



GEELONG AND MELBOURNE

Railway Company.

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**RULES AND REGULATIONS.**

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GEELONG :

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GEELONG AND MELBOURNE

Railway Company.

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BYE-LAWS & REGULATIONS.

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I.—As to Passengers.

I.

ANY Person refusing, on request of the Company's Officer or Officers, to produce or deliver up his Ticket, or occupying without permission, a superior Class Carriage to that for which he has paid, will be required to pay double fare from the place whence the train originally started, or in default thereof, is hereby made liable in the penalty of Forty Shillings.

## II.

Any person refusing or neglecting to quit a Carriage in which he has taken a seat, on arriving at the point to which he has paid his fare, or proceeding beyond the said point without paying the additional fare corresponding thereto, or taking or occupying a seat in any Carriage belonging to the Company, without previously obtaining a ticket, shall forfeit the sum of Forty Shillings.

## III.

Passengers at the Intermediate Stations will only be accepted, and tickets issued conditionally, that is to say, in case there shall be room in the train for which they are booked ; or in case there shall not be room for all so booked, the Passengers booked for the longest distance will be allowed the

preference. Passengers booked for the same distance will have priority, according to the numbers of their tickets.

## IV.

Smoking tobacco, opium, or other substance is strictly prohibited, except in the carriages appropriated for that purpose. Any person persisting in smoking, after being warned not to do so, is hereby subjected to a fine of **Forty Shillings**, and in case of his persisting after a second warning he may immediately, or at the first stopping place, be removed from the Company's premises, and shall forfeit his fare in addition to the above penalty.

## V.

Any passenger committing any nuisance, or wilfully interfering with the comfort of other passengers, or

obstructing any of the Company's Officers in the discharge of their duty, or not attending to the directions of the Guard, will be removed from the Company's premises as soon after the offence as conveniently may be, and shall forfeit his fare in addition to a penalty not to exceed Five Pounds.

## VI.

Any passenger attempting to enter, or leave any of the Carriages while the Train is in motion, is hereby subject to a penalty of Five Pounds.

## VII.

Any passenger wilfully cutting the lining, breaking the windows, defacing, or otherwise damaging any of the Company's Carriages, shall be fined Ten Pounds, in addition to the amount of any damage for which he may be liable

## VIII.

The charge made for passengers as specified in the Company's Table of Fare does not extend to luggage. The Company will not, in any case, be answerable for luggage unless it shall have been booked and paid for. On booking, a ticket will be given to the passenger and a corresponding ticket affixed to the luggage; and the luggage will only be delivered to the person producing such ticket. No charge will be made for luggage *bona fide* belonging to a passenger, and not exceeding Sixty pounds in weight; but a charge will be made for all excess above that weight.

## IX.

The Company's Porters will render every facility to passengers in loading

and unloading luggage at the different Stations. No fee or gratuity is permitted to be taken by any of the Company's servants, under any consideration whatever.

## X.

Dogs will not be suffered to accompany passengers in the carriages, but will be conveyed separately and charged for.

**II.—As to Goods.**

## XI.

All charges for transit of Goods shall be paid in advance, or on demand; otherwise, the Goods shall be detained, and sold in payment of such charges for transit, and of the expenses of detention and sale.

## XII.

Any person neglecting, or refusing



to give the Company's authorised servants a true account in writing, of the quantity and description, or quality of Goods, or materials conveyed, from whence brought, or where intended to be unloaded or left, or refusing to account or giving a false account of the same, or delivering any part of his bill of lading at any other place than what is mentioned in such account, shall be liable to pay the Company for such Goods at the rate of Forty Shillings per ton.

### **III.—General Regulations.**

#### XIII.

Any person riding, leading, or driving any Horse, Mule, Ass, Bullock, Cow, Sheep, Swine, or other animal upon the Railway, or suffering such animal to be upon the Railway, (except in directly crossing the same at the places

appointed by the Company), shall be liable to a penalty not exceeding Twenty Pounds.

## XIV.

Any person walking on the Railway, (except in crossing the Railway at the places appointed by the Company), shall be liable to a penalty not exceeding Five Pounds.

## XV.

Any person not being a servant of the Company, extinguishing any light or lights on the Company's premises, or imitating the Company's Signals within the precincts of the Line, or in any way endeavouring to mislead Engine Drivers, or other persons employed on the Railway, shall be liable to a penalty not exceeding One Hundred Pounds.

## XVI.

Any person found on the Railway or

Stations in a state of drunkenness, shall be liable to a fine of not less than Twenty Shillings, and not exceeding a penalty of Forty Shillings.

## XVII.

No other person than the Brakesman shall be allowed to ride or pass on any luggage waggon under a penalty of Forty Shillings.

## XVIII.

No person or persons, except the Engine Driver and Fireman, actually engaged, shall be allowed to ride on any Locomotive Engine upon or along the Railway, without the leave of the Company's Engineer, or other authorised Officer, from time to time in writing; and the Engine Driver, as well as the person riding on any Engine contrary hereto, shall be fined in the sum of Forty Shillings.

## XIX.

No person (except those employed in the Company's service) shall move any truck, waggon, or carriage, along any part of the Railway, under penalty not exceeding Ten Pounds.

## XX.

The drivers or conductors of all public coaches, omnibusses, drays, or other carriages or vehicles, that may be admitted into the Company's premises, shall obey every direction or order that be given them by any of the Company's Officers, or authorised servants; and every driver, or other person, refusing to obey such directions shall forfeit and pay Twenty Shillings for every such refusal.

## XXI.

Any person neglecting to shut the Gate of a surface crossing after passing

through the same, or in any way defacing or destroying the mile posts along the Line, shall forfeit and pay to the Company the sum of Five Pounds.

## XXII.

Any person sending Gunpowder, Aquafortis, Vitriol, or other goods of dangerous quality, by the Railway, and not distinctly marking the nature of such goods on the outside of the package, or otherwise giving notice to the Company thereof, in writing, shall forfeit and pay to the Company the sum of Ten Pounds.

**IV.—As to the Company.**

## XXIII.

At each Half-Yearly Meeting of the Company two Shareholders shall be elected to audit the accounts of the Company for the ensuing Half Year ;

and in the event of such election not being made, or if any Auditor elected shall die, or shall refuse, or become unable to act, the Directors shall appoint some Shareholder or Shareholders to fill the vacancy or vacancies.

## XXIV.

The Accounts of the Company shall be made up to the last day of May, and the last day of November in each year, by the Accountant, and be Audited by the Auditors elected at the previous Half-yearly Meeting, or appointed as aforesaid, and a just and true statement or balance-sheet of the monies received and expended during the previous Six months, shall be certified by the Auditors under their respective hands, which statement or balance-sheet shall be printed, and a copy forwarded one week before the then ensuing General

Meeting of the Company, to every Shareholder residing within the Colony of Victoria.

## XXV.

The Common Seal of the Company shall be kept in the Chief Office of the Company, in the Town of Geelong, in a box having three locks of different kinds thereon, and the Secretary shall be responsible for the safe custody and care of the box containing such Common Seal, and that the key of one of such locks shall be kept by the Secretary, and the keys of the other of such locks by the President and one of the Directors respectively.

## XXVI.

The Common Seal shall not be affixed to any deed or document without the authority of the Board of Directors; and every deed or document

so sealed shall be countersigned by the President, and three or more of the Directors; and by the Secretary, or, in the absence of the President, by Three or more of the Directors, and by the Secretary; or, in case of the illness or unavoidable absence of the Secretary, by the President and by Three or more of the Directors of the Company.

## XXVII.

Every vote or resolution passed at any Meeting of the Board of Directors, or at any General Meeting of the Company, requiring for its legal efficiency the affixing of the Common Seal to any deed or document, shall be deemed a sufficient authority.



## CLAUSES CONTAINED

IN THE

COMPANY'S ACT OF INCORPORATION,

UNDER WHICH THE

COMPANY'S SERVANTS ARE EMPOWERED TO ACT.

LXXVII. That if any one shall obstruct or prevent any person employed by the said Company in setting out the Line of the said Railway, or engaged in the construction thereof, or of any part thereof, or shall pull up or remove any stakes that may have been driven into the ground for the purpose of setting out the Line of the said Railway, or if any person shall throw any gravel, stones, or rubbish, or any matter or any thing upon any part of the said Railway, or shall drive or permit to wander, stray, or be driven upon any such Railway, or the approaches thereto, any horse, ass, sheep, swine, or other beast or cattle of any kind, or shall wilfully obstruct, prevent, or hinder, any person in the execution of this Act, or shall do any other act, matter, or thing, to obstruct the free passage of any such Railway, or any part thereof, every per-

Penalty for  
obstructing  
the Railroad.

son so offending, in any of the cases aforesaid shall forfeit and pay to the said Company for every such offence, any sum not less than Ten pounds, and not exceeding One hundred pounds, and such penalty may be recovered in a summary way by the order and adjudication of any two Justices of the Peace, on complaint to them for that purpose exhibited by the oath or affirmation of any person.

Penalty for obstructing the Officers or agents of the Company or trespassing upon the Railway.

LXXVIII. That if any person shall wilfully obstruct or impede any officer or agent of the said Company in the execution of his duty upon the said Railway, or upon or in any of the Stations or other works or premises connected therewith, or if any person shall wilfully trespass upon the said Railway, or any of the Stations, or other works or premises connected therewith, and shall refuse to quit the same upon request to him made by any officer or agent of the said Company, every such person so offending, and all others aiding or assisting therein, shall and may be seized and detained *by any such officer or agent, or any person whom he may call to his assistance*, until such offender or offenders can be conveniently taken before some Justice of the Peace in the district or place wherein such offence shall be committed, and when convicted before such Justice as aforesaid (who is hereby authorised and required, upon complaint to him upon oath, to take cognizance thereof, and to act summarily

in the premises) shall, in the discretion of such Justice, forfeit any sum not less than Five pounds, and not exceeding One hundred pounds, to be paid to Her Majesty, her heirs and successors, for the public uses of the said Colony, and in support of the Government thereof.

LXXIX. That if any person shall wilfully or maliciously and to the prejudice of the said Company, break, injure, damage, throw down, destroy, steal, carry or take away any part of any Railway or other works to be made by virtue of this Act, every such person shall be judged guilty of felony, and every person so offending and being thereof lawfully convicted, shall be liable at the discretion of the Court to be kept to hard labour on the roads or other public works in Victoria, for any term not exceeding ten years, or be imprisoned for any term not exceeding three years.

Penalty for  
damaging the  
Company's  
works.

# GENERAL REGULATIONS

FOR THE

## **Company's Servants.**

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1. Each man shall devote such time as may be required of him to the Company's service, and make himself thoroughly familiar with the several By-laws, Rules, Regulations, and use of Signals hereinafter described.

2. He is to serve and reside wherever he may be required.

3. He is promptly to obey all orders he may receive from the person placed in authority over him; and not only to conform to all known regulations, but to endeavour at all times to have the same carried out by other parties.

4. He is not on any occasion, or under any pretence whatever, to receive money on the Company's account, without proper authority so to do.

5. One fortnight's wages will be retained in the Company's hands as a reserve.

6. Any sum incurred as a fine for neglect or omission of duty or orders, or otherwise, will be deducted from his weekly wages, should the Directors so direct.

7. No servant shall quit the Company's service at his own instance, without giving a fortnight's notice of his intention; at the risk of forfeiture of any wages that may be due.

8. In case of Dismissal or Resignation, the Servant so Dismissed or Resigning shall deliver up every article of clothing or other property belonging to the Company, before he leaves the service.

9. He shall Pay for damage of any kind done to such articles.

10. The Servants of the Company are required to exercise all due civility and attention to Passengers and the Public, and to render any reasonable information that may be required of them.

11. Any rudeness will meet with immediate punishment, by dismissal or fine, at the discretion of the Board.

12. Incompetency, Disobedience of Orders, Negligence, or other misconduct, will be immediately visited by Suspension from service; and no

wages will be allowed during such Suspension until the decision of the Board shall have been ascertained.

13. Drunkenness will admit of no excuse, and the slightest appearance of it will justify suspension.

14. The Company's Servants are warned against entering into any altercation with any person, no matter what provocation they may receive. In such an event, they are to report to their superior, and in his absence to the Police on duty.

15. Each man will be held legally liable for injury occasioned by his negligence, to person or property.

16. All persons in the Company's employment must endeavour to appear on duty neat and cleanly.

17. Each man must be ready to

take the oath as Special Constable, if so called upon by his superior.

18. He must not smoke on the premises, nor shall he receive any gratuity whatever.

19. If any matter shall come under his notice injurious to the Company's interests, or involving dangers to their property, he shall report the same to his superior officer.

20. Should any accident occur by night or day, he must hasten to the part of Line where his presence is required as soon as he becomes aware of the necessity.

21. All Servants of the Company appointed to situations of trust or responsibility, must be able to read and write.

22. Every man, when on duty,



must have with him a copy of these rules, and of such others as may be furnished to him, and must produce the same on demand of his superior officer.

23. Dishonesty will be visited by severe punishment.

24. Any Servant found sleeping in any of the Carriages at any time will be dismissed.

I, \_\_\_\_\_

having entered the service of the Geelong and Melbourne Railway Company, hereby bind myself to observe and obey the several By-laws, Rules and Regulations, delivered to me, which I have read and understand, and all others that may from time to time be made for the better management of the Company, so long as I may be its servant; and I agree to submit to any fines that may be imposed under authority or with the sanction of the Directors of the Company.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature.

Witness.

# INSTRUCTIONS TO ENGINEMEN AND FIREMEN.

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## Rules.

1. It being one of the most important parts of an Engineman's duty to examine and see his Engine in a proper state for work, both Enginemen and Firemen must be in attendance at the shed for that purpose at least half an hour before the time of Starting the Train which they are to conduct, or they will be fined Sixpence for each minute they are behind the time appointed. It is imperative upon all Enginemen and Firemen to assist in repairing and cleaning the Engine allotted to them.

2. On departing from a Station a bell will be rung, to direct passengers to take their places; and the Engineer's attention is to be immediately drawn to the Inspector or person acting for him, who will give the Signal to start by ringing a second time, which is to be answered by the steam-whistle, and the steam put on immediately. The Fireman is to look carefully out behind that all the vehicles appear properly attached. Enginemen are strictly enjoined to start all Trains slowly, to prevent the possibility of draw-chains breaking, or causing any sudden jerk to the Train. They must not, on any account, start a Train from a road-side Station without the bell being rung, which is the signal for starting in every case, and must be answered by the Steam-whistle.

3. Any Engineman arriving at, or starting from, the Station with a Train, without the proper complement of fuel and water, so as to create any delay or risk to Company's Engines, will be suspended from duty and pay, and fined Five Pounds; and should the case, in the judgment of the Directors, deserve it, he shall be discharged from the Company's service.

4. Every Engineman and Fireman shall stand up and keep a good look-out, all the time the Engine is in motion, except, as to such Firemen only, when he shall be engaged about other duties on the Engine or Tender; and no persons except the proper Engineman and his Fireman, the Secretary, Resident Engineer, and Superintendent of Locomotive Department, shall be allowed to ride on any

Locomotive Engine or Tender, without the special leave of the Secretary, Resident Engineer, or Superintendent, specified by them either personally or in writing, for the particular purpose and occasion. Any Engineman allowing persons without such authority to ride on their Engines will be fined.

5. If, in case of accident, any Engine shall unavoidably be obliged to move back on the wrong line of road, the Engineman shall always send his Fireman, or some other competent person, to precede the Engine, at a distance of not less than six hundred yards, to warn any Engine coming in the opposite direction; and, if dark, the man who goes back in advance of a return Engine, shall take a light to make a signal, by moving the same UP AND DOWN to any coming

Engine to stop; and the Engineman while moving backwards, shall make constant use of the Steam-whistle, and must not move in the wrong direction on any pretence, further than to the nearest shunt or stopping-place, under a penalty of dismissal.

6. Every Engineman shall have with him at all times on his Engine or Tender, the following Stock of Tools, viz.:—A complete Set of Screw-keys, one large and one small Monkey Wrench, three Cold Chisels, and a Hand Hammer, one Crowbar, one Screw-jack, two Coupling Chains, with Hooks, two spare Ball Clacks, a quantity of Flax, Gaskin, and Sheng for Packing, &c., &c., Oil Cans, large and small Plugs for Tubes, two Fire Buckets, a Guage Lamp, showing red

and white light, a Red Signal Lamp, a Red and White Flag, and two Guage Glasses.

N.B.—The Engineman to be responsible for the above Tools, and any of the men found guilty of concealing or destroying those not under their own charge, will be fined or dismissed, as the case may be.

7. No Engineman shall at any time, or under any circumstances leave his Engine or Train or any part of his Train, either on the Main Line or elsewhere, except under the most urgent circumstances, nor then without placing a man who is competent to take charge of the same, to cause the proper signals to be made, or to move the Engine, if needful to prevent a collision.

8. Enginemen having charge of

Luggage, Coal, or Ballast Trains, shall always exert themselves to keep out of the way of Coach Trains, by shunting if possible; and, if doubtful of getting out of the way of a Coach Train, shall direct the Plate-layers to make the usual signals to Coach Trains, and explain that a Luggage Train is before them.

9. Enginemen, with Trains requiring assistance, are ordered in all cases to allow the Assistant Engine to lead the Train, if practicable.

No Engine shall be allowed to propel before it a Train of Carriages or Wagons, but shall in all cases draw the same after it; except when assisting up an inclined plane, or in case of an Engine being disabled on the road when the succeeding Engine may propel the Train slowly as far as the



next shunt or turnout, at which place the said propelling Engine shall take the lead.

10. When any Ballast Engine shall stop on the Main Line to discharge or take in any ballast, blocks, sleepers, or any other materials, the Engineman shall send the Fireman or one of the Ballastmen, six hundred yards back, with a red signal flag to stop any coming Train, and the man shall remain there on the look-out till the Ballast Train is ready to move.

11. No Engine, Carriage, or Waggon, or Train of Carriages, or Waggons, whether loaded or unloaded, shall stop at any but the appointed Stations, except only when a signal is given, or in case of accident to any part of the Engine or Train, or when, in the

judgment of the Engineman, it is necessary to prevent accident or collision.

In approaching any Station or stopping-place at any part of the line of Railway, every Engineman having the charge of any Engine, Carriage, Waggon, or Train, whether loaded or not, shall shut off his steam at a sufficient distance, and approach at such a moderate speed as to leave no doubt of being able to stop without any violent application of the breaks. He is to be extremely cautious in passing the Curve at the Williamstown Junction, or at any other place where another Railway branches off.

12. An interval of not less than five minutes must elapse between any two Trains travelling in either direction on the same line of Rails.

Every Train from the Geelong and

Melbourne Line must stop before arriving at the Williamstown Junction, and wait until the Policeman in charge of the Junction Points indicates that the Line is clear.

Should the Melbourne and Williamstown Up Train have exceeded the proper time of passing the Williamstown Junction, and the Geelong and Melbourne Train have arrived at its proper time, or before the former is in sight, the Geelong Train will proceed *first* to the station.

All Enginemen on approaching the Williamstown Junction, *from whatever direction*, and whether with or without a Train, must invariably blow the Steam-whistle as soon as they arrive within a quarter of a mile of the Junction, and they must not pass that place at a greater speed than five miles an hour

The two Lamps at the Junction will show either a White or Red Light as may be required.

13. All Trains after dusk or before it is clear daylight, must have a conspicuous Red Tail-light attached to the back of the last Carriage.

14. To distinguish the Trains of the two Companies by day, the Buffer-plank of the Geelong and Melbourne Engines will be painted and by night they will carry a Light on their Buffer-plank.

15. In the event of the road or passage being obscured by steam or smoke (owing to a burst tube or other cause), any Engine or Train coming up shall not pass through the steam or smoke, but the Engineman shall stay at a suf-

ficient distance to prevent collision; and in all cases of doubt, ascertain that the way is clear and safe before attempting to proceed.

16. If any Coach-Train shall stop or be stopping, whether from accident or other cause, on the opposite of the Railway, Enginemen having charge of an Engine approaching the same, shall immediately so slacken the speed as to pass the halting or opposite Train slowly, or stop the Engine entirely if necessary, at an ample distance before reaching it.

17. If any Engine shall get off the Rails or meet with any other accident, the Engineman shall report the same with particulars, without loss of time, at the nearest Station, and to the Superintendent of the Locomotive De-

partment; and in case of any accident whatever happening to an Engine, if the circumstances be not immediately made known as here directed, both Engineman and Fireman of such Engine shall be fined for such neglect.

18. All Engines travelling in the same direction, shall keep **600** yards at least apart from each other; that is to say, the Engine which follows shall not approach within **600** yards of the Train which goes before.

19. Engines running alone or taking Luggage or empty Carriages must not exceed a speed of twenty-five miles an hour, without some urgent necessity in the case.

20. In foggy weather, when a Train is required to be stopped at any other

than its usual stopping place, the Constable or some other competent person shall immediately be sent back not less than 600 yards with a signal for the purpose of stopping it, and also to prevent any Train following.

21. In foggy weather whenever an Engine with or without a Train, stops at any of the Stations or places for taking up or setting down passengers, the Constable of the Station or some other competent person shall immediately take a Red Light and run 600 yards behind, or so far as may be necessary to warn any coming Engine; and all Enginemen shall slacken speed in foggy weather, and proceed at a slow pace as they approach each of the Stations and stopping places, in order that they may have the complete control of, and be able to stop their Engines and

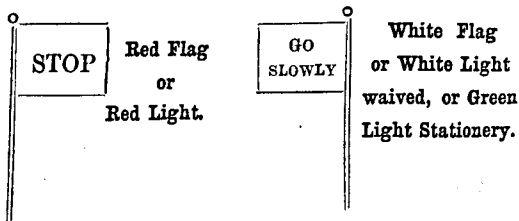
Trains, without risk of running against any Train or persons which may happen to be waiting at such Station or stopping-place (although a Red Light is always to be preferred, a Common Light **MOVED UP AND DOWN** answers the same purpose).

22. All Enginemen and Firemen shall be held responsible that these orders are strictly complied with in respect of any Train (circumstanced above) to which they may severally belong, and they shall report immediately to the Secretary and Clerk in charge, any Fireman, Constable, or Plate-layer who shall refuse or neglect to use the precaution hereby ordered to be rigidly adopted.

23. In foggy weather Enginemen are cautioned to make frequent use of their



Steam Whistles, and particularly when they approach any Station, the Williamstown Junction, or the Junction of another Railway; also, whenever they are obliged to stop on the road, or when from any cause they are obliged to go slower than usual, in order to prevent accidents from trains which may be following on the same line. And in the event of the Guard wanting to stop the Train, he is to exhibit a Red Flag by day and a Red Light by night. And the Engineman's signal to the Guards to apply their breaks, will be by repeated Whistles and shutting off the steam.



24. That *whenever* and *wherever* a signal to stop is made by any person, namely, when the Red Flag is hoisted or held out, or a Red Light is shown, or a Lantern with a Common Light is moved *up and down*, whether the Engineman comprehends the reason for the signal being made or not, he is to stop and ascertain the cause of making such signal. It is to be understood that any Flag or Lamp of whatever colour, *or anything else violently waived*, is a Signal to Stop.

25. Pilot Engines when running in the dark, must always carry lamps on the Buffer-plank end and at the back of the tender, capable of showing either white or red rights as required.

26. Every Train on the Railway shall show a Red Light on the last

carriage or waggon; and the Guards of Coach Trains and the Breaksmen of Lugagge Trains, shall see to and be held responsible for the execution of this order, and if a Coach or Waggon be attached to, or detached from, a Train on any part of the road, the Guard or Breaksman shall immediately change and replace the Red Light, so that the same may be in the rear of the last carriage or waggon in the Train.

27. All persons having lamps in charge, whether fixed or hand Lamps, are to have them properly prepared and lighted at dark.

28. If a coming Engine or Train be required to stop, or take up Passengers at second-class Stations, a Red Light must be shown in the Sta-

tion lamp; and if the coming Engine or Train is not required to stop, the common white light shall be shown.

29. Enginemen shall be under the immediate orders of the Superintendent of the Locomotive Department when not conducting a Train, and are strictly to obey all orders they may from time to time receive from him, in addition to the general Regulations of the Board of Directors, with which they are furnished; and while in charge of a Train, are to obey the orders which may from time to time be issued by the Secretary, using every diligence and zeal to carry out the same with safety to all persons and property entrusted to their care, and for any injury occurring to which, by neglect of these instructions, they will be held legally responsible; and their

attention is particularly directed to an Act of Parliament, passed in the Session of 1840, exhibited in the Engine Houses and respective Stations on the Line.

30. Firemen are to be entirely under the orders of the Enginemen while on duty; and before any person is allowed to go with a train as a Fireman, he must know how to shut off and put on the Steam, reverse the Engine, and know the height of the water in the boiler, and how to turn on the feed-taps of the Tender, and apply the Tender-brake.

## LIST OF SIGNALS.

**ALL RIGHT.**

- Round Disc on Mast.  
 White Light at Night.  
 White Flag by Day.  
 Hand Signal, thus .....

**CAUTION, (Slow.)**

- Green Light at Night.  
 Green Flag by Day.  
 Hand Signal, thus .....

**DANGER. (Stop.)**

- Cross-bar on Mast.  
 Red Light at Night.  
 Red Flag by Day.  
 Hand Signal, thus .....
- Red Disc on Gates.  
 White Lamp waved violently *up*  
*and down.*  
 White Flag, Handkerchief, or any  
 other article, waved violently *up and down.*



## STATION MASTERS.

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### **Duties.**

1. Station Masters will be responsible for the general conduct and good order of all persons employed within their respective Stations, and it will be their duty to take care that all Orders and Regulations issued from time to time, are promptly and strictly obeyed; to give clear and precise Instructions; to insure the correct performance of each man's duties, exacting uniform punctuality from all persons under their control; maintaining discipline and order in their respective Stations; reporting all incidents, irregularities,

or neglect, which may occur to the Superintendent; and providing for all casualties or contingencies which may arise; always bearing in mind that the strictest economy is necessary in every department.

### **Accounts.**

2. Station Masters are required to watch over the accounts; to take especial charge of Tickets, and all Stationery and Stores; to sign all demands for requisite supplies, and attend to the careful use of them, according to the exigencies of the service.

### **Cash.**

3. Station Masters are responsible for the Money received in the Passenger, Goods, and Parcel Departments; they are to balance up the



Coaching and Merchandise Traffic, respectively, at the close of each day, and to see that the total amount of Cash, as per returns, is forwarded to the Treasurer the next day, in accordance with Instructions; they are also responsible for the proper Collection of Tickets at their Stations; they are to make unreserved communication to the Superintendent, should any alteration calculated to promote the public convenience, or increase the revenue, suggest itself, or to be suggested, to them. The Booking Office is never to be left during the hours of business without a responsible person in charge, capable of giving such information as may be required by the public, in reference to the transit of persons, matters, or things, by the Railway. The Clerks are to balance their Cash after the departure of each Train, showing in the Train

Book any excess or deficiency there may be on the proper amount. They will also make good any deficiency of Cash, whether arising from bad money, bank notes, or errors.

### **Credit.**

4. No credit to be allowed to any party, unless the Company have previously received security, of which due notice will be given.

### **Parcels.**

5. No article whatever is to be received without a proper direction; and Parcels declared by the directions to be "Paid," are not to be forwarded otherwise than as "Paid" Parcels. Agents receiving parcels so directed, are accountable to the Company for the Carriage of same. Improper packing, and apparent or suspected damage, is to be immediately notified to the party

forwarding the goods, and a receipt given accordingly, and a memorandum made upon the Way-bill for guidance of the receiver.

### **Station Masters to Report Accidents, &c.**

6. Station Masters are to make a Special Report, without delay, of any accident or extraordinary occurrence, to the Superintendent.

### **Free Tickets.**

7. No person is to be allowed to Travel Free on the Railway except he has a Free Ticket or Pass signed by an authorised person, with the exception of the Directors and such persons as shall be named in a List furnished to the Station Master.

### **Production of Tickets.**

8. If the Station Master, or Guard, have reason to suspect that any pas-

senger is or has been travelling upon the Railway without having paid any, or the proper fare, he may require such person to produce his Ticket; and every Passenger before leaving the Company's premises at the end of his journey, is to be required to deliver up his Ticket. If any Passenger shall refuse to, or be unable to produce a proper Ticket, or shall commit any other offence against the Bye-Laws, Rules, and Regulations of the Company, relating to Travellers by the Railway, the case shall be immediately investigated by the Station Master, who is to exercise his discretion as to the proceedings to be taken, always reporting what has been done.

### **Detention of Passengers.**

9. The power of Detention is to be exercised with great caution, and *never when the address of the party is*

*known, or adequate security offered for his appearance to answer the charge.* When it shall be necessary to detain any party, such detention shall not continue for a longer period than is absolutely necessary.

### **Deposit Fare.**

10. Passengers not producing their Tickets, are required to deposit the amount of the whole Fare from the place whence the Train started, until inquiry can be made, in order to ascertain whether the Fare has been actually paid or not; and in every case, the circumstances must be inquired into, and reported with all possible expedition.

### **Luggage not to be Detained.**

11. 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, with the consent of the Passenger or owner, be held as a Security 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 such Passenger's Fare.

### **Over-Riding.**

12. As it is the *intent* which constitutes the *offence*, it is very desirable that the power of Detention should be exercised with great caution and discretion, as cases may frequently occur of persons travelling beyond the distance for which they have paid their Fare *unintentionally*, or even against their wish, and to their inconvenience, and the right of Detention is applicable only in cases of what is termed *Over-riding*, to 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.*

### **Soldiers and Police.**

13. All Warrants given by Soldiers, Police, Troopers, and other Public Servants, in exchange for their Tickets, are to be sent to the Secretary with the daily cash.

### **Horse, Carriage, and Dog Book to be Signed.**

14. Before the Clerk books or receives a Fare from any party for a Carriage, or for a Horse or Horses, or other Cattle, or Dog, he is to take care to have the Book signed by the party tendering the Fare, ascertaining that he has read or had read to him, the notice he is required to sign.

15. No Clerk is allowed to Remit Charges for Extra Luggage, Overcharge, &c., &c., upon his own authority, nor without the authority of the Superintendent, nor allow the free transit of any Goods or Parcels except on the *bona fide* business of the Company, and then an Invoice or Way-bill must be sent, and the Goods duly entered as "free."

#### **Cash Bags.**

16. Cash is not to be sent except in Cash Bags, which are to be placed in the Travelling Box by the Station Master himself; and those bags must not be sent by any other than the appointed Trains, except in case of emergency, and upon the responsibility of the party sending them.

#### **Station Masters to See that the Proper Signals are Given.**

17. Station Masters are to see that



the Station, Waiting Rooms, &c., are properly cleaned and kept in good order. They are to take the control of the Police, Porters, &c., at their Station. They are to see that the Guards, Greasers, and Lamp Trimmers do their duty while Trains are in the Station; that Passengers going by the Trains are in possession of their proper Tickets, and that the Tickets are properly collected from those who alight, before they leave the Station. They are to satisfy themselves that the Signals and Points are thoroughly understood by those who have the working of them, and to see that all Signals are properly given.

#### **Carriages to be Cleaned.**

18. At the Termini where Carriages are kept, Station Masters are to see that they are always in good order, and

before being formed into a Train that every Carriage or other Vehicle has, when necessary, its supply of Lamps properly trimmed; that it is cleaned inside and out, and the windows and handles made bright. They are also to see to the Screwing up of the Couplings, and that the Buffers of the several Carriages forming the Train press against each other, and to take care that the Doors on the off side of the Carriages are all Locked.

### **Trains to Start Punctually.**

19. The Station Masters are to see that the Trains are not delayed unnecessarily, and that all Trains, whether of Passengers or Goods, are made up properly and started punctually, and that every Waggon, whether full or empty, has all its fastenings properly fixed. They are to report any irregu-

larity in the conduct of the Guards, and of any of the Servants of the Company, to the Superintendent.

### **Comfort of Passengers.**

20. They are to Attend to the Comfort and Convenience of Passengers; giving them Information, and seeing that they and their Luggage are properly Attended to by the Porters.

### **Time to be Kept.**

21. They are to Record the Times of Arrival and Departure of Trains, and the Time of Trains Passing which do not Stop; the Time of all Persons at the Station; to Prepare the Wages List, and to Pay all such Wages as may be entrusted to them, and obtain each man's Signature (in writing) for the Amount Paid; and to Collect any Fines imposed on Porters or other Servants, at their Stations.

**Starting Trains.**

22. At the Termini, and Werribee Stations, Station Masters will cause the Hand-Bell to be Rung Five (5) Minutes before the time fixed for the Departure of the Train, as a warning to Passengers to take their Seats; Three (3) Minutes afterwards the Bell will be Rung a second time, when the Tickets will be Examined; after which, having satisfied themselves that no Passengers are left in the Office, and that the Time of Departure has arrived (and not before), they will instruct the Guard to proceed, who will Sound his Whistle accordingly. At Way-Stations, when all is ready for the Train to Start, they will have the Bell Rung, and immediately afterwards give the Guard the Order to go on.

### **Vehicles to be Cleaned Out and Examined.**

23. On the Arrival of Horse Boxes or Cattle Waggon, they must be immediately Cleaned Out, so as to prevent damage to the floors by wet straw, dung, &c., remaining on the wood; and every Horse Box, Waggon, and other vehicle, must be thoroughly Examined inside and out, so as to ascertain whether they are in a fit state to Travel without liability of Injury to the Horses, Cattle, &c. Should the Horse Boxes be short of Head Collars, the circumstance is to be immediately reported to the Superintendent.

### **Guards to be Provided with Signals.**

24. Previous to any Train commencing its journey, the Station Master will satisfy himself that each Guard or

Breaksman is provided with a Red, Green and White Flag, Detonating Signals, and Hand Signal Lamp; and he will see that a sufficient number of Signal and other Lamps are always in readiness and lighted at the proper time, and that no Train which is likely to be on the Main Line at dusk do leave the Station without the Lamps required by the Regulations.

### **Train Lamps.**

25. All Trains must be supplied with one Red-tail and two Side Lamps, which must be placed on the end vehicle of the Train, whether Break-van or other Carriage; and it is the duty of the Station Master to see that the Trains are thus supplied. And in the event of a Train arriving at a Station, without the required number of Lamps, they must if possible be supplied from

the stock at that Station. The Lamps (when lighted) must be examined to see if they are burning properly, and the Roof Lamps must be exchanged, and the Tail and Side Lamps retrimmed in case of need.

### **Lost Property.**

26. The Station Master will, in the first instance, take charge of all the Property found at his Station or in his district; if not claimed within twenty-four hours, he will send it, with description, when and where found, to the Lost Property Office, Geelong.

### **Strangers not to be Admitted to Offices.**

27. The Booking Offices must be kept perfectly private, and the public and others must not have access behind the screen or counter at any Station. Persons are not to be admitted to the

Station or Offices to learn the business without the sanction of the Directors.

**Not to be Absent Without Leave.**

28. No Station Master is allowed to absent himself from his duties without leave from the Superintendent, except from illness, in which case he must immediately inform the Superintendent, and take care some competent person is entrusted with the duties until further instructions are received by him.

**Not Responsible for Luggage Left.**

29. The Company will not be Responsible for Luggage or other Articles left at a Station, except in the room provided for the purpose, and for which a small charge will be made, and Ticket given, which Ticket must be returned by the parties claiming the



article so left. At Stations, where no such room is provided, all Luggage left is to be allowed to remain only at the risk of the owners, *of which they must be distinctly informed at the time*, and is to be deposited in as safe a place as may be convenient.

30. In making up Passenger Trains, Station Masters will be careful to place a Van between the Engine and the Train.

**To Inspect Regulation Books once a Month.**

31. On the First of each Month it will be the Special Duty of the Station Masters to see that each of the men under their control has in his possession a Copy of the Company's Regulations, and they will Report to the Superintendent the result of their

examination. At the same time, they will make known to the Superintendent, if they have in good serviceable order the requisite supply of Hand Flags, Signal Lamps, and Detonating Signals. They are also to see that the men understand the Directions and Regulations, and the Use of the various Signals.

## **GUARDS, BREAKSMEN, POLICE, AND PORTERS.**

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### **Guard's Duties.**

1. The duty of Guards and Breaksmen, consist in the general charge and management of the Trains when they are not standing at the Stations. They have general control over the Enginemen, ordering them when to stop or proceed, as they may deem right, or to shunt or move waggons or other vehicles.

### **To Obey Orders.**

2. They must take the orders of the Station Master, or other officer in charge of a Station, when to proceed, and obey all orders given to them

when at a Station, if not in opposition to the Rules given them for their guidance, or to the safety of the Trains. Their control of the Trains commencing only when they quit a Station.

### **Information as to Cause of Detention.**

3. In all cases of detention or stoppage, it is the duty of the Guard to explain to Passengers the cause thereof, and if there is no danger to them, to satisfy them of the fact, and endeavour to pacify those that may be annoyed. They are to send immediate information of any stoppage to the nearest Station, to dispatch Platelayers or other Servants, or Messengers, in both directions, for them to give the proper signals for ensuring safety, by stopping approaching Trains.

**Guards not to Exchange Duties.**

5. No Guard is to exchange duty with another Guard, without special authority from the Superintendent.

**Guards to be on Duty.**

6. The Guards of Passenger Trains must be on the Platform attending to their duty, half an hour before the departure of their Trains.

**Ladies.**

7. In the event of any Ladies travelling alone, the Guards are to pay every attention to their comfort; and in placing them in the Trains, they must 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 on the arrival of a Train at any Station.

### **Guards to Report.**

8. Guards will make a full report of each journey in the Report-Book provided. They are to notice particularly all occurrences and delays, giving the cause of detention, and to make a Special Report of all delays and accidents to the Superintendent. They are to notice all defects appearing in any Carriage, Waggon, &c., or in the Lamps or Couplings of their Train, together with the number and description of the Carriages, &c., and other particulars; and they are closely to examine their Breaks and satisfy themselves that they are in working order. This rule applies to Breaksmen, Porters, or others working in the place of Guards, on any special occasion.

**Luggage.**

9. The Guards of Passenger Trains are to attend personally to the receiving and delivering of Passengers Luggage and Parcels. They are to take care that they know where all the Luggage for the different Stations is put; and they are not to wait at the Stations to be asked by the various Passengers alighting, for their Luggage, but on reaching such Stations, they are personally to attend to the handing out of the various packages. Guards are to see that the Luggage is so loaded, that on opening the door of the Van at any Station, they may have the Luggage ready to their hand. They are to take care that the names of the Stations where they stop are distinctly called out, both by day and night. Guards are expected to use every exertion consistent with safety,

at Stations, to regain any time that may have been lost. They must also be careful to see that the Doors are properly fastened before starting.

**Persons not to Travel without Ticket or Pass.**

10. No person (except the Directors) may travel in any of the Trains, or on the Engine, unless provided with a Ticket or Free-Pass.

**Examining Tickets.**

11. Should a Guard have reason to suppose any person is without a Ticket, or not in the right Carriage, he is to request the Party to show him his Ticket, not with the view to receive it from him, but to satisfy himself that every Passenger has a proper one.

**Change Class.**

Should any Passenger wish to



change his place from an inferior to a superior Carriage, or proceed further than the Station for which he has procured a Ticket, it can only be done by a Station Master, who will endorse the Ticket, "*Changed Class at — Station,*" and the difference of Fare will be collected at the completion of the journey.

### **Parcels.**

12. They will take over all Parcels from the Parcel Clerks, being careful not to receive any unless accompanied by Way-Bill. When taking on loaded Waggon, they must likewise have Way Bills with them; if this is not attended to by Station Masters, Guards must refuse to take them on (except in cases of emergency) making a note of same in their Report for the Superintendent.

**Guards not to Receive Money.**

13. *They are prohibited from receiving Money from Passengers on account of the Company under any pretence.* When it is necessary that money should be collected, they will inform the nearest Station Master, or Officer appointed for the purpose, in order that such may be done.

14. When coming on duty, they must be careful to ascertain that the Axle-boxes are filled with Grease, the Carriages properly Coupled, and a spare Coupling in the Van, placing their Signals beside their Breaks.

**Guards not to Carry Parcels.**

15. Guards, Breaksmen, &c., are forbidden to carry any description of Package, either for *themselves, their friends, or the public*, unless such Package be first duly entered on the

Way Bill in the usual way. Any violation of this order must be immediately reported to the Superintendent.

**Articles Guards are to be Provided with.**

16. Each Guard and Breaksman must have with him on the Train :—

- 1 Set of Flag Signals
- 1 Hand Signal Lamp
- 1 Pouch for Despatches
- 1 Time Piece
- 1 Whistle
- 1 Extra Screw Coupling
- 1 Time Table of Passenger and Goods Trains.
- 6 Fog Signals.

**Lamps to be Examined.**

17. Guards are called upon to be particularly careful in ascertaining that

their Lamps are securely fixed before starting; they are also responsible for their being lighted at Sunset, as well as during a Fog. They must observe at every stopping place, that the lamps (after being lighted) are burning properly, and showing a good light; if not, they must be re-trimmed.

#### **Guards to Apply Breaks.**

18. In the event of any accident happening to any of the Carriages, or behind the Train, the Guards must instantly apply their Breaks, and take all means to arrest the attention of the Driver, that the Train may be stopped as quickly as possible.

#### **Persons not to Travel in Van with Parcels.**

19. Guards are not to allow any Person to travel in any compartment

where Parcels or Luggage may be placed.

### **Passing other Trains.**

20. The Guard of every Train is to make himself acquainted, by reference to the Train Bills, with the time at which all Trains may be due at any place; and he is to remind the Engineman of any necessity there may be to Shunt into a Siding, to allow any other Train to pass.

### **Not to Open Carriage Doors.**

21. Guards, Porters, &c., are not to open the Carriage Doors at the Stations, until the Trains shall have *stopped*, they must then be opened with all despatch.

### **Lost Property.**

22. All Property found by any Servant of the Company, on any part

of the Premises, must be immediately taken to the Station Master, in order that a proper entry may be made of the article, in case of enquiry; and all Property found on the Line, must be taken by the person finding it, to the nearest Station, the Station Master of which must send the same, duly entered, to the Lost Property Office, Geelong Terminus.

23. Passengers' Luggage must be invariably marked, unless in charge of the owner. Porters are not to take Charge of Luggage, without first ascertaining where the Passengers are going; and when the Porters do not affix the Labels themselves, they are to make the Owner's destination distinctly known to the Man who does this work. Passengers are allowed to take their Luggage into the Carriages

with them, *whenever there is room under the seats*, and they are on no account to be told that all shall be right, so as to prevent the Owners looking after it. The Geelong Terminus is to be considered as the sole Depôt for **Lost Luggage and Property**; and any unclaimed Article, *whether addressed or not*, must be sent within twelve hours, to the **Lost Property Office** at that Station, with the proper Way Bill.

### **Dogs.**

24. Dogs are not allowed to travel in the compartments of the Carriages appropriated to the Public, but they must be placed in the **Dog Boxes** provided for them.

### **Porters.**

25. Porters are to act under the orders of the Station Master; they are

to do the Work of the Passenger and Goods Departments, to Assist the Police in Keeping Parties from Trespassing on the Line, and to attend generally to whatever business they may have assigned to them; appearing at all times clean when on duty, exerting themselves for the good order, regularity, and cleanliness of the Stations where they may be placed, and doing all in their power to promote the interests of the Company.

26. The Duties of the Police may be stated generally to consist in the Preservation of Order at Stations, and on the Line of Railway; they are to Keep the Line in the vicinity of their Station free from casual or wilful obstruction, to Remove all Trespassers, and to Guard and Watch the Company's Premises.



27. Every Policeman and Pointsman will be furnished with a Signal Lamp and Flags; for the Proper Trimming and Good Order of which they are responsible.

28. Gatemen must each be provided with Day and Night Signals, and are required to Keep them always in Proper Order, and Ready for use.

**Gates not to be closed when Train is near.**

29. The Gates are never to be closed across the Railway when a Train can be seen or heard approaching; and in such cases, the Gatemen must not allow anything to cross the Railway till the Train has passed.

**Gatemen to Stand Clear of Train.**

30. Gatemen on Duty must stand clear of the Line of Rails, but in such

a position as to be seen by the Driver, and give the proper Signal before the passing of an Engine or Train.

### **Stopping a Train.**

31. On a Gateman having to stop a Train, he must tell the Driver the cause, and then let the Train proceed cautiously, unless it is necessary to detain it.

### **Trespassers.**

32. Strangers are not to be allowed to pass on the Line without a written authority. Persons not duly authorized must be warned instantly to quit the Company's premises.

33. On the approach of an Engine, the Hand-lamp (when there are no Post Signals) must be held steadily

facing it ; and as it passes, the Lamp must be moved round, so that the light may continue to fall on the Engine. Care must be taken to hold the Lamp steady, in order that it may not be mistaken for other than a Signal.

34. The Signals both Day and Night must be kept steadily shown to each passing Engine or Train by the Gate-men, until every Carriage or Truck of the Train has passed.

35. Policemen, Porters, and Gate-men, must look at the back of each Train as it passes their post. If there should be a "Red disc" by Day, or Two Red Tail Lamps by Night, it will signify that a Train, in addition to the ordinary Trains, will follow. Care must accordingly be taken that the Line is clear.

The servants of the Company are forbidden to leave their Station, Beat, or Gate, during the hours of duty, without special permission from their superior Officer.

MARTIN SHOLL,

*Secretary.*

Geelong, April, 1858.