

THE MELBOURNE ELECTRIC SUPPLY COMPANY LIMITED.

GEELONG ELECTIC TRAMWAYS.

RULES AND REGULATIONS.  
FOR  
MOTORMEN AND CONDUCTORS.  
AND  
BYE = LAWS.

NOTE. These Rules and Regulations are for the sole guidance and use of the Company's employees. Each employee to whom a set of Rules and Regulations is issued will be held responsible for their safe-keeping.

Geelong:  
J. G. Brownhill & Sons, Printers. 1912.

This book is the property of THE MELBOURNE ELECTRIC SUPPLY Co. Ltd., and is issued to .....  
Occupation.....

Every Employee, when on duty, is required to have a copy of this book in his possession, and must have a thorough knowledge of its contents.

This book to be returned to the office, when employee leaves the Company's service.

Any breach of, or failure to observe, any of the following Rules and Regulations must be made IN WRITING to the Traffic Superintendent at the earliest possible moment.

.....  
Engineer

Date Issued.....191.....

IMPORTANT.

Stop your Car at the slightest sign of danger. Assume everyone 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 Car, and never start until you are sure they are safe.

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

GENERAL RULES.

1. - The name and address of each employee must be registered at the Office of the Company. Any change of address must be immediately notified.

2. - No employee will be allowed to absent himself from duty or alter his appointed hours or exchange duty with any other employee without the special permission of his superior officer.

3.- Personal illness or accident must be reported at once in order that a substitute be provided.

4. - A medical certificate must be furnished for absence extending beyond two (2) days.

5. - Employment by the Company binds the employee to strictly comply with the Rules and Regulations and special orders, and ignorance thereof will not be accepted as an excuse for negligence or omission of duty.

6. - Employees must carefully learn and thoroughly understand all Rules and Regulations, including special orders issued from time to time, and possess a complete knowledge of the Bye-laws.

7. - The Notice Board must be examined each day before commencing duty and note taken of any special orders, and the Notice Book signed.

8. - Special orders bearing the signature of the Engineer must be obeyed whilst in force whether in conflict or not with these Rules and Regulations.

9. - One week's notice must be given in writing of intention to leave the Company's employ--Verbal notice will not be ~~accepted~~ accepted.

10. - The uniform supplied by the Company is and remains during use the property of the Company. No other mounting, facing, badge, or decoration will be allowed to be displayed thereon which shall not have been duly authorised by and approved of by the Company.
11. - Employees must take particular care of the uniforms, badges, etc. provided by the Company, and must keep same bright and clean and uniforms well brushed.
12. - Employees must see that their boots are clean and wear neckties and white collars whilst on duty.
13. - Employees must not enter hotels or take intoxicating liquors whilst on duty.
14. - Employees must willingly obey orders given by the Company's responsible officers.
15. - Employees must not make use of improper language or enter into arguments with the public or their fellow employees, whatever be the circumstances.
16. - Gambling on the Company's premises or on the Company's vehicles is strictly forbidden.
17. - Smoking when on duty, on the cars, or at any time in the Depot is forbidden.
18. - No employee when off duty will be allowed to travel in the motorman's cabin, or converse with those on duty.
19. - Employees when off duty will not be allowed to congregate on any car, nor more than four employees be permitted to travel on the same car when off duty.
20. - Each Motorman and Conductor is required to be on duty at least 10 minutes before starting time, and must satisfy himself that his car is in good order before commencing his first trip.
21. - Each Motorman and Conductor must always carry a reliable watch to the approval of the Company, agreeing with the time clock at Depot.
22. - Both the Motorman and Conductor will be held responsible for running their car to schedule time. No excuse will be accepted for running ahead of time, and when running late, only the best possible explanation will be accepted.
23. - The Motorman before going on duty must have in his possession a time-table for the particular car he is taking out.
24. - The Motorman must make himself acquainted with the regular running schedule and know when and where other cars, on his route, are to be expected.
25. - A car must not be started until the proper signal is given by the Conductor. The Motorman must immediately obey all signals given by the Conductor.
26. - The Motorman must 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.
27. - At all times obey the Police with regard to traffic.
28. - Motormen and Conductors must assume a smart attitude and study appearances. The Conductor must never lounge about the car or ride in the cabin with the Motorman.
29. - The Motorman and Conductor must thoroughly understand the arrangement and operation of the lighting circuits. The Motorman must see that the head lamp is alight after dusk or during foggy weather.
30. - The Conductor must always see that the regulation number of spare lighting lamps and fuses are on the car before taking charge.
31. - After receiving the signal to start the Motorman must look both ways and see that all is clear before moving the car.
32. - When the Motorman signals that he is going to back the car the Conductor must see that all is clear before giving the signal to start.
33. - The Motorman must not allow anyone on his driving platform other than a recognised member of the Company's Technical Staff or an Inspector, or the bearer of a signed permit.

34. - ~~The Motorman must never leave his car unless he first detaches the driving handle and takes same with him.~~
35. - The Motorman must travel slowly and carefully when running through crossings, curves, switches, points, overhead frogs, and section insulators, portions of the track under repair, and, when necessary signal conductor to attend to trolley.
36. - When running through water the Motorman must, wherever possible, switch off power.
37. - A car must never be stopped on a curve or over points except in case of emergency.
38. - Cars must not pass each other on a curve, the car on the outer track always to proceed first.
39. - When the car is being piloted around a curve by the Conductor he must not give the signal to proceed until he makes sure that no passengers are getting on or off the car. The Motorman must also look carefully around before starting.
40. - The Motorman must slow down and ring his gong when passing a standing car on the other track, and must keep a sharp lookout for pedestrians crossing from behind the standing car.
41. - Should power fail after dark the Conductor must light his lantern, and step from the platform to the rear of the car. The Motorman must station himself in front of the car (having removed his driving handle) and warn any approaching vehicle.
42. - If a car becomes disabled the following car must pull the disabled car to the Depot. Never push a car when it can be avoided. The Conductor must always tie down the trolley of the disabled car.
43. - Motormen must always give precedence to the overhead tower wagon and whenever necessary stop their car to allow the wagon to get past. When men are at work on the top of the tower wagon, the Motorman must not allow his car to approach closer than 10 yards, and must not start his car until the signal to proceed is given by the Linesman in charge,
44. - When the alarm is given that the fire engine is approaching, the Motorman must slow down his car and be ready to stop it at any instant.
45. - When returning car to Depot the trolley pole must be turned at entrance by Conductor so as to have the pole running in right direction for the run out. Conductor must keep hold of the trolley rope until the car is brought to a standstill.
46. - It is the special duty of the Conductors to study the comfort of the passengers, and when necessary politely ask passengers to "Move up, please."
47. - Conductors must be familiar with the principal points of interest along the route-- learn the names of streets and important buildings, so as to be able to give information, when asked by passengers.
48. - Both Motorman and Conductor are expected, when nearing stopping places, to keep a sharp look out for intending passengers.
49. - When two or more cars for the same destination are massed for special traffic, passengers must be asked to "Please take the first car."
50. - Conductors must have in their possession, before commencing duty, the sum of Five Shillings (5/-) in small change, provided by the Company, and must exhibit same to any Inspector or responsible officer of the Company when called upon to do so.
51. - Fares must be collected as soon as passengers are comfortably on the car. Call out in clear voice "All fares, please!"
52. - When receiving money from passengers in payment of fare--and change is necessary--always name amount received and avoid subsequent disputes.
53. - Always punch and issue check before giving change.
54. - When giving change to a passenger always endeavour to give the largest coins you can.
55. - Collect fares only on straight track--not when rounding curves.

56. - Conductor will recognise, by a nod of the head, a passenger's request to stop the car, and signal Motorman well in advance of stopping place.
57. - Tickets and checks must be kept in order in which they appear on the Running Journal, and checks must be issued in numerical order.
58. - The Conductor must keep his car clean, blinds and curtains neatly rolled up when not in use, and floor swept when necessity and occasion arises.
59. - Conductors must raise steps and fix barriers on the "pole" side of their cars as occasion demands. They must also attend to all blinds, curtains, windows and ventilators and reverse seats at termini.
60. - Conductors must distinctly call out all stopping places, and when necessary assist passengers to enter and leave the car.
61. - Conductors must on arrival at termini enter distinctly on Running Journal in indelible pencil the first numbers of each batch of checks about to be issued.
62. - Checks detached in error or thick checks that cannot be punched must be at once marked on face with trip and date and handed to the Receiving Clerk, on arrival at Depot. On no account must these checks be issued to passengers.
- 62A. - When a fare has been returned to a passenger under Bye-Law No 18, the Conductor must obtain possession of the check issued and mark on face of same the number of trip and date of issue, and hand this check with written report of the circumstances to the Receiving Clerk on arrival at the Depot.
63. - When a Conductor is unable to find sufficient change, the full name and address of the passenger shall be taken and the matter reported to the first Inspector met with, failing which the report must be made to the Receiving Clerk at Depot.
64. - Destination indicators must be properly adjusted at each terminus by the Motorman.
65. - The Conductor will be held responsible for the reversing of the trolley pole at the termini and the proper placing of the trolley wheel on the wire.
66. - The Conductor must make all bell signals clear and distinct, and promptly attend to all calls from the Motorman. The following bell signals shall be used and observed by Motormen and Conductors.

CONDUCTOR TO MOTORMAN:

One Stroke	...	...	Stop.
Two strokes.	...	...	Go ahead.
Three strokes.	...	...	Stop (Urgent signal)
Four strokes.	...	...	Car full (no stops).

MOTORMAN TO CONDUCTOR:

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

67. - Should an accident occur, no matter how trivial, the Motorman and Conductor must obtain the names and addresses of the injured and all witnesses present either on or off the car, and if another vehicle is concerned the name and address of the owner or driver must be taken.
68. - If a policeman or officer of the law is present obtain his number.
69. - Do not give any names or other information, and under no circumstances, discuss the matter, or express any opinion to anyone, other than to a responsible officer of the Company.
70. - The business of the Company must be kept strictly private.
71. - Report an accident to the first Inspector you meet.
72. - If accident is a serious one and no Inspector present, report by nearest telephone to the Depot after having attended to the matter of names and addresses of principals and witnesses.
73. - Accident Report Forms are provided and must be carefully filled in by the Motorman and Conductor before going off duty.

74. - If any person is injured in consequence of an accident or rendered unconscious, remove him to the nearest chemist, doctor, or hospital, either on the car or any other vehicle that can be obtained quickly; if in a cab take the number and refer the driver of cab to the Office for payment.

75. - If a policeman or some friend of the injured is present they may be allowed to take charge of the injured person.

76. - Always obtain names and addresses for your report. Do not ask passengers if they are hurt, but when you see that such is the case do all you possibly can for their comfort.

#### JOINT BYE-LAW NUMBER 1.

A joint Bye-Law of the City of Geelong the Borough of Newtown and Chilwell and the Borough of Geelong West made under the provisions of the "Tramways Act 1890" and the Second Schedule Clause 14 for all the purposes set out in the said clause. In pursuance of the powers conferred by the "Tramways Act 1890" and the Second Schedule thereto and the "Local Government Act 1903" and every other power enabling them in that behalf the Mayor Aldermen Councillors and Citizens of the City of Geelong and the Mayor Councillors and Burgesses of the Borough of Newtown and Chilwell and the Mayor Councillors and Burgesses of Geelong West jointly order as follows:-

##### 1.-- DEFINITIONS.

THE term "the Company" shall mean The Melbourne Electric Supply Company Limited its successors and assigns.

THE expression "the Tramways" shall include all tramways constructed by the Company in the City of Geelong and the Boroughs of Newtown and Chilwell and Geelong West.

THE term "Car" shall include any vehicle with flanged wheels suited for running on and using the rails of the aforesaid tramways.

THE terms "Motorman" and "Conductor" shall respectively include the Motorman and Conductor having charge of a car.

THE term "Conductor" shall include any officer or servant in the employment of the Company having charge of a car.

THE term "Workman's Car" shall mean and include only such cars as shall be designated by the Company as "Workman's Car."

2.-- THE Bye-Laws hereinafter set forth shall extend and apply to all cars of the Company and to all buildings property premises and places used for or in connection with any tramway belonging to the Company within the municipalities of the City of Geelong and the Boroughs of Newtown and Chilwell and Geelong West and such other places within the same municipalities as they may be or become applicable to.

3.-- EXCEPT at the points fixed for the taking up or setting down of passengers or at termini or in case of unavoidable necessity or under the direction of some responsible officer of the Company no car shall stop at the intersection of two or more streets or roads. Provided that before negotiating the curves at either end of Pleasant Street either running into or out of that street a stop shall be made at the entry of each curve and the Conductor shall proceed to the street crossing so as to obtain a full view of that thoroughfare into which the car is about to pass and shall signal to the Driver to proceed only when he (the Conductor) shall have satisfied himself that this can be done without endangering the traffic.

4.-- CARS shall be stopped for the purpose of taking up or setting down passengers at such points along the route as may from time to time be decided upon by the Company and such points shall be designated by notices affixed to suitable supports along the route.

5.-- NO Motorman shall wilfully interfere with or obstruct the ordinary road traffic.

6.-- NO person shall without reasonable excuse (the proof whereof shall lie on him) do any of the following things namely:- Persist in driving leading or riding or permit to remain standing any horse cart carriage bicycle motor or other vehicle or any sheep cattle pigs or other stock on or immediately adjacent to the tramway line in front of or in such a way as to interfere with or hinder or impede any car after the bell of such car shall have been rung as a warning that the car is coming behind or overtaking or is about to pass such horse cart carriage bicycle motor or vehicle sheep cattle pigs or other stock.

7.--- NO person other than an employee of the Company shall enter or leave or attempt to enter or leave any car whilst the same is in motion. No person shall enter or leave any car except on that side which is on the left when facing the direction in which the car is travelling or in the case of single track portions of the route where centre poles are erected by that side of the car which is remote from the poles (Such). Where a centre gangway is provided passengers shall only leave the body of the car by the rear platform.

8.--- No person travelling on any car shall lean out of any window or allow any portion of his or her person to project from the same or beyond the side pillars of any portion of the car.

9.--- NO person shall smoke or be permitted to smoke inside any closed portion of the cars or in any open portion except in such part thereof as may from time to time be specially set apart for the use of smokers. No passenger under eighteen years of age shall remain seated in any portion of a car set aside for smokers after he or she shall have been requested by the Conductor to remove to a portion set aside for non-smokers.

10.--- NO person shall without the consent of the Company play any musical instrument offer any article for sale distribute handbills or advertisements solicit alms or fix any placard or bill within or on any car or within any tramway waiting room of the Company.

11.--- No person shall bring any dog or other animal into any car. All dogs or other animals may be removed by the Conductor.

12.--- NO person shall travel or be permitted to travel on any car or to be in any car or waiting room with explosives loaded firearms paints oils glass live stock poultry or anything which the Conductor may consider dangerous or offensive or anything which shall project beyond the car or which may in the opinion of the Conductor be liable to damage the car or waiting room or the person or property of any person.

13.--- NO person shall spit in or on any car or tramway waiting room of the Company.

14.--- NO person or child who has or whom the Conductor may reasonably suppose to have any contagious or infectious disease shall travel or be allowed to travel on any car or enter or be allowed to remain in any waiting room.

15.--- NO person shall swear or use obscene or offensive language whilst on any car or in any waiting room or commit any nuisance in upon or against any car or tramway waiting room or wilfully do anything which may interfere with the comfort of others using the car or waiting room. Any person acting in contravention of this Bye-Law may be removed or caused to be removed by the Conductor and any fare paid shall not be returnable to such person.

16.--- NO person who in the opinion of the Conductor or any other officer of the Company is in a state of intoxication shall mount enter or remain in a car or be allowed to mount or enter or remain in a car or enter or remain in any waiting room or be allowed to enter or remain in any waiting room and if such person be found upon any car the Conductor shall forthwith remove him or her or cause him or her to be removed and any fare paid shall not be returnable.

17.--- NO person shall wilfully break or scratch any window remove or deface any numberplate printed or other notice on a car soil or do damage to any paint woodwork or the fittings or other portion of the car or cut tear soil or damage any cushions or linings on the same or soil or do damage to any waiting room or the fittings thereof or any portion thereof. Nothing in this Bye-Law contained shall in any way relieve any person acting in contravention thereto from any liability to pay the cost of repairing any damage caused by him.

18.--- NO person shall be allowed to enter or remain in any car whose clothing might in the opinion of the Conductor of such car soil or injure the linings or cushions or fittings of the car or the dress or clothing of any passenger nor shall the Conductor allow any person to enter a car who in the opinion of the Conductor might for any other reason be offensive to passengers. Such person as aforesaid shall not enter the car after having been requested not to do so by the Conductor and if found in the car shall leave the car when required to do so by the Conductor upon the fare which he or she may previously have paid being returned.

19.-- NO passenger or other person except he be a servant of the Company shall travel on the steps or roof of any car or on the platforms reserved for the use of the Motorman or the Conductor and any such passenger or person infringing this Regulation shall cease so to do at once on being requested by the Conductor.

20.-- NO person except a passenger or intending passenger or employee of the Company shall enter or mount any car and no person not being a passenger shall hold or hang on by or to any part of any car.

21.-- NO passenger shall in any way obstruct impede interfere with threaten or intimidate any officer or servant of the Company in the execution of his duty upon or in connection with any car.

22.-- NO person shall place or rest his feet on the panels or seats of any car nor shall any person permit any child accompanying such person to stand on any seat in any car.

23.-- IN case a car should become disabled and not be able to proceed with the journey the passengers shall not be entitled to a return of the fares already paid by them but shall be entitled to board any other car proceeding in the same direction as the disabled car and to travel thereon to their destination as shown by the tickets already issued to them. No person shall enter a disabled car and passengers on being required so to do by the Conductor shall at once leave the car which becomes disabled.

24.-- NO person other than an employee of the Company shall move or operate any trolley pole trolley cord driving gear brake or steps of any car or the movable sliding bars at the sides thereof.

25.-- AFTER having been informed by the Conductor that a car is full no person shall mount or enter such car or if he or she shall have mounted the car he or she shall leave the same when requested by the Conductor to do so.

26.-- EACH passenger shall upon demand pay to the Conductor (or other authorised officer of the Company) the fare to which the Company is legally entitled and the passenger shall show his ticket when required so to do by such Conductor or authorised officer of the Company and shall also when required either deliver up his ticket or upon failing to produce or deliver up such ticket pay the fare to which the Company is legally entitled.

27.-- THE charges to be made for every passenger on any car may be but shall not exceed the sum of Threepence in cash (save as hereinafter appears) for the whole or any part of the journey between any of the three suburban termini and the town railway or wharf terminus and vice versa on each route. Children under twelve years of age shall be charged half fare and children in arms shall be carried free of charge. Every passenger travelling by the Workmen's Cars over the tramway shall be entitled to a return ticket at the price of Three pence per ticket.

28.-- PERSONAL luggage (including tools of workmen) shall not be taken into the closed portion of any car but shall be deposited in such place as shall be indicated by the Conductor. If in the opinion of the Conductor any such personal luggage by reason of its size or nature is such as to interfere with the convenience of passengers or in any way is unsuitable for carriage on any car or if in his opinion there is not sufficient room on the car he shall refuse to allow such luggage to be brought upon the car and such luggage shall not be brought on to the car and if found on the car may cause the same to be removed. Whenever the weight of luggage taken on a car in the charge of a passenger exceeds twenty-eight pounds or the size exceeds 18 inches by 18 inches by 18 inches the like fare as for one passenger for each single article or package taken on the car shall be paid by the passenger. When the luggage is not in charge of a passenger but in the charge of the Conductor the like as per passenger for each article or package sent shall be paid.

29.-- SPECIAL cars may be run at such times and between such points as the Company may from time to time determine. Such cars shall have the word "Special" or the destination displayed thereon and a notice announcing the fare payable for the journey.

30.-- NO Motorman or Conductor or other person in an inebriated condition shall take charge or remain in charge of any car.

31.-- MOTORMEN and Conductors shall at all times observe a civil and courteous demeanour in their relations with passengers.

32.-- NO person shall offer or give a gratuity to any employee of the Company and no employee shall accept such if offered or given.

33.-- THE Conductor of each car shall collect the fares of and issue tickets to all passengers and enforce and prevent the breach of these Bye-Laws and Regulations to the best of his ability.

34.-- ANY person offending against or committing a breach of any of these Bye-laws or Regulations shall in addition to any other penalty prescribed by any other Bye-Law or Regulation under any Act be liable to a penalty not less than Ten shillings (10s.) nor exceeding forty shillings (40s.) for each such offence or breach.