

sine) adjacent to each order, but not in "X" column, observing also the records of train order signal display, "X" response, Complete, making the necessary comparisons with the train sheet records and making certain that addresses and order numbers are correctly entered on clearance pages.

The dispatcher relieved will advise the relieving dispatcher of any unusual conditions as to weather, spacing of trains, orders required, work of trains, operators absences or instructions to them, signals; line-ups which may be issued not including trains to be run, or any other information needed as to the safety and efficiency of operation.

(b) When all orders on a page are fulfilled, superseded or annulled, a diagonal line will be drawn across the page and when all orders up to a certain page have likewise been disposed of, another line, making a page-size "X", will be drawn to indicate that it is not necessary to check back further, all previous orders not being then in effect. Care must be used to insure against overlooking any effective orders before marking pages in this manner.

3. (a) Train sheet records must be kept in proper form, neat, correct, plain and records as required by I. C. C. rules observed.

Do not place ordinary delays or other information not called for in the space reserved for "Unusual Occurrences." Include such as failures of communications and signals, injuries, derailments, collisions, fires, et cetera. In case of fires, such records may be valuable as exhibits—and as much reliable information, as to wind's velocity—direction, other conditions of weather in fire zone territory, exact time of starting or reporting and by whom reported with location and progress at time reported, should be entered.

(b) In the same manner as trains are shown on time-tables, they should generally be entered in the sequence of time on the train sheets, starting from the column of stations in such groups as is customary. When practicable, a train in the same direction should not be entered closer to the station column than another train of such group which is running at an earlier time.

(c) When an extra train is called or ordered, the practice should be to enter on the train sheet the engine number, time, et cetera. Then, after all necessary orders including the running authority have been issued, enter the "Extra" at the top to indicate that running authority has been issued, using this method as a double check or Safety Valve in checking orders before clearing.

For motor cars, such as superintendent's inspection cars which are being moved on line-ups, a pencil record only will be kept which will be erased when the movement has been completed. Motor car movements which are authorized by train order or schedule, are to be entered the same as other trains.

Information of train movements as received by "howlers" annunciators or like equipment may be entered on train sheet in pencil as a memorandum. Such information or that of any unauthorized source shall not be used as definite evidence of the arrival or passing of a train.

4. Snow plow operation is emergency work, and should be treated as such.

Such work is generally done under unfavorable weather conditions and every precaution for safe operation should be used.

Available telegraphers are to be called when needed, and instructed to use torpedoes and fusees when necessary.

The commercial telephones should be used, to ascertain weather conditions when and where unable to get the required information via company lines.

At meeting points, and at junctions with other roads or subdivisions, the main track must be kept clear for snowplow train (wedge type plow being pushed ahead of the engine) and the snowplow train must not be let past the last open train-order office preceding the meeting point until the opposing train is clear or proper protection provided. Snowplow trains must not be let between open train-order offices with another train ahead, running in the same direction.

Trains following snowplow trains must be blocked at least one open office behind. In automatic block signal territory where distances between open offices are fifteen miles or more and weather conditions are favorable, a train may be permitted to follow a snowplow train thirty minutes behind it, but must be given an order restricting speed to thirty miles per hour, the snowplow train to be given copy of such order.

Positive meeting points must be made between wedge snowplow trains and opposing trains.

When weather conditions are favorable and a snowplow is being moved to work in other territory and is not in service enroute, the train handling plow must be given orders to clear opposing trains ten (10) minutes.

A copy of train orders and instructions must be given to the plow operator and should be addressed: "C&E.....and Plow No.," giving the number of the plow being used on the train.

5. (Excerpts from General Managers' Standard Practice 101) Engineers, conductors or yard foremen of tenant railway companies are not permitted to handle trains over our road without a pilot until they have passed an examination on our rules, special instructions and bulletins and have made one or more student trips, or trips accompanied by a pilot. In case of absence from operation over our tracks for a period of one year, they will be required to again familiarize themselves with the Special Instructions, bulletins and local conditions and make one or more student trips or such trips accompanied by a pilot. Those who have