

44. (Continued)

Allow proper time for operators to fill out clearances properly.

(i) If no orders accompany clearance, write the word "no" in space provided for numbers of orders.

The proper OK response with time and initials of the superintendent is required for each clearance issued.

Enter clearances issued as required by Rules 83(B), 91(A) and D-97 in proper places whether or not any orders accompany them. Enter DTC just in front of its number in the station column.

(j) When a train, such as a local doing work at a station, requires train orders to permit using main tracks on the time of a delayed first class train, such orders may be delivered without a clearance in order to avoid the train dispatcher giving up control of train movement. When clearance is issued it shall include the numbers of the orders previously delivered without such clearance. The train order signal must be properly displayed and, in case of issuing a restricting order, the rules must be complied with. When a helping order is so delivered to a train without a clearance, the train dispatcher must make a plain record immediately under the order in train order book indicating that this has been done, so that it will not be lost sight of in case of reducing the time or in case of transfer to another train dispatcher. See Item 49(a).

In case of objection to accepting such orders without a clearance, it is sometimes necessary to annul their running orders, and address the order to C&E Eng. . . . . and furnish clearances.

(k) A clearance shall not be given an OK time which is earlier than the Complete time of the latest order listed thereon.

(l) When checking clearance with an operator who has a restrictive order requiring the train to be stopped before the orders are delivered, call attention to such requirement. (Some roads require that the dispatcher know the train has been stopped before giving OK to the clearance, and this may be done if deemed necessary.)

(m) A clearance dated and timed before midnight may be accepted after midnight and be respected the same as if issued on the date of the train's departure. It is not necessary to specify in the address that it is for the following date.

45. Rules 212-213-214. Avoid the complications and delays that might result in case of wire failure, by leaving orders out that are only X'd or repeated. Make orders "Complete" as promptly as may be done in accordance with the rules.

The "X" response is acknowledgment of a train order and when given constitutes a holding order for the trains addressed until further action is

taken. It is prohibited to ask an operator to give such "X" response without having first copied the train order.

46. Rule 216(A). When the order to be delivered by the train dispatcher is a restricting order, he shall first write it on the train order form making the carbon copy in order book but if the restricting order is to be delivered by another office, the dispatcher will first transmit the order and then copy on his blank and book as it is being repeated.

47. (a) Rule 217. To prevent failure in obtaining signatures to a restricting order which is being delivered to another train, instruct the person who is to deliver the order to secure the signatures on the copy furnished for that purpose.

When an order is being delivered by another train, it is required the order be addressed—in care of the conductor or engineer. When the same train and crew assumes these orders at another point but under a different train designation it is proper to address—in care of C&E. . . . . at. . . . . for their own use at that point. Each then has their copies without any delivery necessary.

(b) At points where trains leave Northern Pacific tracks to move on a foreign line and later return to our tracks, rule 83(B) requires they receive a clearance at this initial station. When an operator copies orders from both dispatchers and there is no provision made for securing an N. P. clearance before leaving this point, special precautions must be taken when issuing a restricting order. The foreign line dispatcher may have already issued the clearance necessary to leave as prescribed by Rule 83(B). Rule 219 makes no exception when dispatchers of two railroads are involved and signatures must be secured to comply with this rule.

48. (a) Rule 220 and 220(A). In some instances, such as a return movement, or a turn-around movement, it is desirable to keep in effect orders that were not addressed to cover that movement. For orders that do not restrict the train and are still retained by them, if it is known that safety will be secure this may be done by instructing trains, "observing Order No. . . . ."

When the turn-around point is an initial station with an operator on duty, slow orders should be placed there for return movement, but if impracticable, may be handled as above. This may also be required for such as tenant line crews leaving our line but making a return movement later from a non-telegraph office (junction) in order they may have the proper orders, applicable for the return movement. It shall be determined by the dispatcher that such crews have the necessary orders to guard against change of crews.

(b) Rule 220. All train orders except slow or cautionary orders expire and must be con-