

RULES  
FOR  
CONDUCTORS,  
MOTORMEN  
AND  
TRACKCAR  
OPERATORS

April 4, 2023

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This Rule Book is issued to \_\_\_\_\_

# SIGNALS

## CONDUCTOR'S BELL SIGNALS

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.

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## GONG SIGNALS

2 gongs - Starting Forward.

3 gongs - Starting to Reverse.

More than 4 gongs - Warning of approaching Car.

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## HORN SIGNALS

All Gong Signal Rules apply

1 short blast - In position for passenger unloading

1 long, 1 short - Approaching area where vehicles or people might be on or near track

4 short blasts - Call for signals

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## HAND SIGNALS

STOP - Swing hand or lantern horizontally repeatedly.

REDUCE SPEED - Hold hand or lantern horizontally at arm's length

AHEAD - Move hand or lantern up and down repeatedly.

BACK - Swing hand or lantern in circle repeatedly while facing Motorman.

# NOTICE

TO ALL EMPLOYEES CONCERNED.

The Rules contained herein have been adopted to take effect April 4, 2023, and will replace all existing Rules.

Every employee must promptly obey all instructions received from any superiors, and is required to look after and be responsible for the employee's 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 term 'Motorman' is retained for historical significance, however, this term should be read to include anyone qualified to operate a Trolley Car.

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 these qualities 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 is responsible for the lives of the Passengers, the general public, and the future of the museum. The slightest rashness or carelessness 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.

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## DEFINITIONS

**Blue Signal:** A sign, flag, lock or tag that is blue in appearance and is used to signal that equipment should not be moved.

**Bulletin Board:** a location for posting Special Orders, assignments and the list of qualified Operating Personnel.

**Canopy Switch:** an electrical switch which disconnects the traction motors of a Trolley Car either manually or automatically.

**Car:** Trolley Car

**Conductor:** The qualified person who is in charge of the safety of the Passengers and directs the operation of the Trolley Car or other On-Rail-Equipment.

**Conductor's Bell:** A device used by the Conductor to give signals to the Motorman. It is actuated by ropes extending from one vestibule to the other.

**Controller:** A device for controlling electrical current to the traction motors of a Trolley Car. The controllers are located in each vestibule of the Trolley Car.

**Derailment:** When a piece of On-Rail-Equipment unintentionally leaves the rails of the track.

**Dewirement:** When the Trolley Wheel unintentionally loses contact with the Trolley Wire.

**Gong:** A foot operated audible warning device located under the vestibules of a Trolley Car. The Gong is used by the Motorman to warn bystanders that the Trolley is moving or about to move.

**Hand Car:** A Track Car that is human powered. This includes Pump Cars, Velocipedes, etc.

**Job Briefing:** A meeting of all operating personnel at the beginning of the day or when there is a change in crew or operations.

**Line Pole:** Wooden pole beside the tracks that helps support the Trolley Wire. Not to be confused with Trolley Pole.

**Loading Platform:** A structure beside the tracks for loading and unloading Passengers.

**Motor Car:** A motorized Track Car.

**Motorman:** The qualified person operating a Trolley Car.

**Normal Operation:** consists of Trolley Car operations on the

Stall 2, House and Main Tracks, and Pump Car operations on the Middle Track.

**On-Rail-Equipment:** Any Trolley Car, Track Car, Trackmobile or other equipment that can move on rails.

**On-Rail-Equipment ID Tag:** A (usually metal) tag that has the identification of a piece of equipment, like the Pump Car, marked on it. The On-Rail-Equipment ID Tag can be hung on a STOP Sign to indicate which piece of equipment has possession of the track that is protected by the STOP Sign. On-Rail-Equipment ID Tags are kept with their respective equipment or on a STOP Sign.

**Operator:** The qualified person who has received training to perform the duties of Motorman and Conductor simultaneously.

**Operating Person/Personnel:** Any person involved with the operation of On-Rail-Equipment

**Passenger:** Any person riding on a piece of On-Rail-Equipment who is not involved with the operation of the On-Rail-Equipment.

**Pump Car:** A Hand Car that is propelled by “pumping” a lever up and down.

**Rules:** This collection of Rules, as updated from time-to-time.

**Reverser Key:** On a Trolley Car, a metal key which is used to select the direction of travel. The removal of the Reverser Key from the Controller prevents the movement of the Trolley Car under its own power.

**Special Operations:** Any movement of equipment that is not consistent with Normal Operations.

**Special Orders:** A publication issued by the General Manager, to be checked at the start of each work day to inform operating personnel of changes in operations.

**STOP Sign:** A permanently installed metal sign with “STOP” written on it, which is on a hinged post such that it can be raised or lowered. No equipment may pass a raised STOP Sign.

**STOP Signal:** A hand, radio, or verbal signal that means “STOP IMMEDIATELY”.

**Track Car:** A piece of maintenance of way On-Rail-Equipment designed for track inspection and maintenance, including Hand Cars and Motor Cars.

**Track Car Operator:** The qualified person operating a Track Car.

**Trackmobile:** A self propelled piece of equipment capable of moving other pieces of On-Rail-Equipment. It can ride on rails or roads.

**Trig:** A wooden or metal device wedged between rail and wheel used to physically prevent the unintentional movement of On-Rail-Equipment when brakes are released.

**Trolley Car:** Electrically self-powered rolling stock

**Trolley Pole:** The metal pole on the roof of a Trolley Car that connects the Trolley Car to the Trolley Wire through the Trolley Wheel.

**Trolley Wheel:** The wheel on the end of the Trolley Pole that rolls under the wires to make electrical contact.

**Trolley Wire:** The overhead wire, supported by Line Pole and bracket arms, that conducts electrical power to the Trolley Car via the Trolley Pole.

**Turnout:** An arrangement of track structure which allows On-Rail-Equipment to pass from one track to another.

**Vestibule:** The platform at each end of a Trolley Car where the Motorman stands to operate the Trolley Car.

**Wire Frog:** A piece of the overhead where two Trolley Wires come together, near a Turnout.

# GENERAL RULES FOR ALL OPERATING PERSONNEL

1. All Operating Personnel **receive their instructions** from the General Manager (GM). If the GM appoints a Designee, the Designee's orders will be followed as if they were given by the GM.

2. All Operating Personnel must have a **copy of these Rules available** to them while on duty. All Operating Personnel must study the Rules carefully and often until they are thoroughly familiar with all of the Rules. The General Manager will keep an up-to-date copy of the Rules on or near all operating On-Rail-Equipment.

3. **Examine Bulletin Board** for 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 Operating Personnel**. To be qualified, employees must pass tests given by the Chief Inspector every year.

6. A **qualified Motorman** must be at least 15 years of age. Any Motorman under 21 years of age must be working with a Conductor over 21 years of age.

7. A **qualified Conductor** must be at least 15 years of age. Any Conductor under 21 years of age must be working with a Motorman over 21 years of age.

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 at least 12 years of age.

9. A **qualified Operator** may take on the role of Motorman and Conductor simultaneously. An Operator must be at least 21 years



of age.

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

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

12. **Medical appliances** necessary for safe and pleasant operations, e.g. eye glasses, hearing aids, dentures, etc., must be worn when on duty.

13. **Disobedience of orders, Rules or Special Orders**, or neglect of duty may be considered sufficient cause for immediate suspension or dismissal, pending review.

14. At the beginning of every work day and whenever there is a change of Operating Personnel, everyone involved must get together for a **Job Briefing**, where the specifics of the work to be done, as well as the safety aspects of the work, are explained and discussed.

15. Both Motormen and Conductor will be held responsible for **reckless operation** of the Trolley Car.

16. If any Operating Personnel observes a **possible Rules violation** by another Operating Person, the violation should be discussed in private between the Operating Personnel. Any such Rules violation that is unresolved by such discussion should be reported to the General Manager promptly. Any significant Rules violation should be reported to the General Manager.

17. Any Operating Personnel who feels that they are being asked to perform an action that is in violation of these Rules has the **right to refuse to perform that action**. Any such request should be resolved by the General Manager. If the General Manager made the request, then the resolution should be handled by the Board of Directors.

18. **No Passengers may be carried** unless a qualified Motorman and a qualified Conductor, or a qualified Operator, is in

control of the Car.

19. A Motorman, Conductor or Operator who has not been on **duty in the last 30 days** is required to review the Rules and make a qualifying trip with a qualified Motorman or Conductor.

20. In all cases not fully covered by these Rules, Motormen and Conductors will **use common sense and discretion**.

21. No one may make **mechanical or electrical repairs** to any equipment without authorization of the General Manager. The GM may choose to delegate this decision making to others.

22. All operations and track maintenance **must be restricted to the museum-owned tracks**. Never occupy or work on the tracks belonging to the adjacent active freight railroad (see Yard and Siding Diagram).

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## SIGNAL RULES

23. Be thoroughly familiar with the **Yard and Siding Diagram** (see last page), 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.

24. Use **Conductor's Bell Signals**, Hand Signals or voice commands to communicate between Conductor and Motorman.

25. The Motorman may not move the Trolley Car until the Conductor has given the **proper signal**.

26. 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.

27. Upon receiving a STOP Signal, the operator of On-Rail-Equipment must make a **quick but safe stop**. On-Rail-Equipment may approach raised STOP Signs as closely as they can without overrunning the STOP Sign, but may not proceed past a raised STOP Sign.

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

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

30. Any **red flag** in the tracks is to be regarded as a STOP Sign.

31. The **front of the Car** is the vestibule where the Motorman is standing. "Ahead" and "Forward" are taken to mean motion with the front of the Car leading.

32. A **Blue Signal** on or near a piece of equipment means it is not to be coupled to or moved. The Blue Signal may be removed only on the authority of the person who placed it. Use a Blue Signal to prevent operation of equipment.

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

34. When in motion, Motorman should treat ALL Conductor's Bell signals as **EMERGENCY STOP Signal**. When the Car is in motion, Conductor should use Conductor's Bell signals only for

emergency stop, and should endeavor to give three taps. When the Conductor wishes to make a non-emergency stop, the Conductor should inform the Motorman verbally of where the Conductor wishes the Car to stop.

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## NORMAL TROLLEY CAR OPERATION

35. 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 Turnouts.

36. Before starting Car, Conductor must **ascertain that it is safe** to move Car. Conductor must then signal Motorman with two bells. Motorman will then also ascertain that it is safe to move Car. If it is safe to move Car, Motorman will signal with two gongs, release brake and proceed. If it is not safe to move Car, Conductor and Motorman must resolve any safety issues and repeat this procedure.

37. When stopping at a Loading Platform, Motorman may **stop without signals** from Conductor. If first stop does not properly align doors with Loading Platform, Motorman must request and 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, voice or hand signals to move forward or in reverse. Motorman must signal with gong before moving.

38. If the Car must be **moved in reverse**, the Conductor or another qualified person must be on the rear vestibule or adjacent to the rear of the Car on the ground, to make sure that there is nothing on the tracks for the duration of the move.

39. When **changing ends**, the Motorman must set the “front” brake, remove Reverser Key, walk to “rear” of Car to set that brake, turn Trolley Pole to new “rear” (see Rule 40), release “rear” brake, and walk to new “front”, and await the Conductor's signal to proceed. The Conductor should attend to the Passengers, and signal the Motorman when everyone is ready and it is safe to depart.

40. When **turning Trolley Pole**, secure the rope to the retriever, remove from bracket, walk to other end, place retriever on bracket, then place wheel on Trolley Wire. Make sure the rope runs freely. Beware that loose clothing, such as neckties, can get caught in

retriever. Wear only clip-on ties.

41. When the Car is **unattended** in the Car Barn or Shed, the wheels should be Triggged, with at least two Trigs, to prevent motion in either direction, and then the brakes should be released.

42. The Motorman should always have **possession of the Reverser Key**, or it should be locked up.

43. Employees at closing time will see that all equipment and buildings are **properly secured**.

44. The **track doors** for the Car Barn and Shed, when open, must be fastened at all times so that the wind cannot move them.

45. No one shall work as a Motorman, Conductor or Operator for more than **10 hours in any 24 hour period**, or more than 48 hours in any period of seven consecutive days.

46. Employees should discourage all persons from placing **anything on the rails** on any active track.

47. Employees should request that all guests do not **trespass** on the adjacent active freight railroad property.

48. These Rules may be **waived**, on a case by case basis, after consulting with the General Manager, for purposes of inspection, maintenance or training.

49. **Smoking** and use of Electronic Nicotine Delivery Systems are not permitted by anyone on any equipment or in any buildings. Employees should not smoke near guests.

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## PASSENGER RULES

50. **Look for Passengers** at all loading areas and before pulling out of stations at either end of the line.

51. Keep Passengers **off front and rear vestibules and steps**, and under no conditions allow anyone to ride on outside or on top of Car. Do not allow Passengers to stand near open freight doors.

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

53. Assist Passengers to ensure their **safety and comfort** when they are loading and unloading.

54. 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.

55. Passengers should not stick arms, hands or heads out of any Trolley Car **window**. The Conductor should make sure that any windows that are open are properly sitting on their latches.

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## ACCIDENTS, FIRE, PROBLEMS

56. Accidents involving individuals, On-Rail-Equipment, vehicles or private property, 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 and fill out the SFTM Accident Report Form. If property of others is damaged, report accident to Buckland Police (413-625-8200) and fill out the SFTM Accident Report Form. Accident report forms are kept in the Ticket Office and on the Trip Log clipboard on No.10. 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.

57. In case of any accident involving the Trolley Car, first **IMMOBILIZE** the Car as follows: 1) Shut off the Controller, 2) Bring the Car to a quick but safe stop, 3) Latch the brakes firmly, 4) Remove Reverser Key, 5) Turn OFF the Canopy Switch.

58. To **SECURE the Trolley Power Substation**, switch both switches OFF and lock the AC switch handle with a Blue Signal. Retain possession of the key for the Blue Signal. Call other personnel if needed to SECURE the Trolley Power Substation.

59. In case of **fire**, the Motorman should **IMMOBILIZE** the Car (see Rule 57) and have someone call 911. The Conductor should pull Trolley 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.

60. Before **any electrical work** is performed on the Trolley Wire, the supporting spans for the Trolley Wire or on the Car, **SECURE** the Trolley Power Substation OFF (See Rule 58) .

61. In case of a **fallen or broken Trolley Wire that is in contact with the Trolley or in case of a Trolley Car Derailment**, **IMMOBILIZE** the Car (See Rule 57). Keep passengers on board



and onlookers away from the area and SECURE the Trolley Power Substation OFF (See Rule 58). If employees are near the Power Substation, contact them by radio or cell phone to request assistance in making the Power Substation SECURE. If no assistance is available, an employee may jump from Car to SECURE the Power Substation OFF after ensuring passengers will stay onboard and onlookers will keep clear. Any person needing to leave the Car before the Power Substation is SECURE must be certain to stay away from a fallen Trolley Wire and move directly away from the Car upon exiting. Notify General Manager and other supervisors. Do not try to rerail Car without proper assistance.

62. In case of a **Dewirement**, the Conductor and Motorman must bring the Car to a quick but safe stop. Then the Motorman should IMMOBILIZE the Car (see Rule 57). After ensuring that the Motorman has IMMOBILIZED the Car, the Conductor will then reset Trolley Wheel on the Trolley Wire. Make sure the rope runs freely. Report Dewirement locations.

63. In case of **power failure**, IMMOBILIZE the Car (see Rule 57) but leave the light circuit switched on.

64. If there is danger of **lightning**, return to Car Barn or Shed, remove Trolley Pole from Trolley Wire, and SECURE Trolley Power Substation (see Rule 58) OFF. Operation may resume only when danger of lightning has passed.

65. If a **headlight bulb or an interior light bulb fails**, turn off the affected light circuit until the bulb can be replaced.

66. In case of a **broken or fallen Trolley Wire**, SECURE Trolley Power Substation (see Rule 58) OFF. Keep all persons clear of area. Notify General Manager and other supervisors.

67. In case a **motor fails to work**, or runs with a jerky motion, IMMOBILIZE the Car (see Rule 57). Report the matter to the General Manager, other supervisors and on-duty employees.

68. 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

69. The **Conductor has charge** of the Car, and the Motorman is under the Conductor's direction and must obey the Conductor's orders (as far as reasonable). The Conductor is required to report in all cases any failure on the part of the Motorman to properly obey signals or carry out running orders.

70. The Conductor will be held accountable for the **condition of the Car** while the Conductor is in charge. The Conductor must see that it presents no hazards to the public.

71. When the Car is in motion the Conductor's place is on the **rear vestibule** or in the Car. Standing on the front vestibule with Motorman is strictly forbidden.

72. 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 boarding and detraining.

73. At any Loading Platform equipped with a **chain or gate** at the edge, the Conductor must ensure that the chain or gate is closed when the Car departs the Loading Platform.

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## SPECIAL RULES FOR MOTORMEN

74. 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.

75. When the Car is in motion, responsibility for **safe operation** rests with the Motorman.

76. Check that **Trolley Power Substation** is functioning properly when turned ON. Check that Car Barn and Shed indicator lamps are lit. Upon arrival at Salmon Falls, check that lamps on Line Pole 9 are lit.

77. **Never place Trolley Pole on Trolley Wire** before ensuring that both Controllers are off. Be ready to remove Trolley Pole from Trolley Wire if Car starts to move.

78. The **proper position** for the Motorman is to stand between the Controller and the brakewheel, with one hand on each.

79. 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.

80. Always keep your **primary attention** to the front of the Car when moving. Never leave the vestibule when the Car is moving.

81. The Motorman must keep the Car under **perfect control**, and not approach any person, On-Rail-Equipment 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.

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

83. When **reducing power to the motors**, throw the handle quickly, and with a gentle single motion, all the way to the "OFF" position then set controller to desired power position.

84. 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.

85. At **end of day**, and whenever Car will not be moved for a while, turn OFF Trolley Power Substation. Be sure AC and DC

disconnect switches are both OFF. Be sure AC switch handle is locked. Place Trolley Pole in rafters as far as possible from the Trolley Wire. Do not use the rope to tie down the Trolley Pole.

86. 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.

87. Motorman must allow **no unqualified person** to run car, except under the Motorman's direct and constant supervision.

88. 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.

89. 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. Don't go beyond second point. Reversing a moving Trolley is a severe strain on the apparatus, and should not be resorted to except when absolutely necessary.

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

91. Never operate the Car through **water** such that the motors get wet.

92. 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.

93. 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 power than a large one.

94. The front **headlight**, if operable, must always be on when in motion. For convenience, both headlights may be left on, regardless of direction of travel. Operation after dark without a headlight is forbidden.

95. A **safety stop** must be made before entering the Car Barn. The gong must be sounded continuously while moving in a building. No On-Rail-Equipment may exceed a slow walking

speed while entering, exiting or inside of ANY building.

96. Motorman must endeavor to coast (with Controller shut off) whenever the Trolley Wheel is passing under a **Wire Frog**.

97. Motorman must reduce speed to a fast walk when the Trolley Pole is traversing a **facing point Wire Frog**. If it is necessary to backpole through a facing point Wire Frog, do so at a slow walk and have a crew member watching the Trolley Pole for possible Dewirement. Do not allow anyone to walk in the tracks in front of a moving Trolley Car to guide the Trolley Pole through a Wire Frog.

98. When approaching a **Turnout that needs to be thrown**, stop before the wheels are on the points. If the Motorman or Operator is throwing the Turnout, follow these steps:

Set the brake, remove the Reverser Key, unlock and throw the points of the Turnout, verify that the points are properly aligned, replace and lock the lock, return to the Car and await the conductor's signal to proceed.

If the conductor is throwing the Turnout, follow these steps: Verify that the Motorman has set the brake, unlock and throw the points of the Turnout, verify that the points are properly aligned, replace and lock the lock, return to the Car and signal the Motorman to proceed when it is safe to do so.

99. The Car may not exceed the speed of a fast walk on the **Main Track** between the frog of Turnout 1 and Line Pole 10 in either direction.

100. The Car may not exceed the speed of a fast walk on the **House Track** in either direction.

101. No On-Rail-Equipment may exceed the speed of a slow walk on the **Stall 1 Track, Stall 2 Track, or while in Turnout 5 or Turnout 7**, in either direction.

102. No On-Rail-Equipment may exceed the speed of a slow walk between **Line Pole 1 and the Shed** in either direction.

## RADIO RULES

The primary purpose of radios is to allow Operating Personnel to get emergency help by calling the Ticket Agent or other person near a telephone, 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 their On-Rail-Equipment is underway. The radio must be carried so that it can be heard. If no radio is available, a mobile phone may be used instead, as long as Ticket Agent has the phone number.

R2. Any Operating Personnel carrying a radio must make a radio check with the **Ticket Agent**. If no Ticket Agent is on duty, a cordless or mobile telephone should be on any operating On-Rail-Equipment to place emergency calls.

R3. The operation of any radios in use must be checked the first time the Trolley Car 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 Museum radios. Remember that other radios can receive these transmissions and that other people may be overhearing the Museum radios.

R5. Radio **communication** should be started by stating your name or title and the name or title of the person you are calling ( e.g. "Conductor Car 10 calling Ticket Office").

R6. Radios, telephones or other devices **may not be used by the Motorman** or Operator when the On-Rail-Equipment is in motion.

R7. Persons being called should **respond promptly**, even if it interrupts the interpretive talk. A Motorman or Operator being called may wait to respond until a normal stop, if in motion, per Rule R6.

R8. Persons attempting to call, and if not receiving a prompt response, should give the message regardless, and **presume it was not received** until acknowledged.

## TRACK OCCUPANCY RULES

O1. All movable On-Rail-Equipment, except the Trolley, may only occupy tracks that are **isolated from the track that the Trolley is on by a raised STOP Sign or red flag.**

O2. A raised STOP Sign will be secured with an **On-Rail-Equipment ID Tag** matching the Track Car Operator or Track Car that is occupying the track. A raised STOP Sign can only be lowered with the permission of the person(s) who placed the On-Rail-Equipment ID Tag(s). If there are no On-Rail-Equipment ID Tags on a raised STOP Sign or the owner of the On-Rail-Equipment ID Tag cannot be contacted, it may be lowered after verifying that the section of track that the sign protects is unoccupied.

O3. Before **taking occupancy** of a track for Special Operations conduct a Job Briefing with all affected Operating Personnel, explaining any On-Rail-Equipment moves required to arrange the Special Operation.

O4. At the **end of Special Operations**, lock up all On-Rail-Equipment or remove from the track, position the STOP Signs for Normal Operation and inform all other Operating Personnel that the track is clear for Normal Operations.

O5. All Turnouts must always be **left lined and locked** for the next Trolley movement after a Track Car has passed through the Turnout unless otherwise authorized by General Manager.

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## TRACK CAR RULES

T1. These Rules apply to the operation of Pump Cars, Velocipedes, Motor Cars (Speeders) collectively referred to as **Track Cars**, and to Trackmobiles. All of the applicable Rules for Conductors and Motormen apply to Track Car Operators and Trackmobile Operators as well.

T2. The **minimum age** for each type of Track Car Operator will be determined by the General Manager.

T3. Track Cars may only be operated when a **qualified Track Car Operator** is on board.

T4. **Only one Track Car** 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. All Track Car Operators sharing a section of track must participate in a Job Briefing.

T5. Track Cars that are not in use must be **locked** or otherwise immobilized.

T6. The **brakes** of any Track Car must be inspected for proper operation before being used each day.

T7. 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.

T8. All Track Car Operators must **check for approaching vehicles** before entering any section of track that other vehicles might be crossing.

T9. The Track Car Operator of the Pump Car must stand in the position **next to the brake pedal**.

T10. 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.

T11. No one may ride a Pump Car who is **unable to hold on to a pump handle** or loop handle with both hands.

T12. No one may get on or off the Pump Car while it is in **motion**.

T13. No one whose **chin** is lower than the fully raised pump handle is allowed to operate the pump handle.



T14. 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.

T15. No one is allowed to ride any Track Car with **arms or legs dangling** over the sides.

T16. The Pump Car Operator must **explain all relevant Rules**, including T10, T11, T12, T13, T14 and T15, to the Passengers before starting, as well as explaining any other hazards.

T17. Anyone using a **Velocipede** must do so under the direct supervision of a Track Car Operator who is qualified to use that particular Velocipede. Special Rules for the use and operation of any Velocipede must be clearly explained to the person operating the Velocipede before it is used.

T18. On a **Motor Car**, all Passengers must be sitting.

T19. 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.

T20. No one may ride a Track Car who does not **follow the directions** of the Track Car Operator.

T21. Track Cars are not allowed to be **coupled** to other On-Rail-Equipment, unless specifically authorized by the General Manager or the Track Supervisor.

T22. 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.

T23. If there is danger of **lightning**, Track Car operations must be suspended and all persons must stay away from rails and other places of danger until the danger of lightning has passed.

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## TRACKMOBILE RULES

M1. All of the applicable Rules for Conductors, Motormen and Track Car Operators apply to **Trackmobile Operators** as well.

M2. If any **cars are to be moved** by the Trackmobile, the Trackmobile Operator must be assisted by a Conductor, who must have received additional training. The Trackmobile Operator and Conductor must be in visual, verbal or radio contact whenever the Trackmobile is in motion. The Trackmobile Operator and Conductor must perform a Job Briefing to discuss the moves to be made and how to avoid any hazards to equipment or people.

M3. Only **qualified Conductors** may ride the outside of the Trackmobile, and only on a trailing edge step or footboard with handholds.

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

M5. The Conductor may **ride on coupled moving On-Rail-Equipment**, but only in a manner that the Conductor is sure not to fall off of, between or under the equipment.

M6. The Conductor may choose to **get on or off moving On-Rail-Equipment**, but only if it can be done safely. The Conductor must inform the Trackmobile Operator before getting on or off moving On-Rail-Equipment.

M7. The Conductor 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 On-Rail-Equipment in an uncontrolled manner, and it must be moved in such a way that it cannot push the Trackmobile into another car.

M9. Every unattended car must be **Triggered** with locked Trigs or otherwise immobilized when it is not being moved (except the Trolley Car, see Rule 41).

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