

SUPPLEMENT  
TO THE  
**NEW ZEALAND GAZETTE**  
OF THURSDAY, APRIL 28, 1881.

Published by Authority.

WELLINGTON, THURSDAY, APRIL 28, 1881.

*Rules and Regulations applicable to all Servants on the New Zealand Railways.*

IN accordance with the By-laws for the New Zealand Railways, fixed by Order in Council dated the 6th January, 1881, 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, and to come into force on June 1st, 1881.

R. OLIVER,  
Minister for Public Works.

Dated this 26th day of April, 1881.

**GENERAL INSTRUCTIONS.**

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 Stationmaster, Goods Agent, Clerk, Inspector, Engineman, Fireman, Guard, Brakesman, Switchman, Policeman, Signalman, Porter, Gateman, Ganger, Foreman of Works, and Bridge 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, also a copy of the Working Time-table for the current period; and no plea of ignorance of any Rule or Regulation will be allowed in extenuation of a fault, but will be considered an aggravation of it.

3. Stationmasters, Goods Agents, Locomotive Foremen, Inspectors of Permanent Way, Foremen of Works, and all officials in immediate charge, are responsible that all the Servants under their charge are furnished with copies of the Rules, General or Special Orders, and Working Time-tables, and that each man understands the duties assigned to him.

4. Although the Rules and Regulations given under different heads are made specially for the observance of the Servants employed in the work required in each Department, still every Servant will be held responsible for having a knowledge of, and acting in accordance with, the whole. He must at the commencement of each month make himself thoroughly acquainted with the Hours of the

Heads of departments responsible that all under them have copy of rules and working time-tables.

Each employé must have knowledge of all rules.

Trains, and with the Memoranda noted on the Time-table, and he must apply to the person usually furnishing such Time-table if not duly supplied. Any Servant of the Department who may have lost his copy of the Rules and Regulations or Time-table is required to immediately obtain another copy from his Superior Officer.

5. Every Officer and Servant of the Railway Department shall devote himself exclusively to the Service with zeal and fidelity, whether his duties are specified or not; he shall attend at such hours as may be prescribed, and consider himself on duty when on the Line or at a Station, although it may not be his regular time of attendance; he must reside at whatever place may be appointed, and be subject to removal as required by the Service; keep his immediate Superior Officer informed of his address, giving due notice of any change in the same; obey promptly all the instructions he may receive from the Officer under whose immediate control he is, and persons placed in authority over him, and repair to any part of the Line where he may be ordered. He shall conform to all the By-laws and Regulations, and use his best exertions to exact obedience to the By-laws by Passengers and others, and not suffer any thing to be done whereby the Department may suffer loss or damage. He shall constantly bear in mind that his first and most important duty is to provide for the safety of the public.

6. He will be liable to immediate dismissal for disobedience of Orders, Negligence, Misconduct, or Incompetency.

Copy of rules lost.

Attendance.

Obedience to orders.

Safety of public most important duty.

Dismissal for misconduct.

7. 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 is suspended.

Pay stopped during suspension.

8. Guards, Engine-drivers, Firemen, Signalmen, Policemen, Porters, or other Servants of the Department while on duty, are not allowed to enter any Refreshment-room. The Servants are forbidden to have in their possession spirits or liquors when on duty.

Not to enter refreshment-room.

9. The conduct of all Servants must be prompt, civil, and obliging. They must at all times afford every proper facility for the business to be performed, be careful to give correct information, and when asked give their names without hesitation. Money, or gratuity in the shape of fee, reward, or remuneration, is not allowed to be taken from passengers or other persons, by any Servant of the Department, under any pretence whatever.

Conduct of servants.

10. Officers or Servants of the Department are not allowed to travel on the Railway, unless provided with a proper Ticket or Free Pass; nor are they allowed to ride on the Engine or in the Brake Van, or in any Vehicle in which Luggage or Parcels are conveyed, unless in the execution of their duty, without written or printed permission from the properly-authorized Officer of the Department.

Gratuities not allowed.

No servant to travel without pass or ticket.

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

Uniform, wearing and care of.

12. No servant is allowed under any circumstances to absent himself from his duty without the 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. Application for leave of absence must be made in writing to the Chief of the Department, countersigned by the officer under whose immediate orders the applicant is employed.

Leave of absence.

13. No Servant is allowed to quit the Railway Service without giving two 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.

Leaving the service.

No Servant, on leaving the Service, is to be paid any money due to him until he shall have delivered up to his Superior Officer the Signals, Books, Tools, or other property of the Government which he has in his possession, in as good condition as reasonable wear and tear will admit; and he must also deliver up his Pass or Ticket, if he has been provided with such.

All Government property to be returned.

14. If any such article shall have been improperly used or damaged, a deduction of any pay due to the employé will be made, sufficient to cover the damage or supply a new article; or if the pay be insufficient for such a purpose, he will be liable to make good the same.

Pay to be deducted for damages or lost property.

15. Any Servant occupying a house belonging to the Government does so only during his service, and on leaving must vacate the same without formal notice, it being understood that the houses belonging to the Railway Department are for the accommodation of Railway Servants only, and the Minister for Public Works has immediate right of entry to any such house.

Government houses.

16. 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 a Servant is a tenant of the Government.

Fines and rents may be deducted.

17. Should any Servant feel himself aggrieved at any time, he may memorialize the Minister for Public Works, but in such case the Memorial must be sent through the Chief of his Department, 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 complaint

Aggrieved servants may memorialize the Minister.

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.

18. Free Passes may be given to Employés, Free passes. Workmen, and others travelling solely on Railway business, only by the Chief of the Department to which they belong.

19. 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.

No person employed for one duty only.

20. When on any Railway there is no Officer appointed bearing the particular designation named in any Rule, it will vest with the Manager of such Railway to determine by whom the special duties are to be performed.

Designation of officers.

21. Should any casualty 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 reference if required.

Accident to passengers.

22. No Person is allowed to convert to his own use any Article the property of the Railway Department, and the fact of the Article appearing waste or useless will not form any excuse for its private appropriation. Every Servant will be expected to inform his immediate Superior immediately of any Property which he may observe exposed and liable to loss or waste, and deliver up to him any found property.

Private use of railway property forbidden.

23. 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.

Not to take unauthorized legal proceedings.

24. Fourteen days' Stock of all Stores, and six months' Stock of Tickets, 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 Store-keeper.

Stock of stores and tickets.

25. In every case where any person does not understand his duty, or any 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.

When duty not understood, apply for instructions.

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.

Rules to be read once a month, examination every three months.

26. In the event of circumstances occurring which are not provided for in these Rules and Regulations, or in any other orders issued by the Department, the Servants in such cases must be guided by their own prudence and judgment, always bearing in mind that the public safety is the first consideration.

Prudence and judgment to be exercised should circumstances occur not provided for.

27. Every Person employed for any duty on the Line must have such a minute and perfect knowledge of the Rules contained in this book for the signalling, movement, and protection of Trains, and the mode of carrying such rules into operation, as will enable him to do what is necessary at all times without reference to this book. He must always be provided with appliances for giving Signals, and it must be borne in mind that insufficiency of means to carry out the Regulations will not be admitted as an excuse, unless such

Knowledge of signalling necessary.

insufficiency has been reported to, and an acknowledgment obtained from, the proper Officer.

28. All Special Orders and instructions connected with the working of the line must be made in writing. Special orders must be in writing.

29. Each Officer or Servant is required to report to his Superior Officer every instance of damage, derangement, irregularity, or violation of these Rules, of any kind whatsoever, that may come under his notice. Violation of rules to be reported.

30. Each Officer or Servant of the Department is specially invited to communicate to his Superior anything calculated to promote the interests of the Department or the safety and comfort of the public. Report any circumstance to increase safety or comfort.

All communications, messages, and reports are at all times to be made in writing, and signed by the writer, and no correspondence must be sent unless so signed.

31. No Report will be considered as a Report unless made in writing. Every notice or communication from a Superior to a Subordinate is to be acknowledged in writing. Reports must be in writing.

32. Besides this book of Rules and Regulations, which are applicable to the whole system of Railways in New Zealand, additional Special Rules and Regulations may 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 Rules Nos. 4 and 25 of this book. Special rules and regulations. Officers to see that they have copies of same.

33. No Person who ought to be acquainted with the Rules and Regulations shall hereafter be employed who cannot read and write. All servants must be able to read and write.

34. All Officers and Servants employed in the Railway Department will be paid four-weekly, and, if possible, within fourteen days after payment is due. Pay.

35. All Servants must exercise proper care in getting between vehicles for the purpose of coupling or uncoupling them. Coupling.

36. Trespassing on the Railway must not be allowed, and no person must be permitted to walk on the Line unless provided with written or printed permission to do so, signed by a properly-authorized Officer of the Department. In the event of any person trespassing, and refusing to quit when requested to do so, the name and address of such person must be obtained, and the circumstances reported to the nearest Stationmaster. Trespassing.

37. Special Trains or Engines have frequently to be run without previous notice of any kind; it is therefore necessary for the Staff along the line to be at all times prepared for Extra Trains or Engines. Special trains.

38. Wherever the term "Main Line" is used, it means the running Line of any Railway or Branch. "Main line" means running line.

Whenever the word "Train" is used, it must be understood to include "Light Engines," i.e., Engine without a Train. "Train" includes light engine.

Whenever the words "Goods Train" are used, it must be understood to include "Goods, Mineral, Cattle, and Ballast Trains." "Goods train" includes goods, mineral, cattle, and ballast trains.

**UNIFORM TIME TO BE KEPT.**

39. Telegraph Time will be sent to all Railway Stations which have Telegraphic communication at 9 a.m. daily, and Clocks must be regulated accordingly. Telegraph time sent daily. Clocks to be regulated.

40. In order to insure uniform time being kept at all the Stations on the line to which time is not telegraphed, the following regulations must be strictly observed:—

(a.) Each Guard must, before starting on his journey, satisfy himself that his Watch is correct with the Clock at the Station from which he starts, and must again compare it, and regulate it if necessary, by the Clock at the last Telegraph Station on his journey. If there is no Telegraph at the Station at which his journey ends, he must regulate the Station Clock by his Watch on arrival.

(b.) The Guard in charge of first Passenger

or Mixed Train (starting after 9 a.m.) stopping at all stations on the portion of the line over which it runs, must, on his arrival at each Station where there is no Telegraph, give the Stationmaster or other person in charge the precise time, in order that the Station Clock may be regulated accordingly; and, in the event of the time given by the Guard differing from that of the Station Clock, the latter must be altered to agree.

(c.) The Stationmasters will be held responsible for keeping their Clocks properly regulated in accordance with this order, and must at once report by telegraph to the Manager any defects that may occur in their working, in order that the necessary steps may be taken for their immediate repair.

**DESCRIPTION AND USE OF SIGNALS.**

41. 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. Public safety chief care of every officer. All servants to make themselves familiar with instructions relating to signalling.

42. 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. Precautions by signalling must be adopted at all hours. Engines may pass at any moment of day or night.

43. The FIRST DUTY in every case must be that relating to SIGNALS. Signals a first duty.

44. As regards Signals, it is the duty of every Servant of the Department to prevent danger, by exhibiting the proper Signal in the proper manner; 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.

45. Red is a signal of "Danger"—Stop. Green is a signal for "Caution"—Pass on slowly. White is a signal of "All right"—Go on. Any servant on spot to give signal if proper officer unable. Colour of signals.

**HAND SIGNALS.**

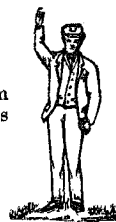
46. Hand signals will be made by hand or with flags by day; and with lamps by night or in foggy weather. The man signalling must face the engine. Hand signals.

47. A Red Flag, or, in the absence of flags, both arms raised above the head, denotes "Danger," thus:—



Day danger signal.

48. A Green Flag, or one arm raised above the head, denotes "Caution," thus:—



Day caution signal.

49. A White Flag, or one arm held in a horizontal position across the line, denotes "All right," thus:—



All right signal by day.

50. A Green Light, or, in the absence of a Green Light, a White Light waved slowly from side to side, denotes "Caution"—Go slowly. Caution signal when given by night.

51. A Red Light, or, in the absence of a Danger signal Red Light, any Light moved up and down given by night. denotes "Danger"—Stop.

52. A steady White Light denotes "All right signal given by night"—Go on.

53. Hand Lamps and Flags when used as Signals must always be held in the hand, and not placed upon or stuck into the ground, and care must be taken that the person sent on any occasion to use a Signal be practised in the same, and understands its meaning.

54. In addition to the above Signals, Danger Line repairer's Signals may be made to give warning of obstructions on the Line, in the day-time by a Red Disc attached to a stake, fixed in the ground just clear of the rails.

And at night by a Red Lamp similarly placed.

Detonating Signals also denote Danger—Stop.

55. Any unusual signal, or the hand waved violently, denotes Danger, and the necessity of stopping immediately.

56. 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.

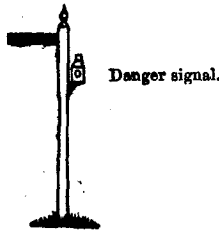
**FIXED SIGNALS.**

57. These are made by Semaphores, constructed with arms for Day Signals and Lamps for Night Signals, attached to a White Post.

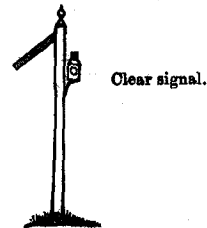
The Day Signal is always made by an arm painted Red, on the left side of the post as seen by the Driver of the approaching Train.

Each Semaphore arm and Lamp will give two signals only—"Danger," Stop; and "Clear," Go on.

58. The arm set thus, horizontally, or a Red Light, indicates danger—"Stop." This is the Semaphore Danger Signal.



59. The arm inclined at an angle of 45°, or a Green Light, indicates All Clear—"Go on." This is the Semaphore Clear Signal.



60. In these regulations the term "Main Line" means the through running track, whether on Trunk Line or Branch Lines, and will include a through Siding, where trains cross, or start from such Siding.

The term "Train" is to be understood to include Trains, Engines, or single Vehicles of any description moveable on the Railway or any part of the same.

61. The absence of a Signal at a place and time where and when a Signal is ordinarily shown, or a Signal imperfectly exhibited, is to be regarded as a Danger Signal, and the fact reported to the Signalman or Stationmaster.

62. When a Semaphore Signal stands at Danger, the train must be stopped at the Post, or before reaching the Post, so as not to foul the Points in advance of it.

And no Train or Engine may on any account be moved past a Danger Signal, excepting only as provided in Rules Nos. 70 and 74.

63. Where the circumstances of the locality require that Trains should stop at a particular point in advance of the Semaphore, an Indicator will be placed abreast of the point where Trains must be stopped.

The Indicator shows a Red Disc by day and a Red Light at Night as a Danger Signal, and a Green Disc by day and Green Light by night as a Clear Signal.

The Indicator in this case works with and shows a similar signal to the Semaphore to which it relates.

Indicators are also used attached to Switch Points, to indicate the position thereof and which way they are set.

64. At Junctions, when Trunk Line and Branch Line Signals are on the same post, the upper Signals will always apply to the Trunk Line, and the lower Signals to the Branch.

65. Semaphore Signals are of four kinds, viz.—

- Starting Signals.
- Home Signals.
- Distant Signals.
- Siding Signals.

The first three apply to Trains on the Main Line, and the last to Trains on Sidings.

*Starting Signals.*

66. Starting Signals are intended to control the departure of Trains into the section ahead. Starting Signals must never be passed when at "Danger." No Train may be set in motion until the "Clear" Starting Signal has been given. Where separate Signals are not provided, a Starting Signal will apply equally to the Main Line and the Siding from which a Train may start into the section ahead.

*Home Signals.*

67. Home Signals are placed at Junctions, Stations, Turnouts to Sidings, and Signal-boxes. When at "Danger" no train must pass them, except only as prescribed in Regulation No. 70.

68. When a Home Signal has been lowered for the passing of a Train, it must not (except in case of accident or obstruction) be again placed at "Danger" until such Train has been brought to a stand, or passed within the Home Signal.

69. Home Signals at places where there are Starting Signals also must never be passed when at "Danger."

When a Train has been stopped at the Home Signal of a Junction, Station, Turnout, or Signal-box where Starting Signals are provided, and it is necessary to bring it within the Home Signal before the block section ahead is clear, the Signalman may, if the Starting Signal is at "Danger," lower the Home Signal for the Train to draw ahead.

The Engine-driver of any Train which has been thus stopped at a Home Signal must, after that Signal has been lowered, go slowly forward, as far as the line is clear, towards the Starting Signal, but must not pass that Signal until it is lowered.

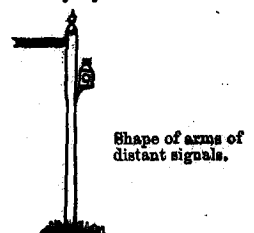
In the case of a short Train or light engine, the Engine-driver must only proceed so far as is necessary to leave the last vehicle well clear of the points and crossings, and within sight of the Signalman.

70. Home Signals at places where Starting Signals are not provided must never be passed when at "Danger," except as follows:—

When a Train has been stopped at the Home Signal, and it is necessary to draw it within such Signal before the Line ahead is clear, the Engine-driver must, on receiving verbal instructions from the Signalman, draw past the Danger Home Signal, so as to bring his Train under its protection; if the Signalman is too far from the Engine-driver to be able to communicate verbally with him, the Engine-driver must, upon the receipt of the necessary Signal by Hand Lamp or Flag from the Signalman, pass the Home Signal, and draw cautiously towards the Signal-box, as far as the Line is clear, and there await the verbal instructions of the Signalman. The Hand Signals for the purpose must be given only by a Green Light or a Green Flag.

*Distant Signals.*

71. The arms of Semaphore Distant Signals are formed thus to distinguish them:—



All right signal given by night.

Hand signals must be held in the hand.

Danger Line repairer's signals.

Unusual signal or arm waved violently, danger.

Not to alter signals.

Semaphore signals.

Danger signal.

Clear signal.

Explanation of terms "main line" and "train."

Absence of usual signal a danger signal.

Trains must be stopped at semaphore danger signal.

Indicators.

Trunk and branch line signals distinguished.

Four kinds of semaphore signals distinguished.

Starting signals.

Lowered signals.

Home signals at places where there are starting signals also.

Home signals at places where there are no starting signals. First exception to Rule 62 against passing a danger signal, applicable only to home signals where no starting signal provided.

Shape of arms of distant signals.

72. A Distant Signal is always related to a Distant signals. Home Signal. It is placed a considerable distance in advance, to indicate to approaching Trains the State of its Home Signal.

The "Clear" Signal will never be given at the Distant Signal-post unless the Home Signal to which it relates is also at "Clear." When the Home Signal is at "Danger" its Distant Signal will also be kept at "Danger." But, when both Home and Distant Signals have been taken off for an approaching Train, the Distant Signal must be replaced at "Danger" as soon as the Engine of the Train has passed it. The Home Signal will remain at "Clear" until the Train has either passed within it or been brought to a stand, and then the Home Signal also will be replaced at "Danger."

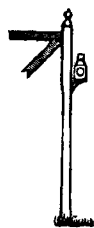
73. When a Distant Signal has been lowered for a Train to pass, it must not be replaced at "Danger" in front of such approaching Train, except in case of danger or obstruction occurring.

74. When a Distant Signal is at "Danger" an approaching Train must be brought to a stand before passing the Signal-post; and then if the Driver sees that the way in front of him is clear, he must proceed slowly and cautiously within the Distant Signal, having such control of his train as to be able to stop it short of any obstruction, until the rear of the Train is protected by the Signal. If the line is still clear ahead the Driver must proceed in like manner until reaching the Home Signal, where he must stop until either the Home Signal is lowered or other signal given, according to Rule No. 70.

In thus passing a Distant Signal at "Danger" the Driver must pay particular attention to the gradients, state of weather, condition of rails, and weight of his Train.

75. Where it is found necessary to place the Distant Signal arm from a box in advance, on the Home or Starting Signal-post of another Box in the rear, the two arms will form one Duplicate Signal. This is a Danger Signal, unless both the arms together are set at "Clear."

When at "Danger," it may not be passed.



Duplicate signals.

76. These Signals are to control Trains from passing out of Sidings on to the Main Line, and no Train, Road Engine, Shunting Engine, nor any Rolling-stock whatever may pass them, unless the "Clear" Signal is given.

77. When a Train is detained by a Danger Signal the Whistle is to be sounded to gain the attention of the Signalman.

78. All Trunk 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.

79. The Semaphore Signals are always to stand at "Danger," the arm is to be lowered to "Clear," or the Green Light is to be shown, for a Train to pass.

80. When two or more Trains are seen approaching or are due at a Station or Junction in opposite directions, or from different Lines, the Signalman must keep all his Signals on at "Danger," to all Trains, and not allow either to pass until all the Trains have been brought to a stand.

*On Double Lines.*

81. Home, Distant, and Starting Signals apply only to Trains running in the proper direction on the Main Lines. Trains running in the wrong direction on either Line must be Signalled past the Home Signal by Hand Lamp or Flag.

82. On all Lines, double and single, or Engines shunting from one Main Line to the other, or Shunting into or out of Sidings connected with the Main Line, must, unless special Signals are provided for the purpose of Signalling such operations, be Signalled past

the Home Signals either verbally or by Hand-Lamp or Flag, as occasion may require; it being necessary in such cases that the Danger Signal should be exhibited at the Home Signal as well as at the Distant Signal-posts, for the protection of the Train so employed.

83. Whenever Trains are required to run at hours of the night when the ordinary Fixed Signals are not in operation, special written instructions will be issued by the Manager respecting the passing of any Danger Signal applicable to each particular case. Unless such written instructions have been issued the Signal Regulations remain in full force at all times.

Special instructions when signals not working.

84. When a Distant or other Semaphore Signal is of necessity so placed as to be out of sight of the Signalman who works it, a Repeating Signal may be used.

This may be a Semaphore Signal placed in view of the Signal-box, and worked by the action of the Signal it is related to, so giving evidence to the Signalman that the latter is working properly. A Repeater is of itself no Signal to a Train.

85. Every Stationmaster, Signalman, Gate-man, or other person must, in the event of any Home, Distant, Starting, or Siding Signal under his charge becoming defective, strictly carry out Regulation 286; and a competent man, or, if necessary, two or more competent men, must be selected, provided with the necessary Hand Signals and Detonators, and appointed to signal in lieu of such defective Signal until it is again in proper working order.

Defective signals temporary arrangements until again in order.

Where the circumstances of the case admit of such an arrangement, the Stationmaster 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.

86. The strictest obedience must be given to all Signals. The Servants are not allowed to judge of the necessity of any of these Signals being shown, the responsibility resting with those exhibiting them; and it is absolutely necessary that they be implicitly obeyed.

Signals must be obeyed.

*Detonating Signals.*

87. Every Guard, Signalman, Engine-driver, Gateman, Bridge Foreman, and Ganger of Platelayers must be provided with packets of Detonators, which they are always to have ready for use whilst on duty; and every Person in charge of a Station must keep a supply of these Signals in a suitable place, known by, and easy of access at all times to, every person connected with the Station. All persons above-named will be held responsible for keeping up the proper supply of Detonators.

88. These Signals must be placed on the Rail (label upwards) by bending the Clasp round the Upper Flange of the Rail to prevent their falling off. When an Engine passes over a Detonator the Detonator explodes with a loud report, and the Engine-driver must instantly shut off steam, and bring his Engine to a stand, and then proceed cautiously to the place of obstruction, or until he receives an "All right" Signal.

How to be placed on rail. Train to be stopped on explosion of detonators.

89. Detonators must be carefully handled, as they are liable to explode if roughly treated. It is necessary to keep them well protected from damp. At intervals of not more than two months one from each person's stock must be tested, to insure that they are in good condition.

Must be carefully handled. Stock must be tested.

*Shunting Signals.*

90. In the following Rules it is to be understood that a Train draws "ahead" when the Engine is pulling, and goes "back" when the Engine is pushing.

Explanation of shunting signals.

91. Shunting Signals by day can be made by the Shunters either by Flags or by the arms, according to Rules 46, 47, 48, and 49. The Shunter will signify by movement of his arm whether the Driver is to draw ahead or put back.

92. At night the Signals will be made by Signal Lamp.

A White Light waved sideways signifies the Driver is to draw ahead.

A Green Light waved sideways signifies the Driver is to push back.

A steady Red Light, or any light moved up and down, denotes "Stop."

#### Train Signals.

93. After sunset, and during foggy weather, every Engine must carry a White Head-Light, and, when running alone, a Red Tail-Light also; and every Train must carry a Red Tail-Light, and two Side-Lights in the rear of the Train, showing White Lights forward and Red Lights backward.

Tail, side, and head lights after sunset.

94. Every Train travelling on the Line must have a Tail-Lamp attached to the last vehicle, by day as well as by night. The Lamp need not be lighted in the day-time, except during foggy weather or snow-storms, but its presence in the rear of each passing Train will furnish evidence to every Signalman along the Line that no portion of the Train has become detached on the road.

Tail-lamp to indicate last vehicle.

95. Engines, when running on the Main Line without a Train, must carry a Tail-Lamp in the rear, both by day and by night. Engines assisting Trains in the rear must carry a Tail-Lamp.

Engine tail-lamp.

Engines drawing Trains must not carry any Tail-Lamp in the rear.

In the case of two or more Engines running coupled together, without a Train, the last Engine only must carry a Tail-Lamp.

96. A Special Train on the road is indicated by the preceding Train carrying on the last vehicle a Red Board or a Red Flag by day, and an additional Red Tail-Light by night. (On single lines of railway this indicates a Special Train, not necessarily following, but which may be travelling in either direction.) As Special Trains or Engines have frequently to be run without previous notice of any kind, it is necessary for the Staff along the Line to be at all times prepared for such extra Trains or Engines. All Employés are to observe the last vehicle on all passing Trains, to see if a Red Board or additional Tail-Lamp is affixed.

Special trains.

#### INSTRUCTIONS FOR SIGNALLING IN CASE OF ACCIDENT, FOG, OR SNOW-STORM.

97. When, from accident or any other cause, an Engine or Train is stopped on the Main Line (except where it is efficiently protected by Fixed Signals), the Engine-driver, 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.

Engine-driver to receive instructions from guard.

98. 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 600 yards both ways, with Danger Signals, to stop any coming Engine or Train, and shall, in addition to their Hand-Signals, take Detonators. The Guard shall protect the Train in rear, the Fireman protecting Train in front. At every interval of 200 yards one of the Detonators must be placed on one of the Rails, and at the distance of 600 yards one Detonator must be placed on each Rail, and opposite each other, and Danger Signal conspicuously exhibited, to stop any approaching Engine or Train, even if such Engine or Train be not expected. If the distance of 600 yards falls on an Incline or in a Tunnel, the man shall proceed 300 yards beyond the Tunnel or beyond the Top of the Incline, and place the Signals as described above. The Guard must not return to his Train until recalled by the Engine-driver sounding the Whistle, and, when recalled, he must leave the two most distant Detonators, taking up the others on his return. Should the Train be moved, the Whistle shall be used frequently, a speed of not exceeding four miles an hour to be kept, so that the advance and rear signals may maintain the distance of 600 yards.

Train stopped on line through accident.

99. In the absence of the Guard, the Engine-driver must send his Fireman to the rear, and a Platelayer or other competent person to the

Steps to be taken in absence of guard.

front, the Train being protected on both sides as indicated in Rule 98.

The Engine-driver must also, in absence of Guard, send information to the nearest Station, but he is not himself to leave the Train.

100. The Engine-driver, in absence of the Guard and Fireman protecting Train, if it be foggy, dusk, or dark, must see that the Lamps are so turned that his own shall show Red Lights forward, and the last vehicle and Tail-Lamp show a Red Light backwards, thus putting Red Lights to show in both directions.

Engine-driver to turn lights.

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

Second train.

102. In foggy weather or snow-storms, when the Day Signals cannot be plainly seen, the Signal-Lamps must be lighted, and kept burning.

Lamps to be lighted in foggy weather.

103. During a fog, or in snow-storm, should a Train be disabled at a Station, so that it cannot proceed forward, and cannot get clear of the Main Line (except where it is efficiently protected by Fixed Signals), the Stationmaster, or in his absence the Guard or Engine-driver, must proceed in all respects as instructed in Rules 98, 99, 100, 101, and 102.

Signal when train disabled at station during fog.

104. During falls of snow, the working of the apparatus in connection with the Signals must be frequently examined by the Signalman, in order to see that nothing interferes with the true working of the Arms or Discs and Lamps, and that the Lamp-glasses and Spectacles are kept clear of snow, and also that the Wires work freely over the Pulleys. The Ganger of Permanent Way must provide for this duty being performed while the snow or its effects continue.

Working of signal apparatus to be examined.

105. Where the line is not worked under the Block System, no Passenger Train must, during foggy weather or snow-storms, follow a Goods Train, nor must a fast Goods Train follow a stopping Passenger Train from a Station, nor pass a Signal-box where Trains are ordinarily signalled, within fifteen minutes, nor even then until the Engine-driver has been properly warned of the time of the departure of the preceding Train, and where it will next stop.

Trains following each other in foggy weather or snow-storm.

#### INSTRUCTIONS TO STATIONMASTERS AND STAFF, ETC.

106. Every Stationmaster in charge of a Station is answerable for the security of the Office, and of the Government property. He is responsible for the faithful and efficient discharge of the duties of the Servants under his charge; he has control of every Servant who is engaged in the conduct of the Traffic, Trains, or Line, to whatever Department he belongs, while at his Station or within its limits. He is responsible for the general working of the Station being carried on in strict accordance with the Rules and Regulations, and must, as far as practicable, give personal attention to the Shunting of Trains, and all other operations which affect the safety of the Line. He must pay particular attention to the Special Rules for working that portion of the Line on which he is engaged.

Responsibility of the officers in charge of stations.

107. He must always be present during the hours of business and at the arrival and departure of Trains, and also when trains run through his Station.

To be present during the hours of business.

108. Each Stationmaster must appear in uniform when on duty, if such has been supplied him.

Uniform of stationmaster.

109. The Stationmaster shall see that the various duties of the Stations are properly allotted to the Servants under his charge, and that each man thoroughly understands his duty. He must also see that all Books and

Allotment of duties.

Returns are regularly written up and neatly kept.

110. He shall see that all Servants behave respectfully and civilly to Passengers of every class, and prevent Passengers from crossing the line, or standing near the edge of the platform on the approach or departure of Trains.

Civility to passengers.

111. He is to inspect daily all Rooms and Offices in connection with the Station, especially the Urinals and Water-closets, which must be flushed with a copious supply of water at least once a day, and kept perfectly clean; and all obscene writings or sketchings must be removed from the walls or doors. He must see that all Signals, Points, Switches, Scotchies, &c., are properly placed, used, and kept in perfect order, and that the necessary Hand Signals are in readiness when required. The constant adjusting of the wires of Distant Signals, as the weather may require, so that the Semaphore may not give an uncertain indication, should be carefully attended to. Terminal Stationmasters must satisfy themselves that the Carriages are always started in a clean and orderly condition.

Daily inspection of station, signals, &c.

Carriages to be clean.

112. The Stationmaster must take care that all the Servants come on duty clean in their persons and clothes.

Cleanliness of servants.

113. 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.

Neglect of duty to be reported.

114. The Stationmaster 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.

Power of suspension.

115. In cases of emergency, where any of the men are absent from suspension, sickness, or otherwise, the Stationmaster may, if it is necessary, employ a temporary substitute, for whose character and capacity he will be responsible.

Temporary appointment.

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

Address of servants.

117. No Stationmaster is allowed to absent himself without leave from the Manager, except in illness, in which case he must immediately inform the Manager, and send a doctor's certificate, taking care that some competent person is entrusted with his duties.

Leave of absence.

118. He must be careful that all Stores supplied for the Station are prudently and economically used.

Stores.

119. He must keep the windows closed, and the doors locked, of all spare Carriages standing at his Station.

Closing empty carriages.

120. A good supply of fresh water for the use of Passengers is at all times to be kept in each Waiting Room. The glass and decanter, or jug, must be kept clean, and replenished as often as necessary.

Fresh water in waiting rooms.

121. Terminal Stationmasters 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.

Selection of temporary guards.

122. Where Goods, Mixed, or Passenger Trains are timed to cross at certain specified Stations, the crossing-places must not be altered except by written or telegraphic instruction from the Manager; but where a Special Passenger, Mixed, Goods, or Ballast Train is running without specific instructions as to the crossing of all Ordinary Trains, it must be distinctly understood by Stationmasters, Guards, and others, that such Passenger, Mixed, Goods, or Ballast Train must not be on the road within fifteen minutes of the time an ordinary-timed Train (Passenger, Mixed, or Goods) is due in either direction, but must be shunted into a Siding at least fifteen minutes before ordinary Train is due.

Crossing-places not to be altered without instructions.

123. If from any cause the running order of a Train is altered—that is, if its place in relation to other Trains, as given in the Working Time-Table, is changed—such Train

Alteration in place of a train.

must in all respects, until it resumes its proper place in the running, be dealt with as a Special Train.

124. No Passenger Train must be stopped at a Station where it is not timed to call, for the purpose of taking up or setting down passengers, without the special authority of the Manager.

Train must only stop where timed.

125. At Stations where Carriage Examiners are kept, the Stationmaster or person in charge must, before starting the Train, satisfy himself that the examination of it has been completed, and that, so far as the Carriage Examiner is concerned, the Train is all right and fit to proceed.

Examination of carriages.

At Stations where Examiners are not kept, steps must be taken to remedy any defect that may be observed in the running of the vehicles, by supplying oil to the axle-boxes of any that may require it, or removing the defective vehicles from the Train, as may be found necessary.

126. Intermediate Stationmasters who have to attach Carriages or Wagons should have them quite ready ten minutes before advertised time of arrival of Trains, and so arranged as to prevent unnecessary shunting.

Vehicles to be attached at way-side stations.

127. Stationmasters are particularly instructed to limit the number of Vehicles placed in a Train as far as practicable, having regard to the probable wants of the journey, so that unnecessary haulage may be prevented.

To limit the number of vehicles.

128. A Stationmaster having no Wagons to forward by a Goods Train timed to call at his Station must exhibit to the Engine-driver the White Hand-Signal, on observing which, the Engine-driver, if he has no Wagons to leave, must proceed without stopping, provided the Train is not running before time.

Goods train may pass station, if no wagons to leave or take on.

129. 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 Stationmaster must take care that the goods are not unnecessarily delayed. If a Truck cannot speedily be put in running order, the contents must be transferred to another Truck and forwarded to their destination.

Truck disabled, left short of destination.

Vehicles labelled "for repairs" must not be loaded until repaired, but must at once be forwarded to Repairing Shop.

130. Whenever any Vehicle has received any 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.

No injured vehicle to be used till inspected.

131. The Carriages and Wagons must be properly coupled, and when a Train is mixed, consisting of Trucks and Passenger Carriages, the Carriages must always be placed next the Brake.

Vehicles must be properly coupled.

132. The last Vehicle in every Train must be a Brake, unless other written orders are given by the Manager.

Brake must be last vehicle.

133. Before starting a Train, whether Passenger or Goods, and whenever Vehicles are attached, as well as at each stage of the journey, the Stationmaster must see that it is properly arranged and coupled, and in a perfect condition for running with safety. The moment before the Train starts he should closely observe each Carriage to insure that the doors (where the carriages have side doors) are properly fastened, and that the Tail-Lamps are in their place; and the Vehicles should be closely watched from the farthest point of the Platform as the Train moves out, with the view of discerning any defect.

Stationmaster must see that train is in condition to run with safety.

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

Trains must be started punctually.

135. The exact time of departure must be entered in the Train Time-Book at the time the Train leaves the Station.

Train time-book.

136. No Train is to be started before the time stated in the Tables. The signal to the Engine-driver to start must be given by the Guard blowing a whistle and extending his arm by day, and by showing a White Light by night, after he has received intimation from

Trains must not be started before time.

the Stationmaster or person in charge of the Station that all is right for the Train to proceed.

187. Where the Block system is not in operation no Train or Engine must be allowed to follow any other Train or Engine on the same line within fifteen minutes.

188. Where the Line is not worked by Block system, no Passenger Train must, during foggy weather or snow-storms, follow a Goods Train, nor must a fast Goods Train follow a stopping Passenger Train from a Station, nor pass a Signal-box where Trains are ordinarily signalled, within fifteen minutes, nor even then until the Engine-driver has been properly warned of the time of the departure of the preceding Train, and where it will next stop.

189. On a Train stopping at a Station after sunset, or in foggy weather, the Stationmaster or person in charge must see that the Tail- and Side-Lamps are lighted and in order.

140. Sidings should always be kept in readiness for the immediate and safe entrance of any Train that may have to be passed by another Train.

141. 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, if at all practicable, by every Stationmaster on the Line. Where there is no time to get written acknowledgment, the Telegraph must be freely used; and the Guard (if there is no Guard, the Driver) of Special Train or Engine must receive written instructions from the Stationmaster who despatches the Train, directing him when to leave each Station, and where to shunt for crossing Trains.

142. Whenever a Special Train is to be sent along a Double Line, the Stationmaster or person in charge of the Station from which the Special Train is to start shall cause a Red Board or Red Flag to be affixed behind the last Vehicle of the previous Train by day, and an additional lighted Red Tail-Lamp by night or in foggy weather, and shall inform the Guard in writing to what Station such Special Train is going. The Guard shall replace the Red Board by a lighted Red Tail-Lamp should nightfall or foggy weather come on before his Train reaches the Station at which the Special Train is intended to stop, and shall remove the Red Board or Lamp on arriving at that Station.

When the Line of Railway is Single, a Red Board or Red Flag by day, and an additional Red Tail-Lamp by night or in foggy weather, will, as indicated above, be exhibited by the previous Train which passes in either direction over that portion of the section on which the Special Train is to travel; and the Red Board, Flag, or extra Tail-Lamp on Single Lines of Railway will indicate that there is a Special Train on that portion of section, but it may not necessarily be following, but may be travelling in either direction.

143. In cases of emergency, as, for instance, when an accident has happened and assistance is required, it will not always be possible to warn Stationmasters and others that a Special Engine is being sent. In such cases a specially-selected Guard or Pilotman is to be sent with each Special Engine, who will take all precautions which the circumstances will allow, and, if possible, free use is to be made of the Telegraph.

144. No Engine or Vehicle must be shunted or moved from one Main Line to the other, or from the Main Line into a Siding, or from a Siding on to the Main Line, or allowed to stand on Main Line, unless protected by the proper Signals, exhibited in one or both directions as may be required; and where Fixed Signals are not provided Hand Signals must be used.

145. Care must be taken when the Main Line is about to be obstructed, after a Distant Signal has been placed at "Danger," to allow a sufficient time to elapse for any approaching

Engine or Train (which may have been near to or within such Signal before it was so placed at "Danger") to pass, before the obstruction is allowed.

146. No shunting or marshalling of Trains shall be done, nor Engine or Vehicle of any description be allowed to shunt, cross, or stand upon the Main Line, when such operations extend beyond the Distant Signal-post, unless such Engine, Train, or Vehicle is protected by Hand Signal, and in all cases the movement must be completed ten minutes before a coming Train is due.

147. Carriages and Wagons are never to be allowed to remain on the Main Line, but must be placed on a Siding, the wheels securely scotched, and brakes applied and pinned down. Sprags and chocks must be kept at all Stations where there are Sidings, and in the Brake-vans of all Trains. On Incline Sidings Vehicles must be placed close to Stop-block at lower end of the Siding.

148. The Stationmaster or person in charge must take care that, while shunting Wagons or other Vehicles at Stations or other places situated on inclines, in addition to screwing the van-brakes tightly down, a sufficient number of wagon-brakes are pinned down, and sprags or hand-scothes used where necessary, to prevent the possibility of the Train or any of the Vehicles running down the incline.

At such Stations and other places a supply of sprags and hand-scothes must be kept for the purpose.

149. When Wagons require to be shunted into incline sidings, the trucks to be moved at one shunt must be limited to such a number as the Engine can push up without going at a violent or excessive speed.

150. When Vehicles are detached at Stations from the rear of Trains, and have to be shunted into sidings, the Signaller must be at once informed of the fact, in order that he may keep the Signals at "Danger," for the protection of the Line; and at night, in addition, a Red Light must be shown at the rear of the Vehicles until they are safely placed in the sidings.

151. The Stationmaster must see that all Stop-blocks at his Station are kept locked across the rail; that all Safety Points are closed against the Main Line, when it is not necessary that they should be open for purpose of shunting, and that all Vehicles are placed within the Stop-blocks or Safety Points. Points must not, under any circumstances, be wedged or propped open, but must in all cases be held by the hand for the Line in connection with which they are required to be used. Facing-points not worked from a locking frame must in all cases be securely pinned and locked, or held for the passage of Trains.

152. Whenever Stop-blocks are supplied to Sidings they are invariably to be kept closed and locked at all times except when shunting. The Stationmaster, or, at Sidings where there is no one in charge, the Guard, is responsible to perform this duty.

In signalling Trains through Turnouts, a Caution Signal must be given.

153. If any Truck gets out on or foul of the Main Line in consequence of the Stop-block being left open or unlocked, the person through whose neglect the Vehicle gets away will be dismissed, in addition to any penalty he may incur under clause 152 of "The Public Works Act, 1876."

154. It is the imperative duty of every Stationmaster to examine the Time in the Tables applicable to his Station as soon as possible after receipt, and to report any irregularity to the Manager at once.

155. The Time-Tables and Public Announcements issued to Stations are held to be sufficient notice for Stationmasters, Booking Clerks, and other Servants of the Department as to the change in the Train Service, Special Trains, or other matters to which the notices refer. The Public Time-Tables, announcing alterations in the time of Trains, are to be

Shunting, if outside distant signal, must be protected by hand signal.

Vehicles must not remain on main line.

Shunting on inclines.

Sprags to be kept.

Limited number of trucks to be shunted at once into incline sidings.

Vehicles detached from rear of train.

Stop-blocks to be kept across rail.

Points to be held or locked.

Stationmasters or guards responsible for locked stop-blocks.

Caution signal for trains going through turnouts.

Penalty for leaving stop-block open.

Stationmaster to examine time-tables.

Time-tables sufficient notice of alteration.

Time-tables to be posted on the



posted up the morning of the day on which they come into operation, before the Station is open for business, and all old Time-Tables must be removed and destroyed.

156. The Public Notice-board at the Station must be kept in good order, containing only the Railway or other authorized Notices in force, and such Notices must be exhibited on it alone, and not on the walls or doors of the Station.

157. 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 which is not intended for them.

158. The Booking Office must never be left unlocked during the hours of business without a competent person in charge, and the windows of the Booking Office must be open, for the purpose of issuing tickets, at least a quarter of an hour before each Train is due to depart. On Race-days and other Holidays tickets must be sold at all times.

159. If a Guard or Stationmaster has 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 and Regulations of the Railway relating to travellers by the Railway, the case shall be immediately investigated by the Stationmaster where the occurrence may take place, who is to exercise his discretion as to the proceedings to be taken, always reporting what he has done.

160. 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 time than is absolutely necessary, and the person shall be conveyed before a Magistrate with as little delay as possible.

161. 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 fare.

162. As it is *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.

163. Should a Passenger Train in stopping at a Station over-run or stop short of the Platform, the Engine-driver must not move the Train back or draw it forward until he receives instructions from the Guard in charge to do so; Stationmasters, Guards, and others must at once take steps to prevent Passengers leaving the Carriages; and as soon as the Guard in charge has satisfied himself that all Carriage Doors are closed, and that no Passenger is entering or leaving the Train, he must instruct the Engine-driver to put back or draw up to the Platform, as may be required. The Engine-driver must sound his whistle before moving the Train.

164. In cases where Passengers are carried out of their way and to a wrong Station by mistake, the Stationmaster (after satisfying himself that they have really been over-carried *by mistake*) will not charge excess fare, but send them to their proper destination by first Train, giving a note to Guard to pass them on to proper Station, and reporting the circumstances to the Manager.

165. When an accident or obstruction of any kind occurs on any part of the Line, it must be immediately reported by telegraph, or by the most expeditious means, to the next Station or Signal-box on each side of the place where the accident occurred, so that notice may be given to the Engine-drivers and Guards of approaching Trains, also to the Heads of Departments. It must also be reported by telegraph to the Officer who has running charge of that portion of the Line where the accident has occurred, and to those Stations where the starting or crossing of other Trains is liable to be affected by the delay caused by the obstruction.

166. Stationmasters and Ticket Collectors are required to examine all Season Tickets at the time they examine the ordinary Tickets. Passengers not producing their Season Tickets must pay ordinary fare.

167. 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 the change of Train is to be called in same manner.

168. Stationmasters must give *twenty-one days'* notice at least to the Manager, of great Markets, Show-days, Races, &c., in the neighbourhood of their Stations, so that extra accommodation may be provided.

169. When a horse is used on the Railway, a man must, in all cases, remain with it, whether it is drawing vehicles or not.

170. No Engine, or any Vehicle, the property of a private owner, must, under any circumstances, be allowed to enter upon the Main Line, except by special permission of the General Manager.

171. Stationmasters, or persons having charge of Signals, Gates, Pumps, Water-services, Turntables, or Points, shall see that they are in complete working order and properly oiled, and shall give notice to the Ganger of the length immediately, and also to the Manager, when repairs are required; and, if any part becomes deranged or broken, the nearest Ganger must be ordered to have the same made safe; the person in charge will be held responsible for the consequence of any accident that may arise from defects, unless such defect shall have been previously reported, as here required.

172. The greatest care must always be taken in the cleaning, trimming, and lighting of Signal-Lamps; Stationmasters who are not required to do this duty themselves are still responsible for seeing it efficiently done.

173. The Oil-burners of the Semaphore Signals and Platform Lamps must always be taken out of their cases when the lights are extinguished, thus: At places where a person is in attendance all night, and at level crossings where a Stationmaster or Gateman is resident on the spot, the Signal-Lamps must not be put out till 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 plainly seen, 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.

174. The Oil-burners of all Distant and other fixed Signals must not be trimmed at the Signal-posts, but must be brought to the Station, Lamp-room, or Signal-box, as the case may be, and cleaned and trimmed there; and not replaced in the Signal-Lamp until required to be lighted. The Oil-burners of Platform-Lamps must be taken to the Lamp-

morning they come into operation.

Public notice-board to contain notices in force only.

Trespassers.

Booking office to be kept private.

Competent person to be in charge of booking office.

Passengers not producing their tickets.

Detention of passengers.

Detention of passengers, limited to persons only.

Detention to be exercised with discretion.

Passenger train over-running or stopping short of platform.

Passengers wrongly carried.

Accident or obstruction to be reported.

Season tickets to be examined.

Names of stations to be called.

Notice to be given of races, &c.

Horse must be led.

No private engine to be allowed on line without authority.

To report accident to signals, points, &c.

Signal-lamps to be carefully cleaned.

Signal-lamps, when to be lit and extinguished.

Signal-lamps not to be trimmed at signal-posts.

room every morning, cleaned and trimmed, and not replaced until required. Stationmasters and others having Signals under their care must frequently inspect the fixed Signal-Lamps, and satisfy themselves that they are at all times in good working order, and that the glasses and reflectors are well cleaned.

175. At Stations where Roof-Lamps are supplied to Trains, Stationmasters must see that the Lamps are properly cleaned and trimmed, and that no smoky, defective, or badly-burning Lamp is placed in the Train. At intermediate Stations where Roof-Lamps are provided, Stationmasters must take care that the Lamps are examined on arrival of Train, and that any that may have gone out, or be burning badly, are replaced by newly-trimmed Lamps.

176. At every Station where there is no appointed Signalman, one of the Porters must be specially assigned to attend to the working of the Signals, and be responsible for the correctness of the Signals during the hours this duty is assigned to him, or until he is relieved.

177. All Porters at a Station must be placed in charge of Signals in rotation (unless the Stationmaster considers any of them unfit for that particular duty), so that every one may be thoroughly exercised with the working of the Signals.

178. If a Stationmaster should neglect to assign the duties of Signalman to proper persons he will be held *personally responsible*.

179. If the Officer in charge of an intermediate Station should be without a Porter or other assistant, he will be personally responsible for the correctness of the Signals at all times.

180. Horse-boxes, Cattle and Sheep Wagons, must be thoroughly cleansed after being used.

181. The Weighing Machines and Weigh-bridges must be kept clean, the knife-edges and such parts must be slightly greased or blacklead, and the steelyard or 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 unengaging apparatus must be kept out of gear except when weighing.

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

183. Slings must invariably be 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.

184. 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, to prevent damage to the Rolling-Stock, or accident to subsequent Trains. When Timber Trucks are used they must be so loaded that the bolsters will work free. Goods must be loaded in such a manner that they will not be damaged by concussion or chafing; all casks of spirits or other liquids must be blocked tightly.

185. Trucks must be loaded in such a manner as to distribute the weight of the load as equally as possible over the four wheels. The maximum load allowed for any Truck is *Five Tons*.

186. No Package is allowed to be taken into any Carriage which cannot be put under the seat occupied by the Passenger. Any small articles which the Passenger may wish to have put in the Carriage should be carried there by the Porter at once.

187. On receiving Luggage from Passengers when they arrive at the Station, the Porter in attendance must explain to the Passengers that they will require to claim their luggage, and see it labelled correctly on the platform after they have taken their Tickets. The label to be pasted on the side, and covering old labels.

188. The Stationmaster must see that the Delivery of Guards deliver all parcels, luggage, &c., to the Porters appointed for them.

189. Inquiries by Telegraph are to be promptly made for missing luggage, to be paid for by Passenger if astray through his neglect, but free if through the neglect of Railway Servants. An immediate and thorough search should also be made throughout the offices, warehouses, &c., for missing luggage.

190. A man must be told off for the duty of searching the Carriages of all Trains, immediately on arrival at their destination.

191. Luggage wrongly put out should be sent by the following Train to its destination, to be entered on way-bill "free," as luggage miscarried, and the address on luggage and the Train by which it was miscarried specified.

192. Lost Luggage not previously claimed must be forwarded to the Manager by first Train on Monday morning next after the day on which it was found, 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 Stationmaster.

Any person making application for Lost Luggage must give the date, Train, and full particulars of the lost property before he is allowed to see it, should it be in possession of the Railway. On delivering it up a Luggage Delivery-note must be signed by the party delivering 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 on it.

193. Where the luggage found bears an address, the Station to which it is directed should be advised: where there is no address, every label or other mark should be carefully recorded.

194. No person can be allowed to ride on Railway Wagons, either empty or loaded, or in any Goods or Passenger Van, except by special authority of Manager.

195. No Fire must be allowed in or near any of the Stations or Buildings, except in the regular fireplaces.

196. All Stationmasters are to report any Driver going at rapid speed through turn-outs or over turntables.

197. Stationmasters are required to see that rails are sanded in slippery weather, so as to prevent the Engine slipping.

198. Before removing any Travelling Crane the person in charge of it must see that the jib is properly lowered and secured, and so fixed that it will pass under the gauge; and when it has to be removed by the Train it must, when practicable, be so placed that the jib will point to the rear of the Train.

199. When a Crane is working, whereby the jib or any portion of it fouls or obstructs any part of the rails in use for traffic purposes, or whenever by any possibility, during the loading of timber, iron, or other lengthy articles, the Main Line may be fouled, it is incumbent on the person in charge of the loading to obtain the sanction of the Stationmaster and Signalman, and to see that proper signals are exhibited until the operation is completed.

200. Smoking is strictly prohibited on Platforms or any covered part of the Railway premises, or in any Carriages other than those appointed for the purpose; and gaming or games of chance are forbidden.

201. Every Stationmaster must see that Mail properly sent off from his station. He must receive all Mails, and see that no mistakes take place.

202. All Letters and Parcels except Money must be placed by the Stationmaster 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. Special Regulations will be made from time

Roof-lamps, cleaning and care of.

Where no appointed signalman, a porter to have signal duties assigned to him.

Porters to be placed in charge of signals by rotation.

Stationmaster responsible for signalman.

Where no porter stationmaster to do signal duties.

Horse-boxes, &c., must be cleaned.

Weighing machines to be kept clean.

Tail-ropes.

Slings, when to use.

Loading, securing, &c.

Greatest care to be exercised.

Weight to be distributed in trucks.

Small packages only to be taken in carriage.

Passengers to claim luggage.

Missing luggage to be carefully searched for.

Searching carriages.

Lost luggage to be carried free.

Lost luggage to be sent to manager.

Register-books to be kept at stations.

Luggage found with address, station to be advised.

No person to ride except in carriage.

Fires to be allowed only in regular fireplaces.

Report driver going quickly through turn-outs.

Sanding rails in slippery weather.

Travelling crane to be secured before removal.

When a crane fouls line, to be protected by signal.

Smoking prohibited.

Attention to mail.

Letters and parcels.

to time for the conveyance of Letters and Money to the Head Office.

203. All matters requiring to be reported must be reported at once and in writing. Report to be made promptly.

**SIGNAL ALTERATIONS.**

REGULATIONS to be observed by Stationmasters, Signalmen, and others, respecting the fixing and repairing of Signals, and the apparatus for working Points and Signals, on Lines opened for Traffic:—

204. During the Erection or Removal of Signals, or the prosecution of other work in connection with Signals, which may interfere with the safe working of the Line, the Foreman who has charge of the work must provide for the safety of the Line in accordance with Rule 286. Line to be protected during erection or removal of signals.

205. When any points are about to be connected with a Signal-box or Frame, or when any connection between a Signal-box or Frame and Points requires repair, the execution of which will interfere with the usual working of the Points, the Foreman in charge of the work must, before commencing, acquaint the Signalman in charge of the Points with the nature of the work, and agree with him when it is to be done. After the work has been commenced the Signalman, during the time the workmen are engaged, must not allow any Train or Engine to pass such Points without having first communicated with the Foreman, and received information from him that the Points are in a fit state for the Train or Engine to pass in the direction in which it is required to run. When the work is completed the Foreman must intimate the same to the Signalman. Connection or repair of points.

206. When any repair or rearrangement of the Signal Apparatus is necessary, of such a character as to interfere with the working of the Signals, Rule 286 must be strictly carried out. Repair of signal apparatus.

207. No new Signal must be brought into use, nor any alteration made in the position or use of any existing Signal, without the authority of the Manager. No new signal without authority of manager.

**TRAFFIC INSPECTOR.**

208. The Traffic Inspectors must take observations, make inquiries, and render reports to the Manager on the following matters:—

- (1.) Proper use of Signals.
- (2.) Signalling of Trains.
- (3.) Signalling by Gatekeepers.
- (4.) Maintenance of proper intervals between Trains.
- (5.) Proper keeping of Train Record-Books and Truck Journals.
- (6.) Improper delay of Wagons after discharge.
- (7.) Demurrage of Trucks.
- (8.) Improper delay of Sheets, Lashings, Bolsters, &c.
- (9.) Careful use and custody of Sheets, &c.
- (10.) Inspection of Stations, Officers, Lathings, &c., as to cleanliness.
- (11.) Generally to notice if the Rules, Regulations, and all Orders (General and Special) 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 Stationmasters, who have the command of all men included in the Station Pay-Sheet. Subjects to report on.

**REGULATIONS FOR GUARDS, BRAKEMEN, AND OTHER PERSONS IN CHARGE OF PASSENGER AND GOODS TRAINS.**

209. Every Guard must be able to read and write. Read and write.

210. Every Guard or acting Guard must be in attendance at the Station from which he is Attendance.

to start *half an hour* before the time appointed for the departure of his Train; he must provide himself with a good watch, and must carry with him a copy of these Regulations and the Working Time-table of the Lines over which he has to run, and must regulate the working of his Train in accordance therewith. He is also to see that he has with him in the Train— To have copies of time-tables and rules. Articles to have.

- 1 Case Detonating Signals.
  - 1 Tail-Lamp
  - 2 Side-Lamps
  - 1 Hand Signal-Lamp
  - 1 Crowbar.
  - 2 Sets of Links and Pins or other couplings.
  - 1 Tail "Train Following" Board.
  - 2 Hand Scotchies.
  - 1 Whistle.
  - 1 Set Signal Flags (Red, Green, and White).
- In addition to above, each Goods or Mineral Guard shall carry—
- 1 Oil-feeder, filled.
  - 1 Tail-Rope.
  - A couple of Sprags.
  - A few spare Coupling-hooks and Pins.

211. The Guard will receive his instructions from and obey the Stationmaster or person in charge, under whose control all Guards and Brakemen are while the Train remains at the Terminus or Station. The Train is to be started from the Station by the Guard, after he has received directions to do so from the Stationmaster or officer on duty. The Guard will give the Engine-driver the signal to start the Train by sounding his whistle, and, in addition to using the whistle, by distinctly extending the right arm by daylight, and by night by showing a white light. Guard under stationmaster's instructions.

212. The Guard in charge of the Train must satisfy himself before starting, and during the journey, that the Train is properly loaded, marshalled, coupled, lamped, oiled, lashed, and sheeted; that the Brakes are in good working order, and that the Train is in a state of efficiency for travelling, and has the proper Signals attached to it. He must also carefully examine the loading of any Vehicles he may attach on the way, and, if any Vehicle is unsafe through improper loading, or has become unsafe from the shifting or derangement of the load, he must at once have the load readjusted, or the vehicle removed from the Train. Duties of guard.

Any defects in Vehicles or Brakes must be reported at once.

213. Every Guard must be thoroughly acquainted with the Special Rules for working that portion of the Line on which he is employed; and, before starting with his Train, must examine the notices to see whether there is anything requiring his special attention on those parts of the Line over which he has to work; and he must, before going off duty, ascertain, from the notices posted for his guidance, the time at which he is required to be on duty the following day. Guards must be acquainted with special rules, and examine notices.

214. Passenger Guard must attend to the loading of his Vans; check all Parcels with the way-bills, noting any discrepancy on face of way-bill; having checked the way-bill he must initial it; he will be held responsible for the correct delivery to the Stationmaster or other authorized Officers at the various Stations, of all Parcels, Letters, Luggage, Carriages, Dogs, &c. Passenger guards to check parcels, &c.

215. Goods Guards must, before starting, see that the Trucks in their Train correspond with the way-bills, and Guards will be held responsible for the correct delivery of all Trucks and Van goods according to the way-bills; and, in case a disabled Truck is left at any Station short of its destination, full particulars must be reported to the Station to which such Truck was consigned, as well as to the Manager. Goods guards must see that trucks correspond with way-bill.

216. Each Train is under the control of the Head Guard, who must instruct the Engine-driver as to the stopping, starting, and general working of the Train. When there are two Guards, the Under Guard must obey the orders of the Head Guard. The Head Guard must always ride in rear Brake. Head guard in charge.

217. From the moment that the Train is in motion the Guard will be held personally responsible for its regularity, punctuality, and safety.

218. Every person who goes in charge of a Train as Guard must be well acquainted with the road over which he has to travel.

219. If, during the journey, any vehicle gets detached from the Train in consequence of the couplings breaking, the Guard of such Train will be dismissed, unless he shall be able to show that the safety chains as well as the centre couplings were in use. Side chains must at all times be fastened by the hooks.

220. The Guard must not permit any unauthorized person to ride in the Van, or in any compartment or vehicle in which Parcels or Luggage may be placed, excepting only when there is not room in the Carriages.

221. The Guard must ride in his Brake-Van, and not upon the Engine or in any other part of the Train; he is forbidden to pass over the tops or along the side-boards of Carriages when in motion.

222. No Train is to leave a starting-point without one or more efficient Brake-Vans, one of which must always be the last Vehicle in the Train, unless otherwise ordered by the Manager in writing.

223. Trains must be promptly despatched so that punctuality in running may be ensured.

224. No Train is to be started before the time stated in the Tables.

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 issue an excess (P9) ticket for the difference.

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

227. If any Carriage is complained of as being unsteady or defective, it must, if found necessary, be removed from the Train, and the number and class of the Carriage must be reported to the Manager.

228. Guards are to make a note of any Carriages or Trucks in a dirty or defective condition, and no statement of such defect existing before the starting of the Train will be received, unless they shall have called the attention of an Officer of the Station thereto. The Guards will be held responsible for all defects of the kind found on arrival of the Train and not reported.

229. When deficiency of room occurs whilst on a journey, Guards must request the Stationmaster to telegraph to the next Station where Carriages are kept, to have one or more in readiness to attach on the arrival of the Train. The class of carriage should be specified in the telegram.

230. Prisoners, Deserters, and Persons afflicted with insanity or contagious diseases, and their Attendants, must never be placed with the other Passengers, but in a compartment, and, if possible, a Carriage, by themselves.

231. 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 Passenger from the Train.

232. When Ladies are travelling alone, the Guards are to pay every attention to their comfort; and in placing them in the Train they must, if requested, endeavour to select a Carriage for them (according to the class of their Tickets) in which other Ladies are travelling, and if they wish to change Carriages during the journey the Guards must enable them to do so.

233. In all cases of accident or detention to a Passenger Train, the Guard must at once endeavour to secure the safety of Passengers, and, if he leaves his Train for the purpose of protecting in front or rear, he must have his Brake properly secured, or left in charge of some competent person. It is the duty of the Guard to explain to the Passengers the cause of detention, and, if there is no danger to them, to satisfy them of that fact.

234. In case of accident, detention, or necessity, the Guard may demand the assistance of any Railway Servant, either by night or day.

235. Guards, on arrival at a Ticket-collecting Station, must request the Passengers to have their Tickets ready, and must assist the Ticket Collectors by opening and closing the carriage doors. They must not, however, collect or examine Tickets except under special instructions.

236. The Guard must see that Platelayers and other Workmen of the Department, holding Workmen's tickets, or passes, are kept as separate as possible from the Passengers. When a large number of Workmen travel by the same Train, Carriages must be specially provided for their use, and then they must ride in these Carriages only.

237. Guards must see that the Doors of all Carriages having Side-Doors are properly closed, and, in case of any unusual stoppage on the road, must request the Passengers to keep their seats, except when necessary to alight.

238. The Windows of all empty compartments must be closed, not only while the Carriages are standing at the Stations, but also when the Trains are running, immediately upon the compartment becoming vacant. The ventilators must be kept open.

239. Smoking in the Carriages, except in the compartments specially set apart for that purpose, is strictly forbidden; and Guards must take care that the By-law on this subject is strictly enforced.

240. Guards must not allow any other duty to interfere with their attention to Signals when approaching Stations or Junctions, and must observe the strictest attention and obedience to all Signals at Crossings, intermediate Stations, Tunnels, &c., as well as to all Signals shown by Platelayers and others on the Line. They must respect all Special Orders which the Officers in charge of Stations may think necessary.

241. When a Danger Signal is shown by Workmen on the Line, the Train must be stopped; and, when a Caution Signal is shown, the speed must be reduced to six miles an hour. Strict attention must be paid to orders for reduction of speed exhibited on Notice Boards on the Line.

242. Every Guard must constantly be on the look-out, and, should he see any reason to apprehend danger, he must use his best endeavours to give notice thereof to the Engine-driver.

Should a Guard wish to attract the attention of the Engine-driver, he must apply his Brake sharply and release it suddenly. This operation, repeated several times, is almost certain, from the check it occasions, to attract the notice of the Engine-driver, to whom the necessary "Caution" or "Danger" Signal may then be exhibited. When the Engine-driver gives three or more distinct rapid whistles, the Guard must immediately apply Brakes, whether he may see a Signal or not, or whether or not he comprehends the Driver's reason for making the Signal.

243. No Train must be allowed to travel on the Line after sunset or in foggy weather unless there shall be attached thereto a Red Tail-Light and two Side-Lights, showing White forward and Red to the rear; and the Guard, if there be only one, or the Rear Guard, if there be more than one, must see that these Lights are kept properly burning throughout the journey.

244. The Guard of a Train is responsible for attaching and lighting the necessary Tail and

Guards must, in case of accident, endeavour to secure safety of passengers.

Must know the road.

Punishment if side chains not coupled

Passengers must ride in carriages only.

Guards must ride in van.

Every train must have a brake.

Trains must run punctually.

Trains must not start before time.

Passengers and parcels must be properly booked.

Passengers wishing to exchange.

Passengers re-booking to avoid payment.

Defective carriage.

Carriages or trucks dirty or defective.

Deficiency of room in train.

Prisoners, &c., must be placed in separate compartment.

Drunk or disorderly passengers.

Attention must be paid to lady passengers.

To demand assistance when necessary.

Guards to assist ticket collectors by opening and closing doors.

Workmen to be kept separate.

Side-doors must be closed.

Carriage windows must be closed.

Smoking forbidden, except in carriages set apart for the purpose.

Guards must carefully attend to signals.

Platelayers' signals.

Guards must keep a good look-out.

Apply brakes sharply for attention of engine-driver.

Guard must attend to his side- and tail-lights.

Responsible for attaching necessary lights.

Side-Lights, or Tail-Board, to the rear of his Train; and should a Vehicle be attached to, or detached from, the rear of a Train at an intermediate Station, the Guard, if there be only one, or the Head Guard, if there be more than one, must see that the Tail and Side-Lamps are removed to their proper places in the train.

245. A Special Train on the road is indicated by the preceding Train carrying on the last Vehicle a Red Board or a Red Flag by day, and additional Red Tail-Light by night, as explained in Rule 96. Special trains.

246. In running down steep inclines Guards must, in order to steady the Trains and assist the Engine-drivers, apply the rear Brake, care being taken not to skid the wheels. Guards should at all times avoid as much as possible skidding the wheels of their Brakes. Brake to be applied in travelling down inclines.

247. 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 600 yards with a Red Flag or Lamp, and he will 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. Train travelling not more than four miles an hour.

248. When from accident or any other cause an Engine or Train is stopped on the Main Line the directions contained in Rules 97 to 101 inclusive must in all cases be observed; and the Guard is not relieved from this duty by the existence of Block or other Telegraphic protection. Precautions necessary for protection in case of accident.

249. In the event of a Train stopping or moving slowly on the Line, especially ascending an incline, the Guard must not on any account leave his Brake, for any purpose, until he has secured it or left it in charge of a competent person. Guard must not leave his brake on an ascending incline.

250. No Engine or Vehicle must be shunted from one Main Line to the other, or from the Main Line into a Siding, or from a Siding on to the Main Line, nor allowed to stand on Main Line unless protected by the proper Signals exhibited in one or both directions as may be required, and, where Fixed Signals are not provided, Hand Signals must be used. Crossing of trains and shunting on main line must be protected by signals.

251. Care must be taken, when the Main Line is about to be obstructed, after a Distant Signal has been placed at "Danger," for the purpose of protecting it, to allow sufficient time to elapse for any approaching Engine or Train (which may have been near to or within such Signal before it was so placed at "Danger") to pass, before the obstruction is allowed. Obstruction of main line.

252. 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 portion 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 vehicles in front, in event of their stopping. Train becoming detached.

253. There may be cases requiring the Train to be stopped, owing to the failure of, or an accident to, some part of it, when the prompt exercise of judgment and skill is necessary to decide whether to stop quickly or otherwise. Accident to engine or train.

If the Engine be defective, the sooner the Train can be stopped the better. If any of the Vehicles be off the rails, the Brakes in the rear must be instantly applied, in order that, by keeping the couplings tight, the disabled Vehicles may be kept up, and out of the way of Vehicles behind, it being desirable in such cases that the front portion of the Train should be brought slowly to a stand. The application of front Brakes might in such cases result in further damage, and they should only be applied when the disabled Vehicles are in the rear of the Train. In all cases, the application of Brakes behind a damaged Vehicle will be attended with advantage.

254. Guards performing Shunting operations on sidings must, in all cases, take care that the Vehicles are left clear of the Main Line and within the Stop-blocks. They will be held responsible for replacing the Stop-blocks across the rails, and also for seeing that the Points fall properly, set clear for the

Main Line, and locked. On Incline Sidings, Vehicles must be placed close to the Stop-block at the lower end of the siding.

255. Guards, and all other Servants, must exercise proper care in getting between Vehicles, for the purpose of coupling or uncoupling them. Care in coupling.

256. When a Train is Shunted for another Train to pass, the Tail and Side-Lamps must be removed, or so disposed of as not to exhibit the Red Light to the passing Train. Lamps of shunted trains.

257. Double Shunting is strictly prohibited, except when done by Engines specially used for the purpose of Shunting, and attended by experienced Shunters. Fly Shunting of Vehicles against loaded Passenger-Trains, and of Vehicles containing passengers and live-stock, is strictly prohibited. Double and fly shunting.

258. Should a Guard find any Signal exhibited which ought not to be, or observe any other irregularity in the working of Signals, or should he see any cattle within the railway fences, or any obstruction on the Line, or any defect in the Signals, Works, Permanent-Way, or Telegraph, or any other matter whatever which might endanger the safe working of the Line, he must report the same at the first Station at which the Train stops, and also on his Journal. Guard must report anything irregular.

259. The absence of a Signal at a place where a Signal is ordinarily shown, or a Signal imperfectly exhibited, must be considered a Danger Signal, and treated accordingly, and the fact reported to the Signalman or Station-master. Absence of a signal must be considered a danger signal.

260. Should any Vehicle on a Train be on fire, the Brakes must be at once applied and Train brought to a stand as quickly as possible, and the Guard must protect in accordance with Rule No. 248. The Under Guard or Fireman must detach the Vehicles in the rear of those on fire, and the burning Vehicles must be drawn forward to a distance of at least fifty yards and then be uncoupled, and left until the fire is extinguished. Train on fire.

The Guard should see that, when at all 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. Arrangement of train.

261. Wagons must not be shunted into Sidings, nor to other Wagons upon the Main Lines, without remaining attached to the Engine, except the Wagons are attended by a competent person prepared to put on Wagon Brakes or apply Sprags, as the case may be, so as to prevent their coming into violent contact with other Wagons or Vehicles, or fouling other Lines. Care in shunting.

262. When from any cause a Train has been brought to a stand on the Main Line where the Line is not level, and it is necessary for the Engine to be detached from the Train for the purpose of attaching or detaching Vehicles, the Guard must, before the Engine is uncoupled, satisfy himself that the Van Brakes have been put on securely; and, as an additional precaution, must pin down a sufficient number of Wagon Brakes, and place one or more Sprags in the wheels of the Vehicle next to the rear Brake in the case of an ascending gradient, and of the foremost Vehicle in the case of a descending gradient, so as to prevent the possibility of Vehicles moving away. The number of Sprags must be regulated by the steepness of the gradient, the number of Vehicles, their loads, and the state of the weather and rails. Train at a stand on ascending gradient.

263. Should a Passenger Train in stopping at a Station overrun or stop short of the Platform, the Engine-driver must not move the Train back or draw it forward until he receives instructions from the Guard to do so. Stationmasters, Guards, and others must at once take steps to prevent Passengers leaving the carriages; and as soon as the Guard in charge has satisfied himself that all carriage doors are closed, and that no Passengers are entering or leaving the Train, he must instruct the Engine-driver to put back or draw up to the Platform, as may be required. The Engine-

driver must sound his Whistle before moving the train.

264. Before attaching any Travelling Crane to his Train, the Guard must see that the jib of the Crane is properly lowered and secured, and so fixed that it will pass under the gauge, and it must, when practicable, be so placed that the jib will point towards the rear of the Train.

265. The Guard must see that the Chains in Timber Trucks and Boiler Wagons are secured, in order to prevent their getting loose while travelling. Foremen, Guards, and Shunters must take care that no Timber Truck or Boiler Wagon is allowed to leave a Station or Siding without the Chains being first carefully examined and made perfectly safe and secure; and Guards will be held responsible for seeing that they remain so during the journey.

266. No Engine must be allowed to push a Train of Carriages or Wagons on the Main Line, unless within Station limits, but must in all cases draw it, except under special regulations when assisting up inclines, or when an assistant Engine is required to start a Train from a Station. In case of an Engine being disabled on the road, the succeeding Engine may push the Train slowly to the next Siding or Cross-over Road, at which place the pushing Engine must take the lead.

267. When a Guard is returning to the Station at which he resides by a Train other than that he is appointed to work, he must render all the assistance in his power in the working of the Train by which he travels, and obey any instructions received from the Guard in charge of such Train; and when there is a Brake-Van, in which no Guard is riding, on the Train, he must ride in such Van, and act as Under Guard.

268. At the end of the journey, the Guard in charge must deliver to the Stationmaster, or forward direct to the Manager, a Journal containing the time of the running of his Train, noting therein every circumstance of an unusual kind, any detentions that have taken place on the journey, and any error as to parcels, luggage, or goods. He must fill up all the columns of the report, and insert against the respective Stations the numbers of all Carriages, Wagons, &c., attached to or detached from the Train, all delays being explained at the back of the report. In the event of any occurrence having taken place which might have involved, in any respect, the safety of the Train or Line, he must, in addition to the notices in his Journal, send in a Special Report thereof.

269. On the arrival of a Passenger Train at a terminus, the Guards must not leave until they have delivered over all Parcels and Luggage to the Persons appointed to take charge of them; and, if any article be missing, they must immediately report the case to the Person in charge of the Station, and on their Journals.

270. Great importance is attached to the prompt delivery of Letters, Way-bills, and Despatches confided to the care of the Guard, and on arrival of Train special attention must be drawn to any that are marked "Immediate."

271. Goods Guards must not leave their Trains until they have been delivered over to the Foreman, Yardman, or Shunter, and their services are not further required.

272. Guards when receiving Excess Fares shall invariably issue P9 Tickets, properly filled up and signed with the Guard's name in full; and the Ticket is to be nipped in presence of the passenger. Departure from this rule will entail liability to immediate dismissal.

273. Guards are to report at once any case of the Drivers going quickly through Turnouts or over Turntables.

#### SIGNALMEN AND POINTSMEN.

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

275. The duties of Signalmen and Pointsmen require great care and watchfulness, any

neglect may cause serious accidents: they must be always on the alert, and cautious in the discharge of their duty.

276. Signalmen and Pointsmen must know thoroughly all the foregoing Rules relating to Signals and their use, from Nos. 41 to 105 inclusive, and must strictly perform their duties in accordance therewith. They must pay particular attention to the Special Rules for working that portion of the Line on which they are engaged.

277. Semaphore Signals must always stand at "Danger," except when a Train is being signalled past them.

The "Clear" Signal must not be given unless the Signalman knows positively that the Line is clear of all obstructions, and safe for the Trains signalled to pass on.

Immediately the Train has passed the Signal-post, the Signal will be replaced at "Danger."

278. No Distant Signal may be set at "Clear" unless the corresponding Home Signal is also set at "Clear."

When a Train is due, and Line clear, Home and Distant Signals must both be set at "Clear" immediately a Train is in sight, in order that no unnecessary delay may be caused by stopping the Train at the Distant Signal.

279. No Home Signal may be set at "Clear" unless all the Line is clear up to the Starting Signal for the like direction, and unless the Siding Signals covering all intervening fouling-points, as well as contrary Home and Distant Signals, are all set at "Danger."

This Rule is absolute, unless it is modified by special written instructions, signed by the Manager, and issued to the Signalman in charge of any particular Signal Station.

In cases where no Starting Signals are provided, the Home Signal may not be set at "Clear" unless the Section ahead is safe and clear for the Train to pass on.

280. No Starting Signal may be set at "Clear" unless the Section ahead is safe and clear for the Train to pass on, and all Siding Signals covering fouling-points in advance are set at "Danger."

281. One minute before a Train is appointed to start from a Station, and if the Line is clear, the Starting Signal is to be set at "Clear."

282. Siding Signals may only be set at "Clear" to pass a train on to the Main Line, and then must immediately be replaced at "Danger."

No Siding Signal may be set at "Clear" unless the Home, Distant, and other Siding Signals which protect the portion of the Line to be occupied by the Train Signalled, are all at "Danger," and the Main Line unobstructed.

283. Where the Telegraph is used in connection with Signals, special written instructions, signed by the Manager, will be issued to the Signalman in charge of each particular Signal Station.

284. The Signalman on duty must see that the Points and Signals are kept in perfect working order, clean, and well oiled. He must report to the Stationmaster under whose supervision he acts, and to the Inspector of Permanent Way, Foreman of Works, or other person respectively in charge of such repairs, any case in which the Points or Signals are out of order. Whenever a Train has passed, he must see that no substance has dropped between the Points so as to prevent them from closing, and also that they are replaced in the right position.

285. The Signalman must frequently examine and try the working of all his Semaphore Signals, to see that they work well and are kept clean. Great care must be used in putting on a Distant Signal: it is not sufficient merely to move the lever, but the Signalman must at the same time watch the Signal or its Repeater, so as to ascertain that it obeys the lever and goes fully on to "Danger." He must take care that the Signal-wires are kept at the proper length by means of the regulating

Travelling cranes.

Timber and boiler trucks.

Trains must be drawn, not pushed.

Exceptions.

Guard travelling in train he is not appointed to work.

Train journal.

Special reports.

Guards must not leave till they have delivered parcels, &c.

Prompt delivery of letters.

Delivery of goods trains.

P9 tickets.

Points and turntables.

Read and write.

To be careful and attentive.

To observe all foregoing rules relating to signals.

How to use semaphore.

Distant signal.

When home signal may show "clear."

When starting signal may show clear.

Clear signal to be given to train due to start.

When siding signal may show clear.

Telegraph regulations.

Working of points and signals.

Signals to be frequently examined.

Care in putting on distant signal.

Wires to be regulated.

screws or links, so as to compensate for the expansion and contraction caused by variations of temperature.

286. In the event of a Home or Starting Signal becoming defective, or not working efficiently, a competent person must be placed outside such Signals, with Hand-Signals and Detonators, who shall act under the instructions of the Signalman.

When home or starting signals become defective.

In the event of a Distant Signal becoming defective, or so that it will not work efficiently, a competent person must be stationed just outside the Distant Signal Post, with Hand-signals and Detonators, who shall act under the instructions of the Signalman; and when such temporary Signalman is out of sight of the man in charge of the Signal Station, an intermediate man, or more if required, must be placed between that post and the defective Signal, for the purpose of repeating any Hand-signals which may be given from the Signal Station to the man stationed temporarily at the Distant Signal. When the circumstances of the case admit of such an arrangement, the Stationmaster 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 instructed by the Station-master or Signalman, and furnished with the necessary Hand and Detonating Signals.

Distant signal out of repair.

287. The Line must not be obstructed or occupied by Shunting or otherwise, excepting when the Signals applicable to the Line or Lines about to be obstructed are placed at "Danger." Where the Block System is in operation, and it is necessary to foul or occupy any portion of the Line outside the Home Signal, the Line must first be blocked back by Telegraph to the next Signal-box, before such obstruction is permitted; and during a fog or snow-storm, or where, in consequence of the Station being approached upon a falling gradient, or for any other reason, special instructions for working are issued, no obstruction must be allowed at the Station inside the Home Signal until the Line is so blocked back to the Signal-box in rear.

Obstruction of line by shunting or otherwise.

Precautions to be taken.

288. Should any obstruction exist upon the Line within the sight or knowledge of the Signalman, he must not exhibit "Clear" Signals, but prevent any Train or Engine passing his post in that direction until such obstruction has been removed, and the Line made clear and safe.

Signals to be exhibited in case of obstruction.

289. When a Train is approaching Facing Points, the Signalman must be careful to see that the lever of the locking-frame which governs the Facing Points is close home to the frame, and the catch firmly down in the notch, and so kept until the whole of the Train has passed.

Facing points.

All Facing Points must be frequently tested by the Signalman, so that he may satisfy himself that they work well, and that no part is injured.

Facing Points not working from a locking-frame must, in all cases, be locked or held for the passage of Trains.

290. When a Train approaches a Station the Signalman must ascertain whether the Line on which the Train is about to run is clear; and, if so, he will exhibit the Signals for it to proceed.

Working of signals.

If, when two or more Trains approach a Junction at nearly the same time, the Signalman should have lowered the Signals for a Train which should have been kept back for the passage of another, he must not attempt to alter the order of the Trains by reversing the Signals, but must put all the Signals to "Danger," and keep them on until all the Trains have been brought to a stand, when precedence can be given to the proper Train.

When two trains approach a junction at same time.

291. Where the Block System is not in operation, no Train or Engine must be allowed to follow any other Train or Engine on the same Line within ten minutes.

Interval of time between trains.

292. When a Train or Engine has to be shunted from one Main Line to the other to allow a following Train to pass, such Train or Engine must be set well within the Home Signal, so as to be efficiently protected by it from any Train or Engine approaching from the opposite direction.

Shunting train from line.

293. No Engine or Vehicle must be shunted or moved from one Main Line to the other, or from the Main Line into a Siding, or from a Siding on to the Main Line, nor allowed to stand on Main Line unless protected by the proper Signals, exhibited in one or both directions, as may be required; and where Fixed Signals are not provided, Hand-signals must be used.

Shunting and crossing operations to be protected.

294. Care must be taken when the Main Line is about to be obstructed, after a Distant Signal has been placed at "Danger" for the purpose of protecting it, to allow sufficient time to elapse for any approaching Engine or Train (which may have been near to or within such Signal before it was so placed at "Danger") to pass before the obstruction is allowed.

Obstruction of main line.

295. When it is necessary to change or turn a Rail, or in any manner to obstruct the Line, or to do any work to the Permanent Way, between the Distant Signals of any Station, Junction, or intermediate signalling-place, of a character to make the exhibition of a Signal at all necessary, the permission of the Signalman in charge of the Fixed Signals must first be obtained by the Ganger, and the work must not be commenced unless those Signals are at "Danger," and the Signals must remain in that position until the Signalman is informed by the Platelayer that the Line is again clear and safe for the passage of Trains.

Working of fixed signals when platelayers are at work within station limits.

The Platelayers must also protect their operations by sending out a Flagman, as ordered by Rule 426.

Platelayers to send out flagman.

296. When a Flagman, in going to stop a Train, passes any Signal Station or Junction, he must request the Signalman to keep at "Danger" the Signals of that Station or Junction to protect the Line which is obstructed; and the Signalman so instructed must not take off his Signals until the Flagman or Ganger in charge of the work has informed him that the obstruction has been removed and that the Line is clear: the object being that the Signalman and Platelayers shall not show contrary Signals to approaching Engine-drivers.

Signalling by platelayers.

297. Every Signalman and Pointsman must keep his Signal-box strictly private, and not allow any other Person than the Authorized Officers of the Department to enter it, and he is not to allow any Persons but those in the employment of the Railway to trespass on the Line without written authority from the Head of Department.

Signal-box to be private, and no trespass to be allowed.

298. Whenever, from the passage of an Engine or Train, the Points, Crossings, or Check-rails receive injury or strain, or the Rails themselves are split or chipped, the circumstance must immediately be reported to the Station-master and Inspector of Permanent Way, or Foreman Platelayer.

Injury to points, crossings, &c., to be reported.

299. All Signalmen and Pointsmen must take particular notice of each Train as it passes; and if they see anything wrong, such as signals of alarm by Passengers, Tail Lamp missing or out, Goods falling off, Vehicle on fire, Train divided, or other mishap, they must show a Red Signal to the Guard or Driver, and blow their whistle. If unable to attract attention, they must give the station in advance the Signal to "Stop and examine Train," and the Signalman at the Station in advance must acknowledge such Signal. Where practicable, the Signalman must also telegraph the Station in advance the cause of sending the "Stop and examine Train" Signal.

Signalman seeing anything wrong in passing train.

300. When a Train has divided, and is running on a falling gradient, the front portion must not, when the Line is clear for it to proceed beyond the Signals, be stopped so as to risk its being overtaken by the second portion; but when such Train is running on a rising gradient, or on the level, the first por-

Train divided when running on a gradient.

tion must be stopped, and shunted into a Siding as quickly as circumstances permit.

301. Every Signalman is responsible for his **Trimming and lighting lamps.** Signal and other Lamps being *well trimmed*, so as to show a clear and distinct light, and *must have* the necessary Oil, Detonating Signals, Flags, and Whistle in his possession. He is to light the Signal Lamps as soon as it becomes dusk, and also in foggy weather, and they must be maintained until daylight, or such other time as the Manager may direct.

302. Where the Line is not worked under **Trains following each other.** the Block System, no Passenger Train must, during foggy weather or snow-storms, follow a Goods Train, nor must a Fast Goods Train follow a Stopping Passenger Train from a Station, nor pass a Signal-box where Trains are ordinarily signalled, within fifteen minutes; nor even then until the Engine-driver has been properly warned of the time of the departure of the preceding train, and where it will next stop.

303. Should a Ballast Train have to discharge or take up materials on the Main Line between two Block Signal Boxes, the Guard of such Train must, before entering the section, inform the Signalman in charge of the Block Signal Box there, so that he may know the proposed occupation of the Line, and give necessary instructions as to the shunting of the Ballast Train. **Ballast train working on main line between two signal-boxes.**

304. At all Signal-boxes where two Shifts of Signalmen are employed, each Signalman, before taking charge, must satisfy himself that all the Telegraph Instruments, Signals, Points, &c., are in good working order, and also ascertain from the man he relieves whether there are any special circumstances requiring attention; whether the Trains which are due to pass have done so, and, if not, what are the exceptions; also, what Trains, if any, are in the Station, or are signalled; if any Special Trains are advised; and on all other matters necessary to enable him to properly discharge his duty. Each Signalman must register in the Train-book the time of his arrival on duty and of his leaving, and sign the same. **Signalman leaving duty to give information to man by whom he is relieved.**

305. Each Signalman, before commencing **Regulation of clocks in signal-boxes.** duty in the morning, must, when practicable, compare the Clock in his Box with the Station Clock, and if any difference exists he must correct his own by the Station Clock, to show the correct time. Where the Signal-boxes are at some distance from a Station, and there is no telegraph communication, the Signalman must satisfy himself that his Clock is going well, and keeping good time, by comparing it from time to time with the nearest Station Clock. If a Clock gets out of order, and does not keep good time, it must be reported to the Stationmaster who has the supervision of the Box, so that the Clock may be repaired or replaced without delay.

**INSTRUCTIONS TO ENGINEMEN AND FIREMEN.**

306. Every Engine-driver and Fireman must **Read and write.** 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.

307. 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. **Must obey orders.**

308. He must always have with him a Copy of these Regulations and Working Time-Table for the current month, both of which he is required to read over frequently, so as to become thoroughly acquainted with every particular therein. The daily pay which may be fixed for each man will always include his service during such hours, whether early or late, as may be determined upon from time to time by the Locomotive Superintendent according to the arrangement of the Train; and which hours will be so arranged as to give each man a fair average day's work. **Must carry copy of rules and working time-table.**

309. Drivers and Firemen will be liable to **Insobriety.** instant 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 Locomotive Superintendent, for Disobedience of Rules and Orders, for Negligence, or other misconduct. No **Leaving employ.** Driver or Fireman is allowed to quit the service of the Government without giving a Fortnight's previous Notice. If a man is suspended by way of punishment for misconduct, or dismissed, for any cause, his wages will cease during the whole time of such suspension. **Pay stopped during suspension.**

310. The Engine-driver is responsible for **Responsible for safety of train, and must know the road.** the safety of the Engine and Train; and he must make himself thoroughly acquainted with the Road over which he runs, and also the Signals governing the traffic.

311. The Fireman must in all cases act **Fireman under orders of driver.** under the direction of the Driver.

312. No person except the proper Engine-man and Fireman is allowed to ride on the Engine or Tender without the written or printed permission of the Locomotive Superintendent or General Manager of Railways; and no Fireman must move an Engine except **No person allowed to ride on engine.** when instructed by the Driver. **Fireman not to move engine.**

313. Every Driver must be with his Engine **Time with engine.** *Thirty Minutes*, and every Fireman *Forty-five Minutes*, before the time appointed for starting. The Driver must see that the Engine is in proper order for going out, has the necessary supply of fuel and water, that the Signals are in a fit state for use, and lamps cleaned and trimmed. The Fireman must couple his Engine to the Train five minutes before time for starting, and will be held responsible for doing so properly. **Coupling to train.**

314. Enginemen are to prevent the nuisance of Smoke from their Engines at Stations, by turning on the jet, and casing the fire-box doors. **Prevent smoke at stations.**

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

- 1 Case of Detonating Signals.
- 1 Monkey-Wrench.
- 2 Cold Chisels.
- 1 Hand-hammer and 1 Flogging-hammer.
- 1 Crowbar.
- 1 Spare Coupling-hook and Pin.
- 2 Screw-Jacks.
- A quantity of Patent Packing, Blocking, Worstad, Twine, &c.
- Cans of Oil.
- 2 Oil-feeders.
- 6 Plugs for Tubes.
- 1 Plug Rod.
- 1 Fire Bucket.
- 1 Complete Set of Fire-Irons.
- 1 Shovel.
- 1 Complete Set of Signal Flags.
- 1 Complete Set of Lamps.
- 1 Complete Set of Spanners.
- 1 Tallow Can.
- 2 Spare Gauge-Glasses.

316. Every Driver must regulate the Speed **Uniform rate of speed.** of his Train by the Time-Tables, with which he will be furnished from time to time. In case of Special and Ballast Trains, the speed will be regulated by order; and he should 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.

317. The Speed of Trains must never exceed **Speed of trains.** that shown in the Time-Tables, nor are Drivers on any account to make up lost time by increased speed.

318. When the Engine is in motion the **Look-out.** 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 behind when not otherwise engaged. He must be ready to assist the Engineman in looking out for all Signals, especially 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 safely, especially just after starting and after passing a Level Crossing or a Platelayer. **Fireman assist to look out.** **See that whole train following.** The Engine-driver must at all times be pre-



pared to act upon any Signals shown by Plate-layers or others on the Line.

319. When two Engines are employed the Leading Engine is to start and get the whole Train in motion, or the draw-bars stretched, before Steam is put on the second Engine. The Driver of the second Engine must look for and 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 Couplings. Two distinct whistles will signify to reverse and put back, and one sound to move forward.

Two engines. Mode of starting.

320. 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, 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.

Two whistles, reverse.

Stopping of trains.

321. 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 stopping.

Train breaking loose.

322. 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 600 yards 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 in distress.

323. When, from accident or any other cause, an Engine is stopped on the Main Line, the Guard, or in his absence the Fireman, and any other competent person, shall proceed with a Danger Signal, Red Flag, or Lamp and Detonators, 600 yards in both directions, to stop any Engine or Train coming from behind, or advancing to meet, even if such engine or train be not expected, using Detonators and Signals as described in Rule 98; and should the Driver of the disabled Engine move, he shall make frequent use of his Whistle, and shall run at a speed not exceeding four miles an hour, to enable him to keep the Signals both in advance and in his rear at a distance of 600 yards, and no less.

Precautions necessary for protection in case of accident.

When there is a Guard, the authority will rest with him, and the Driver shall take his instructions from the Guard in all matters consistent with the safe working of his Engine, and both Engine-driver and Fireman must render every assistance to the Guard in all cases.

324. While an Engine is in Steam, it must on no account be left by both Driver and Fireman at the same time (for however short a time), except when given in charge of the Day or Night Foreman; and when it is standing the Regulator is to be closed, the slides are to be thrown out of gear, and the

Not to leave engine.

Brake must be screwed down tight, until the signal for starting is given.

325. 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.

326. Enginemmen are strictly prohibited from throwing out any small Coal, Coke, Wood, or Dust, except into the pits made for that purpose.

Throwing out small coal, &c.

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

Responsible for attaching signals.

328. In the evening, when it is getting dusk, and before it is dark, the Enginemmen must see that his Lamps are trimmed and ready, and must take care that the Head-Lamp, showing a White Light, is fixed in front. And whenever an Engine runs alone it must also have a Red Tail-Lamp. All Engine Lamps must be lit from sunset to sunrise, when running.

Lamps to be trimmed and properly fixed.

329. The Engine-driver must afford such assistance with his Engine as may be required for the formation, arrangement, and despatch of Trains.

Affording every assistance.

330. The movements of the Train are under the direction of the Guard, whose instructions as to Stopping, Starting, and General Working of the Train the Engine-driver must obey.

Movements of train under instructions of guards.

331. If a Driver is required by a Station-master 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 Locomotive Superintendent without delay.

Stationmasters making unreasonable requests.

332. 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.

333. When a Train is about to start from a Station or Platform, the Signal to start given by the Guard merely indicates that the Station duty, or collection of Tickets, is completed; and, previous to starting the Train, the Engine-driver must satisfy himself that the Line before him is Clear, either by observation or by the exhibition of the necessary Signal, as the case may require; and, when starting, the Fireman must look back, on the platform side, until the last vehicle has drawn clear of the Platform, to see that the whole of the Train is following in a safe and proper manner, and to receive any Signal from Stationmaster or Guard that may be necessary.

Guard's signal only indicates that station duty is complete. Driver to satisfy himself that line is clear.

334. All Engines are to be backed carefully to their Trains, and Enginemmen with all Trains are strictly enjoined to Start and Stop Slowly, and without a jerk, which is liable to snap the couplings and chains; they are 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. In Stopping Trains they must pay attention to the state of the weather and the condition of the rails, and the length of the Train, and these circumstances must determine when to shut off Steam, and when to apply the brakes. They should be able to stop at the proper place without the aid of the Guard's brake. Particular care is required when carrying cattle, to prevent injury to the animals.

Careful starting and stopping of trains.

Cattle trains.

335. Engine-drivers must use great caution when Shunting Wagons into Sidings, to avoid injuring the Wagons, or other property. Shunting must not be done, unless both Driver and Fireman are on the Engine.

Shunting wagons into sidings.

336. Fly Shunting of vehicles against Passenger Trains, or of vehicles containing Passengers or live stock, is strictly forbidden. Double Shunting is also prohibited, except when done by special Shunting Engines and accompanied by experienced Shunters.

Fly shunting.

337. Engines without Trains are not to stop or stand on the Main Line unless for Water; and no Engine must be allowed to be in motion on the Main Line unless both Engine-driver and Fireman are upon it.

338. An Engine must not leave a Standing Train on a descending gradient suddenly, but must draw gradually away, to see whether the Train is properly secured by the Brakes.

339. Engine-drivers, after taking Water from Tanks or Water Columns, must be careful to leave the Hose or Water Crane clear of the Main Line and properly secured.

340. Engine-drivers must take great care when approaching Stations, whether they are required to stop or not.

341. Every exertion must be made for the expeditious despatch of the Station Duties, and for insuring Punctuality in the Trains, especially in times of arrival at and departure from Junctions.

342. On approaching the top of a heavy descending incline, the Driver must reduce speed before the incline commences, to insure keeping the Train in command all the way down.

343. Enginemen and Firemen are to pay immediate attention to all Signals, whether the cause of the Signals is known to them or not; when, from Fog, Snow, Storm, Steam, Smoke, or any other cause a portion of the Road or fixed Signals are not visible as soon as usual, the speed must be reduced. On approaching Junctions they must have their Trains under such control that they can Stop before reaching the Junction, whatever Signal may be shown; 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. He must also obey the instructions of Officers in Charge of Stations.

344. Home Signals are placed at Stations, Junctions, Sidings, and Signal-boxes, and when at "Danger" no Train or Engine must pass them, or Foul the Crossings or Points to which they apply, except as prescribed in Regulation No. 70. Home Signals, at places where there are Starting Signals also, must never be passed when at "Danger." When a Train has been stopped at the Home Signal of a Station, Siding, or Signal-box where Starting Signals are provided, and it is necessary to bring it within the Home Signal before the Block Section ahead is clear, the Signalman may, if the Starting Signal is at "Danger," lower the Home Signal for the Train to draw ahead.

345. The Engine-driver of any Train which has been thus stopped at a Home Signal, must, after that Signal has been lowered, go slowly forward as far as the Line is clear, towards the Starting Signal, but must not pass that Signal until it is lowered.

346. In the case of a Short Train or Light Engine the Engine-driver must only proceed as far as is necessary to leave the last vehicle well clear of the Points and Crossings, and within sight of the Signalman.

347. Home Signals at Stations, Sidings, and Signal Boxes, when Starting Signals are not provided, must never be passed at "Danger," except as follows:—

When a Train has been stopped at the Home Signal, and it is necessary to draw it within such Signal before the Line ahead is clear, the Engine-driver must, on receiving verbal instructions from the Signalman, draw past the Home Signal, so as to bring his Train under its protection. If the Signalman is too far from the Engine-driver to be able to communicate verbally with him, the Engine-driver must, upon receipt of the necessary Signal by Hand, Lamp, or Flag from the Signalman, cautiously pass the Home Signal, and draw towards the Signal-box as far as the Line is clear, and there await the verbal instructions of the Signalman. The Hand Signals for the purpose must be given only by a Green Light or Green Flag.

348. Fixed Signals at Junctions are, as a rule, so placed as to indicate by their position the Lines to which they apply.

349. When an Engine-driver finds a Distant Signal at "Danger," he must immediately shut off steam, and reduce the speed of his Train, AND STOP AT THE "DISTANT SIGNAL POST," but if he sees that the way in front of him is clear he must proceed slowly and cautiously within the Distant Signal, having such control of his Train as to be able to stop it short of any obstruction that may exist between the Distant and Home Signal, and must bring his Train to a stand as near the Home Signal as the circumstances of the case will allow.

350. Whenever a Danger Signal is shown by Platelayers and others on the Line, the Driver must bring his Train to a stand before passing the Signal. And when a Caution Signal is shown on the Line he must reduce speed to six miles an hour over the portion of the Line protected by the Signal. Orders for reduction of speed exhibited on notice boards on the line are to be implicitly obeyed.

351. When an Engine passes over a Detonator, the Detonator explodes with a loud report, and the Engine-driver must instantly shut off Steam, and bring his Engine to a stand, and then proceed cautiously to the place of obstruction until he receives the "All Right" Signal.

352. The absence of a Signal at a place where a Signal is ordinarily shown, or a Signal imperfectly exhibited, must be considered a Danger Signal and treated accordingly, and the fact reported to the Signalman or Station-master.

353. During frosty weather and thaws Enginemen 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 must reduce their speed over any part of the Line which may be in bad order.

354. When approaching a Junction or Station the Engine-driver must give the proper notice by whistle to warn the Signalman or Stationmaster of his approach, and must not, until he has seen the proper Signals exhibited to proceed, run at a greater speed than will admit of his being able to stop his Train before arriving at the Home Signal, or the Points and Crossing protected thereby, or short of any obstructions that may exist; and he must so stop his Train if the Signals are against him. The Engine-driver must, as far as practicable, have his Fireman disengaged when approaching or passing a Station or Junction, so that he may keep a good look-out for Signals.

355. Drivers must be careful not to over-run platforms at Stations. Should a Train by accident stop short or over-run a Station, the Driver must not move forward or put back until he receives a signal from the Guard to do so.

356. The Engine-driver must protect his Engine in accordance with the Regulations, notwithstanding that telegraphic communications may exist between Stations or Signal-boxes, and he is not relieved from this duty by the existence of Block or other telegraphic working.

357. When a light Engine is running on the line, unaccompanied by a Guard, the Engine-driver will be held responsible for shunting, where necessary for Trains to pass, and for carrying out the instructions prescribed for the Guard, as to shunting for other Trains to pass. Goods and Mineral Trains must stop at the places specified in the Working Time-Table, unless, on approaching a Station or Siding, a Signal is given by the Stationmaster or Signalman that it is not necessary for the Train to stop. When this is done, the Train may run past the Station or Siding without stopping, unless there are Wagons or Goods to leave, when the Engine-driver will have instructions from the Guard to stop. If a Train is timed to stop at a Station or Siding "when required," the Engine-driver must

Engine not to stand on main line.

Leaving train on a gradient.

Leave hose or water crane clear.

Care in approaching stations.

Despatch of trains.

Descending gradients.

Attention to signals.

Junctions.

Home signals at danger not to be passed.

Must not pass starting signal at danger.

Short train.

When home signals may be passed at danger.

Signals indicate the lines to which they apply.

Distant signals.

Platelayers' signals.

Detonators.

Absence of signal.

Rock cuttings in frosty weather.

Care to be exercised in approaching junctions.

Over-running platforms.

Engine-driver to protect his engine.

Engine-driver responsible when no guard.

stop at the Station or Siding, unless he receives a Hand Signal to proceed without stopping.

358. Should any Engine-driver observe a Train or Engine at a stand, on the opposite line to that on which he is travelling, obscured by steam or smoke, he must sound his whistle and approach it very cautiously, so as to be able to stop if necessary.

359. When a Train or Engine has to be shunted from one main line to the other, to allow a following Train to pass, such Train or Engine must be set well within the Home Signal, so as to be efficiently protected by it from any Train or Engine approaching from the opposite direction.

360. The Whistle is to be sounded on approaching each Station, Level Crossing, and Tunnel. 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 Engine-driver, and in case of danger is to be repeated by the following Engine-driver, who will both reverse their Engines and apply their Brakes. Frequent use must be made of the Whistle in foggy weather.

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

362. 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.

363. Under no circumstances whatever are Enginemen to fasten or weight Safety-valves to obtain higher steam pressure.

364. 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 Vehicles be detached with as little delay as possible.

365. On Double Lines when part of a Train is left upon the Main Line from accident, or inability of the Engine to take the whole forward, the Engine-driver must not return for it on the same Line, except by written instructions from the Guard, but must go on the proper Line, and cross at the nearest points behind the part left, which he must push before him till convenient to go in front again with the Engine. If the Engine-driver finds it necessary to return to the rear portion of his Train on the same Line, he must, before starting with the front portion, send his Fireman back to the Guard to obtain the necessary instructions authorizing him to do so, and, if he give such instructions, the Guard must continue to protect his Train in the rear, and prevent a following Train pushing it ahead.

366. When there is only one Guard with the Train, it is the duty of the Fireman to ride upon the last vehicle of the front portion of the Train until it is placed in a Siding; and it is the duty of the Guard, after putting down his brake and carefully securing the last portion of the Train, so that it will remain stationary, to go back, and take the necessary steps to protect it by Signals, in accordance with the Regulations.

367. When two Guards are employed with the Train the Under Guard must uncouple it and ride upon the last vehicle of the front portion, in place of the Fireman, as directed above, the Head Guard taking the necessary measures for protecting the last portion.

368. If in case of accident on Double Lines an Engine or Train is unavoidably obliged to run for a short distance in the wrong direction on either Line, the Guard or Fireman must go or send some other competent person back to the next Signalman, and obtain his permission in writing

for the Engine or Train to run on the wrong Line to his post, and the Engineman must not, under any circumstances, move in the wrong direction, until he has received such written permission.

369. No Engine must be allowed to push a Train of Carriages or Wagons on the Main Line, unless within Station limits, but must in all cases draw it, except under special regulations, when assisting up inclines, or when required to start a Train from a Station. In case of an Engine being disabled on the road, the succeeding Engine may push the Train slowly to the next Siding, or cross-over road, at which place the pushing Engine must take the lead.

370. No Engine shall be run Tender foremost, unless under special circumstances, such as being employed as Pilot Engine, in search of Trains, or in Ballasting; and the speed of an Engine running Tender first must not exceed *ten miles an hour*.

371. When one or more Engines are employed to assist a Train in the rear they must not leave the Train, except at places where specially ordered by the Manager.

372. When two or more Engines are employed to draw a Train they must not be uncoupled, except at places where specially ordered by the Manager, nor then until the Engines have been brought to a stand.

373. When two or more light Engines have to pass at the same time through a Block Section, they must be coupled together before entering such Section, and must not be uncoupled except at a Block Signal-box, where there are fixed Signals and a man on duty.

374. Engines, when running on the Main Line without a Train, must carry a Tail-Lamp in the rear, both by day and by night, and Engines assisting Trains in the rear must carry a Tail-Lamp. Engines drawing Trains must not carry any Tail-Lamp in the rear. In the case of two or more Engines running coupled together without a Train, the last Engine only must carry a Tail-Lamp.

375. On a Double Line, should an Engine-driver observe anything wrong on the line of rails opposite to that on which his Train is running, he must sound his whistle, and exhibit a "Danger" Signal to any Train or Engine he may meet, and stop at the first Signal-box or Station, and report to the Signalman or person in charge what he has observed. Should he meet an Engine or Train following too closely any preceding Engine or Train, he must sound his whistle, and exhibit a "Caution" or "Danger" Signal, as occasion may require, to the Engine-driver of such following Engine or Train.

376. 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 Coal, Coke, Oil, and Tallow issued to him during the day. 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 him to do the work required.

377. 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.

378. Every report of Pumps or Water Service 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 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 Stationmaster at the next Station, and also note the same on his daily report. No verbal report will be considered as a report.

Engine or train on opposite line.

Train shunting from one main line to the other.

Whistle.

Whistle only to be used when necessary.

Blowing off steam.

Not to meddle with safety-valve.

Fire in train.

Portion of train on main line.

Fireman to assist guard in case of accident.

Guards' responsibility.

Engine must not move in wrong direction without permission.

Engine must not push a train.

Engines not to run tender first.

Engines in rear of train.

Engines coupled.

Light engines coupled in block section.

Tail-lamps.

Obstruction on opposite rails.

Return of day's work.

Stores received.

Economy of stores.

Rendering reports, which must be in writing.

379. 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.

380. The Driver must not go quickly through turn-outs to Sidings and over Turn-Tables; the latter must never be crossed at more than walking speed.

381. Drivers are enjoined that, when passing over any of the Timber Bridges of the railway, 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.

382. No Ballast Engine shall run on the Line during a fog, unless specially ordered by the Manager to do so.

383. Drivers in charge of Ballast Trains must always keep out of the way of ordinary Time-Table 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, according to Rules 98 to 102 inclusive.

384. 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 prevent the possibility of any detention on the Line from a deficiency; and they are also to take care that only such numbers of Wagons as can be drawn with certainty are attached.

385. When at a Station, the Driver is under the orders of the Stationmaster.

386. Before starting on his day's work, the Driver is in all cases to inspect the notices affixed to the Notice Boards in the Running-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 and attend to the notices posted in the Sheds.

387. 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, 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.

388. Engine-drivers must have their Engine Boilers washed out every seventh day, when practicable; 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.

389. 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.

390. 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.

391. Enginemen are required to report to their Foreman, 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 Tanks, 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.

392. 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; and during frosty weather Drivers should frequently sound their Tyres with a hammer for the purpose of detecting Flaws, &c.

393. 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.

394. 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.

395. Tools must not be removed from one Engine to another.

396. 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.

397. The time lost with Trains starting 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.

398. Any Cleaner or other person using a Bar through the Spokes of either Engine or Tender-wheels, for the purpose of moving them, will be liable to be discharged immediately.

399. 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.

400. 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.

#### GATEMEN.

401. All Gatemen must remain at their Gates while Trains are running. 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.

402. Every Gateman will be provided with Day and Night Signals, and Detonators, which he must keep in order.

403. Every Gateman on duty must stand upon the Line, clear of the Rails, in such a position as to be readily seen by Engine-driver and Guard of approaching Train, and give the proper Signal on the passing of an Engine or Train.

404. 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 the Train is not in sight. He will then exhibit his Red Signal until the Railway is clear and the Gates closed.

405. 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 without stopping on the Line.

406. Gatekeepers and others having charge of Gates, Signals, and Points, are required to give notice to the Ganger of the length 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.

407. 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 406.

408. 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.

409. Gatekeepers are to prevent as much as possible any person Trespassing on the Railway, and every case of Trespass must be reported immediately to their Superior Officer, and they are also to report any irregularity of Signals, or other infringement of the Regulations, whether of Platelayers or others in the Railway Service.

410. Gatemen must make themselves well acquainted with all the Signals and Regulations thereto. They must pay particular attention to the Special Rules for working that portion of the Line on which they are engaged.

**INSPECTORS, GANGERS, PLATELAYERS, BRIDGE-REPAIRERS, AND OTHERS EMPLOYED ON THE PERMANENT WAY AND WORKS.**

411. The Inspectors of Permanent Way must take care that these Regulations, and all other Orders issued from time to time, are observed by their subordinates, and report any non-observance to the Engineer or Manager.

412. Each Inspector of Permanent Way must keep a Register of the Names and Abodes of all the Men employed on each length in his District, so that in case of accident he can summon them immediately; and if any obstruction to the Line takes place, he must immediately collect sufficient men to overcome the obstacle.

413. In each Gang of Platelayers there shall be a Ganger, who is to work with his men; and the Inspector of Permanent Way for the District must take care that every Ganger is provided with a copy of these Regulations, a current Working Time-Table, the proper Signals, and a true Permanent-way Gauge.

414. In each Gang of Bridge-repairers there shall be a Bridge Foreman appointed by the Engineer or Manager, and holding a certificate authorizing him to work on Bridges.

415. Every Ganger and Bridge Foreman must provide himself with a Watch, and keep it regulated to the Railway Time.

416. Red Shirts are not to be worn by workmen on the Line.

417. If the workmen leave the Service of their own accord, they will not receive their Pay till the next regular Pay-Day.

418. Every Ganger is to see that all his men are at their posts sober, and clean in their persons, and he must ascertain that they understand their Orders.

419. The Inspector will tell off a Platelayer in each Gang to act temporarily in the Ganger's place should he be absent from his length, or incapacitated. This Platelayer will, until the Ganger returns to his post, or until further instructions, act as Ganger of the length for the time being. His Pay, however, will not be raised unless the temporary appointment be made permanent.

420. Each Ganger must always have with him when on duty a current Working Time-Table and a copy of these Regulations, which he must produce when required, and he must read and explain them to every man engaged under him.

421. Every Platelayer is to make himself fully acquainted with the meaning of the Signals, and the Regulations for their use and for the working of Trains.

422. Each Gang of Platelayers and Bridge-repairers must be supplied by the Inspector of Permanent Way of the District, or Foreman of Works respectively, with two Red Discs, two Red Flags, two Green Flags, two Hand Signal-Lamps, and one dozen Detonators. Each Ganger or Bridge Foreman is held responsible for having his Signals always in proper order and ready for use, and his supply of Detonators kept up. The Discs and Flags must be used during daylight, the Lamps between sunset and sunrise and in foggy weather, and the Detonators at all times when necessary.

423. The Red and Detonating Signals signify "Danger," and must be used when it is necessary to stop a Train, but not otherwise;

the Green Signal means "Caution," and must be used when it is necessary to slacken the speed of a Train. When the Green, or "Caution," Signal is shown on the Line, it indicates that Trains and Engines must reduce speed to six miles an hour over that portion of the Line which is under repair, and which the Green Signal protects.

424. Each Ganger must report to the Inspector of Permanent Way every case in which any Signal under his charge is disregarded by an Engine-driver.

425. All workmen employed on any duty connected with the Line must bear in mind that Engines may pass over any part of the Line at any moment during the day or night, whether or not they are mentioned in Time-Tables or signalled in any way, and the same precautions must be taken in signalling, whether Engines are expected or not.

426. Anything which interferes with the safe passage of Trains is an obstruction. Whenever any accidental obstruction occurs on the Line, or if from any other cause any part of the Line is unsafe for Trains to pass over it, the Ganger must immediately, either himself, or by a competent man appointed by him to do the duty, with all possible speed show "Danger" Signals at a distance of not less than 600 yards, in both directions, from the point where the obstruction exists, whether any Train be expected or not. These Signals are to be made in the day-time by a Red Flag held in the hand, or by a Red Disc attached to a stake firmly driven into the ground, in full view of an approaching Train, but so as to clear a Train passing. Between sunset and sunrise, or during a fog, the Signal is to be made by a Red Light, and in all cases two Detonating Signals must be placed upon the Rail, about ten yards apart, a little in advance of the other Signal, so that, after hearing the report, the Driver may see the Signal in front of him.

If the Disc Signals and Back Lights of Lamps cannot be seen by the Ganger from where he is working, a man must remain in charge of them.

These Signals must be maintained until orders are given by the Ganger to remove them, which orders must not be given until the obstruction is completely removed.

Should the obstruction be within a distance of 600 yards of any Signalling Station, so that the Fixed Signals afford protection, the Ganger shall call upon the Signaller to keep the Signals at "Danger," and the Signaller must so keep them until the Line is again reported to him by the Ganger to be safe.

The Ganger shall maintain his own Signal in addition until the Line is clear.

Should the obstruction occur in a Tunnel, the distance of 600 yards must be measured in both directions from the mouths of the Tunnel; or, if less than 600 yards from a Tunnel, the Signal must be carried through the Tunnel, and be placed 600 yards beyond it.

Should the obstruction occur on a Gradient, the Signal on the higher side of the obstruction must be placed at least 400 yards beyond the top of the Gradient, and not less than 600 yards from the obstruction.

In all cases the Signals must be so placed that the Engine-driver will have as clear and distant a view of them as is possible.

427. If a Ganger be informed of an accidental obstruction on the adjoining lengths, he must at once go and put up Signals and make the Line safe.

428. Whenever repairs or alterations are required to the Line, Bridges, or any Works, which require the removal of a rail, fastenings, or supports, or cause any obstruction to the safe passage of Trains, "Danger" Signals, as described in Rule 426, must always be shown before the Line is obstructed, and be maintained until the Line is again clear and safe for traffic.

The Ganger is responsible for the placing and maintenance of these Signals.

429. When any loaded Trolley, or any Truck or Wagon, is to be run on the Main Line without an Engine, it must be preceded and fol-

Platelayer's "caution" signal to reduce speed.

Report disregard of signals.

Trains may run at any moment.

Day signals.

Observance of rules.

Register to be kept of workmen's names.

Gangers to be provided with rules, time-tables, signals, and gauge.

Night signals.

Detonating signals.

Bridge foreman to be in charge of bridge-repairing gangs.

Gangers and bridge foreman to carry watches.

Red shirts not to be worn.

Pay-day on quitting service.

Order when on duty.

Provision for absence of gangers.

Signalling "danger" near tunnels.

Signalling "danger" on gradients.

Signals to be well placed before good view.

Gangers to act on adjoining length in case of accident.

Signals to be made before commencing repairs.

Signals to protect trucks on main line.

lowed by men with the "Danger" Signal, as described in Rule No. 426.

The person in charge is, in this case, responsible for the Signals.

430. When any parts of the Line, Formation, Track, or Bridges are under alterations or repairs, or not in good order, or if from any circumstance Trains can only pass with safety at a reduced speed, the Ganger or Foreman in charge on the spot must exhibit the "Caution" Signal at least 300 yards from the defective place in both directions, and at a greater distance should Gradients or Tunnels intervene, so as to insure giving such timely warning to the Driver of any approaching Train as will enable him to slacken speed before reaching the defective place.

431. The whole of the Permanent Way, formation, bridges, culverts, drains, roads, approaches, fences, gates, and generally all the Standing Works of the Railway, are placed under the charge and care of the Ganger of the length, subject to the directions of the Inspector of Permanent Way of the District, excepting only such works or structures as are, by special Regulations issued by the Engineer or Manager, placed under the charge of some other person. Gangers must stop any workman from interfering with the Permanent Way, or any of the works placed in his charge; and when any Bridge-structures have been excepted from the Ganger's care, he must nevertheless prevent any workmen from interfering with them, unless such workmen are under the charge of a Bridge Foreman, who holds a certificate, signed by the Engineer or Manager, authorizing him to work on Bridges.

Gangers will immediately stop and report any person they find working without such an authority.

432. Work required to be done to such Bridges as may be excepted from the charge of the Inspector of Permanent Way and the Gangers under him, shall be carried out by a Bridge Foreman, who shall hold a certificate from the Engineer authorizing him for the purpose; such Bridge Foreman must be always personally present while any work is in progress that might by any possibility obstruct the Line. A Bridge Inspector, if personally superintending the work, will take the place of a Bridge Foreman.

433. Before any work is commenced by which a Bridge may be rendered unsafe for the passage of Trains, the Ganger of the length must be advised, and the "Danger" Signals, as required by Rule 426, must be placed by the Bridge Foreman, and be maintained by him until the Line is again safe for traffic.

434. If the nature of the work requires the Permanent Way upon or near the Bridge to be altered in any way, the Ganger of the length must be called, and the alteration to the Permanent Way must be done by him only, and in this case the Ganger is responsible for the Signals.

435. Where a Bridge Inspector is appointed on a Railway he is responsible for the Bridge-structures on the portion of the Railway assigned to him, but not for the Permanent Way upon them. He must continually inspect them all in succession, and especially those most likely to need attention. He must be generally acquainted with the construction of Bridges, and must give especial attention to the parts that principally affect the safety of the Bridge and traffic. He must take notice of, and report to the Foreman of Works, any defects in the Permanent Way, and also call the attention of the Ganger of the length thereto.

He must carry two Red Flags, Detonating Signals, Note-Book, and Working Time-Table. Any repairs that he sees necessary, he must immediately report to the Foreman of Works, and in cases of emergency he should telegraph to the Engineer or Manager, as well as to the Foreman of Works. He is to obtain assistance from the nearest Ganger of Platelayers when necessity arises, and must not leave any dangerous defect until it is temporarily secured. Whenever necessary to stop Trains he must show "Danger" Signals as fully as

"Caution" signal to be shown when trains are required to run at reduced speed.

No one except platelayers to work on permanent way.

No one but bridge foremen and their men may work on bridges.

Bridge foreman to be appointed to do bridge repairs.

Bridge foreman responsible for signals when repairing bridges.

Ganger will repair permanent way on bridges.

Bridge inspector's duties.

possible in accordance with Rule 426, until relieved by the Signals of the Ganger of the length or those of the Bridge-repairers. He must keep the Foreman of Works constantly informed of his whereabouts by Telegraph.

436. Gangers and their men are to render assistance to the Bridge Inspector and Bridge-repairers when asked by them to do so.

437. Whenever Signal-fitters or Platelayers, Bridge-repairers, or other workmen who are not specially appointed to a length, are employed in laying Points and Crossings, or otherwise working upon the Permanent Way, they must always work in conjunction with the Ganger of the length, who alone is responsible for the safety of the Line, and to work and maintain the proper Signals, unless other special Instructions are given in writing by the Inspector, under the sanction of the Engineer, to meet the requirements of any particular case. The same will also apply when Ballast-Gangers are working on the Line.

438. Platelayers and other workmen are to stand off the Line when a Train is within 400 yards, and when the Line is clear the Ganger or leading man should give the "All right" Signal with his arm, flag, or lamp.

439. Where the Line is not worked under the Block Telegraph Regulations, if Platelayers should observe that one Train is following another too closely, they shall give the Driver of the following Train a "Caution" Signal.

440. A Red Board or a Red Flag by day, or an extra Red Light by night, attached to the last vehicle of a Train, or Engine, denotes that an extra Train or Engine is on the road; and Platelayers are required to look out for such Signals on the last vehicle of every Train. BUT, AS SPECIAL TRAINS OR ENGINES MAY RUN WITHOUT ANY SUCH NOTICE, GANGERS MUST ALWAYS BE PREPARED.

441. In no case except under absolute necessity must a Rail be displaced, or other work be performed by which an obstruction is made to the passage of Trains, during a fog or snow-storm, unless by direction of the Inspector. Repairs which involve the stopping of Trains must, as far as practicable, be timed to suit the regular traffic or advised Specials; and, except in cases of accident or absolute necessity, all repairs must be effected and the Line made clear and safe fifteen minutes before a Train is due.

442. Trolleys may be used on the Main Line only by Gangers, Bridge Foremen, and leading hands of the Works Department specially authorized by the Engineer having charge of the Line.

In cases when the authorized persons above specified cannot personally go with a Trolley, they must place a competent man of their Gang in charge of it. In case of accident, the person in charge of the Trolley will be liable for the consequences. Whenever a Trolley is travelling on the Main Line, there must be at least two men to work it. The Trolley must be preceded and followed by a man with a "Danger" Signal, at a distance of 600 yards (or more, as described in Rule No. 426, if Gradients or Tunnels intervene), excepting only when there is a clear view of the Line for at least half a mile in both directions; and a good look-out must always be kept.

443. No Trolley may, under any circumstances, be attached to a Train; and, when not in use, it must be lifted well clear of the Line, and the wheels secured with chain and padlock.

444. No Truck, Wagon, or Trolley may be upon the Main Line within fifteen minutes of a Train being due.

445. Gangers and Platelayers are held responsible to ascertain whether any Truck or Trolley they find upon the Main Line is being run by an authorized person; and, if not satisfied upon this point, they must take charge of the Truck or Trolley, remove it to their Camp, and keep custody of it until receiving instructions. The names and addresses of the persons using the Trolley, and the circumstances of the case, to be reported forthwith.

446. Except when authorized under special circumstances, no Ballast Train, Wagon, or

Platelayers to assist bridgemen when required.

Signal-fitters and others working on permanent way may only do so together with ganger.

Workmen to stand well clear of passing trains.

Platelayers to warn train following another too closely.

"Train following" signals.

Rails must not be displaced during a fog or snow-storm.

Repairs to be timed so as not to interfere with regular traffic.

Use of trolleys on line.

Signals to protect trolleys.

Trolleys may not be attached to trains.

Line to be clear of obstruction fifteen minutes before train is due.

Gangers to stop trolleys running without proper authority.

Ballast trains not to work

Truck must be used save during daylight, and when the weather is sufficiently clear for a Signal to be plainly seen at a distance of half a mile. But, when necessary to use Ballast Trains at night or during a fog, a lighted Red Tail-lamp, and two lighted Side-lamps showing White Lights forward and Red to the rear, must be attached to the last vehicle of the Train. By day the usual Tail-lamp must always be attached to the last vehicle.

447. Any accident to a Train or Engine, or any serious failure of, or obstruction to, the Works, which cannot be immediately repaired, must be reported as soon as possible, by Telegraph or otherwise, to the Inspector of Permanent Way, to the Stationmasters on each side of the place, and to the Signalman of an intervening Signal Station. In despatching intelligence of, or in summoning assistance to, any such accident or failure, two Platelayers must be sent as quickly as possible, one to the adjoining Gang in each direction, and they, having given the information, must return at once. From the next Gang a Platelayer must be sent to the next more distant Gang, and so on until the information of the accident has reached the nearest Telegraph Station in each direction, and until sufficient assistance has been provided. The Gangers and Platelayers of each Gang, excepting one man left on each length, are to proceed without loss of time to the place where their services are required, and the Line is to be secured with all possible speed.

448. If any Platelayer or other Workman should find any defect or obstruction on the Line, he must remain at the place, give the Signal to any approaching Train, and send for assistance to secure the Line.

No dangerous defect shall be left unwatched until secured.

449. Each Ganger will be held responsible for keeping the whole of his length clear and safe, and all Works upon it in good repair. He must maintain in good order the banks and cuttings, must keep all watercourses and catchwater-drains clear, must examine and sound rock-cuttings and tunnels, examine all the loose timber lying on the steep slopes above the Railway, remove all unsafe portions of rock or loose timber without delay, and immediately report to the Inspector such work as is required, but which is beyond the strength of his Gang to perform.

Any defect on the Line must be immediately remedied, and all ordinary repairs effected with the least possible delay. Where any Bridge-structures have been specially placed in charge of a Bridge Inspector or Bridge Foreman, the rails, sleepers, and fastenings upon such structures are nevertheless in the sole charge of the Ganger of the length, who is responsible to make good any defect therein. The Ganger is also responsible, should any dangerous defect occur in a Bridge or structure, to put up the "Danger" Signals, and to report at once to the Inspector of Permanent Way and, if possible, to the Bridge Inspector. He must not, however, interfere with the Bridge-structure itself otherwise than to prevent further damage, if in his power to do so. The Ganger must also report to the Inspector of Permanent Way slight defects in Bridge-structures as they occur, and the Inspector must then acquaint the Foreman of Works.

450. Except where other special instructions are issued by the Engineer, each Ganger is responsible to have the whole of his length carefully examined before the passing of the first Passenger Train every morning on week-days, and on Sundays where Passenger Trains are run, whether the weather be wet or dry. He must either do this himself, or specially appoint one or more trustworthy and experienced men of his Gang to do this duty. He must satisfy himself that the inspection by his men is properly done, and report every case of neglect. Once in every week the Ganger must personally inspect the whole of his length himself. During the daily inspection, loose keys or other fastenings must be secured, joints, line, level, cant, and gauge must be examined, and the whole length must be ascertained to be in safe running order; or, if otherwise, the necessary

during fog except specially authorized.

Intelligence of accidents to be sent with promptitude and despatch.

Assistance to be summoned and rendered.

Platelayers or others finding defects on line, must remain at place.

General duties of ganger of platelayers.

Maintenance of works.

Permanent way on bridges in charge of gangers.

Daily inspection of the line.

Signals must be shown forthwith. Each Ganger and Platelayer, when walking over his length to examine it, must have with him a supply of nuts and spikes, a hammer, spanner, and gauge. All Points and Crossings must be kept carefully adjusted, and the Ganger must report if they are not kept properly cleaned and oiled; but at Stations or Sidings where there is no Stationmaster, they must be cleaned and kept in order by the Ganger.

The Ganger must see that all Points on the Main Line are fitted with locks, and that the pins and cotters hold the Points tight, and that all Sidings from the Main Line have stop-blocks fixed with their locks in working order.

At all Sidings where there is no Traffic Officer in charge, the Ganger of the length is responsible to see that all Points on the Main Line, and stop-blocks, are kept locked, and must report when any such are left unlocked. He must also see that any vehicle remaining on such a Siding is properly spragged, or the brake pinned down, and on Incline Sidings the vehicles must stand close to the stop-block at lower end of the Siding.

451. All unlined portions of walls and roofs of Tunnels are to be carefully and thoroughly searched, sounded, and examined, at least once in every fortnight, unless other special orders are issued by the Engineer, and all loose or unsafe portions must be removed.

A proper Travelling-stage is to be used for this purpose, so that the whole roof and sides may be properly reached. This work must be done at night, under protection of "Danger" Signals, as prescribed in Rule 426.

452. When floods or storms are threatening, the Ganger must be on the alert; and the men must be at hand ready to be summoned at immediate notice, any hour, day or night.

453. When any part of the Line is out of order, or at times of floods or heavy storms, the Line must in all cases be inspected before the passing of the first Train in the morning, notwithstanding that other orders may have been given in accordance with Rule 450.

454. The Ganger must burn grass and weeds before seed-time. He must keep weeds and rubbish from Signal-wires, lop boughs of trees or obstructions to the view of Signals or to Telegraph-wires; and when he observes any Telegraph-pole unsafe, or Telegraph- or Signal-wires broken, slack, or entangled, or touching each other or other objects, he must report the same to the Inspector of Permanent Way. A Telegraph-pole in danger of falling must be propped till the arrival of the Telegraph Linemen.

455. Each Ganger in case of flood must examine the action of the water through Culverts and Bridges. Should he apprehend danger to the works he must immediately show the proper Signals, and inform the Inspector by telegraph or otherwise as soon as possible, and until the Inspector arrives he must take precautionary measures to secure the safety of the Line as far as he is able.

456. In case of any bush or other fire on the Railway property or on the lands immediately adjoining, whether such fire shall have been originated by the Locomotive Engines or not, all workmen within reach of the fire must, as soon as they can leave the work they are upon safe for the passage of trains, hasten to the spot and try to put out the fire, and, if possible, prevent it spreading to the Fences or other property.

457. All workmen employed upon the Railway are to observe and note all circumstances coming to their knowledge in connection with the origin of any fire occurring on or adjoining the Railway property; and when the fire is extinguished, the Ganger is to report all particulars as soon as possible to the Inspector of Permanent Way.

458. No fire for cooking or any other purpose may be lighted outside the Railway property. Fires for cooking must be within the Railway boundary, and great care must be taken by all workmen, before leaving the spot, to see that such fires are completely extinguished.

459. Each Ganger must keep the Fences on his portion of the Line in good repair; and in

Inspection of tunnels.

Vigilance in times of floods and storms.

Inspection in stormy weather before first train.

Line to be kept clear of rubbish, weeds, and over-hanging trees.

Telegraph poles to be kept secured.

Watercourses to be watched during floods.

Fires.

Report origin of fires and particulars of damage.

Care of fires used for cooking, &c.

Repairs of fences.

the event of any sheep, cattle, or other animals getting within the fences, he must remove them at once, and report all the circumstances to the Inspector.

460. Gangers must close and fasten all Gates they find open, and report the circumstances, so that persons responsible to keep such Gates closed may be charged with the penalty. They must see that the gate-fastenings are in good order.

461. Gangers must see that the guard-rails and timbers at Level Crossings are no higher than Rail-level, securely fastened, and kept free from obstruction or dirt. They must also keep the ballast level with the top of the Rails throughout the whole width of the Crossings. The Crossings must be free from obstruction both to Trains and the passage of cattle or vehicles across the Line. No part of a Level Crossing, or the Line adjacent to it, is to be left stripped of ballast at night.

462. In raising the Permanent Way, no lift may be greater than three inches at once, which must be effected in a length of ten yards at least, so that sudden change may be avoided. Both Rails must be raised equally, the sleepers firmly packed, and the Line made safe before the passing of a Train. No greater length may be opened than safety warrants, or than can be made secure before night, and the Line must be frequently gauged during the time.

In cases of raising Embankments, earth or ballast may not be deposited higher than Rail-level for a width of eighteen inches from the Rail, but thence it may slope upwards not steeper than 1½ to 1.

463. Gangers must see that all broken Chairs, Rails, Sleepers, Fastenings, or other defective materials in the Line, are promptly removed, and replaced by sound ones.

464. Ballast must be kept clear from the wheels of Trains. All material or plant of any kind must be placed quite clear of the Line, at least six feet distant from the Rail, and no stacks may be allowed to overhang towards the Line.

465. Each Ganger will be held responsible for the security of all Rails, Sleepers, and material issued to him on his length, and he must see that none is wasted. He is also to see that no Government property is removed from the Railway premises without authority.

466. All Tools and Implements required for use on the Line must, when not in use, be kept in a proper place of security, locked up in a building or in boxes: for this the Ganger of the length is responsible.

467. All material of whatever kind, whether serviceable or otherwise, must be collected and stacked in Dépôts appointed for the purpose, and none is to be left lying about the Line when not being used. The Ganger of the length should report if material used by other employés is left lying about.

468. When any Wagon or other vehicle used by the Way and Works Department is left in any Siding, the person leaving the same must see that the wheels are spragged, the brake pinned down, and the stop-block of the Siding closed and locked.

469. Every workman working in a Tunnel must make himself acquainted with the construction of the Tunnel, so that he may, when a Train is approaching, place himself so as to be secure from risk of accident.

470. When a Horse is used on a Railway, the man in charge must always remain with it whether it is working or not.

471. Each Ganger must collect any Couplings, Hooks, or other material dropped from Trains that he may find on the Line, and must convey them to the nearest Station.

472. All Luggage, Goods, or other articles found on the Line must immediately be taken to the nearest Stationmaster, and a statement be made to him furnishing all information known respecting the Train from which they may have fallen.

473. No blasting may be done on any part of the Railway premises without the authority of the Engineer or Manager; and, when so ordered, the Inspector must see, before the work is commenced, that the workmen are competent, are provided with proper appli-

ances, and that a copy of the Special Regulations for Blasting is supplied to them, and that they understand the same.

474. Gangers must order off the Railway all persons trespassing within the boundaries on their lengths, and, if such persons persist in trespassing, they must report their Names and Addresses.

475. If any person or persons whatsoever enters upon any part of the Railway premises to do any work, the Ganger shall ask his authority; and, if he does not show the written authority of the Engineer or Manager of the Line, the Ganger must quietly and respectfully request him to desist, remove his tools and implements, and leave the premises. In the event of such person persistently refusing to do as desired, the Ganger must, without violence, and as quietly as possible, remove him and his tools and implements from the Railway premises. In doing this, harsh measures and words are to be avoided. If necessary, sufficient strength from adjoining Gangs is to be summoned to effectually stop any such intrusion. All Gangers and Platelayers thus summoned must go immediately where required. After stopping the intrusion in the manner thus specified, the Ganger will report the circumstance to his Inspector.

476. Platelayers and other workmen on Railway must ride in a Second-class Carriage, and, when possible, in a compartment separate from Passengers.

When a large number of workmen travel in one Train, Carriages will be provided for their use, in which case they must travel in those Carriages only.

477. Any workman or employé travelling without a proper pass or ticket will be treated as an ordinary Passenger so travelling.

478. Every Ganger and Platelayer is enjoined, on pain of dismissal, to take into custody, or assist in so doing, any persons he may see committing any of the Offences set forth in the 35th Section of "The Malicious Injuries to Property Act, 1867." (See Appendix.) And every Ganger and Platelayer shall do his utmost to take any such offender to the nearest police constable or station, and he must immediately afterwards make a Report of the circumstances to his Inspector. He shall be prepared, if possible, with one or more witnesses of the offences committed in such cases.

## APPENDIX.

### Extract from "The Malicious Injuries to Property Act, 1867."

"35. Whosoever shall unlawfully and maliciously put, place, or cast upon or across any railway any wood, stone, or other matter or thing, or shall unlawfully and maliciously take up, remove, or displace any rail, sleeper, or other matter or thing belonging to any railway, or shall unlawfully and maliciously turn, move, or divert any points or other machinery belonging to any railway, or shall unlawfully and maliciously make or show, hide, or remove any signal or light upon or near to any railway, or shall unlawfully or maliciously do or cause to be done any other matter or thing with intent in any of the cases aforesaid to obstruct, upset, overthrow, injure, or destroy any engine, tender, carriage, or truck using such railway, shall be guilty of felony, and, being convicted thereof, shall be liable, at the discretion of the Court, to be kept in penal servitude for life, or for any term not less than three years, or to be imprisoned for any term not exceeding two years with or without hard labour, and, if a male under the age of sixteen years, with or without whipping; and whosoever shall unlawfully and maliciously break, injure, damage, throw down, or destroy any part of any railway or other works connected therewith, shall be guilty of felony, and, being convicted thereof, shall be liable, at the discretion of the Court, to any punishments which the Court may award as in this section before mentioned."