

North East Standard Gauge Line—Responsibility of Train Controller and Employee-in-Charge

29. The signals between West Footscray and Wodonga on the Standard Gauge Line and between Albion and Broadmeadows on the Victorian Gauge Line are operated by the train controller, Spencer Street. The train controller is, therefore, the signalman for these sections. The employe in charge of a track vehicle, before leaving any location where telephone communication with the train controller is available, must comply with clause 27. The train controller must comply with the relevant parts of clause 28, and enter on the train control graph particulars of every instance of permission being requested for a track vehicle to be placed on the running line, and the name and grade of the employe concerned, and whether permission was granted or refused.

Automatic Electric Staff Working—Responsibility of Train Controller and Employee-in-Charge

30. The train controller, Geelong, is in charge of the Automatic Electric Staff Working on the sections between Gheringhap and Marooana. When permission is required for a track vehicle to be placed on this line, the train controller is, except at stations where a signalman is on duty, to be regarded as the signalman. The employe in charge of a track vehicle, before leaving any location on this line where telephone communication with the train controller is available, must comply with clause 27.

The train controller must comply with the relevant parts of clause 28 and enter on the train control graph particulars of every instance of permission being requested for a track vehicle to be placed on the line, the name and grade of the employe concerned, and whether permission was granted or refused.

Train Information When Permission Not Obtainable

31. At locations where it is necessary to place a track vehicle on the running line and it is not possible to obtain permission from the signalman at either end of the section, but telephone communication is available with a train controller or another signalman, the employe in charge of any track vehicle must :—

- (i) Check to ensure that the time shown by his watch is correct.
- (ii) Obtain all information in regard to the running of ordinary and special trains over the portion of the line concerned and enter particulars in the W.W. 73 Book.
- (iii) Inform the train controller or signalman of the intended journey and take such action as may be necessary to make sure of the absence of danger from either direction before proceeding.
- (iv) Strictly carry out the provisions of clause 21 and, in addition, stop at the first point where clause 27 can be observed.

When no Communication is Available

32. At locations where it is necessary to place a track vehicle on the running line and no means of communication as described in clauses 27 and 31 is immediately available, the employe in charge must strictly carry out the provisions of clause 21 and, in addition, stop at the first point where clause 27 or 31 can be observed.

Protection of Loaded Trolley

33. In the case of a loaded trolley the employe in charge must protect the trolley in accordance with Regulations 269 and 271. If there are insufficient men in his gang for this purpose, he must obtain the necessary assistance from the nearest gang or the trolley must not be used.

Failure to Observe Instructions

34. Failure to observe any of these instructions may endanger personnel or contribute to delays to trains or maintenance work, and must therefore be promptly reported, through the proper channels, in writing to the Head of the Branch concerned.

NOTWITHSTANDING THAT PERMISSION HAS BEEN GIVEN FOR THE JOURNEY, THE EMPLOYE IN CHARGE AND OTHER EMPLOYEES ACCOMPANYING HIM ON THE TRACK VEHICLE MUST, AT ALL TIMES, KEEP A GOOD LOOKOUT AND BE PREPARED TO REMOVE THE VEHICLE FROM THE LINE IN SUFFICIENT TIME TO AVOID A COLLISION WITH ANY TRAIN, ENGINE OR TRACK VEHICLE.

PERMANENT WAY AND WORKS

INSTRUCTIONS FOR THE USE OF TRACK VEHICLES

The following instructions supersede the instructions contained in pages 390 to 394 inclusive.

INSTRUCTIONS FOR THE USE OF TRACK VEHICLES

In order to ensure that the Train Controller is in a position to give accurate advice of train running, when such information is required by the track employees and to properly determine whether it is safe for permission to be granted for a track vehicle journey, the following instructions must be complied with :

Prompt advice of the departure of each train must be given by the Signaller to the Train Controller. In this connection, when a train has been shunting at a station, advice of its departure must not be delayed whilst the details of the time occupied at the station are compiled. The departure time must be promptly given and particulars of the time occupied in shunting etc., supplied to the Train Controller as soon as it is convenient.

Train Controllers must be on the alert to promptly receive reports of train departure from stations.

If the Train Controller is engaged in receiving or giving train loads or other items involving lengthy conversation on the Selector telephone, the Signaller desiring to give a train departure time, if unable to gain the Train Controller's attention within a reasonable time, must speak in using the word "urgent".

When a Train Controller does not duly receive advice of the arrival and departure of stopping trains or the time of passing of non-stopping trains, he must call the station or signal box concerned.

DEFINITIONS :—

Track Vehicles. "Track Vehicles" are defined as motor-powered or hand-operated vehicles used on the track for conveyance of employees, tools, or materials. The term "Track Vehicles" includes trollies but not on-track-plant such as Weed Poisoning Machines, Automatic Tamping Machines, etc.

Employee in Charge. In the case of motor-powered track vehicles the term "employee in charge", where used in these instructions, shall mean the driver, who must be certified as being qualified to drive that type of track vehicle. Any qualified supervising employee, if accompanying the track vehicle, must, as far as it is practicable to do so, satisfy himself that the driver complies with these instructions.

In the case of hand-operated track vehicles the term "employee in charge", where used, in these instructions, shall mean the qualified supervising employee. Should no supervising employee be accompanying the track vehicle, a proper understanding must exist among all concerned as to which employee will be the "employee in charge" for the purpose of observing these instructions.

Running Line. The term "running line" where used in these instructions shall include any track on which trains run between stations, and shall include No. 1 and No. 2 and other running tracks within station limits.

GENERAL INSTRUCTIONS

1. Where two or more members of a gang reside at the same place, the senior employee is responsible for the proper use and safe custody of every vehicle belonging to his Branch at that place.

He must keep in his possession the keys securing all such track vehicles, and the keys of any shelter shed provided for them.

2. No employee shall take charge of a motor-powered track vehicle unless he holds a Certificate of Competency to operate the vehicle. The immediate supervisor of an employee in charge of a trolley must satisfy himself that such employee is fully conversant with these instructions.

3. Track vehicles must only be used for departmental purposes, and then only by authorised officers and employees.

4. When not in use track vehicles must be placed clear of the track and roadways, secured, and locked with a chain and padlock.

5. The improper or unauthorised use of any track vehicle is a serious offence. Every supervising officer and employee, and every signaller, must endeavour to prevent any breach of these instructions or improper or unauthorised use of any track vehicle. Every such instance must be reported by telegram and in writing, through the proper channels to the Head of the Branch concerned, stating the name and grade or address of persons involved.

6. On every tricycle a mirror, maintained in a clean condition, must be fixed in such a position as will enable the rider to observe a train approaching from the rear.

7. The employee in charge of a track vehicle for use on any running line must have with him a reliable watch, and he must whenever practicable, compare the time with a departmental clock, the guard of a train, or, if a telephone be available, with the station-master or signaller at a station.

8. Employees must not carry firearms or ammunition on track vehicles.

9. Employees must not permit dogs or other animals to accompany them along the line when using track vehicles.

10. Under no circumstances is any motor-powered track vehicle to be left unattended on a running line with its engine running.

11. Before using a track vehicle the employee in charge must satisfy himself that the brakes are in good order and that the vehicle is fit to run on the line.

12. Before starting a track vehicle the employee in charge must see that all persons accompanying him are safely seated, that all tools are safely positioned, and that long tools are loaded with the front end down in the tray and any overhang of tools etc., is only at the rear.

13. The employee in charge of a hand-operated track vehicle, when mounting, must place one foot on the pedal of the quadricycle, or on the ground in the case of a tricycle and swing his other leg over the seat in the same way as mounting a horse. The same procedure in reverse is to be followed when dismounting, the track vehicle first having been brought to a stop.

14. When a motor-powered track vehicle is to be started by the "push off" method, the employee in charge must, after preparing the track vehicle for starting, flood the carburetter, and then close the fuel supply cock between the fuel tank and the carburetter, and slightly open the throttle. The track vehicle must then be pushed along until the engine starts. On becoming safely seated on the moving track vehicle, he must then open the fuel supply cock and adjust the engine throttle to the required speed.

15. Before any track vehicle passes over points (facing or trailing) the employee in charge must see that they are set in the proper position for the proposed movement. If it is not practicable to set the points, he must bring the track vehicle to a stand and have it lifted on to the line on which it is intended to proceed. Plunger locked points must not be altered unless permission to do so is obtained from the signaller.

The signaller giving permission must instruct the employee in charge as to the position in which the points and the plunger are to be left after the track vehicle has cleared them.

16. When travelling on a double line, every track vehicle must be run in the same direction as the trains run. In the case of parallel single lines, the signaller, after conferring with the train controller must ensure that the employee in charge clearly understands on which line he is permitted to travel.

17. Where more than one track vehicle is in use on the running line, they must either be coupled together, or separated by a distance of at least 100 yards. Except when long loads are being conveyed, the standard coupling shown in plan No. 73-35 must be used for coupling track vehicles. When long loads are being conveyed the coupling shown on plan No. 775-47 may be used for these purposes. No track vehicles are to be coupled together if not equipped with the fitting for standard coupling attachment. The use of any other method of coupling than those authorised is prohibited.

18. When trollies are attached to a motor-powered track vehicle the trollies must be trailing. Trollies must not be pushed by motor-powered track vehicles.

TRAIN INFORMATION AND PERMISSION TO PLACE ON RUNNING LINE

Responsibility of Employee in Charge

25. Each track vehicle when in use must carry a Train Information and Permission Book (W.W. 73) with the track vehicle type and number shown on the front cover.

The employee in charge of a track vehicle must also arrange for a time-table of regular trains to be recorded on the inside cover of the Train Information and Permission Book (W.W. 73) showing the times that regular trains are due at the stations in his section during normal working hours.

26. The employee in charge of the track vehicle must be thoroughly acquainted with all trains running that day and with trains and other vehicles likely to be put on at short notice. He must understand that, except during the period of permission granted him to place his track vehicle on the running line in accordance with clause 27, light engines and special trains may be run without previous notice of any kind, and that trains may be running ahead of or behind schedule.

27. (a) Before leaving any block post or staff station, or before leaving any place where telephone communication is available with the signalman at the next block post or staff station at either end of the block or staff section, the employee in charge of a track vehicle must:

- (i) Check to ensure that the time shown by his watch is correct.
- (ii) Obtain from the signalman all available information regarding the running of ordinary and special trains over the section.
- (iii) Advise the signalman of his destination and the time required to complete the journey.
- (iv) Obtain the permission of the signalman to proceed.
- (v) Enter in the W.W. 73 Book, particulars of train information as received from the signalman, the time that permission is granted for the track vehicle to be placed on the running line and the time it must be removed from the running line. Similarly when permission is refused, the details must be entered in the W.W. 73 by the employee-in-charge of the track vehicle. The advice from the signalman must, in each case, be repeated back by the employee-in-charge of the track vehicle, and the name of the signalman must be recorded in the W.W. 73 Book.

(b) The employee in charge of a track vehicle must remove it from the running line within the time period granted.

(c) After having been given permission for a time period for a journey, it will not be necessary for the employee-in-charge of a track vehicle to again telephone the signalman from intermediate telephones en route unless so arranged with the signalman before the journey commences, or the track vehicle is delayed by unforeseen circumstances.

(d) The signalman, in granting permission for a track vehicle to be placed on the running line, will not always be able to give information regarding the running of other track vehicles over that portion of the line. More than one track vehicle may be permitted on the same portion of running line at the same time. It is the responsibility of the employee in charge of any track vehicle on the running line to keep a sharp lookout at all times and to proceed on the basis that he has not got clear occupation of the running line.

(e) In any instance in which the signalman refused permission for a track vehicle to enter portion of the running line, he must inform the employee-in-charge of the track vehicle, his reason for such refusal. The employee-in-charge of the track vehicle, if he considers such reason insufficient, must promptly report the circumstances in writing to his supervisor.

Responsibility of Signalmen and Train Controllers

28. (a) On each occasion that authority is required for a track vehicle to enter on a portion of running line, and irrespective of any advice he has already received regarding the running of trains, the signalman must:

(i) communicate with the train controller, and/or where appropriate, signalmen at other stations in order to obtain the latest information regarding train running and planned train movements at the time enquiries are made, and then give to the employee in charge of the track vehicle the information required. The train controller must be informed of the particulars of the proposed track vehicle journey and he must be conferred with as to whether the necessary permission may be granted.

(ii) Before granting permission for any track vehicle to proceed on any part of the line, the signalman must satisfy himself that the period of time granted will permit the track vehicle to complete its journey and be removed from the line at least 10 minutes before any engine or train can reach that portion of the line over which the track vehicle would run. In calculating these times, the fastest schedule for the type of train concerned must be used. The signalman, in granting permission, must at all times endeavour to avoid delays to trains, on-track-plant, and track vehicles. Permission should not be granted for long distances or over long periods of time where intermediate telephones are available. Where intermediate telephones are not available, permission may be granted for a track vehicle to proceed until a specified time, remove from the line for the passage of one specified train, and then complete the journey by a specified time.

(b) The train controller must enter on the train control graph particulars of permission granted and when conferring with the signalman must advise him of any other authorised track vehicle journey over the same section of line. The signalman must pass this information on to the employee in charge of the track vehicle.

(c) The signalman must enter across the figure columns of the train register book, particulars of every instance of permission being requested for a track vehicle to be placed on the line, and whether permission was granted or refused. The name and grade of the employee requesting permission must also be recorded.

The signalman must also advise the signalman at the opposite end of the section of the permission given, and the latter signalman must record such information across the figure columns of the train register book. Both signalmen must, when practicable, apply lever sleeves on the levers of signals controlling the entrance of trains to the section as a reminder of the track vehicle journey.

In the event of a signalman not being on duty at the signal box at the opposite end of the section when permission is given for a track vehicle journey, the signalman giving such permission must, if the time allowed for the journey has not expired, advise the signalman at the opposite end of the section when he resumes or commences duty. The latter signalman must then comply with the provisions of the preceding paragraph.

As a general principle on Electric Staff sections, it is desirable that when permission is to be granted for a track machine journey, a staff should not be out of the instrument at the opposite end of the section during the period allowed for the track machine journey, if such arrangement is practicable and train delays would not thereby be incurred.

In all cases, when a track vehicle is to proceed through a section, a staff should not be withdrawn for an opposing train and if a staff has already been withdrawn, every effort must be made by the Signalman granting permission to arrange for the staff to be replaced in the instrument under the "Cancelling" signal. A staff may be withdrawn after the period allowed for the track machine journey has elapsed, irrespective of whether or not the track vehicle has arrived at the staff station in advance.

(d) After having given permission for a track vehicle to enter on a portion of running line, the signalman must not permit a train to enter on to the portion of line occupied by the track vehicle until the time period of permission has expired, or arrangements are made with the employee in charge of the track vehicle for such permission to be cancelled and the track vehicle is removed from the line. Details of such cancellation are to be entered in both train register book and the W.W. 73 book.