

117. (a) When a car is approaching, employes at work on the Permanent-way must not remain on or between any Running Lines, but must at once move clear of all Lines, unless they can distinctly see that they are in a position of safety, and in no danger from another car or traffic approaching them unobserved.

(b) In any instance in which overhead Repair-men or Trackmen are working at a place at which the approach of cars cannot be heard or observed in sufficient time to ensure safety, the Ganger, or other employe in charge of the work, must station a Hand-signalman, in each direction where necessary, to give the necessary warning of approaching traffic.

(c) Alterations or Repairs that may affect any of the rail-bonds of the Permanent-way must not be carried out unless the Ganger or other responsible employe has arrived and authorised such work.

(d) During foggy weather a rail must not be displaced, neither must any other work that may obstruct the passage of traffic be performed, unless it is essential to safety.

(e) In any instance in which, during alterations or repairs, it is necessary to use fire or lights, due care must be exercised to avoid any risk to the track, equipment, Rolling-stock, or adjacent property.

(f) Whenever the surface of the roadway is removed, proper signals must be exhibited to warn vehicular and foot traffic; in addition, any necessary crossing places must be provided for street traffic, and every effort made to ensure the safety and convenience of the public.

(g) Disused material must be removed from the Running Lines as soon as possible and placed clear of the public roadways, and, unless otherwise ordered, it must be removed before sunset to the Depot or other prescribed storage place.

(h) Tools, implements, sleepers and pieces of iron, wood or other materials not actually in use must be kept clear of the tracks, and not within two feet of the nearest rail.

The Ganger is responsible for the custody and safety of all Permanent-way material.

All tools and implements provided for repairs and renewals must, when not in actual use, be locked away in the building, truck, or box provided for such purpose, and the Ganger is responsible for its security.

118. (a) The track must be patrolled and examined from end to end on every week day. The Ganger should patrol the track personally but may, if he cannot conveniently undertake the duty, appoint a trustworthy Trackman to perform it. The Ganger must, however, examine the whole of the track personally at least once a week. The patrolman must note every irregularity in a pocket book provided for the purpose. The Ganger must present such book regularly to his superior officer, who must personally examine and initial it, and give directions as to the carrying out of the ordinary repairs according to their order of importance, etc.; repairs that require urgent attention must, however, be promptly attended to by the Ganger.

(b) The Ganger must see that broken rails, sleepers, or other defective materials are removed from the track with the least possible delay, and that sound materials are substituted. Every instance of a broken rail must be specially reported to the Road Foreman so that, if necessary, investigation may be made as to the cause of the breakage.

119. (a) The Ganger must see that the rails do not stand above the paving, particularly at Points, Crossings, or Curves, and that the surface of the track between the rails, or immediately outside them, is not raised so high as to interfere with the mechanism of the cars.

(b) The authorised super-elevation must be maintained on the outer rail of every curve.

120 (a) The Ganger must see that every drain, rail, and rail groove is kept clean and free from obstruction, and must give special attention to this duty during and after any storm.

(b) In the event of heavy or continuous rain, he must examine carefully the action of the water through the streets, culverts, etc., and on the track, and arrange for the track gang to clear the grooves of any rails which have a tendency to silt up. In any instance in which the Ganger apprehends danger to the Permanent-way, he must immediately signal cars to proceed cautiously or to stop, as necessity may require, and at once inform the Officer-in-Charge, by telephone or other means, and take all precautionary measures for securing the stability of the Permanent-way.

121. Any ladder, guy, scaffolding, or trestle, etc., must be kept at a proper clearance from the track during the erection or repair of any building, etc.

122. In any instance in which the Ganger notices any blasting or excavation which may be likely to interfere with the stability of the track, he must demand that such operations shall be at once suspended, and immediately report the matter to the Officer-in-Charge.

123. The Ganger must see that all Points are cleaned and oiled every morning (Sundays excepted) by a member of the track force. The employe who attends to this duty must examine the Points carefully to ensure that they are in good order and that they have not been damaged by the passage of cars or other vehicles. He must also test the Points occasionally by moving them to and fro, being careful to leave them set in the normal position. An obstruction between the Point blade and the rail must not be removed by the fingers.

124. The following are specified as some of the faults or irregularities likely to arise in the overhead equipment and which should be reported by the most expeditious means to the Officer-in-Charge.

- (i) Wires hanging loose, that is, wires which are broken or appear to be out of position.
- (ii) Any article hanging on the overhead conductors.
- (iii) Excessive flashing at any particular point or at switchgear.
- (iv) Fittings or guards displaced.
- (v) Broken Insulators or brackets carrying Insulators.
- (vi) Loose parts in Section Insulators.
- (vii) Displaced or broken poles or pole extensions.

125. (a) Any employe who observes any damage or irregularity connected with the overhead equipment must do all in his power to prevent injury to any person or damage to property, and must warn pedestrians and drivers of vehicles to keep clear of the equipment. He must take immediate steps to stop any cars that may foul the damaged equipment, and, as quickly as possible, report the derangement, or ensure its being reported, to the Officer-in-Charge, stating the extent, locality, and whether the Up or Down Line is, or both Lines are, affected. The time the trouble was observed, and its nature and consequences so far as can be ascertained must be also given.

If the employe observing the irregularity consider the conditions dangerous, he must remain at the site and perform such

services as the occasion may require until the danger is removed or he has been released by the Officer-in-Charge.

(b) The Officer-in-Charge or other official receiving the report of any fault or irregularity in the Overhead construction must immediately report the particulars to the Overhead Depot, Batman Avenue. The Officer-in-Charge must proceed to the scene by the most expeditious means available.

(c) An unauthorised employe must not open, close or otherwise interfere with any overhead switch or feeder.

126. Whenever any accident occurs the Ganger must at once report to his superior officer, as fully as possible, by telephone or other means, the extent and nature of the accident. The Ganger and his men and the Overhead Equipment Staff must obtain all the information possible, and subsequently submit a full report, in writing, to the proper officers.

WORKING TRAFFIC OF A DOUBLE LINE OVER A SINGLE LINE OF RAILS DURING REPAIRS OR OBSTRUCTION.

127. When it is necessary during repairs or owing to an obstruction of any kind, to work the traffic in both directions over a Single Line, the Officer-in-Charge will institute and supervise the Single Line Working in accordance with the directions shown in the Book of Rules and Regulations. The Forms referred to in such Regulations, altered, in ink, as required, may be used for the Electric Street Railways; a sufficient supply of such Forms and a Pilotman's Badge must be kept on hand at the Depot and at Sandringham Station by the Officer-in-Charge.

WORKING OF SINGLE LINES OF RAILWAYS BY CAR STAFF SYSTEM.

128. (a) The object of the Car Staff System is to prevent Cars travelling in opposite directions on any Section of the Single Line at the same time.

(b) The Car Staff, which consists of a metal symbol, stamped No. 1 SECTION and lettered "SANDRINGHAM—CAR SHED," is provided for the Staff Section, which Section is the Single Line between Sandringham Station and the Junction of the Single and Double Lines opposite the Car Shed, and except as shown in clause (c), and in Instruction **134**, no car is allowed to enter on the Staff Section, from either end, unless the Motorman is in possession of the Staff.

(c) (i) Two or more cars may run in the same direction on, or through, the Section before a car travels in the opposite direction; in such a case the Motorman of each of the cars, except the last, shall sight the Staff for the Section, and the Motorman of the last of the series of cars shall carry the Staff and on its arrival at the other end of the Section, the Staff will be available for one or more cars to enter the Section from that end. (See also clause (c), Instruction **85**).

(ii) The Motorman of any car which is to be followed through the section by another car must see that the proper Staff for the Section on which his car is to travel is in the Staff Box, and he must sight the Staff and securely re-lock it in the Staff Box before proceeding into the Section.

(iii) Should it become necessary for a Motorman to foul the Single Line Section, at either end, for Shunting purposes, in the absence of the Staff, he must first arrange for, and see that the Conductor or some other competent employe is stationed a sufficient distance out, to stop any car which may approach on the Line about to be obstructed.

129. At the entrance to the Section, a Staff-box in which the Staff is secured, is fixed on a post designated the Staff Post. The Staff-box is fitted with a Special Lock of which each Motorman is provided with a key.

130. (a) Except where Special Instructions are issued to the contrary, the Motorman is responsible for the Staff Working and is the sole person authorised to deal with the Staff, or open any Staff-box.

(b) The Motorman must in every instance consult his Run Book and ascertain whether he should travel on the Staff or leave the Staff for a following car.

131. (a) When a car is ready to proceed into the Section and no other car is intended to follow before the Staff will be required for a car in the opposite direction on the Section, the Motorman must obtain the Staff for the Section and keep it under his observation on the car bulkhead, until he arrives at the other end of the Section, and except as shown in clauses (b) and (d) hereof he must lock the Staff in the Staff-box at that end of the Section.

(b) If when the Motorman arrive at the other end of the Section the Staff is immediately required by the Motorman of a car about to proceed in the opposite direction, the Motorman arriving with the Staff may hand it to the Motorman of the other car, but this will not relieve the latter of responsibility for compliance with clause (b) of Instruction **130**.

(c) Before disposing of the Staff as laid down above, the Motorman must see that the full number of vehicles comprising his load has arrived complete.

(d) The Motorman of the last car to pass over the Section at night, must not leave the Staff in the Staff-box, but must deposit it in the authorised receptacle for safe custody overnight; the Motorman of the first car in the morning must obtain and place the Staff, having due regard to the proper running of cars.

132. (a) The Motorman must not overcarry the staff beyond the Staff Post at which, ordinarily, it should be left, and any breach of this Instruction will be considered as serious neglect.

(b) In the event of a Motorman overcarrying a Staff beyond the Staff Post at which, ordinarily, it should have been left, he must immediately communicate with the Officer-in-Charge for instructions; if, however, he is unable to gain the attention of the Officer-in-Charge, he may hand the overcarried Staff to the Motorman of a car proceeding in the opposite direction and draw special attention to the overcarried Staff before handing it over, and both Motormen must report the circumstances.

The Motorman in whose charge the overcarried Staff has been placed must not enter the Section to which the overcarried Staff applies, until instructed to do so by the Officer-in-Charge.

133. If on arrival at a Staff Post the Motorman should find that the Staff for the Section is not at the Staff Post when, according to the Schedules, the Staff should be available for his Car, he must at once communicate with the Officer-in-Charge. (See Instruction **137**).

134. Car Staff Lost.—If the Staff for the Section should be lost, or the Staff has been overcarried beyond the Staff Post and there are no means of returning the Staff in time to avoid serious delay, arrangements must be made to work the traffic over the Section by Pilotman. The Officer-in-Charge will institute and supervise the Working by Pilotman in accordance with the directions contained in Rule 14 of Appendix II, Book of Rules and Regulations; the Forms referred to in such Rule, altered, in ink, as required, may be used for the Electric Street Railways. A sufficient supply of such Forms must be kept on hand at Sandringham Station for use as required.

135. Disabled Car.—(a) In the event of a car that is carrying the Staff breaking down between the Staff Posts, the Motorman must (if the disabled car can be moved by another car) hand the Staff to his Conductor and instruct him to take it in the direction whence Relief can most expeditiously be obtained. If relief be not available at the end of the Section to which the Conductor proceeds the Staff must, if necessary, be transferred to the opposite end. The Conductor must fully explain the circumstances to the Motorman of the Relief Car, hand him the Staff, and ride with him to the point at which the disabled car is standing.

(b) (i) If the Motorman of the disabled car be not in possession of the Staff, he must arrange Relief by sending his Conductor back to stop the next following car.

(ii) If the following car be intercepted in the Single Line Section and the Motorman of such car be not in possession of the Staff, the disabled car may be pushed clear of the Section. Should the circumstances necessitate the disabled car being

hauled back to the Staff Post in the rear the Motorman of the Relief Car must first obtain possession of the Staff.

(iii) Should the Conductor arrive at the Staff Post in the rear before the next following car arrives, he must obtain possession of the Staff and, if relief cannot be obtained from that end of the Section, he must transfer the Staff to the opposite end.

(c) In the case of a One-man type car, when operated under One-man conditions, the Motorman must, after securing his car (see clause (c), Instruction **47**), act as laid down for the Conductor in this Instruction.

(d) The motorman of the Relief Car, when proceeding on the obstructed Section, must proceed cautiously. The Motorman of the disabled car must communicate the circumstances to the Officer-in-Charge as soon as practicable, and receive instructions as to the disposal of the disabled car.

(e) At night or during foggy weather the Motorman of the disabled car must see that a Red Light is showing on the front and rear of his car.

(f) After sending for relief the Motorman of the disabled car must not allow his car to be moved until the Relief Car arrives, unless satisfactory arrangements have been made to prevent the Relief Car from coming to his assistance, and in addition, he must have possession of the Car Staff for the Section.

136. Section Obstructed.—(a) If, due to an accident, repairs, or obstruction, traffic is likely to be stopped for a considerable time, arrangements must be made for working cars between the point of obstruction and the Staff Post on the Down side. No car must be allowed to enter on the obstructed line unless the Motorman is in possession of the Staff.

(b) During any period of darkness or fog, the person in charge of the obstruction must see that a Red Light is exhibited on each side of the obstruction.

137. Car Staff at Wrong End of Section.—In any instance in which the Staff for the Section is at the opposite end to that from which a car is required to be despatched, the Motorman of the car that requires to be so despatched must inform the Officer-in-Charge and the latter must arrange for the Staff to be transferred.

UNIFORM TIME, ETC.

133. (a) Motormen and certain other employes are supplied with departmental watches, which they must always have with them, when on duty.

(b) Every employe supplied with a departmental watch who is transferred from his position in the Electric Street Railway Service, or who has been granted extended leave of absence, shall hand the watch to the Officer-in-Charge before leaving or commencing the leave of absence (as the case may be); and any such employe who, after absence from duty for a period of one month owing to illness or injury, is still unable to resume, shall return the watch to the Officer-in-Charge as soon as practicable.

A departmental watch supplied to an employe must not be transferred without the authority of the Officer-in-Charge, and must be produced whenever demanded by him.

(c) When from any cause a departmental watch becomes unreliable, the employe in possession of it must at once report the circumstances to the Officer-in-Charge.

(d) When commencing duty Motormen must compare and, if necessary, set their watches with the Depot or Station Clock; other employes supplied with departmental watches must set them with the Depot or Station Clock or by a Motor-man's watch, but a car must not be stopped for that purpose.

(e) (i) The winding (and, as far as possible, the regulating) of all the clocks at the Station or Depot must be done by, or under the personal direction, of the Station-master or Officer-in-Charge, whose duty it will be to keep the keys, and see that the clocks are wound either daily or weekly, as may be required, and that the correct time is shown.

Where it is not practicable for the Station-master or Officer-in-Charge to personally attend to the winding and regulating of clocks, he must appoint an adult member of his Staff to perform that duty, which must always be performed by the same person.

(ii) A set time for winding the Clocks must be determined by the Station-master or Officer-in-Charge, who must see that the duty is performed with due regularity.

(f) (i) When erecting a Clock, a solid dry wall, free from vibration, should, if possible, be chosen. The Clock should be hung on a screw or strong nail, the head of which should point upwards at an angle of approximately 45 degrees; if the wall be of brick, a wooden plug should be driven firmly in, and a screw inserted at the required angle.

(ii) When the Clock is in position, the pendulum should be carefully placed on the brass bracket at the back of the works, the steel pin connected with the Clock should work in the slot in the pendulum, and care should be taken to avoid bending the brass wire carrying the steel pin as any permanent deflection of it will cause bad time-keeping.

(iii) The top of the ball of the pendulum should be in line with a mark on the pendulum rod before it is placed in the Clock; correct time should be obtained at that mark. The pendulum needs only a very slight swing to start the Clock; a violent swing may produce a permanent deflection in pendulum connections, and adversely affect time-keeping.

(iv) The Clock must be wound slowly and smoothly, and if, when starting it, the beats be uneven, it must be moved slightly until it is plumb and beating evenly. When it is seen that the Clock is working satisfactorily, a pencil line should be drawn on the wall on each side of the Clock case as a guide in the event of it being accidentally moved when the clock is being wound.

(v) To regulate the Clock, the nut at the bottom of the pendulum should be screwed upward to make the Clock go faster, and screwed downward to make it go slower. When setting the Clock to time always turn the minute hand; do not touch the hour hand, as any force exercised on this hand may damage the clock-gear.

(vi) The rims holding the glass, and also the doors of the Clock, must, ordinarily, be kept secured in the closed position. Employes must not write or make any mark on the Clock dial.

- (vii) If, after having been fixed and adjusted as prescribed in the foregoing instructions, the Clock should fail to keep correct time, the circumstances must be promptly reported by the most expeditious means to the Chief Electrical Engineer and the Clock and Watch Repairer advised; but if a Clock stops, and it be one by which the running of cars is regulated, a telegram stating the Clock has failed must be immediately sent.
- (g) (i) All matters relating to the mechanism of Clocks and Watches will be dealt with by the Chief Electrical Engineer.
- (ii) Clocks and Watches requiring repairs must be sent to the Officer-in-Charge, Clock Repair Shops, Spencer Street, who should also be advised of the character of the defect, if such be known; advice of despatch must be, also, forwarded to the Chief Electrical Engineer.
- (iii) When forwarding a Clock to the Repair Shops the pendulum must be removed and secured to a piece of wood to prevent damage during transit; and to ensure its being delivered with the Clock, the pendulum must be packed and placed inside the Clock case. Due care must be taken to avoid damaging the pendulum rod, and the name of the forwarding Station must be clearly shown.
- (iv) If from any cause a Departmental Watch becomes unreliable, the employe in possession of it must at once report the circumstances to his superior officer. When a Departmental Watch is forwarded for repair a memorandum must be sent stating the reasons for forwarding, also the full name and title of the employe to whom the watch was issued, and where stationed.
- (h) The mechanism of Departmental Clocks and Watches must not be interfered with by unauthorised persons.

TELEPHONES.

139. (a) Service telephones, connected with the Traffic Office at the Depot on the St. Kilda-Brighton Line and with Sandringham Station on the Sandringham-Black Rock Line, are provided at several points on the side of the public roadway. Carmen must keep themselves conversant with the positions of these telephones.

(b) Unless special Instructions are issued to the contrary, each telephone must be tested daily by the Motorman of the first car. The Motorman, after pressing the telephone button, must place the receiver to his ear, and listen attentively for the employe in attendance at the Traffic Office or Station to speak. If the attendant can be heard distinctly, the testing employe must say, "Can you hear me?" and if the answer is satisfactory he must then give the location of the telephone being tested and report anything requiring attention.

(c) Every telephone message from the running staff must be recorded in the Traffic Office diary, and each entry must show the name of the sender, the name of the receiver, and the date and time that the message is received; the receiver must repeat each message back to the sender, and give his own name.

(d) Every telephone failure must be reported to the Officer-in-Charge by the first Motorman or other employe who observes it.

(e) In any case in which a departmental telephone is out of order, the necessary message must, if practicable, be transmitted by means of a private telephone.

On the St. Kilda-Brighton Line the procedure for obtaining connection with the Depot by a private telephone is to dial MY210 and ask for 1790.

On the Sandringham-Black Rock Line dial XW1154 for the Station, or dial MY210 and ask for Harmonic 149Y for the Car Shed, or 149X for the Station.

(f) Employes engaged in overhead or Substation repairs must be given priority in the use of Service telephones for the transmission of important messages in connection with such work.

FARES SYSTEM.

Note.—For the purposes of these Instructions the term "Conductor" will also be deemed to refer to the Motorman of a One-man type car when such car is operated under One-man conditions.

140. (a) Revenue Journal and Supply of Tickets.—The Conductor shall be supplied with the necessary stock of tickets in a case and bag and the numbers of such tickets shall be entered by the office staff on a Revenue Journal, the duplicate of which shall be supplied to the Conductor who shall carry it during the whole of his shift.

(b) Upon receipt of his bag and ticket case the Conductor shall, at once, check the tickets supplied to him against the entries therefor on the Revenue Journal and, if correct, he shall sign the original Revenue Journal and also the duplicate as having received the tickets.

(c) Upon completion of his shift the Conductor shall enter on the copy of the Revenue Journal issued to him the closing numbers of all sectional tickets and, in addition, on the St. Kilda-Brighton line he shall enter the total number unsold of each issue of combined tram and rail tickets, and on the Sandringham-Black Rock line the total number unsold of each issue of rail tickets.

(d) A Conductor shall make application when necessary for additional supplies of tickets.

(e) Every additional supply of tickets handed to a Conductor during his shift shall be entered in ink on the original of the Conductor's Revenue Journal held in the office and also on the duplicate presented by the Conductor. The entries shall be made at the counter where the Conductor may see them and the duplicate Revenue Journal shall be returned at once to him, together with the additional tickets.

(f) Tickets on issue shall, at all times, be carried by the Conductor in the case or bag provided for the purpose.

141. Supply of Change to Conductors.—Each Conductor before commencing his shift shall be supplied at Elwood with £1 and at Sandringham with 10/- in suitable denominations for change purposes. This amount will be entered on the Conductor's Revenue Journal.

The Conductor shall check the change in the presence of the Clerk and sign the original Revenue Journal and also the "duplicate" as having received such change.

The Conductor must keep himself supplied with a sufficient quantity of small change.

142. Conductor's Ticket-case.—(a) An employe who is regularly employed as a Conductor must always have the use of the same particular Ticket-case; an employe engaged occasionally as Conductor must be provided with an emergency Ticket-case. Should it become necessary, during a shift, to transfer a Ticket-case from one Conductor to another the contents must be carefully checked by a responsible clerk before the Ticket-case is re-issued.

(b) Each Conductor shall for his sole use be allotted a locker bearing a number corresponding to that shown on his Ticket-case. When, on account of broken shifts, etc., it is necessary that a Conductor should leave his Ticket-case, Cash-bag, and cash at the Office, he must place and secure them in the Locker allotted to him.

143. Conductor's Cash Bag.—(a) The Conductor must carry all cash, the property of the Commissioners, in the departmental Cash-bag provided for that purpose. He must not place any private cash into the departmental Cash-bag.

(b) The Conductor must wear his Cash-bag suspended in front of his body and within reach of his hands.

144. Running Journal.—(a) When commencing duty, the Conductor must enter distinctly in the proper column of his Running Journal the commencing numbers (in full) of all Sectional tickets contained in his Ticket-case, and immediately on arrival at each terminal he must enter the commencing numbers of tickets of all Sections of the next trip; to ensure correctness he must in every case check the entries with the tickets.

At each terminal the last three figures only of the commencing number may be entered unless a new block of tickets is started, in which case the complete number shall be entered.

(b) No erasure of any kind shall be made on a Running Journal. Every error shall be rectified by drawing a pencil line through the incorrect entry and writing the correct entry above it.

(c) Conductors must be prepared to promptly submit their Ticket-cases or Cash-bags or journals to the Examining Officer or other authorised official for examination when so required, and must give any necessary information or assistance, but after having given them to the authorised official the Conductor must not collect any fares in advance of such official unless directed by him to do so.

145. Assistant or Relief Conductors.—When a Conductor is relieved during a trip, or has assisted in the collection of fares for only a portion of a journey, he shall furnish the relieving Conductor or Conductor-in-Charge with the authorised Form properly filled in to show distinctly the commencing numbers of all his tickets, and to ensure correctness, the entries must be checked with the tickets; the Form must be handed in to the office with the Conductor's Running Journal.

146. Collection of Fares, etc.—(a) When starting with passengers from a terminus, the Conductor must commence to collect the fares in the rear portion of the car and work forward; if an assistant Conductor be with the car he must commence at the front of the car and work towards the Conductor-in-Charge. After the first check, the Conductor must collect each fare and examine each Free Pass as soon as practicable after the passenger boards the car.

(b) The Conductor must ask for fares in a clear and respectful manner, saying "Fares Please"; when collecting a fare he must ascertain the destination of the passenger and collect the fare for the full journey that the passenger intends to travel. He must not collect more than one fare at one time, except when one passenger is paying for another, in which case he must ascertain definitely for whom the additional fare is being paid.

The Conductor shall name the amount received from the passenger before placing it in the Cash-bag and specify the amount of change before handing it to the passenger.

(c) (i) When collecting each fare the Conductor must hand the passenger a Ticket applicable to the journey covered by the fare collected. The Ticket is only available for the date and trip on which it is issued.

(ii) The Conductor must date Combined Tram and Rail Tickets, also Rail Tickets issued by him.

(iii) Sectional Tickets must be punched in the margin on the "up" or "down" side according to the direction passenger is travelling. The punch mark must be made on the numbers denoting the section or sections for which the Ticket is available.

(d) If a passenger on alighting pay the fare to the Conductor but does not wait to receive the ticket, the Conductor must issue a Ticket for the amount of the fare, and tear the Ticket into pieces and discard it.

(e) If the passenger on alighting hand the fare to the Motorman, the latter must at once deliver it to the Conductor, who must issue a ticket for the amount of the fare to the Motorman, who must tear it into pieces and discard it.

(f) Except in the case of a disabled car or other similar emergency, the Conductor must not accept from any passenger a ticket issued by the Conductor of another car.

(g) The Conductor must not moisten his finger with saliva for the purpose of detaching tickets. Rubber grips may be obtained for such purpose.

147. (a) The Conductor shall issue Sectional Tickets in their numerical order. A Sectional Ticket must be neatly detached from the block and handed complete to the Passenger.

The Conductor shall maintain a check of the consecutive numbering of sectional tickets by sighting the next number in the block when issuing a ticket to a passenger.

Should any error in the successive numbering of a block of sectional tickets be detected, the block must be promptly surrendered at the office, and a new block obtained to replace it.

(b) In the event of any Sectional Ticket becoming loose or being detached from the block in error, or being defaced or torn, or should any error or misprint be detected in the number of a sectional ticket, it must not be issued to a passenger, but must be at once cancelled by the Conductor, writing the word "Cancelled" across the face of the ticket and initialing and dating it. The particulars of the cancelled ticket must be entered on the Refund of Fares Form by the Conductor, who must show thereon the reason for the non-issue of the ticket, and bring the matter under the notice of the Ticket Examiner at the first opportunity.

(i) The Ticket Examiner must at once investigate the circumstances, and, if satisfied, endorse, accordingly, the Refund of Fares Form, which he must initial and return to the Conductor.

(ii) The Refund of Fares Form, together with the non-issue ticket or tickets, must be handed to the Office Clerk by the Conductor when the Ticket-case is passed in at the close of the shift.

(iii) Every Conductor must carry a supply of Refund of Fares Forms when on duty.

(c) Should the circumstances be such that all the tickets have been withdrawn from a block which was known to have contained a faulty number, the butt of the block is to be handed to the Officer-in-Charge with a report of the discrepancy.

(d) Conductors are strictly prohibited from having used or nipped (except duly cancelled) tickets in their bag or case, or upon their person.

(e) Used tickets, when being cleared from the cars, shall be torn through and placed in the receptacles provided.

148. (a) If a fare due for a previous journey on any car be tendered, the Conductor must accept it, but, before accepting the fare, he must obtain and record the full name and address of the person on whose behalf the fare is being paid. He must issue a ticket covering the amount of such fare and furnish a written report to the Officer-in-Charge.

(b) In any instance in which the Conductor is satisfied that a passenger is unable (owing to unforeseen circumstances) to pay the proper fare the Conductor must politely request the passenger's full name and address and request that the fare be forwarded as early as possible, addressed to the Officer-in-Charge, Elwood, or Station-master, Sandringham, as the case may be. The Conductor must not issue any ticket to such passenger, but must furnish a written report, stating the name and address of the passenger, the journey travelled, and the fare due.

(c) If the Conductor have substantial cause to believe that the reasons put forward for non-payment of a fare are not genuine, he must politely request the passenger to leave the car, and, if necessary, the assistance of a Police Constable must be obtained for the purpose. If a Ticket Examiner or other

official be on the car his attention must be directed to the circumstances, and if necessary he must assist the Conductor in inducing the passenger to leave the car. Courtesy and tact must be exercised in dealing with all cases of non-payment of fares.

149. (a) Children under the age of four years, accompanied by an adult may ride free, but not more than one child for each adult of the same party shall be entitled to travel free; any child travelling free may be placed on a seat unless, or until, the car is full, when the Conductor must politely request the person in charge of the child to remove it from the seat, informing such person that otherwise a fare must be paid for the child.

(b) Children four years and under fourteen years shall be charged half-fare—subject to a minimum of one penny.

(i) Any child travelling in the smoking compartment must be charged full fare, unless such child moves into the ordinary portion of the car upon being requested to do so.

(ii) In any instance in which the Conductor is in doubt as to the age of a child he must politely inquire the age. If the Conductor have substantial reason to believe that the child is above the prescribed age, he must accept the word of the child or its guardian, but must report the matter on the prescribed form.

150. (a) The Conductor must examine the coins and bank notes that are tendered for fares, and exercise care to avoid acceptance of any foreign, spurious, or defaced coin or bank note; he must not give change from departmental cash for any cheque.

(b) In any instance in which the Conductor cannot immediately give the correct change to a passenger, he must issue the proper ticket for the journey, retain the money handed to him for the fare, obtain the correct change, and hand it to the passenger at the first opportunity.

(c) If from any cause the Conductor find that he will be unable to collect all fares before reaching the terminal he may arrange for the speed of the car to be reduced, or stop the car for a short period; this course must not, however, be adopted

except in a case of urgency, and every such instance must be reported in writing to and investigated by the Officer-in-Charge.

(d) On the production of a permit signed by the General Passenger and Freight Agent, the Conductor must allow one blind person and one attendant to travel together on payment of one full single fare.

151. The Conductor shall examine the ticket or pass held by each passenger and shall see that each passenger is provided with a valid ticket or pass. The Conductor must not accept a mutilated or defaced ticket from any passenger.

152. If the Conductor should have reason to doubt whether a passenger has paid the proper fare, or believes that one has travelled beyond the point covered by his ticket, he should politely ask to be shown the ticket held by such passenger, but in order to avoid attracting particular attention to such passenger the Conductor must also examine other tickets at the same time.

If any passenger should travel beyond the point covered by his ticket, the Conductor must collect, and issue a ticket for, the additional fare due.

153. The Conductor must obtain the name and address of any passenger who attempts to travel on a ticket that is not in order, and, before leaving duty, he must furnish a full report of the circumstances to the Officer-in-Charge.

154. The Conductor must not accept any Duty Pass except when the holder is travelling "On Service," nor unless the Pass is endorsed as available for the Section. If the Conductor have reason to believe that the holder of the Pass is not on duty he must obtain his name and address, and, before leaving duty, report the circumstances to the Officer-in-Charge.

155. Periodical Tickets.—(a) On presentation of a periodical ticket whether for sectional travel or for combined tram and rail travel, the Conductor shall punch the ticket in the space provided and in numerical sequence. Each ticket is available for a fixed period of time or of journeys, whichever first expires, and on presentation for the last journey for which it is available a periodical ticket, available on the trams only, shall be collected and a non-value check shall be issued and punched to indicate the section to which it is available.

(b) At the close of his shift the Conductor shall hand in, together with his cash, all expired periodical tickets collected by him during his shift.

(c) In the event of the number of expired periodical tickets handed in by a Conductor at the close of his shift being less than the number of non-value checks issued by him, debit shall be raised against the Conductor for the difference in the numbers at the prescribed amount for each non-value check in excess.

156. Paying in of Cash by Conductor.—Before going off duty the Conductor shall fill in the "Pay-in Slip" portion of his Running Journal, showing details of and total amount of cash to be paid in, and he shall also enter on the Running Journal the closing numbers of Sectional tickets in his case and shall enter on his Revenue Journal the total amount of cash collected, the closing numbers of sectional tickets, the number of Combined daily tickets on hand unsold, and the number of expired periodical tickets collected by him.

Before going off duty the Conductor shall hand his Running Journal and all cash received by him to the Officer appointed to receive them who, after checking, shall initial the cash entry on the Conductor's Running Journal, in his presence and shall immediately enter the amount of cash received in the Cash Book, opposite the Conductor's name and number.

Before going off duty the Conductor shall hand to the Clerk his Revenue Journal, cash and tickets. He shall not balance his cash with the sales nor compute the value of the tickets sold, but must not leave duty until the Clerk has checked the closing numbers of Sectional tickets, the number of unsold through tickets and rail tickets and has initialled the Revenue Journal in his presence.

157. Conductor's Cash Shortages.—(a) A record of every shortage in the Conductor's Cash sales of Tickets shall be made in the Conductor's copy of the Revenue Journal by the Clerk, who must also supply the details on the proper form to the Officer-in-Charge.

(b) (i) Deficiencies in a Conductor's cash shall be set off against surpluses on the 15th and at the end of each month, and any shortage on the bi-monthly

balance shall be paid in by the Conductor concerned, and any surplus paid into revenue, with the exception that a shortage on the daily balance in excess of 2/6 shall be immediately paid in by the Conductor and excluded from consideration in the bi-monthly balance.

- (ii) The Conductor will be also required to make good any deficiency due to his having accepted any spurious coin or note.
- (iii) When the amount of deficiency has been paid by the Conductor, the payment must be at once entered on the credit side of the proper Form by the Cash Clerk who at the same time must enter the amount in the Cash Book. The Conductor shall, on demand, be given a receipt for such payment.

158. Conductor's Surplus Payments.—Surplus cash paid in by Conductors in accordance with clause (b) of Instruction 157 shall be brought to debit as surplus cash in the proper book and shall be at once entered in the Cash Book by the Clerk.

159. Accounting Instructions.—Instructions on the system of accounting and prescribing the duties of officers and other employees engaged in such work are issued in the Station Accounts Instruction Book. A copy of such Instructions must be always readily available in the office, and the Officer-in-Charge will be responsible for seeing that the office staff (permanent or temporary) are familiar with the Instructions relating to, and are competent to efficiently perform, their particular duties.

RAILWAYS (BOARD OF DISCIPLINE) ACT.

160. Appeals to the Board of Discipline.—(a) It is prescribed under the provisions of Section 163, Sub-section 3, of the Railways Act (No. 3759-1928), that every appeal by employees against punishment imposed upon them by the Head of a Branch shall be lodged with the Secretary for Railways within **seven** days after the date of the decision which is appealed against. Every such appeal—

- (i) must be in writing ;

- (ii) must specify the punishment appealed against, the officer by whom, and particulars of the charge in respect of which such punishment was imposed ; and

- (iii) be signed by the Appellant with his personal signature.

(b) In every instance in which an employe may appeal against any punishment imposed upon him by the Head of his Branch, it will be necessary for such employe to lodge an intimation to that effect within **seven** days of the date on which the notification of the decision of the Head of the Branch has been delivered to him, **otherwise the appeal will be disallowed**, unless satisfactory proof be furnished that the non-delivery of the Notice of Appeal within the prescribed time was unavoidable.

The time lost in connection with an appeal will not be paid for if the appeal be dismissed, and, in addition, if the Board should consider the Appeal to be frivolous the appellant may be ordered to pay portion, or the whole, of the cost of the Appeal.

(Specimen Form of an Appeal to the Board of Discipline).

Station.....

Date.....

To the Secretary for Railways,

Sir,

I beg to appeal to the Board of Discipline against the decision of the General Superintendent of Transportation that I be fined the sum of £3 for that I upon the 22nd day of April, 19...., without obtaining leave, did absent myself from duty between the hours of 2 and 6 o'clock p.m.

Signature.....

Grade.....

161. Appeals to the Commissioners.—An appeal lies to the Commissioners from any decision of the Board of Discipline whereby punishment involving dismissal, or reduction of rank, position, grade, or pay is imposed. Every such appeal—

- (i) must be in writing;
- (ii) must specify the decision appealed against;
- (iii) must be signed by the Appellant with his personal signature; and
- (iv) must, within seven days after the date on which the person bringing the appeal was notified of the decision appealed against, be delivered to the Secretary for Railways. See specimen form of appeal hereunder.

(Specimen Form of an Appeal to the Commissioners).

Station.....

Date.....

To the Secretary for Railways,

Sir,

I beg to appeal to the Commissioners against the decision of the Board of Discipline that I be dismissed the service, for that I, upon the 22nd day of April, 19...., without obtaining leave, did absent myself from duty between the hours of 2 and 6 o'clock p.m.

Signature.....

Grade.....

DIRECTIONS TO BE OBSERVED IN CASES OF ELECTRIC SHOCK.

In many cases, after a person has received an Electric Shock and is apparently dead, animation may be restored if proper efforts for resuscitation are promptly adopted, in accordance with the following directions:—

1. **First Step.**—(a) Protect yourself as set out in Sections (i) and (ii) hereof before attempting to release the victim from the Live Wires or other Live Conductors.

(i) Insulate yourself from the Earth; stand on some non-conductor, such as dry wood, dry folded paper, dry rubber, dry linoleum, dry glass, dry bricks, dry cloth, dry hay or straw—these substances resist the flow of the electric current.

(ii) Avoid personal contact with the Live Conductors, or with the victim, or any articles, etc., that he may be holding—even personal contact with loose parts of his clothing is dangerous.

Protect your hands from contact with the victim or the Live Conductors by using dry articles of clothing—a rubber tobacco pouch, or a cap, or folded newspaper would serve to protect the hands; if no means of insulating the hands be available, pull the victim away by means of a loop of dry rope, or a crook'd stick—*not an umbrella*.

(b) Release the victim, and whilst doing so make every effort, by calling out, to have the electric current cut off, and for a doctor to be summoned.

2. **Second Step.**—(a) As soon as victim is clear of the Live Conductors, feel, rapidly, with your finger in his mouth and throat, and remove any substance such as tobacco, artificial teeth, etc.

Do NOT give the victim any fluid, until he is fully conscious.

(b) Don't stop to loosen his clothing at this stage; every moment of delay is serious. Commence artificial respiration at once and as follows:—

3. **Third Step.**—Quickly apply the Schafer (see 3a), or the Silvester (see 3b) method of artificial respiration, whichever is the more suitable according to the condition of the victim.

3a. **Schafer Method of Artificial Respiration.**—(a) Lay the victim on his belly, with his arms extended forward as straight as possible and his head turned to either side, so that nose and mouth will be free for breathing. (See Fig. 1).

(b) Kneel at one side of the victim facing his head and sitting on your heels. Place your hands on the small of the victim's back, their lower edges just clearing the top of the pelvis, the wrists nearly touching, the thumbs as near each other as possible, without strain, and the fingers passing over the loins on either side, and pointing towards the ground, but not spread out.

(c) Keep your arms quite straight; lean your body forward, slowly applying firm, but not violent pressure (Fig. 1), straight downwards. This drives the air out, and the movement should take two seconds.

(d) Draw back your body quickly, and relax the pressure, but do not remove your hands. This produces inspiration, and should take three seconds.

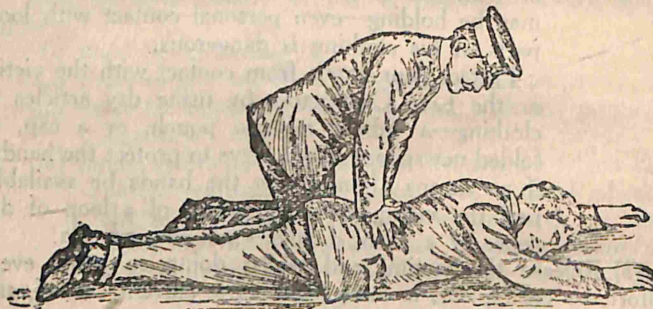


Fig. 1.

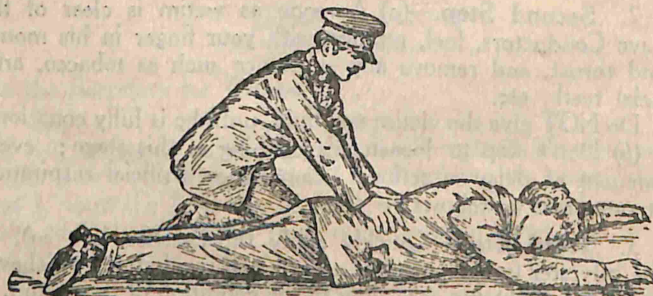


Fig. 2.

(e) Alternate movements (c) and (d) twelve times per minute.

(f) As soon as artificial respiration has been started, and whilst it is being continued, an assistant, if one be available, should loosen any tight clothing about the victim's neck, chest, and waist.

(g) Continue the artificial respiration (if necessary two hours or longer), without interruption, until natural breathing has been restored. When natural breathing begins, regulate the movements of artificial respiration to correspond with the natural breathing.

3b. **Silvester Method of Artificial Respiration.**—(a) Adjust the victim's position—Immediately, place the victim on his back on a flat surface, and if possible, inclined from the feet upwards; raise and support his shoulders on a small firm cushion or folded garment placed under the shoulder-blades.

(b) Release all tight clothing from about the neck and chest and bare the front of the body as far as the pit of the stomach; unfasten the braces and top button of trousers in men, and the corsets in women.

(c) Maintain a free entrance of air into the windpipe—an assistant must draw forward the victim's tongue as far as possible, and secure it in that position—in the absence of forceps, a tie (or other) clip may serve this purpose; unless this be done there is great danger of obstruction of the wind-pipe. (Compare Figs. 3 and 4).

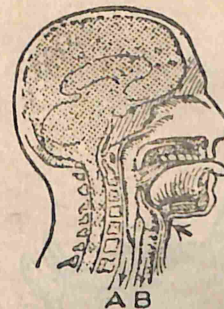


Fig. 3.

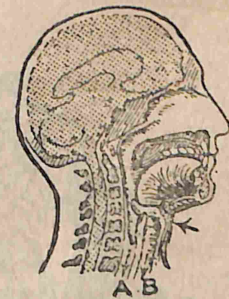


Fig. 4.

"A"—Gullet.
"B"—Windpipe.

(d) **Imitate the Movements of Breathing.**

- (i) **TO INDUCE INSPIRATION.**—Kneel at a convenient distance behind the victim's head, and, grasping his forearms just below the elbows, draw the arms upwards, outwards, and towards you, with a sweeping movement, making the elbow touch the ground; the cavity of the chest is thus enlarged and air is drawn into the lungs. (See Fig. 5).
- (ii) **TO INDUCE EXPIRATION.**—Bring the victim's arms slowly forward, downwards, and inwards, press the elbows firmly on the chest on each side of the breast-bone; by this means air is expelled from the lungs. (See Fig. 6).

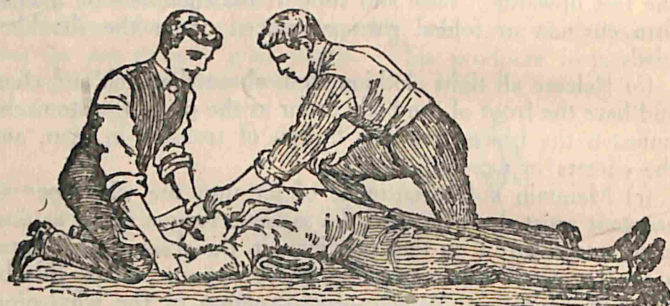


Fig. 5. Inspiration.

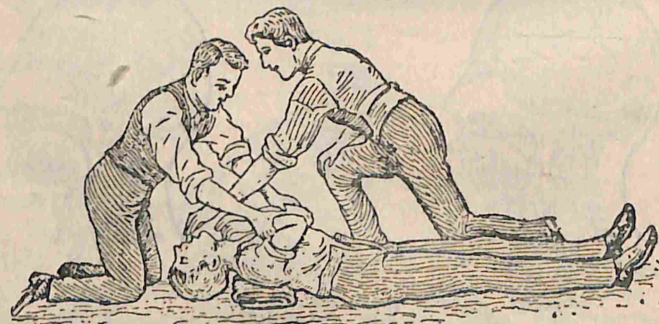


Fig. 6. Expiration.

Repeat these movements alternately, deliberately, and perseveringly about twelve times per minute. The Rhythm is—pressure two seconds and relaxation three seconds. Continue the artificial respiration (if necessary two hours or longer) without interruption until natural breathing has been restored. When natural breathing begins, regulate the movements of artificial respiration to correspond with the natural breathing.

3c. **Excite Respiration.**

- (i) Whilst artificial respiration is being performed, other useful steps may be employed such as applying smelling salts, or snuff to the nostrils.
- (ii) When natural breathing has been restored, promote circulation by rubbing the limbs vigorously towards the heart and apply warmth.
- (iii) Watch the victim for some time to see that natural breathing continues. If the breathing cease or become weak, perform artificial respiration again.

4. **Treatment of Burns.**—In all cases, burns caused by contact with a Live Conductor should be immediately covered. Lint, gauze or clean linen, soaked with "Picric Acid" solution or "Tannafax" applied on lint, gauze or clean linen, should be placed over the burnt surface as soon as possible and covered with cotton wool and a light bandage.

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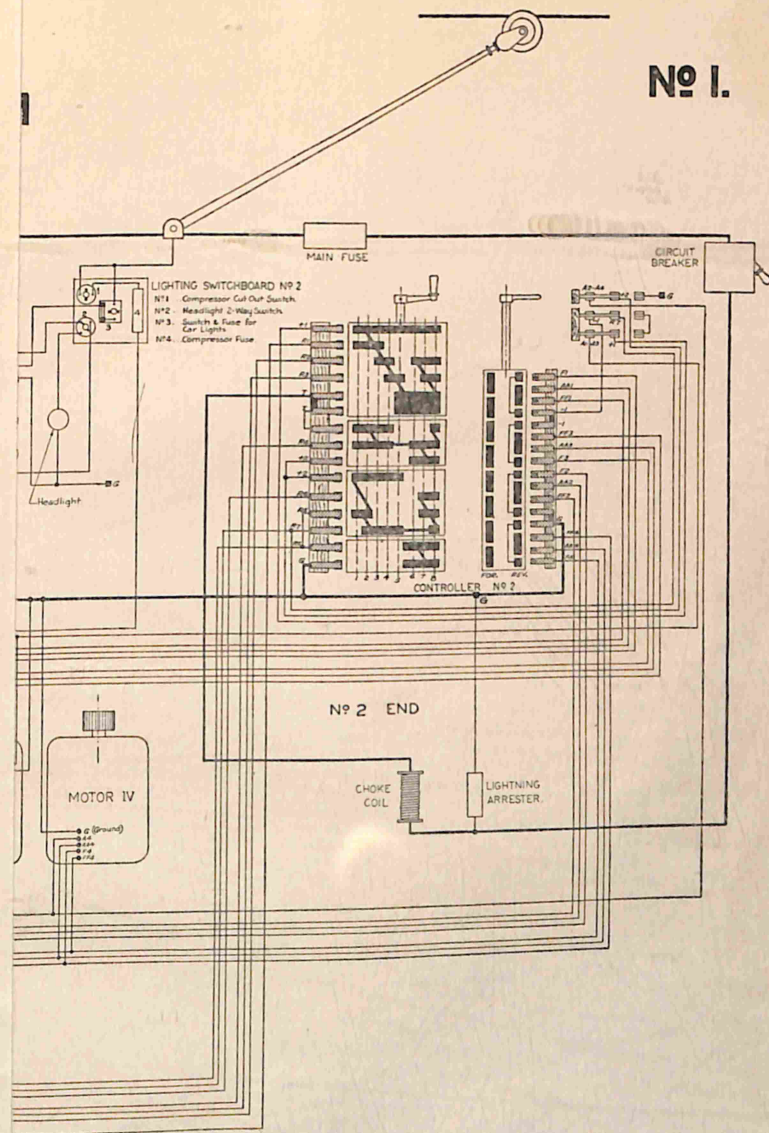
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ELWOOD CAR DEPOT

No 1.



IN	FOR AND	TYPE	RESISTANCE OF
BOX NO.	NO.		IN NEUTRAL GROUND SECTION AT NO.
1 & 2	20	NP 3	1.4 OHMS
3	10	NP 3	0.2 -
4	10	NP 3	0.3 -
5	10	NP 3	1.2 -
6	10	NP 3	0.9 -

are 2 Grids Blank in NP1 Box.

■ Denotes Ground on Controller Case

