

BALLARAT
TRAMWAY COMPANY.

RULES
FOR
DRIVERS AND CONDUCTORS.

For and in consideration of my appointment as Conductor of Car for the Ballarat Tramway Company, Limited, I agree, in accepting the said position, to comply with all the above Rules, Regulations, and Conditions, of which I hereby acknowledge to have received a copy; and I assent to any penalty or forfeiture arising from the breach thereof, and of which breach the Company shall be the sole judge.

(Signature).....

*In consideration of my appointment to the position of
Car Driver to the Ballarat Tramway Company, Limited,
I hereby agree to carry out the above Rules, of which I
hereby acknowledge to have received a copy ; and I assent
to any penalty or forfeiture arising from the breach thereof,
and of which breach the Company shall be the sole judge.*

(Signature).....

BALLARAT
RAMWAY COMPANY,
LIMITED.

RULES

FOR

Drivers and Conductors.

Ballarat :
F. W. NIVEN AND CO., PRINTERS, LITHOGRAPHERS, ETC.,
STURT STREET.

BALLARAT TRAMWAY COMPANY.

RULES

FOR

Drivers and Conductors.

Drivers and Conductors are required to make themselves familiar with the following Rules, which must be strictly observed and enforced, as they will be held responsible for any violation of them, as well as for any loss or damage caused thereby.

Rules for Drivers.

1. Every Driver must be in attendance for duty at least five minutes before his time to start from Depot, and must be in prompt attendance at all times of duty throughout the day; and must not, under any circumstances, leave his car, except in charge of a competent person.

2. Drivers must take their positions at least one minute before their starting times, and start promptly to time. When running must use all proper diligence to keep the cars to time.

3. Drivers must always be supplied with running time cards.

4. Drivers are not allowed to travel at a less distance than 50 yards from any other car on the same line.

5. Drivers are not allowed, under any circumstances, to travel at a pace greater than at the rate of 8 miles per hour, and are **not** to pass over a facing point, or go round a curve, at more than the rate of 4 miles an hour.

6. Drivers must not allow any unauthorised person to drive their horses, and must not allow their horses or car to collide with any other horses, cars, or any other vehicles; **must take no chance** of any person, carriage, or vehicle getting out of the way, but must act with caution. It will be no excuse for Drivers to say that they **thought something**; what is required is that they **stop**, and take no **risks**. Horses, when frightened, sometimes back towards, instead of going away from the tram; **be sure** they are well in a forward movement before proceeding. Drays

laden with timber describe a large arc in turning; be careful when passing them to run no risks.

7. Every Driver shall **at once** report at the Depot any accident that may happen in connection with his car or horses, or **any infringement** of these Rules that may take place to his knowledge, and must be careful to take the names of two or more witnesses, if possible, in case of accident.

8. Drivers shall not allow the Conductors of their cars to ride on the front platform while travelling, except when taking the fares, and shall immediately report if the Conductor leaves the car on the journey without permission, and must see that his car is properly cleaned before starting from each terminus.

9. Drivers will be held responsible to the Company for all damage caused by neglect of duty, or carelessness on their part to its property, or the persons or property of others for which the Company may be held responsible.

10. **Smoking** is strictly prohibited while driving, and no Driver is allowed to enter any hotel whilst in charge of a car, and the use of **intoxicating liquors** will be sufficient cause for discharge.

11. Disputing and quarrelling between employees and the use of profane and improper language, is **strictly forbidden**, and will be sufficient cause for discharge. All complaints against another employee must be made to the Manager.

12. Bell Signals between Drivers and Conductors are as follows:—

From Conductors to Drivers—

One stroke when in motion, "stop."

Two strokes when stopped, "go-a-head."

Three strokes when in motion, "stop immediately."

Two strokes when in motion, "full, do not stop."

From Drivers to Conductors—

One stroke when in motion, "apply back brake immediately."

Two strokes when in motion, "come forward."

They must be correctly given, and promptly obeyed.

13. Trams, when full at starting, must not be stopped for more passengers unless others get out, and thus room is made. When not intending to stop, Drivers and Conductors must call out "full" to the persons hailing the car. Cars must be brought to a full stop to allow passengers to get on or off.

14. A heavy fine will be charged to any man who causes loss of trip through being late for duty. If trip be not lost, but has to be done by extra man, a lighter fine will be imposed. To be late on three occasions, without sufficient excuse, will be considered cause for instant dismissal.

15. All defects in cars or track must be reported immediately.

16. When the car is in motion the **responsibility for safe running rests with the Driver**, who is expected to exercise good judgment in avoiding risks, so as to prevent accidents.

17. Drivers are instructed to see that the By-laws, Rules, and Regulations of the Company are strictly carried out.

Any Driver who shall infringe any of these Rules shall be liable to a fine of not less than 5s., or dismissal without notice.

In consideration of my appointment to the position of Car Driver to the Ballarat Tramway Company, Limited, I hereby agree to carry out the above Rules, of which I hereby acknowledge to have received a copy; and I assent to any penalty or forfeiture arising from the breach thereof, and of which breach the Company shall be the sole judge.

Rules for Conductors.

1. Each Conductor must be at the Depot at least ten minutes before his time to start to receive his Check Register, Fare Bag, Change and Tickets, for which he will be held responsible.

2. The Conductor must dust the seats, window ledges and windows, before starting each trip, and will be held responsible for the clean and tidy appearance of his car at all times.

3. No Conductor is allowed to go without his bag and bell, and must not leave them except in charge of the Manager or Driver; and should he lose or damage his bell, he will be charged the sum of Eight Pounds (£8).

4. Conductors must register correct fare on receiving it, in the presence of each passenger, before giving change. And must be particular to get fares for all children over three years old. Any Conductor found neglecting this will be discharged at once, and the wages that may be due to him forfeited.

5. Each Conductor must when required give up Check Register and Fare Bag, containing all the money and tickets collected.

6. Conductors shall in every case mount the stairs and see that all passengers are seated, both inside and on top, before starting the car; also that all passengers getting out are clear away, and that no others are about to enter when the bell is rung, and must call out each street on the journey when within about fifty yards.

7. Conductors in case of illness that will prevent them from coming on duty, must give at least an hour's notice.

8. Each Conductor must see that his car starts at its proper time, for which he is held responsible; and on arriving at each terminus must look over his car and take charge of any parcels left by passengers, and bring them to the Depot without delay. He must not under any circumstances leave his car unless permitted by the Driver.

9. The Conductor must not allow any one to ride on the back platform if there is room for them on any other part of the car; and in no case are they to allow smoking on the back platform.

10. Conductors must be always civil and polite to passengers, and in no case to use bad language, or to call out to any other Conductor on the road when passing.

11. Conductors must remain on the rear platform of their car, and keep a sharp look-out for passengers, especially when starting from **terminus** and at **street crossings**. They must not enter the car except to collect fares or to answer the call of a passenger, and must avoid being in the act of collecting fares at street crossings.

12. Conductors may sit on the steps of the stairs when travelling, but must not sit on the dash or lean against the gates.

13. Conductors are not allowed to read while travelling, must register each fare as he takes it, and will be charged threepence (3d.) for every fare **more or less** than registered.

14. Conductors are not allowed to carry money other than the Company's, **unless** he shows such to the person in charge when he receives fare bag and change, and must allow an officer to search him if required.

15. Any Conductor causing damage to any of the Company's property, is liable to be charged with the same.

16. Any Conductor missing fares carelessly, and showing no improvement after being notified, will be discharged as incompetent.

17. Smoking is **strictly prohibited**, and no Conductor is allowed to enter any hotel whilst on duty, and the use of intoxicating liquors, profane or improper language, is forbidden. Any infringement of this rule will be a sufficient cause of discharge.

18. Conductors are instructed to see that the By-laws, Rules, and Regulations of the Company are strictly carried out.

The Company shall keep at least one week's wages in hand as a guarantee that these conditions are complied with.

For and in consideration of my appointment as Conductor of car for the Ballarat Tramway Company, Limited, I agree, in accepting the said position, to comply with all the above Rules, Regulations, and Conditions, of which I hereby acknowledge to have received a copy; and I assent to any penalty or forfeiture arising from the breach thereof, and of which breach the Company shall be sole judge.

