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THIS BOOK

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Eng.

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NORFOLK AND WESTERN
RAILWAY COMPANY.

Rules and Regulations

FOR THE

GOVERNMENT

OF THE

OPERATING DEPARTMENT

Superseding all existing Orders or Instructions
Inconsistent therewith

Effective April 15th, 1898,

12.01 A. M.

freight train at a station where it has much work to do, until after the work is done.

472. A train, or any section of a train, must be governed strictly by the terms of orders addressed to it, and must not assume rights not conferred by such orders. In all other respects it must be governed by the Train Rules and Time-table.

473. Orders once in effect continue so until fulfilled, superseded or annulled.

Where more than one movement is included in an order, any part of the order specifying a particular movement may be superseded.

Orders held by or issued for a regular train are annulled when such train has lost its rights, as provided by Rules 320 and 407, and other trains will be governed accordingly.

474. A fixed signal must be used at each train order office, which shall display red at all times when there is an operator on duty, except when changed to white to allow a train to pass after getting orders, or for which there are no orders.

When red is displayed, all trains must come to a full stop, and not proceed as long as red is displayed. The signal must be returned to red as soon as a train has passed. It must only be fastened at white when no operator is

Governed
strictly by
orders.

Orders
must be
fulfilled,
superseded
or annulled

Fixed sig-
nals at
each train
order office

Must have
order or
clearance
card.

on duty. This signal must also display red to hold trains running in the same direction the required time apart. Operators must be prepared with other signals to use promptly if the fixed signal should fail to work properly. If a signal is not displayed at a night office, trains which have not been previously notified must stop and inquire the cause, and report the facts to the superintendent from the next open telegraph office.

When a semaphore is used, the arm means red when horizontal and white when in an inclined position.

474 (a). When an operator receives the "31" or "19" signal, he must immediately display red, or know that red is displayed, and reply "red displayed."

475. Operators will promptly record and report to the superintendent the time of arrival and departure of all trains and the direction in which extra trains are moving.

476. Regular trains will be designated in orders by their schedule and engine numbers, as "No. 10, Eng. 81," or "2d No. 10, Eng. 76," extra trains by engine numbers, as "extra 798," and all other numbers by figures. The directions of the movement of extras will be added, as "East," or "West," "North," or

Display
red.

Report
trains.

Regular
trains will
be design-
ated.

RULES GOVERNING OPERATION OF BLOCK SIGNALS.

INSTRUCTIONS TO TRAIN AND ENGINEMEN.

501. Taking effect upon date to be fixed by special order, trains will be governed in their movements by a block system designed to protect trains running in an opposite as well as in the same direction. This system will be independent of the General Rules governing train movement and the movements directed by special telegraphic orders, and must not be confused therewith.

502. The section of main track between two telegraph stations is termed a "block." A "block" station is a telegraph station where signals are displayed directing train movements.

503. The form of signal to be used is the double-arm semaphore, consisting of a mast with two arms near the top, one on each side, except as stated in Rule 514.

A horizontal position of the arm, or a red light displayed, signifies *danger*—stop.

A nearly vertical position of the arm, or a white light, signifies *clear*—go ahead.

The right-hand arm to a train approaching governs a train moving in that direction.

The normal position of these signals will be at danger, where they will remain except when held at clear by the hand of the operator.

Description.

Section
constitu-
ting block.

Form of
signal
to be used.

A block signal at Danger must never be passed until the proper authority, in the form of a "Permissive Block Card" or a clearance has been obtained from the operator, except as stated in Rule No. 514.

Absolute block.

504. An "absolute block" means that but one train will be permitted to use the track between any two block stations at the same time.

Permissive block.

505. A "permissive block" is used when trains are permitted to enter a block under notice that the preceding train has not cleared the same block. This is to be used only by direction of the superintendent, except as provided in Rule No. 514.

Use of block signal.

506. The block signals will be used for train orders, and all rules applying to train order signals will apply to the block signals when used for train orders.

Authority for using permissive block cards

507. Authority for using permissive block cards by operators, as per Rule No. 508, will be given in the following form by the superintendent:

Card Train No. _____

"Card A. O. K. 9:05 a. m."

The designating letter; O. K.; time made O. K.; and the initials of the superintendent must be indorsed on the face of the permissive card before it becomes of value or effective.

508. When a permissive block is ordered, the operator will give each conductor and engineman a card of the following form, with the blanks properly filled:

Form of permissive card.

Form C. T. 168.				
Norfolk and Western Railway.				
DIVISION.				
Conductor and Engineman No. _____				
Use permissive block from _____				
to _____				
Train No. _____ entered at _____ M.				
This order will be given in triplicate, one copy to be delivered to engineman, one to conductor, and one filed by operator.				
<i>Operator.</i>			<i>Superintendent.</i>	
CARD	MADE	AT	BY	Rec'd by Operator

509. Enginemen and conductors running under permissive block must handle train with great caution. Where view is obscure speed must be reduced to insure against collision with a train which may be running ahead.

Caution when running under permissive block.

510. When a train approaches a block signal and it is changed to "clear," it will indicate that the block is clear to the first outer switch of the next station ahead. If the signal is at danger, it will indicate that the block is occupied by other trains, or that there are train orders.

When signal is changed to clear.

When signal stands at danger.

511. When a signal stands at danger and the operator issues a clearance stating that the block is clear and that he has "no orders" or "no further orders" for the train named, the train receiving the clearance may proceed if its Time-table rights or special orders permit it to do so. If the block is not clear, a permissive card in addition to the clearance is necessary.

Trains of inferior class.

512. Trains of an inferior class must not occupy the main line in any block when a train of a superior class is due to leave the first station ahead or in the rear.

Trains must not go to a closed block.

513. Trains must not go to a closed block signal or non-telegraph station to be met or passed by other trains without special orders from the superintendent, copies of which will be given to the operators at the nearest block signal station on each side of the station where trains are to meet.

Permissive block arm.

514. A permissive block arm, painted green, will be placed on the signal mast below the absolute block arm at stations named by special order where it is desired to move trains under a permissive block without the use of a permissive card. A horizontal position of the permissive arm, or a green light displayed, signifies caution, and indicates that a preceding train is in the block. When a

train is in the block and it is desired to permit a following train to enter same under permissive block, the upper arm will be lowered. The lower arm will indicate caution, and a following train may proceed without a permissive card, but must be governed by all rules relating to the use of permissive block. Boths arm in vertical position, or two white lights displayed, signifies that block is clear. When a freight train is in block controlled by a permissive block arm, a following train may be permitted by operator to enter same five (5) minutes or more after the departure of preceding train.

No train will be permitted to enter such block while a passenger train is therein, and no passenger train will be permitted to enter such block while there is a freight train therein, without permission of the superintendent.

515. Trains will not be blocked at certain designated stations to be shown in special instructions.

Trains not blocked at designated stations.

516. The responsibility for colliding with trains in block when permissive signal is given will rest with train receiving and moving under such signal. This will not relieve conductor and engineman of train stopping within block or between stations

Responsibility of conductor and engineman.

from flagging, as required by General Rule No. 399 (a).

Not relieving train and engine-men.

517. **Nothing in these rules will relieve train and enginemen from the fullest observance of all the General and Special Rules governing the movement of trains.**

Superseding block rules.

518. These Block Rules will supersede all rules for the operation of block signals heretofore issued.

INSTRUCTIONS TO OPERATORS.

The responsibility of operating the block system is placed upon the operators at the block stations, who will be governed by the following rules:

Description of block section.

519. A telegraph wire has been divided into sections by ground switches at each telegraph block station, and instruments provided therein for the purpose of operating a block system by telegraph. The normal position of this ground-switch lever is "on" or to the ground, and must be kept in this position at all times except when it is desired to work the blocks through.

Failure of block wire.

520. If from any cause the block wire fails to work the superintendent should be notified at once.

Use of block wire.

521. The block wire must not be used for any other purpose than block business and

must not be left so it will work outside of the battery sections.

522. When block signals are out of order report should be made to the superintendent at once, giving nature of defect.

Block signals out of order.

523. Operators will be provided with train register sheets upon which they will register (commencing with 12:01 a. m., daily) the leaving time of all trains in both directions at their own stations and at the next station west and east, or north and south. Immediately after a train has entered a block, operators will report to the station to the west and east, or north and south, of them the departure of such train. They will not report a train clear of the block until the rear car of the train, carrying the Markers, has passed their signal at least three hundred (300) feet.

Train register sheets.

524. Reports of trains made on block wire will not be considered complete unless operator making said reports receives O. K. and office call for same.

Reporting trains on block wire.

525. When it is desired to block trains at stations ahead or back, for any purpose, the following signals must be used:

Blocking trains at stations in either direction.

"37" block east or north-bound trains.

"58" block west or south-bound trains.

When this signal is transmitted, the operator receiving it will respond, "I 13 B 37," or "B 58," as the case may be, and sign his initial and office call, and will block such trains until the block is reported clear.

Obstruction
of one
track.

526. When one track is obstructed so that trains moving in both directions must be run over the other main track, trains must be blocked as per Rule No. 525.

Opposing
trains.

527. Operators will not permit a train to enter a block when a train is reported into the block from the opposite direction except by order of the superintendent. To prevent opposing trains from entering a block simultaneously, operators will not permit west or south-bound trains to enter until they have notified the operator at the next block station west or south to block east or north-bound trains, using signal "37" as per Rule No. 525. They will not permit a train to enter a block following a train in the same direction until the preceding train has been reported as having cleared the block station ahead, except by order of the superintendent.

Markers on
rear car of
train.

528. The rear of each train will be indicated in the day-time by a green flag, carried on either side of the last car, and at night by two or more green and red tail-lights as Markers.

If no Markers are displayed on the rear of the train, the operator at the next block station ahead must be notified to give the approaching train a break-in-two signal and clear block therefor, providing block ahead is clear; if block is not clear and is occupied by an opposing train, signal will be held at Danger; if occupied by a train moving in the same direction approaching train will be given permissive signal. Trains receiving such signals must be governed accordingly. The block station in the rear must also be notified that the track is blocked until information is received from the conductor at the block station ahead that he has all the cars in his train and block is clear.

529. The block signal must never be fastened in the Clear position except when the office is closed for the night, but must always be held in that position when it is desired to clear a train, until the rear car of the train has passed.

Fastening
signals in
Clear
position.

530. Operators will not clear block signals for trains which have already passed same, but will leave block signal at Danger and issue clearance card, providing block ahead is clear and there are no orders.

Not clearing
block
signals.

531. When trains are to meet at a block station operators will block all trains until they are certain the train or trains that are to

Trains
meeting at
block
stations.

turn out have cleared the main track, when they will permit the other train or trains to proceed.

532. When there are no train orders, and the block ahead is clear for an approaching train, the signal should be changed to clear as soon but not before the engineman is in sight of it, that the train may enter without reducing speed.

533. If a train is to turn out at a station to be passed by another train operator will not clear the latter train at the next station back until the first named train has cleared the main track. Trains standing or switching on main track must not be considered or reported as clear unless they have actually cleared the first block back. When a train is on a siding clear of the main track and the Markers have been seen, or train is reported by conductor into clear, the block may be cleared.

534. A train having cleared a block and having been so reported must not re-enter such block except under protection by flag as required by General Rule No. 399 (a).

535. On single track, in case a train is let into a block where there is an intermediate side-track and fails to reach the next block station to meet a ruling train, the ruling train should wait at the block station five (5) minutes, receive a message from the superintend-

Time of
changing
signals to
clear.

Trains on
siding or
main track

Trains hav-
ing cleared
a block.

On single
track with
intermedi-
ate pas-
sing-track.

ent advising that a train entered the block at a specified time, and then proceed under a permissive card on its Time-table rights. When trains are to meet at intermediate or closed block stations, both trains should receive an order to that effect and be allowed to enter the block under a permissive card.

536. Operators leaving their office for any cause other than work about station must have consent of the superintendent before leaving, and the block signals must be left in Danger position unless order to contrary is given by superintendent. Absence from office must be so timed as not to interfere with the movement of trains.

537. The operator's copy of all permissive cards will be mailed to the superintendent daily.

538. Day block signal offices, which will be indicated on the Time-table or by bulletin, must not be closed for the night until the block on either side is clear and "G. N." has been given and acknowledged by the offices on either side and by the superintendent. When the office is closed the signals should be placed at Safety.

539. When the office is reopened the signals should be placed at Danger immediately and offices on either side and the superintendent notified. The position of trains should be

Operators
leaving
their office.

Operator's
copy of
permissive
cards.

Day block
signal
offices.

When
office is
re-opened.

ascertained and a record of any train in the block made on the train register sheet. The first train arriving after the office is opened must not be allowed to pass except by authority of the superintendent, who will instruct whether a clear block or a permissive card is to be given.

Day block
signal
offices
closed.

540. When day block signal offices are closed the block wire will be arranged to work through the closed office, and operators on either side will consider the block as extended, with no change in the rules governing the operation of the signals.

Trains not
to go to a
closed
block-sig-
nal, or a
non-tele-
graph
station.

541. Trains must not go to a closed block signal or non-telegraph station to be met or passed by other trains without special orders from the superintendent, copies of which will be given to the operators at the nearest block signal station on each side of the station where trains are to meet. Operators receiving such orders will keep their signal at Danger and issue a clearance reading:

"Signal is out for No. and No. to meet (or pass) as per Order No. Except as stated, block is clear."

Superseding
block
rules.

542. These Block Rules will supersede all rules for the operation of block signals heretofore issued.