adherence to the rules.

Pilot

An employee assigned to a train when the engineer or conductor is not acquainted with the rules or a portion of the railroad over which the train is to be moved.

Points

The moveable part of a switch, used to direct wheel flanges from one set of tracks to another.

Regular Train

A train authorized by a timetable schedule.

Restricted Speed

A speed that will permit stopping within one-half the range of vision; short of a train, engine, railroad car, stop signal, derail, or switch not properly lined, looking out for broken rail, not to exceed three miles an hour (walking speed).

Right-of-Way

The strip of land upon which a railroad track is built.

Road Foreman of Engines

An operating officer who governs the adherence to the rules as well as the safe and efficient operation of locomotives by enginemen.

Road Master

An employee in charge of the right-of-way who governs the adherence to the rules as well as the efficient operation of the maintenance of way and crews.

Rule Book

A detailed list of rules that define the method of conduct regarding railway operations.

Schedule

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

Searchlight Signal

A variety of color-light that uses a single lamp and a focus beam.

Semaphore

A traditional signal that displays aspects by the position of an arm, or blade, and may be used in combination with colored lights.

Shop Foreman

The employee who governs the adherence to the rules as well as the safe and efficient operation of the mechanical department.

Siding

A track auxiliary to the main track for meeting or passing trains and run-arounds.

Signal Indication

Information conveyed by the aspect of a signal.

Single Track

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

Slack

The accumulation of clearances and wear in the associated parts of the couplers and draft gears.

Slack Action

Movements of a part of a coupled train at a different speed of another part of the same train.

Special Instructions

Instructions issued to employees, which change, add to, or annul operating rules or other restrictions.

Spring Switch

A switch that is operated by hand but that can accept trailing train movements in either position without risk of derailment. Springs automatically return the position of the points to their normal position.

Station

A place designated in the timetable by name.

Superior Train

A train having precedence over another train.

Switch

A device to connect one track diverging from another.

Timetable

The authority for movement of regular trains subject to the rules. It may contain classified schedules and special instructions.

Track Bulletin

A notice containing information as to track conditions or other conditions, necessary for the safe operation of trains or engines.

Train

An engine or more than one engine, with or without cars, displaying a marker and authorized to operate on a main track.

Trainmen

Conductors, brakemen, and car attendants.

Train Order

A paper order issued by an authorized member of railway operating staff, often a train dispatcher, that gives clear and specific instructions regarding the operations of trains.

Wheel Sliding

A situation where the wheel is rotating slower than the longitudinal movement would indicate.

Wheel Slipping

The situation where the wheel rotates faster than the longitudinal movement would indicate.

Yard

A system of tracks other than main tracks and sidings, used for making up trains, storing of cars, and other purposes.

Yard Limits

A portion of main track designated by *yard limits* signs, by timetable, by special instructions or track bulletin, which trains and engines may use as prescribed by rule 5.0.

DEFINITIONS OF STEAM TERMS

Atomizer

The portion of a burner, which delivers a jet of steam, used for breaking up fuel oil into small particles to aid combustion and carry it into a burning zone.

Black Smoke

Carbon from partially consumed fuel oil. An indication of imperfect combustion due to improper handling or adjustment of the firing devices (over-fueling).

Blower

A steam jet used in place of the blast nozzle in the smoke box when the engine is not working steam in the cylinders. It creates a draft in the firebox.

Blue Smoke

An indication of imperfect combustion due to improper handling or adjustment of the firing devices (under-fueling).

Brickwork

Firebrick used in lining the firebox and firepan.

Burner

A device for atomizing and delivering fuel oil into the firebox.

Damper

A metal cover used to cover the air intake to the firepan to regulate the amount of air to the firebox.

Firedoor

A hinged cover over an opening in the rear of the boiler (backhead) through which one may see the firebox for inspection and repairs. The fireman may apply solid fuel through the Firedoor to the fire box.

Firing Manifold

A series of pipes and valves located on the fireman's side of the cab from which steam is directed through valves to the blower, atomizer, low back, heater, etc., used in firing the locomotive.

Firing Valve

A device for regulating the flow of fuel oil to the burner, operated by the firing valve handle, which latches on the firing valve quadrant. The firing valve quadrant must be equipped with stops at both full-open and closed positions.

Flash Wall

A firebrick wall across the back end of the firebox immediately in front of and below the firebox door opening, toward which the fuel oil is delivered and which deflects the course of the flame.

Safety Valve

A pressure sensitive valve located on the steam dome, which will release excess boiler pressure.

Spot Fire

A light fire in the firebox.

Steam Gauge

A pressure gauge located in the cab that indicates boiler pressure shown on a dial.

Water Glass

A device for visually determining the water level in the boiler.

General Rules

Rule A

Employees whose duties are prescribed by these rules must be provided with a copy and with any special instruction, which they must have available while on duty.

Rule B

Employees must be conversant with and obey the rules and instructions. If in doubt as to their meaning, they must apply to the proper authority for explanation. If immediate action is necessary, the safe course must always be taken.

Rules may be issued, cancelled, or modified by general order, timetable, or special instructions.

Rule C

Employees must be familiar with and obey all rules and instructions, and must attend required classes. Employees must pass the required examination.

Rule D

Persons employed in any position on trains must devote themselves exclusively to the railroad service while on duty. They must obey the rules and special instructions and promptly report to the proper authority any violation.

Employees must refrain from any conduct which adversely affects the performance of their duties. They must refrain from activity that brings discredit to the railroad.

Any act of insubordination, hostility, or willful disregard of the railroad's interest will not be condoned.

To avoid annoyance to the public, employees and others authorized to transact business at stations and on or about trains, must be courteous and orderly.

Rule E

Accidents, personal injuries, defects in track, bridges or signals, or any unusual condition which may affect the safe and efficient operation of the railroad, must be protected at the location and proper authority informed of the condition promptly using the first available means of communication.

Rule F

Accidents, failure in the supply of water or fuel, defects in track, bridges, signals, or any unusual condition that may affect the movement of trains must be promptly reported to the proper authority.

Rule G

The use of alcoholic beverages, intoxicants, drugs, narcotics, marijuana, or controlled substances by employees subject to duty, when on duty is prohibited.

Employees must not report for duty or be on railroad equipment under the influence of or use while on duty or have in their possession any alcoholic beverage, intoxicant, narcotic, marijuana, medication, or other substance, including those prescribed by a doctor, that will adversely affect their alertness, coordination, reaction, response, or safety.

Rule H

Employees must report to duty on time and must be neat and clean in appearance. Their hair must be worn so that the eyes are not covered and no longer than will allow the safe conduct of their duties. Beards and/or mustaches may be worn provided they are consistent with safety.

Employees must be suitably clothed for the performance of their duties consistent with safety. Suitable footwear around shops, tracks, and moving equipment does not include sandals, high-heeled boots or shoes, "cowboy" type shoes, or tennis shoes.

The use of tobacco by employees on duty while engaged in serving patrons in or about stations or occupied passenger cars is prohibited. Smoking is prohibited on railroad equipment.

Rule K

Employees must expect the movement of trains, engines, cars, or other moveable equipment at any time, on any track, and in either direction.

Employees must know it is safe before fouling, walking between, or crossing tracks by looking in both directions. When crossing tracks in front of standing engines or cars they must provide at least five feet clearance and be prepared for unexpected movement of equipment. Do not step on rail, switches, or frogs.

Employees must not stand on the track in front of an approaching engine, car, or other moving equipment.

Employees must inform themselves as to the location of structures or obstructions where clearances are close. Employees must not attempt to get on or off equipment at a speed greater than restricted speed.

Employees reporting for duty are expected to be amply rested in order to be physically and mentally fit for the proper and safe performance of their duties.

Rule L

Fire or other danger to the railroad's property must be reported promptly and employees must unite to protect it, taking every precaution to guard against injury and loss or damage from any cause.

Rule M

Employees are responsible for their own safety. Constant presence of mind to ensure the safety to themselves and others is the primary duty of all employees and they must exercise care to avoid injury to themselves and others. They must observe the condition of equipment and tools that they use when performing their duties, and when found defective, will put them in safe condition, reporting all defects to the proper authority.

Rule N

Employees whose duties require service on another railroad are under the jurisdiction of the officers of the other railroad on which service is being performed.

When performing service on another railroad, unless otherwise instructed, employees will be governed by the safety rules and the airbrake and train handling rules of the railroad of which they are employed and by the operating rules and timetable of the railroad upon which they are operating.

Rule O

Minors must not be employed in engine service. They must not be employed in other service unless written release is first obtained from their parents or guardian. No person shall be employed in train service that cannot read and write the English language.

Rule P

Boisterous, profane or vulgar language is forbidden. Employees are required to be considerate and courteous to patrons and each other, and must not enter into altercations with any person.

Rule Q

In case of an accident, injury, or fire it is necessary to call 911. The caller must be clear to refer to the railroad as a "**private miniature railroad**" and/or "**miniature train**."

Rule R

Any and all persons operating equipment on the railroad should have the necessary tools for the safe operation of engines, trains, and work equipment. These tools may include the following examples: radios, flags, fusees, switch locks, wheel chocks and/or chains, track bulletin forms, track warrant forms, timetable, water hose, and lantern.

1.0 Standard Time

Standard Clock

1.1 Central Standard Time will be obtained and kept on a clock labeled "Standard Time."

Watches

1.2 Watches of the prescribed type, displaying hours, minutes, and seconds and using Aramaic numbers—not Roman numerals—will be used by yard masters, conductors, enginemen, brakemen, firemen, train dispatchers, operators, track and bridge foremen, and such other employees of the railroad.

Check Watches

1.3 Every day before beginning work, all employees must do one of the following:

-Compare their watch with a Standard Clock

-Ask the train dispatcher for the correct time

-Compare their watch with an employee who has the correct time

Employees must make sure their watch does not vary from the correct time by more than 30 seconds.

2.0 Time Tables

Current Supplements
2.1 Trainmen and enginemen before starting on any subdivision upon which they have not been running, or when returning from an absence from service, must inquire for and know that they have the current timetable and supplements.

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

Special Instructions
2.3 Special instructions will replace any rule or regulation with witch they conflict.

3.0 Signals

Proper Appliances
3.1 Employees whose duties may require them to give signals, must provide themselves with the proper appliances at the beginning of their shift and kept in good order and ready for their immediate use.

Flag Color
3.2 Flags of the prescribed color (cloth or metal) must be used by day, and lights of the prescribed color by night. Electric or kerosene lanterns may display white lights specifically authorized for signaling purposes. Day signals must be displayed from one hour after sunrise and one hour before sunset, but when day signals cannot be plainly seen, night signals must be used in addition. Night signals must be displayed one hour before sunset to one hour after sunrise.

Red-------stop
Yellow---proceed at restricted speed, and for other uses prescribed by the rules
Green----proceed, and for other uses prescribed by the rules
Blue------men working on equipment

Fusee
3.3 A train finding a fusee burning red on or near its track must stop and extinguish the fusee, and then proceed at restricted speed prepared to stop short of train or obstruction, for a distance of two milepost markers. A red fusee should be used when safety requires that the following train be stopped. Fusees must not be placed on bridges, roadway crossings, or in areas where the fusee may start a fire.

Lantern Signals
3.4 Lantern signals: The hand or a flag, moved the same as a lantern, gives the same indication.

Swung at right angle to track. . . . . .STOP
Slight horizontal movement at arm's length at right angle to track. . .
. . . . . REDUCE SPEED
Raised and lowered vertically. . . . . PROCEED
Swung vertically at right angle to track. . . . . BACK
Swung horizontally at right angle to track when equipment is standing. .
. . . . . .APPLY AIR BRAKES
Held at arm's length above head when equipment is standing. . . . . .
. . . . . .RELEASE AIR BRAKES

Lantern Signals

Stop

Ahead

Backup

Easy

Pin or

Stretch

Cut Off

Set Air

Release Air

Highball

Hand Signals

3.5 Other hand signals may be used for other purposes providing they're understood by all crewmembers.

Hand Signals

Stop

Come to Me

Go Away from Me

Easy

Pin

Cut Off

Set Air

Release Air

Highball

Set Hand Brake

Secure Equipment

Signal out of order
3.6 When a signal is out of order, or it is improperly displayed, or working improperly, or light is out, a report must be made to the proper authority.

Violent Signals
3.7 Any object waved violently by any person on or near the track is a signal to stop.

Absent Signal
3.8 A signal improperly displayed, absence of signal where signal is usually shown, absence of light, or white light displayed where a colored light should be, must be regarded as the most restricted indication that can be given by that signal.

Avoid Extra Signals
3.9 When not involved in giving hand signals, employees must avoid making motions which might be construed as a hand signal.

Radio for Signals
3.10 The radio may be used instead of hand signals to convey information when the use of hand signals is not practicable. When the radio is being used to control the movement of a train or engine, it must be understood by crew members exactly which moves will be made under radio control during that time hand signals will not be given to the engineer nor acted upon with the exception of stop signals, when necessary to stop the movement.

Red Flag
3.11 A red flag will be displayed at locations where trains must stop as required by track bulletin or due to other conditions. Trains must stop short of the red flag and not proceed unless authorized by the foreman. If authority to proceed is received before the stop is made, the train may pass the red flag without stopping.

Flag Placement
3.12 Flags will not apply to the track on which a train is moving when displayed beyond the first rail of an adjacent track.

Ring the Bell
3.13 Except where the momentary stop and start is a continuous switching movement, the engine bell should be rung when the engine is about to be moved, while approaching and passing public crossings, before tunnels, and elsewhere when necessary as a warning signal.

Whistle Blowin'

3.14 Engine Whistle Signals

The signals prescribed are illustrated by "o" for short sounds and "—" for long sounds. The sound of the horn or whistle must be distinct, with the intensity and duration proportionate to the distance a signal is to be conveyed.

a. o	When standing: the acknowledgement of a signal to initiate an airbrake test.
	After stopping: brakes applied; pressure is equalized.
b. —	When standing: airbrakes are applied; pressure is equalized.
	When running: approaching stations.
c. — —	Release brakes; proceed.
d. oooo —	Call conductor to the engine or radio.
e. oo	Acknowledgement of any signal that is not otherwise provided for.
f. ooo	When standing: back.
	When running: stop at next station.
g. oooo	Call for signals.
h. — ooo	Flagman protect rear of train.
i. ooo —	Flagman protect front of train.
j. — — — —	Flagman may return.
k. — — o —	Approaching crossing at grade. The signal will commence at the whistle board (w) and the last long sound will not end until the engine has occupied the crossing.
l. o —	Inspect the brake system for leaks or sticky brakes.
m. — — o	Approaching train meeting place and waiting points.
n.many shorts	Alarm for persons or animals on tracks.
o. ooooo	All trainmen apply handbrakes.
p. — o	Approaching railroad junction.
q. — oo	One engine's signal to another to confirm it is safe to pass. The engine in the siding is to return the signal acknowledging it is safe to pass; this signal is not mandatory.

Headlight On

3.15 Except as otherwise allowed, a lighted headlight will be displayed bright on the front of every train. If the headlight fails, a white light must be substituted where required. Headlight failures must be reported by the first means of communication and reduce to restricted speed.

Headlight Dimmed

3.16 When moving, engines must display a headlight to the front and rear at night, except that it may be dimmed or extinguished on the end coupled to cars and in sidings for a meet with an opposing train.

Red Tail light
3.17 A red marker lamp or pair of lamps of the prescribed type will be displayed at the rear of every train at night to indicate the rear of the train.

Blue Light
3.18 A blue signal displayed at one or both ends of an engine, car, or train, indicates that workmen are under or about it; when thus protected it must not be coupled to or moved. Other equipment must not be placed on the same track as to intercept the view of the blue signals, without first notifying the workmen who placed the blue signal. Only the workmen who placed the blue signal may remove it.

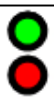
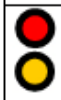
Blue Track Lock
3.19 In addition to blue lights or blue flags, a special lock must be maintained on the lead switch to the track displaying the blue signal, the key kept by the workmen who placed the blue flag.

Blow the Whistle
3.20 The whistle must be sounded at all places where required by rule or by law.

No Unnecessary Bell and Whistle
3.21 The unnecessary use of either the whistle or the bell is prohibited.

Callout the Signal
3.22 All members of train and engine crews must, when practicable, communicate to each other by its name the indication of all signals affecting the movement of their train.

TALL MAST SIGNALS

Green  Green over Red	CLEAR	Proceed
Amber Amber Over Red	APROACH	Proceed prepared to stop at the next signal, trains exceeding 5 MPH immediately reduce to that speed.
Red over Green	DIVERGING CLEAR	Proceed on diverging route Not exceeding prescribed Speed through turnout.
 Red over Amber	DIVERGING APROACH	Proceed on diverging route Not exceeding prescribed Speed through turnout preparing to stop. If exceeding 5 MPH, immediately reduce to that speed
Flashing Amber Flashing- Amber OverRed	APROACH MEDIUM	Proceed prepared to enter diverging Route. Not to exceed 5 MPH.
Flashing-Red Flashing-Red Over Red	STOP AND PROCEED	Stop, then proceed at Restricted speed.
Red Red Over Red	**stop**	Stop.

Dwarf Signals

Dwarf signals indicate switch position

A solid amber indicates switch is lined for normal operatic

A flashing amber indicates the switch is lined to turn out.

A solid red indicates that the switch points are mid position.

4.0 Movement of trains and engines

Repeat Instructions
4.1 An employee who verbally receives instructions or information about train or engine movements must repeat them.

Permission for Main Track
4.2 Before initiating movement on a main track, a crewmember must receive permission from the proper authority.

Reverse Movements
4.3 Reverse movements may be made on any main track, controlled siding, or on any track where a block system is in effect at restricted speed, and only within the limits a train has *authority* to occupy the track. A train must obtain permission from the train dispatcher or control operator before making a reverse movement, unless the movement is within the same signaled block.

Protect the Point
4.4 When cars or engines are shoved and conditions require, a crew member must provide protection for the movement. Cars or engines must not be shoved to block other tracks until it is safe to do so. When cars or engines are shoved on a main track or controlled siding in the direction authorized, movement must not exceed restricted speed.

Pickup Crew Member
4.5 A train may back up on any main track to pick up a crew member as long as the movement is in the same signaled block and the movement does not enter or foul any grade crossings.

Passing Clearance
4.6 A train that may be met or passed must stop at least fifty feet from the signal or clearance point of the facing point switch. The other train will pass over, if length of train permits.

Stop to throw the switch
4.7 A train required to take siding must stop clear of the switch, unless the switch is properly lined to leave the main track.

A train standing on the main track to meet an opposing train must, if possible, line the switch for the opposing train to leave the main track. However, within ABS, do not line the switch until the opposing train has entered the block in advance.

Excepted Track
4.8 On a track designated as “excepted track,” the following will govern:
- Maximum speed must not exceed 3 miles per hour.

- No passenger train will be operated.
- No hazardous material cars will be moved.

Yard limits

4.9 Within Yard Limits, trains or engines are authorized to use the main track not protecting against other trains or engines, only after obtaining permission to occupy main track. Engines must give way as soon as possible to trains as they approach. Engines must keep posted as to the arrival of passenger trains and must not delay them. All movements entering or moving within Yard Limits must be made at restricted speed unless operating under a block signal indication that is more favorable than approach.

Protect Your Train

4.10 Protect trains and engines against any known condition that may interfere with their safety. When conditions restrict visibility, regulate speed to ensure that crew members can observe and comply with signal indications. In unusually heavy rain, storm, or high water, trains and engines must approach bridges, culverts, and other potentially hazardous points prepared to stop. If they cannot proceed safely, they must stop until it is safe to resume movement (advise the train dispatcher of such conditions by the first available means of communication.)

Consider Speed

4.11 Crew members must consider train or engine speed, tonnage, grade conditions, and air gauge indications to determine that the train or engine is being handled safely and is under control. If necessary, take immediate action to bring the train or engine under control.

Emergency Stop

4.12 When a train or engine is stopped by an emergency application of the brakes while occupying the main track, or severe slack action occurs while stopping, take the following actions:

If an adjacent main track or control siding may be obstructed, immediately:

-Warn other trains by radio, stating the exact location and status of the train and repeat as necessary.

-Place lighted fusees on adjacent track.

-Notify the train dispatcher or control operator as soon as possible.

-All cars, engines, equipment, and tracks must be inspected.

Double Track to the Right

4.13 On double track, trains must keep to the right unless otherwise instructed according to timetable.

Against the Current

4.14 Movements against the current of traffic must be authorized by the proper authority, except as provided by Rule 4.9 (Yard Limits).

Trains and engines moving against the current of traffic must approach block signals, interlocking signals, or facing point spring switches prepared to stop, unless:

-the track is clear
-switches are properly lined
-signals indicate proceed.

Multiple Track Name and Number

4.15 Multiple main tracks will be designated by name and / or number. When necessary, track use will be indicated in the special instructions.

Moving at Restricted Speed

4.16 When required to move at restricted speed, movement must be made at a speed that allows stopping within half the range of vision, short of:

-train
-engine
-rolling stock
-men or equipment fouling the track
-stop signal, or
-derail or switch lined improperly.

When a train or engine is required to move at restricted speed, the crew must keep a lookout for broken rail and not exceed 3 miles per hour.

Back track is restricted speed

4.17 Except when moving on a main track or on a track where a block system is in effect, trains must move at restricted speed.

Stop in the Clear

4.18 When possible, a train entering a siding must not stop until the entire train is in the clear of the main track.

Leaving Cars In Sidings

4.19 Avoid leaving cars or equipment on sidings unless authorized by the proper authority. If the proper authority cannot be obtained, the siding must be properly protected at both ends.

Inspect Passing Trains

4.20 Employees must inspect passing trains. If they detect any of the following conditions, they must notify crew members on the passing train by any available means:

-over-heated journals
-sticking brakes
-sliding wheels
-wheels not properly positioned on the rail
-dragging equipment
-headlight or marker improperly displayed
-any other dangerous conditions

-insecure contents (including people)
-signs of smoke or fire

Jointly Responsible
4.21 Conductors and engineers are jointly responsible for knowing and not exceeding the maximum authorized speed for their train.
Speed restrictions must not be exceeded until the rear of the train clears the limits of the restriction.

Fouling Crossing
4.22 Under any of the following conditions, a movement must not foul a crossing equipped with automatic warning devices until the device has been operating long enough to provide warning and the crossing gates, if equipped, are fully lowered:
-movement has stopped within 300 feet of the crossing,
-movement is within 300 feet of the crossing and speed has increased by more than 3 miles per hour,
-movement is closely following another movement, or
-movement enters a main track or siding within 300 feet of the crossing.
Employees must observe all automatic warning devices and report any that are malfunctioning to the train dispatcher or proper authority by the first available means of communication. Notify all affected trains as soon as possible.

In the case of a malfunctioning crossing device, trains and engines must stop and flag the crossing.

Clearance from Crossing
4.23 Leave cars, engines, or equipment clear of road crossings and crossing signal circuits. When practical, avoid leaving cars, engines, or equipment standing closer than 50 feet from the road crossing when there is an adjacent track.

Stopped in tunnel
4.24 When an engine is stopped in a tunnel longer than 20 minutes and cannot move, crew members must:
-shut down diesel engine,
-shut down any generator-type engines,
-make a full-service airbrake application,
-apply handbrakes to prevent movement in case the airbrakes leak off.
-all persons exit the tunnel
The train dispatcher or proper authority should be notified immediately so that proper arrangements can be made to protect persons and equipment.
These requirements will not apply if air currents carry the exhaust gasses away from the train. Safety of passengers and crew members must be the first consideration.

Helper engines

4.25 Trains with multiple engines must work together. The lead engine will control the entire train brakes with the helper engines' train brake control valves cut out. The lead engine must communicate the required whistle signals to the helper engines (starting and stopping). All helper engines must repeat the whistle signal starting from the front in succession before the train can be moved. Only after all engines have repeated the signal may the train's brakes be released and the train moved.

Example

Lead engine #1 judging speed and distance engine #1 spots for water and gives one long sound of the whistle applying the train brakes and engine brakes. The second engine #2 stops and gives one long sound of the whistle applying its brakes signaling to stop. The third engine #3 stops and gives one long sound of the whistle applying its brakes signaling to stop. When the lead engine #1 is ready to move forward it gives two long sounds of the whistle. Engine #2 must repeat two long sounds of the whistle and be ready to move forward. Engine #3 must repeat two long sounds of the whistle and be ready to move forward. Only then may engine #1, #2, and #3 release the brakes and move forward.

Engine #2 Judging speed and distance, engine #2 spots for water and stops giving one long sound of the whistle applying its brakes. Engine #1 must apply the train brakes, and engine brakes, and repeat one long whistle sound signaling to stop. Engine #3 must apply its brakes and signal the other engines it has stopped. When the #2 engine is ready to move forward, it gives two long sounds of the whistle. Engine #1 must repeat two long sounds of the whistle and be ready to move forward. Engine #3 must repeat two long sounds of the whistle and be ready to move forward. Only then may engine #1, #2, and #3 release brakes and move forward.

Engine #3 must judge the speed and distance to spot for water and stop giving one long sound of the whistle applying its brakes. Engine #1 must apply the train brakes, engine brakes and repeat one long sound of the whistle signaling to stop. Engine #2 must repeat one long whistle sound and apply its brakes. When engine #3 is ready to move forward it gives two long sounds of the whistle. Engine #1 must repeat two long sounds of the whistle and be ready to move forward. Engine #2 must repeat two long sounds of the whistle and be ready to move forward. Only then may engine #1, #2, and #3 release the brakes and move forward.

Engines that are spotting for water should carry the majority of the load.

5.0 Yard Limits

Yard Limit Sign
5.1 Yard limits will be designated in special instructions and /or the limits will be indicated by "Yard Limits" signs.

Yard Limit Use
5.2 Within yard limits, the main track may be used by trains or engines, but must protect against other trains or engines. Engines must give way to trains as soon as practicable upon their approach.

Yard Limit Priority
5.3 Inferior trains and engines must clear the track at the time a first class train is due to leave the nearest station in the direction of its approach where time is shown.

Yard Limits at Restricted Speed
5.4 All trains and engines within yard limits must move at restricted speed.

6.0 Protection of trains

Emergency Protection

6.1 When a train makes an emergency stop, the train must be inspected before it is moved. No movement will be made until it is known that it is safe to do so. When a train stops on main track, and flag protection is required, a flagman must immediately go back at least 100 feet and place a red flag or fusee near the rail on the right side of the direction of travel. The flagman may then return one-half the distance to his train, and remain there until a train has stopped behind his train or he has been recalled to his own train. When recalled and safety to the train will permit, he may return bringing the flag with him. When required, a flagman must protect the front of the train in the same manner. A flagman must not permit other duties to interfere with the protection of the train. The conductor and engineer are responsible to see that flag protection is provided for the protection of the train when required. When a train requires protection, the engineer must immediately sound whistle signals requesting flag protection. The inability to hear these signals does not relieve crewmembers from protecting the train. After protecting the train, the train crew must contact the dispatcher or appropriate official to advise of location and situation delaying the train.

Protection in Bad Weather

6.2 Trains and engines must be protected against any known condition that may interfere with their safety. In case of unusually heavy rain, storm, or high water, trains and engines must approach bridges, culverts, and other points likely to be affected prepared to stop. If unable to proceed safely, movement must be stopped and not resumed until safe to do so. The train dispatcher must be advised of such conditions by the first available means of communication.

7.0 Switching

Precaution When Shoving
7.1 When shoving cars, precaution must be taken to prevent damage or fouling of other tracks. When conditions require, a crewmember must take a conspicuous position on the leading car, using proper signals. When shoving cars over a public crossing, a trainman must ride the leading end of the leading car or be ahead to protect the crossing.

Watch Where You Stop
7.2 Trains moving under conditions that may require them to stop, must where possible, clear public grade crossings. When leaving equipment on any track, it must be left clear of a public crossing at grade. When necessary to spot equipment in the vicinity of a crossing, it must if possible, be left 50 feet from road, sidewalk, or street line to afford an unobstructed view for persons approaching from either direction

Careful Switching
7.3 Switching must be done in a careful manner to avoid severe shocks by sudden starting or stopping or by impact in making couplings and to prevent personal injury or damage to equipment. Cars and engines must not be permitted to couple at excessive speeds. A stop must be made just prior to coupling to ***occupied*** (passengers on board) equipment. From the initial makeup of trains, all cars must be handled with brakes in service across public crossings and on grades exceeding 0.5% when in revenue service. Cars in route found having brake problems would be placed mid-train. No less than 50% operating brakes are allowed. Whenever a coupling is attempted by an engine or car with other equipment, the joint must be stretched to know that coupler pins are locked before further movement is made or before air and electrical connections are made. Proper precautions must be taken to prevent damage or fouling of other tracks before coupling to equipment that may roll away when coupling is attempted.

Kicking & Dropping
7.4 Kicking and dropping of cars are prohibited.

Cars Left To Foul
7.5 Cars must not be shoved or left to foul leads or adjacent tracks until it is safe to do so. Engines and cars must not be left to foul adjacent tracks.

Set Handbrakes
7.6 A sufficient number of handbrakes must be set to hold cars standing on any track. When applying handbrakes, the car's brakes must be applied by the air system or the car's air reservoir drained. If brakes are inoperative, cars must be secured by other means. When cars are set out on a grade, they must be coupled if practicable, and in addition to brakes being set, wheels must be chocked and if necessary chained to the rail.

Movement On Both Ends
7.7 When engines may be working at both ends of a common track or tracks at the same time or block when given authority, there must be a clear understanding so that the crews involved are aware of movements to be made to avoid injury or damage.

Switch Position
7.8 Conductors are responsible for the position of switches used by them and members of the crew. This, however, does not relieve other crewmembers where and when they are handling a switch or are able to observe the positions of switches. Mainline switches and controlled siding switches should be left in their normal operating positions when switching movements are complete.

Switch Properly Lined
7.9 In switching or other movements where trainmen are handling switches, they must know that the switch is properly set and points are aligned and locked before signaling the engineer to move. Switches must be left in their normal position after having been used and locks must be tested to know they are secure. When a switch cannot be properly locked or hooked, it must be secured and reported to the proper authority. Main track switch locks found defective or missing must be replaced immediately.

Switch, Then Move
7.10 Employees lining switches must see that points fit properly and that switches are lined for routes intended before initiating movement over them. If a rigid switch is run-through and damaged, it is thereafter unsafe and must be protected. If an engine or car is run partially through a switch, the entire movement must be continued. When a switch is damaged, it must be reported immediately to the proper authority and switch-spiked in the normal position unless track supervisor takes charge.

"S" is for Spring Switch
7.11 Spring switches are identified by the letter "S" on the flag stand. A train or engine trailing through and stopping on a spring switch must control the slack. If the train or engine has not cleared the switch, a crewmember must line the switch before making a reverse movement.

Detraining
7.12 Employees riding on equipment while moving over a switch must when practicable pass the switch stand before detraining to change the position of the switch.

Stop Before Turntable
7.13 Before movement is made onto or off of a turntable, a stop must be made and trainmen must know that the rails are properly aligned and latches and locks are properly engaged. All equipment being turned shall have the wheels chained or chocked before being turned.

Clearance through Gates
7.14 Before moving engines or cars through gates, doorways, garages, or similar openings, stop to ensure these openings are completely open and secure. When overhead or side clearances are close, make sure movement is safe.

Check the Switch
7.15 The employee handling the switch or derail is responsible for the position of the switch or derail in use. The employee must not allow movement to foul an adjacent track until the hand-operated switch is properly lined.
Do not operate a switch that is tagged. If the switch is spiked, do not remove the spike unless authorized by the proper authority.
Employees handling switches and derails must make sure:

-the switches and derails are properly lined for the intended route.
-the points fit properly and the target, if so equipped, corresponds with the switch's position.

When possible, crew members on the engine must see that the switches and the derails near the engine are properly lined.

Normal Switch Position
7.16 The normal position of a main track switch is for main track movement, and it must be lined and locked in that position. At points where double track begins, the normal position of a spring switch is for movement with the current of traffic.

However, the main track switch may be left open:
-in CTC territory within track and time limits
-when attended by a crew member or a switch tender
-during switching operations when it is certain that no other train or engine will pass over the switch
-for another train or engine when instructions are understood by the other crew
-within ABS limits when instructed by the train dispatcher.

Line the Switch after the Move
7.17 Do not return a main track switch to the normal position until movement is clear of the main track.

Snow in the Switch
7.18 During snowstorms, ice storms, or other conditions that may prevent a spring switch from functioning properly, avoid making a trailing movement through the spring switch until the switch has been lined by hand for the movement.

Protect the Spiked Switch
7.19 A spring switch that is spiked over must be protected.

Position of Crossover

7.20 The normal position of crossover switches is for ***other than*** crossover movement. The switches must be left lined in normal position, except when they are in use for crossover movement.

Both switches of a crossover must be opened before a crossover movement starts, and movement must be completed before either switch is returned to normal position.

8.0 Block System Rules

Signal Color Instructions
8.1 Signal aspects and indications are shown in the special instructions.
Signal aspects are identified by the position of semaphore arms, color of lights, flashing of lights, position of lights, or any combination.
Signals may display colored light aspects or semaphore arms and color lights.

Signals On The Right
8.2 When viewed from the train, block and interlocking signals are generally to the right of the track. However, they may be located to the left or above the track. To display indications for two tracks, two bracketed signals may be located on a single supporting mast. The signal to the right governs the track to the right and the signal to the left governs the track to the left.

Block Signals
8.3 Block signals govern the use of blocks (sections of main track).
Interlocking signals govern the use of interlocking routes. Where a track is signaled beyond the interlocking limits of the direction of movement, the interlocking signal is also a block signal.

Missing Light
8.4 Except as shown in block and interlocking signal aspects in the special instructions, if a light is absent or a white light is displayed where a color or lunar light should be, regard a block or interlocking signal as displaying the most restrictive indication it can give. However, when the semaphore arm position is plainly seen, that aspect will govern.

Over run Signal
8.5 When movement is being made beyond a block signal requiring a train to be prepared to stop at the next signal, the stop must be made before any part of a train passes the block signal requiring the train to stop.

If a train overruns any block signal that requires it to stop, the crew must:
-warn other trains at once by radio,
-stop the train immediately,
-report it to the train dispatcher or proper authority.

8.5.1 Except to avoid an accident, after a controlled signal has been cleared for a closely approaching train, the control operator must not change the signal before the approaching train's engineer has assured the control operator that he can comply with the signal change. Do not establish or authorize a conflicting route until communicating with the approaching train's crew and ensuring that the train has stopped clear of the conflicting route.

The control operator must not establish a conflicting route into an occupied block or interlocking limits, or authorize a conflicting movement, unless it is safe to do so.

The control operator must avoid operating the device controlling a switch, derail, moveable point frog, or lock when any portion of a train is on or closely approaching the equipment.

8.5.2 If a signal or signal appliance functions improperly or the track is damaged, signals that govern movement on affected routes must display a stop indication. No movement on such routes may be permitted until track and signal appliances are examined and movement can occur safely.

8.5.3 Maintenance forces must contact the control operator, dispatcher, or proper authority before beginning repairs, disconnecting equipment, obstructing the track, or removing the track from service. Switches, moveable point frogs, and derails must be spiked or secured in the required position if any movement over them occurs before repairs are complete.

8.5.4 When a controlled signal displays a proceed indication, notify the control operator immediately if movement cannot occur promptly.

Green To Red

8.6 If a signal displaying a proceed indication changes to an indication requiring a train to stop, the train must stop at once. Report such a signal change to the train dispatcher.

Red Failed Signal

8.7 When a block is occupied, or when a switch is protected by a signal is changed from its normal position and that signal fails to display its most restricted indication, regard the signal as displaying stop. The train must stop immediately, and employees must warn others by radio of the exact location and status of the train. Contact the train dispatcher or control operator and do not move the train without permission.

Comply when the Signal is Seen Clearly

8.8 A train may comply with the next signal's indication when its aspect can be clearly seen and the signal governs the track where movement is occurring or will be made. This does not apply when a rule, track warrant, dispatcher's orders, or previous signal indication requires movement at restricted speed.

Restricted Speed Situations

8.9 When one of the following occurs, move at restricted speed until the leading wheels have passed the next governing signal or the end of the block system:

-the train enters a block with no governing signal
-the previous signal indication is unknown
-a change of direction is made within a block.

Restricted Until Next Clear Signal

8.10 When a train passes a signal requiring movement at restricted speed, the train must move at restricted speed until its leading wheels have passed the next governing signal or the end of the block system, unless given proper authority.

Stop Indications

8.11At a signal displaying a stop indication, and if no conflicting movement is evident, the train will be governed as follows:

-a crew member must immediately contact the control operator unless the train is:

-within track and time limits or

-entering track and time limits from any point other than either end of track and time limits.

-before authorizing the train to proceed, the control operator must know that the route is properly lined and no conflicting movement is occupying or authorized to enter the track between that signal and the next absolute signal governing movement.

-when the train receives these instructions, "After stopping, (train) at (location) has authority to pass signal displaying stop indication," specifying the route where applicable, the train must move at restricted speed.

-**exception:**

Conflicting movement. When the control operator has stopped a conflicting movement, he may then authorize another train to proceed in the same limits, advising both crews of the movement to be made. If the stopped movement is later permitted to proceed, that train must move at restricted speed until its leading wheels have passed the next governing signal or the end of the block system.

Stop And Restricted

8.12 At a signal displaying a stop and proceed indication, the train must stop, and then proceed at restricted speed until the leading wheels have passed the next governing signal or the end of the block system, unless given proper authority.

Authority to Enter Main Track

8.13 Within CTC territory and manual interlocking limits, the control operator or proper authority must authorize the train to enter the track at a hand-operated or spring switch where no governing signal exists. The control operator must verify that there are no conflicting movements before giving the authority.

In ABS territory, when authorized to enter the signaled track, a crew member or switch tender must open the switch and wait five minutes at the switch to establish block signal protection. At the end of five minutes, if the employee does not hear or see movement approaching, the train may enter the signaled track. At a crossover, line the switch in the track the train is on, wait the five minutes, then line the other switch of the crossover.

Left in Interlocking

8.14 Engines, cars, or equipment must not be detached and left standing entirely between the opposing interlocking signals that govern movements at a railroad crossing at grade.

Clear of Insulated Joints
8.15 A train, engine, car, or equipment left standing on sidings or other tracks must be clear of insulated joints or track sensors at clearance points.

Track Permit Authority
8.16 On tracks designated in the timetable, a **track permit** will authorize a train, track car, machine, or employee to occupy the main track or tracks between specific points. The track permit must be issued by a designated control operator, dispatcher, or proper authority. Within these limits, movements may be made in either direction according to signal indication.
Limits designated by a switch extend only to the signal governing movement over the switch, unless otherwise designated.
A train must obtain authority to pass a controlled signal displaying stop indication to enter track permit limits. Within track permit limits a train, after stopping, may pass a signal displaying stop indication at restricted speed without further authority, except when signal governs movement at an interlocking.

8.16.1 **Issuing Track Permits**
The track permit may only be issued when:

-limits are clear.

-limits are occupied by the train, track car, machine, or employee who will receive the track permit.

-limits are occupied by a train, track car, machine, or employee holding a track permit.

Or

-all trains moving on signal indication without a track permit have passed the location where the track will be fouled.

The track permit limits must be protected by controlled signals. The designated control operator must know the following before issuing a track permit:

-each controlled signal protecting the limits displays a stop indication.

-marking or blocking devices prevent displaying signals for movement into the limits.

-the designated control operator and each control operator who controls signals to protect the limits understand the limits, have provided protection, and have recorded the track permit on the prescribed form.

Track Permit Acknowledgement
Track permit authority must be recorded and repeated to the control operator. Acknowledgement must be received before being acted upon.

The control operator must maintain a record of the authority granted.

More Than One Track Permit
If more than one track permit is in effect at any time within the same limits, all affected trains or employees must be notified.

Trains must move at restricted speed within the shared limits.

Clearing Track Permits
8.16.2Marking or blocking devices must not be changed or removed until the limits have been released to the control operator.

Track permit limits must be cleared and reported clear to the control operator before time expires. If the track permit is released before time expires, all equipment must be clear of the limits and reported clear to the designated control operator. However, if no other track permit has been granted within the same limits, the train may request release of the track permit. Signal indications will then govern the train is the control operator verbally authorizes the release, specifying direction of movement if required.

The employee must request any additional time before the authorized time has expired. If the employee is not clear when the time expires or if the control operator cannot be contacted, authority is extended until the control operator is contacted.

Employees reporting clear of track permit authority must state:
- -Their name or other identification.
- -Track permit number being released.
- -Limits being released.

9.0 General Regulations

All are Responsible
9.1 Both the conductor and engineer are responsible for safety of the train or engine and for observance of the rules. Under conditions not provided for by the rules, they must always take the safe course. This does not relieve other members of the train crew from their responsibility under the rules.

Trains in the Station
9.2 When a passenger train is receiving or discharging patrons, a train or engine must not pass unless proper safeguards are provided.

Proper Signal, then Move
9.3 In case of doubt or uncertainty, the safe course must be taken. An engine or train must not start movement before the proper signal is given.

Wear Your Glasses
9.4 Trainmen whose vision requires the use of glasses must wear them while on duty.

Good Etiquette
9.5 Civil, gentlemanly deportment is required of all trainmen in their dealings with the public and each other. Courtesy and attention to the public is demanded. Boisterous, profane, or vulgar language is forbidden. Trainmen are prohibited from entering into altercations with any person, regardless of provocation. They will make note of the facts, if necessary, and report to their supervisor. Horseplay, sparring, or any form of practical joking is forbidden while on duty.

Caring Attitude
9.6 Carelessness, negligence, and/or indifference in the performance of duties will not be condoned.

Loyal & Honest
9.7 Trainmen who are either disloyal, dishonest, insubordinate, incompetent, make false reports or statements, or conceal facts concerning matters under investigation, will be subject to dismissal.

Be on Time
9.8 Trainmen must report for duty at the designated time and place, attend to their duties during prescribed hours, and obey promptly instructions from the proper authority in matters pertaining to the respective branches of service. Employees must not absent themselves from duty, nor engage in other business, which may interfere with the full discharge of their duty to the railroad without proper authority.

No Littering
9.9 Throwing of articles (littering) from locomotives, cars, or any railroad equipment is dangerous and forbidden.

10.0 Injuries and Accidents

Care for the Injured
10.1 All emergencies, accidents, loss of life, and injuries to employees and volunteers or to the general public shall be handled in accordance with railroad policy and practice.

Call for Help
10.2 All accidents resulting in personal injury, loss of life, or damage to any property must be promptly reported to the proper authority by the first available means. Trainmen witnessing or having first-hand knowledge of accidents of any kind shall promptly prepare or assist in reporting to the proper authority.

Take charge
10.3 In case of emergency, accidents, loss of life, or injury on the train, the engineer shall immediately assume authority.

First Aid Only
10.4 First aid is the only medical care trainmen are allowed to provide for trainmen or the public who become ill or injured. Injured people will not be moved unless obviously necessary.

Emergency Response Contacts
10.5 All emergency contact names and phone numbers will be listed in the railroad timetable, including Fire Department, Police, and Railroad Officials.

11.0 Chain of Command

Conductor is the Boss
11.1 The general direction and government of a train charge is in the charge of the conductor and all persons in his train crew are subject to his instructions. Should there be any doubt as to authority, safety, or proceeding, he must consult the engineer, who is equally responsible in the safety and the proper handling of the train and such use of signals and other precautions as circumstances require. Conductors must see that all members of the train crew report for duty at the prescribed time and report any violation of rules to the immediate supervisor.

Engineer Second in Command
11.2 In the absence of the conductor, the engineer must direct trainmen according to his best judgment, always taking the safe course.

All Help out when Needed
11.3 Any trained and qualified trainman riding as a passenger, but officially off duty, shall respond to whistle signals when needed.

12.0 Conductors' Responsibility

Protect Train & Passengers
12.1 The protection of trains and passengers is of the first and most importance; the conductor must not allow other duties to interfere therewith. The conductor must be stationed, where practicable, on the rear of every train while in motion.

One Team
12.2 When on duty, trainmen and fireman are subordinate to the conductors and engineers. Conductors and engineers must see that their subordinates are familiar with their duties, ascertain the extent of their experience and knowledge, and instruct them in the proper and safe performance of their work. When the conductor is not present, trainmen must promptly obey the instructions of the engineer.

Passenger Comfort
12.3 Conductors must give particular attention to the safety and comfort of their passengers.

Passenger Behavior
12.4 Conductors must not allow drunken or disorderly persons to get on their train nor permit obscene, profane, or other ungentlemanly language, damage to railroad property, or other misconduct on his train.

Lost & Found
12.5 Articles found on the train must be delivered to a person authorized to receive them at terminals.

Making up Trains
12.6 The conductor is responsible for the make-up of the train's consist and if changes are to be made in consist, and make necessary train movements. In addition:

-inspect couplers, air hoses, wheels, brake rigging, and safety appliances.
-apply the proper rear-end markers.
-arrange loading steps and ramps.

Brake Test
12.7 The conductor will assist and direct the proper brake test prior to the train's departure, and after any change in consist.

> *All crewmembers should always remember to check all handbrakes to make sure they are released prior to the departure of every train, regardless of who did or did not set the brakes.*

13.0 Regulations for Enginemen

Diligent Engineer
13.1 Enginemen must always be diligent in all matters pertaining to safety and while moving, must keep a close lookout for all signals and watch for instructions and defects in track and right-of-way. Firemen, when possible, must assist in keeping a close lookout and must instantly give notice to the engineer of any signals and any indications of obstructions or danger at all times, on or off duty.

The engineer must ensure that the locomotive is ready and available for service. If a locomotive is not ready at that time, an alternate locomotive must be substituted.

Frequent Inspection
13.2 At stations and other stops of sufficient duration, when practicable, the engineer of the locomotive must make an inspection thereof from the ground, giving particular attention to the locomotive running gear, trucks, and brake rigging.

Walk-Around Inspection
13.3 Where locomotives are being serviced, they must not be moved until hose connections are removed and it is ascertained that trainmen servicing equipment are in a safe location. Check for Blue Flags.

Moving Equipment
13.4 A train must not be moved until the proper signal is given from the train crew and engineer has sounded the proper whistle signals. Great care must be exercised in moving to avoid injury to guests or others by a sudden or unexpected movement of the train.

Completed Brake Test
13.5 The engineer is co-responsible to see that a complete train brake test is performed on a newly-assembled train and after any change in train consist.

Sufficient Fuel and Water
13.6 The engineer must know that the locomotive is furnished with sufficient fuel, water, lubricating oil, and sand for service.

Firing Appliances
13.7 The engineer must know that all firing appliances are in proper condition, and available for service.

Lubed and Inspected
13.8 The engineer must see to it that all points requiring lubrication are supplied with adequate oil or grease, and that injectors, lubricators, and cylinder cocks are operating

properly. Inspections should be made while stopped, lubrication provided, and adjustments made as necessary.

Unauthorized Persons
13.9 The engineer must not permit unauthorized persons to ride on or operate locomotives. Other engine service employees, when competent, may handle the locomotive under the direct supervision of the engineer, who is on duty and entirely responsible for that locomotive.

Keep it Clean
13.10 The engineer (together with the fireman) should keep the locomotive clean and wiped down.

Sight Glasses
13.11 The engineer must know that the locomotive has sufficient water maintained in the boiler at all times. The engineer must test all sight glasses to ensure that all water registering appliances are in proper working condition.

The engineer must test each sight glass before departing for service at the beginning of a shift, or immediately upon assuming responsibility for a steam engine.

The engine crew must blow down the sight glass at least once an hour.

Procedure for Testing Sight Glass
13.12
1. Close the top water glass feed valve from the boiler.
2. Open the drain valve, verifying that water fills the glass. Close drain valve.
3. Open the top water glass feed valve from the boiler.
4. Close the bottom water glass feed valve from the boiler.
5. Open the drain valve, verifying that steam fills the glass. Close drain valve.
6. Open the bottom water glass feed valve from the boiler.

Blowing Down
13.13 The engineer and/or fireman must operate the blow down valve at proper intervals to purify the boiler.

The engineer must ensure that boilers are blown down at least twice a day, or as often as water tests indicate.

The engineer must determine the position of engine and wind direction before blowing down, to ensure spray will not come back on engine or train, or damage trackside landscaping, buildings, equipment, and most importantly people.

The engineer must ensure that the boilers are blown down before beginning service (before sediment is stirred up).

Locomotive Tests

13.14 The engineer must make the following test before the engine begins service:

1. Air compressors must be operating properly.
2. The air brake equipment must be in safe and operable condition.
3. The air brake feed valves are set at the proper pressure.
4. Main reservoirs must be free of moisture.
5. Air gauges must be registering properly.
6. Locomotive brake cylinder piston travel must be correct. Brake shoes should have sufficient clearance when released and when applied, the piston should travel approximately half its full range.
7. Brake rigging must be adequately secure and not less than half an inch above the rail.
8. Brake shoes must be in line with the tread.
9. Brake pipe leakage must not exceed 3 lbs per minute after a reduction of 10 lbs has been made.
10. At least two methods of adding water to the boiler must be present and in working order.

Maintain Pressure

13.15 The engineer/fireman must maintain steam pressure as close to operating pressure as possible without lifting the safety valves.

Smoke

13.16 The engineer/fireman must ensure that smoke is kept to a minimum.

Loading and unloading

13.17 When loading and unloading passengers or freight or whenever the engine crew detrains, the locomotive will be in neutral, the locomotive brakes and train brakes will be fully applied.

14.0 Air Brake Rules

Train Brake Inspection
14.1 Brake equipment on locomotives and cars must be inspected and tested in accordance with the regulations set forth herein. These regulations have been established to assist engine and train crews in moving their trains in a safe and efficient manner.

Feed valve setting
14.2 Brake Pipe pressure for trains will be determined by that railroad

Shop Forces Jointly Responsible for equipment
14.3 Shop foreman and shop workers are jointly responsible with enginemen and trainmen for the condition of airbrake equipment on locomotives and cars to the extent that it is possible to detect defective equipment by the required air test.

Blow Water From Lines
14.4 All condensation must be blown from brake pipe of locomotives before coupling hose to train.

Valves Fully Open or Fully Closed
14.5 To ensure proper operation of the brakes, all angle and cutout cocks must be fully open from the engine to the rear car. When angle cocks are open, the handles stand straight (parallel) with the pipe, and when closed, the handles stand crosswise (at right angle) with the pipe.

Initial Terminal Train Air Brake Test
14.6 An "Initial Terminal Air Brake Test" must be performed by a qualified employee where the train is initially made up or to train cars that are added to the consist.

Initial Terminal Procedure
14.7 Procedure for initial terminal inspection and test:

After all hoses are made up and there are no air leaks, ensure that the airbrake system has been charged sufficiently to within two pounds of the locomotive feed valve setting as indicated by the locomotive air gauge. Upon confirmation of a proper request or signal to apply the train brakes, a 20 lb brake pipe reduction will be made from the pressure indicated by the brake pipe gauge on the locomotive. One long sound of the whistle should be made to indicate that the brakes are applied for the test. After the brakes have been applied, begin the brake pipe leakage test, not to exceed 5 lbs, for one minute. An inspection of the train brakes must be made to determine that the brakes are applied on each car, that the brake rigging does not bind or foul, and that all parts of the equipment are properly secured. When the inspection of the application of the train brakes is completed, and upon confirmation of the proper request or signal to release the

brakes, the air brakes must be released. Two long sounds of the whistle should be made to indicate that the brakes have been released. Each car must then be inspected to see that all of the brakes have been released. During the initial terminal airbrake test, the brakes must not be applied or released until the proper signal is given, except in the case of excessive brake pipe leakage. (Both sides of the train need to be inspected for dragging equipment or anything that would cause an un-safe condition including clearance problems.) If the brake pipe gauge indicates leakage in excess of 5 lbs per minute, the engineer must give one short sound and one long sound of the whistle and place the automatic brake valve in the running position to recharge the train. Upon confirmation of this signal, the train must be inspected for air leaks and corrected, then the complete initial terminal air brake test must be repeated.

Check Valve Test

14.8 A "Check valve test**"** will be performed following the initial terminal test on equipment incorporating this feature.

Check Valve Test Procedure

14.9 Check valve test procedure:

The train air brake system must be charged to within 2 lbs of the locomotive feed valve setting. Next take the brake pipe pressure to zero (Big Hole) and move the automatic brake valve to lap. The brake pipe pressure should not exceed 3 lbs per minute. If the train fails the test, repeat the test by charging the train making sure the train is released. Then take the brake pipe pressure to zero and cut out the automatic brake valve. The brake pipe pressure should not exceed 3 lbs per minute. If the train fails the test, charge the train (automatic brake valve cut in and released) and , starting at the rear of the train, close the angle cock on the rear of the next car forward. Return to the last car and open the rear angle cock putting the car in to emergency. Allow enough time for the pipe to vent (3-5 seconds), and check for air coming from the brake pipe of that car due to leaky check valve (thumb over glad hand). If the car passes, go to the next car forward and close the angle cock on the rear of the next car forward. Return to the second car from the end, separate the hoses, and open the angle cock putting that car into emergency and check for a leaky check valve as above. Repeat
these steps until the faulty car is found. Repair the car or remove it from service.

Application and Release

14.10 An application and release test must be performed after the brake pipe has been compromised.

Application and Release Procedure

14.11 Application and release test procedure:

The train air brake system must be charged to within 5 lbs of the locomotive feed valve setting. Upon the proper request or signal to apply the train brakes, a 20 lb brake pipe reduction must be made. It must be determined that the brakes apply on the cars behind the newly added cars. The brakes on the cars must be seen to apply. Upon proper request or signal to release the train brakes, the automatic brake valve must be placed in

the running position. It must be determined that the brakes release on the cars behind the newly added cars; the brakes on the rear cars must be seen to release.

Running Brake Test

14.12 A running brake test must be made of the following locations:

-When leaving from any point where one or more locomotives were added or detached from the train.

-When an engine or train crew has been changed.

Running Brake Test Procedure

14.13 Running brake test procedure:

The test must be made as soon as the speed of the train is sufficient to prevent stalling. While using sufficient power to keep the train stretched, apply the train brakes with enough force to slow the train, give one short sound of the whistle, and ascertain whether or not the train brakes are operating properly. The locomotive brakes must be kept released during the running test. If the train brakes are operating properly, the train brakes may be released, giving two short sounds of the whistle, and the train may proceed. The train crew is jointly responsible with the engine crew to know that the running test has been made. If the train brakes are not operating properly, the train must be stopped, an inspection made to determine the cause, and the trouble corrected. Before proceeding, an application and release test must be made. Immediately upon proceeding, a running test must be repeated.

15.0 Radio Rules

Federal Communications
15.1 Radio communication must be made in accordance with federal communications regulations.

No False Transmitting
15.2 No employee shall knowingly transmit false distress communications.

Unnecessary Communications
15.3 Unnecessary, irrelevant, or unidentified radio communications are forbidden.

Clean Talk
15.4 Obscene, indecent, or profane radio language is prohibited.

Distress Traffic Priority
15.5 No employee shall knowingly transmit while distress traffic is being handled on the same frequency.

Lost Communication-Stop Movement
15.6 If specific radio instructions are not understood or if continuous radio contact is not maintained, this must be construed as a stop signal and the train must be brought to a stop and not moved until communication is restored.

Radio Procedures
15.7 When radio communications are used to direct movement, the distances will be called out in car lengths, such as, "Eight, four, two, one," and movement must be stopped within one-half the specified distance unless additional instructions are received. Failure to maintain contact with the employee directing the movement by radio must be regarded as a stop signal.

If the instructions are not understood or continuous radio contact is not maintained, movement must stop immediately and not be resumed until the misunderstanding has been resolved, radio contact has been restored, or communication by other means has been established. In the event radio communication is overridden by another radio, movement must be stopped immediately and new instructions given.

Employees may use radio and other means of voice communication to give information when using hand signals is not practical. Employees must make sure crewmembers know which moves will be made by radio communication and understand that while using the radio, the engineer will not accept any hand signals, unless they are stop signals. When radio communication is used to make movements, crewmembers must respond to specific instructions given for each movement. In addition, radio

Communications for backing and shoving movements must specify the direction and distance and must be acknowledged when the distance specified is more than four cars.

Any employee operating a radio must do the following:

--before transmitting, listen long enough to make sure the channel is not being used.

--give the required identification.

--not proceed with further transmission until acknowledgement is received.

Employees transmitting or acknowledging a radio communication must begin with the required identification. The identification must include the following:

1. For base or wayside stations:
    a. Name or initials of the railroad.
    b. Name and location or other unique designation.
2. For mobile units:
    a. Name or initials of the railroad.
    b. Train name (number), engine number, or words that identify the precise mobile unit.

If the communication continues without interruption, repeat the identification every five minutes.

After making a positive identification for switching, classification, and similar operations within a yard, fixed and mobile units may use a short identification after the initial transmission and acknowledgement.

An employee who receives a transmission must repeat it to the person transmitting the message, except when the communication:

--concerns switching operations

--is general and does not contain any information, instruction, or advice that could affect the safety of a railroad operation.

The employee must say, "Over," to the employee receiving the transmission when the communication is complete and a response is expected.

The employee transmitting must give the required identification and say, "Out," to the employee receiving the transmission when the communication is complete and no response is expected.

An employee receiving a radio call must acknowledge the radio call immediately unless it is unsafe to do so. If the employee is not able to talk at that time, the employee receiving must say, "Stand by."

Emergency calls will begin with the words, "Emergency—emergency—emergency." These calls will only be used to cover initial reports of derailments, collision, washouts, fires, track obstructions, or injury to employees or the public.

All employees must give absolute priority to an emergency communication.

16.0 Track Warrant Control

Authority to Enter TWC Limits.
16.1 Where designated by the timetable, a track warrant will authorize main track use under the direction of the train dispatcher or as prescribed by Rule 5.0 (Yard Limits). Track warrant instructions must be followed where yard limits are in effect.

Designated Limits
16.2Track warrant limits must be designated by specific track, where required, and specific location such as switches, milepost, or railroad identifiable points. However, station names may be used as follows:

a. **First Named Point**
When a station name designates the first named point, authority extends from and includes the last siding switch. Authority extends from the station sign if no siding exists.

b. **Last Named Point**
When a station name designates the last named point, authority extends to and includes the first siding switch. Authority extends to the station sign if no siding exists.

At the last named point, authority extends to but does not include the last siding switch when the track warrant states, "Hold main track at last named point."

Operating with Track Warrants
16.3 A track warrant authorizes a train or engine to occupy the main track within designated limits. However, the train or engine must not foul a switch at either end of the limits where an opposing train may use the same switch to clear the main track.

The train or engine must move as follows:

1. Proceed from one point to another in the direction the track warrant specifies. When a crew member informs the train dispatcher that the entire train has passed a specific point, track warrant authority is considered void up to that point.
   Or
2. If authorized to "work between" two specific points, the train or engine may move in either direction between those points. When a crew member informs the train dispatcher that the authority is released between two specific points, the authority is considered void between those points. This track release must begin at the outer limit of the authority.

Occupying Same Track Warrant Limits

16.4 A track warrant must not be issued to a train within the same or overlapping limits with another train unless:

-In signaled territory, all trains are authorized to proceed in the same direction.
-In non-signaled territory, all trains are authorized to proceed in the same direction and are instructed to move at restricted speed.
-Two or more trains are authorized to "work between" two specific points at restricted speed within the overlapping limits.
-Trains are authorized to proceed through the limits of another train authorized to "work between" two specific points, and track warrants instruct all trains to move at restricted speed within the shared limits.

Radio Blocking

16.5 Where designated by special instructions, in non-signaled territory, more than one train may be authorized to proceed in the same direction within the same or overlapping limits, provided the following train:

-is notified on the track authority of the identity of the preceding train.
-does not occupy the limits ahead of the preceding train.
-notifies the crew of the preceding train that radio blocking has been authorized stating the limits.
-is notified by the preceding train that the entire train has passed a specific location. Location specified must not be beyond limits indicated. The following words must be used: "(train) clear of (location)."
-does not proceed beyond the last location the preceding train has reported to have passed.

All instructions between the trains must be repeated by the receiver and acknowledged with "**That is Correct**" by the sender before being acted upon. These written instructions between the trains must be retained until the end of tour of duty.

Notify the train dispatcher if communication cannot be established between the two trains. If necessary, radio blocking information may be relayed only by the train dispatcher.

The last named point of the following train's authority must not extend beyond the last named point of the preceding train's authority.

In the application of Rule ? (Reverse Movements) and Rule ? (Picking up Crewmember), the movement must not go beyond the last specific location reported to the following train.

Protecting Men or Equipment
16.6Men or equipment may receive a track warrant in the same manner as trains to occupy or perform maintenance on the main track without other protection.

A track warrant must not be issued to protect men or equipment within the same or overlapping limits with a train, unless all trains authorized are notified of the men or equipment and have been instructed by track warrants to move at restricted speed within overlapping limits. When station name(s) designate the overlapping limits, refer to Rule 16.2 (Designated Limits) for limits where trains are required to move at restricted speed. Also, a track warrant must inform the employee in charge of men or equipment about the trains. If the track is not safe for trains to move at restricted speed, the employee must protect the track with red flags accordingly.

Movement Against the Current of Traffic
16.7 When a track warrant authorizes a train to move against the current of traffic, the train must use only the track designated within the specified limits. This train must not allow a train following on the same track to pass, unless the train dispatcher instructs it to pass.

Reporting Clear Limits
16.8A train without a crewmember on the rear and operating in non-signaled or double track territory may report clear of limits, report having passed a specific location, or release the track between two specific locations only when it is known the train is complete. This must be determined by one of the following ways:

-the rear of the train has a rear-end telemetry device, and air pressure on the head-end device indicates brake pipe continuity.
-an employee verifies the marker is on the rear of the train.
-a crewmember can observe the rear of the train on which the marker is placed.
-the train is stopped, and an inspection verifies that the marker is on the rear of the train.
-a trackside warning detector transmits an axle count for the train, and the axle count duplicates the axle count transmitted by the previous trackside warning detector.

Track Warrant Requests
16.9An employee who requests a track warrant must inform the train dispatcher what movements will be made and, when necessary, which tracks will be used and how much time is required.

Copying Track Warrants

16.10 Each train crew must have a copy of the track warrant issued to their train, and each crewmember must read and understand it. The copy must show the date, location, and name of the employee who copied it. The following must occur when transmitted verbally:

1. Transmitting Track Warrants

A. The train dispatcher will transmit the track warrant, followed by a summary of the total number of boxes and individual box numbers included by stating: "This warrant has (total number) boxes marked: (individual box numbers)."

B. An employee will enter all of the information transmitted by the train dispatcher, except the summary. As the summary is transmitted, the employee will check the total number of boxes and individual box numbers copied to ensure all items are included.

C. The employee will repeat the information to the train dispatcher, followed by a summary of the total number of boxes and individual box numbers included by stating: "This warrant has (total number) boxes marked: (individual box numbers)."

D. The train dispatcher will check the repeat and, if all information including the summary is correct, will state the following: "Warrant (number) OK (time) (dispatcher initials)".

The employee will enter the OK time and the train dispatcher's initials on the track warrant and repeat them to the train dispatcher, or if the track warrant includes box 7, "NOT IN EFFECT UNTIL AFTER ARRIVAL OF _____ AT _____," the dispatcher will state the following: "Warrant (number) with after arrival of (train) at (location) OK (time) (dispatcher initials)." The employee will enter the OK time and the train dispatcher's initials on the track warrant and repeat the "after arrival" information, OK time, and dispatcher's initials to the train dispatcher.

2. In Effect

A. The track warrant is not in effect until the "OK" time is shown on it.

B. If a track warrant restricts movement or previously granted authority, it cannot be considered in effect by the train dispatcher until acknowledgement of the "OK" has been received.

Track Warrant in Effect
16.11 A track warrant is in effect until a crewmember reports the train has cleared the limits, or the track warrant is made void. The crewmember must inform the train dispatcher when the train has cleared the limits. Before a train reports clear of a track warrant, the track warrant is made void or a portion of track warrant limits are released, a crewmember must restore hand-operated main track switches to normal position unless relieved by track warrant.

Employees reporting clear of track warrant limits must state:
-their name or other identification
-track warrant number being released
-limits being released

In non-signaled territory or double track ABS territory (outside of yard limits), a crewmember will job brief with the train dispatcher about the position of main track switches within the limits being released.

Time Limit Shown

If the track warrant shows a time limit, the train must clear the limits by the time specified, unless another track warrant is obtained. If the crew members cannot contact the train dispatcher and time limits expire, authority is extended until the train dispatcher can be contacted.

Changing Track Warrants
16.12 Employees must not add to or alter the track warrant in any manner.

When the limits or instructions of a track warrant must be changed, a new track warrant must be issued, showing, "TRACK WARRANT NUMBER_____IS VOID" and the number of the track warrant being changed. When a track warrant of a previous date is voided, the date must be included. The previous track warrant will no longer be in effect.

Voiding Track Warrants
16.13 A crewmember must write "**VOID**" across each copy of the track warrant when the train has reported clear of the limits or the track warrant has been made void.

17.0 Track Bulletin Rules

Track Bulletins
17.1 Track Bulletins must not be changed. The train dispatcher or proper authority will issue track bulletins as required. Track bulletins will contain information on all conditions that affect safe train or engine movement. Forms A and B may be used when necessary.

Receipt and Comparison of Track Bulletins
The train crew must receive a track warrant at their initial station unless otherwise instructed by the train dispatcher. All track bulletins that affect their train's movement must be listed on the track warrant, unless the track warrant shows "NONE" or "NO." The train crew must have a copy of all track bulletins listed and other instructions required. Each crew member must read and understand them.

All crew members are responsible for complying with the requirements of track bulletins and reminding each other of those requirements.

All crew members must check the date and "OK" time on the track warrant and if the track warrant is over four hours old, contact the train dispatcher or proper authority and determine if additional track bulletins are needed.

Protection by Track Bulletin Form B
17.2 A crew member must attempt to contact the employee in charge of a track bulletin ***Form B*** by radio, to avoid delay before entering the limits, giving the train's location and track being used.

While trains are within the limits during the time stated in track bulletin ***Form B***, they must move at restricted speed until leading wheels have cleared the limits, unless instructed otherwise by employee in charge as stated in item A (verbal permission).

A. Verbal Permission

When granting verbal permission, begin the communication using the following words:
"Foreman (name and/or Gang No.) _____ using track bulletin No. _____ (and/or Line No._____) between MP _____ and MP _____ (specifying subdivision when necessary)."

-To permit a train to pass a red flag (or red light) without stopping, add the following: "(Train) may pass red flag (or red light) located at MP _____ without stopping (specifying track when necessary)."

After permission, the train may pass the red flag (or red light) at restricted speed without stopping.

Protection When Tracks are Moved from Service
17.3 Before a track is removed from service it must be protected.

A track bulletin may protect tracks removed from service by designating the track and naming the points at each end of the track. Trains must not use this track, unless the track bulletin states the name or title of an employee who may authorize use, and this person directs all movement. Movements must be made at restricted speed.

Proper authorization must also be received to pass an absolute signal displaying a stop indication to enter the out-of-service track.

When required, the train dispatcher must advise crews of alternate routes and switch positions.

Protection When Tracks Blocked With Equipment
17.4 Notify the train dispatcher or proper authority when main tracks, sidings, or other tracks that are normally clear are blocked with equipment and cannot be cleared.

Change of General Order, Special Instruction, or Rule
17.5 When authorized by the proper authority, a track bulletin may be used to issue, change, or cancel general orders, special instructions, or rules.

Copying Track Bulletins
17.6 The train crew must have a copy of track bulletins issued to their train, and each crew member must read and understand them. The copy must show the date, location, and name of the employee who copied it. The following must occur when track bulletins are transmitted verbally:

-an employee will enter all the information on the track bulletin.
-the employee will repeat the information to the train dispatcher.
-the train dispatcher will check it and, if correct, will say “OK” and give the time and his initials.
-the employee will enter the “OK” time and the train dispatcher’s initials on the track bulletin and repeat them to the train dispatcher.

Employees may relay track bulletins.

Retaining Track Bulletins
17.7 Employees must keep and comply with track bulletins during their tour of duty.

Relief of Train Crew During Trip
17.8 When a train crew is relieved before a trip is finished, they must deliver all track warrants, track bulletins, and instructions to the relieving train crew.

If they cannot personally deliver the track warrants or track bulletins to the relieving crew, the train crew will leave them on the lead unit of that train.

Voiding Track Bulletins

17.9 To void a numbered line on a track bulletin, a part of a track bulletin, or an entire track bulletin, the train dispatcher may do one of the following:

Voiding Track Bulletins Verbally

Void the track bulletin by verbally using one of the following examples:

-"Line (number) of track bulletin NO.____ reading ("the line to be voided) is void."

An employee must repeat this information to the train dispatcher. If the information is correct, the employee must write "VOID" in the margin to the left of the line made void.

-"That part of track bulletin NO.____ reading ("the part to be voided) is void."

An employee must repeat this information to the train dispatcher. If the information is correct, the employee must draw a line through the portion made void.

-"Track bulletin NO.____ is void."

An employee must repeat this information to the train dispatcher. If the information is correct, the employee must write "VOID" across each copy of the track bulletin being voided.

18.0 Qualifications for Train Service

All employees must pass the required initial and annual examinations as described in this rule before being assigned to service. Student trainmen and firemen may work under supervision of the proper authority.

Initial Examination
18.1 Student trainmen must pass the initial examination, with a score of 80% or better, corrected to 100%, and work under the direct supervision of the trainmaster or other Operating Officer before being assigned to service as a switchman or brakeman.

Annual Examination
18.2 Trainmen must pass the annual examination, with a score of 80% or better, corrected to 100%.

Student Firemen
18.3 Student firemen must pass the initial examination, with a score of 80% or better, corrected to 100%, and work under the direct supervision of the Superintendent, Roadforeman of Engines or other Operating Officer before being assigned to service.

Firemen
18.4 Firemen must pass the annual examination, with a score of 80% or better, corrected to 100%.

Student Engineers
18.5 Student Engineers must fire for at least one year, with a score of 90% or better pass the initial examination, corrected to 100%, and work under the direct supervision of the Superintendent, Roadforeman of Engines or other Operating Officer before being assigned to service.

Engineers
18.6 Engineers must pass the annual examination, with a score of 90% or better, corrected to 100% Engineers will be required to pass a “check-ride” with the Superintendent and Roadforeman of engines before being assigned to service.

Requirements Waived
18.7 The requirements for one year service may be waived upon written documentation of prior steam experience, and/or the joint recommendation of the Superintendent and Roadforeman of Engines.