

1. (a) A copy of these instructions will be kept in each train dispatching office for reference and a copy loaned to each dispatcher.

These instructions are supplementary to the rules of the Consolidated Code and a complete understanding of the rules and these instructions is required of each train dispatcher and by those newly employed as, or promoted to train dispatcher's position, before acting as such. They are devised to secure uniformity over the entire System in respect to methods, forms, and practices and except where local conditions make it impracticable, or other authority supersedes, are to be complied with.

Train Dispatchers must know the provisions of the Time-Table special instructions, bulletin and circular instructions, and notices, which pertain to train movements, track conditions, et cetera, and know the location of train order signals, interlockings, water facilities, crossovers and other track and structure conditions involved in train operation and orders; grade and speed conditions and restrictions as to power and equipment must be kept in mind.

Sufficient knowledge is necessary of the Federal and State Hours-of-Service laws' requirements governing train dispatchers, operators, and train and enginemen so as to guard against violations.

The train dispatcher should set the example in the observance of rules by the daily performance of his work and in the issue of instructions and others, by requiring compliance with them by operators, trainmen, enginemen, and others with whom his duties bring him in contact, and by promptly reporting any violations thereof or negligence of duties.

Upon return to telephone circuit after having been absent, the train dispatcher should identify his presence again by saying, "Dispatcher," on the open phone circuit.

Unnecessary and careless practices in conversation concerning operation, or the use of improper terms, such as "passing track—for siding, main line—for main track, time card—for time-table, local—for number of schedule or extra, red—for SD, or yellow—for 19-D," should be avoided and corrected. Have operators specify NS where required as per Rule 221(A) and the direction and proper terms for trains.

When passenger trains are being delayed, terminals and other stations as required should be kept posted with the best available figures as to the time of expected arrival of such trains. It is of frequently great importance to persons awaiting the arrival of trains.

Passenger trainmen are required to give such information as may be available whenever a train is being materially delayed during daytime or any waking hours of the night as to the probable length of the delay. There may be occasions when the passengers might be able to leave the train tempo-

rarily and enjoy to some extent the surroundings. Train dispatchers should keep this in mind and keep the passenger trainmen advised to the extent practicable, protecting against unexpected earlier releases of train movements.

Except for those with authority, the dispatching office shall be closed against those not directly concerned in the work of the office.

Before transmitting a train order by telephone to a conductor or the engineer of a light engine, have them give their name, train or engine number, and location positively, to guard against error. In the case of a restrictive order to a train, the dispatcher must know that the engineer also understands what is intended and that there is no possibility of the train or part of a train leaving while the order is being placed. Similar care is required if the engineer copies an order for his train and he must be instructed to have a copy delivered to his conductor.

Insist upon proper identification by having operators plainly pronounce their station name when giving OS requesting or giving information. Do not rely upon familiarity with a voice for identifications; that person might be at another station than the expected one.

While avoiding undue familiarity in business relationship, the courtesy given to operators, train and enginemen shall be the same as expected from them, which should increase the cooperation which is so essential to your work.

When it is desired to issue additional orders, orders and clearances that may have been placed in train order delivery devices must be first secured by the operator. Train dispatchers must know where such devices are in use and allow time to get the orders and clearances returned. This is also especially true of cases covered by Rule 219.

Train dispatchers should keep in mind the authority granted to operators for delivery of orders and clearances in case of wire failure.

It is improper for a train dispatcher to instruct an operator to give a proceed hand signal to an approaching train, which is required by rules or by the orders held to take siding, in an effort to avoid having the train head in as required. If the operator can get to the switch of the siding with the orders and the train order signal is properly displayed then the train could proceed on the orders delivered if the conditions permitted. (See Form X—Advance Indication.)

As no operator is permitted to handle train orders without having first been qualified by passing an examination on the Operating Rules, in case an exclusive agent is called on to handle orders, or an operator who is not known to the dispatcher assumes the work, it must be ascertained if properly qualified before being allowed to handle orders.

2. (a) The transfer between dispatchers to be accomplished by the relieving dispatcher reading all orders in effect and placing his initials (not