

GREAT NORTHERN RAILWAY

1959 TRAIN DISPATCHERS MANUAL

BASED ON 1959 CONSOLIDATED CODE OF OPERATING RULES



Great Northern Railway
Company

TRAIN DISPATCHERS
MANUAL

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These instructions are supplementary to the Consolidated Code of Operating Rules, Edition of 1959, and are effective December 1, 1959, canceling all previous instructions to Train Dispatchers not consistent therewith. These instructions must be reviewed as frequently as necessary to avoid overlooking their requirements.

T. A. Jerrow
Vice President Operations

1. **General** — Train Dispatchers report to the Chief Dispatcher, and it is their responsibility to safeguard all train movements with adequate protection. They must not authorize any deviation from the rules by operators, train or enginemen or others, and must keep in mind that safety is of the first importance in the dispatching of trains. Any rule violation, negligence of duty, or any irregularity relating to the movement of trains, or the handling or execution of train orders must be promptly reported.
2. **Bulletins** — Train Dispatchers must read bulletins and will record the number of the last bulletin posted on the train sheet, as acknowledgment of their understanding of all bulletins.
3. **Hours of Service** — They should have sufficient knowledge of the Hours of Service Law regarding train dispatchers, operators, enginemen, yardmen and trainmen to guard against violations.
4. **New Time-Table** — Before the effective time for a new time-table, dispatchers must check the new schedules and determine whether all trains which are authorized by the old time-table will be able to assume the corresponding schedule of the new time-table and proceed on that schedule.
5. **Knowledge of District** — Train Dispatchers must familiarize themselves with the movement of trains and the physical characteristics over the territory in their charge, such as grade conditions, location of sidings and train order signals at stations, etc.
6. **Notification of Train Movements** — Connecting divisions and dispatching districts must be kept promptly informed on train movements with which they are concerned and terminals and other stations, as required, should be kept informed as to the expected time of arrival of delayed passenger trains.
7. **Telephone Conversations** — Train Dispatchers must be courteous in their telephone conversations. Special care must be used and consideration given, when working with new or inexperienced operators. Train orders and line-ups must be transmitted with care and at a speed regulated to the capacity of the receiving operator.
8. **Numbering Train Orders** — When more than one set of dispatchers issues train orders over the signature of the same superintendent, each set of dispatchers will use a separate series of numbers. Adjoining dispatching dis-

tricts must not use the same series of numbers. A higher series of numbers must be used for slow or cautionary orders. Separate train order books must be used for each dispatching district and an exclusive book used for slow or cautionary orders.

9. Records in Train Order Book — The records to be kept in the train order book must be neatly compiled and legible. The train dispatcher on duty should show his initials at the top of each page. When an individual is breaking in with the train dispatcher, that person's initials should be shown directly below each train order they issue.

Separate pages must be used in the train order book for recording clearances, transfers and line-ups.

Train Dispatchers must check off all train orders not in effect by writing his initials across the face of the order with a colored pencil. A single diagonal line drawn across the entire page with a colored pencil indicates that all train orders on that page are no longer in effect. The letter "X" drawn across the entire page with a colored pencil indicates that all train orders up to and including that page are no longer in effect.

10. Orders Placed on Another District — When orders are issued by one dispatcher to trains on territory handled by another dispatcher, the order must be placed in the train order book of each dispatcher. In the case of slow or cautionary orders merely placed at a point of clearing trains by another dispatcher, and not covering territory handled by the other, a skeleton form of the order may be used. Orders issued by one dispatcher to be also used by another dispatcher, either in division or inter-divisional work, must be completely safeguarded and properly protected in case of annulment or superseding and entered in the train order book of each. Train dispatchers should co-operate to avoid issuing orders duplicating others. If the dispatching districts are under the jurisdiction of the same superintendent, the dispatcher in charge of the district where delivery of the order will take place will issue the clearance. If the dispatching districts are not under the jurisdiction of the same superintendent, train must be cleared by both dispatchers involved and such order numbers must be included on each clearance.

11. Operator's Statement After Absence — When an operator has been absent, train dispatcher must not accept his statement that a train has not passed and issue a restricting order addressed to such train at that station.

Under circumstances admitting of a doubt, train dispatcher must not attempt to restrict a train upon an operators statement that it has not passed. If it can be anticipated that there may be need for placing orders at such an office for a train, a certain amount of control can be maintained by previously giving such train an order to wait at that station until a specified time, or an order is given them in advance to secure a clearance at that station.

12. Placing Orders at Stations After Hours — Special precautions must be taken when placing orders at an office which is not customarily open at that time, or during periods of severe storms. At night, especially where the train order signal is not regularly kept lighted, be sure that it either has been lighted or other protection has been furnished before placing an order. For restricting orders issued under these conditions, instruct operators that fuseses and torpedoes must be used to give approaching train ample warning. Be sure operator knows how to use the fuseses and torpedoes and how to give signals properly.

13. Orders to Member of Crew — When a member of a crew copies a train order, the dispatcher must insist on person copying the order giving his name, location and train identification, before the order may be transmitted. In case this is to be a restricting order, the dispatcher must obtain absolute assurance from the person copying the order that the engineer understands that a restricting train order is to be received for their train and that there is no possibility of train, or part of train, leaving while the order is being copied.

14. Delivery of Train Orders — Your attention is directed to Rule 204 (A) which requires a copy of all train orders and clearances must be furnished rear trainman in addition to conductor and engineer.

15. Transfers — In making a transfer the train dispatcher being relieved must list the numbers of all train orders, including slow orders, still in effect. The transfer must also include any pertinent information of benefit to the relieving dispatcher, and the transfer must then be signed. The relieving dispatcher must carefully check the numbers, addresses and information contained in each train order so transferred, and if correct, sign and show the time of transfer.

16. Unusual Weather Conditions — When weather conditions restrict visibility, trains must be blocked an open

office apart. Consult with the Chief Dispatcher on duty as to the necessity for calling out agents or operators, if the conditions warrant. This applies in Automatic Block Signal Territory as well as in Non-Block Signal Territory. At terminals after the leading train has arrived, following train may be permitted to proceed. In CTC territory, train dispatcher or control operator must hold the following train one controlled signal behind the leading train.

17. **Snow Machinery** — The operation of snow machinery is generally done under unfavorable weather conditions and every precaution for safe operation should be taken. When practicable, trains should be blocked an open office behind a train opening the main track because of snow conditions. When this cannot be done, they should be blocked thirty minutes apart. Train order meeting points must be established between a train opening the main track because of snow conditions and opposing trains.

18. **A. B. S. System Out of Service** — Train Dispatchers must not issue train orders instructing trains to “disregard” Automatic Block Signal Indications.

When conditions require and when authorized by the superintendent, the Automatic Block Signal System between two or more stations may be taken out of service by train order. This order must not be placed until the train dispatcher has been advised by the proper authority that the block signals to be taken out of service have been either hooded, darkened or turned.

The following form of order must be used: “The Automatic Block Signal System is out of service between _____ switch _____ and _____ switch _____ Psgr Trains must not exceed 59 MPH and Freight Trains 49 MPH between these locations.” If there are spring switches in the territory affected they must be placed in hand operation by the signal department and the following must be added to the train order: “Spring switches at _____ and _____ have been changed to hand throw switches and rules governing the use of switches operated by hand must be complied with. Trains and engines must approach facing points of such switches prepared to stop unless it is known that the switch is properly lined and locked for their movement.”

If there are any interlockings located in the territory affected, the following must also be added to the order: “Interlocking signals at _____ are in service and interlocking rules must be complied with.”

19. **Train Order Signal Failure** — Form of order to use in case color-light type train order signal dark: "If train order signal at _____ is dark it will not be necessary to stop or obtain clearance and such signal will not be considered an imperfectly displayed signal."

If light is restored and it is necessary to issue train orders to a train at a station which has been delivered a copy of the above order, operators should be cautioned to be prepared to use hand signals to stop train if train order signal should again fail.

20. **Double Track Clearances** — When double track clearances are used they will be given the next higher train order number. When necessary to take away the authority of a double track clearance, it must be cancelled by train order. The record in the train dispatchers train order book must show the number of the clearance, the address and the destination.

21. **Protection for Slow or Impassable Track** — Train dispatchers must familiarize themselves with the provisions of Maintenance of Way Rules for the protection of slow or impassable track.

When issuing speed restriction orders, do not place to passenger trains ONLY or to freight trains ONLY, as under Rule 10 (H) a train not governed by speed specified in such train order would be required to move at a speed not exceeding 10 MPH.

When notified of broken rail or other unsafe condition in track, until proper information can be obtained as to speed restriction necessary, trains should be given a train order instructing them to stop and be sure track is safe before proceeding.

22. **Main Track Out of Service** — When a main track is out of service and trains are to be run on a track other than the main track, an order must be placed in the following form: "Account main track out of service trains will use _____ at _____."

23. **Engine Numbers** — In train orders, the engine number will be added following the train schedule number.

When an engine number is followed by a suffix letter, first pronounce the letter, then use appropriate word to insure correctness, for example: A—Able; B—Baker; C—Charlie; D—Dog.

In addressing and designating self-propelled equipment in train orders, use only the prefix or suffix letter and

the number, for example: "Eng R 3 works extra . . .", rather than "Eng Rail Detector R 3 works extra . . .".

24. Time in Train Orders — In the body of train orders time must be written in words and duplicated in figures.

25. Train Order Signal — When instructing operators to display train order signal, before transmitting a train order, train dispatchers must obtain the response from the operator that train order signal is properly displayed before starting the order. Operators must not be instructed or permitted to change the position of the train order signal so that it is not consistent with the train order for which it is displayed.

When a train order signal displays stop indication, trains must be brought to a stop. If OS report indicates this was not done, matter should be handled for correction.

When placing train order to a train at a point where such train is required to stop to fulfill train orders previously received, train order signal must be displayed in stop position until the restriction requiring the train to stop no longer exists, for example, if train to be met has arrived, or wait order previously received has expired.

26. Restricting Train Orders — Train orders must not be issued for a train at the point where its movement is restricted by such order if it can be avoided, especially when weather conditions impair visibility, or the location of the train order signal, in relation to the switch to be used by the train being advanced, would cause a hazardous condition. If the conditions make it necessary, the operator must be instructed to place torpedoes a sufficient distance to provide warning for the train being restricted, and take any additional precautions that may be necessary.

When restricting the superiority of a train at a meeting or waiting point, the train advanced should not be given authority to the main track at that point, unless the restricted train is already in on the siding and it is definitely known that the engine will not move out of siding until the other train arrives.

27. Obtaining Signatures — When it is necessary to issue a restricting train order to a train at a station after that train has been delivered a clearance, or the engine has passed the train order signal displaying a "proceed" indication, the train dispatcher must be sure the operator obtains the signature of both conductor and engineer to the restricting order, before permitting the operator to repeat

or give the "X" response to the order. Do not expect the conductor or engineer to sign just an order blank. Be especially careful under these conditions when working with inexperienced operators.

When a train order is issued to anyone other than an operator, or when signature of conductor and engineer are required on an order, such names must be recorded in the train order book.

28. "X-ing" Train Orders — Train dispatchers should use the "X" response to train orders only when absolutely necessary. When used, the operator that "X'ed" the train order must be instructed to repeat it and be given a complete as soon as possible. An order which has been "X'ed" must be made "Complete" before it can be annulled.

Rule 212 does not permit the train dispatcher giving an operator an order number and address to be "X'ed." The order must be transmitted before an operator can give the "X" response.

29. Repeating Train Orders — Train dispatchers must give complete co-operation when operators request to repeat recopied train orders, making frequent checks to see this is done. Proper record must be made in the order book as to station, time and date repeated.

Train dispatchers must not relieve operators of the requirements of checking each other on the repeating of train orders, making occasional checks to see that this is being done.

30. Authorizing Trains From Intermediate Stations — To authorize an engine to assume a schedule at an intermediate station, a train order is required, proper form of which is: "Eng 360 A run as No 31 F to Z." To authorize an engine to run as a section of a schedule from an intermediate station, use proper example of Form F train order.

31. Running Orders Fulfilled or Annulled — When an extra train has fulfilled its running order, or when its running order has been annulled, if a new running order is issued for that train, the requirements of train orders previously received, except slow orders and the annulment of a schedule or section, which they are to respect with the new running order must be reissued to them.

32. Headlight Failure — When notified of headlight failure or failure of both classification signal lights, other trains affected, yard engines, and operators in the territory involved must be notified, as far as practicable.

33. **Dual Control Switches** — When contacted by a member of crew of a train or engine which has been stopped by a signal governing movement over a dual control switch, in addition to giving them instructions relative to movement desired, they should also be reminded to operate the switch by hand.

34. **CTC Territory** — Within CTC territory, when granting verbal authority for movements not authorized by signal indication, such instructions must be written in a book provided for that purpose at the time they are issued unless the dispatcher's telephone is equipped with a tape recording device. Person receiving such instructions must repeat them back.

When switches or signals cannot be operated due to track obstruction or other condition, or are undergoing repairs, control station must block all signal and switch levers affected and must not remove blocks until advised by the proper authority.

When safe to do so and provided it will not interfere with the movement of trains, switches and signals may be operated by train dispatcher on request of signal maintainer or maintenance foreman for test or adjustment purposes or for movement of heavily loaded track cars or track equipment.

Before putting more than one train on a controlled siding, every effort must be made to notify such trains in advance of the condition and if this cannot be done the trains concerned must be stopped at Stop Signal nearest the siding and notified.

Stop signals must be kept displaying the most restrictive indication except signals should be cleared sufficiently in advance of an approaching train or engine to avoid giving unnecessary restrictive indications.

A train order meet should not be used to advance a train to the beginning of CTC territory.

When setting up a meet between two opposing trains, do not be too hasty to line the switch and signal for one of the trains to take siding for the other. Time will be saved and a much better meet accomplished if, when practicable, the first train to arrive at that station is placed on the siding. Keep in mind a switch or signal can be given to a train at any time but if an attempt is made to take a switch or signal away from a train and they are closely approaching, signals would be changed immediately in advance of the train involved creating a hazard to that train and the time release would have to be run down before any change in the line-up could be made.

Dispatchers must avoid, as far as possible, displaying Stop indication for a train without having displayed the Stop indication in sufficient time to give that train an Approach indication. Example: If a westward train has been gone from A a sufficient length of time to reach B, and if dispatcher desires to stop that train at B to meet an opposing train, the proper procedure would be to give that train an Approach indication at the entering end of station, with a Stop indication at the leaving end of station, and permit the westward train to hold the main track at B, thus putting the eastward train on the siding at B.

When dispatcher is relieved, he must make written transfer in manner prescribed in Item 15 to relieving dispatcher showing location of trains, existing line-ups, any irregularities in equipment and any movements being made not authorized by signal indication. He must advise relieving dispatcher of prospective movements and other necessary information.

35. Failure of CTC System — When the train dispatcher or control operator, acting upon the authority of the train dispatcher, is unable to operate the CTC satisfactorily, Division Superintendent will confer with Signal Supervisor and determine as soon as possible the nature of the failure. If in the opinion of the Signal Supervisor, the CTC must be taken out of service, the following will govern:

1. Establish train order offices, by train order, at stations where there are operators but no train order signal. Require all trains to obtain Clearance Form A, before passing these stations.
2. Change all dual control switches, within the limits involved, from POWER to HAND operation and lock in HAND position with signal locks.
3. Use the following form of train order when suspending CTC:

“CTC operation is suspended between _____
and _____ Psgr Trains must not exceed
59 MPH and Freight Trains 49 MPH between the above
points
The movement of trains will be governed by time table
and train orders
Switches to be used must be hand operated and re-
stored to normal position
All Consolidated Code Operating Rules that were
amended modified or superseded by CTC Rules are
again in effect while CTC operation is suspended

Non Automatic Block Signal Rules are also in effect
Automatic Block Signal and Interlocking Signal aspects
must be respected as prescribed by the rules

All trains must approach interlockings prepared to
stop at the home signal

The following stations are established as train order
offices _____

_____ All trains must approach these stations
prepared to stop and must not pass such stations until
CLEARANCE FORM A is received "

4. Deliver the train order suspending CTC operation to
all trains and operators in the territory affected, also
to all trains that will enter the territory.
5. After CTC suspension train order has been delivered to
all trains in the affected territory and it is desired to
commence train movements, opposing train movements
must be handled by establishing train order meeting
points between such trains.
6. If there are no communications in addition to the CTC
failure, no attempt should be made to move trains into
the affected territory until the trains in there have
been moved out, or until the necessary restricting train
orders have been delivered to those trains and acknowl-
edgment of the receipt of such train orders has been
received by the train dispatcher.
7. Rule 91 (A) of the Consolidated Code of Operating
Rules must be complied with. It provides for blocking
trains, in the same direction, ten minutes apart. Con-
sideration should also be given to blocking trains in the
same direction an open station apart, depending on the
prevailing conditions, this would include weather, den-
sity of traffic, etc.
8. Restrict trains to a maximum speed of:
59 MPH for Psgr Trains.
49 MPH for Frt Trains.
9. When CTC operation is to be resumed, all trains and
operators affected must be given a copy of the train
order annulling the CTC suspension train order, after
dual control switches in the affected territory have been
restored to normal operation.
36. Trackmens Line-ups — Train dispatchers will trans-
mit line-ups as required. The line-up must be for a speci-
fied territory and for a designated period of time. The
same care and consideration should be given them as train
orders.

List trains separately for each direction, passenger trains first, work trains to be shown under a separate heading. Engine numbers should be shown for all trains if possible.

The last OS should be shown for any trains on line at the time the line-up is issued. Regular trains not on line may be shown on time if such is the case. If sections are to be run, each section must be shown. Show approximate leaving time at initial station for trains ordered or expected to be run during the time line-up is in effect.

When there is a change of time-table, the following information must be included on the line-up that is transmitted at the regular line-up time commencing 48 hours before and continuing until 48 hours after the effective time of the new time-table:

“(Division) _____ Time Table No _____ becomes effective _____ M (Day-Date) _____ Obtain a copy.”

Line-up must be repeated by one of the employes receiving it. The repeating of the line-up should be changed around among the various employes copying it to insure that it is being done properly. If correctly repeated the train dispatcher will respond with O. K. and the time.

Additional line-ups must be furnished when requested and the same procedure followed as for the line-ups issued at the specified times.

When it is necessary to run trains not included on the trackmens line-up, the train must be given a train order reading “Your train is not shown on trackmens line-up, Reduce Speed and run carefully where visibility is restricted sounding engine whistle frequently.” When it develops that a train may be ahead of the time shown on the line-up, if the delay will not be excessive, train should not be permitted to leave ahead of the time shown on the trackmens line-up. If the train is permitted to leave ahead of the time shown on the trackmens line-up, it must be given a train order reading: “Trackmens line-up shows your train leaving (Station) at (Time) Reduce Speed and run carefully where visibility is restricted sounding engine whistle frequently.”

If a train is to be run against the current of traffic and such information is not shown on line-up, the following train order must be issued to such train: “Trackmen have no advice of your movement on _____ track Reduce Speed and run carefully where visibility is restricted sounding engine whistle frequently.”

In CTC territory, when it is necessary to operate a track car on the main track beyond the station limits, in addition to obtaining line-up, track car operator or train order operator must call the train dispatcher or control operator and inform him of the move to be made, stating name, occupation and location. Care must be exercised to state clearly the point from where the movement is to start, the point to which the track car is to move, and the time necessary to make such move.

If it can be done, the train dispatcher or control operator will authorize the movement of the track car in the following form, which must be written on a copy of the line-up form and repeated back by the person copying it:

" (Name) may move on main track
between (Location) and (Location) from
(Time) M until (Time) M."

This authority, when received, will permit movement of the track car between the specified times, and between the points shown, without protection against trains. A careful lookout must be maintained for other track cars. At the expiration of the time authorized the track car must be clear of the track or protected in accordance with the rules.

The train dispatcher or control operator must protect such movement by blocking the signal levers on the control machine controlling movements into the specified limits and must not remove such blocks until expiration of the authorized time unless track car operator personally reports track car clear of main track and time no longer needed.

FORMS OF TRAIN ORDERS

50. Form S-A — Unless otherwise provided, train order meeting and passing points must be established between first class trains, between passenger extras, and between first class trains and passenger extras.

When a meet order instructs a train to take siding, any change in such meeting point must designate which train will take siding until the meet between the trains has been fulfilled.

Do not issue train order meets between a work extra and any other train.

When a meeting point has been established without designating either train to take siding and later it is decided to have the superior train take siding, another order must be issued, reading: "_____ take siding at meeting _____."

51. **Form B**— Examples 2 and 4 of this form of train order must not be used. Example 3 may be used only in Automatic Block Signal Territory. Further it should be used only when necessary to keep important inferior trains moving ahead of superior trains and time orders are not sufficient. Station limits of this order, when used, should be no farther than necessary.

When example 3 is used, the second-named train does not need to know the first-named train has left the point first-named. Also note that if the second-named train does pass the first-named train between the points designated, the train order must then be considered fulfilled and does not have to be annulled.

52 **Form S-C**— Right of track orders to intermediate points should be avoided as much as practicable.

When an extra train is given right over an opposing extra train, as in examples 3, 4, 5 and 6, the right-over limits must, when practicable, extend to:

The end of the running order of the first-named extra;

Or, to the end of single track;

Or, to a point already reached and at which the second-named extra receives the order.

When conditions do not permit this and it is necessary to make the right-over to an intermediate point, unless example 7, Form S-C is used, the dispatcher will add to the order: "Extra _____ take siding and not leave _____ until Extra _____ has arrived."

Do not give an extra train right over all opposing trains to an intermediate point, for example:

"Extra 700 west has right over eastward trains
A to G"

In the above example, eastward trains would include eastward extra trains and extra 700 west, according to rule, would be required to head in and stay at G for eastward extra trains.

53. **Forms E and S-E**—

Forms E and S-E must not be combined.

When later Form E time orders are issued, all previous time orders that are covered by the later orders should be annulled.

The time in run-late orders must end with a naught (0) so as to be easily added to the schedule time.

When reducing time in orders, other trains either in the same direction or opposing trains that have the original order must receive a copy of the order reducing the time before the train for which the time has been reduced is permitted to enter the territory affected by the order, unless the movement is protected by train order.

A train must not be instructed to "wait for" a work extra.

If eastward or westward extra trains are instructed by train order to wait at a station, if such station is within the authorized limits of a work extra, the work extra must be excepted in the order.

54. Form G — Before issuing running orders authorizing an extra train, the train dispatcher must enter it on the train sheet and issue the required orders between this extra and opposing extra trains. If a return movement is to be authorized the entry must be placed on the train sheet in both directions and the required orders provided for the movement in both directions. An extra must not be authorized to return to a location beyond its starting point.

When example 4 is used, all trains over which the extra is given right, must have copies of the order delivered to them before the order is made "complete" to the extra thus given right. When this cannot be done, a "Hold order," Form J, must be placed to provide protection. Trains which might overtake this extra must be given copies of the order, also yard engines in whose territory the extra is authorized, until the order is fulfilled. Work extras in this territory must be given a copy of the schedule order and must also be instructed by train order to "Clear _____ Extra _____ on Order No. _____."

It must be understood that the extra thus given right must also be given a copy of this order as well as the work order.

When it is desired to run an extra, authorized by example 4, late on its schedule order, another order in the following form must be used: "_____ run _____ late _____ to _____ on Order No. _____."

When it is desired to have an extra authorized by example 4 use the main track at the arrival station, the order should read: "Arrive _____ Psgr Station."

55. Forms S-H and D-H — Trains authorized by work orders will be entered on the train sheet by a diagonal line drawn across the station column between the working limits, showing the engine number along the line, in addition, the proper entry must be made in the work train column on the train sheet.

A work extra's train order authority must not be annulled to other trains, or to operators, until after the order annulling the work trains authority is in the possession of the conductor and engineer of the work extra affected and their train is clear of the main track.

The work train crews tie-up at the end of the day is not sufficient authority to annul a work order in advance of the expiration time of the order. The signature of the conductor and engineer must be obtained.

When necessary to authorize two work extras within the same or overlapping work and time limits, the two work extras must be instructed to protect against each other.

When a work extra is authorized by a combination of examples under Form S-H or Form D-H in one order and it is desired that the work extra protect itself against designated extra trains after a specified time, the order must read: "Eng _____ works extra _____ M until _____ M between _____ and _____ not protecting against extra trains except protect against _____ after _____ M."

When a work extra has been instructed to clear an extra train after a specified time, and it is desired to extend such time, the following form must be used: "Work extra _____ clears _____ (east) or (west) after _____ M instead of _____ M."

A work extra must not be instructed to clear or protect against a regular train after a certain time.

56. Form J — This form of order must not be used to advance a train against other trains without issuing proper orders.

57. Form K — When a schedule or a section is annulled from an intermediate station, examples (2) and (3), the order must specify the date that the train is due to leave that station.

58. Forms M and P — In superseding or annulling part of an order, repeat the words and figures of the particular movement to be superseded or annulled, for example:

Order No 1 — "No 1 eng ___ meet No 4 eng ___ at ___ and No 2 eng ___ at ___".

Order No 2 — "That part of order No 1 reading No 1 eng ___ meet No 2 eng ___ at ___ is annulled".

Order No 3 — "No 1 eng. ___ meet No 4 eng. ___ at ___ instead of ___".

Order No 4 — "No 1 eng. ___ wait at A until 959AM B 1010AM".

Order No 5 — "That part of order No 4 reading No 1 eng. ___ wait at B until 1010AM is annulled".

An order must not be superseded more than once. After an order has been superseded, if any further changes are necessary, the superseding order must be annulled.

Form G, S-H or D-H orders must not be superseded to shorten or lengthen the limit of distance or time authorized.

When there has been an engine change on a regular train, the following form may be used:

"No _____ has eng. _____ instead of eng. _____".

59. **Form D-R** — Before issuing Form D-R orders, train dispatchers must know that work trains or opposing trains are clear of the track to be used, and must not make meeting points between opposing trains on that track.

Although Consolidated Code Rule 93 prescribes that "All trains and engines must move at restricted speed when running against the current of traffic within yard limits," before the train dispatcher issues a Form D-R order through yard limit territory, he should first notify the yardmaster and furnish copies of the order to yard engines.

60. **Form D-S** — Form D-S train orders must be written in the regular train order book and carry a number of that series.

Time should not be stated in the body of this form of order if it can be avoided, however, if necessary to do so, use a starting time only, for example: "After _____ M _____ track will be used as single track between F and G."

After the expiration of the starting time in the original train order, that order should be annulled and replaced with one not specifying a starting time, for example: "_____ track will be used as single track between F and G."

When Form D-S orders are issued through yard limit territory train dispatcher should first notify the yardmaster and furnish copies of the order to yard engines.

61. **Form W** — Under Rule S-83 (A), the train register must not be used as evidence of the arrival of an extra

train except as provided by Form "W" train order examples (5) or (6).

If an operator is on duty at the register station involved, do not use examples (5) or (6) but instead issue the necessary train order check to the train requiring it.

62. Form Z — This form is to be used only on subdivisions designated by the Superintendent or in an emergency.

On certain branch line subdivisions, designated in the special instructions on such subdivisions, flag protection against following trains is not required, therefore the use of Form Z train order is not necessary on these subdivisions.

Before permitting more than one train on one of these subdivisions at the same time the train dispatcher must protect the movement. If it is practicable for the train ahead to provide protection, both trains must be given a train order in the following form; (Extra 575 west protect against Extra 680 west between (station) and (station) after (time M). If that is not practical, due to wanting to tie up the crew on the train ahead or other reason, the following train must be given a train order in this form; (Extra 680 west protect against Extra 575 west on main track at (station) without flag protection).

In the event that one of the trains involved is going to pass the other train, the train passing will have to be given a train order to provide protection against the train passed.

63. Slow or Cautionary Orders — In placing slow or cautionary orders, definite locations must be used to enable crews to easily locate the conditions. If speed zone signs are used, have been placed and train dispatcher so advised, that fact must be included in the order. When using mile posts, culverts, bridges, etc., locate the condition in relation to the nearest station, or between stations.

Instruct operators to use the white form of slow order for copying orders with a miles per hour speed restriction.

When it is known that a slow or cautionary order will be in effect for more than a week, it should be called to the attention of the Chief Dispatcher so that bulletin can be issued covering the condition. If this cannot be done, slow or cautionary orders should be re-issued at frequent intervals.