

**Northcote  
Municipal Tramways**

**EMPLOYEES'  
REGULATIONS**

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COPY TO CHAIRMAN

# Northcote Municipal Tramways

## Employees' Regulations

Every Employee of the Northcote Municipal Tramways is expected to read, understand, and know these Regulations.

Inspectors, Gripmen or Conductors will not be allowed on duty if they are not conversant with them.



Melbourne :

QUEEN CITY PRINTERS PTY. LTD.,  
492 COLLINS STREET.

# CONTENTS

<b>A</b>			
Absence ...	6, 43	Drunkenness ...	17
Accidents ...	10	Depot Gates ...	43
Accident Reports ...	25	<b>E</b>	
Applying Grips ...	29	Emblems ...	16
" Brakes ...	29	Equipment ...	44
Assist Conductors ...	35	<b>F</b>	
Accident and General Report Forms ...	44	Funerals ...	32
<b>B</b>		Fare System ...	40
Bell Punch ...	15	" Collecting ...	33
Baby Carriages ...	21	Fog ...	31
Being Late ...	6	Flat Wheels ...	24
Block ...	13	Free List ...	41
Badges ...	42	<b>G</b>	
Broken Lamp Glasses	44	Grip ...	7
<b>C</b>		" Space ...	10
Caution ...	5	" Striking ...	18
" Special ...	5	Gong Signals ...	30
" " ...	37	Gambling ...	17
Cleanliness ...	6	Gripman Incapacitated ...	26
Coupling Cars ...	7	Gripman in Charge ...	28
Children ...	10	<b>H</b>	
Conduct ...	15	Headlights and Tools ...	32
Cleaning ...	19	Hornbar Pins ...	37
Change ...	27	<b>I</b>	
Cable ...	30	Information ...	17
Car Gates ...	22	Intoxication ...	25, 43
Clean Seats ...	27	<b>K</b>	
Concession Tickets ...	41	Keeping Time ...	7
Change of Address ...	43	<b>L</b>	
Curves ...	44	Lookout ...	9
Clifton Hill Terminus	45	Leaving Cars ...	12
<b>D</b>		Lamps ...	16
Dangerous Goods ...	11, 22	Lost Property ...	22
Defects ...	14		
Damage ...	17, 23		
Danger Signals ...	32		
Dummy at Clifton Hill	39		

# CONTENTS—Continued.

<b>M</b>		Spitting ...	23
Manhole Covers ...	14	Students ...	28
Making Room ...	21	Study Conductors' Rules ...	37
<b>O</b>		Smoking ...	24
Obstructions ...	9, 31	Shunting ...	12
<b>P</b>		Sections ...	31
Points ...	11	Stopping Places ...	45
Protect Ladies ...	12	<b>T</b>	
Position ...	20, 28	Tools ...	6
Pickup Gear ...	22	Tight Slot ...	13, 35
Polite ...	23	Throw Marks ...	31
Prevent Injury ...	32	Talking ...	25
<b>R</b>		Time ...	38
Responsibility ...	8	Time Table ...	25
Rope Stopping ...	36	Time Sheets ...	49
Rudeness ...	24	<b>U</b>	
Rough Rope or Strand ...	38	Umbrellas ...	23
Revenue Journals ...	41	Uniforms ...	42
Reading ...	14	<b>V</b>	
Refusal to Pay ...	26	Ventilation ...	19
Report Defects ...	27	Vehicles on Track ...	30
Railway Gates ...	38	<b>W</b>	
<b>S</b>		Wallets ...	43
Signals ...	8, 20, 36, 39		
Seats ...	18		



## REGULATIONS

### CAUTION.

1 Never take any chances of a person, carriage, or waggon getting out of the way. You are required to regard all persons coming at all in the way of car or dummy as infants, or deaf, or blind, and when you know they are neither infants, nor deaf, nor blind, you must act, on your part, towards them as though they were, and it will be no excuse that you thought something.

What we demand is, that you stop, and take no chances.

### SPECIAL CAUTION.

2 Gripmen and Conductors must never be too sure that persons on or near the track will see the tram and keep out of the way, but be prepared to stop immediately, if necessary, and, specially when children are near, release rope and go slowly past them. A life saved or an accident prevented is worth more than promptness in time or anything else. The following Rules and all Notices must be strictly observed and enforced, but with politeness and judgment. Conductors and Gripmen will be held responsible for any violation of them, as well as any loss or damage caused thereby.



## **ABSENCE.**

3 Conductors and Gripmen must report for duty at the specified time, unless they have previously obtained permission to be absent, or they are unable to work through illness, and in the latter case they must give at least two hours' notice, in writing, if possible. When absent from any cause, they must give notice before 3 p.m. of the day before they resume work of the intention to return. Absence for any cause for two days without special permission will cause forfeiture of position.

## **BEING LATE.**

4 Employees must report on time. Failure to do so will be considered cause for suspension or dismissal.

## **MUST BE CLEAN.**

5 When on duty, Conductors and Gripmen must be neat and clean in person, with hands clean, face shaven, and boots polished, and wearing a black tie.

## **TOOLS.**

6 Conductors must obtain their outfit, and Gripmen must see that the dummy is provided with a hook, spanner, and a crowbar, before leaving the Depot, and both must be ready to leave promptly on time.

## **COUPLING CARS.**

7 Whenever cars and dummies are coupled, Gripmen and Conductors must see that the draw-pin is quite down and in its place, and the safety-chains hooked on to car. Conductors must not remove coupling chain from the car, when approaching Preston terminus, until the tram is opposite Blyth Street. At the Clifton Hill end, the chains must not be removed until the tram passes the Urquhart Street curve.

## **GRIPS.**

8 The grips must be put into and removed from the slot by the Gripman and Conductor assisting each other. The tackle provided for the purpose must always be used. The men must not put their feet nor the tackle on the seats. The grip hatch must not be opened until the dummy is standing over it, and it must be closed again while the dummy is still in that position.

## **KEEPING TIME.**

9 Every man must have a watch, which, by frequent comparison, must be kept to agree with the Depot clock. Men must take their positions at least one minute before their starting times, and start promptly on time. Conductors must not lift the rope into the grip until the Gripman is in the grip space. When running, both must use all proper diligence to keep the cars on time, avoiding all unnecessary delays, and in all cases acting as promptly as is

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.

## RESPONSIBILITY.

10 Trams are under the control of the Conductor, but Gripmen will be held equally responsible for violation of rules governing the safety of their trams, or failure to take every precaution to prevent accidents. Both must co-operate cheerfully in the necessary work of running the tram, and avoid conflict as to their respective duties.

## SIGNALS.

11 Bell and gong signals between Conductors and Gripmen will be:—

From Conductor to Gripman:

One stroke—"Stop."

Two strokes—"Go ahead."

Three strokes—"Stop immediately."

Four strokes (to be given only under instructions)—"Do not stop."

From Gripman to Conductor:

One stroke (when in motion)—"Apply brake."

One stroke (when stopped)—"Let off brake."

Three strokes—"Come forward."

These signals must be carefully given, and promptly obeyed. If signals to start are given indistinctly, they must not be obeyed till repeated clearly.

## LOOKOUT.

12 A sharp lookout must always be kept for passengers who may wish to ride, and when passing side and cross streets a careful and searching glance must be given, and when persons are observed coming in the direction of the track a plain signal with the hand should be made, as an enquiry if they want the car and let them know they are seen. Before turning the head to look up side streets, Gripmen must see that the track is clear in front. Special care must also be used at each terminus, and, whenever the car is stopped, to look well round for passengers before starting. Frequent neglect of this duty will be a sufficient cause for dismissal.

## OBSTRUCTIONS.

13 Trams must not be stopped to let passengers get on or off within a car-length of places where the track or roadway is torn up, or pits are opened, or any hoarding or obstruction is near the track, and when approaching excavations in or near the track, or any obstructions, Gripmen and Conductors must warn passengers on dummy and platforms to be careful, and, as far as possible, see that no one gets off until safely passed. When cars are approaching places where Trackmen are at work, Gripmen must lower the track brake lever to the fullest extent, in order to prevent the track brake shoes from disarranging any blocking which is being done.



When stopping for passengers, the rear of the car must be brought to the place where the passengers stand, except when obliged to stop at a mark, or to clear a crossing, or where it is evident the passengers wish to get on the dummy.

### **ACCIDENTS.**

14 Gripmen and Conductors must never be in too much hurry to start, even when making up time, but always be careful to see that passengers are safely on or off, as the case may be, and that all aged, feeble, or very stout persons, cripples, and ladies with young children, who all require more time than others, are safely on or off before the signal to start is given. It must always be remembered 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.

### **GRIP SPACE.**

15 Passengers must not be allowed in the grip space, nor to stand or put up umbrellas on the front of the dummy.

### **CHILDREN.**

16 Passengers must not be allowed to ride on the car steps, and must be cautioned against hanging on to the sides of the dummy, and very small children must not be allowed to ride on the dummy or platforms of the car, unless attended by a grown person. Neither must

children be allowed to stand on the seats. When children jump or hang on behind the car, they must not be pushed off or frightened by the Conductor while the tram is in motion. Their names and addresses may be taken, or, in gross cases, they may be given in charge of a constable.

### **POINTS.**

17 On arrival at a terminus, the Gripman and Conductor must not leave the car for any purpose at the same time. Shunting must be proceeded with immediately the passengers have left the car. Both Gripman and Conductor must examine the points before shunting, and see that they are adjusted correctly. Gripmen and Conductors will be held equally responsible for accidents caused by the points being out of order. When cars and dummies are being brought together for coupling, the Gripman must take his position on the brake side of the car, and must control the movement of the car, so that it will not cause any perceptible jar as it is coupled on to the dummy. Conductors must not drop the drawbar of the car until it is approaching the dummy. The drawbar at rear of car must be hooked up before the signal to start the car is given.

### **DANGEROUS GOODS.**

18 Passengers must not be allowed to take upon the car or dummy any goods which are of a dangerous nature, or evil-smelling, or which



are liable to injure the fittings of the car, or the clothing of any passenger. Passengers must not be allowed to carry any article in such a position that it will inconvenience others.

### **SHUNTING.**

19 When taking cars out of Depôt, it must first be seen that the footpath and road is clear, and no vehicle approaching. Both Gripmen and Conductors will be responsible for getting trams in their right position on the road, and both must assist when going in to get them properly and safely placed before leaving. The head lamp must be placed on the front platform of the dummy when running in, until the footpath is cleared.

### **PROTECT LADIES.**

20 Should any man annoy or insult a lady passenger, Gripman and Conductor must afford her every protection in their power, and, if necessary, stop the tram and eject the offender, making report of the circumstance, with names and addresses of witnesses. In gross cases, the offender should be given in charge to a constable.

### **LEAVING CAR.**

21 Leaving the car without permission, to converse with other employees or persons, or for any purpose except necessary business, is prohibited. Under no circumstances must the Gripman and Conductor be away at the

same time, not even when the tram is delayed by a stoppage of the cable.

### **A BLOCK.**

22 When a block occurs, Gripmen must throw the rope out of their grips as soon as they see they will be delayed more than three minutes, and all Conductors present must assist to clear away the obstruction (and Gripmen also after they have thrown the rope), and if the obstruction is not being removed as quickly as possible by person causing same, they must warn him that he is committing an offence, and, if necessary, take charge and clear the track at once, permitting no interference in the discharge of this duty. Should anyone impede them while clearing the track, they must take his name and address, and also witnesses, and, if necessary, give in charge to a constable.

### **TIGHT SLOT.**

23 Should the rope be lost when the tram is in a curve, the car must be pushed out of the curve before an attempt is made to regain the rope. Should the grip be caught in tight slot, all passengers must be asked to get off the tram and stand clear. The Gripman must then grip the rope, and endeavour to pull through. If the grip sticks when hard on rope, release rope immediately, uncouple draw-bar of car, but leave coupling-chain on, and then, by running car back quickly several times to length of chain, the grip will probably be gradually drawn back; but care must be taken

not to break the chain by using too much force. Sometimes the slot can be eased by prizing with two crowbars in opposite directions, or the nut holding the front protection-piece may be broken off with a bar.

### **DEFECTS.**

24 Cars and dummies must be examined before leaving the Dépôt, and attention called to any defects which may be found. If defects which should have been seen are not ascertained and reported as above, the men last in charge when the defects are discovered will be held responsible. Attention must also be given, when running, to any unusual rattle or noise, indicating loose bolts or other parts out of order, about the car or dummy, and the grips and brakes, also when dusting seats, and at other times, any nails, screws, or splinters which may be found projecting, and which are liable to injure the clothing of passengers, must be remedied and knocked into place with any tool handy, or reported upon arrival at the Dépôt.

### **MANHOLE COVERS.**

25 If a manhole cover is seen to be displaced, it must be put in position, and, if broken, some person (who will be paid for their time) may be procured to stand by, and a report made immediately on arrival at the Dépôt.

### **READING.**

26 Reading books or papers while on duty is strictly forbidden.

### **CONDUCT.**

27 Gripmen and Conductors must not whistle while on the cars, nor allow musical instruments to be played, nor beggars to solicit alms, nor anyone to collect for charities or other objects, nor boys to sell or sort papers, nor advertising cards or notices to be distributed or posted on the tram.

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

### **BELL PUNCH.**

28 Under no circumstances must any employee take a Bell Punch off the Council's premises or car during meal relief or other period. When not in use it must be left in the office, if anyone be in attendance, or it may be left with the Shift Engineer.

Employees are forbidden to interfere with the Punch in any way (except to use the cleaner). In the event of a Punch failing to operate or ring, it must be returned immediately, and a fresh Punch obtained. In the interim fares must be registered on the trip slip, and tickets cancelled by making a hole therein with a sharp pencil.

Cleaners should be used frequently.

On no account must the Bell Punch be struck with any piece of metal or wood, or it



must not be knocked against any portion of the car or dummy.

No oil other than that supplied by the inspectors on duty must be put into the Punch.

Passengers or others are not to be permitted to inspect the Punch, or to obtain any information regarding the operation thereof. Inquirers must be politely referred to the management.

### EMBLEMS.

29 No Gripman or Conductor on duty is allowed to wear any political or religious emblem or badge, nor to give or offer for sale anything to passengers or others, nor to induce them, in any way, to buy anything, or attend any sports, entertainments, or lectures, meetings, etc., nor to ask them to sign any petition, nor to collect for any charitable or other object.

### LAMPS.

30 Lamps must always be obtained in time to have them available for use at dusk. When it is dark enough to need the lamps, they must be lighted, but must be kept low for a few minutes, to allow the chimneys to heat gradually, and then be turned up brightly, but not so high as to smoke or break the chimneys. Should any defect be found with a lamp, it must be changed at the end of trip. Lamps must be examined before being taken out of Depôt, and attention called to any chimneys or glass which is found to be broken. All lamps

on car or dummy must be kept burning with a clear, bright light, and glasses, reflectors, and lamp-box doors must be clean and free from smoke.

### GAMBLING.

31 Gambling in any form will not be permitted on the Council's premises. Employees offending will be dismissed instantly.

### DRUNK.

32 It is the duty of every Gripman and Conductor to at once report any instance of drunkenness on the part of another employee on duty. They should also report all cases of neglect or carelessness whereby accidents might have been caused. Any employee who continues on duty with his mate, knowing him to be intoxicated, without reporting, will be dismissed.

### DAMAGE.

33 Conductors and Gripmen will be held responsible for all damage to the property of the Municipality, or to the persons or property of others, for which the Municipality may be held liable, if caused by their neglect of duty or carelessness.

### INFORMATION.

34 Employees must not, under any consideration whatsoever, give information concerning the business of the Municipality, or about any accident, to anyone seeking information.



## GRIP STRIKING.

35 In case of an accident caused by a grip striking something under the road, or through something going wrong with the rope, in neither of which cases could passengers themselves be at fault, Conductors and Gripmen must be careful, in making enquiries or in getting witnesses, not to attract special attention to the accident. They should not ask passengers if they are hurt, but when they are evidently injured they must, with sympathy and kindness, do what is possible for them, and ask for their names and addresses, "to enter on their report." Witnesses as to how the accident occurred, and as to which passengers, if any, were injured, will be needed, and a few only, who were in the best position to give evidence, should be politely asked for their names, that "their statement may afterwards be obtained for the information of the manager." Gripmen and Conductors must always be on their guard, in case of any accident, against making any remark admitting they were at fault, or blaming each other, or that the accident was caused by any defect of car or track, as "brakes out of order" or "wrong signal given."

## SEATS.

36 Gripmen and Conductors are not permitted to use their seats between Separation Street and the Town Hall at any time, and neither Gripman or Conductor must be seated while the car is stopped, and passengers are

getting on or off. Gripmen must not use the seats between Preston Terminus and the Depôt, on the up track. Lolling on the seats will not be tolerated. Gripmen and Conductors, while using the seats, must sit straight, and endeavour to cultivate an alert and businesslike appearance. Conductors, when seated, must not put their feet on the handrails of the car, and Gripmen must adopt a position which will keep them within easy reach of the levers.

## CLEANING.

37 Conductors must clean the windows and dust the seats and the window ledges of their cars before leaving Depôt. Conductors must also keep seats clean while on road. Strict observance of this rule will be insisted upon, and Conductors will be held responsible for the clean and tidy condition of their cars at all times. Gripmen must also keep the dummy seats and hand-rests clean.

## VENTILATION.

38 The proper ventilation of the cars adds much to the comfort of passengers, and must be carefully attended to each half-trip, and on each change of weather. The side ventilators should be open in fine weather and warm weather, and partly open in cool weather, but closed on very dusty, cold, or stormy days. Some of the side windows must be opened on fine, warm days, but those bearing notices should be kept up. The blinds on the sunny side should be kept up, except in winter; on

hot, north wind days they must be kept up on both sides, except those on the shady side of the car which cover important notices. On very hot, bright days, the side windows on the sunny side should be put down, if not too dusty, to keep the sun off the glass. Conductors must regulate the ventilators, windows and doors, so as to keep the car as free from dust as possible, while giving sufficient ventilation. Any one passenger must not be allowed to have doors or windows open when evidently to the discomfort of other passengers. When closing doors, Conductors must close them gently, and be careful that they catch no one's hand, foot, or dress.

### **POSITION.**

39 Conductors must be on the rear platform of their cars, except when duty calls them elsewhere, and must keep a sharp lookout for passengers. They must return at once to the rear platform after taking fares, and must not loiter on the dummy. If not engaged collecting fares when cars are descending Ruckers Hill, and the steep grade from the Town Hall to Separation Street, Conductors must stand on the front platform of the car, and be prepared to apply the car brake if necessary. The car brake must be used with great care and judgment, to avoid skidding the wheels.

### **SIGNAL.**

40 Conductors must always go to the rear platform of the car before they give the signal

to start, unless they are busy taking fares. When starting the tram from the rear platform, the Conductor must first turn square round, with his back to the car, and look searchingly in every direction for passengers, and, after giving the signal, must turn and look again, in case anyone has been overlooked, and must not enter the car until the tram has travelled at least its own length. If starting the tram, from any other position, the Conductor must first look around in every direction, and be sure no one wishes to get on the tram before giving the signal to start.

Conductors must give the starting signal, after speed is slackened, as soon as safe to do so. When the tram is standing at a terminus, or at Separation Street, Town Hall, or Martin Street ("pick up"), the Conductor must always give the signal to start the tram from the rear platform.

### **MAKE ROOM.**

41 Conductors must politely request passengers to close up and make room for others, until the car is full.

### **BABY CARRIAGES.**

42 Conductors, note that, during heavy traffic, baby carriages that do not fold up are not to be taken on cars, and those which do fold up are only to be taken on cars with wide platforms; they must not be taken on cars with small platforms at any time.



Full fare for the carriage of same must be charged at all times.

### **DANGEROUS.**

43 Conductors must never allow anything to be hung on the handle, or to be put where it might interfere with the working of the brake. No truck, bicycle, vehicle, or animal must be allowed to be attached to or drawn behind the car.

### **PICK-UP GEAR.**

44 The pick-up gear, which is used to lift the rope into the grip, must never be operated while a tram is in motion. The rope must never be lifted until the grip is open to receive it. After the rope is in the grip, the pick-up gear must be lowered gently, and not allowed to drop with a jerk, and care must be taken to place the handle of the pick-up properly in the socket intended for it.

### **CAR GATES.**

45 At each terminus, Conductors must shift their car gates to the inner sides of the platform, but not till passengers have got out, and must be careful to fit them properly and safely in position before leaving them. Care must be taken to avoid injury to the windows and end panels of car when shifting gates.

### **LOST PROPERTY.**

46 Upon arrival at each terminus, Conductors must look over the tram, and take charge of

any parcels and property left by passengers, and hand same in at Depôt at once.

### **DAMAGE.**

47 If a window is broken by a passenger, the Conductor must collect for same, and, if the person refuses payment, or if any other damage is done to the car, the Conductor must take and report name and address. (End and side windows, 4/6; door windows, 7/6.)

### **SPITTING.**

48 Conductors should speak to passengers they observe to spit on the floor of the car or platforms, asking them politely not to do so, pointing out how unpleasant it is for other passengers.

### **UMBRELLAS.**

49 When passengers are getting on or off, always step aside and give them free passage. Be careful, in going through car, not to damage any stick, umbrella, or other article belonging to a passenger; if such be in the way, ask the owner to remove it. When looking back from the dummy, avoid touching passengers or their hats.

### **POLITE.**

50 Conductors must always be polite, patient, and obliging to passengers, giving them every assistance possible, especially to ladies with children or luggage, remembering, also, that it is their right to ask questions concerning fares,



etc., which must be answered in a cheerful, obliging spirit; but unnecessary conversation must be avoided, as Conductors' duties constantly require vigilance and attention. They must *not* address a lady passenger using the word "Lady"; they must always say "Madam" or "Miss." In the case of male passengers, the word "Sir" must be used, not "Mr."

### SMOKING.

51 Gripmen and Conductors are permitted to smoke between Mansfield Street and Preston Terminus, on the up or down trip; but Conductors must not smoke in the cars.

### FLAT WHEELS.

52 Gripmen and Conductors must be careful to remove any foreign substances that may adhere to the wheels, causing them to bump. The gentle application of the wheel brake, for a few revolutions, will be sufficient. Special care must be taken, when the track or road is being tarred, to see that wheels are not flattened by allowing the tar to remain on them.

### RUDENESS.

53 Should Conductors have any difficulty with passengers, they must never allow themselves to get angry, nor to use uncivil language, even under great provocation, as no excuse will be taken for rudeness or sarcasm.

### INTOXICATE.

54 Conductors must avoid taking up any intoxicated person, and they must not allow smoking in the car or upon the platforms, nor any indecent language or improper conduct on the car or dummy. Should any passenger behave with gross impropriety, or be drunk, or annoy others, or be unable to take care of himself safely, they must stop the tram and request him to leave, and, in case of refusal, expel the passenger, using no more force than is absolutely necessary, first summoning a constable, if one is in sight. Passengers must also be requested not to put their feet on the seats.

### ACCIDENT REPORTS.

55 Whenever an accident occurs to any person or property, to the dummy, or the car, Conductors must stop at once, if necessary, and, however trivial the case may then appear, must obtain all the facts connected therewith, and the names and addresses of witnesses (both on and off the car), one a policeman, if possible. If witnesses object to give their names, explain politely that their evidence will only be wanted if the men in charge of the car are blamed for the accident. If persons are injured, ascertain their names and addresses, and render them all possible assistance, and, if seriously injured, or unconscious, remove them in the car, or such vehicle as can be engaged, to the nearest chemist, doctor, or hospital, unless a policeman is present, or some passenger will

take charge of them. When any other vehicle is concerned in an accident, obtain its number and description, and the name and address of the owner and driver. Report the case immediately on arrival at Depôt, and before going off duty make out a written report, stating minutely every particular connected therewith. If a horse falls, or a vehicle breaks down on the track, or an accident on or with another tram is seen, the Conductor must report all particulars observed, and get witnesses on own tram, if possible. When a person is injured, employees must not enquire after him, at his home or elsewhere, without special directions to do so.

#### **GRIPMAN INCAPACITATED.**

56 Conductors must not handle the grip or dummy brakes, except to stop the tram should the Gripman be suddenly incapacitated.

#### **TIME-TABLE.**

57 Conductors must obtain their time-tables before starting, and must do their utmost to keep their cars on time. Full particulars of every detention longer than one minute must be reported, also detentions by rope stoppages, when the exact time of stopping and starting must be reported on the back of running journal.

#### **REFUSAL TO PAY.**

58 In cases where passengers have means, but refuse to pay fares, or when Conductors

know a passenger has ridden on previous occasions without paying a fare, on some excuse or other, they must stop the car, and politely insist on the fare being paid, or the passenger getting off. If a passenger refuses to get off, or becomes insulting or obstructive, he should be given in charge to a constable for a breach of the Tramway Act.

#### **CHANGE.**

59 Conductors must furnish themselves with small change of at least 5/- in value, for the purpose of making change for passengers.

#### **REPORT DEFECTS.**

60 Gripmen must examine their dummy before leaving the Depôt, and make sure that everything is in proper order, and that no defects exist. While running, Gripmen must give careful attention to the grip and brakes, and see that no nuts come off. Any defects which appear while running must be reported immediately, and, if they affect the safety of the tram, they must be remedied at once, or the dummy changed. Gripmen will be held responsible for the safe condition of the dummy.

#### **CLEAN SEATS.**

61 Before leaving the Depôt, Gripmen must dust the dummy seats, cleaning up all oil, grease, etc. The seats must also be dusted or wiped before starting each half-trip, and after showers, as soon as rain has ceased.



## **GRIPMAN IN CHARGE.**

62 Gripmen must never leave the grip-space of dummy while rope is in the grip, nor, if the rope has been thrown, at any other place than a terminus or at the Depôt, until they have put the Conductor or some other authorised person in charge. No unauthorised person must be allowed to handle the grip or brakes, and Gripmen must never apply or release the grip unless in the grip-space, and facing forward, except it be to prevent an accident.

## **STUDENTS.**

63 When instructing Students, Gripmen are still responsible, and must remain in the grip-space, and close to them, and be ready at all times to act quickly to prevent an accident.

## **POSITION.**

64 Except when seated, Gripmen must keep their position near the levers, with hand on grip-lever, ready to release the grip and apply brakes instantly. Whenever the tram is stopped, the grip must be thrown well open, and brakes set firm.

## **TALKING.**

65 Gripmen must not converse with passengers, and, if they show an inclination to talk, Gripmen must politely excuse themselves, and point out that they are not permitted to talk. If passengers desire information requiring only a short reply, give it, but otherwise refer them

to the Conductor, and call him. Gripmen must not converse with the Conductor, except on matters of business required by the Rules, nor with employees off duty. Remember that repeated neglect of this Rule will inevitably lead to serious consequences.

## **APPLYING GRIPS.**

66 When starting, Gripmen must never be in too much hurry to attain full speed, and must not start with a jerk. The pawl of the grip should be held clear of the notches till the tram is well under way, and then the grip must be tightened, so as to avoid slipping the rope, especially when running on grades and in curves. Running without the rope will be punished with instant dismissal.

## **APPLYING BRAKES.**

67 Gripmen must stop the tram gradually, and apply the brakes in such a way as to avoid all jerking or surging. When the grip is released from the rope, the pawl must be brought back to the safety notch. Care must be taken not to apply the wheel brake with too great force at first, as this causes the wheels to skid, losing power, and damaging the wheels; if the wheels skid, release the brake immediately, and apply it again, and continue, if necessary, to release and again apply the brake, until the tram is stopped.



## **CABLE.**

68 Should the cable stop while a tram is at Preston terminus, or any point between Preston and the Dépôt, on the up track, Gripmen must throw the rope and allow the tram to run down to the Dépôt, in case of assistance being needed in the engine-room.

## **GONG SIGNALS.**

69 The gong is to be used for warning signals, which must be given when 50 yards from an open manhole, or any vehicle or person on the track or crossing the road. The gongs of two trams approaching each other should not be rung at the same time, but that of the tram on the up track should be rung first.

## **VEHICLES ON TRACK.**

70 When approaching a vehicle on the track, the Gripman must sound his gong, and must not run nearer to it than 30 feet, until it has removed off the track, and is entirely out of the way. In such cases, take no risk, but stop the tram. If the driver of the vehicle does not leave the track at once, take his name and address, with witnesses, and, if he persists in obstructing, give in charge of nearest constable.

When approaching a tram on the other track that has stopped, the tram must be slowed down to quarter-speed, and the gong must be sounded until the stationary tram has been safely passed.

Trams on different track must not be stopped abreast of each other.

## **FOG.**

71 When running in dense fogs, Gripmen must sound their gongs every few yards, and a sharp lookout must be kept to avoid running into or over anything.

## **OBSTRUCTIONS.**

72 Gripmen must keep a sharp lookout (especially at places where men are, or have been, at work) for stones, nuts or bolts, or other obstructions on the track, or near the outside of the rails. Stop the tram, and call the Conductor to remove them before proceeding. When an obstruction in the groove of the rail is not noticed till the tram passes over it, the tram must be stopped, and the Conductor must remove the obstruction, to prevent jolting and injury to the wheels of the following trams.

## **TIGHT SLOT.**

73 Gripmen must report, as soon as possible, all cases of tight slot and other defects in the track, points, pick-up gear, etc., and the grip striking anything on or below the track; also, if cars leave the track at any place.

## **SECTIONS.**

74 On reaching the end of sections, Gripmen and Conductors must call out, in a loud voice, so that all passengers on the dummy or car can hear, "End of penny section."

## **FUNERALS.**

75 When funerals are crossing the track at any street intersection, trams must be stopped to allow the hearse and mourning coaches to pass before proceeding.

## **DANGER SIGNALS.**

76 Gripmen must never pass over an open manhole till danger signal is removed from centre of track, where Trackmen have orders to put it when working below. Where Trackmen are working on the surface, and have no manhole open, danger signals will be placed between the tracks, and Gripmen must exercise great caution in passing, and see that there is no obstruction on the track, and that no passenger on the dummy is in a position to receive any injury.

## **PREVENT INJURY.**

77 The utmost care must be used to prevent injury to persons crossing or on the street, to horses and vehicles, or to the cars or other property of the Municipality. Gripmen must always be watchful, and stop at once if any person or vehicle gets on the track, or is seen approaching in such a way as to cause risk of accident. If an accident is imminent, Gripmen must not wait to ring gong, but call out, release rope, and apply brakes at once.

## **HEADLIGHT AND TOOLS.**

78 Gripmen must always see that their headlights are burning brightly, and, when taking

charge of a dummy, see that all tools are in their places, and, if not, must report the fact, and obtain others at once. If, when inspected, any tools are found to be missing, and have not been reported, the Gripman last in charge will be held responsible.

## **FARE COLLECTING.**

79 Conductors must start collecting fares on rear platform of dummy, and work along one side to the front, then back along the other side, and through to rear of the car. He must frequently call out in a loud, distinct, and courteous manner, "**Fares, please.**" Conductors must not touch the passenger as a reminder to pay, or he must not say, "**Fares,**" or ask for a fare by saying, "**Thank you**"; no other term must be used than the words, "**Fares, please.**" Conductors must always go forward between the Town Hall and Separation Street, on the up or down trip, to collect fares.

Gripmen will be held responsible to see that passengers getting off the dummy, after passing the sections, produce a check ticket or a fare. After the Conductor has made his first collection of fares, it is possible he may not notice passengers who get on the dummy along the road, or at curves, and if the Conductor does not come for such fares, or if the passengers who have not paid wish to get off, the Gripman must call the Conductor forward by proper signal to get them. If a passenger will not wait for the Conductor to come forward, the Gripman must get their fares and hand



them to the Conductor at once, and see that he punches for them properly. Gripmen will be held equally responsible with Conductors that all fares on the dummy are collected. Should a passenger at any time hand their fare, either in the form of a ticket or cash, to a Gripman, and the said passenger leaves the dummy before the Conductor has had time to hand him a ticket, the Conductor, on receiving such fare from the Gripman, must register the fare in his presence.

After dark, Conductors must go to the front platform of car frequently, to assure themselves that no passengers have got on the dummy without their knowledge.

When a Conductor is collecting fares, he must have a distinct understanding, before issuing tickets, as to how many, and who, he is to be paid for. He must be specially careful in regard to half-fares and luggage. All children over 3 years of age must be paid for, whether in arms or not. Parents who permit children under 3 years of age to occupy seats in a crowded car must be politely requested to take the child on their lap, or another fare must be paid, and all children who occupy a seat must be paid for, irrespective of age.

When a coin sufficiently large enough to purchase tickets is offered, the Conductor must ask if tickets are wanted before issuing a single fare.

Conductors, on all trips, must proceed through their cars between Separation Street

and Town Hall, and collect fares, both on up and down journeys.

### **TIME.**

80 Gripmen must see that their trams leave the terminus every trip on time, and also that they do not leave ahead of time, nor pass a time-point ahead of time. They will be held equally responsible with Conductors for keeping the car on time.

### **ASSIST CONDUCTORS.**

81 In case of any trouble between passengers and Conductors, should the services of the Gripman be required, he must give the Conductor all the assistance in his power. In case of accident, Gripmen must assist Conductor by getting names and addresses of witnesses who may be on the dummy.

### **THROW MARKS.**

82 The utmost vigilant care must be used when approaching any place where the rope is to be thrown or picked up. The grip-lever must be examined, to see if it is in proper order to work easily, in sufficient time to correct any defect, and the utmost care must be used to throw the rope at the right place. No excuse will be accepted, under any circumstances, for negligence. When approaching a throw-mark, and especially the throw-mark at the Engine-house, Conductors must give one bell, and stand on front platform of the car, prepared to warn the Gripman if he fail to throw the

rope. Gripmen must raise the pawl of the grip at least 20 feet before reaching the throw-mark, and, still keeping the grip hard on the rope, must stand ready to throw the lever down at the mark. After throwing the rope at the Engine-house, the lever must be held firmly over towards the right with the knee or hand, and brake applied. The speed when passing the check-bar must not exceed one-quarter the usual speed. When throwing the rope at Clifton Hill terminus, care must be taken to throw the rope at the mark (no excuse will be accepted from a Gripman found to carry his rope over the proper throw-mark), and the grip must then be closed before shunting operations are commenced. Should a grip fail to throw the rope at either terminus, the rope must be lifted out with the hook, and a report made immediately on reaching the Depôt.

#### **ROPE STOPPED.**

83 Should the rope stop running, Gripmen must release the grip, and apply both brakes, and the Gripman must not apply the grip, after the rope has been started again, until it has been running at least one minute, to insure it being at full speed.

#### **SIGNALS.**

84 When the car is in motion, and Conductors have to give signals verbally (i.e., on the dummy), they must call out, in a loud voice—to start, "RIGHT"; to stop, "STOP,

PLEASE." When Conductors are collecting fares inside the car, the safe running rests with the Gripmen. Accidents can, and must be, avoided. Vigilance, the exercise of good judgment, avoiding risks, and a strict compliance with the Rules and orders will prevent accidents.

#### **HORNBAR PINS.**

85 Hornbar pins must not be removed till the dummy is stationary over grip-hatch, and the hatches must be closed, after grip is removed, while the dummy is standing over them.

#### **STUDY CONDUCTORS' RULES.**

86 Gripmen must make themselves familiar with the rules governing Conductors, and must observe the manner in which they take and punch for fares, as far as possible, without neglecting their own work, and must at once report any violation of Rules or Notices on the part of the Conductor.

#### **SPECIAL CAUTION.**

87 Gripmen must not, when track is obstructed by vehicle or person, run in too close quarters before it is quite clear. Horses, when frightened, sometimes back towards, instead of going away from, the tram. Be sure they are well in a forward movement before proceeding. If not, then stop instantly, and wait. Remember that drays laden with timber, etc., describe a large arc in turning, and that vehicles driven around curves have a tendency to close inwards towards the track.



## RAILWAY GATES.

88 Should the railway gates be closed against a car waiting at Clifton Hill terminus, the rope, if previously put into the grip, must be thrown immediately, and must not be put into the grip again until the train has quite passed through, and the gates are being opened. No excuse will be taken for an infringement of this rule.

## ROUGH ROPE OR STRAND.

89 Gripmen must be careful, when applying the grip, to note any roughness in the rope. Should a splice be encountered, the Gripman must open his grip immediately, bringing the lever back to the safety notch, and, applying the brakes, must wait till the splice has passed through the grip before attempting to start. If the existence of a broken wire or loose strand be suspected, a report to that effect must be sent to the Depôt immediately. Should a loose strand come behind the grip, the Gripman must endeavour to keep cool, and act with great judgment; if on the down track, the Gripman must endeavour to carry the strand to the Depôt, ringing his bell loudly, and warning all traffic from the track. No attempt must be made to stop, unless to avoid an accident, in which case the Gripman must throw the rope. Should a strand be encountered while on the up track, the gripman must throw the rope immediately, and send Conductor to the nearest signal-post to give the signal to stop the rope—viz., "CONTINUOUS" ring, and then position of the signalling-point. Should any difficulty

be met with in the endeavour to throw the rope, it may be got rid of while rounding a curve, by holding the lever well over on the open side of the grip. All cases of suspected strand or broken wire must be reported at the Depôt with the utmost despatch. If the rope does not stop immediately, send someone to nearest 'phone, and ring NORTHCOTE 292 to stop the rope.

## DUMMY AT CLIFTON HILL.

90 Gripmen must stop the dummy at Clifton Hill terminus with the front of the dummy on the stop-mark opposite the lamp; the rope must not be thrown till the dummy is at a standstill. After throwing the rope, the grip must be closed before shunting is commenced. No excuse will be taken for passing a stop-mark or throwing the rope in wrong place.

## SIGNALS.

91 Signals of distress to be given by Traffic Staff to Power House from signal boxes on route, as required.

### IN ALL CASES.

First give signal required, repeat signal required, then pause, and give No. of post ONCE.

TO STOP ROPE.—First press button, and keep pressed till rope has stopped dead.

### AFTER ROPE HAS STOPPED.

Give signal instruction **then**. Lastly, give **No. of post**. **Note**.—Unless the button is kept pressed till rope has stopped, Engine-room will

not recognise signal. If it does not stop within TWO MINUTES, run to next signal post and repeat signal.

BOXES.—No. 1, at PRESTON TERMINUS.

„ 2, at HAROLD STREET.

„ 3, at BEACONSFIELD  
PARADE.

„ 4, at SEPARATION STREET.

„ 5, at TOWN HALL.

„ 6, at UNION STREET.

„ 7, at WALKER STREET.

„ 8, at CLIFTON HILL  
TERMINUS.

SIGNALS.—1 Bell—STOP ROPE. KEEP  
BUTTON PRESSED  
TILL ROPE HAS  
STOPPED.

2 Bells—START ROPE.

3 „ RUN SLOW.

4 „ TRACK BLOCKED.

5 „ EXAMINE ROPE.

6 „ SEND HELP.

7 „ FULL SPEED.

8 „ REVERSE ROPE.

10 „ TESTING SIGNAL.

## FARE SYSTEM.

92 Fares may be paid in cash (1d. over each section) or by ticket. All tickets received by

the Conductor must be cancelled with the bell punch immediately they are received, and in the presence of and while facing the passenger.

Tickets are sold at seven for 6d., and one ticket entitles the passenger to ride over one section only.

DAY RETURNS.—Return tickets are sold at 3d. each, and entitle the passenger to ride over both sections, and are good at any time of the day, but MUST NOT BE ISSUED AFTER 9 A.M.

## CONCESSION TICKETS

Are issued to children attending school (on school days only), and are sold at 2/6 each, at the General Office, between 9 a.m. and 5 p.m. on week days, and are good for one calendar month.

Tickets are issued to M.T.B. employees at special rates. These tickets must be shown to the Conductor as often as demanded.

## FREE LIST.

The General Manager, uniform and plain-clothes police are permitted to ride free.

Employees off duty are permitted to ride free on production of employee's pass.

## REVENUE JOURNALS.

93 Revenue journals must be obtained by Conductors with their outfits, and kept clean, with all entries entered up neatly. The actual arrival and departure time of each trip must be entered at each terminus, Town Hall and Sepa-



ration Street, and other information required, such as badge number, etc. Journals must be kept in the special wallets provided for them, and, when on a trip, must be placed on the back end of car, in the receptacle made for them under the canopy. Conductors, when receiving their outfits, must sign for their tickets on the revenue journal. Before doing so, they must make sure the journal agrees with the outfit being received. Conductors, when paying in, must enter up the last numbers of all tickets they are paying in, and extend their value, etc., and make out the revenue journal complete, and sign before the Receiving Clerk.

### **UNIFORMS.**

94 Uniforms and caps are supplied free to Gripmen and Conductors. They are held responsible to keep them thoroughly clean and in good order. All mountings (such as buttons and badges) lost must be paid for. All employees, when on duty in uniform, must wear a black tie.

### **BADGES.**

95 Gripmen, Conductors, and other employees with badges, must at all times, when on duty, exhibit their badges, in the proper position, i.e., on the right breast of coat (or overcoat, if worn), with the number, etc., facing outwards. No excuse will be taken for the non-compliance of this Rule, and any employee found wearing the badge back to front will be instantly dismissed.

### **INTOXICATING LIQUOR.**

96 Employees must not enter hotels in uniform, or take intoxicating liquor during working hours. Any breach of this Regulation will cause the dismissal of the employee concerned.

### **WALLETS.**

97 Conductors, note that wallet pockets and drawers are placed in cars for the use of Conductors' boxes, dusters, wallets, etc. Conductors in charge of cars must keep their journal wallets in the back end pocket, ready for inspection.

### **CHANGE OF ADDRESS.**

98 Employees changing their address at any time must report their new address in writing to General Manager immediately such change is made.

### **ABSENCE.**

Employees, note that, should they be compelled to absent themselves from work, due to illness, for more than three (3) days, they must forward a doctor's certificate so as to reach the General Manager on the morning of the fourth day.

### **DEPOT GATES.**

99 It is the duty of every employee using gates or doors (this especially refers to the gate of Car Dépôt after 5 p.m. daily, and on Saturday and Sunday afternoons) to see that

it is closed. Should an employee find this left open, he must show his interest in his work and to his employer by closing same.

### **ACCIDENT AND GENERAL REPORT FORM.**

100 All accidents must be reported on the proper Accident Report Forms, and all details filled in, and a general descriptive report made out on back of form. Reports other than accidents must be reported on the General Report Forms. All reports must be made out immediately on coming off shifts, or being relieved to do so.

### **EQUIPMENT.**

101 All materials supplied to employees, such as uniforms, caps, badges, buttons, wallets, bags, etc., shall be signed for, and the employee receiving same shall be responsible for their safe keeping and care, and, should they lose any item of their equipment, same will be charged against their account.

### **BROKEN LAMP GLASSES.**

102 Unless a reasonable excuse can be given, Gripmen and Conductors will be charged for broken lamp glasses. Extra care must be taken to see that the lamps are not turned up too high and are not smoking.

### **CURVES.**

103 When trams are approaching curves, and when at a distance from same of two trams'

length, Gripman must call out, in a LOUD VOICE, "MIND THE CURVE."

This applies to curves at BEAVER'S ROAD, ROBBS STREET, URQUHART STREET, and MIDWAY BETWEEN WALKER STREET AND URQUHART STREET.

### **CLIFTON HILL TERMINUS.**

104 Immediately Gripmen board their dummy, after throwing in rope, before starting, at Clifton Hill terminus, they must give ONE GONG, as a signal that they are READY TO START, and on receiving TWO BELLS from the Conductor, must give TWO DISTINCT LOUD GONGS, before attempting to start their tram. Conductors are not to give signal to start till they receive the one-gong "READY SIGNAL."

### **TIME-SHEETS.**

105 Employees booking time on their weekly time-sheets that they have not worked will be instantly dismissed.

### **STOPPING-PLACES.**

106 Gripmen and Conductors must, when approaching a stopping-place, call out in a loud and distinct tone the name of the street or place where the stop is to be made. If passengers, or intending passengers, give notice to stop when the tram is close to a stopping-place, explain that it will be stopped a little further on, and caution them to wait until it stops.



Cars will stop only at the appointed stopping-places, except when intending passengers (old people, or women with children) hail the car between the stopping points (and you are on time). The stop should be made, and the passenger's attention drawn to the stopping-place Regulation. Employees are expected to use tact and judgment, so that they will not unduly inconvenience the travelling public.

## **YOUR WORK IN A NUTSHELL.**

### **KNOW THESE REGULATIONS.**

Come on duty clean, tidy, and smart.

Be punctual.

Read notices posted on Notice Board daily, before going on duty.

Don't take anything for granted. Make sure.

When in doubt, consult General Manager or Inspector on duty.

Keep on time. Have a watch.

Know the alarm signals, and where the boxes are situated.

Keep all lights burning clean and bright.

Keep car and dummy seats and windows clean.

Leave nothing to chance.

Be polite to passengers, and help women with children on or off cars.

Report ALL accidents.

See that passengers or others do not scratch or otherwise damage the cars or dummies.

Don't gossip.

Chain up drawbar of car.

Be careful with your bell punch; you will be charged £10 if you lose one.

Look after the comfort of your passengers. Close draughty windows or doors. Use the sun blinds when necessary. Know all cross streets, and principal buildings, business places, railway stations, etc.

All extra tickets obtained must be shown on back of revenue journal, and a signed docket given to the person from whom the tickets are obtained.

Say, "Fares, please," when collecting.

Go "dead slow" over crossings.

The Inspector on duty is empowered to vary, alter, or amend any Rule or Regulation to suit any emergency that may arise, and all instructions issued by him must be cheerfully and promptly obeyed.

All accidents are caused by the carelessness or bad judgment of someone. Do not let that someone be YOU.

Never FORGET. You are not paid to.

D. STEPHEN,

General Manager.

