

**MELBOURNE AND METROPOLITAN  
TRAMWAYS BOARD**

**Rules and Regulations**

WEAR YOUR UNIFORM WITH PRIDE



BE COURTEOUS AND HELPFUL  
TO PASSENGERS  
AND  
OTHER ROAD USERS

Melbourne and Metropolitan Tramways Board

# Rules and Regulations

*Relating to Employees  
concerned in any aspect of  
Electric Tram and Motor  
Omnibus Operation*

NOV. 1974

# RADIO CENTRE

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When speaking to Radio Centre always state the following:—

YOUR NAME, NUMBER AND DEPOT.

NATURE OF THE TROUBLE, i.e. ACCIDENT, DERAILMENT, etc.

THE EXACT LOCATION.

THE ASSISTANCE YOU THINK NECESSARY, i.e. AMBULANCE,  
BREAKDOWN CREW, POLICE, etc.

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Remember—"Radio Centre" can give you the greatest assistance in the  
shortest possible time—If in doubt,  
**RING "RADIO CENTRE"**

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## MELBOURNE AND METROPOLITAN TRAMWAYS BOARD

### RULES FOR THE OPERATION OF TRAM AND BUS SYSTEMS

#### DEFINITIONS:

"He" or "his" means she or hers when necessary.

"Conductor" includes Conductress, One Man Operator, Ticket Machine Operator and Trainee Conductor.

"Driver" means any person driving a tram or bus.

#### GENERAL RULES

##### Tram and Bus Systems

1. Know the Rules.

These Rules must be known and followed by every employee of the Board whose duties are in any way affected by them. No excuse will be accepted from an employee who breaks a Rule he does not know.

2. New Rules, Notices.

Changes to Rules and New Rules are to be put in the Rule Book as soon as they are given out. All Temporary Orders and Notices will be put on the Notice Boards.

Drivers must know the Rules and Special Instructions to Conductors, and Conductors must know the Rules and Special Instructions for Drivers.

**3. Other Jobs.**

No employee is to have another job without permission of the Board.

**4. Medical.**

Employees must have medical and eyesight examinations when told. If an employee has to start wearing glasses he must tell the Depot Master at once. All glasses must be approved by the Board's Medical Officer. Sunglasses may be used.

**5. Workers' Compensation Act.**

To comply with the Workers' Compensation Act all injuries while on duty must be reported on the proper form. Any injury that happens during a shift must also be reported to an Officer of the home Depot, before the employee ceases duty.

If an employee is injured on his way to or from work the accident must be reported as soon as possible and before he starts work again.

If, because of injury, an employee is absent for more than one day, he cannot start work again until cleared by his own and the Board's Doctor. He must report to the Claims Department.

The employee will then be told if his papers are at the Insurance Office and when he can go there and make arrangements for payment.

**6. Lost Property.**

All lost property must be handled as shown in By-Law No. 16 at the end of this book.

**7. Accident Penalty.**

Any employee involved in an accident may be suspended while an inquiry is held. If he is found to be responsible he may be dismissed.

**8. Suspension.**

An employee may be suspended by an Officer for bad behaviour, an accident, or the breaking of Rules. The pay of a suspended employee will be stopped from the time he is suspended. If the employee is later found to be without blame his pay will be refunded.

**9. Intoxicants.**

An employee shall not:

- (a) start duty showing signs of having drunk intoxicating liquor;
- (b) when on duty be under the influence of intoxicating liquor;
- (c) when on duty, have in his possession or drink any intoxicating liquor;
- (d) carry or cause to be carried any intoxicating liquor on the Board's vehicles, premises or property;
- (e) when on duty enter any premises licensed to sell intoxicating liquor except where toilets are officially provided for the use of employees.

An employee breaking this rule or any part of it will be liable to suspension and/or dismissal.

If an employee sees that another employee on duty is showing that he has drunk intoxicating liquor, he is to tell an Officer of the Board as soon as possible. He must not hand over his duty to an employee who he thinks has been drinking intoxicating liquor.

**10. Bad Language.**

Quarrelling between employees, and the use of bad language, are not permitted.

- 11. Talking.** The Conductor and Driver must not talk to each other while a tram or bus is moving. If they must talk to each other the tram or bus must be stopped first.
- 12. Gambling.** Gambling is not allowed on the Board's property.
- 13. Smoking.** Employees on duty are not to smoke on moving trams or buses. They may smoke at a suburban terminus. Smoking in non-smoking sections of trams and buses is not allowed.
- 14. Reading.** Employees must not carry newspapers or magazines in their cash bags, cash tins or pockets. Employees on duty who read on moving trams or buses may be disciplined.
- 15. Board Property.** No employee is to take any property of the Board.
- 16. Damage.** Employees will be held responsible for all damage to the property of the Board caused by neglect or carelessness, or to the person or property of passengers or other persons caused by such employee's neglect or carelessness.

### Dress

- 17. Uniform.** Employees on duty must be neat and clean. They must wear the uniform described in the current Depot Notices.

Except when travelling to and from work, uniforms must not be worn off duty. If any part of the uniform becomes unsuitable for use before it is due to be replaced, through unreasonable wear and tear or wilful damage, a proportionate cost will be charged.

- 18. Badges.** Drivers and Conductors, whilst in uniform, are not permitted to wear any Emblem, except a Returned Serviceman's Badge or Decoration, a St. John's Ambulance First-Aid Badge (if qualified to wear it) and the badge of the Australian Tramway and Motor Omnibus Employees Association, which if worn, must be worn on the coat lapel.

### Duty of Employees

- 19. Instructions by Officers.** Employees must do as instructed by Inspectors, Ticket Examiners, Depot Starters, Signalmen and Officers of the Board. Instructions given by linesmen and trackmen to run slow or stop must be obeyed.
- 20. Reading of Duty Rosters.** At the end of their shift each day, employees must read the Duty Roster and Times of Duty to get their work and starting times for the next day. If work is not allotted to them they must ask the Officer-in-Charge for instructions.
- 21. Signing On.** When starting duty, an employee must sign his name beside his table number on the sign-on sheet, and read any notice in the Urgent Notice Case nearby.

**22. Lateness and Absence.**

(a) If an employee cannot start at the rostered time he must tell the Officer-in-Charge before reporting time, and advise if he can start later.

(b) If an employee is not sure how long he will be absent he must tell the Officer-in-Charge before 11.00 a.m.

(c) Employees starting after an absence must tell the Officer-in-Charge before 11.00 a.m. on the day before starting. For a Sunday or Monday start, the Officer-in-Charge must be told before 4.00 p.m. on the Friday.

(d) If an employee is late three times, disciplinary action may be taken.

(e) An employee away without leave, or who does not tell the Officer-in-Charge may, after forty-eight hours, be dismissed or have his name removed from the Register of Employees.

Employees must read and carry out the "Conditions Governing Sick Leave (Daily Paid Employees) and the Procedure re Medical Examinations and Employees Register".

Every employee on leave of absence for more than two months must forward to his Depot for safe keeping his full uniform, change and outfit.

Employees passes must be returned unless special permission has been obtained for their retention and use.

Any variation to rostered work for which payment is claimed must be notified to the Officer-in-Charge or the Depot Starter.

**23. Sick or Extended Leave.**

**24. Alteration to Rostered Work.**

**25. Employees on Board Premises.**

Employees are not to be in the Depot for more than fifteen minutes before or after their times of duty unless they have permission.

**26. Reports.**

All reports are to be given to the Officer-in-Charge when employees sign off or before 9.00 a.m. the next day.

Reports must be written clearly on the proper form and must show all the facts. All printed questions must be answered, and if an Officer asks questions he must be answered completely.

**27. Mess and Recreation Rooms.**

Employees Mess and Recreation Rooms must be kept tidy and furniture looked after. Emergency Drivers and Conductors may be required to sweep and clean these rooms.

**28. Notices in Depots.**

Only notices of the A.T.M.O.E.A. and the Tramways Benefit Society are to be put up in the Depot and they must be in the areas provided. The Depot Master's approval must be obtained.

**29. Lockers.**

Employees are to keep their lockers in good condition and safely locked. If an employee damages his locker he will be charged for its repair. Employees may use only the locker allocated by the Depot Master.

**30. Visitors.**

People who are not employees are not to be brought into Depots. If a visitor wishes to talk to an employee he must be told to first ask the Officer-in-Charge.

**31. Addresses.**

If an employee changes his home address he must inform the Depot Master, in writing, as soon as possible.

**32. Summonses.**

Drivers and Conductors must immediately notify the Depot Master of any summons received for a breach of Municipal By-Laws or Regulations under the Motor Car Act or Road Traffic Regulations.

**33. Resignation.**

If an employee wants to resign he must re-make out and give to the Depot Master a Resignation Form seven clear days before he wants to leave.

**34. Return of Board Property.**

All Board property held by an employee who is leaving must be returned. Any money owing by him must be paid. Loss of or damage to property will be charged to the employee.

Wages owing to an employee will not be paid until this regulation is observed.

**35. Road Traffic Regulations.**

All employees must know and obey the Road Traffic Regulations. These are available in the Depot Master's Office.

**36. Reporting to Radio Centre.**

All accidents, breakdowns, collisions, derailments and other events which require emergency services, or may cause a delay to services likely to exceed five minutes must be promptly reported to Radio Centre. Any collision between Board vehicles must be reported to Radio Centre at once.

If a Driver cannot tell Radio Centre, the Conductor must. If neither can, then the Driver or Conductor of the next tram or bus to arrive must do so. The Driver of a tram or bus arriving at an accident to a tram or bus must stop and see if Radio Centre has been told.

Disciplinary action may be taken against employees who do not do this.

**37. Minor Accidents.**

When a tram or bus has a minor collision and nobody is injured, get all the details needed and go on. Tell the first Inspector you meet.

**38. Accidents Involving Injuries.**

If any person is injured in a tram or bus accident, employees must:

(a) tell Radio Centre and ask for an ambulance if one is wanted;

(b) try and get a Doctor;

(c) not allow any injured person to be moved except on the instructions of a Doctor, Nurse or First Aid man;

(d) keep the person warm and comfortable;

(e) get the names and addresses of witnesses;

(f) get the name and address of the injured person if possible; and,

(g) take the number of the ambulance taking an injured person.

If any other vehicle is used to move an injured person, take the vehicle number and the name and address of the driver. Do not make later enquiries about an injured person unless told to by Head Office.

**39. Witnesses.**

If a tram or bus is in an accident or hits a person or animal the names and addresses of witnesses, even if hostile, must be taken. (See Rule 118 about clearing the track.) When asking witnesses for their names, be polite.

If a tram or bus is in an accident with a vehicle, take the name and address of the driver and passengers, if any, and take the number of the vehicle. The same details must be taken of any other vehicle damaged.

In all accidents employees must not ask people if they have been injured, but must be ready to take any details given to them.

**40. Information about Accidents.**

Employees must be careful not to give reasons for an accident or to admit fault. Accidents must not be discussed with anyone but Officers of the Board.

Anyone asking for information must be told to ask the Claims Department. If there is a collision with other than Board vehicles, employees' names and addresses only must be given to the other driver and Police.

**41. Fall in Tram or Bus.**

If a passenger falls over because of a sudden start or stop, his name and address must be taken. If possible, the reason for the sudden start or stop must be reported. If it is caused by another vehicle, take its number if possible.

**42. Accident Reports.**

If there is any accident, no matter how small, Drivers and Conductors must each make out an Accident Report as soon as they finish duty. Every detail must be put on the report.

Any employee of the Board who sees an accident in which a Board vehicle is involved must inform the Depot Master, in writing, as soon as possible.

**43. Parcels and Letters.**

Drivers and Conductors must not carry any unauthorised parcels or letters. A Driver or Conductor must not stop a tram or bus to deliver a parcel or letter for a passenger, and must not carry parcels or letters, except as shown in Rule No. 171. Passengers' parcels are to be carried—

see Rule No. 170. Letters and parcels addressed to Board Officers or Depots must be carried carefully and delivered as told.

**44. Satchels.**

Satchels handed to employees must be handled with care and delivered to the location or satchel box as shown in Local Notices.

### Operation

**45. Run Number Discs and Auxiliary Boards.**

The Driver must obtain the correct Run Number Discs and Auxiliary Boards from the rack in the Depot. Run Number Discs are to be put at the driving end of a bus and at both ends of a tram and left there until the tram or bus returns to the Depot. Both Discs and Auxiliary Boards must be put back in the racks when the tram or bus runs in.

**46. Speed in Depots.**

No employee may drive a tram or bus faster than 8 K.P.H. (about 5 M.P.H.) in a Depot.

**47. Damage to Seats etc.**

Employees should always be on the look out for damage, screws, tacks etc. which may tear clothing. They should try to fix it if possible and warn passengers. If the defect cannot be repaired Radio Centre must be asked for a change-over.

**48. Broken Windows.**

When a window is broken, names and addresses of witnesses and the person who broke it must be taken. Loose broken glass is to be taken out of the frame, and the louvre raised or sun blind lowered. Radio Centre must be asked for a change-over.

**49. Change-overs.**

When a change-over is needed Radio Centre is to be told the time, route and place where it is wanted. The change-over vehicle must be close to the defective tram or bus before the passengers are asked to change.

**50. Destinations and Route Numbers.**

(a) The Driver is to put the correct Destination, Route Number and Auxiliary Board at the driving end and the Conductor is to do the same at the rear end. It is the Driver's responsibility to make sure that the correct signs are displayed.

In no circumstances shall Route Numbers be inspected or changed when the vehicle is moving. Conductors may change the rear Destination sign while a tram is moving but Drivers must not change the Destination signs while the tram or bus is moving.

(b) Destination Signs and Route Numbers must not be changed before the vehicle has reached the last stopping place before the terminus unless permitted by Local Notice.

**51. Responsibility.**

A tram or bus in traffic is under the control of the Driver, but the Conductor will also be held responsible if he breaks any Rules affecting safety, or if he does not make every effort to prevent accidents.

**52. Operating Signals.**

(a) Signals from Conductor to Driver are:—

- (i) stop at next stop—one pull;
- (ii) make service stop at once—one pull—pause—one pull;
- (iii) go—two pulls; and,

(iv) make emergency stop—three pulls.

(b) Employees must not interfere with bells or buzzers.

(c) A driver must not start until the correct signal is given and he is sure that all is clear.

(d) The Conductor must not touch the signal cord until all passengers are safely on or off.

(e) If the Driver gets a start signal and cannot go at once, he must wait for another signal before starting.

(f) If a passenger wants to get on or off after the start signal is given, the Conductor must give the pause signal. If the passenger is in danger the emergency stop signal is to be given and the passenger warned.

**53. Driving Cabin.**

The only people permitted in the driving cabin of a tram with the Driver are Trainee Drivers, Traffic Officers, Technical Officers and Training Staff.

Officers in plain clothes must show their pass and say who they are. Employees will be told when special surveys are being made and checkers are required to ride in the driving cabin.

**54. Table Cards Running to Time.**

(a) Employees must know their running times and see that trams or buses remain on time at time points, and when leaving termini. No excuse will be accepted for early running, and only a reasonable excuse for late running.

(b) Every employee must have a watch, which is to be set to agree with tramway clocks on the route. If a clock seems to be wrong, Radio Centre must be told.

(c) All rostered journeys must be completed unless crews are otherwise instructed by a Traffic Officer. Crews who do not finish any journey (except when instructed) will be liable to disciplinary action.

(d) The late running of a tram or bus will not be an excuse for failure to finish any journey.

(e) For the comfort of passengers, when a crew has been instructed to turn short of the destination, the tram or bus must be stopped at the turning point until the next tram or bus arrives and its conductor has been told to accept transferring passengers' tickets. If the next tram or bus does not arrive within three minutes, go on to the original terminus and tell Radio Centre.

(f) Each Conductor will be given a Recorder Key at the start of duty. As soon as the tram or bus arrives at an intermediate Recorder Clock, the Bus Conductor or Tram Driver must register the time as shown on the Running Time Sheet or in Local Notices. The key must be returned to the Revenue Office at the end of duty. A charge will be made for keys lost or damaged through carelessness.

#### 55. Crew Relief.

An employee waiting for relief, if not relieved on time, must first tell Radio Centre and then, after not more than three minutes delay, continue the journey. A crew must not leave a tram or bus until their relief arrives.

While a tram is waiting at a recorder clock or relief point, motor vehicles must be waved past when the road is clear.

#### 56. Look-out for Passengers.

Employees must always keep a good look-out for people who want to get on the tram or bus. Before starting from a terminus, employees must look around for intending passengers.

#### 57. Lights.

Conductors must see that tram or bus inside lights are switched on when they are needed and make sure that the tail lights are on at the rear end. Tram Drivers must switch head and tail lights when they change ends.

#### 58. Passing Passengers.

When a tram or bus is heavily loaded and is closely followed by another to the same destination, do not stop to pick up passengers unless others want to get off. When passing people who wish to get on, the Driver must clearly signal that there is a following tram or bus close behind.

#### 59. Stops.

When asked by passengers, a Conductor must give the signal to stop and is to see that the tram or bus stops at the next stopping place. A passenger is allowed to give the stop signal. If a passenger gives a stop signal so close to a stopping place that the tram or bus cannot be stopped there, he is to be told that a stop will be made at the next stopping place.

If a signal is given in time to stop and the speed shows that the tram or bus is not going to stop, the Conductor must give the pause signal.

#### 60. Connections.

At locations where there may be passengers transferring between trams, trains or buses, crew members are to be on the look out and wait if needed.

Last trams and buses must make connections as shown on the table card.



61. Running to and from Depots.

Trams and buses running to and from Depots are to show the correct Destination and run in service carrying passengers. The only exceptions to this rule are when table cards are marked "Run Special", when told by a Traffic Officer, or when the tram is being transported to another Depot and is showing "Special".

62. Warning Bells and Horns.

Horns or tram warning bells must be used only when needed. When passing a tram stopped on the opposite track, slow down and sound the warning bell to warn pedestrians.

63. Right-of-Way.

- (a) The right-of-way must be given to:
- (i) Governor-General's and State Governor's vehicle and escort;
  - (ii) Funerals;
  - (iii) Fire Brigades;
  - (iv) Ambulances; and,
  - (v) Police vehicles.

(b) Drivers must stop when asked by firemen and must not go on until told. A tram or bus must not stop nearer than one hundred metres (about one hundred and twenty yards) from the fire and from any crowd. Radio Centre must be told at once.

64. Traffic Signals.

Where automatic traffic lights are working they control all traffic, including trams and buses.

- (a) Automatic signals are:—
- (i) RED—stop;

- (ii) GREEN—go;
- (iii) AMBER with RED or GREEN—lights are going to change;
- (iv) AMBER flashing—go with care and cross at not more than 25 K.P.H. (about 15 M.P.H.); and,
- (v) RED flashing—stop and when all is clear with care cross at not more than 25 K.P.H.; and,
- (vi) WHITE "T" or WHITE arrow on a black background—the Driver of a tram facing the "T" or arrow may go on, no matter what other signal is showing.

(b) Vehicles must not be moved until the GREEN light is showing. Note the exception in (a)(vi) above. If the lights change from GREEN to AMBER when the tram or bus has started and is beyond the building line, go on across the intersection. If the tram or bus has not reached the building line it must be stopped until the GREEN light shows again.

Trams or buses must not go on the GREEN light until all passengers are safely on or off.

(c) If signals break down the signals of any Police or Council Officer are to be obeyed.

(d) Where there are automatic lights, Police or Council Officers, the Conductor is not to give the start signal until the correct traffic signal is given.

(e) No excuse will be taken for starting before the correct traffic signal is shown.

**65. Police and Officers' Signals.**

(a) Drivers must obey the orders of any Police or Council Officer, take instructions cheerfully and co-operate with them in traffic.

(b) Movement of trams or buses may be controlled by a Board Traffic Officer giving whistle signals which are:—

- (i) ONE LONG BLAST—all trams or buses stop; and,
- (ii) TWO SHORT BLASTS—the first tram or bus is to go.

If other vehicles are to follow the first tram or bus the Board Traffic Officer on duty will show when and how many are to follow. To prevent accidents when the signal shown in (b)(ii) is given, the Driver of each follow-on tram or bus is to sound his horn or warning bell before starting.

(c) Employees should report incidents or instructions which interfere with the service.

**66. City Intersections.**

Whenever it is possible, trams or buses are to stop in or near the safety zones or bus zones before crossing City intersections.

- When two or more trams are ready to go:
  - (a) two trams ready—one to cross; and,
  - (b) three trams ready—two to cross.

When three or more trams are waiting to go, two trams may cross but the third and following trams are to stop in the first and second tram position. The passengers are to be allowed on and off, then if all is clear, the trams are to go as above.

In all cases the driver is responsible for stopping in the first or second tram position. Special care should be taken in case the tram ahead stops suddenly.

**67. Limited Visibility.**

If for any reason visibility is limited, the tram or bus must be driven at a speed slow enough for it to be stopped within the distance the Driver can see.

**68. Towing.**

Employees must not let any vehicle be attached to or towed by any tram or bus unless special instructions are given.

**69. Officers Getting on Between Stops.**

If Traffic Officers want to get on a tram or bus between stops they must be allowed to do so.

**70. Track Telephones.**

Track telephones are to be used carefully. Defective telephones should be reported to Radio Centre. Employees must carry a telephone key when they are on duty. They must replace the receiver properly and lock the box after using the telephone.

**71. Trainers' Responsibility.**

All Trainer Drivers and Trainer Conductors must make sure that Trainees are thoroughly taught in all aspects of their job.

**Safety**

**72. Conduct—General.**

No employee is to behave in a way likely to put public safety in danger or undermine public confidence.

**73. Stopping Accidents.**

The prevention of accidents is very important. Risks must not be taken and there will be no excuse for carelessness.

**74. People Getting on or off.**

Employees must never signal to or ask any passenger to get on or off a tram or bus while it is moving. The tram or bus must be stopped before passengers get on or off and every care must be taken to see that passengers wait until the stop is made.

Employees must give help to any person who needs it (blind, aged, feeble, crippled etc.) and wait until they are safely seated or well clear of the tram or bus before the start signal is given.

Conductors must watch out for people who try to get on or off as the vehicle starts. Watch the steps carefully until the vehicle is moving and be ready to give the pause signal.

Watch out for people who hold on to stanchions after they have got off or those who come from the rear of the vehicle to get on. Don't give the start signal until everyone is clear.

**75. People Between Trams.**

No vehicle is to be started while there is a person between two vehicles, front to rear, nor is a tram to be started so that a person in the street will be forced to stand between trams running in opposite directions. The exception is a Policeman on duty.

If there is any risk that a person may be injured the tram or bus must be stopped.

**76. Safety of Children.**

Drivers must be very careful when passing Schools or when children are standing or playing on the street. They must slow down, sound the warning bell or horn and if necessary stop.

Children must not be allowed to play on or around trams and buses at termini. They must not be allowed to help with shunting.

**77. Care in Traffic.**

Drivers must act as if other drivers do not know a tram or bus is coming. When passing another vehicle or going over a cross-road the warning bell or horn must be used if needed and the Driver must be ready to stop quickly. Do not try to pass another vehicle unless there is plenty of room.

Drivers must look and think well ahead and try to anticipate dangerous actions of other drivers.

Be sure to use the warning bell or horn when it is needed.

**78. Stopping near Obstructions.**

Vehicles must not be stopped to allow passengers to board or alight, within the vehicle's length of places where the track or roadway is torn up, or pits are opened or any hoarding or obstruction is near the track.

When approaching such places, employees must warn passengers to be careful. Where track work is being carried out, special arrangements are made for passengers to get on or off. Always see that the tram is stopped with the step beside these places.

**79. Safety of Employees.**

Before moving a tram or bus in a Depot make sure that no employee is in danger, sound the warning bell or horn and then pause before moving off.

When either or both of the two signs—"Danger—Do not move pole" and "Defective Tram—Not to be Run" are displayed on a tram in a Depot, the tram is not to be touched in any circumstances.

80. Getting on or off Wrong Side. No employee is to lean out of or get off a tram on the wrong side. They must also stop passengers from doing these things.

81. Safety Road and Track Workers. Care must be taken when coming up to or passing men working on the track or road. Drivers must ring the warning bell often, go no faster than 8 K.P.H. (about 5 M.P.H) and stop if needed.

### Conduct of Passengers

82. By-Laws. Employees must know the Board's By-Laws Numbers 11 and 16 (at the end of this book). They must see that passengers do not break the By-Laws. At the same time, employees must be tactful and polite.

83. Offences on Trams and Buses. If a passenger breaks any of the By-Laws, and assistance is required, the journey must then continue and the Traffic Officer will take charge when he arrives. Radio Centre should be advised.

Employees must always be polite, patient and helpful to passengers. A difficult passenger may cause trouble but employees should keep calm. Conductors must answer passengers' questions in a cheerful and helpful way.

84. Sales, Begging, Canvassing. Employees on duty must not:—  
(a) sell or try to sell to passengers anything other than the Board's tickets or timetables;

(b) persuade passengers in any way to buy anything or to go to any sports, entertainments, lectures, meetings etc.;

(c) ask passengers to sign petitions or give votes;

(d) collect money for charity or any other purpose, nor allow anybody else to do so;

(e) accept gifts of money from passengers or other people;

(f) allow selling or sorting of newspapers;

(g) allow anybody to give out or put up advertising, handbills or notices; or,

(h) allow the use of musical instruments, radios or television sets.

If any of these things are done while a Conductor is off the tram or bus, he must, when he comes back, warn the offender, remove any such notices or advertisements and fill in a Special Day Report.

An employee must tell a passenger his tram, bus or cap number if he is asked.

85. Information to Passengers.

86. Offensive Behaviour.

A Conductor must not allow bad language or conduct on a tram or bus. If a passenger behaves in any of these ways the Conductor is to stop the tram or bus and ask the passenger to get off and tell him the reason for the request. If the passenger refuses, the Conductor must call a Police Officer or a Traffic Officer, if one is near, and have him put off. His fare is not to be given back to him. If there is no help nearby, tell Radio Centre and go on.

If other passengers complain that a passenger has filthy clothing or a disgusting smell, do the same as above, but give him back his fare. The Conductor must get the names and addresses of witnesses. (See By-Law No. 11, Sections 5, 6, 7 and 8.)

87. Spitting.

If a passenger spits on the floor, the Conductor must ask him not to and warn him that he could be fined under the By-Law.

88. Smoking—  
Passengers.

Passengers are allowed to smoke only in Smoking compartments.

89. Standing  
on Seats.

Conductors must not let passengers or children stand on or put their feet on the seats.

90. Large or  
Offensive  
Articles.

Passengers must not be allowed to carry any dangerous or offensive goods or articles which may damage tram or bus, or be a nuisance to other passengers.

Nothing is to be carried on the step of a tram or bus, nor are large pieces of timber, pipes etc. to be carried inside. Bicycles are not to be carried.

Small prams, pushers, shopping pushers and golf buggies may only be carried as shown in the Sections and Fares Book or in Local Notices.

Small pushers may only be carried free if they are folded small enough to fit under a seat if necessary.

91. Riding on  
Steps.

People are not to ride on steps, footboards or bumpers of trams or buses. If they persist, their names and addresses are to be taken and the matter reported on a Special Day Report.

92. Scholars—  
Sitting.

Scholars travelling on concession tickets must not be allowed to sit when passengers travelling on adult fares cannot get a seat.

93. Animals.

Employees are not to allow passengers to take animals in trams or buses, except a seeing eye dog with a blind passenger, or an authorised seeing eye dog trainer.

### Tram System

94. Instructions  
to Tram  
Drivers.

The booklet "Instructions to Tram Drivers" is issued to all Drivers. These instructions are to be obeyed.

95. Trolley  
Poles.

(a) When a tram arrives at the end of a journey or is reversing direction, the Driver must place the pole on the overhead wire and the rope in the clip. The Conductor is to lower the pole which has been in use and place it properly under the hook and tie the rope safely to the grab rail. A tram must not be moved with both trolley poles on the overhead wire or with a trolley pole facing the wrong direction (spearing pole) unless the driver is so instructed.

(b) If a trolley pole leaves the overhead wire the tram must be stopped at once and the controller handle left in the "OFF" position until the pole is replaced on the wire and the Conductor gives the signal to go. If the pole continues to leave the overhead, Radio Centre must be told as soon as possible.

(c) During darkness, trams must have lights on at all times (except when berthed in the Depot). The Conductor must not lower the trolley pole until the Driver has placed the other pole on the overhead.

(d) Trolley ropes are made to the proper length. Employees are not to alter the length of these ropes unless to make temporary repairs. Radio Centre is to be asked for a replacement when this occurs.

(e) Members of the public must not be allowed to interfere with the rope or change the pole. (See By-Law No. 11, Section 20.)

**96. Broken-down Tram.**

The crew of a broken-down tram must stay with it until they are relieved or the tram reaches the Depot. If a tram has a defect which is dangerous or frightening to passengers, tell Radio Centre and put the passengers on the next tram going to the same destination. If the air brake is defective, tell Radio Centre and, using the hand-brake, drive to the nearest Depot or siding.

**97. Parking in Depots.**

In Depots, employees must park trams where instructed.

When parking a tram in a shed, the Driver must, before leaving the tram:

- (a) untie the trolley rope at the inner end of the tram;
- (b) turn all switches off;
- (c) put the air brake handle in place at the outer end of the tram;
- (d) put the air brake off; and,
- (e) put the reverse key on top of the canopy at the outer end of the tram.

When parking trams in the open, local instructions must be obeyed.

NOTE: When parking trams 750 and 751 see "Instructions to Tram Drivers".

**98. Driver's Inspection Before Starting.**

When getting a tram ready for service the Driver must make sure that all driving equipment, brakes, sand, lights, spare globes, fuses, lifeguards, etc. are in good working order and that sand boxes are full. He must see that the pole is correctly on the overhead and that the front pole is properly under the hook and the rope safely tied to the grab rail. He must check to see that the tram is not damaged and that windows, seats and floors are clean. Everything must be ready to start on time.

Anything wrong must be reported. If a Driver does not do this it will be understood that the tram is in good order.

NOTE: See "Instructions to Tram Drivers".

**99. Rear Cabin.**

Drivers must close and lock the doors of the rear cabin. Only track men and officers travelling on duty may travel in the rear cabin. They must show their Tramways pass when asked by the Conductor.

**100. Driving Position.**

When a tram is moving the Driver must sit or stand with his left hand on the controller and his right hand on the air brake handle. He must not lean on the controller and his feet must be on the floor near the warning bell and sand punch. Drivers who place either foot off the floor will be disciplined.

**101. Defects—  
Tram in  
Service.**

Tram crews must watch out for any defects that may develop on their tram. If the tram does develop a small defect which is not serious enough to ask for a changeover, the Driver must tell the new Driver when the tram is handed over.

If a defect affects safe working or causes danger or delay, Radio Centre must be told as soon as possible. Passengers must not be carried on an unsafe vehicle.

When the tram is berthed any defects including faulty lamps and fuses must be reported on the Sign Off and Report of Defects Sheet. If there are no defects the tram is to be reported "OK".

**102. Lifeguards.**

If a lifeguard drops, the tram must be stopped and the lifeguard raised. Damage to lifeguards must be reported on a Special Day Report.

**103. Weather  
Blinds and  
Windows.**

Weather blinds on the off side of the open part of the tram must be raised or lowered for passenger comfort.

Windows, blinds or shutters must be up or down to suit the weather and the wishes of most of the passengers. In hot, oppressive weather, windows must be opened and blinds and/or shutters drawn on all windows which have them. If a driver wants the front near side saloon window free of blinds, he may have it, but the blind must be drawn when the tram is travelling the other way.

**104. Side  
Barriers  
and Sliding  
Doors.**

Side barriers on the off side of a moving tram must be down. Barriers may be up on both sides ONLY when a tram is stopped at a terminus unless otherwise told by Local Notice. Barriers must be down before blinds are put down.

Near side sliding doors must be closed before starting and ONLY opened when braking to stop at a stopping place. They must be closed at all other times when the tram is moving.

Off side sliding doors must be closed when the tram is moving, except when a Conductor's turning signal is necessary as shown in Rule 109. All doors are to be opened ONLY when the tram is stopped at a terminus.

**105. Stopping  
Places.**

(a) A tram must:

- (i) be stopped at a request stop where anyone wants to get on or off;
- (ii) be stopped at compulsory stops or any place shown in special instructions;
- (iii) not pass the stop mark at a terminus;
- (iv) not be stopped blocking cross streets, cross walks or driveways;
- (v) always be stopped with the front of the tram at the building line of cross or side streets except where there are track stop marks or other instructions apply;
- (vi) be stopped when possible, with the step opposite people waiting to get on;
- (vii) not be stopped on a sharp curve except in an emergency;
- (viii) always be stopped at compulsory stops near railway crossings and must not go on until the signal and points are set to go; and
- (ix) be stopped not less than one metre (about three feet) behind a stationary tram.

(b) The last tram on a route must, if needed, stop between the usual stopping places if a person wants to get on.

**106. Speed.**

(a) A tram must be driven at a safe speed at all times and the Driver is to allow for all conditions which may affect normal braking.

(b) When going faster than half speed a tram must be kept at least one hundred metres (about three street pole intervals) behind the tram in front.

(c) When a tram is slowing down or has stopped, the Driver of a following tram must slow down and go with care, stopping his tram at least one metre (about three feet) from the tram in front.

**107. Speed in Special Conditions.**

(a) Trams going over crossings, points and railway crossings, or through curves, reconstruction work or special track work must not go faster than 8 K.P.H. (about 5 M.P.H.) unless a Special Notice or maximum speed sign gives a different speed.

(b) Places where trams must slow down to 8 K.P.H., other than those shown in (a) above, are shown by "Slow Down" discs or maximum speed signs. A "Slow Down" disc is a yellow disc with a black cross and is fixed to the span wire.

Where a disc is on the span wire on the kerb side of the trolley wire, a tram must not go faster than 8 K.P.H. when it passes the disc on the track. Where a disc is on the span wire between two trolley wires, trams on both tracks must not go faster than 8 K.P.H. when they pass the disc.

**108. Driving Through Water.**

(a) Drivers must not:

- (i) drive faster than series speed in water up to 5 cm (about 2 inches) deep;
  - (ii) drive faster than walking pace in water between 5 cm and 15 cm (about 6 inches) deep; at this depth the water will be level with the bottom bar on the life gate; and,
  - (iii) drive through water more than 15 cm deep.
- (b) If a tram is stranded in water the trolley pole must be pulled down.

**109. Rounding Curves.**

Before entering a curve, Drivers must see that the track ahead is clear. When a tram is turning left at an uncontrolled intersection or at a Depot, the Conductor must stand at the rear door of the smoking compartment and put his arm out to show that the tram is turning.

**110. Right of Way—Trams.**

- (a) (i) When trams meet at uncontrolled junctions, the tram going on the straight track is to have right of way over any tram going around a curve.
- (ii) Where a tram is going around a curve, a tram waiting to follow it must not start until the other tram has passed the far points or is on the straight track.
- (iii) A tram waiting to make a right hand turn must not be moved until the back of an approaching tram on the opposite straight track is level with the front of the turning tram.



(iv) At Balaclava Junction only, trams on the same route must not pass each other on the curves. A tram on the outer curve must be given right of way over a tram on the inner curve.

(b) Where two trams are waiting to cross at a junction the one on the right is to have right of way unless other instructions are given.

(c) If there is more than one tram stopped on the same track at an intersection where there is no traffic control, they must not follow over if there is a tram waiting to cross their track. One up and one down on the same street may cross together, but alternate right of way must be given to trams in the cross street.

#### 111. Shunting.

When trams shunt at any intermediate crossover the following must be done:—

(a) If a tram is in a position to use a crossover, the driver of an approaching tram on the same track must stop at the fouling mark until the crossover is cleared.

(b) The Driver of a shunting tram must not go through the crossover while an approaching tram which is within one hundred metres (about one hundred and twenty yards) is still moving.

(c) If a tram is in a position to use a crossover, the driver of an approaching tram on the other track must stop at the fouling mark to compare times with the other Driver. If both trams are due to leave at the same time the through tram is to go first.

(d) The Conductor of a shunting tram as in (c) must go to the other track and signal his Driver to go through the crossover. If an approaching

tram is within one hundred metres on the other track, he must warn its Driver to stop at the fouling mark. Times should then be compared.

NOTE: The fact that a tram in a position to use a crossover has not changed poles, lights or destinations etc., will not be an excuse for a Driver not observing this rule.

#### 112. Driving on the Wrong Track or from the Rear End.

Driving on the wrong track (bang road), or from the rear end, is not allowed unless instructed.

#### 113. Drivers Leaving a Tram Unattended.

Before a Driver leaves a tram unattended for a length of time, he must turn the Line Breaker Switch off, put the handbrake on, put the air brake off to see if the handbrake is holding, then put the air brake on again. The reverse key and air brake handle must then be put on the canopy.

#### 114. Driver Injured or Ill.

If the Driver is injured or becomes ill while he is driving and the tram keeps going, the Conductor must cut off the power, and put on the brake. He is to tell Radio Centre and help the Driver.

If, after a collision, the tram is still moving, the Conductor is to put on the handbrake in the rear cabin.

**115. Emergency; Maintenance Overhead Vehicles on Track.** A tram is to stop at least thirty metres (about one hundred feet) from any emergency, maintenance or overhead vehicle on the track. The Driver is to wait until he gets an all clear from a member of the vehicle crew before he goes on.

**116. Warning Bell not Working.** When the warning bell does not work, tell Radio Centre and drive the tram carefully to the nearest place where it can be fixed or a change-over taken.

**117. Objects on Track.** Tram Drivers must keep a careful look out for stones, bolts or any other objects on or near the rails. If there are any, the tram is to be stopped and the object removed.

If the tram goes over something in the groove of the rail the tram is to be stopped and the object removed. If the object cannot be removed tell Radio Centre.

**118. Clearing Track.** (a) When the track is blocked and trams are delayed, all employees present must help to clear the track unless instructed not to by an Officer of the Board or Police. If the track cannot be cleared tell Radio Centre.

(b) If anyone else objects to the track being cleared they are to be told that the service must not be held up, and warned that they could be prosecuted under the Tramway Act. Should any person stop them from clearing the track the employees must take vehicle numbers, names and addresses, as well as those of witnesses.

(c) If the track is blocked by an accident in which there is fatal or serious injury, do not clear the track but get Police help at once by asking Radio Centre.

(d) When nearing a vehicle or obstruction on the track a Driver must ring the warning bell and stop at a safe distance until the track is clear.

**119. Delays.**

When services are delayed the Conductor is to try to find out the probable length of the delay and tell the passengers.

**120. Track Marks.**

Track marks are to be obeyed.

The tram is to be stopped or the controller operated when the front of the tram is at the track mark. Track Marks are:—

(a) **Stop marks.**

(i) **Compulsory Stop**—a full row of studs across the track; and  
(ii) **Request Stop**—a half row of studs from the left rail anywhere in straight track or near a curve.

(b) **Fouling marks**—a half row of studs from the left rail near a crossover or siding. This is as far as a tram can go without fouling a shunting tram.

(c) **“Cut Off” marks**—a single stud in the centre of the track.

(d) **“Cut On” marks**—two studs in the centre of the track.

**121. Points—General.**

(a) Before going through points, Drivers must make sure they are set for the track the tram is to take. **Conductors must not change points** except where there are special instructions.

(b) A tram may only be stopped on points in an emergency. If a tram goes on the wrong track at points, it must be stopped at once, poles and ends changed and driven back to a position where the points can be correctly set.

(c) If a tram is stopped at trailing points with the points between the bogies, it must be driven forward clear of the points before it is driven back.

**122. Points—  
Automatic.**

(a) At junctions where there are automatic points Drivers must:

- (i) stop the tram at the stop mark before the points; and,
- (ii) not pass the stop mark before the tram in front has gone over the points.

(b) Trams going from the straight to the curve must be driven from the stop mark on the first controller notch. The controller handle must stay on the first notch until the cut-on mark is passed. This makes sure that the tram is using power while the trolley pole passes the overhead contactor and sets the points for the curved track.

(c) Trams continuing on the straight track must be driven from the stop mark on the first controller notch. The controller handle must then be moved to off at the "CUT OFF" mark and kept there until the "CUT ON" mark is passed. This makes sure that the tram uses no power while the trolley pole passes the overhead contactor and sets the points for the straight track.

(d) No tram should be stopped with the trolley pole touching the overhead contactor. If a tram is blocked and stops with the pole on the contactor the following must be done:—

(i) For a short delay, drive carefully when the way is clear. The points will change for the curve and must be changed with the point bar if the tram is to go on the straight track.

(ii) If the delay exceeds five minutes the trolley pole must be lowered and not put back until the track is clear. Drive on as in (i) above.

(d) If automatic points do not work, the Driver is to tell Radio Centre and the points are to be set with the point bar.

**123. Stopping at  
Fouling  
Marks.**

When stopping on a double track to let a tram come off a single line the Driver must not pass the fouling mark.

**124. Trolley and  
Span Wires.**

(a) Trolley wires. If a trolley wire breaks, the first crew to arrive is to take the following action:—

(i) The Conductor is to tell Radio Centre.

(ii) If the broken wire is hanging so that it may be dangerous to trams, vehicles or people, the Driver and Conductor are to stand on either side of the break and warn Drivers and people to keep clear until the overhead wagon or an electrical engineer arrives.

(b) If any person is in contact with a live trolley or span wire, Radio Centre must be told at once. The person must be freed quickly by:—

- (i) Using a dry motor hatchway or a dry board to stand on close to the person;
  - (ii) Taking a dry coat or cardboard advertising sign and quickly pushing the wire away from the person with it;
  - (iii) Not letting the wire touch the tram or any metal; and,
  - (iv) Call a Doctor or Ambulance.
- Always treat the wire as if it is alive.**

(c) Span Wires. When a span wire is broken tell Radio Centre. The end hanging from the trolley wire may be alive and must be treated as a broken trolley wire. If it can be reached from the ground or if it touches the tram or another vehicle, push it away as explained in (b).

**125. Power Failure.**

When there is no power in the trolley wire the controller handle is to be put to "OFF", the tram stopped and the light switch turned on.

If the power does not come on after three minutes, the Conductor is to tell Radio Centre and the Driver is to pull the pole down and replace it on the trolley wire after one minute. This action may help the electrical sub-station equipment to restore power. To keep the air pressure, put the hand brake on and the air brake off. When power is restored do not drive the tram until the air pressure rises to safe operating level.

If a defective tram causes power failure, ask Radio Centre at once for a changeover.

**126. Starting after a Block.**

Trams are to be started one at a time after a traffic block. Drivers are to wait until the tram ahead is at least thirty metres (about one hundred feet away).

**127. Switches and Locked Controllers.**

No live part of the electrical equipment is to be touched unless the switch for that equipment is off or the pole is pulled down. Switch boxes and controllers must not be opened with the controller or switch on.

If the controller handle is locked in the "ON" position, turn the Line Breaker Switch off, stop the tram, tell Radio Centre and have the tram pushed in the direction it was going to a terminus or siding or until help arrives.

If the controller is locked in the "OFF" position make sure that the reverse key is fully forward. If this is not the cause, pull the reverse key to neutral and tell Radio Centre. The tram may then be pushed in either direction.

NOTE: See "Instructions to Tram Drivers".

**128. Tram Insulated.**

If an employee thinks the tram is insulated from the rails, that is, the tram is alive, the crew is to warn passengers not to get on or off. He is to turn the lights on. If they do not come on (or come on dimly) the Driver must put the brakes on, go to the rear cabin and unclip the trolley rope.

The Conductor **must** jump to the road from the passenger step, **WITHOUT TOUCHING THE METAL OF THE TRAM** and pull the pole down.

The passengers are then to be asked to get off. When all are off the tram the Driver is to try to move the tram using the methods given in "Instructions to Tram Drivers".

**129. Derailments and Split Points.**

If the front wheels of the front bogie of a tram come off the rails, or either bogie takes the wrong track at points, the Driver is to try to get the wheels on the correct rails by changing poles and ends and driving the tram back slowly while the Conductor watches the wheels. If this is successful the tram should then be driven forward slowly past the point of derailment or split points while the Conductor watches. Tell Radio Centre and go on. It is important to report immediately, as derailments may be caused by faulty rails, wheels or points.

If after two attempts, the tram does not re-rail, or if when driving forward the tram again derails, tell Radio Centre and wait.

If four or more wheels come off the rails, treat the tram as if it is alive (Rule 128) and tell Radio Centre.

**130. Section Insulators and Insulated Crossings.**

When a tram is passing a section insulator or insulated crossing, the controller handle must be OFF.

Section insulators and insulated crossings are marked by a yellow disc with the words "CUT OFF". "CUT OFF" and "CUT ON" marks are on the track.

**131. Fire on a Tram.**

If there is a fire on a tram—

- (a) the Conductor is to—
  - (i) give the stop signal;
  - (ii) ask the passengers to get off;
  - (iii) pull down the trolley pole;
  - (iv) tell Radio Centre.

- (b) the driver is to try to put out the fire with sand or water.
- (c) the tram is not to be moved until the fire is out and motor hatchways must not be opened unless necessary.
- (d) the cause of the fire and the part of the tram affected must be reported on a Special Day Report.

### Bus System

**132. Drivers' Instructions.**

Instructions for the correct use and driving of buses are given to all Drivers. These instructions must be read and obeyed.

**133. Licences.**

All drivers must have a current Driver's Licence endorsed for driving buses. Licences are kept by the Depot Master. If a Driver has his licence suspended or cancelled he may be dismissed.

**134. Correct Bus to be Used.**

Each Driver will be advised by the Depot Starter (or by checking the Bus Despatch Board) which bus he is to use. No other bus is to be taken.

A Driver must not allow an unauthorised person to drive his bus.

**135. Driver's Inspection Before Starting.**

When a Driver takes charge of a bus for service he must—

- (a) check to see that it is not damaged and that windows, seats and floor are clean and that it is ready to start on time;
- (b) check that the radiator water level is correct;
- (c) check that the motor is running properly, that warning lights are operating correctly and gauges showing the proper readings;

- (d) check all lights;
- (e) adjust the destination and route number and put the run number at the front;
- (f) check that the brakes work; and,
- (g) report any defects.

- 136. Hand Brake.** The Driver is to make sure that the hand brake is off before he moves a bus. The hand brake must be used as taught in the Driving School.
- 137. Use of Gears.** Always use the most suitable gear for the traffic and driving conditions. Drivers must take care when driving down hills. Third gear should be used for most hills and second gear may be necessary for steep hills. Buses are not to be coasted down hills.
- 138. Reversing.** The Driver of a bus must first stop before putting it into reverse gear. Buses must not be driven in reverse except under instructions, or at a terminus, or if it is necessary to avoid some obstruction to its progress. If a Conductor is carried he must get out, warn traffic and signal to the Driver when all is clear. A one-man operator must first go to the rear of the bus to see that there is no obstruction.
- 139. Doors.** Bus doors must be closed while the bus is moving. Doors are not to be opened until the bus has stopped and are to be closed before the bus starts. If the doors become defective and remain open, ask Radio Centre for a changeover and go on to the change-over point.

**140. Inspection of Buses and Reporting Defects.**

During the course of their daily duties Drivers and Conductors must make frequent and thorough inspection of their bus. If the bus should develop a slight fault or defect which is not serious enough to warrant a changeover and the vehicle is handed over to another crew, the driver handing over the vehicle must inform the relieving driver of the defect.

Any defect affecting safe working or causing delay to services or danger in any way must be immediately reported to Radio Centre. When running buses in, defects must be entered on the "Sign Off and Report of Defect Sheet". If there are no defects the bus is to be booked off "OK".

**141. Defective Bus.**

A bus which is not in safe working condition must not carry passengers. Should a dangerous defect develop in a bus when in service, Radio Centre must be told.

Passengers must be put on the next bus going to the same destination. The crew must stay with the bus until relieved or otherwise instructed.

**142. Radiator.**

In service the Driver must keep the radiator full of water. If water is needed it must be added slowly with the engine running.

After using a hose at a watering point, put it back and lock the lid. When opening radiator caps be sure to stand to one side.

**143. Engine Oil Level.**

If an oil level warning is received, stop the engine and dip the sump. If oil level is correct, go on but tell Radio Centre as soon as possible.

If there is no oil, or the level is dangerous, do not start the engine and tell Radio Centre.

**144. Bus Routes.**

Drivers must follow the set route of the bus unless told not to by a Police or Council Officer or an Officer of the Board.

If a street on a route is closed the Driver is not to delay the service. He must go around the closed street by the nearest streets, go back to the route as soon as possible and tell Radio Centre. When deviating from a set route, Drivers must make sure that any bridges have sufficient clearance.

**145. Stopping.**

(a) A bus must:

- (i) be stopped at a request stop where anyone wants to get on or off;
- (ii) be stopped at compulsory stops and any other place shown in special instructions;
- (iii) not be stopped blocking cross streets, cross walks or driveways;
- (iv) be stopped when possible with the step opposite people waiting to get on;
- (v) not go over railway crossings unless the signal is right and the gates or booms are opened;
- (vi) be stopped at open railway crossings and not go on until the Driver is sure that no trains are coming;
- (vii) be stopped not less than one metre (about three feet) behind a stationary bus;
- (viii) be stopped close and parallel to the kerb without bruising the tyres; and,

(ix) not be stopped so that people have to get off in a dangerous place—for example, a hole in the road.

(b) The last bus on a route must, if needed, stop between the usual stopping places if a person wants to get on.

**146. Driver Leaving Bus.**

The Driver must not leave the bus while the engine is running. The handbrake must be on firmly and the gear lever in neutral.

If the bus is left stopped on a hill the front wheels must be turned so that, if the bus moves either forward or backward, the wheels will run into the kerb.

**147. Driving Through Water.**

Buses are not to be driven in water more than 45 cm (about 18 inches) deep.

If the water is deeper than 15 cm (about 6 inches) do not drive faster than 8 K.P.H. (about 5 M.P.H.).

**148. Pushing or Towing.**

A Driver must not use his bus to push or pull another bus or vehicle unless told by an officer.

**149. Driving Safely.**

A Driver must always drive safely with both hands on the steering wheel. The Driver is to allow for conditions which may affect normal braking.

**150. Driving in Crowded Streets.**

The Driver must never approach a crowd at speed, sounding the horn, and expecting the people to move out of the way. He must bring the bus to a stop at a safe distance, then sound the horn, and when possible drive slowly forward in low gear.

**151. Braking.**

Except in an emergency, brakes must be applied carefully.

If a front tyre blows out the bus must be braked gently to a stop by using the handbrake. If the help of the footbrake is needed, use it lightly.

If a rear tyre blows out or becomes deflated, stop the bus carefully and inspect. If possible, proceed slowly and tell Radio Centre as soon as possible.

**152. Bus on Fire.**

If there is a fire on a bus the Driver must stop and put the passengers off. He is to stop the engine, turn all switches off and use the fire extinguisher.

If the fire is well alight or the extinguisher does not put it out, and there is no fire alarm near, tell Radio Centre and keep the passengers clear of the bus. If a fire alarm is near, break it.

If the fire has been caused by a mechanical or electrical fault or the bus is seriously damaged, do not go on but put the passengers on the next bus.

If a fire extinguisher is used a Special Day Report must be made. If it is used on a private vehicle the number of the car and the driver's name and address must be put in the report.

**153. Unusual Noises.**

If there are any unusual noises in the engine or chassis of a bus tell Radio Centre at once.

**154. Front Wheels.**

The front wheels must not be forced around by the steering wheel while the bus is stopped.

**155. Reporting Bad Roads.**

Drivers must tell Radio Centre when they see bad road surfaces or pot-holes.

## **Ticket Sales, Fare Collection, Paying In**

**156. Fares and Tickets.**

Conductors must know the instructions in the Sections and Fares Book, and the Rules for concession and other tickets and fares as stated in the By-Laws or by Local Notice.

Conductors are to charge the correct fares and issue the correct tickets. They must cancel prepaid tickets by punching out the number of the section in which the journey started.

**157. Ticket Supplies.**

(a) Each Conductor must make sure he is given his correct outfit, the correct series ("A" or "B" for the week concerned) and, before leaving the pay-in area, check the weekly journal to see that he has been given the correct number of blocks. Any difference found in this check must be reported at once to the issuing officer, otherwise no claim for any differences will be allowed.

(b) Tickets obtained from a Depot during a shift must be entered on the weekly journal by the issuing Officer.

(c) If a Conductor is on duty some distance from the Depot and runs out of tickets, he may get them from another Conductor if they can be spared. If possible, transfers of tickets should be made between Conductors from the same Depot.

The Conductor getting tickets in this way is to enter the starting numbers on his Journal and make out a Special Day Report to the Revenue Office showing the blocks of tickets obtained, their starting numbers and the name, Depot and Outfit Number of the Conductor who



gave them to him. The Conductor giving tickets is also to make out a report with details of the tickets and the name, Depot and Outfit Number of the Conductor to whom he gave them.

(d) If a Conductor cannot get tickets, he must issue single tickets of equal, or the next higher, value. If higher value tickets are used, a Special Day Report must be made out showing details of the number of tickets issued so that the difference can be adjusted. The only time two tickets may be used is to make up a fare higher than the highest value ticket in the outfit.

(e) Each Conductor must get enough tickets for his day's work before starting duty and he must carry tickets when he is working special or chartered trams or buses.

**158. Wrong outfit or series of Tickets on the Road.**

When a Conductor finds that he has the wrong outfit or series of tickets, he must immediately tell the Depot and get the correct one.

When he gets the correct outfit or series the journal of the wrong one is to be closed off and taken to the Revenue Office as soon as possible. A Special Day Report must be made out.

**159. Collection of Fares.**

(a) (i) A fare in either cash or tickets must be collected from every person who rides on the Board's trams or buses, except Police or Tramway employees in uniform and holders of the passes shown in the Sections and Fares Book or in Local Notices.

(ii) The fare must be collected as soon as possible after the passenger has got on the tram or bus. The Conductor must not rely on passengers giving fares, nor wait until there are a number to collect.

(iii) As soon as possible after each stop, the Conductor must again start to collect fares calling in a clear voice, "Fares please".

When a tram or bus is loaded and waiting to go, the Conductor must collect fares while it is waiting. He must start collecting fares in the rear and work forward to the front of the tram or bus.

When he has finished collecting fares, a Conductor must remain at the rear of the smoking compartment near the saloon entrance, or the rear seat of a bus, until there are more fares to collect.

(iv) The Driver of a one man bus must never collect fares while the bus is moving.

(b) A Conductor must politely but clearly ask passengers their destination.

(c) When collecting fares for more than one person, or for children or luggage, the Conductor must know, HOW MANY, FOR WHOM and for what journeys fares are being given before he tears off tickets.

(d) If a tram or bus is heavily loaded and a Conductor sees that he will not be able to collect all the fares before getting to the end of the section, he may ask the Driver to slow down to give him more time. The Driver must be ready to help in this way.

**160. Issue of Tickets.**

(a) Unless otherwise told, a ticket must be issued for each fare paid. Blocks of tickets must be used in the order shown on the Weekly Journal and the tickets must be issued in the order in which they are attached to the block.

A new block of tickets must not be started until a partly used block of the same value is used.

(b) Blocks of tickets not in use must be kept in outfit tins or wallets or on the person. Tins must be kept locked.

(c) Except where there are other instructions, tickets must, when issued, be punched in the space showing the section in which the passenger started the journey.

(d) A Conductor must examine each ticket as it is issued. If the tickets on a block are wrongly printed, or are spoiled in any way, the sale of tickets from that block must be stopped and the block given in to the Revenue Office, with a report, as soon as possible.

Tickets wrongly torn off or punched or which have accidentally come off a block, must not be issued to a passenger or entered on the Running Journal.

Conductors are not to put such a ticket under others in a block with the idea of selling it later. If a wrong ticket is issued, it must be taken back without comment, and the correct ticket given. The wrongly issued ticket must be marked at once on the face with the route, time and date, and given to the first Inspector or Ticket Examiner or Training Supervisor met for cancellation. If the Conductor is unable to get in touch with one of those Officers, he must report the matter to the Depot Starter, or, if he is not there, the Revenue Clerk on Duty, who will cancel the ticket. At the end of a shift, the ticket must be handed in to the Revenue Office with an "Application for Refund" Form.

(e) A ticket, once issued, must not be issued again. Any Conductor found with such a ticket in his possession, or is known to have issued such a ticket to a passenger, will be dismissed. This does not apply to

tickets marked as in Section (d) above or for tickets on which a refund has been given to a passenger.

#### 161. Inspection of Tickets.

(a) Tickets are good only for the journey for which they are issued.

(b) A Conductor must see that all passengers pay the correct fare. If a Conductor thinks that a passenger has not paid the correct fare, he must ask the passenger for his ticket.

(c) (i) A Conductor or Assistant Conductor who gets on a tram or bus to collect fares on part of the trip, must at once see that **a fare has been paid by all passengers** in the part of the tram or bus where he is assisting.

(ii) After an Assistant Conductor who has been collecting fares has left the tram or bus the Conductor must make sure that all passengers have a ticket.

(d) Machine tickets given by passengers to Conductors are to be checked, punched and given back to passengers, but no fare tickets are to be issued.

(e) When asked, a Conductor must give his Journals, Tickets, Cash and Bag to any Depot Master, Inspector, Revenue Clerk, or Ticket Examiner, and must give any information or help.

After giving up his Journal, a Conductor must not collect fares ahead of a Ticket Examiner, unless told to.

(f) If a Ticket Examiner discovers missed fares, or "over-riders", the Conductor must not argue with the passenger. If he thinks the passenger

has tried to avoid payment, he must do nothing more than tell the Ticket Examiner his reasons for thinking so. The Ticket Examiner will then take any action he considers necessary. In these cases, the Conductor must not collect a fare from the passenger unless he is told to.

**162. Spoiled Tickets.**

If a passenger spoils or rolls up a ticket so that the number or value cannot be seen easily, it will be considered that no fare has been paid and a fare must be paid by the passenger.

**163. Spoiled Prepaid Tickets.**

Spoiled prepaid tickets, that cannot be easily read, must not be accepted. Another prepaid ticket must be requested or a cash fare charged. Persons wanting a refund on spoiled tickets must be referred to Head Office.

**164. Spoiled or Transferred Scholars' Tickets.**

If scholars' concession tickets are altered, cannot be read, or are torn into parts, they must be taken from the persons offering them. These people are to be told that replacements can be got only from the Scholars' Department, Head Office at a small charge. Tickets taken in this way are to be handed to, or left for the Depot Master, before signing off, with a Special Day Report giving details.

If a scholar is found or seen lending his scholar's ticket to another scholar, the ticket is to be taken and the owner of the ticket told to contact the Branch Inspector, Head Office after 12.00 noon on the following working day.

**165. Lost Tickets.**

A Conductor must pay for all tickets issued to him and not returned. The loss of any tickets must be reported in writing at once.

**166. Concession Fares.**

When any concessions on regular fares are given by the Board to passengers, a Notice giving details is always put up to tell Conductors.

Unless told, a Conductor must not let any passenger ride free. He must take the correct fare, no matter who the passenger is, or whom he claims to represent, or what concession he says he has been given. Politely insist on the correct fare and tell any passenger who wants to travel free that if a fare is wrongly charged, it will be refunded from Head Office.

**167. Children's Fares.**

All children under four years of age may ride free.

Other children under fifteen years of age may ride at the children's fares shown in the Sections and Fares Book.

If a Conductor doubts the age of a child he must politely ask his age and unless the child is clearly over the stated age, take the word of the accompanying passenger or, if unaccompanied, the child's own word.

NOTE: Passengers showing passes which give them free or concession travel are to be considered as having paid adult fares.

**168. Free Travel Passes.**

All passes described in the Sections and Fares Book are to be accepted as shown in the Book or by Notice.

**169. Employee's Passes.**

Every employee travelling on a pass must show it to the Conductor and when requested, to any officer who may get on the tram or bus. Conductors are to inspect all passes.

If a Conductor thinks that a person with a pass is not entitled to travel, he is to take the pass, get the name and address of the person using it, make out a full report and hand it and the pass to the Depot Master.

The blue paper passes are issued for casual travel only. When offered, they are to be torn in two and returned to the holder.

**170. Passengers' Luggage, Parcels and Packages.**

Passengers' personal luggage may be carried free. Conductors must see that luggage, parcels or packages are placed so that other passengers are not inconvenienced.

**171. Newspapers.**

Parcels of newspapers addressed to newsagents may be carried as shown in the Sections and Fares Book. They must be taken in charge by the Driver, and delivered. If Prepaid Tickets are attached, cancel them by crossing the ticket with pen or pencil.

If a person is not waiting to get them, parcels are to be left on the footpath at the stopping place nearest to the address.

**172. Fares Paid When Leaving a Tram or Bus.**

If a passenger gets off before paying his fare and hands it to the Driver, the Conductor must give the Driver a ticket for the correct value. This must be torn in two by the Driver and thrown away.

When a Conductor gets a fare from a passenger who is leaving or who has left the tram or bus he must at once tear off the correct ticket, tear it in two and openly throw it away.

**173. Refund of Fares.**

(a) When a tram or bus is delayed for ten minutes or more for any reason, the Conductor may, IF ASKED, give back the fares already collected, as follows:—

(i) if a tram or bus has not moved since the fare was collected, the full fare may be refunded; or,

(ii) if the passenger has not travelled the whole of the journey covered by the fare paid, a sum equal to the ordinary fare for the distance still to be travelled (but not more than the fare paid) may be refunded.

(b) When refunding, a Conductor must take the tickets from the passengers, mark on the back of the ticket the amount refunded and initial it.

(c) An "Application for Refund" form must be made out at the end of the shift, and a report made showing where the tram or bus was delayed, length of stoppage and total amount refunded. All tickets on which refunds were made must be handed in, with the "Application for Refund" form, to the Revenue Office.

**174. Extended Journeys.**

Passengers who have reached the end of the journey paid for and decide to go further, may do so by changing their ticket. The Conductor must take back the first ticket, cancel it and issue a new ticket for the full journey.

Passengers who have passed the end of the journey paid for and want to go further, must pay a fare for the new journey.

**175. Passengers Transferred.**

When it is necessary for an Officer or Conductor to put passengers on to another tram or bus on the same route, the tickets for fares paid are to be accepted if the passenger gets on the first tram or bus available.

**176. Passengers on Wrong Tram or Bus.**

A passenger who gets on a tram or bus by mistake and rides only a very short distance need not pay a fare, but the Conductor must be sure that a mistake has been made. If a ticket has been issued, do not give money back.

Each Conductor (except those using a ticket machine) is issued with a ticket punch which he must keep whilst in the Board's service. He is not to lend his punch to another Conductor and must use only the punch issued to him.

(a) When starting duty, a Conductor must punch his Running Journal in the space provided and enter the starting numbers of all blocks of tickets. It is important that these numbers are entered correctly. If a mistake is made, the figures must be crossed out and the correct figures written above.

(b) All details must be entered on the Running Journal, special attention being given to the entry of the destination of each half trip, tram or bus number, run number and time of departure.  
If only a part of the journey is run, the point from which the tram or bus is turned must be entered.

(c) A Conductor must, at each terminus, enter the last three figures of the starting numbers of the blocks of tickets in use, whether any were sold or not. He may enter the numbers of the tickets for which sales have finished before he reaches the terminus.

(d) When a new block is started during a half trip the six figures for the new block must be entered for the start of the next journey. To avoid mistakes, entries must be re-checked with the tickets.

An Assistant Conductor must collect fares in the front part of the tram or bus unless told otherwise by an Officer.

181. Ticket Punches.

182. Running Journals.

183. Assistant Conductors.

(a) If a Conductor is satisfied that a passenger is unable to pay the correct fare, the passenger may then travel provided he fills in an Unpaid Fare card. The right hand portion of this card is to be handed to the passenger, and the left hand portion returned to the Depot Master.

(b) If the passenger fails to fill in the Unpaid Fare card, he must be asked to get off.  
If the passenger will not leave, go on and tell Radio Centre as soon as possible. The service must not be delayed.

(c) When a passenger is known to be an habitual fare evader, the conductor must stop the tram or bus and politely ask that the fare be paid or that the passenger gets off. Get witnesses' names and addresses and make out a report. If a passenger will not get off or is insulting, go on and tell Radio Centre as soon as possible.

If a passenger has an Unpaid Fare card and wants to pay the fare shown on it the Conductor must take it and issue a ticket for the amount of the fare. No excuse will be taken for not handing in the Unpaid Fare card.

The Conductor in charge of a Trainee Conductor is responsible for missed fares.

Each Conductor is given change money which is the Board's property and must be produced for checking when asked. It must always be carried by a Conductor on duty. It must not at any time be left in the Conductor's locker.

177. Unpaid Fares.

178. Payment of Fare Owning.

179. Conductor Trainers.

180. Change Money Issued.

The methods to be used for the journal entries of ticket numbers, times, and places of boarding, and the leaving of Supplementary Running Journals, are shown by Local Notice. Assistants must read these notices, and know what is to be done.

**184. Supplementary Running Journals.**

Where a Conductor hands over to another Conductor before the end of a half trip, he must put in the clip provided, a Supplementary Running Journal showing numbers of all tickets with which the journey began.

At the end of each half trip, any Supplementary Journals which have been placed in the clip for that particular trip, are to be taken out, and later disposed of on return to the Depot.

**185. Passengers' Change.**

When taking a note from a passenger for which change is to be given, a Conductor must be careful to call the passenger's attention to the value of the note before putting it into his cash bag. Change and ticket must be given at the same time.

Do not have arguments about change. If a passenger questions the change given, ask for the passenger's name and address, and explain that Head Office will write to him. A full report must be made.

**186. Foreign Coins.**

A Conductor must not take foreign coins, counterfeit coins, coins which are damaged or too smooth to show their design. If the passenger has no other change, take his name and address with proof if possible, and before finishing duty make out a Fare Owing Report.

**187. Paying In.**

At the end of the first part of his shift, a Conductor may pay in his takings to the Revenue Clerk and get an Interim Lodgement Slip initialled by the Revenue Clerk.

At the end of his shift a Conductor must write on the proper forms, the closing numbers of the blocks of tickets returned. Details of the cash paid in are to be written on the Pay-in-Slip. The Pay-in-Slip, Weekly Journal, Running Journal, Table and Key, are to be put on the cash tray and handed to the Revenue Clerk.

Conductors must prepare and pay in all of their own takings daily and wait until the Revenue Clerk checks their cash. Any changes made by the Revenue Clerk to the amount paid in must be initialled by the Conductor.

A Conductor must not work out the value of tickets sold. He must simply count out his change reserve carefully and pay in the balance each day.

Conductors relieved from duty (remainder of shift) or failing to report (second part of shift) must see that their outfit of tickets and cash are paid into the Revenue Office on the same day.

Shortages of fifty cents and over must be explained in writing and paid when asked.

**188. Refund of Change Money Paid In.**

A claim by a Conductor for cash paid in in error must be made before starting duty on his next working day.

**Ticket Machines**

Ticket Issuing Machines used in the Board's service are of two types:

- (a) Ultimate
- (b) Gibson

The "Ultimate" machine uses rolls of tickets pre-printed for various fare values.

The "Gibson" Machine prints tickets from rolls of plain paper.

#### ULTIMATE TICKET MACHINE

189. Issue of Machines and Tickets.

When reporting for duty each operator is to get from the Revenue Office his ticket machine and ticket outfit of the correct series.

The starting numbers of the tickets are to be checked with the numbers entered on the Weekly Journal. Any difference found must be reported at once to the Issuing Clerk.

190. Code Number to be Altered.

At the start of duty, the operator must set the number in his machine to the code for the day and the loading point at which he is to work.

191. Issue of Two Tickets for Certain Fares.

Because of the small range of fare tickets used in these machines, it is necessary to issue two tickets for some fares. The fares for which two ticket issues apply are shown in local notices.

#### GIBSON TICKET MACHINE

192. Issue and Care of Machines.

As far as possible, each operator will be given his own numbered machine and will use this machine each day.

Operators must always take care when using these machines, particularly when they are carried in their cases which must be securely fastened.

A machine must never be put in an unsafe position, such as on a seat in a moving vehicle, as a fall could damage it.

Each operator, while in possession of a machine is responsible for it, and must take every care against loss, theft, or damage. If an operator's carelessness results in the loss, theft or damage of a machine, he shall pay the cost of replacement and/or repairs as decided by the Traffic Manager.

193. Procedure at Start of Duty.

On starting duty, operators of Gibson ticket machines are to:

(a) check the machine number with that shown on the Weekly Journal; and

(b) check the numbers of each fare value counter and the total counter against those shown on the Weekly Journal. If there is a difference tell the Revenue Clerk at once;

(c) take a neutral (No Value) Ticket from the machine and check it to see that the printing on the ticket is clear and that the right date is shown (the date does not apply to all Gibson machines);

(d) make sure that enough spare ticket rolls are provided and that the wallet holding emergency fare check tickets and a Weekly Journal (for use if the machine breaks down) are in the machine case.

194. Running Journals.

(a) On starting duty, an operator must enter on the Running Journal the starting numbers of the fare denomination counters including the total fare counter number.

(b) All other details must be entered on the Running Journal—special attention being given to the entry of the destination of each half trip, bus number, run number and time of departure.

(c) At the end of each half trip the total fare counter number shown on the machine must be entered in the correct column of the Running Journal.

(d) At the end of duty, the closing numbers of all fare denomination counters and the total counter must be entered on the Running Journal. Take care to see that the fare counter numbers entered on the Journal are correct and agree with those showing on the machine.

**195. Issue of Machine Tickets.**

Before issuing a ticket to a passenger the operator must set the machine to the correct fare and to the number of the fare section in which the journey started. The class knob must be set to "ORD" except when told otherwise in the Sections and Fares Book. The fare section number on the machine must be reset as each fare section is reached.

**196. Use and Issue of Neutral (No Value) Tickets.**

If an operator is to hand over his bus to another operator before the end of a half trip, he must, at the start of the half trip, take from his ticket machine a neutral (no value) ticket showing the number on the total counter of the machine. (Before issuing a neutral ticket, the class knob is to be set to "CHK".) This ticket is to be given to the other operator at the relief point. It is to be kept by his relief until the end of the half trip for which it was issued and shown to a Ticket Examiner when asked.

**197. Procedure at Finish of Duty.**

(a) In the "Closing No." column of the Weekly Journal, write the closing number readings for all fare denomination counters and the total counter number.

(b) On the pay-in slip write details of cash to be paid in. The Weekly Journal, Running Journal and cash are then to be given to the Revenue Office together with the ticket machine, case, spare ticket rolls and emergency check tickets.

**198. Procedure if a Ticket Machine Becomes Defective.**

If a machine in use on a vehicle becomes defective, the Operator is to ask Radio Centre for a replacement. While waiting for a replacement, the operator will issue tickets to the correct value from his supply of emergency tickets. When a replacement machine is received, the operator is to write on the Weekly Journal the closing numbers of each fare value of the unused tickets and hand in the rest of these tickets and the Weekly Journal to the Revenue Office with his machine and case.

When a street collector's machine becomes defective, the operator must at once go back to the Depot for a replacement.

When any machine becomes defective, a Special Day Report must be made out by the operator, showing the time, place and nature of the defect.



[Extract from the "Victorian Government Gazette", No. 731, dated 1st August, 1951.]

## MELBOURNE AND METROPOLITAN TRAMWAYS BOARD

### BY-LAW No. 11—GENERAL

By law No. 5, made by the Melbourne and Metropolitan Tramways Board and Approved by the Governor in Council on the 20th day of June, 1922, is hereby Rescinded from the date of this By-law coming into Operation.

1. This By-law shall extend and apply to all tram-cars and other vehicles of the Board used for the conveyance of passengers for hire, also to all buildings, plant, shelters, and premises used for or in connexion with the business of the Board.

2. In this By-law the word "Board" means the Melbourne and Metropolitan Tramways Board and any person authorized specifically or generally by the Board to do any particular matter or thing.

"Conductor" includes any Driver, Conductor, Inspector, or duly authorized officer or servant in the employment of the Board.

"Tram" includes any vehicle used by the Board for the conveyance of passengers for hire.

3. No person shall smoke in or upon any tram or portion of a tram where smoking is prohibited by notice displayed in or upon such tram.

4. No person whilst in or upon any tram shall solicit alms, play or perform upon any musical instrument, operate any wireless set, distribute hand-bills or advertisements, or offer newspapers or any article for sale.

having the amount of his fare (if paid) tendered to him, leave such tram or premises, and if he do not at once leave such tram or premises he may be removed by or under the direction of the Conductor, and in addition he shall be liable to the penalty provided by this By-law.

9. No person shall take into or upon any tram, loaded firearms, cinema films, paint, oil, explosives, inflammable liquid, or glass, or anything which shall project beyond the tram, or which may in the opinion of the Conductor be liable to damage the tram or cause injury to any person or the property of any person.

10. No person shall take into or upon any tram any animal.

11. No person shall spit upon the floor or any other part of a tram or premises of the Board.

12. No person shall, without the written authority of the Board, post or stick any placard or bill within or on any tram or on any pole, building, or premises of the Board.

13. No person who has or may reasonably be supposed to have any contagious or infectious disease shall enter any tram or premises of the Board, and no person shall take into or upon any tram or premises of the Board, any child who has or may reasonably be supposed to have any contagious or infectious disease.

14. No person shall damage any tram or premises of the Board or remove or interfere with any equipment or fastening on any such tram or premises, or remove, affix, or deface any lamp, number, fitting, printed notice or advertisement, or break or scratch any window or wood or iron work of any such tram or premises.

5. No person, who in the opinion of the Conductor is in a state of intoxication, shall enter or mount upon any tram, or enter any premises of the Board, and if found in or upon any such tram or premises, such person shall, at the request of the Conductor, leave such tram or premises, and his fare if paid shall be forfeited, and if he do not at once leave such tram or premises he may be removed by or under the direction of the Conductor, and in addition he shall be liable to the penalty provided by this By-law.

6. No person shall drink any intoxicating liquor upon any tram or premises of the Board. Any person refusing to cease from so doing, shall, at the request of the Conductor, leave such tram or premises, and his fare, if paid, shall be forfeited, and if he do not at once leave such tram or premises, he may be removed by or under the direction of the Conductor, and in addition he shall be liable to the penalty provided by this By-law.

7. No person shall swear or use obscene, insulting, or offensive language, or commit any nuisance in or upon any tram or premises of the Board, or interfere with the comfort of any passenger, and any person who in the opinion of the Conductor shall have committed a breach of this clause, shall, at the request of the Conductor, leave such tram or premises, and his fare if paid shall be forfeited, and if he do not at once leave such tram or premises, he may be removed by or under the direction of the Conductor, and in addition he shall be liable to the penalty provided by this By-law.

8. No person whose dress, clothing, or luggage may in the opinion of the Conductor soil or damage any tram or premises of the Board or the dress or clothing of any other person, and no person who in the opinion of the Conductor may for any reason be offensive to other persons shall enter or remain in or upon any such tram or premises, and any such person may be prevented from entering in or upon any such tram or premises, and if found in or upon any such tram or premises, shall at the request of the Conductor and upon

Any person acting in contravention of this clause shall be liable to pay for the damage done in addition to the penalty provided by this By-law.

15. No person not being a servant of the Board shall enter the Driver's compartment or the rear compartment of any tram, or travel on the roof, foot-board, steps, or bumpers of any tram, or pass from one tram to another while they are in motion.

16. No passenger upon a tram shall permit any child who is travelling with such passenger to stand upon any seat of such tram.

17. No person shall, except at the terminus of any route, enter or leave any tram except upon the left-hand side in the direction of travel, and no person shall enter or leave a tram by passing under the side barriers.

18. No person shall stand upon the platform or in the gangway of any tram in such a position as to obstruct the free passage of persons into and out of such tram.

19. No person except a passenger or intending passenger shall enter or mount any tram, and no person shall hold or hang on to or by any exterior part of a tram.

20. No person not being an employee of the Board shall operate or move steps, gates, destination signs, trolley poles, trolley cord, driving gear, or brakes of any tram or movable barriers at the side of same.

21. No person shall board or alight from, or attempt to board or alight from, a tram which is in motion.

22. No person shall, without lawful excuse (the proof whereof shall lie on him) persist in riding or driving any horse, car, carriage, motor bicycle, or other vehicle, or any sheep, cattle, pigs, or other stock on a roadway in front of any tram, or so that the tram may not freely proceed on its course, after the bell or horn of such tram has been sounded as a warning that the tram is coming behind or overtaking such horse, cart, carriage, motor, bicycle, or vehicle, sheep, cattle, pigs or other stock.

23. No person shall mount or enter upon any tram after being informed by the Conductor that the same is full, or having mounted or entered shall refuse or neglect to leave the tram when requested by the Conductor to do so.

24. All fares shall be paid in cash or by concession or other cards or tickets or tokens purchased or obtained from the Board, and no person travelling on any tram shall fail to tender the fare to the Conductor before alighting from such tram.

25. Every passenger shall upon demand exhibit and if so required deliver up his ticket or pay to the Conductor the fare legally demandable for the journey.

26. No passenger shall tender to the Conductor in respect of his fare or as evidence that his fare has been paid any ticket that is rolled up, folded, defaced, or illegible, or in such a condition that it cannot easily be read at sight, or that has been divided, or from which any parts have been cut or taken off; no such ticket will be accepted, and the passenger tendering any such ticket will be deemed not to have paid his fare, and shall upon demand pay to the Conductor the fare legally demandable for the journey then being travelled by the passenger and in respect of which such ticket has been produced as aforesaid.

27. No passenger shall tender to the Conductor as evidence that he has paid his fare any ticket other than the check ticket or tickets issued to him for the journey then being travelled.

28. No person shall take into or upon any tram, luggage other than articles which can conveniently be carried in the hand, and which will not in the opinion of the Conductor interfere with the comfort of other passengers.

29. Personal or other luggage if permitted to be carried upon any tram shall be placed by the passenger as directed by the Conductor.

30. No scholar travelling at scholars' concession fare rates shall occupy a seat on any tram if an adult passenger is unable to obtain seating accommodation on such tram.

31. Unless accompanied by an adult no child under the age of fourteen years nor scholar travelling at concession fare rates shall travel in a smokers' compartment of any tram.

32. Any person offending against or committing a breach of this By-law shall be liable to a penalty not exceeding Ten dollars for each offence.  
Made the 24th day of May, 1951.

Confirmed the 14th day of June, 1951.

The common seal of the Melbourne and Metropolitan Tramways Board was hereto affixed in the presence of—

(SEAL) R. J. H. RISSON, Chairman.

H. A. WARNER, Secretary.

Approved by the Governor in Council,  
26th June, 1951.

A. MAHLSTEDT,  
Clerk of the Executive Council.

[I hereby certify that the above is a true copy of the Notice as it appeared in the "Victoria Government Gazette", No. 731, dated 1st August, 1951. W. M. HOUSTON, Government Printer. 14.2.58.]

## MELBOURNE AND METROPOLITAN TRAMWAYS BOARD

### BY-LAW No. 16 (LOST PROPERTY)

By-law No. 12 made by the Melbourne and Metropolitan Tramways Board and approved by the Governor in Council on the twenty-sixth day of June, 1951, is hereby rescinded from the date of this By-law coming into operation.

1. In this By-law the word "Board" means the Melbourne and Metropolitan Tramways Board. "Lost Property" means goods, luggage, monies or any other articles which have been left by the owner or person in charge thereof upon any tramcar, vehicle or premises of the Board. "Lost Property Office" means the Lost Property Office of the Board situated in Gertrude Street, Fitzroy, near Nicholson Street.

2. Every person, other than an employee of the Board, finding lost property upon any tramcar, vehicle or premises the property of the Board, shall immediately hand same to the Conductor or person apparently in charge of such tramcar, vehicle or premises, as the case may be, or upon demand to any Inspector or duly authorised officer or servant of the Board, and in the event of no person being in charge of the tramcar, vehicle or premises, and failing any such demand, shall immediately forward the lost property to the Lost Property Office or to one of the Board's Tram or Bus Depots.

3. The Driver and the Conductor of any tramcar or vehicle belonging to the Board shall, at the conclusion of each journey, examine such tramcar or vehicle to see whether any lost property has been left therein, and shall, as soon as possible after the discovery of any such property, hand same to the Officer in Charge of the Depot to which he is attached.

4. Every employee of the Board finding lost property which has been left in any Shelter, Waiting Room or other premises under the control of the Board, shall immediately forward same to the Lost Property Office or to one of the Board's Tram or Bus Depots.

5. Any employee of the Board who receives any lost property pursuant to paragraphs 2 or 4 of this By-law, shall, as soon as possible after the receipt thereof, hand same to the Officer in Charge of the Depot, to which he is attached, or to the Officer in Charge of the Lost Property Office.

6. The Officer in Charge of each of the Board's Tram or Bus Depots and the Officer in Charge of the Lost Property Office shall cause to be entered forthwith in a book kept for the purpose a record of all lost property received, showing the description of such property, the name of the Conductor, Driver or person finding the same, and the day and place upon which it was found. Such property shall be restored to the person who shall prove ownership thereof to the satisfaction of the Board, upon payment by him of a charge of Ten Cents and an additional charge of Ten Cents for each week or portion of a week after the expiration of seven days from the day such property was first received by a servant of the Board.

7. All unclaimed lost property, other than monies, may, at the expiration of a period of three months from the day on which it was first received by a servant of the Board, be disposed of by the Board by sale by Public Auction.

8. Subject to any claims which may thereafter be made, any monies and the proceeds of such sale, after deducting the cost of advertising and the expenses of such sale, shall be paid by the Board to such fund for the benefit of its employees as the Board may decide.

9. The Board shall not be responsible for the safe custody, disposal or protection of any lost property referred to in this By-law, nor be liable for any loss, damage or destruction of same.

10. Any person offending against this By-law shall be guilty of an offence and be liable to a penalty of not more than Forty dollars.

Made the twenty-sixth day of April, 1956.

Confirmed the seventeenth day of May, 1956.

The Common Seal of The Melbourne and Metropolitan Tramways Board was hereto affixed in the presence of—

R. J. H. RISSON, Chairman.

H. A. A. WARNER, Secretary.

Approved by the Governor-in-Council, 22nd May, 1956.

DON'T TAKE RISKS  
TAKE CARE

**"SAFETY FIRST"**  
**ALWAYS**

