

42. Rule 209(A) requires copies being made from a copy previously repeated not from original copy. These instructions all apply to slow orders as well as others. The proper records of underscores, times, dates, etc., of each office repeating with dispatcher's initials as to check of the repetitions must be plainly kept so they may be easily and quickly checked to know that copies are not being issued that have not been repeated and checked by the dispatcher. Start a new page for each slow or cautionary order. Adequate space shall be allowed to permit plain records of all underscores and repetitions.

At offices where numerous deliveries are made and copies have to be made many times, it is important to know that copies are not being issued that have not been repeated to and checked by the dispatcher. This is your responsibility and as often as it is practicable to do so, check numbers of trains run against number of times a particular office repeats an order when new copies are made. Examiners are instructed to tell operators during examinations that no matter what the reason may be, they must not deliver any orders which have been recopied but not repeated to the dispatcher. Take time to ask operators if they have orders to be repeated and arrange to handle this when during slack periods if practicable to do so.

If an order has been transmitted and because of error it must be destroyed, it must be known from each operator that this has been done before the reissue under another number is made Complete to each.

43. Rule 210. Except for making tests or for the checking with records, operators must be required to repeat the entire order as copies, omitting no part, and it is the train dispatcher's responsibility to know that the entire order and address has been correctly repeated and an underscore record of each portion plainly entered in the book for each repetition of orders.

Arrange to make at least one check a day as to operators checking their copy when others are repeating orders. A report showing each check made shall be given the chief dispatcher at end of each month, showing office, operator's name, date check made, and remarks.

CLEARANCES AND CLEARANCE RECORDS

44. (a) Rule 211. As orders are being issued, the numbers and addresses shall be entered in the proper places on the clearance pages, preferably before the order is transmitted, but entries must be made for each office before the Complete is given. This is A Safety First requirement and must not be neglected.

(b) Clearance records for each calendar day to be kept separate and orders issued for clearance to trains after midnight to be trans-

ferred to clearance sheets for the next day. This is the only transfer of clearance records that should be made and must be carefully checked to avoid any omission.

(c) Reduce hazard of a second entry for the same train and station by reducing the "Miscellaneous" group to a practical minimum and separate the offices, which customarily receive orders for more than three or four trains daily, into separate groups with an office call caption for each, entering under it all clearance records of the day for that office.

(g) Group orders addressed as—All eastward trains—Trains clearing—Trains originating, etc., shall have the address in brief form and the number entered on the line above the listing of the separate addresses, for each office to which issued. Orders so addressed and also to individual trains, such as annulments of schedules, work, wait, etc., shall be entered in the proper address location where placed for delivery and also among those on the group line of group orders. Such group order numbers to be entered on the line for each train to be cleared and to be followed by the numbers of the other orders as issued for that train. Thus an order annulling the schedule of No 1 between A and requires being entered as addressed, to No 1 at A and also among the group orders for All westward above the various places requiring such listing.

(e) When clearance is taken up and new one issued due to issue of a restricting order, as prescribed by Rule 219, the clearance page record shall show the first clearance as "Void" and a complete entry for the new clearance.

When a secondary clearance is issued with a non-restricting order, this clearance shall also be a complete record entry on clearance page.

(f) When an order that is listed has been annulled before the clearance is issued mark an X across the number.

(g) These entries shall be correct and up-to-date and ready for checking before operators ask to clear a train.

(h) When clearing trains with operators, dispatcher will circle each order number as operator gives it.

Do not permit the operator to use a term such as—Clear them on it—or Clear it on order No. . . . , after getting the Complete to an order; insist upon the use of correct terms.

When checking clearances with operators, be very careful in the check of order numbers as operators read them and if there may be any suspicion that they are not being read from entry on clearance form remind operator of the rule requirement.