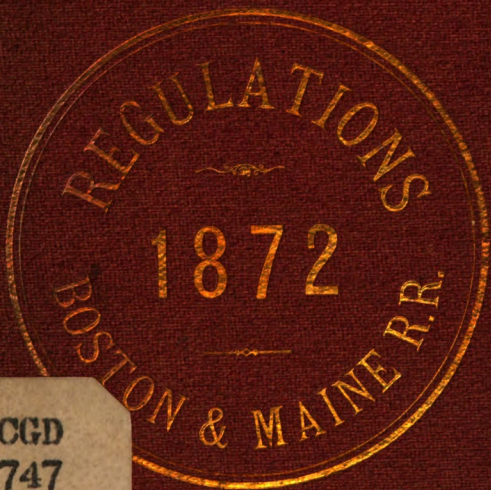

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FROM
THE RAILWAY
AND LOCOMOTIVE
HISTORICAL
SOCIETY, INC.



THE GIFT OF
Harold S. Walker

REGULATIONS

GOVERNING EMPLOYEES UPON THE

MAIN AND BRANCH LINES

OF THE

Boston & Maine Railroad.

To take effect May, 1872.

☞ The following Regulations must be CAREFULLY STUDIED and STRICTLY OBEYED by all Employees of the Company to whom they are applicable. All Regulations inconsistent herewith are hereby repealed.

BOSTON :
PRINTED BY RAND, AVERY, & CO.
1872.

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Nov. 12, 1936
1910

L
Harold S. Warner

RULES AND REGULATIONS.

TELEGRAPH RULES.

1. Operators are expected to be on duty at such hours as may be required. They are expected to use great care in transmitting and receiving messages, taking every precaution to be *sure* they are right.

2. They will be particular to have their instruments adjusted perfectly, and especially during storms or damp weather. *Be very sure that no one is using the Circuit before opening the Key.*

3. Operators will notice their instruments frequently, and, if the Circuit is found open, immediately notify Portland or Boston, as the case may be. Ground wires are to be used for this purpose only, and then, only so long as the Main Office may direct. Under no consideration is a ground to be used to prevent another office from breaking.

4. *Struggling for the Circuit will not be al-*

lowed; and Operators will find it much to their credit and convenience to wait for each other as much as possible. The Operator at Boston will attend to each one, in turn, commencing with the station nearest Boston.

5. Messages relative to movements of trains will take the precedence of all other business; and Operators will be careful, at times when the wire is used for this purpose, not to interrupt it. Commercial or paid business must always be held until it can be forwarded without interfering with Railroad business. The signal "R. R. S." may be used for train reports to Boston, or other important Railroad business, but is not to be used for train reports between stations, except in cases of necessity.

6. Time will be given as follows: At about one minute before twelve o'clock, the Operator at B. M. will take Circuit, and say, "Ready for time;" then strike dots until precisely twelve, when he will make "12," and sign. It is expected that employees will regulate their clocks and watches by this time.

7. Any defect or interruption in the working of an instrument will be reported immediately to the Superintendent's office.

8. No pupils will be received in any office, without permission from the Superintendent, and not allowed to practise on main circuit, or to interfere with the instruments on main line in any way whatever. No person not a competent Operator will be allowed to meddle with the instruments in any way; and a notice to this effect must be posted in every office.

Operators will be held responsible for any deviation from this rule.

9. Operators will not absent themselves from their offices during business-hours, nor will they exchange with another Operator, or leave their office in the hands of a substitute, without permission from the Superintendent.

10. All orders and messages relative to the movement of trains must be written in full. No such despatch must be delivered until confirmed by repeating and answer.

11. Two copies of the order, when thus found to be correct, must be delivered to the Conductor, who shall give one copy to the Engineman, who must read and understand the same before starting.

12. Conductors must in no case leave a station,

when directed by *special order*, without having the same in writing, with the assurance of the person sending it, that the Conductor's understanding is correct.

13. In case of accident, or detention of a train beyond the card time of such train, notice must be at once given at the nearest station, and the information telegraphed to the central or terminal station, and to those points where approaching trains may be signalled.

14. Operators will notify Boston as soon as possible after the arrival of the through trains at their stations, giving the time of arrival and departure, and of such other trains as they may be directed to.

PRECEDENCE OF TRAINS.

15. Regular Passenger Trains will not wait for Freight Trains. Freight Trains *will* wait for Passenger Trains (regular), and give them the *road*; also for other Freight Trains.

16. Freight Trains must also keep out of the way of an *Extra* Passenger Train of which public notice is given.

17. Medford Branch, Wakefield Junction and

Great Falls, Rollinsford, and South Berwick Junction Trains are regular Passenger Trains, as well as the Trains on the Boston and Maine Railroad.

18. Freight Trains must keep ten minutes out of the way of Passenger Trains which are to pass them.

19. Extra Trains or Engines must keep ten minutes out of the way of Regular Trains, unless they have special orders to the contrary.

20. Unless a special order is given by the Superintendent, the train first arriving at a station will take the turnout: if both arrive together, the train from Boston will do it; and trains taking the turnout will enter from the nearest end, not passing by to back on.

21. Trains *must* stop before arriving at passenger stations, when another train is receiving or discharging passengers at such station. If both trains arrive at the same time, the train *from* Boston will have precedence at the station.

22. Whenever there are two tracks in use, all trains will always, unless specially directed by the Superintendent, or when the track from some cause is not passable, take the right hand track; and, when on the left track, they will bear in

mind that the responsibility of keeping out of the way of trains on that track is entirely on themselves; and they will keep a man at least half a mile in advance. Outward Regular Trains have precedence; and Passenger Trains have precedence of Freight Trains.

SPEED OF TRAINS.

23. Trains will be run as near to the time per Time-Table as possible, neither arriving at the stations too soon nor too late.

24. No train will leave a station earlier than the time named in the Time-Table, unless by special order of the Superintendent.

25. All Drawbridges, and all bridges of more than three hundred feet in length, *must* be approached carefully; and trains will be run over them at a moderate and uniform speed, and over all shorter bridges in strict accordance with the special rules of the road.

26. *Express Trains will pass through stations at a rate of speed not exceeding twenty-five miles, and Extra Trains at a rate not exceeding fifteen miles, per hour.*

27. All inward Express Trains, and trains that

do not stop at Malden, inward, will reduce their speed to fifteen miles per hour in passing Malden Station.

28. Freight Trains must *not* be run faster than *twelve* miles an hour; unless, from some unavoidable delay originating after they passed the last station, it shall be rendered necessary to do so in order to give a Passenger Train the road, or unless there are special orders to that effect. No variation from this Rule will be excused.

29. Trains going east, at Lawrence and Bradford, and trains going west, at Rollinsford, Dover, C. & P. Junction, Bradford, and Wilmington Junction, will wait, if necessary, ten minutes behind regular time for trains from connecting roads.

RULES FOR OPERATING SINGLE TRACK.

30. Each Rule, to "*Keep out of the way*" of any other train, means, to keep *full five minutes* out of its way, supposing it to run on its *regular time* by Time-Table, unless some *other* time is specified in the *Rule*.

31. “*Look out for trains ahead! Look out for trains behind!*” FULL-FACE FIGURES in Time-Tables indicate regular passing-places for trains.

32. At 12 o'clock, midnight, the right of any train of the preceding day to the road ceases; and, after that hour, both passenger and freight trains will run as if all the trains of previous days had been regular; and any trains of the preceding day delayed beyond 12 o'clock, midnight, will keep out of the way of *all regular* or *extra* trains of the succeeding day, and all trains of the preceding day.

33. If any Freight, Extra, or Irregular Train is from any cause delayed on the road, so that it cannot reach the next turnout within the time for which it is entitled to the road, it must be backed — keeping a man ahead — to the nearest turnout, and there await the passing of the train then entitled to the road.

34. Extra Trains or Engines must keep out of the way of all Passenger Trains, and of the *regular* Freight Trains, *unless special directions are given to the contrary.*

35. No Freight, Extra, or Irregular Train will

leave any station, or end of double track, unless it has time to reach the next station ten minutes prior to the time, per table, for any train therein named to get there, unless a special rule allows it to do so.

EMPLOYEES' GENERAL RULES.

36. Employees of the Company must devote themselves exclusively to its service, obey promptly all orders they may receive from those in authority over them, and conform to all the regulations of the Company. Negligence in the performance of duty is equivalent to incompetency, and, if not immediately corrected upon admonition, will always be good cause for dismissal from the service.

37. The *safety of the passengers* is the first consideration; to this, together with the *safety, regularity, and punctuality of the trains*, and the *comfort and convenience of passengers*, all operations of working or repairing the road must be completely and entirely subordinate.

38. All employees are expected to exercise the greatest care and watchfulness to prevent injury to persons or property; and they must, in all cases

of doubt, take the course which involves no danger. They must be civil and obliging to passengers, and others with whom their duties may bring them in contact; must not use profane or improper language; and must avoid altercations with any person.

39. The use of intoxicating drink on the road, or about the premises of the Company, and smoking while on duty, are strictly forbidden. Any employee appearing on duty in a state of intoxication will be forthwith dismissed; and those who do not use intoxicating drinks will receive the preference in promotions and employment.

40. When on duty, all employees whose duties bring them in contact with passengers will wear a cap or uniform prescribed for their respective positions; and they will not be allowed to modify either, in any respect, to suit individual tastes.

41. No person in the employ of the Company will be allowed to do any express-business, or to be in any way connected therewith.

CONDUCTORS.

42. Each Conductor is required to be familiar with the Time-Tables, and all the Rules concern-

ing the running of trains, — whether they relate specially to his duties, or not.

43. He will have entire charge of the train, and will make its safety his first care. He is responsible for its movements while on the road; and when there is any doubt as to the right of road, or safety of proceeding, from any cause, he will consult the Engineman, who will be equally responsible for the safety of the train.

44. He will see that his subordinates are instructed in their duties; will be held responsible for their good conduct, and prompt performance of duty; and will report to the Superintendent any misconduct or negligence on their part.

45. He must carry an accurate and reliable watch, regulate it daily by the *standard time*, and compare it with that of his Engineman before starting on each trip.

46. He must see that his train is provided with every thing required by the regulations of the road, including the tools and implements required by law, and the proper flags and lanterns for signals, as well as spare couplings, links, and pins, and all other articles ordinarily required in emergencies; and that a Brakeman is kept on the rear car while

the train is in motion; and, if train brakes are supplied, that the same are properly connected.

47. He must know that all switches which have been changed for his train are left right for the main track, unless they are in charge of a regular Switchman, or the Conductor of a following train is present, and takes charge of it.

48. He will make reports of his trains promptly, on the blanks provided for the purpose; and he will report *personally* and promptly, and also in writing, to the Superintendent all *accidents* and all unusual occurrences.

49. When he has reason to believe that his train has passed over a broken rail, he must stop the train; and if he ascertains that such is the case, if the Section-Master is not at hand, he will leave a Brakeman with a red flag or lantern, and torpedoes, sending him back a sufficient distance to prevent accident to any train following. He must also notify the Agent at the next station, and telegraph the fact to the central or terminal station.

50. He must see that the several Rules in relation to Signals are strictly observed.

51. Each Passenger Conductor, when on duty,

will wear the uniform cap prescribed by the Superintendent. It is his duty, before starting his train from any terminal station, personally to see that his cars are clean, and in good and safe order, and to report to the Master of Transportation, as early as possible, any repairs that may be necessary on the cars, or any neglect in cleaning. He must also see that the cars are well ventilated, and at night are well lighted, and be sure that the bell-cord is properly adjusted through all the cars of the train, and with the alarm-bell on the Engine, one stroke of which signifies to the Engineman that the Conductor wishes the train stopped as soon as possible.

52. The Conductors of Passenger Trains will be at the Boston Station, with their uniform caps on, to attend to the duties of their offices, for at least the number of minutes hereafter specified, before the time of starting their trains; viz., Of Portland, Great Falls, Concord, Lawrence and Haverhill, and Newburyport Trains, ten minutes; and of Medford, Wakefield Junction, and Reading Trains, five minutes. At all other stations whence trains start, excepting Portland, they will be on hand, as above specified, at least five minutes; at Portland, ten minutes.

53. He must look after the safety and reasonable comfort of passengers, and instruct his Brakemen how to do the same; and he must endeavor to have passengers observe the following "Cautions:" —

Not to get upon nor leave cars *while in motion*, but wait until the train has come to a *full stop*.

Not to put heads or arms out of car-windows.

Not to stand upon the car-platforms.

To get upon the train from the station platform, and not from the opposite tracks;

To enter the cars by the *rear* door, and leave them by the *forward* door.

54. He will cause the name of each station at which his train stops to be distinctly announced in each car. If the train stops short, or runs by a station, so that it must be moved again before a final stop, the call should not be given till the final stop. He must allow passengers sufficient time to enter and leave the cars in safety, assisting them when necessary, but avoiding any unnecessary delays, and adhering as closely as possible to the Time-Table.

55. In his intercourse with passengers, he

must be polite and obliging. He must see that order and decorum are preserved in the cars, and prevent the annoyance of passengers by the rude or improper conduct of others. (If disorderly conduct is persisted in by any passenger, after remonstrance from the Conductor, such passenger should be removed to the baggage-car, and detained there, or ejected from the train at a station.)

56. When for the non-payment of fare, or disorderly conduct, it may become necessary to remove a passenger from a car, the Conductor must be careful to use no more force than is absolutely necessary to accomplish the purpose. In every such case of ejection, he will ascertain the names and address of some of the passengers, who, from a knowledge of the facts, can be called upon to testify to them, if necessary, and send them, with a full written statement, to the Superintendent.

57. He will not permit any person, not authorized by the Superintendent, to sell books, papers, or other articles, upon the cars, nor allow passengers to be annoyed by travelling musicians, or persons asking charity.

58. Conductors of Passenger Trains are required to make weekly returns, to the Superintendent, of the names of all persons passed free (excepting workmen of the road passing to and from their work by authority of the Superintendent), stating by whose authority, and in what capacity, they were so passed. Conductors are allowed no discretion in passing passengers, but are, in all cases, to require fares of those not having passes from competent authority, or not, by the Rules of the Road, entitled to be passed.

59. If any person refuses to show a ticket, or pay his fare, the Conductor will cause him to be arrested, and dealt with according to law.

60. The Conductor will promptly report to the Superintendent or Master of Transportation any damage which may occur to cars of his train, or any other cars or property belonging to the Company, of which he may have knowledge.

61. Conductors must always bear in mind, when running at night, that they must have two white lights and one red light attached to rear of train, so as to be readily seen by any other train following them.

62. If any train breaks down, stops, or is de-

layed on the road, the first duty of the Conductor is to see that very efficient measures are taken to prevent any other trains from running into the delayed train. *One efficient man*, and, in all cases of danger, *two efficient men*, must be sent backward or forward, as the case may require, with red flags or lanterns and torpedoes, at least half a mile, to *stop* any approaching train. No wish to have the Signalmen go on in the delayed train must prevent their going forward or backward at least half a mile, and staying there till the approaching train is stopped; and if a second, third, or fourth train is to follow, the same precautions must be observed.

63. THIS RULE IS OF THE GREATEST IMPORTANCE; and the Conductors must BE SURE that efficient men are sent with special instructions to stop the approaching trains.

64. All trains will avoid stopping, if possible, where there is danger from other trains.

65. There has been provided for each train a box of "Explosive Torpedoes." These torpedoes are not to be used, or exploded, except in cases where an ordinary signal lantern or flag cannot be made available to stop a train, or prevent a

collision with a train that is delayed, or has stopped from any cause, and is in danger of being run into. These torpedoes are to be used as an additional guard for safety.

66. The rule is, for the Conductor of the delayed or broken-down train (in foggy or stormy weather, or when it is thick, and a common flag or lantern signal cannot be distinctly seen) to send a man back at least two thousand (2,000) feet, and place two torpedoes on each rail of the track the delayed train is on, taking care to stand by them with a flag or lantern until the danger is over, or the obstruction, if any there be, removed. This Signaller so sent back must take the next train for his destination after the danger is over, and not attempt to take his own train, unless it is perfectly safe from danger of being run into. And he must bear in mind that he must still, notwithstanding he has torpedoes, not rely on them entirely for safety; but the flag or lantern must be used just the same as if he had no torpedoes. After the danger is over, the man must collect his torpedoes, if they are not exploded, and return to his ordinary duty.

67. It is made the duty of the oldest Reading

Conductor to regulate the clocks between Boston and Reading; the oldest Newburyport Conductor, the clocks on the Newburyport Railroad; the oldest Medford Conductor, the clocks of the Medford Branch.

68. Conductors are reminded that it is their duty to require of the Enginemen attention to the Rules of the Road. Negligence or recklessness on the part of an Engineman will be taken as proof of the inefficiency of the Conductor, unless such conduct has been duly and distinctly reported on every occasion of its taking place. Conductors will, at the same time, treat their Enginemen with that consideration due to their very responsible duties, and are recommended always to advise with them in cases of difficulty.

FREIGHT CONDUCTORS.

69. Freight Conductors will be subject to the General Rules concerning all Conductors, and also to the following:—

70. Each Freight Conductor will see to making up his train, and that the doors of all the cars are closed and properly secured. If any car is not so loaded that it can run with safety to

the freight or train, he will notify the agent at the station, and leave it to be reloaded.

71. Each Conductor will be held responsible for the faithful performance of duty by the Brakemen on his train, and will, in all cases, see that they are at their posts. The Conductor will always station himself where he can see and signal his men.

72. He will observe whether the bridge-guards are in good order, and, if not, he must promptly notify the Superintendent.

73. He will see that his train is provided with the necessary signals, and that they are used according to the Rules concerning Signals, in case of accident or otherwise.

74. He will not allow any person to ride in the cars on his train without an order from the Superintendent, unless it be some officer of the road, or workmen who are necessarily obliged to go to attend to work upon the road.

75. He will be particular in having a brake-car as the rear car of the train, and a brakeman on that car, when running. When the trains run by day, they will have a red flag, and by night two red lights, on that car, which shall be so

placed as to be visible to the Engineman of the train, and to any approaching train. They will always examine the wheels and running-gear of the train before it starts, and mark every car needing repair, and take from the train any car unfit to be run.

76. It is made the duty of the oldest Freight Conductor to see that all the clocks of the way stations east of Reading conform to the standard time.

ENGINEMEN AND FIREMEN.

77. Each Engineman is subject to the direction of the Conductor while his engine is attached to a train.

78. He must carry a reliable watch, regulate it daily by the standard time, and always compare it with that of the Conductor before starting on each trip.

79. Enginemen are held responsible that their engines are clean and in good working-order, and that they are supplied with all necessary tools; that their spark-arresters, and wire nettings over the smoke-pipes and in front of the ash-pans, are in good condition; and that

they have sufficient wood or coal, and water in the tenders: and no person is allowed to move an engine but an Engineman, or a regularly appointed Fireman, without an order from the Superintendent or Master Mechanic.

80. Every Engineman must have a good Head-light on his engine, and, when running at *night*, must always, without fail, have it lighted.

81. They will not start the train until they shall be directed by the Conductor, nor until the bell is rung; and they will run the trains as nearly to their time as possible, neither arriving at the stations too soon nor too late. They will cause the bell to be rung, or whistle sounded, at least eighty rods before arriving at any road-crossing, and the bell continued to be rung, or whistle to be sounded, till they pass. In approaching roads at or near which the trains are to stop, the bell must still be rung.

82. They will not sound their whistles as a signal for the Conductors and Brakemen to apply their brakes when about to stop at a station, but will sound them in case of danger. The whistle sounded *once* means to stop as soon as possible; sounded *twice* means to let go the brakes;

sounded *three times* means that the Engineman wishes to back his train. Enginemen will sound their whistles with a continuous sound, at such places as shall be indicated by posts erected for this purpose on the right of each track, marked *W*; and when approaching any other railroad crossings or junctions, or regular stations where their train does not stop; also when approaching the following places, whenever it is foggy or dark; viz., Ferry Road in Bradford, Mystic Bridge, and Boston Draw, going in.

83. Every Engineman, in approaching a road or switch, should move at a moderate speed, and see that the way is clear before he reaches it. If the switch be not *seen* to be right, he should stop till he is sure; and a *very* good excuse will be required for running off at a switch left on the wrong track, unless it be at night, or in a very dense fog. The absence of the proper lights at those draws, switches, or crossings where usually shown, is to be considered a signal to stop the train, which the Engineman must always do; and he must not proceed till he is sure that all is right; and all such omission of lights must be immediately reported to the

Superintendent. Passenger Trains will not run into Boston Station unless the signal that all is right is seen.

84. The proper signal is, by day one ball on the mast-head at the freight-house, and by night a red light in the same position.

85. No person will be permitted to ride on any engine while the same is hauling a train, or on the tender thereof, excepting a Director of the road, the Superintendent, the Master-Mechanic, the Master of Transportation, the Freight-Agent, the Conductor, or the Road-Masters, *of this road*, without a written pass signed by the Superintendent or Master-Mechanic; and all such passes must be returned the next day to the Superintendent.

86. Every Engineman must keep a good look-out, as he moves forward, for any signals, either from the repair-men or from any other person, or for any indication of danger made to him, or which he may observe himself; all of which he is responsible for seeing and immediately attending to: and he must obey any signal made by a repair-man, gate-keeper, or other servant of the Corporation, even if he should see reason to think

such signal unnecessary. The lives of the passengers are intrusted to his care; and it is fully expected that he will not only attend to every signal given him, and to all his instructions, but also, that he will, on all occasions, be vigilant and cautious himself, not trusting entirely to signals for safety.

87. Enginemen, on noticing an explosion of a torpedo, will at once stop their train as soon as possible, and ascertain the cause of the signal, and report the same at this office.

88. Enginemen of Extra Trains, both Passenger and Freight, running from east of Plaistow Brickyards towards Haverhill, must always, without fail, ascertain at Plaistow Brickyard Station if an Extra Train has been flagged from Lawrence to the Brickyards. It will be seen that this is of the *utmost importance*.

89. It is the duty of the Engineman who is to run an *Extra* to see that one train going ahead of the Extra carries the proper signal.

90. It is also the duty of every Engineman who has *good reason* to think an Extra is to follow his train to carry the proper signal if not previously sent, though, by neglect of others, he is not requested to do so.

91. If Extra Trains are flagged in *both* directions at the same time, on single track, they must pass at *Exeter*, unless *positive* and *definite* arrangements are made for another place to meet. The Station Agent at Exeter must see to this. The greatest care is necessary when trains are flagged only a *part* of the length of the single track, lest a train in the opposite direction should not know about it. Enginemen who carry signals must see to this, and inform the Station Agent at Exeter, and persons in charge of Extra Trains which he passes.

92. If an Extra Train (east of Exeter, going east, or west of Exeter, going west) *meets* a red flag, it must keep out of the way of the train following said red flag, which is going towards Exeter.

93. *Remember* that all Extra Trains going *towards Exeter* have a right to the road, when flagged, AS FAR AS EXETER, against all other Extra Trains running in an opposite direction.

94. The proper signal for an Extra is a red flag flying on engine by day, and a lantern in front of the engine by night. Only *one* signal must be sent, in any case, for one Extra; and that

signal is to be considered as good until twelve o'clock, midnight, of that day, subject to the rule as above; and, if a second Extra is to follow, another signal must be sent for it, either by a regular train or by the first extra. Great care must be taken by Enginemen carrying signals to notify Station Agents, &c., whose duty it also is to inquire about them.

95. It is *sometimes* necessary, in case of accidents, &c., to run an Extra without a signal having been sent on the preceding train. In such cases, the Engineman *must run slow*, and exercise the greatest possible care when he cannot see far ahead; and remember that *he is accountable for any accident that may occur*.

96. *Any train* following another must keep at least one mile behind, and must be run with *great care*, especially around curves.

97. He must be familiar with *all* the Rules in relation to the running of trains, and must at all times take every reasonable precaution to guard against accident, *and, in cases of doubt, must always adopt the SAFE course*.

98. In case of accident, he will make a written statement of facts to the Superintendent.

99. Enginemen, on switching off trains at Boston, and all other places, must always give the Switchman plenty of room between the engine and train to change his switch.

100. Enginemen of *Freight Trains* will avoid making running switches in Boston Freight-Yard.

101. In switching off Passenger Train Engines at No. Lawrence, Enginemen will not leave their trains until after they cross Broadway.

102. Firemen are under the direction of the Enginemen, when running, and must obey their orders, and must perform such duties about the Engine as may be required of them.

Both Engineman and Fireman must be on the Engine when in motion, except when the Fireman is necessarily sent to a switch, crossing, or signal station, or to warn other trains; and, when the Engine is standing, one of them must remain with it.

BRAKEMEN.

103. Brakemen will be under the direction of the Conductor while on the train, and will report themselves at all times to the Master of Transportation. It is their duty to keep the cars neat

and clean, to connect the bell-cord through all the cars with the engine, to take care of the lamps and stoves, and do such other work on the train as the Conductor requires. They must be at their brakes while the train is moving, except when called away by direct order of the Conductor.

104. One experienced Brakeman must ride upon the rear car of every train; and it will be his duty to keep the signals for the rear of the train in good order, and to attach them in the proper positions when running; and in case of accident, delay, or any appearance of danger, he will immediately provide for the safety of the rear of the train.

105. Brakemen, when on duty, must wear the prescribed cap or uniform.

106. They are expected to acquire a sufficient knowledge of their duties, and familiarity with the road, to be able to stop their trains at regular stopping-places without the whistle being sounded for that purpose.

107. They will notify passengers upon the platforms of the cars that it is contrary to rule to ride there; they will be civil to all passengers, and give all proper information respecting their

trains to those getting upon or leaving them while they are on duty; they will not smoke, read, or converse, except to give necessary information, nor pass through the passenger cars except in discharge of their duty.

108. When trains break apart, great caution must be used in applying the brakes so as to avoid a collision between the disconnected parts.

BAGGAGE-MASTERS.

109. Train Baggage-Masters are under the direction of Conductors while on the train. They will wear the prescribed cap or uniform when on duty, and will not leave their cars, on the arrival at the destination of the train, until all baggage has been delivered; and they must keep an accurate account of checks received and delivered, and at what stations.

110. They are required to handle baggage carefully, and are to remember that the law imposes a fine of \$50 for injuring or destroying baggage.

111. Station Baggage-Masters will be at their posts during such hours as may be required, ready to attend to the wants of passengers.

They will be polite and obliging to all, and give all proper information in relation to the transportation of baggage over connecting lines, &c.; see that their rooms are in a neat and orderly condition; keep an accurate account of checks on baggage received or delivered; and report immediately to the General Baggage-Master, Boston, any claim for lost or damaged baggage.

112. They will receive from passengers all baggage to be forwarded, and mark it plainly. They will deliver it to the Baggage-Masters of the trains, and will take charge of all baggage left by them.

113. In marking baggage, instead of marking the name of the place where it is to be taken out, either in full, or by any initials or other kinds of marks, the following system will be adopted: All baggage for Boston will be marked **O**: all baggage for other stations will be marked with the number representing the station.

114. When passengers make claim for lost baggage of any Station Agent or Baggage-Master, he will take an accurate and particular description of the article lost, and of its contents and value, with the date and number of the

train by which it was lost, and *immediately* forward the same to the Transportation-Master in Boston, at the same time making all the search for it he can, and inquiries in reference to it. *Whenever any baggage remains at a station more than one week, the Station-Agent, unless the owner is known, will send it to the Transportation-Master at Boston, with a card on it, stating from which station it is sent, and when and by what train it was left. In no case is any person connected with the railroad authorized or permitted to take charge of an article to be carried in any Passenger Train, when no person accompanies it. All articles found in the cars or stations must be sent or given to the Master of Transportation, with a statement where found. This Rule is very important.*

115. All persons connected with the business must use the greatest care to make no mistakes in marking, forwarding, and delivering baggage, and, when lost or miscarried, must endeavor to look it up. Negligence in either of these respects will subject the party in fault to having to pay the damages imposed on the Company by his negligence.

The following Rules and Regulations have been adopted in regard to passengers and baggage; viz., —

FIRST.

In regard to Passengers.

116. Passengers must procure their tickets before taking their seats in the cars.

Much trouble having arisen as to the amount of fare to be charged for children, the following Rule is communicated, to prevent further trouble on this point; viz., —

Children over twelve years of age will be charged full price; those between four and twelve years, half-price; those under four years of age will be taken free.

SECOND.

In regard to Baggage, and Articles carried on the Passenger Trains.

117. All baggage must be delivered to the Baggage-Master, or other person authorized to receive it, before the passenger takes his seat in the cars.

118. Baggage must be accompanied *in the*

same train by its owner; and, when not so accompanied, no agent of the Company is authorized to put it on board the train; and the Company will not hold themselves liable as common carriers in regard to it.

119. The liability of the Company *as common carriers* in regard to baggage and other articles transported upon a Passenger Train will not commence till such baggage or other articles are put or received on board the train; and the same liability will terminate when such baggage or other articles are unladen from the train at their place of destination.

120. Baggage will not be taken to include money, merchandise, or other articles than those of personal use; and passengers are allowed to take eighty pounds. If in excess of this weight, an extra amount must be paid, to be determined by the Express Freight Tariff of the latest date.

121. The Company will not hold itself responsible for any valise, package, or other article of personal property, taken by the passenger with him into the cars, or carried at all upon a Passenger Train, unless delivered to the Baggage-Master,

or other person authorized to receive and take charge of such articles; and no agent of the Company is allowed to take charge of specie, drafts, bank-bills, or other small articles of great value, to go by a Passenger Train.

122. The Company expressly reject any liability for the care of articles in the keeping of express-agents who pass over their road under special contracts or otherwise, — whether any such limitation of the Company's liability is published by such express-agents' advertisement or not.

STATION-AGENTS.

123. Station-Agents have charge of the Company's property at their respective stations, and the general direction of the business of the road at those points, subject to the General Rules and Special Orders.

124. They will see that all parts of the station buildings and yards are kept neat and clean, and must not permit disorderly or idle persons to loiter around the premises, to the danger of property or the annoyance of passengers.

125. They are required to have their ticket-

offices open at least fifteen minutes before the arrival of each train that stops at their station, and to keep them open till three minutes before the train's arrival. They must be prepared to give any information respecting trains upon the road, and concerning all connecting trains on other roads; must treat passengers with politeness, and see that their subordinates do likewise. They will check the baggage of passengers, and see that it is properly marked, and put upon the proper train.

126. They will have charge of the tracks, sidings, switches, &c., at the station, and will be held *responsible for the security and position of the switches*. They will also see that cars on side tracks are properly blocked, and do not obstruct the use of other tracks, or in any way endanger the safety of passing trains. When trains are due, they must know that the track is all right for them to pass.

127. They will be held responsible that their stations are properly supplied with flags and lanterns of the different colors, and other signals.

128. They are required to notice all signals on trains, and to govern themselves accordingly.

They must show signals required by Special Rules, and, in case of any danger to approaching trains, must send signals to warn them. They must communicate promptly, and without fail, any despatch concerning the running of trains, to the Conductors of such trains.

129. They are required to note the time at which any train passes their station, and to signal it to stop, if following another within the time prohibited by the Rules of the road. They are directed to report all cases of trains running contrary to the prescribed Rules of the road.

130. Station-Agent at Exeter will bear in mind that all Extra Trains going *towards* Exeter have a right to the road, when flagged, *as far as Exeter*, against all other Extra Trains.

131. Station-Agents are held responsible that no Extra Train passes their station, when another Extra is flagged to their station, or beyond from an opposite direction, without notice being given to the Engineman and persons in charge of the Extra Train. This notice and rule is also applicable to all employees; and it is their duty to see that attention is paid to it; and they are held responsible also.

132. The proper signal for an Extra is a red flag flying on engine by day, and a lantern in front of the engine by night. Only *one* signal must be sent, in any case, for one Extra; and that signal is to be considered as good until twelve o'clock, midnight, of that day, subject to the rule as above; and, if a second Extra is to follow, another signal must be sent for it, either by a Regular Train or by the first Extra. Great care must be taken by Enginemen carrying signals, to notify Station-Agents, &c., whose duty it also is to inquire about them.

As to Freight going by Freight Trains.

133. All articles of freight must be plainly and distinctly marked, or they will not be received by the Company; and, when designed to be forwarded after transportation on the railroad, a written order must be given, with the particular line of boats or teams marked on the goods, if any such be preferred or desired.

The Company will not hold itself liable for the safe carriage or custody of any articles of freight, unless receipted for by an authorized agent; and no agent of the Company is author-

ized to receive, or agree to transport, any freight which is not thus receipted for. Duplicate receipts, in the form prescribed by this Company, ready for signing, must accompany the delivery of any freight to that Company.

134. No responsibility will be admitted, under any circumstances, to a greater amount upon any single article of freight than \$200, unless upon notice given of such amount, and a special agreement therefor. Specie, drafts, bank-bills, and other articles of great intrinsic or representative value, will only be taken upon a representation of their value, and by a special agreement assented to by the Superintendent.

135. The Company will not hold themselves liable at all for any injury to any article of freight during the course of transportation, arising from the weather or accidental delays. Nor will they guarantee any special despatch in the transportation of such articles, unless made the subject of express stipulation. Nor will they hold themselves liable, *as common carriers*, for such articles after their arrival at their place of destination, and unladen in the Company's warehouses or depots.

136. Machinery, furniture, stoves and castings, mineral acids, all liquids put up in glass or earthen ware, unpacked fruit, and live animals, will only be taken at the owner's risk of fracture or injury during the course of transportation, loading, and unloading, unless specially agreed to the contrary.

137. Gunpowder, and like explosive articles, will not be received on any terms; and all persons procuring the reception of such freight by fraud or concealment will be held responsible for any damage which may arise from it while in the custody of the Company.

138. All articles of freight arriving at their place of destination must be taken away within twenty-four hours after being unladen from the cars; the Company reserving the right of charging storage on the same, or placing the same in store at the risk and expense of the owner, if they see fit, after the lapse of that time.

SECTION-MASTERS.

139. Section-Masters will daily examine the track on their respective sections, and see that it is in good condition, and safe for the passage of

trains. They will also frequently examine the sides of all cuts, and remove therefrom rocks, trees, stumps, or earth, which may be in danger of falling upon the track; guard all points where exposed to wash or injury of any kind, taking especial care in stormy weather; keep rails clear at crossings during snow-storms; keep fences in repair; and report the names of owners of cattle that may be found on the road; and they will see that no wood, lumber, sleepers, or other obstructions, are piled within *six feet* of the track.

140. They will *in no case* remove a rail, or obstruct the track, without stationing a man with a red flag one-quarter of a mile back, or in both directions if there is a single track, to warn approaching trains.

141. They must know the time when all Regular Trains are due, and keep the track clear for them; and must be on the lookout for flags or lanterns which announce Extra Trains, guarding the track till all such Extra Trains or Engines have passed.

142. They will keep the Road-Master fully informed of all that it may be necessary for him to know in regard to the wants of the track, and

report promptly all slides, obstructions, defects of track, and fires near the road.

FLAGMEN, GATE-TENDERS, AND SWITCHMEN.

143. Flagmen and Gate-Tenders must be provided with flag and lantern: they must know the time when each Regular Train should pass the highway where they are stationed, and notice all signals for Extra Trains, keeping a vigilant look-out for the same. When a train is approaching, they must seasonably close the gate, or show the signal, and endeavor to prevent any one crossing the track; and must keep the gate closed, or display their signal, until the train has wholly passed. They will keep the track across the road clean, and, in case of obstruction, will warn trains by showing the danger-signal.

144. No persons, excepting those having charge of them, will be permitted to move the switches in the vicinity of Boston, excepting in cases of sudden danger. All switches on the outward track on the bridges must be placed right at least three minutes before the passing of any Regular Train.

DRAW-TENDERS.

145. Draw-Tenders must be at their posts at all times required by the Special Rules relating to their draws. They must keep the draw closed, and in order for the passage of trains, at all times when not required to be open for the passage of vessels. They must see that their signals are always in order, and must use the utmost vigilance in causing them to be shown whenever the draw is open, and until it is completely closed, and ready for the passage of trains.

146. They must be familiar with the laws of the Commonwealth in relation to draw-bridges on railroads, and must strictly observe the Special Rules of the road relating to the draw under their charge.

WILLIAM MERRITT, *Superintendent.*

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Boston & Maine railroad

Regulations

