

BROCKVILLE & OTTAWA
RAILWAY.

RULES & REGULATIONS

TO BE OBSERVED BY PERSONS IN THE EMPLOYMENT
OF THE

B. & O. Railway Company.



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BROCKVILLE.
PRINTED AT THE BRITISH STANDARD OFFICE, PERTH.
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To _____

You will take notice that these regulations have been adopted for the safe and proper management of the business of this Railway, and that you will be held to a STRICT PERSONAL ACCOUNT for the violation of any of them. If you are unwilling to work under these rules, you are requested to leave the employment of the Company at once.

ROBERT WATSON,

Managing Director and Superintendent

Brockville & Ottawa Railway.

BROCKVILLE, Nov. 7, 1858.

GENERAL RULES.

1. Each Employee shall serve and reside where required, and devote his whole time to the service of the Company.

2. He shall obey promptly all instructions he may receive from persons placed in authority over him, and conform to all regulations of the Company.

3. He will be liable to immediate dismissal for disobedience of orders, negligence, incompetency, misconduct, or using improper language, while on duty.

4. No instance of intoxication on duty will be overlooked, and besides dismissal, the offender will be liable to be punished by a magistrate.

5. No person is allowed to receive any gratuity from the public, nor behave with incivility or rudeness to passengers or others. All officers must appear when on duty neat and clean.

6. No person is allowed under any circumstances to absent himself from duty without permission of his superior officer.

7. No person is to quit service without giving fourteen days notice; and in case he leave without such notice, all pay then due will be forfeited.

8. The company reserve the right to deduct from the pay such sums as may be imposed or awarded for neglect of duty or contravention of any regulation, or breach of any By-law of the Company, as fines, forfeitures or penalties, for rent due, and for property lost or destroyed through carelessness.

(4)

SIGNALS.

RED	is a <i>Signal of</i> Danger,	Stop.
GREEN	" Caution, Proceed slowly.	
WHITE	" All Right,	Go on.

These signals will be made by flags in the day time, and by lamps at night.

In addition to this, **any** signal waved violently or a man standing with both arms above his head, denotes danger, and the necessity of stopping immediately.

SIGNALS BY WHISTLE.

One puff of the whistle signifies to let go brakes, and in conjunction with bell is a signal for starting, when train is at rest.

Two puffs of the whistle signifies to put on brakes, and where repeated several times in succession, signifies danger.

Three short puffs of whistle in conjunction with bell, signifies that the train is about to move backwards.

CONDUCTORS.

1. The conductor is the principal officer in charge of the train, and enginemen and all other hands are under his orders. As such he is responsible for the safety and comfort of passengers, and for the proper delivery of freight at the several stations to which it may be consigned.

(5)

2. It is his duty to see that the Enginemen run according to the rates prescribed in the TIME CARD, and pay attention to the signals. Negligence, disobedience of rules, 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 the consideration due to his very responsible duties, and advise with him in cases of accident or difficulty.

3. The time of running, and of stopping and starting trains being under his charge, he must endeavor that the trains be so run that as much time may be used in running and as little in stops as possible; as stops are tedious to passengers and slow running is better for road and machinery. When there is any tardiness in taking in wood and water, or in delivering freight from warehouses, it must be reported.

4. Before starting, the Conductor shall see that his cars are clean and the stoves and lamps in order. He shall examine particularly the wheels, journals, brakes and springs. He shall see that the Freight cars are safely loaded and not overloaded. No cars shall be put behind the passenger cars. He shall have on his train:—a pair of Signal Flags, 2 Clear and 2 Red Lamps, 4 Coupling Links and Pins, and 1 Bell Cord. Previous to starting he shall see that the trains are properly made up and the carriages securely coupled, and the Bell Cord properly attached. Before giving the signal to start he shall see that his passengers are all safe on board and the brakeman at their places, acting himself as the brakeman of the passenger car. He shall see that passengers keep inside the passenger car, and do not run over the freight cars or stand on the platforms. No person is to be

allowed to smoke on the train unless in a smoking car—if such be provided.

5. Conductors and brakemen are especially directed to allow no one to leap off or on their train while in motion, and refrain from doing so as much as possible themselves. They must not uncouple any portion of the train while in motion, with a view of dispensing with the tail rope, and before tail-roping cars into a siding they shall see that it is clear and sufficient room for cars and shall not run them in too fast.

6. Conductors in collecting tickets and fares from passengers, are, in all cases, to act with civility and avoid disputes. In case any person refuses to pay fare, or acts in a disorderly manner, they must use no violence but see that they leave the car at the next station, having first obtained their names, that information may be laid before a magistrate. No person shall travel free, unless on a complimentary pass, or a business pass signed by one of the proper officers of the road. All Employees shall pay their fares like other persons, except when on business of road, when they will be provided with a pass.

7. The Conductor so far as he is concerned, is to carry out the rules of freight transportation. He is to receive no freight, and allow no person to put freight on his train (except their regular baggage,) unless it is properly BILLED from one station to another, EXCEPTING ALWAYS, that in following Rule No. 6, Freight Tariff, he may receive freight and enter it on his Bill at Platform Station, acting as Station Agent.

8. The Conductor is to report to S. M., on arrival at any Station, any defect in the line. He shall also make his daily report in due form, of passengers and freight, of delays and unusual occurrences, and of defects in line and other matters. He must compare

his watch each day with the standard time, as kept at the Company's office at Brockville, and be provided with a Time Card. It is his duty to see that the lamps are lighted after dark, and that the red tail lamp is on the last car.

BRAKESMEN

Shall ride *outside* the cars and stand at their brakes; shall assist in wooding, handling freight and whatever conductor may direct.

ENGINEMEN.

1. Enginemen, when not on the Road, are under the immediate order of the Superintendent of machinery, and will assist in the shops when required. When running, they are under the orders of the Conductor, to whose directions, as to stopping, starting, etc., they must pay attention.

2. Before starting, the engineman must see that his engine is in order, and properly oiled, and supplied with sufficient wood and water. He shall have on his tender at all times the following tools, for which he will be responsible:

1 Axe, 2 Hammers, 1 Crowbar, 1 Saw, 1 large and 1 small Wrench, 2 Jacks, 3 Cold Chisels, 2 short Coupling Chains, 1 Tail Rope, Oil Cans, 2 Fire Buckets, Flax, Twine or Packing.

3. Every Engineman to have a Time Card permanently fixed in his cab, and compare his watch with the standard time daily, as kept at the office of the Company at Brockville.

4. He shall allow NO PERSON to ride on his engine or tender without SPECIAL permission of the Superintendent.

5. He is always to receive the signal for starting from conductor and is to answer it by whistle and bell. At starting not to injure couplings by sudden jerks and must look out to see that the train is properly attached.

6. No engine is to run on the line Tender foremost, unless by orders from the Superintendent, or from unavoidable necessity.

7. No engine is to PUSH A TRAIN BEFORE it, but in all cases draw the same after it, unless when assisting up a heavy grade, or in case of any engine being disabled on road, when the assisting engine must push the train slowly as far as the next siding and at which place it shall take the lead.

8. He shall never leave his engine without shutting the regulator, putting the engine out of gear, and fixing down the Tender brake.

9. No engine to approach within half a mile of another engine specially summoned.

10. If any part of the train is detached while in motion, care must be taken not to stop the train in front before the detached part has stopped, and the brakeman on such detached part must apply his brake in time to prevent collision with carriages in front.

11. Should *Fire* be discovered in the Train, the steam must be shut off, the brakes applied, and the Train brought to a stand, the signals of obstruction to the line to be made, and the burning parts detached as soon as possible. No attempt must be made to run to the nearest water Tank if it is more than 300 yards from the place where the fire is discovered.

12. The bell is to be rung on approaching a station, and also in all cases before starting. It shall be rung at least 80 rods before arriving at any level crossing, and continue to ring until past it.

12. Enginemen must approach *all stations* at a

speed not exceeding FIVE miles per hour, and when within 100 yards of the stopping place, to signal, put on brakes, before the tender brake is applied.

14. Every engineman is to be *cautious* in passing level crossing places where the track is under repair—heavy cuttings and banks, trestle work, and especially during or after heavy storms. They must shut the ash-pan before running over decked bridges, and examine to see that no cinders or coals are dropped.

15. The TARGETS must be perceived to be correct before they are passed, and they must pay attention to all SIGNALS, whether the cause of SIGNALLING is known or not.

16. They must not empty their ashes between the switches at a station unless in a place specially provided; and if there is no such place, they must throw them down the embankment, so as not to burn up the ties and disfigure the line.

17. Particular attention must be paid to the spark arrester or bonnet, that the engine may not throw Fire. He must carefully examine his engine at EACH STOPPING PLACE, and AFTER EACH JOURNEY and report to the superintendent of machinery any defect. He must also fill up his daily report according to the form furnished noticing any defect in line, accident, or irregular occurrence.

18. All enginemen and firemen will be held responsible that these orders be complied with in respect to any Train to which they may be attached.

FIREMEN.

1. Firemen are under the directions of the enginemen when running, and must obey their orders.

They must assist in taking wood and water, see that the boiler is properly filled before firing up, that the fires are kindled in proper time, and that all the working joints of the engine are kept well oiled, and that it is kept neat and clean.

2. When not on running duty they must work in the shop and conform to its rules.

STATION MASTERS.

1. Every station master is responsible for the safety of the buildings and property of the Company, and for the efficient discharge of the duties of ALL the employees at his station.

2. He must be at his office at such times as his duty requires; and before leaving for the night see that everything is made secure; and in case cars with valuable freight are left at his station over night, set a watch upon them.

3. He is to sell tickets, and to receive and deliver freight according to the regulations of the Freight Tariff. He will be responsible for all money received at his station for Traffic, and will be required to make good any deficiency of cash, whether arising from bad money or otherwise. The terms of freighting are CASH ON DELIVERY, and if this is departed from in any instance he will be held PERSONALLY LIABLE for the freight. This rule is to be obeyed under all circumstances.

4. He must make up and balance his accounts daily, and fill up such reports and forms as shall be prescribed. He shall remit his cash to the head office DAILY, and in no case shall make disbursements out of receipts.

5. He shall forward monthly an inventory of

the property of the Company at his station, and a report of the state it is in, and shall at the same time make a requisition for such articles as he may need during the month.

6. He shall endeavour to forward freight delivered at his station by the earliest train, taking care that it is properly billed. He shall advise consignees of the arrival of their freight, and shall always take a receipt before letting it go.

7. He shall provide for the accommodation of Passengers waiting for trains at his station; shall see, so far as possible, that they all have Tickets, and that the rooms are kept neat and clean, and are properly heated in winter,—and that his subordinates behave civilly to passengers and others.

8. He shall see that the frogs, switches, crossings, etc., are in proper order at his station; that the Water Tanks are in order and left properly filled, and that there is a sufficient supply of wood for the engines,—reporting any deficiency in these respects at once.

9. No engines or cars are to be allowed to cross or shunt on the main line when a train can be heard or seen approaching. If a train is expected the red signal must be sent back to stop it before anything is allowed to cross the main line.

10. No engine or cars to be left on main line; they must be placed as quickly as possible on a SIDING clear of main line, with the wheels securely scotched.

11. In case of any obstructions or accidents on the line, he must give immediate notice to the nearest section-master, and to the superintendent and engineer.

12. The S. M. shall keep a record of the times of all Trains arriving or departing from his station, and if out of time, the cause. This he shall report

weekly ; also notice any irregularity or violation of rules, that may have fallen under his notice ; and any thing which may come to his knowledge bearing upon the interests of the Company. He shall forward all letters, applications for taxes, etc., without delay.

SWITCHMEN.

1. The duties of men in charge of switches are simple, easily understood and remembered, but require great CARE, ATTENTION, and WATCHFULNESS for any neglect may cause very serious accidents ; the men are therefore warned always to be on the alert, and cautious in the discharge of their duties.

2. They are to be careful that their switches are clear and in good order, trying them before the Train passes. At all sidings the switch must be kept right for the main line, and locked ; and only unlocked and turned when a Train has to go in or out.

3. Before leaving for their meals, they shall see that the switches are locked and the main track clear and the key of the switch handed over to the person appointed to take charge during their absence.

4. They shall not be absent, for meals or otherwise, within half an hour of a Train being due.

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 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 REPAIRERS.

1. The repairs and maintainance of the Road bed, Track, Switches, Frogs, Crossings, Drains, Culverts, Bridges, Fences, and everything belonging to the safety and good order of the road shall be intrusted to a Road Master, who shall have under him, the Foremen of sections and their laborers, for whose efficiency he shall be responsible.

2. He shall keep a correct Check Roll, in the required form, shewing the time and amount of labor of each of his men, which he shall send monthly to the head office, together with a report on the state of the road, and a requisition for such materials and tools as will be wanted during the month, and an inventory of all property remaining unexpended.

3. The Foreman of each section, shall every morning before the passing of the first Train, carefully inspect the whole of his section, trying the gauge of the rails and examining joints, spikes and ties. He shall also see that no standing water is allowed to remain upon any part of the line ; that the ditches are kept open and free at all times, and that culverts and water courses are unobstructed. He shall see that the fences, gates, and crossings, are in good order, and shall drive off all cattle and animals found straying within the Railway Fences. He shall inspect the line, particularly during and after heavy storms, to see if any slips have occurred, or stones, stumps, or other obstructions got upon the Track.

4. He shall have all trees, which might endanger the track by falling on it, cut down.

5. Should any occupants of land who have gates or bars opening on the Railway, leave them open or pull down the fences, he is immediately to report the same, their names and residences, also any person TRESPASSING on the lines in any way.

6. He is to take care of the property of the Company upon his line picking up loose articles, sending them to the nearest station, and piling Ties, Fence materials, &c., in a safe place from fire, &c.

7. He is to see that no materials, or lumber, or timber to go by the Trains, or cordwood, are piled within FIVE feet of the line.

8. In winter it is their duty to assist in keeping the line clear of snow and ice, and to render every assistance to insure regularity of Trains.

9. When any accident occurs on the line, all the men who are acquainted with the occurrence are requested to give the most prompt assistance, acting under the orders of the CONDUCTOR.

REPAIRS.

10. When the track is under repair the following Rules must in all cases be observed.

If the road is perfectly SAFE, a man must stand at the side holding a WHITE flag; when the track is ROUGH and it is necessary that the Engineman should proceed with CAUTION, the FOREMAN shall meet the coming train at least 200 yards from the place of repair and shall hold up the GREEN flag or light. And whenever a rail is out, or from any other cause the road is rendered impassable, the FOREMAN is to proceed at least 400 yards from the point of danger toward the approaching engine and wave the RED flag; or show the RED light until he is satisfied that he is seen by the engine-driver; and if any part of the road is unsafe at the time the repairers leave their work at night, if a TRAIN IS DUE, the foreman and one man shall remain and warn the train as above. Any man neglecting these rules will be discharged, and the section man is at

once to report any disregard of his signals by the engineman of any train.

11. No rail, chair, or tie, is to be removed within TWENTY MINUTES of the time of a Train becoming due. Each section foreman must be provided with a WATCH which he shall compare as often as possible, and a TIME CARD and a set of SIGNALS.

12. No materials or tools are to be left within FIVE feet of the track, and every night, all tools, barrows and planks must be removed clear of the line. Each foreman will be responsible for the safety of tools used on his section. All hand Cars and Lorries must be securely locked at night and neither shall be attached to a Train.

BALLASTING.

13. When a ballast or construction train is discharging or taking in materials on the main line, the signal of obstruction of line shall be made by placing a RED flag 400 yards each way from the station. All such Trains are to be off the main line TWENTY minutes before the time when a regular train is due, and not to leave until it has passed, or written advice has been received from its conductor of its whereabouts.

14. In raising track or packing under ballast, no lift shall be greater than two inches in a 21 foot bar, and both rails shall be raised equally and at the same time, and in all cases where practicable the lift shall be made in the direction in which the first train due approaches, that is, so that the train will run UP GRADE.

15. On every such occasion when a train is due a man shall be sent 200 yards with the GREEN signal to slacken speed, and care must be taken to have

the track perfectly secure at least twenty minutes before a train is due.

16. It shall be the duty of each section foreman to see that his men understand and obey the above rules, a neglect and disobedience of which will be punished by dismissal, as well as the penalty which the law may direct.

NOTE.

When a *special written order* is given by the superintendent of the railway, by telegraph or otherwise, to suspend or alter any of the foregoing regulations, such special written order is to be obeyed, on pain of instant dismissal ; but, in all other cases, the foregoing regulations must be *strictly obeyed*.

Every man employed upon this railway is to be supplied with a copy of these regulations, and a *train time table* ; and he is required to keep them constantly on his person when on duty, and to produce them whenever required.

GEORGE CRAWFORD.

President B. & O. R.

ROBERT HERVEY,

Secretary B. & O. R.

ROBERT WATSON,

Managing Director & Superintendent.