

**NORTHERN PACIFIC RAILWAY COMPANY**

**TRAIN DISPATCHER'S MANUAL**

**of**

**Special Instructions**

**Effective concurrently and in accordance  
with the 1945 Edition of the**

**Consolidated Code of Operating Rules**

*and*

**General Instructions**

**These instructions supersede previous issues  
and instructions inconsistent therewith.**

**No.....**

**This book is the property of the  
NORTHERN PACIFIC RAILWAY COMPANY  
and is loaned to**

Name	Occupation

**Who hereby agrees to return it to the proper  
officer when called for, or upon leaving the service.**

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1. A copy of these instructions will be kept in each train dispatching office for reference and a copy loaned to each dispatcher.

These instructions are supplementary to the rules of the Consolidated Code and a complete understanding of the rules and these instructions is required of each train dispatcher and by those newly employed as, or promoted to train dispatcher's position, before acting as such. They are devised to secure uniformity over the entire system in respect to methods, forms and practices and except where local conditions make it impracticable, or other authority supersedes, are to be complied with.

Train dispatchers must know the provisions of the Time-Table Special Instructions, bulletin and circular instructions and notices which pertain to train movements, track conditions, etc., and know the location of train order signals, interlockings, coal docks, water spouts, crossovers and other track and structure conditions involved in train operation and orders; grade and speed conditions and restrictions as to power and equipment must be kept in mind.

Sufficient knowledge is necessary of the Federal and State Hours of Service laws requirements governing train dispatchers, operators and train and enginemen, so as to guard against violations.

The train dispatcher should set the example in observance of rules by the daily performance of his work and in the issue of instructions and orders, by requiring compliance with them by operators, trainmen, enginemen and others with whom his duties bring him in contact, and by promptly reporting any violations thereof or negligence of duties. —

2. (Excerpts from General Manager's Standard Practice 101) Engineers, conductors or yard foremen of tenant railway companies are not permitted to handle trains over our road without a pilot until they have passed an examination on our rules, special instructions and bulletins and have made one or more student trips, or trips accompanied by a pilot. In case of absence from operation over our tracks for a period of one year, they will be required to again familiarize themselves with the Special Instructions, bulletins and local conditions and make one or more student trips or such trips accompanied by a pilot. Those who have passed an examination on our operating rules within 2 years and those employes of tenant lines which are governed by the Consolidated Code will not require re-examination on such rules. They must, of course, be supplied with copies of our Special Instructions, safety rules and consult bulletins, notices and circulars governing the territory they are to operate over.

In some cases, conductors will be relieved of making student trips, if engineer in charge of his train is qualified and also the engineer may be so relieved if the conductor is qualified and rides the engine as a pilot; and also provided the rear brakeman has recently been in service and is familiar with conditions, and yard foremen and enginemen of tenant lines may be relieved of making student trips, as approved by the superintendent.

Student trips on passenger trains will not qualify conductors or engineers for freight service over districts designated by the superintendent.

Train dispatchers must, before clearing tenant line trains, ascertain from a list of the names of such conductors, engineers and yard foremen furnished them, that such employes have been properly qualified and the restrictions as to student trips, etc., of our own conductors and

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engineers who have been absent from certain territory must also be kept in mind.

3. As no operator is permitted to handle train orders without having first been qualified by passing an examination on the Operating Rules, in case an exclusive agent is called on to handle orders, or an operator who is not known to the dispatcher assumes the work, it must be ascertained if properly qualified before being allowed to handle orders.
- 4 (a) Upon return to telephone circuit after having been absent, the train dispatcher should identify his presence again by saying "Dispatcher" on the open fone circuit.
- (b) Unnecessary and careless practices in conversation concerning operation, or the use of improper terms such as, passing track—for siding, main line—for main track, time card—for time-table, local—for number of schedule or extra, red—for S D, or yellow—for 19D should be avoided and corrected. Have operators specify N S where required as per Rule 221(B) and the direction and proper terms for trains.
- (c) When passenger trains are being delayed, terminals and other stations as required should be kept posted with the best available figures as to the time of expected arrival of such train. It is frequently of great importance to persons awaiting the arrival of trains.
- (d) Passenger trainmen are required to give such information as may be available whenever a train is being materially delayed during daytime or any waking hours of the night as to the probable length of the delay. There may be occasions when the passengers might be able to leave the train temporarily and enjoy to some extent the surroundings. Train dispatchers should keep this in mind and keep the passenger trainmen advised to the extent practicable, protecting against unexpected earlier releases of train movements.
5. Extra train—as defined specifies an "extra" is neither a passenger extra nor a work extra. The term—extra trains—does include them, and is required for proper coverage when it is desired to include all in orders and addresses.

Trains of deadhead passenger equipment may be specified as either "Extra" or "Psgr Extra" as desired, but when there are any persons in addition to the train and engine crews in charge use the term "Psgr Extra" so the last paragraph of Rule 854 will apply.

6. (a) Rules 2, 2(A), 3 and 3(A). Chief, Assistant Chief and Train Dispatchers, who have previously been in the service, are required to have a watch that conforms to the requirements of Rule 2 of Form 2263 (Rules Governing Watch Inspection), which is the minimum requirement. If watch does not meet those requirements, or a better watch is not owned, a watch must be secured that will comply with the requirements of Rule 3(A) of Form 2263.

Train dispatchers working in offices where a standard clock is provided will not be required to present their watches at monthly intervals for comparison and registration, but will compare time with such clock before starting work each day and record the comparison indicating how many seconds slow or fast or O.T. when correct, opposite their name on the train sheet. When comparison is made for men on the road per Rule 3(A), a notation should be made on the train sheet closely adjacent to the place provided for record of standard clock, as checked with operators.

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- (b) As frequently as may be practicable, dispatchers will check time with operators to insure that correct time is used in reporting trains and for other records per Rule 3(B).
7. Rule 4. When time-tables are changed affecting schedules so that complications or misunderstandings may result, necessary action must be taken to safely protect the movement of trains.
- Annuling the schedule is the best method. See time-table examples item 77, illustrating some of the complications that occur and upon which examinations are not given to train or engine men or operators.
8. Rule 6. Sections of regular trains which should not be required to make the regular and flag stops prescribed by the schedule should be given a message to that effect.
9. (a) Rule 10(g). If advised of a red signal encountered with no written instructions or information left with it and no person to obtain information from, prompt action shall be taken to ascertain the circumstances. Until proper authority is furnished, the train dispatcher must not authorize passing of such signal. See M.W. charts showing how red signals are placed on double track.
- (b) Special Rules for M.W. Dep't. Form 4707, contain under Rule 99(M) their instructions as how and when they will apply Rules 10(g) and (h). The Time-Table Special Instructions designates certain districts where, except in case of fogs, storms or otherwise bad weather, yellow flags may be used and flagmen not required, and "also in special cases authorized by the superintendent and protected by train order." The latter is to take care of conditions requiring entire crew to do the work.
- Dispatcher must not release the flagmen until after orders have been issued to all trains affected.
- (c) If the yellow flag has to be placed on single track with the territory governed being on double track, enginemen might not know which track it applied to; information then could be furnished by order reading, "Yellow signal located 2600 feet east(west) of MP 97 on single track for westward movement on eastward(westward) track," or such variation as occasion requires.
- (d) When signal maintainer is called and it may be a broken rail, the lineup given him may help considerably to govern his actions when he locates the trouble. He is required to call the train dispatcher as soon as he finds the trouble, after securing the signals in Stop and placing flags, providing he considers it safe to leave the location, if unable to communicate with the train dispatcher he is to call the sectionmen without request from the train dispatcher.
10. Rule 17(A). When advised of headlight failure notify other trains, yard engines, operators and others concerned in the territory involved, and to the extent practicable, arrange for repairs.
11. Rule 19(A). When regular markers are not in use, check with operators to know that substitute markers are being properly displayed.
12. Rules 20 and 21. When practicable, avoid inviting hazardous practices of placing or changing classification signals on front end of steam engines while moving, by placing orders which will not so require.

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13. Rule 27. When block signal system is reported out of order, prompt notice must be given to all concerned. Train dispatchers must not authorize trains to disregard any block signal indications. Special precautions must be taken when a clear signal indication is reported where a restrictive indication should have been displayed. Signal failures must be reported promptly, and signal maintainers given prompt advice, where they are in charge.

Rule 509(A) has no application to other than the Automatic Block STOP signal as shown in Rule 501A, except as specified in CTC rules. Rules 520 to 525 incl., and Rules 663 to 663(E) incl. should be understood so as to avoid confusion.

14. (a) Rule 82. When a crew is cleared to assume a schedule, that crew must fulfill the schedule through to the terminal of that schedule on that subdivision. If operation requires transferring them to another schedule or to transfer their schedule right to another crew or to run their train as an extra, they must first receive copies of an order transferring their authority, which would be addressed to include their identification as will be authorized leaving that station.
- (b) To avoid hazards, for which train dispatchers would be held responsible, avoid running more than one train on the same subdivision on a schedule of the same number and date, except in the handling of sections. The difference between a schedule and a train is not always realized. As an example: No. 605 scheduled A to Z; if the train dispatcher used this schedule to move a train from K to Z and it was met by some opposing inferior train, they would have no way of knowing that the schedule had not been filled from A to K, and the dispatcher would be required to protect them against any train run on that schedule from A to K.
- (c) Do not permit trains to continue operating on a schedule or section that may become twelve hours late between open offices; with no arriving time designated at a station, their right to the schedule may expire when they may be between stations due to the 12 hour time limit applying at the station behind them if they do not get to the next station by that time.
15. (a) Rule S-83 requires that trains ascertain if all superior trains have arrived or left, etc. Trains entering at a junction are particularly subject to hazard in non-block or non-interlocking locations in case of failure of approaching trains to observe Rule 98. Information as to such movements may assist in safety of operation but when given verbally must be surrounded with great care. The one to whom so given should be a conductor or engineer and should be required to repeat the information.
- (b) A train order check of the register, like other orders, expires with that trip and does not permit of being utilized on another or a following trip, this does not refer to an authorized round-trip for which the information will cover that trip.
- (c) Helper engines generally receive the same register check as the train being helped but their trip as an independent train starts when they cut off and they require a check of the register, or similar information, to apply at the point from which they start.
- (d) When a train register at an intermediate station (junction, etc.), would require an opposing train to stop and check the register to ascertain if signals had been displayed to that point, due to the inability of the

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dispatcher to furnish a check, even if they had met the regular train not displaying signals prior to arrival at that register station; if there were no other sections the dispatcher may avoid an unnecessary stop by using an order such as—"No. 113 will not display signals for a following section A to Z."

16. Rule S-83(A) requires in some cases, the "right over" being reversed and waiting times set up for the train which would ordinarily be given the right. It does not restrict the train dispatcher using the information furnished him.

The information required by trains may be given them in different forms, train order register check, register ticket authorized by the train dispatcher, or in extreme cases where right-over and waits or other proper methods are impracticable, a train order such as—"At . . . (station) conductor of extra (1755 west) will leave a copy of this order with engine number, time of arrival and date with his signature written on it as evidence of the arrival of his train at . . . (station) for extra (1756 east)." Extra copies of the order will have to be arranged for when such is used. If it becomes necessary under some conditions to also require protection against previous movements of the same train or engine, be very specific as to such by the use of a designated time or trip, such as—"After Extra 1000 west has arrived after 901 am at (station) . . . ." or—" . . . . . has right over Extra 1000 west on second trip after 901 am . . ." It has occurred that crews have left behind them, at the place where they were to get the order with the conductor's signature, their copy of such order which was then found by later trains. These orders must all be most carefully handled to avoid any error in proper observance.

17. Rule 85. After sections have reversed positions by authority of Rule 85, it would be improper to confirm it by use of example 9 Form F as the receipt of such an order would require again reversing positions. However, in such cases, when other trains have orders designating the engine numbers which are not then correct for the sections, proper orders should be issued to cover, such as—"First 3 has eng 1234 instead of eng 6543, etc.
18. Rule 91 is the responsibility of the train and engine crews; Rule 91(A) requires supervision by the train dispatcher, particularly in the movements where double track has been converted to single track operation or movements are being made against the current of traffic. In these operations the train order signal is displayed to trains also moving with the current of traffic. Dispatchers should frequently check with the operators to know the rule is being observed.
19. (a) Rule 93. A train passing through a yard limit station may properly make a movement against the current of traffic, if no first-class train due, and necessary to make such a movement to get around an obstruction.—See Item 24(f) hazards of reverse moves.

As movements within yard limits may be made in accord with the wording of this rule, it does not always follow that a train which is required by rules and orders to take siding shall do so as first move. Where a yardmaster is in charge with the comprehensive authority and responsibilities prescribed by Rules 840 and 841, conditions may require moves differing from the usual. If such develops and may re-



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quire advance action dispatcher may expedite movements by having common understanding with the yardmaster.

The practices vary on certain divisions as well as on different roads as to required operation in yard limits in connection with the requirements of train orders, and following is quoted agreed opinion of the Consolidated Code Rules Committee—"It is impractical and in some cases not desirable to define the specific action to be required under the conditions of the train orders, the circumstances and conditions should govern individual cases with the general instruction that the more important train should be given the preference, as the instructions concerning the forms of train orders indicates the procedure required by each train." (Another agreed upon opinion of the Committee is covered by item 78, for information, in connection with operation of an extra authorized by Form G Ex. 4 train order).

- (b) The instructions in Form G orders and also in Form S-H and D-H work orders, that they do not confer right to the main track between siding switches at the points named, do not apply in yard limits.
20. Rule 95(A) gives equal time-table authority to all sections only when moving through to the subdivision terminal. If running only to an intermediate register station, such right does not apply at that station.
- Sections frequently do not have equal train order rights and it is mandatory that train orders be exchanged in any reversing of position, either as authorized by train order or Rule 85. Train dispatchers must not authorize any deviation from this requirement.
21. Rule S-96. A register station may not necessarily be such for all trains, and it is important to know the requirements of each such station, so there will be no failure to provide proper protection, in case signals displayed for a following section are ordered taken down at a register station for that train, but which may not be a register station for other trains. In general, it is a safer practice to continue the display of signals to the end of the subdivision, annulling such sections as may be terminated at an intermediate register station. Where a schedule does not cover an entire subdivision and this cannot be done, the train dispatcher must know that the proper safeguards are provided for other trains before entering into the territory where the following sections may be running. A schedule might also terminate at a junction that is not a register station on either subdivision.
22. (a) Rule D-97. The so-called "double-track-clearance" is authorized as to use but not required. It is frequently more simple to use train orders. When used, give it the next train order number, address as C&E Extra 1700 west-AX and enter as DTC-to (destination spelled out) with the time issued. The same care is required as of train orders in the transmission and checking repetitions.
- (b) A double track clearance must not be issued authorizing a destination to a point on double track which is beyond an intervening section of single track, whether that section is temporary or permanent, as it only authorizes extra train movement and with the current of traffic on double track.
  - (c) If a section of double track is converted to single track operation, any DTC held by or issued for extra trains that would move over the section of single track must be cancelled and running orders issued, even

though it is intended to have the extra train again resume movement with the current of traffic beyond.

- (d) If an extra train has been authorized with a DTC and it becomes necessary to move it against the current of traffic for a portion of its run, a running order must be issued for the movement against the current of traffic. If the train is to return to current of traffic movement, the DTC need not be cancelled, as it is still in effect for such movement to the designated station and can be so utilized.
23. (a) Rule 105. If desired to permit a train to use a siding of the opposite direction it must be definitely authorized.
- (b) An order reading "No. 4 wait at east end eastward siding R until 945 am for Extra 37 west," does not authorize the extra west to use the eastward siding at R if they do get there. For such authority add—"Extra 37 west use eastward siding if at R for No. 4." (Do not state, "on this order").
  - (c) A message authorizing such use may be utilized where no orders are involved and the movement is uncertain such as—Extra . . . may use . . . ward siding at K . . . if at K . . . for No. . . .
  - (d) Do not use the term—"use siding (or any side or yard track) as main track." Note the wording of Rule 105(A).
  - (e) An order stating ". . . siding blocked with cars" does not automatically take that siding out of service as a siding. Generally for rather temporary conditions, if the number of cars is known and specified, some trains could use it.

Except for occupied outfit cars which usually are left protected in the same location, or other known conditions, it is not advisable to specify the location of other cars on a siding as they may be moved.

- (f) If desirable to take a siding out of service for use as such by trains, the order or bulletin should be positive. If there is another siding at that station and it is desired to use it as a single siding, such information is required to be included. The form of order most applicable to the situation should be used as—At Dee westward siding (blocked with cars—or—45 cars spaced—) (out of service) (westward trains taking siding at Dee use eastward siding) (eastward siding will be used as single siding), etc. If preferred, the individual trains may be instructed as to course to follow.
24. (a) Safety being of the first importance, nothing should be permitted to interfere with safe methods, operations or practices in handling train movements and issuing orders and instructions.
- Wire failure may occur at any moment and orders must be so handled that no hazard will exist as a result of such failure, or by operators clearing trains without an OK from the dispatcher. See Rule 108.
- Safety must not be sacrificed to save time or to avoid delays.
- (b) Train dispatchers are responsible for any hazards created by their orders and must not issue train orders that are capable of more than one interpretation, or combinations and/or improper sequence of orders or instructions that might cause confusion or misunderstanding, or be impracticable of compliance. It has long been the theory that any rule could be superseded by a train order, and thus improper orders might be interpreted as intentional.
  - (c) Except for those with authority the dispatching office shall be kept closed against those not directly concerned in the work of the office.

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24. (d) Train dispatchers shall observe rules for the classes of employees that relate in any manner to the discharge of their own duties or the safety of operation. The reading of newspapers or other publications, not pertaining to their duties, while on duty is prohibited.

- (e) Before transmitting a train order by telephone to a conductor or the engineer of a light engine, have them give their name, train or engine number and location positively, to guard against error. In the case of a restrictive order to a train, the dispatcher must know that the engineer also understands what is intended and that there is no possibility of train or part of train leaving while the order is being placed. Similar care is required if the engineer copies an order for his train and he must be instructed to have a copy delivered to his conductor.

Insist upon proper identification by having operators plainly pronounce their station name when giving OS, requesting or giving information. Do not rely upon familiarity with a voice for identification, that person might be at another station than the expected one.

While avoiding undue familiarity in business relationship, the courtesy given to operators, train and engine men shall be the same as expected from them, which should increase the co-operation which is so essential to the work.

- (f) Rule D-151 requires that trains keep to the right unless otherwise provided. This would not permit a train to move against the current of traffic from one station to another station that are inside the same yard limit without some authority. The yardmaster in charge might have proper knowledge of train movements under some circumstances to so authorize, but this would require positive knowledge as there might be work train, engine, or transfer movements being made either with or against the current of traffic at the same time as such movement was to be authorized. Rule 93 requires that all such movements (except first-class trains with the current of traffic) must be made at restricted speed. When train dispatcher authorizes movements through such yard limit territory against the current of traffic copies of the train order shall be given the yardmaster for information to all that can be secured and weather or other conditions that might make any such movement hazardous must first be given consideration before reverse movement is authorized.

Avoid authorizing such movements except in emergency. See Item 19(a) for yard rules.

- (g) 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.
- (h) 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.
- (i) 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.
- (j) 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

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would be required to enter siding, that condition shall be considered as emergency operation and necessary precautions be observed. See Rule S-208(A) and Item 45.

- (k) 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.
- (l) 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 fuses 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 fuses and how to give proper signals. Keep sufficiently familiar with weather conditions so as to judge of men's ability to see signals.
- (m) As snow plows and flangers are liable to scrape torpedoes off the rail, operators should be instructed, at night, or when stormy by day, that fuses in addition to torpedoes must be used, in addition to train order signals.
- (n) When information is furnished in other than train orders concerning train movements, such as required by Rules S-83 and D-83, particular care must be exercised, especially when not copied in writing by the one to whom it is given. A repetition should be required to guard against error or misunderstanding. If authority is given to hold main track for certain reasons, a time limit shall be specified; if practicable, this should only be given in writing and copy made either in train order book or otherwise of exact words and time limit, for security and future reference as protection against abuse of such permission or information.
- (o) If the train dispatcher can be communicated with and issue the necessary orders he shall not authorize nor permit conductors or engineers to arrange between themselves any changes of train order meeting points or other movements which are contrary to the orders that have been issued.
- (p) If information is received that a hazardous condition in track, structure or other property exists, or may develop, due to water, fire, weather or other causes, prompt action shall be taken for protection, warning given to all concerned and Chief Dispatcher advised promptly of conditions and what action has been taken as to calling for men or materials. See Rules 101(A) and (B).
- (q) When a train dispatcher is notified of any irregularity of signal indications following train movement through a spring switch, he must notify trains to stop and examine the switch before passing over it, until a report is received from signal maintainer or the section foreman that switch is OK for normal use.

### LINE-UPS—

25. The importance of the careful and proper issue of line-ups must be given full consideration. Sufficient time must be taken to insure the correctness and the checking of repetitions must be observed as carefully as that for train orders. Conditions of weather should be consid-

25. ered and where close movement may be developing clock and watch time compared with the men. If for some reason an engine number quoted in a line-up is changed, that engine may be used on a prior or following movement. Any such change which might affect the safety of the men involved in track car operation shall be protected, sending additional line-ups when practicable.

The Management has drafted the following rules for use of the line-ups, all of which are quoted below for your information.

1. The following instructions for the handling of Form 9024, Train Line-up, supersedes all previous instructions that are not consistent herewith.

2. The purpose of train line-ups is to inform foremen, track car operators and others of the location of trains so that accidents will be avoided.

3. Track cars shall not be placed or moved on main tracks without a line-up, Form 9024, if it can be obtained. If for any reason a line-up cannot be obtained, track cars shall be operated on obscure curves, long trestles or in tunnels under flag protection, when possible, unless the line is known to be clear of trains. The line-up must be read by the Car Operator to all persons who will ride the car.

4. Dispatchers shall issue line-ups for all concerned at approximately the same time each morning and each afternoon, as required, and additional line-ups shall be issued when circumstances warrant. Line-ups shall be for a stated period and a specified territory. The period of time covered should be no longer than necessary.

5. The line-up shall list all trains on the road, ordered, or expected for the territory involved within the specified time, with information as to whether regular trains are late or on time including sections, and for extra trains an approximate time at a key station. To facilitate identification of extra trains, engine numbers shall be given when possible. Such additional information as may be helpful to track car operators shall also be given, for examples, light engine, local train, log train, passenger extra, etc.

6. In double track territory it shall be understood that trains shown on line-ups will be operated with the current of traffic unless the line-up specifically designates otherwise.

7. Foremen and track car operators should always keep in mind that trains other than those shown on line-ups may be run, and also that line-ups do not cover movements within yard limits.

8. A line-up is not valid unless written on Form 9024, and unless filled out completely including the repetition and acknowledgment. Therefore, telegraphers or others copying line-ups shall use Form 9024 and they shall repeat such line-ups, giving their initials when doing so. Also, foremen and track car operators using train line-ups shall insist on their being written on Form 9024 and shall acknowledge understanding of the line-up by signing the form in the place provided therefor.

9. Persons copying line-ups shall make as many copies as necessary. A file copy shall be retained bearing the signatures of all persons to whom copies are issued.

10. When necessary, foremen shall obtain extra copies of line-ups for use by employees under their supervision. Such employees shall acknowledge receipt and understanding of the line-up by signing the foreman's copy.

11. Train dispatchers shall keep a consecutive record of line-ups issued showing for each the initials of person or persons copying it. Line-ups shall be numbered consecutively.

12. Dispatchers shall take necessary action to see that no train operates in advance of the time shown at the key station designated on the line-up, unless such train is given an order in the form, "Line-ups show your train leaving (station) about (time). Run at restricted speed when visibility is limited and use whistle freely."

13. When it is necessary to run a train that is not shown on line-ups, dispatchers shall give such train a train order in the form, "Foremen and track car operators have no notice of your train on their line-ups. Run at restricted speed when visibility is limited and use whistle freely."

14. In double track territory if it is necessary to operate a train against the current of traffic and it is not so designated on the line-up, such train shall be considered the same as a train not shown on the line-up and shall be given an order as covered in Paragraph 13.

## 26. (a) CLEARANCES—Rules 83(B), 91(A), 221(C)

See also items 22, 24(g), and 53(a), (b), (c)

Rule 83(B) does not specify that the clearance is the Authority for assuming a schedule. Crews are called for specified trains, and for regular trains, the clearance issued designates such trains to operate on the time-table schedule indicated. At the initial station of a regular train other authority is not required, except for running sections of that train and schedule, requiring Form F train orders. The clearance is, in effect, the check between the train dispatcher and the crew members.

The first sentence of Rule 221(C) considered with the second paragraph of Rule 220(B) justifies yard engineers requesting clearances with orders delivered to them even though addressed to Yardmaster.

- (b) 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.
- (c) Rule 83(B). An intermediate station of a subdivision is not an initial station for an extra train authorized to make a turn around at that point such as, "Eng 1700 run extra C to F and return to C." F being the turnaround point and also an intermediate station, clearance under this rule is not required at F. If an extra is run into an initial station of a subdivision on an order such as, "Eng 1700 run extra C to A and return to C," and it is not desired to have them secure clearance at A, the initial station of the subdivision, incorporate Form W order to avoid question.
- (d) 83(B) and Forms K and F—In order that operators may issue proper clearances in case of wire failures at initial stations, if a schedule is annulled, or sections of a regular train authorized in the one order covering more than one subdivision, then the order should also be addressed to the operators at the initial stations of the other subdivisions.
- (e) A Form J order, examples 1 or 2, without any other orders, does not of itself require a clearance, as the train may not proceed without other orders.

An order reading—. . . will not require clearance at . . . .—would relieve the train of securing a clearance if the train order signal was displayed at either S D or 19D.

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Rule 221(C). 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.

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 clearance.

- (f) A clearance shall not be given an OK time which is earlier than the Complete time of the latest order listed thereon.
  - (g) 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).
  - (h) 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 trains departure. It is not necessary to specify in the address that it is for the following date.
27. (a) 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 transferred 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.
  - (d) 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 it is desired to issue additional orders, orders and clearances that may have been placed in train order delivery devices should be first secured by the operator. Train dispatchers must know where such devices are in use and allow time to get the orders and clearances returned. This is also especially true of cases covered by Rule 219.
- (f) When clearance is taken up and new one issued due to issue of a restricting order, as prescribed by Rule 221(C), 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.
- (g) When an order that is listed has been annulled before the clearance is issued mark an X across the number.
- (h) These entries shall be correct and up-to-date and ready for checking before operators ask to clear a train.
- 27 (i) 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.  
Allow proper time for operators to fill out clearances properly.
- (j) If no orders accompany clearance write the word "no" in space provided for numbers of orders.  
The proper O.K. response with time and initials of the superintendent is required for each clearance issued.
- (k) Train dispatchers should keep in mind the authority granted to operators for delivery of orders and clearances in case of wire failure.
- 28] (a) The transfer between dispatchers to be accomplished by the relieving dispatcher reading all orders in effect and placing his initials (not sine) adjacent to each order, but not in "X" column, observing also the records of train order signal display, "X" response, Complete, making the necessary comparisons with the train sheet records and making certain that addresses and order numbers are correctly entered on clearance pages.  
The dispatcher relieved will advise the relieving dispatcher of any unusual conditions as to weather, spacing of trains, orders required, work of trains, operators absences or instructions to them, signals; line-ups which may be issued not including trains to be run, or any other information needed as to the safety and efficiency of operation.
- (b) When all orders on a page are fulfilled, superseded or annulled, a diagonal line will be drawn across the page and when all orders up to a certain page have likewise been disposed of, another line, making a page-size X, will be drawn to indicate that it is not necessary to check back further, all previous orders not being then in effect. Care must be used to insure against overlooking any effective orders before marking pages in this manner.
- 29 (a) Train sheet records must be kept in proper form, neat, correct, plain and records as required by I. C. C. rules observed.



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Do not place ordinary delays or other information not called for in the space reserved for "Unusual Occurrences." Include such as failures of communications and signals, injuries, derailments, collisions, fires, etc. In case of fires, such records may be valuable as exhibits—and as much reliable information, as to wind's velocity—direction, other conditions of weather in fire zone territory, exact time of starting or reporting and by whom reported with location and progress at time reported, should be entered.

- (b) In the same manner as trains are shown on time-tables, they should generally be entered in the sequence of time on the train sheets, starting from the column of stations in such groups as is customary. When practicable, a train in the same direction should not be entered closer to the station column than another train of such group which is running at an earlier time.
- (c) When an extra train is called or ordered, the practice should be to enter on the train sheet the engine number, time, etc. Then, after all necessary orders including the running authority have been issued, enter the "Extra" or "Exa" at the top to indicate that running authority has been issued, using this method as a double check or Safety Valve in checking orders before clearing.

For motor cars, such as superintendent's inspection cars which are being moved on line-ups, a pencil record only will be kept, which will be erased when the movement has been completed. Motor car movements which are authorized by train order or schedule, are to be entered the same as other trains.

Information of train movements as received by "howlers," annunciators or like equipment may be entered on train sheet in pencil as a memorandum. Such information or that of any unauthorized source shall not be used as definite evidence of the arrival or passing of a train.

- 30 (a) Unless otherwise provided, meeting and passing points between first class trains, between passenger extra trains, and between first class trains and passenger extra trains must be established by train order.

When it is difficult to determine a proper meeting point between two opposing passenger trains that are moving on different dispatcher's territory towards the point where their territory adjoins, it is proper to move the inferior train to such point by Form S-C order, and if properly protected by the other dispatcher and it is desirable, may also arrange for them to hold the main track. Either dispatcher could then make a definite meet on either side of that point, as circumstances required, thus avoiding any complications as to orders of different divisions. This may also apply to different subdivisions handled by the same train dispatcher.

- (b) When a train is authorized to proceed against a section, equal or greater authority must be given against all following sections to protect against unnecessary delay due to wire failure or oversight. Orders must not be issued which would permit a section to move to any point which a leading section might not be able to do with the orders held by them.
31. Snow plow operation is emergency work, and should be treated as such.

Such work is generally done under unfavorable weather conditions and every precaution for safe operation should be used.

Available telegraphers are to be called when needed, and instructed to use torpedoes and fuses when necessary.

The commercial telephones should be used, to ascertain weather conditions, when and where unable to get the required information via company lines.

At meeting points, and at junctions with other roads or subdivisions, the main track must be kept clear for snowplow train (wedge type plow being pushed ahead of the engine) and the snowplow train must not be let past the last open train-order office preceding the meeting point until the opposing train is clear or proper protection provided. Snowplow trains must not be let between open train-order offices with another train ahead, running in the same direction.

Trains following snowplow trains must be blocked at least one open office behind. In automatic block signal territory where distances between open offices are fifteen miles or more and weather conditions are favorable, a train may be permitted to follow a snowplow train thirty minutes behind it, but must be given an order restricting speed to thirty miles per hour, the snowplow train to be given copy of such order.

Positive meeting points must be made between wedge snowplow trains and opposing trains.

When weather conditions are favorable and a snowplow is being moved to work in other territory and is not in service enroute, the train handling plow must be given orders to clear opposing trains ten (10) minutes.

A copy of train orders and instructions must be given to the plow operator and should be addressed; "C&E.....and Plow No.....," giving the number of the plow being used on the train.

- 32 (a) The definition of a station being so general, care is necessary in many instances to designate a specific location at the station where the order takes effect.

Where there might be a choice or a question as to the exact location at a station which may be used in movements, designate the specific switch or crossover, etc., which should be used. In Forms D-R and D-S orders this is also important.

- (b) The use of obsolete names for locations or names of objects adjacent to tracks to identify a particular location should be avoided, if some railroad structure or point, such as mile posts, crossovers, etc., can be used. The word "depot" is not to be used to indicate the train order office or the passenger station, except where officially so termed, as "Union Depot."

For uniformity, use "wait on double track B....,"— "has right over to double track B....,"— "to fourteenth subdivision junction switch B....," etc.

33. It is improper for a train dispatcher to instruct an operator to give a Proceed hand signal to an approaching train, which is required by rules or by the orders held to take siding, in an effort to avoid having the train head in as required. If the operator can get to the switch of the siding with the orders and the train order signal is properly displayed then the train could proceed on the orders delivered if the conditions permitted.

34. When a train has to pull by and back in the flag protection required may make it necessary for flagman to walk a long distance ahead depending on length of train. When arranging a meeting point that requires such action, if the opposing train is also given an order to wait at the next station before reaching the meeting point, the time designated in the order could be utilized. For both trains concerned, it generally would be quicker to head the one train in and let them back out, but this may not always be the desired action. When a short train

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is required to pull by and back in for the other, in some instances and where conditions permit, safety may be increased and movement expedited by an order such as—"No 818 meet No 919 at K. . . . . after No 919 has arrived at K. . . . . No 818 pull by and back in on (spur) (siding)."

35. Rule 261—Traffic-control-system—is the I.C.C. name for operation governed by this rule and also CTC, their definition is practically the same as that of the rule.

Where operation in accordance with Rule 261 is in effect; any train order affecting the superiority of a train within those limits is improper and ineffective. Otherwise orders governing, such as run later or through running orders effective on each side of the territory are proper.

To protect the overlap of opposing through running orders, orders Form S-A or S-C should be used, effective at either end of the territory. In either case, the restricted train arriving at the beginning of (CTC) territory could proceed on proper signal indication to the leaving end but must find the superior train before proceeding farther. (AAR 6-8-44)

36. (a) Rule 201. It is considered this rule prohibits punctuation, but by advising operators—to drop down a line—space—paragraph, during transmission, greater clarity can be developed. Dispatchers and operators should columnize when several waiting points are to be specified, per Ex. 3 of Form E.

Where train orders are required by the rules and examples, messages shall not be used in lieu thereof.

- (b) Avoid delivering to trains, particularly passenger trains, orders of which only a small portion of a long order concerns them, if it is practicable to govern them with another short, clear and concise order.
- (c) If the prescribed forms do not suffice for certain conditions, an improvised order shall also be brief and clear, and to the extent practicable, generally similar in form and not in contradiction to forms prescribed.
- (d) When practicable, exceptions should be avoided in orders, they should ordinarily be all positive. Under certain conditions where it is safe and preferable to permit of choice in operation and to avoid an unnecessary move by mandatory instruction, an order such as—. . . . . may use eastward, siding at K. . . . .—is proper.
- (e) If an order also includes annulments of previous orders, this should be the first instruction named.
- (f) Except for Form K, orders of various forms may be combined, but when done these and improvised orders must be worded so as to avoid any possibility of different interpretations.
- (g) Avoid orders so worded that other orders have to be compared and checked to determine the course of action required, such as, ". . . . . on order No. . . . ."

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.
37. 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.
38. 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.
39. (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, "Eng 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 Eng 1700 at H care of C&E Extra 1700 west, D, for straight away movement—See Item 51(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 Engr. or C&E, eastward extra trains at . . . . . and furnish separate clearance to cover such orders. In some cases, merely addressing it also to "helper engs" may suffice by having the clearance

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39. 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) When sections are being run, do not address orders to C&E No. .... Rule 221(C) requires that the crew must see that their train is correctly designated on the clearance and that also requires that orders be properly addressed. See Items 65(a) and (c).
- (d) In the movement of an extra authorized to make a round trip, orders addressed for the going trip direction may be effective and used, if necessary, on the return trip, regardless of the change in direction.
- (e) For an extra authorized to make a continuous movement (in the same order) in one direction over a subdivision and in the opposite direction to end of run on an adjoining subdivision, any other orders delivered to it, before reaching the junction point, which governs its movement after changing directions, require being addressed to them according to their direction, in care of themselves (if it is to be the same crew) at the junction as—C&E Exa 99 west at K care of C&E Exa 99 east at A. (This is not delivering an order by another train, as prescribed in Rule 217(B).)
- (f) Orders addressed to—C&E (West)ward Extra Trains designating work train operation shall not be used to authorize a crew to work extra. For such purpose the order also must be addressed to the Condr. of the unit or the C&E of the designated engine if they would receive the order under the general address.
- (g) When a yardmaster is on duty the orders for yard engines shall be addressed to yardmaster. Operators should be instructed to make sufficient copies so that two may be furnished each yard engine. If no yardmaster on duty address to C&E yard engines, or to C&E Engs. ...., if engine numbers are known, and also for other than yard engines as desirable.
- (h) An order addressed to a train dated and made Complete before midnight may be accepted and acted upon without specifying the date of departure in the address.
- (i) Do not address orders to All Concerned.  
Do not use C&E in the address if only one of them in charge, use Condr or Engr.  
Do not address as Condr-Pilot, for a machine which is in charge of a conductor. Use "Pilot" when furnished, in accordance with the definition.

For some examples of address and terms in orders the following are indicated, as for operators use also:

Address	In body of order
Condr WB 17. ....	Weedburner 17 run extra, etc. ....
Condr Work extra LC 15	Work extra locomotive crane 15 clears. .
Condr Motor car B65	Motor car B65 run extra. ....
Condr Motor car Extra B65	Motor car extra B65 west meet. ....
Condr Work extra detector car B61	Work extra detector car B61 protect. .
C&E Westward 15th Subdiv trains	On Fifteenth Subdiv do not exceed. ....

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Although the term "motor car" has been dropped as a part of the definition of train or engine, we will use the term as shown above for the smaller units as a matter of easier identification and to know what to look for.

For the larger units of gas-electric motor cars, such as the B-14, B-26, etc., use the term engine B14 or extra B26, as occasion requires.

- 40 (a) Abbreviations listed below may be used in the address column of train order books—See Item 55.

C&E Ewd Xa trns	Condr MC Xa 65 W
C&E Wwd Xa trns	Condr WK Xa DC B-61
C&E Xa 5000 W	Condr WK Xa WB-17
C&E Wk Xa LC 15	Condr MC B-65

- (b) When listing addresses where more than one train gets the order at the same station, place the station call opposite each address and have the time completed shown on the line opposite the last entry for that station.
- (c) Enter the address, or at least the station call, for orders that should also be issued to an office which is closed at the time issued to other offices, as a reminder of later issue or for relieving dispatcher.
41. Rule 204(A). When an engine is added to a train at an intermediate station, the dispatcher must be positive the engineer has copies of all orders affecting the train at that point and for the portion of the road over which the engine will be a part of the train, if necessary, sending copies to him in care of the conductor or engineer of the train to which the engine is being added.

42. (a) Rule 205. Separate train order books shall be used for each dispatching district, and also for slow or cautionary orders of each dispatcher's district.

- (b) When orders are issued by one dispatcher covering movements or territory of another dispatcher, the order must be entered in the train order book of each dispatcher with the initials of the issuing dispatcher. In case of slow orders 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 entered properly on clearance sheets.

Dispatchers should cooperate to avoid issuing orders duplicating others, but without loss of safety or efficiency. Orders issued by one dispatcher, to be also 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 issues. Ordinarily each dispatcher shall start his orders on an unused page.

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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.

43. (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 double-heading 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.

- (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 to 9, inclusive, and time in the body of an order will first be plainly pronounced and then spelled letter by letter thus—

(7) seven, s-e-v-e-n;

(105) one naught five, o-n-e n-a-u-g-h-t f-i-v-e;

(1007) ten seven, o-n-e n-a-u-g-h-t n-a-u-g-h-t s-e-v-e-n

(1130) eleven thirty, o-n-e o-n-e t-h-r-e-e n-a-u-g-h-t

Other numerals above nine, and also time in the body of schedule orders Form G, Example 4, will first be plainly pronounced and then each figure separately pronounced thus—

(10) ten, one-naught

(603) six hundred three, six-naught-three

(1035) ten thirty five, one-naught-three-five

("Letter by letter," does not permit use of "double E" or "triple O").

44. (a) Rule 208. In non-automatic block signal territory, when unable to place the middle order at an 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.
45. Rule S-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.—See Item 24(j).
46. Rule 209(A) requires copies being made from the original copy, not from subsequent recopies. 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. Adequate space shall be allowed to permit plain records of all underscores and repetitions.



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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. 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 reissued but not repeated to the dispatcher.

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.

47. Rule 211. Except for making tests or for checking with records, operators must be required to repeat the entire order as copied, 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.

48. 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.

49. 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.

50. Rules 217(A) and (B). 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.

Do not instruct any train so delivering orders that they may do so without stopping as prescribed by the rule.

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.

51. (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.

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- (b) The portion of Rule 220 reading "Train orders once in effect continue so until fulfilled . . . , etc." applies to all, except Form K and slow, orders held by an extra train when it arrives at the end of its authorized movement, or if its running orders are annulled, short of the destination for the trip, as under such circumstances the extra has fulfilled its orders. An order is fulfilled when obeyed or complied with. If orders are so handled absolute protection must be furnished against any improper action on previous orders held, particularly if any orders had contained provisions governing at or beyond the point where the running order was annulled, or in short orders.
- (c) Short running orders shall not be used when practicable to issue orders covering movement through to end of run, in one direction. When it is necessary to use short orders there shall not be also issued any orders restricting the movement beyond the running limit. As an example, an extra east given running orders Z. . to M. . must not be given right over No 603 Z to K.
- (d) In Form G, examples 1 and 2, Extra 99 has technically fulfilled its orders on arrival at F. If the order had also contained a meeting point at F and the train to be met at F had not yet arrived when it became necessary to issue orders authorizing continued movement of Extra 99 beyond F, provision must again be made for meeting that train, as Extra 99 then becomes another created train.
- (e) When the running orders are annulled, it is good practice to annul other orders held and avoid any chance of confusion—(except Form K and slow orders), but if required, any orders may be retained in effect by an order which includes—"Observing order No. . . . Refer to item 39(a) as to keeping in effect running authority before reaching a short destination.
- (f) When a crew is to be relieved before completing a trip and the relief crew is not on hand to take immediate charge and get orders as provided, the orders must be annulled and new orders issued for the relieving crew. Orders must not be left in any designated place by the crew relieved for the relieving crew, by arrangement with or instruction of the train dispatcher.

If exchange of orders cannot be effected before the Hours of Service Act applies, then the orders held by the crew to be relieved must be annulled unless provision was made in their orders that they were annulled at a time within the period of service allowable.

52. Rule 220(B). 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.

53. (a) Rule 221(A) and (B). The Stop indication of a train order signal will be used to stop a train for orders. This is unlike any other stop signal as the rule does not state the train must not pass the stop signal, usually the normal station stop may be made for this purpose. In the case of a train advanced, Rule S-208(A) would in most cases prohibit passing

the signal if they were approaching it on main track. If an approaching train sees a train order signal changed from "Stop" or "19D" to a proceed indication, or if such change is made for a train which stops back of the signal before passing it, there is no necessity for a clearance.

If a train or engine passes a signal displaying "Stop" or "19D" indication a clearance must be furnished, even though such signal was afterwards changed to indicate proceed before the train departs.—See item 26.

When an approaching train is close enough to observe a proceed indication or a train that has been standing has had only a proceed indication displayed for them, and they are moving on such indication, extreme care must be exercised in the issue of orders and dependence on a changed signal indication to secure the delivery.

- (b) An operator must not be permitted to change the indication of the train order signal when required to be displayed at stop for the purpose of delivering orders on a 19D indication nor to avoid delivering a clearance to other trains which otherwise might not be required to stop.
- (c) The train order signal must not be relied upon to secure a train which is making a turn-around movement to that station, unless the train has to pass the signal to get to the first switch. If the train has to pass a train order signal at its turn-around point a clearance is not required unless the signal indicates Stop or 19D. If desired, a train may be given an order instructing them to secure a clearance before leaving such station.
- (d) If an extra train has been authorized to a point short of destination or ordinary run and there is a train order signal at that location, it should be displayed for that train when their running orders are issued.
- (e) As the train order signal is to be used to either stop a train for orders or in the "19D" position to deliver orders without stopping the train, it is not necessary to have the signal used to indicate either, for a train which originates at that station as its regular and customary initial station where orders or clearances are required authorizing its movement from that point, except where by special instruction trains are not required to obtain a clearance at such point.
- (f) When giving operators instruction as to SD or 19D, be sure to get the proper response from the operator and allow time for placing the signal in the required position. At some locations the operator has to discard the fone to handle signal levers.

There must be no basis for any complaints that dispatchers handle the issue of orders and the display of the train order signal in violation of rules, such as instructing an operator—"19D or Stop signal after (train. . .) has passed—On receipt of instruction, "19D or Stop signal," the rule requires the operator to "immediately display the. . .signal."

54. Rule 222. Dispatchers will require operators at train register stations to report the "signals" or "no signals" registered by trains to insure of correctness and if necessary have proper corrections made. At other points operators should frequently be questioned as to display of signals and markers.

Instructions to operators contained in their station record of trains as quoted below should be kept in mind:

"4. The arrival is when a train stops, except when a train passes train order signal and takes side track; in such cases arrival is when engine passes train order signal. The departure is when rear end has passed 300 feet beyond train order signal, except in cases of a train on

side track, in which event record should be made when train commences to occupy main track.

5. For a train not stopping, the passing (departure) time is when rear end has passed 300 feet beyond train order signal.

55. Rule 223. Abbreviations other than those provided for by this rule and items 39(i) and 40(a) of these instructions are not to be used. The "usual abbreviations" for station names are as printed in time-table schedule columns.

56. Rule 225-226. When orders are relayed show the office at which relayed in addition to showing where the train gets the order.

When train orders are relayed by radio, these rules also apply, in addition to other rules governing transmission and repetition.

57. Where authorized, the CARD TRAIN ORDER FORM AB will be used as prescribed. Where record is kept on train sheet of the order number and instructions a separate series of numbers will be used differing from any other series in use in that territory. Where record is kept in the train order book, card train orders will be given numbers in turn, of the same series as other orders.

To annul a card train order, a Form 19 order must be used, reading, "Card Order No. . . . . is annulled."

In card train order territory, work trains will be authorized by this form of order endorsed "Work between . . . . . and . . . . . this order annulled at . . . . ." 19 order will not be used for this purpose in such territory.

The word "Except" need not be entered on record, but all instructions given, to be written on the form, are to be entered on either train sheet or order book. These instructions may include, "This order is annulled at . . . . . M."

## SLOW or CAUTIONARY ORDERS—(Rule 220(A).)

58. (a) When slow orders are issued, a copy should be given, or sent, to the person requesting the issue and also furnished each time the order is re-issued.
- (b) Except for conditions of main track being obstructed and daily change of conditions and territory, slow orders shall be kept in a separate book with separate series numbers for each dispatcher's district. The numbers should be restricted to the series allotted and same series used for annulling such orders. Orders covering a blocked main track are to be included among the daily active numbers.
- (c) For the protection of welding crews, the general managers have prescribed the following form of order which must be used, together with variations requested such as obscured conditions calling for less than the 20MPH speed—"Do not exceed 20 MPH between MP. . . . and MP. . . . between ( . . . . . station) and ( . . . . . station) from . . . . . m until . . . . . m (time) account of welding crews and approach locations where they are working at restricted speed and be governed by hand signals." As their locations may change daily, carry this order among the active orders of the day.
- (d) In issuing other slow orders giving speed restrictions and locations as to mile posts, follow the same form as shown for welding order, except where the location is better defined as, "At . . . . . do not exceed 10 MPH (over . . . . . street) ( . . . . . switch), etc." Do not use a fraction number or the words plus or minus to indicate locations between mile posts, such as 75½, or MP 75 plus 2600 feet—instead use 2600 feet west of MP 75. Do not use a curve number or letter to indi-

cate its location. Curves should be indicated as closely as possible by location adjacent to or between mile posts. When fractions are used, have them spelled, as one-fourth, instructing operators to do likewise.

- (e) When practicable, slow orders may better be divided as to groups, one containing speed restrictions and another the advice of other conditions. Where two orders are not warranted, separate the contents so that the speed restrictions are prominent.

Slow orders should be kept reduced by consolidations and necessary re-issues as much as possible, without making orders unnecessarily long, especially where they govern territory not covered by all trains receiving them. Additions to slow orders already issued are not to be made except by consolidating with other orders and re-issued with another number.

When practicable, unchanged orders should be re-issued each week.

When issuing cautionary orders concerning a track out of service and work equipment being used in connection, avoid any similarity of wording which might lead train or engine men to believe or think that such was a single track or work train order or that it might be construed as authority to use another track. This has been done.

In cautionary orders avoid specifying as—"At. . . . (or between) look out for (falling rocks, slides)," etc. A mere statement of fact such as "At (or between) drainage ditch between. . . . tracks"—"At (or between) rails and track material alongside track"—"At (or between) rock may be falling," is generally sufficient warning of conditions to avoid.

When conditions warrant, authority should be secured to instruct in orders, "At (or between) run at restricted speed and look out for. . . ." which relieves engineers of criticism and permits them to really **lookout**, losing time if necessary. Note Rule 101(C).

- (f) General Manager's Standard Practice No. GM 104, revised 9-15-39, contains the following as to Occupied Outfit Cars, also contained among the Safety Rules.

"Outfits set out on short spurs or **unused sidings** shall be protected by spiking the switches. (Safety Rule 2904).

Outfits set out on one end of a siding with other end of siding remaining in operation, shall be protected by train order and by spiking the switch next adjacent to the outfit. . . . etc. Outfits set on house or industry tracks where switching is required, shall be protected by train order and blue flag."

To cover protection of such cars at more than one location the order may be worded as, "Occupied outfit cars stored as follows at B. . . . 17 on east end westward siding at D. . . . 7 on west end house track (etc.) protected per Safety Rule 2905." If request for such orders includes the provision, "and must not be moved," which may be in conflict with some requirements of switching or later movement to another location, it should be questioned, as it is expected a blue flag will be used per Rule 26 for such purpose. Safety Rule 2904 does not require train order protection on short spurs or unused sidings.

- (g) For double or more tracks, slow orders must be so delivered that if movement against current of traffic is made over a track involved proper protection will have been provided.

## 59. TRAIN ORDER EXAMPLES—

Except where specifically indicated, the train numbers in examples of train orders in the book of rules are not to be considered as indicating a train of any particular class.

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In illustrating train order examples where letters are used to indicate stations, it is sometimes easier to keep the example in mind by use of time-table system for comparison, with odd numbers for westward trains shown to the left of the station column and eastward trains with even numbers to the right, and by using the letter A at the top of the column to indicate the first station and the letter Z for the last station, as—

Westward					Eastward		
No 1	No 3	Exa	A	No 2	No 4	Exa	
		37	B			38	
			D				
			Z				

Where reference in the following is made to certain forms and examples, unless otherwise noted they are the book of rules examples.

## FORMS OF TRAIN ORDERS.

60. (a) Form S-A. Unless specifically authorized this must not be used in the form ".....meet.....on double track....." for opposing trains both of which are moving with the current of traffic.

A meeting point must not be designated for an extra train at a point beyond the limit of its running order.

Except for some special purpose or reason, a meeting point should not be established at the end of double track.

Except where specifically authorized, meeting points must not be made between a train moving with the current of traffic and one moving against the current of traffic at points between the limits of such authorized movement against current of traffic.

- (b) As head-end collisions have been caused by operators recopying train orders without the train dispatcher's knowledge and failing to include the last line "No 6 take siding at....." (as commonly used on some roads), avoid such instruction as the last portion of an order.
- (c) When a meet order instructs a train to take siding or hold main track, any succeeding change must continue the instruction until the meet has been accomplished. If the meet order is annulled or superseded, continue to specify for the changed meeting point which train is to take the siding. If the train so instructed is given meeting points at more than one station specify for each station which train is to take the siding. The purpose of this is to overcome the instruction under Form S-P orders, due to our method of wording orders.
- (d) Where it is desired to have a train first hold the main track then back in or head in, as in an order stating, "No 6 meet No 5 at.....No 6 hold main track do station work then (head in) (pull by and back in) .....siding at.....(switch), etc. for No 5," or such variation as may be required under the circumstances and where such operation may be made with safety, the moves involved should be in their sequence, after first specifying the meeting point station.

When a meeting point has been established without designating either train to take siding and it is decided to have the superior train do so, do not use the form "No 4 take siding at.....on order No....." Omit order reference and specify as, "No 4 take siding at.....meeting No 3." When desired to reverse the instructions issued as to a specified train taking siding use the form, "No 3 instead of No 4 take siding meeting at Don."

When authorizing a meeting point between a work train and another extra train, specify which is to take siding.

- (e) If a meeting point is made for a train to meet both an inferior and a superior train at the same station specify which train or trains take siding.
- (f) In some territories the Special Instructions require that at meeting points, unless otherwise directed, the ascending train will take siding. Train orders establishing a meeting point in such territory shall specify which train is to take the siding, as train and engine men question which prevails in case of a straight meet when the ascending train is the superior train on the basis that a straight meet is the "otherwise directed" and is in conflict with the intent of the instructions.

Do not use a form such as—"Eng 1000 run extra Z to A take siding meet Extra 1001 west at K and Extra 1003 west at G Extra 1003 west take siding at G", as there is chance for confusion claiming there is contradiction of instruction. Also there is the use of the last line as a "take siding" instruction. Instead use—"Eng 1000 run extra Z to A take siding meet Extra 1001 west at K hold main track meet Extra 1003 west at G."

- (g) If a meeting point is made between two trains, one of which had been given waiting times at different places for the other train, the waiting times and places designated are not superseded by the meet. Also, if a train is to be advanced from a meeting point by a "right over" order, the meeting point is still in effect unless annulled. Don't confuse men by overlooking these points.
  - (h) At a yard limit station with no designated siding, where the time of a first-class train applies at the passenger station, if a first-class train is given a meet at that station with an inferior train, the first-class train could proceed to the yard entrance and make the meet good as they have the right to the main track. See Form S-E for contrary right, (item 64(k)).
61. (a) Form B. Ex. 1. (No 1 pass No 3 at K)—When it is desired to have one first-class train pass another first-class train, this example should be used, for either a schedule or other passing point and as there is no definite instruction with this form of order as to procedure it frequently will expedite movements by designating such as No 1 hold main track pass No 3 at K. . . . —do not use a form as—No 3 take siding at. . . . for No 1. . . . to pass.
- (b) Ex. 3. (Extra 594 east run ahead of No 6 M to B)—The extra with this order should go to B even if it delays No 6 to do so, as it is a direct instruction. If the extra is delayed by hot box or engine trouble that would result in disablement if not attended to, as prescribed in Rule 94 and it is practicable to do so, No 6 may be let pass if they overtake the extra. If sufficiently important to keep the leading train ahead the dispatcher should specify—No 6 not pass extra 594 east—.

In this example, if the extra was far enough ahead of the schedule time of No 6 when they arrived at B the extra would have a right to continue on to A, if there was no other restriction.

When an order has been issued to two trains at the same office in automatic block territory authorizing one train to run ahead of the other, after the train authorized to run ahead has received the order and the operator can plainly see and positively knows the train has departed and block is clear, after a ten minute spacing the order may be delivered to the restricted train without stopping them.

- (c) Examples 3 and 4 should not be used when a wait or run late will serve the purpose. When Ex. 3 is used the territory should be as short as practicable.

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Ex. 4. (Extra 95 west run ahead of No 3 B until overtaken). The use of this form of order is prohibited except where the movement of a delayed superior train is indefinite, or as authorized by the chief dispatcher.

- (d) Except as per Ex. 4, a train must know that the preceding train has left the first point named when authorized to run ahead of them. If register cannot be used for this purpose a register check shall be furnished by train order.
- 62. Form C. Ex. 2 must not be used without waiting times in connection with it, for the purpose of preventing one extra train from leaving ahead of another. As there is no instruction to cover such use, it would be an improper order. Ex. 2 may be combined with examples of Form S-C with proper waiting times which do not specify the first-named train as waiting for the opposing extra, so that extra trains of both directions could use the times and places specified to govern their movements. The waiting points and times specified may be issued on a separate order.
- 63. (a) Form S-C train order, by its wording, indicates that all trains concerned have a copy of such order and it should not be used in a single-order system method where a Form G Ex. 7 can be used.

As this form is distinctly a restricting order, in combinations of orders, where practicable, the restriction should appear first, except where preceded by a meet or the annulment of an order.

As the instructions in connection with this form refer to the first-named train, men sometimes question which is the train so meant when the order is worded as, "Eng 37 run extra A to Z meet Extra 38 east at F Extra 36 east has right over Extra 37 west R to M." To avoid this, when practicable, use, "Extra 36 east has right over Extra 37 west R to M eng 37 run extra, etc." With such exception it is not a good plan to hide a meeting point any deeper than can be avoided.

- (b) Avoid necessity of later extending the right over limits by making the territory long enough in the first instance. When practicable, it is preferable to cover the entire limits or to the end of single track.

When practicable, avoid reversing the right over when once set up, although in some cases the circumstances may require it as the better method.

When extending (or reducing) the right over limits specify both as—  
Extra . . . . . has right over Extra . . . . . Z to G instead of Z to K.

- (c) When it appears that opposing first-class trains should meet between terminals with one or both of them late, avoid chance of wire failure causing unnecessary delay by giving the inferior train right over the superior train through to the initial station of the superior train.
- (d) The instructions in connection with this form of order provide that if the trains meet at either of the points named, the first-named train must take the siding, unless the order otherwise prescribes. If an extra east was given right over an extra west to D and no other provision made, this rule would require that the extra east take the siding at D, the last-named point. If an order was later issued confirming this as the meeting point, avoid any chance of confusing with Rule S-88. Specify which train shall take the siding.

If it is desired that the first-named train hold the main track at D, if the trains are to meet there without any other authority, specify in the order, "hold main track at D against . . . . . ." This also limits the authority for holding the main track to the specified occasion.



63. (e) If the last-named point in the right over territory is a junction point with another line or alternate route, the restriction prohibiting leaving there until the other train has arrived applies the same as at any other point, except the end of double track. Do not invite men to a misunderstanding of the rules or expect them to violate these rules by including information as to the origin or route of the other train if it is not necessary information for other purposes. See Ex. 7 for proper methods.
- (f) In an order such as, "Extra 37 west has right over Extra 38 east A to B Extra 38 east has right over Extra 37 west G to B wait at D until 1010 am C 1020am for Extra 37 west," it would be necessary to also specify which train was to take siding at B, if should meet there.
- (g) Orders such as, "Extra 38 east has right over westward extra trains Z to G and wait at.....etc." or "Extra 36 east and Extra 76 east have right over westward extra trains Z to G," followed with waiting orders for each extra separately or for both on the same order, require that it must be first known that all westward extra trains affected that are in, or may enter, the territory involved will have their copy of the order before the specified eastward extra trains enter the the territory involved, or proper protection provided.
- (h) The following examples show some of the complications that arise in connection with some of these orders:

Order No 1—To C&E Extra 38 east—K

C&E Extra 37 west—D

Extra 37 west has right over Extra 38 east D.... to K.... wait at F until 1001 am

G      1010 am

H      1025 am

I      1035 am Extra 38 east gets this order at K

If Extra 38 east could not pass K so as to get into clear at J before 10:30 AM, dispatcher is required to have them stopped at K, which required close watching for some time after the order was issued and which may be a pretty busy time for the dispatcher. If the right had been given only to J, then Extra 38 east could have been allowed to pass K without stopping, (and omit Extra 38 east gets this order at K).

If Extra 37 west was at D when the order was placed, there would be no trouble, but if they had been delayed and did not reach D and the dispatcher overlooked the hazards and eventually issued such a wait order as permitted Extra 38 east to move to D, then Extra 38 east would have a right to hold the main track under the rules of the order and would have no restriction against proceeding on towards A against Extra 37 west, via a lap order.

For this reason the order should have stated that Extra 37 west had right over Extra 38 east from A, B or C (Extra 37 west having passed those points), and as could not get Extra 37 west at any of these points for a wait order, there could scarcely develop such a hazard, and also Extra 38 east would be required to take the siding at D.

- (i) Ex. 2. Order No. 2 to, C&E No. 603 at D. C&E Exa 38 E at N.  
 "Extra 38 east has right over No 603 N to K."

Order No. 3 ..... same addresses.

"No 603 wait at J until 1101am for extra 38 east."

With these orders No 603 could not leave K until Extra 38 east had arrived. If the extra could make J and be into clear before 1056am they could proceed from K without waiting for No 603. Further, if No 603

was due at H at 1030am and Extra 38 east could make H and be into clear before 1025am they have authority to do so.

If Extra 38 east went beyond K the train dispatcher would be required to furnish No 603 proper information as to Extra 38 east having arrived at K as No 603 might not identify Extra 38 east, except at J if an extra east there and No 603 had arrived before 1101am.

- (j) A waiting point and time beyond the limits of the right over territory as in this illustration is not improper, but ordinarily does not seem to call for the right over order in the first place.

A waiting time and place beyond such limits in the case of two opposing extras would be decidedly improper and perhaps cause serious misunderstanding.

64. (a) Forms E and S-E. Do not overlook the instructions that Form E, "makes the schedule time as much later as stated. . . etc" and Form S-E merely requires the train named must not pass the designated points before the time given, etc. If No 1 was due to leave A 1001 am, B 1010 am, C 1020 am; an order reading "No 1 . . . wait at A until 1045 am and run 20 mins late B to K" has the effect of designating two times which can be used by other trains at A, B and C, as the 1045 am wait would apply at each of those points, being later than the run late. At C an opposing train would have five minutes more time to clear No 1 on the wait. Avoid using such an order which becomes questionable. To some extent, similar results do obtain by the use of two orders, the first one being a run late A to K and the second one with later waits at A and probably B and C also for closer operation. There naturally would be an interval of time between the issues in such a case and no questions.
- (b) Frequently a few waiting points will accomplish more and be easier to apply than the run late (containing the step down to a less time) and the wait is also preferable in other ways.
- (c) When more than one run late or wait order covering the same territory is placed for a train at the same point and each increases the time specified, the latest one of these should, when practicable, be the only one delivered to that train.
- (d) The time in run late orders shall end with a cypher (0) so as to be more easily added to schedule time.
- (e) Waiting points and times used in connection with Forms C and S-C orders for extra trains provide for clearing the times specified. The times specified apply to an extra train at the same point as they would apply to a regular train. When such waiting points and times are specified for extra trains without the use of Forms C or S-C orders in connection with them, there is no rule governing as to a clearance time, and in some cases the time specified should allow for a five-minute clearance.
- (f) In applying Ex. 2 of Form E. "No 1 run 50 mins late A to G and 20 mins late G to K," there is a considerable difference to be considered for an inferior train of the same direction going into clear at G for No 1, and one which is going beyond G ahead of No 1 (Consider No 1 as a first-class westward train).

There being no rule to prohibit a train arriving ahead of time, it is permissible for No 1 in this example to make up as much time as allowed by any other restriction and of speed, between F and G. This would also apply if an arriving time were shown at G.

As No 1's time applies at the west switch of the siding where an opposing train clears, then that portion of the run late can be used

there which applies at G—the 20 mins—and that figure would have to be used by the train going beyond G.

64. For an inferior train of the same direction entering at G to clear No 1 at the east switch of the siding, there would be only the time at F to apply per Rule 86, as the 50-minute run late would apply at F and to G, but not at G. The schedule of No 1 might be such as to permit making up 20 minutes between F and G, and in theory as well as for practical application, the time at the east switch of the siding at G has to be considered as being the same as that of the leaving time at F, (station in rear where time is shown).

- (g) Ex. 3. When several waiting points are shown, unless they are figured to cause a delay, so as to allow for other train movements releasing the train so held, it is not necessary to specify for any designated trains. All trains designated would have to clear at one of the points named before the train held could leave any of them ahead of the specified waiting time.

Do not use a combination of waits in the following form, which leaves a question as to what is intended, desired or expected;

"First 603 wait at H until 1001am

J 1020am

K 1040am

Second 603 wait at D until 1101am

E 1125am

F 1140am for Extra 38 east."

No one can be positive as to what First 603 would do if Extra 38 east would arrive at J at 1010am, nor what really was expected of them.

- (h) Copies of Form E or S-E orders restricting a following section of a first-class train shall not be also given to a leading section of the same train and an order of this form must not be issued covering two or more sections in the same order. To do so would allow leading sections to be governed thereby in flag protection which might develop hazards and is therefore prohibited.
- (i) Orders containing waiting times and places for a designated train shall not be given to other trains that might in error use the times of waiting, as the train so held may have been released to move ahead of the times specified due to the early arrival of the designated train. This must be guarded in issuing right over and waits in combinations with more than two trains receiving the order; either omit designating a train "waiting for..." or include each train receiving the order.
- (j) The form of order reading, "No 65 take siding and wait at K until ..... " must not be used, as if the time had expired before No 65 arrived at K it might not be understood that they were still required to take siding. It is permissible to specify—"No 65 take siding at K.... No 65 wait on siding at K...until.....m for ....," as taking siding is the first and primary requirement, regardless of the time element.
- (k) An order reading, "No 4 wait at Z (a yard limit—no siding—station) until 415pm for Extra 37 west," would require No 4 waiting where their schedule time applied and they would not be permitted to go to the east switch where Extra 37 west would head in normally. The extra could use that time to occupy main track if necessary. If there was a track designated as a passenger siding, and if Extra 37 west was designated as a passenger extra, No 4 in this example would apply the waiting time at the east switch of the passenger siding.—See item 60 (h).

Where Special Instructions provide that time applies at some point other than the switch where an opposing train enters the siding, a wait order at such station must designate the specific point or at which switch of a siding the waiting time is to apply.

- (l) When reducing time in orders, other trains, either in the same direction ahead or opposing, that have the original order must receive a copy of the order reducing the time, before the train for which the change has been made is permitted to act on it. Protection must be provided against the train so released to a less time entering the territory of the other trains before the other trains get the order, including the possibility of securing the order from an operator in case of wire failure.
  - (m) Forms E Ex. 3 and S-E Ex. 1 may be applied to extra trains for use in connection with work orders Forms S-H and D-H, and as the rules prescribe that trains so held must not pass the point named until the times specified, the work trains may move accordingly. The order must specify that all extra trains are included to avoid, if desired, the necessity of protecting, and list the trains from each direction in their time sequence instead of mixing directions for a time sequence.
  - (n) Wait orders issued for the benefit of work trains should not specify "for work extra. . . . .," except for a single unit, as the work extra might arrive at such point with a part of their equipment and an extra train that was waiting for them and properly identified them might proceed into working limits and encounter work equipment with no protection against them.
  - (o) Other extra trains receiving such wait orders might also attempt to use the waiting times specified for their operation, such as flag protection against following trains. To avoid having a waiting time specified for a certain designated station also apply to all other stations beyond in the direction indicated, an order such as—Between D and H Extra 1700 west wait at D until 10:30 am other westward extra trains except Work Extra 292 wait at D until 11:59 am., etc., would confine the waiting time to that territory.
  - (p) When the wait order includes the provision—"other westward extra trains wait at D until 1159am," if D is one of the work train outer limits, or a station between the limits, it is necessary to also include an exception to the work extra as it has been ruled that if the work extra gets into D and starts toward E, it then becomes a westward extra train and the order should read—"other westward extra trains except Work Extra 292 (and any other specified extra) wait etc."
  - (q) When a waiting time on a first-class train is specified at the station next adjacent to a point where road engines as well as yard engines may have to use the main tracks in getting to and from trains, or yards, or engine house, a sufficient number of copies should be given the yardmaster to be able to furnish for this purpose. This necessary so they may comply with Rule 81.
65. (a) Form F. If orders have been issued and it is later found that sections of that schedule are to be run, the orders should be reissued so that trains will be correctly designated as required both on clearance and in orders. In body of orders enumerate each section separately as First 3 Second 3, do not use First and Second 3 except as shown in examples 4 and 9.—See also item 39(c).
- (b) The train dispatcher assumes the responsibility of one section passing another when he arranges for movements on different tracks where the crews are not able to handle in accordance with the rule. Where passing

thus becomes possible by running one section against the current of traffic they shall be instructed as to desired operation. Exchange of orders as described by Rule 85 is required.—See item 17.

- (c) If example 3 was worded as, either—"Second 1 (or No 1) display signals B. . . . to K. . . . for Eng 99"—it would be necessary to instruct which section would assume the schedule K. . . . to Z. . . . The address would be—To C&E Second 1 (or No 1) and C&E Eng 99. . . .
- (d) When Ex. 8 has been used it is necessary to also use Form K order to annul the section when no train is to follow the signals over the subdivision or any part of it.
- (e) Light engines should not be run as sections of a first-class train except when an engine is urgently needed and other train movements interfere with its prompt movement by other methods.
- (f) It may be necessary at times to call attention to the movements of a regular train moving between sections.
- (g) An illustration of a hazard to guard against in the event of running two sections of two schedules is here cited: No 1 running in two sections with Second 1 late enough to warrant giving an extra east right over them F to A. The extra went to C, a blind siding for First 1 and was out of reach of the dispatcher after leaving F. First 1 became late and it also became necessary to run No 3 in two sections which was arranged and the two sections of No 3 left A ahead of First 1, but late on No 1's schedule. The crew of the extra at C identified First 3 as being First 1, and Second 3 with no signals as being No 3 which had become due, and the extra then had an apparent right to proceed to A for Second 1 in accordance with their orders. The dispatcher failed to realize the hazard, which could have been overcome by sending to the extra west an order in care of either First or Second 3 containing some wait on First 1 which should have been information as to the two sections of 3 being run as well as the fact that First 1 was late.

Somewhat similar hazards have been caused by a mix-up in engine numbers, which had been used in orders but the engines were reversed as to the sections run on.

- 66. (a) Form G. Before authorizing movement of an extra train, the extra must first be entered on the train sheet and orders must provide for protection against all opposing extra trains on the track it is to use before running order is made complete. When a return trip movement is authorized, entry must be made for movement in each direction and protection provided for movement in each direction.
- (b) Do not issue a combination of orders such as, "Eng 99 run extra A to F this order is annulled at 710pm" and "Extra 99 west has right over No 94 C to D," without protecting against the chance of Extra 99 west becoming annulled at C due to lack of time to make D by 710pm.

- (c) Examples 1 and 7:

Order No. 1—"Eng 99 run extra A to F"

Order No. 30—"Eng 66 run extra Z to F and after Extra 99 west has arrived at F Eng 66 run extra F to A"

Both trains are required by the rules to take the siding at F and Extra 66 east under the rules has no right to the main track between the siding switches at F, but if Extra 99 west cannot be given a copy of a meet order, the train dispatcher may instruct Extra 66 east to hold main track at F.

- (d) In Ex. 2, and also Ex. 4, to authorize movement to the passenger station at destination, rather than taking siding, where there is no yard

66. limit rule to govern, it may be necessary (if conditions permit) to specify, "to passenger station F," or, "arrive passenger station F." This may also be required, together with an advance check of the first-class trains due at stations such as subdivision terminals, unless it is desired they take siding or head into the yard in which case they should be so instructed.
- (e) The instructions that extra trains do not have a right to occupy the main track at A, C or F do not apply at yard limit stations, except as prescribed by Rule 93.
  - (f) When the running order does not make another order too long or complicated it is proper to combine it with others, especially with Forms S-A and S-C to allow of getting the restrictions in prominence, but avoid overlooking the issue or inclusion of the running order. It is also proper to issue the running order as a separate order and frequently preferable but must not be issued until all other necessary orders containing any restrictions have been completed.
  - (g) In Ex. 3, if more than one extra is authorized to make such movement each must be protected against the trips of the others in both directions. See item 53(c) concerning train order signal at turning point.
  - (h) To authorize more than one extra train in the same order the form, "Engs 35 37 and 39 run as three extras," may be used.
  - (i) An order in the form, "Eng 37 run extra C to F and return to B," is not permissible as from C to B is not a return movement.
  - (j) Ex. 4. When an extra train is authorized by this form, all trains over which the extra is given right in both directions must be given copies of the order, including following trains, until the order has been fulfilled.

The order must not be made complete to the extra so authorized until it has been placed for all trains affected that may enter, and has been delivered to all trains affected that are within the territory named or proper protection provided against the scheduled extra entering the territory before the other trains receive their copies of the order.

Copies should be supplied for information of yard engines to reduce probable delays.

Work extras must be given copies of such orders if scheduled to run through work train limits. If unable to secure the work extra for such orders, the order must include— . . . . . except work extra 292 between D and E—and then follow by making proper arrangements to move the extra through the work limits as soon as may be practicable. If the work extra has been authorized Rule 219 applies.

In using Ex. 4 to authorize movement of more than one extra on the same schedule it should read—"Engs 37 and 39 run as two extras leaving A" and be limited to cover four trains. It must not include trains that are expected to leave the starting point more than six hours later than the first one or when more than a four hour interval will elapse between the running time of any two of the trains. If the order is to give the scheduled extra right over extra trains it shall include the provision, as—"Except Extra 37 west has right over Extra 39 west."

If there is both single and double track territory involved the order should provide for opposing extra trains on double track as—"Engs 37 and 39 run as two extras leaving A. . . . . with right over westward extra trains A to F and W to Z and all extra trains F to W except Extra 37 west has right over Extra 39 west A to Z."

In double track territory, a Form G example 4 order giving right over extra trains should not be worded to include right over opposing

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extra trains on the double track. Avoid conflict with any desired use of a Form D-R order in connection with the movement of an opposing extra.

When necessary to run such an extra late on their schedule the form—"Extra . . . . . run 2 hours late A to . . on order No. . . ." is to be used.

- (k) Ex. 6 may be used where necessary to issue orders some time in advance and yet restrict the movement, to prevent getting into track car operator's or other territory, where notice of movement should have been given, or for other cause, by modifying to, "After 601pm eng 37 run extra," etc.
  - (l) Ex. 7 may be modified to instruct an extra train to follow another from a designated station, in the form, "After Extra 55 west has left A eng 37 run extra," etc., instead of specifying, "Extra 37 west will not leave A ahead of Extra 55 west." Such an order will not prevent Extra 37 west passing Extra 55 west after leaving A however. Ex. 6 may also be combined with Ex. 7.
67. (a) Forms S-H and D-H. Work trains will be entered upon the train sheet by a diagonal line across the station column between the working limits showing engine numbers, except when moving by other than work orders and also when making straight away runs outside of work limits will be entered on the side of the sheet for direction of movement.
- (b) When more than one work extra in the same territory include "protect against each other" for the territory involved.
  - (c) When a work extra is authorized in a territory where there are alternate routes the order shall specify which route the work extra shall use, or if authorized to use both routes so specify.
  - (d) Work orders shall not be issued to authorize a work extra to work exclusively inside of yard limits, as Rule 93 allows more freedom of movement.
  - (e) If the work extra needs to use the main track between siding switches at either end of their working limits it can be arranged by designating as—between D . . . and west switch (westward) siding G.
  - (f) Work trains usually start their day's work at a time set by the officer in charge, without particular reference to the time specified in work orders, providing such are adequate. Where there are several work trains to be fixed up for the same subdivision and in some cases in overlap territory, unless there is some undesirable feature involved, such orders can frequently be simplified by giving the several work trains the same starting and ending time and modifying the work order a trifle to suit as—  
    . . . . . works extra between D . . . and G . . .  
    . . . . . works extra between F . . . and H . . .  
    . . . . . works extra between E . . . and K . . .  
    645am until 130pm protect against each other protect  
    against No . . . protect against Extra . . . (etc)  
    not protecting against other extra trains etc . . .
  - (g) Ex. (X-8.) "Eng 292 works extra 645am until 601pm between D and G clears Extra 75 west after 645am protects against Extra 77 west after 901am clears Psgr Extra 79 west after 1101am protects against Extra 76 east after 1130am not protecting against other extra trains 645am until 101pm" (or later, as desired).

In this example, the portion reading—"protects against Extra 77 west after 901am clears Psgr Extra 79 west after 1101am etc.," is in accord with example 4. The portion reading—"Not protecting against

67. (other) extra trains" is in accord with example 3, of the book of rules, except they are reversed as to the sequence of examples in the book.

It is **not** necessary to first specify—"not protecting against extra trains"—and follow with—"Except protect against etc.". Unnecessary exceptions should be avoided.

The rules of Example 1 require the work extra to protect against extra trains, and when directed to do so after a designated time there remains no obligation for doing so before that time; the instruction is definite and positive as to when protection shall be afforded. (This combination approved by the AAR rules committee).

If the working limits were sufficiently long to make it worth while, the instructions as to clearing Psgr Extra 79 west after 1101am could read instead, "..... clearing Psgr Extra 79 west on order No. ....," (the schedule order) which might be of some advantage. In using the time specified (1101am) it would require that this be five minutes before the psgr extra was due at D on their schedule order to include the clearing time as required under Form G, Ex. 4 and Rule S-89. This would require that the schedule order had been issued prior to the work order. The extra moving on the schedule order must be given a copy of work orders covering work limits they are to pass through the same as all other extra trains.

- (h) In example (X-8), if it is found that eng 78 instead of engine 76 will be on the extra east then the form, "Work extra 292 protects against Extra 78 east instead of Extra 76 east after 1130am" may be used if necessary. The copies of this order for the work extra could be sent to them in care of Extra 78 east, as the work extra should be protecting after 1130am and while Extra 78 east could enter with this order, the work extra would be required to continue protecting against Extra 76 east if they did not get the copy.

If the wrong engine number has been used as the authorized work extra, the order should be annulled and correctly re-issued. If train movements do not permit this being done without delay to them, such trains and the work extra may be given an order in the form, "Eng 291 instead of eng 292 works extra between D and F on Order No. ....," and the re-issue made as promptly as practicable.

- (i) In example (X-8), to extend the time when it is necessary to start protecting against Extra 76 east, if they are going to be later than 1130am at G, an order may be issued to Extra 76 east and the work extra reading, "Extra 76 east wait at G until 1245pm (F 1255pm)."

This will not operate the same however to extend the time for clearing Extra 75 west or Psgr Extra 79 west in this example, as the work train has been required to clear the main track by the times specified. For changing such instructions use the form, "Work extra 292 clears Extra 75 west after 745am instead of after 645am," both named trains being given copies of the order. If the order had read, "clears Psgr Extra on Order No. ....," and later a run late order is issued to the psgr extra and a copy given the work extra, the latter could use the additional time as such run late order would include, "on Order No. ...." (the schedule order number).

- (j) Ex. (X-10)—Order No. 3—(combination) "Eng 292 works extra 645am until 545pm between D and F protect against Extra 76 east after 645am Extra 78 east after 901am not protecting against other extra trains 645am until 230pm."



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67. With this order Extra 76 east may proceed from F at any time even though unable make D by 645am expecting to find work extra protecting against them, but Extra 78 east is not permitted to enter the working limits between 645am and 901am. If Extra 79 west or Extra 80 east had been overlooked and arrived at D or F between 645am and 230pm they could proceed into the working limits protecting themselves; good protection should be required however as the work extra might be moving fast and towards them.

(k) List the trains from each direction in their time sequence instead of mixing directions for a continuous time sequence.

(l) Where combinations as Ex. (X-8) and (X-10), are not customarily used, Ex. 1 may be used in connection with Forms E and S-E as indicated by instructions in 64(m), (n), (o), (p), or as set forth by examples 2, 3, 4, 5 and 6 of Forms S-H and D-H.

Examples    Order 1—"Eng 292 works extra 645am until 545pm between D and E not protecting against extra trains."

Ex. 4        Order 2—"Work extra 292 clears (or protects against) Extra 76 east between D and E after 645am."

If Extra 76 east arrives at E before 645am, they may proceed and if unable to make D by 645am will expect to find the work extra either into clear or protecting, as prescribed.

(m) When any of these work orders have been issued and later it is decided an extra train is to be run on schedule order per Form G, Ex. 4,—then Ex. 4 of Form S-H or D-H must also be used, in the form, "Work Extra 292 clears Psgr Extra 79 west between D and E on order No. . . .," both trains getting copies. The scheduled extra must not be let into the working limits without proper protection until the work extra has received their copy. Apply Rule 219. See item 66 (j).

(n) Be particular to specify the time as shown in the following example in the event the time overlaps into another day so that about the same hour of PM may also be shown in the order as AM, the dates may have to be included for clarity, as ".....works extra 901pm Jan 2nd until 1201pm Jan 3rd.....protects against.....Extra 76 east after 901am Jan 3rd....."

(o) To extend the working limits either as to territory or as to time, another work order must be issued. A superseding order shall not be used.

(p) When a work train has been given right over all trains, it must not be attempted to move another train into those limits even on a meet order. In emergency, a train could enter if their flag protection was sufficient and it was understood the track might be impassable. (Proper flag protection will permit practically any movement, but view and weather conditions and safety should be always taken into consideration.)

(q) To authorize a work extra to work on the time of a regular train when that provision was not included in the working orders, use Ex. 5, and the regular train receiving this order will not require a copy of the work order, as all necessary information is included in Ex. 5.

The form—"...protect against No 55 after 210pm" is prohibited.

(r) In using the various forms of "protect against after . . ." and wait orders it should generally be for the purpose of getting a work train out to where they can work under flag protection, or return again after being

driven in. Such latter moves can ordinarily be made to better advantage under protection of flag.

It is impractical in heavy traffic to issue orders far enough in advance for use that will give the work train all the protection they need during the day. Shorter period orders are preferable.

For work trains that have only a conductor in charge the situation is generally different. If his outfit moves back and forth or continuously in one direction he can of course only be on one side for protection as a flagman.

- (s) Rule D-97 requires that work extras must move with the current of traffic unless otherwise provided. If under D-H, Ex. 1, a work extra was authorized to work on both tracks between D and F with no other provision stated, they would be required to move only with the current of traffic, (except when properly protected by flag). If an order was issued, "Eastward extra trains wait at F until 901am westward extra trains wait at D until 930am," it would take away from the work train the necessity of protecting against such extra trains until the time specified and while still required to clear all regular trains would also permit the work extra to move against the current of traffic on either track until the specified times, which example 1 alone does not do. This is borne out by the rules covering examples 2 and 3, where it is stated the work extra may move against the current of traffic as they do not have to protect against the extra trains.

See Form D-R orders for moving a train against the current of traffic through working limits and Form D-S orders when one track is taken out of service in working limits.

- (t) When a work extra has completed its work and is to be moved out of that territory, the work order shall be annulled.

A conductor's register of tie up is not sufficient authority for the annulling of work orders before the time limit expires. When a work train ties up where there is no available operator, the conductor should be required to advise dispatcher of their tie-up and if it is desired to annul the work orders, an annulment given him if practicable. When other extra trains are moving through the working limit after work train has tied up they should not expect to find a work extra in the territory if such orders are available for annulment. It is the train dispatcher's responsibility to guard against the possibility of a crew again entering work train territory under the authority of a work order which has been annulled to other trains, but which may be still held by the crew of the work extra. Apply the principles of Rule 219 to the C&E of the work extra, as well as to the operator.

- 68. Form J. This form must not be used for the purpose of advancing a train against others, without the issue of proper orders.
- 69. Form K. Ex. 4 must not be issued until the designated train has actually arrived at the specified point.

As the rules provide Form K orders continue in effect although the running orders may be changed, it is not necessary to include such orders among others when instructing a train to observe certain other orders, unless it may be thought the omission might cause confusion or question.

- 70. (a) Forms L, S-M and D-M. An order must not be delivered to a train annulling an order that had not been delivered to them.

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- (b) When annulling an order to an operator, the dispatcher must not merely give the operator a number, it must be transmitted in full in the regular manner and repeated properly. Do not omit the words "No" "is" "are" as called for in the form.
- (c) Care and good judgment must be used in annulling certain "waits" in an order and leaving others in effect. If any chance of misunderstanding they should all be annulled and new order issued.

When "run lates" are annulled to reduce time, protection must be provided against the train thus reduced in restriction getting into territory of other trains before they get the orders. When annulling a certain waiting point and time, use the form, "That part of Order No. . . . reading K 105am is annulled."

- (d) Orders addressed to yardmasters or yard engines concerning track conditions or train movement must not be annulled until it is known that it may safely be done. In most cases this will require copies of the order for each engine, order addressed to operator only is not sufficient.
  - (e) The second paragraph of Rule 220 must not be considered as relieving the dispatcher of annulling orders addressed to trains that have lost right or schedule or been annulled. The operator is not permitted to file such orders without first being annulled.
71. (a) Forms S-P and P. Ex. 1 of Form S-P should not be used more than once changing meeting points between the same trains. When necessary to again make a change it is preferable to annul the superseding order and issue direct meet, in the same order.

As there have been numerous head-end collisions due to misunderstanding of the instructions concerning taking siding as given in connection with this order, we require more complete instruction as mentioned in Form S-A orders, 60(c).

- (b) Form G or Forms S-H and D-H orders must not be superseded to shorten or lengthen the limit of distance or time.
- (c) When an engine number has been specified in orders and it develops that another engine is to be used, avoid using any such form of order as —"Order No. . . . should read eng. . . . instead of eng. . . .," or "Eng. . . . instead of eng. . . . on Order No. . . ." For regular trains a form, "No 4 has eng 2651 instead of eng 2655" may often completely cover.

When it is not practicable to reissue the order, the form, "Eng 78 instead of eng 76 run extra on Order No. . . ." will do temporarily. The original order for eng 76 shall also be addressed to eng 78 for proper delivery per Rule 220(B).

Instructions under item 67(h) gives examples there for easier reference in connection with work order forms.

- (d) Except as provided in 67(i) and in some special cases seeming to require it, or as otherwise specified, do not use the term "instead of" to extend a waiting time. For reducing time in "waits" it is at times preferable and is permissible.
- (e) There have been cases of accident and misunderstanding due to some men wrongly concluding that an order of a higher number or one received at a later time, superseded a previous order. This may be due to some extent by our practice of having more than one wait order for the same territory in effect at the same time. However, unless specifically annulled or superseded they are actually in effect and factually being complied with and fulfilled at the same time. It may be necessary to explain this at times. Any orders which might indicate a contradiction

or more than one method of procedure by inferring that one of the methods was superseded by another order should be guarded against.

- (f) The words—"should read" are no proper substitute for the superseding form of "instead of."
- (g) When a meeting point is changed and the middle order was issued to the operator, a copy of the superseding order addressed to the operator is all that is required. The meet order does not require being annulled to the operator when so changed, as the order is not in effect after having been superseded.

72. (a) Form D-R. Ex. 2 of this form is to be used when at the time of issue of the order the track to be used is not yet clear of opposing trains.
- (b) To authorize a movement against current of traffic through work train limits requires that, "provision must be made for the protection of such movement" (Form D-H) and "a train must not be moved against the current of traffic until the track on which it is to be run has been cleared of opposing trains" (Form D-R).

With double track between A and K and a work extra authorized to work on both tracks between D and F and considering the rules in connection with operation under Form D-R orders, to run a train, extra or regular, through the working limits and at the same time allow the work extra to work right up to the latest possible time, such movement may be arranged as follows:

"An order such as 'After 930am (Extra 77 west) has right over opposing trains on eastward track C to F,' establishes a definite time when such movement is authorized. (This may also read, if required 'After No 4 arrives at C and after 930am' (this being the time No 4 is due).) Extra 77 west must not be allowed to pass D until the work extra has the order and is clear of the eastward track and as the work extra is considered an opposing train, they must not occupy the eastward track after 930am until the order is fulfilled or annulled.

The work extra and Extra 77 west must also be given an order—"Work Extra 292 clears Extra 77 west between D and F on eastward track after 930am." It is the dispatcher's responsibility to know the track is clear for the movement before letting Extra 77 west pass D."

- (c) Examples 1 or 2 of this form of orders modified by a time limit such as, "..... this order is annulled at 930pm," is an improper order and not to be used.
- (d) If an inferior train is run against the current of traffic ahead of a first-class train, the inferior train must have a copy of the order authorizing such movement so they may be properly governed in clearing the first-class train.

73. Form D-S. The principal difficulty in connection with the use of this form of order is due to men overlooking the fact that all the provisions of single track operation apply. Where dense traffic conditions prevail better control is secured with less train orders when individual train movements are governed against the current of traffic by the use of Form D-R orders instead of single tracking with Form D-S orders. It is preferable to follow this practice rather than using the single track Form D-S order.

When a work program requires one track being taken out of service and assigned to work service and conditions such as lack of train order offices, etc., render it very difficult to handle efficiently with Form D-R

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orders, it has been found the following examples of train orders were of good use:

1—Westward track will be used as single track between C and F from 530am to 330pm switch tenders will handle crossover switches at..... Eastward track between C and F from 530am to 330pm out of service for trains except work extras and these trains when designated to use eastward track will run at restricted speed.

2—Eng..... works extra on both tracks 815am until 945pm between C... and E....

3—All westward extra trains between C... and F... except..... and Work Extra..... wait at C... until.....m

4—All eastward extra trains between F and C... except..... and Work Extra..... wait at F... until.....m

The above permits the work extra to use either track, but only work extras to use the eastward track during the time specified.

If there was to be only one work outfit to use the eastward track it would be perfectly proper with order No 1 to so use it on message authority alone. A work order giving right over all trains could be used and avoid necessity of other orders, but if there are more than the one work unit and any of them are to use both tracks, the examples of orders shown give the best coverage.

74. Form U. Where advance or special authority has been issued that a stop is not required at a designated signal which indicates Stop, this form of order may be reduced to "Pass signal (location)".

When it may be uncertain if the signal will indicate Stop and it is desirable to furnish advance authority applicable to the situation as it exists when the train comes to the signal, Form U may be varied from to read—"After stopping pass signal (location description) this order is annulled if signal does not indicate stop."

75. Form V. Care is required to insure accuracy in issuing this order. When it includes first-class trains at a subdivision initial or terminal station, unless modified to specify certain subdivisions, it will cover all subdivision trains of the classes mentioned due at that point. The proper wording should be used in accord with the operation. At junction points some trains do not pass there, they—have arrived—or—has left—and the order should read properly.

When designated trains are run in sections, specify the sections as necessary as, "..... except Second 3 and Third 3." If Third 3 was the last section and had arrived at the point named, it would be proper to state "No 3" had arrived or "Third 3 no signals" had arrived, but do not specify "..... except No. 3" if No 3 was being run in sections and all sections had not arrived.

The time specified must not be later than the time the order is made complete.

Observe the instruction in Form V as to the use of the word, "Superior" and avoid its use; some fail to understand that another train made superior by train order would be included, especially in the case of extra trains. Example 2 has been added to take care of the need for specifying trains, where "All regular," or "All first class," etc., is not good usage.

76. Form Z orders are not to be used to relieve train men from protecting their trains, except in territory designated by the superintendent or in emergency. (This does not refer to the use of these adaptations of Forms E

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and S-E, or other forms of E and S-E when used in connection with work train work).

In the example given, if there was a work train authorized to work between D and E the order would have to read, "All eastward extra trains between H and B except Work Extra 292 between F and D and except Extra 77 east wait at H until 410pm," so as to require Extra 77 east to protect as might be required inside the work train limits.

## 77. Examples of time-table changes—

### EXAMPLE 1

New Time-Table effective 12:01 AM Sunday		
(Old)	Westward	(New)
First Class 1 Daily		First Class 1 Daily
10:00 PM	A	11:50 PM
10:40	B	12:30 AM
11:20	G	1:05
12:01 AM	K	1:45
1:40	R	3:05
A 3:00 AM	Z	A 4:30 AM

Q—Do the schedules correspond in the six requirements?

A—Yes.

Q—If No. 1 was cleared at A and is delayed, may they leave at 12:01 AM?

A—Yes.

Q—If they leave A at 12:01 AM how late would they be?

A—Eleven minutes.

Q—If you received an order that No. 1 would run three hours late, A to Z, what time could No. 1 leave A?

A—2:50 AM.

Q—Would this be No. 1 of Saturday?

A—Yes.

Q—If No. 1 leaves A on time on the old time-table and is at K at 12:01 AM may they proceed as No. 1?

A—Yes.

Q—What time may they leave K?

A—At 1:45 AM.

Q—While waiting to assume the new schedule at K, must the train be either into clear or be protected in both directions as prescribed by Rule 99?

A—Yes.

Q—May more than one No. 1 of Saturday be run?

A—No.

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77. Q—If an inferior train moving in the same direction as No. 1 is at K at time of change, 12:01 AM, how may they proceed?  
 A—Proceed respecting schedule of No. 1 as shown on new time-table.
- Q—If an opposing inferior class or extra train is at R at 11:30 PM, how much time would they have to make K for No. 1?  
 A—Twenty-six minutes.
- Q—After 12:01 AM, what time should they be clear of the main track at K?  
 A—1:40 AM.
- Q—If No. 1 of Saturday is at G at 11:50 PM and unable to make the next station by 12:01 AM, what should they do?  
 A—Remain at G and assume new schedule at that point.
- Q—When may they leave G on the new time-table?  
 A—At 1:05 AM.
- Q—If an opposing inferior train is at K and No. 1 arrives at 12:01 AM, displaying green signals, how will the inferior train be governed?  
 A—Must respect the schedule of Second 1 on the new time-table.
- Q—When would No. 1 of Saturday become twelve hours late at Z?  
 A—At 4:30 PM Sunday.

## EXAMPLE 2

New Time-Table effective 12:01 AM Sunday		
(Old)	Westward	(New)
First Class 1 Daily		First Class 1 Daily
10:00 PM	A	9:00 PM
10:40	B	9:40
11:20	G	10:20
12:01 AM	K	11:00
1:40	R	12:40 AM
A 3:00 AM	Z	A 2:00 AM

- Q—If No. 1 of Saturday is at G at 11:50 PM, may they go if no opposing superior train is on the time-table or other restriction?  
 A—Yes.
- Q—Would No. 1 be on the new schedule at or after 12:01 AM?  
 A—Yes.
- Q—If No. 1 passes K at 12:31 AM, how much late are they?  
 A—One hour thirty-one minutes.

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## EXAMPLE 3

New Time-Table effective 12:01 AM Sunday		
(Old)	Westward	(New)
First Class 7 Daily		First Class 7 Daily
10:00 PM	A	2:00 AM
11:00	B	3:00
12:01 AM	C	4:15
1:30	K	5:30
3:45	R	7:45
A 5:00 AM	Z	A 10:00 AM

Q—If No. 7 of Saturday is at B when the new time-table takes effect at 12:01 AM how can they proceed?

A—Only as authorized by train order.

Q—Could No. 7 of Saturday wait at B until 3:00 AM and proceed on the new schedule without train order authority?

A—No.

Q—Could the train dispatcher authorize a train by train order to assume No. 7's schedule of the new time-table at B?

A—Yes.

Q—When can the first train be run out of A on No. 7's schedule on the new time-table?

A—2:00 AM Sunday.

## EXAMPLE 4

New Time-Table effective 12:01 AM Sunday		
(Old)	Westward	(New)
First Class 1 Daily		First Class 1 Daily
12:25 AM	A	11:57 PM
12:40	B	12:10 AM
1:00	G	12:25
1:15	K	12:40
1:45	R	1:00
A 2:30 AM	Z	A 1:40 AM

Q—When does Saturday's schedule become twelve hours late at A?

A—12:25 PM Saturday.

Q—On the new time-table, when can a train first be run out of A, as No. 1?

A—11:57 PM Sunday.



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## EXAMPLE 5

New Time-Table effective 12:01 PM Sunday		
(Old)	Westward	(New)
Second Class		Second Class
77		77
Daily		Daily
7:00 AM	A	2:00 PM
7:30	B	2:30
8:00	G	3:00
8:30	K	3:30
9:00	R	4:00
A 10:00 AM	Z	A 5:00 PM

Q—If No. 77 has not been run out of A on the old time-table, can they be run out of A on the new time-table?

A—Yes.

Q—If No. 77 had been run out of A on the old time-table, can they be run out of A on the new time-table?

A—No.

Q—If No. 77's schedule of Sunday is annulled, can a train be run on Sunday on either time-table?

A—No.

Q—If an order running No. 77 six hours late is issued at 6:00 AM on Sunday, what time could No. 77 leave A?

A—8:00 PM.

## EXAMPLE 6

New Time-Table effective 12:01 AM Sunday		
(Old)	Westward	(New)
Second Class		Second Class
77		77
Daily		Daily
		EXCEPT SUNDAY
10:00 AM	A	11:00 AM
12:05 PM	B	1:00 PM
2:00	G	3:00
4:00	K	5:00
6:00	R	7:00
A 7:00 PM	Z	A 8:00 PM

Q—What is the last day No. 77 is authorized on the old time-table?

A—Saturday.

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77. Q—If No. 77 of Saturday is at K at 12:01 AM Sunday, when new time-table takes effect, how will they proceed?  
 A—Proceed on schedule of No. 77 as shown in new time-table.  
 Q—How late would No. 77 be on new time-table at K?  
 A—Seven hours one minute.  
 Q—At what time will No. 77 become 12 hours late at Z?  
 A—8:00 AM Sunday.

## EXAMPLE 7

New Time-Table effective 12:01 AM Sunday		
(Old)	Westward	(New)
Second Class		Second Class
77		77
Daily		Daily
		EXCEPT SATURDAY
10:00 AM	A	11:00 AM
12:05 PM	B	1:00 PM
2:00	G	3:00
4:00	K	5:00
6:00	R	7:00
A 7:00 PM	Z	A 8:00 PM

- Q—Do the schedules for Saturday correspond in the six requirements?  
 A—No.  
 Q—Is there a schedule for No. 77 of Saturday on the new time-table?  
 A—No.  
 Q—If No. 77 of Saturday is at K at 12:01 AM Sunday, when new time-table takes effect, how may they proceed?  
 A—Only as authorized by train order.  
 Q—Could a train dispatcher authorize a train by train order, to assume No. 77's schedule of the new time-table at K?  
 A—No.

## EXAMPLE 8

New Time-Table effective 12:01 AM Sunday		
(Old)	Westward	(New)
Second Class		Second Class
81		81
Mon. Wed. Fri.		Tues. Thurs. Saty.
8:00 AM	A	8:00 AM
8:55	B	9:05
10:00	G	10:20
11:00	K	11:20
1:00 PM	R	1:20 PM
A 2:30 PM	Z	A 3:30 PM

- Q—Do these schedules correspond?  
 A—No.

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77. Q—In what manner do these fail to correspond?  
 A—Day of leaving.  
 Q—What is the last day No. 81 leaves A on the old time-table?  
 A—Friday.  
 Q—What is the first day No. 81 leaves A on the new time-table?  
 A—Tuesday.

## EXAMPLE 9

New Time-Table effective 12:01 AM, Sunday		
SUBDIVISION NO. 1		
(Old)	Westward	(New)
		First Class 5 Daily
	A	10:00 PM
	B	10:50
	G	11:30
	K	12:15 AM
	R	1:45
	Z	A 3:10 AM
SUBDIVISION NO. 2		
(Old)	Westward	(New)
		First Class 5 Daily
	A	3:15 AM
	B	4:00
	G	4:45
	K	5:30
	R	7:00
	Z	A 8:00 AM

- Q—Is there a schedule for No. 5 shown on the old time-table?  
 A—No.  
 Q—At what time is No. 5 first authorized to leave A on Subdivision No. 1?  
 A—10:00 PM Sunday  
 Q—At what time is No. 5 authorized to leave A on Subdivision No. 2?  
 A—3:15 AM Sunday.  
 Q—Could No. 5 of the new time-table be authorized at any intermediate station on Subdivision No. 1 Sunday morning?  
 A—No.

78. The following questions have been asked in connection with the provisions of Example 4, Form G, Train Order, and the answers are as agreed upon by the Joint Rules Committee meeting May 7 and 8, 1946:

1—Q. Are other trains, including first-class trains, required to protect against an extra authorized by this form of train order, if using the main track on the time shown in the order and within yard limits?

A. Rule 93 specifies that "Within yard limits the main track may be used without protecting against second and inferior class, extra trains and engines.

"Second and inferior class, extra trains and engines must move at restricted speed."

The provisions of Example 4 authorizing the movement of an extra train with this form of order, also includes "must move within yard limits the same as any other extra train." Therefore, except on the Union Pacific, protection within yard limits is not required against such extra train.

On the Union Pacific, trains over which this extra had been given right must protect against it within yard limits.

2—Q. Are other trains, including first-class trains, required to clear the extra authorized by this form of order within yard limits when the extra is due to leave the last station where time is shown?

A. The instructions under Example 4 are "Trains over which the extra is thus given right must clear the extra the same as an inferior class train is required to clear a first-class train." Therefore, any train inferior to the extra authorized by Example 4 would be required to clear the extra in yard limits the same as in non-yard limits as prescribed by Rules 86, 8-89 and 93.

3—Q. If the extra authorized under Example 4 occupies the main track at a yard limit station on the time of a first-class train, is such extra required to protect against the first-class train?

A. Rule 93 requires that the main track may be used, clearing first-class trains when due to leave the last station where time is shown, but in case of failure to so clear them, protection must be given as prescribed by Rule 99. Therefore, the extra would be required to protect against a first-class train if they did not clear them.

The Joint Rules Committee agreed that, briefly, the intent of Example 4, Form G, is to expedite the movement of a certain train and that trains over which the extra is given right would clear it as prescribed at any and all stations. However, this does not nullify nor abrogate any of the provisions of Rule 93.