

ILLINOIS TRACTION SYSTEM

OFFICE OF
GENERAL SUPERINTENDENT

RULES

Governing the Operation of
Push Cars, Speeder Cars, Hand
Cars, Gang Cars or Motor Cars

ILLINOIS TRACTION SYSTEM

Office of General Superintendent

RULES GOVERNING THE OPERATION OF PUSH
CARS, SPEEDER CARS, HAND CARS, GANG
CARS OR MOTOR CARS

TRACK CAR: Any car which may be moved manually off or on track and may be a Push Car, Speeder Car, Hand Car, Gang Car, or Motor Car.

1. Track cars must be used only in Company Service. No persons other than employees in discharge of their duties will be permitted to ride upon or use such cars except in connection with railway service and then only by permission of the Company employee in responsible charge of the car.
2. Before running, car should be carefully inspected in order to see that all working parts are in good condition, all bolts and nuts are tight and running gear is properly oiled.
3. Before track cars leave the Terminal, man in charge must consult with the Dispatcher of the Division on which he expects to operate, and determine if there are any extra trains out, and if the regular trains are on time. This

must be done, also when working out on the road, whenever it becomes necessary to use the main track. If there are any extras out, their whereabouts must be determined. Track cars being operated over the system must clear all trains five minutes, either at the nearest siding or by setting car off the main track. Where any type of track car occupies the main track within ten minutes of the time at which a regular or extra train is due, a red flag must be sent out towards the approaching train a sufficient distance to insure full protection, and this flagman must ride the regular train in, unless he knows that the car he is protecting has properly cleared the main track before the train arrives. Where track cars are occupying the main track in any limited territory for any length of time, they should protect themselves by placing yellow flags in each direction a sufficient distance to insure protection, and not less than 1,000 feet. Track cars operating over the system must report to the dispatcher every time they take siding. Overhead Department Gangs working between sidings for periods longer than one hour must report to the Dispatcher each hour over portable telephone. Should difficulty be experienced in getting complete information from the Dispatcher, report this immediately to the head of your Department.

4. No track cars shall leave the Terminal unless the man in charge is provided with a watch, time card and a red flag. Track cars must be kept under lock and key.

5. After starting car, try the brakes in order to be sure that they are in safe operating condition.

6. Before starting, there should be a thorough understanding as to what part each person is to take in handling the car should an emergency arise necessitating prompt handling of the car.

7. As much as practical, each motor car should be operated by one person who should be thoroughly familiar with the car.

8. The man in charge of a car must know that all tools and materials on a car are safely secured and kept in that condition.

9. A car must never be operated under its own power unless man running the car is on the car. Before applying power, whether starting or running, spark lever must be in the retard position.

10. The person operating car will be held responsible for all accidents and must protect himself and others against accidents. He must not expect others to protect themselves.

11. Take no risks. In case of doubt, adopt the safe course. It is better to be delayed than have an accident.

12. When track cars are used, constant lookout must be maintained in both directions.

13. The Foremen or trusted man must always accompany the car.

14. Before starting a run one man must be understood to be in authority and responsible for the operation of the car and the protection of property. If any question arises as to who is in charge, this matter must be settled before leaving the terminal.

15. Each and every railroad motor car shall be equipped with an audible signal in the form of a bell, horn or whistle, which when sounded can be clearly heard for a distance of not less than three hundred (300) feet.

16. Except in cases of emergency, cars must not be operated between Sunset and Sunrise, nor during storms or foggy weather. When necessary to use track between Sunset and Sunrise, great care must be taken. A white light must be used to show forward and a red light to the rear, which can be seen for at least three hundred (300) feet.

17. When approaching any public highway crossed at grade, except streets or roads within incorporated cities or villages, the audible signal shall be sounded at a point three hundred (300) feet from such public highway crossing and continuously until such crossing is passed, and when approaching hard road or Main Highway crossings car must be stopped before crossing same and proceed only when way is known to be clear. Should automobiles be closely approaching or stopped at crossing allow them to proceed before starting up car. No track car shall be operated across any street or highway at grade at a speed exceeding five (5) miles per hour, unless such street, alley or highway is provided with a flagman, or is equipped with crossing gates which are in use at the time of crossing.

18. Speed will be reduced to five (5) miles per hour when passing over switch frogs, and railroad crossings or while passing through gangs working on the track or bridges or when passing moving trains on adjacent tracks.

19. Do not exceed ten (10) miles per hour on curves or more than twenty (20) miles per hour at any time.

20. All men riding on Gang Hand Cars must be in standing position.

21. Every case of personal injury, accident or damage to stock or other property must be reported by telephone to the Train and Power Dispatchers, stating the names and residence of all witnesses, and all particulars of the occurrence; then follow same up by sending written report to proper official.

22. Track cars moving in the same direction on one track must be kept at least five hundred (500) feet apart, must not be attached to and must not follow a moving train closer than five hundred (500) feet.

23. Track cars must never be attached to a train in motion.

24. The engine of motor cars should be shut off when passing teams to avoid frightening them and causing them to run away.

25. Rails must not be carried on hand cars except in cases of emergency.

26. Should a torpedo be exploded by a track car, the torpedo must be immediately replaced.

27. When track cars are not in actual use they must be lifted off of the track and placed entirely clear of passing trains. Never at any time shall hand or push cars be left standing upon any track. When not within sight of the Foreman, hand or push cars must be locked, and no car shall be used without the knowledge of the foreman.

28. Cars when removed from the track should clear the nearest rail at least six feet. Cars must not be left on public highways.

29. When rails are slippery, due to wet weather or frost, a greater distance is required to stop a car and the man operating the car should take these matters into account.

30. A motor track car must never be used to push another car. When used to handle another car, the motor track car must always be ahead and securely attached close to the car being towed. Slow speed must be maintained.

31. No one shall be allowed to sit with legs between motor car and trailer when cars are in motion.

32. Keep constant lookout for animals which are apt to be struck and derail car; also for objects such as stones and sticks on rail.

33. Loaded push cars shall not be run around curves on main track, or where there is not a tangent of at least half a mile, except under protection of red flags.

34. Do not get off car while it is in motion. In no case shall a man get on a car that is in motion from in front.

35. Cars must not be used with any part worn or broken which is liable to cause an accident.

36. Whenever track switches are thrown especial care should be exercised to see that they are restored to their proper position. This should be checked by each member of the gang, with the understanding, however, that the foreman is responsible.

37. The proper kind of oil for lubricating the cylinders of motor cars can be secured by order on the Storekeeper. Other kinds should not be used for this purpose.

38. Foremen in charge of cars are required to keep the cars in the best condition. The following items are especially called to their attention.

39. Spark coils need practically no attention and when once adjusted should be left alone. Do not file the vibrator contacts, the slight projections burned upon them may be removed by reversing the direction of the flow of current from the battery by reversing wires on battery terminals. Do not "buzz" vibrator unless secondary (spark plug wire) is grounded or held within $\frac{1}{8}$ inch of engine.

40. Inspect the car to assure yourself that it is properly oiled. Especial attention should be given to the crank shaft bearings and roller bearings.

41. Inspect all bolts, nuts and fastenings to see that they are tight.

42. Keep oil, grease and dirt off of the car body and running gear.

43. Use proper kind of wrenches on the bolts and nuts. The use of gas pliers, stillson wrenches and cold chisels to tighten nuts is unworkmanlike.

44. Inspect the wheels occasionally. When the rims wear through or become cracked, the wheels should be replaced immediately.

45. All motor cars should be kept under cover when not in use. When sheds are not available, use canvas cover.

46. In no case should more than six dry cells or their equivalent be used. Greater voltage may burn out or injure the coil.

47. Keep grease and oil away from the battery wires. They may destroy the insulation.

48. Spark plugs should not be screwed in too tight as they may burn fast. A little graphite and kerosene on the threads will prevent sticking.

49. Dry batteries freeze up in cold weather. Don't throw them away until you are sure that they are not frozen.

50. Gasoline should be turned off and the battery switch opened when the car is not in use.

51. Gasoline tanks should never be filled while engine is running.

52. If in charge of motor car with water-cooled engine drain the water from the cooling system when the car must be left where the water may freeze.

53. If necessary to heat the carburetor, use hot water: heating the carburetor with a torch or other fire may ignite the gasoline.

