

NC: 23 45 6  
NC: 2 45 3  
6

9. If the machine should jam and cannot be cleared at all, tickets will be used out of the machine.
10. Passengers must **always** be given the correct ticket combination (See the Fare Combination Chart).
11. Conductors **must not** lend rolls of tickets to other conductors. They are solely responsible for the tickets they have signed for.
12. The boxes, with the system of requisitioning, will always have enough tickets for **any** emergency and duty.
13. The conductor must only sign for his tickets on the correct form provided.

### The Waybill

1. The waybill is made up entirely by the conductor.
2. The opening numbers of all series of tickets must be entered up every day.
3. Closing numbers of tickets and dials must be entered up at 9-0 a.m. on completion of the workers' journeys. Show the differences and add them up. It will be noticed that the  $\frac{1}{2}$ d. and 3d. tickets and the 1d (or double  $\frac{1}{2}$ d.) dial figures are not required at 9-0 a.m. On completion of duty enter **all** ticket and counter dial readings. The dial readings are of equal importance.
4. On the inside of the waybill the stage numbers and names of each terminal point and intermediate points required by the Management (See Stage Chart) must be entered and ticket numbers put down.
5. If the route is changed during the course of duty, mark clearly by drawing a line and leaving a space.
6. Enter the bus number or numbers inside the waybill in the space provided, as well as on the mileage record on the back of the waybill. All mileage covered must be clearly stated.
7. Complete waybill fully as to names pay number, route, signature, time, etc.
8. Use only one waybill per day as far as is possible. On split duties always pay in on account for the first portion or portions.
9. The Total Tickets issued should agree with the Total Dial reading.

### Points

1. First and foremost use tickets in proper sequence. **DON'T MAKE BREAKS.**
2. **Don't forget Total Dial and Double Dial readings.**
3. Issue tickets in the correct combination.
4. **Don't** lend tickets to other conductors.
5. The stage numbers must be clearly printed on the tickets, so watch the condition of the ribbon.
6. **Write figures legibly.**

A.H.W /500/25226



# WOLVERHAMPTON CORPORATION TRANSPORT DEPARTMENT

*The "ULTIMATE" System*



## The "Ultimate" System

1. The "Ultimate" Fare Collection System enables the conductor to collect his fares quickly and easily.
2. The system gives absolute security to the conductor. He cannot be the victim of other people's genuine errors or fraudulent intentions.
3. No ticket or waybill mistakes can remain unrectified.
4. Each conductor keeps his own machine and equipment, also his own stock of tickets. Every ticket requisitioned by the conductor is signed for and debited to his own Balance Sheet, a continuous record being kept of debits and credits of each box.
5. A combination lock ensures the safety of the box and only the conductor and the Ticket Office checking staff will know the combination. The Ticket Office staff will from time to time, open the box for the purpose of checking the contents. This will be done in the presence of a witness from the Traffic Staff, usually a spare man, who will put his signature on the Box Check Form. A duplicate of this form will be left in the box.
6. On receiving his machine, box and equipment, the conductor will sign a Declaration Form accepting responsibility for its care and for all tickets requisitioned by him.
7. The Box Balance Sheet containing all the tickets and cash records is balanced and any mistakes rectified. Conductors who wish to, may see their records on application to the Head Ticket Clerk.

---

## The "Ultimate" Machine

1. The "Ultimate" Ticket Machine is an automatic ticket rack.
2. There are five compartments for tickets.
3. The machine has five levers and five press buttons.
4. Pressure on a lever produces a single ticket, which has the number of the stage at which the passenger boarded the bus, printed on either the Ordinary, Child's or Return Section of the ticket.
5. Pressure on a lever and a button together produces a double ticket. The first half is printed the same as the single ticket and the second half has the serial number blocked out and no stage number is printed.
6. A sliding spindle determines the class of ticket required by setting it to one of three available positions. These are numbered one, two and three on top of the machine. The first position is for ordinary tickets, the second for child's and the third, with the spindle right out, is for workmen's returns. A catch is fitted to prevent the spindle from being accidentally knocked in. This rod also holds and revolves the stage counter printers which are numbered from 0 to 99.

7. The dials under the levers show the number of double tickets issued, except for the dial under the 3d. compartment at the end. This dial is the total dial and registers the total number of tickets issued.
8. Pressure on the levers must be firm but **not** heavy and they must be pressed to the fullest extent. It will be noticed that the lever travels twice as far when issuing double tickets. Care must be taken that the thumb does not obstruct the ticket as it issues from the machine.
9. The printing ribbon is placed under the stage printers. It must be changed every six days. Move it about  $\frac{1}{4}$ -inch every day for three days, then take it out and turn it back to front and use it for another three days in the same way. This ensures a new portion of ribbon for each days work.
10. The machine requires **no oiling at all**.

## The Combination Lock

Each lock has a separate combination of four numbers. Four revolving barrels are lined up to the combination whereupon the lock springs open. Locks must be kept on the boxes at all times and conductors should keep the combination number to themselves.

## "Ultimate" Tickets

1. There are five denominations of tickets,  $\frac{1}{2}$ d,  $1\frac{1}{2}$ d, 2d,  $2\frac{1}{2}$ d and 3d.
2. The 3d. ticket is a combination ticket and is only used for marrying fares. It is **NOT VALID** by itself.
3. They are in rolls of 500, each ticket printed with a serial number and three blank sections, Ordinary, Child and Return where the stage numbers are printed. There is one serial letter and five figures.
4. The tickets are requisitioned for as follows:
  - 4 rolls of  $1\frac{1}{2}$ d. tickets when 2 are left on the peg in the box.
  - 2 rolls of other tickets when 1 is left on the peg.(There will be no deviation from this system).

There are six pegs on a carrier in the box and each peg holds three rolls. Always place new rolls underneath the ones already on the peg.
5. When a roll is almost exhausted—about 20 tickets left—unroll the end of it and with the adhesive tab join the new roll on to it. Always make the joins dead level or a jam may ensue.

By this method, the conductor is always in a position to issue a double ticket.
6. See that all rolls are perfectly flat so that they run freely in the compartment.
7. Cancellation of Return Tickets **must** be with the cancellor provided.
8. When issuing tickets always tear them upwards and sideways against the cutters. Never pull them outwards, you will probably tear the roll.