

RULES AND REGULATIONS

FOR THE

GUIDANCE OF PERSONS EMPLOYED

BY THE

ONTARIO, SIMCOE, AND HURON RAILROAD UNION COMPANY:

INSTRUCTIONS FOR RUNNING TRAINS, ETC.

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TO TAKE EFFECT FROM THE 1<sup>ST</sup> MARCH, 1858.  
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B A R R I E :

PRINTED AT THE "NORTHERN ADVANCE" OFFICE.

1858.

GENERAL REGULATIONS.

1.—Every Employee will be furnished, on application at the Superintendent's Office, with a copy of the Regulations of the road, or of such parts of them as may relate to his duties, and no one must take charge of Works or of any business on the road without first receiving a copy.

2.—Every Employee is required to make application for the Regulations relating to his duties, and to make himself thoroughly acquainted with whatever instructions, printed or otherwise, may be given to him by the Superintendent, or by his order.

3.—Employees who may be unwilling to co-operate cordially in carrying these Rules and Regulations into effect, or who may in any way be disposed to cavil at them, are requested not to remain in the service of the Company.

4.—Every person employed by the Company is expected to devote himself exclusively to its service, during the prescribed hours of the day or night, and to reside wherever he may be required. He must promptly obey all persons who may be in authority over him, and conform strictly to the regulations that may be in force; and he will be liable to immediate dismissal for disobedience of orders, negligence, or incompetency.

5.—No one, whatever may be his rank, will be allowed to ABSENT HIMSELF FROM HIS DUTY without the permission of the head of his Station or Office.

6.—Employees leaving the Company's service without giving one week's notice will forfeit one week's pay, to be retained as damages.

7.—The Company will not be bound to employ any person for a longer term than one month, and any Employee may be dismissed upon his receiving two week's notice previous to the expiration of any calendar month. This and the preceding rule does not apply to employees by the day.

8.—All persons leaving the Company's service must deliver such of the Company's property as may have been entrusted to their care, to the persons duly appointed to receive it.

9.—Rudeness or incivility to passengers, or other persons doing business with the Company, will, in all cases, meet with IMMEDIATE PUNISHMENT.

10.—All parties in places of trust must report any misconduct or negligence, affecting the safety of the Road, that may come to their knowledge ; and their withholding any such information will be considered as a proof of NEGLECT or INDIFFERENCE on their part.

11.—All Employees of the Company are required to exercise the greatest care and watchfulness, to prevent injury, or damage, to persons or property,

and in doubtful cases to take the safe side. Where the instructions may not be understood, they shall so act as in no way to compromise the safety of the road, seeking afterwards, with the first opportunity, the necessary explanation from the proper authorities.

12.—No smoking will be allowed by any Employee while upon duty, nor by any person in any of the Freight Houses, or on the Engines or Tenders, nor on the Baggage, Passenger or Freight Cars, except in such places as may be appointed for that purpose.

13.—Each Conductor, Engineer, Station Master, Track Master, Switch Tender, and Foreman, must have in his possession a copy of the Time Table and Regulations then in force ; and they are REQUIRED to keep themselves informed of any changes in the regulations that may be made. They are to adhere faithfully to the prescribed regulations, and have NO discretionary power to vary from them, unless such variation may be necessary for the SAFETY of the road ; and they must immediately report all such deviations, with the cause thereof, to the Superintendent.

14.—Such persons as are, by law or by regulations, required to wear Badges, must not appear on duty without them.

15.—Any alterations which may be made in these instructions will accompany the Time Tables, as special instructions, and will continue in force only

so long as the Time Table to which they are attached continues in use.

16.—Each person is expected, when on duty, to appear in an *efficient* and *proper* state of neatness and cleanliness.

17.—Spirituuous liquors are strictly forbidden to be used *by persons on duty*.

18.—Intoxication and Swearing will be treated as grave offences.

19.—All persons employed by the Company are strictly enjoined not to enter into altercation with any person, whatever provocation may have been given ; but, if necessary, to report the matter to their immediate superior.

REGULATIONS FOR FREIGHT AGENTS AND STATION MASTERS.

1.—BEFORE the arrival of each Train, he must be careful to ascertain that all SWITCHES at HIS STATION are in the proper position: That the Track and Siding are free from all obstruction, and that the crossings near his Station are kept clear. SWITCHES MUST ALWAYS BE ON THE

MAIN TRACK, EXCEPT WHEN IN ACTUAL USE; the Station Master will in all cases be held responsible for their proper position.

2.—He will see that all the buildings at his Station are kept clean and in good order; the Platform clear of snow or other obstruction; and must be careful after the passage of EVERY TRAIN, to see that all is SAFE FROM FIRE.

He will be particular to see that Passengers' luggage is delivered with all possible dispatch, and that what is not claimed is TAKEN CARE OF, AND REPORTED to the Superintendent without delay.

3.—In case of accident to any Train on the Road, he will, upon receiving information thereof, act in such way as to give the earliest possible assistance, and to prevent, as much as possible, any subsequent detention.

In case of any damage to the Track, or any of the structures on the road, coming to his knowledge, he must IMMEDIATELY dispatch some persons to notify the Track repairers, and he will also SEE PERSONALLY that it is promptly repaired—and in case the regular Track repairers are not at hand, he will employ others to repair it, taking, if necessary, the proper measures to warn Trains approaching the spot.

4.—It will be his duty to see that persons employed about the Station, in his charge, or on the Trains while at his Station, properly perform their duties,

and are civil to persons of every class, doing business with the Company, and promptly reporting to this Office every dereliction of duty on their part.

5.—He will be careful to notice that a proper SUPPLY OF WATER is kept in the Tank, and that a sufficient quantity of wood is kept on hand, convenient and ready to be put on the Tenders. He will also take care that Wood, as well as other Stores, are economically used.

6.—He must not, on **any account**, allow Cars or other obstructions to remain on the **Main Track**, and must see that all Car doors at his Station are kept shut.

7.—He will attend to the sale of Tickets at his Station, he will receive and dispatch Freight, and deliver such as arrives at his Station. For all freight he receives, he will give receipts, provided duplicates are furnished describing the goods, ready for signature; one of these to be filed for reference in his Office. For all goods arriving at his Station over the road, he will be careful TO OBTAIN PROPER RECEIPTS BEFORE DELIVERING THEM TO THE CONSIGNEES, and in no case part with them unless upon WRITTEN ORDER, OR RECEIPT OF THE CONSIGNEE, and payment of charges.

He must tally out *all Freight* delivered, from the Trains at his Station, and have the same put into the Freight House, or upon the Freight platform.

8.—He must use every exertion for the expeditious discharge of Station duties, and for ensuring punctuality of the Trains; and must not, ON ANY CONSIDERATION, detain the Trains beyond their regular time for starting.

9.—With all goods dispatched or forwarded from his Station, he will send for each, and every Car, a separate Way Bill, in the prescribed form, entering the same in his "GOODS OUTWARD BOOK"; he will in all cases sign and number each Way Bill. Each Car load of Goods destined for his Station will be accompanied with a Way Bill, which must be checked over with the Goods, to ascertain if they are correctly delivered; it is then to be CAREFULLY ENTERED upon his "GOODS INWARD BOOK," noting Goods short or over.

10.—When Goods do not arrive according to the Bill, all particulars of the deficiency or amount over, must be promptly reported the **same day**, to the Agent sending, and to the Superintendent.

11.—He must make a REPORT of Tickets sold in the form furnished, transmitting the same DAILY to this Office, with the proceeds; this remittance must be made by the first regular Train to Toronto, after the close of the day's business reported; he must also make a "WEEKLY REPORT" of the Traffic business of his Station, "INWARDS AND OUTWARDS," for which printed Forms are furnished.

12.—He must take care to ascertain, at all con-

venient times, if the time at his Station agrees with the time in this Office, by comparing his Time Keeper with the Conductor's Watches.

13.—He must report minutely every accident, however trivial, with all attending particulars, giving the names of parties in charge of the particular department or work in which it occurs.

14.—He will in all cases remember that all charges on Goods are PAYABLE ON DELIVERY, and that IF THE CHARGES ARE NOT COLLECTED THE GOODS MUST BE ON HAND. HE will be DEBITED with all freight charges to be collected at his Station.

15.—He must not on any occasion, be ABSENT FROM HIS STATION, without first reporting to this Office, and obtaining permission IN WRITING.

16.—In forwarding Freight, it will be his duty to see that it is properly loaded, so as to be easily accessible when destined for delivery at any Way Station, and also see that no Car is overloaded.

17.—He must also enquire into, and report upon, all cases where Freight may be claimed to have been *lost, detained, missent, or damaged*, and the cause thereof, and report same to Superintendent.

DISPATCHER.

The Dispatcher will have the general charge of the *Passenger Depot at Toronto*, and will have charge of the Switching Engine and persons connected with that duty, and will direct the Switchmaster how and in what manner to dispose of loaded and empty Cars and where to deliver the same.

He will also see that the *Freight* and *Passenger* Trains are properly made up, and that all men connected with those Trains are on duty in season, and that the Engines are ready to be attached to the Trains at time appointed.

It is also his duty to attend to calls for Cars, and to direct the Conductors when and where to leave them along the line.

All orders received from him, by Train men or Engineers, by Telegraph, or otherwise, relative to the working of the Trains in case of trouble or detention, are to be obeyed.

It will be the duty of the Dispatcher to provide temporarily a proper person to fill a vacancy on any Train and report same to the Superintendent.

In addition to the above it will be his duty generally to note all matters affecting the running of the road, and report all such as are considered important to the Superintendent.

REGULATIONS FOR CONDUCTORS.

1.—The Conductor will have entire charge and control of the Train, and of all persons employed on it, disregarding orders from any but the Superintendent, or Dispatcher : and he will be responsible for its movements while on the road.

2.—He will be responsible for having his Train made up and at the Station Twenty minutes before the starting time, and must in all cases report the cause, when his Train is delayed beyond that time. He must start his Train from each Terminus precisely at the appointed time, and must cause it to be run according to the time table in force, carefully reporting every deviation and the cause thereof.

3.—He must see that the regulations of the Road are observed by those under him ; and it is his duty to report immediately any neglect of duty on the part of Enginemen, Brakemen, or others employed on it.

4.—He must see before starting his Train from any Terminal Station, that his cars are clean, and in good order ; and while on the road, that the Routine duties of those employed on the Trains, whether detailed in these instructions or otherwise, are faithfully attended to.

5.—He must see that he has upon the Train, proper Signal Flags, and a sufficient number of Lanterns,

for forming the Signals, as prescribed by the regulations of the road.

6.—He must see that he has a Signal Cord properly connected, and that he is provided with the customary Papers, and Dispatch Bags.

7.—Conductors must be careful never to make the Signal for starting, while Passengers are getting into or out of the Cars. It is his duty also to have the Bell on the Engine rung, at least two minutes prior to the time of Starting, and to notify Passengers that the time is up, at least two minutes before starting the Train. He must notify Passengers on approaching each Station, or cause the same to be done.

8.—He will call the attention of the Repairer of Cars, or Superintendent of Motive Power, to any damage which may have been done to the Cars, or to any which may come to his knowledge, that it may be promptly repaired; and he must notice these in his Report.

9.—He is responsible for attaching the Tail Lamp, or Lamps, to the last Car of the Train, and must see that the Red Flag or Signal Lantern is upon the Engine, when his train is to be followed by another. When a Car is left on the Way, he must see that the tail lamps are re-attached to the Train.

10.—He will make no stops longer than are necessary for the business of the Road. And he must not stop to take on, or let off, Passengers, other than at

the regular stopping places, except by order of the Superintendent.

11.—Whenever an Extra Train or Engine is to follow another, notice thereof must be given to the forward Train, and the Conductor must notify the Station Masters and all Conductors whom he meets, of the fact, besides carrying the proper Signal; and when he arrives at the Station beyond which he is directed, NOT to flag the Train following him, he is to notify the Station Agent. Trains when they are to be followed by Extra, or irregular Trains, MUST NOT on any account be STOPPED, (except at a regular stopping place,) WHERE THE VIEW FROM BEHIND IS NOT CLEAR, FOR A DISTANCE SUFFICIENTLY GREAT TO STOP A TRAIN AFTER COMING INTO SIGHT. Should such a stoppage become unavoidable, a proper SIGNAL MUST BE SENT BACK, to stop approaching Trains.

12.—He is not to permit the sale of Books, Papers, or Refreshments in the Cars, without a written license from the Superintendent.

13.—He must not allow any person to ride in the Baggage Car, excepting the Baggage Master; nor must he permit Passengers, under any pretence, to stand on the Platforms of the Cars.

14.—It will also be his duty to prevent Passengers endangering themselves, by imprudent exposure. In the event of any passenger being drunk or disor-

derly, to the annoyance of others, he must use all gentle means to stop the nuisance, failing which, he must for the safety and convenience of all, exercise his authority, and keep him in a separate place, until he arrives at the next Station, where the Passenger must be left, using no more force than what is necessary so to dispose of him.

15.—It is the Conductor's duty to check the Enginemen when they run unsafely, and to prescribe to them, when he sees fit, the regular rates allowed on the Table, or slower rates, if the Track is in bad order, and to require of him attention to the Rules of the Road; negligence or recklessness, on the part of the Engineman, will be taken as a proof of the inefficiency of the Conductor; unless such conduct has been duly and distinctly reported, on every occasion of its taking place. He will at the same time, treat the Engineman with that consideration due to his very responsible duties; he is always to advise with him in cases of difficulty; and when any doubt exists, he, as well as the Engineman, are required to act on the **safe side**.

16.—In case of Accident, by which the Train is stopped or a Passenger injured, the Conductor must remain by the Train; but dispatch immediately, intelligence to the Trains coming from each way, and for this or any other purpose connected with the accident, it will be the duty of all other Employees. of the road, to render such Service as he may require.

Care must be taken to place men with Red Flags by day, and Red Lanterns by night, in each direction from the spot, at a **sufficient distance** to allow **approaching Trains** to stop. The Superintendent and Dispatcher are to be notified as soon as possible of the accident, and the messenger must be directed to deliver his errand in person.

17.—He will also, if necessary, send to the nearest Depots for assistance ; and for Medical Aid if wanted.

18.—The Conductor will take the best measures within his reach to have the Train forwarded with the least possible delay. When the Train is ready to proceed, the Whistle Signal for wooding-up will be used, to call in the men stationed out.

19.—Great importance is attached to the prompt delivery of Letters, Way Bills and Dispatches, consigned to the care of a conductor ; and any neglect in this particular, will be severely dealt with.

20.—The **Freight Conductor** is expected to do his duty promptly and with dispatch at the Stations, and to run with regularity when not interrupted by delays in the Trains, and to be at all times mindful that he is running his Train to do the business of the road.

21.—He is expected to attend to the making up of his Train, and always have a good brake on the last car in his Train, and to obey the reasonable requirements of the Station Masters, under whose directions

he will consider himself, in so far as the business of the Station at which he may be is concerned.

22.—He must ASCERTAIN before leaving each Station, that he has a Way-Bill for every loaded car, and a car for every Bill, the DESTINATION OF THE GOODS contained in the Cars, he takes therefrom ; and it is his duty to take charge of and deliver to the proper persons, all way bills of the goods sent by his train, as well as any other Letters, Papers, or Dispatches, which may be entrusted to him by the Officers of the Company. He will also be accountable for the due delivery of Way Freight at its proper destination, and must see it properly tallied out.

23.—It will be his duty to see that the DOORS of Freight Cars are always closed and **locked** ; and keep the Brakemen at their Proper Stations ; whenever delay occurs at a Station, from Freight being improperly stowed, he is required to report the circumstance on the same day, to the Superintendent.

24.—He will have leisure on the road to examine the Wheels, Brakes and Journals of his Cars, and can have no excuse for allowing them to be neglected, or the Journals to become heated on the Road. It will therefore always be presumed that the Conductor is inattentive to his duties if they are neglected.

25.—It will be his duty to make himself acquainted as far as practicable with the condition of the goods conveyed in the Train, and when they are so stowed as to be liable to damage, to change the stowage, or

leave them at one of the Stations, if necessary to be forwarded more safely by another opportunity.

26.—It is a very important part of his duty to Report to the Despatcher when empty cars accumulate at points where they are not wanted.

27.—If from any cause, it becomes necessary to leave a Car, or Freight in any shape, where it does not belong, he shall note the facts on the Back of the Way-Bill, and give it to the Master of the Station where left, but if left on a Siding where there is no Station, he must leave the Bill at the first Station he arrives at. Perishable property must not be so left. Agents are authorized to discriminate as to the kind of Freight to have the preference.

28.—He will see that all Switches are left in their proper position, after he has passed or used them.

29.—The proper place for the Conductor of the Freight Train, when approaching a Station, is on the First Car of the Train; his Caboose next the Engine.

30.—While waiting at Stations, he will do such switching as may be required by the Station Agent.

31.—Conductors of both Passenger and Freight Trains, must make all such returns or reports as may be required by the Superintendent, of the Business of their trains; and especially are they to report circumstantially, in writing, every accident happening to the injury of their Trains, or of others, as well as all accidents occurring on the road that may come

under their notice ; for which purpose they will be furnished with the prescribed Blank Forms, and it is their duty to apply for and keep a proper supply of the Forms required.

32.—Conductors are required to regulate their Watches by the Clock in the Superintendent's Office in Toronto, as frequently as possible, and compare with each other when meeting.

33.—Conductors of Freight Trains are strictly forbidden to carry **any passengers whatever**, except on the **written** order of the Superintendent. Conductors of Passenger Trains are not to carry any free Passengers, except such as are provided with a pass signed by the Superintendent. Any violation of this Rule will be severely dealt with.

34.—All money collected by Conductors, and by Baggage-men, (for whose duties the Conductors are responsible) must be daily paid over to officers having charge of the same, and must be accompanied with a report in the prescribed form.

35.—All Conductors of Passenger Trains are required to wear, while on duty, a conspicuous badge, marked, "**Conductor.**"

36.—On leaving a Terminal Station, the Conductor will always remain in sight for the first half mile, upon the rear platform of the last Car in his Train, to observe any Signal that may be made to the Train from the Station.

37. Conductor's Reports must be sent in **immediately** upon arrival at Toronto.

REGULATIONS FOR ENGINEMEN.

1.—The Engineman must not start his Train until directed by the Conductor, nor until the Whistle be sounded, or the Bell be rung. He must invariably start WITH CARE, and observe that he has the whole of the Train before he gets beyond the limits of the Station; and he must run the Train as nearly to TIME as possible—arriving at the Stations neither too soon nor too late—and must on no account arrive before his time.

2.—He will be responsible that the SIGNALS for starting and Stopping, made by the Conductor, are attended to.

3.—He must cause the Bell to be rung, or the Whistle to be sounded, where directed, and at least eighty (80) rods before arriving at any ROAD CROSSING, and to be continued until he pass it, and the neglect of this precaution, REQUIRED BY LAW, will in all cases be severely dealt with.

4.—He must sound the Whistle with a continued sound at such places as shall be indicated by Posts, erected for the purpose, marked "W," or "Whistle," or such other places as may be, from time to time, directed by the Superintendent, and when within half a mile of the Stations.

5.—He must pass by Stations where his Train does not stop, at a much reduced rate of speed.

6.—When attached to a Train he will be subject to the orders of the Conductor, who has EXCLUSIVE CHARGE of the Train, and who will direct him when to start, and when to stop; this clause, however, WILL NOT relieve him from the responsibility of taking all possible PRECAUTION for avoiding danger; nor is he in any emergency to deviate FROM the RULES of the road, even if ordered so to do by the Conductor, unless both himself and the Conductor ARE AGREED as to the SAFETY and NECESSITY for so doing.

7.—Every Engineer, in approaching a 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 until he is quite sure, and a very good excuse will be required for running off at a Switch left on the WRONG Track.

8.—In running BEHIND another Train, he must so run as to allow the Train in front of him to be at least ONE MILE AHEAD, excepting when approaching Stations; and in running round, or entering a curve, or coming up to a Station; particular CAUTION must be used to avoid the possibility of running into the leading Train. NO EXCUSE, as to being deceived about the distance, will be received for a neglect of this rule.

9.—He 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 ; all which he is responsible for seeing, and IMMEDIATELY attending to ; and he must OBEY ANY SIGNAL made by a Repair-man, or other Servant of the Company, even if he should see reason to think such Signal unnecessary. The lives of the Passengers are entrusted to HIS CARE, and it is fully expected that he will not only attend to EVERY Signal made to him, and to ALL his instructions, but also that he will, on all occasions, be VIGILANT AND CAUTIOUS himself, NOT trusting entirely to Signals and Rules for safety, but govern himself by a consideration of the great responsibility as to the safety of life which rests upon him.

10.—He must always approach a Station in such a way as to be prepared to find a Train OUT OF PLACE, and to ACT accordingly.

11.—He is in no case to SUPPOSE any thing contrary to the regulations of the road ; nor is he to NEGLECT any precautionary measures because he may not see a necessity for them in any particular case.

12.—He shall not allow ANY PERSON to ride on the Engine while it is hauling a Train, or on the Tender, except the Foreman of Repairs or the Track Master, unless upon the WRITTEN authority of the Superintendent, or Superintendent of Motive Power ; and all such passes as are for one trip only, must be

COLLECTED and given to the Conductor of the Train.

13.—He must not proceed AFTER DARK without the proper LIGHT on the front part of his engine. If the proper Front Lamp of the Engine is out of order, he shall place in front of the Engine common white lanterns, which will be furnished to him by the Conductor, on application.

14.—He must see that the Signal Cord is properly CONNECTED with the Whistle or Gong of his Engine BEFORE starting the Train.

15.—He must carry a Red Flag by day, and the prescribed Signal (Lamp) by night, when ORDERED SO TO DO by the Conductor, as a Signal that another Train is following him, and he will be responsible for keeping these Signals in a PROPER POSITION, and so displayed as to be easily SEEN BY PERSONS ON THE ROAD, who are required to notice them.

16.—He is held responsible that his Engine is neat and clean, and in good working order, before it leaves the Engine House ; that the spark arrester and wire netting over the smoke-pipe are in good condition, and that there is a sufficiency of Wood and Water in the Tender ; he is also to take care that he is provided with a proper supply of Oil and Tallow for his Engine.

17.—He must see that his Engine is provided with a pair of Screw Jacks, White Lantern, Red Flags, and all tools necessary to meet casualties, and he

must not leave the Engine House or Station without them.

18.—He will not be allowed, except in cases of accident or sudden illness, to change his Engine on the journey, nor to leave his Station without permission.

19.—He is strictly forbidden to throw wood or waste, or allow the same to be thrown from the Tender, while the Train is in motion.

20.—He is strictly enjoined to start and stop the Train slowly.

21.—The utmost care must be exercised in pushing Cars into Turn outs ; so as to avoid injuring the Cars, or other property of the Company.

22.—Whenever he sees the Red Signal or any other, which he understands to be a Signal to stop, he is to bring his Engine to a stand, close to the Signal, and on no account to pass it.

23.—When Passenger Trains are behind time, he is at liberty to make it up, in whole or part, with the consent of the Conductor, when he can do so with safety, provided that he run cautiously and at moderate rates on the Curves.

24.—Should a Conductor become disabled, the Engineman will be held responsible for the safety of the Train, until a proper person takes charge of it.

25.—At the end of the trip, every Engineer must take care of his Engine, and in no wise leave it until

it is safely deposited in the Engine House ; after which he must examine it, and report to the Superintendent of Motive Power anything that he may know or find to be wrong, that he cannot himself rectify ; and must also adjust his own pistons, connecting Rods, and Pumps, and also do his own Packing.

26.—Every Engineer must make the returns when required of all particulars connected with his Engine on the prescribed forms.

27.—Firemen are to be entirely under the control of the Engineer, when on the road, and it is the duty of the Engineer to see that he keeps his Engine clean, and things in their proper places, as he will be held accountable for the good appearance and condition of his Engine.

28.—It is the duty of the Fireman to pile down the Wood on the Tender so that none may fall off when in motion, and also, after taking water, to see that the Water Station doors and slides are closed.

29.—No Fireman employed by this Company will be allowed to run an Engine without authority.

30.—Always when upon the road, as well as when his Engine is off duty, the Engineman and Fireman will be under the control of the Superintendent of Motive Power.

31.—For any neglect or disobedience of the foregoing Rules and Regulations, the persons so offending will be suspended or discharged.

BAGGAGE.

1.—Station Agents, or Baggage Masters, will receive from Passengers all baggage to be forwarded, and mark it plainly; they will deliver it to the Baggage Master of the Trains, and will take charge of all Baggage left by them. The person receiving the Baggage will only take such as can be carried and handled without liability to damage. He will in all cases attach a check to each piece of such Baggage delivered to him, and hand the duplicate to the owner of the Baggage: he will not deliver any checked Baggage to any person, except on the Claimant producing the duplicate check.

2.—Every person authorized to take charge of Baggage, must wear a conspicuous Badge, marked "Baggage Master," and they must in all cases be very careful not to make any mistake in marking, forwarding, and delivering Baggage, and must use all diligence when any is lost to look it up. Negligence in any of these respects, will be severely dealt with. He will not upon **any account** place checks upon any packages of **papers**, or upon packages or articles of **goods, wares, or merchandize**, but upon **personal** Baggage only. Passengers must claim and take charge of their own Baggage immediately upon its arriving at its destination; or, if left, it will be at their **own risk**, and the Baggage Master must so inform them, and no

charge must be collected for storage of personal Baggage.

3.—When Passengers make claim for lost Baggage of any Station Agent or Baggage Master, he must take an accurate and particular description of the article lost, and of its contents and value, with the date and name of the Train by which it was lost, and immediately forward the same to the Superintendent's Office, at Toronto, at the same time making diligent search for the missing article. Whenever any Baggage remains unclaimed at a Station more than a week, the Agent must attach a Card to it, stating from what Station it is sent, and where and by what Train it was left, and it must then be forwarded to the Company's Office, at Toronto. In no case is any person connected with the Railroad authorized or permitted to take charge of an article to be carried in a Passenger Train, unless the owner thereof accompanies it.

4.—Eighty Pounds of Personal Baggage is allowed to each Passenger, and all articles other than Personal Baggage, and all Personal Baggage in excess of that amount, must be charged for at double first-class rates, for Freight on the Freight Trains, and the amount pre-paid.

5.—In all cases where money is collected by the Baggage Master for Extra Baggage, he shall, if attached to the Train, hand the same to the Conductor, with a memorandum of the amount, and the

names of the persons from whom he received it, and if the payment for extra Baggage is received by Baggage men attached to any Station or Depot, he must hand the same to the Station Agent, with a memorandum of the amount, the quantity of Baggage, and the **names** of the persons from whom he received it.

6.—Baggage men attached to a Train must be at the Station from which their Train starts at least twenty minutes previous to the time appointed for the starting of his Train, and must receive Baggage, and arrange it in the Baggage Car, so that no delay can occur in finding it at the stopping places. He must provide himself with a book and therein enter the number of all checks attached to the Baggage, and its destination upon his Train ; said book must be preserved for future reference.

7.—He will be under the general direction of the Conductor, and must assist in such Train duties as he requires. Brake fixtures being arranged inside the Baggage Cars, the Baggage man must in all cases act therein as Brakeman.

REGULATIONS FOR BRAKEMEN.

1.—The Brakemen (such number of whom will be appointed to each Train, as the Superintendent or Dispatcher may from time to time direct) are to be under the orders of the Conductor while on duty.

2.—There will be a **Head Breakman** to each Train, whose duty, while the Train is in motion, will be to ride on the front Platform of the hind Car, and the rear Car on Freight Trains. He will also at night see that the Tail Lamps are properly attached to the Train, and that they are trimmed, and in good order.

3.—The Head Brakeman will also have charge of Coupling the Cars, and must be careful to inspect the Brakes and Wheels. He must also provide himself with spare Coupling Links and Pins, with Oil, Waste, and Lanterns, and will be responsible for their safe keeping; and do such other duty as the Conductor may direct.

4.—The other Brakemen will be stationed on such part of the Train as the Conductor may direct, and will take their orders from him:—they are to apply the Brakes on **Signal**, but not with so much force as to **slide the Wheels**. They are to examine the Wheels and Bearings, and to “**Oil up**” when necessary; and at Stations, they are to keep the Cars in good and clean condition.

5.---**All** Brakemen will be required to assist in Wooding up and making up the Trains; and on **Freight** Trains they are to **assist** in loading or unloading **freight**, and at Stations, when required so to do by proper authority.

6.---They are especially enjoined to be **civil** and **obliging** to **passengers**; but must **not**, on any account, allow any one to **ride on the Platform** of the Cars---but they must invariably ride on the platforms themselves, so as to be ready, **instantly**, to **apply the Brakes**, on the proper Signal being made.

7.---It will be the duty of the Head Brakeman on Passenger Trains, on arriving at a Terminal Station, to go immediately through the Cars and examine carefully whether any **article** has been **left therein** by the Passengers, and every **article** so found must be delivered to the Station Baggage man, to be returned to the owner.

SWITCHMEN.

1.—The first and **most important** duty of every Switch Tender is, to see that the Switch is placed on the **Main Track**, and that it is **locked there** when not in use.

2.—He must keep his Switches well oiled, and clear of dirt and snow.

3.—He shall also do such Switching as may be required of him by the Station Master, or of the person in charge of the Depot or Station at which he is placed, or by Enginemen and Conductors.

4.—He will be responsible for displaying the **Signals** prescribed by the regulations of the road to be made at his Switch, and must therefore make himself thoroughly acquainted with such parts of the regulations as relate to Signals.

5.—One month's Pay of each of the Switch Tenders will always be retained in the hands of the Company, and this with all other arrears will be forfeited to the Company, if any damage result from his carelessness or inattention, or from his leaving the Switch in a wrong position.

6.—The Switch Tender will be under the control of the Station Master, and must do such service as he may require about the Station, in addition to the above named duties.

TRACK REPAIRS.

1.—**The Track Master** will have the general supervision of the whole of the line of Track, and all structures connected with the permanent way, and all persons connected with the repairs of the same.

2.—He will take care to make himself thoroughly acquainted with the regulations of the road, and with the Time Tables that are issued from time to time; he must also see that his section men are sufficiently acquainted with the same, and that they are provided with printed copies thereof, and with proper Signal Flags—Lamps, or otherwise---required by the Regulations.

3.—He is to see that the Track and all structures are kept in good repair; he will in all cases report to the Superintendent any extraordinary repairs that may be required, either to the permanent way or to the structures connected therewith; at the same time in any case of emergency he is to use his best judgment to remove any obstruction that may exist to the regular and safe passage of the Train.

4.—He is also to see that the Fences are kept up in an efficient state of repair, and that the road-crossings are properly maintained.

5.—He will make requisitions in the prescribed forms on the Storekeeper or Superintendent of Motive Power, for all Tools or materials that may be required for the Repairs or other works under his charge.

6.---He is to cause all Tools used by the men under him to be charged to them, and to see that their value is retained out of their wages, until the said Tools are returned into the possession of the Company.

7.---Generally he must, to the best of his ability, cause all works placed under his charge to be performed in a manner best calculated to serve the interests of the road, and with due economy; he must also take care that all section men properly perform their duties and observe all the prescribed precautions for the safety of the Road while employed thereon, duly reporting all neglect of duty on their part, and dismissing such as may appear, either from incompetence or neglect, unfit to remain on the road.

8.---It will further be his duty to report any departure from the regulations of the Road, that he may observe on the part of Engineers or others employed on the Trains while moving over his division.

9.---In case of accident to a Train, he will afford every assistance at his command, either to repair the Track or to forward the Train, and he is to instruct his section men to the like effect. All Gravel and Repair Engines are to be at the service of the regular Trains whenever they may be actually required.

10.---Whenever it is necessary to displace rails or any of the permanent way; or when any obstruction exists on the Track, a Red Flag, or Lantern, must be placed on the Track, at least **80 rods** each way from the place; and where the Track is being raised

for Ballasting, or otherwise deranged, so as to make it unsafe for Trains to pass at full speed, a tri-coloured Flag (Red and White) is to be placed **40 (forty) rods** each way from the place. The Track Master must see that his section men do this duty.

11.---He must arrange his section men so that every part of the Track is examined at least once each day---and oftener if possible---and this examination must, as far as possible, be made previous to the passage of the Morning Train. Much importance is attached to the efficient performance of this duty.

12.—He must cause all and every article of **lost freight**, or other property found upon the line, as well as all bolts, nuts, cellars, brake-irons, or other parts of the rolling stock, together with all scrap, cast or wrought iron, to be immediately conveyed to the nearest Station or place for loading it, and send it by the first Freight, Wood, or Working Train to Toronto.

13.—He must not allow any **Hand or Rubble Car** to be used upon the line at any time, except in charge of a Foreman, and then only for the legitimate use of the road ; such cars must **never be left** upon the **rails** when **not** in use.

BALLASTING AND OTHER IRREGULAR TRAINS.

1.—The Conductors, or others in charge of Ballasting—Iron—Wood—or other Irregular Working Trains—are strictly enjoined to provide themselves with Time Tables, and to make themselves thoroughly acquainted with the Regulations of the Road.

2.—They are required to have with them the necessary Lanterns and Flags, for making Signals in use.

3.—They must **always**, after using a Switch, see that it is placed on the Main Track. This duty must **never be neglected**. Both Conductors and Enginemen of **all** Irregular Trains are responsible for this duty.

4.—When loading, unloading, or standing on the Main Track, a **Signal** must be stationed **80 Rods** each way from the Train.

5.—These Trains must invariably be on the siding **20 (twenty)** minutes before a Regular Train is due from either way.

6.—Engines, or men attached to these Trains, must be at the service of Regular Trains, in case of accident or emergency.

7.—They are **never** to take **Wood or Water at Regular Stations**, if it can be had at other places.

8.—Persons employed in raising the Track for Ballasting, will be subject to the directions of the Track Master, as far as regards the Regulations of the Road and the Signals.

REGULATIONS FOR RUNNING TRAINS.

1.—Passenger Trains have the right of Road over all other Trains.

2.—Passenger Trains going North will take the Siding at the regular passing places.

3.—A Passenger Train up to Time is a regular Train, and is entitled to the Road.

4.—A Passenger Train behind time becomes irregular, and must keep out of a regular Passenger Train's way.

5.—In case two Passenger Trains should both become irregular, **they must be run with caution**, sending a lamp or flag a-head, as the case may require, around curves and where the view is obstructed.

6.—Rules 2, 3, 4 and 5 will govern Freight Trains.

7.—A Freight Train must not pass a regular place for meeting a Passenger Train, until the Train due has passed, or until such **reliable** information is received as will allow them to proceed with safety.

8.—When a Train or Engine is following another, the forward Engine **must carry the prescribed Signal**; and the Train following must never approach nearer than **one Mile** to the forward Train, except at Stations; and in case it cannot keep on the time of the Train flagging it, **it must fall back** and be run as an irregular Train.

9.—In no instance must a Flagged Train pass a regular meeting place for a Freight or Passenger Train, until the Train due has passed.

10.—When Two or more Extra Trains are on the Road, following Flags, those going South are entitled to the Road.

11.—When irregular Trains meet between Stations, the one nearest a branch **must back up**, Conductors to decide.

12.—All Trains must be run with as much regularity as possible, **under no circumstances** leaving a Station **a-head** of their Time.

13.—Engineers must approach all Stations **slowly**, and pass Switches **cautiously**, and use **especial care** in running over Track where Ballasting is progressing. They must not run between **Bathurst Street** and Toronto Depot at a rate to exceed **Six miles an hour**.

14.—They must also cause the Bell to be **rung**, or the **Whistle** sounded, **at least** (80) **Eighty rods** before arriving at any Road Crossing, and to be continued until it is passed, and sound the whistle when within **half a mile** of a Station.

15. GREAT CAUTION and VIGILANCE are impressed upon all; and in all cases of doubt, resolve at once to take the **SAFE SIDE**.

16.—Red Flags by day, and Red Lights by night, and all Flags or Lanterns **swung to and fro**, are Signals of **danger**, on seeing which, the Engineer must **stop** his train.

17.—A Bi-Coloured Flag, (Red and White) or a Green Light, Signals of Caution, and where exhibited, Engineers must proceed slowly.

18.—TWO RED Lanterns must be hung on the rear of all Trains that are on the road after sunset; the Lanterns must hang horizontally, as **FAR APART** as the cars will admit.

19.—A RED FLAG by day, or a RED LANTERN at night, placed on the **FRONT** of an Engine, indicates that the Engine or Train is to be followed by another.

20.—A Lantern raised up and down is a Signal to **back up**; swung over-head, a Signal to **go-a-head**; swung horizontally across the Track, **stop**.

WHISTLE SIGNALS.

1.—ONE puff of the Whistle is a signal to apply the brakes.

2.—TWO puffs—to loosen them, and also a signal for starting.

3.—THREE puffs—a signal for backing.

4.—SEVERAL rapid sounds of the Whistle is the Signal for wooding up.

5.—One prolonged sound—to signify the approach to a Station.

SUPERINTENDENT'S OFFICE, }
 Toronto, 1858. }

J. LEWIS GRANT,

SUPERINTENDENT.