Q. To relay a train order, how must it be transmitted?
A. It must be transmitted in the usual manner to the relaying operator, who must transmit the order to the office addressed then do?

Q. What must the operator at the office addressed then do?
A. He must repeat the order to the relaying operator.

Q. What must the relaying operator do?
A. He must underscore upon his copy each word and figure as repeated by the office addressed, then repeat the order to the train dispatcher.

Q. What will then be done?
A. The train dispatcher will give "time complete" to the relaying operator to be transmitted to the office addressed.

Q. What signal will be used by the train dispatcher to transmit a train order?
A. The signal "Copy" followed by the number of copies and the direction, must be given to each office addressed, thus "Copy 5 north" (or east), or "Copy 1 south" (or west).

Q. When a train order is to be sent to two or more offices, how must it be transmitted?
A. Simultaneously to as many of them as practicable.

Q. When not sent simultaneously to all, to which train must the order be sent first?
A. To the train or trains being restricted.

Q. How and when must operators receiving train orders, write them?
A. In manifold during transmission.

Q. Must train dispatcher's signature (initialed) be placed?
A. Directly under the last word of the order.

Q. Must operators retain a copy of each train order?
A. Yes.

Q. What train orders may be typewritten?
A. Form X orders only.

Q. Must letters be capitalized?
A. Yes.

Q. What part of such orders must be in the operator's handwriting?
A. The time, complete, and the last name of the operator.

Q. If the requisite number of copies cannot be made at one writing, how must operators make others?

Q. Must they repeat to the train dispatcher from the new copies each time additional copies are made?
A. Yes.

Q. How will the name of each operator be shown?
A. Name of original receiving operator will be shown with the initials of the operator who recopies the order.

Q. What record will the train dispatcher make?
A. Place notation in the train order book of the repetition.

Q. Will the original date of issue and time completed be changed?
A. No.

Q. When an error is made in transmitting a train order, and before it has been repeated, what must be done?
A. All copies must be immediately destroyed, the order marked "void" in train order book, and if re-issued, given another number.

Q. If an order in which an error has been made, has been repeated, what must be done?
A. That order must be annulled by train order, Form L.

Q. When a train order has been transmitted, what must operators do, unless otherwise provided or directed?
A. Repeat it at once from the manifold copy in the succession in which the several offices have been addressed.

Q. What should each operator receiving the order observe?
A. Whether the others repeat correctly.

Q. When repeated correctly, what response will then be given by the train dispatcher?
A. "Complete" and the time, with the initials of the train dispatcher.

Q. What will each operator receiving this response then write on each copy?
A. The abbreviation "Com" for the word "complete," the time, and his last name in full.

Q. To whom will he then deliver a copy, unless order is annulled?
A. To each person addressed, except copies may be delivered by a member of the train or engine crew, or as prescribed by Rules 210 (a) and 217.
665 Q. May operators advise train or engine men the contents of train orders?
   A. No.
666 Q. Will train or engine men request operators for such information?
   A. No.
667 Q. For train orders delivered by the train dispatcher, what are the requirements?
   A. The requirements as to the record and delivery are the same as at other offices.
668 Q. When a train is named in a train order by its schedule number alone, are all sections of that schedule included and must each section have copies delivered to it?
   A. Yes.
669 Q. When sections have been authorized, or it is known there will be sections, may train dispatchers designate trains in train orders by schedule numbers alone?
   A. They must not.
670 Q. When it becomes necessary to run sections and a previous order naming a train by such schedule number alone is involved, what must be done?
   A. Another order specifying sections should be issued and previous order naming a train by schedule number alone annulled.
671 Q. When may “complete” be given to a train order for delivery to a train?
   A. Not until the order has been repeated by the operator who receives the order for the train being restricted.
672 Q. When a train order has been repeated, including the initials of the train dispatcher, and before “complete” has been given, how must the order be treated?
   A. As a holding order for the train addressed.
673 Q. May the order be otherwise acted upon until “complete” has been given?
   A. No.
674 Q. If the means of communication fails before an office has repeated an order, how will such order be treated?
   A. It is of no effect at that office and must be treated as if it had not been sent.
675 Q. What must conductors, engineers, firemen and trainmen do with reference to train orders?
   A. They must read train orders and clearances, check the correctness thereof, see that the orders and clearances are addressed to their train, and that the orders numbers shown on clearance correspond with the numbers of the orders received.
676 Q. To whom must engineers show train orders and clearances?
   A. To firemen and to trainmen on the engine, using the extra copy furnished him for this purpose.
677 Q. To whom must conductors, when practicable, show train orders and clearances?
   A. To trainmen, except rear trainmen, who must be provided with a copy.
678 Q. What must members of the crew do with reference to understanding train orders?
   A. They must, when practicable, check with each other, and have a definite and proper understanding of the requirements of train orders and clearances.
679 Q. If necessary, must firemen and trainmen ask for train orders and clearances?
   A. Yes.
680 Q. If there is any misunderstanding of a train order, what must be done?
   A. The misunderstanding must immediately be corrected, even if necessary to annul such order and issue another.
681 Q. When necessary to issue an order to a train at a station after clearance for that train has been OK’d by train dispatcher, but not delivered, when may such an order be transmitted by train dispatcher?
   A. Not until he has been notified by the operator that the previous clearance has been destroyed.
682 Q. What words will the operator use?
   A. “Clearance to (train) OK’d at (time) destroyed,” followed by his initials and office signal.
683 Q. Must train dispatcher require that this be done?
   A. Yes.
684 Q. What will train dispatcher then record on his clearance record?
   A. The word “Void,” with the time and initials of the operator.
685 Q. If train orders, other than restricting orders, are issued to a train after clearance and train orders have been delivered and it is not practicable to secure and destroy the first clearance, may a second clearance be issued?
   A. Yes.
686 Q. What must this second clearance show?
   A. The numbers of all orders delivered and
endorsed "Second" on the top margin of clearance.

(216(b))

Q. After clearance and train orders have been delivered, or after the engine of a train has passed the train order signal displaying proceed indication, may an operator repeat a train order restricting the movement of such train?

A. Not until he has obtained the signatures of the conductor and engineer on the order, and has destroyed all clearances previously issued to the train at that station.

(216(c))

Q. After signatures of the conductor and engineer have been obtained, previous clearances destroyed, and train dispatcher notified as prescribed by Rule 216, what will operator then do?

A. The operator will repeat the order and transmit the signatures to the train dispatcher, who will then give "Complete."

Q. Will clearance then be issued and OK'd by train dispatcher?

A. Yes, and it must show all orders delivered to the train at that station.

Q. Where will conductor and engineer sign the order?

A. Any unfilled space may be used for this purpose, including the margin.

Q. When the operator has destroyed all previous clearances, as required, what words will he use in notifying the dispatcher?

A. The words "Clearance to (train) OK'd at (time) destroyed," followed by his initials and office signal.

(216(d))

Q. When necessary to issue a train order to a work extra restricting its rights or annexing its authority as a work extra, what must the operator do before repeating the order?

A. Secure the signature of the conductor and engineer of the work extra on the order.

Q. After the signatures are secured, what will be done?

A. The order will be repeated and signatures transmitted to train dispatcher, who will give "Complete."

Q. Will train dispatcher make record in the train order book of clearances received?

A. Yes.

Q. Unless otherwise provided, how must a train order delivered to a train at a point not a train order office, or at which the office is closed, be addressed?

A. To "C&E" (train) at (or between) (station or stations) care of "......" showing title of employee in whose care the order is addressed.

Q. Is the employee in whose care the order is addressed responsible for its delivery?

A. No.

Q. When delivery is to be made by another train, in whose care must the order be addressed?

A. In care of conductor or engineer of delivering train, who is responsible for its delivery.

Q. Must clearance, addressed in same manner as train order, accompany delivery order?

A. Yes.

Q. Does such clearance authorize the train to which order is sent to pass train order signal indication per Rule 232 at the station from which clearance was sent?

A. No.

Q. How many copies must be supplied to the person in whose care it is addressed?

A. Such number of copies of the clearance and train orders as prescribed in Rule 204 for delivery to members of the crew of the train addressed.

Q. Must the number of the train order to be delivered be included on the clearance for the train making delivery, and must a copy of the order be furnished with each clearance?

A. Yes.

Q. For orders which are sent in the manner provided, to a train, the superiority of which is thereby restricted, must the operator be directed to make an extra copy which he will deliver to the person who is to make delivery?

A. Yes.

Q. What must be done with this copy by person delivering the order?

A. He must secure signatures of the conductor and engineer addressed and deliver the copy to first operator accessible.

Q. What must this operator do?

A. Transmit at once such signatures to the train dispatcher and preserve the copy.

Q. Under such circumstances may "complete" be given to the order for an inferior train until the train dispatcher has received such signatures?
A. No.

Q. When a train order is sent to a train at the meeting or waiting point (except the initial station), in what words must the fact be stated in the order?
   A. "Order to (train) at (station)."

Q. What must be done by the operator before the train dispatcher OK's the clearance?
   A. The train must be brought to a stop by the operator, using flagman's signals.

Q. May the train dispatcher OK the clearance before the operator advises him definitely the train has been stopped?
   A. No.

Q. When time at that station in wait order expires before arrival of train restricted, may train dispatcher OK the clearance and may order be delivered without stopping the train?
   A. Yes.

Q. What must the train that is advanced to a meeting or waiting point where the opposing train receives the order do?
   A. Approach such station at restricted speed, and, in addition, stop back a sufficient distance and send flagman ahead, when necessary.

Q. What must be done by the operator before clearing a train?
   A. Clearance must be filled out.

Q. What must be shown on the clearance?
   A. Without erasure or alteration, the address, the total number of orders (if none, show "No") and the number of each train order, if any, addressed to the train.

Q. What will operator then do?
   A. He will transmit the address and orders numbers from the clearance to the train dispatcher.

Q. What will dispatcher do?
   A. He will check, and if correct, will reply "OK" with the time and his initials, which the operator must enter on the clearance.

Q. What will then be done?
   A. The clearance with the train orders will be delivered as prescribed in Rule 210.

Q. Do you understand that it is a violation of this rule and, in addition, hazardous for an operator to clear a train before he has filled out a clearance in the manner prescribed in this rule?
   A. Yes.

Q. Will the record of orders with which the train is cleared and the time of "OK" to the clearance be recorded by train dispatcher?
   A. Yes.

Q. When may an operator deliver train orders without the train dispatcher's OK to the clearance?
   A. If communication fails, unless he holds train orders not completed, train orders, if any, that have been repeated by the operator and made "Complete" by the train dispatcher, may be delivered without the train dispatcher's OK to the clearance.

Q. What endorsement will operator place on clearance under such circumstances?
   A. The words "wire failure."

Q. Will the operator enter the time and his last name on such clearance?
   A. Yes.

Q. Will this endorsement indicate to those who receive the clearance that it will be acted upon as though "OK" had been given in the usual way?
   A. Yes, and will be authority for a train to proceed on its schedule or train order authority.

Q. When communication is restored, what must be done?
   A. Operator will notify train dispatcher of each train cleared, the time, and the numbers of the orders delivered, which dispatcher will record.

Q. Must operators make the requisite number of copies of clearance at one writing and preserve a copy?
   A. Yes.

Q. How long do train orders once in effect continue in effect?
   A. Until fulfilled, superseded or annulled.

Q. With what exception?
   A. Orders held by or issued for, or any part of an order relating to a regular train, become void when such train loses both right and schedule as provided by Rules 4 and 82, or its schedule is annulled.

Q. When is an order fulfilled?
   A. When all of its requirements have been completely carried out.

Q. How may an order or part of an order be superseded?
   A. By use of the words "instead of." (See Form P.)

Q. How may an order be annulled?
A. By use of Train Order, Form L.

Q. How may part of a train order be annulled?

A. By use of Train Order, Form M.

Q. Explain how orders held by, or issued for, or any part of an order relating to a regular train, become void?

A. (1) When such train loses both right and schedule as prescribed by Rule 4, namely: When a schedule of the preceding timetable does not correspond in number, class, day of leaving, direction or initial or terminal station, or if the schedules do correspond in the six requirements, and the train is more than 12 hours late on the schedule of the new timetable.

(2) When such train loses both right and schedule under Rule 82, namely: By becoming more than 12 hours late on its schedule.

(3) When the schedule on which the regular train is running, is annulled.

Q. Should employees study and understand requirements of Rules 4 and 82 in order to properly understand Rule 229?

A. Yes.

Q. May any part of an order specifying a particular movement be either superseded or annulled?

A. Yes.

Q. When a conductor or engineer, or both, are relieved before train orders in effect held by them have been fulfilled, what must be done?

A. Such train orders, clearances and instructions must be delivered to the relieving conductor and engineer.

Q. Should such orders, clearances and instructions be read, checked and understood per Rule 215 before proceeding?

A. Yes.

Q. Unless otherwise provided, must a fixed signal be used at each train order office?

A. Yes.

Q. What indication shall train order signal display when clearance is to be delivered, or when blocking trains per Rule 91?

A. Indication per Rule 232, namely: “Stop, Unless Clearance Received.”

Q. What is aspect of train order signal when displayed per Rule 232?

A. Semaphore arm at right angle, with red light.

Q. Under what conditions may a train pass the train order signal displaying indication per Rule 222?

A. To do station work or enter siding protecting when required, as prescribed by Rule 99, but must receive a clearance before leaving.

Q. When engine crew can see that clearance, or clearance and orders, are in position for delivery, what will it indicate?

A. That such delivery will be effected.

Q. What must an operator at a station equipped with a train order signal do when he receives the signal “Copy,” followed by the direction?

A. He must immediately display train order signal indication per Rule 232 for the direction indicated, then reply “SD,” adding the direction.

Q. May the train order signal be restored to “Proceed” indication before orders have been delivered or annulled?

A. No.

Q. Must each train order be delivered to the train addressed?

A. Yes, unless the order is annulled by the train dispatcher.

Q. To advance a train beyond a station where it is restricted for a train, what will train dispatcher do?

A. He will first issue necessary order to advance train, and then issue an order, Form N, to operator to display “calling-on” indication of train order signal, if train to be advanced is first from its direction.

Q. When may operators display “calling-on” indication of train order signal?

A. Only when authorized by Train Order, Form N.

Q. Does this mean that he must not accept verbal or message advice to do so?

A. Yes; no method must be used except Train Order, Form N.

Q. What action will a train take approaching a station when “calling-on” indication is displayed?

A. Acknowledge indication as prescribed by Rule 14(b) (two longs), and use main track at restricted speed to train order signal.

Q. When engineer sounds whistle signal 14(b), in answer to “calling-on” indication, what will operator do?
A. He will again display train order signal indication per Rule 232.

754 Q. Must operators promptly record and report to the train dispatcher the time of arrival and departure, or passing, of trains?

A. Yes.

755 Q. What must operators do with reference to passing trains?

A. They must, when practicable, observe trains and report at once to the train dispatcher if the proper signals are not displayed.

756 Q. What abbreviations may be used for:

Signature of train dispatcher?

A. His initials.

Complete
Conductor and engineer?

C&E
Condr
Div
Eng
Engr
Frt
Jct
MPH
Mins
OK
Opr
Psgr
SD
Subdiv

May such office and other signals be used as are arranged by the proper authority?

Yes.

May the usual abbreviations be used for the names of months?

Yes, except May and July.

82
Q. What indication is displayed by train order signal, with semaphore arm in vertical position, or at 60 degree angle in lower quadrant, with green light?
A. Proceed, "No Orders."

Q. What is its name?
A. Clear train order signal.

Q. What indication is displayed by train order signal, with semaphore arm at 45 degree angle in upper or lower quadrant, with yellow light?
A. Advance on main track at restricted speed to train order signal.

Q. What is its name?
A. "Calling-on" train order signal.

Q. May this indication be repeated by yellow light with designation "CO" as repeater?
A. Yes.

Q. What indication is displayed by train order signal, with semaphore arm at right angle, with red light?
A. Stop, unless clearance received.

Q. What is its name?
A. Stop train order signal.

Q. Where color light train order signals are used, how will the indications be displayed?
A. By colors of lights only.

FORMS OF TRAIN ORDERS.

Q. How are forms for single track identified?
A. By a prefix "S."

Q. How are forms for two or more tracks identified?
A. By a prefix "D."

Q. To what do those without prefixes "S" or "D" apply?
A. To single or two or more tracks.

Q. Are the words and figures in italics in the forms, examples indicating the manner in which the orders are to be filled out?
A. Yes.

Q. What are the only forms of train orders authorized to be combined with each other?
A. Forms S-A, S-C, D, S-E, E, G, L, M and P.

Q. May either of the other forms be combined with any form?
A. No, except Forms S-H and D-H may be combined with each other.

Explanation to permit easy understanding of train order forms:

A to Z is southward or westward.
Z to A is northward or eastward.
Northward trains are superior to southward trains of the same class.
Eastward trains are superior to westward trains of the same class.
Nos. 1 to 19 inclusive, are used to indicate first-class trains; higher numbers, second and inferior class.
Even numbers are northward or eastward trains.
Odd numbers are southward or westward trains.

FIXING MEETING POINTS FOR OPPOSING TRAINS.

Order No. 1: No 2 meet No 1 at B.
Order No. 2: No 2 meet No 1 at C instead of B Order to No 2 at C.
Order No. 3: Order No 2 is annulled.
Order No. 4: No 4 meet No 3 at G
No 3 hold main track at G.
Order No. 5: No 3 meet No 4 at F instead of G.

Q. With Order No. 1, where do trains meet and which train takes siding?
(Form S-A)

A. Meet at B. No 1 takes siding.

Q. With Order No. 1, may No. 1 go to C if it can clear No. 2's schedule time?
A. No, Order No. 1 must be fulfilled.

Q. With Order No. 1, if No. 1 becomes more than 12 hours late at B, may No. 2 go, if schedule of No. 2 is in effect?
A. Yes.

Q. With Order No. 1, if No. 1 arrives at B, with green signals, may No. 2 go?
A. No, not until all sections of No. 1 have arrived.

Q. With Order No. 1, where must No. 2 stop at B, unless No. 1 is clear of the main track and switch is properly lined?
A. At least 300 feet from clearance point of switch to be used by No. 1 in going on siding.

Q. With Order No. 1, if a new timetable becomes effective and No. 1 cannot assume schedule of No. 1 on new timetable, may No. 2 go?
A. Yes.

Q. With Order No. 1, if train dispatcher annuls the schedule of No. 2, may No. 1 go?
A. Yes.

Q. If either train arrives without displaying markers, what must the other train do?
Q. How would each of these trains identify the other train?
A. By its engine number.

Q. With Order No. 2, how must No. 1 approach C?
A. At restricted speed, and in addition stop back a sufficient distance, and send flagman ahead, if necessary.

Q. With Order No. 2, which train takes siding at C?
A. No. 1.

Q. With Orders Nos. 1, 2, and 3, what orders has No. 1 on No. 2?
A. No orders.

Q. With Order No. 4, where do trains meet, and which train takes siding?
A. Meet at G. No. 4 takes siding.

Q. With Order No. 5, which train takes siding at F?
A. No. 3.

Q. Does Order No. 5 supersede Order No. 4?
A. Yes.

Q. Is any part of Order No. 4 in effect after Order No. 5 is received?
A. No.

Q. Do the words "No 3 hold main track at C" in Order No. 4 apply only to that order?
A. Yes; they apply only to Order No. 4, only to train No. 3, and only at station G.

Q. Will Form 5-A order be used to fix a meeting point between a Work Extra and another train?
A. No.

Order No. 6: No 2 meet Second 1 at B.

Q. If Second 1 arrives at B with green signals, may No. 2 go?
A. Yes.

Order No. 7: No 51 meet No 62 at G No 51 pull by under protection of flag and back in.

Q. From which switch of siding at G is No. 51 required to protect as required by Rule 99?
A. First switch.

Q. Under this order which train will take siding?
A. The train to be passed (No. 3) unless otherwise specified in train order.

Q. When an inferior train receives an order to pass a superior train, what right is conferred?
A. To run ahead of the train passed from the designated point.

Order No. 9: Extra 594 North run ahead of No 6 M to K.

Q. What right does this order confer on Extra 594 North?
A. To run ahead of No. 6 M to K.

Q. Must Extra 594 North go to K ahead of No 6 unless further orders are received?
A. Yes, unless the extra is delayed.

Q. If the extra is delayed after receiving this order, may it allow No. 6 to pass?
A. Yes.

Q. Must the train dispatcher be notified at once by Extra 594 North, when practicable, and by No. 6 at the first open office?
A. Yes.

Q. When No. 6 is allowed to pass because of delay to Extra 594 North, must the order be considered fulfilled?
A. Yes.

Q. Outside of ABS territory, what is required of No. 6 (first-class train)?
A. No. 6 must not exceed the authorized maximum speed including speed restrictions of the inferior train ahead until the order is fulfilled.

Q. Does this mean that No. 6 (first-class train) is required to run at restricted speed through yard limits and comply with other speed restrictions applicable to Extra 594 North within the limits of this Form B order?
A. Yes.

Q. May Form B authorizing an inferior train to run ahead of a superior train, outside ABS territory, be used when the same purpose can be accomplished by other forms of orders?
A. No.

Q. What is the purpose of Form B orders?
A. They relieve the inferior train ahead from clearing the following superior train according to Rule 86.

Q. Do Form B orders confer superiority upon

DIRECTING A TRAIN TO PASS OR RUN AHEAD OF ANOTHER TRAIN.

Order No. 8: No 1 pass No 3 at K.