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MOTORMEN! TAKE NO RISKS.

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1.-BEHAVIOUR.

The Motorman's first care must be the safety of the public; his next duty is to keep his car in the best possible order, and he must, at all times, be courteous and obliging to passengers.

2.-TAKING CARS OUT OF SHED.

Motormen, when taking cars out of shed with pole facing front of car, must proceed at a dead slow pace, having pole turned to a trailing position at first opportunity.

3.-EXAMINING MOTORS.

Motormen when examining their motors, must be very careful to prevent anything from dropping on to commutator or into motor case, especially in wet or damp weather, when leaning over the commutators. Wet caps and coats must be removed so as to prevent any water that may be on such clothing, dropping on to commutators.

4.-FACING POINTS.

Motormen must satisfy themselves that facing points are in proper position before passing over them, and at all times keep a sharp look out, and exercise the greatest watchfulness, in order to prevent accidents or injury to the public or car.

5.-RUNNING ON WRONG SIDE OF TRACK.

Motormen are strictly forbidden to run their cars, except by special order, on the wrong side of track where there are double lines. They must run on the left hand side to the direction they are proceeding in.

6.-PULLING UP CARS.

Motormen when pulling up their cars, must avoid jerking the car, by slightly releasing the hand brake before the car comes to a standstill. Remember the magnetic brake will not hold a car at a standstill, therefore always apply the hand brake "hard on" directly after the magnetic brake has been applied.

7.-HAVING TO APPLY MAGNETIC BRAKE.

When they have to apply their magnetic brake to prevent a collision with any vehicle or other obstacle, motormen must obtain the name and address of person in charge of such vehicle, and report the occurrence at end of shift.

8.-REVERSE LEVER HANDLE.

Motormen are cautioned against leaving the reversing lever handle on controller; when occasion arises for them to leave their platform, they must carry reverse lever with them.

9.-PASSING ON DOUBLE LINE.

When the cars are about to pass on a double line, drivers must sharply sound alarm gong, at least two car lengths distance from each other, in

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order to warn any pedestrians who may be about to cross the line at the rear of either car.

10.-WHEN LIGHTS GO OUT.

If a car suddenly slows down, and lights burn low or go out, the controller handles must immediately be put to the "off" position, and kept there till the power fully appears on the lighting circuit. Should the line current continue to be of low pressure, drivers must not continue to run, nor in any circumstances, go into parallel in the endeavour to make up diminished speed. When the lights again burn brightly, "up" cars must start at once, "down" cars waiting two minutes before starting, but drivers must not go into parallel for about THREE minutes.

11.-STEPS ON SIDE OF CAR.

Motormen must note that the steps on side of car are only for emergency purposes, such as break-downs, etc., and must not be used by drivers to get on the roof for the purpose of attending to trolley pole, etc. A ladder is provided at terminus for this purpose.

12.-COLLECT OLD TICKETS.

Motormen must, immediately their cars arrive at Grenville Street on every trip, proceed through their car, collect, destroy, and throw away all old tickets which passengers have neglected to destroy.

13.-SWITCHING ON CLUSTERS.

Drivers in charge of run No. 13, both on week days and Sundays, and drivers on run No. 7, will be held responsible to see that the two light clusters at Gardens and one at Darling Street respectfully, are switched on at dusk each day. Drivers responsible for the switching on of these lights must test them by switching on early in the afternoon, daily; and if such lights are out of order, report same immediately to the Power House, in order that they may be rectified before switching on time. Drivers on last car departing Gardens Gate for sheds, and Darling Street for Grenville Street, must switch off light clusters. In the event of above lights not being lit, or being allowed to burn all night, due to not being switched on or off, as the case may be, the aforesaid driver will be held responsible, and will be charged for such loss to Company.

14.-LAMPS FAILING ON CAR

When an incandescent lamp fails on a car, driver of same must report such occurrence on blue report forms, and also hand in burnt out or damaged lamp to shed foreman, otherwise such driver will be charged for loss of incandescent lamp.

Drivers on cars will not be supplied with new lamps without first handing in damaged or burnt out ones. Should old lamps be missing from his car, he shall be charged with the loss of same.

15.-RECRUIT MOTORMAN.

Whenever a person bearing a recruit motorman's pass boards a car for the purpose of learning to drive, motormen must note that at all times they are in charge of the car, and when any danger of any kind is in view or there is any portion of the road which has to be travelled cautiously, they must immediately take charge of the controlling apparatus, as they are at all times responsible for the safe working of the car. Motormen must impart to such recruit all the manipulations, oiling up, care of car,

Keeping of running journal, and general duties of a driver, to the best of their ability.

NOTE--Recruits must not be permitted to drive during heavy traffic, Fridays, Saturdays, and Sundays, after 2 p.m., and holidays, or without wearing the Company's Cap, and holding proper permit.

16.-SHUNTING AT GRENVILLE STREET.

Motormen after shunting at Grenville Street on the "Down" line must pull up with front apron level with white line across track. Rear car to take up position of front car immediately front car has moved on.

17.-DEPARTING G.P.O. CORNER.

Cars departing G.P.O. Corner on "Up" trip to Grenville Street, must, under all circumstances, wait at G.P.O. Corner till preceding car has arrived at Grenville Street. Under no consideration whatever are two or more cars to proceed from G.P.O. Corner to Grenville Street at the same time.

18.-SPEED.

Motormen when running their cars to sheds at nights, must not exceed a greater speed than 10 miles an hour, and under no consideration, arrive at car sheds ahead of Roster Time.

19.-ENTERING CLOSED POINTS.

All cars must be brought to a standstill at closed points, i.e., before entering Ripon Street, Drummond Street North and South, from Sturt Street, (Lydiard Street excepted), and sufficient time allowed for passengers to board or alight before entering curve.

20.-TROLLEY WHEELS.

Motormen must examine their trolley wheels (especially during the cold weather), as often as possible, and report same immediately there is the appearance of any sign of wear due to want of oil. If so, car must be sent on to sheds immediately.

21.-CHANGING CARS.

Drivers are notified that should they for any reason change car during their shift that in addition to stating condition of their second car, in the car sheds report book, the reason of change is to be stated, and what was wrong with the car run in.

22.-CROSSING CURVES AND POINTS.

Drivers are specially cautioned that they must go dead slow over Lydiard, Drummond, Ripon Streets, (and Lydiard Street Railway) crossings, and over all curves and points on the route.

23.-TRAILERS.

Motormen are notified that when trailers are in service, any defects must be signed off in car shed book as well as electric cars.

24.-INSPECTING CONTROLLERS.

Motormen are required, during available non-running times, to keep their controllers clean and efficient. During such inspection if screws are loose, they should be tightened up, otherwise report to the inspector on duty at Grenville Street, or at the first opportunity.

25.- TESTING MAGNETIC BRAKES.

Before testing magnetic brakes, each morning upon leaving the car sheds,

drivers must call out to anyone who happens to be on the car, to take a seat and hold on. In the event of any accident arising through a neglect to carry out these instructions, the driver concerned will be held responsible.

26.-CAR THROWS SWITCH.

Motorman are required to specify, on car defect forms, the exact time at which any car in their charge throws the switch.

27.-RUNNING TO TIME.

Motormen are to use every effort to run on correct schedule time, but are, on no account, to race their cars or exceed the specified speed limit.

28.-END OF FARE SECTIONS.

At the end of all fare sections, cars are to be definitely stopped, to allow passengers, holding tickets good only for such section, to alight. Motormen will be held responsible for stoppage of car at these points.

29.-KEEP CAR IN GOOD ORDER.

The greatest care is to be exercised in order to prevent hot bearings and consequent interruptions to traffic, and motormen must make frequent examinations of all running parts, switches, contacts, commutators, etc., and see they are all in good order.

30.-STOPPING.

Cars are not to be stopped anywhere required for passengers, but only at definite stopping places. In bringing cars to a standstill, motormen are to see they do not overrun either a passenger or a traffic crossing; that is to say, cars must be brought to a standstill, either just before reaching the corner or just beyond the corner of the street.

31.-PASSING ON GARDENS ROUTE.

The cars will pass each other and exchange staffs at the Gardens and Pleasant Street; if, however, the Ripon Street car is delayed causing the Convent car to have to wait at Pleasant Street the motormen on the down trip via Convent are authorised upon reaching Pleasant Street, to proceed on to Service Street, loop, and to wait the arrival of the other car, at which place they will exchange staffs. If from any cause, the Convent car is delayed between Pleasant Street and Service Street, loop, and in the interval the Ripon Street car has got on to the line, it must be distinctly understood that when the Car arrives at Service Street, it is to wait until the arrival of the car from the opposite direction; by this means, no cars can be on the section either between Pleasant Street and Service Street, or again between Service Street and Hamilton Street, loop, at the one time.

32.-EXTENDED LEAVE OF ABSENCE.

Motormen, when on extended leave of absence, must hand in their uniforms, facings, and medallions, until they are authorised to resume duty. Employees' tickets must not be used when on leave, but motormen must pay ordinary fare.

33.-UNIFORMS ON DUTY.

Motormen are notified that their uniforms must only be used when on duty.

34.-BREAKDOWNS.

In case of serious breakdowns which you cannot remedy on the spot, always telephone Car sheds if possible. Have a look round your car frequently,

and examine any parts likely to give trouble. This may often prevent loss of time.

35.-SMOKING.

Smoking is not allowed whilst on duty under any circumstances.

36.-LOST PROPERTY.

Money or other property left in the cars must be handed in to the office immediately on arrival at Grenville Street.

37.-HEADWAY.

Any car following another on the same line must be kept approximately 200 feet behind the preceding car.

SIGNALS.

ONE GONG--Attend to trolley pole. Power "off" at controller, given by driver if trolley pole leaves the line. Conductor not to replace pole till he receives the gong.

TWO GONGS--Ready to start. Acknowledgement of starting signal from Conductor.

Two gongs when in motion must also be given in quick succession, and in traffic as often as required, to warn pedestrians and drivers of vehicles that a car is approaching.

THREE GONGS--Release hand brake.

FOUR GONGS--Preceding car to stop.

FIVE GONGS--Rear car to stop.

ONE BELL--Conductor come forward.

TWO BELLS--Apply hand brakes.

THREE BELLS--Apply sand to track.

FOUR BELLS--Reverse trolley pole, (when car in motion, Conductor on Trailer car to apply hand brakes.)

SIGNALS FROM CONDUCTORS TO DRIVERS.

Verbal instructions to start must not be acted upon. All signals from conductors to drivers must be recognised by drivers by sounding their gongs same number of times as Conductors signal.

ONE BELL--Stop.

TWO BELLS--All clear - Go.

THREE BELLS--Car full. Do not stop.

FOUR BELLS--Move backwards.

CONTINUOUS BELLS--Danger - Stop at once.

WHISTLE SIGNALS FROM CONDUCTOR IN CHARGE OF A TRAILER CAR, TO CONDUCTOR IN CHARGE OF ELECTRIC CAR.

ONE SHARP WHISTLE--Stop.

TWO SHARP WHISTLES--All clear - Go on.

THREE SHARP WHISTLES--Trailer full - Do not stop.

CONTINUOUS WHISTLING--Danger - Stop at once.

ASSISTANT CONDUCTORS MUST NOT GIVE SIGNAL TO START.

The rear bell on car must not be rung for any purpose whatever.

Before conductor gives signal to stop, he must warn all drivers of vehicles or cyclists approaching behind, by holding up his hand.

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INSTRUCTIONS TO RECRUIT MOTORMEN.
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DEFINITION AND NAMES OF DIFFERENT PARTS OF A CAR.

Trolley pole and wheel.

Trolley base and tension springs.

Car body.

Canopy No. 1.

Canopy No. 2.

Driver's and Conductor's platforms, Nos. 1 and 2 ends.

Two sand boxes under the seats.

Two controllers.

Two Switches, the Automatic and Canopy.

The Automatic Switch is always placed under the Driver's platform at No. 1 end; the Canopy at No. 2 end.

One choking coil.

One set of resistance coils.

Two motors, Nos. 1 and 2.

Two magnetic brake shoes.

Two hand brakes, Nos. 1 and 2.

Four brake blocks.

12 bearings, viz., 4 main Car axle bearings, 4 motor case bearings, and 4 armature bearings.

Two car axles.

Four main car axle boxes.

Four wheels.

Two gear wheels on car axles.

Two pinion wheels on armature shafts.

Two gear cases.

Two life-guards and trigger gates.

Two gongs.

The truck with car body and springs.

THE RESISTANCE is put into the circuit for the purpose of graduating the overhead current to the motors, and thus allowing the car to start gently.

THE AUTOMATIC SWITCH is an electrical safety valve for the protection of the motors, etc., acting automatically when a heavy rush of current passes through, due to cutting on too quickly, or short circuits.

THE LIGHTNING ARRESTER is also a safety valve, diverting the lightning to earth by a quick path, before it can damage the motors, controllers, etc.,.