

best Porters to attend specially to them. Such Porters shall be designated "First Signal Porter," "Second Signal Porter," and so on, in the Pay Bill; the "Second Signal Porter" being the man appointed to attend to the Signals during the absence of the "First Signal Porter."

101. The weighing-machines and weighbridges must be kept clean, the knife-edges and other parts must be slightly greased, and the steelyard and other indicator kept bright, so that the letters and figures thereon may be legible. Each machine must be balanced ready for work the first thing every morning. Machines which have a brake lever or other ungearing apparatus must be carefully kept out of gear except when weighing.

102. In frosty weather the Station Clerk will be held responsible for keeping Fires in the Water Cranes at his Station, so as to prevent the freezing of such cranes.

103. At Stations where there is Goods Traffic one or more *Tail Ropes* must be kept for the use of the Stations.

104. Whenever any vehicle has received injury, however slight in appearance, by getting off the line or otherwise, it must not be allowed to continue in traffic until it has been inspected and pronounced safe by the Inspector of Rolling-stock or his deputy.

105. Station Clerks must give ten days' notice at least, to the Manager, of great Markets, Show-days, Races, &c., in the neighbourhood of their Stations, that extra accommodation may be provided.

106. Whenever any Goods or Station Clerk has any complaints or remarks to make whatever, they must be made on the back of the Goods and Passenger Returns.

107. Any subject of importance must always be communicated immediately in writing.

108. Horse Boxes, Cattle and Sheep Wagons, must be thoroughly cleaned immediately after being used.

109. Slings must be invariably used when lifting by crane wet casks, such as wine, spirits, oil, &c., and also for boxed carriages or other bulky packages. Cant or dog hooks may be used for dry casks and other solid packages.

110. The LOADING, SECURING, and SHEETING of goods, timber, &c., should be done so as to prevent the possibility of anything falling off or extending beyond the proper limit, and the goods should be sheeted so as to prevent the possibility of fire. The GREATEST CARE is necessary in this particular, as improper loading is likely, not only to cause serious damage to the Rolling-stock or the works of the Line, but may occasion accident to subsequent trains from articles falling off and forming obstructions. Round timber must be specially secured. Goods must be loaded in such a manner that they may not be damaged by concussion or chafing. All casks of spirits or other liquids must be blocked tightly.

111. Trucks must be loaded in such a manner as to distribute the weight of the load as equally as possible between the four wheels. The MAXIMUM LOAD allowed for any Truck or Wagon is FIVE TONS.

112. Every Truck or Wagon, as soon as loaded, must have a card affixed, with number of truck, destination, and date, and which must always be removed as soon as a truck is unloaded.

113. No Package is to be allowed to be taken into any carriage which cannot be put under the seat occupied by the Passenger.

114. The Clerk must see that the Guard delivers all Parcels, Luggage, &c., to the Porters appointed to take charge of them.

115. A man must be told off for the duty of *Searching* the Carriages of all Trains immediately on arrival at their destination,

116. Every Station Clerk must see the Mails properly sorted and sent off from his Station. He must also receive all Mails and see that no mistakes take place. Station Clerks will be held responsible for any mistakes that may occur.

117. Smoking is strictly prohibited in any covered part of the Railway Premises, or in Carriages other than those appointed for the purpose, and gaming or games of chance are forbidden.

118. No person can be allowed to ride on Railway Wagons either empty or loaded, or Goods or Passenger Vans, except by special permission of the Manager.

119. No Fire must be allowed in or near any of the Stations or Buildings, except in the regular fire-places. Any person lighting or allowing a fire to be so lit will be fined.

120. All Letters and Parcels, except Money, must be placed by the Clerk at each Station in the Guard's Van, and in the Box provided for that purpose, and in that portion marked with the name of the Station for which such Letter or Parcel is intended. On the arrival of every Train the Clerk must see what Letters are in the Box for his Station, and must deposit in their respective Boxes the Letters, &c., for other Stations. A Box will be put in the Guard's Van for the conveyance of all letters and moneys to the Head Office.

121. All Clerks are to report any Driver going at rapid speed through Points or over Turn-tables.

122. Station Clerks are required to see that the Rails are sanded in slippery weather, so as to prevent the Engine slipping.

123. All small Packages are to be put into the Guard's Van and locked up by the Guard, and a separate Way-bill, entitled "*Van Way-bill*," must be made out for everything in the Van.

124. Each Guard must make a Report on Running Sheet showing cause of delay, if any, and noting late starts. These Reports are to be sent to the Head Office, and, if the Guard reports delays caused by Engine-driver, the Locomotive Foreman will make searching inquiries into the cause, and report the same to the Head of his Department.

125. The Chief Clerk will attend to all irregularities on the part of the Traffic Department.

126. Lost Luggage, not previously claimed, must be forwarded by first Train on the Monday morning next after the day on which it was found, to the Manager, together with a List giving full particulars relative to each article, accompanied by a Way-bill, which must be given to the Guard with the Luggage. *Lost Luggage Register Books* are kept at the Stations, into which particulars of every article found must be entered immediately on its delivery to the Station Clerk. Any person making application for lost Luggage must give the date, Train, and full description of the lost property, before he is allowed to see it, should it be in the Railway's possession. On delivering it up, a Luggage Delivery Note must be signed by the party receiving the articles. All lost Luggage which has been claimed, when not properly addressed, or which is merchandise, or lost through the carelessness of the passenger, must be returned to the owner, the regular charges being made upon it. When Luggage has been mis-sent, or lost, through the carelessness of the Railway Servants, it must be returned free of charge.

INSPECTORS OF THE LINE.

127. The Line Inspectors must take observations, make inquiries, and render reports to the Manager as to the following matters:—

- (1.) Proper use of Signals.
- (2.) Signalling of Trains at Stations.
- (3.) Signalling by Gatekeepers.