



SUPPLEMENT
TO THE
NEW ZEALAND GAZETTE
OF THURSDAY, APRIL 26, 1877.
Published by Authority.

WELLINGTON, MONDAY, APRIL 30, 1877.

Rules and Regulations for the Conduct of the Traffic, and for the Guidance of the Officers and Men in the service of the New Zealand Railway Department.

IN accordance with an Order in Council made the 17th day of April, 1877, the following Rules and Regulations are declared to be made for the conduct of the traffic and for the guidance and observance of the officers and men employed on the New Zealand Railways, in substitution of all previous issues.

JOHN CARRUTHERS,
Engineer-in-Chief.

Dated 18th day of April, 1877.

RULES AND REGULATIONS.

Book, property of the Government

Every one employed to have copy of Rules.

Every one employed to make himself acquainted with all Rules.

Attendance.

Obedience to orders.

1. This Book is the property of the New Zealand Government, and must be delivered up by the holder on his leaving their service.

2. Every Station Clerk, Goods Clerk, Booking Clerk, Engineman, Fireman, Guard, Brakesman, Switchman, Policeman, Signaller, Gateman, Ganger, Platelayer, and Foreman, or any person temporarily employed in any or either of the above capacities, is to be supplied with, and shall have with him when on duty, and produce when required, a copy of these Rules and Regulations, and a Time Table of the Trains.

3. Although the Rules and Regulations given hereafter, under different heads, are made specially for the observance of the Servants employed in doing the work required by such Rules and Regulations, yet every Servant must make himself thoroughly acquainted with the whole of them; and every Servant will be held responsible for a knowledge of, and compliance with, the whole.

4. Each Servant is to devote himself *exclusively* to the Government service, attending during the regulated hours of the day, and residing wherever he may be required. He is to obey promptly all instructions he may receive from persons placed in authority over him, and conform to all the Regulations of the Department.

5. He will be liable to *immediate dismissal* for disobedience of orders, negligence, misconduct, or incompetency. Dismissal for misconduct.

6. The pay of all Officers and Servants will be stopped from the moment of their being suspended, and the pay will not be allowed except in the event of entire acquittal of the charge for which the person was suspended. Pay stopped during suspension.

7. No instance of intoxication on duty will ever be overlooked; such an offence will render the party committing it liable to instant dismissal, and punishment by a Magistrate. The Servants are forbidden to take, or have in their possession, spirits or liquors, when on duty. Intoxication

8. Any Servant using improper language, or cursing and swearing, while on duty, or committing any act of rudeness or incivility to Passengers, or receiving any gratuity from the public, will be liable to fine or dismissal. Improper language. Incivility to Passengers. Receiving gratuity.

9. Every Servant receiving uniform must appear on duty clean and neat, and, if any article provided by the Government shall have been improperly used or damaged, such Servant will be required to make it good. Uniform.

10. No Servant is allowed, under any circumstances, to absent himself from his duty without permission of his Superior Officer. In case of sickness, a doctor's certificate must be sent to his immediate Superior Officer, who will then send it to the Chief of the Department under which he is employed. Absence without leave.

11. No Servant is allowed to quit the Railway Service without giving four weeks' previous notice. And, in case he quits without such notice, all pay then due to him shall be forfeited. He will likewise be held liable for any loss, damage, inconvenience, or expense which may be occasioned by his leaving without giving such notice. On leaving the Service, he must deliver up his uniform and other property of the Government. Leaving the Service.

12. Application for leave of absence must be made, in writing, to the Manager, counter- Leave of absence.

- signed by the Officer under whose immediate orders the applicant is employed.
13. The Government reserve the right to deduct from the pay of their Servants such sums as may be imposed as Fines for neglect of duty, and for Rent when the Servant is a tenant of the Government.
14. Every person, on joining the Service, must become a member of the Benefit Society, should such a Society be formed.
15. Should any Servant think himself aggrieved at any time, he may memorialize the Minister for Public Works; but in such cases the memorial *must be sent through the Manager*, who will forward it through the proper channel. Any Officer or Servant who has cause to complain of or make report against his Superior shall make the complaint within seven days after the occurrence of the matter so reported by him, otherwise such report will be regarded as the result of malice, and not from a conscientious desire to advance the interests of the public service.
16. Free Passes may be given to Workmen and others travelling solely on Railway business, by the Chief Officer or head man of the Department to which they belong.
17. Every person employed on the Railway will (as far as practicable) have his ordinary specific duties assigned to him; but the Government retain the right to assign to such person the performance of *any other duties* which the business of the Department may render necessary.
18. Should any casualty unfortunately occur to a Passenger, either from his own want of caution or otherwise, the names and addresses of Passengers or other persons who may witness the occurrence are if possible to be procured for after reference if required.
19. No Servant is allowed to convert to his own use any article, the property of the Railway Department, and the fact of the article appearing to be waste or useless will not form any excuse for its private appropriation. Every Servant will be expected to inform his Superior Officer *immediately* of any property which he may observe exposed and liable to loss or waste, and to deliver up to him any found property.
20. Officers or Servants of the Railway Department are not to take legal proceedings on behalf of the Government, nor show any document or book to persons not connected with the Railway Department, nor deal with any communication on a subject for which they have no precedent, or with doubtful questions, or to communicate directly or indirectly with the public Press, or any person or persons, without first obtaining instructions through the Head of his Department.
21. Head men of Departments are at all times to remain until the *entire business* in their Departments is brought to a close for the day.
22. All letters, orders for Stores, Stationery, &c., or any other correspondence, must be addressed to the Head Office, and no order will be executed unless initialled by the Manager, or his assistant, or other person deputed by him.
23. Ten days' stock of all Stores must always be kept on hand. Should the Stores not arrive within twenty-four hours of being advised, written notice must be sent to the Storekeeper.
24. In every case where any person does not understand his duty, or any other subject on which information may be sought, he must immediately apply for instruction to his Superior Officer, and no excuse of want of knowledge will be admitted as an extenuation in the event of any irregularity or neglect. Every person is strictly enjoined to read the whole of the Rules over at least once a month, and an examination of the men to test their acquaintance with the Rules must be made at least once in three months by each Officer in charge of men, who will be held responsible for all persons under him knowing the Rules and duties, and being acquainted with all orders that may from time to time be issued, and if necessary he shall read and explain the Rules and Instructions to every man employed under him.
25. Each Officer or Servant is required to report to his Superior Officer every instance of damage, derangement, or irregularity, or violation of these Rules, of any kind whatsoever, that may come under his notice. *All communications, messages, and reports from Servants are at all times to be made in writing. No report will be considered as a report unless made in writing.* Every notice of communication is to be acknowledged in writing.
26. Besides this Book of Rules and Regulations, which are applicable to the whole system of Railways in New Zealand, additional Special Rules and Regulations will be drawn up for each individual Line, and every Officer and Servant must take care that he is furnished with a copy of the same, which he shall always have with him when on duty, and produce when required, as provided by Rule No. 2, and shall make himself acquainted with that portion relating to the Line on which he is working, as directed by Rule No. 3 of this Book.
27. All Officers and Servants employed in the Railway Department will be paid four-weekly, and two weeks' pay will be kept in hand.

SIGNALS.

28. The PUBLIC SAFETY, which must be the chief care of every Officer and Servant of the Railway Department, being mainly dependent on the proper use and observance of the Signals, *all persons employed*, whose duties are in *any way* connected with the service of the Line, are therefore particularly required to make themselves familiar with all the Codes and Instructions relating to Signalling which are now or may hereafter be issued from time to time.
29. All persons employed on any duty connected with the Line must bear in mind that *Engines may pass any part of the Line at all hours or at any moment during the day or night*, whether or not they are mentioned in the Time Bills, or Signalled in any way; and the same *precautions must always be taken in Signalling, WHETHER ENGINES ARE EXPECTED OR NOT.*
30. The FIRST DUTY in every case must be that relating to SIGNALS.
31. RED is a signal of Danger—STOP.
GREEN is a signal of caution—PROCEED SLOWLY.
WHITE is a signal of All Right—GO ON.
- These signals will be made by Flags in the daytime, and by Lamps at night and in foggy weather.

Fines and Rents may be deducted from pay.

Join Benefit Society.

Servants may memorialize the Minister for Public Works.

Reports against superior officers to be made within seven days.

Free Passes.

No man employed for any one duty only.

Accident to Passengers.

Private use of Railway property forbidden.

To report any property he may see liable to loss or damage.

Not to take legal proceedings on behalf of Government.

Not to show books or communicate information.

Not to communicate with public Press.

Head men of Departments.

Orders for stores, stationery, &c.

Non-receipt of Stores.

Apply for instructions and information to superior officer if duty not understood. Want of knowledge no excuse. Rules to be read over at least once a month. To be examined in Rules at least once in three months. Officer responsible that men under him know Rules.

Reports of irregularities, &c.

All communications to be in writing.

Not considered as report unless in writing. Special Rules and Regulations.

Officers to see that they have copies of same.

Public safety chief care of every officer.

All servants to make themselves familiar with instructions relating to signalling.

Precautions by signalling must be adopted at all hours.

Engines may pass at any moment of day or night.

Signals a first duty.

Colour.

Description.

Distance Signals. 32. The Distance Signals will be made by a raised Signal, with an arm painted red. When the arm is at right angles to the Signal Post it is the signal to "Stop" before passing such Signal.

Or by a Red Light.

To proceed slowly under protection of distance signal if road clear. Pay attention to gradients, weather, &c., and length of train. But if the Driver sees that the way is clear, he must proceed slowly and cautiously within the Distance Signal, having such control over his Train as to be able to stop it at any moment, and bring his Engine or Train to a stand as near the Station or Junction as the circumstances will allow, taking care that the rear of his train is protected by the Distance Signal. He must pay particular attention to the gradients, state of the weather, and condition of the rails, as well as to the length of the Train.

Caution Signal. 33. When the Signal is lowered thus,— it means "Proceed Slowly."

Or by a Green Light.

"All right" Signal. 34. And when the Signal is down, it means "All right; go on."

Or by a White Light.

Danger signal shown for five minutes. Caution signal shown for further five minutes. 35. The *Danger Signal* is shown for five minutes after the passing of any Engine or Train, and the *Caution Signal* is shown for a further five minutes, after which the *All Right Signal* is shown.

Distance Signal out of repair. 36. In the event of a Distance Signal becoming defective, or so that it will not work efficiently, a competent person must be stationed just outside the Distance Signals, with Hand Signals and Detonating Signals, and act under the instructions of the Signalman in charge of the main Signal Post; and when such temporary Signalman is out of sight of the man in charge of the main Signal Post, an intermediate man must be stationed between that Post and the defective Signal, for the purpose of repeating any Hand Signals which may be given from the main Signal Post to the man stationed temporarily at the Distance Signal. When the circumstances of the case admit of such an arrangement, the Station Clerk must select proper men from his own Staff for the purpose; but where this cannot be done, he must apply to the nearest Ganger for competent Platelayers, who must be furnished by the Station Clerk with the necessary Hand Signals and Detonating Signals, and appointed to the duty.

HAND SIGNALS.

Hand Signals. 37. The DANGER Signal, "To Stop," is shown by a RED FLAG, or, in the absence of a Flag, by both arms held up.

38. CAUTION, "To Slacken Speed," is shown by a GREEN FLAG, or, in the absence of a Flag, by one arm being held up.

39. ALL RIGHT is shown by a WHITE FLAG, or, in the absence of a Flag, by holding the right arm in a horizontal position, pointing across the Line of Rails.

Any unusual signal, or arm waved violently, danger. Detonating Signals. 40. Any unusual Signal, or the hand waved violently, denotes danger, and the necessity of stopping immediately.

Keep them dry and carefully. 41. *Detonating Signals* are to be used in addition to the regular Day and Night Signals in the case of fog, obstruction, or accident. They must be kept in a dry place, and care must be taken not to crush or hit them against any hard substance, as a blow will explode them.

42. These signals are to be placed on the Rail (label upwards) by bending the lead clip round the upper flange of the Rail, to prevent their falling off. When the Engine passes over these Signals, they explode with a loud report, and the Driver is to shut off steam, and to proceed cautiously.

Directions for placing.

On hearing Detonator, Driver to shut off steam.

43. If an Engine or Train is required to stop, the Red Flag by day, or Red Light by night or in foggy weather, must be shown; the Signalman facing the Engine.

To stop engine—red flag by day, red light by night.

44. Every Train, after sunset, must carry a Red Tail Light, and two Red Side Lights in the rear of the Train. Engines must always exhibit the necessary Head Lights, and, when running alone, a Red Tail Lamp also. Every Train must carry a Tail Lamp, which will not be lighted during the day-time, but its presence will furnish evidence to all Signalmen along the Line that no portion of the Train has become detached on the road.

Carry red tail lamp and side lamps after sunset. Engine lamps.

45. As regards Signals, it is the duty of every Servant of the Department to prevent danger, and if, from accident, the proper Servant or Officer cannot perform his duty, any other Servant on the spot must give the Signal required.

Duty of every servant to prevent danger.

Any servant on spot to give signal if proper officer unable.

46. A Red Board or Red Flag by day, or an extra Red Light by night or in foggy weather, attached to the back of an Engine or Train, denotes that an Extra Engine or Train is to follow; but it may happen that Special Trains will be despatched without any previous notice having been given: *It is therefore necessary to be at all times prepared for unexpected Trains.*

Red Tail Signal when Engine is following.

When a Train has a Red Board, Red Flag, or Red Tail Lamp affixed to the rear of it, the Guard is to see that such Signal is removed at the proper Station, and report to the Station Clerk that a Special Train or Engine is coming. One or more Tail Boards should be kept at each Terminal or Junction Station with the name of the Station painted on each. After use, these Boards to be returned at once to the Station they belong to.

Remove tail board at proper station.

Tail Boards to be kept at terminal and junction stations.

Return of Tail Boards.

47. Hand Lamps and Flags, when used as Signals, must always be held in the hand, and not placed upon or stuck in the ground.

Hand Signals must be held in the hand.

48. Care must be taken that the person sent on any occasion to use a Signal be practised in the same, and understands its meaning.

Persons sent with Signals.

49. *The absence of a Signal at a place where a Signal is ordinarily shown, or a Signal imperfectly exhibited, must be considered as a Danger Signal, and treated accordingly.*

Absence of Signal, danger.

50. No Signal must, under any circumstances, be altered, or made to show a different Signal, without the knowledge and sanction of the man on duty and in charge of it.

Not to alter Signals.

51. The Guard or Brakesman of a Train is responsible for attaching and lighting the Tail and Side Lamps, or attaching a Tail Board on the last Carriage or Wagon; and the Engine-driver and Fireman for placing the Lamps on the Engine and Tender; and for seeing that their lights are kept properly burning throughout the journey. When a carriage is detached, care must be taken to see that the Tail and Side Lamps or Tail Board are removed and refixed to the Train.

Persons responsible for attaching and lighting Lamps.

Carriages detached from Train.

JUNCTION SIGNALS.

52. The Junctions are provided with two or more Semaphore Signal Posts corresponding with the meeting Railways; the Signal for each Branch Line being shown on the Signal Post next to such Branch.

Junction Signals, description of.

Signals set at Danger.

53. The Signals at the Junctions are always set at Danger, and no Engineman is allowed to pass until the Arm is lowered to Caution, or the Green Light is shown. Inasmuch as at Junctions the Signal is not under any circumstances lowered beyond Caution, and the Drivers might mistake such Caution Signal to indicate that the Line is unimpeded, when it may happen that the preceding Train is not clear of the next Signal Station, Signalmen will, for the purpose of indicating to Drivers that the five minutes' interval has elapsed, but that the preceding Train is not clear of the next length, in addition to turning the Signal to Caution, show a Green Flag or Green Hand Light. When two Trains are seen approaching a Junction from different Lines, the Signalman must keep his Signals on at Danger to both Trains, and not allow either to pass until one of the Trains has been brought to a stand.

Two Trains approaching a Junction.

Whistles for Main and Branch Lines.

54. All Main Line Enginemen must give *one* distinct whistle when approaching a Junction from either Side; and all Branch Enginemen must give *two* distinct whistles, unless otherwise ordered.

INSTRUCTIONS IN CASE OF ACCIDENT OR FOG.

Enginemen to receive instructions from Guard.

55. In case of any accident to the Engine or Train, or if the Line be obstructed in any way so as to cause a complete stoppage, the Engineman, after taking such steps as may be necessary for the safety of the Engine, must immediately see the Guard of the Train and communicate with him and receive his directions.

Irregular stoppage of Trains.

56. Whenever a Train is stopped in its journey from any cause other than the regular stoppages at the Station, the Guard or Brakesman, if there be only one, or the Under Guard or Brakesman, if there be two or more, and the Fireman, shall immediately go 1,000 yards both ways with Danger Signals to stop any coming Engine or Train, and shall in addition to his Hand Signals take Detonators. At every interval of 300 yards, he must place upon one of the rails of the Line on which the stoppage has happened, *one of the Detonators*, and on arriving at the distance of 1,000 yards he must place *one Detonator upon each rail* and opposite each other, to stop any approaching Engine or Train, when he will return (picking up the intermediate Detonators), and conspicuously show his Hand Danger Signal, to within a distance of 600 yards of the stoppage, where he will continue to show his Danger Signal until the obstruction is removed and safety insured, when he will return to his Train and remove the remaining Detonators, except the two which were placed 1,000 yards in rear of the Train.

What steps to take.

Steps to be taken in absence of Guard.

57. In the absence of the Guard, the Engineman must send a Messenger each way to the next Platelayer or other person to stop any Trains approaching in either direction; and, if dusk or dark, he must see that the Lamps are so turned that his own and the Front Carriage Lamps shall show *Red Lights* forward, and the last Carriage and the Tail Lamps show a *Red Light* backwards, thus putting *Red Lights* to show in *both* directions, observing likewise the instructions given in preceding Rule. The Engineman is also, in case of the absence of the Guard, to send immediate information of the stoppage to the nearest Station; and, if

necessary, to the nearest Engine-house for assistance, *but he is not himself to leave the Train.*

58. In case of his meeting an Engine before reaching three-quarters of a mile, he is immediately to place two Detonators on the Rails, show a Red Flag or Light, and use every other means to stop the Engine, when he will instruct the Engineman as already mentioned. He will then proceed and place Signals as before directed.

In case of his meeting an Engine, &c.

59. If a second Train comes up before the obstruction be removed, the Guard of the second Train will leave his Van and proceed to protect his Train, as directed in the preceding Rules. The Guard of the first Train, having assured himself that the Guard of the second Train has gone back with the necessary Signals for the protection of the second Train, may then rejoin his own Train. If other Trains come up, the same Regulation to be carried out, the Guard of the last Train being the protection of the whole.

Second Train coming up before removal of obstruction.

60. Each Guard, Brakesman, Policeman, and Pointsman not at a Station, and all Enginemen, Gatemen, Foremen of Works, and Gangers of Platelayers will be held responsible for having the *proper supply*, namely, *one dozen of Detonating Signals*, which they must keep in a dry place, and always have ready for use whilst on duty; and every Officer in charge of a Station will be provided with these Signals, which are to be kept in an unlocked drawer or shelf in a dry place, in order that they may, at all times, be easy of access to all on duty at the Station; and every person connected with the Station shall be made acquainted with the place where they are deposited.

Supply of Detonators.

Responsible for having supply of Detonators.

61. During a Fog, should a Train be disabled and standing at a Station, so that it cannot proceed forward, and cannot get clear of the Main Line—if another Train is nearly due, a Servant of the Railway must be sent back 800 yards at the least, to place one of the Detonators on the Rails, in order to stop any Engine that may approach until the Station shall be free from obstruction; and should another Train be then nearly due, he must proceed 800 yards further and place another Detonator. Every Train in succession that is thus brought up, either in consequence of fog or accident, is to be sent on slowly as ordered in Rule 59.

Signal when Train disabled at a Station during fog.

CLERKS.

62. Every Officer in charge of a Station is answerable for the Offices and Buildings and the Railway Property there. He is also responsible for the faithful and efficient discharge of the duties devolving upon all the Railway Servants at the Station. He must pay particular attention to the Special Rules for working that portion of the Line on which he is engaged.

Responsibility of Station Clerks.

63. The address of every Servant connected with the Station is to be registered in a book to be kept at the Station for that purpose.

Address of Servants.

64. He is to see that all general and other orders are duly entered and executed, and that all Books and Returns are regularly written up and neatly kept.

Office duties.

65. He is to take care that all Servants at his Station behave respectfully and civilly to Passengers of every class, and to prevent Passengers from crossing the Line, or standing near the edge of the Platform on the approach or departure of Trains.

Civility to Passengers.

Inspection of Offices, Signals, and Carriages. 66. He is to inspect *daily* all Rooms and Offices in connection with the Station, in order to see that they are neat and clean, and also ascertain that the Signals are in proper order. Terminal Station Clerks must satisfy themselves that the Carriages are always started in a clean and orderly condition.

Time to be taken from Guard. 67. Every Station Clerk in charge of a Station where there is no telegraphic communication is to take the time from the Guard of the First Train, and **NO TRAIN IS ON ANY ACCOUNT TO BE STARTED FROM ANY STATION BEFORE ITS APPOINTED TIME.**

Cleanliness of Servants. 68. He is to take care that all the Servants come on duty clean in their persons and clothes.

Stores. 69. He must be careful that all Stores supplied for the Station are prudently and economically used, and that there is no waste of gas, oil, grease, coal, wood, or stationery.

Closing empty Carriages. 70. He must cause the *windows* to be *closed* and the *doors locked* of all spare Carriages standing at his Station, so as to exclude the rain and dust, and prevent the Cushions being stolen.

Neglect of duty. 71. He is to report, without delay, neglect of duty on the part of any one under his charge; and, in case of complaint against any man, he is to communicate the particulars as soon as possible to his Superior Officer.

Power of suspension. 72. The Station Clerk has the power to suspend any servant under him, where the conduct of the servant is such as to require that course, either with regard to the safety of the public or the interests of the Service. He must, however, report the matter immediately to the Manager.

Temporary Guards. 73. Terminal Station Clerks must be very strict in their *selection of Porters* sent to *perform Guards' duty* temporarily. The smartest, most intelligent, and best educated men must be employed on such occasions.

Absence without leave. 74. No Station Clerk is allowed to be absent without leave from the Manager, except from illness, in which case he must immediately inform the Manager, and send a doctor's certificate, and take care that some competent person is intrusted with his duties.

Passenger Trains take precedence of other Trains. 75. Passenger Trains must take precedence of Goods and Mineral Trains; and the latter must not be started from any Station or Junction within ten minutes of the time of a Passenger Train being due to leave. If, however, the Station Clerk or Signaller is aware, from facts which may come to his knowledge by Telegraph or otherwise, that the Passenger Train which is due to leave may not be expected for some time, he will be justified in despatching the Goods or Mineral Train, taking care specially to warn the Engineman and Guard of the Passenger Train when it arrives, and to inform them of the precise time when the Goods or Mineral Train was despatched.

Disabled Trucks left short of destination. 76. When a Truck is left at a Station short of its destination, in consequence of an axle-box being hot, or from other cause, the Station Master must take care that the goods are not unnecessarily delayed. If the Truck cannot speedily be put into running order, the contents must be transferred to another Truck and forwarded to their destination.

If no Wagons to leave, Engine to proceed. 77. A Station Clerk having no Wagons to forward by a Train timed to call at his Station, must exhibit to the Engineman the White Hand Signal, on observing which the Engine-

man, if he has no Wagons to leave, may proceed without stopping.

78. Intermediate Station Masters who have to attach Carriages or Wagons, should have them quite ready by the Time the Train arrives, and, if possible, so arrange them as to prevent unnecessary shunting.

79. Persons not employed in the service, or not about to travel by the Trains, have no right of access to the Station; but no person is to be excluded from the platforms without sufficient or special reasons. The Booking Offices must be kept perfectly private, and the public must not have access behind the counter of any Station, or be furnished with information not intended for them.

80. The Booking Office must never be left during the Hours of Business without a competent person in charge, and the Window of the Booking Office must be Open, for the purpose of issuing Tickets, at least Fifteen Minutes before each Train is due to start. *On Race Days and other Holidays, Tickets must be sold at all times.*

81. If the Guard or Station Clerk have reason to suspect that any Passenger is or has been travelling upon the Railway without having paid any Fare, or the proper Fare, he may require such person to produce his Ticket; and every Passenger, before leaving the Railway premises at the end of the journey, is to be required to deliver up his Ticket. If any Passenger shall refuse or be unable to produce a proper Ticket, or shall commit any other offence against the By-laws or Regulations of the Railway relating to Travellers by the Railway, the case shall be immediately investigated by the Station Clerk where the occurrence may take place, who is to exercise his discretion as to the proceedings to be taken, always reporting what has been done.

82. The power of detention is to be exercised with great caution, and never where the address of the party is known, or adequate security offered for his appearance to answer the charge. When it is necessary to detain any person, such detention shall not continue for a longer period than is absolutely necessary, and the party shall be conveyed before a Magistrate with as little delay as possible.

83. The power of detention for offences is limited to the *person* of the Passenger, and does not extend to his Luggage; but the Luggage may be detained for the Fare, in case it is not intended to proceed against the owner for a penalty, such Luggage being subject to a lien for the amount of the Fare.

84. As it is the *intent* which constitutes the offence, it is very desirable that the power of detention should be exercised with caution and discretion, as cases may frequently occur of persons *unintentionally* travelling beyond the distance for which they have paid their Fare, or even against their wish, and to their inconvenience; and the right of detention is applicable only in cases of Passengers travelling without having first paid their Fare, or in cases of what is termed over-riding by parties who, *knowingly and wilfully*, proceed beyond the place to which they are booked, not only without previously paying the additional Fare for the additional distance, but also with *intent* to avoid payment thereof.

85. No Engine or Vehicle of any kind must, under any circumstances, be allowed to run

Attaching Carriages or Wagons, wayside.

Trespassers.

Booking Office to be kept private.

Competent person to be in charge of Booking Office.

Time for issuing Tickets before Train starts.

Passengers not producing their Tickets.

Detention of Passengers.

Detention of Passengers.

Detention of Passengers.

Protect Line by Signals when Shunting.

from a Siding on to the Main Line, until distinct permission has been received for it to do so, by the exhibition of the necessary Signals by the Signaller in charge of the Post; and it is also incumbent on the Guard and Engineer-driver to satisfy themselves that the Signals necessary for the safe performance of the operation are exhibited before the Main Line is fouled. Points must not, under any circumstances, be wedged or propped open, but must in all cases be held by hand for the Line in connection with which they are required to be used.

86. Carriages and Wagons are never to be allowed to remain on the Main Line, but must be placed in a Siding; the Wheels securely scotched and Brakes applied. Sprags and Chocks must be kept at all Stations where there is Goods Traffic.

87. IF ANY TRUCK GETS OUT ON, OR FOUL OF, the MAIN LINE from a siding, in consequence of the entrance block being left open, the person through whose neglect the vehicle gets away WILL BE DISMISSED, in addition to any penalty that he may incur under Clause 152 of "The Public Works Act, 1876."

88. *Every exertion must be made for the expeditious despatch of the Station duties, and for insuring punctuality in the Trains.*

89. It is the imperative duty of every Station Clerk, &c., to examine the Time in the Bills applicable to his Station, as soon as possible after receipt, and to report any irregularity to the Manager at once. All the Bills out of date must be sent to the Manager's Office.

90. The Time Bills and Public Announcements issued to Stations are held to be sufficient notices for Station Masters, Booking Clerks, and all other Servants of the Department as to the changes in the Train Service, Special Trains, or any other matter to which the notices refer. The NOTICE BILLS announcing alterations in time of Trains are to be posted up on the MORNING of the DAY ON WHICH THEY COME INTO OPERATION, before the Station is open for business; and all OLD TIME BILLS must be REMOVED and DESTROYED.

91. In addition to any Circular Memorandum that may be issued, Special Trains are to be timed on to and from all Telegraph stations; and before any SPECIAL TRAIN is despatched notice must be RECEIVED and ACKNOWLEDGED by every Station Master on the Line; and the Guard (or, if there is no Guard, the Driver) of each Special Train or Engine must receive *written* instructions from the Station Master who despatches the Train, directing him when to leave each Station and where to shunt, if it should be necessary for him to do so in order to allow Trains to pass.

92. No Train is to be started before the time stated in the Tables; and care must be taken that all Carriage Doors are carefully fastened, where the Carriages have side doors.

93. No Engine or Train shall be allowed to leave or pass a Station within five minutes after another Train on the same Line.

94. The Clerk in charge of the Station shall direct the Guard when to start the Trains by ringing a Bell.

95. Station Clerks and Ticket Collectors are required to examine all Season Tickets at the time they examine the ordinary Tickets. This must be done by every Train. Passengers not producing their Season Ticket must pay the ordinary fare.

96. When Passenger Trains arrive at the

Platform, the name of the Station must be distinctly called opposite *each compartment of every Carriage*, by the Porters on duty. At Junctions where Trains are divided, the Carriage Doors must be opened, and every Passenger asked where he is going.

97. Station Clerks having charge of Signals, Pumps, Gates, Turn-Tables, or Points, are to take care that they are in complete working order, and shall give notice to the Foreman of Permanent Way of the Division immediately, and also to the Manager, as directed by Rule No. 106, on any repairs being required thereto; and in case any part becomes deranged or broken, the nearest Platelayer must be ordered to have the same made perfectly safe; and the Station Clerks will be held responsible for the consequence of any accident that may arise from the defective state of their Signals, Pumps, Gates, or Points, unless such defect shall have been previously reported as hereby required.

98. The greatest possible care must at all times be exercised in the cleaning, trimming, and lighting of Signal Lamps; and Station Clerks who do not perform this duty themselves, must understand that they are responsible for its efficient performance by the men under their supervision.

99. The oil-burners of the Semaphore, Distant Signal, and Platform Lamps must always be taken out of their cases when the lights are extinguished, and be at once cleaned, trimmed, and put in a proper place for safety, so as to be ready for use at any time when required. They must be lighted as soon as it commences to be dusk; and during the interval between the dusk of evening and dark, both the Day and Night Signals must be used. The Signal Lamps must be extinguished in accordance with the following directions:—At places where a person is in attendance all night, and at Level Crossings where a Station Clerk or Gateman is resident on the spot, the Signal Lamps must not be put out until broad daylight in the morning. At places where no person is in attendance during the night, the Signal Lamps must be put out before the person last on duty leaves. In foggy weather or snow-storms, when the Day Signals cannot be seen plainly, the Signal Lamps must be kept burning by day as well as by night. Where no Night Trains are run, the Lights are to be extinguished after the passage of the last Train.

100. The working of the Signals is under the charge of the Station Clerk, and he must appoint his best Porters to attend specially to them. Such Porters shall be designated "First Signal Porter," "Second Signal Porter," and so on, in the Pay Bill; the "Second Signal Porter" being the man appointed to attend to the Signals during the absence of the "First Signal Porter."

101. The weighing-machines and weigh-bridges must be kept clean, the knife-edges and other parts must be slightly greased, and the steelyard and other indicator kept bright, so that the letters and figures thereon may be legible. Each machine must be balanced ready for work the first thing every morning. Machines which have a brake lever or other un-gearing apparatus must be carefully kept out of gear except when weighing.

102. In frosty weather the Station Clerk will be held responsible for keeping Fires in the

Passengers wanting to change at Junctions.

Defective Signals, Pumps, Gates, Points, &c., to be at once reported.

Clerk responsible for accidents arising from defect, unless reported.

Care of Signal Lamps.

Method of working.

Signal Porter.

Weighing-machines.

Keep Water Cranes from freezing.

Points to be held in hand, not wedged or propped open.

Carriages and Wagons on Main Line.

Penalty for neglecting to shut entrance block.

Despatch of Trains.

Duty to examine time bills.

Time bills and public announcements sufficient notice.

When to exhibit fresh notices.

Special Trains.

Starting of Trains.

Five minutes interval between Trains.

Clerk starts Trains by bell.

Season Tickets.

Calling Stations.

Water Cranes at his Station, so as to prevent the freezing of such cranes.

Tail Ropes.

103. At Stations where there is Goods Traffic one or more *Tail Ropes* must be kept for the use of the Station.

No injured vehicle to be used until inspected.

104. Whenever any vehicle has received injury, however slight in appearance, by getting off the line or otherwise, it must not be allowed to continue in traffic until it has been inspected and pronounced safe by the Inspector of Rolling Stock or his deputy.

Give notice of extra carriage accommodation required.

105. Station Clerks must give ten days' notice at least, to the Manager, of great Markets, Show-days, Races, &c., in the neighbourhood of their Stations, that extra accommodation may be provided.

Making reports or complaints.

106. Whenever any Goods or Station Clerk has any complaints or remarks to make whatever, they must be made on the back of the Goods and Passengers Returns.

Report in writing.

107. Any subject of importance must always be communicated immediately in writing.

Cleaning Horse Boxes, &c.

108. Horse Boxes, Cattle and Sheep Wagons, must be thoroughly cleaned immediately after being used.

Use slings for lifting wet casks, &c.

109. Slings must be invariably used when lifting by crane wet casks, such as wine, spirits, oil, &c., and also for boxed carriages or other bulky packages. Cant or dog hooks may be used for dry casks and other solid packages.

Cant or dog hooks may be used for dry casks, &c.

Careful loading, securing and sheeting.

110. The **LOADING, SECURING, and SHEETING** of goods, timber, &c., should be done so as to prevent the possibility of anything falling off or extending beyond the proper limit, and the goods should be sheeted so as to prevent the possibility of fire. The **GREATEST CARE** is necessary in this particular, as improper loading is likely not only to cause serious damage to the Rolling Stock or the works of the Line, but may occasion accident to subsequent trains from articles falling off and forming obstructions. Round timber must be specially secured. Goods must be loaded in such a manner that they may not be damaged by concussion or chafing. All casks of spirits or other liquids must be blocked tightly.

Loading trucks, distribute weight. Five tons maximum load.

111. Trucks *must* be loaded in such a manner as to distribute the weight of the load as equally as possible between the four wheels. The **MAXIMUM LOAD** allowed for *any Truck* or *Wagon* is **FIVE TONS**.

Carding Trucks.

112. Every Truck or Wagon, as soon as loaded, must have a card affixed, with number of truck, destination, and date, and which must always be removed as soon as a truck is unloaded.

No large Packages allowed in Passenger Carriage.

113. No Package is to be allowed to be taken into any carriage which cannot be put under the seat occupied by the Passenger.

Delivery of Parcels and Luggage.

114. The Clerk must see that the Guard delivers all Parcels, Luggage, &c., to the Porters appointed to take charge of them.

Searching Carriages.

115. A man must be told off for the duty of *Searching the Carriages* of all Trains immediately on arrival at their destination.

Conveyance of Mails.

116. Every Station Clerk must see the Mails properly sorted and sent off from his Station. He must also receive all Mails and see that no mistakes take place. Station Clerks will be held responsible for any mistakes that may occur.

Smoking and gaming forbidden.

117. Smoking is strictly prohibited in any covered part of the Railway Premises, or in Carriages other than those appointed for the purpose, and gaming or games of chance are forbidden.

118. No person can be allowed to ride on Railway Wagons, either empty or loaded, or Goods or Passenger Vans, except by special permission of the Manager.

Nobody to ride on Wagons or in Vans.

119. No Fire must be allowed in or near any of the Stations or Buildings, except in the regular fireplaces. Any person lighting or allowing a fire to be so lit will be fined.

No Fire allowed at Stations.

120. All Letters and Parcels, except Money, must be placed by the Clerk at each Station in the Guard's Van, and in the Box provided for that purpose, and in that portion marked with the name of the Station for which such Letter or Parcel is intended. On the arrival of every Train the Clerk must see what Letters are in the Box for his Station, and must deposit in their respective Boxes the Letters, &c., for other Stations. A Box will be put in the Guard's Van for the conveyance of all letters and moneys to the Head Office.

Mode of conveyance of Letters, &c.

121. All Clerks are to report any Driver going at rapid speed through Points or over Turn-tables.

Report Driver going quickly over Points and Turn-tables.

122. Station Clerks are required to see that the Rails are sanded in slippery weather, so as to prevent the Engine slipping.

Sanding Rails in slippery weather.

123. All small Packages are to be put into the Guard's Van and locked up by the Guard, and a separate Way-bill, entitled "*Van Way-bill*," must be made out for everything in the Van.

Small Packages to be locked up in Guard's Van.

124. Each Guard must make a Report on Running Sheet showing cause of delay, if any, and noting late starts. These Reports are to be sent to the Head Office, and, if the Guard reports delays caused by Engine-driver, the Locomotive Foreman will make searching inquiries into the cause, and report the same to the Head of his Department.

Guard's daily Report.

Inquiry into Reports against Driver.

125. The Chief Clerk will attend to all irregularities on the part of the Traffic Department.

Chief Clerk.

126. Lost Luggage, not previously claimed, must be forwarded by first Train on the Monday morning next after the day on which it was found, to the Manager, together with a List giving full particulars relative to each article, accompanied by a Way-bill, which must be given to the Guard with the Luggage. *Lost Luggage Register Books* are kept at the Stations, into which particulars of every article found must be entered, immediately on its delivery to the Station Clerk. *Any person making application for lost Luggage* must give the date, Train, and full description of the lost property, before he is allowed to see it, should it be in the Railway's possession. On delivering it up, a Luggage Delivery Note must be signed by the party receiving the articles. *All lost Luggage* which has been *claimed*, when not properly addressed, or which is merchandise, or lost through the carelessness of the passenger, must be returned to the owner, the regular charges being made upon it. When Luggage has been mis-sent, or lost, through the carelessness of the Railway Servants, it must be returned free of charge.

Lost Luggage.

INSPECTORS OF THE LINE.

127. The Line Inspectors must take observations, make inquiries, and render reports to the Manager as to the following matters:—

Subjects to report on.

- (1.) Proper use of Signals.
- (2.) Signalling of Trains at Stations.
- (3.) Signalling by Gatekeepers.
- (4.) Maintenance of proper intervals between Trains at Stations.

- (5.) Proper Keeping of Train Record Books and Truck Journals.
- (6.) Prompt advising of the arrival of Goods.
- (7.) Improper delay of Wagons after discharge.
- (8.) Demurrage of Trucks.
- (9.) Improper delay of Sheets.
- (10.) Careful use and custody of Sheets.
- (11.) Systematic and occasional Trespassing.
- (12.) Proper Signing of Risk Notes (Cattle and Horses, Fish, &c.).
- (13.) Cases of Suspected Fraud.
- (14.) To inspect Stations and Offices, &c., as to Cleanliness.
- (15.) Generally must notice if the Rules, Regulations, and Orders of the Railway are adhered to, reporting all irregularities, especially those affecting the safe working of the Line.

Inspectors must report direct to their Superior Officer everything that comes under their notice which is *irregular*. They must not interfere with the authority of the Station Clerks, who have the command of all the men included in their Station Pay Bill.

SIGNALMEN AND POINTSMEN.

Read and write.

128. Every Signalman and Pointsmen must be able to read and write.

Signalling.

129. Every Signalman or Pointsmen on duty must stand upon the Line clear of the Rails, and give the proper Signal on the passing of any Engine or Train.

Trespassing.

130. Signalmen and Pointsmen must not allow any person, except on duty, to pass on the Line without written authority; and they must report any occurrence of this nature to the Manager through their Superior Officer. They must also obey any orders which the Officers in charge of Stations may give.

Report gates or slip panel left open.

131. Every Signalman or Pointsmen is to report if any Gates or Slip Panels (which the owners or occupiers of land are required to keep shut) have been left open, that the parties may be charged with the penalties; and any instance of Sheep or Cattle being on the Line or Slopes is also to be duly reported to the Manager through his Superior Officer.

Report cattle on line.

132. Every Pointsmen must be careful to keep his switches clear and well oiled; and whenever a Train has passed over, he must see that no coal, coke, wood, or dirt has dropped within the Points (so as to prevent them from closing), and that they are replaced in their proper position. He must also try his Points before the passing through of a Train, that he may be thoroughly satisfied there is no impediment to their true working. At *Facing Points* these precautions become doubly important. At all *Facing Points* the handle must be held down whilst any Train or Vehicle is passing.

Keep switches clean and oiled.

Try points before passing through of a Train.

Facing point handle to be held down when Train passing.

Reports and complaints to be made to Head Office.

Injury to Points, &c.

133. Whenever any Signalman or Pointsmen has any complaint or remark to make, he must communicate with the Head Office immediately through his Superior Officer in writing.

134. Whenever, from the passage of an Engine or Train, the Points, Crossings, or Guide Rails receive injury or strain, or the Rails themselves are split or chipped, the circumstance must immediately be reported by the person in charge of the Points to his Superior Officer.

Trains to be noticed.

135. All Signalmen and Pointsmen must take particular notice of each Train as it passes,

and, if they see anything wrong, they must show a Red Signal to the Guard or Driver, and blow their whistle.

136. No Fire for cooking or any other purpose must be lighted on any property adjoining the Railway Line. Such Fires must be within the Railway Boundary, and great care must be taken by Foremen, Gangers, and men, that all such Fires are quite put out before leaving work.

Fires for cooking to be within Railway Boundary. Put out fires before leaving work.

137. Every Signalman and Pointsmen is to make himself duly acquainted with the Code of Signals and Regulations for the working of the Trains. He must pay particular attention to the Special Rules for working that portion of the Line on which he is engaged.

To be acquainted with code of signals, &c.

GATEMEN.

138. All Gatemen must remain at their Gates both night and day. They will be supplied with locks to lock the Gates in a proper manner. Any accident happening from the neglect of this order will be visited severely on the party or parties offending.

Gatemen to remain at Gates night and day. Responsibility.

139. Every Gateman will be provided with Signals and a Whistle.

Provided with signals.

140. Every Gateman on duty must stand upon the Line clear of the Rails, and give the proper Signal on the passing of an Engine or Train.

Signalling.

141. Gates must always be kept closed across a public road, except when required to be opened to allow the passage of traffic. Before opening the Gates, the Gateman is to satisfy himself that a Train is not in sight. He will then exhibit his Red Signal until the Railway is clear and the Gates closed.

Gates, mode of working.

142. The Gate towards which Cattle, Carriages, or Horses are approaching, is not to be opened until the opposite Gate has been first opened, so as to allow them to cross over without stopping upon the line.

Mode of opening Gates.

143. Gatekeepers and others having charge of Gates, Signals, and Points, are required to give notice to the Foreman of their Division immediately on any repairs being required thereto; and in case any part becomes deranged or broken, or should any Gate be imperfectly hung, so as not to shut itself, or should the fastenings be defective or become deranged, so as not to fasten the Gate on the instant of its being shut, they must immediately order the nearest Platelayer to see that the same is made perfectly safe.

Defect in Gates to be reported.

144. When any Signal, Gate, Post, Hanging, or Fastening thereto shall be defective, the person in charge thereof will be held responsible for the consequence of any accident that may arise from such defect, unless the same shall have been previously reported by him as required by Rule 143.

Responsible for accident through neglect of Rule.

145. The Gateman must take particular notice of each Train as it passes; and, if he sees anything wrong, he must show a Red Signal to the Guard and Driver, and blow his Whistle.

Trains to be noticed.

146. Gatekeepers are to prevent, as much as possible, any person Trespassing upon the Railway, and every case of Trespass must be immediately reported to the Foreman of the District; and they are also to report any irregularity of Signals or other infringement of the Government Regulations, whether of Plate-layers or others in the Railway Service.

Prevent Trespassing, &c.

Report irregularity of signals.

147. Gatemen must make themselves well acquainted with all the Signals and Regula-

Acquaintance with signals and regulations.

tions thereto. They must pay particular attention to the Special Rules for working that portion of the Line on which they are engaged.

Gates to be locked at night.

148. Where no Night Trains are running, the Gates must be thrown across the Line at night and securely locked, so as to prevent Cattle from Trespassing on the Line.

ENGINEMEN AND FIREMEN.

Read and write. Devotion to service.

149. Every Engine-driver and Fireman must be able to read and write, and must devote himself exclusively to the Government service, attending at such hours as may be appointed, and residing wherever he may be required. He is to obey all orders and instructions he may receive from those placed in authority over him, and conform to all the General Regulations of the Department. He must always when on duty have with him a copy of this book, and of all rules issued to him, which book and rules he is required to read over frequently, so as to become thoroughly acquainted with every particular set forth therein. The daily pay which may be fixed for each man will always include his services during such hours, whether early or late, as may be determined upon from time to time by the Manager according to the arrangement of the train, and which hours will be so arranged as to give to each man a fair average day's work.

Residence. Obedience to orders.

To carry copy of Rules.

Day's work.

Deduction for fines, &c.

150. The Government shall have the right to deduct from the pay of any Drivers or Firemen any sums awarded for neglect of duty as fines, or for damage to Engines or other property of the Government.

Insobriety.

151. Drivers and Firemen will be liable to immediate dismissal for any (the slightest) instance of insobriety, as well as punishment by a Magistrate; and to fine or dismissal, as may be determined by the Manager, for disobedience of rules and orders, for negligence or other misconduct. No Driver or Fireman is allowed to quit the service of the Government without giving one month's previous notice. If a man is suspended by way of punishment for misconduct, or dismissed from any cause, his wages will cease during the whole time of such suspension, or from the date of such dismissal.

Leaving employ.

Pay stopped during suspension.

Responsible for safety of Engine and Train.

Be acquainted with road and Signals.

Keep mind fixed on work.

Fireman under orders of Driver

Day's work.

152. The Engine-driver is responsible for the safety of the Engine and Train; and he must make himself thoroughly acquainted with the road over which he conducts an Engine, and also the Signals governing the traffic. He is at all times to exercise the greatest watchfulness, and while on duty must keep his mind entirely fixed on that which is required to be done.

153. The Fireman must in all cases act under the direction of the Driver with whom he is appointed to work, when his directions are not inconsistent with these rules.

154. The duty required of every Driver will be determined each day by the Manager, and no overwork is to be undertaken by any man on any account without the sanction of the Manager, except on sudden emergencies; and in such cases it must be reported in the daily return.

No person allowed to ride on Engine.

Fireman not to move an Engine.

155. No person except the proper Engine-man and Fireman is allowed to ride on the Engine or Tender without the special permission of the Manager; and no Fireman must move an Engine except when instructed by the Driver, and has also an order from the Locomotive Superintendent.

156. The Engineman and Fireman must appear on duty as clean as circumstances will allow; and every Driver must be with his Engine thirty minutes, and every Fireman forty-five minutes, before the time appointed for starting, in order to see that the Engine is in proper order for going out—has the necessary supply of fuel and water—and that the Signals are in a fit state for use. He must attach his Engine to the Train five minutes before time for starting.

Appearance when on duty.

Time with Engine.

Engine in proper order.

Attaching to Train.

157. Every Engineman must provide himself with a good watch, and shall have with him at all times on his Engine the following tools:—

Tools, &c.

- A case of Detonating Signals.
- 2 Short Chains with Hooks.
- 1 complete set of Screw Keys.
- 1 Large and Small Monkey Wrench.
- 3 Cold Chisels.
- 1 Hand-Hammer and 1 Flogging-Hammer.
- 1 Crowbar.
- 2 sets Links and Pins or other Couplings.
- 2 Screw Jacks.
- A quantity of Flax and Twine.
- 4 Large and Small Oil Cans.
- Plugs for Tubes.
- 1 Fire Bucket.
- 1 complete set of Fire-irons.
- 1 Shovel.
- 1 complete set of Lamps.

The Lamps will be delivered into the Lamp-room every night or morning when the journey is completed, and taken out again when required.

Custody of Lamps.

158. Every Driver must take care that he is provided with a Time Table showing the exact time in which each journey is to be performed, except for Special and Ballast Trains, the speed of which must be regulated by circumstances; and he should consult frequently the table showing the speed of an Engine, to judge with certainty the rate at which he is travelling, or should travel, to arrive at a given Station at a certain time, and endeavour to run the Engine regularly at a uniform speed, from which he should vary as little as possible, and on no account run before the time specified in the Time Table.

To have Time Table.

Run at uniform speed.

Not to run before time specified in Time Table.

159. The speed of Trains must never exceed that shown in the Service Time Tables, nor are Drivers on any account to make up lost time by increased speed, unless they receive special permission so to do.

Speed of Trains.

Not to make up lost time.

160. When the Engine is in motion, the Engineman is to stand where he can keep a good look-out ahead, and the Fireman must at all times be ready to obey the instructions of the Engineman, and assist him in keeping a look-out when not otherwise engaged. He must be ready to assist the Engineman in looking out for signals when nearing a Station or a Junction. They are also, before starting, and frequently during the journey, to look back and see that the whole of the Train is following in a safe and proper manner, especially just after starting and after passing a Crossing or a Pointsman. The Engine-driver must pay particular attention to all Signals when going over any portion of the Line under repair, and must always go slowly over such places.

Look-out.

Fireman assist to look out.

See that whole train following.

Signals when Line under repair.

161. When two Engines are employed the first is to start and get the whole Trains in motion, or the draw-bars stretched before the steam is put on by the second Engine. The Driver of the second Engine must look for and

Two Engines. Mode of starting.

take the Signals from the Driver of the leading Engine, but the Driver of the second Engine will be held equally responsible with the Driver of the leading Engine for the proper observance of all Signals regulating the safe working of the Line. Great caution must be used in starting and stopping Trains drawn by two Engines, in order to prevent the breaking of the coupling. Two distinct Whistles will signify to reverse and put back, and one sound to move forward.

Two Whistles reverse.

Stopping of Trains.

162. There may be cases requiring a Train to stop, either from a Signal or from the personal observation of the Driver, when the most prompt judgment and skill will be required to decide whether to stop quickly or merely to shut off the steam and let the Train stop of itself; this must be left to the judgment of the Driver. As a general rule it may be considered that, if anything is the matter with the Engine requiring to stop, the quicker it can be done the better; but if any intermediate parts of the Train are off the rails, allowing the carriages to stop of themselves has, in some cases, kept up a disabled carriage, whereas, it is probable that if the brakes had been applied in front, the carriages behind would have forced themselves over the disabled one. If, however, the disabled carriage should be the last, or nearly the last on the train, the brake in front may be applied with advantage; but if towards the middle or the front of the Train, it is better to let the carriage stop gradually, as by keeping up a gentle pull the disabled carriage is kept more out of the way of those behind until the force of the latter is exhausted. In all cases the application of all brakes behind the disabled carriage will be attended with the greatest advantage and safety.

Train breaking loose.

163. If any part of a Train becomes detached when in motion, care must be taken not to stop the Train in front before the detached part has stopped; and it is the duty of the Guard of such detached part to apply his brake in time to prevent a collision with the Carriages in front, in the event of their stopping.

Train in distress.

164. When from any cause a Train is unable to proceed at a greater speed than four miles an hour, the Guard or Fireman shall be sent back half a mile with a red flag or lamp (where he shall place two Detonating Signals on the Rails), and continue walking at that distance behind the Train with his Danger Signal shown, so as to stop any following Train, until assistance arrives or the Train is shunted.

Train stopping on Main Line.

165. When from accident or any other cause an Engine or Train is stopped on the main line, the Guard, or in his absence the Fireman, or any other competent person shall immediately go half a mile back with a red flag or lamp, and detonators, to stop any following Train, even if such Train be not expected.

Leaving an Engine when on duty.

166. In all cases where the Driver leaves his Engine, it must be put out of gear and the steam shut off; but he must not leave his Engine, except in cases of great necessity, when he must place the Fireman in charge; but on no account shall they *both* leave it, either on the main line or any siding, nor until given up to the proper person.

Leaving an Engine standing.

167. In all cases when the Engine is standing still, however short the time, the Engine or Tender brake is to be screwed tight, until the signal is given for starting. The Engine, when standing in a shed or on a siding, must always be put out of gear and the brake fixed down.

168. In getting up Steam, special care must be taken to see that the Regulator is shut, and the Engine left in middle gear, and brake on, and that there is a proper quantity of water in the boiler.

Getting up Steam.

169. Enginemen are strictly prohibited from throwing out of their Tender any small coal, coke, wood, or dust, except into the pits made for that purpose.

Throwing out small coal, &c.

170. The Engine-driver is responsible for attaching the proper Signals to his Engine when required.

Responsible for attaching Signals.

171. In the evening when it is getting dusk, and before it is dark, the Engineman must see that his Lamps are trimmed and ready, and must take care that the Signal Lamp, showing a *White Light* for Passenger, and *Green* for all other Trains, is fixed in *front*, on the right-hand side of the Engine; and a *Light* must also be fixed on the left-hand side of the tender, showing *Red behind*. *This latter being more important than a front Light when he has only one Lamp*, and if he should be upon the Line without his Lamps, he must procure them from the Locomotive Foreman or Storekeeper at the next principal Station.

Lamps to be trimmed and properly fixed.

172. Enginemen will afford every assistance with their Engines that may be required for the arrangement and despatch of the Trains, and shall follow the directions of the Guards in working the Trains.

Afford every assistance.

173. If a Driver is required by a Station Clerk to do anything which may appear in excess of the Driver's duty, or unreasonable, he is not to refuse to do it, unless inconsistent with safety; but the matter is to be referred to the Manager without delay.

Station Clerks making unreasonable requests.

174. The Driver is never to start without the proper signal. On starting, at every Station the Driver must direct his attention to the Guard, who will give the proper signal to start the Train by blowing a whistle and showing his hand by day, and a lamp by night. Every Driver on receiving the signal to start must sound his whistle *before* turning on steam.

Signal for starting Trains.

175. All Engines to be backed carefully to their Trains, and Enginemen with all Trains are strictly enjoined to start and stop slowly, and without a jerk, which is liable to snap the Couplings and Chains; and they are further warned to be careful not to shut off steam too suddenly (except in case of danger), so as not to cause a concussion of the Carriages or Wagons. Particular care is required with Cattle Trains, to prevent injury to the animals.

Careful starting and stopping of Trains.

Cattle Trains.

176. It is very important that Engine-drivers use the utmost caution when shunting Wagons into Sidings, so as to avoid injuring the Wagons, or other property of the Government. The Engine must never be detached until the train or vehicles are put into the Siding or elsewhere as far as required, and come to a standstill. On no account must any shunting be done, unless both Driver and Fireman are on the Engine. No Engine must push a Train, but always draw it, except in cases of necessity. Flying shunts are strictly forbidden.

Shunting into Sidings.

Flying Shunts forbidden.

177. Engines without trains are not to stop or stand on the Main Lines of rails, unless for water.

Engines not to stand on Main Line.

178. An Engine must not leave a standing Train on a descending gradient suddenly, but must draw gradually away, so that it may be seen whether the wagons are properly secured by their brakes.

Leaving Train on Gradient.

Over-running Platforms.

179. Drivers must be careful not to overrun Platforms at Stations, and they must run at such speeds, and have their train under such control, when approaching Junctions and Stations, as will enable them to stop at the required place without the aid of the Guard's brake. To this end Drivers are enjoined to pay particular attention to the gradients, state of the weather, and condition of the rails, as also to the length and weight of the train; and these circumstances must have due weight in judging when to shut off steam and when to apply the brakes. Should a train by accident stop short of or overrun a Station, the Driver must not move forward or put back until he receives a signal from the Guard to do so.

Despatch of Trains.

180. Every exertion must be made for the expeditious despatch of the Station Duties, and for insuring punctuality in the Trains.

Attention to Signals.

181. Enginemen and Firemen are to pay immediate attention to all Signals, whether the cause of the Signal is known to them or not; and any Engineman neglecting to obey a Signal is liable to immediate dismissal from the service. The Engineman must not, however, trust to Signals, but on all occasions be vigilant and cautious, and on no account be running before the Time specified on his Time Table.

Danger Signal.

182. When an Engine-driver sees a Red or "Danger" Signal or other stop Signal, he must bring his Engine to a stand close to the Signal, and on no account to pass it unless he receive verbal instructions from the person in charge of the Signal.

Passing through Rock Cuttings in frosty weather.

183. During frosty weather and thaws, Engineman must pass through all Rock Cuttings with great caution, as pieces of Rock are, in such weather, liable to become detached and fall on the rails; and they may reduce their speed over any part of the Line which may be in bad order.

Junctions.

184. Particular attention is called to the arrival at and departure from Junctions.

Approaching Stations in foggy weather.

185. Every Driver having charge of an Engine, whether with a Train or not, on approaching any Station or Junction where he cannot see freely ahead, whether from fog or otherwise, shall, at a sufficient distance, not less than half a mile, slacken his speed, and approach it at such a speed as to be able to stop his Engine or Train promptly, and without the danger of collision or accident.

Ring or Whistle at each Station, Level Crossing, Tunnel, &c.

186. The Whistle or Bell is to be sounded on approaching each Station and Level Crossing, and on entering the Tunnels. Three short sharp whistles, rapidly repeated, must be given when danger is apprehended, and when it is necessary to call the attention of the Guards to put on the Brakes. When more than one Engine is attached to the Train, the Signal is to be given by the leading Engineman; and in case of danger is to be repeated by the following Engineman, who will both forthwith reverse their Engines, and apply their Tender Brakes. Frequent use must be made of the Whistle in foggy weather, or of the Bell where there is one on the Engine.

Not to whistle unnecessarily.

187. The Engine Whistle must not be used more than is absolutely necessary, the sound being calculated to disturb passengers and the public residing in the vicinity of the railway, and to frighten horses.

Opening cylinder cocks.

188. Drivers should avoid as much as possible blowing off steam and opening the cylinder cocks at Stations, in Goods Yards, or in passing

trains, or men engaged on the line, or anywhere where the steam might occasion danger by obstructing the sight.

189. Should Fire be discovered in a Train, the Steam must be instantly shut off, the Brakes applied, and the Train be brought to a stand, the Signal of obstruction on the Line be made, and the burning Wagon or Wagons be detached with as little delay as possible.

Fire in the Train.

190. Each Engineman must, at the end of his day's work, make a correct return thereof, and fill in the particulars required, on the form provided for the purpose, which he must give to his Foreman, with the Tickets he has received for the coke, coal, oil, and tallow issued to him during the day, or a fine of One Shilling will be levied on him for each case of neglect. He must also see that he receives the full quantity of coke, coal, oil, and tallow charged to him, and that it is of sufficiently good quality to enable his Engine to do the work required.

Return of day's work to be made.

191. The strictest economy must be observed in the use of Fuel and all other Stores, and each Driver will be responsible for the stores booked to him or to his Engine. The economy shown by Drivers in the working of their Engines will form an item of consideration when determining the promotion of Drivers.

Store received.

Economy of Stores.

Extravagance retards Promotion.

192. Every report of Pumps being out of order, Line rough, or anything whatever connected with the Engines, Carriages, Wagons, Telegraph, Stations, or Line, must be reported immediately to the Foreman in writing, on the back of the Time Sheet; and should the Driver or Fireman observe any defect in the road or works, or in the working of the signals, or any unusual circumstance, he must report the same to the Station-master at the next Station, and also note the same on his daily report. No verbal report can be considered as a report at all. Strict attention is called to this Rule.

Rendering Reports. Reports to be in writing.

193. When the Engineman requires the assistance of the Guard's Brake, he must give three distinct rapid whistles; and should the Guard wish to attract the attention of the Engineman, he may do so by repeatedly applying the Brake and suddenly releasing it, and he must also exhibit his Red Flag or Red Light.

Engineman calling Guard.

Guard calling Engineman.

194. The Driver is particularly cautioned against going quickly through Points and over Turn-tables: the latter must never be crossed at more than walking speed.

To go slowly through Points and over Turn-tables.

195. Drivers are enjoined that when passing over any of the Timber Bridges of the Railway, that they must keep both dampers of their Engines closed tight to prevent any live ashes falling out and endangering the safety of the bridge by firing it.

Passing over Timber Bridges.

196. When a Ballast Train is standing on the Main Line, except at Stations or where there are fixed signals (in constant use), the Driver must see that the Guard makes the proper signals for the protection of the Line, as directed in Rule No. 165.

Ballast Train.

197. Drivers in charge of Goods and Ballast Trains must always exert themselves to keep out of the way of Passenger Trains, by shunting, if necessary, and if unable or doubtful of being able to get out of the way, the proper signals for protection must be made, as directed in Rule No. 164.

Keep out of way of Passenger Trains.

198. Drivers of Ballast Trains are to take particular care always to have a proper supply of Fuel and Water in their Engines, so as to

Have proper supply of Fuel and Water.

- prevent the possibility of any detention on the line from a deficiency; and they are also to take care that only such number of Wagons as can be drawn with certainty are attached.
199. At the end of Sidings entering upon the Main Line a White Post is placed, beyond which no Engine is to advance. At night and in foggy weather, a White Light will be shown on this Post.
200. When at a Station, the Driver is under the orders of the Clerk in charge of that Station.
201. Every Engine-driver and Fireman will sign his name, coming on and going off duty, in the book kept for that purpose, and the Clerk will write opposite each signature the time at which the name is inserted.
202. Before starting on his day's work, the Driver is in all cases to inspect the notices affixed to the Notice Boards in the Steam Sheds, in order to ascertain if there is anything requiring his special attention on parts of the Line on which he is going to work, as he is responsible for any accident that may take place owing to his neglecting to read the notices posted in the Sheds.
203. Enginemen and Firemen are required to turn their Engines before dropping their Fires, and to clean out the Tubes and Smoke-boxes of Engines which they may be working for the time being, unless the Foreman allow this to be done in some cases by others. Any Engine-driver putting his Engine into the shed before the ashes are cleaned out will be fined, and he must see that the regulator is shut, the brake on, the Engine out of gear, and the boiler full of water before he leaves his Engine.
204. Engine-drivers must have their Engine Boilers washed out every seventh day; and when in the shed each Engineman will be held responsible for having his Engine Boiler filled with water, ready for the steam being got up next morning. Enginemen will be held responsible for having the Glands or Stuffing-boxes properly packed and screwed up, so as to prevent them from blowing.
205. On shed days the Driver must report to his Foreman the general condition of his Engine, and what he has done to it during the day.
206. Engine-drivers and Firemen will be required to have at all times a plentiful supply of dry Sand, and in addition to that in the Sand-box, a quantity must be dried and kept in reserve in the Smoke-box of the Engines ready for use. No excuse can be admitted for time lost by Engines slipping.
207. Enginemen are required to report to their Foremen, in writing, any failure in working or defects of Pumps or Pump Joints or Injectors of their Engines. They will be held responsible that no coke, coal, wood, dirt, waste, or other article that would cause a stoppage gets into their Tenders or Feed Pipes; and when an Engine stops, or loses time from Pumps or Injectors failing, the cause must be distinctly traced, and the party to blame will have to answer for his neglect.
208. Drivers are cautioned that they must invariably see that all the joints of their Engines are *screwed up when hot*, as they will be held responsible for any failure arising from the omission.
209. Any Driver improperly cottering up any joint, thereby causing the journals to become hot, or allowing any cylinder, slide-block, or journal to cut or tear for want of oil, grease, or proper trimming, shall pay for the damage done.
210. Fuel must not be taken from one Engine to light the fire of another without the special permission of the Locomotive Foreman, who must duly record the circumstance.
211. Tools must not be removed from one Engine to another.
212. On stopping at a Station, the Engine-driver should examine and oil his Engine, and if any of the journals or working parts are hot they must have more oil, and, if necessary, be eased.
213. Firemen are instructed to keep the Foot Plates, Gauge Glasses, &c., of their Engine clean. Any complaints against them in this respect will retard their promotion.
214. The time lost with Trains, stated from being short of Steam, in most cases arises from Dirty Fires and Foul Tubes. Delays from this cause will be strictly inquired into, and the Drivers and Firemen will be fined if the Fire or Tubes are found dirty from neglect.
215. Any Cleaner or other person using a Bar through the spokes of either Engines or Tender Wheels, for the purpose of moving them, will be liable to be discharged immediately.
216. If an Engineman or Fireman be not required for his full time upon the Line, he is to employ the remainder of his time in the Shop, under Shop Rules, and at such work as the Foreman may give him.
217. The attention of Enginemen and Firemen is particularly called to the Special Rules for Working that portion of the Line on which they are employed.

GUARDS AND BRAKESMEN.

218. Every Guard and Brakesman must be able to read and write.
219. Every Guard must be at the Station from which he is to start half an hour before the appointed time, that he may see the Carriages and Wagons are properly marshalled, coupled, lamped, greased, and that the brakes are in good working order, and to the arrangement of the Passengers' Luggage, Parcels, &c.
220. The Guard must provide himself with a good watch, and is to see that he has with him in the train,—
- 1 case Detonating Signals.
 - 1 Tail Lamp.
 - 2 Side Lamps.
 - 1 Hand Signal Lamp.
 - 1 pair of Signal Lamps.
 - 1 pair of Levers.
 - 2 sets Links and Pins or other Couplings.
 - 1 copy of the Working Time Table.
 - 1 Whistle.
 - 1 Tail Signal Board.
- In addition to the above, each Goods or Mineral Guard shall carry,—
- A box of Grease, with
 - Knife and Probe,
 - A Tow Rope.
 - And a couple of Sprags.
221. Until the Train starts, the Guards are under the orders of the Station Clerk.
222. Before leaving a Terminal Station, the Guards (except where there are Ticket Inspectors) must be particular in examining that each Passenger is furnished with a proper Ticket.
223. No Train is to be started before the time stated in the Tables; and care must be taken that all the Carriage Doors are carefully

Not to take too many Wagons.

Sidings on Main Line.

Driver under orders of Station Clerk.

Signing on and off duty.

Inspect Notice Boards before starting. Responsible for accidents if neglected.

Leaving Engine when day's work is done.

Washing out Boilers.

Packing Glands, &c.

Report state of Engine.

Drivers and Firemen to have a supply of Sand.

Report defective Pumps, &c.

Joints screwed up hot.

Penalty for allowing Engine to run hot.

Taking Fuel from one Engine for another forbidden.

Do not remove Tools.

Examine Engine at Stations.

Keep Engine clean.

Want of Steam caused by Dirty Tubes.

Using Bars through spokes of Engine.

May be employed in Shops.

Special Rules.

Read and write.

Time to appear on duty.

Articles to have with him.

Under orders of the Station Clerk.

Examine Tickets before starting.

Starting of Trains.

fastened, when the Carriages have side doors, and the *Windows* of such Carriages as are not occupied closed.

Trains under control of Guard.

224. All Trains will be under the charge of the Guard, and the Passengers and their property, and all goods, will be under his charge, and he will be responsible for the safety and regularity of the whole. Previous to starting he must take care that there are a sufficient number of Carriages attached to the Train, that they are properly coupled, and that an adequate number of ropes and covers for Goods are provided. He is to keep the time of running, and is answerable that any Carriage which is to be left at any intermediate Station is detached at such Station, and is also responsible for seeing all Carriages and Wagons properly labelled, according to their destination.

Keep time of running. Responsible for proper labelling of Wagons, &c

Passengers to have Tickets.

225. The Guard must not allow any Passenger or Parcel to be conveyed by the Train unless *properly booked*, and if he has reason to suppose that any Passenger is without a Ticket, or is not in the proper Carriage, he must request the Passenger to show his Ticket. When a Passenger is desirous of changing his place from an *inferior* to a *superior* Carriage, the Guard must have this done by the Station Clerk at the next Station.

Passengers wishing to exchange Carriages.

Re-booking to avoid payment of proper fare.

226. Guards must keep a good look-out that no Passenger, on arriving at any Station, gets out to rebook by the same Train for the purpose of evading the payment of his proper fare. See also Rules 63 to 66.

Compare Parcels with Way Bills.

227. Passenger Guards must carefully compare the Parcels with the Way-bill, and note any discrepancy on the face of the Way-bill; having checked the Way-bill, he must initial it. Every instance of a Parcel or Way-bill being over carried will be severely punished.

Penalty for overcarrying Parcels. Unsteady or Defective Carriages.

228. If any Carriage is complained of as being *unsteady* or *defective*, it must, if found necessary, be removed from the Train, and the number of the Carriage, and the line to which it belongs, must in either case be specially reported to the Manager, through the proper channel.

Brakes.

229. *No Train is to leave a starting point without having one or more efficient Brake Vans, one of which must always be the last vehicle in the Train.*

Starting Train.

230. The Guard will give the Engineman a Signal to start the Train by blowing a Whistle. While in motion the Train is under the orders of the Guard. When there are two Guards, the Engine-driver will receive the signal to start from the leading or front Guard. The Senior Guard or Brakesman is always at the rear of the Train, and the Second Guard will take and receive orders from him.

Two Guards.

Despatch of Trains.

231. *Every exertion must be made for the expeditious despatch of the Station duties, and for insuring punctuality in the Train.*

Look-out.

232. Guards, when travelling, must keep a good look-out, and should they see any reason to apprehend danger, they must use their best endeavours to give notice thereof to the Engineman.

Train disabled.

233. When from any cause a Train is unable to proceed at a greater speed than four miles an hour, the Guard or Fireman shall be sent back half a mile, with a red flag or lamp (where he will place two Detonating Signals on the line), and continue walking at that distance behind his Train with his Danger Signal shown, so as to stop any following Train, until assistance arrives or the Train is shunted.

234. On arrival of a Train at a Terminus the Guards are not to leave the platform until they have delivered over all Parcels as well as Luggage to the Porters appointed to take charge of them; and if any article is missing they are immediately to report the same to the Officer in charge of the Station. Before leaving the Station, the Guards are to make out a return on their Time Sheet, noting at the foot any circumstances of an unusual character that may have happened, or unnecessary delays at Stations; they are also to state on this return whether all the Parcels and Luggage by the Train have been duly delivered. On the arrival of a Goods Train at a Terminus, the Guard must not leave the Train until it has been delivered over to the Foreman or Shunter, and his services are not further required.

Delivery of Parcels and Luggage.

Report of the Journey.

Guards of Goods Trains.

235. Should any Train overshoot the Station Platform at a stopping place, by the length of the Train, the circumstance must be noted in the Report.

Over-shooting a Platform.

236. No Passenger is to be allowed to ride outside or on any Wagon under any circumstances whatever, nor in the Guard's Van without the special permission of the Manager.

Passengers not to ride on Wagons or in Van.

237. The Doors of the Carriages on the off side are always to be locked when side doors are used, and Guards are charged to request Passengers to keep their seats in cases of any stoppages on the Road, except when the Guard shall think it necessary for Passengers to alight.

Lock Carriage Doors.

238. In the event of any Passenger being drunk or disorderly, to the annoyance of others, the Guard is to use all gentle means to stop the nuisance; failing which he must, for the safety and convenience of all, exercise his authority and remove such person from the Train.

Misconduct of Passengers.

239. Should fire be discovered in a Train, the Steam must be instantly shut off, the Brakes applied, and the Train be brought to a stand, the Signal of obstruction on the Line be made, and the burning Wagon or Wagons be detached with as little delay as possible. The Guard or Brakesman is to see that, when practicable, three or more Wagons are placed between the Engine and any Wagon loaded with Live Stock, or with Wool or other Goods likely to take fire.

Fire in the Train.

Position of Live Stock, &c., in Train.

240. If any part of a Train becomes detached when in motion, care must be taken not to stop the Train in front before the detached part has stopped; and it is the duty of the Guard of such detached part to apply his Brake in time to prevent a collision with the Carriages in the front, in the event of their stopping.

Train breaking loose.

241. Great importance is attached to the prompt delivery of Letters, Way Bills, and Despatches confided to the care of a Guard or Brakesman; and any neglect in this particular will be severely dealt with. All Despatches must be indorsed by the sender with his name, the date, and Train when sent.

Prompt delivery of Letters, &c.

242. When the Engineman gives three or more distinct rapid whistles, the Guard must immediately apply the Brakes. Should a Guard wish to attract the attention of the Engineman, he must do so by repeatedly applying his Brake, and suddenly releasing it again, and he must also exhibit his Red Flag or Red Light.

Apply Brakes.

243. Every Guard and Brakesman is to observe the strictest attention and obedience to

Strict attention to Signals.

all Signals at Crossings, Intermediate Stations, Tunnels, and of each Pointsman on the Line, as well as to respect all Special Orders which the Officers in charge of Stations may think necessary.

Persons responsible for attaching and lighting Lamps.
244. The Guard or Brakesman of a Train is responsible for attaching and lighting the Tail and Side Lamps on the last Carriage or Wagon, or attaching Tail Board, and Engine-driver and Fireman for placing the Lamps on the Engine and Tender. When a Carriage is detached, care must be taken to see that the Tail and Side Lamps are removed and re-fixed to the Train.

Carriages detached from Train.
Prisoners, &c.
245. Prisoners, Deserters, and Persons afflicted with insanity or contagious diseases, and their attendants, must never be placed with the other Passengers, but be put in a compartment, and, if practicable, in a carriage by themselves.

Attendance of Brakesmen.
246. Brakesmen must be in attendance one hour before the time fixed for the departure of the Train.

Coupling Wagons.
Loading and Sheeting Wagons.
247. Brakesmen are responsible that all the Wagons in the Train are properly coupled together. They are carefully to examine the Loading and Sheeting of the Wagons before starting from each Station, to insure the protection of the Goods from rain and sparks. They must also, at every Station where the Train stops, ascertain that the loading of the Trucks has not moved, and especially that it does not overhang the sides.

Acquaintance with Time Table.
248. Brakesmen are to make themselves acquainted with the time of the Passenger and Fast Goods Trains; and when likely to be overtaken, will instruct the Engine-driver immediately to shunt into a siding, out of the way of the approaching Train, and in passing, warn the Signaller of their intention.

Oiling axle-boxes.
249. Brakesmen are to be careful to ascertain that the Axles of the Wagons are properly greased or oiled before starting from a Station, and that the Van Brake is in good order.

Articles to have in Van.
250. Brakesmen must have in their Van a few spare Chains or Hooks and Pins, a Crowbar, Fire-bucket and Rope, Hand, Side, and Tail Lamps, also a Red Flag and a White one, and a copy of the Working Time Tables.

Uncoupling Wagons.
251. Brakesmen are always to be careful in getting between Wagons to uncouple them, and are not to do so while the Train is in motion.

Junctions.
252. Particular attention is called to the arrival at and departure from Junctions.

Complaints how made.
253. All complaints or remarks concerning Defective Couplings, Carriages, Defect in Telegraph, or anything whatever, must be made on the back of the running Time Sheet. Anything of importance, however, must be communicated immediately in the usual way.

Passing over Points and Turntables.
254. The Guard and Brakesman are to report at once any case of the Driver going quickly through Points or over Turntables.

Keep Carriages clean.
255. Both Guard and Brakesman must pay particular attention to the Carriages, and see that they are always kept clean. Disregard of this Rule will be punished.

Attention to special rules.
256. The attention of Guards and Brakesmen is particularly called to the Special Rules for working that portion of the line on which they are employed.

PLATELAYERS AND OTHERS.

Ganger to have Rules, &c.
257. In every gang of Platelayers, or men repairing the permanent way, there must be a

Ganger or Foreman; and the Manager shall take care that every such Foreman or Ganger shall be provided with a copy of these Regulations, and with accurate Gauges for gauging the Line, and with the proper Signal Flags and Lamps.

258. Every Inspector or Foreman of Permanent Way must have a *List of the Names and Abodes* of every man in his district, so that, in case of accident, he may be enabled to summon them immediately to assist in any way that may be deemed necessary; and should any obstruction take place, caused by snow, frosts, slips, or other sudden emergency, he is instantly to collect the required strength to overcome the obstacle.

259. Every Foreman or Ganger shall constantly have with him when on duty a copy of these Regulations, and he must read and explain them to every man engaged under him, and must produce them when required to do so. They must pay particular attention to the Special Rules for working that portion of the Line on which they are engaged.

260. Every Foreman or Ganger is to see that the Signalmen, Pointsmen, and Gatemen in his district are at their posts, clean in their persons, sober, and attentive to their duty. He must ascertain that they are conversant with their orders, and that the Points are in good working order, cleaned and oiled, and report to the Manager any irregularity he may detect.

261. When the Trains are required to slacken speed over any portion of the Line in consequence of the Road being out of order or under slight repairs, a Green Flag by day and Green Light after dark or in foggy weather, must be exhibited at a thousand yards back from the place over which the Train is required to pass at a slow speed. *When repairing a Line, so as to make it necessary for the Train to proceed cautiously, the Foreman or Ganger shall send a man a quarter of a mile to meet it, and exhibit the Caution Signal so as to be plainly visible to the Driver of the approaching Train.*

262. In the event of any Engineman neglecting to comply with the signal to "Stop" or to "Proceed Cautiously" (as the case may be), the Platelayer is to report the circumstance in order that proper notice may be taken of it.

263. All broken Rails, Sleepers, or other defective materials shall be removed from the Road with the least possible delay, and sound materials substituted, and the broken parts sent in as soon as possible to Chief Depôt. In case of any defect of a dangerous nature, it must be immediately remedied.

264. Each Foreman or Ganger must walk over his length every Morning and Evening on week days, and once every Sunday, and tighten up all fastenings that may be loose; and he must examine the line, level, and gauge of the road, and the state of the joints—marking, and, if necessary, repairing, such as may be defective. He must also carefully examine the Points, Crossings, three throws, and Wire Signals, and see that they act properly.

265. Each Foreman or Ganger will be held responsible for keeping his portion of the Line clear and safe, and the Fences in repair; and he is to report to the Manager all cases of Sheep, Cattle, or other animals straying within the Fences or on the Line.

266. Each Ganger must provide himself with a Bag, for the purpose of carrying Bolts, Nuts, and Spikes, which he must always have with

List of names and abodes.

Ganger to read Rules to men.

Examination of men.

Line under repair.

Report inattention to signals.

Broken Rails, &c.

Ganger to walk over Line.

Examine Points, &c.

Ganger responsible for Line.

To have Bolts, &c., with him.

him, as well as a Gauge, Spanner, and Hammer, when going over his length to examine the Bolts and Fastenings of the Rails.

No Lorry to be on Line within 15 minutes of Train due.

267. No Lorry, Truck, Wagon, Ballast Train, or other impediment can be allowed to be on any part of the Line within fifteen minutes of a Train being due; and except in cases of accident or absolute necessity, all repairs must be effected and the Line made clear and safe for the Passage of Trains five minutes before Train time. *No Lorry is, under any circumstances, to be attached to the end of a Train, or to be used in a fog; and the Wheels of Lorries must be always locked when not in use.*

No Lorry attached to Train.

Responsible for Material.

268. Each Foreman of Permanent Way will be held responsible for the security of all Rails, Sleepers, and other Permanent Way Materials, belonging to the Railway in his district, and they must be kept clear of the Line and properly stacked.

Tools to be locked up.

269. All Tools and Implements required for the repair of the Line must, when not in use, be kept locked up in a building or in boxes, for the security of which each Foreman or Ganger of his own length will be held responsible.

Goods, &c., falling off Train.

270. Any Luggage, Goods, Lumber, Couplings, or articles of any kind whatever, falling off Train, are to be conveyed without delay to the nearest Station Clerk, and thence to the care of the Manager.

In case of Flood or Accident.

271. Each Foreman or Ganger is required, in the event of a Flood, to examine carefully the action of the water through the Culverts and Bridges on his length; and should he see any cause to apprehend danger to the works, he must immediately exhibit the proper Signals for the Trains to "Proceed Cautiously," or to "Stop," as necessity may require, and inform the Manager thereof; and until the Manager arrives he must take all the precautionary measures necessary for securing the stability of the Line. Any accident that takes place must be immediately reported by letter and telegraph to the Inspector or Foreman, who will report it to the Manager.

Fire.

272. In the event of any Fire taking place on or near the Line, the men employed on the Line must immediately put it out.

Fires to be put out.

273. No Fire for cooking or any other purpose must be lighted on any property adjoining the Railway Line. Fires for cooking must be within the Railway Boundary, and great care must be taken by Gangers or Foremen to see that all such Fires are put out before leaving work.

Accident on Line.

274. On learning that an accident has occurred, a Platelayer is to proceed with all possible despatch to the next gang in each direction, placing on the Rails as he goes three Detonating Signals, one at a distance of a

quarter of a mile, another at half a mile, and a third at three-quarters of a mile, from which a Platelayer will in like manner run to the next more distant Platelayer, till information of the accident has by this means reached the Station in each direction. Having communicated the information, the Platelayers are immediately to return to give their assistance.

275. When a Ballast Train is discharging or taking in Ballast, Blocks, Sleepers, or other materials, on the Main Line, the Ballast Guard is to go back 1,000 yards with a Red Signal, and must remain on the look-out until the Ballast Train is ready to move. He must stop any approaching Train and inform the Driver of the position of the Ballast Train; and when Ballast Trains are engaged Ballasting between Stations or Sidings, the Ballast Guard must give information thereof to the last Station Clerk, or man in charge, as to the place where the Ballast is to be unloaded; and the Station Clerk or man in charge must caution all following Trains by a Green Signal.

Ballast Trains.

276. All persons in charge of Ballast Trains are to obey the orders of the Station Clerks, Pointsmen, and Inspectors, so far as relates to the time of their running on the Line; and no Ballast Engineman is to leave a Siding in front of an expected Train, or without the permission of the Officer in charge of the Points.

Signals to be sent back.

Running of Ballast Trains.

277. No Ballasting is to be carried on in foggy weather, except under urgent circumstances, and then only by special arrangement between the Superintendent of Permanent Way of the District and the District Superintendent of the Line.

No Ballasting in foggy weather.

278. Every Foreman and Platelayer must order off all persons Trespassing within the Fences on his district; and if such persons persist in remaining, he is to take them to the nearest Station and give them into the charge of his Superior Officer.

Trespassers.

279. Every Platelayer is to report if any Gate or Slip Panel (which the owners or occupiers of land are required to keep shut) has been left open, in order that the parties may be charged with the penalties; and any instance of Sheep or Cattle being on the Line or Slopes is also to be reported to the Manager.

Report open Gates or Slip Panels.

Report trespass of Stock.

280. Every Platelayer is to make himself duly acquainted with the Code of Signals and Regulations for the working of Trains.

Be acquainted with all Signals and Regulations.

281. Whenever a Platelayer has any complaint or remark whatever to make, he must communicate it to the Head Office immediately through his Foreman.

Complaints, &c.

282. Particular attention must be paid to the Telegraph. Branches of trees that are so close to the Telegraph as to touch when moved by the wind, must be cut off.

Attention to Telegraph.

