

Line-ups. (Continued)

Orders that are issued almost in routine and as a regular practice, in apparently the same form and with same stations designated or territory included, are particularly apt to be a source of trap by failure of men to recognize a change of right or territory, such as a common or similar "right-over" or annulment of a schedule. In the latter case when it is decided to use a schedule which has commonly been annulled for many days, attention to the change can easily be given by placing a run-late or wait order of possibly a few minutes only, sufficient to call attention to it.

(h) When practicable to avoid it, orders should not be placed an unnecessarily long time in advance of the time they are to be delivered nor to points unnecessarily distant from where they are to be fulfilled, but trains must not be delayed waiting for orders if it can be avoided.

When not inconsistent with this and it is practicable to do so, reduce the number of orders to be picked up, by issuing so that train and engine men may read them and check them at their starting points.

With orders placed at distant points, it has occurred that orders which superseded such orders have been placed at a point reached before the order which has been changed is received. This should be avoided.

(i) Except as deemed best in order to avoid confusion or misunderstanding, avoid taking away from train or engine men their initiative in operation covered by rules and orders, by unnecessarily advising them what to do. Unnecessary orders mislead them in some cases as to what is the actual requirement.

33. Rule 202. The only allowable variation of this rule is in the adding of a Form V or W order for the use of one or more of the trains addressed, which may be done only before the Complete is given to that office. It is prohibited to add anything to the body of an order after it has been made Complete. Additional addresses may be placed anytime.

34. Rule 203. When more than one set of dispatchers issue orders over the signature of the same superintendent, each set will use a separate series of numbers, except where one set uses the odd numbers and the other set uses the even numbers of the same series, both for active and slow orders. Except for slow orders, the numbers are to be started immediately after midnight daily. Care must be used to avoid duplicating numbers of the same date and no fraction number may be used.

35. (a) Rule 204. In addressing orders for trains, where one group of trains does not run over the territory, covered by certain orders, it is proper to address as—C&E eastward NP trains or

C&E eastward CB&Q trains, or dividing as to subdivisions.

This rule does not require that the address must show the place where the order becomes effective, as the requirement is, "naming the place where each is to receive his copy," which is generally fulfilled by having the station name written on the order by the operator. This makes it unnecessary in many instances to address an order, "In care of," such as a return movement of a helper engine being cut out at a non-telegraph office, providing it had been cleared accordingly and properly from the starting point.

It is permissible to address an order to C&E extra 1700 West at D reading, "Engine 1700 run extra H to Z," when the extra already has been authorized to run to H. When it is the same crew and train, it is not necessary to address to C&E Engine 1700 at H care of C&E Extra 1700 west, D, for straight away movement—See Item 48(e).

(b) Particular care should be used in being positive that orders are so addressed as to insure their being applicable to those who receive them. An order addressed to C&E westward trains might be intended to apply also to the helper engine which may become an eastward train after being cut off as helper or pusher engine from the westward train but such form of address does not make it so. It may be necessary to also address it to Engineer or C&E, eastward extra trains at and furnish separate clearances to cover such orders. In some cases, merely addressing it also to "helper engines" may suffice by having the clearance show the engine number and the order number. It may be necessary to incorporate a provision such as "observing order No." Such addresses and clearances must be carefully checked to know they are applicable, as desired, under the rules.

In the address, the number of the subdivision may be shown in figures.

(c) As operators are required to deliver orders to the train addressed unless the order is annulled, it is prohibited to issue an order addressed to the operator reading, "Order No. . . . to C&E. . . . is annulled," for the purpose of avoiding delivery to that train.

If orders have been issued to C&E of an engine and it is found that an engine of another number is to be used, the operator has no right to deliver this order to other than the one addressed. If it is desired to have the order delivered to another engine, include the other engine in the address so it may be done according to rule.

Operators must not be instructed or authorized to file any order unless it is annulled.

(d) When sections are being run, do not address orders to C&E No. Rule 211 requires that the crew must see that their train is correctly