

Terry Dix
No 29



State Electricity Commission of Victoria
Tramways

**Rules
Governing Employees**

*

SEPTEMBER, 1964

IMPORTANT

Stop your tram at the slightest sign of danger. Assume every one on the road to be unaware of your approach, and be ready to stop instantly.

Allow passengers plenty of time to board or alight, and never start until you are sure they are safe.

Remember! The safety of the Passengers, Pedestrians and others is your first consideration.

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State Electricity Commission of Victoria

PROVINCIAL TRAMWAY SYSTEMS

RULES TO BE OBSERVED BY TRAMWAY EMPLOYEES

SECTION A - GENERAL

1. The public must not be permitted to interfere in any way with the performance of the duties of tram crews or with any tram or tramway equipment.
2. All phases of the Commission's business must be treated as strictly confidential.
3. All lawful orders given by an appropriate superior officer shall be willingly obeyed.
4. Any special order bearing the signature of the Manager is to be obeyed. Any such order automatically over-rides an existing rule with which it is in conflict.
5. At least one week's written notice of intention to leave the employment of the Commission must be given - verbal notice will not be accepted.
6. No employee shall absent himself from duty or alter his appointed hours or exchange duty with any other employee without the prior permission of a superior officer.
7. Personal illness or accident which will prevent an employee attending for duty is to be reported immediately in order that a substitute may be provided. At least three hours' notice of such absences should be given.
8. Any period of absence for medical reasons must be covered by the production of a medical certificate or statutory declaration (whichever is requested).
9. An employee due to be relieved must continue working until his relief reports for duty.

If his relief is not available at the appointed time the employee awaiting relief is to send word to the Duty Inspector, who will arrange for relief to be obtained as soon as possible.

10. Employees shall not enter hotels or consume intoxicating liquors whilst on duty. Any employee exhibiting signs of the consumption of intoxicating liquor will be prohibited from commencing duty, and any employee exhibiting such signs whilst on duty will be suspended immediately.

11. Gambling on the Commission's premises or on the Commission's vehicles is strictly forbidden.

12. The notice board is to be checked each day before commencing and completing duty, and any new instructions are to be noted.

13. Printed report forms are not to be used for any purpose other than the making of reports appropriate to the form concerned.

14. Traffic employees when on duty shall wear in clean condition a uniform (inclusive of collar) provided by the Commission, and footwear shall be kept clean. Uniforms shall not be worn except when the wearer is undertaking duty for the Commission or proceeding to or from such duty.

15. A badge bearing a distinguishing number will be issued to each Motorman and each Conductor, who must wear this badge on his cap at all times when on duty.

16. Employees in uniform are to assume and maintain a smart attitude and appearance.

17. The uniform supplied by the Commission is and remains the property of the Commission. No mounting, facing, badge or decoration shall be displayed on the uniform unless it shall have been duly approved and its display authorised by the Commission.

18. All uniforms, badges and other things provided by the Commission are to be treated with particular care, and the employee to whom they are issued is to keep badges and buttons bright and clean and uniforms well brushed.

19. No employee, whether on or off duty, shall enter into conversation with the Motorman or Conductor while he is carrying out his duty, nor shall any employee other than the Motorman enter the Motorman's cabin without permission from a superior officer.

20. Off duty employees shall not congregate on any tram.

SECTION B - ACCIDENTS, ETC.

26. Where any person is injured or rendered unconscious in consequence of an accident, the tram crew shall ascertain if it is safe for him to be moved, and if so shall arrange for such person to be removed to the nearest doctor or hospital, either by tram or on any other vehicle which can be quickly obtained. If a vehicle other than a tram is used, the crew member arranging such transport shall take the number of such vehicle and refer its driver to the office for payment.

27. In the case of injury, if a policeman or some friend of the injured person is present, it is preferable that they should take charge of the injured person if this can be arranged.

28. Tram members are not to ask passengers if they are hurt, but when they consider that such is the case, they shall do all within their power to ensure the comfort of the injured person.

29. The names and addresses of those directly involved and of all witnesses or others present, whether on the tram or not, are to be obtained, and a tactful approach will be necessary in order to overcome any reluctance to supply this information.

30. If another vehicle is involved its registration number, together with the names and addresses of both the owner and driver of the vehicle must be obtained.

31. The name and number of any police officer present must be obtained.

32. The names and addresses of both Driver and Conductor must be given to any police officer upon request, and to the driver of any vehicle involved. No other information concerning the accident or occurrence is to be conveyed to any person other than a responsible officer of this Commission in any circumstances.

33. Details of the accident or occurrence are to be reported to the Duty Inspector as soon as practicable.

34. In the case of a serious accident where an Inspector is not present, the Motorman or Conductor is to report details to the Depot or the Availability Duty Officer by the nearest available telephone, immediately after having obtained the names and addresses of principals and witnesses.

35. Before going off duty, crew members must carefully fill in Accident or Unusual Occurrence Report Forms, which are available at the office.

36. Crew members shall not make subsequent inquiries concerning accidents nor call upon persons thought to have been injured, unless special permission or instruction to do so has been obtained.

SECTION C - TRAMWAY OPERATIONS

41. Any traffic instruction given by a member of the Police Force in uniform is to be obeyed.

42. No employee may smoke when on duty on a tram, except when the tram is stationary at an outer terminus.

43. Improper language is not to be used in any circumstances by personnel on duty, nor may they enter into arguments with the public or their fellow employees.

44. Each Motorman and each Conductor at all times when on duty shall carry a reliable watch approved by the Tramways Superintendent. These watches are to be adjusted at the commencement of each period of duty to agree with a standard clock which will be specified by the Superintendent.

45. Unclaimed or lost luggage, money or other property found on a tram, tramway premises or on the line is to be delivered to the Receiving Clerk or Traffic Inspector as soon as possible.

46. Any defect in or about the track or overhead wires which may be noticed by a crew member is to be reported at once (by telephone if necessary) to the Depot. After hours, this report is to be made to the Duty Inspector or Availability Officer as appropriate.

47. A "Motorman-Conductor's Report as to Condition of Tram" form is to be completed at all times when a tram is placed on the loop, handed over to another Motorman-Conductor or run into the Depot.

48. All necessary bell signals are to be made clearly and distinctly and must be promptly obeyed.

The only bell signals which shall be used between Motorman and Conductor are set out below:-

Motorman to Conductor

One stroke - apply rear handbrake
Two strokes - release rear handbrake
Three strokes - attend to trolley pole
Four strokes - come forward.

Conductor to Motorman

One stroke - stop
 Two strokes - go ahead
 Three strokes - stop urgently
 Four strokes - Tram full (no intermediate pick up stops)

When it is necessary to signal from the roadway great care must be exercised by both the Motorman and the Conductor before the tram is started.

49. A sharp look out for intending passengers is to be kept by both Motormen and Conductors when nearing any stopping place.

50. A tram must always be driven with the trolley pole in the trailing position unless the use of the leading position is specifically required by these rules or the circumstances make it impracticable to travel with the trolley pole in the trailing position.

51. A tram about to enter the Depot building shall have its trolley pole reversed at the entrance so that it will be in the trailing position for the run out.

52. A disabled tram will normally be pulled to the Depot by another tram. No tram may be pushed by another tram unless this has been directed by a senior officer after appropriate spacing pieces have been fitted to prevent damage.

53. Motormen and Conductors must keep themselves completely familiar with the arrangement and operation of all tram lighting circuits.

54. Trams are not to be left in darkness through the removal of the trolley pole from the wire while any passenger is boarding or alighting.

55. No training shall be conducted on a tram unless the trainee is in possession of a Tuition Sheet.

56. The presence on a tram of a trainee under instruction shall not relieve any member of the official crew of any of his normal responsibilities.

SECTION D - MOTORMEN

61. The Motorman shall observe and have a complete understanding of the Road Laws and Regulations as they apply to trams and other vehicles, and shall be personally responsible for any breach committed by him.

62. The Motorman is entirely responsible for the safe working of the tram allocated to him and he shall not at any time delegate this responsibility to any person or employee other than a tramway official. The period of responsibility extends from the actual taking over of the tram until it is either finally lodged in position in the tramway depot or city loop, or until it is actually taken over by the relieving Motorman on the road.

63. Before taking charge of a tram the Motorman must make himself conversant with the time table of the particular run for which he is rostered. When running special or chartered trips he must ensure that a tram mileage record card is available in his cabin, and he must fill in particulars as required.

64. Each Motorman must make himself acquainted with the regular running schedules, and must know when and where other trams on his route are to be expected.

65. Before taking charge of a tram the Motorman must ensure that the specified number of spare lighting bulbs and fuses is on the tram.

66. No Motorman shall allow any other person in his driving cabin except a superior officer or the bearer of a signed permit.

67. No Motorman shall read written or printed matter while the tram in his charge is in motion.

At times when the tram is stationary only matters concerning official duty may be read.

68. The Motorman shall never leave his tram until the hand brako has been firmly applied according to basic driving instructions, the reversing key and air brake handle have been detached and placed in a safe position, and the circuit breaker has been placed in the "open" position. The reversing key must be placed in the neutral position whenever a tram is stopped for purposes other than taking up or setting down passengers.

69. The Motorman shall see that his tram is run to time, paying particular attention to time points en route. No excuse will be taken for running ahead of time, and a satisfactory explanation must be given for running late.

70. The Motorman shall adjust the destination indicators on his tram at each terminus.

71. No Motorman shall move a tram after receiving the signal to start until he has looked both ways and ensured that all is clear.

72. Every Motorman must sound his gong before starting, when approaching a cross street and at any such other time or occasion as may be necessary to warn other traffic using the roadway.

73. The tram must be brought to a standstill by an application of the emergency brake on the first Out and In trips and at the first stopping place in each instance, and it must be brought to a standstill by means of the handbrake at the second stopping place in each instance. Any defect noted must be reported immediately.

74. No Motorman shall allow his tram to approach closer than eighty (80) yards (i.e. three poles) behind another tram travelling in the same direction in front of him and on the same track. No excuse whatever will be accepted for a collision caused through non-observance of this rule.

75. The Motorman must see that all main lighting is alight not later than sunset, and when necessary during foggy weather.

76. All Motormen must travel slowly and carefully when running through crossing, curves, switches, points, overhead fogs and section insulators and portions of the track under repair, and, when necessary, they shall signal the Conductor to attend to the trolley. They shall observe speed limits when passing through points as shown below.

Speed limit through facing points - 4 m.p.h.
Speed limit through trailing points - 6 m.p.h.

77. The Motorman must keep the tram completely under control at all times when descending steep gradients. Maximum speed must not exceed that at which the tram would ascend the gradient.

78. Motormen shall not stop a tram on a curve or over points except in a case of emergency.

79. When two trams approach a curve in opposite directions on a double track, the Motorman of the inside tram shall not enter the curve until the approaching tram has left it.

80. The Motorman of a tram about to pass a stationary tram shall sound his gong and keep a sharp look out for pedestrians crossing from behind the standing tram.

81. A Motorman shall always give precedence to the overhead tower wagon, and, whenever necessary, shall stop his tram to allow the wagon to pass. When men are at work on the tower wagon he shall not allow his tram to approach within twenty (20) yards of the wagon, and shall not start his tram until the signal to proceed has been given by the linesman in charge of the tower wagon.

82. When the alarm is given that a fire engine is approaching, the Motorman must slow down his tram and be ready to stop it at any instant.

83. The Motorman shall ensure that the trolley pole is in the trailing position before reversing a tram.

84. When travelling through water the Motorman shall switch off power wherever practicable.

SECTION E - CONDUCTORS

91. Before commencing duty each Motorman/Conductor shall have in his possession ten shillings in small change provided by the Commission and shall produce the same for verification by any Traffic Inspector or responsible officer of the Commission when called upon to do so.

92. A Conductor shall check the contents of his outfit immediately it has been received, and if it is found to be in agreement with entries appearing in his Revenue Journal, he shall certify thereon in the space provided.

93. It is the responsibility of the Conductor to place the outfit box issued to him in the tram locker, and to keep the door of the locker locked except for periods sufficient for him to remove or add to the contents of the box as required.

94. The Conductor shall collect fares as soon as passengers are comfortably situated on the tram. He shall call out in a clear voice, "Fares ready, please".

95. Fares are to be collected only when travelling on a straight track, and not whilst rounding curves.

96. The collection of fares and issue of checks is to cease at all times when an Inspector is on the tram for the purpose of inspecting checks, except in those cases where a passenger has not paid his fare and wishes to alight.

97. The Conductor shall name the amount received from passengers in payment of fares where change is necessary, in order to avoid subsequent dispute.

98. The Conductor shall keep checks in the order in which they appear in the trip waybill, and shall issue them in numerical order.

99. The Conductor shall issue a check to the passenger for every fare received, whether payment is by cash or by strip ticket.

100. The Conductor shall nip and issue checks before giving change.

101. The Conductor shall immediately mark on the face of any check detached in error the particulars of the trip and date, and attach it to the Revenue Journal on completion of the shift. He shall on no account issue these checks to passengers.

102. The Conductor shall endeavour to give change in such a form as is satisfactory to the passenger.

103. In no circumstances may a Conductor accept postal notes, post office orders, or cheques from passengers in payment of fares.

104. When a passenger is without the means to pay his fare, the Conductor is to satisfy himself as far as possible that the case is genuine. In such a case, or if the Conductor is unable to find sufficient change for the fare tendered, he shall obtain from the passenger his full name and address (including house number), request the passenger to forward the fare to the Tramways Office, and issue a check for the journey. The Conductor is to furnish a report in writing before going off duty, stating the name and address of the passenger, details of the journey taken and the fare due for the check issued.

105. When a fare has been returned to a passenger the Conductor shall obtain possession of the check issued, and mark on its face the number of the trip and the date of issue, together with a written report of the circumstances.

106. No Conductor is to accept any fare which the passenger states is owing to the Commission for another journey, but is to request such a passenger to forward the fare to the Tramways Office.

107. On arrival at any terminus the Conductor shall enter distinctly on the trip waybill in indelible pencil the first numbers of each batch of checks about to be issued.

108. At the commencement of any section the Conductor shall satisfy himself that the checks held by passengers entitle them to travel beyond the section termination point which has just been passed.

109. A Conductor shall record in indelible pencil or ink on his Revenue Journal the undermentioned details on completion of his shift:-

- (a) The opening numbers of the unsold checks and the number of tickets returned.
- (b) Details and total of cash and used tickets collected.

The outfit containing tickets, checks and completed Revenue Journal is to be deposited in the pay-in machine or lodged for safe custody in a manner prescribed by the Commission.

110. It is the special duty of all Conductors to study the comfort of passengers, and when necessary to ask them politely to "Move up, please".

111. The Conductor shall ask intending passengers to "Please take the first tram" when two or more trams for the same route are massed for special traffic.

112. The Conductor shall assist passengers to enter and alight from the tram when necessary, and shall exercise great care to satisfy himself that all passengers have safely alighted from or entered his tram before signalling the Motorman to proceed.

113. The Conductor shall make himself familiar with the principal points of interest along the route, the names of streets and important buildings, etc., in order to be able to give information when asked by passengers.

114. The Conductor shall call out distinctly all stopping places and section termination points as and when such are approached.

115. The Conductor shall acknowledge a passenger's request to stop the tram by a nod of the head, and shall signal the Motorman well in advance of the stopping place.

116. The Conductor shall not lounge about the tram nor converse with the Motorman. When not engaged in fare collection his position is to be at the rear of a single truck tram or in the centre section of a double truck tram.

117. Conductors may not read whilst on duty except matters in connection with their duty.

118. The Conductor is responsible at all times for the giving of bell signals and other Conductor's duties. The presence of a Fare Collector shall not relieve the Conductor of any responsibility and is only intended to assist him in the collection of fares.

119. It is the responsibility of the Conductor to fix barriers or doors on both sides of the tram as occasion demands, and to attend to all blinds, curtain windows and ventilators.

120. The Conductor is responsible for keeping the tram clean and the blinds neatly rolled up when not in use.

121. A Conductor who is piloting a tram shall not give the signal to proceed until he has ensured that no passengers are boarding or alighting from the tram.

122. The Conductor is responsible for the reversing of the trolley pole at a terminus and for the proper placing of the trolley wheel on the wire.

123. The Conductor is to ensure that the trolley pole is in the trailing position at all times when the Motor-man signals that he intends to reverse the tram.

