

Great Northern Railway

1945 TRAIN DISPATCHERS MANUAL

BASED ON 1945 CONSOLIDATED CODE OF OPERATING RULES

This was General Manager C. M. Rasmussen's personal copy, with markings inside by him.

G R E A T N O R T H E R N R A I L W A Y C O M P A N Y

S P E C I A L I N S T R U C T I O N S

F O R

T R A I N D I S P A T C H E R S

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- 1 These instructions take effect December 1, 1945, superseding all previous instructions inconsistent therewith. They are supplementary to the Consolidated Code of Operating Rules and General Instructions, Edition of 1945.

- 2 It is the duty of the Chief Dispatcher to see that sufficient copies of these and subsequent instructions are provided and kept on file in his office as well as in the offices of each set of train dispatchers. He will see that a neat and complete file is maintained for guidance of train dispatchers and those breaking in as new or inexperienced dispatchers. These instructions should be review as frequently as necessary to avoid overlooking the requirements which are devised to secure uniformity of methods and practices over the entire System, but must be read, signed, and dated by each train dispatcher once in each six months; and by those newly employed as, or promoted to train dispatcher; as acknowledgement of their understanding before assuming the duties of train dispatcher. The copy kept on file in the office of the Chief dispatcher will serve as record to which each train dispatcher shall affix his signature to verify the fact that he has read, or reread, these instructions and the Chief Dispatcher will be held responsible for signatures.

- 3 Train dispatchers must be familiar with the Special Instructions governing current time-table, bulletins, circulars and notices relating to train movements, track conditions, etc. They should have sufficient knowledge of the Hours of Service Law governing train dispatchers, operators, train, engine and yard men to guard against violations. An up-to-date file of bulletins, circulars and notices will be maintained in the office and accessible to each train dispatcher which must be reviewed before commencing each day's work. They will receipt for last and all previous bulletins by recording the number of the last bulletin opposite their signature on the train sheet.

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Train dispatchers should familiarize themselves with the physical characteristics of the territory in their charge so as to more efficiently carry on their duties by studying station diagrams, charts or blue prints and acquaint themselves with track and station layouts, siding location as related to location of train order signal, grade conditions at or near sidings as well as grade and running conditions over district. A knowledge of the conditions under which trains must operate is of great value to train dispatchers and results in easier handling of trains by them which is reflected in better performance of trains.

5

Train dispatchers are responsible for any hazard created by their train orders. They must guard against dangerous conditions in train movements and improper or unsafe combinations in train orders. Train orders must be clear, concise and definite in purpose, avoiding combinations that give a dual interpretation. When a train order is not understood, or if there is any doubt as to there being a common understanding, the train order must be annulled and another order issued, reporting the facts to the Chief Dispatcher. They must not authorize or encourage any deviation from the rules by operators, train, engine and yard men or others and must promptly report to Chief Dispatcher any rule violation or negligence of duty or any irregularity relating to the movement of trains or the handling and execution of train orders.

6

Train dispatchers should bear in mind that their extended means of communication and consequent knowledge of conditions, gives them a point of view not available to other persons connected with train or yard movements and that it is their duty to impart that knowledge to any employe, when it will promote safety or expedite movement of trains. Trains should not be permitted to bunch at any one point beyond siding capacity when possible to avoid it and should be given such information as will enable them to select, unless established by train order, meeting and passing points to prevent delays to other trains.

7

Train dispatchers must be courteous in their conversations/^{with} trainmen, enginemen, operators and others and will find such courtesy will result in information being obtained and assistance being given that would not otherwise be furnished, and which will result in better handling of trains over their district. They should avoid unnecessary conversations not essential to train operation. Upon return to the telephone circuit, after having been absent, the train dispatcher should identify his presence by saying "Dispatcher".

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- 8 When an engineer alone, or a crew not familiar with the sub-division, is running without a pilot, train dispatchers should give them additional advice, assistance and information to help them safely over the road.
- 9 Train dispatchers should talk directly into the telephone pronouncing clearly and distinctly all words and figures. Care and consideration should be given new and inexperienced operators to avoid confusion or error on their part and to insure proper handling of signals and orders. Train orders must be transmitted with care and at a speed regulated to the capacity of the receiving operator. When possible to avoid it, orders should not be issued too long in advance of the time they are to be delivered, nor to points unnecessarily distant from where they are to be executed, but trains must not be delayed waiting for orders when possible to avoid it. When practicable, and not inconsistent with the above, train orders should be issued so train and engine men may read and check them at their starting point with a view of reducing the number of orders to be picked up enroute.
- 10 When orders are issued by one dispatcher covering movements or territory handled by another dispatcher, the order must be entered in the train order book of each dispatcher. In the case of slow or cautionary orders merely placed at a point of clearing trains by another dispatcher and not covering territory handled by the other, a skeleton form of the order may be used. Train dispatchers should cooperate to avoid issuing orders duplicating others. Orders issued by one dispatcher, to be also used by another dispatcher, either in division or interdivisional work, must be completely safeguarded and properly protected in case of annulment or superseding and entered in the train order book of each.
- 11 It is essential that train dispatchers use care and good judgement in giving information on trains to adjoining divisions or subdivisions. They should make every effort to furnish reliable figures and if any delay arises later, immediately inform connecting dispatchers so that necessary help can be given other trains on his district, when practicable.
- 12 When more than one set of dispatchers issues orders over the signature of the same Superintendent, each set will use a separate series of numbers, both in active and slow orders, using the higher series for the slow and cautionary orders.
- 13 Separate train order books will be used for each dispatching district and an exclusive book used for slow and cautionary orders.

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| 14 | When an order is addressed to two or more trains or to a train and the operator, a separate line should be used for each address both in the order book and upon train orders. When listing addresses where more than one train receives the order at the same station, place station call opposite each address showing the time completed on the line opposite the last entry for that station. |
| 15 | The dispatcher being relieved must check off all orders not in effect by writing his initial across the face of the order with heavy pencil and must make a written transfer in ink in the train order book of all unfulfilled orders indicating such by their number and sign it. Relieving dispatcher must carefully read such orders as are transferred to him, checking the number, address and body of each order, sign and time such transfer in ink. |
| 16 | The dispatcher going off duty must call attention of the relieving dispatcher in writing on transfer page as to position of trains being delayed and furnish the relieving dispatcher with such other pertinent information as is necessary, such as unusual work they have to do, orders they will probably need, trains that have been ordered, unusual weather conditions, etc. Explain what has been done in the way of spacing or otherwise protecting trains when weather conditions make that necessary, and also be sure that unusual conditions are understood. |
| 17 | A separate page must be used for transfers which will be the page immediately preceding those to be used by the relieving dispatcher. |
| 18 | The letter "X" drawn across the entire face of a page with heavy pencil indicates that all orders up to and including that page have been fulfilled, superseded or annulled and that it is not necessary for the relieving dispatcher to read back of such page. |
| 19 | A separate page must be used by each dispatcher for recording clearances issued and when that is fulfilled another page shall be set aside for such use. When dispatchers change shifts before midnight, trains cleared between transfer time and midnight will be recorded on the clearance page of relieving dispatcher. However, should any train orders be issued between transfer time and midnight, they will carry next higher number and entered in record of dispatcher relieved and initialed by dispatcher issuing. Sample of clearance page as follows: |

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STATION	TRAIN	NO. OF ORDERS	ORDER NUMBERS	TIME
B	No.2	1	90	11 45 PM May 1
G	No.1	1	1	12 10 AM May 2

20

Train dispatchers must not depend on train order signal alone to hold trains during obscure weather, or in placing orders at meeting and waiting points, especially for trains that are superior. During fogs, storms, descending grades, nonstop of trains, etc., the operator must be instructed to place torpedoes or fusees a safe distance from the train order signal to insure train stopping before passing the train order signal.

21

Special precautions must be taken when placing orders at an office that ordinarily is not open at that time by instructing operators to use hand signals, and when necessary other flagging signals, in addition to the train order signal. On certain branch lines designated by the Superintendent, lights, during night hours, will not be maintained in train order signals. At night, especially where the train order signal light is not kept lighted, be sure that it has either been lighted or other protection has been furnished before placing the order. Avoid issuing restricting orders under these conditions, but if absolutely necessary, instruct operator that fusees or torpedoes, or both, must be used to give ample warning to approaching train, particularly where the view is obscured. Be sure operator knows how to use the torpedoes and fusees and how to give proper signals. As snow plows and flangers are liable to scrape torpedoes off the rail, operators will be instructed that at night, or during storms by day, fusees and torpedoes must be used in addition to train order signal.

22

The operation of snow machinery is emergency work and should be treated as such. This work is generally done under unfavorable weather conditions and every precaution for safe operation should be used. Available operators should be called when needed and instructed to properly space trains using fusees and torpedoes when necessary. When operating snow machines in non-block signal territory, no train should be permitted to follow closer than a station apart; when that cannot be done they must be blocked not less than thirty minutes apart. Positive meeting points must be established by train order between snow-plow-trains and opposing trains.

23

When automatic block signals are reported out of order, or visibility impaired by storms, train dispatchers will notify the Chief Dispatcher, but under no circumstances will they be permitted to issue any instructions authorizing trains to disregard such signals.

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- 24 Double heading trains is prohibited, except as authorized by the Superintendent.
- 25 No operator will be permitted to handle train orders without first passing the required examination on the Operating Rules. Exclusive agents who may occasionally be required to perform operator's duties in an emergency, must be qualified by passing the operator's examination on the Operating Rules, but this should not be done unless in emergency, and then it must be ascertained as to his previous hours of service to avoid violation of the Hours of Service Law.
- 26 M of W Foreman's Train Location lineup will be issued over the signature of, and at time prescribed by, the Superintendent.
 Form 1139 Train dispatchers will write lineup in train order book and transmit to operators on duty at each open train order office listing all trains on the road, or that are ordered or expected to run over the territory involved as he has knowledge of them. They will also specify whether regular trains are on time or late including sections, for extra trains, specify approximate time at some station or present location and when expected to leave. When authorizing movement of trains that have not been included in the lineups issued, give such trains written information either by message or train order, thus: "Foremen and track car operators do not have notice of your train on their lineups."
 Operators will make the requisite number of copies at one writing and preserve a copy. He will deliver a copy to foremen and track car operators as called for, who will receipt for same by signing their name on the station copy.
 When lineup has been transmitted, either by telephone or telegraph, it will be repeated by the operator at the key station designated by the Superintendent on each subdivision and underscored by train dispatcher. When lineup has been repeated correctly by the designated office, train dispatcher will respond by giving O.K., the time, and the Superintendent's initials. Each operator receiving the lineup must observe and check his copy while it is being repeated by the designated office, they will interrupt if any error is detected, and will then write the response from train dispatcher on each copy and sign his last name in full before it is delivered.
 When necessary to obtain additional lineup other than at the regular prescribed hours, foremen or track car operators may secure from operator on duty.
 Track and B&B crews that are located at points, not an open office, track car operators may use the dispatcher's telephone to secure such verbal information as to the location of trains as is

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necessary at the time of their movement, but, when practicable, regular lineup, Form 1139, must be secured through an assigned operator.

27

Train dispatcher's instructions to operators for operation of Manual Interlocking with Dual Control Switches for the purpose of heading trains into siding, or holding trains at junction switches etc.:

When issuing such instructions to operator-signalman affecting the movement of trains or engines through interlocking switches, train dispatcher shall issue them in writing, in message form, and have the operator repeat it back the same as is done for train orders. The wording of the message to be in conformity with the nature of the movement.

Train dispatchers will record such message instructions in a book provided for that purpose, similar to slow order book.

It is understood that interlocking signals are not to be used for dispatching trains or reversing their rights or superiority at the meeting point. Such a change must be made by train order only; otherwise it makes for a hazardous condition and misunderstanding. In issuing message instructions, it is simply for the purpose of conveying the information to the operator-signalman as to which train is to use siding as directed by train order or governed by Operating Rules account no middle order. Such procedure serves as protection both to dispatcher and operator in case of misunderstanding.

28 2

Under Rule 2 of the Consolidated Code of Operating Rules, watches that have been examined and certified to by a designated inspector must be used by train dispatchers.

29 3

Train dispatchers are required to compare their watches with a standard clock before commencing each day's work and register the time compared and variations, if any, opposite their signature on the train sheet.

30 4

When a new time-table takes effect, should any confusion or complication be involved that might result in a misunderstanding of, or an improper interpretation of, the rules on the part of train and engine men, as to whether a schedule may or may not be assumed, necessary train orders or instructions should be issued to safely protect the movement of all trains affected.

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| 31 | D-5 | Attention is directed to the provisions of this rule, particularly at end of double track where the location of the depot may be involved, or where siding overlaps, part on single track and part on double track, or where siding may form a continuation of the double track. Train dispatchers should be very definite when issuing "Time Orders" and "Right-of-track Orders" involving the end of double track and name the specific point at such locations as to where the authority of the train or trains begins or terminates to avoid misunderstanding. |
| 32 | 10(g)
10(h) | Protection for slow and impassable track as prescribed under these rules are covered in detail in the Maintenance of Way Book of Rules (Rules 27 and 28) setting forth how flags, lights and torpedoes shall be placed and how the flagman will be governed. Train dispatchers should have full knowledge of the provisions of these rules, because under certain conditions train orders are involved. |
| 33 | 17(A)
S-20 | When notified of light failures, other trains affected, yard engines, and operators in the territory involved should be informed, as far as practicable, arranging for repairs or relief. |
| 34 | 19(A) | When regular markers are not in use, check with operators to know that substitute markers are being properly displayed. |
| 35 | 20
21 | Avoid orders which would require changing or placing of classification signals while running. Enginemen are prohibited from going out on exterior of cab or using running board while engine is in motion. When practicable, orders can be given so as to be effective in advance and crews can plan on a stop for that purpose. |
| 36 | 24 | Under Consolidated Code Rule 24, engine number only will be displayed in indicators on engines so equipped. This will also apply when our engines are operating over Northern Pacific tracks. Between Klamath Falls and Chemult, Southern Pacific Rules will govern. |
| 37 | S-83 | Attention is directed to the revision of this rule which does not now contain words "or of the same class". Therefore, the revised rule only requires that it be ascertained whether superior trains, which are due, have arrived or left. While not required under the rule as revised, nevertheless, it will make for safer train operation to provide trains, entering at junctions where no signal protection is provided, with information on opposing or same direction trains on other tracks and eliminate possible hazard. |

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38	S-88 S-89	Second paragraphs; orders should not be issued instructing a train to "pull by and back in" unless absolutely necessary and bear in mind the time and protection that must first be provided by such train. If the view is obscured such orders must not be issued.
39	91(A)	Prior to the 1945 Edition of the Consolidated Code, the requirements of this rule was carried into effect by Special Instructions. The use of the train order signal for spacing trains that are moving against the current of traffic, will also result in having the signal displaying Stop-indication for trains moving with the current of traffic on the other track and while so displayed passing trains will require clearance.
40	S-96	Train dispatchers are cautioned to keep in mind that there are register stations for certain trains, but not for all trains passing through. They must know the full application of the requirements at register stations so there will be no failure to provide proper protection to other trains involved, in case signals for a following section are ordered displayed to or taken down at an intermediate register station, but which may not be a register station for other trains. Generally, it is a safer practice to continue the display of signals to the end of the subdivision, annulling such sections as may be terminated at an intermediate register station. Where this cannot be done account of a schedule not covering the entire subdivision, train dispatchers must know that the proper safeguards are provided for other trains before entering the territory involved.
41	D-97	<p>Double Track Clearances must be given the same care in entering, checking and receipting as given to train orders. They will be given the number of the next train order and addressed, thus:</p> <p style="text-align: center;">"C&E Extra _____ east (west) at _____"</p> <p>Body of train order book to contain words, "DTC to (destination)" together with time issued and operator's signature in space provided. The DTC will be entered on the clearance page. When orders are also delivered with DTC clearances, a record of such must also be made on the clearance page as well as incorporating order numbers on the clearance.</p> <p>When necessary to void a DTC, it must be "<u>cancelled</u>" as prescribed by rule, not "annulled".</p> <p>A DTC must not be issued authorizing a destination to a point on double track which is beyond an intervening section of single track, whether that section is temporary or permanent, as the rule only authorizes the extra train moving on a DTC to move with the current of traffic on double track.</p>
		<p>1. <u>Rules 95, S-96 and train order Form F (for sections)</u>. When signals are displayed to an intermediate (register) station of a schedule, the first section will display the signals to the regular stop of the train at that station whether it be on the main track or some other track; following sections must clear the main track at the entrance switch of the siding at that station unless otherwise directed by train order, or unless Rule 93 permits them to use the main track.</p> <p>When signals are displayed to the terminal of a schedule on a subdivision all the sections have the same right as the regular train has when no signals are displayed.</p>

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A DTC must not be issued to a station at the end of double track with the expectation that such extra train must enter siding on arrival, when the siding is beyond the end of double track and the extra must use a portion of single track to reach siding. Under such circumstances a Form G Order should be used which, by rule, authorizes the movement to the entrance switch of siding. Such a movement could not be made on a DTC, except under protection of Rule 93 or protected as prescribed by Rule 99.

If an extra train has been authorized by a DTC and it becomes necessary to move it against the current of traffic for a portion of its run, a running order and right-of-track order (Form D-R) must be issued for the movement against the current of traffic. If the train is to return to current of traffic movement, the DTC need not be cancelled and will remain in effect for such movement to the designated station on return to its regular track. However, this will not apply if the section of double track is converted to single track operation by a Form D-S Train Order. Under such circumstances, any DTC held by or issued for extra trains that would move over this section of single track must be cancelled and running orders issued even though it is intended to have the extra train again resume movement with the current of traffic beyond.

42 99 Train Order Form Z will not be used to relieve trains from protecting as prescribed by this rule, except on lines designated by the Superintendent or in an emergency. (This does not apply to Work Train Orders, Forms S-H and D-H)

43 101 When informed of conditions which may result in unsafe track
101(A) or structures, immediate action must be taken for protection. The
101(B) Chief Dispatcher shall be promptly notified and advised of action
taken as to assembling men and material, if required.

44 201 The rule prescribes train orders and not messages for movement of trains. Messages may be used to furnish supplementary information.

When opposing trains are to meet at a station where one or the other has more cars than siding will hold, it is permissible to include in the order number of cars in train.

Movements in train orders should be listed in their proper sequence as to time and place. When an order is annulled and the annulling order also contains other instructions, such annulment should be the first item of the order.

The prescribed Forms of Orders generally are sufficient to cover all cases, however, if necessary to improvise a Form it should be clear and brief as practicable and not in contradiction with or in lieu of prescribed forms.

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Trains must not be burdened with orders, or parts of orders, which do not concern them. Passenger trains in particular, must not be given orders containing movements that refer to freight trains only. Combination of orders or long and complicated orders of which only small portions affect certain trains are not proper and not in accord with the principles of this rule and should be avoided as they are only burdensome and confusing to train and engine men.

The second and third paragraphs of this rule should be applied to train sheets and order books; neatness and legible writing are also desired. Train sheet records must be observed as prescribed by I.C.C. Rules. To write a figure or a letter over another figure or letter, or to "write in" a word that has been omitted is a violation of the intent of this rule and may set the stage for a hazard of accident. A train order must not be, what is commonly called, "scratched" i.e. written over.

Avoid orders that may result in dual interpretation. Long combinations often result in more orders and complications than would have been the case if the brief and clear requirements of the rule had been observed. This is particularly true when such unfulfilled orders are transferred to a new or inexperienced dispatcher.

45 202

After an order has been transmitted, train dispatchers must not instruct an operator to make any additions or alterations in the order.

Train dispatchers must not instruct an operator to copy or repeat only part of an order, leaving out a portion of the order as sent. It must be transmitted and repeated in its entirety by each office addressed.

To reduce the number of orders to trains, it is permissible, after an order has been issued to the several offices, to add a Form V (check of register) or Form W (clearance check) to the order for one or more of the trains addressed, without also being given to other offices for trains not concerned.

46 204

Train orders may be addressed to "C&E eastward (westward) trains" or "C&E eastward (westward) extra trains", but never addressed to "All concerned".

In designating a subdivision in the address or the body of a train order, it should be designated by its number, never the branch name.

In addressing and designating self-propelled equipment in train orders, do not use "C&E" in the address if only one of them is in charge; use "Condr" or "Engr". Do not address as "Condr Pilot" for a machine which is in charge of a conductor. Use "Pilot" when furnished in accordance with the definition. Examples indicated below show proper method of addressing and wording in body of train

orders for identification purposes:

<u>ADDRESS</u>	<u>BODY OF TRAIN ORDER</u>
Condr Weedburner X-20	Weedburner X 20 run extra.....etc.
Condr Work Extra	Work Extra Locomotive Crane X 1785
Locomotive Crane X 1785	clears (or protects).....etc.

47 204(A) While the rule prescribes that copies of train orders will be furnished the rear trainman, such orders will only be furnished on trains designated as follows:

Trains Nos. 1-2-3-4-7-8-28-355-358-359-360 and sections thereof; also any extra passenger train whether operated as section of regular trains or as a Passenger Extra.

48 205 While the rule requires train dispatchers to initial each train order, this requirement will be considered complied with by train dispatchers recording their initials at the top of each page used by them in train order book, except as prescribed in Item 19 of these instructions.

*Cancel
for
signature
will print*

While the rule prescribes that train dispatchers will record in train order book the names of those who have signed for the order, this provision may be discontinued EXCEPT when issuing restricting orders, or when signatures of conductor and engineer are required, Rule 219, or when orders are issued to other than assigned operators.

When orders are issued by new and inexperienced dispatchers breaking in, they will initial each order issued by them on a separate line below the body of order, thus: ABC for XYZ.

The required records must be made as prescribed for each order issued, such as showing time for display of SD, 19D, NS, station call opposite each address, time made complete, operator's signature, the proper underscoring for each repetition, etc. The value of complete records both in train order books and train sheets is recognized and may at any time be used in Court or railroad investigation.

Lines should not be skipped, except for spacing between orders and for underscoring. Avoid unnecessary crowding both in address and body of order.

When a conductor, engineer, trainmaster, or some employe other than an operator copies an order show name and title of party receiving the order in the column headed "Signature" in train order book as condr, engr, TM; On the clearance page show the order cleared to the train as though cleared through an operator, because the moment the order is made "complete" it becomes automatically cleared to the train even though no clearance may be issued. This is required to complete the transaction for complete record.

In marking off orders that are not in effect, avoid obscuring it to the extent it may be difficult to read.

When an order or part of an order has been written in train order book and is not used, void it with check pencil and do not leave it to appear as an uncompleted order when issuing another order to cover change or omission.

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The first paragraph of this rule prescribes that engine numbers may be added in the designation of regular trains, if desired. We shall continue to use engine numbers in the designation of regular trains in train orders. Engines of other railroads should be designated as, "Extra SP&S 900", "Extra NP 2719", "Eng CMStP&P 4318".

The third and fifth paragraphs prescribe that "in transmitting train orders by telephone and telegraph, time may be stated in figures only or duplicated in words". Time must be shown in words and duplicated in figures, thus: "...ten naught seven 10 07pm"

The fourth paragraph prescribes that "in transmitting train orders by telephone, the number of trains and engines in the address may be pronounced and then spelled letter by letter if so desired". Spelling out the numbers of trains and engines in the address of train orders is not compulsory. However, in transmitting and repeating train orders by telephone, numerals one to nine inclusive and fractions, as well as the station and time in the body of an order must first be plainly pronounced and then spelled letter by letter, thus: Aurera, A-u-r-e-r-a, and, one naught five, o-n-e n-a-u-g-h-t f-i-v-e. Other numerals above nine must first be plainly pronounced, and then each figure separately pronounced, thus: ten, one-naught; four hundred one, four-naught-one; twenty one eighty five, two-one-eight-five.

Sixth paragraph; order number and address must be checked and underscored each time it is repeated in the same manner as body of order. When necessary, due to lack of space after several offices have repeated (particularly in repeating recopied orders), under-scoring may be done by diagonal line instead of by horizontal line under each word and figure.

"Letter by letter" does not permit the use of "double E" or "triple O" etc.

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When instructing operators as to display of SD or 19D, allow sufficient time for placing of signal in the required position and be sure to get the proper response from operator before transmitting an order.

51	208
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Second paragraph; the intent of the words "when practicable" in this rule, mean when the available open office will permit the middle order to be addressed to the operator at the meeting or waiting point. When an order is issued establishing meet at a point during closed office hours at that station and the meet is to be fulfilled during open office hours, the middle order must be placed when office opens and when this cannot be done by the train dispatcher issuing the order, he will make notation in transfer opposite the order number for relieving train dispatcher to place

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when office opens. Should an operator be temporarily absent when a meet or waiting point is established, such middle order must be placed when the operator returns if the expected train has not arrived.

In non-automatic block signal territory, it will not be necessary to place middle order as prescribed in the rule to operators where a train is directed to wait at two or more stations. However, this privilege is not to be abused by placing two waits in an order when only one is desired in order to avoid placing middle order.

Before transmitting by telephone a restricting train order to a train at a point not an open train orders office, or at which the office is closed, the train dispatcher must know that he is talking to the conductor or engineer of the train to be restricted, and be sure that they understand what is being done so there will be no possibility of the train leaving while the order is being placed. Whoever copies the order must be instructed to have a copy delivered to the conductor or engineer, as case may be.

When an operator has been temporarily absent, or office closed, restricting orders must not be placed for trains which under any circumstances may have passed such office, unless positive knowledge is had that the train has not passed. If it can be anticipated a certain amount of control may be secured by previously giving such train an order to wait at that station until a specified time.

- 52 S-208(A) When restricting the superiority of a train at a meeting or waiting point, the train advanced should not be given authority to the main track at that point, unless the restricted train is already in the siding and it is definitely known that the engine will not move out of siding until the other train arrives. If the restricted train has passed the entering switch and the rules require it to take that siding for the opposing train, a back-up movement is required unless otherwise instructed. In such cases specify which train is to take siding.
- 53 S-209(A) When an error is made in transmitting an order and before it has been repeated or "X" response sent, the train dispatcher must instruct operator to destroy all copies of the order and the order must be marked "VOID" in train order book with check pencil. If the order is to be reissued they will require acknowledgement from operators that they have destroyed all previous copies, before beginning the new order, which must be given another number.
- If an order in which an error has been made, has been repeated or "X" response sent, that order must be annulled by train order Form L.

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The "Repeat" requirements of the rule on "recopied" orders is as much the responsibility of train dispatchers as it is of operators to insure that correct orders are delivered to trains affected and train dispatchers shall check with operators where orders may be out for an extended period of time to determine if operators have recopied such orders without repeating. Notation must be made in train order book covering each repetition, thus: (Station call) rptd (Time) (Date). In train order books, particularly Slow Order book, sufficient space should be left between orders to permit of this "repeat" record. Very often operators have been discouraged from complying with the requirements of this rule because of being put off continually when they ask to check a repeat and sometime of the curt response received from dispatchers. The provisions of this rule must not be considered as relieving train dispatchers from knowing that "recopied" orders have been repeated as prescribed.

- 54 211 When orders are issued to two or more offices, train dispatchers should make occasional check from time to time, at convenient intervals, to ascertain whether operators are checking the repetition of orders by other operators as required by rule. Operators must not be excused from checking the "repeat" of other operators.

Except for making tests or for checking with records, operators must be required to repeat the entire orders as copies, omitting no part, and it is the train dispatcher's responsibility to know that the entire order and address has been correctly repeated and an underscore record of each portion plainly entered in the book for each repetition of orders.

- 55 212 When the operator has "X!D" a train order, the train dispatcher
 213 will respond "OK" and give the "Time".

- 214 The intent of the "X" response to an order as prescribed under this rule is to provide for an emergency only, or until such time as orders can be made "Complete" and it is the duty of the train dispatcher to complete such "X" orders promptly as the emergency is removed or when orders have been made "Complete" to inferior trains.

Wire failures may occur at any moment and orders must be so handled that no hazard will exist as a result of such failure. Train dispatchers should understand that after the "X" response has been received and before the order is made "Complete" it remains a "Holding Order" and there is no provision in the rules that permits operators to clear trains on holding orders. Therefore, such practice should be avoided, except in emergency, particularly during storms or severe winds which might result in failure of means of communication.

Item Rule
No. No.

Remember that this also applies to "Time Orders"; if an order was issued to a train directing it to wait at a certain station until a specified time and the "X" response sent or the order was repeated, but not made "complete", this order remains a "Holding Order" even though the time may have expired and regardless of how long the time has expired.

- 56 217(A) When sending an order which RESTRICTS the superiority of a
 217(B) train at a point not a train order office or at one at which the office is closed, in care of another train or person, instruct the person delivering the order to secure signatures of the conductor and engineer as prescribed in the rule. The signatures may be written on available space on the extra copy.

Note that the rule provides the delivery may be in care of either the conductor or the engineer and that copies of the clearance for the train addressed are not now required for the C or E of the delivering train, the orders for delivery will be shown on their own clearance.

Do not instruct a train delivering orders in this manner that they may do so without stopping as prescribed by the rule.

When orders are to be delivered in care of another train, ordinarily it is better to send the orders in care of the engineer, as he is in better position to locate the train addressed. Such procedure always results in delay to the train making delivery, and orders should not be so sent unless the help given to the train addressed is sufficient to offset the delay to a more important train making delivery. When possible to avoid it, such orders should not be sent to a train moving in the same direction, since the train making delivery must stop in every instance at rear end of each train passed to determine the identification of such train, to insure delivery to train addressed. The rules require that such orders be delivered at the rear end and at the head end of train addressed. Responsibility for delivery rests with the employe in whose care the orders are sent. Bear in mind that if the train addressed is one where it is prescribed the rear trainman will be furnished orders, an extra copy will also be sent for him.

- 57 218 Train dispatchers must not designate trains in train orders by their schedule number alone when sections of such schedules have been authorized or it is known there will be sections, they must specify sections. When sections are run designate as First 2, Second 27, do not designate as First and Second 1 as Rule 221(C) requires that the crew must see that their train is correctly designated on the clearance and that also requires that train orders be properly addressed.

Item Rule
No. No.

- 58 219 Under the provisions of this rule, it is not sufficient to instruct an operator to merely take up clearance previously issued, they must also secure signatures of the conductor and engineer to the order as prescribed. Under no circumstances may operators be instructed to take train orders away from conductor or engineer, orders once delivered belong to them and must not be returned.
- 59 220
 220(A) When the schedule or section number or the running order of a train be changed or annulled, all train orders, except schedule annulments and slow and cautionary orders held by that train, should be annulled. While the rules prescribe that schedule annulments and slow and cautionary orders continue in effect to the conductor or engineer on continuous trip or tour of duty, nevertheless to insure they still have copies in their possession, train dispatchers will, when a schedule or section number is changed or new running order issued, add the words, "..... observe orders No___ No___" covering schedule annulments and slow or cautionary orders the train previously held. It must be understood this will not apply to restricting orders.
- 60 220(B) Undelivered train orders which have been fulfilled should be annulled. Under no circumstances may the train dispatcher instruct an operator to "file" an order. When annulling an order to the operator, the train dispatcher must not give the operator the number of the annulling order and permit him to repeat to the train dispatcher; it must be transmitted in full in the regular way and then repeated by the operator.
- An order addressed to operator reading "Order No___ to C&E___ is annulled", for the purpose of avoiding delivery of the order to the designated train is an improper order. If it is desired the order be annulled to the train, address the annulling order to the train or annul it entirely and reissue under another number.
- A middle order addressed to the operator at the meeting or waiting point and later superseded, the operator, on receipt of the superseding order addressed to him, is authorized to file the original order without being annulled by a Form L.
- Second paragraph of this rule prescribes sufficient copies for all yard crews should be given the yardmaster for distribution to each engine working. Such orders must be addressed to "C&E yard engines" or to "Yard engs in care of yardmaster", and cleared in the same manner, but should not be addressed to "Yardmaster".

Item Rule
No. No.

- 61 221(B) Fifth paragraph; train dispatchers must not instruct an operator to change position of train order signal after it is displayed in "19" or "Stop" position to allow a train to pass to avoid issuing a clearance, and under no circumstances must operators be instructed to change the train order signal from "Stop" to "19" position to avoid stopping a train which otherwise might not be required to stop when the operator holds a restricting order for another train in the same direction.

The train order signal must not be relied upon to secure a train at a turn-around point because orders are fulfilled when train arrives at the entrance switch. If the train has to pass train order signal at its turn-around point a clearance is not required unless the signal indicates "Stop" or "19". If so desired, a train may be given instructions to secure a clearance before leaving such turn-around point.

Passenger trains are permitted to pass train order signal displaying Stop-indication to make normal station stop at platform, but other trains must secure clearance before passing it.

The fourth paragraph of this rule is a former Great Northern requirement and re-established under the 1945 Edition of the Consolidated Code. It may be necessary for train dispatchers to check operators as to compliance with these provisions when placing orders at stations equipped with Swift or two-position semaphore type train order signals.

Sixth paragraph; when train order signals are reported out of order, train dispatcher will notify the Chief Dispatcher, but must not authorize trains to disregard such signals and hand signals or clearance must be used as required.

- 62 221(C) When it can be avoided, train dispatchers should not issue orders to a train at a station when that train is closely approaching. Train orders should be issued sufficiently in advance to permit operators to properly fill out clearance and clear trains as prescribed by the rule. When operators are rushed it encourages them to repeat order numbers from train orders and later filling out clearance from memory creating the hazard of oversight in omitting an order addressed to such train.

When clearing trains it is not sufficient to merely check the orders the operator transmits, but it is the responsibility of the train dispatcher to check all unfulfilled orders in train order book to insure operator has included all orders affecting the movement.

Train dispatchers should bear in mind the authority granted operators under the rules for delivery of orders in case of failure of means of communication.

Item Rule
No. No.

- 63 222 Train dispatchers will require operators to promptly report time of arrival and departure (or passing) of trains, signals displayed and signals registered at register stations.
- 64 223 Authorized abbreviations only will be used. This applies to train orders as transmitted and as written in train order book and on clearances. Names of stations must not be abbreviated unless such abbreviation is shown in station column of time-table. Abbreviations for such words as "Wk" for "Work", "c/o" for "care of", "E" for "East", "W" for "West", etc. are not permitted.
- 65 226 When necessary to relay train orders show the station at which relayed and also the station where the train receives the order. Be sure that the proper underscoring record is made.

Item
No. FORM

FORMS OF TRAIN ORDERS

NOTE--Except where specifically indicated, train numbers in examples of train orders in the Consolidated Code of Operating Rules are not to be considered as indicating a train of any particular class, and any similarity in train numbers with those shown in time-tables does not indicate they are related.

Train order examples under the various Forms indicate stations by letters; so that all may have a uniform understanding, the direction of train movements in these examples is westward "A to Z", and eastward "Z to A".

66 Slow & Cautionary Orders

Slow and Cautionary Orders giving locations between mile posts should also show between what stations the mile posts are located. It is proper to use the following form where location is better defined: "At _____ do not exceed _____ MPH (over _____ Street), (_____ switch) etc."

A fraction number or plus and minus will not be used to indicate locations between mile posts, such as MP 75 $\frac{1}{2}$, MP 75 plus 2800 feet; instead, use the wording such as "Do not exceed _____ MPH between 2800 feet west of MP 75 and 1000 feet west of MP 76 between _____ and _____".

The location of curves should not be indicated in train orders by the curve number alone, but should be indicated as closely as possible by location at or between mile posts and stations.

When issuing slow and cautionary orders, a void use of words, "Look out for.....", "Run with caution.....", etc. When necessary to warn trains of unsafe conditions it is generally sufficient to give just a mere statement of facts such as, "At (or between) rails and track material alongside of track", An order in the following form is also proper "Run carefully between _____ and _____ account high water (over culvert) etc." Regarding locations at which slides or falling rock are liable to be encountered, refer to Speed Restrictions in the current Time-Table Special Instructions and when the nature of the condition is serious and warrants specifying a speed use an order in the form "Run at restricted speed....." or "Do not exceed _____ MPH etc." When using the term "Restricted Speed" be prepared to accept delay caused by its requirements.

Slow and cautionary orders shall be consolidated as much as possible without making orders unnecessarily long, especially where they govern territory not covered by all trains receiving them, and, when practicable, they are to be reissued each Saturday. The Chief Dispatcher to designate the appropriate shift to handle this. Any changes in such orders must be made by annulling the original and issuing under another number. Orders annulling such orders must be of the same series and recorded in the same book.

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It is advisable to separate slow orders into groups, one containing speed restrictions, the other advice of other conditions thus keeping the speed restrictions more prominent.

The same care and attention given active orders as to checking repetitions, underscoring, etc., is required for slow and cautionary orders. Allow adequate space between written lines for underscoring. Proper records of time and date of each station repeating should be in accordance with Rule 209(A) each time it is repeated with the initials of the train dispatcher who checks it. At stations where numerous deliveries are made and orders have to be recopied many times, it is important to know that such orders are not being delivered that have not been repeated to and checked by the train dispatcher.

67 S-A

Unless otherwise provided, meeting and passing points must be established by train order, between first class trains, between Passenger Extras, and between first class trains and Passenger Extras.

When a meet order instructs a train to take siding, any succeeding change in orders must continue the instructions until the meet has been fulfilled. If the meet order is annulled or superseded, continue to specify for the changed meeting point which train is to take siding. If the train so instructed is given meeting points at more than one station, specify for each station which train is to take the siding. The purpose of this is to overcome the instructions under Form S-P Orders which are sometimes misunderstood by train service employes. See Item 79 of these instructions.

When a meeting point has been established without designating either train to take siding and it is decided to have the superior train do so, do not use the form "No 27 take siding at _____ on Order No. ____". Omit order reference and specify as "No 27 take siding at _____ meeting No. _____."

It is prohibited to establish train order meeting point between a Work Extra and another Extra train or between a Work Extra and a regular train. The Work Extra should be instructed to either Clear or Protect against the designated train as per example (4) of Form S-H and D-H Train Orders. When example (6) of Form S-H and D-H has been issued to a Work Extra, such order must be annulled to the Work Extra and other trains affected before other trains are permitted to enter the working limits.

In single track territory, when opposing first class trains or Passenger Extras are to meet at or beyond the terminating point of a division or subdivision and another dispatcher is handling the other territory, and has to decide as to the meeting point, it is proper to move the inferior train to such terminal on a right-over Form S-C Order instead of a meet order. When the inferior train arrives at such terminal the right-over order is fulfilled. This handling will permit either dispatcher to provide a meeting point on either side of the terminal if occasion required and in addition would avoid complication of orders when either the engine or train crew continue through the terminal in charge of the train.

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When two or more trains are named in an order covering a similar movement, they will each be specified as "Extra ___ east and Extra ___ east'....." and No ___ and No ___.....", not as "Two 2 Extras ___ and ___....." or "Nos ___ and ___.....".

If a train is given waiting times at different stations for another train and later a meeting point is established between the two trains, bear in mind that the waiting times at the designated points are not superseded by the meet. Also, if a train is to be advanced from a meeting point by a "right-over" order, the meeting point is still in effect unless annulled. Do not confuse train service employes by overlooking these requirements..

68 B

Examples (2) and (4); the use of these forms of order is prohibited.

Example (3); train dispatchers may use this form of order only in emergency when necessary to move an inferior train ahead of a first class train or a train of superior right, and it is impracticable to issue Time Orders to cover the movement without unnecessary delay to the superior train.

On receipt of such an order the inferior train must go ahead of the superior train to the designated point even though it may delay the superior train, see Rule 220. If the inferior train is to be excessively delayed, account of engine trouble or hot journal, after being overtaken, the superior train could pass it under provisions of Rule 94, but this is not to be encouraged. If practicable, the desirable thing is to have the original order annulled and avoid complications.

It should be remembered that when using this example, if the inferior train, after arriving at the designated point, has ample time it may proceed keeping clear of the superior train as required by rule.

When example (3) is used, the territory should be as short as practicable.

When example (3) is used, train dispatchers must make a brief report in writing to the Superintendent in each instance, explaining circumstances for its use. A file of these reports will be kept in the office of the Chief Dispatcher bearing the approval or disapproval of the Superintendent. They shall be checked by the Traveling Chief Dispatcher to see there is a report for each time it is used. This procedure is to avoid any abuse in the use of this form of order.

69 C

Example (2) must not be used without specifying waiting times at designated points to prevent one extra from leaving ahead of another. As the order is not for that purpose and there is no instructions to cover such use, it would be an improper order.

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No. FORM

70 S-C

Avoid the necessity of later extending the right-over limits by making the territory long enough in the first instance. When practicable, the right conferred should extend to the end of the run of the first-named train, or to the end of single track, or to a point already reached and at which the order is received by the second-named train. It is permissible to use forms authorized in the Consolidated Code of Operating Rules conferring right only to an intermediate point, but this should be curtailed to the extent practicable. However, it must be understood that when an extra train is given right over an opposing extra train to an intermediate point, other than the end of single track, whether this point is an open train office or not, the order must not be left to serve as a meet between these trains. The superior extra train must be placed on waits at appropriate points or a positive meet made with the opposing extra trains.

When it is difficult to determine a proper meeting point between two opposing passenger trains that are moving on different dispatcher's districts toward the adjoining point of their territory, it should be handled as outlined in Item 67.

It is not advisable to reverse superiority between sections to a point not an open train order office.

A train must not be given "right-over" a first section only, or an intermediate section only of an opposing train when there is a possibility of their meeting between the limits of the right-over order. When right is provided over sections to an intermediate point of the schedule, there is the possibility of the meeting point taking place at an intermediate point within the "right-over" limits. The first and/or intermediate section over which right has been conferred would be required to take siding at the intermediate point then the following section being superior (account not being restricted by the right-over order) would have authority to the main track at the same station thereby creating a potential hazard of collision by reason of the first-named train also being on the main track.

The instructions in connection with this form of order provide that if the trains meet at either of the points named, the first-named train must take the siding, unless the order otherwise prescribes, which must be protected as required, such as in the following: If an extra west was given right-over an extra east to D and no other provision made, the instructions require the extra west to take siding at D, the last-named point. If an order was later issued establishing this as the meeting point and no other provision made, Rule S-88 requires the extra east to take the siding. Avoid any confusion in such cases by specifying in the meet order which train is to take the siding.

Item
No. FORM

71 E
 S-E

The last wait or run-late order should be the only wait or run-late order in effect for that train, except that example (1) of Form S-E may be issued specifying a later time for a specified train.

The time in run-late orders must end with a naught (0) so as to be easily added to schedule times.

Very often a wait order covering a few stations gives much better results than a run-late and avoids the break down that sometimes is necessary in a run-late order.

A train must not be directed to take siding on a wait order, for the reason that if the inferior train makes the waiting point and is on the main track when the time expires and the superior train approaches after the time expires, the inferior train might consider they are entitled to the main track.

Do not use a combination of waits such as form below, which leaves a dual interpretation as to what is intended, desired or expected:

"First 401 wait at H until 10 01 am
 J 10 20 am
 K 10 40 am

Second 401 wait at D until 11 01 am
 E 11 25 am
 F 11 40 am

for Extra 3045 east"

With such an order no one can be positive as to what First 401 would do if Extra 3045 east would arrive at J at 10 10 am, nor what really was expected of them. The order is not definite as to which section is doing the waiting or both.

When reducing time in orders, other trains either in the same direction ahead or opposing, that have the original order must receive a copy of the order reducing the time, before the train for which the change has been made is permitted to act on it. Protection must be provided against the train so released to a less time entering the territory of the other trains before the other trains receive the order.

When a wait order includes the provision - "other westward extra trains wait at D until 11 59 am", if D is one of the work train outer limits, or a station within the working limits, it is necessary to also include an exception to the work extra, as it has been ruled that if the work extra gets into D or beyond the intermediate point and starts to move toward the other end of the working limits it then becomes a westward extra train and the order should read: "other westward extra trains except work extra _____ wait at etc....."

When using example (3) with Form S-C to an intermediate point, do not place a waiting time at the end of the right-over-limits, it is a trap and such train cannot go beyond the last-named point until the other train arrives.

Item
No. FORM

72 F

If orders have been issued and it is later found that sections of that schedule are to be run, the orders should be reissued so that trains may be correctly designated as required both on clearance and in body of orders. In body of orders enumerate each section separately, thus: First 1 Second 1, do not use First and Second 1 except as shown in examples (4) and (9).

Example (5) must not be used for adding another train as the first section. The original order must be annulled and new orders issued.

When it becomes necessary to run sections several hours apart, or where there may be a possibility of another train of a consist such as could be mistaken for one of the sections, or a section of another schedule, getting between sections of a schedule, the train dispatcher should safeguard the movement, as far as practicable, with necessary train orders and advice to other trains as will eliminate the possibility of a hazard.

If a leading or following section of a schedule is moved against the current of traffic, particularly where crews are not able to handle in accordance with the rules, it is the responsibility of the train dispatcher who issues the order reversing the current of traffic, to safeguard the movement by proper notification to those concerned and see that the following section does not overtake the leading section, unless properly done in accordance with Rule 85

When sections pass according to Rule 85, example (9) could not be used as confirming the passing which is already authorized by the rule.

When arranging for a section to pass another or when passed under Rule 85 etc., never authorize any instructions that would cancel that part of the rule or instructions requiring that train orders must be exchanged between the sections and bear in mind that such exchange of orders must include schedule annullments as well as slow and cautionary orders. When informed of a section passing another section, proper orders must be issued where other trains have orders indicating certain sections have a specified engine, the number of which has been changed by the passing.

If example (3) was worded as, "No 3 display signals A to G for eng 1375", it is necessary that the train dispatcher instruct which section is to run as the schedule train G to Z the same as if the order had read, "Engs 2582 and 1375 run as First and Second 3 A to G".

When example (8) has been used, it is necessary to also use Form K order to annul the section when no train is to follow the signals over the subdivision or any part thereof.

Light engines should not be run as sections of a first class train, except when an engine is urgently needed and other train movements interfere with its prompt movement by other methods.

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When trains are run in sections, a clearance is not authority to assume such schedule. Train Orders, Form F, are required and train dispatchers should be sure such orders are placed before authorizing clearance.

73 G

Before issuing running orders authorizing an extra train, the train dispatcher must enter it on the train sheet; on single track, provision must be made for it to meet or confer superiority by right, as desired, with appropriate waits between opposing extra trains covering the territory in which opposing extra trains are authorized. If a return movement is authorized, the entry must be made on the train sheet in both directions and protection provided for the movement in each direction.

When example (3) is used authorizing movement for more than one engine, they must be protected against each other at the turning point.

When train orders are issued authorizing movement for two or more engines in the same order, the order should read: "Engs _____ runj as three 3 extras (as required), etc.....". If a designation is specified such as, "Stock", "Fruit", "Berry", etc. , such designation must be continued in any succeeding order.

If an extra, example (1), has been authorized A to F with an order to meet an opposing extra train at F and it is later desired to give the extra running order F to K and the opposing extra has not been met, it is necessary for the train dispatcher to fix another meeting point, even though it still be F, with the opposing extra train before permitting the extra, example (1), to leave F. When the extra authorized by example (1) arrives at F, it must be understood that all orders held by or issued for such extra become void, except schedule annulments and slow and cautionary orders which continue in effect, and in the event a new running order is issued authorizing its movement beyond F, to insure crews still have such orders in their possession, train dispatcher will handle such orders as, ".....observe orders No. _____ No. _____, etc." See Item 59 of these instructions.

An extra should not be given orders that extend beyond the limits of its running order. Short running orders are not to be used when practicable to give through orders.

Do not issue orders such as, "Eng 1245 run extra A to D this order is annulled at 7 10 pm" and "Extra 1245 west has right over No 550 C to D", without protecting against the chance of Extra 1245 west becoming annulled at C due to lack of time to make D by 7 10 pm. In one such case a train dispatcher merely issued another order authorizing movement of Extra 1245 west C to D, expecting the crew to improperly use the order giving them right over No. 550 when technically they became another train.

Item

No.

FORM

G(contd)

An order in the form, "Eng 1245 run extra C to F and return to B", is not permissible as the movement from C to B is not a return movement. An extra must not be authorized to return to a location beyond its starting point.

When example (4) is used authorizing movement for two or more trains, the last one should be due out of starting point inside of a six-hour-period of the starting time of the first one and not more than a four-hour interval be allowed to elapse as between the running time of any two of the trains.

When an extra is authorized by example (4), all opposing and same direction trains over which the extra is given right, must, when practicable, have copies of the order delivered to them before the extra is cleared on the order. When this is not practicable, a "Hold Order" should be placed in advance of the extra authorized by this example. Trains which might overtake this extra must also be given copies of the order. Yard engines will also be furnished copies when the extra is run through their territory. Work extras must be given an order, example (4) of Form S-H or D-H, when the extra authorized by example (4), Form G, is run through the working-limits and such extra must also be given a copy of this order as well as a copy of the work order.

When it is desired to run an extra authorized by example (4) late on its order, another order in the following form will be used: "Extra east (west) run late to on order No. ".

When an extra is authorized by example (4), and it is desired that such extra use main track to the passenger station at terminating point, indicate in the order as, ".....arrive (or leave) passenger station M". If the order does not so specify then such extra has no authority to the main track beyond the entering switch at the last-named station in the order, except under provisions of Rule 93.

Avoid complications created by authorizing an extra, example (4), with a leaving time at A...11 20 am, etc., then placing a run-late of 1 hour 10 minutes for such extra making the leaving time at A, 12 30 pm and a first class train due at A at 12 25 pm; unless otherwise specified, the leaving time of the extra applies at the entrance switch at A where the first class train would be required to clear, but A being a terminal and yard station the first class train has authority to the main track. To avoid confusion and possible delay a meet between the two trains should be provided specifying which train has authority to the main track. Of course, if the first class train could only make B for the extra, the first class train must be clear of main track 5 minutes before the extra is due to leave.

When extra trains and engine movements are authorized and it becomes necessary to substitute one engine for another, unless

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previous orders are annulled and new orders issued, train dispatcher will first add the number of engine substituted to the address of each train order in effect bearing number of engine withdrawn to insure delivery by operator of all orders affecting the movement. This to be followed by superseding order changing engine numbers and such superseding order to be addressed to other trains involved, if any. In the case of regular trains the schedule number only may be addressed.

74 S-H
D-H

Work trains will be entered upon the train sheet by a diagonal line across the station column between the working limits showing engine numbers, except when moving by other than work orders making straight-away run outside of work limits, then such movement will be entered on the side of the train sheet for direction of movement.

The working limits and time limits of a work extra must never be extended by a superseding order. If change is desired, previous order must be annulled and a new order issued.

When the time of a work order overlaps into another day so that about the same hour of PM may also be shown in the order as AM, be sure to specify the date to avoid any misunderstanding such as, ".....works extra 9 01 pm Jan 2nd until 12 01 pm Jan 3rdprotects against.....Extra _____ east after 9 01 am Jan 3rd"

A work extra's authority must not be annulled to other trains nor to operators, until after the annulment ~~is~~ in possession of the conductor and engineer of the work extra that is being annulled, and their train is clear of main track which was within its former work limits. A conductor's tie-up at the end of the day's work on a work extra is not sufficient protection to annul a work order.

When necessary to authorize two work extras within the same or overlapping work limits and time limits, the two work extras must be instructed to protect against each other. It is then necessary for the two work extras to arrange between themselves for any move either is to make in that territory.

Since the rules require a work extra to protect against extra trains in both directions at all times, unless otherwise instructed by train order, therefore, an order reading: ".....protecting against Extra _____ east (west) after ten thirty 10 30 am not protecting against other extra trains" is not considered a good form of order as it has a dual meaning and it is not clear and definite as to what is required of the work extra. With such an order there exists a difference of opinion that the work extra is required to protect itself against such extra BEFORE 10 30 am as well as AFTER that time. When a work extra is authorized by a combination of examples under Forms S-H or D-H used in the same order and it is

Item
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S-H (Contd)

D-H

desired that the work extra protect itself against certain extra trains after a specified time, the order must read: "Eng. works extra _____ M until _____ M between _____ and _____ not protecting against extra trains except protect against Extra _____ east (west) after _____ M against Extra _____ east (west) after _____ M".

When an order has been issued to a work extra reading: ".....protecting against Extra _____ east (west) between _____ and _____ after _____ M", then such extra is delayed and it is desired to extend the time for relief of protection, it is considered proper to issue another order reading: "Extra _____ east (west) wait at _____ until _____ M". The work extra is thus permitted to use the later time before protecting against such extra. However, this is not true when it is desired to extend such time after a work extra has been instructed to CLEAR an extra train, because of the dual misunderstanding as the work extra has been required to clear the main track by the time specified. The clearing provision continues in effect as prescribed by Rule 220. Therefore, under such circumstances the instructions must be changed by a superseding order reading: "Work Extra _____ clears Extra _____ east (west) after _____ M instead of _____ M". Copies of the superseding order must be given to both trains named. If the order had read, ".....clears Psgr Extra _____ on order No. _____", and later a run-late order is issued to the Psgr Extra and a copy given to the work extra, the work extra then could use the additional time as such run-late order would include, "on order No. _____" (the Form G, example (4) which authorized the Psgr Extra).

Examples (4) of Form S-H and D-H must not be used to instruct a work extra to clear or protect against a regular train AFTER A CERTAIN TIME, because rules prescribe regular trains must be cleared and these examples are for use only between work extra and other extra trains and then only after the work extra has been instructed by train order to not protect against extra trains. This does not prohibit the use of examples (5) of these forms.

Form E, example (3) wait order may also be applied to specific extra trains and used in connection with work orders, Forms S-H and D-H, as the rules prescribe the trains so held must not pass the designated waiting points until the time specified and work extras will thus be able to move accordingly and will not be required to protect against the trains so held until the time specified in the order has expired.

When probable movements of extra trains in one or both directions are not known and a work extra is authorized by a combination of examples in an order containing words, ".....not protecting against extra trains until _____ M", protection on the part of the work extra may be temporarily suspended or extended by issuing an

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order that eastward or westward extra trains except the work extra, will wait until a specified time, prescribing a later time, but such order must not be included in an order addressed to other trains because of hazard of other trains assuming they are also protected by the order. Do not use "All eastward (westward) extra trains" the word "All" is superfluous.

When examples (1) and (2) or (3) combined have been issued and later an extra authorized by Form G, example (4) is to be run through the working limits, then example (4) of Form S-H or D-H must also be used in the form, "Work Extra _____ clears Psgr Extra _____ east (west) between _____ and _____ on order No _____", both trains receiving copies. The Form G, example (4) extra must not be let into the working territory until after the work extra has received their copy. See Item 73 of these instructions.

- 75 J This form must not be used for the purpose of advancing a train against others, without the issue of proper orders.
- 76 K When a schedule or section is annulled from an intermediate point, examples (2) and (3), the order **must** specify the date that the train is due to leave the intermediate point, and not that of the initial station of the schedule.
- 77 L When annulling an order to an operator, the train dispatcher must not merely give the operator a number, it must be transmitted in full in the regular manner by the dispatcher and repeated properly by the operator in accordance with form prescribed. See Item 60 of these instructions.
- 78 S-M Any movement in an order may be either annulled or superseded by repeating the words and figures constituting the particular movement to be annulled or superseded without affecting other movements to which part of the words or figures apply. It has been ruled this does not affect the balance of the order, for example:
D-M
S-P
P
- Order No 10 No 1 eng _____ meet No 4 eng _____ at _____ and
No 2 eng _____ at _____
- Order No 11 That part of order No 10 reading No 1 eng _____ meet
No 2 eng _____ at _____ is annulled
- Order No 12 No 1 eng _____ meet No 4 eng _____ at _____ instead
of _____
- Order No 20 No 1 eng _____ wait at H until9 59am
J10 09am
- Order No 21 That part of order No 20 reading No 1 eng _____ wait
at H until nine fifty nine 9 59 am is annulled
- Great care should be used in annulling train orders not to annul the wrong order. It is a good plan not to annul any more orders than absolutely necessary, very often a superseding order will better fit the purpose instead of annulling an order.

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79 S-P A meeting point must not be superseded more than once. If any further changes become necessary, the previous order must be annulled. As there has been considerable misunderstanding of the instructions concerning taking siding in connection with this form of order we require that when a meet order instructs one train to take siding, if such order is superseded or meeting point changed any succeeding order must continue the siding instructions until the meet is accomplished. See Item 67 of these instructions.

Use of the words "should read" as a substitute for words "instead of" in superseding orders, is prohibited.

80 D-R Before issuing Form D-R Orders, train dispatcher must know that work trains and all other trains are clear of the track to be used, and must not make meeting point between opposing trains on that track.

Although Consolidated Code Rule 93 prescribes that "all trains and engines must move at restricted speed when running against the current of traffic within yard limits", nevertheless before train dispatcher issues a Form D-R Order through yard limit territory he should first notify the yardmaster, addressing copy of the order to "Yard engines care of yardmaster" so that as far as practicable the yardmaster may notify yard engines and transfer crews to keep clear of the main track until the expected train has passed.

81 V Avoid the use of word "superior" only as it is necessary and covered by instructions under this Form of Order.

The time specified must not be later than the time the order is made complete.

When using this form, it is not considered necessary to show engine number for regular trains as prescribed in Item 49 of these instructions if the schedule is fulfilled to the point specified. However, engine number is required when using the modified Form as ".....except.....".

82 Z This form of order is not to be used to relieve trainmen from protecting their trains in accordance with the rules, except in territory designated by the Superintendent or in emergency. See Item 42 of these instructions.

P. S. Proulx
Traveling Chief Dispatcher

APPROVED:

C. McDonough, General Manager, Lines East
I. E. Manion, General Manager, Lines West

At Great Falls, February 20, 1950.

Mr. W. J. Haynes (3)	
Mr. W. C. Jones (2)	Mr. J. R. McLellan (3)
Mr. O. J. Lorinser (5)	Mr. W. C. Preston (5)
Mr. F. H. Stull (4)	Mr. C. E. Emerson (3)
Mr. J. J. Finnessey (4)	Mr. G. E. Wellein (3)
Mr. P. W. Doles (3)	Mr. F. R. Cochran (2)

Effective at once the last paragraph of Item 60, page 17, Rule 220(B) of Train Dispatchers' Manual reading as below is hereby cancelled:

"Second paragraph of this rule prescribes sufficient copies for all yard crews should be given the yardmaster for distribution to each engine working. Such orders must be addressed to "C&E Yard Engs" or to "Yard Engs in care of Yardmaster", and cleared in the same manner, but should not be addressed to "Yardmaster."

The following instructions will govern when addressing Train Orders to Yard Engines:

"The second paragraph of Rule 220(B) prescribes how Train Orders will be addressed that are to be delivered to Yard Engines. Such orders will not be addressed to "Yardmaster" or to "Yard Engs in care of Yardmaster". Train Orders issued to yard engines must be addressed to "C&E Yard Engs". When delivered it must be accompanied by a Clearance which must bear the number of individual engine that is to receive the order, thus: "C&E Yard Eng 863". The order will be annulled to the operator in the usual manner after it has served its purpose."

Kindly see that a copy of these instructions are placed in each Train Dispatchers' Manual for future reference. Sufficient copies are enclosed herewith for this purpose.

P. S. PROULX

cc: Mr. I. E. Manion
Mr. I. G. Pool
Mr. C. O. Hooker
Mr. J. P. Cameron
Mr. T. A. Jerrow
Mr. M. L. Gaetz
Mr. H. M. Shapleigh
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