

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD

TO DRIVERS AND CONDUCTORS

Never take any chances of a Person or Vehicle getting out of the way. You should regard all persons on the road 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 AND METROPOLITAN
TRAMWAYS BOARD.**

MOTOR OMNIBUS SERVICE
Rules and Regulations

FOR DRIVERS AND CONDUCTORS

ISSUED BY ORDER OF THE BOARD

1925.

No. *851*

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SPECIAL CAUTION

Drivers and Conductors must NEVER TAKE IT FOR GRANTED that Passengers will step on or off the Bus quickly enough to avoid an accident, BUT MUST, before giving the signal to start or starting the Bus, STOP AND WAIT TILL THEY ARE SAFELY ON OR OFF. So also NEVER BE TOO SURE that persons on the road will see the Bus and keep out of the way. BE PREPARED TO STOP INSTANTLY. WHEN CHILDREN ARE NEAR go slowly past them. A LIFE SAVED OR ACCIDENT PREVENTED IS MORE IMPORTANT than running 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.

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD

MOTOR OMNIBUS SERVICE

GENERAL RULES

FOR DRIVERS AND CONDUCTORS

Drivers and Conductors must study the Rules in this Book while acting as students, and understand them. The responsibility for so doing rests upon the employee.

Also all Local and Other Notices affecting the practice on any route must be read and understood before starting work on that route.

The Rules and all Notices must be strictly observed and applied with politeness and judgment. Rules are subject to alteration by the Board at any time.

MOTOR OMNIBUS SERVICE

General Rules for Drivers and Conductors.

1. Every person employed by the Board must, if required, pass a medical examination.

Medical Examination.
Eyesight.

Should the eyesight of any Employee become impaired while in the Board's employ, and the wearing of glasses becomes necessary, the matter must be reported by the Employee to his Superior Officer.

All glasses worn must be approved by the Board's Medical Officer.

The Board may at any time require an Employee to have his general health or eyesight tested at its expense.

2. The name and address of each Employee must be registered, and any change of address must at once be notified by the Employee in writing to the Officer in Charge of the Depot to which he is attached.

Names and Addresses to be Registered.

3. Each Employee must report for duty at the time noted on the Roster, unless he has previously obtained permission to be absent from the Officer in Charge, or is unable to work through illness, and in the latter case he must give at least one hour's notice (in writing if possible) to the Officer in Charge.

Reporting for Duty.
Absence to be Notified.

4. When an Employee is absent through sickness or accident, application must be made within one week for sick leave, stating nature of illness or accident, probable duration of absence, and length of leave desired, and in case of sickness, a Doctor's Certificate must be forwarded. (The Certificate obtained to secure sick pay from a Benefit Society may be accepted.) The Board may, if it thinks fit, have an Employee who is absent through sickness examined by its own Medical Officer.

Sickness, etc.
Application for Leave.

5. Any Employee absent from duty owing to sickness or accident for six consecutive calendar months shall forthwith, if practicable, submit himself for examination by the Board's Medical Officer.

Absence from Duty owing to Sickness or Accident for Six Consecutive Months.

If the Employee does not present himself for examination, or if after examination the Medical Officer reports that the Employee's health does not permit him to resume his ordinary occupation, such Employee's name will be removed from the Register.

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

At the expiration of such extended leave, if still unable to resume duty, the Employee's name will be removed from the Register of Employment.

6. When absent from any cause, an Employee must notify the Officer in Charge before 11.0 a.m. of the day before he resumes work of his intention to return. Absence of over a month from any cause without special permission, or absence after expiry of leave granted without obtaining an extension, will render the Employee liable to have his services terminated.

Absence to be Notified.
Absence without Permission.

7. Each Driver and Conductor must obtain the starting time of his work each day from the Roster, sufficiently in advance to be able to take up duty at the time stated thereon. Rosters giving the times for each day will be posted by 5.0 p.m. on the preceding day unless some other time for such posting be fixed by Local Notice. Men must report for duty promptly, as follows, unless varied by a Local Notice:—Ten minutes before starting time of Bus if it has to be run out of Bus shed, and five minutes if it is to be taken on the road.

Time to Report for Duty.
Roster to be Consulted.

8. When an employee is late, but able to attend after the rostered time, he must present himself thereafter as soon as possible at the Depot, when work may or may not be found for him.

Late Reporting.

9. A fine will be imposed upon any man who causes a Bus to be delayed going into traffic through failure to report for duty promptly. Lateness on THREE

Lateness—
Penalty for.

occasions without sufficient excuse will be considered cause for dismissal. The excuse of not knowing the time to report will not be accepted; each man must ascertain his time sufficiently early to be able to report promptly.

10.

Reporting for Duty.
Enter Names.

On reporting for duty, each Employee must enter his name and the exact time of reporting (by the Depot Clock) in the Register kept for the purpose, then inspect the Notice Boards to obtain a knowledge of any fresh orders and notices issued, and the Roster to ascertain if any change of work has been made.

Inspect Notice Boards and Roster.

When the Emergency Notice Board is shown, special attention must be given to instructions posted thereon.

11.

Time-Tables.
Keep Time.

Drivers and Conductors must before starting obtain their Time Tables from the Office or from the men they relieve, take good care of them, and return them to Office at end of work. Always carry running Time Cards. Check the running of the Bus at each Terminus and Time Point, and do their utmost to keep on time. Report full particulars of every detention longer than two minutes on Special Day Report Form and state position of Bus at time, whether on up or down journey, and also the exact time of stopping and starting again.

Report Detention.

12.

Work Records.

Before going off duty each day, every Driver and Conductor must carefully fill out a Work Record Form in accordance with the Special Notices relating thereto, and hand it personally to the Officer on duty.

13.

Ignorance of Rules No Excuse.

Ignorance of Rules will not be accepted as an excuse for breaches of Rules.

14.

Cleanliness in person.
Uniforms to be worn.

When on duty Drivers and Conductors must always wear black boots, and be neat in person, with hands clean and boots polished, and must wear the full uniform and badge prescribed and provided. Buttons and monograms must be clean and polished. The uniform must not be worn when off duty, except when travelling to and from duty. It must be used with care, kept clean and free from grease or other spots, and must not be worn when engaged in sports, etc. Tunics must always be buttoned up,

and cap worn straight on the head. If the uniform shows undue wear or bad usage or if any portion be missing, a proportionate charge will be made before the next suit is supplied. Khaki coats of the regulation pattern, if clean, will be allowed in summer, and in winter overcoats may be worn.

Employees granted leave of absence beyond a month must turn in to the Depot to which they are attached the full uniform and outfit for safe keeping, until they return to duty.

15.

Eyeshields may be used.

Eyeshields of a pattern approved by the Officer in Charge may be used by Drivers in dusty weather.

16.

Resignation.

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, unless waived by the Manager under special circumstances.

17.

Board's Property to be Restored.

All property belonging to the Board which may be in the possession of an Employee who has left the service must be delivered to his Superior Officer, 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 that may be due to such Employee for wages will not be paid until these things are done.

18.

Quarrelling and Improper Language Forbidden.
Complaints.

Disputing and quarrelling between Employees and use of profane and improper language are strictly forbidden and will be sufficient cause for discharge.

Any complaint against another Employee must be made to the Officer in Charge.

19.

Gambling Forbidden.

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

20.

Drunkenness or Neglect to be Reported.

It is the duty of each Employee to report as soon as possible to the first Officer he meets any instance of drunkenness on the part of another Employee coming under his notice.

He must also report all cases of neglect or carelessness whereby accidents might have been caused.

21.

Intoxicants Prohibited.

An Employee must not—

(a) DRINK OR HAVE IN HIS POSSESSION

INTOXICATING LIQUOR WHILST ON DUTY;

- (b) CONVEY INTOXICATING LIQUOR ON TO THE BOARD'S PREMISES.
- (c) DRINK INTOXICATING LIQUOR TO EXCESS WHILST OFF DUTY.
- (d) ENTER WHILST IN UNIFORM PREMISES LICENSED TO SELL INTOXICATING LIQUOR.

22. NO EMPLOYEE WILL BE ALLOWED TO COMMENCE DUTY IF EXHIBITING SIGNS OF INTOXICATING LIQUOR. If it should be noticeable on the Employee whilst on duty he will at once be suspended.

Breaches of this Rule or any section of it will render the Employee liable to dismissal.

ANY EMPLOYEE UNDER THE INFLUENCE OF LIQUOR, WHILST IN UNIFORM, OR ON DUTY, WILL BE LIABLE TO INSTANT DISMISSAL.

No one employed in any capacity shall hand over to another Employee unless satisfied that such Employee is sober and fit for duty.

23. Furniture, newspapers, etc., provided in the men's rooms must be carefully used and preserved, and the rooms must be kept in order. No notices or placards of any kind are to be posted on the walls of the men's rooms or elsewhere except the official notices of the "Australian Tramway Employees' Association," and the Mutual Benefit Societies composed wholly of Employees of the Board, which notices are to be posted only on the Notice Board provided for the purpose in each Depot.

No notice which in the opinion of the Manager or his representative does not refer solely to the business of the Society or Association issuing it, or which is improperly worded, will be allowed on the Notice Board.

24. Drivers and Conductors will be held responsible for all damage to the Board's property or to the persons or property of others for which the Board may be held liable if caused by their neglect or carelessness.

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

26. No Employee is allowed to convert to his own use any article, the property of the Board, and the fact of the article appearing waste and useless will not form any excuse for its private appropriation.

27. No money or gratuity in the shape of fee, reward, or remuneration is allowed to be taken from passengers or other persons by an Employee of the Board.

28. No Officer is allowed under any circumstances to borrow money from or lend to any Employee over whom he exercises any business control, or to receive either directly or indirectly any testimonial or gift from Employees while he remains in the service of the Board. The collection of subscriptions for any purpose, charitable or otherwise, is forbidden, unless previously sanctioned by the manager or his representative.

29. No Driver or Conductor is allowed while on duty or in uniform to wear conspicuously any National, Political, Union, or Religious Emblem or Badge, except Returned Soldiers' Badges and Decorations and the present Badge of the "Australian Tramways Employees' Association," which, if worn, must be on the watch chain; nor to give or offer any article other than Bus Tickets or Tokens for sale to passengers, nor induce them in any way to buy anything or attend any sports, entertainments, lectures, meetings, etc., nor to ask them to sign any petition, or give any vote, nor to collect for any charitable or other object.

30. No Employee must allow himself to be canvassed for any purpose while on duty.

31. Employees must not bring any stranger on to the Board's premises without permission of the Officer in Charge. Any visitor who may wish to interview an Employee upon matters of urgency, may do so on obtaining permission of the Officer in Charge. The

Employee concerned must be careful to see that the interview is as brief as possible.

32.

Obstructing
Footpath, etc.,
Forbidden.

Employees must not congregate on the footpath or roadway in front of the Depots, nor loiter in the passages or doorways. When off duty, if they remain about the Board's premises they are expected to occupy the rooms set apart for their use.

33.

Reading and
Smoking on
Buses, etc.

Reading books or papers on duty and smoking on duty when on Buses or on the Board's premises, except where specially permitted, is strictly prohibited. Drivers and Conductors are permitted to smoke off the Bus whilst it is standing at suburban terminus. All smoking material must be put away immediately Bus is about to start.

34.

Keeping of
Time.

Every man must have a watch, which by frequent comparison must be kept to agree with the clock which indicates the standard time of the road. Take his position at least one minute before the starting time, and start promptly on time. When running, both men must co-operate to keep the Bus on time, avoid all unnecessary delays, and act promptly **CONSISTENT WITH PERFECT SAFETY**. No excuse will be accepted for leaving a Terminus or Time Point ahead of time, and only the best for leaving behind time.

35.

Special
Instructions to
be Observed.

Drivers must familiarise themselves with Special Instructions to Conductors, and Conductors with those of Drivers, observing any of them which may affect any of their duties.

36.

What to become
acquainted with
before working
on any line.

Each Driver and Conductor, before he takes charge of a Bus on any route, must make himself acquainted with all Local Notices, and with the points of special importance concerning that route, i.e., the rates of fares to be charged, the transfers permitted, the stopping places, and the names of cross and side streets; also the times of the first and last Buses and their usual frequency on connecting routes, so that he can give this information to passengers when asked.

37.

Responsibility
and Co-ope-
ration in Work.

A Bus in traffic is under the control of the Driver, but the Conductor will be equally responsible for violation of rules governing the safety of the Bus,

or failure to take every precaution to prevent accidents, even if not provided for in the Rules and Orders. Both must co-operate cheerfully in the necessary work of running the Bus and avoid conflict as to their respective duties.

38.

Look out for
Passengers.

Drivers **MUST ALWAYS KEEP A SHARP LOOK-OUT FOR PASSENGERS** who may wish to ride, and when persons are observed coming in the direction of the Bus a plain signal with the hand should be made as an enquiry if they wish to ride, and to let them know that they are seen. Special care must also be used at each terminus, and whenever the Bus is stopped, to look well round for passengers before starting. Frequent neglect of this duty will be a sufficient cause for discharge.

39.

Heavy Traffic.
Excess to be
Reported.

Conductors and Drivers who are unable, for want of room, to take all passengers offering, should report the fact with full particulars on a Special Day Report.

40.

What to do
when Bus is
Full.

When the Bus is full, it must not be stopped for more passengers unless others wish to alight and room is made. When not intending to stop, Drivers must call out "Full" to persons hailing. Before refusing passengers, men must be very careful to see that there is no room for them on the Bus. The Driver and Conductor must do all they reasonably can to prevent overloading, explaining to passengers the reason for asking them to get off, and giving them the time they have to wait for the next Bus.

41.

Safety of Em-
ployees when
moving Buses.

Before moving Bus in shed, Driver must sound the horn, and see that all is clear, so as to prevent an accident to other Employees or damage to equipment. Employees are urged not to expose themselves or others to unnecessary danger, and to prevent, as far as possible, such exposure on the part of their fellow-employees.

42.

Special Care
when Children
are near.

Drivers must be especially careful when passing schools, and when children are standing or playing on the street, and must sound the horn, reduce speed, and even stop and send Conductor forward, if necessary, to ensure their safety, and to prevent their running suddenly in front of Bus.

43. Drivers or Conductors must never be in a hurry to start, but must always be careful to see that passengers getting on the Bus are safely on, or alighting are safely off; that all aged, feeble, or very stout persons, cripples and ladies with young children, who all require more time than others, are seated if getting on Bus, or if getting off are clear away from the Bus before the signal to start is given. Always remember that the prevention of accidents is of more importance than the keeping of time or anything else. This rule will be rigidly enforced, and no excuse for negligence entertained.

44. No unnecessary conversation is to be held with passengers. Conversation is a fruitful cause of accidents. Driver must not talk to anyone while the Bus is in motion.

45. When the Bus is in motion, the responsibility for safe running rests with the Driver. Appliances are furnished for CONTROLLING the Bus QUICKLY, and ACCIDENTS MUST BE AVOIDED. VIGILANCE, the EXERCISE of GOOD JUDGMENT, AVOIDANCE of RISKS, and a STRICT COMPLIANCE WITH the RULES and ORDERS WILL PREVENT ACCIDENTS.

46. Conductors must not allow any truck, bicycle, or other vehicle or any animal to be attached to or drawn behind or at side of Bus.

47. Conductors and Drivers must not allow passengers to take upon Bus any goods which are of a dangerous nature, such as plates of glass, saws, pots of paint, etc., or those which are liable to injure the clothing of any passenger or the fittings of the Bus. Bicycles and perambulators must be refused, and also pieces of timber, iron pipes, etc. Passengers must not be allowed to carry any article in such a position as to inconvenience other passengers.

48. During the day Drivers and Conductors must make frequent and thorough inspection of the Bus, reporting any defects in the Report Book.

Serious defects affecting the safe working of the Bus must be reported at once to the Officer in Charge. If no defects are found in the Bus, it must be booked off as "O.K."

49. All reports on traffic matters must be handed into the office when Employees sign off duty daily.

Reports.
When and How
to Make.

All 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 Inspector concerning any irregularity, full and complete information must be given without hesitation.

50. Conductor to Driver—Hand Bell.
1 Stroke—Stop at the next stop.

Bell Signals.

2 Strokes—Go ahead.

3 Strokes—Stop at once (danger).

4 Strokes, with pause between second and third strokes—Bus Full—do not stop.

51. When a Bus in service is stopped, the Conductor, after all passengers are safely on, but without any unnecessary delay, must give the signal to proceed. Driver must never start the Bus without the proper signal from the Conductor. If after receiving the signal the Driver is unable to proceed immediately, he must wait for another signal before starting.

Start Signal to
be Given.

52. If a Bus is slowing down from any cause so that it has almost stopped, the Driver must not speed up again till he has received the "Go ahead" signal from the Conductor. Conductor must give starting signal after speed is slackened, as soon as it is safe to do so.

Buses Slowing
Down. When
to Signal.

53. Conductor must never accept signal from Driver to start, and must keep hands off bell strap till he sees for himself that passengers are safely on or off Bus, and then give signal to start, but not in a hurried manner, letting each stroke of bell be clear and distinct. If passengers rise to get off or approach to get on after "start" signal is given, but before the Bus moves, the "stop" signal must be at once given.

Keep Hand Off
Bell Strap.

54. At junctions and intersections where Police Pointsmen are employed, Conductor must not give bells to start until proper signal is shown by Pointsmen.

Bells at Junctions
where
Police Pointsmen
are.

55.

Signals at Junctions and Crossings.

If Conductor is required to signal the Bus forward at any point, he will wave an arm in the day and a white handkerchief at night. This signal is to be given shoulder high and kept in position until Bus is well on to the curve or crossing.

56.

Stopping Places.

- (a) A careful look-out is to be kept on both sides of the street, and Bus is to be brought to a dead stop at stopping places whenever any person wishes to enter or alight from Bus.
- (b) Bus is to be stopped at all compulsory stopping places or other places, provided for in Special Orders.
- (c) Bus is not to be stopped so as to block any cross street or cross walk.
- (d) When possible Driver must stop Bus so that door comes immediately opposite persons waiting to get on.
- (e) Bus must always be stopped with the front as nearly as possible opposite the building line, or the "near" side of cross streets, unless otherwise specially indicated.
- (f) The last Bus on any route must stop between the ordinary stopping places to allow an intending passenger to board the Bus.

57.

Getting On and Off Bus when it is in Motion.

Driver or Conductor must never beckon or ask anyone to get on or off Bus while it is in motion. When starting, and at all times when Bus is in motion, Conductor must watch to see if anyone rises to get off, or approaches to get on, and if so, caution the passenger to wait till the Bus stops, and, if necessary to avoid an accident, prevent him. **THE BUS MUST ALWAYS BE BROUGHT TO A FULL STOP TO ALLOW PASSENGERS TO GET ON OR OFF, AND WOMEN AND CHILDREN MUST BE PREVENTED FROM DOING SO UNTIL THE BUS STOPS**

58.

Stopping Places. When to Stop.

Conductor must, when required by passengers, stop at all recognised stopping places. Passengers are permitted to signal Buses to stop by pulling the bell strap once, and must not be reprimanded by Employees for doing so.

59.

Police must be Obeyed.

When Police on duty at junctions or intersections signal Bus to stop, it must be stopped promptly.

60.

To Call Out at Junctions with other Routes.

On arrival at junctions and intersections with other routes, the Conductor must call out in a loud voice so that all passengers can hear, "Change here for — route," giving name of connecting route.

61.

Connecting Routes and Railway Stations.

When connection is made with another route at a terminus or a junction or intersection, or at railway stations, the arrival of tram cars or railway trains must be watched and all intending passengers obtained from them. If the tram car or Bus has not quite arrived, the Bus must wait, unless it is followed closely by another Bus for the same destination, to give any passengers time to transfer or change. Conductors should make a mental note of transfer tickets issued and where they have been marked for use, and on arrival at the transfer point be ready and signal the Conductor on the other route to wait for them or not, as the case needs, and thus avoid delay. Last Trams and Buses on connecting lines must be held for each other at the junctions and intersections indicated by the Local Notices.

62.

Tar on Bus or Road.

Driver and Conductor must keep a careful lookout for tar thrown on the Bus by passing vehicles, or in any other way, and, if possible, wipe it off at once or before it hardens. If they cannot remove it cleanly they should report it on arrival at Depot. Should they notice at any time that the heat is melting the tar which is put on the road, causing it to be run, and likely to be tracked into the Bus, they **MUST REPORT THE FACT WITH THE LOCATION TO THE OFFICER IN CHARGE**, as soon as possible, that steps may be taken to remedy the trouble. Drivers should proceed cautiously where road is being tarred, and avoid that portion of the roadway where tar is not blinded.

63.

Lubricants Not allowed on Bus.

Oil, grease, or other lubricants must not be allowed to remain anywhere on the Bus where they might soil the clothes of passengers. Dusters are provided for traffic Employees, and must be carried when on duty and used when required.

Dusters must not be hung up in the Bus. Any man not producing a duster when called upon will

be supplied with another, for which a charge will be made.

64.

Ladies to be Protected.

Should any person annoy or insult a lady passenger, the Driver and Conductor must afford her every protection in their power, and if necessary, stop the Bus and eject the offender, and make written report of circumstances, with names and addresses of witnesses. In gross cases the offender should if possible be given in charge to a constable.

Offences on Bus.

When an Employee finds it necessary to give a person in charge to the police, the Employee should accompany the constable to the police station to sign the charge sheet.

65.

Laying of Charges.

Driver or Conductor who cannot leave the Bus should request the constable to accompany the accused on the Bus until an Inspector can be found. The Inspector will accompany the constable and passenger to the police station and sign the charge. If an Inspector is not available, any Senior Officer at a Depot should be called upon to act. When 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.

66.

Politeness to be shown and Assistance to be given to Passengers.

Drivers and Conductors must always be polite, patient and obliging to passengers. They will at times meet with annoyance and difficulties from unreasonable passengers, but in such circumstances they must keep their temper, and say as little as possible. Passengers must be given every assistance possible, especially ladies with children or luggage, or cripples, or old and infirm people, remembering also that it is the passenger's right to ask questions concerning routes, fares, etc., which questions must be answered in a cheerful accommodating spirit. Unnecessary conversation must be avoided. Passengers of any nationality must be treated with courtesy and attention by all employees.

67.

Spitting on Floors Prohibited.

Conductor should speak to any passenger whom he observes spitting on the floor of the Bus, and 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.

68.

Whistling, Begging, Collecting, Paper Selling, etc., on Bus is Forbidden.

Driver or Conductor must not whistle while on the Bus, nor allow musical instruments to be played, nor beggars to solicit alms, nor anyone to collect for charities or other objects, nor to solicit passengers to sign petitions or other documents, or to canvass them upon any subject, nor boys to sell or sort papers, etc., nor advertising cards or notices to be distributed or posted on the Bus, and if any of these things be done while Conductor is off the Bus, etc., he must warn offenders, remove such advertisements, and report particulars.

69.

No Improper Conduct or Person to be Allowed on Bus.

Driver and Conductor must avoid taking up any intoxicated person; they must not allow any indecent language or improper conduct on the Bus. Should any passenger behave with gross impropriety, or be drunk and annoy others, or be unable to take care of himself safely, or be complained of by passengers as having filthy clothing or a disgusting smell, they must stop the Bus and request him to leave (giving the reason), and in case of refusal, expel the passenger, using no more force than is absolutely necessary, first summoning a Police Officer if any is in sight; must take the names and addresses of witnesses and give the same, with a full report, to the Depot Master in writing. Before passengers are requested to leave the Bus, or are expelled, their fare, if already paid, must be returned. If they refuse to receive it, the offering to return it will be sufficient if witnessed. Passengers must be requested not to place their feet on the seats.

70.

Information not to be Given.

Drivers or Conductors must not give information about the Board's business, or about any accident, to anyone except a Superior Officer.

71.

Instructions Given by Officers, etc., to be Obeyed.

Drivers and Conductors must obey promptly and cheerfully all instructions given by Inspectors, Signalmen, and any of the regular Officers of the Board, or instructions to run slow or to stop, or to vary the route, given during fogs, floods, or special work on roads.

72.

Officers Boarding Cars.

Reasonable opportunity must be given to traffic Officers to board Buses between stops if they so desire.

73. Drivers must pay full and prompt attention to advice tendered by an Inspector relative to the working of the Bus, and when required must hand over their control in order that the Inspector may demonstrate his remarks.

74. The Driver will be responsible for the correct destination sign being shown on front of Bus, and the Conductor must attend to side signs. On Buses fitted with inside destination signs, Conductor must alter them at each terminus to agree with outside destination signs.

Destination signs must not be changed or examined while Bus is in motion.

75. Smoking by passengers is only to be permitted on those parts of Buses as set out in regulation regarding "Smoking," and where notices are exhibited. This regulation must be strictly enforced.

76. Children are not permitted to travel in smoking compartments of Buses. If they refuse to leave when requested by the Conductor, their names and addresses must be taken and the matter reported to the Officer in Charge.

77. Driver or Conductor must always give his name to passengers or Officers of the Board when asked, in addition to his number, and must remember that politeness and forbearance in all intercourse with passengers is imperative.

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

79. Conductors and Drivers must carefully read and understand the By-laws of the Board, and the notices to passengers posted in the Buses. They must enforce the By-laws and Notices, but use discretion in doing so, as it is not desired that passengers shall ever be unnecessarily annoyed or harassed to enforce them.

80. In streets used by two or more routes, and indicated by Local Notice, Buses coming on at the junction close to each other must be kept a reasonable distance apart, so that the traffic may be better served. On such joint routes Buses must be run at fairly even distances from those in front and behind.

81. Buses must always be stopped at the regular Stopping Places, when hailed by passengers, if not full, unless they are at least two minutes behind time, and at the same time are followed by another Bus closely. If Buses which are too close together are for different termini, the first must not refuse passengers, unless another for the same destination as the first follows the second equally close. If they do not stop, Drivers and Conductors must call out, "Behind time, please take next Bus."

82. Children must not be allowed to play on or around a standing Bus. When they jump or hang on behind the Bus, Conductor and Driver must be careful not to push or frighten them off while Bus is in motion, but must stop the Bus and remove them, though without violence; also obtain the names and addresses if possible and report.

83. Drivers and Conductors must not talk with Employees off duty, who may be on their Bus, nor except on necessary matters pertaining to the Board's business with each other, or with other Employees on duty. In no circumstances must the Driver and Conductor converse when the Bus is in motion in the vicinity of a crossing, junction or terminus. Employees must not be allowed to ride in front with the Driver unless specially authorised by a Superior Officer.

84. Leaving the Bus without permission to converse with other Employees or persons, or for any purpose excepting necessary business, is prohibited. In no circumstances must the Conductor and Driver be away at the same time.

85. When regaining time after being delayed by a block in traffic, make shorter stops at terminal stands, and work more quickly on the road, but be very

73. Drivers must pay full and prompt attention to advice tendered by an Inspector relative to the working of the Bus, and when required must hand over their control in order that the Inspector may demonstrate his remarks.

74. The Driver will be responsible for the correct destination sign being shown on front of Bus, and the Conductor must attend to side signs. On Buses fitted with inside destination signs, Conductor must alter them at each terminus to agree with outside destination signs.

Destination signs must not be changed or examined while Bus is in motion.

75. Smoking by passengers is only to be permitted on those parts of Buses as set out in regulation regarding "Smoking," and where notices are exhibited. This regulation must be strictly enforced.

76. Children are not permitted to travel in smoking compartments of Buses. If they refuse to leave when requested by the Conductor, their names and addresses must be taken and the matter reported to the Officer in Charge.

77. Driver or Conductor must always give his name to passengers or Officers of the Board when asked, in addition to his number, and must remember that politeness and forbearance in all intercourse with passengers is imperative.

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

79. Conductors and Drivers must carefully read and understand the By-laws of the Board, and the notices to passengers posted in the Buses. They must enforce the By-laws and Notices, but use discretion in doing so, as it is not desired that passengers shall ever be unnecessarily annoyed or harassed to enforce them.

80. In streets used by two or more routes, and indicated by Local Notice, Buses coming on at the junction close to each other must be kept a reasonable distance apart, so that the traffic may be better served. On such joint routes Buses must be run at fairly even distances from those in front and behind.

81. Buses must always be stopped at the regular Stopping Places, when hailed by passengers, if not full, unless they are at least two minutes behind time, and at the same time are followed by another Bus closely. If Buses which are too close together are for different termini, the first must not refuse passengers, unless another for the same destination as the first follows the second equally close. If they do not stop, Drivers and Conductors must call out, "Behind time, please take next Bus."

82. Children must not be allowed to play on or around a standing Bus. When they jump or hang on behind the Bus, Conductor and Driver must be careful not to push or frighten them off while Bus is in motion, but must stop the Bus and remove them, though without violence; also obtain the names and addresses if possible and report.

83. Drivers and Conductors must not talk with Employees off duty, who may be on their Bus, nor except on necessary matters pertaining to the Board's business with each other, or with other Employees on duty. In no circumstances must the Driver and Conductor converse when the Bus is in motion in the vicinity of a crossing, junction or terminus. Employees must not be allowed to ride in front with the Driver unless specially authorised by a Superior Officer.

84. Leaving the Bus without permission to converse with other Employees or persons, or for any purpose excepting necessary business, is prohibited. In no circumstances must the Conductor and Driver be away at the same time.

85. When regaining time after being delayed by a block in traffic, make shorter stops at terminal stands, and work more quickly on the road, but be very

careful to avoid accidents to passengers by undue haste when starting, and see that the Bus is run in accord with those before and behind to prevent irregular headway. Any attempt to drag behind to avoid running as last Bus will be severely dealt with.

86.
Lost Property.
Care of.

Upon arriving at each terminus, the Conductor must look over the Bus, take charge of any parcels and property left by passengers, and hand same to the Revenue Clerk or Officer in Charge at Depot without delay, making note of name, with full particulars, on their Special Day Report forms or Journals, and the signature of Officer receiving same must be obtained on the respective forms.

When an article is found on a Bus and a passenger applies to Conductor for it during the trip on which it is lost, but not later, and can satisfy Conductor that it is his property, the article may be handed to him after obtaining a receipt, with his address and the name and address of a witness if possible.

After office hours articles must be handed to Officer in Charge at Depot. Conductors will be held responsible for all articles found by them unless the above regulation is complied with.

87.
Windows
Broken.

When windows are broken by passengers or others Conductors must obtain as full particulars as possible, and report, stating which window, etc. They must obtain such passengers' names and addresses and report the matter in full to the Officer in Charge.

88.
Disabled Bus.

Should a Bus be disabled so as to make it unsafe to run, immediately remove it to the left of the road, transfer passengers to another Bus, entering the number with particulars on Special Day Report, and remain in charge until relieved. If help is required, call the assistance of Drivers and Conductors of following Buses in the Board's service, and if no Inspector is available, ring the nearest Depot or Head Office.

89.
No Hostility to
be shown.

Drivers or Conductors must not argue with the Drivers of other vehicles. If any trouble arises they must get names and addresses of all witnesses, police if possible, and report the matter

fully on the proper form. In all cases of accident or trouble, Driver must make a note of the positions and speed of vehicles, getting accurate distances from kerb, intersection, etc.

90.
Summonses.

Driver or Conductor must immediately notify the Depot Master or Traffic Superintendent of any summonses he may receive for breach of Municipal By-law or Regulations under the Motor Car Act.

91.
Breaches of
Rules to be
Reported.

Every Employee is required to report to his Superior Officer every irregularity or violation of the Rules or Regulations which may come under his notice.

Special Rules for Drivers.

92.
Examination
of Buses.

Driver must, on taking charge of a Bus for service, examine it carefully to see that all regular and specified equipment is in position and in good order; see that engine is running properly, and that brakes are working and properly adjusted; see that the radiator is filled with water, the oil sump and petrol tank filled to proper level; see that lights and destination signs are in order, and that no windows are broken, and that the Bus is free from any external blemishes, such as dents, scratches, tar splashes, etc. If any defects in the running of engine or brakes are noticed, or item missing from the equipment, or blemish on the exterior of the Bus, it must be reported at once to a responsible garage official, and in the absence of such report, the Driver will be held to have received the Bus in good order and will be responsible for any damage or loss to which he has not called attention.

Note.—The cock on the gauge glass must be kept closed except while testing the level of the petrol in the tank.

93.
Defective Bus.

No defective Bus is to be worked in service which cannot be rectified by the Driver, it must be stopped and the passengers transferred to the next or following Buses, and word sent to an Inspector. The Conductor must notify the Depot by the

QUICKEST AVAILABLE METHOD. The Conductor may leave the Bus if necessary for the purpose of communication, but the Driver must stand by until relieved. The cost of necessary telephone calls will be refunded when properly applied for. **PASSENGERS MUST NOT, ON ANY ACCOUNT, BE CARRIED IN A DEFECTIVE BUS,** and it must not be driven until assistance from the garage arrives.

94.
Keep Radiator Filled with Water.

The radiator must be kept filled with water at all times. Driver must see before commencing each trip that the water level is properly maintained, and if during running the engine becomes unduly heated clean water must be obtained and added.

95.
Licences.

Each Driver must hold a Driver's licence issued by the Chief Commissioner of Police. He must keep the licence always with him when on duty and produce it when called upon by any member of the police force.

A driver shall not continue in the service of the Board if his licence shall have been cancelled or suspended for any breach of the Motor Car Act.

96.
Passing other Vehicles or Objects.

When in service, the Bus must be driven as near the left of the road as practicable, avoiding bad road surface and obstacles of any kind. When passing objects which obscure the view of the Driver, the horn must be sounded and the speed reduced so that the Bus may be stopped immediately in an emergency. The Bus must never be driven so close to any obstacle that passengers would not have room to alight if the bus were stopped. When passing other vehicles the horn must be sounded. The Bus must pass to the right of any vehicle travelling in the same direction, and must not pull over to the left again until a safe distance ahead of the vehicle passed.

This Rule does not apply to a Bus which is passing a tramcar running in the centre of the road, in which case the Bus must pass to the left of the tram.

97.
Lights to be Used.

Drivers must see that the lights on the Bus are illuminated at the proper times. The head and rear lights must be put on at sunset, and kept lighted until half an hour before sunrise, unless the weather con-

ditions require this to be done earlier. Conductors must see that the interior lights are put on when there is not sufficient daylight for passengers to see to read.

98.
Governor's Carriage.

Right of way must be given at all times to the Governor's carriage, to vehicles of the Fire Brigades proceeding to a fire, and to the hearse and mourning coaches of a funeral procession, stopping the Bus if necessary to allow them to pass.

99.
Tram Tracks.

The Bus must not travel on the tram track if it can be avoided, and if necessary to run on the tram track the Bus must be turned off at the approach of a tramcar. When crossing tram track speed must be reduced to five miles per hour.

100.
Other Buses Not to be Passed.

The Driver is not to allow his Bus to pass another of the Board's Buses going in the same direction, unless the latter be disabled. The maintaining of an even headway is one of the most important matters to be observed by Drivers, and must be carried out by carefully timing at termini and Time Points on the route, and when running on short headway by keeping an even distance between Buses in front and behind.

RUNNING AHEAD OF TIME WILL BE CONSIDERED A SERIOUS OFFENCE, and treated accordingly.

101.
Following other Vehicles.

The Driver must never follow another vehicle so closely or at such speed that the Bus cannot be stopped in the intervening space.

102.
Turning Corners.

When turning into another street to the left, Driver must keep as near to the left-hand kerb as practicable; if turning to the right, must pass to the left of the point of intersection, and before turning, signal to the Driver of any vehicle which may be following, by extending the right hand, that the Bus is to turn to the right.

When turning corners, Driver must always do so on low speed and must not accelerate until straight running is resumed.

103.
Reversing.

Driver must not cause the Bus to travel backwards for a greater distance or time than is necessary for the safety or convenience of passengers of the Bus, and in EVERY CASE WHERE IT IS NECESSARY TO REVERSE THE CONDUCTOR MUST ALIGHT AND WARN FOLLOWING TRAFFIC, and signal to the Driver when all is clear.

104.
Care at Cross Streets.

At certain cross streets indicated by Local Notice the Driver must stop the Bus before reaching the building line and the Conductor must go forward and signal to the Driver when the road is clear. The Driver must not proceed until he receives the signal. On approaching cross streets where the Conductor does not go forward as above, the Driver must sound the horn, reduce speed and be on the alert to stop the Bus immediately if any vehicle or pedestrian should attempt to cross in front. Driver must look to the right and left of cross street and assure himself that the road is clear. IF IN DOUBT HE MUST STOP AT ONCE.

105.
When Crossing Streets, horn to be Sounded.

When intersecting streets are crossed without stopping, the horn must be sounded, the Bus must be driven slowly, and the Driver must be on the alert.

At intersections where a Police Pointsman is in control, Driver must not cross until the road has been opened for his route by the pointsman and the signal to proceed has been clearly given both by the Pointsman and Conductor.

106.
Passing Restive Horse.

The Driver must, at the request of any person having charge of a restive horse, stop the motor and remain stationary for so long as may be reasonably necessary; but if any person shall, without good cause, request the stoppage of the Bus, Driver must obtain the name and address of the person so doing, and report the matter in writing before going off duty.

107.
Speed of Bus.

The speed of Bus must be controlled, subject to the foregoing, so as to maintain even running of the service by checking the time on approaching a Time Point and taking care to leave each Point on time. THE DRIVER WILL BE HELD SOLELY RESPON-

SIBLE for keeping the Bus on table time, and NO EXCUSE WILL BE TAKEN FOR RUNNING AHEAD.

Special care must be taken in the following circumstances to so control the speed of the Bus that it can be safely and speedily stopped:—

- (a) In passing schools when children are entering, leaving, or playing round.
- (b) On "greasy" roads upon which a Bus is likely to skid.
- (c) In turning corners, particularly where a view of the road cannot be obtained.
- (d) When passing stationary Tramcars.
- (e) In foggy weather.
- (f) When running down-hill.
- (g) In crossing at right angles over streets containing busy traffic.
- (h) When crossing bridges.
- (j) When any part of the roadway is under repair.
- (k) When running on tramway tracks.
- (l) When entering or leaving garages.

Drivers must at all times bear in mind that it is necessary to have the Bus under such control as to ensure the safety of pedestrians. It is not sufficient to sound the horn in the expectation that pedestrians will get out of the way; Drivers must take every precaution to avoid the possibility of accident.

Speed must always be reduced in cases where it is necessary to secure the steady and even riding of the Buses when the road surface is uneven, defective or soft.

108.
Livestock Crossing Road.

When sheep, pigs, or cattle are crossing the road, the Driver must run at a very slow speed until the road is quite clear. If horses are crossing the road he must not start until all are clear. He must be careful not to run over or injure anything on the road.

109. Great care must be taken when driving down hills, which should never be taken at more than 8 miles per hour; and before the descent of steep inclines (indicated by Local Notice), the Bus must be changed into first or second gear, and then driven at a speed not exceeding four miles per hour, to the foot of the decline.

110. Drivers are strictly warned of the dangers due to excessive speed, and to the legal penalties to which they subject themselves by breaches of the law in this connection.

111. The Driver must never drive the Bus in competition of speed with, or to the annoyance of any other person using the street or road.

112. The Driver, when passing churches or other places of public worship on Sundays, or hospitals at night, must travel as quietly as possible and use the horn only when necessary.

113. The Bus must never be used to draw any other vehicle, unless under instructions from a responsible official, and cyclists or other persons must not be allowed to hold on to the side of any other part of Bus.

114. Passengers must not be allowed to ride on the step, and the Conductor must not signal the Driver to proceed until all passengers are clear of step whether boarding or alighting.

115. In all cases the speed of the Bus must be so regulated as to ensure the safety of the Bus and its passengers, and all other users of the roadway under the conditions prevailing at the time. Passengers may sometimes endeavour to induce Drivers to increase speed over the schedule rate, but THIS MUST NEVER BE DONE.

116. When a procession, whether of vehicles, troops or civilians, is crossing a street in which a Bus is travelling, the Driver must pull up and wait till the procession is safely across before proceeding, and must not attempt to break through.

117. The Driver must obey any order of police or Municipal Authority, whether contained in these Regulations or not, and at all times comply with any direction by voice or hand of any member of the police force as to placing, stopping, starting, approaching, or departing from any place, or travelling on or varying any set route. He must never quarrel or argue with the police, even if he knows them to be wrong, but take instructions cheerfully and cooperate with them in traffic.

118. The Driver must adhere to the set route of the Bus unless otherwise instructed by police or by an authorised Officer of the Board. If any street on the route should be closed by police or Municipal Authority, or on account of fire or some unforeseen cause, the Driver must not delay the Bus, but must divert by the nearest streets and return to the set route as soon as possible, notifying the first Inspector met with of the alteration of route, and the reason.

119. When running in thick rain or fog, or in dark places, the Driver must so control the speed of the Bus that he can stop within the limit of the distance that can be seen ahead.

120. Driver must never approach a crowd at speed, sounding the horn, and expecting the people to get out of the way. He must bring the Bus to a stop at a safe distance, then sound the horn, and work slowly forward on low speed.

121. When horn is out of order, or at night if the Bus should be in darkness or headlights will not burn, the Bus is to be run cautiously to the nearest Depot, where it can be repaired or a change over obtained.

122. The Bus must always be stopped to pick up or set down passengers at the recognised stopping places when hailed, and at such other places and times as may be indicated by Local Notices. The Bus must always be stopped with its entrance or left side close to and parallel with the footpath, but the tyres must never be allowed to graze the kerb in

drawing up to or turning away from the stopping place.

The Bus must not be stopped in such a position as to obstruct the traffic in a cross street or footpath. NEVER, EXCEPT TO AVOID AN ACCIDENT, stop elsewhere than at the left of the road on which you may be running.

123.

Bus for Service.

Special Instructions to Drivers.

On no account is a Driver to allow any unauthorised person to drive his bus. To do so will be CONSIDERED A SERIOUS OFFENCE, and treated accordingly.

Each Driver rostered to take a Bus out of the garage for service, must consult the Shedman's Board to ascertain which Bus is allotted to his table, for that day. No Bus other than the one allotted as above, is to be taken out without the authority of the leading Garage Official.

124.

Adjustments.

When out on the roads and in case of emergency only, the Driver is permitted to carry out the following adjustments on the vehicle under his care, and he must thoroughly understand the proper method in each case:—

1. Adjust brakes if faulty.
2. Change wheels (pneumatic).
3. Lift bonnet to examine engine in order to—
 - (a) Flood carburetter.
 - (b) Adjust fan belt.
4. Replace lamps or fuses when burnt out.

125.

Reporting.

Daily Reports are to be handed in as directed before going off duty, setting out briefly and clearly the following:—

1. Any difficulty experienced in driving.
2. Any mishap affecting the body or chassis.
3. Any unusual sound detected either in body or chassis.

Relieving Drivers are to be made acquainted by the one relieved with any such irregularity, and are to note same in their own Daily Report.

Special Instructions, Driving.

126.

Steering Gear.

The front wheels must not be forced round by steering wheel when the vehicle is stationary. This is apt to strain the steering gear.

127.

Cranking Up.

The Driver must always crank engine himself; and to avoid accidents, when using hand crank, he must always make the handle engage with the crank near the ground and begin with an upward swing. Whilst grasping crank handle, the thumb must be kept on the same side as the fingers—the handle must not be grasped with the thumb.

128.

Starting.

The Driver must make sure that the hand brake is fully released before starting Bus.

129.

Standing.

The Bus must not be left unattended with engine running.

If the Bus be left standing when facing down-hill the steering wheel must be left in such a position that the front wheels are directed towards the kerb.

130.

Reverse.

When necessary to reverse, the Driver must first stop the Bus; he must never reverse when the Bus is in motion.

131.

Brakes.

The hand brake must always be left on, if it be necessary for the driver to leave his seat.

Except in emergency, brakes must be gradually applied in order to save undue wear on tyres and other parts.

If a tyre blows out, brakes must not be jammed on—power must be cut off and Bus coasted to a standstill, if conditions permit. Jamming on the brakes is likely to cause a skid.

The Driver must equalise the use of both brakes as often as possible, and particularly when making regular stops.

In braking, the greatest effect is produced with no skidding. For this reason it is necessary to apply the brakes in a manner which will avoid it. This is particularly important on a wet or greasy surface.

132.

Warning.

Knocks or pounding of engine may lead to a serious breakdown if allowed to continue, and must be immediately reported to the Depot by telephone.

Special Rules for Drivers of Gear Driven Buses.

133. Standing. The gear lever must always be left in neutral position when the engine is stopped.

134. Starting. The Driver must make sure that the gear lever is in neutral, and that the spark is retarded before cranking engine. If it be necessary to flood carburetter the float must be moved gently—it must not be banged up and down.

135. Engine Lubrication. On starting engine, the driver must see that the oil gauge on dash shows 10-15 lb. If the action of the gauge be irregular, engine must be stopped and garage foreman notified before proceeding.

136. Spark. The engine must not be run for long on retarded spark, for it prevents complete combustion and causes carbon to be deposited on piston head, sparking plugs, etc. It also causes engine to overheat, which results in severe pitting of valves and valve seats, and leads to loss of compression, and loss of power. On the other hand, the spark may not always be advanced to the full extent, particularly on up grades, or when engine is inclined to knock.

137. Clutch. Clutch must always be disengaged before changing gears.

The engine speed must be kept low when idling in traffic. When moving off again, the clutch must always be engaged with the engine speed low.

The clutch must not be "slipped" in any circumstances. When the Bus is to be started, the clutch must be let in gradually and left fully in, the throttle being then opened as required.

When crossing rough metal the clutch must be thrown fully out and the Bus allowed to coast as far as possible in order to save the tyres.

138. Gears. The practice of starting in second gear will not be allowed. The Driver must go through all gears whether in traffic or not.

In changing gear "up," the clutch pedal must be pressed well down and a slight pause made between each speed before engaging gear. In changing gear

"down," the throttle must be left open, the clutch pedal pressed lightly and gear lever moved into neutral position, the clutch being let in again at the same time. The clutch must again be pressed lightly, and the gear lever pushed into position. Then the clutch gradually engaged again. Thus two complete movements of the clutch pedal must be made.

To start on an up-grade, the engine must be started as usual; then, the hand-brake released, and the bus held with the foot-brake whilst gears are being shifted; the engine must be accelerated while the pressure is gradually released on both pedals together.

Under no condition must vehicle be coasted downhill—the gear must always be engaged while the vehicle is in motion.

139. Speed Control. Gears must always be changed down when engine is labouring, and the Bus must always be stopped gradually (except in case of sudden danger) by throttling down, declutching, and applying hand-brake.

Special Instructions for Drivers of Petrol-Electric Buses.

140. Starting Up. (1) The Driver must remember that there is no clutch or "change gear" to operate, and that the spark is automatically controlled with the movement of the throttle pedal.

(2) Before engine is started it is imperative that the **controller lever** be in neutral position. At the same time the **resistance lever** must be vertical (in notch provided).

(3) In starting engine the driver must switch on and crank up. If necessary to flood carburetter the float must be moved gently. It must not be banged up and down.

(4) To warm up engine the throttle pedal must be depressed slightly.

141. To Start Bus. With engine running quietly, the Driver must have **controller lever** in neutral position and **resistance lever** vertical. The controller lever must be

moved to forward or reverse position as required. The throttle pedal must be depressed gently, when the vehicle will move off slowly.

142.
To Stop Bus. The throttle pedal must be released, and the hand-brake applied.

143.
Speed Control. The controller lever must on no account be operated whilst the vehicle is in motion, otherwise serious damage to the electrical equipment will result. When the Driver leaves his seat, he must always leave the **controller lever** in the neutral position.

The resistance lever must be in continual use to control speed of Bus according to changing road conditions. On no account must the resistance lever be set in one position and left.

To control the speed of the vehicle after full throttle has been given the **resistance lever** must be operated.

It is important that any movement of the **resistance lever** be gradual.

To start Bus on a level road, the **resistance lever** must be in vertical position (in notch provided).

To start bus on an incline, the **resistance lever** must be moved gradually backward from the vertical position, until a sufficient engine speed is obtained to get away.

As the vehicle moves off, the **resistance lever** must be moved gradually forward until it is in such a position that the engine is not running unduly fast, but at the same time it must not be allowed to labour, which will occur if the lever is moved too far, or too quickly forward.

On no account must the engine be allowed to slow up when hill-climbing.

The backward movement of the **resistance lever** allows the engine to speed up, giving more power for heavy pulling.

The forward movement of the resistance lever increases the speed of the motor when less power is required, allowing the Bus to speed up for fast running on the level, when the load is light, or when running down light gradients.

Assuming the Bus is running on the level, as soon as the engine shows signs of labouring, the lever

must be moved back gradually to give more power; and, as the gradient increases, moved further back slowly until the engine is running comfortably. On no account must a gradient be climbed with the resistance lever right forward.

On down gradients a saving of petrol can be effected by throttling down.

Special Rules for Conductors.

144.
Examination of Buses. Conductor, on taking charge of Bus, must carefully examine the inside of the vehicle and see that the seats and upholstery are in order and clean; see that no nails or other projections are in such a position as to damage the clothing of passengers. Get rid of any paper, litter or discarded tickets, and dust 'all seats, ledges, and rails. If any defect is noticed in the interior of the Bus, it must be reported at once to a responsible garage official, and in the absence of such report, the Conductor will be held to have taken control of Bus in good order, and will be held responsible for any damage or loss to which he has not called attention.

145.
Position of Conductor. The Conductor when not actually engaged in the collection of fares must stand at the rear entrance. He must promptly collect the fare of each passenger boarding, but must avoid the collecting of fares while at important stopping places. He must call out clearly as the Bus approaches each stopping place the name of the cross street, public building, or other place served by the Bus at that stop, and give the bell signal to the Driver in time for him to stop at the proper place if any passenger desires to alight.

146.
Fares to be Collected from Every Passenger. **FARES SYSTEM.**
A fare, either in cash or token, must be collected from every person who rides.

147.
Children's
Fares.

Children under the age of 12 years can ride at special rates set out in the Bus. If under three years of age, they may ride free, but not more than one child for each adult of same party. Children riding free may be placed on the seat unless or until the Bus is full, when they must be taken on the passenger's lap or a fare be paid. If the Conductor is in doubt as to the age of the child paying half-fare, he must ask politely to ascertain, and unless the child is evidently over the right age, accept the word of the passenger in charge. Children must not be allowed to stand on the seats.

148.
Ticket Supplies.
How to Use.

Conductors must carefully examine the tickets supplied and check them in the presence of the issuing Officer with Revenue Journal before signing it, and immediately call his attention to any discrepancy that appears. No claims for mistakes, which should have been reported, will be recognised after Conductors have left the window. Care must be taken to use tickets of the right series for the day. Tickets which are not used on the day for which they are issued, must be returned to office when paying in.

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

Conductors must see that they obtain sufficient tickets for the day's work before starting duty, and must have their ordinary tickets with them when working special or picnic Buses, etc.

149.
Running
Journals.
How to Enter.

Conductors on beginning duty must enter distinctly in indelible pencil on the Running Journal, the commencing numbers of all packets of tickets in their cases. Journals must be kept clean.

It is most important that the numbers should be entered correctly. If any mistake should be made the figures must not be erased, but lined through, the correct figures being placed above. If while any journey is being made the Conductor desires to enter his numbers for the next journey, he must only do it in respect of those tickets the sales for which have closed. All other particulars required on Running Journals must be entered, particular attention being given to the entry of destination for each half trip,

also time of departure. If only a part of ordinary journey is run, the point at which the return journey has commenced, must be entered. Running Journals must be stamped in the space provided for the purpose on first trip.

150.
Enter Numbers
Each Half-trip.

During a shift, at each terminus, Conductors must enter in full commencing numbers, and entries must be checked by tickets to prevent mistakes. This must be done each half-trip, whether any were sold on previous trip or not. This rule is one 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.

151.
Collection of
Fares.

- (a) Fares must be collected as soon as possible after the passenger is on the Bus. When Buses are loaded up at any place, waiting for time to leave, Conductors must proceed to collect fares while so waiting. Conductors on finishing the collection of fares, must remain near rear doorway till again required to collect fares.
- (b) When Student Conductors are 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.

152.
Fares to be
Settled Before
Detaching
Tickets.

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 section or luggage he is to be paid. He must be especially careful in reference to CHILDREN'S FARES, and LUGGAGE.

153.
Fare Collection
and Ticket
Issue.

- (a) Conductor must politely but clearly ascertain destination of passengers and ask for fares promptly, not relying on passengers to offer fares, or waiting until there are a number to collect.
- (b) Conductor must commence to collect fares as soon as possible after each stopping place, announcing in a distinct voice,

154. Charge for Luggage, Parcels and Packages. The charge to be paid by each passenger who shall take with him permitted personal luggage, parcels or packages, exceeding in the aggregate 28 lb., but not exceeding 56 lb. in weight, or 36 x 18 x 12 inches in dimensions, shall be an additional full fare.

155. Luggage Not Permitted. Luggage, parcels or packages exceeding the above weight or dimensions are not permitted.

156. Packages and Luggage Not to Obstruct. Passengers must not be allowed to carry bulky, dangerous, or offensive packages on Buses. Luggage must not be allowed to obstruct the passage way or remain in a position to trip passengers.

157. Mutilated Check Tickets. In the event of a passenger mutilating or rolling up the check ticket, so that the number or value cannot be readily distinguished, another fare must be demanded.

158. Mutilated Tokens. Mutilated tokens must not be accepted, and persons presenting same must be referred to Head Office.

159. Lost Tickets. Conductors will be required to pay for all lost tickets. The matter must be reported in writing immediately, so that steps may be taken to recover them.

160. Passengers on Wrong Buses. Passengers who get on wrong Bus by mistake, and ride a very short distance only, need not pay a fare, but Conductors must satisfy themselves that an error has been made. If a ticket has been issued, no refund can be made.

161. Inspection of Tickets. (a) Conductors must carefully examine all tickets held by passengers at the commencement of each section, and see that they are correct, and avoid the possibility of being reported for missed fares, etc. They must also scrutinise each ticket when issuing it to a passenger. The Conductor will thus have an opportunity of checking his work. The practice of only making this inspection when an Examiner is on the Bus is not allowed.

(b) When Assistant Conductors are engaged and have left the Bus, 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.

(c) Conductors must promptly submit their Journal, Ticket Case or Bag to any Depot Master, Inspector, Revenue or Ticket Clerk, or Ticket Examiner for examination when required, and must give any information or assistance. After giving up their Journal, Conductors must not collect fares in advance of a Ticket Examiner unless directed by him to do so.

(d) If an Examiner discovers missed fares, or "over rides," Conductor must not reprimand passenger in any way. If he thinks passenger has broken By-law, he must do nothing more than obtain name and address of offender, and also witnesses. Unless he is instructed to do so, the Conductor in such cases must not collect a fare from the passenger.

(e) Upon receipt of the fare of a passenger who is leaving or has left the Bus, the Conductor must immediately detach the proper ticket, tear it in two and openly discard it.

(f) The tickets issued by Conductors are good only for the trip on which they are issued, and only for the distance shown thereon, and tickets (except transfer tickets), issued on one Bus, are not available on another unless Buses are being massed for special traffic. Should passengers attempt to travel ON TICKETS WHICH HAVE NOT BEEN ISSUED DURING THE TRIP, their names and addresses must be taken, and the matter reported to the Officer in Charge immediately on arrival at the Depot.

(g) Assistant Conductors who board a Bus to collect on portion of trip only, must when

making their first collection of fares request the production of tickets held by passengers.

- (h) Should any doubt exist in the Conductor's mind as to any passengers having paid the proper fare, they must be requested to **SHOW THEIR TICKETS**, and a comparison of the numbers on the tickets with the commencing number entered on the Running Journal at the commencement of the trip will show whether the tickets are correct or not.

162.

Supplementary
Journal or
Relief Slip.

In cases where a Conductor is required to hand over his passengers to another Conductor, or where an Assistant Conductor is required to work, and then leave a Bus on a journey, Supplementary Journal or Relief Record Slip showing numbers with which the journey was commenced, must be made out and handed to the Conductor taking over the passengers. Conductors receiving a Supplementary Journal must hand it to Examiner when he asks for the Ordinary Journal. After the shift has been completed the Supplementary Journal must be handed into the Revenue Office.

163.

Assistant
Conductors.

When an Assistant Conductor boards a Bus for the purpose of collecting fares he must, before commencing, hand to the Conductor in charge a slip on which are set out the commencing numbers of all tickets on his Running Journal, together with his Badge number, Bus number, and time of boarding Bus. He must also enter the name of street or terminus at which he joined the Bus.

This slip must be retained by the Conductor in charge, who must attach same to his Journal. The Conductor in charge must always enter on his Running Journal in the column provided for the purpose the Badge number of Assistant Conductor.

164.

Fares, author-
ised only to be
Collected.

Whenever any concessions from 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 informing the Conductors in the matter.

Unless so instructed, Conductors must never allow passengers to ride free, nor accept any other than the regular rates of fares, no matter who they are or whom they claim to represent, or what concession they say has been given them. Politely insist on the proper fares being paid, and tell the passenger who claims an exception that if the fare is improperly charged it will be refunded on application to the Head Office.

165.

Concession
Tickets.

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

166.

Fares Not Paid.
What to do.

In cases where a passenger refuses to pay fares or excess fare when riding beyond a section, or where Conductor knows a passenger has on previous occasions ridden without paying fare on some excuse or other, he must stop the Bus and politely insist on the fare being paid, or the passenger getting off, reporting the case fully, with witnesses' names, so that the person may be prosecuted if desired. If passenger refuses to get off or becomes insulting or obstructive he should be given in charge to a policeman for a breach of the "Tramways Act" for evading payment of a fare.

167.

Evading Pay-
ment of Fare
and Presenting
Expired Tickets

If a passenger endeavours to evade payment of fare or presents an expired or used ticket to Conductor, his name and address must be obtained and full particulars reported to the Officer in Charge, together with names and addresses of witnesses and the expired tickets, if any.

168.

Minimum Fare
Buses.

Conductors working Buses known as Minimum Fare Buses must call out "Minimum Fare Bus" of whatever the amount may be, and must not collect less than the minimum fare from passengers who enter while the Notice Boards are on the Buses. The boards must be removed in accordance with special or Local Notice. Minimum fare applies to adult passengers only not to children.

where for a special place or event, the name of the place or event must be similarly called.

181.

Avoid Obstructing or Annoying Passengers.

When passengers are getting on or off, always step aside and give them free passage. Be careful in going through Bus not to damage any stick, umbrella, or other article belonging to a passenger; if such be in the way ask owner politely to remove it.

182.

Cleaning Buses

Conductor must clean the windows and dust the seats and window-ledges of the Bus before taking it out of the shed. In dusty weather, the seats and window-ledges must be dusted on every trip before leaving each terminus. Conductor will be held responsible for the clean and tidy condition of his Bus, and for seeing that the signal lights and destination signs showing are correct for the route upon which it is running. When transferring it from one route to another requiring a different light or sign, he must be particular to alter the signal lights and destination signs.

183.

Ventilators, Windows, Blinds.

The proper ventilation of the Bus adds much to the comfort of passengers, and must be carefully attended to each half trip, and on each change of weather. The ventilators should be all open in fine and warm, and partly open in cool weather, but closed on very dusty, cold or stormy days. Some of the side windows may be opened on fine warm days, and on close evenings. The blinds on the sunny side should be kept down except in winter, and Conductors must alter them whenever the sunny side changes during the trip. On hot north wind days they may be kept down on both sides, except those on the shady side of the Bus, which would cover important notices. On very hot bright days the side windows on the sunny side should be opened, if not too dusty, to keep the sun off the glass. Ventilators and windows must be regulated so as to keep the Bus as free from dust as possible, while giving sufficient ventilation. Do not allow one passenger to have windows open to the discomfort of other passengers. If the ventilators will not stop open, or if the blinds are too stiff, or will not stop down, the defect must be reported.

Special Rules re Accidents.

CAUTION.

184.

Public Safety.

THE SAFETY OF THE PUBLIC IS TO BE THE FIRST CONSIDERATION OF ALL EMPLOYEES.

185.

Accidents.

MOST ACCIDENTS ARE DUE TO CARELESSNESS. SOMETIMES IT IS THE CONDUCTOR, SOMETIMES THE DRIVER, BUT MORE OFTEN IT IS THE INJURED PERSON HIMSELF WHO HAS BEEN CARELESS, RECKLESS, OR INDIFFERENT TO HIS OWN SAFETY.

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.

CONDUCTORS! NOTE! MANY PERSONS WHO ARE HURT WHEN BOARDING OR ALIGHTING FROM BUSES IN MOTION WILL CLAIM THAT YOU STARTED THE BUS WHEN THEY WERE IN THE ACT OF BOARDING OR ALIGHTING, AND THAT YOU WERE TO BLAME.

WHEN YOU SEE ANY PERSON ATTEMPT TO BOARD OR ALIGHT FROM A MOVING BUS, SHOUT TO THEM; WARN THEM OF THEIR DANGER; HOLD THEM IF NECESSARY; but

186.

Prevent Accidents.

CALL OUT, "WAIT TILL THE BUS 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 the case of an accident that the Employees 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.

When an accident happens, passengers look to you as the Board's representatives, therefore keep calm.

In approaching witnesses, Employees should be cautious and business-like. If witnesses object to give their names when asked, they should be told politely that their statements will be wanted if men in charge of Bus are blamed for the accident. If Drivers and Conductors mention the reason names are wanted they will have little difficulty in getting them.

People will sometimes say they did not see the accident merely to avoid giving their names. **THEIR NAMES AND ADDRESSES SHOULD BE OBTAINED JUST THE SAME.** Even if they did not see they may be able to give the name of someone who did see the accident. The names and addresses of drivers and owners of vehicles and registered numbers, if any, of the vehicles concerned in the accident are to be noted and reported.

194.

Admission Not to be Made.

Drivers and Conductors must be on their guard in case of any accident against making any remark admitting that they were at fault or blaming each other, or that the accident was caused by any defect of Bus machinery or brakes.

195.

Accidents. Cautious Inquiries to be Made.

In case of a Bus running into another vehicle or object, or accident due to a sudden application of the brakes, in which cases passengers could not themselves be at fault, it is not necessary to secure witnesses, and Conductors and Drivers must be cautious in making inquiries not to attract special attention to the accident.

196.

Notice Board to be Examined Daily.

Amendments and additions to these Rules and all Temporary Orders and Notices will be posted on the Notice Boards, which must be examined daily.

197.

New Rules. Instructions or Notices to receive Attention.

Any new Rules or Special Instructions or Notices which may be made from time to time and exhibited, or posted, must receive the same attention as if they were included in this book.

CAUTION

Drivers must not, when the road is obstructed by Vehicles or Persons, run too close to them. Horses, when frightened, sometimes back towards, instead of going away from your vehicle.

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.

