



RULES
FOR
CONDUCTORS
AND
MOTORMEN

April 20, 2003

Shelburne Falls Trolley
Museum, Inc.

**This book is the property of the
Museum.**

HAND SIGNAL RULES.

Issued to.....
(name)

on.....
(date)

I have read the foregoing Rules of the Shelburne Falls Trolley Museum, and fully understand the same.

Having agreed to volunteer or work for the Museum, I hereby promise and agree to faithfully observe the said Rules, and do hereby make myself personally responsible for any negligent violation of same.

.....
(signature)

.....
(date)

- Conductor _____
- Motorman _____
- Operator _____
- Pump Car _____
- Dispatcher _____
- Yard Motorman _____
- Motor Car _____
- Track Mobile _____

★ These Rules are to be kept available for reference always when on duty, and each man is expected to study them until he becomes thoroughly familiar with them.

- STOP** Swing hand or lantern horizontally repeatedly.
- AHEAD** Move hand or lantern up and down repeatedly.
- BACK** Swing hand or lantern in circle facing motorman repeatedly.

TRACKMOBILE RULES

M1. All of the applicable rules for conductors, motormen and track car operators **apply to trackmobile operators** as well.

M2. Only qualified brakemen may ride as passengers on the trackmobile, and **only on a trailing edge platform** with handholds.

M3. If any cars are to be moved, the operator of the trackmobile must be assisted by **at least one brakeman**, who must also be a qualified Track Car Operator. The operator and brakeman must be in visual or radio contact whenever the trackmobile is in motion. The operator and brakeman must discuss the moves to be made and **discuss how to avoid any hazards** to equipment or people.

M4. The trackmobile will use the **Gong Signals**, using its horn or other signaling device as needed for signaling movement.

M5. The brakeman may ride on moving equipment, but only in a manner that he is **sure not to fall off** of, between or under the equipment.

M6. The brakeman may, **at his option**, get on or off moving equipment, but only if he feels he can do so

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T18. No one may ride a pump car who is unable to hold on to a handle with both hands.

T19. No one may get on or off the pump car while it is in motion.

T20. No one whose **chin is lower than the fully raised pump car handle** is allowed to operate the pump car handle.

T21. Pump car passengers must **keep both feet on the floor** when the car is moving. The operator must keep at least one foot on the floor.

T22. The pump car operator must **explain all relevant rules**, including T17, T18, T19, T20 and T21, to the passengers before starting, as well as explaining any other hazards.

T23. No more than four people can ride or push the push cart at any time, and they must be sitting or holding on to the handles.

T24. No one may get on or off the leading end of the push cart while it is in motion. The push cart may only be pushed from the trailing end.

T25. No more than five passengers may ride the motor car at any time, and they must all be sitting.

T26. The track car operator of the motor car must be able to work the

include paid and unpaid persons working for the Museum.

These Rules relate to the safety of employees and the public, and to the proper care of the Museum's equipment. The Museum also has Policies for ensuring that the public finds their visits enjoyable, pleasant and educational.

Employees must bear in mind that they are engaged in a public service in which they are constantly called upon to exercise great patience, forbearance and self control, and that each employee of this Museum represents it before the public.

Whatever the Museum is forbidden to do, either by written or unwritten law, workers must not do; whatever the Museum is required to do workers must do.

The success and reputation of the Museum in the operation of its cars depend to a great extent upon the civility, honesty, good judgment, tact and appearance of its employees and their ability to get along with people. Operation is intended and expected to be a source of income to the Museum. There should, therefore, be an earnest effort on the part of each employee to

- The track car operator is in possession of the reverser key, or under authority of a dispatcher.

T6. When a track car is being moved on to or off of the Main Track East of Pole 1, the move must be completed without interfering with the operation of the trolley.

T7. No one may shut off the power if the trolley is in operation, whether moving or not, without first informing the conductor or motorman.

T8. Only one track car or trolley at a time may be in motion on a track, unless they are both moving in the same direction and separated by at least 50 feet, and only under the authority of a dispatcher. All track cars operators must be made aware by the dispatcher if other track cars are authorized to be on the same track.

T9. Unless authorized by the dispatcher, the track car may not come within 15 feet of the frog of any switch to another in-use track.

T10. Switch 1 and Switch 2 must always be left lined and locked for the Main Track after a track car has passed through the switch.

T11. Track cars that are not in use

GENERAL RULES FOR CONDUCTORS AND MOTORMEN.

RULES AND INSTRUCTIONS

1. Conductors and motormen **receive their instructions** from the General Manager (GM). If the GM appoints a dispatcher, the dispatcher's orders will be followed as if they were given by the GM.

2. Conductors and motormen must have their copy of these **Rules available to them** while on duty.

3. Examine **Bulletin Board** in Car Barn for new Rules, Special Orders or assignments every work day. Special Orders remain in force until annulled. Initial all bulletins to indicate your understanding of them.

4. Ignorance of Rules or Special Orders will not be accepted as an excuse for neglect of duty.

5. The General Manager will maintain a list on the Bulletin Board of **all qualified motormen and conductors**. To be qualified, employees must pass a test given by the Chief Inspector every year.

6. A qualified motorman must be **at least 21 years of age**.

DISPATCHER RULES

D1. A dispatcher must be on duty to coordinate the movements of track cars whenever two or more track cars will be on the same track, or when a track car will be operating on the Main Track along with the trolley.

D2. The General Manager will post **a list of qualified dispatchers**. A qualified dispatcher must complete a training and testing program set up by the Chief Instructor, and be at least 21 years of age.

D3. The dispatcher must be able to **be in contact** with all conductors and track car operators at all times.

D4. The dispatcher may be an **on-duty motorman, conductor**, or track car operator.

D5. The dispatcher will **designate which track** or tracks any track cars are authorized to operate on, using a form provided by the General Manager, and the dispatcher will insure that all conductors and track car operators understand which tracks are authorized for use.

D6. The dispatcher may **transfer his duties** to another dispatcher, after informing all on-duty conductors and track car operators.

for immediate suspension or dismissal, pending review.

13. Both motormen and conductor will be held responsible for **reckless running**.

14. No passengers may be carried unless a qualified motorman and a qualified conductor, or a qualified operator, is in control of the car.

15. In all cases not fully covered by these Rules, motormen and conductors will **use common sense** and discretion.

SIGNAL RULES

16. Be familiar with the **track map**, and know the directions of travel (eastbound and westbound), and the names of the tracks. Know to identify locations by line pole number, and turnouts by turnout number.

17. All operations and track maintenance must be restricted to the museum-controlled tracks west of the Elm Street crossing. Never occupy or work on the tracks belonging to **Guilford Rail Systems** (see track map).

18. Use **Bell Signals or Hand Signals** to communicate between conductor and motorman.

water such that the motors get wet.

76. In the **absence of the conductor** the motorman is held responsible for the car and its management, and will take on the conductor's duties, consistent with common sense.

77. When track is **wet or slippery** run with extreme caution. Turn on the power slowly. If the wheels slip or skid on the rail, the car will start better with a small amount of current than a large one.

78. **The front headlight** must always be on when in motion. For convenience, both headlights may be left on, regardless of direction of travel.

RADIO RULES

The purpose of radios is primarily to allow the trolley to get emergency help by calling the ticket agent, who places a call to 911 if needed. The radios may also be used to simplify operations, as needed.

R1. The conductor or motorman **must carry a working radio** if one is available whenever the car is underway. The radio must be carried so that it can be heard.

would cause injury or damage to people or equipment.

26. All operating personnel must have **working flashlights** if operating after dusk.

27. When in motion, **motorman should treat ALL bell signals as EMERGENCY STOP signal.**

When in motion, Conductor should use bell signals only for emergency stop, and should endeavor to give three taps. When the conductor wishes to make a non-emergency stop, he should inform the motorman orally of where he wishes the car to stop.

NORMAL OPERATION

28. Conductors and motormen before taking out a car must see that it is in **running order.**

29. At the start of each operating day, either **the length of the track must be walked or driven** by a qualified motorman, or an inspection trip at slow speed must made, to inspect the track for defects, obstacles and other problems such as misaligned switches.

possible care to prevent accidents. If it is necessary to move closer than 25 feet to anything on the tracks, first make a safety stop, and then proceed at a dead slow speed.

64. Always see that your car is in **good working order** before leaving car barn, brakes working free, lights working, fire extinguishers, first aid kit and tools in proper place and complete.

65. **Never jump points** on controllers when feeding up, always allow motors to get up to speed of one point before moving handle to next.

66. When **throwing off current**, throw the handle quickly, and with a single motion, to "off" position.

67. When stopping, release the brake a little so as to make an easy stop. Never slide the wheels if it is possible to avoid it.

68. **Turn off power substation** at end of day, and whenever car will not be moved for a while. Be sure circuit breaker on wall and red disconnect switch are both OFF.

69. Motorman will be expected to become familiar with the **electrical equipment** of the cars, that they may be able to meet emergencies when

safe to depart.

33. When **changing ends**, secure the rope to the retriever, remove from bracket, walk to other end, place on bracket, then place wheel on wire. Make sure the rope runs freely. Beware that loose clothing, such as neckties, can get caught in retriever. Wear only clip-on ties.

34. When the car is **unattended**, brakes should be released, the wheels should be triggered, with at least two trigs, one east, one west.

35. The motorman should always have **possession of the reverse key**, or it should be locked up.

36. Always **change ends in preparation** for next expected direction of travel when leaving car.

**SPECIAL RULES FOR
CONDUCTORS.**

53. The **conductor has charge the of car**, and the motorman is under his direction and must obey his orders (as far as reasonable.) He is required to report in all cases any failure on the part of motorman to properly obey signals or carry out running orders.

54. The **conductor's place** is on the rear platform or in the car. Standing on front platform with motorman is strictly forbidden.

55. Conductors (and motormen when they are not engaged in operating the car) are to **make every effort to prevent slips and falls** when passengers are detraining.

56. Conductor will be held accountable for the condition of his car while he is in charge. He must see that it **presents no hazards** to the public.

ACCIDENTS, FIRE, PROBLEMS

42. Accidents to individuals, vehicles or animals, no matter how slight, must be reported to the General Manager and other supervisors at once. If medical attention is needed, have someone call 911 and attend to injured as best as possible. If property of others is damaged, report accident to Buckland Police (625-8200) and fill out the SFTM Accident Report Form. If possible, get the full and correct name, address and telephone number of the person injured, and the full and correct names, addresses and telephone numbers of all witnesses present. Conversation with or in the presence of non-employees about the occurrence is forbidden. All inquiries must be directed to the proper officials of the Museum. Take no action that could be construed as altering evidence.

43. In case of fire, the motorman should stop car, set brakes, put canopy switch to OFF, and have someone call 911. The conductor should pull pole and make sure that all persons are in a place of safety. Workers may choose to fight fire if