

Line-ups. (Continued)

3. Track cars shall not be placed or moved on main tracks without a Line-Up Form 9024, if it can be obtained. If for any reason a line-up cannot be obtained, track cars shall be operated on obscure curves, long trestles or in tunnels under flag protection, when possible, unless the line is known to be clear of trains. The line-up must be read by the Car Operator to all persons who will ride the car.

4. Dispatchers shall issue line-ups for all concerned at approximately the same time each morning and each afternoon, as required, and additional line-ups shall be issued when circumstances warrant. Line-ups shall be for a stated period and a specified territory. The period of time covered should be no longer than necessary.

5. The line-up shall list all trains on the road, ordered, or expected, for the territory involved within the specified time with information as to whether regular trains are late or on time, including sections, and for extra trains an approximate time at a key station. To facilitate identification of extra trains, engine numbers shall be given when possible. Such additional information as may be helpful to track car operators shall also be given, for examples, light engine, local train, log train, passenger extra, etc.

6. In double track territory it shall be understood that trains shown on line-ups will be operated with the current of traffic unless the line-up specifically designates otherwise.

7. Foremen and trackcar operators should always keep in mind that trains other than those shown on line-ups may be run, and also that line-ups do not cover movements within yard limits.

8. A line-up is not valid unless written on Form 9024, and unless filled out completely including the repetition and acknowledgment. Therefore, operators or others copying line-ups shall use Form 9024 and they shall repeat such line-ups, giving their initials when doing so. Also, foremen and track car operators using train line-ups shall insist on their being written on Form 9024 and shall acknowledge understanding of the line-up by signing the form in the place provided therefor.

9. Persons copying line-ups shall make as many copies as necessary. A file copy shall be retained bearing the signatures of all persons to whom copies are issued.

10. When necessary, foremen shall obtain extra copies of line-ups for use by employees under their supervision. Such employees shall acknowledge receipt and understanding of the line-up by signing the foreman's copy.

11. Train dispatchers shall keep a consecutive record of line-ups issued showing for each the initials of person or persons copying it. Line-ups shall be numbered consecutively and retained in book form.

12. Dispatchers shall take necessary action to see that no train operates in advance of the time shown at the key station designated on the line-up, unless such train is given an order in the form, "Line-ups show your train leaving (station) about (time) Run at restricted speed when visibility is limited and use whistle freely."

13. When it is necessary to run a train that is not shown on line-ups, dispatchers shall give such train a train order in the form, "Foremen and track car operators have no notice of your train on their line-ups Run at restricted speed when visibility is limited and use whistle freely."

14. In double track territory if it is necessary to operate a train against the current of traffic and it is not so designated on the line-up, such train shall be considered the same as a train not shown on the line-up and shall be given an order as covered by Paragraph 13.

32. (a) Rule 201. It is considered this rule prohibits punctuation, but by advising operators—to drop down a line—space—paragraph, during transmission, greater clarity can be developed. Dispatchers and operators should columnize when several waiting points are to be specified, per Example 3 of Form E.

Where train orders are required by the rules and examples, messages shall not be used in lieu thereof.

(b) Avoid delivering to trains, particularly passenger trains, orders which only a small portion of a long order concerns them, if it is practicable to govern them with another short, clear, and concise order.

(c) If the prescribed forms do not suffice for certain conditions, an improvised order shall also, be brief and clear, and to the extent practicable, generally similar in form and not in contradiction to forms prescribed.

(d) When practicable, exceptions should be avoided in orders, they should ordinarily be all positive. Under certain conditions where it is safe and preferable to permit of choice in operation and to avoid an unnecessary move by mandatory instruction, an order such as—.....may use eastward siding at K.....—is proper.

(e) If an order also includes annulments of previous orders, this should be the first instruction named.

(f) Except for Form K, orders of various forms may be combined but when done these and improvised orders must be worded so as to avoid any possibility of different interpretations.

(g) Avoid orders so worded that other orders have to be compared and checked to determine the course of action required, such as, ".... on order No....."