

GENERAL
OPERATING RULES
RED

FRIEND OF THE COOPERSVILLE
AND MARNE
RAILWAY COMPANY

GENERAL OPERATING RULES

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INTRODUCTION

In the early days of railroading, utility rather than safety was the chief concern of railroad management. As locomotive power, speed, car weights, passenger ridership and scheduled increased, accident occurrence paralleled at an alarming rate. It became evident that standard operating practices had to be established for a railroad to survive. At first, each railroad had its own standard rules; but as interchanging between railroads became a common practice, it was necessary to combine operating rules. The evolution of rule combining has progressed over a century and a half to a "General Code of Operating Rules" that is considered a standard practice by the major railroads in the United States. To comply with each railroad's territorial and operating differences, it is supplemented by special instructions and general orders.

At one time, railroad was ranked among the most hazardous occupations in the United States. Through educational programs and compliance with rules, this is no longer true. "Safety" to the public and to each other must be a common goal for each volunteer of the Friends of the Coopersville and Marne Railway Company. Only through constant vigilance and total commitment to the established rules can a railroad operation overcome the many obstacles and dangers that it faces.

The rules contained in this book apply to all volunteers of the Friends of the Coopersville and Marne Railway Company.

GENERAL NOTICE

SAFETY is of the first importance in the discharge of duty on the Friends of the Coopersville and Marne Railway. Obedience to the rules is essential to safety and is required.

Rules cannot be written to cover every possible situation that may arise in connection with each and every individual task associated with your work; therefore, certain definite responsibilities rest upon you, namely:

Protection of yourself.

Protection of your fellow volunteers.

Protection of the public.

Reporting to those in authority any dangerous conditions or unsafe practice where one is found to exist.

To enter or remain in train service is an assurance of a willingness to obey rules. The service demands the faithful, intelligent and courteous discharge of duty.

Cooperation is essential to success. Cooperation between volunteers is required for proper functioning under the rules and instructions.

Suggestions from volunteers intended to promote safety, economy, or improve service are solicited and will receive consideration.

The rules contained herein are issued for the purpose of ensuring greater protection of lives of volunteers, the public, the property of the railroad and the traffic it transports.

The public judges a railroad by the appearance and conduct of its volunteers, quality of service and condition of property. Courteous, considerate treatment of patrons is essential to success.

In case of doubt or uncertainty the safe course must be taken.

“SAFETY IS OF THE FIRST CONCERN”

DEFINITIONS

Absolute Block

A block in which a train or engine is not permitted to enter while it is occupied except as prescribed by the rules.

Air Brake

A combination of devices, operated by compressed air arranged in a system and controlled manually or pneumatically, which retard or arrest the motion of a car or locomotive.

Air Brake Hose

A reinforced tubing attached to a nipple that screws into the angle cock at the end of the brake pipe on each end of a car or engine. The other end is fitted with a coupling (glad hand) which engages with an identical coupling on the adjoining car. The complete arrangement forms a flexible air connection between the brake pipes of the cars and engines throughout the train.

Air Compressor

A device on a locomotive that compresses air which is used in operating the air brakes and all other air operated devices on locomotives and cars.

Air Gauge

An instrument for indicating air pressure, usually expressed in pounds per square inch (psi).

Angle Cock

A manually operated valve located at each end of the brake pipe on locomotive and cars to permit or prevent the flow of air.

Automatic Air Brake Valve

A manually operated pneumatic valve on the locomotive that provides control of the train and engine brakes.

Auxiliary Track

Any track other than the main track.

“B” End of Car

The end on which the hand brake is located. If the car has two hand brakes, the end where the retaining valve is located

Back-up Valve/Hose

A device, either portable or permanently connected to the brake pipe, for the purpose of controlling brakes from the rear end of the train. Also called a tail hose.

Bad Order

Term for equipment in a state of disrepair or unsafe.

Block

A length of track of defined limits, the use of which is governed by block authority.

Blue Signal/Flag

A clearly distinguishable blue flag or blue light by day and a blue light by night. The blue light may be displayed either steady or flashing.

When attached to the operating controls of an engine it need not be lighted if the inside of the engine is sufficiently lighted so as to make the blue signal clearly distinguishable.

Brake

The whole combination of parts by which the motion of a locomotive or train is retarded or arrested.

Brake Beam

The immediate supporting structure for the two brake heads and shoes acting upon any given pair of wheels.

Brake Cylinder

A metallic cylinder containing a piston which is forced outward by compressed air to apply the brakes.

When the air pressure is released, the piston is returned to the normal position by a release spring coiled about the piston rod inside the cylinder.

Brakeman

A person who assists with train and yard operations. Duties include throwing switches, coupling and uncoupling cars, hooking up air hoses and assisting with air tests.

Brake Pipe

The section of the air brake piping of a car or locomotive which acts as a supply pipe for the reservoirs and is also the sole connecting means by which the car brakes are controlled by the locomotive engineer. The pipe extends from one end of the car to the other. At the ends, flexible hoses provide connections between the cars. When a train is made up all the brake pipes on the cars are joined together, the entire pipe line is called the brake pipe.

Brake Pipe Pressure

The amount of pressure in pounds per square inch (psi) in the brake pipe.

Car Attendant

A person who assists the passengers on board the train.

Clearance Card

A form used to authorize occupancy of a main track when designated by rule.

Conductor

A person who is in charge of the train crew.

Conductor's Valve

A manually operated device installed on passenger cars and cabooses for applying the brakes on the train

Crew Caller/Dispatcher

A person who is in charge of calling, scheduling, and dispatching train crews. Duties may also include preparation of necessary operating forms.

Crossing At Grade

See grade crossing.

Crossover

A track connection between two adjacent tracks.

Derail

A protective device that guides engines, cars or other on-track equipment off the rails.

Effective Locking Device

When used in relation to a manually operated switch or derail, a lock used that can be locked or unlocked only by the craft or group of volunteers applying the lock.

Engine

A locomotive unit propelled by any form of energy, or a combination of such units operated from a single control, used in train or yard service.

Engineer

The operator of a locomotive or a locomotive and consist.

Extra Train

A train not authorized by timetable schedule.

Facing Point Switch

A switch in which the points face towards the direction of movement.

Fixed Signal

A signal of fixed location indicating a condition affecting the movement of a train.

Flag

A cloth, metal or other suitable material used as a warning or for signaling.

Flagman

Any volunteer of whatever designation to whom the term flagman is applicable under the rules governing flag protection.

Flag Protection

Volunteer provided protection for crews, engines, trains and equipment against any known condition which may interfere with their safety.

Foreman

A person in charge of yard switching, shop or maintenance of way crew.

Form W

Form granting work area limits to maintenance of way crews according to Rule 86, Page 34, and Page 34.1.

Fouling Point

The location in the vicinity of a switch marking safe passing clearance with another track.

Fuse

A warning device consisting of a cardboard tube filled with a combustible mixture that burns brightly when ignited and remains burning for varying lengths of time.

General Manager

The person authorized to represent and manage the railroad in all matters.

General Order

An order issued by the General Manager which adds, changes or annuls rules or instructions.

Grade

Grade (of track) is usually expressed as a percentage figure, which is the number of feet the track rises or falls in a longitudinal distance of 100 feet. Thus, for example, a 1% ascending grade means that the track rises 1 foot in elevation for every 100 feet of distance traversed along the track.

Grade Crossing

The place where a railroad intersects a roadway or another railroad on the same level.

Green Board

A green signal or flag used to mark the end of a track restriction.

Hand Brake

A mechanical arrangement of levers, chains, rods, gears and fulcrum, applied manually by wheel or lever, to force the brake shoes against the braking surfaces (wheel tread or disk) to control car or locomotive movement.

He, Him, His

Is not a particular reference to gender, and in all cases encompasses the singular, plural or corporate.

Hostler

A person who operates engines in designated shop areas.

Independent Air Brake Valve

A brake valve that provides control of the locomotive brakes regardless of the automatic air brake valve handle position.

Initial Station

The first station from which a train is authorized to occupy the main track.

Locomotive

See engine.

Main Track

A track extending through yards and between stations which must not be occupied without proper authority or protection.

Marker

A red light or other prescribed signal affixed to the rear of equipment being operated as a train.

Mile Post

A post indicating the distance in miles from a given point.

Non-Signal Territory

Those portions of the railroad in which movement on main track and siding is governed by Timetable, Train Orders and other rules.

Operations Bulletin

A bulletin issued by the Operating Department Supervisor which adds, changes, or annuls rules, instructions, or other practices pertaining to operations.

Operations Manager

The person authorized to be in charge of all trains and train related operations.

Originating Station

See Initial Station

Out Of Service

Removed from company service.

Point

A tapered rail of a switch.

Proper Authority

General Manager of railroad or other volunteers designated as responsible for such functions as train dispatching, car inspection, track maintenance, locomotive maintenance, or other functions required by rules.

Record of Time

A form used to record train crew hours of service.

Regular Train

A train authorized by a timetable schedule.

Release Rod

A rod situated on the side sill of each car for operation of the air brake system air release valve.

Restricted Speed

A speed that will permit stopping within one half the range of vision, short of a train, engine, railroad car, stop signal, derail and/or switch not properly lined or broken rail, not exceeding 10 MPH.

Retaining Valve

A manually operated valve used on cars, through which brake cylinder pressure may be exhausted completely, or on repositioning the valve, a predetermined brake cylinder pressure is retained.

Right Of Way

The strip of land on which a railroad track is built.

Road Foreman of Engines

A person who governs the adherence to the rules and efficient operation of locomotives by engineers.

Roadmaster

The person who is in charge of the right of way and maintenance of way crews.

Rolling Equipment/Stock

Engines, railroad cars, and one or more engines coupled to one or more cars.

Schedule

That part of a timetable which prescribes direction, number and movement of a regular train.

Siding

A track auxiliary to the main track for meeting or passing trains.

Single Track

A main track upon which trains are operated in both directions.

Slack

There are two kinds of slack: one is termed “free slack” and is the accumulation of clearances and wear in the associated parts of the couplers. The other type of slack is often called “spring slack” and results from the cushioning action of the draft gears.

Slack Action

Movements of part of a coupled train at a different speed than another part of the same trains.

Special Instructions

Timetable instructions relating to the movement of trains. They supersede any rule in which they may conflict.

Station

A place designated in a timetable station column by name.

Switch

A track structure used to connect one track diverging from another.

Switchman

A person who assists the foreman in yard switching.

Timetable

A published schedule for the movement of trains subject to the rules. It may contain special instructions.

Track Car

A self-propelled vehicle, operating on the rails, with or without trailers or push cars, used for transporting people and material to or from a job site or for inspection.

Track Message

A notice containing information as to track or other conditions necessary for the safety of trains and crews.

Track Speed

The highest speed authorized, observing all rules and restrictions, not exceeding the maximum allowed by timetable, special instructions or general orders.

Trailing Point Switch

A switch in which the points face away from the direction of movement.

Train

An engine or more than one engine coupled, with or without cars, displaying a marker and authorized to operate on the main track.

Train Dispatcher

A person who is in charge of all dispatching and movement of trains.

Trainmaster

A person who is responsible for keeping correct schedules and monitoring volunteers' adhere to the rules.

Trainman

A person who assists the conductor in train operations. In generic terms it means the conductor, foreman, brakeman or switchman.

Train Order

An order issued by or through proper authority to govern the movement of a train.

Wheel Sliding

The situation where the wheel is rotating slower than longitudinal movement along the rail would dictate.

Wheel Slipping

The situation where the wheel is rotating faster than longitudinal movement along the rail would dictate.

Yard

A system of tracks, other than main tracks or siding, used for making up trains, storage of cars and for other purposes.

Yard Limits

A portion of main track designated by yard limit signs, timetable or special instructions.

Yard Engine

An engine assigned to yard service.

Yardmaster

A person designated as being in charge of yard operations.

GENERAL RULES

- A. Safety is of the first most importance in the discharge of duty. In case of doubt or uncertainty, the safe course must be taken. The service demands the faithful, intelligent and courteous discharge of duty. Obedience to the rules is essential to safety and to remaining in service.
- B. Volunteers whose duties are prescribed by these rules must have a copy immediately available for reference while on duty.

Volunteers whose duties are affected by timetable and special instructions must have a current copy available for reference while on duty.
- C. Volunteers must be conversant with and obey all rules and instructions. If in doubt as to the meaning of any rule or instruction, they must apply to proper authority for an explanation. Carelessness, negligence and/or indifference in the performance of duties will not be condoned.
- D. Volunteers must attend required classes and pass required examinations.
- E. Volunteers must cooperate and assist in carrying out the rules and instructions, and must promptly report to the proper authority any violation of the rules or instructions, and condition or practice with may imperil the safety of trains, passengers or volunteers, and any misconduct or negligence affecting the interest of the railroad.
- F. Volunteers must report by the first means of communication any accidents, personal injuries, defects in track, bridges or signals, or any unusual condition which may affect the safe and efficient operation of the railroad. Written report must follow promptly when required.
- G. Volunteers must not report for duty, or be on railroad property under the influence of, or use while on duty, or have in their possession while on railroad property, any drug, alcoholic beverage, intoxicant, narcotic, medication, or controlled substances, including those prescribed by a doctor, that will in any way adversely affect their alertness, coordination, reaction, response of safety.

- H. Volunteers reporting for duty must be clean and neat in appearance. They must be courteous and orderly while on duty. Uniform and badge, when prescribed, must be worn while on duty. The use of tobacco by volunteers on duty serving patrons is prohibited.
- I. Volunteers must be familiar and comply with the requirements of the Federal Hours of Service laws, if applicable. Those affected by such laws shall be in compliance, are admonished to use their off-duty time in such a manner as to make them fit for safe, prompt and efficient performance of their duties.
- J. Volunteers must expect the movement of trains, engines, cars or other movable equipment at any time, on any track, in either direction. They must not stack on the track in front of an approaching engine, car or other moving equipment, and must inform themselves as to the location of structures or obstructions where clearances are close.
- K. Volunteers must conduct themselves in such a manner that their railroad will not be subject to criticism or loss of goodwill. They must not discriminate between patrons of the railroad. The acceptance of gratuities is prohibited.
- L. Volunteers whose duties require service on another railroad are under the jurisdiction of the officers of the other railroad on which the service is being performed. When performing services on another railroad, unless otherwise instructed, volunteers will be governed by the safety, air brake and train handling rules of the railroad by which they are employed and by operating rules and timetable upon which they are operating.
- M. Volunteers are responsible for their own safety. Constant presence of mind to insure safety for themselves and others is the primary duty of all volunteers and they must exercise care to avoid injury to themselves or others. They must observe the condition of the equipment and tools which they use in performing their duties, and, when found defective, will put them in safe condition, reporting defects to the proper authorities.
- N. Volunteers, when igniting any type of fuel burning equipment such as grills, furnaces, space heaters, or stoves in an enclosed space where explosive vapors can accumulate, must ensure that the equipment is purged or adequate ventilation is provided so that any possible explosive mixture or vapor will be removed.

- O. Volunteers must see that first aid kits, fire extinguishers, safety equipment and two-way radios are operational and supplied on all equipment carrying personnel or passengers.

Volunteers must be conversant with the current emergency response plan.
- P. Volunteers are prohibited from having firearms or other deadly weapons, including knives with a blade in excess of three inches, in their possession while on duty or on railroad property, except those authorized to have them in the performance of their duty or those given special permission by the proper authority.
- Q. Volunteers must report for duty at the designated time and place. They must devote themselves exclusively to the railroad's service while on duty. They must not absent themselves from duty, exchange duties, or substitute others in their place without proper authority.
- R. Volunteers must not be negligent, insubordinate, dishonest, immoral, quarrelsome or make false reports. They must not enter into altercations, play practical jokes, scuffle or wrestle while on duty or while on railroad property.
- S. Volunteers are responsible for the proper care and use of railroad property entrusted to them. Upon demand by proper authority, they must report such property. Volunteers issued switch keys are responsible that such keys be used only by them in the proper performance of their duties. They must not appropriate railroad property for their personal use.
- T. Volunteers must not allow unauthorized persons on trains, engines or cars.
- U. Volunteers are prohibited from altering, nullifying, changing design of, or in any manner restricting or interfering with the normal intended function of any device or equipment on locomotives, cars or other railroad property without proper authority, except in case of emergency, in which case a report must be made.

STANDARD TIME

Conductors must, when practicable, compare time with their crew before starting each trip or days work.

TIMETABLE

1. **CHANGE OF TIMETABLE:** Each timetable supersedes the preceding timetable from the moment it takes effect. Notice of new timetable, timetable supplement or special instruction must be posted at least 48 hours prior to the effective time.
2. **SPECIAL INSTRUCTIONS:** Rules may be issued, canceled or modified by timetable special instructions.
3. **SCHEDULES IN EFFECT:** Timetable schedules are in effect unless fulfilled, annulled by train order, or abolished by special instructions for the life of the timetable.
4. **SCHEDULE TIME:** When one time is shown in timetable schedule at a station, it is leaving time, except at terminating station, it is arrival time. When two times are shown, they are arriving and leaving time.
5. **DEPARTURE:** A regularly scheduled train must not leave a station in advance of its scheduled leaving time. Charter trains may leave when ready.

GENERAL ORDERS

6. **GENERAL ORDERS:** General orders change, add to or annul operating rules and/or instructions. They will be issued and canceled over the signature of the General Manager or designated authority.

General Orders will be posted in books and/or on bulletin boards. Engineman, trainmen and others whose duties require, must review them before commencing each day's work or trip and where required, the highest number of general order will be recorded by conductors and engineers on prescribed form.

General orders will be numbered consecutively beginning with January 1st of each year, will be issued and canceled by the General Manager or designated authority and will expire with the calendar year.

General Orders supersede any rule or regulation with which they conflict.

SIGNALS AND THEIR USE

7. **PROPER SIGNAL APPLIANCES:** Volunteers responsible for display of signals or whose duties may require them to give signals, must provide themselves with the proper appliances and keep them in good order ready for immediate use.
8. **VIGILANCE FOR SIGNALS:** All volunteers must keep a vigilant lookout for signals, and act upon them strictly in accordance with the rules.

The utmost care must be exercised by volunteers to avoid acting upon signals that are not understood or that may be intended for other trains or engines. In case of doubt, a clear understanding must be reached before movement is made.

9. **GIVING SIGNALS:** Volunteers giving signals must locate themselves so as to be plainly seen and give them so as to be clearly understood.

When practicable, all signals must be given on the engineer's side of track, but they must be respected when received from either side.

10. **SIGNAL DISAPPEARANCE:** When backing or shoving a train, engine or cars in response to signals, disappearance from view of the volunteer giving such signals must be regarded as a stop signal, unless volunteer on leading car has control of air brakes.
11. **PRESCRIBED SIGNALS:** Flags or lights of prescribed color must be used by day, and lights or reflectorized flags of prescribed color and type by night.
12. **SIGNAL DISPLAY:** Day (hand) signals must be displayed from sunrise to sunset. Night (lantern) signals must be displayed from sunset to sunrise and when day signals cannot be plainly seen.
13. **FLAGMAN SIGNALS:** The following signal appliances must be carried by a flagman:

Day signals: Orange flag

Night signals: White light and fuses.

SIGNALS FOR TRAIN AND ENGINE MOVEMENTS

14. LANTERN AND/OR HAND SIGNALS



14 (a) AHEAD

Lantern raised and lowered vertically



14 (b) BACK UP

Lantern swung slowly in a circle at right angle to track



14 (c) EASY/SLOW

Lantern swung up and down at arm's length to the side.



14 (d) STOP

Lantern swung at right angle to the track. For emergency stop, swing violently.

SIGNALS FOR TRAIN AND ENGINE MOVEMENTS

14. LANTERN AND/OR HAND SIGNALS



14 (e) **STRETCH THE
COUPLING**
Fingers hooked
together



14 (f) **TWENTY POUND
REDUCTION**
Two fingers form a Vee



14 (g) **APPLY BRAKES**
Lantern swung
overhead



14 (h) **RELEASE BRAKES**
Hand held
above head

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15. **OTHER SIGNALS:** Other signals may be used for other purposes, providing they are understood by all crew members. When not involved in giving signals, volunteers must avoid making movements which might be construed as a signal.

Radio may be used instead of hand or lantern signals to convey information when the use of such signals is not practicable. While radio is being used to control the movement of a train or engine, it must be understood by all crew members exactly which moves will be made under radio control, and during that time, hand or lantern signals will not be given to the engineer or acted upon with the exception of stop signals.

Any object waved violently by any person on or near the track is a signal to stop.

16. **DISPLAY OF RED FLAG:** A red flag will be displayed at locations where trains must stop as required on Form W or due to other conditions. Trains must stop short of the red flag and may not proceed unless authorized by proper authority. If authority to proceed is received before stop is made, train may pass red flag without stopping.

17. **FUSEE:** A train finding an unattended fuse burning on or near its track must stop and after fuse burns out, train must proceed at restricted speed for a distance of one mile from point of where fuse was displayed.

Fuses may be handled in a careful manner to avoid injury and must not be placed on bridges or other places where damage may result. The use of fuses, except as prescribed by the rules, is prohibited.

18. **ENGINE BELL:** Except when the momentary stop and start is part of a continuous switching movement, engine bell must be rung when engine is about to be moved and while approaching grade crossings. Ringing must be commenced sufficiently in advance to afford warning and continued until crossing is occupied. Bell must be rung elsewhere when necessary as a warning signal.

19. **REQUIRED HORN SIGNALS:** When visibility is impaired by weather conditions, the horn must be sounded frequently. In the event of horn failure, the bell must be rung continuously while moving.

Radio may be used in place of horn signals, except Rules 19 (a) and 19 (e) to convey information.

The horn signals below are illustrated by “o” for short and “-“ for long.

SOUND

INDICATION

19 (a) Succession of Short Sounds

To be used when an emergency exists, alarm for persons or livestock on the track. When this signal is heard by crews on other trains or engine, movement must be stopped until it has been determined that it is safe to proceed.

19 (b) - -

Proceed.

19 (c) ooo

When standing, back up.

19 (d) oooo

Call for signals.

19 (e) - - o -

Approaching public crossing at grade, to be commenced sufficiently in advance to afford warning, but not less than 1/4 mile* before reaching a crossing, if distance permits, and prolonged or repeated until crossing is occupied.

The signal must also be used to warn volunteers when view is restricted.

*Check state and locate requirements.

ENGINE LIGHTS AND MARKERS

20. **HEADLIGHT DISPLAY:** Except as provided in Rule 22, the headlight must be displayed bright to the front of every train by day and by night.

Headlight must be extinguished when a train has stopped clear of the main track to meet a train at the end of multiple main tracks or at a junction.

Engine must display a headlight to the front and rear by day and night, except that it may be dimmed or extinguished on the end coupled to cars.

21. HEADLIGHT FAILURE: At night, if the headlight on a train fails, a white light must be used in its place and while moving, the bell rung continuously, the horn sounded frequently and the proper authority notified at the first opportunity.
22. DIMMING HEADLIGHT: Headlights must be dimmed under the following conditions, except when approaching and passing over public crossings at grade:
- (a) At stations and yards where switching is being done.
 - (b) When standing close behind another train.
 - (c) While standing on main track awaiting the arrival of an approaching train that is to take siding.
 - (d) Approaching and passing rear and head end of train on adjacent track; or,
 - (e) At other times to permit passing or signals or when safety of volunteers so requires.
23. MARKERS: A marker of the prescribed type will displayed at the rear of every train.
- From one hour before sunset to one hour after sunrise, when weather conditions restrict visibility to less than one half mile and at times as may be prescribed by rule, the marker must be illuminated either steadily or flashing. Markers will be white or in the red-orange-amber color range.
- When an engine is operating as a train without cars, or at the rear of a train, the trailing headlight illuminated on dim may be used as a marker.
24. ENGINE IDENTIFYING NUMBER: On trains, the engine number must be illuminated on engines equipped with number lights. When an engine consists of more than one unit or when two or more engines are coupled, the number of one engine only will be illuminated and will be the identifying number. When practicable, the number of the leading engine must be used.

VOLUNTEER PROTECTION

25. **SIGNS PROTECTING EQUIPMENT:** When a sign reading “STOP – SAFETY FIRST”, “STOP – TANK CAR CONNECTED”, “STOP – MEN WORKING”, “PEOPLE WORKING”, “SERVICE CONNECTIONS”, or similar warning signs, of any color, are displayed on a track or car, the car must not be coupled to or moved. Other equipment must not be placed on the same track so as to block or reduce the view of the sign.

As used in Rules 26, 27, 28, 29, 30, and 31, the following definitions will apply:

“Workers”

Volunteers assigned to inspect, test, repair, or service railroad rolling equipment, or their components, including brake systems. Train and yard crews are excluded, except when assigned to perform such work on railroad rolling equipment that is not part of the train or yard movements they are handling or will handle.

NOTE: “SERVICING” does not include supplying cabooses, engines, or passenger cars with items such as ice, drinking water, tools, sanitary supplies, stationary or flagging equipment.

“TESTING” does not include visual observations made by an volunteer positioned inside or alongside a caboose, engine or passenger car.

26. **BLUE SIGNAL PROTECTION:** A blue signal indicates that workers are on, under or between rolling equipment, and that the equipment must not be coupled to or moved. Other equipment must not be placed on the same track so as to block or reduce the view of the blue signal, except on engine service track and car repair tracks or when a derail is used to divided the track into separate working areas.

27. **WORKERS ON EQUIPMENT:** Workers may not work on, under or between rolling equipment on any track other than the main track unless:
- (a) Each manually operated switch providing access to that track is lined against movement to that track and is secured by an effective locking device, and a blue signal is placed at or near each manually operated switch; or,
 - (b) A derail capable of restricting access to the portion of track where work will be performed is locked in derailing position with an effective locking device, and:
 - Positioned at least 150 feet from rolling equipment to be protected; or
 - Positioned at least 50 feet from the end of an engine on an engine servicing track where speed does not exceed 5 MPH.

A blue signal must be displayed at each derail.

On main track, a blue signal must be displayed at each end of rolling equipment.

Whenever one switch of a crossover is located beneath the rolling equipment which is under blue flag protection, the next switch of the crossover must be lined and locked against movement to that crossover. A blue signal need not be displayed at either crossover switch.

28. **WORKING ON ENGINES:** When workers are working on, under, or between an engine or rolling equipment coupled to an engine, a blue signal must be displayed on the controlling unit or at a location where it is readily visible to the engineer or operator at the controls of that engine.
29. **EMERGENCY REPAIR:** When emergency repair work is to be done on, under, or between the engine, or car coupled to an engine, and a blue signal is not available, the engineer must be notified by a member of the crew or by a workman, and protection given those engaged in making the repairs. Engine and cars must not be moved, nor air brakes applied nor released, until all volunteers are clear and engineer is notified by the same volunteer.

30. **ENGINE PROHIBITED FROM MOVING:** An engine may not be moved onto or off a designated engine servicing track under the exclusive control of mechanical forces unless the blue signal is removed.
- (a) From the entrance switch to the service track, and the engine which is placed on the track is stopped short of coupling to another engine, or;
 - (b) From the controlling unit to be moved and from the service track departure switch, before the engine is removed from the track.

An engine protected by blue signals may be moved on a track within the designate engine servicing area under the exclusive control of mechanical forces, when operated by an authorized volunteer under the direction of the volunteer in charge of the workers, after the blue signal has been removed from the controls of the engine to be repositioned, and workers on the track have been notified and are clear of the movement.

31. **REPAIR TRACKS:** A blue signal must be placed at the entrance switch to a repair track or a car shop when workers are working on, under or between rolling equipment. Each manually operated switch providing access to the track must be lined against movement to the track and secured with an effective locking device.

Rolling equipment protected by blue signal on car shop or repair tracks which are under exclusive control of the operating forces, may be repositioned with a car mover when operated by an authorized volunteer under the direction of the volunteer in charge of the workers, after the workers on the track have been notified and are clear of the movement.

Rolling equipment must not be placed on repair tracks or in car shops until it is known that all volunteers are clear of the track on which the movement is to be made.

GENERAL RULES AND REGULATIONS

32. REPEAT INSTRUCTIONS: Instructions or information received verbally relating to train or engine movements must be repeated by the volunteer receiving such instruction or information.
33. MAIN TRACK AUTHORIZATION: Main tracks must not be occupied unless authorized by proper form and authority.
34. STOPPING CLEAR: A train stopping where it may be met or passed must stop and remain not less than 100 feet from the clearance point of facing point switch over which a train may pass, if length of train permits.

A train required to take siding must stop clear of the switch to be used unless switch is properly lined to leave the main track and must pull into siding, clear of main track, when practicable. An extinguished headlight is not an indication that a train is clear of the main track.

A train standing on main track to meet an opposing train must, if practicable, line the switch for opposing train to leave the main track.

35. CALLING ATTENTION TO RESTRICTION: When a train approaches a point where it is to wait, meet, or be passed by another train or is restricted in any manner by train order or track message, the brakeman and/or conductor must call attention of engineer to the restriction when practicable. Should engineer fail to comply with restriction, the brakeman and/or conductor must stop the train.
36. SPACING TRAINS IN SAME DIRECTION: Outside block system limits, a train must not follow another train which has passed or a train which has been overtaken until 5 minutes after the preceding train has departed.
37. YARD LIMIT RULE: Within yard limits, the main track may be used by trains or engines, protecting against other trains or engines. Engines must give way to trains as soon as practicable upon their approach. Engine must move at restricted speed within yard limits.

38. PROTECTION TO REAR EXCEPTION: Flag protection against following trains on the same track is not required when:
- (a) Rear of train is protected by an absolute block; or
 - (b) Train orders, or special instructions provide that flag protection is not required.
39. PROTECTION ENTERING MAIN TRACK: Unless otherwise relieved of flag protection, before a train fouls a main track in moving out of a siding or other track, protection against a following train must be provided when necessary.
40. PROTECTION ON TRACK EQUIPMENT: Track equipment other than engines or cars, must not be depended upon to actuate highway crossing signals and must not be considered under the protection of such signals. Flag protection must be provided when required.
- Crews leaving equipment on main track will be relieved of providing flag protection for such equipment upon verbal direction by the proper authority.
- All crews which may use the main track at that point must be notified of the location of the equipment and must move at restricted speed approaching that location. Unless protection is provided by controlled signals, the location of stopped equipment must be given to crews which may use the main track at that point by train order.
41. LEAVING PORTION OF TRAIN: A detached portion of a train must not be moved or passed until front portion returns, except under full protection.

42. **PRECAUTIONS ACCOUNT UNUSUAL CONDITIONS:** Trains and engines must be protected against any known condition which may interfere with their safety.

When conditions exist which may impair visibility or affection condition of track or structure, speed must be regulated to ensure safe passage and to ensure observance and compliance with signal indications.

In case of unusually heavy rain, storm, or high water, trains and engines must approach bridges, culverts and other points likely to be affected, prepared to stop. If unable to proceed safely, movement must be stopped and not resumed until safe.

The proper authority must be advised of such conditions by the first available means of communication.

43. **PROTECTION AGAINST DEFECTS:** If any defect or condition which might cause an accident is discovered in track, bridges or culverts, or if any member of a train or engine crew has reason to believe that their train or engine has passed over any dangerous defect, stop must be made at once, flag protection provided and proper authority notified.

44. **WATER ABOVE RAIL:** Trains and engines must not be operated over track submerged in water until track has been inspected and known to be safe.

Engine must not be operated in excess of 5 MPH through water above top of rail.

45. **HANDLED SAFELY:** Crew members must be aware of speed of train or engine, grade conditions and indication of air gauge to determine that train or engine is being handled safely and under control. If necessary they must take immediate action to bring the train or engine under control.
46. **EMERGENCY STOP:** When a train or engine is stopped by an emergency application of the brakes, an inspection must be made on each side of all cars and locomotives. It must be known that equipment and track are safe condition and that all wheels are properly positioned on the rail before proceeding.

47. **SHOVING:** Except in switching movements or when authorized by proper authority, cars must not be shoved. When shoving cars, movement must be made at restricted speed.

When cars are shoved over road crossings at grade, a crew member must be in position at crossing to warn traffic until it is occupied, and each movement over the crossing must be made only on his signal.

When cars or engines are shoved and conditions require, a crew member must take a conspicuous position on the leading car or in advance of movement to provide protection.

When shoving occupied passenger equipment a back-up valve is required.

48. **SWITCHING WITH AIR:** Before switching cars, air must be cut in and brake system charged. Bottling or canning air is prohibited.

49. **CLEAR OF CROSSING:** Cars or engines must be left clear of road crossings. When it can be avoided, cars or engines must not be left standing so close to crossing as to obscure public's view of crossing.

A public crossing must not be blocked longer than 5 minutes when it can be avoided.

50. **PRECAUTIONS BEFORE COUPLING OR MOVING:** Before coupling to or moving cars or engines, it must be known that they are properly secured and can be coupled to and moved safely. Couplings must be made at a speed of not more than 4 MPH. Couplers must be stretched to be sure that all couplings are made.

Movement of equipment, other than coupler to coupler, is prohibited unless authorized by proper authority.

51. **TEST HAND BRAKES:** When necessary to control or prevent movement of cars by hand brakes, test must be made to know that hand brakes are operative before they are depended upon.

52. **SECURING CARS:** The air brakes must not be depended upon to hold a train or cars in place when left unattended.

When train or cars are left standing, a sufficient number of hand brakes must be applied to prevent movement with air brakes released. If hand brakes are not adequate, wheels must be chocked or chained to rail.

53. **KICKING, DROPPING OR POLING:** Kicking, dropping or poling of cars is prohibited.
54. **CARS BEING LOADED OR UNLOADED:** Before coupling to or moving cars on tracks where cars are being loaded or unloaded it must be known that platforms, boards, couplings, connections, conveyors, spouts, vehicles and other obstructions have been removed and cleared. Plug-type and swinging doors on cars must be closed and secured.

It must also be known that persons in, on or about cars have vacated before cars are switched. Care must be exercised to avoid damage to lading of partially loaded cars.

55. **SWITCHING PASSENGER CARS:** Before switching occupied passenger cars, air must be cut in and brake system charged. Automatic air brake valve must be used in such switching. Before coupling is made, a stop must be made one car length in advance and movement proceeded by brakeman. When coupling is made, couplers must be fully compressed and stretched to know that knuckles are locked before making air and electrical connections.
56. **MOVEMENT THROUGH GATES OR DOORWAYS:** Before engines or cars are moved through gates, doorways or similar openings, stop must be made and it must be ascertained that gates, doorways or openings are completely open and secured. When overhead or side clearances are close, it must be known that movement can be made safely.
57. **POSITION OF SWITCHES:** The position of switches or derails being used is the responsibility of the volunteer handling the switch or derail. When practicable, crew members on engine must see that switches and derails near the engine are properly lined.

Volunteers handling switches and derails must see that they are properly lined for the route to be used. It must be seen that the points fit properly and that indication of target or lamp, if so equipped, corresponds with the position of switch. When operating lever is equipped with a latch, volunteers must not step on latch to release operating lever except when throwing switch. After locking a switch or derail, the lock must be tested to know it is secured.

58. **MAIN TRACK SWITCHES:** The normal position of a main track switch is for main track movement and it must be left lined and locked in that position, except it may be left open when attended by a crew member or during switching operations and it is positively known that no other train or engine will pass over the switch.

On main track switches so equipped, the target will show red when lined in other than the normal position.

59. **EQUIPPED WITH LOCKS OR HOOKS:** When not in use, switches equipped with locks must be locked, and switches with hooks or latches must be hooked or latched. For movement in either direction over such switches, switch must be latched or secured by placing lock or hook in hasp.

If a switch lock or hook is missing or defective, it must be replaced. If this cannot be done, report must be made at once to the proper authority.

60. **SWITCHES RUN THROUGH:** Switches other than spring switches or variable switches must not be run through. If a rigid type switch is run through, it is unsafe and must be protected. Switch must be spiked unless a trackman or other competent volunteer takes charge at once. If an engine or car partially runs through such a switch, the entire movement must be continued. Reverse movement must not be made over damaged switch until it has been spiked or repaired.

61. **GENERAL DIRECTION AND GOVERNMENT:** The general direction and government of a train is vested in the conductor (when trains are combined, the senior conductor will take charge) and all persons employed on the train must obey his/her instructions. Should there be any doubt as to authority for proceeding, or safety, the conductor must consult with the engineer who will be equally responsible for the safety and proper handling of the train.

62. **SUBORDINATES:** Conductors and engineers must know that their subordinates are familiar with their duties, ascertain the extent of their experience and knowledge of the rules, and instruct them, when necessary, in the proper and safe performance of their work.

63. **CONDUCTOR NOT PRESENT:** When the conductor is not present, trainmen must promptly obey the instructions of the engineer relation to rules, safety and protection of the train.

64. **CREW MEMBERS:** Other crew members, after carefully reading Train Order(s), Form W(s), or Track Message(s), must keep them in mind and assist in their observance, call attention of conductor or engineer immediately to any apparent failure to observe their requirements to clear the main track as required, or to comply with rules and instructions.

When safety of trains and observance of rules are involved, all crew members are responsible to the extent of their ability to prevent an accident or violation of rules.

65. **EQUIPMENT AND LOAD RESTRICTIONS:** Conductor must advise engineer of any restriction placed on equipment being handled.

Open loads must not be carried next to occupied passenger cars, cabooses or locomotives. Hazardous loads must not be carried in passenger consists.

66. **MAXIMUM SPEED:** Conductors and engineers are jointly responsible for ascertaining the maximum authorized speed for the operation of their train or engine and such speed must not be exceeded.

67. **ROOFS AND FOOTBOARDS:** Train and engine service volunteers must not occupy the roof of a freight car or caboose under any circumstances. Other volunteers whose duties require them to occupy the roof of a car or caboose may do so only when equipment is standing.

The use of footboards is prohibited, except trailing footboard when running light and no stirrup or step is available.

68. **RECEIVING OR DISCHARGING PASSENGERS:** When a passenger train is receiving or discharging traffic, a train or engine must not pass between it and the station platform unless proper safeguards are provided.

69. **INSPECTION OF TRAINS:** Volunteers must inspect trains for overheated journals, brakes sticking, wheels sliding, dragging equipment, unsecured lading or any other dangerous condition. If detected on passing trains, they must give stop signal to crew members. If no defect is detected, they will give proceed signal.

70. **OVERHEATED WHEELS:** When overheated wheels are found on a train, it must be stopped and held a minimum of ten minutes to allow the heat to equalize through the wheel and proper authority notified.
71. **FLAT SPOTS:** Equipment with a wheel having a flat spot is excess of 2 ½ inches in length or adjoining flat spots, each of which is 2 inches in length, must not be moved in excess of 10 MPH. If such equipment is in a train, it must be reported and set out at the first available point.
72. **MINIMUM CREW SIZES:** No powered railroad equipment of any kind, except motor cars, shall be moved with fewer than two qualified volunteers in control: the engineer, and another who shall act as brakeman.
- No trains comprised of locomotives and cars carrying the public shall be moved with fewer than three qualified volunteers in control: the engineer, conductor, and one brakeman.
73. **CLEANING PREMISES:** Railroad premises must be kept in a clean, orderly and safe conditions. Railroad buildings, facilities, or equipment must not be marred or defaced. Only such information as is authorized by proper authority or required by law may be posted in or upon railroad property.
74. **FIRE:** Every precaution must be taken to prevent loss and damage by fire. The presence of fire on or near the right of way must be reported promptly to the proper authority. If there is danger of fire spreading to a bridge or other structure, trains must be stopped and members of the crew must assist in extinguishing the fire.

OPERATING FORMS

75. **OPERATING FORMS:** Clearances, Track Orders, Form W's and Track Messages constitute operating forms. For movements requiring their use, they will be issued by proper authority and contain only information and instructions essential to such movements. They must be brief and clear, in prescribed form without erasure, alteration or interlineations. Operating forms will be plainly written and figures must not be surrounded by brackets, circles, or other characters. Operating forms must be given in the same words to all volunteers addressed. Copies of all operating forms must be legible.

A copy of each operating form must be posted in the control station at the beginning of the tour of duty. A copy shall be retained by the conductor, and a copy shall be given to the engineer.

76. **DATING FORMS:** Operating forms must be dated consecutively in order of date of issuance.
77. **DESIGNATION OF TRAINS:** In operating forms, regular trains will be designated by number as "NO 10", adding engine number where known. Extra trains will be designated by engine number as "EXTRAS 798".
78. **WRITING OPERATING FORMS:** When operating forms are type written, the letters must be capitalized.
79. **CHECKING ACCURACY:** Immediately upon receipt of operating forms, they must be carefully checked for accuracy by those addressed and then by other crew members. It must be known that they are properly addressed and that the Clearance Card corresponds with the operating forms received.

All crew members are responsible for complying with the requirements of all operating forms and reminding each other of their contents. Any errors, omissions, or misunderstanding of operating forms must be immediately corrected.

80. **RETAINING OPERATING FORMS:** Operating forms must be retained and complied with on all trips made during the tour of duty upon which forms were received.
81. **RELIEVED DURING TRIP:** When a conductor or engineer, or both, is relieved before completion of a trip, all operating forms held by them must be delivered to their relieving conductor or engineer. Such forms must be compared by the relieving conductor and engineer before proceeding.
82. **CLEARANCE FORM A:** A train must not leave its initial station without a Clearance Form A.
83. **CLEARANCE FORM A REQUIREMENTS:** Clearance Form A must be filled out in manifold by the conductor, showing there on, without erasure or alteration, the division, station, date, any train orders in effect, any messages, the latest operating bulletin in effect and appropriate block authority. If correct, the proper authority will give OK time and his initials. Any line not used will have the word "NO" inserted.

The 7th section under **BLOCK CHANGED TO** is only to be used to change the type of block. It is not to be used to clear the block. FOC&MRy does not use a Clear Block and future forms will not show a Clear Block. FOC&MRy has two (2) blocks to run under, either an Absolute Block or an Occupied Block as stated in the FOC&M Timetable page 2 under Block Protection.

Under the 8th section titled **TIME BLOCK CLEARANCE CANCELED** enter the time that the block is canceled. Do not estimate a time when first filling out the form. Unforeseen circumstances could cause your estimated time to be wrong. Only complete this section when the block is canceled/cleared. The yellow Engineer's copy and the pink copy do not need to be filled in as the day/trip is over and annulled.

See sample of form on Page 32.



The Coopersville & Marne Railway Company
 POB 55
 Coopersville, MI 49404

CLEARANCE FORM A

DIVISION _____

STATION _____

DATE _____ 20 _____

TO C & E _____

There are _____ orders for your train.
 (If none, enter "No" in above space)

- (1) ORDERS:
- No. _____
- No. _____
- No. _____
- No. _____

(2) There are _____ messages for your train.
 (If none, enter "No" in above space)

(3) Latest superintendent's bulletin not covered by train order: _____

(4) BLOCK AUTHORITY

BLOCK NAME	AFTER ARRIVAL / PASSING	TYPE BLOCK AUTHORIZED	DIRECTIONS (E, W) OR (E&W)	RELIEVED FROM REAR-END FLAG PROTECTION	TIME BLOCK AUTHORIZED	BLOCK CHANGED TO:	TIME BLOCK CLEARENCE CANCELED
	OF _____ AT _____	ABSOLUTE <input type="checkbox"/> CLEAR <input type="checkbox"/> OCCUPIED <input type="checkbox"/>		<input type="checkbox"/> _____ UNTIL _____ YES _____ UNTIL _____ CANCELLED: _____ TIME _____		ABSOLUTE <input type="checkbox"/> CLEAR <input type="checkbox"/> OCCUPIED <input type="checkbox"/>	TIME _____
	OF _____ AT _____	ABSOLUTE <input type="checkbox"/> CLEAR <input type="checkbox"/> OCCUPIED <input type="checkbox"/>		<input type="checkbox"/> _____ UNTIL _____ YES _____ UNTIL _____ CANCELLED: _____ TIME _____		ABSOLUTE <input type="checkbox"/> CLEAR <input type="checkbox"/> OCCUPIED <input type="checkbox"/>	TIME _____
	OF _____ AT _____	ABSOLUTE <input type="checkbox"/> CLEAR <input type="checkbox"/> OCCUPIED <input type="checkbox"/>		<input type="checkbox"/> _____ UNTIL _____ YES _____ UNTIL _____ CANCELLED: _____ TIME _____		ABSOLUTE <input type="checkbox"/> CLEAR <input type="checkbox"/> OCCUPIED <input type="checkbox"/>	TIME _____
	OF _____ AT _____	ABSOLUTE <input type="checkbox"/> CLEAR <input type="checkbox"/> OCCUPIED <input type="checkbox"/>		<input type="checkbox"/> _____ UNTIL _____ YES _____ UNTIL _____ CANCELLED: _____ TIME _____		ABSOLUTE <input type="checkbox"/> CLEAR <input type="checkbox"/> OCCUPIED <input type="checkbox"/>	TIME _____

Time OK _____ Train Dispr. _____ Operator _____

Safety Meeting: _____

TRAIN ORDER

No: _____

Date: _____

To C & E: _____

Be Governed by the Following:

=====

=====

OK at: _____ by: _____

- 84. TRAIN ORDERS IN EFFECT: Train orders continue to be in effect until fulfilled, superseded or annulled. Any part of a train order specifying a particular movement may be superseded or annulled. A train order is fulfilled by complying with its requirements. A train order may cancel, modify, or issue a special instruction.
- 85. TAKE SIDING MEETING POINT: At meeting points established by train order, the order must specify which train will take the siding.

No: _____

Date: _____

To C & E: _____

Be Governed by the Following:

=====

==

Work at MP	to MP	between	AM/PM and	AM/PM
Work at MP	to MP	between	AM/PM and	AM/PM
Work at MP	to MP	between	AM/PM and	AM/PM

_____ Foreman:

=====

==

OK
at: _____ by: _____

86. FORM W: During the time and within the limits stated in Form W, trains and engines must move at restricted speed and stop short of men and machines fouling track or a red flag placed to the right of the track, unless verbally instructed otherwise by foreman or entire train has passed a green flag or has cleared the limits. Form must show foreman in charge of work indicated.

If work limits are not cleared in times specified by Form W, approaching trains must be notified and flag protection provided immediately.

87. ENTERING FORM W LIMITS: Before entering Form W limits crew must communicate with foreman in charge sufficiently in advance to avoid delay to train.

Rule 87a. Form W Procedure

A Form W is not always needed for rail workers to be out on the track. A Form W must be posted if the track is impassable, temporarily out of service, or track working machinery such as motor cars, hi-rail trucks, cranes, or any other track machinery is fouling the route.

A Form W is not needed for track worker(s) to go out to clear a tree branch or tighten a bolt or any light job not tying up the passage of trains.

It is up to the work foreman in charge to make the decision whether or not a Form W is needed.

In either case the foreman in charge must let the Engineer and/or Conductor of a train verbally know that they will be out on the track when trains are operating. However, it is the responsibility of the train crew always to keep watch for people or items on or near the tracks, and have the train under control so as to be able to stop short of any such obstruction.

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-34.2-

88. ANNULLED BY TRAIN ORDER: A Form W may be annulled by train order.

MESSAGE

No: _____

Date: _____

To C & E: _____

Be Governed by the Following:

=====

==

=====

==

OK at: _____ by: _____

89. MESSAGE: A message may be issued by the proper authority as required, containing information as to all conditions affecting the safety of trains, engines or crews

Messages may provide protection when: main tracks, sidings or other tracks, which are normally cleared for movement, are to be blocked with equipment; a track is to be removed from service; or hazardous footing, clearance, construction or mechanical condition exists.

RAILROAD RADIO RULES

90. **REQUIREMENTS:** The following rules and requirements cover the use of railroad radio systems and will govern volunteers using such systems.
91. **PROHIBITED TRANSMISSIONS:** No volunteer shall knowingly transmit any false emergency communication, any unnecessary irrelevant or unidentified communication, nor utter any obscene, indecent or profane language via radio.
92. **EMERGENCY CALLS:** An emergency call will be preceded by the word “Emergency” repeated three times. Such calls shall be used only to cover initial reports of derailments, collisions, storms, washouts, fires, obstructions to track or other matters which would cause serious delay to traffic, damage property, injury to volunteer or the traveling public and shall contain as complete information thereon as possible. All volunteers shall give absolute priority to communications to a station in distress, and except in answering or aiding that station shall refrain from sending any communication until there is assurance that no interference will result.
93. **TRANSMITTING:** Before transmitting, volunteers operating must listen a sufficient interval to be sure the channel is not already in use, give required identification, and listen for acknowledgement from the volunteer for whom the transmission is intended and must not proceed with the transmission until such acknowledgment is secured.
94. **IDENTIFICATION:** Volunteers transmitting or acknowledging a radio transmission must begin with the required identification.
- Initiation: C&M (7014/3049/7209) calling . . . (station, engine, person).....Over
- Response: C&M Conductor Smith.....Over
- Termination: C&M Conductor Smith.....Out
C&M (7014/3049/7209).....Out
95. **OVER:** To indicate to the receiving volunteer the transmission is ended and that a response is expected, the transmitting volunteer must say the word “over”.

96. OUT: To indicate to the receiving volunteer the exchange of transmissions is complete and that no response is expected, the transmitting volunteer must state his identification followed by the word "out".
97. MISUSE: Radio communication must not be used to avoid compliance with any rule.
98. TESTING: Radios used in train operation must be tested at the point where the train is originally made up.

Engineers and conductors must test the radios at least once during each tour of duty to ensure the radios are working.

99. MOVEMENT BY RADIO: When train or engine movements are to be made in response to radio communication, such as in switching operations or picking up or setting out cars, specific instructions must be given for each movement. When backing or shoving trains, engines or cars, the distance of the movement must be specific and movement must be stopped within one half the specified distance unless additional instructions are received. Failure to maintain radio contact with the volunteer directing the movement must be regarded as a "Stop" signal.

GENERAL REGULATIONS FOR ENGINEERS

100. ENGINE OPERATIONS: The engineer is responsible for the safe and efficient operation of the engine in his charge and all persons employed thereon must obey his instructions with regard to operation of the engine. An engineer trainee may handle the engine under the close supervision of the engineer.

Before moving engine(s), engineer must ascertain that: brakes and compressor are functioning properly; feed and regulating valves are set to correct pressure; other valves are in correct position for service; lights, gauges, whistles, bells and/or horn and other safety items are serviced and functioning properly.

Slipping of wheels and unnecessary working of engine is prohibited.

101. DILIGENT AT ALL TIMES: Engineers must be diligent in all matters pertaining to safety and while moving must keep a lookout, carefully note all signals and watch for obstructions and defects in track and roadway.
102. DIESEL ENGINES COUPLED TO EQUIPMENT: A running diesel engine coupled to equipment, which includes occupied passenger cars, must not be left without an authorized volunteer in charge. Exception: Rule 106(a)
103. SEPARATING UNITS: Engine and/or cars must not be separated until it is known that all electrical cables, air hoses, platform chains, and other connections have been disconnected or cut out.
104. ACCURACY OF SPEED INDICATORS: Engineers must verify accuracy of speed indicators not less than twice during each trip. First check must be made at first opportunity after engineer takes charge of the engine. When it is found that speed indicator is not accurate to within three miles per hour or minus, report must be made to proper authority at first opportunity.
105. REPORTING ENGINE DEFECTS: Engineer will report any defect of the engine on form provided for that purpose, and notify relieving engineer.

106. LOCOMOTIVE STANDING UNATTENDED.: When a locomotive is standing unattended, if practical, it should be placed on a track that is protected by a derail or coupled to a car or cars with hand brakes applied. Equipment should be positioned as follows:

(a) DIESEL

1. Throttle in "idle".
2. Reverse lever in "neutral" and handle removed.
3. Generator field switch open or off
4. Independent brake fully applied.
5. Automatic brake valve in "release", "running", or "holding" position.
6. Hand brakes applied and wooden or other appropriate blocking device designated for that purpose placed under front/rear or proper wheel.
7. Windows must be closed and latched.
8. Cab doors must be shut and locked.

107. LOCOMOTIVE STANDING ATTENDED: When a locomotive is standing attended, the reverse lever must be centered and independent brake fully applied.

108. HAND BRAKES: Engines must not be moved with hand brakes applied.

109. TRACTION MOTORS: To prevent burning of traction motors and other electrical equipment damage to diesel locomotives, power must not be used to hold train while standing on grade.

AIR BRAKES RULES

110. AIR BRAKE AND SIGNAL EQUIPMENT: Engineers, brakeman, conductors and trainmen are jointly responsible for conditions of air brakes on locomotives and cars to the extent that it is possible to detect defective equipment by required air tests.

111. INITIAL TERMINAL AIR BRAKE TEST: Each train must be inspected and tested as specified in this rule by a qualified person at points:

- (a) Where the train was originally made up (initial terminal).
- (b) Where train consist is changed other than by adding or removing a solid block of cars, and the train brake system remains charged.
- (c) Where the train is received for interchange if the consist is changed other than by: removing a solid block of cars from head or rear end; changing motive power; removing or changing caboose; or any combination of these changes.

Any equipment, equipped with air hoses, leaving yard limits, must be charged with air and an initial terminal brake test must be performed before departing.

112. PROCEDURES FOR TEST: Train air brake system must be charged to required air pressure, angle cocks and cut-out cocks must be properly positioned, air hoses must be properly coupled and must be in condition for service. An examination must be made for leaks and necessary repairs made to reduce leakage to a minimum. Retaining valves and retaining valve pipes must be inspected and known to be in condition for service.

- (a) 6 L Brake Equipment: After the air brake system on a freight or passenger train is charged to within fifteen (15) pounds of the locomotive feed valve setting as indicated by gauge or device connected to the brake pipe at the rear of the train, upon receipt of proper request or signal to apply air brakes for test, a twenty (20) pound brake reduction must be made from pressure indicated by equalizer gauge on locomotive. After waiting one minute for brake pipe pressure to equalize, brake pipe leakage test must be made for one minute. Brake pipe leakage on the brake pipe gauge must not exceed five (5) pounds per minute. Inspection of train brakes must be made to determine that angle cocks are properly positioned, that brakes are applied to each car, that piston travel is correct, that brake rigging does not bind or foul, and that all parts of the brake equipment are properly secured.

- (b) When inspection of train brakes is completed, and upon receipt of proper request or signal to release brakes, air brake shall be released. Each brake must then be inspected to see that all have been released.
 - (c) If brake pipe gauge indicates leakage in excess of five (5) pounds, engineer must place the automatic brake handle in “release” position to recharge train. Train must then be inspected for leaks and leakage corrected, after which complete test of brakes as prescribed by a Rule 112 must be made.
113. NOTIFICATION OF COMPLETED TESTS: A qualified person participating in the test and inspection of brakes who has knowledge that it was made shall notify the engineer that the initial terminal air brake test has been satisfactorily performed.
114. TERMINAL AIR TEST: During terminal air brake test, brakes must not be applied or released until proper signal is given.
115. BRAKE CYLINDER PISTON TRAVEL REQUIREMENTS: At initial terminal, piston travel of body-mounted brake cylinders with 12 inch stroke which is less than 7 inches or more than 9 inches must be adjusted to 7 inches.

Minimum brake cylinder piston travel of truck-mounted brake cylinders must be sufficient to provide proper brake shoe clearance when brakes are released. Maximum piston travel of truck-mounted brake cylinders where piston acts directly on brake beam must not exceed 4 inches.

Piston travel of other than standard single capacity brake cylinders on freight cars or other truck-mounted brakes must be adjusted as indicated on badge plate or stenciling on car located in a conspicuous place near the brake cylinder.

116. DETACHING LOCOMOTIVE: When detaching locomotive or separating train or cars that are being handled with air brakes, the following procedures must be used, as appropriate:
- (a) Level track: Brakes must be applied with not less than a twenty (20) pound brake pipe reduction. The engineer shall notify the brakeman when brake application is complete. Brakeman must then close angle cock on locomotive or cars to be detached. In all cases, angle cock on portion of train or cars left standing must be left open to allow emergency brake application.
 - (b) Standing on a grade: A sufficient number of hand brakes must be applied on descending end to hold the train. All brakes must be released to allow slack to close in against cars on which hand brakes are applied. Brakeman must then close angle cock on locomotive or cars to be detached. In all cases, angle clock on portion of train or cars left standing must be left open to allow emergency brake application.
117. RECOUPLING LOCOMOTIVES: When recoupling locomotives or cars to rear portion of train and consist has not been changed or when used in conjunction with other rules, the following must be used as appropriate:
- (a) Level track: After recoupling, it must be known that pin has dropped and coupling has been made, brake pipe hoses must be connected and angle cock opened. The brake pipe system must be recharged and an Application and Release Test of the brakes made in accordance with Rule 118.
 - (b) Standing on grade: After coupling, brake pipe hoses must be connected and angle cocks opened. Air brake system must be recharged to within fifteen (15) pounds of the locomotive feed valve setting. When on an ascending grade, slack must be completely stretched. Hand brakes must be released, and an Application and Release Test of made in accordance with Rule 118.

APPLICATION AND RELEASE TESTS

118. APPLICATION AND RELEASE TEST: When required by air brake rules to perform an Application and Release Test of train air brakes, such a test must be performed as follows:
- (a) The train air brake system must be charged to within fifteen (15) pounds of the locomotive feed valve setting as indicated by a gauge or device connected to the brake pipe at the rear of the train.
 - (b) Upon proper request of signal to apply the train brakes, twenty (20) pound brake pipe reduction must be made. It must be determined by visual inspection of the brake shoes that brakes apply on the rear car.
 - (c) Upon proper request or signal to release the train brakes, automatic brake handle must be moved to “release” position. It must be determined by visual inspection of the brake shoes that brakes release on the rear car.

RUNNING TEST OF PASSENGER TRAINS

119. RUNNING TEST REQUIREMENTS: A running test of air brakes on passenger trains must be made at the following locations:
- (a) When leaving any point where locomotive was added to or detach from train.
 - (b) When engine crew or train crew has been changed.
 - (c) When an angle cock has been closed, except when cars are cut off from the rear of train.
 - (d) Before leaving summit of heavy grades or at points designated by special instructions.

120. **RUNNING TEST PROCEDURE:** Test must be made as soon as speed of train is sufficient to prevent stalling. The following procedure will govern running air brake tests:
- (a) While using sufficient power to keep train stretched, apply train brakes with enough force to ascertain whether or not train brakes are operating properly. Locomotive brakes must be kept released during running test.
 - (b) If train brakes are operating properly, brakes must be released and train may proceed. If train brakes are not operating properly, train must be stopped, and inspection made to determine cause, and the trouble corrected.
 - (c) Before proceeding, an Application and Release Test must be made in accordance with Rule 118. Immediately upon proceeding the running test must be repeated.

ADDITIONAL BRAKE RULES

121. **EMERGENCY APPLICATION:** When a train is stopped with an emergency application of the brakes whether from the locomotive or train or at a service rate of reduction from the train, the engineer will not move the locomotive until informed by a member of the crew that inspection of the entire train has been completed and that it is safe to do so. Exception: When bridge or other physical characteristics prevents walking inspection of entire train, inspection must be made of as much train as possible. The train may then be moved, not exceeding 4 MPH, not further than is necessary to permit a complete walking inspection.

If brakes in train are applied in emergency from any source, the automatic brake valve must be moved to the emergency position and left in this position until the train has stopped. Then the brake valve handle must be moved to the service position, and left there until the equalizing reservoir pressure has vented to zero, at which time the brake handle should be moved to the running position to recharge the train line.

122. **DEFECTIVE BRAKES:** Each train must have operative air brakes on all cars while running except in cases of failure enroute. Failure must be promptly reported to proper authority.

123. CUTTING OUT BRAKES: If car is equipped with brake cylinder cut-out cocks, these cut-out cocks must be closed. If car is not equipped with brake cylinder cut-out cocks, the following procedure must be complied with:

- (a) Close branch pipe cut-out cock.
- (b) Drain air reservoir(s) by pulling bleed rode (release valve) or opening air drains.
- (c) Block or wire release valve open.

When necessary to cut out air brakes on a car enroute, conductor must notify proper authority.

PERSONAL INJURIES AND ACCIDENTS

124. CARE FOR INJURED: When passengers or volunteers are injured, everything possible must be done for their proper care.

125. DECEASED: In case of death, or where a corpse is found on railroad property, proper police authority must be notified. The body must not be moved and in all cases a report must be made.

126. WITNESSES: In case of accident, personal injury, loss of life, or damage to property in which a train is involved, the conductor must immediately secure the names, addresses, phone numbers and occupations of all persons involved, including all persons at the scene or involved must be obtained. This information, obtained with the assistance of other volunteers when necessary, should be included in reports covering such occurrences.

Names of witnesses who can testify relative to bell and horn signals must be obtained when possible to do so.

127. **EQUIPMENT INVOLVED:** If an accident causes personal injury or death, any tools, machinery, and other equipment involved, including premises where such accident occurred must be promptly secured from tampering, and inspected by proper authority. Such inspection should be made by at least two volunteers. A report of such inspection, stating conditions found and names of persons making the inspection, must be forwarded to the proper authority.

Such equipment must, if possible, be marked for identification and placed in custody of proper authority and held subject to the order of the General Manager regardless of whether inspection reveals any defect.

128. **MECHANICAL INSPECTION:** When engines or cars or other rolling stock are involved in an accident resulting in personal injury or death, and inspection of the equipment must be made before such equipment leaves the place of the accident. A further inspection must be made at first terminal by a competent volunteer of the mechanical department.

129. **STATEMENT:** Except when authorized by proper authority:

(a) Information concerning accidents, personal injuries or loss of life must not be given to any one except authorized representatives of the railroad or an officer of the law.

(b) Information as to the facts incident to the injury or death of a volunteer must not be furnished to anyone except authorized representatives of the railroad, the injured volunteer, or an immediate relative of the injured or deceased volunteer, or to an officer of the law.

(c) Information contained in files or in other privileged or confidential reports of the railroad concerning accidents or personal injuries must not be divulged except to an authorized representative of the railroad.

(d) Volunteers shall not discuss accidents, personal injuries or loss of life with one another, the press or the public.

(e) Inquiries about accidents, personal injuries, loss of life, policies of the railroad pertaining to safety and maintenance, standards, and actions of regulatory agencies shall be referred to proper authority.

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