Signal to start, must go slowly forward, but, except as provided in sub-section (i) hereof, he must bring his Car to a Stand at the Stop Mark.

(i) **Down Cars Leaving St. Kilda Station.**—When a Car is ready to leave St. Kilda Station, the Motorman, on receipt of the Conductor's Signal to start, must give two beats on the Gong to intimate to the Signalman that the Car is ready to proceed over the intersection, and if the proper Signal be then exhibited by the Signalman, the Motorman may proceed without stopping at the Stop Mark on the Station Side of Fitzroy-street; but the Motorman must exercise due care and again sound his Gong as required when approaching the foot-crossing. If, however, the proper Signal be not exhibited by the Signalman before the Car reaches the Stop Mark referred to, the Motorman must bring his Car to a stand at such Stop Mark and there await the proper Signal to proceed over the intersection.

(*f*) When exhibiting his Hand Signal, the Signalman must stand close to the crossing and in a position in which he can be readily recognised, and must face the Motorman for whom his Hand Signal is intended. After having exhibited the Signal for a Car to pass over the intersection, the Hand Signalman must not give permission for any conflicting movement until such Car and trailer (if a trailer be attached) has passed well clear of all fouling points of the crossing.

(i) At an intersection where a Signalman is not stationed, or where one is stationed but is not in attendance, the Conductor in Charge of each Car must, when his Car has arrived at the Stop Mark, go to the centre of the intersection, and if no conflicting movement is about to be made by another Car he must give his Motorman the All Right Signal to proceed over the crossing. After having signalled his Motorman to go forward, the Conductor must remain at the Crossing until his Car has reached it. When, owing to fog, the Conductor is unable to see the Motorman from the Crossing, he must display the All Right Signal from a point at which it can be clearly seen by the Motorman, after which the Conductor must return to the crossing and protect his Car from any conflicting movement. If, when proceeding to the centre of the Crossing, after arrival at the Stop Mark, the Conductor should observe that a conflicting movement is about to be made by another Car, he must remain near his own Car until the other Car has passed well clear of the Crossing.

(ii) The Motorman must be on the alert for, and stop immediately on receiving, any Danger or Warning Signal from the Signalman or Conductor.

(*g*) The Hand Signalman must exercise due care to prevent conflicting movements. If, owing to an irregular movement of any Car, or to prevent accident, it should become necessary to stop any Tramway Car or Railway Car, the Signalman must call out loudly and, dropping his flags during daylight, proceed as quickly as possible across the track of the Car, give the Danger Hand Signal (*vide* clause (*a*), Instruction 47) to the Motorman; in similar circumstances at night or foggy weather the Signalman must act in the same way, but must exhibit a Red Light to the Motorman of the Car that is required to be stopped.

Motormen must be on the alert to stop immediately on receipt of the Signalman's Stop Signal.

(*h*) Every employé who is required to act as a Signalman or Hand Signalman must see that he is

provided with the requisite flags and Hand Lamps, and that they are in good order and always ready and available for immediate use.

(*i*) The Signalman, when on duty, must wear his uniform; he must make himself acquainted with these Instructions, and must promptly report, in writing, to his superior officer every irregularity coming under his observation.

67.—Shunting, etc., at Depots, Car Sheds, or Termini.—(*a*) Before any Shunting Operation is commenced, due care must be exercised to see that all Facing Points are properly set; each vehicle being shunted must be so controlled as to stop it clear of any obstruction and to avoid accident. Care must also be taken to see that all fouling points are clear and to avoid fouling any Stop-block or other appliance used by the Shed Staff. No Car must be left standing unless it is properly secured by Hand Brakes or Chocks to prevent it from fouling another track. When placing any Car against another the employé in charge must so regulate the movement that the standing Car shall not be damaged or displaced.

(*b*) When any Car is being taken into Service or when, for any other purpose, a Car is to be taken from the Car Shed to a Running Line, care must be taken to protect the movement; the Running Line must not be fouled by any such movement after any Car has arrived at the nearest Stop Mark unless the movement is protected by a Red Hand Signal in one or both directions as the circumstances may require; the Motorman must see that all Facing Points are properly set.

(*c*) When taking a Car into the Shed the Motorman must see that all Facing Points are properly set, and as soon as the Car is well clear of the Main Line he must secure his Car and re-set the Points for the Running Line and then work his Car slowly and cautiously into the Shed; unless otherwise provided, the Motorman must remove the handles of the Controller and Reverser and place them on the top of the

Controller, open the Circuit Breaker, secure the Car by means of the Hand Brake, open the Compresser Cut-out Switch and see that the Trolley-wheel is lowered and secured clear of all overhead electrical equipment.

(*d*) When a Car is stabled on a dead-end track in the Car shed or elsewhere it must be placed as near as possible to the dead-end.

(i) The Officer-in-Charge must issue Special Instructions as to the disposal of the handles of the Controller and Reverser by the Motorman when an Off Car is allowed to stand unattended at St. Kilda or Sandringham.

(*e*) Care must be taken not to reverse the position of the Facing Points until the Car has cleared them. Every employé in charge of Points must examine them carefully, and clean and oil them every morning, and must at frequent intervals ascertain whether they are in perfect order; he must also test the Points occasionally by moving them to and fro, being careful to leave them set in their normal position; obstructions between the point blade and the rail must not be removed by the fingers.

When shunting from one Line to another, the Motorman must see that the Points are properly set, and that the movement can be carried out with safety. Except in a case of emergency, a Car must not be stopped on Points unless they are set for the track on which the Car is running; in every instance in which a Car is brought to a stand on trailing points not set for the track it is on, the Motorman and the Conductor, before setting back, must see that the whole of the Car is drawn over the Points or that the Points are reversed.

(*f*) When nearing a terminus the Motorman should reverse the Destination sign for the return journey. When the Car has been stopped at the terminus, the Motorman must remove the handles of the Controller and Reverser, and unless otherwise provided, retain

them in his possession; he must then place the trailing Trolley on the Contact Wire, after which he must proceed to the other end of the Car, place the handles on the Controller and Reverser, apply the Brake at that end, see that the Head Signals and Destination sign are correctly shown and, if necessary, signal to the Conductor to release the Brake in the rear.

(*g*) Before leaving a terminus the Motorman must carefully feel the motor and axle bearings for any sign of abnormal heating, and, in the event of abnormal heating, must telephone to the Depot for instructions; he must report any instance of hot bearings on the first occasion on which he arives at the Depot.

(*h*) The Motorman must see that the fenders are in the correct position before starting from any terminus, and must avoid running over any obstruction which is likely to cause them to fall unnecessarily; the fenders must not be lashed up whilst in service, and any Car having a damaged or incomplete fender must be changed over as soon as possible. Every instance in which a fender falls whilst a Car is in service must be reported by the Motorman.

(*i*) The Motorman must maintain in a clean condition all bright work on the Car, and carefully remove any oil on the axle-boxes or other gear with which the clothing of passengers may come in contact.

(*j*) On arrival at a terminus, the Conductor must carry out the following duties, and as far as practicable, in the order mentioned:—

(i) Announce the name of the terminus and next destination.

(ii) Reverse all seats so that they will face forward. See clause (*k*).

(iii) Arrange the Tail Light and front Destination sign.

(iv) Reverse the Trolley-pole—or poles. See clause (*l*).

(v) Enter up the Running Journal.

(vi) Signal to Motorman to proceed in sufficient time to enable him to start, if practicable, at the scheduled time. See clause (*k*), Instruction 63.

(vii) Release rear Hand Brake (if applied) upon receiving signal from Motorman.

(*k*) The Conductor must not leave his Car at a terminus until every passenger has alighted, and when reversing seats, he must be careful not to touch, obstruct, or inconvenience any passenger.

(*l*) To avoid extinguishing the Car lights—in the case of a Car with two Trolley-poles, the trailing Trolley must be placed on the Contact Wire before the leading Trolley-pole is lowered. In the case of a single Trolley—if during a period of darkness any passenger attempt to board the Car whilst the lights are extinguished, the Conductor must call out "Wait for the Lights, please." See clause (*i*), Instruction 59.

(*m*) When for any purpose it is necessary for two or more Cars to run together the Motorman must see that they are properly coupled; the Cars must not be uncoupled whilst in motion, and the Brake and Electric Couplings must be separated before the draw-pin is removed. When braking a detached Car the Conductor must stand on the leading platform; he must keep a sharp look-out, and keep his hands upon the Brake wheel or its handle, prepared to stop clear of any obstruction.

(*n*) Between sunset and the time of departure of the last Up Car, each Conductor must see that the light provided at the terminus is burning properly; except otherwise provided, the light must be extinguished by the Conductor of the last Up Car for the night.

68. Prevention of Accidents.—(*a*) Most accidents are due to some form of inadvertence. Sometimes the Carmen are at fault, but most accidents are due to a lack of care on the part of others. Wherever the fault lie, it is the most earnest wish of the Commissioners to minimise, and if possible eliminate the risk of accident.

(*b*) When the Car is in motion, responsibility for safe running rests mainly on the Motorman. Appliances are provided for quickly and effectively controlling the Car, and by a strict observance of Instructions and orders, the exercise of vigilance, good judgment, and proper care, the risk of accident will be reduced and the interests of the Carmen and the department will be conserved.

(*c*) Each Instruction contained in this book is based on an established principle for avoiding some particular form of accident or irregularity, and if any employé wilfully ignores an Instruction or permits it to be ignored, he courts a recurrence of the unsafe conditions that the Instruction is designed to prevent. Remember always the cardinal principle "SAFETY FIRST."

(*d*) Every employé is enjoined to study and strictly observe all Instructions, including special or local Instructions and Notices that have any bearing on their duties. He should possess a thorough knowledge of what such particular Instruction prescribes or implies, and thus be prepared to act accordingly when the occasion and the requirements of safety demand it.

(e) **Motormen: Note:—A likely irregularity calling for prompt action is a vehicle suddenly emerging at an excessive rate of speed from a side or cross street and attempting to cross the track whilst your Car is approaching. Although the Driver of the vehicle is required to look for your Car, you must regard him as unaware of its approach; therefore sound the gong when approaching any side or cross street and continue to sound it; if necessary, slacken speed and be ready to stop and do not attempt to pass any vehicle unless certain that there is ample room.**

Be especially cautious when approaching any wagon laden with long timber or other projecting material; always remember that a wagon or other vehicle conveying such loading, forms a large arc when turning—when the front of the wagon is being turned away

from the track the rear portion of the load turns towards, and may foul, the track. If in doubt, stop; do not accept any risk or leave anything to chance.

Always slow down and proceed cautiously when approaching or passing a restive horse; horses when frightened may back towards your Car instead of moving away from the track.

(f) **Conductors: Note.—Some persons who are injured when attempting to board or alight from a moving Car may claim that the Car was started whilst they were in the act of boarding or alighting, and that you are responsible for the occurrence.**

When you see any person about to board or alight from a moving Car; shout to them; warn them of the danger—hold them if practicable, but Call out—"Wait till the Car stops." By thus shouting a warning you will also attract the attention of other passengers to the danger, and, if an accident occur, witnesses will be available to prove you are not to blame.

In the event of any passenger falling from a Car whilst it is in motion, the Car must be stopped at once and all necessary assistance must be rendered.

69. (*a*) The Motorman must not leave the Driving Compartment nor converse with any passenger whilst the Car is in motion; he must give undivided attention to the safe working of the Car and must not permit any passenger or unauthorised employé to enter the Driving Compartment; except in a case of emergency the Motorman and the Conductor must not converse with each other whilst the Car is in motion.

No parcel, package or goods of any description must be placed in the Motorman's Compartment at either end of the Car.

(*b*) Except where otherwise provided in these Instructions the Conductor must not ride in the Driving Compartment.

In the event of the Motorman becoming incapacitated from any cause, the Conductor must immediately

assume control of the Car, and provided he holds a Motorman's certificate, he must, if the circumstances warrant it, take the Car on as far as the Depot; if the Conductor does not hold a Motorman's certificate, he must first secure the car by applying the Brakes and (taking the handles of the Controller and Reverser) promptly communicate with the Depot.

(*c*) The Conductor must furnish information required by a passenger concerning fares, routes, etc., if the requirements of safety permit, but he must not engage in unnecessary conversation with any passenger or employé whilst the Car is in motion. When not engaged in collecting fares, etc., the Conductor must stand in such position as to command a view of the track in the direction in which the Car is moving.

Where it is necessary to move a Car backward, this must be done slowly and cautiously and the Conductor must keep a sharp look-out at the rear and be prepared to signal to the Motorman to stop where necessary.

(*d*) The Motorman and the Conductor must co-operate to prevent accident and work in complete harmony with each other, being at all times alert and attentive to their duties; the Motorman or Conductor must not partake of meals, nor smoke, lounge or read newspapers, etc., on or about the Car in running.

Relief for meals, etc., must be taken as provided on the Roster.

(*e*) Except as prescribed hereunder, no Car must be left unattended on any Running Line, nor allowed to stand foul of another Line; when any Car is left on a Running Line it must be properly secured by Hand Brake or Scotches to prevent it moving.

(i) Except as provided in these Instructions or in a case of special urgency, the Motorman when on duty must not leave the vicinity of his Car when on any Running Line, and in the case of special urgency he must first place the Conductor or some other competent employé in charge of the Car and inform him of the reasons for his absence; before leaving his Car the Motorman must place the Controller to the Off position, apply the Brakes, open the Circuit Breaker, remove the handles of the Controller and Reverser and unless otherwise provided—see clause (*d*), Instruction 67—retain them in his possession until he returns.

(ii) Except as provided in these Instructions, or in a case of Special urgency, the Conductor must not leave the vicinity of his Car when on any Running Line, and in the case of Special urgency he must first inform the Motorman of the reasons for his absence.

(*f*) A portable seat is provided for the Motorman, but he must not use the seat when approaching any Stop Mark, nor when approaching the entrance or exit of any Crossing Loop, nor where vehicular or pedestrian traffic is congested; employés practising the duties of Motorman must not be allowed to use the Motorman's seat whilst driving. The portable seat must be handed in, daily, with the Tool-box.

Whilst the Car is in motion the Motorman must stand or sit perfectly upright, and must not on any account turn his attention from the direction in which the Car is running; he must keep a sharp look-out all the time the Car is in motion, and must pass along the proper track, which, in the case of an ordinary Double Line is the left-hand side of the Permanent-way in the direction in which the Car is travelling.

(*g*) When starting the Car the Motorman must always place his foot over the Gong-punch, and have one hand on the handle of the Controller and the other hand on the handle of the Brake, and, except in a case of special emergency, he must maintain this position whilst the Car is in motion.

(*h*) The Motorman must, as far as possible, avoid waste of electrical energy, but this economy must always be subordinate in importance to Safety and Dispatch.

(i) Coasting on any falling grade is prohibited, unless power from the Contact Wire is at the same time available.

When coasting, the Trolley-wheel must, except as prescribed in Instruction 48, be kept on the Contact Wire; the handle of the Controller must not be removed from the Controller, but must be held at the Off position by the Motorman.

(ii) With a view to economy in the Consumption of current, the Motorman must, subject to sub-clause (i) take advantage of opportunities for coasting; and to minimise unnecessary wear in the running gear and Brakes, he should, if time permit, when stopping for passengers shut power off as far as possible from, and coast to, the Stopping Place. He must not apply power to Start if the Car may be started by gravitation, and if the Brakes are so tightly adjusted as to prevent this, he must report the circumstances with a view to changing over the Car.

70. When approaching any vehicle that is near or foul of the track, the Motorman must sound his gong repeatedly; he must however avoid all risk and must not run nearer to the vehicle than 50 feet, unless it has moved well clear of the track. If the driver of the vehicle should neglect to move clear of the track his name and address should be taken with that of witnesses and if he persist in obstructing the track the nearest police constable must be informed of the circumstances and requested to take action; in every such case the particulars must as soon as possible be reported in writing to the Officer-in-Charge at the Depot.

71. Where any person is on, or approaching, the track or any employé at work on, or near, the track or overhead wires, the Motorman must make use of his gong; the gong must be also sounded repeatedly when passing any school or play-ground which children may be entering or leaving, or when any person is seen to be improperly standing on the footboard or step of an approaching Car, or where an animal is on, or near, the track. The Motorman must not, however, depend entirely on the persons or animals keeping clear of the track on his sounding the Gong, but must be prepared to make an emergency stop if circumstances should render that course necessary.

72. (*a*) Where a public procession of civilians, troops or vehicles is proceeding parallel to the track the Motorman must not attempt to run the Car alongside or pass the procession unless the persons or vehicles forming it are a sufficient distance from the track to ensure safety. Where there is sufficient space for the procession to move away from the track the Motorman must sound his gong to draw attention to his desire to pass, but he must wait until all are clear and safely away from the track before passing any section of the procession.

(*b*) Unless Special Instructions are issued to the Contrary, where a procession is crossing the track the Motorman must stop and wait until the procession has passed, unless the procession has been stopped and the Motorman has been authorised by a police officer to proceed; the Motorman must not, however, proceed until he receives the signal to start from the Conductor.

73. The Motorman must exercise due care to avoid injuring any animal on or near the track. Where horses are crossing the track the Motorman must stop

until all are clear; where cattle, sheep or pigs are crossing the Motorman may, where the track is straight, proceed cautiously at low speed, but he must not enter on to any curve until the track is quite clear.

74. (*a*) If the Motorman should observe any object close to the track, such as a trestle, barrel, posts, etc., he must satisfy himself that such object is well clear, even if such a course involve delay; if he be not certain that the object can be passed with safety, he must not attempt to pass the obstruction, but must stop and ring for the Conductor to come forward to remove it.

(*b*) The Conductor must promptly report every instance in which any person other than a member of the Permanent-Way Staff excavates in, along, across, or under the track.

(*c*) The Motorman must be on the look-out for articles falling from vehicles, and if he observe any such article on or close to the track on which he is travelling or on an adjacent track, he must, if it be likely to form an obstruction, Stop and arrange for the Conductor to remove it.

(*d*) If the Motorman or Conductor observe, or have reason to believe, that any portion of the overhead equipment or of its connections has become disarranged and has fallen on, or is hanging near, the Running Line, he must stop and keep his Car clear of the disarranged structure or wires until he has ascertained that the Car can proceed with safety. If there be reason to believe that an adjoining Line is obstructed or unsafe, steps must also be taken to stop any Car from approaching on that Line. Care must be taken to avoid coming in contact with the disarranged wires, and arrangements must be made as quickly as possible to have the current switched off. See also clause (*d*) Instruction 24.

(*e*) The Motorman must shut off power when passing under an overhead frog or any place marked by a Cut-off Sign. See also clause (*d*), Instruction 66.

75. (*a*) The Motorman must watch diligently for any sign of defective equipment in the Car, such as may be indicated by unusual noises and the smell of heated insulation, and must take such steps as may be required to prevent damage to equipment.

(*b*) If any indication of fire be observed on the Car in traffic the Trolley-pole must be at once lowered and secured clear of the Contact Wire; the Car must be stopped, all passengers must be removed, and prompt action must be taken to deal with the outbreak. Water must not be directed on any wire or electrical apparatus whilst current is On.

(*c*) The Motorman must not stop the Car in front of or near to a burning building or other structure. The Motorman must stop when requested to do so by a Fireman; if traffic is suspended the nearest Car must be kept at least 100 yards away from the fire or crowd, and the Officer-in-Charge of the Depot must be immediately notified by the Conductor of the first Car stopped at the fire.

76. If side-barriers are provided on the Car it will be the Conductor's duty to see that they are kept down on the "Off" side when the Car is running; unauthorised persons must not be allowed to alter the position of a side barrier.

77. The Conductor must not allow any truck, bicycle, or other vehicle or any animal to be attached to or drawn behind or at the side of the Car.

78 (*a*) When due to an accident in connection with the Car, any person is injured, the nearest doctor must be summoned if one be required, and the injured person or persons must be conveyed on the Car if medical attention can be more quickly obtained thereby.

(*b*) The injured persons must be rendered every assistance or service possible, and if seriously injured or if unconscious or otherwise unable to take care of themselves and have no relative, friend, or Police Constable to take charge of them, they should be removed

on the Car (or such other suitable vehicle as can be engaged) to the nearest hospital, Doctor, or Chemist, but if the circumstances permit they should always be removed to a hospital in preference to a Doctor, or to a Doctor in preference to a Chemist.

(*c*) The full names and addresses of all injured persons should, if possible, be obtained and furnished with the report, but if in a serious condition an injured person must not be pressed for such particulars.

(*d*) In case of injury or sudden illness necessitating the removal of a passenger from a Car, the Conductor must ascertain the names and addresses of the relatives of the person so removed, and promptly communicate the particulars to the Officer-in-Charge, and the latter must, by the most expeditious means, inform the relative or relatives accordingly.

(*e*) In any case of sudden illness or where any person may sustain an injury by his or her own act (such as by alighting from or attempting to join a Car in motion, or from any similar cause not in any way arising from the fault of the Department), and the services of a medical man may be required, the Conductor in charge must be particular in such case to previously inform the medical man called in that his services are called for and on behalf of the injured passenger, and that he must look to the passenger, and not to the Railway Department for his fee.

(*f*) Full reports of the circumstances must be furnished on the proper Form by the Motorman and the Conductor.

(*g*) Ambulance boxes and stretchers are provided at the Depot for use when and where required, and must be kept complete, in good order, and always ready for use; the Ambulance boxes and stretchers at the St. Kilda, Brighton Beach or Sandringham Railway Stations may also be obtained if necessary.

(*h*) When any conveyance is engaged for an injured person, its number, description and, if possible, the name of the driver and owner must be obtained and

furnished with the report; the driver must be referred to the Officer-in-Charge of the Depot for payment, and the conveyance must be dismissed as soon as its services can be dispensed with.

79. (*a*) Whenever an accident occurs to any passenger or property, or the Car collides with any person, animal or vehicle—other than another Railway Car, for which see clause (*d*)—the Car must be stopped at once and, however unimportant the case may then appear, all the facts connected therewith and the full names and addresses of as many witnesses as possible (both on and off the Car) one a policeman if possible, must be obtained. Should a Car collide with a vehicle, the direction in which the latter was travelling must be reported, and if the collision occur after sunset employés must note, particularly, whether the vehicle concerned carried a light and, if not, must direct the attention of another person to the fact and feel the lamp to ascertain whether it has been recently extinguished. The report must also give the names and addresses of both the driver and the owner, and the registered number and any name shown on the vehicle concerned in the collision; if a horse be injured, the colour and (if possible) the brands must be stated in the report. In any instance in which an animal is killed, the Motorman must stop, and inform the first Permanent-way employé whom he meets.

(*b*) Witnesses, as to which particular persons, if any, are injured and to what extent, will be needed, and a few of those who are best able to give such evidence should be politely requested to give their names and addresses, in order that their statements may afterwards be obtained by the authorised officials of the department.

Sometimes people in the vicinity say that they did not see the occurrence, merely to avoid giving their names; their names should nevertheless be obtained. Even if they did not see, they may be able to give the officials the names of another or others who did see

the accident, and whose name may not have been obtained. The names and addresses of drivers and owners of vehicles and registered numbers, if any, of the vehicles should be noted.

(*c*) If a horse fall or any vehicle should break down on the track, or an accident of any kind on another Car be seen, the circumstances must be reported by the Motorman or Conductor-observing it, and witnesses on their Car must be obtained, if possible.

(*d*) In the case of one Railway Car colliding with another, or a sudden stoppage—due to a sudden application of the Brakes or other circumstance in which cases no passenger is at fault, the Conductor must be cautious in making inquiries not to attract particular attention of passengers to the occurrence. If, however, the sudden stoppage or similar occurrence be due to the driver of any vehicle fouling the track or to any person falling from the Car or being in danger of injury, the names and addresses of such persons and witnesses must be obtained.

After an accident, employés should keep their own counsel and communicate with departmental officers only; representatives of newspapers, solicitors' clerks, and members of the Police Department should be referred to the Officer-in-Charge at the Depot or to the Head Office.

(*e*) In the case of an accident, Carmen and other employés must always be on their guard against making any remark admitting they are in fault, or blaming each other, or to the effect that the accident is due to any defect in the Car, track or Brakes, or to a wrong Signal.

(*f*) No employé must visit any person injured by a departmental accident at such person's home or other place, after removal, unless specially authorised.

(*g*) If any witnesses object to giving their names they should be courteously informed that their statements may be required if the employés in charge of

the Car are blamed for the occurrence, and that in the majority of such cases written statements of the facts only, are required.

(*h*) Each witness must be given a Witness Card and requested to fill in the desired particulars, and on collecting these cards the employé concerned must see that the questions are legibly replied to. Each such card must be counter-signed and attached to the accident report form; and if witnesses are not obtainable the fact must be stated in the report.

The district, street, and number and name or location of house should be ascertained in obtaining any address; and the name and number of any Police Constable present should also be ascertained.

80. (*a*) Every accident or derailment (however unimportant it may appear) must be reported by the Carmen to the first Inspector or other Officer met with, and in serious cases the Conductor (or Motorman) must as soon as possible communicate the circumstances by telephone to the Officer-in-Charge of the Depot, and the latter must promptly communicate the particulars to the Head Office in accordance with the Instructions under the heading of Reporting Accidents, in the General Appendix to the Book of Rules and Regulations.

Accidents to employé, however trivial, must be immediately reported to the Officer-in-Charge by employés witnessing them, and the names of other witnesses should be furnished with the report.

(*b*) When reporting an accident the employé must state whether he witnessed the occurrence or is reporting on information received; in the latter case he must give the name of the informant, the time, place (i.e., locality of spot measured from the nearest stop mark), trip, and Car number, and, in any instance in which medical attention has been necessary, the name of the Doctor in attendance, or of the Hospital (if any) to which the injured were taken.

(*c*) Every irregularity must be reported by the Motorman and Conductor concerned. Even a seemingly most trivial irregularity may develop into a serious matter; therefore every such occurrence should be reported and every effort should be made to obtain and furnish correct particulars.

81. (*a*) In the event of any Car being from any cause delayed more than three (3) minutes, the circumstances must be reported in writing, and the cause of the delay must be fully stated in the report. In any instance in which a Car is delayed at a Crossing Loop or Terminal awaiting the Car Staff, the Conductor must open the telephone-box and remain in attendance thereat; if, however, the delay is of an unusual duration, he must communicate the circumstances to the Officer-in-Charge.

(i) **Fire Brigades, Fires, etc.—The Motorman must give the right-of-way to Fire Engines or other Fire-fighting conveyances or apparatus. See clause (c) Instruction 75.**

(ii) **Funerals.—Where a funeral which has to cross the track is closely approaching, the Motorman must stop to permit the Hearse and Mourning Coaches to pass.**

(iii) **The Governors' Cars.—The Motorman must stop, when necessary, to give precedence to the Cars of the Governor-General, the State Governor, and their escorts.**

(*b*) The Motorman must stop the Car promptly when directed to do so by a Police Constable; he must not start again until authorised by the Constable, nor until he receives the Proceed Signal from the Conductor.

(*c*) In any instance of an unusual Stop, passengers wishing to alight may be allowed to do so, but in order to prevent misunderstanding, the Conductor must inform them that the Car is not at the next intended Stopping Place.

82. The Motorman must furnish a Statement of Running, daily, on which he must fully enter the required particulars in every detail, and furnish information thereon as to any delay, the state of the weather, and any special circumstances affecting the traffic. He must show the time and place each Car worked by him was taken into or out of running or changed over, so that the mileage run by each Car daily may be correctly recorded.

83. (*a*) The Motorman must not receive any fare which it is possible for the Conductor to collect, but may collect fares (during a stoppage only) in a case of emergency, and in such event he must promptly hand to the Conductor all fares which he has collected, and obtain in exchange, and destroy, equivalent cash fare tickets.

(*b*) Except in a case of urgency the Motorman or the Conductor whilst on duty, must not call out to any other employé or to any person; in the event of the Motormen or Conductor of passing cars requiring to give any important official information to one another, they must stop their Cars, walk up to each other and deliver the information quietly, but with reasonable despatch.

(*c*) The Conductor must devote proper attention to the care and convenience of passengers, and the collection of the due fares. He must direct intending passengers to those portions of the Car in which seats are available, and, if necessary, must politely request sitting passengers to "Make room, please," in order that the seating accommodation may be properly and fully utilised. Passengers must not be allowed to loiter in the gangways, and the Conductor must see that delay due to this cause shall not occur.

(*d*) The Conductor must keep drawn up, the blind that screens the Motorman's rear cabin from view of passengers while the Car is in traffic; and when any passenger is travelling in the rear portion of the Car,

that Conductor must occasionally glance through the cabin window to satisfy himself that the controlling mechanism is free from interference.

(*e*) The Conductor must see that the doors, windows, sunshades, ventilators, and seats of the Car are arranged as may be necessary for the comfort of the passengers, and when closing any door, must do so carefully, so as not to injure any passenger or clothing.

(*f*) The Conductors must carry out their duties in such a manner as to avoid undue delay or loss of time.

84. (*a*) The Assistant Conductor is under the control of the Conductor-in-charge, and the latter will be held responsible for the proper performance of the duties of the Assistant. The Assistant Conductor must inform the Conductor-in-charge of any dispute (however unimportant) with a passenger as to fares, or of any accident or other unusual incident and the Conductor-in-charge must personally investigate such occurrence.

(*b*) When Cars are to run coupled, the Conductor-in-charge must work on the trailer Car, and whilst not engaged in collecting fares, must stand within reach of the trailer Car hand Brake. The Conductor-in-charge must give the starting signal from the rear of the trailer, and the Assistant Conductor must repeat such signal to the Motorman from the front Car. At every stopping place, the Assistant Conductor must notify the Conductor-in-charge when all is clear in the Car in which he is working by calling out distinctly the words, "Right here."

(*c*) The Motorman must exercise due care not to start until he receives the Bell Signal from the Assistant Conductor.

(*d*) Conductors and Assistant Conductors are responsible for the cleanliness and care of the Cars in their charge, and as far as possible must keep such Cars free from dust and dirt; dusters and waste, when not in use, must be kept out of sight.

85. No person must be allowed to ride or stand on the footboard, step, roof or dash rail of any Car, and if any person declines to move from such a position he must be removed without unnecessary force; if necessary, the assistance of the nearest Constable must be obtained.

86. (*a*) A young child, unaccompanied by an adult, must not be allowed to ride on any outside seat, nor must any child be allowed to stand on any Car seat, or play about any Car at a terminus.

(*b*) The Conductor must not take possession of, or in any way assume responsibility for, any child or any package or article which a passenger may bring on to the Car.

(*c*) The Conductor must not allow any passenger to take on the Car any goods which are of a dangerous nature, such as Benzine, Petrol, Acid, etc., or a plate of glass, saws, an open pot of paint, etc., which are liable to injure the fittings of the Car or the clothing of any passenger. He must not permit any passenger or employé to bring into the Car any large parcel or other article that would encroach on the space required for, or which may be objectionable to, passengers.

(*d*) In passing through the Car the Conductor must be careful not to damage any article belonging to a passenger, and must politely request the owner to remove any article that obstructs any passage.

87. (*a*) The Conductor must not allow smoking on the Car except in the portion especially set apart for that purpose, and, when necessary, he must request passengers to refrain from placing their feet on the seats or expectorating in the Car.

(*b*) He must not allow any intoxicated person to board or to remain on the Car.

(*c*) The Conductor must not allow, on the Car, the playing of any musical instrument, the solicitation of

alms, the collection for charities, the selling or sorting of newspapers or the distribution or posting of advertising notices or cards, and if any such offence be committed while he is off the Car, the Conductor must warn the offender, and report particulars to the Officer-in-charge.

(*d*) The Conductor must not allow any dog (except a small dog carried on the lap of the passenger) to travel on the Car.

88. (*a*) The Conductor must not permit any person to behave in a disorderly manner on the Car, and must furnish a full report of every occurrence of disorderly conduct. In the event of any passenger being disorderly, annoying another passenger, the Conductor or other authorised employé must take action as follows:—

(i) The offender must be requested to cease the annoyance, and warned that he is liable to incur a penalty and to be removed from the Car.

(ii) If the offender still persists in the annoyance, he must be requested to leave, and if he refuse to do so, he must be removed, without unnecessary force, but before taking such action the Conductor must confer with the Motorman. If the aid of the Police can be readily obtained, a Constable must be called in to render assistance or to take any charge that it may be necessary to prefer.

(iii) The Conductor must obtain the name and address of each offender and of the person or persons complaining (if any), and also of two or more witnesses.

(*b*) The Conductor must, as far as practicable, prevent any passenger from damaging the Car. In the event of any window, or lamp of the Car being accidentally broken, the Conductor must collect, from the

person responsible for the breakage, the amount specified in the list of charges for such breakages; if payment for such damage be refused, or if the damage be extensive, the Conductor must obtain the name and address of each passenger concerned and of two or more witnesses, and report the occurrence to the Officer-in-Charge at the Depot.

A list specifying the amount to be collected for damage of this character must be exhibited in each Car.

(*c*) It must be understood that payment is only to be accepted when it is quite clear that the damage has been accidental. In any case in which it appears to have been of a wilful or malicious character, the name and address in full of the person concerned, and, if possible, witnesses, must be obtained; special precaution must be taken to verify by means of the person's card, or an addressed envelope which has passed through the post, the correctness of the name and address furnished.

(*d*) Compensation for damage to departmental property other than that above specified will be assessed by the Head of the Branch concerned.

89. (*a*) The Conductor must refix any advertisement that may become displaced in the Car, or, if he be unable to do so, must hand the advertisement to the Officer-in-Charge and inform him of the number of the Car from which it is removed.

(*b*) An unauthorised employé must not be allowed to fix, or interfere with, any advertisement in the Car.

(*c*) No Car must be decorated with bushes, sketches, or flags, or in any other way without special authority.

90. Car Stopped by Accident, etc.—(*a*) Should an accident cause a Car to foul, or to be dangerously close to any adjacent Line, immediate steps must be taken by the Motorman to have such Line protected by sending a competent employé forward at least 150 yards to stop the first Car approaching on such Line.

(*b*) When an accident occurs the senior employé present at the scene must send a "Flash" report of the occurrence to the Depot by the most expeditious means available; the Flash message should state concisely the character and locality, and whether any injuries or damage have been caused.

Reports relating to derailments must state the number of the Car, the time, place, speed, cause of derailment (if possible), whether No. 1 or No. 2 end of the Car was first derailed, whether leading or trailing, whether on a curve or at Points, and the extent of damage, if any, caused to rolling-stock.

The employé receiving a Flash message must at once communicate the particulars to the Officer-in-Charge, and as soon as possible the particulars available must be sent to the Metropolitan Superintendent, District Engineer, Overhead Superintendent, Block and Signal Inspector, and (as laid down in the General Appendix Instructions for Reporting Accidents) to the Head Office. The Officer-in-Charge must proceed to the scene of accident by the most expeditious means and supervise arrangements.

(*c*) In any instance in which a Car is disabled or unsafe to run, the passengers (if any) must be removed and transferred to another Car as circumstances permit. Any Car which has been derailed must be changed over for examination as soon as convenient.

(*d*) Two Lifting Jacks, with the necessary blocks, are provided on each Bogie Car, and one on each Single-truck Car, for use as may be required in case of accident or emergency.

The jacks, which are portion of Car equipment, are numbered to correspond to the distinguishing number of the Car to which they are allotted, and, immediately

after use, must be replaced on their proper Car. Each Motorman must inspect, daily, the jacks on his Car, and report any shortage or defect.

No time must be lost in re-railing a derailed Car, but jacks must not be used if the Car can be drawn or worked, without damage, on to the track.

(*e*) **Emergency Tool Boxes—**

(i) A set of tools, comprising 2 lifting jacks (complete), 1 hand-saw, 1 tomahawk, 1 dozen wedges, 2 tommy-bars, trolley-tongs, piece of rope, and 2 re-railing plates, is kept in each of the Emergency Tool Boxes (marked "Emergency Tool Box") located at several points on the side of the public roadway; these tools are available for emergency use in case of accident, and the boxes containing them can be opened with the special key with which each Motorman is supplied and must have with him when on duty.

(ii) In any instance in which the emergency tools are used the Motorman must furnish a report stating the purpose for which they are required. The Motorman using the tools is responsible for their prompt return to the Emergency Tool Box when no longer required; if any of the tools are in an unsatisfactory condition, the Motorman must furnish a report stating the particulars.

(iii) A list specifying the positions of Emergency Tool Boxes must be exhibited in each Car, and Carmen must keep themselves conversant with them.

(*f*) Every employé who is available, whether on or off duty, must render prompt assistance in the event of an accident. In any case in which a Car is derailed or disabled, the Officer-in-Charge must make the necessary arrangements regarding relief of employés.

(*g*) In the event of a Car becoming disabled on a Double Line and requiring the assistance of another Car from the rear, the Motorman must instruct his Conductor to stop such Car and verbally instruct the Motorman thereof to proceed to the disabled Car and push it to the nearest Depot or other place where it can be shunted out of the way; the speed must not exceed 10 miles per hour while the Car is being pushed. The Motorman of the disabled Car must ride in front of his Car and exhibit the necessary Hand Signals to the Motorman of the assisting Car.

(*h*) If Relief can be more readily obtained from the advance, the Motorman of the disabled Car must fill in a "Wrong Line Order," Form (as per specimen at end of this instruction), and hand it to his Conductor, with instructions to proceed to the first cross-over road in advance and hand the "Wrong Line Order" to the Motorman of the Car which is to be used for Relief purposes, and to accompany such Motorman to the point at which the disabled Car is standing. The Motorman of the Relief Car must travel at reduced speed, keeping a good look-out for the disabled Car, and carry a Red Head Light at night.

The "Wrong Line Order," when properly filled in, is sufficient authority for a Motorman to run his Car in the Wrong direction from the nearest cross-over ahead of the disabled Car for Relief purposes.

The Motorman of the disabled Car must see that, at night, a Red light is exhibited on the front and rear of his Car.

(*i*) The Motorman of the disabled Car must not allow his Car to be moved until the Relief Car arrives, unless satisfactory arrangements have been made to prevent the Relief Car from coming to his assistance, and when a written order has been issued, until the man to whom the order was given has returned and handed the order back to the Motorman.

Specimen Wrong Line Order Form referred to in clause (h) of Instruction 90.

ELECTRIC STREET RAILWAYS.

MOTORMAN'S WRONG LINE ORDER.

To the Motorman of Car at.....

My Car is disabled at.....and

I require your Car to come to my assistance on the Wrong Line. I will not allow my Car to be moved until the arrival of your Relief Car.

(Signed).....Motorman of Disabled Car.

Car Number.....

(Date).....19 . (Time issued).....

Countersigned.....Motorman of Relief Car.

Date.....Time Order Received.....

WORKING TRAFFIC OF A DOUBLE LINE OVER A SINGLE LINE OF RAILS DURING REPAIRS OR OBSTRUCTION.

91. (*a*) When it is necessary during repairs or owing to an obstruction of any kind, to work the traffic in both directions over a Single Line, the Officer-in-Charge will institute and supervise the Single Line Working in accordance with the directions shown in the Book of Rules and Regulations. The Forms referred to in such Regulations, altered, in ink, as required, may be used for the Electric Street Railways; a sufficient supply of such Forms and a Pilotman's Badge must be kept on hand at the Depot by the Officer-in-Charge.

WORKING OF SINGLE LINES OF RAILWAY BY CAR STAFF AND TICKET SYSTEM.

92. (*a*) The object of the Car Staff and Ticket System is to prevent Cars travelling in opposite directions on any Section of any Single Line at the same time.