

passed an examination on our operating rules within 2 years and those employees of tenant lines which are governed by the Consolidated Code will not require re-examination on such rules. They must, of course, be supplied with copies of our Special Instructions and consult bulletins, notices, and circulars governing the territory they are to operate over.

In some cases, conductors will be relieved of making student trips, if engineer in charge of his train is qualified and also the engineer may be so relieved if the conductor is qualified and rides the engine as a pilot; and also provided the rear brakeman has recently been in service and is familiar with conditions, and yard foremen and enginemen of tenant lines may be relieved of making student trips, as approved by the superintendent.

Student trips on passenger trains will not qualify conductors or engineers for freight service over districts designated by the superintendent.

Train dispatchers must, before clearing tenant line trains, ascertain from a list of the names of such conductors, engineers, and yard foremen furnished them, that such employees have been properly qualified and the restrictions as to student trips, et cetera, of our own conductors and engineers who have been absent from certain territory must also be kept in mind.

6. Extra train—as defined specifies an “extra” as neither a passenger extra nor a work extra. The term—extra trains—does include them, and is required for proper coverage when it is desired to include all in orders and addresses.

7. (a) The definition of a station being so general, care is necessary in many instances to designate a specific location at the station where the order takes effect.

Where there might be a choice or a question as to the exact location at a station which may be used in movements, designate the specific switch or crossover, et cetera, which should be used. In Forms D-R and D-S orders, this is also important.

(b) The use of obsolete names for locations or names of objects adjacent to tracks to identify a particular location should be avoided, if some railroad structure or point, such as mile posts, crossovers, et cetera, can be used. The word “depot” is not to be used to indicate the train order office or the passenger station, except where officially so termed, as “Union Depot.”

For uniformity, use “wait on double track B.....” —“has right over to double track B.....” —“to fourteenth subdivision junction switch B.....,” et cetera.

8. (a) Rules 2, 3, 3(A), 3(B) and 3(C): Chief, Assistant Chief, and Train Dispatchers, who have previously been in service, are required to have a watch that conforms to the requirements of Rule 2 of Form 2263 (Rules Governing Watch Inspection), which is the minimum requirement. If watch

does not meet those requirements, or a better watch is not owned, a watch must be secured that will comply with the requirements of Rule 3(A) of Form 2263.

Train Dispatchers working in offices where a standard clock is provided will be required to compare time with such clock before starting work each day and record the comparison indicating how many seconds slow or fast or OT when correct, opposite their name on the train sheet. When comparison is made for men on the road per Rule 3, a notation should be made on the train sheet closely adjacent to the place provided for Record of Standard Clock, as checked with operators.

(b) As frequently as may be practicable, dispatchers will check time with operators to insure that correct time is used in reporting trains and for other records per Rule 3(D).

9. Rule 4. When time-tables are changed affecting schedules so that complications or misunderstandings may result, necessary action must be taken to safely protect the movement of trains.

Annuling the schedule is the best method. See time-table examples illustrating some of the complications that occur and upon which examinations are not given to train or enginemen or operators.

Examples of time-table changes:

#### EXAMPLE 1

New Time-Table effective 12:01 AM Sunday			
Old	Westward	New	
First Class 1 Daily		First Class 1 Daily	
10:00 PM	A	11:50 PM	
10:40 PM	B	12:30 AM	
11:20 PM	G	1:05 AM	
12:01 AM	K	1:45 AM	
1:40 AM	R	3:05 AM	
A 3:00 AM	Z	A 4:30 AM	

Q—Do the schedules correspond in the six requirements?

A—Yes.

Q—If No. 1 was cleared at A and is delayed, may they leave at 12:01 AM?

A—Yes.

Q—If they leave A at 12:01 AM, how late would they be?

A—Eleven minutes.