

62. He must see that all orders are DULY EXECUTED, and that all books and returns are regularly written up and neatly kept.

63. He must see that all servants at the Station behave respectfully and civilly to passengers of every class.

64. He must inspect DAILY all rooms and places in connection with the Station, and see that they are kept neat and clean.

65. He must see that all Stores supplied for the Station are prudently and economically used, and that there is NO WASTE of oil, fuel, or stationery.

66. He is not to be ABSENT WITHOUT LEAVE from the Superintendent, except from illness, in which case he must immediately inform the Superintendent, and take care that some competent person is entrusted with his duties.

67. He is required to see that EVERY ARTICLE loaded in the cars, is entered on the freight forwarded book and on the way bills; and also that every article so entered on the way bills, is actually loaded in the car designated thereon.

68. He is held PERSONALLY RESPONSIBLE for the safe keeping and proper delivery of all GOODS received by him, and for ALL CHARGES due thereon, and all articles mentioned upon the way bills will be considered as having been received by the Agent at the destined Station, and in good order, unless otherwise stated by him on the face of the way bill.

69. He will REPORT immediately to the Superintendent whenever any train leaves his Station BEFORE the TIME prescribed in the time tables.

70. He will have charge of the Switchmen at the Station. He will be held strictly responsible for the position of all SWITCHES at the Station, and must always assume that at any moment a Train may be expected. SWITCHES must always be upon the MAIN TRACK, excepting when immediately being used.

71. He will make separate WAY BILLS of the contents of EACH CAR, and also of freight, destined to different Stations; every loaded Freight Car must be accompanied by a way-bill shewing its freight and destination.

72. He is to report *without delay*, neglect of duty on the part of any one under his charge; and in case of complaint against any man, he is to communicate the particulars as soon as possible, so the offender may be sent to Head Quarters, if the case requires it.

73. He will be responsible for all money received at his Station, and will be required to make good any deficiency. He must make up and balance his accounts daily.

74. He must take care that no parcels or packages whatever are transmitted by the Railway *without being duly entered*, and the carriage paid or charged.

75. He must not supply or lend under any pretence, or circumstances, stores or any other articles belonging to the Railway.

76. The Station Master or Station Clerk is to direct the Conductor of each train when to start, and must use every exertion to ensure punctuality in the train.

77. In case of accident to any train on the road he will, on receiving information thereof, act according to circumstances in such a way as to give the earliest assistance, and prevent as much as possible any subsequent detention.

78. After the passage of trains, he will see that everything about the Station is safe from fire.

79. In case of any injury to the track coming to his knowledge, he will immediately dispatch some person to notify the track repairers, and see that it is repaired; and in case the track repairers are not at hand, employ others to do it, and take measures, if necessary, to warn coming trains.

SECTION FIFTH.

Conductors.

80. He will have ENTIRE CHARGE and control OF THE TRAIN, and all persons employed on it, and is responsible for its movements while on the road, except when his directions conflict with these Regulations, or involve any risk or hazard, in either of which cases all participating will be held accountable. He will, with the approval of the Superintendent, appoint his own brakemen, but no brakeman shall be retained who, in the opinion of the Engine driver, does not properly perform his duties.

81. He must see that the REGULATIONS are OBSERVED by those under him, and report, daily, all violations of them.

82. He must be in attendance at least half an hour before starting his TRAIN from any terminal Station, and see that his cars are CLEAN and in GOOD and SAFE order, particularly examining the WHEELS, AXLES, BRAKES, and SPRINGS, and while on the road that the routine duties of those employed on the trains, and which are not detailed in these Regulations, are faithfully attended to.

83. He must see that he has upon the train, SIGNAL FLAGS, RED LANTERNS, a sufficient number of ordinary lanterns, spare shackles and pins, oil, &c. He must see that he has a signal cord properly connected, and that he is provided with the customary papers, dispatch bags, and boxes.

84. He will duly call the attention of the repairer of Cars, or of the Station Agent, in his absence, to any damage which may have been done to the cars, or to any which may come to his knowledge, that it may be promptly corrected, and he must notice them in his reports.

85. It is his duty to CHECK THE ENGINE DRIVER when they run unsafely, and to prescribe to them when he sees fit the regular rates allowed on the Table, or slower rates if the track is in bad order.

86. He must not permit the sale of books, papers, or refreshments in the cars, without permission of the Commissioners.

87. He must not allow any person to ride on the platforms, or outside of the cars, or in the baggage cars.

88. He must prevent PASSENGERS ENDANGERING THEMSELVES by imprudent exposure. In the event of any PASSENGER being DRUNK or DISORDERLY, to the annoyance of others, he must use all gentle means to stop the nuisance, failing which he must exercise his authority and keep him in a separate place until he arrive at the next Station, where the passenger must be left.

89. He must never make the SIGNAL for STARTING while passengers are getting aboard, and should, in making it, stand near the front end of the front passenger car. He should then pass to the platform of the LAST car to see if any signals are made.

90. The Conductor of a freight train has leisure on the road to examine the wheels, brakes and journals of his cars, and he can have no excuse for allowing the journals to be neglected and to become heated on the road. It will, therefore, always be presumed that the Conductor is inattentive in regard to his subordinates if the journals are neglected.

91. Conductors of freight trains must take no loaded cars without the proper *way bills*, nor *way bills* without the proper cars.

92. It is the duty of the Conductor to require of the Engine driver *attention to the Rules of the road*. Negligence or recklessness on the part of the Engineer will be taken as a proof of the inefficiency of the Conductor, unless such conduct has been duly and distinctly reported on every occasion of its taken place. He will at the same time treat the Engineer with that consideration due to his very responsible duties, and will always advise with him in cases of difficulty.

93. In case of *accident to a train or of stoppage on the main track* from any cause, he must immediately and always station men with red flags or red lanterns, and torpedoes in addition if it be foggy, on each side of the track, at least half a mile from where the stoppage occurs, and he must do this as a matter of course at all times and places, and has no right to assume that there are no trains approaching on either side of him. He will also, when assistance is wanted, or when the safety or convenience of the road requires it, send messengers to the Station Master on either side of him. Such Masters must either personally notify all approaching trains, or place a man with proper signals for that purpose. If the accident happens to a passenger train which has the right of the road, the Conductor must immediately forward a written message by a trusty person, or by telegraph when it is available, to any other passenger train which will be in waiting, *and every employee on the road must assist him in forwarding the said message*. He will also when he is likely to be delayed long communicate with the Superintendent, who will instruct him what course to pursue. He may command the services of any freight, wood or gravel train, or hand-car, on the road, either to forward his own passengers or to carry a message, provided that he give no orders which shall interfere with the rights of other trains that may be on the road, without taking measures first to notify these trains or to insure their safety. He will take the best measures within his reach to have his train forwarded with the least possible delay, and every person in the neighbourhood in the employ of the Railway is required to assist him. When the train is ready to proceed anew, the whistle signal shall be used to call in the men stationed out.

94. Great importance is attached to the prompt delivery of letters, way bills and dispatches consigned to the care of a Conductor.

95. He will see that the DOORS OF FREIGHT CARS loaded with articles liable to be injured or stolen, are always CLOSED and LOCKED, and the doors of empty cars closed, and keep the brakemen at their posts; whenever delay occurs at a Station from freight being improperly stowed he shall report the circumstances the same day to the Superintendent.

96. He will be held RESPONSIBLE FOR THE SAFETY OF LIVE STOCK, and will not allow them to be transported in close cars in warm weather. When there are any HORSES on a train, unless the owner has sent a person in charge of them, he will see that they are carefully watered and moderately fed upon the road, and such expense shall be paid him by the Station Master at the end of his stage.

97. It will be his duty to make himself acquainted as far as is practicable, with the CONDITION OF GOODS conveyed in the train, and when they are so stowed as to be liable to damage, to change the stowage or leave them at one of the Stations, if necessary, to be forwarded more safely at another opportunity; also at the end of his trip to see that no pilfering of the contents of the cars has been committed.

98. Conductors will be held PERSONALLY RESPONSIBLE for the proper care of all goods or property entrusted to them while in their charge, and will be careful to see that the same are delivered to the Station Masters, according to the way bills.

99. It is his duty to attend to the removal of EMPTY CARS from sidings where they are not wanted, to the Station where they are wanted.

100. If from any cause it becomes necessary to leave a Car or freight in any shape, where it does not belong, he shall note the facts on the back of the way bill, and give notice in writing to the Station Master where left, and to the Superintendent; he shall take all proper means to have the same forwarded to its destination without delay; in no case shall it remain over twenty four hours, even if the Conductor of another train be obliged to leave the same