

Signals for the protection of the second Train, may then rejoin his own Train. If other trains come up, the same Regulations to be carried out, the Guard of the last Train being the protection of the whole.

60. Each Guard, Brakesman, Policeman, and Pointsman not at a Station, and all Enginemen, Gatemen, Foremen of Works, and Gangers of Plate-layers will be held responsible for having the *proper supply*—namely, *one dozen of Detonating Signals*—which they must keep in a dry place, and always have ready for use whilst on duty; and every Officer in charge of a Station will be provided with these Signals, which are to be kept in an unlocked drawer or shelf in a dry place, in order that they may, at all times, be easy of access to all on duty at the Station; and every person connected with the station shall be made acquainted with the place where they are deposited.

61. During a Fog, should a Train be disabled and standing at a Station, so that it cannot proceed forward, and cannot get clear of the Main Line—if another Train is nearly due, a Servant of the Railway must be sent back 800 yards at the least, to place one of the Detonators on the Rails, in order to stop any engine that may approach until the Station shall be free from obstruction; and should another Train be then nearly due, he must proceed 800 yards further and place another Detonator. Every Train in succession that is thus brought up, either in consequence of fog or accident, is to be sent on slowly, as ordered in Rule 59.

CLERKS.

62. Every Officer in charge of a Station is answerable for the Office and Buildings and the Railway Property there. He is also responsible for the faithful and efficient discharge of the duties devolving upon all the Railway Servants at the Station. He must pay particular attention to the Special Rules for working that portion of the Line on which he is engaged.

63. The address of every Servant connected with the Station is to be registered in a book to be kept at the Station for that purpose.

64. He is to see that all general and other orders are duly entered and executed, and that all Books and Returns are regularly written up and neatly kept.

65. He is to take care that all Servants at his Station behave respectfully and civilly to Passengers of every class, and to prevent Passengers from crossing the Line, or standing near the edge of the Platform on the approach or departure of Trains.

66. He is to inspect *daily* all Rooms and Offices in connection with the Station, in order to see that they are neat and clean, and also ascertain that the Signals are in proper order. Terminal Station Clerks must satisfy themselves that the Carriages are always started in a clean and orderly condition.

67. Every Station Clerk in charge of a Station where there is no telegraphic communication is to take the time from the Guard of the First Train, and NO TRAIN IS ON ANY ACCOUNT TO BE STARTED from any Station BEFORE ITS APPOINTED TIME.

68. He is to take care that all the Servants come on duty clean in their persons and clothes.

69. He must be careful that all Stores supplied for the Station are prudently and economically used, and that there is no waste of gas, oil, grease, coal, wood, or stationery.

70. He must cause the *windows to be closed* and the *doors locked* of all spare Carriages standing at his Station, so as to exclude the rain and dust, and prevent the Cushions being stolen.

71. 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 to his Superior Officer.

72. The Station Clerk has the power to suspend any servant under him, where the conduct of the servant is such as to require that course, either with regard to the safety of the public or the interests of the Service. He must, however, report the matter immediately to the Manager.

73. Terminal Station Clerks must be very strict in their *selection of Porters* sent to *perform Guards' duty* temporarily. The smartest, most intelligent, and best educated men must be employed on such occasions.

74. No Station Clerk is allowed to be absent without leave from the Manager, except from illness, in which case he must immediately inform the Manager, and send a doctor's certificate, and take care that some competent person is intrusted with his duties.

75. Passenger Trains must take precedence of Goods and Mineral Trains; and the latter must not be started from any Station or Junction within ten minutes of the time of a Passenger Train being due to leave. If, however, the Station Clerk or Signaller is aware, from facts which may come to his knowledge by Telegraph or otherwise, that the Passenger train which is due to leave may not be expected for some time, he will be justified in despatching the Goods or Mineral Train, taking care specially to warn the Engineman and Guard of the Passenger Train when it arrives, and to inform them of the precise time when the Goods or Mineral Train was despatched.

76. When a Truck is left at a Station short of its destination, in consequence of an axle-box being hot, or from other cause, the Stationmaster must take care that the goods are not unnecessarily delayed. If the Truck cannot speedily be put into running order, the contents must be transferred to another Truck and forwarded to their destination.

77. A Station Clerk, having no wagons to forward by a Train timed to call at his Station, must exhibit to the Engineman the White Hand Signal, on observing which the Engineman, if he has no wagons to leave, may proceed without stopping.

78. Intermediate Stationmasters, who have to attach Carriages or Wagons, should have them quite ready by the Time the Train arrives, and, if possible, so arrange them as to prevent unnecessary shunting.

79. Persons not employed in the service, or not about to travel by the Trains, have no right of access to the Station; but no person is to be excluded from the platforms without sufficient or special reasons. The Booking Offices must be kept perfectly private, and the public must not have access behind the counter of any Station, or be furnished with information not intended for them.

80. The Booking Office must never be left during the Hours of Business without a competent person in charge, and the Window of the Booking Office must be Open, for the purpose of issuing Tickets, at least Fifteen Minutes before each Train is due to start. *On Race Days and other Holidays, Tickets must be sold at all times.*

81. If the Guard or Station Clerk has reason to suspect that any Passenger is or has been travelling upon the Railway without having paid any Fare, or the proper Fare, he may require such person to produce his Ticket; and every Passenger, before leaving the Railway premises at the end of the journey, is to be required to deliver up his Ticket. If any Passenger shall refuse or be unable to produce a proper Ticket, or shall commit any other offence against the By-laws or Regulations of the Railway relating to Travellers by the Railway, the case shall be immediately investigated by the Station Clerk where