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27	28	29	30	31

Melbourne, Dec. 23 1919

METROPOLITAN
RD.

To Mr. W. O. Strangward

Manager.

RECEIVED
DEC 23 1919
ACK.
ANSD

and consider whether you can grant to the
Punch Repair Shop a more liberal supply
of tools, at present the mechanics are granted
nothing.

Yours respectfully
L. Gries

ward's
business

similar design only in hands
of officers and staff.

"Duty Pass" as per sample, is used by

employees and patrol men of the Melbourne Electric
Supply Company, in discharge of their duties in connection with
our track lighting.

The passes for general officers and staff
are issued by the Accountant, for motormen and conductors by
the Traffic Superintendent, and for trackmen, overhead men and
shedmen by the Rolling Stock Superintendent. All passes are
signed for by the men receiving them.

I shall be very pleased to discuss with you
later on as to the best system to be adopted when the whole of
the lines are taken over.

Yours faithfully,

H. S. D. G.

CHAIRMAN.

Enclos.

FOR EMPLOYEES ONLY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																																																																																					
JAN.											FEB.											MARCH											APRIL											MAY											JUNE											JULY											AUG.											SEP.											OCT.											NOV.											DEC.										

TRAMWAY BOARD, MELBOURNE
EMPLOYEE'S PASS. N
This Pass is void unless presented by an Employee. Good on any line for one ride only on the day and month punched out in margin.

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METROPOLITAN RD,

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Yours faithfully,

As. Dra.

CHAIRMAN.

Enclos.

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NOTICE TO CONDUCTORS (ELECTRIC TRAMWAYS)

Only two descriptions of FREE PASSES must in future be recognised by Conductors, as follows:-

(1) A metal pass (gilt) similar to design at foot hereof which has been issued to each member of the STATE Parliament of Victoria and to members of the Board. The Parliamentary Railway passes held by members of other Parliaments do not entitle the holder to free travelling.

(2) Blue leather passes (specimen at foot hereof) which are held by the higher officers of the Board and are available until 31st December 1920. A small number of leather passes similar in color and design may from time to time be issued to visiting officers from other Tramway Systems and the date of expiry will be written thereon.

Conductors must obtain ordinary fares from ALL OTHER PASSENGERS except -

- (a) Employees of the Board IN UNIFORM OR WEARING SERVICE BADGES.
- (b) Police Constables IN UNIFORM.
- (c) Blind persons who produce a "Blind Person's" pass.
- (d) The various ticket passes issued to members of the Board's staff as heretofore.
- (e) Scholars' concession tickets.

Prahran & Malvern Tramways.

- (f) Returned Soldiers attending the Kooyong Military Hospital who travel free between Kooyong Road and Elsternwick Railway Station.

Secretary & Acting General Manager

MELBOURNE TRAMWAYS BOARD.
T I C K E T S.

Such
carry transfers as are issued to ordinary passengers

Tickets issued to male and female employees to be different colors
(This will ~~not~~ prevent male employees from handing surplus tickets
to female relatives).

They will be printed **EMPLOYEE ONLY.**

Tickets to be printed in slips of one dozen for facility of issue.

All tickets to be perforated vertically about ^{one} third of the length from
the end and consecutively numbered at each end.

Cable car conductors will collect the tickets whole.

Electric car conductors will personally tear off the short portion,
and hand to the person who will
retain ~~and~~ deposit them in a box at the Car ~~XXXXX~~ Depot each time
they lodge their returns. The passenger would keep the longer
portion for production to ticket examiners.

Issuing officers to be called upon at irregular periods to note the
serial numbers of all passes issued to each employee during a
particular week and to forward same to Head Office. Ticket Examiners
to occasionally take the names of employees travelling and the serial
numbers of the ticket they present.

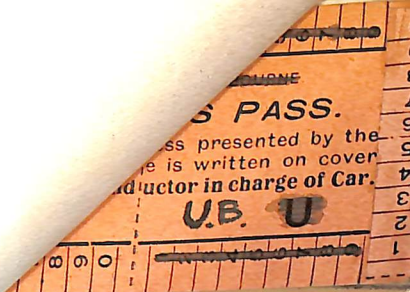
This course would possibly ^{cause} ~~thought~~ it to be thought that
there was some method of preventing the improper use of employees
tickets.

Ticket Examiners could also at odd periods note the serial numbers of
tickets held by passengers and at the same time obtain the butts
collected by the Conductor up to that point. The counterparts of
the passengers' tickets should be found amongst the butts collected,

All other passes to be abolished, except the book passes to distinguished
visitors and ^{" T "} blind persons.

Owing to the strike in the printing trade it may be a considerable time
before new employees passes can be obtained.
I think the Board should at once permit all employees in uniform and
those wearing badges to travel free over all lines, and as soon as
an order for tickets can be placed, the present stock of employees
tickets used for all lines. When used on the Electric tramways,
Conductors could tear off approximately one-third of each employees
ticket presented.

2 from travel



METROPOLITAN TRAMWAYS BOARD.

COPY TO CHAIRMAN
Chief Manager.
MR. J. G. ROBERTS
Mr. J. D. Barton

TERMS FOR EMPLOYEES' FREE TRAVELLING.

- (a) Senior Officers (as per list herewith) to be provided with silvered monogram metal passes (numbered), same design as those held by the members of the Board and members of the State Parliament. These will represent free travelling over all tramways, (cable and electric)
- (b) Uniformed and Badge-wearing employees to receive a book of 60 passes, for "pleasure" riding, every ten weeks. (query every 8 weeks).
The uniform or badge will carry them free to and from duty.
- (c) Non-uniformed Workmen. To receive books of 60 passes sufficiently often to allow free travelling once per day over one or more lines to and from duty, and six extra (query 7½) "pleasure" passes per week.
- (d) Clerical Staff, male and female. Same as non-uniformed staff, but to receive 12 extra "pleasure" passes per week.

Each Depot &c. Manager to hold spare single journey passes for use by employees who are directed to travel with messages &c. (Sample attached).
Depot &c. Managers will consider the requirements of each employee and ~~decide~~ ^{recommend} how often a book of 60 passes is to be issued to those mentioned in (c) and (d). He will enter his ^{the} decision in a register, ^{will be entered} as a guide by the issuing clerk.

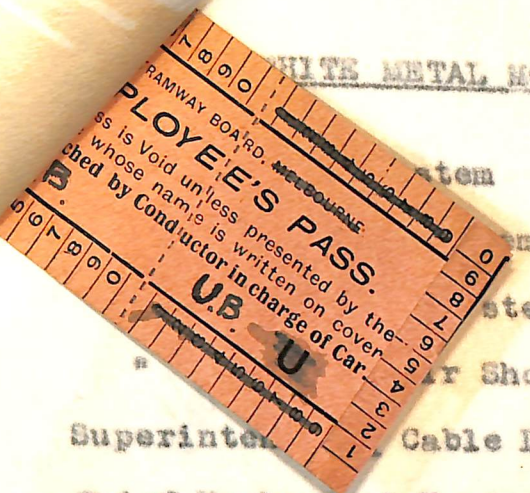
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JAN.	FEB.	MAR.	APR.	MAY	JUNE	TRAMWAY BOARD, MELBOURNE										JULY	AUG.	SEP.	OCT.	NOV.	DEC.
EMPLOYEE'S PASS. N																					
<small>This Pass is void unless presented by an Employee. Good on any line for one ride only on the day and month punched out in margin.</small>																					
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							

Description of Book Passes.

Sixty passes (thin paper) to be bound in book form.
Passes to be similar to sample attached - perforated transversely in two places.
Good for a single continuous journey on any cable or electric tramway, and to carry such transfers on the cable tramways as are issued to holders of 3d tickets.
Each pass and the cover thereof will bear a letter or letters to indicate the issuing Station.
Each of the three margins of the cover and passes will bear the numbers
1 2 3 4 5 6 7 8 9 0

COPY TO CHAIRMAN
 Mr. J. G. ROBERTS
 Chief Manager
 Mr. J. D. Barton

WHITE METAL MONOGRAM PASSES, ALL LINES, TO



- Mr. J. G. Roberts.
- Mr. S. Robertson.
- Mr. M. K. Westcott
- Mr. J. Roberts
- Mr. J. W. Duncan
- Mr. J. Turnbull.
- Manager, Southern ^{Power House} Cable Tramways Mr. Richards
- Treasurer Mr. Andrews
- Claims Officer Mr. J. Barnes
- Traffic Superintendent (Cable) Mr. C. Young
- " " ^{Eastern} (Electric) Mr. Hilton
- " " (Northern) Mr. Fordham
- Assistant Accountant. Cable System. Mr. G. P. Smith
- " " Eastern " Mr. H. Heath
- Rolling Stock Superintendent, Eastern System. Mr. Fryor
- Branch Superintendent, Cable " Mr. Holmes.
- Superintendent Permanent Way. Mr. Henderson
- Assist. Sup^t. Northern Cable Mr. Pollock.
- " " Southern " Mr. Mackenzie.
- Assist. Manager, Car Repair Shops Mr. Vaughan.
- ~~Chief Receiver, Cable System Mr. Murray~~
- Assistant Secretary Mr. Spencer
- Appeal Board Officer Mr. Barton
- Assistant Engineer Mr. Lormer.

Chief Clerk (Cable)

Mr. D. Anderson
 Insp. Roberts
 Davidson
 J. D. Barton

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MELBOURNE & METROPOLITAN TRAMWAYS BOARD.

NOTICE TO CONDUCTORS (ELECTRIC SYSTEMS).

EMPLOYEES' PASSES.

On and after Monday, 1st November, a new form of Employees' Pass will be issued, which will be good for one continuous journey on any tramway under the control of the Board

The following instructions must be carefully noted -

- (1) Employees' Passes must (with the exception noted below) only be accepted as fares from male passengers. If tendered by or for women or children, or from anyone known by the Conductor not to be in the employment of the Board, they must be refused, and the names and addresses of the persons offering them must be obtained, and full particulars reported.
Exception. - Employees' Passes stamped on the cover of the book with the words "LADY CLERK" may be accepted from females.
- (2) Employees' Passes are bound in books and will only be so issued. They are only for the use of the Employee whose name appears on the cover.
- (3) When about to present a Book pass as a fare, the holder of the book must exhibit same and tear the pass out of it in the presence of the Conductor.
- (4) Book passes will be collected WHOLE by the Conductor, and must be torn in halves by him in the presence of the passenger. These parts must be handed in at the Depot with other returns.
- (5) Each Employee's pass will be punched at Head Office to indicate the employee to whom same was issued. The block letter (as shown on sample at foot) denotes the issuing station.
- (6) If passes are presented by any person, other than the one whose name is entered on the cover of the book, the Conductor must obtain an ordinary fare and report full particulars, giving the person's name and address, and the number and letter of the pass presented.
- (7) Transfer tickets where allowed for cash fares may be issued to Employees paying their fares by Employees' Passes.
- (8) The number of Employees' passes received on each trip must be entered in the last blank column of the Conductor's Running Journal. The total for day to be entered at foot of Revenue Journal.
- (9) Ticket Examiners will examine the covers of the books used by each Employee travelling, and see that both halves of an Employee's pass of same number and letter are held by the Conductor.

NOTE - An Employees' Pass printed on PINK paper, of somewhat similar design to the sample shown below, is issued to certain Employees on the Cable System. These passes are good ONLY ON CABLE TRAMS and must not be accepted by Conductors on the Electric trams.

1	2	3	4	5	6	7	8	9	0
Melbourne and Metropolitan Tramways Board.									
EMPLOYEE'S PASS									
This Pass is Void unless presented by the Employee whose name is written on cover and detached by Conductor in charge of Car.									
1	2	3	4	5	6	7	8	9	0
N									

By Order,

Secretary.

The numbers punched on the passes will read from top to bottom and along the side. Above sample is No.257.

28/10/20.