

Mell Hamway + Omnibus Boy.

Abstract of Rules for Gripmen

This abstract is arranged principally for the use of students, to help them remember the most important points of their work. It is not to be taken as a substitute for the Book of Rules, which must be carefully studied, and the rules observed.

- 1/ Must report for duty ~~ten~~ mins before time to take train out of car-house, or ten mins before time to take it if on road
- 2/ Must always be neat + clean, and wear the full uniform when on duty.
- 3/ Must enter their names and exact times of reporting in register kept for that purpose.
- 4/ Must consult bulletin board for latest notices or alterations of rules before going on duty
- 5/ Must consult yard sheet every morning, to ascertain the number of their trains for the day
- 6/ Must get badges from receivers, which must always be worn when on duty on right breast of coat, and delivered to receiver at end of each shift of work.
- 7/ Must see that their dummies + seats are in a clean + tidy condition at all times, dusting the latter each shift.
- 8/ Must, when taking charge of a dummy, see that all tools are in their proper places, and if not, inform line manager at once
- 9/ Must, before leaving car house, make a thorough examination of grip + brakes, see that all nuts are screwed home, + ascertain each shift that axles are not heated by feeling at the axle boxes.
- 10/ Must copy running times on plates attached to dummies for that purpose
- 11/ Must set their watches with car house clock, consult at each ~~the~~ time point on the road, and compare after each shift
- 12/ Must always run train out of car house slowly, ~~so~~ and so as to leave promptly on time, and to follow the right train on the road

- 13/ Must put grip in, and remove from slot, assisted by the conductor.
- 14/ Must, on removing grip from slot, use the tackle provided for that purpose
- 15/ Must, when train is at standstill at terminus, throw grip wide open and put on both brakes
- 16/ Must always hook safety chain on to car when train is being coupled, + see that the drawpin is fully home
- 17/ Must never go between car + dummy when coupling train, but must use hook provided for that purpose
- 18/ Must secure coupling chains pin, in front of dummy when not in use.
- 19/ Must never leave position in grip space (except when shunting) without leaving conductor, or some other gripman, in charge.
- 20/ Must never allow ANY person, (not even conductors) not authorized by the manager, to handle the levers of dummy.
- 21/ Must never apply or release grip unless inside grip space.
- 22/ Must never start train, or increase speed, without receiving signal from conductor in charge
- 23/ Must never start or increase speed of train without looking well around, to see that no one is getting on or off dummy or front platform of car
- 24/ Must always keep a sharp lookout for passengers, and when passing cross streets, must look both ways
- 25/ Must caution passengers not to get off or on dummy or car while in motion, and to beware of passing vehicles or trains
- 26/ Must never beckon or ask passengers to get either on or off dummy or car while in motion
- 27/ Must never allow passengers to ride in grip space, or ~~stand~~ in front or on sides of dummy
- 28/ Must never allow ~~passengers~~ small children to ride on dummy unless in charge of a grown person
- 29/ Must stop train to take on passengers only at corners of street + centres of blocks, as per stopping place notice in car
- 30/ Must stop at any safe place to take on ~~passengers~~ or let down aged + infirm persons
- 31/ Must never stop, except to avoid accidents, on severe up grades or curves.

- 32/ Must always stop at regular stopping places for passengers waiting, unless behind time, and also followed closely by another train
- 33/ Must never stop to take on more passengers when train is already full
- 34/ Must always bring train to full stop to let off or take on passengers
- 35/ Must always be careful to see that passengers are safely on or off train before starting
- 36/ Must never allow any intoxicated person to ride on the dummy
- 37/ Must not hold any conversation with passengers or converse with the conductor, except on matters of business required by the rules
- 38/ Must, in the event of trouble with passengers, give conductor all assistance possible
- 39/ Must, after receiving "start signal" from conductor, sound two strokes of the gong before starting
- 40/ Must sound two strokes of gong when at 50' from an approaching train, but must not do so at same time with other train; up track train to give first signal.
- 41/ Must sound gong when 25' from every cross street & curve, to warn approaching traffic
- 42/ Must warn vehicles on track to clear the way by several strokes of the gong, but must not approach within 50' till track is clear
- 43/ Must ring gong continuously when approaching & passing standing train, & when crossing intersection of busy streets
- 44/ Must, during dense fogs or dust storms, ring gong continuously, keeping sharp lookout ahead to avoid collisions
- 45/ Must, when necessary, give one stroke of gong for conductor to apply car brake
- 46/ Must, after collection of fares, if more passengers get on dummy, signal conductor by 3 strokes of gong to come forward and collect fares.
- 47/ Must, without neglecting their own work, watch the way the conductor collects the fares, & see that none are missed.

- 48/ Must avoid unnecessarily sounding gong when passing churches during hours of divine service
 - 49/ Must start & stop train gradually to avoid sudden jerking, tightening grip when full speed of rope is attained
 - 50/ Must never run within 200' of a car ahead that is in motion, ~~or~~ nor within 25' of any car that has stopped on the road, nor within 8' at termini, or when cars are being massed.
 - 51/ Must always slow down to half speed when within 25' of trains which have stopped on other track, and until they are safely passed
 - 52/ Must slow over facing switches, tracks of other roads, and principal street crossings.
 - 53/ Must be sure the switch is set for the track about to be taken before passing over it.
 - 54/ Must always endeavour to run train strictly on time.
 - 55/ Must use great caution when passing schools, railway stations, or any crowd in the street
 - 56/ Must not stop train within 30' of a standing train on other track, except at terminals and certain other places provided by rule
 - 57/ Must, when funerals are crossing track, stop to allow the hearse & mourning coaches to pass
 - 58/ Must, when meeting a flock of sheep, pass them very slowly, but, if met at a curve, train must be stopped until they are quite clear of the track
 - 59/ Must pay particular attention to instructions applying to the white marble marks on the track, and never pass them without doing what they indicate.
- NOTE Study carefully Rule 113 of Book of Rules
- 60/ Must always run train slowly when nearing either terminus of the road, to avoid ~~over~~ over-running same, or collision with other cars.
 - 61/ Must show grip open 25' from any facing point, & run train at $\frac{1}{4}$ speed
 - 62/ Must avoid stopping train within 25' before entering curve, so that train when started may have full speed of rope on ~~enter~~ entering same.

- 63/ Must never stop train across intersections or openings of side streets
- 64/ Must never meet train on curves, where forbidden by notice
- 65/ Must never enter such curves as are indicated by notice until conductor has gone ahead & given signal, and before starting must look back to see that nobody is getting on or off the cars
- 66/ Must never stop on a curve, except to avoid an accident; should rope then be lost, uncouple car from dummy and push both by hand ~~on~~ to straight track.
- 67/ Must ~~bring~~ bring train to a full stop at stop mark where roads join or intersect, before acting on signal to cross
- 68/ Must never start to cross over other roads or junction switches till full & clear signal has been received from signalman or conductor, if latter has gone ahead for this purpose.
- 69/ Must, before starting, when conductor is off the train, look ~~back~~ behind & see that no one is getting on or off
- 70/ Must, if grip strikes anything in tunnel with unusual force, or if any defect ^{in grip}, train or track, be observed, report same at engine house as train passes, and to line inspectors & track foreman if met.
- 71/ Must ~~watch~~ watch the slot, and whenever apparently closer than usual, put grip hard on and to stand clear of levers when going through, to avoid accident, and, if grip touches, report same at enginehouse, and to line inspectors, and track foreman as soon as possible
- 72/ Must always stand with hand on grip lever, ready to release same, and apply brakes instantly when necessary
- 73/ Must press spring firmly & release pawl of grip when 25' from "let go" points, maintaining full hold of rope till point where it is to be dropped is reached.
- 74/ Must, when arriving at point where rope is to be dropped, instantly open grip to full extent.
- 75/ Must at all points, except engine house, after throwing rope, close grip at once to make certain it is clear.
- 76/ Must always run train slowly between "let go" & "pick up" points

77. Must never run dummy with rope loose in grip except when ordered and in such case dummy must not be run faster than half speed.
 78. Must, if necessary to remove grip through a breakage of same or any other cause, strictly observe rule 118 (Book of rules).
 79. Must use every possible care to avoid unnecessary friction on the rope
 80. Must use most vigilant care when approaching any point where the rope must be dropped or picked up.
 81. Must visit the engine house to become thoroughly familiar with the underground service of the cable at the "Let go" and "Pick up" points
 82. Must, if unable to release the rope from strand or any other cause, endeavor to throw it entirely out of grip.
 83. Must, if unable to throw rope as above, at once call conductor to signal engine house, and with gong and voice warn all traffic to clear the track (see rule 121 Book of rules).
 84. Must, in event of rope stopping, immediately open grip and apply both brakes.
 85. Must never be away from train during stoppage of cable unless relieved.
 86. Must allow rope to run at least one minute in right direction before gripping again after stoppage.
 87. Must keep a sharp lookout for stones or other obstructions on track, and if necessary stop until they are removed.
 88. Must be very careful to avoid any chance of accidents to men who may be employed working on track or adjoining road way.
 89. Must, in the event of any accident or collision assist conductor in getting correct names and addresses of all witnesses possible, and see that he makes out an accident report before going off duty.
 90. Must, when instructing students, always remain standing in grip space to be ever ready to prevent accidents.
 91. Must allow trackman's appliances to be carried in grip space only.
 92. Must never allow any article of a dangerous nature to be carried on the dummy.
 93. Must obey all instructions of inspectors, shunters, pilots, signalmen, or any officers of the company cheerfully and promptly.
 94. Must see that the head and roof lamps are burning brightly without smoking the globes.
 95. Must put lamps in lamp room, and close roof-lamp doors before leaving the car-house at night.
 96. Must never smoke, gamble, or use intoxicating liquors; nor dispute, quarrel, or profane or improper language, when on duty or company's premises.
 97. Must not ask or receive any gratuity or gift from any passenger or employee.
 98. Must never exchange badges or duties without the consent of the line manager.
 99. Must make themselves familiar with the rules governing conductors.
 100. Must shunt train on up track when being relieved.
 101. Must, on completion of work, assist in putting train into its proper position in shed.
 102. Must consult yard sheet to ascertain particulars of following days work.
 103. Must carefully read the book of rules and regulations to ascertain the various penalties attached to the non-compliance of the above condensed instructions.
 104. NEVER TAKE CHANGES OR RUN RISKS.
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