



RULES &c. 1864

R. H. TRAVERS

~~R.S.M. % C.T.M.~~

~~(54)~~

~~FRANKTON 1923~~

Use envelopes over and over
to enable envelope to be opened
Apply moisture only to top and
Send Station's
Stamp and Code No.
Cancel Old Address Before

KERANG 534

~~KORUMBURRA 49~~

MB 1309
Admin

Motor Transport Section
Batman Avenue
Garage HORSHAM

FLINDERS STREET
PARCELS OFFICE

~~FRANKTON 1923~~

~~Carl's~~
~~Bank~~
~~Colan~~

I, James Simpson

being this 27th day of July 1864

engaged as Bookkeeping Clerk

in the service of the Melbourne Railway Company,
do hereby bind myself to observe and obey the fore-
going Rules and Regulations, and all others that
may from time to time be issued for the better
government of the Company, so long as I remain
a servant of it.

Signature James Simpson

Address 42 Ocker St Richmond

[Signature] Witness.

R. H. TRAVERS
~~S. M. SERVICE TON~~
RULES AND REGULATIONS
KERANG 534

FOR THE GUIDANCE

KORUMBURRA 1966

OF THE

OFFICERS AND MEN

EMPLOYED UPON THE

MELBOURNE RAILWAY.

Melbourne:

MASON AND FIRTH, PRINTERS, FLINDERS LANE WEST.

1862.

At a Meeting of the Board of Directors of the
MELBOURNE RAILWAY COMPANY, held at
Melbourne on the 8th July, 1864, it was
ordered—

That the following Rules and Regulations be, and the
same are approved of and adopted for the Guidance
and Instruction of the Officers and Men in the service
of the Melbourne Railway Company.

By order,

J. O'SHANASSY,

CHAIRMAN.

All former Books of Rules and Regulations are
cancelled.

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EXTRACT

FROM

COMPANY'S BY-LAWS.

V.

Melbourne Station time is to be observed at all Stations.

VI.

No passenger, unless having a free pass, will be allowed to take his or her seat in or upon any carriage used on the railway, or to travel therein upon the railway, without having first paid his or her fare, and obtained a ticket.

VII.

No male passenger will be allowed to enter or remain in any waiting-room or carriage set apart for the accommodation of females, and any person persisting in remaining in any such room or carriage, after being warned to leave the same,

shall be liable to a penalty not exceeding five pounds, and may be forthwith taken into custody by any servant of the Company, or by any one whom such servant may call to his assistance.

VIII.

Tickets are not transferable. A ticket can only be used by the person for whom it may be issued. Any person using, or attempting to use, a transferred ticket, will subject himself or herself to a penalty not exceeding five pounds.

IX.

Passengers will only be booked conditionally, that is to say, in case there shall be room in the train for which they are booked; the holders of periodical tickets shall have priority over holders of return and single tickets, and the fare will be returned, on application to the Station Master, to the holders of such return and single tickets as shall be unable to obtain seats. No compensation will be allowed to periodical ticket holders unless the line of railway is closed to the public for a period of twenty-four hours; in such case a proportionate rebate will be made.

X.

Each passenger, on paying his or her fare, will be furnished with a ticket, which he or she is to show whenever required by the Station Master, or porter authorised by him or by the guard in charge of the train; and if it be a journey or return ticket, he or she must allow it to be marked when required, and every ticket (whether

single, return, or periodical) must be delivered up on demand of any guard or other servant of the Company authorised to collect tickets—it being distinctly understood that tickets furnished to passengers in payment of their fares remain the property of the Company, and are not sold to passengers. Any of the Company's tickets that may be out of date, may at any time be claimed by the Company.

XI.

Any passenger, refusing to produce his or her ticket on leaving any carriage, will be required to pay the fare according to the class in which he or she travelled from the place whence the train originally started.

XII.

No passenger shall be entitled to rebook, or take a ticket at any intermediate station for the purpose of continuing his journey in the same train as that in which he shall have arrived at such station.

XIII.

No ticket will be recognised by the Collectors or servants of the Company authorised to collect or examine tickets, unless the number, date, and names of the Stations printed on such ticket are perfectly legible.

XIV.

The holder of any such ticket which may be defaced or rendered illegible in the above particulars, will be regarded as not having paid his or her fare, and will be dealt with accordingly.

XV.

Every person attempting to defraud the Company by travelling upon the railway without having previously paid his or her fare, and obtained a proper ticket, or by riding in or upon a carriage of a superior class to that for which he or she has taken out a ticket, or by altering a return or periodical ticket, or endeavouring to use it after or beyond the time for which it was originally granted, or by attempting in any other manner to evade the payment of his or her fare, shall pay to the Company the sum or penalty of five pounds, or such other less sum or part of such penalty as the justice or justices before whom such penalty may be sought to be recovered shall think fit to order to be paid.

XVI.

Any person not being an officer or servant of the Company, opening any carriage, for the purpose of entering or leaving the same, by using a private key or other instrument, or jumping in or out of any carriage window, after the tickets have been examined, and the carriage doors locked by the Station Master, Guard, or other person appointed for that purpose, shall be liable to a penalty not exceeding five pounds, or such other less sum or part of such penalty as the justice or justices before whom such penalty may be sought to be recovered shall think fit to order to be paid.

XVII.

No passenger will be allowed to ride outside a carriage or vehicle on the railway, under any

circumstances whatever, or get into, or upon, or quit any carriage when the train is put in motion; and any person doing so, or attempting to do so, shall pay to the Company a sum or penalty of five pounds, or such other less sum, or part of such penalty, as the justice or justices before whom such penalty may be sought to be recovered, shall think fit to order to be paid, and be expelled from the Company's premises, and forfeit his fare and ticket, of what kind soever such ticket may be.

XVIII.

Dogs will be conveyed, and charged for, but they will not on any account be allowed to accompany passengers in the carriages.

XIX.

Any person making use of insulting or abusive language to any officer or servant of the Company while in the execution of his duty, or any person making use of obscene or blasphemous language in any carriage or upon any platform or premises of the said Company, shall be liable to a penalty not exceeding five pounds.

XX.

If any person not being in the employment of the Company or without a written authority, shall walk, ride, travel, or trespass upon the railway line, or on any land within the railway fences, or shall cross the line, except at the authorised crossing places at which gates or bridges are provided, or at a Station, such person

shall forfeit a sum or penalty of not exceeding five pounds, and may be at once arrested by any servant of the Company, or by any one whom he may call to his assistance.

XXI.

Smoking is strictly prohibited in the carriages, and in and upon the Company's premises, and every person smoking in a carriage other than that provided for the purpose, or upon the said premises, after being warned to desist, shall pay to the Company a sum or penalty of five pounds, or such other less sum, or part of such penalty, as the justice or justices before whom such penalty may be sought to be recovered shall think fit to order to be paid, and, in addition to such penalty, be immediately, or, if travelling, at the first opportunity, expelled from the Company's premises, and forfeit his fare and ticket, of what kind soever such ticket may be.

XXII.

Any person found in a carriage or station, or upon the Company's premises, in a state of intoxication, or committing any nuisance, or wilfully interfering with the comfort of the passengers, shall pay to the Company a sum or penalty of five pounds, or such other less sum, or part of such penalty, as the justice or justices before whom such penalty may be sought to be recovered, shall think fit to order to be paid, and shall immediately, or, if travelling, at the first opportunity, be expelled from the Company's pre-

mises, and forfeit his fare and ticket, of what kind soever such ticket may be.

XXIII.

Any passenger cutting the linings, removing or defacing the number plates, breaking the windows, or otherwise wilfully damaging or injuring any carriage on the railway, shall pay to the Company a sum or penalty of five pounds, or such other less sum, or part of such penalty, as the justice or justices before whom such penalty may be sought to be received, shall think fit to order to be paid, in addition to the amount of damage done.

XXIV.

No gratuity is, under any circumstances, allowed to be received by the Company's servants, on pain of immediate dismissal.

XXV.

No drayman, porter, carter, or other person will be allowed to come into or upon the Company's premises for the purpose of removing luggage, either with or without a dray, or hand cart, or truck (unless required by a passenger, and specially engaged by him for the express purpose), and no person will be allowed to come into or upon the Company's premises for the purpose of touting or soliciting custom (unless licensed to do so by the Company) or hire of whatsoever kind, and any drayman, carter, porter, or other person evading, or attempting to evade this regulation, or refusing or neglecting to quit the Company's

premises when thereto required by the Station Master or other servant of the Company, shall be expelled from the Company's premises, and, in addition thereto, shall pay the Company a sum or penalty of five pounds, or such other less sum, or part of such penalty, as the justice or justices before whom such penalty may be sought to be recovered, shall think fit to order to be paid.

The Directors of the Company may from time to time issue and give such regulations and directions for the observance, conduct, and guidance of the officers and servants in the employ of the Company, in the performance and discharge of their respective duties, as the Board of Directors shall approve of.

By order,

J. TULLOCH,

Secretary.

GENERAL CONDITIONS OF SERVICE
UNDER THE
MELBOURNE RAILWAY
COMPANY.

1. EVERY official must be able to read and write, and must devote himself exclusively to the Company's service, attending at such hours as may be appointed, and residing wherever he may be required. He is to obey all orders and instructions he may receive from those placed in authority over him, and conform to all the general regulations of the Company. He must always, when on duty, have a copy of these rules with him, which rules he is required to read over frequently, so as to become thoroughly acquainted with every particular set forth therein, especially those relating to signals. The daily pay which may be fixed for each man will always include his services during all such hours, whether early or late, as may be determined upon from time to time by his foreman, according to the arrangements of the trains, and which

hours will be so arranged as to give to each man a fair average day's work ; and is not to quit the service of the Company without giving fourteen days' notice of his intention, and if he quits without such notice, all pay then due to him shall be forfeited.

2. The Company shall have the right to deduct from the pay of their servants any sums awarded for neglect of duty as fines ; also rent, when any man is a tenant of the Company.

3. The conduct of all the servants of the Company is to be regulated by a prompt, civil, courteous, and obliging attention to every person with whom they have intercourse. They must, at all times, afford every reasonable and proper facility for the business to be performed, make full and satisfactory answers to all inquiries, and invariably give their names without hesitation to persons who may require to know them, and are strictly forbidden from entering into any altercation with any person whatever provocation may be given.

4. The first and most important duty of all the Company's officers and servants is to provide for the public safety ; to prevent any

obstruction on the main line which can be avoided, or to remove it instantly should it occur; and to take especial care, at all times, that the danger signals, as hereinafter denoted, are shown for sufficient time to warn all parties of the obstruction before any engine, carriage, waggon, truck, or other vehicle be placed on or crossed over the main line, and also during the time that impediments of any description to the safe passage of trains along the railway may exist.

5. In order to secure due observance of this rule, it is required that the person in charge of any station, as well as the signal man, shall be first apprised, verbally, by any servant of the Company whose duty it may be to move any engine, carriage, &c., on to or across the main line, that he is about to do so, and the person in charge of the station shall thereupon personally attend to that business, in order to see that the proper signals of danger have been so shown; and he shall remain to give orders until the line shall be again quite clear and unobstructed.

6. No waggon, truck, or other vehicle shall, under any circumstances, be pushed from a siding at a station so as obstruct the

main line, without the previous sanction of the chief person in charge of the station, nor until the signal-masts, or other signals, clearly show the danger-signals, so as to prevent the approach of any train or engine during the time the line may be obstructed.

7. All policemen, porters, and other servants of the Company will be held equally responsible in every respect for the protection of the trains from interruption or danger, and for keeping the line clear and the signals properly shown, whether the officer in charge or other person shall or shall not be personally present attending to that duty; and especial care must be taken by them, at all times, to see that the sidings and crossings are clear, and that scotches are placed before and behind the wheels of the first and last vehicle, and kept there while they are standing in a siding, so as to prevent the possibility of collision with anything passing on the main line.

8. In cases of accident or obstruction to the train, the safety of the passengers must be deemed of the first importance, and proper danger signals shown. The utmost caution must be exercised, and *no* trains shall be per-

mitted to proceed in either direction, without a *memorandum in writing* from the 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 line in either direction, or, where there is a single line, and a train due from the opposite direction, the messenger *must be sent back for a written memorandum* before the train is allowed to **MOVE.**

9. No engine shall push any passenger train except when absolute necessity demands it, and then only at a slow speed to the first crossing, where the engine is to get in front.

10. At a junction of another line the main line train must proceed if the branch train is not at the junction five minutes after the arrival of the main line train; or five minutes after the time of its being due.

11. No engineman, fireman, guard, or other attendant is to leave a train for purposes of refreshment at any station.

12. The policeman, porter, or other person on duty at a station must, on the arrival of

a train, walk the length of the platform, and call out, in a clear and audible voice, the name of that station when opposite the window of each carriage.

13. No person, not in the service of the Company, is allowed to walk along any part of the line of railway without a special license. General passes for this cannot under any circumstances be granted.

14. Smoking is strictly prohibited in carriages, except in those specially provided.

15. The address of every clerk and other servant of the Company must be registered at the station where he is located. It is the duty of every man to give his address to the clerk in charge of the office at the station; and, in case of any change of residence, he is to make this immediately known.

16. No servant of the Company is allowed to collect money, unless such servant shall have previously given security to the Company.

17. Men absenting themselves without leave, and prevailing on others to supply their places, will subject themselves, and all parties concerned, to a heavy penalty.

18. Any servants of the Company under

the influence of liquor, sleeping on duty, or receiving money in the shape of fee or reward, will subject the party so offending to instant dismissal, or to such other penalty as may be awarded under any act passed, or to be passed, for the regulation of railways; as also for disobedience of orders, negligence, or other misconduct, and the Company will inquire into, and punish, instances of immoral or loose conduct on the part of any of their servants. Special attention is herein drawn to the Act of Parliament, page 8.

19. Profane and indecorous language are strictly prohibited, and will subject the offender to such penalty as may be decided by the Company.

20. The pay of all clerks, guards, policemen, porters, and others, will be stopped during the time they may be off duty or suspended; and, in case of subsequent dismissal, the pay will be forfeited.

21. No servant employed by the Company 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.

22. 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.

23. A certificate of good conduct will not be granted by the directors under the following circumstances :—

1st. If the man for whom the certificate is required shall have been frequently guilty of misconduct, although of a light nature.

2nd. If he shall be guilty of any misconduct of a serious nature, or be dismissed or discharged under strong suspicions of dishonesty.

3rd. If he shall have quitted the service without giving due notice of his intention to do so.

AN ACT FOR THE PUNISHMENT OF
ANY PERSON WHO SHALL BY
HIS NEGLIGENCE CAUSE GRIEVOUS
BODILY INJURY TO ANY
OTHER PERSON.

[18th June, 1862.]

WHEREAS a person who by his negligence causes the death of any other person is

deemed guilty of a felony but there is in many cases no provision for the punishment of a person who by his negligence causes to another grievous bodily injury not resulting in death and whereas it is expedient that the law should be amended in this respect so that every person guilty of any such negligence as last aforesaid shall be liable to be punished as hereinafter mentioned Be it therefore enacted by the Queen's Most Excellent Majesty by and with the advice and consent of the Legislative Council and Legislative Assembly of Victoria in this present Parliament assembled and by the authority of the same as follows:—

I. If any person shall by negligently doing or omitting to do any act cause grievous bodily injury to any other person he shall be deemed guilty of a misdemeanor.

II. It shall be lawful for any person whatsoever who shall be present when any such act shall be so done or omitted to be done or when such injury shall be so caused to apprehend the offender and to convey him or to deliver him to some constable or other peace officer in order to his being conveyed as soon

as conveniently may be before a justice, to be dealt with according to law.

24. The following obligations or contract is to be signed by every official employed by the Melbourne Railway Company (permanently or otherwise) in a book kept for his signature:—

“I _____, being engaged in the service of the Melbourne Railway Company as _____, do hereby bind myself to observe and obey the several Bye Laws, Rules, and Regulations, delivered to me, which I have read and understand, and all others that may from time to time be issued for the better government of this Railway so long as I remain a servant on it; and I agree to hold myself legally responsible for any injury to persons or property occasioned by my neglecting the same, and to submit to any penalties that may be imposed under the authority or with the sanction of the Directors of this Company for the time being.”

Date

Signature,

Witness

25. Altered or New Time Bills must be in the hands of every Officer at least twenty-four hours before they come into operation.

26. The Time Bills and other Public Announcements issued to Stations are held to be sufficient notices for Station Masters, Booking Clerks, Ticket Collectors, Pointsmen, and all other Servants of the Company as to any change in the Train service, Special Trains, or any other matter to which such notices refer. The Notice Bills announcing alterations in the time of Trains are to be posted up on the morning of the day on which they come into operation, before the Station is open for business; and all old Time Bills must be removed and destroyed. If by any accident or neglect they have not been delivered to any officer or servant, he must apply for one at the nearest Station, reporting at the same time to the Manager's office.

27. *It is the imperative duty of every Station Master, Pointsmen, and other Officer or Servant of the Company, to examine the times in the Bills applicable to each man's station or duty, as soon as possible after receipt, and to report any irregularity or defect to the Manager at once.*

28. The Pay of all Officers and Servants of the Company will be stopped from the moment of their being suspended from duty for any irregularity alleged against them, and the pay due will not be allowed except in the event of entire acquittal of the charge for which the person was suspended.

29. The Pay Clerk is strictly instructed, and will be held responsible, not to pay the wages of any man engaged upon the Traffic until he produces his Book of Regulations; and the names of those not provided therewith must be reported.

30. Any person who shall wilfully obstruct or

impede any Officer or Servant of the Company in the execution of his duty upon the Railway, or in any Stations or other works or premises connected therewith, may be detained by the Officers or Servants of the Company who may be obstructed or interfered with, or by any one whom he may call to his assistance, and may be taken before a Magistrate.

31. Any person who shall wilfully trespass upon the Railway belonging to this Company or worked by them, or any of the Stations or other works or premises connected therewith, and all others aiding and assisting therein, and shall refuse to quit the same upon request to him made by any Officer or Servant of the Company, may be detained by the Officer or Servant of the Company requesting him to quit, and by any one he may call to his assistance, and may be taken before a Magistrate as soon as possible; but in the latter case it is to be observed that no person is to be detained, if he quits the premises on request, and that request must be made by an Officer or Servant of the Company. Every Servant of the Company is required, so far as lies in his power, to prevent trespass.

32. Any person travelling or attempting to travel in the Carriages of this Company without having previously paid or tendered his fare, or who shall refuse or be unable to produce a proper ticket (provided it is done to defraud the Company), or who shall wilfully refuse or neglect, on arriving at the point to which he has paid his fare, to quit a Carriage, may be detained by any Officer or Servant of the Company, and forthwith delivered over to a Constable to be taken before a Magistrate.

33. The last regulation applies where a person has paid *no* fare, in which case he must deposit the amount of the whole fare from the place where

the train started, unless it is known to the Guard at what station the passenger entered the train, when the fare must be taken from that station ; or when he travels beyond the distance to which he has paid his fare, when the fare from the station at which he alights to that mentioned on the Ticket presented, is to be demanded, and the ticket collected ; or in a higher class carriage than that for which he has paid his fare, provided it is done with intent to defraud, and not through ignorance, hurry, or mistake. It is, therefore, necessary to be particular in making enquiries before detaining any passenger on these grounds.

34. The 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*, where it is intended to proceed against the person under the Bye-Laws or Railways' Act ; such luggage being subject to a lien for the amount of the fare.

35. Any person caught wilfully or maliciously throwing any wood, stones, or other missile at a Train or Engine, or placing anything on or across the Rails, or wilfully doing any act likely to endanger the safety of Passengers, or found wilfully setting fire to any of the buildings of the Company, must be at once apprehended.

36. Any one seen in the act of committing a theft on the premises of the Company by any Officer or Servant of the Company, may be taken into custody immediately.

37. As a general rule great caution is to be observed in detaining, or giving any person, more particularly a passenger, into custody ; and as the detaining or giving into custody is only for the purpose of insuring his appearance to answer any charge that may be preferred against him, no one should be detained whose name and residence is

This book of rules is to be kept in the possession of each person to whom it is delivered. It must be produced when required; and, if defaced or torn, a new one will be supplied at the cost of the owner.

1. Red is a signal of danger, to stop.
Green is a signal of caution, to
blacken speed.
White is a signal of all right, to
go on.
Enginemen must invariably sound the
Whistle or coning in sight of the
Signal at a Junction.

HAND SIGNALS BY DAY.



2. The Danger Sig-
nal "To Stop" is
shown by a Red flag
or, in the absence of
the flag, by both arms
held up, thus—

SIGNALS.

1. **Red** is a Signal of **Danger**, to **Stop**.

Green is a Signal of **Caution**, to
Slacken Speed.

White is a Signal of **All Right**, to
Go On.

Enginememen must invariably Sound the
Whistle on coming in sight of the
Signal at a Junction.

HAND SIGNALS BY DAY.

2. The **Danger** Signal, "**To Stop**," is shown by a Red Flag, or, in the absence of the Flag, by *both arms* held up, thus—



Melbourne Railway Company

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(1864)

3. **Caution, "To Slacken Speed,"** is shown by a Green Flag, or, in the absence of the Flag, by *one arm being held up*, thus—



4. **"All Right"** is shown by a White Flag, or, in the absence of the Flag, by holding the *Right arm in a horizontal position, pointing across the Line of Rails on which the Train is proceeding*, thus—



Any Signal, or the arm waved violently, denotes Danger, and the necessity of stopping immediately.

HAND SIGNALS BY NIGHT.

5. The **Danger** Signal, "**To Stop**," is shown by a **Red Light**, or, in the absence of a Red Light, by any light moved up and down.

6. **Caution**, "**To Slacken Speed**," is shown by a **Green Light**, or any light moved slowly from right to left.

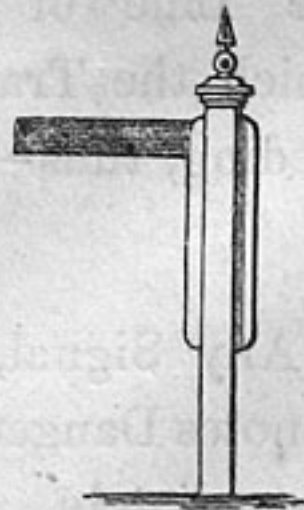
7. "**All Right**" is shown by a **White Light**.

SEMAPHORE SIGNALS BY DAY.

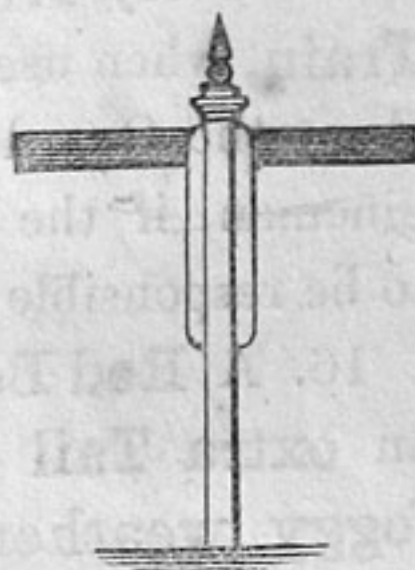
8. The Signals are constructed with either one or two Semaphore Arms.

9. The Signal is invariably made on the left-hand side of the Post, as seen by the approaching Engine-driver.

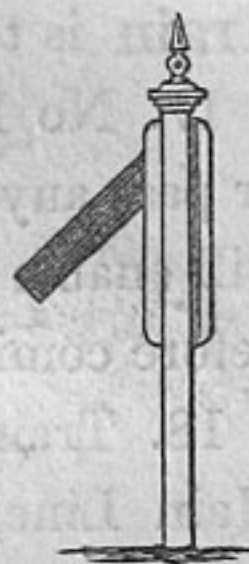
10. The **Danger** Signal, to Stop, is shown by the Arm on the left-hand side being raised to the horizontal position, thus—



11. When the two arms are raised horizontally, both lines are obstructed.



12. The **Caution** Signal, to slacken speed is shown by the Semaphore *Arm* on the left-hand side being lowered to an angle of 45 degrees, thus—



13. In approaching junctions, level crossings, or other points of danger, every engine-driver shall sound his 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.

14. The signals by Night will be made by **Red, Green, and White Lights**.

15. One **Red Tail Lamp** shall be hung

behind every **Train**, or **Engine** without a **Train**, when used on the Line, or during a Fog; the Guard of the Train, or the Engineman, if the Engine is without a Train, to be responsible for the same.

X 16. A **Red Board or Flag** by **Day**, or an **extra Tail Lamp** by **Night**, or in **foggy weather** hung at the back of a **Train** or **Engine**, denotes that an **Extra Train** is to follow.

17. No Engine or Train shall approach or pass any Junction at a greater speed than will enable a Train to be brought to a stand before coming to the Points and Crossings.

18. Trains brought to a stand on the Main Line, or at a Station, of which the rear carriage or vehicle is less than **300 yards** within the protection of a distant signal, approached through a curve tending to obstruct the view from the following Trains, must be protected by the Guard going back **600 yards** with his hand Signal, or deputed some competent person to perform this duty.

19. Whenever any Engineman or other person shall disobey, or not observe the Signals, they are always to be reported by

Train than the **ONE** is due to cross over at the Junction of the two Lines.

The Caution Signal is to be made whenever the state of the road or other circumstances (although not such as to require the Danger Signals) makes it desirable that the speed should be reduced.

The All-Right Signal is only to be used when the person making such signal 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.

In case of Fog, the Day and Night Signal must be used simultaneously.

In the event of any obstruction or accident occurring, or of a Train stopping on the Main Line (from whatever cause), 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, and in the event of its happening on a Single Line, to send competent men in both directions, with the **Danger** Signal, for a distance of **600** yards from the place of accident, where he or they must remain with the **Danger** Signal ex-

hibited, until it is ascertained that the Line is again perfectly clear and unobstructed.

When Slips or Obstructions occur, or if, from any cause, it becomes necessary to work both the up and down Traffic over one and the same Line of Rails, between certain Stations, or through Crossings, the following rules *must* be observed:—

After providing for the immediate safety of all Traffic approaching the point of danger, according to the General Regulations, intimation, in writing, must be sent to the Engineer and Traffic Manager, at Melbourne, and to all Pointsmen and others between the point of danger and that Station.

The officer in charge of the nearest Station to the point of obstruction shall assume the Chief Authority until the arrival of the Engineer and Traffic Manager, when, so soon as he can safely transfer the duty to the Engineer, he must do so.

The Signals and Points at each end of the Single Line over which the whole Traffic is to be conveyed, must be placed in charge of experienced men. The Distant Signals must be kept constantly turned on **Red**, or a man with a Red Signal must be stationed at a

distance of 600 yards from the Single Line, to stop any Engine or Train, and prevent its approach, unless accompanied by the Pilotman.

X A careful, steady man must be appointed to act as Pilotman, whose duty it will be to proceed on every Engine passing over the Single Line. The Pointsmen at both ends must detain all Trains till the Pilotman arrives. Should the Pilotman, on arriving at either end of the Single Line, find that more Trains than one are waiting to be piloted, he may dispatch all the Trains at intervals of from five to ten minutes, according to circumstances, going himself invariably on the Engine of the **Last** Train.

X The Pilotman must accompany the first Train in each direction after the Double Line has been opened.

After the Pilotman has left, all the Engines approaching the Single Line must be stopped till his return.

X The Pilotman shall be distinguished by a Red Cap, but until this is obtained, his distinguishing mark shall be a piece of Red Cloth, or part of a Red Signal Flag tied round his ordinary cap—care being taken to

transfer this band or cap to any man appointed to relieve him.

X When a Pilotman has been relieved by another man, he must not ride on any Engine till he takes duty again.

X Till these arrangements are matured, no Trains must be allowed to pass in the wrong direction on the Single Line, and Drivers of the first three Trains in each direction must be cautioned not to proceed faster than four miles an hour, so that all parties may become familiar with the arrangements without risk of accident.

After all danger has been removed, the Line of Rails which was closed must not again be re-opened for Traffic till intimation has been sent to the Pointsman at each end.

INSTRUCTIONS
TO
ENGINE MEN
AND
FIREMEN.

I.

The Engineman must be with his Engine *half an hour previously* to his time of starting with the Train fixed for him, and the Fireman at least *three quarters of an hour before* that time. And the Engineman will be responsible for having his Engine in perfect order: the *Steam up*, the Tender regularly cleaned inside, and full of Coke and Water, and his proper supply of Tools and Signals (for which he will be held responsible, and, in the event of loss, shall get them replaced immediately), at least *Ten minutes before* the hour appointed for starting.

II.

Before the time of starting with any Train, the *Engineman* must place his Engine in

front of the Train. After that time, and until the end of the journey, he will receive his orders from the Guard *only*, in all matters affecting the *starting, stopping, or the movements of the Train*; and, in case of any accident to the Train, he must, if required, disconnect his Engine, and proceed where he may be *ordered* by the Guard, and he must obey promptly all orders or Signals given to him, whether by the officers in charge of Stations or the Guard, *so far as the safe and proper working of his Engine will enable him to do so.*

III.

Great caution should be used in placing the Engine against the Train, which should be done without moving a single Carriage, to guard against injury to any passenger who may be stepping into a Carriage at that time.

IV.

While the Engine is in Steam, it must on no account be left by both the Engineman and Fireman at the same time (for however short a time), except when given in charge of the day or night Foreman, and when it is thus standing at a station, the slides are always to be *thrown out of gear, and the*

Tenderbrake screwed up tight, until the Signal is given for starting.

V.

The Engineman must be careful always to start and stop steadily, and without jerking the Train.

VI.

Guards will give Enginemen the signal to start by blowing a Whistle. Every Engineman, on receiving the Signal from the Guard to start, must sound his Whistle *before turning on the Steam.*

At Terminal Stations a Bell will be rung five minutes previously to the time of departure of a Train, and again at the time of starting, as a signal to the Guard that the time is up.

Enginemen are to 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 Guard in working the Trains.

The duty required of each Engineman will be determined by the Manager, who will issue the requisite instruction to the Foreman, and no turn of duty is to be altered, and no overtime is to be made by any man, without the sanction of the Manager, except

on sudden emergencies, and the case must then be reported to the Manager as soon as possible.

VII.

In the evening, when it is getting dusk, and before it is dark, the Engineman must see that his Lamps are trimmed and ready, and must take care that the Signal Lamp, showing a **White Light**, is fixed in **Front**, on the right hand side of the Engine; and a **Light** must also be fixed on the left hand side of the Tender, showing **Red Behind**, *this latter being more important than a Front Light, when he has only one Lamp.*

VIII.

If at any of the Stations it is necessary to go on the Main Line or to cross from one Main Line to the other, the Engineman must first obtain permission from the Signalman, and when running on the Main Line for the purpose of pumping water, he must never go beyond the limits which may be fixed at each Station for such purpose.

IX.

The Engines are never on any account to Run on the Wrong Road,

except when specially ordered to do so in writing **by the Guard or Station Master in Case of Accident**, and then the Engineman must proceed *slowly*, at a speed not exceeding **6 Miles per Hour**, and sound *his Whistle frequently during the whole distance, unless the single Line is being worked by a Pilot, and then the Whistle need not be sounded.*

X.

The exact time for performing each portion of the journey will be fixed by the time table, and the great object of the Engineman must be to keep his Engine going regularly at the speed required, and from which speed he should vary as little as possible, never exceeding the speed actually required for keeping the time punctually, and therefore never arriving at any of the Stations, or any part of the Line, or at the end of the journey, *before time.*

XI.

The *Engineman* and his *Fireman* only are to be upon the Engine, and *no other person whatever* is to be allowed to ride with them, unless by **Special** order in writing from

the Manager, or in *case of need* during the journey, by direction of the Guard of the Train.

XII.

Each of the Engines is provided with a *Whistle*, to be used for the purpose of warning any persons who may be on the Line of the Engine and Train approaching; and it is the duty of the Guards to look out to the Engineman on hearing this Whistle, in order to ascertain immediately the cause of its being used, and to give any requisite assistance.

If an Engineman or Fireman be *not* required for his full time upon the Line, he is to employ the remainder of his time in the shop, under shop rules, and at such work as the Foreman may give him.

He will be liable to immediate dismissal for any, *the slightest, instance of insobriety*; and to fine and dismissal for disobedience of orders, for negligence, or other misconduct, as well as to punishment under the "*Act of Parliament for Regulating Railways,*" or any other Act applicable to the case; and he is not to quit the service of the Company without giving a fortnight's previous notice.

The Fireman must in all instances be under the directions of the Engineman.

It is the duty of the Engineman to sound two sharp beats of the ordinary Whistle, whenever he considers it necessary to have the Brakes applied to the Train, or when he has occasion to warn an Assistant Engine to stop. In case of any Engine pushing the Train, or assisting in front of it, the Engineman of such Assistant Engine must use his utmost endeavours to stop his Engine upon hearing the above signal, and it is the Duty of the Train Engineman to report upon his Daily Return any case of neglect on the part of either the Guards or Assistant Engineman, in not immediately using their utmost efforts to stop the Train.

When two Engines are employed to propel the same Train, the Train Engineman is in all cases to command both Engines; and the Driver of the Assistant Engine is to obey his orders in all that relates to the conduct of the Train. The Assistant Engine is always to be placed next the Train.

When more than one Engine is attached to a Train, the Signal of three distinct Whistles will signify to reverse and put back,

and one sound to move forward; in each case the Train Engineman must give the Signals, and the other man immediately repeat and obey them.

An Engine must never be detached or shunted in front of a Train without the Train being previously stopped; neither may carriages or wagons be detached from a Train while it is in motion. Should an Engine or any portion of a Train become detached from the rest, when running, the Driver must not pull up at once, but gradually reduce and so regulate his speed as to prevent a collision between the two detached portions of a Train.

In the event of a Driver finding any detached vehicles on the Line upon which he is proceeding, he must couple to and push them on to the nearest Station, and shunt them into a siding; or, if his Engine be powerful enough, he must take them on to their destination. If they are on the other Line, he must stop any Engine or Train he may meet, and also give notice of the same at the next Station he comes to.

Any Engineman arriving at or starting from the Station with a Train, without the

proper complement of Fuel and Water, so as create any risk or delay to the Company's Engines, will be suspended from duty, and his pay during such suspension shall be stopped; and should the case deserve it, in the judgment of the Directors, he shall be discharged from the Company's service, and forfeit all claim to any pay that may be due to him.

Every Engineman and Fireman shall stand up and keep a good look out all the time the Engine is in motion, and more particularly for the signals at *Stations, Junctions, and Level Crossings, and they must not allow any other duty to take up their attention when they are coming in sight of these Signals, nor until they have passed them.* They must also be prepared to act upon any Signals they may receive from the Policemen or others on the line; and if the Engineman is engaged with any part of the engine he must take care that the Fireman is looking out. In case of Fog, or when from any cause the fixed signals are not visible as soon as usual, the speed must be immediately reduced so that the Engineman be able to stop the Train before reaching the fixed signals.

The Engineman on receiving the Distant Danger Signal when approaching a Station or Junction, must *stop* his Train outside of that Signal, but *immediately* he has ascertained that the line is clear beyond such Signal, he must, if possible, go on very slowly to the Station or Junction, so as to be perfectly secure from any following Engine or Train. Should he be compelled to remain outside, the Guard, or in his absence, the Fireman, or some other *competent* person, shall *immediately* go back 600 yards with a Red Signal to stop any coming train; and when a Train is unable to proceed at a greater speed than four miles an hour, the Guard or Fireman shall be sent back 600 yards, and shall continue walking *at that distance* from the Train, exhibiting all the time his Danger Signal until the train is shunted safely.

In case of accident, or where the passage of a Train is obstructed, or where an Engine is *obliged* to be moved in a wrong direction on either line, or in case of any obstruction on a single line, the Engineman shall send his Fireman and some other competent person, with a danger signal 600 yards in both di-

rections *before the Engine moves*, to stop any Engine coming from behind or advancing to meet him on the same line, and while moving the Engineman shall make frequent use of his whistle, and shall run at a speed not exceeding *four miles per hour*, to enable him to keep the signals both in advance and in his rear at a distance of 600 yards *and no less*.

In the event of an Engineman being unable to travel with his Train at the rate requisite to keep the advertised time, he must immediately make known this circumstance to the guard, who will report it at the nearest station or junction for the guidance of following Trains.

Enginemen are enjoined to report any defect in the road or works to the Manager immediately on their arrival at the station.

In the event of the road 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 stop at a sufficient distance to prevent collision, and in all cases of doubt, ascertain that the road is clear and safe *before* attempting to proceed.

Enginemen are to approach Stations care-

fully, and not to overrun the platforms where they have to stop, and shall use *extreme caution* in passing Stations where they have *not* to stop, and are on no account to make up time by increased speed, without special instructions so to do.

An interval of five minutes must elapse between any two Trains travelling in either direction on the same Line of Rails.

In approaching Junctions, and before arriving at Stations, and particularly at those where the Lines cross into sidings, the Engineman must reduce his speed in proper time, so as to have the Engine completely under his command, and enable him to *stop altogether, if necessary, before arriving at Junction, entering the Station*, and he must at all times be careful to stop exactly at the proper part of the platform; and to do this properly, Enginemen, in bringing up their trains, are to pay particular attention to the **Gradients, State of the Weather, and Condition of the Rails, as well as to the Length of the Train;** and these circumstances must have due weight in determining when to shut off the steam. If

necessary, he must use the Signals ordered for the Guard to apply his break.

The Enginemen must always keep a good look out, and when passing another Engine or Train, they must Signal each other with the hand as before described, to show each other whether the opposite Line was clear, or whether there was any Train a-head, or any other cause of danger existed.

The continued sound of the Whistle will signify the want of assistance.

If any Train or Engine be discovered at a stand on the opposite Line, not at a Station, the Engineman must sound his Whistle, and reduce his speed so as to be able to stop, if necessary, before reaching the other Train or Engine. When approaching any Station or Level Crossing, more than usual precaution must be used; and if the Signals, from fog or any other cause, *be not clearly seen*, the driver must bring his Train to a stand before entering the Station, and afterwards proceed with great caution until he knows the line is clear.

Goods, Mineral, or Ballast Trains must be shunted clear of Passenger Trains ten minutes before they are due, and remain till

five (5) minutes after such Passenger Train has passed; care must be taken that *before* shunting, Signals must be made in one or both directions as the case may require.

No Train shall be shunted from one Main Line on to the other to allow a Train to pass, but shall be placed in the nearest Siding.

In the event of accident blocking up *one* Line of Rails, and requiring all the Trains to pass over the *other* Line of Rails, the utmost caution must be used, and no Train shall be permitted to proceed without a *memorandum* in *writing* from the person in authority on the spot where the accident has occurred. No verbal message must on any account be attended to in cases of accident, but a written memorandum must be obtained before the Train is allowed to *move*.

Whenever part of a Train is left on the Line from accident or from the 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 point to the part left behind.

All Signals must be obeyed, and when-

ever, or 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 Common Light is moved violently *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, unless he sees danger in doing so. It is to be understood that any Flag, or Lamp of whatever colour, or *anything else violently waved up and down*, is a Signal to stop.

Engines running alone must always carry a Lamp on both buffer planks, capable of showing White or Red Light as may be required.

Enginemen are to be under the immediate orders of the Engineer and Traffic Manager of the Company when not conducting a Train, and are strictly to obey all orders they may receive from time to time from him, in addition to the General Regulations of the Board of Directors, with which they are furnished.

Before any person can go with a Train as 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 and off the feed water, and apply the Engine-brake.

Running shunts with passenger Trains are on no account to be made without the special instructions in writing of the Engineer and Manager to the Company.

Enginemen are required to blow a short sharp whistle on passing all Gates on return of last Train at night.

Every Engineman must immediately at the end of his day's work, report in writing, in the book provided for the purpose at each Locomotive Station, any defects of his Engine, Tender, Signals, and Tools; or, if they are all right, state so, and sign his name.

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INSTRUCTIONS

TO

PLATELAYERS.

1. In every gang of Platelayers there shall be a Ganger or Foreman.

2. Each Ganger will be provided with a copy of these Regulations, and must explain them to those on duty under him, and will be held responsible for the keeping his portion of the line clear and safe, and will see that all the fences are secure, and that no cattle stray within them, and shall take care that the side drains are kept free and open for the passage of the water.

3. Platelayers shall walk their respective lengths every morning and evening, and see that all keys and fishplates are tightened up, and all the chairs sound, and shall pay particular attention to the joints.

4. Each Ganger will be held responsible for his gang having at all times a proper supply of signals: viz., red and green flags by day, and red and green lights by night.

5. Each Ganger will be responsible for the proper signals being given by the men of his gang.

6. The signal for caution is a green flag by day, and a green light by night. *These signals are to be given when it is necessary to slacken the speed of a train.*

7. The signal for danger is a **Red** flag by day, and a **Red** light by night. *The red signal must not on any account be used except in cases of danger, and where it is necessary to stop the Train.*

8. In all cases the Platelayer signalling a Train, is to hold his flag over the line of rails on which the Train that he is desirous to signal is running, so that it may be quite conspicuous to the driver and fireman, and he must take care not to move in the way of any engine or train running in the opposite direction.

9. In case it is necessary to stop a Train by day when no red flag is at hand, the danger signal must be given by holding up both arms.

10. In case it is necessary to stop a Train at night when no red light is at hand, the danger signal must be given by violently

waving any light which can be procured *up* and *down*.

11. Previous to any rail being taken up, or any truck, waggon, loaded lorry, 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 lines, or to move slowly, so as to be 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 at a distance of **600 Yards** from the point where any impediment or danger exists in the direction of the coming train (even if no Engine is expected), by a man appointed to the duty, who shall continue to exhibit the signal until a messenger arrives with the express orders to withdraw the signal, which order, however, shall not be sent till the impediment is completely removed.

12. When a road is under repairs, so that it is necessary a train should proceed cautiously, a man is to exhibit a *Green Signal*, so as to be seen by the driver of the train approaching.

13. A *Red Board* or *Flag* by *day*, and an

extra Red Tail Lamp by *night*, denote a special engine or train is to follow the train exhibiting such signals at the last carriage.

14. All Signals must be held in the hand, and not stuck in or laid on the ground.

15. Except when absolute necessity requires, no rail is to be displaced, nor other work performed, during a fog, nor any other obstruction made to the safe passage of the trains.

16. No truck, waggon, ballast train, loaded lorry, or other impediment, must be allowed to be on any part of the line within *five minutes* of a train being due; and excepting in cases of accident or absolute necessity, all repairs must be effected, and the line made clear and safe for the passage of trains five minutes before they are due. No lorry, under any circumstances, is to be attached to a train; and no lorry, truck, or waggon, shall be used on the main lines (if it be possible to avoid it), unless it be daylight, and the weather sufficiently clear for a *signal to be distinctly seen at a distance of 600 yards*; but if it be impossible to avoid the use of such lorry, truck, or waggon, after dark, or in foggy weather, it must be fol-

lowed by a man with a **Red Light**, at a distance of not less than 600 yards.

17. In raising the permanent way, no lift shall be greater than three inches at once, and then it shall be effected in a length of at least 20 yards, or 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, and care must be taken that the proper signals are exhibited.

18. All broken chairs, rails, or other defective materials, shall be removed from the road with the least possible delay, and sound materials substituted. In case 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 600 yards, so long as any danger exists.

19. All tools and implements required for the repair of the line, shall, when not in use, be kept locked up in a building or in boxes, for the security of which the Ganger shall be held responsible.

20. No ballast shall be thrown up to a higher level between the rails than three inches, and it is to be thrown as much as possible on the outside of each line, and between the two lines; and the rails are to be kept clear of gravel, ballast, or any other material.

21. Each Ganger will be held responsible for keeping all points, switches, three-throws, levers, &c., in his length, in perfect working order, and see that they are kept clean and oiled.

22. No sidings or switches must be laid down without the express orders of the Engineer in writing.

23. No temporary switches or roads shall be used except those approved by the Engineer.

24. No siding shall be nearer than six feet to the nearest rail.

25. The Ganger must invariably report to the Engineer when any of the signals are disregarded by the Engine-drivers.

26. Platelayers engaged in repairing the road must get off it when a train is approaching, so as to prevent the Enginemen being in any doubt as to the line being clear.

When walking upon the line, they must be careful to walk upon the right-hand line, so as to meet approaching trains ; and they are not to cross the line to get out of the way of a train, but to get off at the side nearest to where they are walking.

27. Platelayers must cease working when the approaching train is at a distance of 200 yards from them, and they must then move to the side of the line, clear of the rails, to prevent any risk of accident.

28. The Gangers are to report to the Inspectors if any gates which the owners or occupiers of land are required to keep shut, have been *left open*, that the parties may be charged with the penalties.

29. In case of accident to a train, every Foreman and Platelayer is to hasten to the spot, and act as the Driver or Guard of the train may direct him ; and a report in writing must be immediately sent to the Manager, and the Danger Signals exhibited 800 yards from each end of the train.

30. No waggon of any description shall stand in a siding without having a proper scotch before one or both wheels of the waggon nearest the entrance to the main

line, and at night time one or both end wheels shall be fastened to the rail by a chain and padlock.

31. Platelayers must take care that the space between the check rails of the level crossings and the permanent rails is kept clear of ballast, stones, or other obstructions.

32. Every Ganger is required to order off the Line all persons trespassing within the fences, and if such persons persist in remaining, to take them to the nearest station and give them in charge of the police.

33. Any Foreman, Ganger, Platelayer, or other workman neglecting these Regulations, or who shall do any act whereby the passage of engines or carriages shall or might be endangered, will be punished by fine, dismissal, or under the Act of Parliament for the Regulation of Railways.

INSTRUCTIONS

TO

G U A R D S .

1. The duty of the guards of trains consists in their general charge and management from the time of their departure from Melbourne until their arrival at that station. They have general control over the engine-men, ordering them to stop or proceed, as may be deemed right.

2. The guards of the passenger trains are to attend personally to the receiving, stowing, and delivering of all main line 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. The guards are to see that the luggage is so loaded that on opening the door of the van at any station, they may be enabled at once to see the destination

of each article. They are to take care that the names of the stations where they stop are distinctly called out, both by day and night, and the guards are, one and all, to use every exertion at the stations to regain any time that may have been lost. Guards are to attend to the placing and alighting of the passengers, as well as the collection of their tickets.

3. All guards are required to *see the tickets of the passengers upon their entering the carriages*. Any instance of violation of this rule will be met with a fine. And in any case of a passenger found riding in a superior class of carriage to that for which his ticket shall entitle him, the guard in charge will be liable for the excess of fare so incurred. 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 show him his ticket, not with a view to receive it from him, but to satisfy himself that every passenger has a proper one. He is, under no circumstances, to receive money on account of the Company. 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. No ticket may be issued to any person applying for one after the arrival of a train at a station, unless the train shall have arrived before the time specified on the time bills, nor after the train shall reach the platform, if it be over-due. In the event of a passenger having a ticket short of his destination, he must be required to pay the difference of fare on arriving at the end of the journey. In the event of a passenger not being able to produce his ticket on arriving at his destination, he shall be required to pay the full fare from the point where the train started. This is to be enforced as a general rule, but it must be understood that if any passenger can produce satisfactory evidence that he had made a mistake, and had no intention of travelling beyond the station for which he obtained his ticket, and is willing to return without leaving the train, he may be allowed to have this rule relaxed in his favour.

4. All guards are forbidden to carry any description of package for the public, without proper authority in writing for the free

transit thereof shall have been obtained, and unless such package be first duly entered on the waybill and charged in the usual way. Any violation of this order will be immediately reported to the Board.

5. The guard is to take charge of all cash-boxes, despatches, letters, &c., and deliver them up immediately on the train stopping. Immediately that all the passengers have left the platform, at the end of the journey, this guard must himself take the various letters to the respective offices. In case any letter should be marked as "Important," or for immediate delivery, he must send a porter with it to the proper office as soon as the train stops.

6. It is the duty of the guards to ascertain that the parcels delivered to them for transmission, as well as dogs, &c., correspond with the entries on the way-bills handed to them, and to report specially all irregularities. They must count them, and compare them as far as the time will allow; and at their arrival at each station, they must count out the parcels to be left there, and place them in the custody of the person appointed to receive them; and at the end of the journey,

the guard must remain on the station, and count out his parcels, and give every assistance in the transfer of them to the parcel officer, and he is held responsible for the parcels entrusted to him at the time of starting and during the journey.

7. Carriage doors are not to be unlocked until the train shall have stopped at the station.

8. In all cases of detention or stoppage, it is the duty of the guards to explain to passengers the cause thereof, and if there is no danger to them, to satisfy them of that fact, and endeavour to pacify those who may be annoyed; and if any of the passengers desire to leave the train, the guards are to permit them to do so, but not allow them to go along the line. They are to send immediate information of any stoppage to the nearest station; to despatch plate-layers, or other servants and messengers, in both directions, for them to give the proper signals for ensuring safety, by stopping approaching trains in both directions, if both lines be obstructed; or the head guard must despatch the junior guard by the most speedy means to the nearest point for

obtaining assistance, accompanied by a memorandum in writing, but on no account to leave the train himself until assistance be afforded; nor is he on any account to move the train until the assistance he has sent for has arrived, or until he receives an order in writing from the traffic manager, or some person deputed by him to act for him in his absence.

9. In all cases where luggage is left for the convenience of passengers, it is immediately to be deposited in a place of safety out of sight, so that none but the owner may attempt to identify it. And where there is a room devoted to luggage, it must be sent there instead of being placed under the office counter, &c.

10. The guard is to make a full report of each journey in the time book; he is to notice particularly all occurrences and delays, giving the cause of detention, and to make a special report of all delays and accidents.

11. No guard is to exchange duty with another guard without special authority from the manager.

12. The guards must be careful to ascertain that the axles of all the vehicles in the

train are properly greased, and to report any heating of the boxes, or other defect in the rails to the foreman at Melbourne.

13. In the event of there being two brake-vans in one train, one guard must ride in each, so as to work both brakes.

14. No train is to be backed out of any arrival-shed, until the foreman so backing it out is previously aware that the lines are free from any moving train or engine; and all vehicles before being backed out, moved in a station, &c., must be properly coupled together by the screw connections, and not by the side chains only, and properly coupled to the engine.

15. Dogs are not allowed to travel in the compartments of the carriage appropriated to the public, but they must be placed in the dog-boxes provided for them.

16. Each guard is provided with signal-flags and red lights, which he must always have with him in his train; and should he require to stop his train, from any extraordinary circumstance, he is to display his red flag by day, or his red lamp by night, so as to be best seen by the engineman.

17. Guards are not to allow ANY unautho-

rized 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.

18. When a passenger guard in charge of a train receives intimation, by the ringing of the station bell, that his time has elapsed, and the passengers have taken their places, he is to close all the carriage doors, and sound his whistle as the signal to the engine-man to proceed, and after a train is once in motion no passenger is to be allowed, under any circumstance, to enter *any compartment* of the train.

19. Guards are cautioned to avoid the dangerous practice of jumping on the steps, or getting into the vans after the trains leave the platform.

20. The guards are not to use the carriage brakes at any other than the regular stopping places, unless they shall hear the signal given by two (2) short beats of the ordinary whistle, or shall themselves perceive some sufficient cause, upon an emergency or otherwise, for retarding or stopping the train; and whenever the whistle is so sounded, after instantly applying the brakes, they are to look out and

watch the engine driver, to take any sign which he may think it right to give, whether for relieving the brakes wholly or partially.

21. 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.

22. When a train overshoots a station, the guard is to order the engineman to put back to the platform, and not to allow the passengers to get out until the train has been stopped at the platform.

23. Guards are instructed to lock all Carriage doors before the starting of the Train from the *Termini* and other stations.

24. A Bell will be rung at the Terminal Station (5) five minutes before the departure of every Train, and as soon as the time has elapsed for the departure of the Train from the station, as printed on the Time Tables (and not before), the person in charge will ring the Bell a second time, as a signal to the Guard to sound his whistle and proceed on his journey.

In cases of violation of the Company's rules, &c., where such violation does not affect the safety of the public or the property

of the Company, the guards, police, and others are to use the mildest means for preventing it. Should these means not be effective, they are to refer the party to the chief officer on duty. When there is danger to the public, or the Company's property sustains or is likely to sustain damage, steps are to be immediately taken for stopping the same, but *no violence* is to be used for enforcing this rule, unless all other means fail.

Caps and garments, having numbers or badges, are to be so worn while the men are on duty as to show the distinguishing marks.

In the event of an Engine being unable to travel with the Train at the speed requisite to keep the advertised time, the Guard on being informed of this circumstance must report the same at the nearest station or junction, for the guidance of following trains.

Guards are enjoined to report to the Manager any defect in the Road or Works which may come under their observation immediately on their arrival at the head station.

Guards are required to show a white hand-signal light to all Gate-keepers as they pass them on return of the last Train.

INSTRUCTIONS

TO

Booking Clerks.

1. Station clerks and relieving clerks must be in attendance at their office, and have the window open for the issue of tickets, not less than ten minutes before the departure of each train.

2. A sufficient supply of change to be kept on hand for the accommodation of passengers, and also sufficient tickets of the several kinds in use to meet every emergency.

3. Requisitions for tickets, monthly or otherwise, to be made on the printed form, and forwarded to the audit office, at least twenty-four hours before the supplies are actually required.

4. To keep the train books and other books entrusted to them punctually and correctly entered up, and to make out and forward at the appointed time all daily and weekly returns of traffic, and to make good any deficiency of cash, whether arising from bad money, bank notes, or errors.

5. To forward the cash in charge of the guard *by the appointed trains, and by no other.* Clerks in charge are strictly responsible for all cash received at the Station, and for the cash kept in hand for change.

7. The relieving clerk, in the first instance, to be responsible to the clerk in charge, but such responsibility not to acquit him in any degree of his responsibility to the Company for all sums collected by or handed over to him.

8. When changing duties, to see that the closing numbers are correct, and that the cash transferred is the whole amount received for sale of tickets, with the petty cash added. A receipt to be given by the incoming clerk in the form provided for that purpose. The legitimate petty cash credits are as follow:—

Half-tickets unsold.

Police and revenue orders.

Detective police accounts.

Missing tickets, and

Fares returned per order of Secretary or Manager only, in case of detention or accident to trains.

9. All reports and requisitions to be made

in writing, and no verbal messages to be sent under any circumstances.

10. The clerks at out-stations shall be responsible for the good order and cleanliness of their Station. All clerks shall be responsible for the good order and cleanliness of their own office.

11. It will be the duty of the clerk to report all matters affecting the interests of the Company, and all irregularities coming under his observation, and to suggest freely any alteration likely in his opinion to improve the traffic, or add to the convenience or comfort of passengers.

12. To assist the ticket-collectors in protecting the interests of the Company when called upon, or when he considers his interference necessary.

13. To allow no person to enter his office, except the officers or servants of the Company when duty requires.

14. To be obliging and civil to the public, and as accommodating as the interests of the Company and the rules of the service will admit. Instances may occur of passengers being offensive in their language or conduct : under such circumstances the clerks should

try to forget all personal feeling, and look upon themselves as the representatives of the Company for the time being, and not give way to hasty terms or retaliation, but calmly and firmly if need be enforce the By-law provided in this case ; should this suggestion be carefully attended to, the Company will be always willing to support their officers, and protect them from insult ; whereas violent conduct or offensive language, no matter whether provoked or not, will be looked upon as a proof of incompetency.

15. To pay due attention to all special orders that may from time to time be issued.

16. To study the Time Table, and make themselves thoroughly acquainted with it, and to be most careful not to issue tickets over the branch lines when no trains are running by which passengers can continue their journey.

17. Clerks at out stations to use due diligence in preventing the waste or unnecessary consumption of Gas, Oil, or other Stores.

18. Never to remain in doubt on any subject connected with his duties, but at

once to apply to the head of his department for information and explanation.

19. No clerk shall change duties with another, or be absent from duty, without having first obtained the consent of the head of his department.

20. No monthly passes are to be issued unless the party has purchased a monthly ticket for the current month, nor are they to be issued without the payment of the price of a return ticket. The pass to be marked for the same class and station as the monthly ticket held by the party applying; and the money received for such pass is not to be returned, unless the monthly ticket is produced.

21. Due attention to be given to the carrying out of all general and special instructions which may from time to time be issued.

INSTRUCTIONS

TO

P O R T E R S .

Porters are to act under the orders of the Manager; to attend generally to whatever business they may have assigned to them, exerting themselves for the good order, regularity, and cleanliness of the stations where they may have to be placed, and doing all in their power to promote the interests of the Company.

At any terminus or large station, where carriages are kept, they are to see that they are always in good order; and before being formed into a train, that every carriage or other vehicle has its proper supply of roof lamps trimmed, cleaned 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, and recede about an inch when screwed up, and also to take care the doors on the off side of all carriages are locked.

Any porter neglecting to connect the carriages or other vehicles properly, will be fined.

All plated reflectors in lamps are to be *wiped* with clean wash-leathers, kept solely for that purpose, and not *rubbed* with powder; when, however, they are much tarnished, they are to be cleaned with a little whiting.

Porters are not to take charge of luggage, without first ascertaining where the owners are going to; and when the porters do not address labels themselves, they are to make the owners' destination or direction known to the man who does this work. The porters are to allow the passengers to take any portion of their luggage into the carriage with them, whenever there is room under the seats, and on no account to promise that all shall be right, so as to prevent the owners looking after it. When any luggage is missing, an immediate and thorough search must be made for the same, throughout the offices, warehouses, &c., belonging to their stations, and enquiries must be made at the stations. Melbourne is to be considered by all as the sole depot for lost luggage or property; and any unclaimed article, whether

addressed or not, must be sent within twelve hours to the Parcel Office there, with the proper way-bill, containing full particulars of when and where found.

Policemen and porters, whether employed at stations, level crossings, at signals, at junctions, or as pointsmen, must use the greatest vigilance in the discharge of the duties assigned to them; and in every case where they do not fully understand their duty, it is their business to apply for information. No excuse of want of knowledge will be admitted in case of any accident, loss, or damage, arising from any act of a servant of the Company.

Roof lamps must be lighted on the approach of dusk, the hour being regulated according to the season of the year.

All passenger trains must also be supplied, under similar rules, with one red tail lamp, which must be placed on the end vehicle of the train, whether brake van, or other carriage.

If any carriage or waggon is so much out of order as to be unsafe to run, this should be made the subject of a report to the officer in charge, who will then immediately com-

municate with the Engineer, and arrange some plan for its removal from the train.

On the approach of an engine or train, the hand lamp (where there are no semaphores) must be held steadily facing it, so as not to be mistaken for other than a signal.

Every porter must make himself acquainted with the time specified on the Notice Board at which all trains may arrive or pass his station; and when returning from meals or leave of absence, he must ascertain what trains are still due, and act accordingly.

No porter is to push any waggon, 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 semaphores (if any) clearly show the danger signals, so as to prevent the approach of any engine or train during the time the line may be obstructed.

Any porter absenting himself without leave of absence will be fined, and men absenting themselves and prevailing upon others to supply their places, subject all parties concerned to a heavy fine.

The officer in charge must report any cases of such irregularity.

Men in charge of Points and Crossings must examine them carefully, and clean and oil them every morning, and from time to time ascertain if they are in perfect working order, and not injured by the passage of trains; and especially examine the rod connecting the Points, and all screw nuts, cotters, &c., trying the points occasionally by moving them to and fro.

Facing Points *must always* be held when trains pass over them.

Every Switchman on duty must stand on the line clear of the rails, and give the proper signals on the passing of every engine or train.

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

Any Switchman absenting himself without leave of absence duly signed by the Manager, will be dismissed; and any Switchmen absent-

ing themselves without leave, and obtaining other men to take their places, subject themselves and all parties concerned to a heavy fine, to be inflicted by the Directors, or dismissal, as the Directors may elect.

Any damage to Points, Crossings, or Guard Rails, must be *immediately* reported to the Manager.

It is the duty of every Porter to collect, examine, and mark tickets, when required to do so.

Porters at way-side stations are required to be in attendance at least ten minutes before the arrival of the first train in the morning.

extraordinary occurrence, to the Engineer and General Manager.

The officers in charge will be responsible for the general conduct and good order of all persons employed within their respective districts, and it will be their duty to take care that all orders and regulations issued from time to time be promptly and strictly obeyed; to give clear and precise instructions to insure the correct performance of each man's duties; making themselves well acquainted, by frequent personal intercourse, with the character and conduct of every man under their orders; exacting uniform punctuality from all persons employed by the Company; maintaining discipline and order in their respective stations; reporting all accidents, irregularities, or neglect which occur, and providing for all casualties or contingencies which may arise.

Notice must be given by the officer in charge, of the time at which all the trains, whether "passengers" or "goods," may be due or expected to pass any station, by affixing the Time Table or a written paper upon a proper notice-board in their respective stations, accessible to all the Company's ser-

vants. Special trains must, if possible, in like manner, be notified upon the same board for the information of the servants, besides the written statement which is to be given on every special occasion to the signal or pointsman, and the foreman or head porter. It is the duty of every servant specially to observe such notice; and when returning from meals or leave of absence, he must ascertain from the signalman or person whom he relieves, whether any, and what trains are behind their appointed times and still due, in order that he may act accordingly.

No placards, public notices, or information, are to be printed, published, or circulated without the direct sanction or knowledge of the Directors and general Manager and Engineer; and the officers in charge must refuse to put up any private or other notices, unless the parties interested in them produce a written permission to that effect.

The notices connected with the Company must not be stuck on the walls of the station or offices, but are to be put on boards provided for the purpose.

No engine, carriage, or any vehicle, is to

cross or shunt on the main line without the proper signal being exhibited.

No engine or train shall be allowed to leave or pass a station within less than five minutes after another train, on the same line, without special written instructions.

The officer in charge of the terminal station shall direct the guard when to start the trains, and he shall use every exertion to ensure punctuality.

No train is to leave a station before the time stated in the time-table.

Waggons and carriages, or other vehicles, must never stand on the main line at a station, but be placed in a siding, and no part of a carriage or waggon must be within four feet of the main line, and the wheels must be scotched, and securely locked and chained at night.

Officers in charge of stations are required to observe the action of their signals both by day and night, and immediately report any defect that they may observe at the office of the Engineer and Manager.

The utmost economy must be observed with respect to Gas consumption; any waste or deficit in pipes must be immediately re-

ported to the engineer. The main tap, as well as the burners, should be turned off as soon as the duties of the station are over.

Stations and offices must be put into a thoroughly clean and orderly condition every morning, before nine o'clock, and kept so during the day.

All accidents to Company's property, trains, passengers, trespassers, Company's servants, or others, to be reported to the Engineer and Traffic Manager, with full particulars, in writing, by the nearest officer or pointsman on duty.

No vans, waggons, or other vehicles, are to be sent by passenger trains, unless they are constructed with spring buffers and centre bars, and connected by screw couplings.

INSTRUCTIONS

TO

STOREKEEPER.

All orders or requisitions for Stores must be forwarded in writing to the Traffic Manager and Engineer's office, where they will be countersigned, and the necessary order made out on the storekeeper.

Whenever the storekeeper requires a fresh supply of Stores, he must make out a list thereof, and submit the same to the Engineer and Traffic Manager; who will examine the same, and forward it to the Secretary for the confirmation of the Board of Directors.

On receiving Stores the delivery-note must be compared with the stores supplied and the requisition, and if correct, it will be signed by the storekeeper.

All couplings, links, pins, and other scrap iron found on the line, belonging to engines, carriages, or waggons must be carefully collected, and forwarded to the storekeeper weekly.

The Storekeeper issuing oil, or any other stores, to any gatekeeper, pointsman or others, must keep an exact account, and note the quantities and dates when issued; and any parties receiving stores must sign a book kept by the storekeeper for that purpose.

EXTRACT

FROM

THE MELBOURNE AND SUBURBAN

RAILWAY ACT, 1857, 21 VICT.

LVI. If any person shall wilfully and maliciously put place cast or throw upon or across the railway any wood stone or other matter or thing or shall wilfully and maliciously take up remove or displace any rail sleeper or other matter or thing belonging to the railway or shall wilfully and maliciously turn move or divert any points or other machinery belonging to the railway or shall wilfully and maliciously make or show hide or remove any signal or light upon or near to the railway or shall wilfully and maliciously do or cause to be done any other matter or thing with intent in any of the cases aforesaid to obstruct upset overthrow injure or destroy any engine tender carriage or truck using the railway or to endanger the safety of any person travelling or being upon the railway every such offender shall be guilty of felony and being convicted thereof shall be liable at the discretion of the court to be kept to hard labor on the roads or other public works in Victoria for any term not exceeding five years or to be imprisoned with or without hard labor for any term not exceeding three years.

Certain offenders to be guilty of felony.

LVII. If any person shall wilfully and maliciously cast throw or cause to fall or strike against into or upon any engine tender carriage or truck used upon the railway any wood stone or other matter or thing with intent to endanger the safety of any person being in or upon such engine tender carriage or truck every such

Throwing stones, &c. with intent to endanger personal safety.

offender shall be guilty of felony and being convicted thereof shall be liable at the discretion of the court to be kept to hard labor on the roads or other public works in Victoria for any term not exceeding five years or to be imprisoned with or without hard labor for any term not exceeding three years.

Obstructing
free course
of railway.

LVIII. If any person shall wilfully drive upon the railway or the approaches thereto any horse ass sheep swine goat or other beast or cattle of any kind or shall wilfully do any other act matter or thing to obstruct the free passage of such railway or any part thereof every person so offending in any of the cases aforesaid shall forfeit and pay for every such offence any sum not exceeding twenty pounds.

Obstructing
officers of
the com-
pany or tres-
passing
upon rail-
way.

LIX. If any person shall wilfully obstruct or impede any officer agent or servant of the company in the execution of his duty upon the railways hereby authorised or upon or in any of the stations or other works or premises connected therewith or if any person shall wilfully trespass upon any such railways 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 agent or servant of the company every such person so offending and all others aiding or assisting therein shall forfeit for every such offence a sum not exceeding fifty pounds.

Punishment
of persons
employed
on the rail-
way guilty
of miscon-
duct.

LX. It shall be lawful for any officer or agent of the company and all such persons as he may call to his assistance to seize and detain any engine driver waggon driver guard porter servant or other person employed by the company hereby incorporated or by any other railway company or by any other company or person in conducting traffic upon the railway hereby authorised to be made or in repairing and maintaining the works of such railway who shall be found drunk while so employed upon such railway or who shall commit any offence against any of the bye-laws rules or regulations of the company or who shall wilfully maliciously or negligently do or omit to do any act whereby the life or limb of any person passing along or being upon such railway or the works thereof shall or might be injured or endangered or whereby the passage of any engines

carriages or trains shall be or might be obstructed or impeded and to convey such engine driver guard porter servant or other person so offending or any person counselling aiding or assisting in such offence with all convenient despatch before some justice without any other warrant or authority than this Act and every such person so offending and every person counselling aiding or assisting therein as aforesaid shall when convicted upon the oath of one or more credible witness or witnesses before such justice (who is hereby authorised and required upon complaint to him made upon oath without information in writing to take cognizance thereof and to act summarily in the premises) in the discretion of such justice be imprisoned with or without hard labor for any term not exceeding three months or in the like discretion of such justice shall for every such offence forfeit to Her Majesty any sum not exceeding fifty pounds and in default of payment thereof shall be imprisoned with or without hard labor as aforesaid for such period not exceeding three months as such justice shall appoint such commitment to be determined on payment of the amount of the penalty.

*(Extract from the Railway Act, 1863, 27 Vict.,
No. 186.)*

CLVI. It shall be lawful for any officer or agent of the Company and all persons called by him to his assistance to seize and detain any person who shall have committed any offence against the provisions of this Act or of the Bye-laws made under authority hereof and whose name and residence shall be unknown to such officer or Agent and give him in charge to a police constable who shall convey him with all convenient despatch before some justice without any warrant or other authority than this Act and such justice shall proceed with all convenient despatch to the hearing and determining of the complaint against such offender.

Transient
offender,
27 Vic., c. 31.



RULES &c. 1864