



# MELBOURNE & METROPOLITAN TRAMWAYS BOARD

## TO DRIVERS AND CONDUCTORS

Never take any chances of a Person or Vehicle getting out of the way. You are required to regard all persons on or near the track as Infants, or Deaf, or Blind, and even when you know to the contrary, you must be ready for every possibility.

**When in doubt, STOP. Take no risks, and leave nothing to chance.**

# MELBOURNE & METROPOLITAN TRAMWAYS BOARD

## RULES AND REGULATIONS

RELATING TO DRIVERS AND CONDUCTORS

(ELECTRIC SYSTEM)

1935.

Issued by Order of the Board.

NOTE.—Rules No. 1 to 145—General.

„ No. 146 to 167—Accident Prevention.

„ No. 168 to 179—Procedure in Case of Accidents.

„ No. 180 to 214—Tickets, Fares, Cash, etc.

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No. 3991

MELBOURNE.

F. W. NIVEN PTY. LTD., PRINTERS, 40 FLINDERS ST MELBOURNE. C.1

1935



## SPECIAL CAUTION

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**D**RIVERS and CONDUCTORS must never take it for granted that Passengers will step on or off the Car quickly enough to avoid an accident, but must stop the Car and wait till they are safely on or off before giving signal to start or starting the Car. So also never be too sure that persons on or near the track will see the Car and keep out of the way. Be prepared to stop instantly if necessary. Especially when children are near, go slowly past them. A life saved or accident prevented is more important than being prompt to time or anything else.

This Book must be kept in good order and convenient for reference, and be returned to the Office on leaving the Board's Service.

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## MELBOURNE & METROPOLITAN TRAMWAYS BOARD

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### GENERAL RULES

RELATING TO DRIVERS AND CONDUCTORS

(ELECTRIC SYSTEM)

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Drivers and Conductors must read all of the Rules in this Book, and understand them while acting as students, and before taking the responsibility of running cars by themselves.

So also all Local and Other Notices affecting the practice on any line must be read and understood before starting work on that line.

The Rules and all Notices must be strictly observed and applied with politeness and judgment. Conductors and Drivers will be held responsible for any violation of them, as well as any loss or damage caused thereby.

Rules are subject to alteration by the Board at any time.



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# RULES

## APPLYING TO

### ELECTRIC TRAMWAYS

#### OBSERVANCE OF RULES, Etc.

1. Rules to be understood and observed. The rules herein must be read, thoroughly understood and observed by every employee of the Board whose duties are in any way governed thereby.
2. New Rules Instructions and Notices. Amendments and additions to Rules and all Temporary Orders and Notices will be posted on the Notice Board, which must be examined daily. New Rules, special instructions and notices must receive the same attention as if they were included herein.
3. By-laws and Notices in Cars. Drivers and Conductors must read carefully and understand the By-laws of the Board and the Notices to passengers posted in the cars. They must enforce By-laws, Notices, Rules and instructions with discretion as it is desired that passengers shall not be unnecessarily annoyed or harassed.
4. Special Instructions to be observed. Drivers must make themselves conversant with Rules and Special Instructions to Conductors, and vice versa, making special note of those which may affect their duties.
5. Breaches of Rules. Every employee is required to report to his superior Officer any violation of the Rules or Regulations, or any irregularity which may come under his notice.
6. Ignorance of Rules no excuse. Ignorance of Rules will not be accepted as an excuse for any breach or violation.
7. Instructions given by Officers. Drivers and Conductors must obey promptly all instructions given by Inspectors, Ticket Examiners, Shunters, Depot Drivers, Pilots, Signalmen and any Officers of the Board. Instructions to run slow or to stop given by trackmen during fogs, floods, or special work on track, must also be obeyed.
8. Medical Examination. Employees must submit themselves for Medical Examination or Eyesight Test as required.

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#### 9. Eyesight.

Should the eyesight of an employee become impaired, and the wearing of glasses be rendered necessary, such employee must at once report the matter to his superior Officer. All glasses must be approved by the Board's Medical Officer.

Eye shields or sun goggles of an approved pattern may be used by Drivers.

#### 10. Addresses.

The address of each employee must be registered, and notification in writing of any change thereof must at once be given by the employee to the Officer in charge of the Depot to which he is attached.

#### 11. Cleanliness, Uniforms.

Drivers and Conductors when on duty must be neat in person with faces shaven and hands clean. They must wear the full uniform provided and black boots or shoes (polished). Buttons, monograms and numerals must be clean and polished. The tunic must be buttoned up and the cap worn straight on the head. The uniform must be used with care and kept clean and free from grease and other spots.

Except when travelling to and from work, uniforms must not be worn when off duty. Should the uniform or portion thereof be considered unsuitable for use before the recognised period has elapsed, it will be replaced and a proportionate charge made therefor. With reasonable care, an overcoat or khaki tunic should last three years, trousers nine months, a Driver's serge tunic eighteen months, and a Conductor's tunic twelve months.

#### 12. Emblems.

Drivers and Conductors, whilst in uniform, are not permitted to wear any National, Political, Union or Religious Emblem, except a Returned Soldier's Badge or Decoration, a St. John's Ambulance First-Aid Badge (if duly qualified to wear same), and the present badge of the "Australian Tramway Employees' Association" which, if worn, must be on the watch chain.

#### 13. Yard Sheets to be consulted for Reporting Time.

Each Driver and Conductor must obtain the starting time of his day's work from the yard sheet sufficiently in advance to enable him to take up duty at the time stated thereon. Yard sheets showing the duties for each day will be posted by 1.0 p.m. on the preceding day, unless the time for such posting be fixed by Local Notice.

#### 14. Reporting for Duty.

Each Driver and Conductor must report for duty at the time noted on the yard sheet, unless he has obtained from the Depot Master or Officer in charge permission to be absent, or is unable through illness to take up duty.



## 15. Lateness.

Punctuality is absolutely essential. Every man who is late for duty will be reported and an entry made on his record. A fine will be imposed in every case of lost mileage unless a satisfactory explanation is forthcoming. Lateness on three occasions without sufficient excuse will be considered cause for dismissal.

## 16. Absence or Lateness. What to do.

Should an employee find that through illness or any other cause he will be unable to report at his rostered time, he must give at least two hours notice in writing if possible to the Officer in charge. Should he be able to report later he must do so as soon as possible, when work may or may not be found for him.

## 17. Absence without permission.

Any employee absent without leave, and who fails to notify the Officer in charge within 24 hours of his rostered reporting time will render himself liable to dismissal.

## 18. Return to be

After absence from duty, an employee must notify the Depot Master that he is ready to resume. Such notification must be given before 11.0 a.m. on the day prior to that upon which he desires to resume duty, provided that notice of intention to resume on a Monday must be given before 11.0 a.m. on the preceding Saturday.

## 18. Return to be Notified.

Application must be made within one week for sick leave. The application must state:—

- (a) Nature of illness or accident.
- (b) Probable duration of absence.
- (c) Length of leave desired.

In each case a Doctor's certificate must be furnished (the certificate for sick pay from a Benefit Society may be accepted). The Board, if it thinks fit, will arrange for its own Medical Officer to make an examination.

If, after an absence of six consecutive calendar months, an employee fails to submit himself for medical examination, or is, in the opinion of the Board's Medical Officer, unfit to resume his ordinary occupation, such employee's name may be struck off the register.

If, however, the Board's Medical Officer reports that there is a possibility of the employee being fit for duty within three months from the date of his examination, the Board may extend the employee's leave of absence for a further period of three months.

If, at the expiration of such extended leave, the employee is still unable to resume duty, his name will be removed from the 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' passbooks must be turned in, unless special permission has been obtained for their retention and use.

## 20. Signing on and Inspection of Notice Boards and Yard Sheet.

On reporting for duty, each Driver and Conductor must:—

- (1) Enter his name and the exact time (by the Depot clock) in the register kept for the purpose.
  - (2) Inspect the Notice Boards and study all new notices.
  - (3) Inspect the yard sheet for change of work.
- When an Emergency Notice is posted, special attention must be given to instructions contained therein.

## 21. Knowledge of route on which working.

Before taking charge of cars on any route, Drivers and Conductors must make themselves acquainted with:—

- (1) All Local Notices.
- (2) The points of special importance concerning that route, as under:—
  - (a) Fares and Sections and any transfers in use.
  - (b) Rules regarding curves, junctions, intersections, and railway crossings.
  - (c) Positions of signals, emergency breakdown boxes, crossovers, loops, telephones and stopping places.
  - (d) Names of cross and side streets.
  - (e) Times of first and last cars, frequency of cars on connecting routes, and any other information likely to be required by passengers.

## 22. Inspection of cars before starting.

Before taking a car into traffic, the Driver must assure himself that all operating gear, brakes, sanding gear, lights, etc., are in good working order, and that sand boxes are full of sand.

Both Driver and Conductor must examine the car to see that it is in first-class condition, free from dust, dirt and grease, with floors and windows clean, and that everything is in readiness to start on time. Employees will be considered to have received cars in good order unless defects are at once reported.

A Relief Driver, when taking over from another Driver, must satisfy himself that the car is in good working order.



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In no circumstance may the Driver and the Conductor be absent simultaneously from a car which is in traffic.

On no account are unauthorised persons allowed access to the driving cabin while the car is in service. The only persons allowed in the driving cabin are probationers undergoing instruction and the Traffic and Technical Officers of the Board.

In no circumstances may the Conductor converse with the Driver whilst the car is in motion. If it should be necessary to speak to him, the car must first be brought to a standstill.

Passengers, other than employees with passes, are not to be permitted to ride in the rear cabin. A Conductor must—

- (1) Obtain his Running Card from the Office on taking up duty, and return it in good condition to the Office at the end of his day's work;
- (2) Always carry a Running Time Point Sheet, and check the running of the car at each terminus and time point.
- (3) Report full particulars of every detention of longer than two minutes on Special Day Report Form, giving position of car at time, and whether on "up" or "down" track, the exact time of stopping and starting again, also lines and numbers of other cars concerned, if any, or names of trackmen or linesmen, should they cause the detention.

Every Driver and Conductor must—

- (1) Have a watch which, by frequent comparison, shall agree with the standard time of the road.
- (2) Take his position at least one minute before starting time, and start on time.
- (3) Use every endeavour to run on time, avoiding all possible delay in service and at termini, having all regard to public safety.

No excuse will be accepted for leaving a terminus or time point ahead of time, and only a reasonable excuse for leaving behind time.

Each Driver must endeavour to maintain the timetable, but the car must not be run faster down any grade than it can be driven up the same grade.

Each Driver must clearly enter on the Car Running Journal all details required thereby.

**23. Lifeguards, etc.** A Driver must see that lifeguards are in good working order, and that tripping devices work freely.

If, through any cause, a lifeguard drops, the car must be stopped at once to prevent damage. All causes of damage to lifeguards must be reported.

**24. Live part of equipment not to be handled.** Care must be taken that no "live" part of the electrical equipment is handled unless the switch controlling the supply of current to same is placed to the "off" position, or, if necessary, until the pole is off the overhead wire.

**25. Run Number Discs and Auxiliary Boards.** The Driver must obtain correct Run Number discs and Auxiliary Boards from Rack in Depot, place them in position at the driving end of car, and return same to Rack when car is run in.

**26. Responsibility and co-operation in work.** Both the Driver and the Conductor must cooperate in the work of running a car and avoid conflict as to their respective duties.

A car in traffic is under the control of the Conductor, but the Driver will be held equally responsible for any violation of rules governing the safety of the car, or failure to take every precaution to prevent accidents, even if such are not provided for in the Rules and Instructions.

**27. Responsibility for safe running.** While a car is in motion, the responsibility for safe running rests mainly with the Driver. Cars are well equipped for safe and rapid control, and ACCIDENTS MUST BE AVOIDED. VIGILANCE, the EXERCISE of GOOD JUDGMENT, AVOIDANCE of RISKS, and a STRICT COMPLIANCE WITH the RULES and INSTRUCTIONS WILL PREVENT ACCIDENTS.

**28. Position of Drivers on duty.** When a car is in motion, the Driver must always stand or sit perfectly upright in the centre of the cabin, with his left hand on the controller handle and his right hand on the air-brake handle. He must NOT on any account recline on the controller or any other portion of the car, or have his feet off the floor of the car away from gong and sand punches.

Driver's seats must not be used when approaching and passing through curves, crossings, crossovers, junctions or railway crossings, or as otherwise forbidden by Local Notice.

**29. Car not to be left unattended.** If a Driver temporarily leaves the driving cabin of his car, he must first apply hand brake, release air-brake, and make sure that the hand brake is holding the car, then re-apply air-brake.

**30. Driving cabin for Drivers only.**

**31. Conversation with Driver.**

**32. Rear Cabin.**

**33. Running Cards.**

**34. Running to time.**

**35. Car Running Journals.**



### 36. Time Recorders and Keys

Each Conductor will be supplied with a Recorder Key, which he must carry with him whilst he is in charge of a car. Immediately on arrival at an intermediate Recorder Clock, the Conductor or Driver must, in accordance with local notice, register the time by turning the key till the bell rings. Key must be returned to the Office at completion of shift.

Any Conductor or Driver losing or damaging a key whilst in his possession will be charged the cost of replacement or repair to same.

### 37. Destination Signs and Route Numbers.

The Driver will be held responsible for the correct destination sign and route number being shown at the driving end of the car, and the Conductor must attend to the side and rear-end signs and number.

Driver must see that the correct auxiliary destination signs are exhibited on the car.

Drivers and Conductors must not examine or adjust Route Numbers, nor Drivers the Destination Signs, whilst the car is in motion.

### 38. Car and Head Lights.

Conductors must see that car lights are switched on when needed. Drivers must switch over head lights when changing ends.

### 39. Look-out for Passengers.

Both Driver and Conductor must always KEEP A SHARP LOOK-OUT FOR INTENDING PASSENGERS.

When persons are observed coming in the direction of the track, a plain signal with the hand should be made by the Driver or the Conductor to indicate that they are seen, and as an enquiry "do you want the car?" Special care must be used at each terminus, whenever the car is stopped, to look well around for passengers before starting.

### 40. Excess Passengers.

When seats and standing room are fully occupied, or a car is running late and is followed closely by another car to the same destination, the car should not be stopped to pick up more passengers, unless others wish to alight. If obliged to pass intending passengers, the Driver should call out, or otherwise indicate clearly that the car is full, or is closely followed by another car. Care must first be taken, however, in the former circumstances, to see that there is not room for such passengers on the car.

When a Driver has had occasion to run past passengers, full particulars must be furnished on a Special Day Report.

### 41. Heavy Traffic.

When cars are massed for heavy traffic, Drivers and Conductors should endeavour to fill up the front car first, calling out "Take front car, please."

### 42. Stopping Places.

#### (1) A car must—

- (a) Be brought to a dead stop at stopping place where any person wishes to board or alight;
- (b) Stop at compulsory stopping places or other places provided for in special instructions;
- (c) Not be stopped so as to block cross streets or cross walks;
- (d) Where possible, stop so that the steps are immediately opposite persons waiting to board;
- (e) Always be stopped with the front of car slightly over the building line of cross or side streets, except when track stop marks or other instructions or indications exist;
- (f) Never be stopped on a sharp curve except in case of emergency;
- (g) Always stop at indicated compulsory stops when approaching railway crossings, and must not proceed until the signals and points are in its favor and the gates are open to tramway traffic;
- (h) Be brought to a standstill not less than two feet from a stationary car in front.

- (2) The last car on any route must, if necessary, stop between the ordinary stopping places to allow an intending passenger to board.
- (3) Any car passing a suburban theatre at a time when the audience is leaving must stop and wait sufficiently long to enable all intending passengers to board the car.

### 43. When to stop.

When required by passengers, a Conductor must give the signal to stop the car at any recognised stopping place, and must see that the car does stop. A passenger is permitted to give the signal to stop by pulling the bell cord once, and must not be reprimanded by an employee for doing so. Should a passenger give notice to stop when a car is too close to a stopping place to permit of the car being stopped at such point, he should be told that it will be stopped at the next stopping place, and warned to wait until it does stop. Should a bell be given in time to stop at a stopping place, and the speed indicate that the car is not going to stop, Conductor must give the pause bell.

### 44. Passengers Boarding and Alighting.

Drivers and Conductors must never beckon or ask anyone to board or alight from a car while it is in motion.



The car **MUST ALWAYS BE BROUGHT TO A FULL STOP TO ALLOW PASSENGERS TO BOARD OR ALIGHT, AND WOMEN AND CHILDREN MUST, if POSSIBLE, BE PREVENTED FROM DOING SO UNTIL THE CAR STOPS.**

**45. Officers Boarding Cars.**

Reasonable opportunity must be given Traffic Officers to board cars between stops if they desire to do so.

**46. Call out Stopping Places, etc.**

A Conductor must call out distinctly—

- (1) The destination of the car, when necessary;
- (2) The names of stopping places as they are approached;
- (3) The end of each section as it is reached;
- (4) Terminus, when approaching it.

**47. Call out at Junctions with other Routes.**

On arrival at junctions and intersections with other routes, Conductors must call out so that all passengers can hear: "Change here for ..... route," giving the name of the connecting route.

**48. Connecting Routes and Railway Stations.**

Special care must be exercised to note the arrival of all connecting trams and trains, and to pick up all intending passengers from them. If a connecting tram has not quite arrived, the car must be held, unless it is followed closely by a car going to the same destination.

Each Conductor should make a mental note of transfer tickets issued, and the transfer points, and, on arrival, be ready to signal the Conductor of a connecting car to wait or not, as the case may be.

Last cars on connecting routes must be held for each other at the junctions and intersections indicated by the local notices.

**49. Politeness and assistance to passengers**

Drivers and Conductors must always be polite patient and obliging to passengers. An unreasonable passenger may cause annoyance and difficulties, but in such circumstances the employees must keep their tempers and say as little as possible.

Passengers must be given every assistance, especially ladies with children or luggage, cripples, or old and infirm people. A Conductor must remember that it is a passenger's right to ask questions concerning routes, fares, etc., and he must answer in a cheerful and accommodating manner. Unnecessary conversation should be avoided.

Passengers of all nationalities must be treated with courtesy and attention by employees.

**50. Window and Weather Blinds to be regulated.**

Weather blinds in the open portion of car on the off side must be securely fastened down in wet, hot or dusty weather.

The feet must not be used for adjusting blinds.

Car windows, blinds or shutters must also be raised or lowered according to weather conditions, or as passengers desire. It is the Conductor's duty to attend to these, and should some passenger desire blinds, etc., drawn up and others desire them down, the Conductor must adjust them according to the convenience of the majority of passengers.

The shutter at front of certain types of cars (behind Drivers) must be down in daylight and up at night.

**51. Side Bars or Barriers.**

Side barriers must always be kept down on the "off" side of a car in motion. Barriers on both sides are to be raised at termini only whilst the car is stationary, and are not to be altered by unauthorised persons.

**52. Sales to Passengers prohibited.**

Employees must not—

- (1) Give or offer any article other than Tramway tickets or time tables for sale to passengers;
- (2) Induce passengers in any way to buy anything or attend any sports, entertainments, lectures, meetings, etc.;
- (3) Ask passengers to sign any petition or give any vote;
- (4) Collect from passengers for any charitable or other object.

Drivers and Conductors, whilst on the tram must not permit—

**53. Begging, Collecting, Selling Papers.**

- (1) Beggars to solicit alms, or any person to collect for charities or other objects;
- (2) Any person to solicit passengers to sign petitions or other documents or to canvass them upon any subject;
- (3) Boys to sell or sort newspapers;
- (4) The distribution of advertising cards or notices or their posting;
- (5) Musical instruments to be played.

If any of these things be done while a Conductor is off the car in pursuit of his duties, he must, on his return, warn the offender, remove any advertisements or notices, if posted, and report particulars.

**54. No Improper Conduct, or Offensive Person to be allowed on Cars.**

A Conductor must avoid taking any intoxicated person as a passenger, and must not allow improper language or conduct on a car.

- (1) If a passenger—
  - (a) Behaves with gross impropriety;
  - (b) Is drunk and an annoyance to others;
  - (c) Uses obscene, insulting or offensive language;



- (d) Refuses to cease from drinking intoxicating liquor;
- (e) Wilfully interferes with the comfort of any other passenger;
- his fare, if already paid, shall be forfeited, and he shall be removed from the car as hereafter provided.
- (2) If a passenger—
- (a) Is unable to take care of himself;
- (b) Is complained of by other passengers as having filthy clothing or a disgusting odour;
- his fare, if already paid, shall be refunded (if the proffered refund is refused, witnesses of the refusal must be obtained) and he shall be dealt with as follows:—

The Conductor must stop the car and request such passenger to alight (giving reason for such request).

In the event of a refusal of such a request, the Conductor must first summon a Police Officer, if one is readily available, and expel the passenger, using no more force than is absolutely necessary.

The names and addresses of witnesses of the occurrence must be obtained and the matter fully reported in writing.

Passengers, including children, must not be permitted to place their feet on, or stand on the seats.

A Conductor must warn a passenger observed spitting on the floor of a car or platforms. Ask him politely not to do so, and point out that it is an infringement of the Board's By-law, and punishable as such.

Should any person annoy or insult a lady passenger, the Driver and Conductor must afford her every protection in their power. If necessary, they must stop the car and eject the offender, first obtaining his name and address. The names and addresses of witnesses should also be obtained and a report made of the circumstances. In gross cases, the offender, if possible, should be given in charge to a Police Constable.

When an employee finds it necessary to give a person in charge to the Police, he should accompany the Constable to the Police Station in order to sign the charge sheet.

A Driver or Conductor who cannot leave the car should request the Constable to accompany the passenger on the car until an Inspector can be found. This Inspector will proceed with the Con-

**55. Standing on Seats not to be allowed.**

**56. Spitting on floors prohibited.**

**57. Ladies to be protected.**

**58. Offences on Cars. Action to be taken.**

stable and the passenger to the Police Station and sign the charge sheet. If an Inspector is not available, any Officer of the Board should be called upon to act.

In the case where a passenger commits an offence in the presence of a Constable, it will not be necessary for an employee of the Board to sign the charge sheet.

Smoking by passengers is to be permitted only in Smoking Compartments of cars.

**59. Smoking by Passengers.**

**60. Children in Smoking Compartments.**

Unless accompanied by an adult, no child under the age of ~~twelve~~ <sup>fourteen</sup> years nor scholar travelling at concession fare rates is to be permitted to ride in the Smokers' compartment of any car.

**61. Scholars not to occupy seats.**

Scholars travelling at concession fare rates must not be permitted to occupy seats whilst adult passengers are unable to obtain seating accommodation.

**62. Dusters.**

Dusters are provided for the use of traffic employees, and must always be carried when on duty, and used as required. They must not be hung up in the cars. Any man not producing a duster when called upon to do so will be supplied with another, for which a charge will be made.

A Conductor, when passing through a car, should look for any defect, such as tacks or screws, etc., projecting, which may tear passengers' clothes. Prompt steps should be taken to remedy such defects.

**63. Lubricants on Cars.**

Oil, grease or other lubricants must not be permitted on any part of a car where they might soil or damage the clothes of passengers.

**64. Dangerous and Awkward Goods forbidden.**

Passengers must not be permitted to take upon a car any goods which are of a dangerous nature (e.g., plates of glass, saws, pots of paint, tins of petrol, etc.), or those which are liable to damage the fittings of the car or the clothing of passengers.

Bicycles and perambulators, other than children's folding carriages, must be refused. Pieces of timber, iron pipes, etc., which project beyond the car, must also be refused, and are not to be carried on the steps of cars.

No passenger is to be allowed to carry any article in such a position as to inconvenience any other passenger.

**65. Tar on Cars or track.**

Drivers and Conductors must keep a careful lookout for tar thrown on the car by passing vehicles, or in any other way, and, if possible, wipe it off at once. If they cannot remove it cleanly, they should report the matter at the first opportunity.



Should men in charge of cars notice at any time that the heat is melting the tar on the track or roadway, rendering it liable to be tracked into the cars, they MUST report the fact, with the location as soon as possible.

Drivers should proceed cautiously where tar or bitumen has been applied to the track.

**66. Dogs and other animals.** The transport of dogs or other animals on any tram car is prohibited by the Board's By-law.

**67. Windows broken.** When a window is broken by a passenger or any other person, the names and addresses of persons concerned and of witnesses must be obtained and the matter fully reported, the location of the broken window being given.

**68. Damage, Responsibility for.** Employees will be held responsible for all damage to the property of the Board, or to the person or property of passengers or other persons caused by such employees' neglect or carelessness, and for which the Board may be held liable.

**69. Persons not to ride on Buffers of Cars.** Persons must not be allowed to ride on the buffers of cars. If they persist in doing so after being warned, their names and addresses must be taken and reported.

**70. Nothing to be attached to Cars.** Drivers and Conductors must not allow any truck, bicycle or other vehicle, or animals to be attached to, or drawn behind or at the side of any car.

**71. Lost Property.** The Conductor must look over the car on arrival at each terminus, take charge of any parcels or property left by passengers and as soon as possible hand same to the Revenue Clerk or Officer in charge of the Depot to which he is attached.

When application is made for an article during the trip on which it is found, but not later, and the Conductor is satisfied that such article is the property of the applicant, it may be returned after a receipt bearing the address of the applicant and the name and address of a witness has been obtained.

Conductors will be held responsible for all articles found by or handed to them unless the above regulation is complied with.

**72. Gongs and Unnecessary Noise.** Gongs should not be sounded unnecessarily. When passing a church during hours of Divine Service, a hospital or a Law Court, Drivers must not use power nor sound gong unless absolutely necessary.

Gongs must not be sounded at junctions or inter-

sections for the purpose of speeding up a decision of the Point Constables or Signalmen.

Drivers must sound the gong a few seconds before departure from a terminus as a warning to intending passengers that car is about to depart.

When the gong is out of order, or the car lights will not burn, the car is to be run cautiously to the nearest place at which the defect can be remedied or a change-over obtained.

Before entering curves, Drivers must be very careful to SEE THAT THE TRACK IS QUITE CLEAR, and that no person or vehicle is likely to impede the car after it has entered the curve.

When cars are delayed through the track being blocked, all employees present must assist to clear away the obstruction.

If, for any reason, objection is made to the immediate removal of the obstruction, or should those responsible cause unnecessary delay, they are to be informed that the tram service must not be held up, and that the track must be cleared at once, otherwise they are rendering themselves liable to a prosecution for an offence under the Tramways Act.

If necessary, the Board's employees should take charge and clear the track at once, permitting no interference (except by the Board's Officers or Police) in discharge of this duty.

Should any person impede them, the crew of the first car blocked must take his name and address, also the names and addresses of witnesses, and report. If necessary, they may give the offender in charge to a Constable under Clauses 117 and 118 of the Tramways Act, on a charge of obstructing them in the execution of their duty. In such cases, the Board accepts all responsibility for the reasonable acts of its employees.

If the driver of a vehicle does not leave the track at once when signalled to do so, his name and address should be taken and witnesses obtained, and if he persists in obstructing, he should be given in charge to the nearest Constable.

All such cases are to be reported in writing, and, in cases of arrest, report is to be made immediately at the nearest office of the Board, or to the first Inspector met.

The Governor-General's and State Governor's carriages and escorts must always be given the right of way, and cars are to be stopped, if necessary, to allow them to pass.

**73. Sound Gong before Departure from a Terminus.**

**74. Gong out of order. Light defective.**

**75. Entering Curves.**

**76. Track to be cleared.**

**77. Vehicles blocking Track.**

**78. Governor's Carriage.**



**79. Funerals Crossing Track.**

When a funeral is crossing the track, cars must be stopped to allow the hearse and mourning coaches to pass.

**80. Fire Engines, Fires, etc.**

Right of way must be given to Fire Engines and other fire-fighting apparatus, and Drivers must stop when requested by firemen to do so. A car must never stop in front of or very near to a fire. If traffic is suspended, all cars must be kept at least 100 yards from the fire or crowd. The Depot must be notified immediately of the stoppage.

In cases where Fire Engines are leaving any Fire Station to proceed to a fire, and such station is on a tram route, warning will be given by an employee of the station concerned. He will stand in the centre of the roadway and signal cars to stop. This signal is to be obeyed by tram crews, and cars are not to proceed until all is clear.

**81. Bell Signals.**

(a) From Conductor to Driver—Hand Bell—  
One stroke—Stop at next stop.  
One stroke, pause, one stroke—Make service stop at once; commonly called "Pause Bell."

Two strokes—Go ahead.

Three strokes—Stop at once (Emergency stop—danger).

Four strokes, with a pause between second and third strokes—Car full, do not stop to pick up.

(b) From Driver to Conductor—Gong—  
One stroke, when car is in motion—Apply brake immediately.  
One stroke, when stopped—Release rear hand brake.

Three strokes—Come forward.

Four strokes—Attend to trolley.

**82. Bell at rear.**

A Conductor must never ring the rear bell of a car for any purpose whatever.

**83. Bells not to be interfered with.**

Drivers and Conductors must not deaden the sound of bells in any way.

**84. Signals to start.**

A Driver must not start unless the correct signal is given, and he is sure that all is clear. **THE SIGNAL TO START IS TWO BELLS.**

**85. Giving Starting Signals.**

A Conductor must never accept a signal to start from the Driver, and must keep his hands off the bell cord until he sees for himself that all passengers are safely on or off the car. The signal to start must not be given in a hurried manner.

When a Conductor has gone forward for the purpose of signalling the car over a junction or an

intersection, he must, before giving the signal, see that no one is getting on or off the car, or is about to do so, and the Driver must look in the rear vision mirror and satisfy himself that all is clear.

**86. Starting Signals.**

When a car is stopped, the Conductor will, when all is clear, signal the Driver to proceed. The Driver, if ready to start, must acknowledge the signal with two taps of the gong. If unable to proceed immediately upon receipt of the signal, the Driver must wait for another "Go ahead" signal before starting the car.

If a passenger wishes to alight or board car after the start signal is given, Conductor must at once give pause bell, but should the passenger be in a position of danger, the emergency stop must be given and the passenger warned.

**87. Cars slowing down.**

If, for any reason, a car slows down until almost stopped, the Driver must not speed up again until he has received the "go ahead" signal from the Conductor. After speed is slackened, the Conductor must give starting signal as soon as it is safe to do so.

**88. Signals at Junctions & Crossings.**

At intersections where automatic signals are in operation, the signal lights control all traffic, both pedestrian and vehicular, including trams. Each signal consists of three lights, RED, YELLOW and GREEN.

(a) Automatic Signals.

RED: "Stop."

GREEN: "Go."

YELLOW: This light indicates that a change of signal is being made from Red to Green, or vice versa.

For Example: Immediately after the Red signal has been shown, the Yellow light is switched on five seconds before the change to Green is made, as a "Get ready to go" warning.

Immediately after the Green light has been shown, the Yellow light is switched on five seconds before the change to Red is made, as a warning that traffic approaching the intersection must not pass the stop mark, and that traffic which has already started to cross must clear as quickly as practicable.

Drivers are to exercise special care, **AND START TO CROSS ONLY WHEN THE GREEN LIGHT IS SHOWING.** Should the light change from GREEN TO YELLOW after a car has started from the stopmark and has proceeded beyond the building line, the car is to continue across and clear the intersection. If, however, the front of the car has NOT passed the building line, the car must



be stopped immediately and held until the GREEN light is again showing.

The GREEN signal "GO" is NOT compulsory for trams. **PASSENGERS MUST BE PICKED UP AND SET DOWN AT THE SAFETY ZONES BEFORE CARS START ACROSS THE INTERSECTION.**

In the event of any of the signals becoming defective, a constable will take charge, and his signals are to be observed in the usual way.

(b) Signals by Hand.

At cross streets or curves where Conductors go forward to signal their cars, they are to take up the same position as a Police Pointsman or Tramway Signalman, that is:—

Stand at the centre of the intersection, just to the left of and facing across the track on which car is proceeding. The Conductor is to then extend his left arm as a signal against oncoming traffic in the cross street, and signal his own car forward by waving his right arm by day, or handkerchief at night.

(c) Signals by Whistle.

**SIGNALS BY WHISTLE:**

When the signals are given by whistles, they will be:—

**ONE LONG BLAST—ALL CARS to be stopped INSTANTLY.**

**TWO SHORT BLASTS—Follow car in front over the crossing.**

This signal will be repeated for every car which is required to follow on over the crossing.

**NOTE:** (a) When the "follow-on" signal is given, the Driver and Conductor of the second car must look at once to see if the signalman is **BECKONING WITH HIS HAND OR FLAG** to them to follow-on over the crossing. If this is not being done, the whistle signal is given only for cars on the other track. If the same signal is repeated for another car to proceed, men in charge must observe the same procedure and so on for every "follow-on" car signalled to cross.

(b) To guard against accidents, when this signal is given, the Driver of each "follow-on" car must, before starting, sound his gong as a warning to persons and drivers of vehicles waiting to cross, and, after starting, sound it again until he has passed them.

**89. Be sure of Correct Signals before Starting.**

At junctions, curves and intersections where signalmen, policemen or automatic signals are employed, Conductors must not give the bells to start until the proper signal is shown.

Before entering curves or points, or crossing other tracks, the proper signal to proceed must be received by the Driver. Even when a Conductor is on the car and has given the bells to start, the Driver must see for himself that the proper signal is shown before he does start. After starting, he must look again to see that the signal has not been changed, and, if it has, stop at once.

A Driver must not accept flash signals, but must see that they are full, clear and distinct before obeying them.

A Driver must avoid mistaking lights shown by vehicles, etc., for a signalman's lamp signals.

**NO EXCUSE WILL BE ACCEPTED FOR STARTING BEFORE THE PROPER SIGNAL IS SHOWN,** and Driver and Conductor will be held equally responsible in the case of an accident.

When Police on duty at junctions or intersections signal cars to stop, they must be stopped promptly, even if other signals show "all clear."

**90. Officers' and Police Signals.**

When an Officer of the Board is on duty at any intersection, his instruction must be observed regarding the number of cars which are to proceed over the intersection when the road is opened.

**91. Right-of-way at Intersections.**

Should more than one car be stationary on the same track at an intersection where no Automatic Signal, Signalman, or Policeman is operating, cars must not follow over if another car is waiting to cross their line. One up and one down car on the same line may take the intersection together, but R.O.W. must be given alternately.

**92. Timing or GOING forward at Junctions or Intersections.**

(a) When cars on different lines arrive simultaneously at certain junctions or intersections covered by Local Notice, Drivers or Conductors, as the case may be, will compare times.

(b) If it is necessary to leave the car in order to do so, the Conductor must go forward for the purpose and the R.O.W. must be immediately given to the car which is timed to pass first.

(c) The Conductor must, before giving the signal, look carefully to see that no person is getting on or off the car or about to do so, watching the step till the car is in motion.



- (d) If the Conductor of a car, not having the R.O.W., finds that the Conductor of a car on another line is coming forward to signal his car or after comparing times has agreed that another car has the R.O.W., he must walk back towards his car to prevent confusion in signalling, and to stop his motorman if the wrong signal is taken.
- (e) Care must be taken to see that each Driver obeys the signal given by his own Conductor only.
- (f) When signals at junctions or intersections are not given properly, the matter is to be reported fully on Special Day Report Forms.

Driver to  
TAKE Signals  
from own  
Condr. only.

Errors in  
Signals to be  
reported.

### 93. Right of way at Junctions, Curves, and Loops.

- (a) When cars arrive simultaneously at junctions not controlled by Signalmen or Police, or by local notices, the car travelling in any direction on the straight track shall have the R.O.W. over any car travelling on to or from the straight track.
- (b) At junctions when a car is rounding a curve which will bring it on to the straight track, a car on the straight waiting to follow it must not start until the other car is clear of the points on the straight track.
- (c) A Driver of a car on the straight track waiting at the junction facing points ready to make a right-hand turn as soon as the line is clear, must not move his car until the one on the opposite straight track has crossed the curved track and drawn level with his own car.
- (d) A car travelling on the outer curve must be given the right of way over any car on the inner curve.
- (e) Should two cars meet on a single track, the car nearer the loop must return to it to allow the other car through.

### 94. Automatic Point Controllers.

At junctions where Automatic Point Controllers are installed, the following instructions must be strictly observed:—

- (1) All cars must stop at the compulsory stop mark before arrival at the points.
- (2) Cars to take the curve from the straight track are to use one notch of power only from leaving the track stop mark until the line contactor has been cleared.
- (3) Cars to continue on the straight track when leaving stop mark are to use power, but are to cut off before passing under the line contactor, and coast until the car has passed it.

- (4) No car is to pass the compulsory stop mark until the preceding car has cleared the points.
- (5) No car is to remain stationary in such a position that its trolley pole is touching any portion of the overhead line contactor. In the event of a car being blocked in such a position that its trolley pole is making contact with the overhead contactor, the trolley pole must be lowered or the car moved back until the trolley wheel is clear of the contactor.
- (6) In the event of the automatic point shifter failing to function, or developing trouble of any kind, "Control" must be notified by 'phone at once, and the points should be shifted by hand with a point bar until repairs are effected.

Cars to take the curve must pass under the line contactor with power ON, using one notch only.

Cars on the straight track must pass under the line contactor with power OFF.

The speed of cars for both tracks must not exceed 3 miles per hour whilst passing under the line contactor and through the points.

A Driver, when waiting on a loop for the purpose of allowing a car coming from the opposite direction to pass, must stop his car in the centre of the loop, except when cars are running double division, in which case the leading car must, if necessary, move forward to permit both cars to stand clear of fouling points.

### 95. Waiting on Loops.

TELEPHONES ARE TO BE HANDLED CAREFULLY. Telephone defects must be reported immediately from the nearest effective telephone.

### 96. Telephone Boxes and Keys.

All telephone boxes are fitted with standard locks, and each driver must carry a key when on duty. Care must be taken to see that boxes are locked after use.

### 97. Shunting.

When cars are due to shunt at any intermediate crossover, the following instructions must be carried out, and the greatest care taken at all times to prevent accidents:—

- (1) The Driver of a through car must, on approaching an intermediate crossover, see if any car is stationary on the opposite track in a position to use the crossover. If any car is so placed, the Driver must stop and Conductors of both cars must compare times to



see which is due to leave first.

- (2) The right of way belongs to the car which is due to leave first, but if both cars are due to leave at the same time, the right of way shall be given to the car on the through track.
- (3) The Conductor of a car due to shunt as above, must proceed to the other track, and, if any approaching car is within three pole spans, warn the Driver of such car by holding up his hand. On arrival of the approaching car, Conductors must compare times as stated in (1). If there is no car within the distance stated, Conductor should signal his Driver to proceed through the shunt.
- (4) The Driver of a car shunting at a crossover must not proceed if there is a car approaching on the same track within three poles' length, until such car has been brought to a standstill.

#### 98. Stopping at Turn-Outs.

When coming to a stop on a double line to allow a car coming off a single line to pass, a Driver must be careful not to overrun the fouling mark in the track provided for the purpose.

Cars must not be brought to a stop opposite one another, but stop head to head, except where separate stop signs are provided.

#### 99. Track Stop Marks.

Track stopmarks must be observed as follows, cars being brought to a standstill with the front of the car exactly at the mark:—

ONE FULL ROW, extending across the track from rail to rail denotes the point at which a **COMPULSORY STOP** is to be observed by every car.

ONE HALF ROW, extending from the **LEFT RAIL** in the vicinity of a loop or crossover, denotes the point to which a car may proceed without fouling another car which may be using the loop or crossover.

ONE HALF ROW, extending from the **LEFT RAIL** at any point in the straight track, or approaching a curve, denotes the point at which the car is to be brought to a standstill when making a **PROVISIONAL STOP** at that place.

#### 100. Running on Wrong Track.

Running on wrong track is forbidden, except under special instructions.

#### 101. Driving from Rear End.

Driving from rear end of car is forbidden except under special instructions.

#### 102. Cars Following.

When running at greater than half speed a car must be kept at least three poles' intervals (about 120 yards) behind the car ahead.

When a car ahead is slowing down or has stopped, the Driver of the following car must reduce his speed, and proceed with extreme caution, bringing his car to a standstill not less than two feet from the car ahead.

#### 103. Speed passing Slow Down Discs and over Crossings, Curves, Switches, and Facing Points.

Cars passing Slow Down Discs or over Crossings, Curves, Switches, and Facing Points, must not exceed the speed as shown hereunder:—

- A. Slow Down Discs, Trailing Points, Crossovers and Crossings, 10 miles per hour.
- B. Curves, Facing Points, Crossovers, and Turn-outs with Facing Points, 6 miles per hour.

#### 104. Running through Water.

If a car has to be run through flood water, this must be done slowly and, if possible, without power. If power must be used, series running notch must not be exceeded.

Refrain, if possible, from using resistance notches under these circumstances.

#### 105. Fog, Mist, etc.

When, by reason of fog, mist or rain, the Driver's vision is obscured, or at any time or place when the track lighting or car headlight is not effective, the speed of the car must be reduced sufficiently to make possible a stop within a distance not greater than the range of vision.

~~In such circumstances, the glass screen in front of the driving cabin must be kept open and the gong sounded frequently.~~

If unable to identify the locality, the car must be stopped and the Conductor go forward to ascertain its position.

#### 106. Speed near Terminus.

Cars must be run slowly when nearing a terminus, and the Driver must take every precaution not to overrun the stop mark, and to avoid collisions and derailments.

#### 107. Use of Hand Brake.

The hand brake must be used to bring the car to a stop when approaching certain termini and railway crossings, governed by Local Notice.

#### 108. Overhead Line.

Each Driver must make himself familiar with the general arrangement of the overhead lines of the routes on which he operates.



**109. Trolley.**

When running out of Depot, the Driver will be responsible for transferring the rear pole from trolley to overhead wire. He must also see that the front pole is properly secured under the hook.

If a trolley wire breaks it must be cut off the

**Action in cases of Trolley Wire**

**Breakages.  
Amended Instructions as from 2nd June, 1938.**

"In the event of a break occurring in the trolley-wire the following procedure must be followed by the first crew arriving at the scene of the breakage:—

(1) The Conductor must immediately notify Control by track 'phone 30 or 117, or P.M.G. 'phone F3279, giving the location of the breakage, after which he must then advise the nearest Depot.

(2) If the broken wire is hanging so as to endanger trams, other vehicles or pedestrians, both Driver and Conductor must take up a position, one on each side of the "break," and warn people of the danger until the arrival of the Overhead Tower Wagon or some authorised person from the Chief Engineer's Department.

Any person coming in contact with a live wire, whether it be a trolley wire, lighting wire or other wire, is to be freed from it as quickly as possible by the following means:—

The Driver must quickly obtain a dry board such as a motor hatchway, and by standing on the board and using a dry coat or thickly folded paper with which to hold the wire, bring the wire in contact with the rail, and maintain the contact whilst the injured person is being removed. After the person is removed from contact the wire should be treated as being "alive."

NOTE:—Shorting of the trolley wire deliberately to the rail should only be done when it is necessary to prevent injury to human life."

leaves the wire.

The movement of the overhead or the sound from top of car will also indicate that pole is off.

Should Conductor be the first to notice that trolley pole has left the wire, he must at once signal Driver to stop the car, and then pull down the pole.

(b) In entering a curve through points, a car must be run without power and held to a steady motion until the Driver hears the trolley wheel drop into the frog. He may then accelerate to a maximum speed of 6 miles per hour until the curve has been negotiated.

(c) The Conductor must attend to the trolley cord when passing through special work, railway crossings, or when going round curves. The trolley cord must be held so that pole can be pulled down immediately if it leaves the wire. The speed of cars must not exceed 6 miles per hour when passing such points.

(d) The Conductor must see that passengers do not interfere with the trolley cord, and that it has free play. In no circumstances may a Conductor allow any passenger to hold the cord for him, or allow children to change the trolley at termini.

(e) The Conductor must always change trolley pole before car is backed into a curve, siding or through a crossover. A car must not be run with the trolley pole in the wrong direction, except under special instructions.

(f) The Conductor must not remove the trolley from the wire at the end of trip, or elsewhere, at night until passengers have entered or alighted from the car. With two-pole cars, the second pole must be placed on wire before the other pole is lowered.

(g) The Conductor must keep a close watch on trolley wheel. If sparking, or if continually leaving the wire, he must report same to first Officer met, and at first opportunity, telephone Depot.

(h) After a car arrives at a terminus or the end of a run, the Driver must place the pole on the overhead at the end from which he has been driving, and the Conductor will lower the pole which has been in use and securely fasten it under the hook. Cord must be tied to grab rail.

(i) At Depots or Pick-up points, Drivers and Conductors will be responsible for poles being in correct position as per Clause (h).

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

**110. Span Wires.**

Span wires are frequently broken by cars being run at excessive speeds through special work, and Conductors failing to look after trolley pole. Every care must be taken in this respect. Broken span wires must be reported immediately by telephone, and in writing at completion of shift.

**111. Passing Section Insulators, etc.**

When passing an overhead frog, section insulator or crossing, the Driver must place the controller handle at "off" position.

Section insulators are indicated by a white disc bearing the words "Cut off."

**112. Circuit Breaker or Contactor Switch**

A Circuit Breaker or Contactor Switch must not be opened until controller handle is in the "off" position, unless it is impossible to place controller handle in the "off" position while power is on. In this case, if there is time, the Driver must signal the Conductor to pull down the trolley pole. Switches must be opened by hand only.

**113. Power off Line.**

(a) When power is off the overhead line, the controller handle is to be placed to the "off" position, the car stopped, and the light switch turned on. If the power is off for more than two minutes, the



Depot must be notified. After power is again available, and lights are burning brightly, all "up" cars must wait 20 seconds and "down" cars one minute before starting. A controller must not be operated beyond series position for at least 60 seconds after car has started.

(b) When the overhead power is off at night, and the car is in a dark locality, the Driver must protect the car by standing on the track at the front end, the Conductor protecting the rear end in like manner.

**Power Failing to be Reported.**

(c) Should there be loss of power owing to a defective car causing trouble at the Sub-station, the Driver must at once report to the Depot that his car is giving trouble, and arrange for a change-over stating time, route, and where change-over car is required.

**Starting Cars after a Block.**

(d) After a traffic block, cars must be started one at a time, Driver must wait until the car ahead has moved at least a distance of one (1) pole span.

**114. Disabled Cars.**

(a) Either the Driver or the Conductor of a disabled car withdrawn from traffic must remain with the car until relieved by proper authority, or until car reaches Depot.

(b) Should a car develop a defect which may cause danger or alarm, all passengers must be transferred to the next car for the same destination. A car must not, in the event of partial disablement, be driven from the rear end, except by special direction of a senior Officer.

(c) Should the air brake become defective, the car must be driven to the nearest Depot, the hand brake being used for the purpose of reducing speed or stopping car, special care being taken to avoid accidents.

**115. Fire on Car.**

If a fire should occur on a car, the Conductor must see that all passengers leave the car promptly pull down the trolley pole, and, with the Driver endeavour to extinguish the fire with sand or water. Unless absolutely necessary, trap doors must not be pulled up until a fire is out.

**116. Derailment.**

In the event of a car being derailed whilst in service, arrangements are to be made for the car to be run into Depot and a change-over made.

Should the derailment, however, not be of a very serious nature, in order that passengers may not be inconvenienced, the car is to be run to the terminal destination before proceeding to Depot.

In the case of a bad derailment, the local Officer

is to be telephoned to at once, and a statement made of car number and position and nature of derailment.

**ALL DERAILMENTS** must be reported in writing at completion of shift.

**117. Change-overs.**

When it is necessary to change-over a car on the road, the Depot must be advised of the time, route and place where the change-over is required. The change-over car must be in a position close to the defective car before passengers are requested to change.

**118. Driver Disabled.**

Should the Driver be disabled or become suddenly ill while driving, and the car continue running, the Conductor must cut off power, apply the brake, and then proceed to Driver's assistance.

**119. Emergency Brake.**

If a car is noticed to be travelling too fast down hill, or running backwards, the Conductor must immediately apply hand brake at rear end.

**120. Inspection of Cars and Reporting Defects.**

During the day, Drivers and Conductors must make frequent and thorough inspections of their cars, reporting any slight defect to the Relief Crew, or serious defect affecting the safe working of a car, to the Officer in charge. When berthing cars, defects must be entered in the Car Report Book.

**121. Housing Cars.**

Drivers must consult the "Car Housing Board" before running cars into Depot, and berth their cars in accordance with the directions thereon.

When berthing a car, the Driver must—

- (1) (a) Operate car from leading end only.
- (b) Drive at a speed not exceeding 4 m.p.h., with front pole secured under hook, and rear pole in trailing position.

Before leaving car—

- (2) (a) Put all switches to "Off" position;
- (b) Release brakes;
- (c) Have valve handle and sand punch on front of car ready to leave shed;
- (d) Remove reverse handle, and place it on top of the controller at outward end of car.
- (3) Place Auxiliary Destination Signs and Run Number Discs in the Racks provided for the purpose.



### 122. Car Indicator Boards.

- (1) A brass disc is provided for every car at Depot.
- (2) This disc must be on the board showing the location of the car.
- (3) When running out or berthing cars, Drivers must place disc on board in the position which will correctly indicate the location of the car.
- (4) If a car is defective, the red side of disc must be turned outwards. If car is O.K., the black side must be showing.
- (5) Cars showing black will be available for traffic. Cars showing red must not be taken out.
- (6) The Depot Foreman will turn discs as cars are repaired.

### 123. Reports, When and How to Make Out.

All reports must be handed in to the office when employees sign off duty, or before 9.0 a.m. the following morning.

Reports must be written in ink or indelible pencil on the proper forms, and must be full and complete in all particulars. All printed questions must be carefully answered, and the fullest information given. When questioned by an Officer, full and complete information must be given without hesitation.

### 124. Work Records.

Before going off duty each day, each Driver and Conductor must furnish a Work Record Form made out in accordance with the Special Notices.

### 125. Quarrelling and Improper Language.

Disputing or quarrelling between employees, or the use of profane or improper language is strictly forbidden in all circumstances, and will be sufficient cause for discharge.

### 126. Complaints.

Any complaint against another employee must be made to the Officer in charge.

### 127. Gambling.

Gambling of any description is forbidden on the Board's premises or vehicles.

### 128. Reading and Smoking on Cars, etc.

Reading books or papers, or smoking whilst on duty on cars or on the Board's premises, except when specially permitted, is strictly prohibited. A Driver or Conductor is permitted to smoke whilst his car is standing at a suburban terminus, but all smoking material must be put away before the car leaves the terminus. Smoking in car saloons is strictly forbidden.

### 129. Whistling on Cars not permitted.

Drivers and Conductors must not whistle whilst on the cars.

### 130. Intoxicants. Amended Rule as from 12th December, 1940.

An employee shall not—

- (1) WHILST IN UNIFORM OR ON DUTY BE UNDER THE INFLUENCE OF INTOXICATING LIQUOR.
- (2) WHILST ON DUTY DRINK OR HAVE IN HIS POSSESSION ANY INTOXICATING LIQUOR.
- (3) COMMENCE DUTY IF EXHIBITING ANY SIGNS OF HAVING CONSUMED ANY INTOXICATING LIQUOR.
- (4) WHILST ON DUTY EXHIBIT ANY SIGNS OF HAVING CONSUMED ANY INTOXICATING LIQUOR.
- (5) CONVEY OR CAUSE TO BE CONVEYED ANY INTOXICATING LIQUOR ON TO THE BOARD'S PREMISES OR PROPERTY OR ANY PART THEREOF.
- (6) HAND OVER HIS DUTIES TO ANOTHER EMPLOYEE UNLESS SATISFIED THAT SUCH OTHER EMPLOYEE IS SOBER AND FIT FOR DUTY.
- (7) WHILST IN UNIFORM ENTER ANY PREMISES LICENSED TO SELL INTOXICATING LIQUOR.
- (8) WHILST OFF DUTY DRINK INTOXICATING LIQUOR TO EXCESS.

BREACHES OF THIS RULE OR ANY SECTION OF IT WILL RENDER THE EMPLOYEE CONCERNED LIABLE TO SUSPENSION AND/OR DISMISSAL.

If an employee observes that any other employee, whilst on duty, is exhibiting signs of having consumed intoxicating liquor he shall immediately take steps to report such fact as soon as possible to an Officer of the Board, to enable such other employee to be relieved of his duties. All cases of neglect or carelessness must also be reported as soon as possible.

### 131. Employees Duty to Report Offences. Amended Rule as from 12th December, 1940

### 132. Gratuities.

Unless sanctioned by the management, an employee of the Board may not accept money or gratuities in the shape of fee, reward, or remuneration from passengers or other persons.

### 133. Loans, Testimonials.

No employee is allowed, in any circumstances, to borrow money from or lend money to, or to receive, either directly or indirectly, any testimonial or gift from any other employee over whom he exercises any control.

### 134. Canvassing.

Whilst on duty, an employee must not allow himself to be canvassed for any purpose.

### 135. Subscriptions.

The collection of subscriptions for any purpose, charitable or otherwise, is forbidden unless previously sanctioned by the Manager or his representative.



**136. Property of the Board.**

No employee is allowed to convert to his own use any article which is the property of the Board, and the fact of the article appearing waste and useless will not be accepted as an excuse for its appropriation.

**137. Men's Rooms. Furniture and Papers.**

Rooms provided for the use of employees must be kept in order, and furniture, newspapers, etc., provided must be carefully used and preserved. Standby Drivers and Conductors will be held responsible for the cleaning and sweeping of such rooms.

**138. Notices and Placards.**

Notices and placards of any kind must not be posted in the mess room or elsewhere, except the official notices of the Australian Tramway Employees' Association and of the Mutual Benefit Societies composed wholly of employees of the Board. Such notices are to be posted only on the Notice Board provided for the purpose.

Any notice which, in the opinion of the Manager of the Board or his representative, does not refer solely to the business of the Association or Society issuing it, or which is improperly worded, will not be allowed on the Notice Board.

**139. Lockers.**

Each employee will be held responsible for the good order and condition of his locker and the security of its contents. Holders of damaged lockers will be charged with the cost of repairing same.

**140. Strangers on Board's Premises.**

Strangers must not be brought on to the Board's premises without the permission of the Officer in charge. Any visitor wishing to interview an employee upon a matter of urgency may do so after obtaining permission of the officer in charge. The employee concerned must see that the interview is as brief as possible.

**141. Obstructing Footpath, etc., Forbidden.**

Employees must not congregate on the footpath or roadway in front of any Depot, nor loiter in the passages.

**142. Names to be given.**

A Driver or Conductor must always give his car number or registered cap number to passengers when asked to do so.

**143. Suspensions.**

An employee may be suspended by his superior Officer for misconduct, accident, or breach of rules and regulations, and the pay for such employee will be stopped from the moment of such suspension, except in the event of entire acquittal of the charge on which he was suspended.

**144. Resignations.**

If an employee desires to resign from the service of the Board, seven days' notice in writing must be given to the Officer in charge of the Depot to which he is attached. This requirement may be waived by the Manager in special circumstances.

**145. Board's Property to be returned.**

All property of the Board in the possession of an employee leaving the service must be returned, and any amounts due to the Board must be paid. Loss of, or undue damage to the Board's property will be charged for.

Any money due to such employee for wages will not be paid until this regulation is complied with.

**ACCIDENT PREVENTION.**

**THE SAFETY OF THE PUBLIC IS TO BE THE FIRST CONSIDERATION OF EVERY EMPLOYEE.**

**C A U T I O N .**

**MOST ACCIDENTS ARE DUE TO CARELESSNESS, SOMETIMES ON THE PART OF THE DRIVER OR CONDUCTOR, BUT MORE OFTEN ON THE PART OF THE INJURED PERSON OR DRIVER OF THE VEHICLE CONCERNED.**

**THE BOARD DESIRES TO PREVENT EVERY ACCIDENT POSSIBLE, WHETHER IT BE DUE TO CARELESSNESS ON THE PART OF ITS OWN MEN OR ON THE PART OF THE PUBLIC.**

**N O T E :**

**MANY PERSONS WHO ARE HURT WHEN BOARDING OR ALIGHTING FROM CARS IN MOTION WILL CLAIM THAT YOU STARTED THE CAR WHEN THEY WERE IN THE ACT OF BOARDING OR ALIGHTING, AND THAT YOU WERE TO BLAME.**

**WHEN YOU SEE PERSONS ATTEMPT TO BOARD OR ALIGHT FROM A MOVING CAR SHOUT TO THEM, WARN THEM OF THEIR DANGER, HOLD THEM IF NECESSARY, BUT CALL OUT: "WAIT TILL THE CAR STOPS."**

By thus shouting a warning, you are also attracting the attention of other passengers to the danger; then if an accident does happen you will be able to get witnesses to prove **YOU WERE NOT TO BLAME.**

**N.B.—Unless it can be proved in case of an accident that the employee of the Board took all reasonable precautions to prevent the accident, the Board will have to pay for injuries or damage, and**



the employee implicated may be punished with imprisonment.

**147. Prevent Accidents.**

Always remember that the prevention of accidents is of the utmost importance. Risks must not be taken, and no excuse for negligence will be entertained.

**148. Never be in a hurry to start**

See that Passengers are safely on or off Cars.

Drivers and Conductors must exercise every care, even when making up time; they must see that passengers boarding or alighting are safely on or off, and that aged, feeble or very stout persons, cripples or **THOSE SUFFERING FROM ANY OTHER INFIRMITY**, and ladies with young children, who all require more time than others, are seated, or, if getting off, are well clear of the car before the signal to start is given. This rule will be rigidly enforced, and no excuse for negligence entertained.

**149. Conversation unnecessary.**

Conductors must not indulge in conversation which may distract their attention, as such is a fruitful cause of accidents.

Drivers must not talk to anyone when starting, or while car is in motion.

**150. Persons between cars.**

In no circumstances is a car to be started whilst there is any person between that and another car, or run so that a person in the street shall be obliged to go between cars running in opposite directions. In case of doubt as to the **SAFETY OF ANY PERSON**, the car must be stopped.

**151. Special care when passing Schools or where children are near track.**

Drivers must be specially careful when passing schools, and when children are standing or playing on the street near the track, and must sound the gong, reduce speed and, if necessary, stop and send the Conductor forward to ensure their safety.

**152. Safety of Children.**

Children must not be allowed to play on or around the car while at a terminus, nor to assist in shunting.

If a child jumps or hangs on to steps or buffers of a car, the Conductor or Driver must be careful not to push or frighten him off while the car is in motion, but must stop the car and remove him without violence. If possible, the child's name and address must be obtained and reported.

**153. Collisions, End on with with Cars.**

A Driver must keep a safe distance behind a car ahead, which may at any time stop suddenly and cause the following car, if too close, to crash into it.

A greasy rail will not serve as an excuse for such an accident.

**154. Collision with Vehicles.**

**DRIVERS NOTE:**

Collisions with vehicles are your most frequent accidents; these occur mainly through such vehicle stopping on the track or pulling across in front of car without warning.

Drivers must regard all other drivers as being unaware of the approach of his car, and, when overtaking vehicles or crossing intersecting streets, must **KEEP GONG RINGING, SLACKEN SPEED, and be READY TO STOP QUICKLY.** A Driver must not try to pass another vehicle until there is ample room to do so.

Anticipation in this matter is essential. If a vehicle is parked at the kerb, and another is travelling beside you, realise that the latter may swing on to your track.

**Gongs.**

That the Driver did not sound his gong is, as a rule, the first point made in a claim for damages after a collision. Therefore, **BE SURE TO SOUND THE GONG WHENEVER NECESSARY.**

**155. Step Accidents.**

**CONDUCTORS NOTE:**

**STEP ACCIDENTS** are your responsibility. Be on the alert for those who make a last minute decision to board or alight just as a car starts.

**BOARDING.**—Short people, and those who stoop to pick up children or luggage before stepping on a car are not seen unless a clear view of the step is obtained. People who come from the rear often take hold of the rear stanchion of the Smoking Compartment as the car starts. **KEEP YOUR EYE ON THE STEP UNTIL THE CAR IS WELL UNDER WAY.**

**ALIGHTING.**—Beware of people who find that they have reached their destination just as the car is starting and those who move slowly and take more than the ordinary time to alight.

Never take it for granted that passengers let go the stanchion as soon as their feet are on the ground. See that they have done so.

**156. Safety of Employees.**

Before moving a car in a Depot, a Driver must, in order to prevent an accident to other employees, or damage to equipment, sound the gong, and must see that all is clear.

Employees are warned not to expose themselves or others to danger, and must prevent as far as possible such risk on the part of their fellow-employees.



**157. Leaning out and Alighting from wrong side of Car.**

An employee must not, on any account, lean out or alight from a car on the side on which the barrier is down, and must endeavor to prevent passengers from so doing.

**158. Position when getting on and off Car.**

A Conductor must always face forward when alighting from a moving car, thus avoiding risk, and the setting of a bad example to others.

**159. Passing Vehicles or Obstructions near Track.**

Before passing any vehicle or obstruction close to the track where passengers or the Conductor, standing on step of car, are liable to be injured, the Driver must sound the gong loudly as a warning, and reduce speed and stop if necessary or in doubt. Before proceeding, Driver must assure himself that all is clear.

**160. Obstructions, not to stop near.**

Cars must not be stopped to allow passengers to board or alight within a car 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, Drivers and Conductors must warn passengers to be careful, and, as far as possible, see that no one alights until the car has safely passed.

**161. Obstructions on or near Track.**

A Driver must keep a sharp look-out for stones or obstructions of any kind on the track or near the outside of the rails, especially at places where men are or have been at work. In the event of any obstruction being encountered, the car must be stopped and the Conductor called to remove the obstruction before proceeding.

When an obstruction in the groove of the rail is not noticed until the car passes over it, the car must be stopped, and the Conductor must remove the obstruction.

**162. Workmen on or near Track.**

A Driver must be very careful when approaching or passing men who are working on the track or adjoining roadway. He must sound the gong repeatedly, reduce speed to a maximum of 4 miles per hour and, if necessary, stop the car.

**163. Emergency or Overhead Waggon on Track.**

A Driver must not approach within 100 feet of any emergency or overhead line waggon on the track. He must bring his car to a stop and wait until he has received the "all clear" signal from the linesman before proceeding. When passing an obstruction on the overhead wire, the Conductor must pull the pole well down until it is passed.

**164. Vehicles on Track.**

When approaching a vehicle or obstruction which is foul of the track, a Driver must sound his gong and stop a safe distance away. Should it be impossible for the vehicle or obstruction to im-

mediately clear the track, do not indulge in unnecessary gonging.

**165. Restive Horses.**

When passing a horse standing beside the track, a car must proceed slowly, and, should the horse be without a driver and show any sign of being frightened by the car, the Conductor must leave the car and hold the horse by the head until the car is safely past. When a horse-drawn vehicle is in motion, and the horse is restive, special care must be taken, and the car stopped, if necessary.

**166. Livestock Crossing Track.**

When sheep, pigs or cattle are crossing track, cars, if on straight track, must be run at a very slow speed, but if at a curve, must not enter it until the track is quite clear. If horses are crossing, cars must not be started until all are clear of the track. Drivers must be careful not to run over or injure any animal.

**167. Processions.**

PROCESSIONS ARE NOT TO BE ENDANGERED. When a procession, whether of vehicles, troops, or civilians, is proceeding parallel with the tramway track, cars must not be run alongside or past it, unless all the vehicles or persons in the procession are at a safe distance from the track.

When there is room for the procession to move off or further away from the track, the gong should be sounded to indicate that the Driver desires to pass, but he must wait until all are safely away before approaching too closely.

When a procession is crossing the track, Drivers must not attempt to break through, but must stop and wait until it is safely across before proceeding, unless the procession is broken by police and traffic signalled to proceed.

### PROCEDURE IN CASE OF ACCIDENTS.

**168. Keep Calm.**

If an accident happens, passengers look to you as the Board's representative—therefore, KEEP CALM.

**169. Assistance to Injured Persons.**

In the event of a serious accident or illness being sustained by an employee or any other person in the course of the operation of the Board's tramways, it shall be the duty of any employee of the Board to—

- (1) If the person is seriously injured, that is, if unconscious or otherwise obviously unable to take care of himself, and has no one to look after him, remove him on the car, or such vehicle as can be engaged, to the nearest



chemist, doctor or hospital, but always to a hospital in preference to a doctor, unless a policeman or some other passenger who will take charge of him is present.

- (2) If the patient is within a mile or two of Head Office, summon the Board's Medical Officer by telephone (Cent. 7265) between the hours of 9.15 a.m. and 4.30 p.m., Mondays to Fridays, and 9.15 a.m. and noon on Saturdays.
- (3) When an injured person obviously should not be moved, obtain the services of the nearest doctor, in the event of the patient being an employee, the doctor should be, when practicable, a Medical Officer of the Tramways Employees' Benefit Society.

When it is necessary to obtain the assistance of a medical practitioner, the Board will be responsible in the first instance for any necessary and reasonable expense, but the doctor must be distinctly informed that after the first attendance the Board's responsibility will cease.

Where ambulance transport is required, telephone Central 121, or send by messenger to the Victorian Civil Ambulance Service, 217 Lonsdale Street, Melbourne.

In addition to the foregoing, a member of the staff should furnish any doctor whom he may call with his name, number and position in the service, and when reporting to Head Office should state whether medical assistance was obtained by him or not.

In the event of an accident, passengers should not be asked if they are hurt, but, when any passenger complains, or is evidently injured, employees must, with sympathy and kindness, render all possible assistance.

If an accident is fatal, do not leave the body unless a policeman or other person, whose name and address you have obtained, is in charge.

The names and addresses of all injured persons should, if possible, be accurately ascertained for entry and report, but an injured person, if in a serious condition, must not be pressed for same.

If it is necessary for an employee to engage a conveyance for an injured person, its number and description and, if possible, the name and address of the owner or driver must be obtained, and reported with particulars of journey. The driver must be referred to Head Office for payment, and the

**170. Reports to be made.**

**171. Conveyance of Injured Person.**

conveyance dismissed immediately on arrival at destination.

**172. Enquiries not to be made.**

When any person is injured, employees must not enquire after him at his home, or elsewhere, without special directions from Head Office.

**173. Witnesses' Names and Addresses.**

Whenever an accident occurs to any person or property, or a car collides with any person, animal or vehicle other than one of the Board's cars, the car must be stopped at once, and, however trivial the case may appear, ALL THE FACTS connected therewith and the NAMES AND ACCURATE ADDRESSES of as many witnesses as possible (both on and off the car, and one a policeman, if possible) must be obtained. In obtaining addresses, the district, street and number or location of residence should be obtained, and, if possible, a city address.

Witnesses as to which and to what extent passengers, if any, were injured are necessary, and those who were in the best position to give such evidence should be politely asked their names and addresses, so that their statements may afterwards be obtained for the information of the Management.

In approaching witnesses, employees should be courteous and business-like. If witnesses object to giving their names they should be told politely that if men in charge of car are blamed for the accident, their evidence will be wanted. If Conductors mention the reason names are wanted, little difficulty will be experienced in obtaining them.

People will sometimes say that they did not see an accident in an endeavour to avoid giving their names, but the NAMES SHOULD BE OBTAINED, even if the accident was not actually witnessed. Such persons may be able to give the name of someone who did see the accident, but whose name was not taken.

The names and addresses of drivers, owners, and registered numbers, if any, of vehicles concerned in accidents, and the number of persons in such vehicles are to be noted and reported.

It is not necessary to obtain witnesses in cases of:—

**174. Accidents, Cautious Enquiries to be made.**

- (a) A collision between two of the Board's trams.
- (b) Collision between a tram and another of the Board's vehicles.
- (c) A fire occurring on a tram.



(d) A sudden application of the brakes when passengers are not at fault.

Drivers and Conductors must be cautious in making enquiries, and not attract special attention to such incidents.

If, however, a sudden application of the brakes is necessary in an effort to avoid an accident, and a passenger in the car is injured or thrown down in the car owing to the sudden stop, the names and addresses of witnesses must be obtained and, if possible, the name and address of the person who was the cause of the sudden stop.

**175. Admissions not to be made.**

In the case of an accident, the Driver and Conductor must guard against making any remark admitting fault, or blaming each other, or admitting that the accident was caused by any defect of car or track, such as "Brakes out of order," "Wrong signal given," etc.

**176. Accidents not to be discussed.**

Employees should keep their own counsel, and must not discuss accidents with, nor give information to, anyone but the proper Officers of the Board. Newspaper reporters, policemen and solicitors' clerks are to be referred to the Claims Superintendent.

**177. Accidents to be Reported.**

Any accident involving a car or any part of the Board's property must be reported to the first Officer met. In serious cases, the local Depot must be advised at once, and the accident reported immediately on arrival at Depot.

If a horse falls or a vehicle breaks down on the track, or if an accident on or with another car is seen, particulars observed must be reported and witnesses on employee's own car obtained, if possible.

A report of each accident must be made separately by the Driver and Conductor, stating all the facts personally observed. Each report must be made on the proper accident form in ink as soon as the men concerned are relieved from duty.

Even an apparently trivial accident may develop into a serious matter, therefore, **EVERYTHING SHOULD BE REPORTED, and EVERY PARTICULAR STATED MUST BE THE TRUTH.**

**178. Penalties for Accidents.**

Any Driver or Conductor concerned in an accident of any description may be suspended pending enquiry, and, if held responsible, will be liable to instant dismissal.

**179. Accidents to Employees.**

All accidents to employees, no matter how trivial, must be reported immediately by employees who

witness them to the Officer in charge, together with the names of other witnesses, if any.

**TICKETS, FARES, CASH, ETC.**

**180. Ticket Supplies.**

Each Conductor must carefully examine the tickets supplied to him, and check them with the Revenue Journal before leaving the Revenue Office.

The attention of the Issuing Officer must be directed immediately to any discrepancy which appears. No claim for any mistake, which should have been reported, will be recognised after a Conductor has left the Revenue Office.

Care must be taken to use tickets of the right series for the day.

Tickets obtained from the Depot during a shift must be entered on the Revenue Journal by the Issuing Officer, and signed for by the Conductor.

Each Conductor must obtain sufficient tickets for his day's work before starting duty. A Conductor must carry his ordinary tickets when working special or picnic cars, etc.

**181. Running Journals.**

On beginning duty, a Conductor must enter upon his Running Journal distinctly the commencing numbers of all blocks of tickets which are used on the route or routes on which he is rostered for the day.

It is important that these numbers should be entered correctly. If any mistake be made, the figures must not be erased, but lined through, the correct figures being placed above. All other particulars required on Running Journals must be entered, special attention being given to the entry of destination for each half trip, also car number and time of departure. If only a part of the ordinary journey is run, the point at which the return journey is commenced must be entered. On first trip, Running Journals must be punched in the space provided for the purpose.

During his shift, a Conductor must, at each terminus, enter the last three figures of the commencing numbers of blocks of tickets in use. Entries must be checked with tickets to prevent mistakes. This must be done each half trip, whether any were sold on previous half trip or not. If, while any journey is being made, the Conductor desires to enter his numbers for the next journey, he must do so only in respect of those tickets for which the sales have closed.



This rule is of the utmost importance, and no excuse will be accepted for neglect of it, or inaccuracy in performing the work required to be done thereby.

**182. Supplementary Running Journals.**

Where a Conductor is required, before the completion of a half trip to hand over the charge of a car to another Conductor, a supplementary Running Journal, showing numbers of all tickets with which the journey was commenced, must be placed in clip provided.

Supplementary Running Journals must be removed from the clip by the Conductor in charge of car at first opportunity, placed in Journal cover, and handed to Revenue Office on completion of day's work.

**183. Fares and Tickets.**

Conductors must make themselves conversant with the instructions contained in the Sections and Fares Book, and the regulations regarding concession and other tickets and fares as stated in the By-laws, and as posted from time to time. Any violation of these regulations must be reported.

**184. Concession Fares.**

Whenever any concessions on the regular fares are granted by the Board for special classes of passengers, or any special occasions, or in any other way, a notice giving particulars is always posted beforehand for the information of Conductors.

Unless so instructed, a Conductor must never allow any passenger to ride free, nor accept any other than the regular 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 proper fare being paid, and tell any passenger who claims an exemption that if the fare is improperly charged, it will be refunded on application at Head Office.

**185. Children's Fares.**

Children under the age of ~~two~~ <sup>FOURTEEN</sup> years may ride at special rates set out in the Sections and Fares Book. A child under ~~three~~ <sup>FOUR</sup> years of age may ride free, but not more than one child for each adult of the same party.

A child riding free may be placed on the seat, unless or until the car is full, when it must be taken on the lap of the accompanying passenger, or a fare paid.

If the Conductor is in doubt as to the age of the child paying half-fare, he must inquire politely and, unless the child is obviously over the stated age, accept the word of the passenger in charge of such child.

**186. Passes.**

**DISABLED SOLDIERS' PASSES AND PASSES** for the **BLIND** must be dealt with in accordance with instructions posted at Depots.

**187. Employees' Passes.**

Men who are allowed to ride free when wearing their badges must have them plainly shown on the breast of their outside coats while they are on the cars. A Conductor must see for himself the numbers on badges, and must not accept the employee's word for same.

Passes from employees' books of passes must be collected whole, immediately torn in two and both parts retained by the Conductor, no tickets being issued in return unless a transfer is requested by the employee.

Ticket Examiners will check the covers of pass books shown by employees, and see that the Conductor holds a pass of corresponding number and letter.

A Conductor must keep separate passes collected on each half trip until the end of the trip, and submit these only to an Examiner when he is checking tickets, unless he demands others.

Employees' card passes must be torn in two immediately and returned to the employee.

**188. Newspapers.**

Parcels of newspapers addressed to newsgents may be carried in accordance with the provisions of the Sections and Fares Book. They must be taken charge of by the Driver, and delivered unsoiled, as addressed, if it is possible to do so without leaving the car, otherwise they must be taken on and left at Depot Office.

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

Passengers' personal luggage may be carried as provided in the Sections and Fares Book. Such luggage, parcels or packages must not be placed in a position which will inconvenience other passengers.

**190. Collection of Fares.**

1. (a) A fare in either cash or ticket must be collected from every person who rides on the Board's cars, except persons holding passes and badges as detailed in local notices, Police Constables, and employees in uniform.

(b) The fare must be collected as soon as possible after a passenger has boarded the car. The Conductor must not rely on passengers proffering fares, nor wait until there are a number to collect.

(c) As soon as possible after each stop, the Conductor must again commence to collect fares, announcing in a distinct voice, "Fares, please."



When a car is loaded at any place and waiting for the time of departure, the Conductor must proceed to collect fares whilst the car is so waiting.

A Conductor must commence to collect fares in the rear and work towards the front of the car.

On finishing the collection of fares, a Conductor must remain at the rear of the smoking compartment near the saloon entrance until again required to collect fares.

2. A Conductor must politely but clearly ascertain the destination of passengers.

3. When collecting fares for more than one person, or for children or luggage, the Conductor must have a distinct understanding before detaching tickets as to HOW MANY and FOR WHOM and for what journeys fares have been tendered. A Conductor must be especially careful in reference to CHILDREN'S FARES and LUGGAGE.

If a car is heavily loaded and a Conductor sees that he will be unable to collect all the fares before reaching the end of the section, he may stop the car or signal the Driver to reduce speed to enable him to do so. The Driver must be on the alert to assist in this direction.

1. Unless otherwise directed, a ticket must be issued for each fare paid.

2. Tickets must be issued in the order in which they appear on the Revenue Journal, and must be issued to passengers in the numerical order in which they are attached to the block.

On no account must a new block of tickets be started until a broken block of the same denomination is exhausted.

3. Blocks of tickets not in use must be kept in outfit tins or wallets. Tins must be kept securely fastened with the locks provided.

4. Except where otherwise provided, tickets must, upon issue, be punched in the space denoting the starting point of the journey which the passenger is entitled to travel.

5. Tickets torn off or punched in error or which have become detached from a block MUST NOT IN ANY CIRCUMSTANCES BE ISSUED TO A PASSENGER NOR ENTERED ON THE RUNNING JOURNAL. Conductors are warned against placing such a ticket under others in the block with a view to selling it later. If, through a misunderstanding, a wrong ticket is issued, it must be taken back without demur, and the correct ticket given.

191. Stop Car or reduce speed to allow Fares to be collected.

192. Issue of Tickets.

Wrongly Issued Tickets.

The wrongly issued ticket must be marked AT ONCE on face with the route, time and date, and handed to the first Inspector or Ticket Examiner met for scrutiny and cancellation. Should the Conductor be unable to get in touch with an Inspector or Ticket Examiner, he must report the matter to the Depot Master. On completion of the shift, such ticket must be attached to a form of "application for Refund" and handed in to the office.

6. A Ticket once used shall not be issued again. Any Conductor found with such ticket in his possession in any circumstance whatever, or who is known to have issued such a ticket to a passenger, will be dismissed.

This clause does not apply to tickets which are marked in accordance with the provisions of Section 5 of this rule.

7. Conductors are forbidden to moisten their fingers with saliva when issuing tickets. Rubber grips may be obtained at the Revenue Office.

1. When a Conductor is satisfied that a passenger is unable (owing to unforeseen circumstances) to pay the proper fare, a ticket must not be issued. He must politely obtain such passenger's name and address and request him to forward the fare to Head Office or nearest Depot, reporting full particulars on a Special Day Report Form.

2. If a Conductor has reason to believe that an excuse for non-payment of a fare is NOT GENUINE, he must politely request the passenger to leave the car. If necessary, the assistance of an Officer or Police Constable may be obtained for the purpose of ejecting the offender.

3. In any case where a passenger refuses to pay his fare or the excess fare when riding beyond a section, or where the Conductor knows that the passenger has, on a previous occasion, ridden without paying a fare after making some excuse, he must stop the car and politely insist on the fare being paid, or the passenger alighting.

The case must be reported fully with witnesses' names so that the person may be prosecuted if desired.

If such a person refuses to alight or becomes insulting or obstructive, he should be given in charge to a Policeman for a breach of the Tramways Act in evading payment of a fare.

4. If a passenger endeavours to evade payment of a fare, or presents an incorrect ticket to a Con-

193. Unpaid Fares.

Evading Payment of Fares.



ductor, his name and address must be obtained, and full particulars reported, together with names and addresses of witnesses, and expired tickets, if any.

**194. Fares tendered on or after leaving Car.**

1. Should a passenger leave a car before paying his fare and hand it to the Driver, the Conductor must hand to the Driver for cancellation a check ticket for the amount of the fare.

2. Upon receiving a fare from a passenger who is leaving or who has left the car, the Conductor must immediately detach the proper ticket, tear it in two and openly discard it.

**TRANSFER TICKETS.**

**195. Transfer Ticket, How to issue and receive.**

1. A Conductor must mark and issue Transfer Tickets only in accordance with the special instructions applying thereto, and the Local and Special Notices posted at Depot.

2. Should a passenger ask for a transfer which would be useless owing to the last car of the route on which it is intended for use having passed the transfer point, the position must be explained and no transfer issued.

3. Before issuing any Transfer Ticket, a Conductor must always be careful to ascertain the passenger's destination, and to issue the right ticket and punch it correctly. If a mistake is made, the ticket must be destroyed and another issued.

4. A Transfer Ticket must never be given to or received from an employee or other person who has not already tendered an employee's pass or paid the proper fare to entitle him to such Transfer Ticket.

In the event of an employee presenting a transfer from another car, the Conductor must satisfy himself that such employee holds a book of passes or a cancelled card pass of the correct date.

5. A passenger holding a Transfer Ticket must enter a car at the transfer point.

6. Transfer Tickets, when tendered by passengers together with appropriate cash fare tickets, must be **EXAMINED FOR SERIES and DESTINATION**, and are only to be accepted on the route, and in the direction for which they are available.

Conductors must cancel such tickets by punching in the body of the tickets.

A Conductor must refuse any Transfer Ticket of incorrect series, or if presented on a route for which it is not available, unless he has good reason to

think that it has been wrongly issued or marked by the issuing Conductor. In such case, particulars as to the class and number of transfer, together with the time, place, direction of journey must be obtained and reported. If obliged to refuse a Transfer Ticket, the Conductor must politely explain the reason and draw the passenger's attention to the wording of the transfer. Such useless ticket must be left with the passenger.

7. When a stoppage occurs on either of two routes between which Transfers are allowed, Conductors of the route on which the service is not interrupted may receive Transfers issued on that route, and which cannot be used on the other, providing that passengers holding such Transfers travel in the direction of their original destination, and the series of such transfers is correct.

**196. Inspection of Tickets.**

1. Tickets are available only for the journey for which they are issued, and which is indicated thereon.

2. Should any doubt exist in a Conductor's mind as to whether a passenger has paid the proper fare, he must request the production of such passenger's ticket.

3. A Conductor or Assistant Conductor who boards a car to collect fares on a portion of the trip only must at once check tickets held by passengers.

4. A Conductor must carefully examine all tickets held by passengers at the commencement of each section, and see that they are correct. The practice of making this inspection after an Examiner has boarded the car is not allowed. The Conductor must also scrutinise each ticket as it is issued.

5. After any Assistant Conductor who has been collecting fares has left the car, the Conductor in charge must make an examination of tickets and satisfy himself that all passengers are provided with the proper tickets for the journey.

6. When required, a Conductor must promptly submit his Journals, Tickets, Cash and Bag to any Depot Master, Inspector, Revenue or Ticket Clerk, or Ticket Examiner for examination, and must give any information or assistance. After giving up his Journal, a Conductor must not collect fares in advance of a Ticket Examiner unless directed by him to do so.



7. If an Examiner discovers missed fares, or "over-rides," the Conductor must not admonish the passenger in any way. If he is of the opinion that such passenger has endeavoured to evade payment, he must do nothing more than give the Examiner his reasons for thinking so. The Ticket Examiner will then take any action he considers necessary. In such cases, the Conductor must not collect a fare from the passenger unless he is instructed to do so.

8. Should the tickets on a block not be numbered in numerical order, or be mutilated in any way, the sale of tickets from that block must be stopped and the block handed in to the Revenue Office with a covering report, as soon as possible.

A passenger who boards a car by mistake and rides only a very short distance need not pay a fare, but the Conductor must satisfy himself that an error has been made. If a ticket has been issued, no refund can be made.

When a car is delayed for ten minutes or more by failure of power or from other cause, the Conductor may, IF REQUESTED, refund to passengers the fares already collected, as follows:—

1. If the car has not moved since fare was collected, the whole of the fare paid may be refunded.

2. If passenger has not travelled the whole of the journey covered by the fare paid, a sum equivalent to the ordinary fare for the distance yet to be travelled (but not exceeding the fare paid) may be refunded.

When making refunds, a Conductor must collect tickets from the passengers, and mark the amount refunded on the back of each ticket, and initial same.

The usual form of "Application for Refund" must be made out on completion of shift, and a report made showing the point at which the car was held up, duration of stoppage, and total amount refunded. All tickets on which refunds were made must be attached to the application.

In the event of a passenger mutilating or rolling up a check ticket so that the number or value cannot readily be distinguished, another fare must be paid by the passenger.

### 197. Passengers on Wrong Car

### 198. Refund of Fares in the event of Interruption to Service.

### 199. Mutilated Check Tickets.

### 200. Mutilated Exchange Tickets.

Mutilated Scholars' Concession Tickets, General and other exchange tickets, if in such a condition that they cannot be read at sight, and unless three-fourths of the full surface remains, must not be accepted. Persons presenting same must be referred to Head Office.

### 201. Change.

Each Conductor is supplied with change, consisting of Ten shillings in cash, and the full amount of change must always be kept in bag. Periodical examinations will be made.

If a passenger has nothing less than a One pound or Ten shilling note, and a Conductor is unable to change it, the passenger must be asked to forward fare to Head Office, or the nearest Depot, his name and address being taken, and reported.

### 202. Giving Change.

When taking any coin 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 coin before putting it into his cash bag. Change and ticket must be given at the same time.

Every endeavour must be made to avoid arguments regarding change. Should a passenger dispute the amount of change given, ask politely for passenger's name and address, explaining that Head Office will get in touch with him as soon as possible. Passenger's name and address must be obtained and a full report made.

### 203. Foreign Coins, etc.

A Conductor must not accept foreign coins or counterfeit coins, nor coins which are mutilated or which are too smooth to show their design. Should the passenger have no other change, obtain name and address, and report in the ordinary way.

### 204. Assistant Conductors.

When an Assistant Conductor boards a car for the purpose of collecting fares, he must, before commencing, place in the clip provided a supplementary running journal on which is set out the opening numbers of all his tickets, together with his signature and number, car number, and date, time and place of boarding car.

An Assistant Conductor must collect fares in front portion of car unless otherwise instructed by an Officer. He must enter upon his Running Journal the time and place at which he boards and leaves each car.



- 205. Student Conductors.** When a Student Conductor is employed, the Conductor in charge must satisfy himself that the Student's work is properly done. The Conductor in charge will be held responsible for missed fares.
- 206. Children's Carriages.** Children's folding carriages may be carried, if folded closely, providing that there is room for them in the gangways or saloons without incommoding passengers, and that the full adult fare is paid for each.
- 207. Parcels and Letters.** A Conductor must not stop the car to deliver any parcel or letter for a passenger, and must not carry parcels or letters, except as provided in Rule No. 188, other than those accompanied by passengers, or those received from or addressed to the Board's Offices or Stations, when they must be delivered as addressed promptly and carefully.
- 208. Satchels.** Leather satchels used between the Board's Stations must be taken charge of by the Driver, and handed to the Conductor at intersection or Depot for prompt delivery. If parcels or satchels require to be transferred from one car to another, they must not be thrown, but must be handed to the other Conductor or Signaller. If such employee cannot leave his post, the parcel or satchel must be taken to him.
- 209. Minimum Fare Cars.** A Conductor working a car known as a "Minimum Fare Car," must call out "Minimum Fare Car" of whatever the amount may be before leaving the terminus, and must not accept adult fares of less than the minimum fare while the Notice Board is on the car. The boards must be removed in accordance with special or local notice. Minimum Fare Notices apply to adult passengers only, not to children.
- 210. Lost Tickets.** A Conductor will be required to pay for all tickets issued to him and not returned. The loss of any tickets must be reported in writing immediately, so that steps may be taken to recover them.
- 211. Ticket Punches.** Each Conductor will be issued with a ticket punch which must be kept in his possession until called in, and on no account may it be lent to another Conductor.

- A Conductor must not have in his possession more than one ticket punch.
- 212. Paying in.** Each Conductor must enter on his Revenue Journal particulars of cash and exchange tickets he pays in, and on Revenue and Running Journals the full closing numbers of the blocks of tickets returned. Each Conductor must pay in his own cash.
- Conductors must wait until the Revenue Clerk checks the cash they pay to him, see that it is correct and that the Revenue Journal is initialled by the Revenue Clerk or an Interim Lodgment Slip issued.
- Any alterations made in the specification of cash on a Revenue Journal must be initialled by the Conductor.
- 213. Balancing Cash.** A Conductor must not, in any case, compute the value of tickets sold. He must simply count out his change reserve carefully, and pay in the balance.
- 214. Deficiencies.** Deficiencies of Two shillings and sixpence and over must be explained in writing, and paid on demand.
- Any claim by a Conductor on account of cash paid in in error will not be considered unless lodged before taking up duty on his next working day, and before examining the Revenue Journal.
- Such claims are to be made out on the forms provided for the purpose.



## BY-LAW No. 5 (General)

BY-LAW No. 5, MADE BY THE MELBOURNE AND METROPOLITAN TRAMWAYS BOARD PURSUANT TO AND UNDER AUTHORITY CONFERRED BY THE MELBOURNE AND METROPOLITAN TRAMWAYS ACT, 1918.

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 connection with the business of the Board.

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

"Conductor" includes any Gripman, Motorman, Conductor, Inspector, or duly authorised 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 passenger or other person whilst in or upon any tram shall solicit alms, play, or perform upon any musical instrument, distribute handbills or advertisements, or offer newspapers or any article for sale.

5. No person, who in the opinion of the Conductor is in a state of intoxication, shall be allowed to enter or to mount upon any tram or to 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 also be liable to the penalty provided by this By-law.

6. No person shall drink any intoxicating liquor upon any tram or premises belonging to 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 also 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 wilfully 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 previously paid, shall be forfeited, and if he do not leave the tram or premises at once, he may be removed by or under the direction of the Conductor, and he shall also be liable to the penalty provided by this By-law.

8. No person shall damage any tram or premises or remove or interfere with any fastening on any 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 ironwork of any tram, or otherwise wilfully damage any tram or premises.

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.

9. No person whose dress, clothing, or luggage may, in the opinion of the Conductor soil or injure



the seats or lining of any tram or waiting room, or the dress or clothing of any passenger, and no person who in the opinion of the Conductor may for any reason be offensive to other passengers or to occupants of a waiting room shall be entitled to enter or remain in or upon any tram or waiting room, and any such person may be prevented from entering in or upon any tram or waiting room, and shall not enter any tram or waiting room after having been requested by the Conductor not to do so, and if found in or upon any tram or waiting room shall upon the request of the Conductor and on having his fare (if previously paid) returned, leave the tram or waiting room, and if he do not at once leave the tram or waiting room he may be removed by or under the direction of the Conductor, and in such case he shall also be liable for the penalty provided in this By-law.

10. All fares must be paid in cash or by concession or other cards or tickets or tokens purchased or obtained from the Board, and no person travelling or having travelled in any tram shall fail to tender the fare to the Conductor.

11. Every passenger shall upon demand exhibit and/or deliver up his ticket or pay to the Conductor the fare legally demandable for the journey.

12. 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, defaced, or illegible, or in such a condition that it cannot be easily 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.

12(a). 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.

13. 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.

Provided that the foregoing provision shall not prevent the carriage of any parcels or luggage in any part of a tram where such is specially permitted.

14. Personal or other luggage (including the tools of workmen) shall unless otherwise permitted by the Conductor, be placed on the platform, and not in the interior or on the roof of any tram.

15. No passenger or other person not being a servant of the Board shall enter the Motorman's or Gripman's compartment or the rear compartment of any electric tram, or travel on the roof, steps, bumpers, or draw bars 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 the tram.

17. 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.

Unless accompanied by an adult, no child under the age of ~~12~~ <sup>14</sup> years nor scholar travelling at concession fare rates shall be entitled to ride on the grip car or the platforms of any cable tram or in a smokers' compartment of any tram.

18. No person shall, except at the terminus of any car route, enter or leave an electric 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.

19. 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 the tram.



20. 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.

21. No person shall bring in or on to any tram, loaded firearms, cinema films, paint, oil, 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.

22. 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 the movable bars at the side of same.

23. No person shall be entitled to have any dog or other animal in or upon any tram.

24. No person shall board or alight from, or attempt to board or alight from, a tram whilst in motion.

25. No person shall expectorate upon the floor or any other part of a tram or shelter.

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

27. No person shall, without lawful excuse (the proof whereof shall lie on him) wilfully do any of the following things, namely:—

Persist in riding or driving any horse, cart, carriage, motor, bicycle, or other vehicle, or any sheep, cattle, pigs, or other stock on the tramway line in front of any tram after the bell 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 or cattle, pigs, or other stock.

28. 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.

29. No person who has or may be reasonably supposed to have any contagious or infectious disease shall enter any tram, tramway shelter, or waiting room, or other premises of the Board, and no person shall bring into or upon any tram, shelter, or waiting room, or other premises of the Board, any child who has or may be reasonably supposed to have any contagious or infectious disease.

30. Any person offending against or committing a breach of this By-law shall be liable to a penalty not exceeding Five pounds for each offence.

Dated this 4th day of May, 1922.

The foregoing By-law was CONFIRMED by the Board at a meeting held on 25th May, 1922.

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



SEAL

ALEX. CAMERON, Chairman.

THOS. O'L. REYNOLDS, Member.

W. O. STRANGWARD, Secretary.



## CAUTION

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*blotter paper  
4/1/1908  
A.P.S.*

**Drivers must not**, when the track is obstructed by a Vehicle or Person, **run too close** before it is quite clear. Horses, when frightened, sometimes back towards, instead of going away from, a Car.

If in doubt—STOP and WAIT

**Remember** that drays laden with timber describe a large arc in turning. Be especially careful when passing them.

**SAFETY FIRST**

*from 1/1/1908*

Burwood Rd 5 d  
Riversdale 7  
Doonah Rd 7  
malvern Rd 7  
High st 7  
malvern st 9  
Wattle trail Rd 9  
Landonong Rd 9  
Balaklava Rd 9



