



State Electricity Commission of Victoria
Tramways

Rules
Governing Employees

MARCH, 1948

No. 60

This Book is the property of the State Electricity Commission of Victoria, and is issued to:—

| Name. | Classification. |
|---------------------|----------------------------|
| <i>John Douglas</i> | <i>Motor man Conductor</i> |
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who, by accepting it, agrees to return it to the proper Officer when called upon.



State Electricity Commission of Victoria
Tramways

Rules Governing Employees

MARCH, 1942

J. J. GOURLEY, Government Printer, Melbourne.

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 get on or off the tram, 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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*Electric Tramways of the State Electricity
Commission of Victoria*

Rules for Motormen and Conductors

The Rules set forth herein apply to and govern and shall be observed and fulfilled by all Motormen and all Conductors in the employment of the State Electricity Commission of Victoria. Each Motorman and each Conductor is assumed to have made himself thoroughly familiar with the whole of the Rules, and ignorance of the same will not be taken as an excuse for any breach thereof.

Each Motorman and each Conductor when on duty is required to have a copy of this book in his possession, and it is to be returned to the Office when the employee leaves the Commission's service. Any breach of or failure to observe any of the Rules is punishable up to termination of employment, and all explanations for non-observance of Rules must be made **IN WRITING** to the Tramways Superintendent at the earliest possible moment.

The name and address of each Motorman and each Conductor is registered at the Office of the Tramways. Any change of address must be immediately notified to that Office.

Nothing in the Rules shall be construed so as to infringe any law of the Commonwealth of Australia, but the provisions of these Rules shall apply where no such law is infringed as though they legislated for cases only where they are compatible with such law.

Rules for Motormen and Conductors

The Rules set forth herein apply to and govern and shall be observed and fulfilled by all Motormen and all Conductors in the employment of the State Electricity Commission of Victoria. Each Motorman and each Conductor is required to have made himself thoroughly familiar with the whole of the Rules and provisions of the same and to be taken as an expert for any purpose thereof.

Each Motorman and each Conductor when on duty is required to have a copy of this book in his possession and it is to be carried to the tram when the tram leaves the Depot.

The Rules are contained in a binding in which are contained all the Rules, Regulations, and all explanatory instructions of Rules made by the State Electricity Commission of Victoria from time to time up to the date of the printing of this book at the date of the printing of this book.

The names and titles of all Motormen and Conductors are contained in the book of the State Electricity Commission. Each Motorman and Conductor is required to have a copy of this book in his possession and it is to be carried to the tram when the tram leaves the Depot.

Nothing in the Rules shall be construed as an intention to deprive any person of his right to be heard in any matter which may be brought before the State Electricity Commission.

Any Motorman or Conductor who is found to be in breach of any of the Rules shall be liable to be dealt with as provided in the Rules.

General Rules for all Motormen and Conductors.

1. They shall not allow the Public to interfere in any way with their duties or with any tram.
2. They shall keep the business of the Commission strictly private.
3. They shall willingly obey orders given by the Commission's responsible officers.
4. The attendance of a Student Motorman or of a Student Conductor on any tram shall not relieve the Motorman or the Conductor of any of his responsibilities.
5. The Notice Board must be examined each day before commencing and on completion of duty. Note shall be taken of any Special Orders, which shall be thoroughly understood, and the Special Order Book signed accordingly.
6. Special Orders bearing the signature of the Manager shall be obeyed whilst in force. Should a Special Order conflict with any Rule it shall over-ride such Rule.
7. They shall at all times obey the directions of the Police with regard to traffic.
8. All bell signals shall be made clearly and distinctly, and must be promptly attended to

Bell signals only shall be used and observed by Motormen and Conductors on the trams which are as follows:—

Motorman to Conductor—

| | | |
|---------------|----|--------------------------|
| One stroke | .. | Apply rear hand brake. |
| Two strokes | .. | Let off rear hand brake. |
| Three strokes | .. | Attend to trolley. |
| Four strokes | .. | Come forward. |

Conductor to Motorman—

| | | |
|---------------|----|-------------------------------|
| One stroke | .. | Stop. |
| Two strokes | .. | Go ahead. |
| Three strokes | .. | Stop (urgent signal). |
| Four strokes | .. | Tram full (no pick-up stops). |

When necessary to signal from the roadway great care must be exercised by both Motormen and Conductors before starting trams.

9. Motormen and Conductors are expected when nearing stopping places to keep a sharp look-out for intending passengers, the motorman paying particular attention to the right-hand side and the Conductor to the left-hand side.

10. When returning tram to Depot, the trolley pole must be turned at entrance so as to have the pole in the trailing position for the run out.

11. The trolley pole must be in a trailing position when tram is passing through or in the vicinity of frogs and crossings and when going round curves.

12. Both Motorman and Conductor shall thoroughly understand the arrangement and operation of the lighting circuits of the tram.

13. If a tram becomes disabled another tram must pull the disabled tram to the Depot. A tram shall not be pushed when it can be avoided. The trolley pole of the disabled tram must always be tied down.

14. No one shall practise on a tram either as Motorman or as Conductor unless he is in possession of a Tuition Sheet.

15. Should an accident occur, no matter how trivial, or an unusual occurrence take place, the Motorman and Conductor shall proceed as follows:—

- (a) They shall obtain the names and addresses of those concerned and of all witnesses or others present, either on or off the tram, using diligence to overcome any reluctance to supply this information. If another vehicle be involved they shall take the name and address of the owner or driver of such vehicle.
- (b) They shall obtain the number of any policeman or officer of the law who may be present.
- (c) They shall not give any names or other information regarding the accident or occurrence to any person, nor under any circumstances discuss the matter or express an opinion thereon to any one other than to a responsible officer of the Commission.

- (d) They shall report an accident to the first Inspector they meet.
- (e) If an accident be a serious one and no Inspector be present, they shall report by nearest telephone to the Depot after having attended to the matter of obtaining the names and addresses of principals and witnesses.
- (f) If any person is injured in consequence of an accident or rendered unconscious, they shall remove such person to the nearest chemist, doctor, or hospital, either on the tram or on any other vehicle that can be obtained quickly; if on a vehicle other than the tram, they shall take the number of such vehicle and refer the driver thereof to the Office for payment.
- (g) If a policeman or some friend of the injured be present, it is preferable that they be allowed to take charge of the injured person.
- (h) They shall not ask passengers if they are hurt, but when they see that such is the case they shall do all they possibly can for their comfort.
- (i) Accident or unusual occurrence report forms are provided, and must be carefully filled in by the Motorman and Conductor before going off duty.

- (j) They shall not subsequently make inquiries regarding accidents nor call upon persons said to have been injured without receiving special permission or instruction to do so.

16. Unclaimed or lost luggage, money, or other property found on trams, tramway premises, or on the line must be delivered to the Receiving Clerk as soon as possible.

17. They shall at once report to an Inspector or to the Depot by telephone if necessary any defect in or about the track or overhead wires which they may have noticed and which requires attention.

18. They shall not use the printed report forms for other than the purposes intended.

19. They shall not make use of improper language, or enter into arguments with the public or with their fellow employees, whatever be the circumstances.

20. When off duty they shall not congregate on any tram.

21. No employee when off duty shall travel in the Motorman's cabin or converse with any employee on duty.

22. Should no relief man be present at the appointed time the man to be relieved must send word to the Inspector on duty and continue until a relief man can be obtained.

23. Whether on or off duty, employees shall not enter into conversation with a Motorman or Conductor while he is carrying out his duty, nor shall an employee other than the Motorman enter the Motorman's cabin without permission.

24. They shall not enter hotels or take intoxicating liquors whilst on duty. No employee will be allowed to commence duty if exhibiting signs of intoxicating liquor. If noticeable on an employee whilst on duty, he will at once be suspended.

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

26. Smoking when on duty on the trams or at any time in the Depot is forbidden.

27. They shall assume a smart attitude and study appearances.

28. The uniform supplied by the Commission is and remains the property of the Commission. No mounting, facing, badge, or decoration shall be displayed thereon which shall not have been duly approved and authorized by the Commission.

29. Each Motorman and each Conductor will be issued with a badge bearing a distinguishing number. This badge must be worn on the cap when on duty.

30. They must take particular care of the uniforms, badges, and all other things provided by the Commission, and shall keep badges and buttons bright and clean and uniforms well brushed.

31. They shall, while on duty, wear in clean condition a uniform (inclusive of collar) provided by the Commission, foot-wear must also be kept clean. They shall not wear uniforms except when on or proceeding to or from the business of the Commission.

32. Each Motorman and each Conductor shall always carry a reliable watch to the approval of the Tramway Superintendent, agreeing with the time clock, which will be indicated by the Management.

33. No employee shall absent himself from duty or alter his appointed hours or exchange duty with any other employee without the permission of his superior officer.

34. Personal illness or accident shall be reported at once in order that a substitute may be provided. At least three hours' notice should be given.

35. A medical certificate or statutory declaration shall be furnished for absence extending beyond (2) days and in cases of shorter absence if called for.

36. One week's notice of intention to leave the Commission's employment must be given in writing—verbal notice will not be accepted.

37. A "Motorman-Conductor's daily report as to condition of Tram" form must be completed whenever a defect is observed in order that it may receive prompt attention.

38. Trams must not be left in darkness through the removal of the trolley pole from the wire while passengers are boarding or alighting.

Rules for Motormen.

39. Motormen shall not read while trams in their charge are in motion. Matters only in connection with their duty may be read while tram is stationary.

40. The Motorman before going on duty shall have in his possession a time-table of the particular run for which he is rostered and also see that a tram mileage record card is in his cabin. Particulars must be filled in as required.

41. He shall always see that the specified number of spare lighting lamps and fuses is on the tram before taking charge.

42. He shall make himself acquainted with the regular running schedule, and know when and where other trams on his route are to be expected.

43. He shall see that his tram is run to time, paying particular attention to time points on route. No excuse will be taken for running ahead of time, and a satisfactory explanation for running late shall be given.

44. After receiving the signal to start he shall look both ways and see that all is clear before moving the tram.

45. He shall always sound his gong before starting and when approaching cross streets and at such other times and occasions as may be necessary to warn other traffic using the roadway.

46. He shall not allow any one in his driving cabin other than an Inspector or the bearer of a signed permit.

47. He shall never leave his tram until the hand brake is firmly applied and he has detached the reversing key and taken same with him. Reversing key must be placed in neutral position whenever a tram is stopped for purposes other than taking up or setting down passengers.

48. He shall travel slowly and carefully when running through crossings, curves, switches, points, overhead frogs, and section insulators and portions of the track under repair and, when necessary, signal Conductor to attend to trolley.

49. He shall switch off power wherever possible when running through water.

50. When descending steep gradients he shall keep the tram under complete control, and shall not exceed the speed at which tram would ascend the gradient.

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

52. He shall not pass a tram on a curve; the tram on the outer track always shall proceed first.

53. He shall slow down his tram and sound his gong when passing a standing tram, and shall keep a sharp lookout for pedestrians crossing from behind the standing tram.

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

55. When the alarm is given that a Fire Engine is approaching, he must slow down his tram and be ready to stop it at any instant.

56. At each terminus he shall properly adjust the destination indicators.

57. When his tram is travelling in the same direction and on the same track behind another tram in motion he shall not permit his tram to approach closer to the other than Eighty (80) yards (i.e., three poles). No excuse whatever will be accepted for a collision caused through non-observance of this rule.

58. He shall see that the head lamp is alight after dusk and during foggy weather.

59. He shall see that the emergency oil lamp is on the tram and immediately available for use. Should power fail after dark he shall light the emergency lamp and hang it up in the centre of the saloon on the hook provided for the purpose.

60. On the first out and in trips and at the first stopping place in each instance, the tram must be brought to a standstill by an application of the emergency brake, whether air or electric and with the hand brake at the second stopping place in each instance. Any defect must be immediately reported.

Rules for Conductors.

61. On receipt of his outfit, a Conductor shall check its contents and if found in agreement with entries appearing in his Revenue Journal, shall certify thereon in the space provided.

62. On completion of his shift, a Conductor shall record in indelible pencil or ink on his Revenue Journal:—

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

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

63. Each Conductor shall have in his possession before commencing duty a sum of money not exceeding £1 in small change provided by the Commission, and shall exhibit same to any Inspector or responsible officers of the Commission when called upon to do so.

64. When the Motorman signals that he is going to back the tram the Conductor must see that all is clear before giving the signal to start.

65. When he is piloting the tram he shall not give the signal to proceed until he has made sure that no passengers are getting on or off.

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

67. He shall be familiar with the principal points of interest along the route, the names of streets and important buildings so as to be able to give information when asked by passengers.

68. When two or more trams for the same route are massed for special traffic, passengers shall be asked to "Please take the first tram."

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

70. When receiving money from passengers in payment of fare—and change is necessary—he shall name the amount received in order to avoid subsequent disputes.

71. He shall nip and issue checks before giving change.

72. When giving change to a passenger he shall endeavour to do so in such form as is to the satisfaction of the passenger.

73. He shall collect fares only when on a straight track, and not whilst rounding curves.

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

75. He shall call out distinctly all stopping places and section termination points as and when such are approached.

76. When necessary he shall assist passengers to enter and alight from the tram, and shall exercise great care in satisfying himself that all passengers have safely alighted from or entered his tram before he signals the Motorman to start.

77. He shall on arrival at termini enter distinctly on trip way-bill in indelible pencil the first numbers of each batch of checks about to be issued.

78. He shall keep checks in the order in which they appear in the trip waybill, and shall issue them in numerical order.

79. He shall at once mark on the face of any check detached in error the particulars of trip and date, and attach to Revenue Journal on completion of shift. He shall on no account issue these checks to passengers.

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

81. At the commencement of all sections he shall satisfy himself that the checks held by passengers entitle them to travel beyond the section termination point which has just been passed.

82. Conductors and Fare Collectors shall on no account issue checks or collect fares whilst an Inspector is on their tram for the purpose of making an inspection of checks, except in those cases where passengers have not paid their fares and wish to alight from the tram.

83. When a Conductor is unable to find sufficient change or when passengers are without means to pay their fares, the Conductor shall obtain from each such passenger his full name and address (including the number of house) and, in the latter event, shall satisfy himself as far as possible that the case is genuine, and request the passenger to

forward fare to the Tramways Office. The Conductor shall furnish a report in writing stating the journey taken by each such passenger and the fare due therefor. A check for the journey must be issued.

84. He shall not accept any fares which passengers state are owing to the Commission, but shall request such passengers to forward same to the Tramways Office.

85. He shall not under any circumstances whatever accept Postal Notes, Post Office Orders, or Cheques from passengers in payment of fares.

86. He shall be held responsible for the reversing of the trolley pole at the termini and for the proper placing of the trolley wheel on the wire.

87. He shall raise steps and fix barriers on the centre pole side of his tram as occasion demands. He shall also attend to all blinds, curtains, windows, and ventilators.

88. He shall keep his tram clean, blinds neatly rolled up when not in use, and floor swept when necessity and occasion arise.

89. The attendance of a Fare Collector on any tram is only intended to assist the Conductor in the collection of fares, and shall not relieve him of the responsibility for the giving of bell signals and attention to other duties involved.

90. He shall not lounge about the tram nor converse with the Motorman. When not engaged in fare collection his position shall be at the rear of the single truck trams or the centre section of the double truck trams.

91. He shall not read whilst on duty, excepting matters in connection with his duty.

92. Conductors outfit box must be placed in the tram locker and the door of the locker must be kept locked, except for periods long enough to either remove or add to the contents of the box.

93. Conductors shall issue to every passenger a check for the amount of fare paid, either by cash and or strip ticket.

