

PRIVATE AND NOT FOR PUBLICATION.

GREAT WESTERN RAILWAY,

General Instructions to be observed in connection with Rail Motor Cars.

**Motor Cars to be
dealt with as
Trains.**

1. The Cars must be dealt with in all respects as Ordinary Passenger Trains, except as herein otherwise ordered.

**Passengers'
Luggage.**

2. Where a luggage compartment is provided Passengers' luggage will be carried, but where the Cars are not provided with accommodation for luggage Passengers will be limited to carrying with them only such light articles as they can handle themselves, and which will not interfere with the seating accommodation. On Branch and other Lines where Cars are run in place of ordinary trains, necessary luggage accommodation must be provided.

**Cars in charge of
Conductor.**

3. Conductors of Motor Cars will act as Guards and carry with them a set of flags, hand lamp and detonators in order that they may obey the Standard Regulations in the event of the Car being stopped out of course, or through accidents, etc. A set of flags, hand lamp and detonators must also be carried by Motor Enginemmen for use in case of need.

**Hand Signals for
Conductors and
Enginemmen.**

**Passengers alight-
ing from and
entering Car.**

4. The Conductors must use every care in getting Passengers into and out of the Car quickly and safely. Where it is necessary for Passengers to enter Cars at Halts provided with raised Platforms by the door at the Engine end, the Fireman will assist by opening and closing the door. It will be arranged for Passengers to enter and leave the Cars by separate doors where the traffic is heavy and circumstances admit of this being done. Before giving the signal to start Conductors must see that the doors are properly shut and fastened. Where necessary the Fireman of the leading Car must attend to the door at the Engine end. Passengers must not be allowed to travel on the Platforms at the ends of the Cars.

**Fastening Doors
and Gates.**

**Passengers not to
ride on Car Plat-
forms.**

**When stopped at
Signals.**

5. The Conductor will always be held responsible for carrying out the provisions of Rule 55 of the Book of Rules and Regulations in regard to reminding the Signalmen of the presence of the Car when it is stopped at signals. When a car is run light and there is no Conductor with it the Fireman must perform this duty.

At those places where difficulty is likely to arise if the Motor Car is allowed to draw up to Advanced Starting Signals or Starting Signals in advanced positions in consequence of the distance which the Conductor would have to walk in going to and from the Signal Box, the Motor Car must be brought to a stand opposite the Signal Box, and kept there until permission is received from the Box in advance to allow it to proceed.

**Two Motor Cars
coupled.**

6. As a rule a Conductor must be provided for each Car, but when necessary two Motor Cars may be coupled and worked together in charge of one Conductor, if there are no Halts on the route, or if men are employed at the Halts. When two Cars are run coupled together there need only be a Fireman on the second Car, who must be in the engine compartment. This Fireman will not be responsible for opening and closing doors.

When ready to start with the coupled Motor Cars the Conductor on the

rear Car must ring the Bell; the Fireman on that Car will then open the engine whistle, and the Driver in front must acknowledge this by sounding his whistle, when both Cars will start and commence working together.

Trailer Cars. 7. When a Trailer Car is attached to a Motor Car a second conductor may be provided if necessary.

Trailer Coach. 8. Where a special Trailer Car is not provided, one Third Class Coach, may, when necessary, be run, in rear of the Motor Car. In such cases the Conductor must ride on the Motor Car.

When an ordinary Coach is attached to a Motor Car, Passengers without Tickets joining at Halts must not be allowed to travel in the Coach, provided there is room for such Passengers to ride in the Motor Car, the object being to enable the Conductor to issue Tickets en route.

Cars run light. 9. When Cars are not being run as Passenger Trains, it will not be necessary to provide a Conductor, but they will be treated as light engines.

Tickets. 10. Passengers without Tickets joining the Car at Halts will be booked by the Conductor after entering the Car. Each Ticket issued by the Conductor must, before being handed to the Passenger, be punched by a special punch opposite the name of the Station (on the Up or Down side of the Ticket, as the case may be) to which it is available. Special care must be exercised to correctly punch the Tickets so that they may not be made use of beyond the proper Station or Halt.

Examination of Tickets by Conductor. All Tickets must be examined by the Conductor as the Passengers enter his Car or on the journey. Tickets for the stations must be collected from the Passengers by the ticket collecting staff at the stations in the usual way, (unless otherwise specified) but tickets issued for the Halts must be collected by each Conductor when the Passengers leave his Car.

Collected Tickets. Tickets collected by Conductors must be placed in a box provided on the Car, and this box must be cleared after each journey by men appointed for the purpose at convenient stations to be named by the Divisional Superintendents.

Stock Tickets. 11. Stock Tickets for the use of Conductors and men in charge of Halts will be ordered and kept by Station Masters as instructed by the Divisional Superintendents. Application must be made to such Station Masters for a fresh supply in good time. Car Tickets must be kept apart and recorded separately in the Station Stock Ticket Register. The Conductors and men in charge of Halts must keep a record of all Tickets supplied to them. They must be careful to see that they have a sufficient number of Tickets of each series ready for use, and will only issue Tickets to places at which the Car is booked to stop.

Availability of Tickets. 12. Season Tickets of all descriptions and Ordinary and Privilege Tickets, also Free Tickets and Passes, covering the section of the Line used, will be available by the Cars.

Fares and Fare Lists. 13. The Fares to be charged are as announced in the Public Bills. A list of such Fares must be exhibited in the Cars wherever Tickets are issued on the Cars.

At Halts where men are employed, Fare Lists must be exhibited.

Cash collected by Conductors. 14. Cash collected by the Conductors must be paid in at the Stations as directed by the Divisional Superintendents. Cash so paid in must be passed through the Station Train Book and remitted with the Station cash. Each Conductor will hand in a slip with his cash, on which the amount will be inserted and initialled by the person to whom it is paid. The Cash collected by men in charge of Halts must be paid in as directed by the Divisional Superintendents.

**Announcing
Names of
Stations and
Halts.**

15. Conductors in charge of single Cars must announce the names of Stations and Halts to the Passengers in the Cars in a CLEAR AND DISTINCT VOICE, just before reaching the Stations or Halts.

When a Motor Car and Trailer Car or Trailer Coach, not connected by vestibuled gangways, are coupled together, and run in charge of one Conductor, he will ride on the Motor Car. The Conductor must when the Cars stop at a Station or Halt announce the name of the stopping place from the platform.

The Conductor in charge of a Motor Car and Trailer Car connected by vestibuled gangways, must announce the names of Stations and Halts to the passengers in both Cars in a CLEAR AND DISTINCT VOICE just before reaching the Station or Halt.

When Motor Cars or Trailers with separate compartments for smokers are worked, Conductors must announce the names of stopping places in both smoking and non-smoking compartments.

**Courtesy to
Public and
Passengers.**

16. In dealing with Passengers, and in general intercourse with the public, employees must be uniformly polite and courteous. It is particularly required that special care and consideration shall be shown to children and elderly or infirm persons using the Cars. While the service must be prompt and quick, yet a constant watch must be kept for the safety and comfort of all passengers.

Level Crossings.

17. Drivers must approach and pass Level Crossings with great care.

Smoking.

18. Except where accommodation for smokers is provided, smoking is prohibited, and the usual Notices must be exhibited accordingly.

No Staff at Halts.

19. When men are not employed at Halts, the Conductors will be held responsible for dealing with the Passengers at those places.

**Lighting and Ex-
tinguishing Lamps
at Halts.**

20. The Divisional Superintendents to make the necessary arrangements for lighting and extinguishing the lamps at Halts.

**Edges of Platforms
at Halts to be
Whitewashed.**

21. The District Inspectors will see that the edges of the platforms at the Halts are kept whitewashed by the Permanent Way Staff to the width of one foot from the edge, also that the platforms at the Halts are kept clean. The Conductors must report on their Journals any omission in these respects.

**Moveable Steps at
Halts not pro-
vided with raised
platforms.**

22. The Moveable Steps on Cars are only to be used at Halts not provided with raised platforms.

The Steps at the Engine end must not be used, neither must the doors at this end be used for the purpose of allowing Passengers to enter or leave the Cars. Care must be taken to see that these doors are kept locked.

After the Car has stopped at a Halt not provided with a raised platform the step lever must be released, the Steps put in position, and securely fastened by key pin or spring catch (whichever is provided) and the door then opened. The door must never be opened first.

Before giving the signal to the Driver to start, the Conductor must close the door and then withdraw the Steps, and be careful to see they are securely fastened in running position.

**Cars Passing
round Curves.**

23. The 70 feet Motor Cars with Trailer attached will take any curves on the Main Lines, but in Sidings they should not be put round anything under a six chain curve without slacking the couplings between the two Cars. When the couplings are well slacked out, the Cars will pass round curves down to three chains radius.

Lighting of Cars.

24. The Carriage Department will provide for the lighting of the Cars. Conductors must see that the Cars are lighted as, and when, required.

**Destination or
Route Boards.**

25. Destination or Route Boards to be provided for all Cars. Conductors will be responsible for seeing these Boards are exhibited.

Extra Traffic.

26. When it is known beforehand that more Passengers are likely to use the Motor Service than it will accommodate, a telegraphic or written communication must be sent to the Divisional Superintendent concerned so that an ordinary Train or extra trips, may be run.

Conductors must watch the loading of the Cars, &c., and make any necessary recommendations in regard to increasing or decreasing the accommodation to meet fluctuations of traffic.

If there is not sufficient time to obtain the instructions of the Divisional Superintendent, Station Masters should make such arrangements as they consider advisable to cope with any sudden increase in traffic.

**Horse, Carriage,
and other Traffic
conveyed in
vacuum fitted
vehicles.**

27. The Divisional Superintendents will arrange with the Locomotive Department the number of vacuum fitted vehicles such as Horse Boxes Cattle Trucks, &c., which may be conveyed by the Motor Car.

Cleaning Cars.

28. The Cars must be well cleaned daily; this will be done by the Locomotive Department Staff wherever possible, but the Station Masters at the terminal Stations must arrange for the Cars to be swept out and kept thoroughly clean during the day.

Reports.

29. Records of the working and the traffic dealt with must be punctually rendered on the forms supplied, so as to reach the Divisional Superintendent concerned not later than 9.0 a.m. each day in respect of the previous day.

**Special Examination
of Tickets.**

30. Whenever possible the Special Ticket Examiners must examine the Tickets of the Passengers in the Motor Cars.

**Motor Car
Inspectors.**

31. Motor Car Inspectors attached to the Office of the Superintendent of the Line have been appointed to watch the working of the Motor Car Services on the various parts of the Line where such services exist.

**Advertising
Arrangements
in Cars.**

32. A copy of the current Time Book in the Standard Cover must be hung in a conspicuous position in each Motor Car and Trailer. Receptacles for the Company's small Publications should be fixed in each Car. Conductors must see that these receptacles are kept well supplied with small Publications.

J. MORRIS,

Superintendent of Line.

G. J. CHURCHWARD,

Chief Locomotive and Carriage Superintendent

April 1905.