

# **Northern Pacific Railway Company**

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## **TRAIN DISPATCHERS MANUAL**

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**Effective June 1, 1967**

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Northern Pacific Railway Company**

**and is loaned to**

<b>NAME</b>	<b>OCCUPATION</b>

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

These instructions are supplementary to the Consolidated Code of Operating Rules, Edition of 1967, and are effective June 1, 1967, cancelling all previous instructions to Train Dispatchers not consistent therewith. These instructions must be reviewed as frequently as necessary to avoid overlooking their requirements.

F. L. Steinbright  
Vice President Operations

**1. GENERAL:** Train dispatchers report to the Chief Dispatcher. They 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 to be impracticable to comply with.

Safety is of the first importance. Nothing should be permitted to interfere with safe methods, operations, or practices in handling of trains, issuing train orders and other instructions. Safety must not be sacrificed to save time.

Communication 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 train dispatcher.

The dispatching office shall be kept closed to those not directly concerned in the work of the office, except for officials of the company. Other employes must receive authority to enter from the Superintendent.

**2. RULE OBSERVANCES:** The train dispatcher should set the example in the observance of rules by the daily performance of his work and in the issue of instructions and orders. Any violation of rules or special instructions by operators, trainmen, enginemen and others with whom his duties bring him in contact must be reported promptly to the chief dispatcher.

**3. Chief Dispatchers, Asst. Chief Dispatchers and trick dispatchers** must have a watch that conforms to Form 2263 (Rules governing watch requirements).

When comparison of watches is made for employes on the road per Rule 3, a notation should

be made on the train sheet closely adjacent to the place provided for Record of Standard Clock, as checked with operators.

**4. BULLETINS:** Train dispatchers must read Bulletins and will record the number of the last Bulletin posted opposite his signature on the train sheet, as acknowledgement of understanding of all Bulletins in effect.

**5. HOURS OF SERVICE:** They should have sufficient knowledge of the Hours of Service Law regarding train dispatchers, operators, enginemen, yardmen and trainmen to guard against violations.

**6. NEW TIMETABLE:** Before the effective time for a new timetable, dispatchers must check the new schedules and determine whether all trains which are authorized by the old timetable will be able to assume the corresponding schedule of the new timetable and proceed on that schedule.

**7. KNOWLEDGE OF DISTRICT:** Train dispatchers must familiarize themselves with the movement of trains and the physical characteristics of the territory in their charge, such as grade conditions, locations of sidings and train order signals at stations, etc.

**8. NOTIFICATION OF TRAIN MOVEMENTS:** Connecting divisions and dispatching districts must be kept promptly informed on train movements with which they are concerned. Terminals and other stations, as required, should be kept informed as to the expected arrival of delayed passenger trains.

**9. TELEPHONE CONVERSATIONS:** Train dispatchers must be courteous in their telephone conversations. Special care must be used and consideration given, when working with new or inex-

perienced operators. Train orders and line-ups must be transmitted with care and at a speed regulated to the capacity of the individual with whom you are working.

**10. NUMBERING OF TRAIN ORDERS:** Train orders, except slow or cautionary orders, must be numbered consecutively each day, beginning at midnight. Each set of dispatchers will use a separate series of numbers. Adjoining dispatching districts must not use the same series of numbers. A higher series of numbers must be used for slow or cautionary orders. Separate train order books must be used for each dispatching district and an exclusive book used for slow or cautionary orders.

**11. ABBREVIATIONS:** In addition to the abbreviations as authorized under Rule 224, the following abbreviations may be used in the address column of train order books:

C&E Ewd Xa Trns Clrg  
C&E Wwd Xa Trns Orig  
C&E Wk Xa DC B 103  
C&E Xa 2505 E

**12. TRAIN ORDER BOOK RECORDS:** Each train order must be written with pen, in full, in a book provided for that purpose in the office of the train dispatcher, and with it recorded: time train order signal displayed; indication displayed by train order signal; to what offices the order was transmitted; time that order is made complete or the "X" response sent at each office; the names of those who sign the order, when required.

When train orders are transmitted by telegraph, the train dispatcher must write the order the first time it is repeated, and must underscore each word and figure each time it is repeated

thereafter. When transmitted by telephone, he must write the order as he transmits it and must underscore each word and figure each time it is repeated.

Rubber stamp and printed train order form may be used for issuance of train order Form Y. When used, train dispatcher will record Form Y by stamp in the train order book and write and transmit only train order number, address, track designation, mile post locations, stations and time limits. Train order operators using printed Form Y are required to copy and repeat only that portion transmitted by the train dispatcher.

Except in an emergency, the railroad radio must not be used for the transmission of train orders. If necessary to transmit a train order directly to a train, the train dispatcher must instruct the train to come to a stop before transmitting such order.

The records to be kept in the train order book must be neatly compiled and legible. The train dispatcher on duty will show his initials and date at the top of each page. When an individual is breaking in with the train dispatcher, that person's initials will be shown directly below the number of each train order they issue.

Train dispatchers must check off all train orders not in effect by writing his initials across the face of the order with a red pencil. A single diagonal line drawn across the entire page with a red pencil indicates that all train orders on that page are no longer in effect. When all orders up to and including a certain page have no more effect, a page size "X" in red pencil will be drawn on this page.

When an office is closed at the time an order is transmitted to other offices, the address for that office must be entered in the train order book and

on the clearance page as a reminder to issue such orders when that office opens. Such information must be included on the transfer.

When listing addresses where more than one train gets the orders 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.

For train orders delivered by the train dispatcher, the requirements as to the record and delivery are the same as at other offices.

When the train dispatcher issues a train order that is to be delivered by a train dispatcher, a carbon copy of the body of the order must be made in the train order book at the time the order is written on the train order form, and this copy underscored as it is repeated thereafter.

**13. TRAIN SHEET RECORDS:** Train sheets must be legible, neat and kept in proper form. Except where otherwise permitted, train sheet records must be made by pen.

In the same manner as trains are shown on timetables, 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.

When an extra train is called or ordered, the practice should be to enter on the train sheet the engine number, time crew on duty, etc. Then, after all necessary orders including the running authority have been issued, enter the word "Extra" at the top to indicate that running authority has been issued.



Movement of Hi-rail cars, such as superintendents inspection cars which are being moved on line-ups, will be recorded in pencil only and such record will be erased after movement has been completed.

Information of train movements as received by annunciators 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.

**14. ORDERS PLACED ON ANOTHER DISTRICT:** When orders are issued by one dispatcher covering movements or territory of another dispatcher, the order must be placed in the train order book of each dispatcher with the initials of the issuing dispatcher. When orders are placed at a point of clearing trains by another dispatcher and not covering the territory handled by him, a skeleton form of the order may be used but must be entered properly on the clearance sheet. These orders will be included on the clearance issued by the dispatcher on whose territory the orders are placed.

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

**15. PLACING ORDERS AT STATIONS AFTER OPERATORS ABSENCE OR AFTER HOURS:** Restricting orders must not be placed for trains which, under any circumstances, may have passed an office while the operator was absent, or while the office was closed, unless positive

knowledge is had that the train has not so passed. If desired, an order given them in advance to secure a clearance at that station before passing or by giving such train an order to wait at that station until a specified time would give control.

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. At night, especially where the train order signal is not regularly kept lighted, be sure that it either has been lighted or other protection furnished before placing an order. For restricting orders issued under these conditions, instruct operators that fusees and torpedoes must be used to give approaching train ample warning. Be sure operator knows how to use the fusees and torpedoes and how to give signals properly.

**16. ORDERS TO MEMBER OF CREW:** When a member of the crew copies a train order, dispatcher must insist that person copying order give his name, location and train identification, before the order may be transmitted. In case this is to be a restricting order, the dispatcher must obtain absolute assurance from the person copying the order that the engineer understands that a restricting train order is to be received for their train and that there is no possibility of train, or part of train, leaving while the order is being copied.

**17. TRANSFERS:** In making transfer, the relieving dispatcher will read all train orders in effect, writing under each his initials, which will indicate his thorough understanding of such orders. He will also check these orders to see they are properly listed on the clearance page. Train line-ups Form 9024 that are in effect must also be read and initialed by the relieving dispatcher.

**18. UNUSUAL WEATHER CONDITIONS:** When weather conditions restrict visibility, consult with the Chief Dispatcher on duty as to the necessity for blocking trains. This applies in automatic block signal territory as well as non-block signal territory. In CTC territory, train dispatcher or control operator must hold the following train one controlled signal behind the leading train.

**19. SNOW MACHINERY:** The operation of snow machinery is generally done under unfavorable weather conditions and every precaution for safe operation should be taken. When practicable, trains should be blocked an open office behind a train opening the main track because of snow conditions. When this cannot be done, they should be blocked thirty minutes apart. Train order meeting points must be established between a train opening the main track because of snow conditions and opposing trains.

**20. SPACING OF TRAINS:** Train dispatchers should frequently check with operators to see that Rule 91 (A) and D-91 are being complied with, particularly where double track has been converted to a single track operation or movements are being made against the current of traffic.

**21. TRAIN ORDER SIGNAL:** When instructing operators to display train order signal, before transmitting a train order, train dispatchers must obtain the response from the operator that the train order signal is properly displayed before starting the order. Operators must not be instructed or permitted to change the position of the train order signal so that it is not consistent with the train order for which it is displayed.

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.

**22. TRAIN ORDER SIGNAL FAILURE:** Following is an example of order form to use in case color-light type train order signal is dark: "If train order signal at \_\_\_\_\_ is dark it will not be necessary to stop or obtain clearance and such signal will not be considered as imperfectly displayed signal."

If light is restored and it is necessary to issue train orders to a train at a station which has been delivered a copy of the above order, operator should be cautioned to be prepared to use hand signals to stop train if train order signal should fail again.

**23. TRAINS LOSING SCHEDULE:** When a train becomes 12 hours late in other than CTC territory, further movement must be authorized by train order or numbered clearance. In CTC territory, movement may be authorized by signal indication.

**24. CLEARANCE RULES 85 and 97 (A):** When authorizing extra trains or sections by clearance the next highest train order number will be used. The record in the train order book must show the number of the clearance preceded by the letter "C", for example, "C 15", followed by the address and then the destination to which the extra or section is authorized. When this clearance is repeated by the operator it must be checked and underscored as if it were a train order. The time repeated by operator must be shown in the complete column. The number of this clearance will also be entered on clearance page in station column preceding the address. A section may be authorized by clearance only from the initial station of the schedule.

To avoid any misunderstanding on the part of the operator in the event of communication failure, the numbered clearance as provided in Rules 85 and 97 (A) should not be issued until dispatcher is ready to clear train.

**25. PROTECTION FOR SLOW OR IMPASSIBLE TRACK:** When issuing speed restriction orders, do not place to passenger trains only or to freight trains only, as under Rule 12 a train not governed by speed specified in such train order would be required to move at a speed not exceeding 10 MPH.

When notified of broken rail or other unsafe condition in track, until proper information can be obtained as to speed restriction necessary, train should be given a train order instructing them to stop and inspect to be certain track is safe before proceeding.

If advised of an improperly displayed Maintenance of Way signal the train dispatcher must take prompt action to obtain the necessary authority from the Maintenance of Way Department before issuing any instructions to the train.

**26. MAIN TRACK OUT OF SERVICE:** When a main track is out of service and trains are to be run on an auxiliary track, an order must be placed in the following form: "Account main track out of service trains will use \_\_\_\_\_ at \_\_\_\_\_." When a main track is out of service and trains must be run through an adjacent auxiliary track, track flags must be placed and if practicable, switches must be lined, locked and spiked for that track. The train dispatcher must be notified. Until train order covering the condition is issued to all trains affected, a flagman must remain unless released by the train dispatcher.

Note: This does not apply when track out of service is located between switches of a controlled siding. See Item 38, sixth paragraph.

**27. ENGINE NUMBERS:** When an engine number is followed by a suffix letter, first pronounce the letter then use the appropriate word to insure correctness, for example: A - Able; B - Baker; C - Charlie; D - Dog.

When it is necessary that an engine be identified by other than the leading unit, arrange to notify train to be met or passed to the extent practicable by message or radio that the trailing unit or second unit is the identifying unit of such train and unit \_\_\_\_\_ is in the lead.

**28. RESTRICTING TRAIN ORDERS:** Train orders must not be issued for a train at the point where its movement is restricted by such order if it can be avoided, especially when weather conditions impair visibility, or the location of the train order signal, in relation to the switch to be used by the train being advanced, would cause a hazardous condition. If the conditions make it necessary, the operator must be instructed to place torpedoes a sufficient distance to provide warning for the train being restricted, and take any additional precautions that may be necessary.

When a train order is issued establishing a meet or wait at the station where the order is issued, the operator must be instructed to flag the train being restricted with hand signals until it is brought to a stop. The clearance must not be issued for this train until the train has stopped, unless the train to be met is positively identified and is clear of main track or the time in the wait order has expired.

At a meeting point where the train restricted gets the order, 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 the 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.

Avoid so far as practicable the placing of restricting orders at points where other trains not concerned would be affected by the indication of the train order signal.

When issuing a slow order to a train, which takes effect close to the point where the train receives such order, the train order signal must be placed in stop position and the train brought to a stop before delivery of the order.

**29. CHECK ON SUPERIOR TRAINS:** This information may be given to trains in different forms—train order register check, verbally when impracticable to issue train order, register ticket when authorized by the train dispatcher, or as provided under Examples 4, 5, and 6 of Form W Train Order. When given verbally, great care must be exercised and the person receiving this information **must be a conductor or engineer** who should repeat to insure correct understanding. In extreme cases where rightover and waits or other proper methods are impracticable, a train order such as "At \_\_\_\_\_ (station) conductor of Extra (77 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 (56 East)," may be used. 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 "\_\_\_\_\_ his right-over Extra 1000 West on second trip after 901 AM", may be used. 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 order which was then found by later trains. These orders must all be most carefully handled to avoid any error in proper observance.

When a train register at an intermediate station (junction, etc.), would require opposing train or a following train to stop and check the register to ascertain if signals had been displayed to that point due to the inability of the dispatcher to furnish a check, the dispatcher may avoid an unnecessary stop by using an order such as: "No. 25, Engine \_\_\_\_\_ will not display signals for a following section A to Z." (This applies even if they had met or were passed by the regular train not displaying signals prior to arrival at that register station; if there were no other sections.)

**30. OBTAINING SIGNATURES:** When conditions require conductor and engineer to sign an order, do not expect them to sign just a blank train order form. Be especially careful under these conditions when working with inexperienced operators.

When a train order is issued to anyone other than an operator or when signatures of conductor and engineer are required on an order, such names must be recorded in the train order book.



**31. "X-ING" TRAIN ORDERS:** Train dispatchers should use the "X" response to train orders only when absolutely necessary. When used, the operator "X-ing" the train order must be instructed to repeat it and a complete must be given as soon as possible. An order which has been "X-ed" must be made "Complete" before it can be annulled.

Rule 208 (B) does not permit the train dispatcher giving an operator an order number and address to be "X-ed". The order must be transmitted before an operator can give the "X" response.

**32. REPEATING TRAIN ORDERS:** Train dispatchers must give complete cooperation when operators request to repeat recopied train orders. A record must be maintained under each order involved showing the time and date each office repeated such orders.

Train dispatchers must not relieve operators of the requirements of checking each other on the repeating of train orders, making daily checks to see that this is being done.

**33. ADDING TO ORDERS:** The only allowable variation of Rule 202 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. Additional addresses may be placed at any time.

**34. AUTHORIZING TRAINS FROM INTERMEDIATE STATIONS:** To authorize a train to assume a schedule at an intermediate station, a train order is required, proper form of which is: "Eng 360 run as No. 31 F to Z". To authorize a train to run as a section of a schedule from an intermediate station, use proper example of Form F train order.

**35. RUNNING ORDERS FULFILLED OR AN-  
NULLED—Rule 201:** If desired, orders may be retained in effect for a subsequent movement by issuing an order specifying “Retain and observe Order No. \_\_\_\_\_”

**36. HEADLIGHT OR CLASSIFICATION  
LIGHT FAILURE:** When notified of headlight failure or failure of both classification signal lights, other trains affected, yard engines, and operators in the territory involved must be notified as far as practicable to do so.

**37. RULE 251 OPERATION:**

A. Rule 251 does away with superiority of trains moving in the same direction. For example, a 600 train would not clear No. 2 unless given a message to do so. All other Operating Rules remain in effect.

Instructions as to picking up or setting out cars or other work to be done will be issued over the signature of the Superintendent and must not be combined with clearing messages.

B. Operators must not be permitted to transmit instructions concerning train movements to conductors or engineers verbally when possible to deliver written instructions.

C. Oral and message instructions must be given in the same words to all employes or trains addressed. They must be properly dated and show name of station where copied. They must be numbered consecutively each day beginning at midnight, using the same series of numbers as is used for train orders, but message numbers must be prefixed with the letter “M”. Example: “M-1, M-201”.

D. Message instructions must be addressed to those who are to execute them. Those for a train

must be addressed to conductor and engineer and also to anyone acting as a pilot. A copy for each employe addressed and rear brakeman and each engineer when train has more than one engine, must be supplied by the operator. These messages are not given to the superior train.

E. Oral and message instructions must be written in proper form by dispatcher in train order book on same pages with train orders. He must write message as he transmits it and must underscore each word and figure each time it is repeated. These records must include the message number, station call, address, time repeated by each office, and superintendent's initials.

When oral instructions concerning train movements are issued to a member of a crew, dispatcher must show name and occupation of employe to whom such instructions are transmitted.

F. Abbreviations other than shown in Rule 224 must not be used in messages or train order books. Office calls may be used in address only. Time and numerals may be written in figures only, except when they immediately follow a train number they should be spelled. Example: "Clear No. 1 two hours and 30 mins late."

Even hours, such as "1000 AM" must not be used in stating time in message instructions.

G. When a message has been transmitted, operators must repeat it in the succession in which the several offices have been addressed unless otherwise directed. Each operator receiving message must observe whether the others repeat correctly and inform dispatcher if incorrectly repeated.

H. When a clearance is to be issued to a train and a message concerning train operation is to be

delivered to them at that station, number of such message must be shown on clearance and in dispatcher's clearance record.

I. Dispatchers must not instruct nor encourage trainmen, enginemen, or yardmen to clear trains less than the number of minutes required by rules, except on proper authority.

J. Line-ups must not be combined with clearing messages.

### FORMS OF MESSAGES

Station Name	Number	Time Repeated
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M-1

C	C&E Extra 6007 A West	
	C&E Extra 6011 D West	R 640 am
NJ	C&E Extra 7010 D West	R 641 am

Clear all first class trains on time

ABC (Super-  
intendent's  
Initials)

M-2

Clear all first class trains on time except  
No. 3

M-3

Clear No. 1 four hours late  
Clear No. 25 one hour late  
Clear all other first class trains on time

M-4

Clear No. 1 twenty mins. late Northtown to  
St. Cloud and 10 mins. late St. Cloud to  
Gregory

**M-5**

Clear No. 402

Leave Nisqually 253 am

Saint Clair 258 am

Kyro 301 am

and 50 mins late Kyro to Kelso

**M-6**

Clear Second 1

Leave Detroit Lakes 131 pm

Audubon 137 pm

Lake Park 142 pm

Arrive Manitoba Jct 153 pm

**M-7**

Clear second 1 forty mins. late instead of one hour late on message M-6.

**M-8**

No. 4 take siding and let No. 26 pass at Big Lake

**M-9**

Clear No. 407 on time but do not go west of Centralia ahead of them

**M-10**

Do not leave Tacoma ahead of No. 460 and Extra 6007 A East

**INSTRUCTIONS FOR TRAIN DISPATCHERS  
HANDLING CENTRALIZED TRAFFIC  
CONTROL TERRITORY**

38. In addition to the rules governing centralized traffic control operation, train dispatchers will be governed by the following instructions:

When granting verbal authority for movements not authorized by signal indications, such instructions must be written when issued.

In designating time limits use (901 am) until (945 am). Do not refer to time limits as "for 45 minutes".

When switches or signals cannot be operated due to track obstruction or other condition, or are undergoing repairs, control operator must block all signal and switch levers affected and must not remove blocks until advised by the proper authority.

When a portion of main track is out of service between sidings, the signals which govern the use of the block in which the obstruction is located must be left in Stop position and levers blocked.

When portion of track out of service is located between switches of a controlled siding, switches will be lined and blocked for track that is in service. Blocks must not be removed until dispatcher has been advised by employe in charge that track is back in service.

When safe to do so and provided it will not interfere with the movement of trains, switches and signals may be operated by control operator on request of signal maintainer or maintenance foreman for test or adjustment purposes or for movement of heavily loaded track cars or track equipment.

When train is to be admitted to an occupied siding, engineer of such train must be advised before entering siding. Train on siding must be advised when possible to do so. When two opposing trains are to be admitted to the same siding, both trains must be advised of this fact before entering siding.

The switches and signals must be lined sufficiently in advance to avoid delay to approaching train and must be restored to normal position immediately after the train has passed.

Signals are not to be set a long time in advance of a train and will not be changed or cancelled without first checking if there are any conflicting train or engine movement at or near the switch. There is a hazard involved in making such a change for motor car operators as well as train movements. Such levers must not be operated while any part of the train is passing over that switch.

A train order meet should not be used to advance a train to the beginning of CTC territory.

In an emergency and if conditions warrant, it is permissible for the train dispatcher to move a train to the beginning of CTC territory by use of Form DR, Form SC or Form E order, (whichever is necessary) without giving a copy of such order to the train being restricted. Before issuing such an order, the signals governing movement leaving CTC (the point where the train is being restricted) must be placed in Stop position and blocked. Blocks must not be removed until it has been definitely determined the train to be advanced has arrived in CTC territory or the time of the Form E order has expired.

When setting up a meet between two opposing trains, do not be too hasty to line the switch and signal for one of the trains to take siding for the other. Time will be saved and a much better meet accomplished if, when practicable, the first train to arrive at that station is placed on the siding. Keep in mind a switch or signal can be given to a train at any time but if an attempt is made to take a switch or signal away from a train and they are closely approaching, signals would

be changed immediately in advance of the train involved, creating a hazard to that train and the time release would have to be run down before any change in the line-up could be made.

Dispatchers must avoid, as far as possible, displaying stop indication for a train without having displayed the stop indication in sufficient time to give that train an approach indication. Example: If a westward train has left "A" a sufficient length of time to reach "B", and if dispatcher desires to stop that train at "B", to meet an opposing train, the proper procedure would be to give that train an approach indication at the entering end of the station, with a stop indication at the leaving end of the station, and thereby permit the westward train to hold the main track at "B" thus putting the eastward train on the siding at "B".

When dispatcher is relieved, he must make written transfer showing existing switch and signal line-ups, any irregularities in equipment and any movements being made not authorized by signal indication. He must advise relieving dispatcher of prospective movements and other necessary information.

Train dispatchers operating control machines which have a graph sheet must, unless otherwise provided, enter on the graph sheet the proper identification of each train entering the limits, and connect the automatic recording at each switch with an inked line with the recording at the next switch for the same train, with an additional reference to train identification leaving the limit. CTC graph sheet must be kept accurate and adjusted to compare with standard time. Record must be maintained in which the train dispatcher will record any irregularities in the operation of the CTC system, showing date, time of



occurrence, and time Signal and/or Maintenance of Way Department notified. Any irregularity affecting the movement of trains must be promptly reported to the supervisor of the department affected.

### **INSTRUCTIONS GOVERNING THE OPERATION OF TRAINS WHERE THE CONTROL MACHINE IS OPERATED BY A TELEGRAPH OPERATOR UNDER THE DIRECTION OF THE TRAIN DISPATCHER**

39. The operator operating the CTC machine will advise the train dispatcher prior to the time each train is ready to move between designated points in CTC territory.

The train dispatcher will issue authority to the operator operating the CTC machine to admit each train into CTC territory between designated points.

The train dispatcher will make a record of each authorization in the space provided on the face of the train sheet, (or train order book) showing number of train, between what points to be moved, and the time of issuance of authorization.

The operator operating the CTC machine will make a written record of the authorization received from the train dispatcher on a prescribed form and repeat the authorization to train dispatcher.

### **TRAIN LOCATION LINE-UPS**

40. Prescribed Form 9024 must be used for train location information. A copy of the current line-up must be obtained and read to the other members of the crew under the following conditions:

- (a) Before placing track car or on-track equipment on main track;
- (b) Before operating any off-track equipment foul of a main track;
- (c) Before working on or obstructing a main track.

41. The time of trains must be cleared no less than 10 minutes. If the line-up indicates a scheduled train is running late, the later time will be used. In figuring time of a train between stations, the maximum authorized speed for that train will be used.

42. When unable to obtain a line-up due to failure in communications or no communication is available, a track car or on-track equipment may occupy and move on main track clearing scheduled trains not less than ten minutes. If trains are late on their schedule, flag protection must be provided, when practicable, against these trains and all other trains where a clear view is not afforded for a sufficient distance to permit removal of track car or on-track equipment without hazard. Before working on or obstructing main track under these conditions, flag protection must be provided.

43. The line-up shall list all trains on the road, ordered, or expected to be run in the territory involved within the specified time, with information as to whether scheduled trains including sections, are late or on time. An approximate time for extra trains will be shown at intermediate key stations. To help in identification of trains, engine number shall be given when possible. Movement of hy-rail equipment will also be shown on line-up. Such additional information as may be helpful to persons receiving the line-up shall also be given, for example: light engine, local, log train, symbol number, passenger extra, etc.

Line-up will not contain information as to train and engine movements made exclusively within yard limits. Track cars and on-track equipment will move as the way is seen to be clear, within yard limits.

44. Where two main track operation is in effect, which will be designated in the timetable or by bulletin, train movements shown on line-up must be expected on either track from either direction, unless the line-up specifies the train will use a designated track.

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

In certain cases if the time shown for train leaving a station is not too great, it may be more advantageous to protect this leaving time with a "wait" order. This may delay the train but possibly not as much as it would if they were required to move at reduced speed over a long distance.

45(a). 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 reduced speed when visibility is limited and use whistle freely."

45(b). 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 Rule 45(a).

Note: It is permissible to annul train orders issued per Items 45, 45(a) and 45(b) at the expiration of the line-up you are protecting.

46. When it is desired to move or work on main track by use of Hy-rail equipment, the person in charge of such equipment must provide the train dispatcher with the following information, which should be given preferably the night before the movement is to be made.

1. The identifying number of the Hy-rail equipment.
2. The time they will leave the initial station.
3. The time it will take to move from the initial station to destination and what anticipated delays will be encountered en-route, such as inspections that may be made.
4. Is a Form Y train order necessary at the work site.

When this information is received, the train dispatcher will issue line-up Form 9024 sufficiently in advance to avoid delay and the operator of such equipment and the train dispatcher will be governed by the following instructions:

1. If the main track will be clear of trains for the requested time and limits, the line-up will state:  
"Main track clear of trains \_\_\_\_ AM  
until \_\_\_\_ PM between (station) and  
(station)."

When handled in this manner, before issuing the line-up, the train dispatcher must protect the limits and times shown by issuing a train order Form J (Holding order),

which must not be annulled until the expiration of the time shown on the line-up. If unable to be clear of the main track at the expiration of the time specified, further movement of the Hy-rail equipment must be made under flag protection unless another line-up can be obtained.

(Hy-rail equipment will be handled in the above manner on Branch lines of light traffic or in short moves in territory other than CTC.)

2. If trains are expected in the territory requested, the train dispatcher and Hy-rail operator will be governed as follows:

(a) Except in CTC, before issuing line-up Form 9024, the train dispatcher must protect the times of trains to be shown on line-up by issuing Form E (wait orders) and no train must be permitted to operate in advance of the time shown. If unable to clear the main track by the times shown, employes on the Hy-rail equipment must provide flag protection and notify the train dispatcher as soon as possible.

(b) In CTC territory, in addition to obtaining line-up Form 9024, movement between points will be made only on authority of the train dispatcher. If authorized to move to a point at which there is no communication the train dispatcher will issue "Track and Time Limits". If Hy-rail equipment cannot clear the track at the expiration of the time specified, flag protection must be provided.

When authorized to move to a point at which there is communication, the train dispatcher will block the signals in Stop position that govern movements into this territory. Blocks must not be removed until the Hy-rail equipment has been reported clear of main track.

47. Train dispatchers shall issue line-ups for all concerned at time specified by the superintendent and shall be numbered consecutively beginning at midnight. Additional line-ups shall be issued upon request and the period of time covered should be no longer than necessary.

48. Line-up must be repeated by one or more of those copying it. Each person copying line-up must observe whether line-up is repeated correctly and if not, will immediately call attention to any error. When only one station requires line-up, train dispatcher must have another station also copy and check the repeat for correctness.

49. Positive identifications of employes issuing and receiving line-ups must be established.

50. At designated intervals copies of line-up will be forwarded to a designated supervisory officer for checking.

51. Persons copying line-ups shall make as many copies as necessary. When operators copy line-up a file copy shall be retained bearing the signature of all persons to whom copies are issued. When line-ups are recopied, they must be repeated to the train dispatcher.

51(a). When necessary, foremen shall obtain extra copies of line-ups for use by employes under their supervision. Such employes shall acknowl-

edge receipt and understanding of the line-up by signing the foreman's copy.

52. When there is a change of timetable, the following information must be included on the line-up that is transmitted at the regular line-up time commencing 48 hours before and continuing until 48 hours after the effective time of the new timetable:

“(Division) Timetable Number \_\_\_\_\_ becomes effective \_\_\_\_\_”  
(day date). Obtain a copy”.

### FORMS OF TRAIN ORDERS

53. FORM S-A: Unless otherwise provided, train order meeting and passing points must be established between first class trains, between passenger extras and between first class trains and passenger extras.

When a meet order instructs a train to take siding, any change in such meeting point must designate which train will take siding until the meet between the trains has been fulfilled.

When a meet order instructs a train to take siding, unless other conditions warrant, the “take siding” instructions must appear in the first part of the train order. For example: “No 2 Eng 6600 take siding meet No 1 Eng 6700 A at Koldok”.

Where it is desired to have a train first hold the main track then head in, in order to do station work: “No 6 meet No 5 at \_\_\_\_\_ No 6 hold main track do station work then head 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 later it is decided to have the superior train take siding, another order must be issued, reading: "\_\_\_\_\_ take siding at \_\_\_\_\_ meeting \_\_\_\_\_."

When it is desired to reverse the instructions issued as to a specified train taking siding use the form, "No 1 instead of No 2 take siding meeting at Koldok".

When issuing Form S-A orders between two extra trains, the train order must specify which train must take siding, including those moving under Form S-C orders. S-88.

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. A meet can then be made on either side of that point, as circumstances require thus avoiding any complications as to orders of different divisions. This may also apply to different subdivisions handled by the same train dispatcher.

**54. FORM S-C.** Right of track orders to intermediate points should be avoided as much as practicable.

When an extra train is given right over an opposing extra train, as in examples 3, 4, 5 and 6, the right over limits must, when practical extend to:

The end of the running authority of the first-named extra;



Or, to the end of single track;

Or, to a point already reached and at which the second-named extra receives the order.

When modifying Form S-C by the use of "at" or "and at" the following form will be used: "Extra 950 West has right over Extra 292 East at White Bear Lake and White Bear Lake to Gloster and at Gloster".

Do not give an extra train right over all opposing trains to an intermediate point, for example:

"Extra 700 West has right over eastward trains A to G".

In the above example eastward trains would include eastward extra trains and Extra 700 West, according to rule, would be required to head in and stay at G for eastward extra train.

**55. FORMS E and S-E:** Forms E and S-E must not be combined. When later Form E time orders are issued all previous time orders that are covered by the later orders should be annulled.

When time on a first class train is given verbally as provided in Rule 93 a record must be maintained in the train order book. Example: "943 PM No 1 30 mins late YM Jones". When practical to do so this time will be protected by train orders. When operator has easy access to yardmaster, a copy of the train order will be furnished the yardmaster.

Time on first class trains may not be given verbally or by message at Mandan or Glendive account the Automatic Block Signal System does not extend through these yards.

The time in run-late orders must end with a naught (0) so as to be easily added to the schedule time.

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.

When reducing time in train 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.

If eastward or westward extra trains are instructed by train order to wait at a station, if such station is within the authorized limits of a work extra, the work extra must be excepted in the order.

If it is desired to have a train take siding and wait on siding until a certain time for a designated train, the following form of order may be used:

“No 1 Eng 6700 take siding at Waco

No 1 wait on siding at Waco until 1030 PM  
for Extra 850 East”

It should be remembered because of the wording of the above form, No 1 must take siding at Waco even though the time element (1030pm) may have elapsed.

**56. FORM F:** Since it is not always necessary for each section of a first class train to make all regular, flag or conditional stops of that schedule, train dispatcher must see that each section has the necessary instructions regarding stops to be made and notify stations concerned accordingly.

**57. FORM G:** Before issuing running orders or a numbered clearance authorizing an extra

train, the train dispatcher must enter the train on the train sheet and issue the required orders between this extra and opposing extra trains. If a return movement is to be authorized the entry must be placed on the train sheet in both directions and the required orders provided for the movement in both directions. An extra must not be authorized to return to a location beyond its starting point when issuing example 6.

When example 2 is issued, all trains on line over which the extra is given right must have copies of the order delivered to them before the order is made "complete" to the extra thus given right. When this cannot be done, a "Hold Order", Form J, must be placed to provide protection. Trains which might overtake this extra must be given copies of the order, also yard engines in whose territory the extra is authorized, until the order is fulfilled. Work extras in this territory must be given a copy of the schedule order and must also be instructed by train order to "Clear Extra \_\_\_\_\_ on Order No. \_\_\_\_\_." It must be understood that the extra thus given right must also be given a copy of this order, also a copy of the work order.

When it is desired to run an extra, authorized by example 2, late on its schedule order, another order in the following form must be used: "\_\_\_\_\_ run \_\_\_\_\_ late \_\_\_\_\_ to \_\_\_\_\_ on Order No. \_\_\_\_\_".

When it is desired to have an extra authorized by example 2 use the main track at the arrival station, the order should read: "Arrive \_\_\_\_\_ Psgr Station".

Short running orders should not be used when practicable to issue orders covering movement thru to end of run in one direction. When

it is necessary to use short orders, orders shall not be issued restricting any 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.

**58. WORK ORDERS:** Trains authorized by work orders will be entered on the train sheet by a diagonal line drawn across the station column between the working limits, showing the engine number along the line, in addition, the proper entry must be made in the work train column on the train sheet.

Wait orders issued for the benefit of work trains should not specify "For work extra \_\_\_\_." Train order meets between a work extra and any other trains are discouraged.

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

To extend the working limits either as to territory or as to time, another work order must be issued.

A work extra's train order authority must not be annulled to other trains, or to operators, until after the order annulling the work train's authority is in the possession of the conductor and engineer of the work extra affected and their train is clear of the main track.

The work train crews' tie-up at the end of the day is not sufficient authority to annul a work order in advance of the expiration time of the order. The signature of the conductor and engineer must be obtained.

When necessary to authorize two work extras within the same or overlapping work and

time limits, the two work extras must be instructed to protect against each other.

When a work train is authorized by a combination of examples under Form H in one order and it is desired that the work extra protect itself against designated extra trains after a specified time, the order must read:

“Eng \_\_\_\_\_ works extra \_\_\_\_\_ M until \_\_\_\_\_ M  
between \_\_\_\_\_ and \_\_\_\_\_

Protects against

Extra 850 East after \_\_\_\_\_ M

Extra 852 East after \_\_\_\_\_ M

Extra 292 West after \_\_\_\_\_ M not protecting against other extra trains (time limit here if desired).”

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

When a work extra has been instructed to clear an extra train after a specified time, and it is desired to extend such time, the following form must be used:

“Work extra \_\_\_\_\_ clears \_\_\_\_\_ (east) or  
(west) after \_\_\_\_\_ M instead of \_\_\_\_\_  
\_\_\_\_\_ M”.

A work extra must not be instructed to clear or protect against a regular train after a certain time.

**59. FORM J:** Except where authorized, this form of order must not be used to advance a train against other trains without issuing proper orders.

**60. FORM K:** When a schedule or a section is annulled from an intermediate station examples

(2) and (3), the order must specify the date that the train is due to leave that station.

**61. FORMS M and P:** Care and good judgment must be used in annulling certain "waits" in an order and leaving others in effect. If any chance of misunderstanding, the "waits" should all be annulled and a new order issued.

When annulling a certain waiting point and time, use the form "That part of order No. \_\_\_\_\_ reading K 105 AM is annulled".

An order must not be superseded more than once. After an order has been superseded, if any further changes are necessary, the superseding order must be annulled.

Form G or H orders must not be superseded to shorten or lengthen the limit of distance or time authorized.

When there has been an engine change on a regular train, the following form may be used: "No \_\_\_\_\_ has Eng \_\_\_\_\_ instead of Eng \_\_\_\_\_".

**62. FORM D-R:** Although Consolidated Code Rule 93 prescribes that "All trains and engines must move at reduced speed when running against the current of traffic within yard limits," before the train dispatcher issues a Form D-R order through yard limit territory, he must first notify the yardmaster.

When an inferior train is authorized to run against the current of traffic ahead of a superior train, a copy of D-R form train order authorizing movement of a superior train must be issued to the inferior train.

**63. FORM D-S:** When Form D-S orders are issued through yard limit territory train dispatch-

er should first notify the yardmaster and furnish copies of the orders to yard engines.

**64. FORM Z:** On certain branch line subdivisions, designated in the Special Instructions, flag protection against following trains is not required, therefore the use of Form Z train order is not necessary on these subdivisions.

On such subdivisions, dispatchers must not authorize one train to follow another until trains affected have been instructed by train order to protect to the rear as prescribed by Rule 99. The following form must be used:

“Provide protection against following trains as prescribed by Rule 99”.

When work extra is authorized within limits covered by a Form Z order, an exception must be made to the order, for example:

“Eastward extra trains between H and B except work extra 292 between E and D and extra 77 east wait at H until 410 PM”.

**65. SLOW OR CAUTIONARY ORDERS:** Where by Special Instructions, trains are relieved of securing clearance as required by Rule 83 (B), it is the train dispatchers' responsibility that such train receives any slow or cautionary order information that would affect their movement.

In placing slow or cautionary orders, definite locations must be used to enable crews to easily locate the conditions. If speed zone signs are used and have been placed and train dispatcher so advised, that fact must be included in the order. When using mileposts, culverts, bridges, etc., locate the condition in relation to the nearest station or between stations.

When it is known that slow or cautionary order will be in effect for more than a week, it

should be called to the attention of the Chief Dispatcher so that a bulletin can be issued covering the condition. If this cannot be done, slow or cautionary orders should be re-issued at two week intervals.

When slow or cautionary orders including Form Y orders, are issued or reissued, foreman will be issued copy of each such order if practicable. If not practicable, he will be verbally advised the order number, location and when train order is in effect.

On double or more tracks slow or cautionary orders must be addressed so that all trains moving with or against the current of traffic will be protected.

When practicable, slow orders should be divided into two groups, one containing speed restrictions and another the advice of other conditions. When two orders are not warranted, separate the contents so that speed restrictions are shown first.

Start a new page for each slow or cautionary order. Adequate space shall be allowed to permit plain records of all underscores and repetitions.

At offices where numerous deliveries are made and and copies have to be made many times, it is important to know that copies are not being delivered that have not been repeated and checked by the dispatcher. It is the train dispatcher's responsibility to check numbers of trains run against the number of times a particular office repeats an order as often as it is practicable to do so when new copies are made. Time should be taken to ask operators if they have orders to be repeated and arrange to handle this during slack periods if practicable to do so.

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.

Do not use a fraction number or the words plus or minus to indicate locations between mileposts, 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 indicate its location. Curves should be indicated as closely as possible by location adjacent to or between mileposts.

**66. CLEARANCES AND CLEARANCE RECORDS:** Rule 219—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.

When entering orders to clear a train, list the slow order first and then the active orders.

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.

Miscellaneous group will contain clearance records of offices where less than three trains are cleared daily.

All clearance records for an office for each day will be listed under proper office heading.

Orders addressed as—C&E Eastward trains—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, etc., shall be entered in the proper address location where placed for delivery. Such group order numbers to be entered on the line for each train to be cleared following the numbers of the other orders as issued for that train. Thus an order annulling the schedule of No. 1 between A and Z requires being entered as addressed, to No. 1 at A and also among the group orders for all westward \_\_\_\_\_ and above the various places requiring such listing.

These entries shall be correct and up to date and ready for checking before operator asks to clear a train.

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

When clearance is taken up and new one issued, due to issuance of a restricting order, as prescribed by Rule 220 (B), 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 the clearance page.

When an order that is listed has been annulled before the clearance is issued, an X must be marked across the number.

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.

If no orders accompany clearance, write the word "NO" in space provided for number of orders.

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

Enter clearances issued as required by Rule 83(B) and 91(A) in proper places whether or not any orders accompany them.

When checking clearance with an operator who has a restrictive order requiring train to be stopped before the orders are delivered, call attention to such requirement.

A clearance dated and timed before midnight may be accepted after midnight and be respected the same as if issued on the date of the train's departure.

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 per General Managers' Standard Practice 101.

**67. LOG TRAINS:** Log trains are to be handled in accordance with the special instructions on the divisions involved. Examples of log orders that may be used are as follows:

1. Eastward trains wait at F until log Extra 232 West arrives.
2. No. 408 Engine 6506 C wait at C and other eastward trains wait at F until Log Extra 232 West arrives.
3. No. 408 Engine 6506 C wait at C other eastward trains except Extra 509 East wait at F until log Extra 232 West arrives.

**68. HIGH AND WIDE LOADS:** An example of order that may be used is as follows:

Extra 250 East leaving X about 1130 PM (has) or (will have) 207546, high and wide load for A and must not meet or pass other loads 12 feet or wider on adjacent tracks.

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