

safely, and has informed the trackmobile operator that he is going to do so.

M7. The brakeman must **know how to operate the brakes** on any cars being moved, and make sure they work as expected before moving cars.

M8. If a car to be moved does not have adequate braking ability, it must be moved in such a way that it **cannot hit any other equipment in an uncontrolled manner**, and it must be moved in such a way that it cannot push the trackmobile into another car.

BELL SIGNAL RULES.

CONDUCTOR TO MOTORMAN:

2 taps -- Go ahead.

3 taps -- When standing is signal to back.

When running, any number of taps is signal to stop immediately, 3 taps is the standard stop immediately signal.

MOTORMAN TO CONDUCTOR:

3 taps -- Notice to conductor that car must be backed.

4 taps -- Call for signals.

GONG SIGNAL RULES.

2 gongs - Starting Forward.

3 gongs - Starting to Reverse.

More than 4 gongs - Warning of approaching car.

HORN SIGNAL RULES.

Same as for Gongs.

make the service safe, excellent and attractive.

The exercise of good judgment in avoiding risks, and a strict compliance with the Rules and Special Orders will prevent accidents. No risks of any sort must be taken in running, better err on the safe side in every case. A motorman or conductor holds the lives of the passengers, the general public and the future of the museum in his hands, and the slightest rashness or carelessness on his part may be the means of the loss of life, bodily injury or destruction of property. The Museum will not tolerate any recklessness or carelessness.

While it is the duty of employees to properly represent the Museum in dealing with the public, it is also the duty of good management to detect and remove from service all workers who are incompetent or dishonest that the competent and honest may be encouraged and protected.

must be locked or otherwise immobilized.

T12. Unless otherwise allowed by the General Manager or a member of the next operating day's trolley crew, track cars may not be put away West of the trolley car.

T13. The brakes of any track car must be inspected for proper operation before being used each day.

T14. Make every effort to prevent derailments. Track cars may be slowly and carefully derailed to move them off the track or to move them to another track, but they must never be intentionally derailed with passengers on board.

T15. All track cars must check for approaching vehicles before entering any section of track that other vehicles might be crossing.

T16. The track car operator of the pump car must stand in the position next to the brake pedal.

T17. No more than three passengers may ride the pump car at any time. All passengers must be either standing, facing the direction of travel, and holding a pump handle; or standing sideways and holding the loop handle on the A-frame.

NOTICE.

TO ALL EMPLOYEES CONCERNED.

The Rules contained herein have been adopted to take effect April 20, 2003, and will replace all existing Rules.

Conductors and motorman are expected to have a copy of these Rules available to them at all times, and to study the same carefully and often until they are thoroughly familiar with all of them.

Every employee must promptly obey all instructions received from his superiors, and is required to look after and be responsible for his own safety, and to exercise the utmost caution to avoid injury to the public.

If in doubt as to the meaning of any Rule or Special Order, apply at once to the proper authority for explanation.

The term 'Museum' shall mean the Shelburne Falls Trolley Museum, Inc.

The terms 'Motorman', 'Brakeman', 'man' and 'he' are retained for historical significance, however, these terms should be read to include men and women.

The terms 'worker' and 'employee'

controls for speed and brake at all times that the motor car is moving.

T27. No one may ride a track car who does not follow the directions of the track car operator.

T28. No one is allowed to ride any track car with his arms or legs dangling over the sides.

T29. Track cars are not allowed to be coupled to other equipment, unless specifically authorized by the General Manager or the Track Supervisor.

T30. The track car operator must restrict the speed to allow stopping in a reasonable distance. The speed must also be restricted for the comfort and security of passengers.

19. In no case start until **conductor has given the proper signal.**

20. Gong must be sounded **more than four times** at any time when it is necessary to call attention to the movement of the car, and **whenever approaching station stops** or areas where people or vehicles might be on the track.

21. Hand Signals must be given in such a way that they are clear to the motorman. If there is any doubt as to meaning of signal, the motorman must regard it as a STOP signal.

22. Any **object waved violently** by anyone on or near the track is to be regarded as a STOP signal.

23. Any **red flag in the tracks** is to be regarded as a STOP signal.

24. The **front of the car** is the platform where the motorman is standing. "Ahead" and "Forward" are taken to mean motion with the front of the car leading.

25. A **blue signal**, flag or tag on a piece of equipment means it is not to be moved. The signal may be removed only on the authority of the person placing it. Use a blue flag or possession of the reverse key to prevent operation of the car if operation

R2. The conductor or motorman carrying the radio must make sure that **the ticket agent has a working radio** or receiver, if one is available. If no ticket agent is on duty, a cordless telephone should be on the car to place emergency calls.

R3. The operation of any radios in use **must be checked the first time** the trolley is at the Salmon Falls stop, and whenever crews change. The radio check should start with the words "Shelburne Falls Trolley Museum .."

R4. Profane, crude or personal communications are not allowed on company radios. Remember that other radios can receive these transmissions and that other people may be overhearing the company radios.

R5. Radio **communication should be started** by stating your name or title (such as "dispatcher" or "Car 10") and the name or title of the person you are calling, e.g. "Car 10 calling ticket office", or "John calling dispatcher".

R6. Persons being called should **respond promptly**, even if it interrupts the interpretive talk.

7. A qualified conductor must be **at least 18 years of age**. If the conductor is under 21 years of age, then the motorman has final authority over operation of the car.

8. A qualified **Yard Motorman** may move a car for performing work, under the authorization of a qualified motorman, but may not carry passengers. A Yard Motorman must be over 12 years of age.

9. A qualified **Operator** may carry passengers without the assistance of a conductor.

10. While on duty or subject to duty **abstain entirely** from the use of intoxicating liquors, from illegal drugs, and from medication that might affect performance.

11. No employee will be allowed to be **absent from duty** without permission of his superior, except if an employee feels that a physical, mental or medical condition impairs his ability to safely and properly carry out his duties, he **MUST** take himself off duty, even if it means the car cannot be operated for the public.

12. **Disobedience of orders**, Rules or Special Orders, or neglect of duty may be considered sufficient cause

TRACK CAR RULES

T1. These rules apply to the operation of push carts, pump cars, motor cars (speeders) and track mobiles, collectively referred to as track cars. All of the applicable rules for conductors and motormen apply to track car operators as well.

T2. The General Manager will post a list of qualified track car operators and the equipment they are qualified on. To become qualified, the track car operator must complete a training and testing program set up by the Chief Motorman, the Instructors and the General Manager.

T3. The minimum age for each type of track car operator will be determined by the General Manager.

T4. Track cars may only be operated when a qualified track car operator is on board.

T5. Operation of a track car on the Main Track West of Pole 1 is not allowed, except under the following conditions: •The trolley power supply is off and marked by the track car operator or dispatcher with a blue tag, or

PASSENGER RULES

37. Look for passengers at all loading areas and before pulling out of stations at either end of the line.

38. Keep passengers off front platform and steps, and under no conditions allow any one to ride on outside or on top of car. Do not allow passengers to stand near open freight doors.

39. Take reasonable action to prevent persons **getting on or off moving car**.

40. Assist passengers to ensure their safety and comfort when they are loading and unloading.

41. Maintain order among passengers. Allow no roughhousing, fighting, quarreling, profane or indecent language on the car at any time. Persons visibly under the influence of liquor, indecent persons, or anyone in such conditions that they will be offensive must not be allowed on cars.

SPECIAL RULES FOR MOTORMEN.

57. When the car is in motion, **responsibility for safe running** rests with the motorman.

58. Check that **power substation** is functioning properly when turned on. Check that carbarn indicator lamps are lit. Upon arrival at Salmon Falls, check that lamps on pole 9 are lit.

59. Never place **pole on wire** before ensuring that both controllers are off. Be ready to remove pole from wire if car starts to move.

60. The **proper position for the motorman** is to stand between the controller and the brakewheel, with one hand on each.

61. When approaching areas where people or vehicles might be on or approaching the tracks, **look in all directions and be prepared to stop** to prevent any collisions.

62. Always keep your **primary attention to the front of the car** when moving. Never leave the platform when the car is moving.

63. The motorman must keep the car under **perfect control**, and not approach any person or vehicle on the tracks closer than 25 feet, using all

30. Before **starting car**, conductor must ascertain that it is safe to move car. He must then signal motorman with two bells. Motorman will then also ascertain that it is safe to move car. If it is safe, he will signal with two gongs, release brake and proceed. If not safe, conductor and motorman must resolve any safety issues and repeat this procedure.

31. When **stopping at a platform**, motorman may stop without signals from conductor. If first stop does not properly align doors with platform, motorman must await signal from conductor before moving. Conductor must request that passengers remain seated, check that it is safe to move, then signal motorman with bell and hand signals to move forward or in reverse. Motorman must signal with gong before moving.

32. When **changing ends**, the motorman must set his brake, remove reverser key, walk to rear of car to set that brake, walk pole to other end, release brake, and walk to new "front", and await the conductor's signal to proceed. The conductor should attend to his passengers, and signal the motorman when he is ready and it is

they arise on the road.

70. Always pull down trolley pole when **working at the controllers**, light circuit, etc.

71. Motorman must allow **no unqualified person** to run car, except under his direct and constant supervision.

72. Pay special attention to the running of machinery especially noting the condition of bearings. If they are too hot report the matter at once. A good and careful motorman will **detect anything wrong** by the sound, smell and "feel" of the car when running.

73. Never **reverse the motors** when car is running forward, except in case of necessity, such as avoiding a collision or to save life. If there is not time to stop car with brakes, reverse to first point and apply brakes lightly. Don't go beyond second point. Reversing is a severe strain on the apparatus, and should not be resorted to except when absolutely necessary.

74. Motormen must not pass over any **turnout** until they know that the points are properly lined.

75. Never operate the car through

they can safely do so. Watch also for fires alongside track and extinguish or call 911, as deemed appropriate.

44. In case of a **broken trolley wire**, keep everyone away from area until certain that power substation is off. Call Museum Office and direct someone there to shut off and lock power substation. If a wire falls on car, do not let anyone get on or off car until certain that power substation is off. An employee may **jump** from car, if no other recourse is available, to turn off power.

45. In case of a **dewirement**, the conductor and motorman must bring the car to a quick but safe stop. After ensuring that the motorman has shut off the controller, the conductor will then reset trolley wheel on wire. Make sure the rope runs freely. Report persistent dewirement locations.

46. In case of **power failure**, be sure both controllers are off, handbrake is set, and light circuit is switched on.

47. If there is **danger of lightning**, return to barn, pull pole and secure, and turn off substation. Be sure that substation circuit breaker is OFF. Operation may resume only when danger of lightning has passed.

48. If a **light bulb** in the car fails, turn off the light circuit until the bulb can be replaced.

49. In case of **derailment**, notify General Manager and other supervisors. Do not try to rerail car without proper assistance.

50. In case a **motor fails** to work, or runs with a jerky motion, ascertain which motor is disabled and cut it out on both controllers, and report the matter to the office. Pull pole and shut off canopy switch before opening controller case. Shut off switches are on the top right corner.

51. Never work on wires or overhead work unless power substation is locked off, and you have control of the key.

52. Report as soon as possible any **defect in equipment, track, overhead lines**, or any part of the Museum's property that may come under your observation.
