

SPECIAL NOTICE FOR DRIVERS

The Cash Boxes and their contents are the property of the Company and are under your care.

The Money and the Tickets are placed in the Boxes to enable you to give change to Passengers and to supply them with tickets, when required, at advertised prices.

Niether the money nor the Tickets are to be used upon any pretence for any other purpose whatever.

The Boxes with their contence must be delivered bu you to an officer of the company (appointed for the purpose) at the Companie's Offices, on the conclusion of each days work or at any other times when required.

N.B. - You will be held responsible for all errors and losses in Cash or Tickets Belonging to your Boxes.

sdg W.G. Sprigg,
Secretary.

RULES FOR HORSE CAR DRIVERS.

Drivers must make themselves familiar with the following rules as, they will be held responsible for any violation of them, and for any damage or loss caused there-by.

1. Drivers must report 30 minutes before starting time to take car out of car house, or 10 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 line manager, before their times of stating.
2. Before leaving the stables must consult the notice board in order to aquaint themselves with any fresh notice or instructions posted there-on.
3. Must obtain badge and cash box from office, counting cash, and renewing supply of small change.
4. Must dust out their cars and clean the windows before time to leave the shed.
5. Must always wear their regular uniform and badges, and be clean and tidy, when on duty.
6. Must have horses put in and car on stand 5 minutes before time to leave terminus and must see that they are properly harnessed and attatched to car.
7. Must start punctually to time-table time and endeavour to always to keep time.
8. Time-tables give the times to leave each end of the route, and also some intermediate place on the line. They must keep these times carefully and must drive at a steady pace at all times, using the brake as little as possible. Each man must provide himself with a watch, which must be regulated by the car house clock.
9. Must drive at a unifom speed at all times, and if delaiied must not make up time by galloping thair horses, but by a slightly faster trot, and by taking less time on the stands.
- 10, Must walk their horses around all curves, over all switches, and up all heavy grades.
- 11, Must water horses only once while at work, except on very warm d days when they may have water once on each trip. Never allow them to drink more than a few mouth fulls at a time, and never water them on the last half trip when going into stables.
- 12, Must never hurry the horses when going to stables on last trips but take them home as cool and dry as possible.
- 13, Must slaken speed on approaching cross streets and keep a sharp lookout for vehicles or persons.
- 14, Must never start the car till all persons are fully on or off, and if ladies, and elderly men, or children are getting on not till they are seated.
- 15, Never admit drunken persons in or on the car, and never carry more passengeres than the car is licensed for either inside or outside, nor any on the roof, and reply "Full" to all others hailing.
- 16, Must stop for passengers whenever hailed except on steep grades and street crossings.
- 17, Must not stop the car to speak to one another or to other pers

- 18, Must watch for obstructions on the rails, and have same removed before driving on.
- 19, When streets are dug up for pipes, must detach horses and have car pushed over the place of danger.
- 20, Must always have hand on brake handel ~~xxx~~ and be ready to apply it.
- 21, Must keep brakes on when going don grade but only enough to regulate speed of car.
- 22, Must not drive faster down grades than on level.
- 23, Must not drive with in 50 yards of another car on same track.
- 24, Must not pass each other on curves. Cars on up track has right of way on ~~curves~~.
25. Must not allow anyone to drive their horses or handle their brakes unless authorized to do so by the line manager.
26. Must avoid collision with cars or vehicles and be careful not to run against any person crossing the street. Remember "STOP, AND TAKE NO RISKS."
27. Must endeavour to get passengers to ride inside and seated.
28. Must always keep front door closed, and also the rear door except when passengers are passing through.
29. Drive with a tight rein. Stop the horses with the rein, not with the brake. Start the horses slowly, and do not allow them to trot till the car has moved 20 feet, and never stop unless in case of danger under a space of 15 feet.
30. THE best way to manage a gibbing horse is by kindness. He should not be whipped. Have the car pushed steadily forward.
31. Should a horse shy badly, or plunge and rear at starting, or show symptoms of illness, they must report it at once to the stable foreman. Such horses should not be driven.
32. When meeting or passing military possessions or bands, or unusual crowds in the street, stop ~~or~~ walk the horses by them.
33. Must bring the car and horses under perfect control the moment any person, vehicle, or obstacle is seen on the track.
34. If vehicles are on the track, blow the whistle 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 brake, leave the reins in charge of some person, and do all possible to clear the way.
35. Must keep a good lookout for passengers, especially from cable cars and at railway stations, as well as at termini, and must look carefully up and down all cross and side streets.
36. Never leave the car while on duty unless absolutely necessary.
37. Drivers must not sit down when going down grades or around curves. Drivers when using the seats should sit astride them. If the use of seats leade to carelessness in looking for passengers, and driving, or in any other duty, they will be removed.
- 38, At thr termani driders must bring the car to a full stop, and leavr the brake on when changing horses to the front again.
- 39, Be carefull that the brake is off when starting the horses at any place.
- 40, Must not jump the car around obstructions unless absolutly nessesary, and in such cases get passengers to leave the car before doing so, alowing them to resume seats when car is safely on track again.
- 41, Lamps must be lighted before dark and be kept carefully trimed and burning. When first lighting them turn low till chimneys are heated then turn to a proper light. Never allow lamps to smoke. Lamps must not be carried in the cars in the day time. After the car is taken into the car house the lamps must be taken into the lamp room and there extingwished. Always turn the light low before moving a lamp.
- 42, When relieved for meals, drivers must give their timetables to the relief men who will have charge of the car till theri return and eiter lock their cash boxes and leave them in the office, or take them with them; On returne take the timetable and proceed as usuall.

43. Relief men are provided with their own box, which is to be taken to each car with them, and all these rules apply to them.
44. When relieved for the night each Driver must take his cash box immediately to the office, and leave it with the Clerk or Night Foreman, counting contents and making note of same.
45. Drivers are not allowed to get other men to drive for them at any time, without first obtaining permission.
46. Must understand that the strict keeping of given times, and the utmost care as regards the getting and putting down of passengers, and the taking of fares are considered of the greatest importance.
47. Must promptly and cheerfully obey all orders given by Timekeepers, or any of their superior officers.
48. In case of accident to any person, car, or team, or collision with any other vehicle, be careful to get full particulars, such as number of vehicle, name of driver, name and residence of person injured, &c., and the names of at least three or four witnesses; one a policeman, if possible, and report same at once to the Line Manager, Inspector, or Foreman, and before going off duty fill in all particulars on an accident report.
49. In case of accident be sure to keep the door closed and allow no passenger to get out while the car is in motion.
50. Drivers will be held responsible for the cost of all damages to any person, car, or team, and all law costs, caused in the opinion of the Manager, by their carelessness.
51. Drivers who absent themselves from duty without leave (except through sickness, which must duly be notified) will be charged whatever amount of loss is caused by their absence.
52. They must examine the cars when taking them from each other and report any damage observed. The regular Driver of the car will be held responsible for such injuries should they not be satisfactorily accounted for.
53. They must make themselves well acquainted with the notices for passengers posted in cars.
54. Should the fore-box get out of order, they must report it at once.
55. Parcels found in any car are to be left at the nearest office of the company.

56. Employees of the Company are furnished with special tickets for their use only; Drivers must obtain such tickets 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 in uniform are allowed to ride free on horse cars when wearing their proper badge on outside of coat.
57. Must keep a good look out for imitation or bad coins or tickets placed in Fare Box, and, if possible, ascertain name and address of person depositing them, and report same at the office at once.
58. Must not deface car by scribbling marks upon it.
59. Must always be polite, patient, and civil to passengers, giving them every assistance possible; remembering also that it is the passenger's right to ask questions concerning the routes, fares, etc, which must be answered in a cheerful accommodating spirit, but avoid unnecessary conversation, as their duty constantly requires vigilance and thoughtful attention.
60. Should they have any difficulty with passengers, must never allow themselves to get angry, nor to use uncivil language, even under the greatest provocation, as no excuse will be taken for rudeness or sarcasm, under any circumstances.
61. Special Rules and Notices will be found posted on Notice Boards at the office, and must be examined daily.

Fares.

62. Exact the full and proper fare from every person who rides, whether an adult or a child, as no one is allowed to ride free, except employees in uniform and wearing badges, and get the name and address of passenger who will not pay the proper fare, but take the parents

as to the age of the child unless evidently above the prescribed limit.

63. Charge at the rate of a ~~full~~ full fare each for all articles or parcels over 2 lbs weight, or over eighteen inches square. No article is to be taken which would inconvenience or occupy space required for passengers.

64. The fares are in all cases to be put into the Fare Box by the passengers (whether they are inside or on either platform of the car) immediately they enter or receive change, and according to the rates on the printed notices of the Company.

65. They must examine the fares as soon as deposited in the Fare Box, and if right drop them at once into the receptacle below.

66. They must keep a careful account of the number of passengers who enter the car to check the fares deposited in the Fare Box, and must not ring for fares after all have paid.

67. Furnish all change for each coin handed by passengers through the change hole, but not to a larger amount than ten shillings; if they cannot give change they must obtain name and address of passenger, and report at office, and also ask them to leave fare at Company's office, and give in the number of the car with it.

68. Never give change for a ticket for half fares, which must always be paid in money, or two at once by a whole ticket.

69. Take no mutilated tickets unless three-fourths of the surface remain, and no half tickets for half fares.

70. Errors made by passengers putting more than the proper fare in the Fare Box can be corrected at the Company's Head Office after 3pm on the following day. Drivers must take a careful note of the amounts actually deposited by passengers, and in case of error report the same, with

70 CONT. The passenger's name, when making their report for the day.

71. They must refer passengers to the printed notices in the car, ~~and take no parcels~~ in case of misunderstanding.

72. Allow no oily or offensive articles or glass inside the car, and take no parcels unless accompanied by the owner.

73. Take no letters unless from the Company's officers.

74. Occasionally look into the car to see if any passenger is smoking or creating a disturbance, which must never be allowed, nor any loud, violent, or profane language to the annoyance of others.

75. Never allow dogs in the car unless small, and carried in the lap of the passenger.

76. When stopping either to take up or set down passengers keep the door shut till the car has stopped, and before starting be careful to see that the passengers are clearly away from the car, the door is closed again, and all inside are seated. Close the door gently that it may catch no one's hand, foot, or dress and keep it closed while in motion. When passengers are getting in or out keep the brake hard on the wheels, and do not allow the car to stir in the least; it is better to be delayed a few minutes than to risk injuring a passenger by starting too soon.

77. Never give change or ring for fares when crossing intersections of streets; all their attention is then required on the road.

Cautions

78. Stupidity, carelessness, neglect in seeing and stopping for passengers wherever they may be; failing to collect all fares; to give change when required promptly and correctly; awkwardness in driving; undue flogging of horses; a neglect to keep time; an indifference to business, reading books; papers &c, when on duty; the use of violent or profane language; fighting with other men; the use of imprecations when on duty, drunkenness at any time, and in general a frequent neglect of any of these rules, will be considered as rendering them incompetent for the position of Driver.