

(e) Regulate speed in transmitting to permit operators to make plain and easily read manifold copies, don't crowd them, as they cannot be expected to follow as rapidly as you can proceed. Care and consideration shall be given the new or inexperienced operators to avoid confusion or error on their part and to insure proper and safe handling of orders and signals.

(f) When transmitting and repeating train orders by telephone the following variation is authorized:

All numerals 1 through 9, inclusive, must be first pronounced—then spelled, thus—7, seven, s-e-v-e-n.

Numerals ten and above, except time, will be pronounced and then pronounce each figure separately, thus—105, one hundred five, one-naught-five; 10, ten, one-naught; 2756, twenty seven fifty six, two-seven-five-six.

Time first must be pronounced, then spelled, then follow by pronouncing each figure, thus—105PM, one naught five, o-n-e n-a-u-g-h-t f-i-v-e, one naught five pm; 1130AM, Eleven thirty, o-n-e o-n-e t-h-r-e-e n-a-u-g-h-t, one one three naught.

(Letter by letter, does not permit use of "double E" or "triple O"). When pronouncing engine numbers that have a suffix letter, it should be pronounced altogether and not skip suffix letter until last.

(6006 A) Six thousand six A, six-naught-naught-six-A.

(6511 C) Sixty five eleven C, Six-five-one-one-C.

40. (a) Rule 203. In non-automatic block signal territory, when unable to place the middle order at any open office meeting point, notation as to cause should be placed adjacent to the order in book. For waiting points, the order should, if practicable, be placed at one open office as a key point to prevent possibility of overlooking waiting time.

(b) An order issued to a train at its initial station, if it is also the initial station of the subdivision, need not contain the information that the train gets the order at that station, unless there is some condition which makes this necessary.

(c) Avoid so far as efficiently practicable the placing of restricting orders at points where other trains not concerned would be required to stop due to train order signal indicating Stop for Orders, and also the delivery of orders to fast trains at points where they are not required to reduce speed or stop, which might interfere with their ability to maintain schedule or make running time.

41. (a) Rule 208(A). At a meeting point where the train restricted gets the order there, the train advanced should not be given the right

to the main track, unless it is known it may safely be done. If the restricted train is already in the siding and engine movement from siding can be guarded against, the order may indicate, hold siding meet. If the restricted train had passed the entering switch and the rules required it to take that siding for the opposing train, a back-up movement would be required unless otherwise instructed. Specify which train is to take siding in such cases.

(b) Restricting orders must not be placed for trains, which under any circumstances may have passed an office, at which the operator has been absent, or the office closed, unless positive knowledge is had that the train has not so passed. An order given them in advance to secure a clearance at that station before passing would give control if desired.

(c) It is the dispatcher's responsibility to know that the operator understands that a restricting order is such, and that the Stop signal indication is displayed, requiring train to be stopped before such orders are delivered.

(d) When placing orders at an office at or about the time of transfer between operators, it must be known that the train to be addressed has not been cleared by the operator who is relieved. If deemed necessary, the relieving operator shall be required to check the records.

(e) In placing an order which restricts a train at that station, if the office is beyond the point where time applies or where the restricted train would be required to enter siding, that condition shall be considered as emergency operation and necessary precautions be observed.

(f) When a slow order to be delivered to a train requires reduced speed on a track closely ahead of the train order office sufficient to warrant, the train should be stopped for the order.

(g) Special precautions must be taken when placing orders at an office which is not customarily open at that time, or during periods of severe storms, and operators must be instructed to use hand signals in addition to train order signals. At night, especially where the train order signal is not regularly kept lighted, be sure that it either has been lighted and/or other protection has been furnished before placing an order. For restricting orders under these conditions instruct operators that fusees or torpedoes, or both, must be used to give the approaching train ample warning, especially where the view is obstructed or the automatic block is not connected to train order signal to give advance warning. Be sure operator knows how to use the torpedoes and fusees and how to give proper signals. Keep sufficiently familiar with weather conditions so as to judge of men's ability to see signals.