

GREAT NORTHERN RAILWAY

1967 "TRAIN DISPATCHERS AND OPERATORS MANUAL"

BASED ON 1967 CONSOLIDATED CODE OF OPERATING RULES

Unsolicited editorial note: While the 1959 GN Version with addition of the word "operators" is nothing great by comparison to their 1945 version, or to dispatchers' manuals of certain other roads, this 1967 version hits a new low. Although it provides very little educational matter, it contains far too much information beyond the comprehension of, or of interest or concern to, telegraph operators; and for which those employees would not be examined at rules tests.

J. J. Sprau

**TRAIN DISPATCHERS
AND OPERATORS MANUAL**

These instructions are supplementary to the Consolidated Code of Operating Rules, Edition of 1967, they cancel all previous instructions to Train Dispatchers and Operators not consistent therewith. They must be reviewed as frequently as necessary to avoid overlooking their requirements.

Vice President Operations

1. GENERAL—Train dispatchers will issue train orders and must transmit and record them as prescribed by the rules. They must make the various records required and must comply with special instructions.

Train dispatchers must guard against dangerous conditions in train movements and must not issue improper or unsafe combinations in train orders.

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.

2. RULES OBSERVANCE—Train dispatchers and operators must report promptly to the Chief Dispatcher:

- a. Any error or irregularity in the handling or execution of train orders and clearances;
- b. Any known or apparent failure of inferior trains to clear superior trains in accordance with the rules;
- c. Any apparent violation of speed restrictions;
- d. Any violation or apparent misunderstanding of rules or instructions by trainmen, enginemen, train order operators or others;
- e. Inability to obtain prompt and efficient service from train order operators.

3. BULLETINS—Train dispatchers must read bulletins and will record the number of the last bulletin posted on the train sheet, as acknowledgment of understanding of all bulletins.

At stations where a bulletin board is maintained, the employe who is responsible for posting Superintendents numbered bulletins must see a separate bulletin file is kept. Bulletins must be posted promptly upon receipt and cancelled bulletins removed promptly. Separate and up-to-date files must be maintained for circulars and notices.

4. HOURS OF SERVICE—Train dispatchers and operators should have sufficient knowledge of the Hours of Service Law regarding train dispatchers, operators, enginemen and trainmen to guard against violations.

5. NEW TIMETABLE—Before the effective time of a new timetable, train dispatchers must check the new schedules and determine whether all trains which are authorized by the old timetable will be able to assume the corresponding schedule of the new timetable and proceed

on that schedule. Should there be any doubt as to a train's authority to proceed it should be run extra from its initial station.

Timetables not in effect must be disposed of. At stations where a supply of timetables is maintained, an adequate supply of the current timetable must be kept on hand.

6. KNOWLEDGE OF DISTRICT—Train dispatchers must familiarize themselves with the physical characteristics of the territory in their charge, also grade conditions, locations of sidings and train order signals at stations or other conditions that affect the movement of trains.

7. NOTIFICATION OF TRAIN MOVEMENTS—Connecting divisions and dispatching districts must be kept informed on train movements with which they are concerned and must be promptly advised of any change in arrival times of trains. Terminals and other stations concerned should be kept informed as the expected arrival of delayed passenger trains.

8. TELEPHONE CONVERSATIONS—Train dispatchers and operators must be courteous in their telephone conversations. Special care must be used and consideration given, when working with new or inexperienced employees. Train orders, line-ups, track car permits and track and time limits must be transmitted with care and at a speed regulated to the capacity of the individual with whom working.

9. NUMBERING OF TRAIN ORDERS—Train orders, except slow or cautionary orders, must be numbered consecutively each day, beginning at midnight. Each set of dispatchers will use a separate series of numbers. Adjoining dispatching districts of different divisions must not use the same series of numbers. A higher series of numbers must be used for slow or cautionary orders. Separate train order books must be used for each dispatching district and an exclusive book used for slow or cautionary orders.

10. TRAIN ORDER BOOK RECORDS—Each train order must be written in full and proper records kept in a book provided for that purpose.

When train orders are transmitted by telegraph, the train dispatcher must write the order the first time it is repeated, and must underscore each word and figure each

time it is repeated thereafter. When orders are transmitted by voice he must write the order as he transmits it and must underscore each word and figure each time it is repeated.

The records to be kept in the train order book must be neatly compiled and legible. Train dispatcher on duty should show his initials at the top of each page. When an individual is breaking in with the train dispatcher, that person's initials should be shown directly below each train order issued.

Separate pages must be used in the train order book for recording clearances, line-ups, track car permits, and track and time limits.

Train dispatchers must check off all train orders no longer in effect by writing his initials across the face of the order with a colored pencil. A single diagonal line drawn across the entire page with a colored pencil indicates that all train orders on that page are no longer in effect. The letter "X" drawn across the entire page with a colored pencil indicates that all train orders up to and including that page are no longer in effect.

When an office is closed at the time an order is transmitted to other offices, the address for that office must be entered in the train order book as a reminder to issue such orders when that office opens. Such information must be included on the transfer.

When listing addresses where more than one train gets the orders at the same station, place the station call opposite each address and show the complete time on the line opposite the last entry for that station.

When the train dispatcher issues a train order that is to be delivered to a train by the dispatcher, a carbon copy of the body of the order must be made in the train order book at the time the order is written on the train order form, the copy in the train order book must be underscored as it is repeated thereafter.

11. TRAIN SHEET — TRAIN GRAPH RECORDS—
Records on train sheets and train graphs must be kept legible, neat and in proper form.

12. ORDERS PLACED ON ANOTHER DISTRICT—
When orders are issued by one dispatcher to trains on another dispatcher's district, the order must be placed in the train order book of each dispatcher. The clearance will be issued by the dispatcher on whose district the orders are placed. 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 dispatcher, a skeleton form of the order may be used. If the dispatching districts are not under the jurisdiction of the same superintendent and interdistrict orders are issued, the train must be cleared by both dispatchers involved and such order numbers must be included on each clearance.

Train orders issued by one dispatcher, to be used by another dispatcher, either in divisional or interdivisional work, must be entered in the train order book of each dispatcher and completely safeguarded, especially in the case of change, annulment or superceding.

13. ORDERS TO MEMBER OF A CREW—When a member of a crew copies a train order, dispatcher must insist on person copying the order giving his name, location and train identification, before the order may be transmitted. In case of a restricting order, the dispatcher must obtain absolute assurance from the person copying the order that the engineer understands that a restricting train order is to be received for their train and that there is no possibility of train, or part of train, leaving while the order is being copied.

Operators should see that telephones in the warehouse of their station are kept supplied with train orders, clearance and line-up forms.

14. FUSEES AND TORPEDOES AND OTHER SIGNALING EQUIPMENT—An adequate supply of fusees, torpedoes and other signaling equipment required must be maintained at all stations.

When instructed by the train dispatcher to place torpedoes, operator must place torpedoes not less than one half mile in advance of the train order signal.

When lighting a fusee follow directions on fusee, being careful to avoid being burned by fusee or its drippings. Always strike fusee away from face or body.

15. TRANSFERS—In making a transfer, the train dispatcher being relieved, must list the numbers of all train orders, slow orders, lineups, track car permits, also track and time limits still in effect on a separate page. A transfer must also include any pertinent information of benefit to the relieving dispatcher, and the transfer must then be signed. The relieving dispatcher must carefully check the numbers, addresses, also information contained in each train order and further note all information contained in other items transferred, if correct, sign and show the time of transfer.

16. UNUSUAL WEATHER CONDITIONS—When weather conditions restrict visibility, train dispatchers will consult with the Chief Dispatcher on duty as to the necessity of blocking trains. This applies in ABS, CTC as well as non-block signal territory.

Operators must promptly report to the dispatcher any unusual weather conditions that may affect visibility or train operations.

17. SNOW MACHINERY—The operation of snow machinery is generally done under unfavorable weather conditions and every precaution for safe operation should be taken. When conditions require, trains should be blocked an open office behind a train opening the main track because of snow conditions, when this cannot be done, they should be blocked thirty minutes apart. Train order meeting points must be established between a train opening the main track because of snow conditions and any opposing trains.

18. TRAIN ORDER SIGNAL—When instructing operators to display the train order signal, train dispatchers must obtain the response from the operator that the train order signal is properly displayed before transmitting the order. Operators must not be instructed or permitted to change the position of the train order signal so that it is not consistent with the requirements of train order for which it is displayed.

The following is an example of train order form to use in case a color-light type train order signal is dark: "If train order signal at _____ is dark it will not be considered an imperfectly displayed signal clearance not required."

If light is restored in the train order signal and it is necessary to issue train orders to a train at such station, if the train has been delivered a copy of the above order, the operator should be prepared to use hand signals to stop the train if train order signal should fail again.

19. TRAINS LOSING SCHEDULE—When a train becomes 12 hours late in territory other than CTC territory, further movement must be authorized by train order or numbered clearance. In CTC territory further movements may be authorized by signal indication.

20. The second paragraph of rule 93 provides that in ABS territory, within yard limits, information may be issued verbally or by message as to when delayed first

class trains will be due to leave the last station where time is shown.

When issuing time verbally or by message on delayed first class trains and such time is to be used to occupy the main track, the time issued must be protected by form E or SE train order or by signal indication. This information to be issued only to yardmaster or member of crew.

When the time issued is to be protected by a CTC signal, the signal must be set at stop, blocked and not cleared until the time issued has expired.

21. CLEARANCE RULE 97(A)—When authorizing extra trains by clearance as provided in Rule 97(A), the next highest train order number should be used. The record in the train dispatcher's train order book must show the number of the clearance, the address and the destination.

The numbered clearance should not be issued until dispatcher is ready to clear the train.

A numbered clearance is used in lieu of a running order and must not be issued without authority of the train dispatcher.

22. PROTECTION FOR SLOW OR IMPASSABLE TRACK: Train dispatchers must familiarize themselves with the provisions of Maintenance of Way rules for the protection of slow or impassable track.

When issuing speed restriction orders, do not address the order to passenger trains only or to freight trains only, as under Rule 12, a train not governed by speed specified in such train order would be required to move through the territory covered by the train order at a speed not exceeding 10 MPH.

When notified of broken rail or other unsafe condition in track, until proper information can be obtained as to speed restriction necessary, train should be given a train order instructing them to stop, inspect the condition and be certain track is safe before proceeding.

If a member of a crew calls questioning the display of Maintenance of Way track flags affecting their trains, the train dispatcher must take prompt action to obtain the necessary authority from the Maintenance of Way Department before issuing any instructions to the train.

23. MAIN TRACK OUT OF SERVICE—Except in CTC territory, when a main track is out of service and trains are to be run on an auxiliary track, an order must be placed in following form: "Main track is out of service at ___(station)___ trains will use ___(track)___."

24. ENGINE NUMBERS—When an engine number is followed by a suffix letter, train dispatchers and operators will first pronounce the letter then use the appropriate word to insure correctness, as follows: A—Able; B—Baker; C—Charlie; D—Dog.

When it is necessary that a train be identified by one of its units other than the leading unit, arrange to notify other trains affected to the extent practicable by message or radio which unit is the identifying unit of such train.

25. RESTRICTING TRAIN ORDERS—Train orders must not be issued for a train at the point where its movement is restricted by such order if it can be avoided, especially when weather conditions impair visibility, or the location of the train order signal in relation to the switch to be used by the train being advanced would cause a hazardous condition. If the conditions make it necessary to issue the order in such a manner, the operator must be instructed to place torpedoes not less than one-half mile in advance of train order signal to provide warning for the train being restricted, and take any additional precautions that may be necessary. The clearance must not be issued for the restricted train until such train has stopped.

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 on the siding and it is definitely known that the engine will not move out of siding until the other train arrives.

Restricting train orders must not be placed for trains which under any circumstances may have passed an office at which the operator has been absent, or the office closed, unless positive knowledge is had that the train has not passed the station. If conditions are such that the operator is not positive that the train in question has arrived or passed, he must so advise the train dispatcher.

When it is known in advance that it will be necessary to issue a train order at a station that is not a continuously open office, give the train an order to secure a clearance at the station or to wait at that station until a specified time.

26. OBTAINING SIGNATURES—When conditions require a conductor and engineer to sign a train order, the operator must not repeat the train order until both signatures have been obtained.

When a train order is issued to anyone other than an operator, or when the signature of the conductor and engi-

neer are required on an order, such names must be recorded in the train order book.

27. "X-ING" TRAIN ORDERS—Train dispatchers should use the "X" response to train orders only when absolutely necessary. The train order must be transmitted in entirety before an operator can give the "X" response. When the "X" response is used, the operator that "X-ed" train order must be instructed to repeat it and be given a complete as soon as possible. An order that has been "X-ed" must be made complete before it can be annulled.

When the "X" response has been given to a train order, or when a train order has been repeated including the signature of the superintendent, the train to which the order is addressed must be held until complete is received from the train dispatcher. In case of failure of communication, every effort must be made to communicate with the train dispatcher, using commercial telephone if necessary.

28. REPEATING TRAIN ORDERS—Train dispatchers must give complete cooperation when operators request to repeat train orders that are recopied and must make proper record in the train order book as to the station, time and date repeated. When making additional copies of train orders that have been repeated, operator must repeat all copies made to the train dispatcher.

Train dispatchers must not relieve operators of the requirements of checking other operators on the repeating of train orders each have copied unless conditions require. Frequent checks should be made to see that this is being done.

29. AUTHORIZING TRAINS FROM INTERMEDIATE STATIONS—To authorize a train to assume a schedule at an intermediate station, a train order is required, proper form of which is: "Engine 360 run as No. 31 F to Z." To authorize a train to run as a section of a schedule from an intermediate station, use proper example of Form F train order.

30. RUNNING AUTHORITY FULFILLED OR ANNULLED—When an extra train has fulfilled its running authority, or when its running authority has been annulled, if new running authority is issued for that train and it is desired to have such train use orders previously received, an order may be issued reading: "Retain and observe Orders _____, _____, _____." It is not necessary to do this for slow or cautionary orders or orders annulling schedules of regular trains.

31. HEADLIGHT OR CLASSIFICATION LIGHT FAILURE—When notified of headlight failure or both

classification signal lights, other trains affected, yard engines, and operators in the territory involved must be notified as far as practicable to do so.

32. TAKING A.B.S. SYSTEM OUT OF SERVICE—Train dispatchers must not issue train orders instructing trains to disregard Automatic Block Signal Indications.

When conditions require and when authorized by the superintendent, the Automatic Block Signal System between two or more stations may be taken out of service by train order.

The following form of train order must be used under such circumstances: "The Automatic Block Signal System is out of service between _____ switch _____ and _____ switch _____. Passenger trains must not exceed 59 MPH and Freight Trains 49 MPH between these locations. Rule 91 is in effect". If there are any spring switches in the territory affected, the following must be added to the train order: "Spring switches at _____ and _____ must be used the same as any hand operated switch and rules governing the use of switches operated by hand must be complied with. Trains and engines must approach facing points of such switches prepared to stop unless it is known that the switch is properly lined and locked for their movement."

If there are any interlockings located in the territory affected, the following must also be added to the order: "Interlocking signals at _____ are in service and must be complied with."

33. INSTRUCTIONS FOR HANDLING CENTRALIZED TRAFFIC CONTROL TERRITORY AND INTERLOCKINGS—In addition to the rules governing CTC operation, control operator will be governed by the following instructions: When authorizing a train to pass a stop indication that governs movement over a dual controlled switch, if the control machine indicates the dual control switch is lined and locked for the route to be used, member of crew may be advised that it is not necessary to hand operate the dual control switch.

If the control machine does not indicate the dual control switch is lined and locked for the route to be used, member of crew must be instructed to hand operate the dual control switch as per rule 275 (A) before proceeding.

When granting verbal authority for movements not authorized by signal indications a written record of such instructions must be kept, except where the dispatcher's telephone is equipped with a tape recording device. In

designating time limits use (901am) until (945am). Do not refer to time limits as for example "for 45 minutes". Do not condone failure to repeat the instructions back by employe receiving them.

When switches or signals cannot be operated due to track obstruction or other conditions, or are undergoing repairs, control operator must block all signal and switch levers affected and must not remove blocking until advised by the proper authority.

When a portion of the track is out of service, the signals, which govern the use of the block in which the obstruction or the out of service track is located, must be left in Stop position and blocking provided.

When safe to do so and provided it will not interfere with the movement of trains, switches and signals may be operated by control operator on request of signal maintainer or track foreman for test or adjustment purposes or for the movement of heavily loaded track cars or track equipment.

When a train is to be admitted to an occupied siding, engineer of such train must be advised that the siding is occupied before such train is permitted to enter the siding. The train on siding must also be advised when possible to do so. When two opposing trains are to be admitted to the same siding, both trains must be advised of this fact before entering siding.

Switches must be kept in normal position and signals at stop except when routes are lined for immediate movement of trains.

Switches and signals must be lined sufficiently in advance to avoid delay to approaching trains and must not be restored to normal position or another route lined up until the train has cleared the switch.

When setting up a meet between two opposing trains, do not line routes and signals too far in advance of trains arrival at that station. If practicable the first train to arrive at the meeting station should be placed on the siding. Bear in mind that a switch or signal can be given to a train at any time but if an attempt is made to take a switch or signal away from a train as they are closely approaching the switch, signals would be changed immediately in advance of the train involved, creating a hazard to that train and in addition the time release would have to be run down before any change in the line-up of the switch could be made.

Control operator must avoid, as far as possible, causing a signal to display a stop indication for a train unless it

is done in sufficient time to also give that train an approach indication in advance of the stop indication.

Control operator operating machines which have a graph sheet must enter on the graph sheet the proper identification of each train entering and leaving CTC limits, and connect the automatic recording at each switch with an inked line with the recording at the next switch for the same train. CTC graph sheet must be kept accurate and adjusted to agree with standard time. The control operator must make a record and a report of any irregularities in the operation of the CTC system, showing date, time of occurrence, and time and signal department or Maintenance of Way Department was notified.

34. USE OF CTC SIGNALS INSTEAD OF TRACK FLAGS TO PROTECT MAINTENANCE OF WAY WORK OR ON-TRACK EQUIPMENT: In CTC territory, Maintenance of Way work may be performed or on-track equipment which cannot be readily removed from the track may be moved under block signal protection, provided by the train dispatcher, without the use of flagmen nor track flags or lights required by Maintenance of Way Rules.

The success of this method of track protection depends on the supervisor or foreman in charge of the work and the train dispatcher observing all the requirements completely and establishing close cooperation with each other. Unnecessary delays to trains and to the work crew will be avoided if the foreman or supervisor keep in frequent touch with train dispatcher by telephone or radio.

When the movement of trains permits, the train dispatcher will, upon request from the foreman or supervisor in charge, issue a track car permit to the foreman or supervisor in charge. In addition to showing the time the permit expires on the signal lever blocks, the train dispatcher must also write the word "Report".

Under no circumstances may the blocking be released or signals cleared to permit another movement into the protected territory until the person authorized on the track car permit calls in, identifies himself by name, states his location, and advises that the men and machines are clear, also that the track is O.K. for trains, even though time limit of the permit had expired.

Other track car permits must not be issued authorizing movement into a protected area as described above unless absolutely essential to the work being performed. When this is done, dispatcher must provide additional markers or blocking or take such other action as is appropriate to protect each authorized movement in case the protection of

the original permit is released by the individual in charge before expiration of the authorized time. A complete understanding must be arrived at with the persons involved in the event more than one permit is authorized in the same area, to be sure all movements are clear before blocking is removed.

35. FAILURE OF CTC SYSTEM—In the event of serious trouble in CTC territory which would cause serious lengthy delays to trains, if in the opinion of the signal supervisor, the CTC should be taken out of service and when authorized by the division superintendent, the following will govern:

- a. Establish train order offices, by train order, at stations where there are operators but no train order signal. Require all trains to obtain clearance before passing these stations.
- b. When practicable change all dual control switches within the limits involved, from POWER to HAND operation and lock in HAND position with signal locks.
- c. Use the following form of train order to take the CTC out of service:

“CTC and ABS is out of service between _____ and _____.

CTC and ABS are suspended between these points. All other Consolidated Code and Operating Rules are in effect. ~~Westward~~ trains are superior to ~~Eastward~~ trains of the same class. Maximum speed of passenger trains is 59 MPH, freight trains 49 MPH. Dual control switches must be operated by hand when used and left locked in normal position for hand operation. They must not be left in “power” position.

The following stations are in service as train order offices at the times indicated:

_____ : _____ AM to 4:01 PM
_____ : _____ AM to 11:59 PM

All trains must receive a Clearance at these stations when office is open.”

If interlockings are involved in such territory where the CTC is out of service add the following to the train order:

“Interlocking signals at _____ are in service, interlocking rules must be complied with.”

- d. Deliver the train order suspending CTC operation to all trains and operators in the territory affected, also to all trains that will enter such territory.
- e. If there are no communications in addition to the CTC failure, no attempt should be made to move trains into the affected territory until the trains in such territory have been moved out, or until the necessary restricting train orders have been delivered to those trains and acknowledgment of receipt of such train orders has been received by the train dispatcher.
- f. When CTC operation is to be resumed, all trains and operators affected must be given a copy of the train order annulling the CTC suspension train order, after dual control switches in the affected territory have been restored to normal operation.

In CTC territory a supply of train orders and Clearance forms must be maintained at stations.

36. CONTROL MACHINE OPERATED BY A CONTROL OPERATOR OTHER THAN THE TRAIN DISPATCHER—Control operator must keep train dispatcher advised of any movements to be made in such territory, he will be governed by instructions received from the train dispatcher. A written record must be kept of such instructions except where the dispatcher's telephone is equipped with a recording device.

37. TRAIN LOCATION LINE-UPS—Train dispatchers must familiarize themselves with Maintenance of Way rule governing line-ups. The prescribed form must be used by those copying train location line-ups.

Trains should be listed separately for each direction, passenger trains first then other trains, work trains to be shown separately from regular trains.

Train dispatchers shall issue line-ups for all concerned at time specified by the superintendent and line-ups should be numbered consecutively beginning at midnight. The same care and consideration should be given line-ups as is given train orders. Additional line-ups shall be issued upon request, the period of time covered should be no longer than necessary.

The line-up shall list all trains on the road, any trains ordered or expected to be run in the territory involved within a specified time. The last O.S. report should be shown for all trains and an approximate time at intermediate key stations. For trains ordered or trains expected to be run also show a time at key stations.

The line-ups should be repeated by one or more of those copying it. Each person copying a line-up must observe whether it is repeated correctly and if not, will immediately call attention to any error.

To help in identification of trains, engine numbers should be given when possible. Such additional information as may be helpful to persons receiving the line-up shall also be given, for example: light engine, local, log train, symbol number, passenger extra, etc.

The line-up will not include information as to train and engine movements made exclusively within yard limits. Track cars and on-track equipment will move as the way is seen to be clear within yard limits.

When there is a change of timetable the following information must be included on the line-up that is transmitted at regular line-up time commencing 48 hours before and continuing until 48 hours after the effective time of the new timetable:

“_(Division)_ Timetable No. _____ becomes effective
(Time and Date) obtain a copy.”

Persons copying line-ups shall make as many copies as needed. When operators copy line-up a file copy shall be retained bearing the signature of all persons to whom copies are issued. When line-ups are recopied, they must be repeated to the train dispatcher.

If it develops that a train is ready to depart ahead of the time shown on the line-up or it is desired to run a train not included on the line-up or if it is necessary to run a train against the current of traffic and such information is now shown on the line-up, in any of these situations the train cannot be permitted to leave until after all persons who have received a copy of the line-up are contacted and the necessary correction in line-up made. In an emergency situation, such as a serious accident, derailment, engine failure, etc., a train may be permitted to operate when given one of the following forms of train order to cover the situation, in addition the train dispatcher must attempt to contact individuals who have copies of the line-up.

To permit a train not shown on the line-up to operate use the following form: “Your train is not shown on trackman’s line-up. Run at reduced speed not exceeding 15 MPH where visibility is restricted, also sound engine whistle frequently.”

To permit a train to operate against the current of traffic, use the following form: “Trackmen had no advice of your train on _____ track, run at reduced speed not

exceeding 15 MPH where visibility is restricted, also sound engine whistle frequently."

38. CTC TRACK CAR PERMITS—In CTC territory, when it is necessary to move a track car or on-track equipment on the main track beyond the control signals of that station, and such movement is not protected as provided in item 34, in addition to obtaining the line-up, CTC track permit must be obtained from the control operator. Individual requesting permit must identify himself stating name, occupation, his location, describe movement to be made and time necessary to make such move.

When it can be done, the control operator will issue a CTC track permit which must be copied on the prescribed form and repeated back by the person copying it.

This authority when received will permit movement between the specified times and between the points shown without protection against trains. A careful lookout must be maintained for other on-track equipment. At the expiration of the time authorized the movement must be clear of the main track or protection provided when conditions require.

The control operator must protect such movement by blocking the signals on the control machine governing movements into the designated territory. The blocking must not be removed until expiration of the authorized time unless the movement is reported clear by the person to whom the permit was issued.

When the control operator cannot issue track car permits or when communication cannot be made with the control operator, movement on the main track may be made if the line-up permits movement or under protection when conditions require.

Track and time limits for a train and a CTC permit for the movement of track cars must not be issued by control operator for movement in the same territory.

FORMS OF TRAIN ORDERS

39. FORM S-A—Train order meeting points must be established between opposing passenger trains except mixed trains.

A train order meet should not be used to advance a train to the beginning of CTC territory.

When a meet order instructs a train to take siding, any change in such meeting point must designate which train

will take siding until the meet between the trains has been fulfilled.

When a meeting point has been established without designating either train to take siding and later it is decided to have the superior train take siding, another order must be issued reading: "_____ take siding at _____ meeting _____."

40. FORM B—Example 2 may be used only in Automatic Block Signal Territory. It should also be used only when necessary to keep inferior trains moving ahead of superior trains and time orders are not sufficient. Station limits of this order, when used, should be no farther than necessary.

41. FORM S-C—Right of track orders to intermediate points should be avoided as much as practicable.

When an extra train is given right over an opposing extra train, as in examples 3, 4, 5, and 6, if possible to do so, the right-over limits must extend over the entire subdivision. When this cannot be done the right-over limits must extend to: the end of the running order of the first-named extra; or, to a point already reached by the second-named extra and where it receives the order. When conditions do not permit this and it is necessary to make the right of track order to an intermediate point, the train dispatcher will add to the order: "Extra _____ take siding and not leave _____ until extra _____ has arrived." These instructions are not necessary to add to the train order when there is no conflicting movement beyond the end of the right of track in the order and the train given right is instructed by train order to not wait at the point last-named.

Do not give an extra train right over all opposing trains to an intermediate point, for example: "Extra 700 West has right over eastward trains A to G." In the above example eastward trains would include eastward extra trains and extra 700 West, according to rule, would be required to head in and stay at G for eastward extra trains.

42. FORM E AND FORM S-E—Form E and Form S-E train orders must not be combined.

When it is necessary to change the time in a run-late order all previous run-late orders in effect to that train in those run-late limits must be annulled.

The time in run-late orders must end with a zero so as to be easily added to the schedule time.

When reducing time in orders, inferior trains, either in the same direction ahead or opposing trains that have the original order, must receive a copy of the order reducing the time or the movement protected by train order, before the order is made complete to the superior train.

43. **FORM F**—Since it is not always necessary for each section of a first class train to make all regular, flag or conditional stops of that schedule, train dispatcher must see that each section has the necessary instructions regarding stops to be made and notify stations concerned accordingly.

44. **FORM G**—Before issuing running orders or a numbered clearance authorizing an extra train, the train dispatcher must enter crew and engine record on the train sheet and issue the required orders between this extra and opposing extra trains. If a return movement is to be authorized the entry must be placed on the train sheet in both directions and the required orders and authority provided for the movement in both directions.

An extra train must not be authorized to return to a location beyond its starting point.

When example 2 is used all trains on line over which the extra is given right, must have copies of the order delivered to them before the order is made complete to the extra thus given right. When this cannot be done, a "Hold order", Form J, must be placed to provide protection until the example 2 order is delivered to all trains affected. Work extras in this territory must be given a copy of the example 2 order and must also be instructed by train order to "Clear Extra _____ on Order No. _____." It must be understood that the extra thus given right must also be given a copy of the order for the work train to clear the scheduled extra and also be given a copy of work order.

When it is desired to run an extra train authorized by example 2, late on such order, another order in the following form must be used: "_____ run _____ late _____ to _____ on Order No. _____."

When it is desired to have an extra authorized by example 2 use the main track at its arrival station, the order should read: "Arrive _____ Passenger Station."

45. **FORM H**—Trains authorized by work orders will be entered on the train sheet by showing a diagonal line drawn across the station column between the working lim-

its, showing the engine number and time limits along the line, in addition, the proper entry must be made in the work train column on the train sheet.

When necessary to authorize two work extras within the same or overlapping work limits, one of the work extras must be instructed to protect against the other work extra.

Wait orders issued for the benefit of work trains should not specify "For work extra". A train order meet between a work extra authorized by Form H train order and any other train is prohibited.

To extend the working limits of a work extra either as to territory or as to time, a new work order must be issued. A superseding order must not be used.

The work train crews tie-up at the end of the day is not sufficient authority to annul a work order in advance of the expiration time of the order. The signature of the conductor and the engineer must be obtained to the annulling order.

When a work extra has been instructed to clear or protect against an extra train after a specified time and it is desired to extend such time, the following form must be used: "Work extra _____ (clears) or (protects against) _____ after _____ instead of _____."

A work extra must not be instructed to clear or protect against a regular train after a certain time use time orders for this purpose.

46. FORM K—When a schedule or a section is annulled from an intermediate station as in examples 2 and 3, the order must specify the date that the train is due to leave the intermediate station.

47. FORM M AND FORM P—In superseding or annulling part of an order, repeat the words and figures of the particular movement to be superseded or annulled, for example:

Order No. 1 — "No. 1 meet No. 4 at _____ and No. 2 at _____."

Order No. 2 — "That part of order No. 1 reading No. 1 meet No. 2 at _____ is annulled."

Order No. 3 — "No. 1 meet No. 4 at _____ instead of _____."

Order No. 1 — "No. 1 wait at A until 959 am B 1010 am."

Order No. 2 — "That part of order No. 1 reading No. 1 wait at B until 1010 am is annulled."

A train order must not be superseded more than once. After an order has been superseded, if any further changes are necessary, the superseding order must be annulled.

Form G or Form H train orders must not be superseded to shorter or lengthen the limit of distance or time authorized.

When there has been an engine change on regular train, the following form may be used: "No. _____ has engine _____ instead of engine _____."

48. FORM D-R—Before the train dispatcher issues a Form D-R train order through yard limit territory, he must first notify the yardmaster.

When an inferior train is authorized to run against the current of traffic ahead of a superior train, a copy of the D-R form train order authorizing the movement of the superior train must also be issued to the inferior train.

49. FORM D-S—When Form D-S orders are issued through yard limit territory train dispatcher should first notify the yardmaster and furnish copies of the order for yard engines.

Time should not be stated in the body of this form of order if it can be avoided; however, if necessary to do so, use a starting time only, for example: "After _____ M _____ track will be used as single track between F and G." After the expiration of the starting time in the original train order, that order should be annulled and replaced with one not specifying a starting time, for example: "_____ track will be used as single track between F and G."

50. FORM Y—When a Form Y train order is to be used, employe in charge of work must notify train dispatcher, furnishing time, date, location and limits where such protection is desired. When train order has been issued, employe in charge will be advised the order number, location, speed and time limits of the order. Track flag for impassable track must be placed within these limits and be in place during the times specified. A green flag must be displayed to the right of the track to indicate the end of the restriction.

Work limits requested should be as short as practicable. If necessary, to accomplish this, a second order should be requested for second half of work period.

51. FORM Z—On certain branch line subdivisions, designated in the time-table special instructions on such sub-

divisions, flag protection against following trains is not required, therefore the use of Form Z train orders are not required on these subdivisions.

On such subdivisions, train dispatchers must not authorize one train to follow another until both trains have been instructed by train order to protect to the rear as prescribed by Rule 99. The following form of train order must be used in such situations: "Provide protection against ~~the~~ following trains as prescribed by Rule 99."

When a work extra is authorized on such subdivision, all other trains on that subdivision must be furnished a copy of the above order, including the work extra.

When a work extra is authorized within limits covered by a Form Z train order, an exception to the order must be made in the following form: "Eastward extra trains between H and B except work extra 292 between E and D and extra 77 east wait at H until 410 pm."

52. SLOW OR CAUTIONARY ORDERS—In placing slow or cautionary orders, definite locations must be used to enable crews to easily locate the conditions. If speed zone signs are used, after having been placed and the train dispatcher so advised, that fact must be stated in the order. When using mileposts, culverts, bridges, etc., locate the condition in relation to the nearest station or between stations.

When it is known that a slow or cautionary order will be in effect for more than a week, it should be called to the attention of the chief dispatcher so that a bulletin can be issued covering the condition.

On double or three or more tracks slow or cautionary orders must be so addressed that all trains moving with or against the current of traffic will be protected.

53. CLEARANCES AND CLEARANCE RECORDS—Train dispatchers and operators both should check their orders carefully to be sure that all orders for a train are included on the clearance at the time it is being handled with the train dispatcher.

When a train order restricts a train's superiority at the point where it receives the order, the clearance must not be issued until the train affected has been brought to a stop.

In circumstances when it is necessary to take up a clearance already issued and issue a new clearance, due to issuing a restricting order, as required by Rule 220 B, the clearance page record shall show the first clearance as "Void" and a complete entry for the new clearance.

When a second clearance is issued with a non-restricting order, this clearance shall also be a complete record entry on the clearance page.

When issuing a numbered clearance as authorized by Rule 97 (A), in addition to showing the number of clearance and address in train order book, enter the words "Extra to _____" in the column containing body of the order.

54. RADIO: Train dispatchers should bear in mind that use of the radio enables them to maintain contact with crews of trains in a manner that should result in a more efficient operation.

In CTC territory, radio contact with crews by the dispatcher should be extremely beneficial in exchanging information as to other train movements or other conditions helpful to the operation of trains and the radio should be so used when practicable.

The radio must not be used to violate any operating rule.

55. MANUAL BLOCK SYSTEM INSTRUCTIONS—

Where Manual Block System Rules are in effect, the train dispatchers and operators are responsible for the proper operation of the Manual Block System and must maintain complete record in the block record book, including train numbers, time block authority granted and time trains enter and clear the block, also the time block authority discontinued.

Train crews are instructed in the time-table that the Manual Block System will be initiated by train order only and that the Manual Block System will be in effect on portions of the divisions designated in the time-table or between points as listed in the train order. In addition, the time-table specifies that the Manual Block System is in effect during designated time and this information will also be contained in the train order. When it is necessary to move a train into an occupied Manual Block, the train order will specify the manner of movement as contained in these instructions.

A passenger train will not be admitted to the block when occupied by another train, except under flag protection.

No train will be admitted to the block when occupied by an opposing train or by a passenger train, except when authorized by train order under flag protection.

A train will not be permitted to follow a train other than passenger train into the block except when authorized by train order, and when such movement is authorized the following train must be instructed by train order to proceed prepared to stop short of train or obstruction, but not to exceed 15 MPH.

To admit a train to the block, the block record must be examined by the individual in charge of the block record at that station, and if clear of trains, request permission for the block from the next block station in the following form: "Block for (train)." The individual receiving the request must check the block record at his station and if clear, will enter the train number in his station's block record and respond: "I have blocked for (train)." Opposing trains must then be held at that station until the train for which the block record was given has arrived and cleared the block except as provided above.

When permission to use the block has been obtained, the train may be cleared in the usual manner with the dispatcher issuing Clearance Form A, inserting on the line which presently contains the Rule 97 (A) information: "Block clear to (station)."

To place Manual Block System rules in effect, use the following form: "Effective (time) and ending (time) Manual Block System rules are in effect between (station) and (station)."

To permit a train to make a visual check for the arrival of an opposing train, the following will be inserted on the line containing the 97 (A) information: "After (train) arrives at (station) block clear to (station)."

To permit a train to enter a block occupied by another train under rules requiring flag protection, use the following form: "Block is occupied by (train). Your train must be preceded by a flagman."

To permit a train to enter a block occupied by another train under rules requiring movement at restricted speed, use the following form: "Block is occupied by (train). Your train must proceed prepared to stop short of train or obstruction but not to exceed 15 MPH."

Dispatchers or operators must not issue a wire failure clearance when Manual Block System operation is in effect.