

questions, or to communicate directly or indirectly with the public Press, or any person or persons, without first obtaining instructions through the Head of his Department.

21. Head men of Departments are at all times to remain until the *entire* business in their Departments is brought to a close for the day.

22. All letters, orders for Stores, Stationery, &c., or any other correspondence, must be addressed to the Head Office, and no order will be executed unless initialled by the Manager or his assistant, or other person deputed by him.

23. Ten days' stock of all Stores must always be kept on hand. Should the Stores not arrive within twenty-four hours of being advised, written notice must be sent to the Storekeeper.

24. In every case where any person does not understand his duty, or any other subject on which information may be sought, he must immediately apply for instruction to his Superior Officer, and no excuse of want of knowledge will be admitted as an extenuation in the event of any irregularity or neglect. Every person is strictly enjoined to read the whole of the Rules over at least once a month, and an examination of the men to test their acquaintance with the Rules must be made at least once in three months by each Officer in charge of men, who will be held responsible for all persons under him knowing the Rules and duties, and being acquainted with all orders that may from time to time be issued, and if necessary he shall read and explain the Rules and Instructions to every man employed under him.

25. Each Officer or Servant is required to report to his Superior Officer every instance of damage, derangement, or irregularity, or violation of these Rules, of any kind whatsoever, that may come under his notice. *All communications, messages, and reports from Servants are at all times to be made in writing. No report will be considered as a report unless made in writing.* Every notice of communication is to be acknowledged in writing.

26. Besides this Book of Rules and Regulations, which are applicable to the whole system of Railways in New Zealand, additional Special Rules and Regulations will be drawn up for each individual Line, and every Officer and Servant must take care that he is furnished with a copy of the same, which he shall always have with him when on duty, and produce when required, as provided by Rule No. 2, and shall make himself acquainted with that portion relating to the Line on which he is working, as directed by Rule No. 3 of this book.

27. All Officers and Servants employed in the Railway Department will be paid four-weekly, and two weeks' pay will be kept in hand.

SIGNALS.

28. The PUBLIC SAFETY, which must be the chief care of every Officer and Servant of the Railway Department, being mainly dependent on the proper use and observance of the Signals, *all persons employed*, whose duties are in *any way* connected with the service of the Line, are therefore particularly required to make themselves familiar with all the Codes and Instructions relating to Signalling which are now or may hereafter be issued from time to time.

29. All persons employed on any duty connected with the Line must bear in mind that *Engines may pass any part of the Line at all hours or at any moment during the day or night*, whether or not they are mentioned in the Time Bills, or Signalled in any way; and the same *precautions must always be taken in Signalling*, WHETHER ENGINES ARE EXPECTED OR NOT.

30. The FIRST DUTY in every case must be that relating to SIGNALS.

31. RED is a signal of Danger—STOP.

GREEN is a signal of caution — PROCEED SLOWLY.

WHITE is a signal of All Right—GO ON.

These signals will be made by Flags in the day-time, and by Lamps at night and in foggy weather.

32. The Distance Signals will be made by a raised Signal, with an arm painted red.

When the arm is at right angles to the Signal Post it is the signal to "Stop" before passing such Signal.

Or by a Red Light.

But if the Driver sees that the way is clear, he must proceed slowly and cautiously within the Distance Signal, having such control over his Train as to be able to *stop at any moment*, and bring his Engine or Train to a stand as near the Station or Junction as the circumstances will allow, taking care that the rear of his train is protected by the Distance Signal. He must pay particular attention to the gradients, state of the weather, and condition of the rails, as well as to the length of the Train.

33. When the Signal is lowered thus,— it means "Proceed Slowly."

Or by a Green Light.

34. And when the Signal is down, it means "All right; go on."

Or by a White Light.

35. The *Danger Signal* is shown for five minutes after the passing of any Engine or Train, and the *Caution Signal* is shown for a further five minutes, after which the *All Right Signal* is shown.

36. In the event of a Distance Signal becoming defective, or so that it will not work efficiently, a competent person must be stationed just outside the Distance Signals, with Hand Signals and Detonating Signals, and act under the instructions of the Signaller in charge of the main Signal Post; and when such temporary Signaller is out of sight of the man in charge of the main Signal Post, an intermediate man must be stationed between that Post and the defective Signal, for the purpose of repeating any Hand Signals which may be given from the main Signal Post to the man stationed temporarily at the Distance Signal. When the circumstances of the case admit of such an arrangement, the Station Clerk must select proper men from his own Staff for the purpose; but where this cannot be done, he must apply to the nearest Ganger for competent Platelayers, who must be furnished by the Station Clerk with the necessary Hand Signals and Detonating Signals, and appointed to the duty.

HAND SIGNALS.

37. The DANGER Signal, "To Stop," is shown by a RED FLAG, or, in the absence of a FLAG, by *both arms* held up.

38. CAUTION, "To Slacken Speed," is shown by a GREEN FLAG, or, in the absence of a Flag, by *one arm* being held up.

39. ALL RIGHT is shown by a WHITE FLAG, or, in the absence of a Flag, by holding the right arm in a horizontal position, pointing across the Line of Rails.

40. Any unusual Signal, or the hand waved violently, denotes danger, and the necessity of stopping immediately.

41. *Detonating Signals* are to be used in addition to the regular Day and Night Signals in the case of fog, obstruction, or accident. They must be kept in a dry place, and care must be taken not to crush or hit them against any hard substance, as a blow will explode them.