



Robert Wright

VICTORIAN RAILWAYS.

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RULES AND REGULATIONS

TO BE OBSERVED

BY ALL PERSONS

EMPLOYED ON

THE VICTORIAN RAILWAYS.

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JANUARY, 1858.

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By Authority.

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GENERAL

CONDITIONS OF SERVICE

UNDER THE

RAILWAY DEPARTMENT.

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1. Each man shall devote such time as may be required of him to the service of the Department, and make himself familiar with the use of the Signals hereunto annexed.

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

3. He is promptly to obey all orders he may receive from the person placed in authority over him, and strictly conform to all known regulations.

4. He is not on any occasion, or under any pretence to receive money from any person on the account of the Department without authority.

5. The pay will always include his services during all such hours, whether early or late, as the arrangements of the business or accidental circumstances may require.

6. He is not to quit the service of the Department without giving four weeks' previous notice of his intention; and in case he quits without such notice, all pay then due to him shall be forfeited.

7. Every man dismissed, or who shall resign his situation, shall, before he quits the service of the Railway Department, deliver up every article of Dress, and of the appointments which have been supplied to him.

8. If any such articles have been improperly used or damaged, a deduction from the pay due to the man shall be made sufficient to make good the damage, or to supply a new article.

9. Each man shall be liable to immediate dismissal for incompetency, disobedience of orders, negligence or other misconduct, or to such other punishment as may be awarded with any Act passed or to be passed for the regulation of Railways.

10. The slightest degree of insobriety will ever be treated as a grave offence, and every man so offending will be dismissed, and made liable to fine and imprisonment by the Magistrates as well as by the Department for any damage or negligence arising therefrom.

11. Any case of incivility or rudeness will meet with instant punishment, by dismissal or fine; and all persons employed by the Railway Department are strictly forbidden from entering into altercation with any other person, whatever provocation may have been given—if necessary, a note is to be made of the circumstances, and a report thereof furnished to the immediate superior officer.

12. Each man will be held legally liable for injury occasioned by his negligence to persons or property.

13. Each man to whom any article of Dress, or other appointment, is furnished, must appear, when on duty in it, in an efficient and proper state of neatness and cleanliness.

14. The pay of every man absent or suspended from duty will be stopped. No persons employed in the Railway Department are allowed to receive gratuities or to smoke on the premises.

15. Any person embezzling or attempting to embezzle any property from the premises of the Railway Department will be prosecuted with the utmost rigour of the law.

16. It is the duty of all the officers of the Railway Department to provide for the public safety, not to permit any obstruction on the Main Line, and during the time that any impediments to the safe passage of Trains along the Railway may exist, to take especial care that the Danger Signals are shewn in sufficient time to warn all parties of the obstruction, before any Engine, carriage or other vehicle be placed on or crossed over the Main Line.

17. Every servant of the Railway Department is immediately to repair to any part of the Line where his assistance is likely to be required, should the alarm of fire or of any accident by ringing the Station Bells, or hoisting the Red Light on the top of the flagstaff for assistance, by night or by day, be perceived or come to his knowledge.

18. No servant employed on the Line is to leave his post without giving to the servant who relieves him every information as to whether all Trains due have arrived or passed, any Special Trains may be expected, or any extra or unusual work is to be done.

19. All persons employed must, if required to do so, give security for their faithful services, the amount and conditions of which will be stated when they are appointed.

20. All persons candidates for the situations of Guards and Porters are to be examined by and to produce a Certificate from a Surgeon, named on the part of the Railway Department, that they are free from any bodily infirmity. They must also produce

Certificates that they are under thirty years of age, as no person will be taken as Guard or Porter beyond that age, unless he has immediately before served in a similar situation; and they must all be able to read and write.

21. The following obligation or contract is to be signed by every person employed in the Railway Department (permanently or otherwise), in a book kept for his signature:—

I, \_\_\_\_\_, being this day engaged as \_\_\_\_\_ in the service of the Victorian Railway Department, do hereby bind myself to observe and obey the foregoing Rules and Regulations, which I have read and understand, and all others that may from time to time be issued for the better government of the Railway Department, so long as I may be a servant in it; and do hold myself legally responsible for any injury to persons or property occasioned by my neglecting the same.

22. Every man when on duty must always have with him a copy of these Rules, and of such others as may be furnished to him, which he is required to make himself thoroughly acquainted with, and to conform to in every particular.

23. Whenever the whole time of any servant is not required for his usual duties, he is to employ the remainder in any way that his next superior may direct.



## **SIGNALS.**

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**RED ... is a Signal ... TO STOP.**

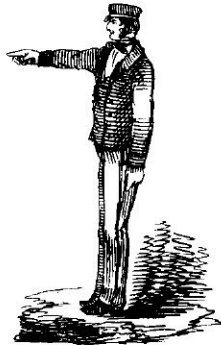
**GREEN       „       TO GO SLOWLY.**

**WHITE       „       TO GO ON.**

In addition to the regular Signals, it is to be distinctly understood that **any Flag, Lamp, or other object waved UP and DOWN**, by a person on the Line, is a Signal to **STOP** the Train. Any Lamp, Flag, or other object waved **TO and FRO**, is a Signal to go **SLOWLY**.

Enginemen must invariably **Sound the Whistle on coming in sight of the Signal of each Station.**

(Fig 1)



"ALL-RIGHT"

(Fig 2)



"CAUTION"

(Fig 3)



"DANGER!"

## HAND SIGNALS.

### BY DAY.

1. The Signal **All Right** is shewn by extending the arm horizontally (*see fig. 1*), pointing **Across** the Line of Rails on which the Train is proceeding.

2. The **Caution Signal**, to **Slacken Speed**, is shewn by the Policeman facing the approaching Train, and holding one arm up as high as he can (*see fig. 2*).

3. The **Danger Signal**, to **Stop**, is shewn by the Policeman facing the approaching Train, and holding both arms straight up as high as he can (*see fig. 3*); also by Detonating Signals placed on the Rails.

### BY NIGHT.

4. The Signal **All Right** is shewn by a **Steady White Light**, held facing the ap-

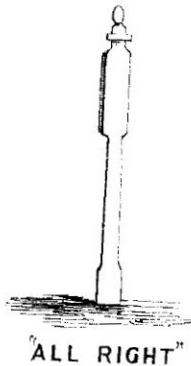
proaching Train; and as it passes by, the Lamp is to be moved round, so that the light may continue to fall upon the Engine.

5. The **Caution Signal**, to **Slacken Speed**, is indicated by a **Green Light**, shewn as before mentioned.

6. The **Danger Signal**, to **Stop**, is shewn in the same way, by a **Red Light**; or in case of emergency, by waving any light with violence.

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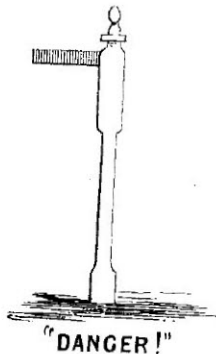
(Fig 4)



(Fig 5)



(Fig 6)



## SEMAPHORE SIGNALS.

### BY DAY.

These Signal Posts are furnished with two arms, one moving out on one side to give Signals to Trains on the **Down Line of Rails**, and the other moving out on the other side of the Signal Post to give Signals to Trains on the **Up Line of Rails**.

1. The Signal **All Right** is shewn by the *left-hand* side of the Signal Post, as seen by an approaching Engine Driver, being **Clear**, thus:—(see *fig. 4*.)

2. The **Caution Signal**, to **Slacken Speed**, is shewn by the arm on the *left-hand* side being raised **Half-way** to the **Horizontal Position**, thus:—(see *fig. 5*.)

3. The **Danger Signal**, always to **Stop**, is shewn by the arm on the *left-hand* side being raised to the **Horizontal Position**, thus:—(see *fig. 6*.)

4. The position of the arm on the *right-hand* side has reference to the Right-Hand Line, and is consequently a Signal to Trains running in the contrary direction.

### **BY NIGHT.**

5. The Signals will be made by **Red, Green, and White Lights.**

6. A **Red Board or Flag by Day, or an Extra Tail Lamp by Night, or in Foggy Weather** hung at the back of an Engine or Train, denotes that an **Extra Train** is to follow.

7. In approaching Junctions, every Engineman shall sound the Whistle, to give the Pointsman notice of his approach, and shall **Stop** his Train before coming to the **Points and Crossings**, unless the proper Signal, **Caution**, be exhibited.

In clear weather neither Engine nor Train shall approach or pass any Junction at a greater speed than **Ten Miles an Hour.**

In foggy weather neither Engine nor Train shall approach any Junction at

a greater speed than that at which it can be stopped before arriving at the **Points and Crossings** should a Signal to **Stop** be exhibited.

8. Every Engineman, Fireman, and Guard, must keep a strict look-out when approaching a Junction.

9. Whenever and wherever a Signal to **Stop** is made by a Policeman, Gatekeeper, Platelayer, or any other person on the Line, the Engineman shall bring his Engine to a **Complete Stand**, whether or not he comprehend the reason for the Signal being made.

Any Engineman or other person disobeying or not observing Signals, is always to be reported by the person making the Signal; such report to be made **in Writing**, and sent to Head Quarters.

## MANAGEMENT AND METHOD

OF GIVING THE

## **SIGNALS.**

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1. Whenever Hand Signals are used the Signal-man must shew them until every carriage or truck in the Train shall have passed him, and he must in all cases stand on the opposite side of the Railway, so that he may be quite conspicuous to the Driver and Fireman, as well as to the Guards, taking great care not to be in the way of any Engine or Train approaching in the opposite direction.

2. The **Danger** Signal is always to be made immediately after a Train or Engine, or Carriage of any description, has passed along the Line, and it is to be continued for **Five Minutes**, in order to stop any Train, Engine, or Carriage of any description, that may be coming after it; it is also to be made whenever there is any obstruction on the Line, or any danger of obstruction.

3. The **Caution** Signal is always to follow the **Danger**, and to be continued **Five Minutes**, as a Signal to the Engineman that another Train is ahead of him; it is also to be made whenever the state of the road or other circumstances (though not such as to require the **Danger** Signal) make it desirable that the speed should be reduced.

4. The **All Right** Signal is only to be made when the Signal-man has satisfied himself that the Line is clear and unobstructed, and that there is no danger to the free passage of the Engine or Train.

5. In case of a fog, the Day and Night Signal must be used simultaneously.

6. In the event of any accident occurring which may cause obstruction, or of a Train stopping on the Main Line (except at a Station), the Signal-man, or, in his absence, the **Guard**, is instantly to display the **Danger** Signal, and send, or himself hasten, in the proper direction to stop any Train that may be approaching, until he has proceeded one mile from the place of accident, where he must remain with the **Danger** Signal shewn

until he knows the Line again to be perfectly clear and unobstructed.

7. Every Signal-man is immediately to report to his nearest superior officer any instance of disobedience to the Signals given.

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## REGULATIONS FOR OFFICERS

IN

### **CHARGE OF STATIONS.**

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1. Every Officer in charge of a Station is to be answerable for the office and buildings, and the property therein. He is also to be responsible for the faithful and efficient discharge of the duties devolving upon all the servants of the Department at the Station, making himself acquainted by frequent personal intercourse with the character of every man under his orders.

2. He is to see that all general and other orders are duly entered and executed, and that all books and returns are regularly written and neatly kept.

3. He is required to watch over the accounts, to take especial charge of all

stores supplied to the Station, and be careful that they are prudently and economically used.

4. He is responsible for the money received for Passengers, Goods, and Parcels, which must be handed over to him by the respective Booking Clerks on the departure of every Train.

5. He is to take care that all the servants at his Station behave respectfully and civilly to Passengers of every class ; and that no gratuities from the public are received by them under any circumstances.

6. He is to take care that all the servants at his Station come on duty clean in their persons and clothes.

7. He is to report, without delay, neglect of duty on the part of any one under his charge, and communicate the particulars as soon as possible, so that the offender may be dealt with at Head Quarters.

8. Every Officer in charge of a Station, on being apprised by the person whose duty it is to move an Engine, Carriage, &c., on to

or across the Main Line, that he is about to do so, shall thereupon personally attend to that business, in order to see that the proper Signals are shewn ; and he shall remain to give orders until the Line is again quite clear.

9. He shall affix on a Notice Board, in a conspicuous part of the Station, a written notice, detailing the times at which all the Trains may be due, or expected to pass the Station ; Special Trains are also to be notified on the same board. He is also to see that the Policemen and Foremen Porters are furnished with a copy of this notice.

10. Officers in charge of Stations where carriages are kept must see that they are always in good order ; and before being formed into a Train, that every carriage or other vehicle is properly cleansed inside and out, and the glasses and handles made bright ; they are also to see to the screwing up of the connections, and that the buffers of the several carriages forming the Train press against each other, so that they recede about an inch.

11. No Engine is to be allowed to push any Train, except when absolute necessity



requires it, and then only at a slow speed to the first crossing, where the Engine is to get in front.

12. All Trains are to stop at the Stations mentioned on the Time Bills, whether there be Passengers or not to alight from or enter the carriages.

13. Officers in charge of Stations are held responsible that no Train leaves a Station without having one efficient Break, at the least, at the command of the Guard, or other attendant of the same.

14. If a Passenger shall be found to have travelled in a carriage of a superior class to that which his ticket indicates, he is to pay the difference of fare ; and the amount is to be entered on the Return under the head of "Excess Fares."

15. If a Passenger alight at a Station beyond the place of destination mentioned on the face of his ticket, he is to pay the difference of fare, and this is to be noted in the Excess Fare Sheet.

16. If a Passenger alight without a ticket, he is to pay the full fare of the class

by which he may have travelled, from the furthest station from whence he could have commenced his journey, unless special notice of the fact shall have been given to the Guard at the time and place of his departure. In the event of this notice having been given to the Guard, the particulars are to be reported by him on the Passenger's alighting, and the fare for the distance travelled is to be demanded; or if the Superintendent can otherwise satisfy himself as to the place of the Passenger's original departure, he may be permitted to pass on payment of the fare from that place only.

17. If a Passenger have a ticket short of his proposed destination, he is not to be allowed to purchase a ticket at any Station where he may alight, and go on by the same Train, excepting in a case of sudden emergency, to be decided by the Officer in charge of the Station.

18. If any Passenger shall refuse or be unable to produce a proper ticket, or shall commit any other offence against the By-laws, Rules, and Regulations of the Department, relating to travellers by the Railway, the case shall be immediately investigated

by the Officer in charge of the Station where the occurrence may take place, who is to exercise his discretion as to the proceedings to be taken, always reporting what has been done.

19. 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, but he shall be conveyed before a magistrate with as little delay as possible.

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

21. As it is the intent that 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 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 distance, but also with intent to avoid payment thereof.

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## REGULATIONS

TO BE OBSERVED IN THE

### **BOOKING OFFICES.**

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1. Booking Clerks must, immediately on the departure of each Train, hand over to the Officer in charge of their Station, all money received for Passengers, Goods, and Parcels. They are to make good any deficiency of cash, whether arising from bad money, or errors, or for taking notes without proper precautions.

2. They are not to issue Tickets to any one after the arrival of a Train at a Station, unless it shall have arrived before the time specified on the Time Bills.

3. No Clerk is allowed to remit charges for extra luggage, over-charge, &c., &c., upon his own authority, but the matter must be referred for the decision of the Chief Superintendent.

4. Officers, Soldiers, and Privates in the Army, Marines, Militia, Police Force, or any person or persons whomsoever in the employment of the Government and then in the actual discharge of some public duty, are to travel by the Trains at one-half the customary fares. All warrants given by Soldiers and other Public Servants in exchange for their Tickets, are to be sent to the Accountant's Office with the Daily Abstract of Business.

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## REGULATIONS

FOR

### **TICKET COLLECTORS.**

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The Collectors are to sort all Tickets collected for the day, into their respective stations, classes, and kinds, and forward them to the Station Master or to the Chief Accountant, in such manner as they may be directed.

REGULATIONS  
FOR  
**HEAD PORTERS.**

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1. There will be one Head Porter at each Station where requisite, who must reside wherever required in his district, and attend such hours as may be appointed.

2. He is to be directly responsible to the Station Master, from whom he will receive his instructions and to whom he will report occurrences.

3. He is to report without delay any neglect of duty on the part of the men under his orders ; and in every case of complaint against a man, he is to communicate the particulars as soon as possible, so that the offender may be sent to Head Quarters if the case require it.

4. He will take care that all orders given from time to time are promptly and strictly obeyed throughout his district.

5. He will see that proper regard is paid to the comfort and convenience of Passengers, strictly enforcing civility and respectfulness of demeanor on the part of all the servants under his control, setting an example himself in these respects ; and on no account, either himself or permit others, to enter into altercation with Passengers or Strangers, whatever provocation may be given. He must see that the waiting-rooms are always kept in a state of comfort and cleanliness, and that no improper person is admitted thereto.

6. He will regulate the egress of Passengers from the Departure Yard on their arrival by the Trains, taking care that no person is permitted to expose himself to danger at the Station, and assist the Guards in placing Passengers in the proper carriages of departing Trains.

7. To render every assistance in his power to the Station Master and Guards.

8. To pay such wages as may be intrusted to him by the Station Master in charge, obtaining each man's signature for the amount paid.

9. To keep a Muster-Roll of the men at his Station, according to form supplied.

10. To see that all lights are extinguished at the proper time, and the fire buckets ready in case of accident, and in the event of fire or accident, to give the alarm by ringing the Station Bell and shewing a Red Light. He is to be particular that all the Notice Boards and Papers are kept in their places, and that every carriage is properly coupled and the loading well secured.

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## REGULATIONS

FOR

### **PORTERS.**

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1. Every Porter will be held equally responsible with other servants for the protection of the Trains from interruption or danger, and for keeping the Line clear. They must take care that scotches are placed before and behind the first and last vehicle, and kept there while standing in a siding, lay-by, &c., to prevent the possibility of collision with anything passing on the Main Line.

2. Every Porter must make himself acquainted with the times (as specified on the Notice Board) at which all Trains may arrive at or pass his Station, and when returning from meals, or leave of absence, he must ascertain what Trains are still due, in order that he may act accordingly.

3. No Porter is to push any wagon, horse-box, or other vehicle, under any circumstances, from a siding at a Station, so as to obstruct the Main Line, without first reporting to and obtaining the sanction of the Officer in charge of the Station; nor until the Signal-masts clearly shew the Danger Signals, so as to prevent the approach of any Train or Engine, during the time the Line may be obstructed.

4. Any Porter neglecting to connect the carriages or other vehicles properly will be fined.

5. Porters are not to take charge of luggage, without first ascertaining where the owners are going. The Porters are to allow Passengers to take such portion of their luggage into the carriage with them as they can place under their seat, and on no account to promise that all shall be right, so as to prevent the owners looking after it.

6. The Luggage Stowers are to act under the guidance of the Luggage Guards, and are to report to them and their Superintendents, any loss or error occurring with respect to luggage at the various Stations, and they

are also to see that the luggage is duly delivered to the owners when taken from a Train.

7. Any Porter absenting himself without having a proper "leave of absence ticket," will be fined 20s., as though he were absent without leave; and men absenting themselves without leave, and prevailing on others to supply their places, will subject themselves, and all parties concerned, to a heavy fine. The Foremen also, when they omit to report such cases of irregularity, will be subjected to a fine.

8. Every Porter is to give in the time when he comes to and goes from his work, either for meals or otherwise. Any Porter omitting to do this will lose the time so unreported.

## REGULATIONS

FOR

**SWITCHMEN.**

1. Every Switchman on duty is to stand upon the Line *clear* of the Rails, and to give the proper Signals on the passing of every Engine or Train.

2. The duties of Switchmen in charge of switches are of a very responsible nature, and require the greatest *care, attention, and watchfulness*; for any neglect may cause very serious accidents; Switchmen are therefore warned always to be on the alert, and cautious in the discharge of their duty as Switchmen.

3. The Switchman is to be careful in keeping his switches *clear*, and well *oiled*; and whenever a Train has passed over, he is to see that no particle of coke or dirt has dropped within the points, so as to

prevent them from closing, and also that they are replaced in their *proper position*. He is also to try his points before the passing through of a Train, that he may be thoroughly satisfied there is no impediment to their true working.

4. Whenever, from the passage of a Train, the points, crossings, or guide-rails receive injury or strain, or the rails themselves are in any way damaged, the circumstance must immediately be reported.

5. Any Switchman absenting himself without having a proper "leave of absence ticket," will be fined 20s. (twenty shillings), as though he were absent without leave; and men absenting themselves without leave, and prevailing on others to supply their places, will subject themselves, and all parties concerned, to a heavy fine.

6. All Switchmen are to give in the time they come on and go off duty, either for meals or by regular relief. Any Switchman omitting to do this will lose the time so unreported.

## REGULATIONS FOR GATEMEN

AT

**LEVEL CROSSINGS.**

1. Gates must always be kept *closed* across a road, except when required to be opened to allow the Railway to be passed.

2. Before opening the Gates, the Gate-  
man is to satisfy himself that no Train is  
within five minutes of being due at his  
post; he will then exhibit the Danger  
Signal, and always allow that Signal to  
remain until the Railway is *clear* and the  
Gates closed.

3. If an Engine follow another within  
five minutes, the Danger Signal is to be  
shewn, after which time the Caution Signal  
must be exhibited for five minutes.

4. In all cases, the Gateman, when signal-  
ling, is to stand on the *opposite side* of the  
Railway, that he may be seen by the Driver  
of the Train.

5. The Gatemen must make themselves  
well acquainted with the Signals, as laid  
down in pages 12 to 20.



## GUARDS.

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1. There will, if requisite, be two Guards to each Train (the under Guard obeying the directions of the upper), who are to be in attendance half an hour before the time of starting, to prevent any persons getting into a carriage or wagon without a proper ticket. In the event of any circumstance stopping the Train, his special duty is to see the proper Signals made.

2. The Guard of each Train will receive his instructions from the Station Master, who will start the Train, and to whom he is to make known every occurrence proper for his knowledge, as well as whatever is wanting.

3. The Train will be under his control, and the passengers and their property under his protection, and he will be responsible for the safety and regularity of the whole. It will be his duty to take care previously to starting that the carriages are properly coupled, and in a proper state of cleanliness, and that his Signals are ready for use.

4. He is not to allow any passengers to smoke in the carriages, or on the premises, or in any manner to endanger themselves by imprudent exposure, and in the event of any passenger being drunk or disorderly, to the annoyance of others, he is to use all gentle means to stop the nuisance, but in the event of these failing, he must for the safety of all exercise his authority as a Special Constable, and confine him in the luggage van until he arrives at the next Station, reporting the circumstance to the Station Master.

5. In cases of accident or obstruction to the Train, the safety of the passengers must be deemed of the first importance; he must adopt the promptest mode of communicating the circumstance to the next Station, and to Head Quarters, and see that the proper Signals are made to stop an approaching Train on both Lines.

6. Whenever it may be necessary to check the speed of the Train by the aid of the Breaks, the Guards and the Breaksmen are to comply strictly and promptly with the directions of the Engineman, as to the time and place to use or remove them; re-

peated and short whistles is the sign to use the Breaks, and long ones to remove them; and whenever the steam is shut off they are to have the Break in hand ready to be put hard on.

7. The Guard is wholly responsible for every person having a proper ticket, which will be collected at the Station from which he is booked. Should the Guard have reason to suppose any person is without a ticket, or not in the right carriage, he is to request the party to shew him his ticket, but not to receive it from him, merely to satisfy himself that every passenger has a proper one. He is under no circumstances to receive money on account of the Department. 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 the Booking Clerk; and whenever a passenger leaves a Train, the Guards are to assist in removing his luggage from the carriages, for the safety and security of which they are responsible; they are, therefore, never to leave the Trains on any account whatsoever, except for the purpose of receiving or delivering the Way Bill, or

making a Signal. They are never to be on the footboard or steps while passing through the Tunnels.

8. No Guard is to suffer any person, parcel, or thing except the authorised passengers' luggage to be taken in a Train, unless previously booked at a Station.

9. Guards are not to allow any person to ride in the compartment in which they themselves travel in charge of parcels, &c., nor in any compartment in which parcels may be placed.

10. Two or more Guards are not allowed to ride in one compartment of the same carriage, but each junior Guard, when more than one accompanies a Train, is to have the command of a Break.

11. Any failure in the observance of these Rules will be visited by fine or dismissal, and forfeiture of Bond.

12. Every Guard is to find security for the honest and faithful discharge of his duty, to such amount as may be required by any order of the Railway Department.

## **BREAKSMEN.**

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1. The Breaksman or Breaksmen, as the case may be, must be in attendance thirty minutes before the hour fixed in the Time Bill for the departure of the Trains.

2. They are carefully to examine the Loading and Sheeting of the Wagons before starting, reporting any deficiency to the person in charge of the Loading Shed or Station, which person will be responsible to ensure the goods from rain and sparks. They must also at every Station where the Train stops, ascertain that the Loading of the Trucks has not been moved, and especially that it does not overhang the sides.

3. They are to be careful to ascertain that the axles of the Wagons are properly greased before starting from a Station.

4. No person is allowed to walk or climb over the tops of the Wagon Sheets.

5. The Breaksmen are positively prohibited from allowing any one to ride in the Breaksman's Box or on the Train, without written authority; and any disobedience to this order will be punished by dismissal and payment of the fare of the party riding, who will be prosecuted for the offence. Should he want to stop his own Train, from the breaking of a coupling chain or any other extraordinary circumstance, he is to display the Red Flag by day, the Red Light and burn the Red Port-fire by night, so as best to be seen by the Engine Driver.

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## INSTRUCTIONS

TO

**ENGINEMEN.**

1. The Engineman shall be on duty half an hour before the time appointed for starting with the Train, to see that his Engine is in proper working order, sufficiently supplied with fuel and water, and that the necessary tools for repairs are in their proper places.

2. Every Engineman shall have at all times in his Tender the following Tools, viz., a complete set of screw keys, one large and one small monkey wrench, three cold chisels and a hand hammer, two half-round files, one crowbar, a screwjack, two short coupling chains with hooks, two coupling links, spare pins and cotters, large and small plugs for tubes, oil cans, some flax, gaskin and string, two fire buckets, a bright red flag, a signal lamp, and a tail rope.

The Engineman will be held responsible for having the above Tools in working order, and in the event of any of them being lost he shall immediately get the same replaced.

3. The Engineman having assured himself by a careful examination that his Engine, Lamps, and Tools are all in good order, must cross over to the Departure Line in front of the Train ten minutes before the time of starting. Great caution must be used in placing the Engine against the Train, which should be done without moving a single carriage, in order to guard against injury to any passenger who may be in the act of stepping into a carriage at that moment.

While the Engine is standing, whether before starting or at a Station, or on the Line for however short a time, the slides must always be thrown out of gear, and the Tender Break screwed tight on, until the Signal be given for starting.

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

5. Except the proper Engineman and Fireman no person shall be permitted to ride on the Engine or Tender without special license in writing.

6. Guards will give the Enginemen a Signal to start the Trains by blowing a Whistle.

Every Engineman, on receiving the Signal from the Guard to start, must sound his Whistle *before turning on the Steam.*

7. Enginemen are strictly enjoined to start all Trains slowly, to prevent the jerking of carriages or breaking of draw chains, and not to shut off the steam too suddenly, so as to cause a concussion of carriages or wagons to the risk of passengers, and in Cattle Trains, to the injury of the animals.

8. Enginemen must pass along the proper Line of Road, which is the Left-hand side of the Permanent Way.

9. Upon the Main Line no Engine shall run with the Tender foremost, except under special circumstances.

10. No Engine shall be allowed to push a train of carriages or wagons, but shall draw the same, unless in cases of shunting, or when required to start a Train from a Station for a short distance only; or in case of any Engine being disabled on the road, then the succeeding Engine may propel the Train slowly as far as the next shunt or turn out, at which place the said propelling Engine shall take the lead.

11. Every Engineman shall stand up and keep a good look-out all the time the Engine is in motion, and likewise the Fireman, except when his duties cause him to be otherwise engaged upon the Engine or Tender.

The Fireman shall frequently look back for any Signals which the Guards may make, and communicate the same to the Engineman.

Enginemen shall regulate the working of the Engines as accurately as practicable, according to the Time Table, so as to avoid extreme speed. They shall approach all Stations carefully, and not overrun the platform where they have to stop; and they shall use particular caution in passing Stations where they have not to stop; and

should a Passenger Train be standing at a Station, it shall not be passed at a greater speed than eight miles an hour; the approaching Engine making constant use of the Whistle.

Enginemen are on no account to make up time by increased speed, without special instructions so to do.

12. No Engine or Train of any sort shall stop on the road, nor 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.

13. Engines running alone or with empty carriages or wagons shall not exceed a speed of twenty-five miles an hour, without distinct orders (in writing) in each case, or from urgent necessity; nor shall they pass any Station where there is a siding at a greater speed than ten miles an hour.

14. When two Engines are working together the second Engineman must watch for and take Signals from the leading Engineman; but should the second Engineman

perceive anything wrong with the Train, he must sound the Whistle, that the Engines may check and stop together.

Neither Pilot nor any other Engine to be detached nor shunted in front of a Train, without the Train being previously stopped.

15. Enginemen and Firemen are strictly prohibited throwing small coke on the road.

16. No Engineman shall under any circumstances leave his Engine or Train, nor any part of his Train, on the Line, without placing a man in charge of the same; and if on the Main Line, he must send a man with a Signal half a mile behind the last vehicle, to prevent other Engines running against it.

17. All Engines travelling on the same Line shall keep at least HALF A MILE apart from each other, that is to say, the Engine which follows shall not approach within HALF A MILE of the Engine which goes before; and in coming down any Incliné, the Engine following shall not come within THREE-QUARTERS of a mile of the Train which precedes it.

18. In the event of the road being obscured by steam or smoke, any approaching Engine shall NOT pass through the steam or smoke, but shall STOP at a sufficient distance to prevent collision, and the Engineman shall ascertain that the way is clear and safe before attempting to proceed.

19. If any Engineman perceive a Train stopped or stopping from accident or other cause on the opposite Line, he must immediately slacken speed, so that he may pass such Train slowly, or stop altogether before reaching it if necessary.

20. If from any special cause the Engineman requires the Breaks to be used, he shall give two short sharp whistles ; and if the Guard should require to stop the Engine, the Signal from him shall be a Red Flag or Red Light.

21. A Goods, Mineral, or Ballast Train, when likely to be overtaken by a Passenger Train, shall shunt at least fifteen minutes before the Passenger Train is due, and wait there till five minutes after the Passenger Train has passed ; and before shunting care

must be taken that Signals are made in one or both directions, as the case may require.

Wherever there is a siding of sufficient length to contain the Train it shall not be shunted from one Main Line to the other, but shall be placed in the siding.

22. When an Engine or Train is stopped from any cause on the Main Line (except at Stations), the Guard, or, in his absence, the Fireman, or some other competent person, shall immediately go half a mile back with a Red Signal to STOP any coming Train.

When from any cause a Train is unable to proceed at a greater speed than four miles an hour, the Guard or Fireman shall be sent back half a mile, and continue walking at that distance behind his Train with his **Danger** Signal shewn, so as to **Stop** any following Train until assistance arrives or the Train is shunted.

23. In the event of accident blocking one Line of Rails, and requiring all the Trains to pass over the other Line of Rails, the utmost caution must be exercised ; and no Train shall be permitted to proceed on the wrong Line without a **Memorandum** in

**Writing** from a person in authority on the spot or nearest Station where the accident has occurred.

So liable are verbal messages to misinterpretation, that should a verbal message be received to send a Train forward on the wrong Line, the messenger must be sent back for a written Memorandum before the Train is allowed to move.

24. In case of accident, or when the passage of a Train is obstructed, or when an Engine shall be OBLIGED to move in the *wrong direction* on either Line, the Engineman shall send his Fireman or some other competent person with a Signal *half a mile before the Engine moves*, to stop any Engine coming on the same Line in the opposite direction; and whilst moving the Engineman shall make frequent use of the Whistle, and shall run at a speed not exceeding **Four Miles an Hour**, so as to enable the person sent in advance to keep half a mile before the Engine. Enginemen shall not run on the wrong Line, **on any pretence**, farther than to the nearest shunt, when the Engine shall pass on to the proper Line.

25. Whenever part of a Train is left on the Line from accident, or from inability of

the Engine to bring on the whole, the Engineman shall not return for it on the same Line except by *special instructions from the Guard*, but shall go on to the proper Line, and cross at the nearest points to the part left.

26. Enginemen and Guards must immediately report any defect in the works, also any delay or unusual circumstances that may have taken place on the journey to the proper authorities at the next Station, and also at the Terminus.

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## INSTRUCTIONS

TO

**PLATELAYERS.**

1. In every gang of Platelayers or Laborers there shall be a Ganger or Foreman, and the Contractor for the Maintenance of Way shall take care that every such Ganger or Foreman shall be provided with a Copy of these Regulations, and with the proper Signal Flags and Lamps as herein required; and with accurate Gauges for Gauging the Line.

2. The Contractor will be held responsible for having these Regulations duly attended to by every person employed by him.

3. Every Ganger or Foreman shall constantly keep a Copy of these Regulations on his person while on duty, and he must read and explain them to every man engaged under him, and must produce them when required to do so.

4. Each Platelayer will be held responsible for keeping his portion of the Line clear and safe, and shall see that all Gates are kept shut and the Fences safe, and that no Sheep, Cattle, or other Animal stray within the Fences or upon the Railway.

5. Platelayers shall walk over their respective lengths every morning and evening, and see that all Keys and other Fastenings are tightened up, and they shall pay particular attention to the Joint Chairs, and keep the joint of the Rails in the centre of the Chairs, and the two ends of the Rails perfectly level.

6. The Signals to be made use of by Platelayers are two, viz., one **Green**, and the other **Red**.

Every Gang of Platelayers or Laborers shall have one or more sets of Red and Green Signal Flags to be used during daylight, and one or more sets of Red and Green Signal Lamps to be used after night-fall or during fogs. The **Green** Signal is to indicate **Caution**, and is to be used when necessary to *slacken the speed* of a Train.

The Red Signal is to indicate **Danger**, and is to be used when necessary to *stop* a Train.

*The Red Signal must not on any account be used except in cases of Danger, and where it is considered necessary that a Train should be stopped.*

7. Previous to any Rail being taken up, or any Truck, Lorry, Wagon, or other impediment being placed on the Line ; or in the event of any Ballast Train or other Train being obliged to remain on the Main Line, or to move slowly, so as to be in danger of being overtaken, or in case of any slip or failure of the works, or if from any other cause the Line is not safe, the RED SIGNAL *shall be conspicuously exhibited in the direction of a coming Train (EVEN IF NO ENGINE IS EXPECTED), at a distance of one half mile from the point where such impediment or danger exists, by a man appointed to the duty, who shall continue to exhibit the Signal until a Messenger arrives with express orders to withdraw the Signal, but which orders shall not be sent till the impediment is completely removed.*

8. When, in repairing a road, it becomes necessary for a Train to proceed cautiously, a man is to go a *quarter of a mile* from the place under repair to meet the Train, and exhibit the **Green** Signal so as to be plainly visible to the Driver of the approaching Train.

9. *A Red Board or Flag*, or an *extra Tail Lamp* hung behind an Engine or Train, denotes that an extra Engine is to follow.

10. If a Passenger Train approach within ten minutes of a Goods or Ballast Train, the Platelayer shall exhibit the Caution Signal. All Signals *to be held in the Hand, and not stuck in the Ground.*

11. When necessary to use Ballast Trains at night, or during a fog, a powerful Red Signal Lamp must be attached to the Tail of the Train ; but no Ballast Train, Wagon, Truck, or Lorry, shall be used, nor shall any Rail be displaced if it be possible to avoid it, unless it be by daylight, and the weather sufficiently clear for a Signal to be distinctly seen at a distance of half a mile.

12. When a Lorry or Truck is used for conveying Materials or Men along the Line,

it must be taken in the same direction as the Trains, and must be followed at a distance of half a mile by a man with a Red Signal.

13. No Lorry, Truck, Wagon, Ballast Train, nor any other impediment must be allowed to be on any part of the Line within fifteen minutes of a Train being due; and except in cases of accident or absolute necessity, all repairs must be effected, and the Line made clear and safe for the passage of Trains, fifteen minutes before Train time. No Lorry is, under any circumstances, to be attached to the *end of a Train*.

14. In raising the Permanent Way, no lift shall be greater than three inches at once, and then it shall be effected in such a manner as not to occasion any sudden change of gradient. Both Rails shall be raised equally and at the same time, and the ascent shall be made in the direction in which the Trains run. Platelayers are cautioned not to have more than one length of Rails opened on the outside during the passage of Trains.

15. On every occasion when lifting is done, a man must be stationed at a distance

of a quarter of a mile from the place, with a Green Signal, to slacken the speed of any coming Trains.

16. All broken Chairs, Rails, Sleepers, or any defective materials, shall be removed from the Road with the least possible delay, and sound materials substituted. In case of a broken *Joint Chair*, or of any other defect of a dangerous nature, a new Chair must be *immediately* introduced, or the defect, whatever it is, must be *immediately* remedied, and the Red Signal must be exhibited at the proper distance so long as any danger exists.

17. No Ballast shall be thrown up to a higher level between the Rails than three inches, and shall be thrown as much as possible on the outside of each Line, and between the two Lines, and the Rails must be kept clear of Gravel, Ballast, and other Materials.

18. Platelayers engaged in repairing the Road must get out of the way when a Train is approaching, so as to prevent the Engine-man being in any doubt as to the Line being clear.

19. Platelayers must report to the Inspector of Permanent Way every case in which any of the Signals are disregarded by the Engine Drivers.

20. Each man shall every night remove all his Work Tools, Barrows, and Planks to some safe and convenient place clear of the Line.

21. Platelayers will be held responsible for keeping all Points, Switches, Levers, &c., in their respective lengths, well cleaned and oiled, and in perfect working order.

No Siding or Switches of any kind shall be laid down without express orders in writing from the Engineer.

No Temporary Switches shall be used excepting of such construction as shall be approved by the Engineer.

No Siding is to be nearer than six feet to the nearest Rail.

By Order,

JOSEPH WARD,  
Secretary.

I,

being this            day of            185

engaged as

in the service of the VICTORIAN RAILWAY

DEPARTMENT, do hereby bind myself to

observe and obey the foregoing Rules and

Regulations, which I have read (or heard

read) and understand; and also all others

that may from time to time be issued for the

better government of the Railways, so long

as I remain in its service.

Signature,

BY AUTHORITY† :  
JOHN FERRES, GOVERNMENT PRINTER,  
MELBOURNE.

