

RULES FOR DRIVERS.

Drivers must make themselves familiar with the following **RULES**, which must be strictly observed, as, they will be held responsible for any violation of them, and for all losses or damage caused thereby.-

1. **DRIVERS** must report thirty minutes before starting time, to take Car out of Car-house, or ten minutes before time to take it, if on road. Whenever rendered unfit for duty by illness, they must give at least one hours notice in writing if possible to the foreman, before their times of starting.
2. **BEFORE** leaving the stables must consult the notice board in order to acquaint themselves with any fresh notice or instruction thereon.
3. **MUST** dust out their cars and clean the windows thoroughly overhaul and see that they are in a fit condition before starting. Also report any damage observed, as the driver of the car will be held responsible for such injury, should they not be satisfactorily accounted for.
4. **MUST** always wear their uniform cap and be clean and tidy when on duty.
7. **THE TIME TABLES** give the times to leave each end of the route, and also some intermediate place on the line. They must keep the times carefully and must drive at a steady pace at all times, using the ~~brake~~ when necessary. Each man must provide himself with a watch which must be regulated by the Railway time.
5. **MUST** have horses be put in and car on stand five minutes before leaving time, and must see that they are properly harnessed and attached to car.
6. **MUST** start punctually to time table and endeavour always to keep time.
8. **MUST DRIVE** at a uniform speed at all times, and if delayed must not make up time by galloping their horses, but by a slightly faster trot, and by taking less time on the stand.
9. **MUST WALK** their horses around all curves, and over all switches, and must go steadily up all heavy grades.
10. **MUST NEVER** hurry horses when going to stables after finishing trip, but take them home as cool and dry as possible.
11. **MUST KEEP** a sharp lookout for vehicles or persons to avoid accidents.
12. **MUST NEVER** start the car till all persons are fully on or off, and if ladies, or elderly men, or children, are getting on not till they are seated.
13. **NEVER** admit drunken persons in or on the car, never overload and never allow persons to sit on railings. When there are more passengers than can be properly accommodated, must please ask them to wait for next car to follow shortly. Advise at stables for car to be run out as quickly as possible.

14. MUST STOP for passengers whenever hailed except on steep grades and curves.
15. MUST NOT stop the car to speak to one another or to other persons.
16. MUST WATCH for obstructions on the rails and have same removed before proceeding.
17. MUST always hand on brake handle and be ready to apply it when running, brake to be always on when standing.
18. MUST keep on brake when going down grades, but only enough to regulate speed of car.
19. MUST not drive faster going down grades than when on the level.
20. MUST not drive within fifty yards of another car on same track. No two cars to run on a down grade at the same time.
21. MUST not allow anyone to handle brakes., or drive their horses, unless authorised to do so by Manager or Foreman.
22. MUST avoid collisions with cars or Vehicles, and also with pedestrians crossing the road. Remember STOP and take no risks.
23. MUST keep car doors closed except when passengers are passing through.
24. DRIVE with a tight rein. Stop the horses with the reins not the brake, start the horses slowly, and do not trot them till the car has moved 20 feet, and never stop unless in case of danger, under the space of 15 feet.
25. THE best way to manage a gibbing horse is by kindness. Any driver or groom beating or ill using a horse is liable to a heavy fine and immediate dismissal.
26. SHOULD a horse shy badly, or plunge and rear at starting or go lame or show symptoms of illness, or have sore shoulders which renders them unfit for work, they must report at once to the stable-foreman, such horses should not be driven.
27. MUST bring the car and horses under perfect control, the moment any persons or vehicle is seen on the track (or any obstacle or impediment).
28. IF VEHICLES are on the track, ring the bell several times as a warning to them, and if necessary to ask the drivers to clear the track "Speak pleasantly". If the track is blocked put on the brakes, give the reins into the hand of some person and do all in your power to remove the obstacle.
29. MUST keep a good lookout for passengers especially at Railway Stations, also at Termini, and must look carefully up and down all the side streets. Carelessness in this respect will be liable to a fine or dismissal.
30. NEVER leave the car while on duty unless absolutely necessary.
31. KEEP brake on when at Termini, or when standing or changing horses or in leaving car, and at all times when not in motion.

32. BE CAREFUL that the brake is off before starting the horses.
33. SHOULD the car leave the rails, stop the car immediately and see that all passengers leave the car before attempting to pull it on the rails again. Passengers not to resume seat until car is properly on rails.
34. LIGHTS must be put on the car before dark, and kept burning whist on the track.
35. DRIVERS are not allowed to get other men to drive fo them, at any time unless obtaining permission.
36. MUST understand that strict keeping of given times and the utmost care as regards the getting and putting down of passengers, and collection of fares, are considered of the greatest importance.
37. MUST promptly and cheerfully obey all orders given them by superior officers.
38. IN CASE of any accident to any person, car or team, or collision with any other vehicle be careful to get full particulars, such as name of driver, name of vehicle, name and residence, of persons injured, and the names and addresses of at least three or four witnesses, and report same at once to Manager or foreman and before going off duty make out a full report of accident.
39. IN CASE of accident , keep car door closed to prevent passengers getting out while car is in motion.
40. DRIVERS and other employees will be held responsible for the cost of all damage to persons, cars or team and all law expenses caused in the opinion of the manager by their carelessness
41. DRIVERS who absent themselves from duty without leave- (except through sickness) which must be duly notified, will be charged whatever loss is caused by their absense.
42. THEY must examine the cars when taking them from each other the regular driver of the car will be held responsible for such injury, should they not be satisfactorily accounted for.
43. THEY must make themselves well acquainted with the notices for passengers posted in the cars.
44. PARCELS Etc. found in every car are to be left at the BLACK ROCK offices with particulars as to when found.
45. EMPLOYEES of the company are furnished with special tickets for their own use only. Drivers must obtain obtain such ticket as their fare, and must be careful not to receive them from anyone not in the employ of the company, and must not allow employees to occupy room required for passengers. Employees can ride free when wearing uniform, cap or badge.
46. PASSENGERS must not be allowed to strike matches on or deface cars in any other way
47. MUST always be polite, patient and civil to passengers, giding them every available assistance possible, remembering that it is the passengers right to ask questions concerning routes, fares etc, which must be answered in a cheerful accomodating spirit but avoid unnecessary conversations as their duty constantly requires vigilance and thoughtful attention.

48. SHOULD they have any difficulty with passengers must never allow themselves to get angry, not use uncivil language even under the greatest provocation, as no excuse will be taken for rudeness, or sarcasm under any circumstances.

COLLECTION OF FARES AND USE OF BELL PUNCH.

49. A FARE either in Cash or Ticket must be collected from every person who rides except as follows, - Quarterly and Monthly Ticket holders and Free pass holders. Drivers must make themselves acquainted with the names of such holders, as the person only whose name is written on ticket is allowed to travel on production of same. All tickets to be examined, especially at the beginning of the month. Expired tickets issued by the Tram Company to be at once collected. Manager only travelling without ticket Names of pass-holders travelling to be given on back trip and day report, and to be entered as employees.
50. EXACT the full and proper fare from every person who rides whether an adult or child, as no one is allowed to ride free, except Manager, Pass-holders, and Employees wearing cap or badge. Production of Quarterly and Monthly to be considered as fare paid. Must get name and address of passenger who will not pay the proper fare, but take the parents word, as to the age of the child, unless evidently above the prescribed limit.
51. CHARGE at the rate of a full fare, for all articles or parcels over 28 lbs. weight or over 1ft. 6ins. square. Such luggage must be put under the seats or on platforms, and carried in the lap if the care is full. Full fare must be charged and punched for, for any articles over that weight and size, all parcels &c. when not accompanied by the owner to be charged full fare and punched for. All articles which cannot be put under the seats or which would inconvenience or occupy space required for passengers, must be carried on the platforms, allow no oily or offensive articles or glass inside the car.
52. MUST punch only for cash fares or 3d. general tickets, the latter must be punched about the middle of the ticket, and not at the ends, and each ticket must be punched separately and in front of passengers.
53. NEVER give change for a ticket for half fares, which must always be paid in money, or two at once by a whole ticket, take no mutilated tickets for fares, unless $\frac{3}{4}$ ths of the surface remains, and no half tickets for half fares.
54. FURNISH full charge of each coin handed by passengers, but not to a larger amount than 10/-. If cannot give change, must obtain name and address of passenger, and report to office and also ask them to leave fare at Company's office, and give in the Number of Car with it and date.
55. WHEN starting to collect fares must call out distinctly "fares ready please" and if no notice is taken must not touch any passenger to call their attention, but speak again. When collecting fares from more than one person, or for children or luggage the Driver must state how many he requires, and have a distinct understanding before punching, as to how many and for who, or for what luggage is to be paid for. Be especially careful as to half fares and luggage. When a 2/- piece is offered must call passengers special attention to it, before making change to prevent misunderstanding.

56. DRIVERS must keep themselves supplied with small change to at least £1 in value. They must know the exact amount they have with them for the purpose of making change for the Passenger. Failure to exhibit change as above when called upon or to give change to passengers for all coins up to a half sovereign, without sufficient reason will render the driver liable to suspension or dismissal.
57. BEFORE starting the days work each driver must obtain from the Foreman a Bell-punch, ticket nipper and a supply of trip slips, for each rate of fare, trip reports and tickets for sale. Also transfer tickets and a day report form. This outfit must be examined and signed for before leaving the office, and any mistakes rectified at once, as no claim will be recognised afterwards.
58. EACH cash fare must be recorded on the proper trip slip by punching out a number for it, the slip held with left and punched with right hand, the lowest numbers being punched first. Must not punch slip for tickets but punch ticket separately. The slip or ticket must be punched and bell rung in the presence of and while facing the passenger who pays the fare, and before others are collected.
59. WHEN punching for more than one fare, each ring must be separate clear and distinct.
60. IF A DRIVER inadvertently neglects to comply with the above rule, he will ascertain it when making up his trip returns by being over, and then must then punch out the numbers necessary to correct the error. If the punch becomes partially closed while in use, so that the slip cannot be inserted, it must be rung off when the next fare is taken, and the fare punched on the slip with the pencil, so also from any cause the slip is not punched when the bell is rung the driver must mark out a number on the slip for each fare with the pencil, so that the slip or ticket may agree, with the number registered by the punch. All such errors in the working of the punch, and their cause, must be reported on the day report. If however such mistakes occur frequently the driver will be considered incompetent.
61. AT THE end of each trip drivers must make up their slips for both half trips first having counted the number of holes that have been punched out, and entering the number as fares in proper place on trip slips, also count their tickets and cash and copy results in their proper places on the trip and day reports, ready for making returns at the office. Blanks in all returns must be correctly filled in.
62. TRIP SLIPS must not be punched for more holes than numbered.
63. ALL FARES collected and the cash received for ticket sales etc. must be turned into the foreman at the end of each day, and with proper returns unless otherwise ordered by special notice.
64. SHOULD a trip slip having holes punched in it be lost, an equal number of holes as nearly may be known must be made in another slip with pencil and returns given on according to the duplicate. If the original slip is afterwards found, it must be handed in and the returns corrected.
65. MUST not accept foreign coins or English coins with holes in them.

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66. BEFORE leaving stables after finishing the days work Drivers must ascertain if their returns are correct.
67. GREAT CARE must be used in handling the punch, and should it be injured from any cause whilst in possession of the driver he will be required to pay the amount of damage. Should a punch be lost the driver will be charged for it- the sum of £5.
68. MUST NEVER allow any persons excepting the foreman to handle the punch after taking it from the office, and must never exchange them with the drivers.
69. IF AT any time the punch does not work perfectly, it must be reported to the foreman as soon as possible, and another procured in exchange. Driver must never attempt to repair alter, oil or in any way interfere with the working of the punch, and if lever at any time becomes stuck, must not use extra force to press it down.
70. THE REGISTER of the punch indicates the number of fares collected, and if the punch system is worked correctly will agree with the total shown on the trip slips, tickets, and the day report. If it does not agree all shorts will be charged the driver at the highest rate of fare, and must be paid by him unless accounted for to the satisfaction of the Manager. Errors of any kind will indicate carelessness and be a sufficient for discharge.