

BALLARAT ELECTRIC TRAMWAYS

Local Instructions Issued In Conjunction With The  
Commission's "Rules Governing Employees."

(Superceding local instructions issued 23rd July, 1936).

Issued April, 1939.

1. Motormen and Conductors are required to be conversant with the By-Laws of the State Electricity Commission relating to Tramways.

2. Preparing Tram for Traffic.

Motormen must examine the tram allotted to them for any defect. The lighting circuit must be tested, and sand apparatus examined to see that the sand containers are filled. In the case of air brake equipped trams, the pressure gauge must be checked to see that a full working pressure is present in the reservoirs. See that the tram is equipped with point shifter bar, sand punches, gong punches, draw bar, angle iron and insulated cable, as motormen are held responsible for tram equipment after the tram leaves the Depot.

3. Departure and Duty Before Moving Tram in Depot.

Motormen and Conductors must be ready to leave Depot at schedule time. Before moving the tram, motormen must be careful to first ensure that no member of the Depot Staff is working either in, on, or under the tram. In addition to this precaution, the foot gong must always be sounded as a general warning before tram is moved.

4. Speed of Trams.

In Sturt Street, the speed of trams on the down grade (North side) must not exceed 15 m.p.h. Under no circumstances must a tram move from the Grenville Street shelter on down trips until the preceding tram has reached Lydiard Street, and on up trips no tram must pass the Burns Monument until the preceding tram has passed the Eight Hours Monument.

5. Speed of Trams Running To The Depot At Night.

Motormen are warned against driving trams at excessive rate of speed when going to the Depot at night.

6. Cutting Out Defective Motors.

If a tram develops a fault which causes the circuit breaker to open when series power is applied, usually No. 1 motor should be cut out of circuit in the controller, and if the circuit breaker only opens when parallel power is applied, No. 2 Motor should be cut out. See that the circuit breaker is open before opening the controller case to make the necessary adjustment.

Trams Nos. 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27 and 28 are equipped with W.H. Type T.I.F. controllers and motors are cut out of circuit by lifting one finger on the motor drum which numbers 1 or 2 as the case may be. Care must be taken to see that the small catch on the finger holds it from contact position. These trams start on first parallel notch only with one motor.



## 6. Cutting Out Defective Motors (Cont.).

Trams Nos. 30, 31, 32 and 33 are equipped with G.E. 36 J. Controllers. In the top left-hand side of these controllers are two knife switches, the handles being branded 1 and 2. To cut out either motor, withdraw switch blade from existing contact and swing over and press into opposite contacts. These trams start on first series notch when on one motor only.

Cars Nos. 23, 29 and Scrubber have B.T.H. Controllers, and provide for cutting out of motors by the reverse key as indicated upon top plate of the controller.

## 7. Brakes.

The following defines the brakes available on trams :-

Hand Brake	All Trams	To be applied when tram is to be left unattended, also used as service brake should air brake be out of order.
Service Brake	New Type Trams	Air Brake.
First Emergency	New Type Trams	Full Air Brake.
Second Emergency	All trams	Reverse motors. Place key in reverse and apply series power gradually.
Third Emergency	All trams	Short circuiting of motors obtained by placing reverse key in position opposite to direction of travel of tram, opening circuit breaker and pulling the controller handle to full parallel notch in one motion. If, in applying the second emergency brake, the circuit breaker opens, third emergency is obtained by simply moving handle to full parallel position. <u>Note.</u> If tram has a motor cut out of circuit in the controller, the third emergency is eliminated.

In all emergency braking sand should be applied to the rails. It is important to remember that with second and third emergency brakes, the reverse key must point in the opposite direction to motion of the tram.

## 8. Reporting Use of Emergency Brakes.

Motormen are required to always report on the use of any emergency brake in the avoidance of an accident. If possible, names and addresses of persons concerned or registered number of motor vehicle should be obtained.

## 9. Reporting Tram Defects.

Motormen are required to fill in a car defect form intelligently and completely whenever faults develop, and so enable speedy location of the defects by Depot Staff.



10. Reporting Roadway Excavations.

Motormen are required to report to the first Inspector met, or to the Inspector on duty at the Traffic Office, any instances of road excavations being made adjacent to the tram tracks.

11. Delays.

Delays of more than five minutes' duration should be reported in writing and cause given.

12. Compulsory Stopping Places.

Motormen are required to be conversant with the compulsory "all car" stops throughout the system; these are distinguished by a three inch white band around the pole in the centre of the red section in the service stop sign.

13. Staff System.

Motormen are required to be conversant with the instructions re section staffs, which may be used should signals be out of order. Motormen must on no account proceed other than as the section staff in operation permits. They must see that the section staff is carried and be conversant with the sectional points which the staff in use covers. When trams are being duplicated etc., the last tram to enter the section will always carry and operate the staff exchanges, and motormen of the preceding trams are required to see the staff for the section they are about to enter and be definitely aware of the limits of the area which is controlled by the particular staff in use.

14. Procedure When Running To The Depot.

The following rule will always be observed when trams en route to the Depot approach the following locations simultaneously-

Trams via Drummond Street North will give precedence to trams via Ripon Street at the intersection of Macarthur Street and Wendouree Parade.

Trams via Sturt Street West will give precedence of entry to the Depot to trams via Ripon Street or Drummond Street North when simultaneously approaching the tram Depot in the area between the Tram Sheds loop and Forrest Street.

15. Absence of Relief.

In the event of a relief not turning up at the appointed time, word should be sent to the Inspector on duty at the Traffic Office and the motorman or conductor is required to carry on until a relief is obtained.

16. Derailments.

In the event of serious derailment it is the duty of the motorman concerned to 'phone the Traffic Office or Tram Depot from the nearest telephone. All derailments must be reported to the Senior Traffic Inspector in writing.



17. Standing by Trams.

When circumstances require the detention of trams for extra traffic or such causes, Motormen and Conductors must not leave their trams, and must be ready to respond immediately to instructions.

18. Signal by Foot Gong.

Signals by foot gong as between operators of trams will be confined to the four stroke signal which must be given clearly. This signal is to be used to assist passengers to effect transfer to trams operating on other routes. Motormen and Conductors must be alert for this signal at the Drummond-Sturt Streets and Lydiard-Sturt Streets intersections.

19. Track Cleaner Tram.

The cleaning of tracks by this tram will, as far as is practicable, be carried out during the morning period. Motormen are required to be watchful for this tram on all routes and especially on curves and in blind areas.

20. Emergency Braking.

The most effective braking is obtained by emergency air brake in its normal condition, and any further attempt towards retardation, such as reversing motors, only causes the tram to skid, as obviously, with the air brake applied fully, the wheels cannot reverse and are only stopped from turning. Therefore, motormen must not resort to second or third emergency brakes unless the air brake is defective, and when used, all air pressure to brakes must be released.

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Telephone Numbers.

Traffic Office (City)	395
Tram Depot	267
Tramways Inspector (Private Residence)	476
Senior Traffic Inspector (Private Residence)	2005
Depot Foreman (Private Residence)	1884
Overhead Foreman (Private Residence)	1131
Track Foreman, (Private Residence)	
Power Station	1825
Ambulance (City Hall)	116 or 1176

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