

## ELECTRIC TRAMWAYS.

(g) Conductors are responsible for changing trolley pole at termini or other places where it is necessary, and will be held responsible for seeing that trolley pole not in use is properly secured in hook. Cord must be tied to the grab-rail.

(h) All trolley cords are adjusted to the proper length, and Conductors are strictly forbidden to tie knots or otherwise interfere with the length of these cords.

**297. Route numbers and run discs.** Conductors are responsible for seeing that cars leaving Depot bear the correct route numbers and run discs for the line on which they are to travel.

**298. Staff section box and tickets.** (a) A staff box with ticket drawer is fixed at each staff section, and the drawer can only be opened by the staff for the section to which the tickets apply.

(b) 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 officer in charge.

(c) 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 Driver must obtain the staff and place it on the ledge in front of him with the lettered side uppermost.

(d) If other cars are intended to follow before the staff can be returned, a staff ticket must be obtained by the Driver of the first car, the staff for the section being seen by him and so on with each following car, except the last, the Driver of which will carry the staff himself.

(e) No car must leave a staff section until the Driver has received the proper staff or staff ticket, except when pilot working is in force or under special instructions in writing.

(f) 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.

(g) If a car carrying a staff breaks down, or is otherwise unable to proceed when between two staff stations, the Conductor must take

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the staff to the staff station in the direction whence assistance can be obtained, and personally hand the staff to the Driver of the relief car, and accompany him to the place where he left his own car.

(h) Should the car that fails be in the 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 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.

(i) Should a staff be lost, the line must be worked by pilotman until it has been replaced and full report of the circumstances at once given to the Inspector in charge of section.

(j) Instructions giving particulars of staff section 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.

(k) Should the supply of staff tickets become exhausted, the Driver 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.

(l) Staff tickets are good for one trip only between the sections and in the direction named thereon.

(m) Expired staff tickets must be marked "Cancelled" and handed in on completion of shift.

(n) Staff and tickets must be kept locked in staff boxes when not in use.

**299.**

Drivers must take every care to keep to the time table; cars must not be run faster down any grade than they can be driven up the same grade; the maximum speed allowed is 20 miles per hour.