

VICTORIAN



RAILWAYS.

ST. KILDA AND BRIGHTON
ELECTRIC STREET RAILWAY.

Rules and Regulations

FOR

DRIVERS AND CONDUCTORS.

Melbourne, June, 1907.

F. E. BRADFORD.

SwR

Secretary

REGULATIONS

For the Working

OF THE

ST. KILDA & BRIGHTON

ELECTRIC STREET RAILWAY.

All By-laws for the time being in force on the steam railways vested in the Victorian Railways Commissioners shall, so far as such By-laws are capable of being applied, be in force on this Electric Railway, and the following Regulations, for the guidance of employes engaged thereon, will be effective on and after

CROSSING CABLE TRAMWAY IN FITZROY STREET.

1. (a) Right of way is always to be given to cable trams, in either or both directions, which have arrived at their stop marks, or within a tram length of same, by the time the Conductor of the electric car has reached the cable line when going forward to signal his car across.

(b) Cars must always be stopped at the stop marks on either side of Fitzroy-stfeet, and the Conductor must go forward to the line of the cable track, see that no cable tram has started or been signalled to start over the crossing, or has reached a position to claim right of way, and that the road is clear, and then signal his Driver to come on.

The Driver must, before starting, look back and see that no passengers are getting on or off his car.

If, after starting, any cable tram moves forward from its stop mark, the electric car must be stopped at once, and all possible means taken to avoid a collision.

The Conductor must always be watchful, and if a cable tram moves forward, must do his utmost to have the electric car stopped before it reaches the cable track.

(c) Cars must be taken over the crossing at a speed not exceeding four miles per hour.

(d) To signal their car forward, Conductors must wave an arm by day and a white handkerchief at night.

After receiving the signal from the Conductor, and before starting to cross, the Driver must give two strokes on his bell.

DRIVERS.

2. Before leaving a terminus with any car, the Driver must satisfy himself that all is clear, and, when a trailer is attached, that it is properly coupled and the brakes in good order. He must start and stop his car carefully, and without a jerk

3. Drivers must be careful not to over-run stopping places; the gradient, state of the weather, and condition of the rails, as well as the weight of the car, must be considered in determining when to shut off power and apply the brakes.

4. After the Conductor has given the signal to start, the Driver must satisfy himself that the track is clear before the car is moved.

5. When approaching employes at work on the track or overhead wires, the Driver must sound the bell, and be prepared to stop instantly if required.

6. Drivers must satisfy themselves that facing points are in the proper position before passing over them, and at all times keep a sharp look-out, and exercise the greatest watchfulness in order to prevent accidents or injury to the public.

7. Drivers must be careful to slow down on overtaking or meeting a restive horse, and pass the same cautiously; if necessary, they must at once bring the car to a stand.

8. A Driver noticing any person, horse or vehicle on or close to the track must, if time permits, sound his bell, and if he sees no notice taken of his warning, shut off power and apply his brake.

9. Care must be taken not to draw nearer than 10 feet to any obstruction on or fouling the track. A cross street must not be blocked by running up to a standing car or street vehicle.

10. In the event of a car coming to a stand, and being unable to proceed, the Driver must, if practicable, arrange for the following car to assist his car forward.

11. When approaching any stopping-place where a car is already at a stand in front, the speed of the approaching car must be so regulated as to enable it to arrive at the stopping-place as the car in front moves away. Once the car comes to a stand, whether at a recognised stopping-place or not, Drivers must not move until they receive a signal from the Conductor to do so.

12. When drivers have sounded a warning signal they must not trust to persons, horses or vehicles moving immediately out of their way, but must be

prepared to stop at once and make certain of the track being clear before proceeding, even at the risk of delay.

13. When stopping-places occur at the intersection of streets, Drivers of cars other than through cars must come to a stand before crossing the street except where otherwise directed by stop marks or special notice.

14. Drivers of all through cars must be vigilant and cautious when running past street crossings and the places where ordinary cars stop.

15. The electric brake is only for emergency stops, and must not be used in ordinary service.

16. Conductors and Drivers are to insist on passengers leaving the car at the front end, and entering the car at the rear end. On arriving at termini the Conductor will stand beside the doors at the front end and call: "This way out, please," while the Driver stands by the steps at the rear end and calls: "This way, please," to passengers waiting to enter the car.

17. The Driver must throw out the auto-switch on the end from which he has been driving, and throw in the other before starting on the return trip.

18. After returning or leaving the Car Shed, the Driver must see that the outer points are properly set for through running on the main line track.

19. Trolley poles must not be left on the wire when the cars are standing in the shed, and the controller handles must be deposited in a rack provided for the purpose.

20. Drivers must see that barriers and steps are raised on the proper side of the front end of car, and see that front seat is reversed before leaving terminus.

21. Cars must not be allowed to stand foul of any running line, and where the clearance is doubtful Drivers must satisfy themselves that there is room before passing.

22. The Driver when on duty must not leave his car unless it is necessary, and in such a case some other competent employe must first be placed in charge.

23. When a car is left standing at a terminus or turnout, it must be properly secured by brakes, and the Driver must open the auto-switch and carry the reversing-handle with him.

24. Drivers must at once report any defect in or about the track or overhead wires which they may have observed on the journey, and which requires immediate attention. Notice must also be given to any employes who may be met near the spot, and they must at once proceed to the defective point and protect it if it is not in their power to effect repairs.

25. Should it be necessary, owing to breakage or falling of the trolley-wire, to cut out a section, this duty must be performed by the Driver. The switches at both ends of the section must be opened and full information sent to the Power House as quickly as possible.

26. All crossings, curves, switches, facing points, rough track, overhead frogs, or any water on the track must be crossed slowly, and the Conductor signalled to attend to trolley.

27. (a) Except as provided in clause (a) of Regulation 50, the exhibition of a Red Flag or a Red Disc by day, or a Red Light by night, or in foggy weather, indicates STOP.

(b) A Green Flag or Disc, or a Green Light, fixed near the track, or exhibited by Repairers or Flagmen, indicates that car must reduce speed to four miles an hour, or such speed as may be prescribed by special instructions, over the portion of the line protected by such signal.

28. A car should not be stopped on a sharp curve, except in case of emergency.

29. Should a motor be found to be flashing badly at the commutator, or giving out a burning odour, or showing weakness in any way, it should be cut out, but this must not be done unless the main motor switch is open.

SPEED.

30. SPEED.—Drivers must regulate the speed in accordance with the Working Time Table.

31. The speed of cars when crossing Carlisle or Barkly streets, or Southey-road, must not exceed 10 miles per hour. When going around curves the maximum speed must not exceed 6 miles per hour, and when approaching and passing over facing points, 5 miles per hour.

32. During a journey, when not engaged elsewhere, Conductors in charge of a car must stand within quick access of the trolley cord.

CONDUCTORS.

33. Except as may be otherwise provided, Conductors must, when trailers are attached, couple and uncouple the cars, taking special care to see that the hose and other couplings are properly connected and the draw-pin in its place. They must also see that the hand-brakes are released before starting.

34. Before leaving terminus the Conductor must not release the hand-brake at either end of the line until signalled to do so by the Driver.

35. At night the trolley pole must not be reversed until the passengers are all on the car.

36. Conductors and Drivers are to insist on passengers leaving the car at the front end and entering the car at the rear end. On arriving at Terminus the Conductor will stand beside the doors at the front end and call: "This way out, please," while the Driver stands by the steps and calls: "This way, please," to passengers waiting to enter the car.

37. Conductors must raise step and barriers on the rear end of car on the proper side before leaving Terminus. They must also attend to blinds, windows, ventilators, and straps on the inside of the car as well as turning the seats.

38. Passengers must not be allowed to ride on the front or rear platforms, or on the steps. Conductors must courteously but strictly enforce this rule.

39. Conductors must call out all stopping places, and assist passengers in every possible manner.

40. Conductors must apply and remove and otherwise attend to the trolley as may be necessary; they must take every care to prevent damage to the pole or its fittings or the overhead wires.

41. Should the trolley leave the wire the Conductor must immediately signal the Driver, and pull the pole down. The Driver must immediately turn the Controller to "Off," and if the Conductor is unable to replace the trolley on the wire the car must be stopped. On no account should the trolley be replaced on the wire unless the controller is "Off."

ACCIDENTS.

42. In the event of any person, horse, or vehicle being in or likely to be in the path of the car, and also in any case where it is necessary to notify the presence of the car, the Driver must sound his bell, and be prepared to stop the car, to avoid accidents.

43. In the event of a breakdown on the road preventing the car reaching its destination, the Driver must communicate by the quickest possible means with the officer in charge, who will then make the necessary arrangements.

44. The Driver must report all accidents, collisions, or irregularities immediately to the officer in charge. The car number and the name of the Conductor should be stated, as well as the time, place,

and trip. If any person or persons be injured, the name of the Hospital, if taken to a Hospital, should also be mentioned.

45. Whenever an accident occurs to a person, horse, or vehicle on or close to the track, no matter how trivial it may appear, Conductors and all employes present must make every effort to obtain all the facts possible in connection with the matter, together with the names and addresses of as many witnesses as possible, whether favourable or adverse both on and off the car, and Drivers, Conductors, and other employes must report fully in writing on the proper form, before leaving duty.

46. Employes must state whether they witnessed the occurrence personally or are reporting on information received; in the latter case, the name of the informant should be given, if possible. If witnesses object to give their names they should be informed that in the majority of cases only a written statement of the facts is required, and that their refusal might result unfavourably to the staff concerned.

47. When an animal is killed by a car, Drivers must inform the first permanent-way employe met with, and also the officer in charge of the depot.

48. In the case of persons falling from cars, the distance from stopping place, also whether car was approaching or leaving same, must be stated.

49. Names and addresses of both Driver and Owner, also the registered Numbers (if any) of Vehicles, concerned in collisions must be given.

50. In case of collision with a vehicle, the direction it was travelling in must be stated, and after dark, employes must particularly notice if it carried a light; if not they must draw witnesses' attention to the fact. If the lamp is out it should be left to ascertain if recently extinguished. If a horse is injured, state color, and, where possible, brands.

51. In obtaining addresses, the district, street and number or name or location of house should be given, also the name or number of any Police Constable concerned. If witnesses are not obtainable this must be stated in report.

52. If persons are injured every assistance must be rendered, and their names and addresses must be taken; if they are seriously injured or unconscious they must be removed on the car or other vehicle to the nearest chemist, doctor, or Hospital, unless a Constable is present, or some other person who will take charge of the injured persons.

53. If it is necessary for an employe to engage a cab for conveyance of injured persons, he must refer the Driver to the office at the Power House for payment and dismiss the cab immediately on arrival at the Hospital or other place. He must note the number of cab and the journey it was engaged for in his report.

54. When an accident concerning another car is observed, Drivers and Conductors must render every assistance and obtain witnesses on their own car if possible.

55. Employes must not subsequently make inquiries regarding accidents, nor call upon persons said to have been injured, without special instructions to do so, and must not discuss the matter with any one but his proper officer.

SIGNALS.

56. Bell signals from Conductor to Driver shall be—

- One stroke—Stop
- Two strokes—Go ahead
- Three strokes—Stop immediately
- Four strokes—Full car; no stops.

Driver must answer all Signals on the foot gong excepting emergency signal of three bells.

Signals must be correctly given and promptly obeyed. If signals to start are given indistinctly, they must not be obeyed until repeated clearly.

Drivers must sound the foot bell immediately before turning corners and before crossing side and cross streets where the view is obstructed, and when approaching all stopping places; but unnecessary sounding of the bell must be avoided.

Before starting from any terminus or after any stop in the street, and before passing any standing cars, Drivers must give two sharp and distinct strokes on the foot bell.

57. Signals from Driver to Conductor and others:—

One stroke on handbell—Conductor to come through

Attend to Trolley—Two strokes on the hand bell

Apply Hand Brakes—Three distinct strokes on hand bell

Rear Tram to Stop—Five sharp strokes on the hand bell

One sharp stroke foot gong—When approaching obstruction, pull down trolley pole.

Three strokes foot gong—Release rear hand brake.

58. Drivers must exercise great care, and satisfy themselves before proceeding that the signal they act upon refers to the car they are working.

SIGNALS ON OVERHEAD LINE.

59. (a) When passing a red flag or lamp attached to overhead line, the trolley pole must be pulled down and car coasted past the obstruction.

(b) A green lamp or flag attached to overhead line must be passed slowly, and Conductor must take in slack of cord and watch trolley.

(c) When approaching the flag or lamp, the Driver must signal his Conductor to attend to trolley, and must receive "two bells" from the Conductor as a signal that he is ready to pull down the pole, before attempting to pass the obstruction.

(d) These signals will not be exhibited any longer than is necessary, and must be strictly observed.

(e) Drivers must cut off the current when passing under a "cut off" sign.

REGULATIONS FOR WORKING BY STAFF AND TICKET.

60 (a) The Power House is on the Up side of the third Turnout in the Staff Section, between the second and third Turnouts.

(b) A car must not leave the Power House unless the Staff is at the Down end of No. 3 Section.

(c) When the last car for the night has entered the Power House the Staff is to be left in the Staff-box at the No. 3 Turnout, to be available for the first car leaving in the morning.

(d) In respect of all cars leaving the Power House, the Staff or Ticket must be obtained from the Staff-box at the third Turnout. The Driver of the car leaving the Power House will be responsible for obtaining the Staff or Ticket, with due regard to the requirements of the running cars.

61. In the event of two cars arriving at a Turnout from opposite directions at or about the same time, before entering the Turnout the speed must be reduced to at least four miles an hour.

62. A Staff-box, with ticket drawer, is fixed at each Terminus and Turnout, and the drawer can only be opened by the Staff for the section to which the tickets apply.

63. Each Staff has marked upon it the number of the section to which it applies. Drivers must be careful not to take the Staff beyond the Turnout at which it should be left.

64. A car must not leave a Terminus or Turnout until the Driver has received the proper Staff or Staff Ticket (except when Pilot working is in force). Staff Tickets are good for one trip only between the respective Turnouts, or between the Turnouts and the Termini, and in the direction named thereon. All Staffs and Tickets must be kept locked in their respective boxes when not in use.

65. When a car is required to run over a Staff Section, and a second car is not intended to follow before the Staff is required for a car in the opposite direction, the Driver must obtain the Staff and place it in the proper place on the car.

66. If other cars are intended to follow before the Staff can be returned, a Staff Ticket must be obtained by the Driver of the first car, the Staff for the section being sighted by him, and so on with each following car, except the last, which must carry the Staff.

The Working Time Table or other notices will contain a list of Turnouts, and specify the cars which are to carry a Staff or Ticket, as the case may be. Cars not shown in the Working Time Table must carry Staff Tickets on all sections, unless otherwise ordered.

67. On arriving at the end of the section to which the Staff applies, the Staff may be placed in the Staff-box, unless it is immediately required to return over the section, in which case it may be retained or handed to the Driver of another car.

68. Staff Tickets must be marked "Cancelled" and handed into the officer in charge at the Power House.

69. If a car which carries the Staff breaks down or is otherwise unable to proceed when between two Turnouts, or between a Turnout and the Terminus, the Conductor must take the Staff to the Staff Station in the direction whence assistance can be obtained, and personally hand the Staff to the Driver of the relief car, and accompany him to the place where he left his own car.

70. Should the car that fails be in possession of a Staff Ticket, assistance should only come from the Turnout or Terminus at which the Staff has been left; but if assistance can be more readily obtained at a Turnout or Terminus other than that where the Staff is, the Conductor must act as Pilotman, and accompany the relief car to the disabled car, and the Driver must take steps to protect the latter from a car running in the opposite direction. When the line is again clear no car must pass the point of obstruction unless the Driver is in possession of the Staff for the section in advance.

71. Should a Staff be lost the line must be worked by Pilotman, under the directions of the employe in charge of the line, until it has been replaced.

72. When a trailer is left on the line through accident, the Conductor must remain with the portion so left and protect it; an Assistant Conductor or other competent employe going forward with the first car.

73. Should such Assistant be not available, and the trailer be left at any place where there is any risk of it running away or being run into by cars or other vehicles, the Conductor must remain with the trailer until such time as it is removed.

74. All concerned are specially directed to exercise great care in working the Staff and Ticket, so as to avoid any possible delay to traffic.

75. Drivers are responsible for taking the necessary Staff or Ticket as may be directed or required.

76. In the event of cars breaking down or being delayed, by which the Staff working is likely to be interfered with, Conductors must render every possible assistance, and the Driver must see that the Staff is sent to the proper end promptly, so that the regular running may be resumed at the earliest possible moment.

Form of Staff Ticket referred to in Rule 66.

E.R. 13*

No.....

St. Kilda and Brighton Electric Street Railway.

STAFF TICKET.

3rd Turnout to 4th Turnout.

SECTION NO. 4.—DOWN.

This ticket must be cancelled and attached to Time Sheet on completion of run.

PILOT WORKING.

77. Should a Staff be lost, arrangements must be made to work the traffic over the section to which the Staff belongs by Pilotman, who must be appointed by the employe in charge, and cars may then be allowed to enter the section in accordance with the following instructions:—

1. The Pilotman must inform the Driver of each car of the circumstances, and, when practicable, accompany every car; but when it is necessary to start two or more cars from one end of the section under his control, before a car has to be started from the other end, he must order all cars to proceed, except the last, upon which he must ride.

2. The Pilotman must wear a distinctive badge, which must be a Red Armlet, with the word "Pilotman" shown thereon in white letters, thus:—



3. Should the missing Staff be found, or a Relieving Staff be supplied, Pilot-working must be cancelled, and ordinary working resumed.

RULES FOR GANGERS, REPAIRERS, AND OTHERS EMPLOYED ON THE PERMANENT WAY. AND ON WORKS AFFECTING THE RUNNING LINE.

78. The Signals to be used by the men engaged on the Permanent-way or works are Red and Green Flags, or Discs, and Hand Lamps. The Flags and Discs are for using during daylight, the Lamps after sunset and in foggy weather.

79. The Red Signals indicate Danger, and must be used when it is necessary to stop a car. The Green Signal indicates that cars must reduce speed to a walking pace (4 miles an hour) over the portion of Line protected by such Signal, except where special instructions are issued giving the limits of speed.

80. (a) When it is necessary to change or turn a rail, or previous to any Repairer's trolley or other obstruction being placed upon the Line, or in the event of any Ballast or Works car being obliged to

remain stationary on the Line, or to move so slowly as to be in danger of being overtaken, the Danger Signal must be plainly exhibited, at a sufficient distance in both directions from the point where the obstruction or danger exists (even if no car is expected) by a competent employe, who must continue to exhibit the Signal until he receives orders from the Ganger to withdraw the Signal; such order, however, must not be given until the obstruction is completely removed.

(b) Should a Flagman be stationed near the obstruction, he must be informed of its nature, and must protect the Line until the obstruction has been removed.

81. In the event of any damage to the overhead wires, the employe in charge of the Power House must be informed, and, if necessary, the damaged part must be protected until repaired.

ADDITIONAL RULES.

82. The Uniform Staff are forbidden to be on duty without the prescribed dress, which consists of the blue serge trousers and tunic, cap, badge, and number supplied by the Department, and a white collar, either of celluloid or linen. At all times the men must present a neat and clean appearance, with boots and buttons well polished.

83. Motormen must present, on demand of inspectors, Staff-box key, Run Sheet, Working Time Table, and Official Watch. Conductors must have whistle, duster, ticket punch, and their ticket bag and book.

84. Conductors must, at the commencement of each trip, carefully dust and wipe all seats of their cars, and see that the car is kept clean while in service.

85. Motormen must keep, as well as the Conditions of Traffic permit, a careful watch along side streets at stop marks for intending passengers.

86. Motormen must stop at Park-street, Middle Brighton, on Up and Down trips, irrespective of whether passengers are waiting, and on the Up trip must not leave before one minute after the time shown on Working Time Table for departure from the 5th Turnout.

87. Motormen and Conductors are forbidden to smoke on the cars, and no member of the staff may converse with passengers beyond the ordinary course of business, and in answer to enquiries.

88. Conductors must collect four shillings from any passenger breaking one of the larger car windows, or two shillings for one of the smaller windows.

89. Employes will be charged with the cost of replacing any windows broken by themselves.

