

38. (Continued)

placed at a point of clearing trains by another dispatcher and not covering territory handled by him, a skeleton form of the order may be used, but must be entered properly on clearance sheets. These orders will be included on the clearance issued by the dispatcher on whose territory the orders are placed.

Dispatchers should cooperate to avoid issuing orders duplicating others, but without loss of safety or efficiency. Orders issued by one dispatcher, to be used by another dispatcher, either in divisional or inter-divisional work, must be completely safeguarded and protected, especially in case of change, annulment, or superseding, and entered in the Train Order Book of each.

(c) The required records must be made as prescribed and the value of such as evidence of correct methods and work, such as showing the time for SD, 19D, complete, the proper underscoring for each repetition, etc., should be recognized. These records may be used at any time in court or railroad investigation.

The record of the time for SD or 19D is required for each order when train order signal is used. If train order signal is not displayed for certain reasons, enter ND in the space provided for "19D", and if there is no train order signal at the station, enter NS in that column.

(d) Train dispatcher's initials (not "sines") shall be filled in as indicated at the top of each page with the proper date, but when a dispatcher starts his orders on a page already initialed by another, he will enter his initials prominently above the first order he issued. Ordinarily each dispatcher shall start his orders on an unused page.

If an order is made Complete by a dispatcher other than the one issuing the order, the dispatcher who makes the order Complete must place his initials with the time, in the column provided for "time made Complete."

When orders are written by one who is breaking in, his initials must also be shown, either at the top of the page, as—CMC—per abc, or for each individual order, in the time complete column, when the entire page is not so used.

(e) Even hours such as 1000 am shall not be used in time of Complete.

(f) When other than an operator copies orders, make a record of it, such as—Condr.—Engr.—Tm., etc., adjacent to the address.

(g) Entries must be made in a plain and easily read manner avoiding "scratching" or writing in omissions; Rules 201 and 223 apply. Lines should not be skipped except for spacing between orders and to allow for space in underscoring. Unnecessary crowding in either addresses or body of order shall be avoided.

(h) In checking off orders that are not in effect, avoid obscuring any portion of the order so that it may be difficult to read, use a red pencil, lightly.

An address of an order shall be crossed off only to indicate such address was not transmitted or is void.

39. (a) Rule 206. Extra trains shall be designated as, Extra 37 west Extra 39 west, but not as Extras 37 and 39 west, and regular trains as No 1, No 3, etc., but not as Nos 1 and 3.

It is required that engine numbers be specified as an aid to identification of regular trains. A train given right over a regular train to the initial station of the regular train is not required to identify the regular train there. (That is practically moving against a schedule rather than a train.)

On subdivisions of light traffic, where no other trains are involved, the engine number may be omitted.

The term "engine unknown" is useless and shall not be used.

The term "Eng Extra" may be used to assist in identification.

If No. 1 has two engines out of A and for some reason the engine specified in orders for that train is cut out at W and all orders have been fulfilled, which specified that engine number, it is not necessary that an order be issued designating the remaining engine to continue as No. 1 W to Z.

When helper or other engines are placed ahead of the road engine over a portion of a subdivision and the road engine number is given in train orders, trains that have such orders and have to identify such train should be given the information so they may know what to expect and be positive of identification. This may be done by message or if more convenient may be included in the order as "Eng 1565 is doubleheading No 1 K to R," providing all trains getting the order will be involved in that territory.

(b) In case of doubt as to operator's ability, or the condition of the Morse circuit, it is the dispatcher's right and obligation to duplicate the time in words, when transmitting train orders, in the interest of safety.

(c) When transmitting an order by telegraph which is to contain only one waiting point and time, spell out the time as—ten fifteen 1015 am, if practicable designate more than the one point.

(d) Where there may be a similarity in appearance or sound of names or numbers, extra care must be observed in transmission and repetitions.