

RULES
FOR
CONDUCTORS
AND
MOTORMEN

April 20, 2003

Shelburne Falls Trolley
Museum, Inc.

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.

HAND SIGNAL RULES.

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.

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Shelburne Falls Trolley
Museum, Inc.

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'

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

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.

**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**.

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

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.

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

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 be made, to inspect the track for defects, obstacles and other problems such as misaligned switches.

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

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 trigged, 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.

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.

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

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, hand-brake 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.

**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.

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

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

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

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.

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.

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.

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

- 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

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.

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

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.

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

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.

This book is the property of the Museum.

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.

