

126. **Persons** are not allowed to distribute or affix advertisements in or upon cars without authority.

127. **Children** must not be allowed to stand on car seats or play about cars at termini.

128. **Cars marked with "Not to be Moved" Board** must not be moved until notice has been removed by the authorized employee.

129. **Cars** left in dead end sidings must be left as near the dead end as possible.

130. **Shunting.**—No car must be shunted or moved from one main line to another, or from the main line into a siding until properly protected by hand signals in one or more directions as may be required, and care must be taken when the main line is about to be obstructed to allow sufficient time to elapse for any approaching car (that may be near) to be brought to a standstill before the obstruction is allowed. When a Conductor is on a car he must see that this is done; when no Conductor is employed the Motorman will be held responsible.

131. **Moving Car in Reverse Direction.**—Should it be necessary to move a car backwards, it must be done slowly and carefully, the Conductor standing in such a position as to command a clear view of the line in the direction in which the car is moving, and he must be ready to signal the Motorman to stop instantly.

132. **Driving from Rear Controller.**—Should a Motorman find he is unable to operate the car due to a defect in the front controller, he may drive from the rear controller, but only until the first siding is reached, where car must be berthed until assistance arrives (except in case of single line working, where cars must be run to termini).

When driving from the rear controller the following precaution must be taken:—Car blinds must be fastened up; Conductor must be placed on the front platform in such a position as to have a clear view ahead and be able to signal the Motorman to stop instantly, should occasion arise. The gong must be sounded frequently, and Motorman must not exceed the "full series" running notch, and every care must be taken to prevent an accident.

The Depot must be immediately notified by telephone, so that the defective car can be replaced.

133. **Changing Over Defective Cars.**—When necessary to change a defective car a telephone message must be sent to Depot, stating briefly the cause of failure and asking for another car. If the defect affects the brakes, passengers must at once be requested to alight and be transferred to the car following.

134. **Car Lights.**—All burnt out lamps must be handed, together with the number of car and Motorman's name, to the person issuing new lamps.

135. **Coins** must not be placed in the sockets of destination or head lamps.

136. **Lamps** must be lit at sundown, and when used during early morning must be extinguished at full daylight. When empty cars are running into Depot lamps must not be extinguished until they are inside the Depot.

137. **Lights on Cars in Depot.**—Car lights are only to be lit when absolutely necessary, and each driver must see that all lights on the car are extinguished before leaving.

138. **Reading Newspapers while on Duty.**—Reading books, newspapers, or any printed or written matter whilst on duty is strictly forbidden, either during the trip or when at termini.

139. **Partaking of Intoxicating Liquor whilst on Duty.**—This is strictly forbidden, and any employee found under the influence of liquor whilst on duty, or when off duty if in uniform, will be instantly dismissed.

## STAFF WORKING.

### INSTRUCTIONS FOR WORKING SINGLE LINES BY STAFF AND TICKET.

140. **Staff Box.**—A Staff Box with ticket drawer is fixed at each Staff Station, and the drawer can only be opened by the staff for the section to which the tickets apply.

141. **Staff Ticket: When to be Carried.**—If other cars are intended to follow before the staff can be returned, a staff ticket must be obtained by the Motorman of the first car, the staff for the section being seen by him, and so on with each following car, except the last, which will carry the staff itself.

142. **Staff not to be Removed without Authority.**—Each staff has marked upon it the name of the Staff Section to which it applies, and it must not be carried beyond such section without the authority of the Traffic Superintendent.

143. **Cars not to Run without Staff or Ticket.**—No car must leave a Staff Station until the Motorman has received the proper Staff or Staff Ticket, except when pilot working is in force.

144. **Staff When and How Carried.**—When a car is required to run over a Staff Section, and no second car is intended to follow before the staff is required for a car in the opposite direction, the Motorman must obtain the staff and place it on the ledge in front of him with the lettered side uppermost.

145. **Staff Tickets Exhausted.**—Should the supply of Staff Tickets become exhausted the Motorman must proceed, after having seen that the proper staff is in the box, and he must report the occurrence to the first Inspector met, and also in writing on arrival at the Depot.

146. **Extra Cars to Carry Staff Ticket.**—Instructions, giving particulars of Staff Station and Sections, also what staffs or tickets are to be carried by each car, will be issued as required. Cars not shown in regular Time-table must carry Staff Tickets on all sections unless ordered by special written instructions.

147. **Staff to be Placed in Staff Box at End of Section.**—On arriving at the end of the section to which the staff applies, the staff must be placed in Staff Box, unless immediately required for another car or authority has been issued for it to be carried beyond that section.

148. **Staff and Tickets to be Locked Up.**—Staff and Tickets must be kept locked in staff boxes when not in use.

149. **Staff Tickets Available for One Trip Only.**—Staff Tickets are good for one trip only between the stations and in the direction named thereon.

150. **Expired Staff Tickets to be Cancelled.**—Expired Staff Tickets must be marked "Cancelled" and attached to Motorman's running journal.

151. **Assistance to Disabled Car Carrying Staff.**—If a car carrying a staff breaks down, or is otherwise unable to proceed when between two Staff Stations, the Conductor must take the staff to the Staff Station in the direction whence assistance can be obtained, and personally hand the staff to the Motorman of the Relief Car and accompany him to the place where he left his own car.

152. **Disabled Car Carrying Tickets.**—Should the car that fails be in possession of a Staff Ticket, assistance should only come from the station at which staff has been left; but if assistance can be more readily obtained at a station other than that where staff is, the Conductor must act as pilotman, and accompany the relief car to the disabled car, and the driver of the disabled car must take steps to protect his car in the rear. When the obstruction is removed, the first car travelling over the section must carry both pilotman and staff.

153. **Staff Lost.**—Should a staff be lost, the line must be worked by pilotman until it has been replaced and a full report of the circumstances at once sent to the Inspector in charge of the section.

154. **Staff System to be Carefully Worked.**—All concerned are specially instructed to exercise great care in working the staff and ticket, so as to avoid any possible delay to traffic.

155. **Motormen and Conductors to Consult when Staff Working is Upset.**—Motormen are responsible for the carrying of the necessary staff or ticket, as may be directed or required; but Conductors are expected to be observant to see that errors are not made. In the event of cars running irregularly or out of order at any time, Motormen and Conductors are required to confer as to the proper course to be adopted for safe working.

156. **Conductors to Assist in Restoring Regular Running.**—In the event of cars breaking down or being delayed, by which the staff working is likely to be interfered with, Conductors must render every possible assistance, and see that the staff is sent to the proper end promptly so that the regular running may be resumed at the earliest possible moment.

## PILOT WORKING.

### INSTRUCTIONS FOR WORKING TRAFFIC BY PILOTMAN DURING OBSTRUCTION OF DOUBLE LINES.

157. **Pilot and Flagman.**—When one line becomes obstructed in a manner likely to interfere with the traffic for any considerable time, arrangements must at once be made to work all cars in both directions over the other line, a flagman being placed at the crossover at each end of the "blocked" section to prevent cars from entering it, and a pilotman appointed to conduct the traffic over the single line.

158. **To Establish Pilot Working.**—In the absence of an Inspector the Conductor of the first car blocked will be responsible for the establishment of single line working, and must act as pilotman. He must despatch an Assistant Conductor or other competent employee to the nearest cross-over in the rear with instructions to stop all cars following in the same direction, unless the pilotman is personally present, the pilotman going forward to the nearest cross-over in advance, at which a competent man must also be placed with instructions not to allow any car to pass unless the pilotman is present in person.

159. **Starter or Signalman to Protect Blocked Section.**—When an employee is regularly stationed at one or both of the cross-overs concerned, the pilotman will arrange for him to protect the blocked section. The pilotman must also, at the earliest possible moment, advise the Inspector

in charge of the section by telephone or the quickest means available, and must also advise the Traffic Superintendent, or officer in charge at Depot.

160. **Pilotman to Start all Cars.**—The pilotman must personally start all cars from each end of the section, and ride on the last car if more than one is waiting to proceed over the blocked section, travelling over the section as the traffic may demand.

161. **Cars not to run in Wrong Direction.**—A Car must not be run in the wrong direction until the pilotman has personally placed a man in charge of the other end of the section towards which the car is travelling, with the following exceptions:—

- (a) When it is daylight and a full view is obtained of the line ahead.
- (b) When in possession of the staff for the section.
- (c) When working single line between a cross-over and the end of the line, and no other car is in the section.

162. **Car Proceeding to a Breakdown.**—When it becomes necessary to run a car in the wrong direction to the scene of an accident or breakdown speed must be reduced to walking pace and gong must be sounded at every place where the view of the line is obstructed, and an employee must proceed well in advance of the car and see that the line is clear before signalling to Motorman to proceed.

163. **Obstruction of Both Lines.**—In the event of both lines being obstructed, arrangements must be made to work the traffic between the nearest cross-over and the obstruction on either side, a pilotman being appointed on each side and arrangements made that no cars are allowed into the blocked section unless the proper pilotman is present.

164. **Pilotman's Badge.**—The Pilotman must always wear a handkerchief or band of white material round his left arm.

165. **Flagmen to be Provided with Lamp.**—The men placed in charge of blocked sections must be provided as soon as possible with a red flag by day and a Signalman's lamp by night.

166. **Obstruction Removed.**—When the obstruction has been removed, the pilotman must, in all cases, arrange to inform personally the men in charge at each end of the section, and relieve them from duty. If the pilotman is the Conductor of a car, he must, if necessary, change over with another Conductor in order to be able to do so.

167. **Single Lines.**—In the event of an obstruction taking place on a single line, arrangements must be made to work the traffic on one side of the obstruction by the staff and on the other by pilotman.

168. **Running Wrong Line.**—Where there are double lines cars must not, except by special orders, be run on the wrong side of track. They must always run on the left hand side to the direction in which they are proceeding.

169. **Overhead Line.**—In the event of wires being or likely to come in contact with overhead line employees must do all in their power to prevent injury to persons or property. As full particulars as possible must be telephoned to the Traffic Superintendent, or officer in charge at depot, requesting immediate assistance.

170. **Overhead Wires Fallen.**—In the event of an overhead wire breaking the first employee to observe the same must warn all persons and vehicles clear of the wire and have a message despatched at once to the Traffic Superintendent, or officer in charge at depot, giving his name and rank and a clear description of defect and precise locality, and asking for trolley waggon to be sent, if necessary. The first car blocked must immediately be coasted past the break in the wires. As soon as possible, a good rope should be obtained from a shop or passing waggon. With the aid of the tongs the end of the wire can be secured clear of traffic by means of the rope to the nearest pole; but wire must not be allowed to touch metal poles.

171. **If an Employee does not Feel Fully Competent to handle the wire** he must protect the public from coming into contact with the wire, and must telephone to the Depot for assistance.

172. **Derailments and Breakdowns.**—The driver of a following car should not approach too close to a derailed car, as it may be necessary to run same backwards.

173. **The Senior Officer** present shall have control of the whole of the arrangements, and shall be the only person to give instructions re the movement of the derailed or disabled car. Upon the arrival of the breakdown car, employees of all departments must give all possible assistance.

174. **Conductors** of the first six cars blocked by an accident must run forward and render every assistance possible, and if not otherwise required must keep the onlookers away from the men engaged in clearing the line.

175. **In the Event of a Derailment or Accident** occurring in which the permanent way is damaged, prompt advice must be sent to the Depot.