

Pennsylvania Trolley Museum

Operating and Safety Rules

This book is for the exclusive use and governance of the members and crew of this demonstration railway.

Understanding of and obedience to the rules are of paramount importance.

Effective March 1, 2009
Revised February 1, 2012
Revised January 10, 2015
Revised February 16th, 2026

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Washington, PA 15301
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Form of Order Placing Rules into Effect

The rules set forth herein shall govern the operation of all rolling stock of the Pennsylvania Trolley Museum and shall take effect May 1, 2025, superseding all previous rules and operating orders.

General Notices and Operating Bulletins may be issued from time to time to govern situations or events not specifically covered in this rulebook.

The operations department will deal with any violation of the Rules in the following manner:

1st offense: Written Verbal Warning

2nd offense: Written Signed Warning

3rd offense: Immediate suspension of operating privileges pending hearing.

The Operations Manager or his/her designee may immediately suspend operating privileges for a serious incident. Flagrant disregard of the rules may result in removal from duty.

Pennsylvania Trolley Museum

General Operating Rules

- A. Personnel whose duties are prescribed by the rules printed in this Rule Book must provide themselves with a paper or electronic copy. The Rule Book must be in the possession of an operator, motorman or conductor while on duty.
- B. Personnel whose duties are in any way affected by the timetable must have a copy of the current timetable in their possession while on duty.
- C. A reliable watch or other time indicator, adjusted to the correct time, must be carried at all times by all persons whose duties are affected by the operation of rail vehicles.
- D. Operating personnel must be conversant with and obey the rules and special instructions. If in doubt as to their meaning, they must ask the proper authority for an explanation.
- E. Operating personnel must pass the required examinations and re-qualify on an annual basis. Operators who have not qualified for two consecutive years must attend new operator training.
- F. Members age 18 or older who are currently qualified operators (senior or student) may operate passenger service during regular hours when the public is present.
- G. Student operators may operate a car only under the direct supervision of a Senior operator who is on the car with the student operator.
- H. Members ages 14-15 may become Junior Operators under the guidance of a senior operator, and operate cars in non-revenue service. This may include hostling and work equipment. They may NOT cross North Main Street. Members ages 16-17 may operate in non-revenue service, including hostling and work equipment, and MAY cross Main Street if they possess a learner's permit and are under the guidance of a senior operator.
- I. All operators over 16 must possess a valid driver's license or learner's permit.
- J. Operators must wear corrective lenses in accordance with their home state motor vehicle code. Operators must submit a certificate of visual acuity

the year they reach sixty-five (65) years of age and every other year thereafter.

K. Vehicle accidents and incidents must be reported in accordance with the policy entitled ***REPORTING INCIDENTS AND VEHICLE ACCIDENTS***, and the current version of that policy shall be considered to be part of this Rule Book. Failure of plant or equipment, including track and overhead structures, or unusual conditions which may affect the general operation, must be promptly reported by the quickest means available to the proper authority.

L. The use of intoxicants or narcotics while on duty, or their possession or use while on duty, or their consumption within eight (8) hours before going on duty, is strictly prohibited.

M. The use of any medication, drug or other substance, including those prescribed or dispensed by physicians, that will adversely affect an operator's alertness, coordination, reaction, judgment, vision or gait prohibits a crew member from reporting for duty or engaging in duty until the use of such medication, drug or other substance is discontinued.

N. The use of tobacco or electronic cigarettes while in buildings or on passenger cars is prohibited.

O. Operating crews are expected to wear the prescribed uniform and be neat and professional in appearance. Prescribed uniform can be found in the operations manual.

P. When in doubt, follow the safest course of action.

Duties of Crew Members

Responsibility for Operation – Two-Man Operation

The motorman is held responsible for the safe and proper operation of the car and its equipment.

The conductor is in charge of the car and is held responsible for the safety and convenience of the passengers.

The conductor and motorman are held equally responsible for the operation of the car in strict accordance with the rules, regulations, timetables and orders governing same.

Responsibility for Operation – One-Man Operation

An operator is responsible for the combined functions of motorman and conductor in one-man service.

An operator is held responsible for the safety and convenience of the passengers as well as the safe and proper operation of the car and its equipment.

The operator is held responsible for the operation of the car in strict accordance with the rules, regulations, timetables and orders governing the same

Responsibility for Dispatch

The dispatcher is responsible for the safe and efficient operation of the Railway, however both the dispatcher and operating crews are equally responsible for the safe movements of equipment. The dispatcher has authority over the entire railway while on duty.

Safety

100. Safety of members, guests and equipment is of paramount importance. It is the duty of each crewmember to promptly report any potentially hazardous situation to the proper authority.

101. Crew members must be aware of all operating orders and general notices before taking charge of a car.

102. All personnel are to assume that all overhead lines are electrically charged.

103. Only the person who installed it may remove any safety padlock.

104. All personnel must be alert for cars or equipment being operated on any track in either direction. Personnel are forbidden from standing between the rails in front of any approaching vehicle.

105. Crews must use the following signals:

105a. Bell/Gong Signals

To be given on signal bell:

1 bell – Stop at next regular stop

2 bells – Go ahead

3 bells – Go backwards

Repeated bells – stop immediately

Operator shall acknowledge the conductor signal by repeating the signal on the gong.

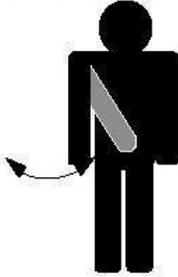
When a single-ended car is being backed, the signals must be given with reference to the orientation of the car, not necessarily direction of travel.

105b. Whistle Signals (o = short blast, _ = long blast):

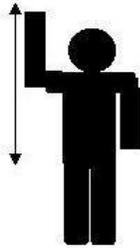
o	Stop
oo	Proceed
ooo	Back up
_ _ o _	Grade crossing
o (repeated)	Warning to pedestrians, vehicles or other rolling stock.

105c. Hand, flag or lamp: Direction is in respect to the orientation of the operator. Operators should acknowledge any hand signal with an appropriate bell or whistle response.

Swung across track – Stop



Raised and lowered vertically – Proceed forward



Swung in circle across track – Proceed in reverse



Anything waved vigorously near the tracks – Stop immediately

106. No equipment will be backed unless the rear of the unit is protected by a qualified person in direct contact with the operator.

106a. The person protecting the rear of an electric unit must have a clear view of the pole on the wire as well as the track behind the unit.

106b. Protection may either be by someone on the ground behind the unit or riding thereon.

106c. A single car may be backed under Extreme Caution with only the operator if there are no people or obstructions within 200 ft of the streetcar upon starting to move.

107. No passenger service equipment shall be operated in revenue service with any passenger doors open.

108. Mandatory safety stops are designated by stop signs, red half moons or red car stop signs suspended from the right-hand side of the overhead.

108a. Mandatory slow 5mph orders are designated by green half moons or green car stop signs suspended from the right-hand side of the overhead.

108b. Temporary slow orders will be marked with a green traffic cone along the railway.

109. When no dispatcher is on duty, operators of non-scheduled moves must follow and activate signals and be clear of time table scheduled trips when running on standard routing. For movements between differentiating routes permission must be obtained from service crew. Any time a dispatcher is on duty permission must be obtained for non timetable scheduled moves. Work zones must be coordinated with operating crews and the dispatcher. If the railway is currently empty when work commences, work crew must announce any movements over the radio.

109a. Work zones must be marked by orange traffic cones at both ends of the work zone.

109b. All cars may proceed through the work zone only after receiving visual or verbal notification from the supervisor of the work crew. If no permission is given, car must stop short of the orange cone and sound the bell. Once permission is granted, ring the bell twice before proceeding.

- 109c. Cars must not be operated through work zones faster than five (5) miles per hour.
- 109d. Cars must pass completely through a work zone before normal track speed may be resumed.
110. In the event of an accident, stop immediately. Do not move equipment unless it is in danger and its movement does not endanger human life.
- 110a. Determine extent of injuries, if any.
- 110b. Seek assistance if required and call emergency services. As soon as possible, distribute courtesy cards to passengers. Collect completed cards before passengers depart from the car.
- 110c. An incident/accident report must be completed as described in the policy entitled ***REPORTING INCIDENTS AND VEHICLE ACCIDENTS***.
- 110d. Operators may be required to submit to a drug and/or alcohol test in the event of a serious accident. "Serious" accidents shall include, but are not limited to those causing bodily injury or death, or collision between two vehicles.
111. When operationally possible, operation shall be suspended during electrical storms. Once operating cars are returned to the car house or immediate vicinity and properly secured, substation is to be de-energized and all poles removed from wire.
- 111a. Should a car be trapped on the line, the crew will properly secure the car and remove the pole from the wire. Passengers are to remain on the car. Crew must remain in contact with the dispatcher or other authority.
112. Passengers may board or leave cars only at locations designated as Car Stops.
113. All crew members are responsible to ensure the safe discharge and boarding of passengers.
114. Cars are not to be moved during any power outage unless authorized by the dispatcher or other person in charge.
115. Guest operation shall be at the discretion of the Operations Manager.

115a. In no event shall a guest be permitted to operate a car in revenue service.

115b. No guest is permitted to: operate across North Main Street or Museum Road crossing, within any yard limits, or through the Richfol platform area.

115c. A guest operator qualified at another rail entity must be accompanied by a qualified crewmember who assumes responsibility for actions of the guest operator.

115d. All other guest operations will be conducted under the direct supervision of a qualified Instructor or designee of the Operations Manager.

116. Operators are required to equip themselves with a flashlight during night operations.

117. Operators shall refrain from unnecessary conversation while cars are in motion.

118. The use of communications devices (radios, cell phones, pagers, etc.) or other personal electronic devices is **prohibited** while operating a vehicle as either a motorman or conductor or during other activities that involve the public. The only exceptions to this rule are 1) the use of two-way radios in support of operations, or 2) the use of cell phones to obtain assistance in case of a problem or emergency situation or as a time keeping device. Cell phones may be used to reference the rule book when not operating the car and not with visitors.

Track and Switches

201. Crews shall conform to railway speed restrictions.

202. Crews must pay attention to the general condition of track and report any unusual conditions immediately to dispatcher or other authority.

250. Switches, regardless of type, may not be traversed at a speed greater than five (5) miles per hour and the operator shall be prepared to stop short of the switch if not properly thrown.

251. Spring switches locations and normal position are to be known by the operators. These switches may be trailed by electrically operated vehicles. Crews shall not reverse direction of the car when sitting atop a spring switch in the diverging (or sprung) position of the switch.

251a. Crews of motor cars and trains will throw switches when necessary to avoid springing it.

251b. Upon completion of any special movement all switches must be returned to normal position.

251c. Spring switches may not be trailed if the switch is not in its normal position. To do so will damage the switch mechanism.

251d. To avoid derailments or “split switches” when “short-turning” and changing ends on a double-ended car, operators are required to move the car completely through any switches, so that the entire body of the car has cleared the points of the switch. The switch points should be visible to the operator from inside the car. All operators are required to determine by visual examination that the switch points are closed and in the proper position before moving the car across the switch in the opposite direction.

252. T-rail switches must be thrown for all car movements unless designated as spring switches. Crews must be observant that movement of the switch point has not been hindered by debris or by mechanical failure.

253. Tongue and mate switches may be either electrically or manually operated. Crews must be observant that movement of the tongue has not been hindered by debris in the casting or by mechanical failure.

254. Automatic electric switches are actuated by a contactor suspended from the trolley wire. Extreme caution must be exercised and the car kept under complete control. In the event the switch fails to function as expected you must be able to stop before entering the switch points.

255. A blue flag shall be attached to the pole or a blue cone will be placed adjacent to an electric switch which is plugged or otherwise inoperative.

256. The tongue and mate switches may be secured by nuts. If a switch is secured with a nut it must be reinstalled to secure the switch.

Overhead

300. Crews must pay attention to general condition of overhead and report any unusual conditions immediately to dispatcher or other authority.

301. Cars, to the maximum extent possible, must be drifted through section insulators as indicated by "Power Off" signs.

302. Cars, to the maximum extent possible, must be drifted through wire frogs, section insulators and signal contactors.

303. Speed through signal contactors should not exceed five (5) miles per hour when possible.

304. Double-ended cars shall not be backpoled unless absolutely necessary. Single-end cars shall be backpoled with caution and at a reduced speed.

304a. If a car must be backpoled, it must be for the shortest distance possible until the trailing pole can be raised.

304b. If either end of a car is still in the car barn, the first pole must be hooked down before the second pole is raised.

304c. Except in the car barn, when changing ends, the second pole is to be raised before the first pole is pulled down and hooked.

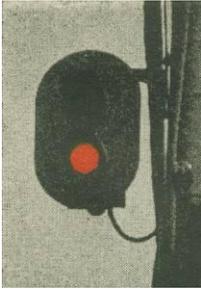
304d. Cars using trolley poles equipped with trolley shoes should not be backpoled unless absolutely unavoidable.

Signal Systems

NACHOD SYSTEM

400. Nachod signals are used to control access to single track blocks. These signals are activated by overhead contactors. Speed approaching and through contactors must not exceed five (5) miles per hour.

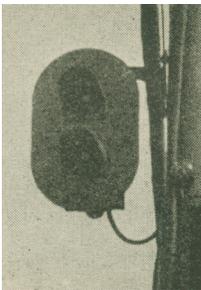
401. Signal Aspects:



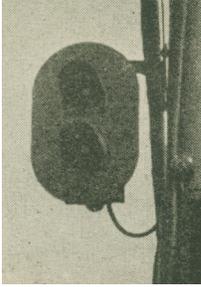
401a. RED: (Stop) This signal indicates the block is occupied by one or more opposite bound cars.



401b. AMBER: (Proceed with Caution) This signal indicates the block is occupied by one or more cars operating in the same direction ahead. The amber aspect should blink as the trolley wheel passes the overhead contactor, indicating the car is counted into the block.



401c. DARK: Before the car passes through the contactor, this is the normal indication for a clear track ahead. When the trolley wheel passes through the overhead contactor, the signal will display the amber aspect indicating the car is counted into the block.



401d. DARK: (no aspect shown) After car passes through the contactor, this indicates a system malfunction and should be treated as a RED aspect. Refer to Rule 403.



401e. BLUE: Courtesy signal. This signal can indicate either there is no room for your car at the next siding or there is about to be a car entering the signal section from the opposite preferential direction. If this signal illuminates after you have checked into the next signal section you are clear to proceed.

401f. Departure notice signals will be used to notify cars when to leave designated stops during special events.

402. This system does not provide rear-end protection and crews must operate in accordance with Rule 501.

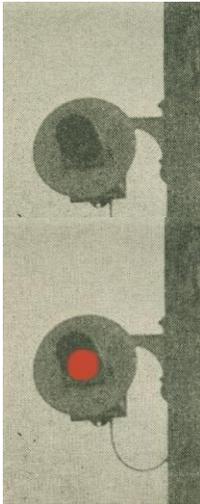
403. In the event a RED aspect is displayed and an opposite-bound car does not clear the lock in twice the published running time, crews will remain stopped and advise the Dispatcher or other authority of the situation and await instructions. When no Dispatcher is on duty, crews will attempt to contact any other car(s) or miscellaneous equipment on the railway via radio before proceeding with caution.

403a. In the event you are unable to communicate with the Dispatcher, proceed with caution after waiting the specified time, expecting to find an opposite-bound car.

REPEATER SIGNALS

405. A single-aspect **RED** signal is located at the Artifact Preservation Building as well as at the exit of the Arden Spur Track. The purpose of this signal is to serve as a “repeater” of the **RED** aspect of the next signal governing entrance to a single track block where the next signal cannot be seen.

406. Repeater Signal Aspects:

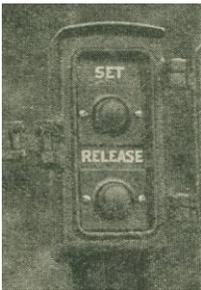


406a. **DARK:** (no aspect shown) Cars may exit Arden Spur Track or Artifact Preservation Building on a dark repeater signal, THEN be governed by the signal controlling the entrance to single-track.

406b. **RED:** (Stop) If Arden Spur Track or APB signal displays a RED aspect, Stop. Crews will be governed by Rule 403.

NOTE: (Arden Spur Track) Crews must make sure their car will clear any car already stopped at the platform before leaving the Arden Spur.

407. Nachod System Reset Pushbuttons: A set of pushbutton is located in a locked box at each Nachod relay case. The purpose of these pushbuttons is to reset the system after a fault. Before operating either pushbutton, contact the Dispatcher or other authority for permission to assure that there are no opposite-bound cars approaching on the single track block.



407a. **RELEASE:** The RELEASE push button will decrement the counters one position for every push if either counter is advanced beyond the neutral (dark) position. To clear the signals, operate the RELEASE push button until the signal goes DARK.

407b. **SET:** To obtain a permissive signal to enter the single track, operate the SET pushbutton once, if your car has already passed the check-in contactor. **NOTE:** If the SET pushbutton is operated before the car passes the check-in contactor, an extra car will be "counted in" and as a result, the signals will once again produce a system fault.

US&S APB SYSTEM

430. The Absolute Permissive Block (APB) system is a combined absolute and permissive block color-light system controlled by continuous track circuits.

430a. The term “Absolute” refers to the head block signal, which is not to be passed when the **RED (Stop)** indication is displayed, except when authorized by the Dispatcher.

430b. The “Permissive” signals in the APB system are those known as the intermediate targets. These signals are permissive in that under certain conditions, the signals may be passed when the **RED (Stop)** indication is displayed, in which case crews will be governed by Rule 403.

430c. A “Block” is a length of track between two head block signals, and may consist of one or more signal sections.

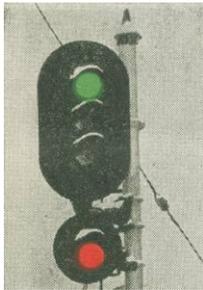
430d. A “Signal Section” is the length of track between two consecutive signals of any type.

430e. “Continuous Track Circuit” designates a type of signal control wherein the control currents are circulated through the running rails, enabling a car to retain continuous and direct control of a block signal while occupying any portion of the track protected by that signal.

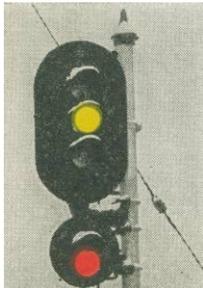
431. The APB system provides both head-on and rear protection. Additionally, since this signal system is operated by means of track circuits, the signals will also show a **RED (Stop)** indication as a result of a separated rail, excessive mud or water over the rails, washed out track, or a piece of metal lying across both rails.

432. Head Block Target: A three-color target located at the clearance point of a siding leading into single track is called the Head Block Target. Directly under the three-color target is a Red Marker Light which burns continuously, indicating the end of the siding or double track and the beginning of single track. The Red Marker Light also identifies the Head Block Target as an absolute signal.

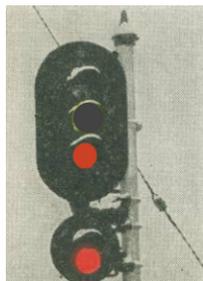
433. Head Block Signal Aspects:



433a. **GREEN over RED: (Proceed)** This signal indicates a clear track ahead for two or more signal sections. Proceed carefully in accordance with instructions governing operation past the Directional Indicator.



433b. **AMBER over RED: (Caution)** This signal indicates that a car operating in the same direction is in the second signal section ahead. Proceed carefully in accordance with instructions governing operation past the Directional Indicator.

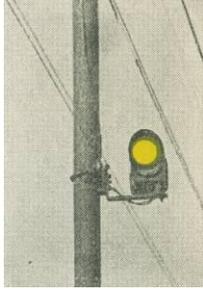


433c. **RED over RED: (Stop)** This signal indicates that a leading car is in the signal section ahead, or an opposite-bound car has entered the single track block. **STOP** and wait for the signal to change. If the signal fails to change in double the published running time to the next siding, crews will be governed by Rule 403.

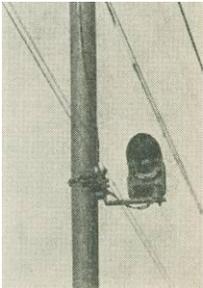
433d. **DARK: (no aspect shown)** If all of the lights in the three-position target are out, or if the red marker light is out, then this indicates a signal system malfunction and should be treated as a red aspect. Refer to Rule 403.

434. Directional Indicator: At the switch point, several car lengths beyond the head block target, there is a normally dark, single aspect Directional Indicator, so named because it establishes the direction of traffic through the single-track block.

435. Directional Indicator Signal Aspects:



435a. **AMBER:** This indication displayed in the Directional Indicator signifies that the block is clear of an opposing movement and permits the car to proceed, but only in accordance with the signal observed in the head block target just passed.



435b. **DARK:** This indication displayed in the Directional Indicator signifies that an opposite-bound car is already in the single track or has entered at the same time. If the **AMBER** indication fails to appear, **STOP** and advise the Dispatcher or other authority of the situation. Refer to Rule 403. Also, it should be noted that when two cars enter the single track from opposite ends at the same time, it is possible that the **AMBER** indication may appear for a moment and then disappear. Therefore, it is necessary that crews entering the single-track watch the Directional Indicator from the time the car passes the head block target until it passes the Directional Indicator. If the Directional Indicator displays **AMBER** during this entire period, then the car is protected against opposing movements in the block. However, if the **AMBER** signal flashes on and then disappears, then the car is not protected. In this event, crews will be governed by Rule 403.

436. Intermediate Targets: Three-color targets similar to head block targets but without red marker lights, located at intervals along the single track between the head block targets are called Intermediate Targets.

437. Intermediate Signal Aspects:

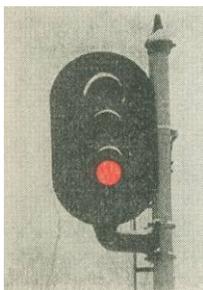


437a. **GREEN: (Proceed)** This signal indicates a clear track ahead for two or more sections. Proceed at normal speed in accordance with Rule 501.



437b. **AMBER: (Caution)** This signal indicates a clear track for only one signal section ahead. Proceed with the expectation of finding a **RED (Stop)** signal at the next target, and approach it prepared to stop.

NOTE: Crews may also encounter this aspect when approaching the end of signaled territory. In any case, proceed with caution.

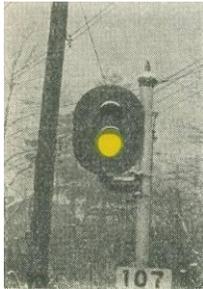


437c. **RED: (Stop)** This signal indicates that a leading car is in the signal section ahead, or an opposite-bound car has entered the single track block. **STOP** and wait for the signal to change. If the signal fails to change in double the published running time to the next siding, crews will be governed by Rule 403.

437d. **DARK: (no aspect shown)** If no light is displayed in an intermediate target, then this indicates a signal system function and should be treated as a **RED (Stop)** aspect. Refer to Rule 403.

438. Siding Clearance Target: A two-color target normally displaying **AMBER** located at the clearance point of the entrance to a siding is called a Siding Clearance Target.

439. Siding Clearance Signal Aspects:



439a. **AMBER: (Caution)** This signal indicates that the siding is clear; proceed at normal speed through the siding.



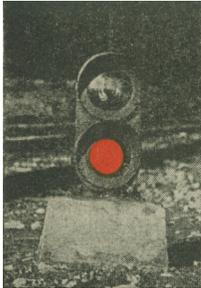
439b. **RED over AMBER: (Stop and Proceed)** This signal indicates that the siding is occupied by one or more cars. Stop short of the signal, and then proceed carefully into the siding, prepared to stop behind leading cars. At Fairgrounds, this signal can also indicate that the signal has not run enough time on the car's approach. If the car is approaching at or below the proper speed and the siding is empty, it should clear to straight **AMBER** before the car passes.

439c. **DARK: (no aspect shown)** If no light is displayed in a siding clearance target, then this indicates a signal system malfunction and should be treated as a **RED over AMBER (Stop and Proceed)**.

440. Dwarf Signals: A low, two position color-light signal, which operates in conjunction with the APB signal system. Dwarf signals are used to govern unusual or “reverse-running” movements onto the mainline. Dwarf signals are accepted as “Absolute” signals, in that they may not be passed when displaying a **RED (Stop)** or **Dark** indication without permission from the Dispatcher or other authority.

Refer to Rule 403.

441. Dwarf Signal Aspects:



441a. **RED: (Stop)** This signal indicates that a leading car is in the signal section ahead, or an opposite-bound car has entered the single track block. **Stop** and wait for the signal to change. If the signal fails to change in double the published running time to the next siding crews will be governed by Rule 403.

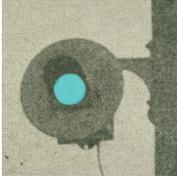


441b. **AMBER: (Caution)** Proceed onto mainline track with caution, in accordance with instructions governing operation past the Directional Indicator, with the expectation of finding a **RED (Stop)** signal at the next target. Approach it prepared to stop.

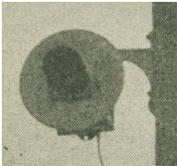
442. Abnormal Conditions: In the event crews encounter “dancing lights” (signal aspects changing rapidly) at any target in the APB system, they will approach said target with the car under control and be governed by the most restrictive aspect displayed. Crews should remain vigilant in reporting “dark signals” and signal malfunctions so that the system may be repaired and burned out signal bulbs may be replaced.

450. Crossing Indicators: Located at Fairgrounds as well as North Main Street Crossing, both inbound and outbound is a single-aspect Crossing Indicator, so named because it indicates that the crossing signals are operating normally upon the approach of a rail vehicle to the crossing. NOTE: These indicators are in addition to the RED flashing indicator light at the North Main Street Crossing relay case.

451. Crossing Indicator Signal Aspects:



451a. **LUNAR WHITE:** (Proceed) This signal indicates that the crossing flashers are operating; proceed in accordance with all sections of Rules 561 & 562.



451b. **DARK:** (no aspect shown) If no light is displayed in a Crossing Indicator, then this indicates a signal system malfunction and crews are expected to act accordingly; as set forth in Rules 561 & 562.



451c. **Red:** Stop. A car ahead is currently crossing Main st do not pass until red light is extinguished

452. Traffic signals on Volunteer Blvd shall be followed. If the signal is dark it shall be treated as a 4 way stop.

453. For operations during special events, other signals, as defined in special Operating Orders, may be used for control of cars operating on the railway. These signals are not vital for safe operation but rather used for efficient operations

Operation

500. Mainline

501. Crews must maintain at least 200 feet between units moving in the same direction.

502. Crews must make a safety stop at least 100 feet short of the car ahead when closing up, then proceed with caution, stopping no closer than five (5) feet from the car ahead.

503. Conductor must not occupy the front platform while the car is in motion with passengers on board.

503a. When operating an open car, the Conductor must occupy the rear platform while the car is in motion.

504. In the event a car cripples or encounters a blockade in single track, the dispatcher or other designated authority must be contacted immediately. Crew is responsible for providing protection in areas of poor visibility and shall walk ahead and/or back 500 feet or as far as necessary to be seen by any approaching cars.

505. Speed of cars must be such that they can be stopped in less than half of the distance that can be seen ahead.

506. Maximum speed on the railway shall not exceed the safe speed of the track and the equipment being operated.

506a. The maximum speed on any part of the railway shall not exceed 30 mph.

506b. North Main Street shall not be crossed at a speed greater than 10 mph.

506c. North Main Street to Richfol and Volunteer Boulevard speed shall be no greater than 15 mph.

506d. Switches and loops speed shall not be greater than 5 mph.

506e. Wyes and Curves leading up to Volunteer Blvd speed shall not be greater than 7 mph.

506f. Speed through an occupied stop platform shall not exceed 10 mph and the bell shall be rung continuously when passing.

506g. When overtaking or passing another car, approaching a possibly occupied platform or approaching a blind spot in street trackage, be alert for pedestrians stepping into your path. The bell must be rung continuously, and speed must not exceed 5 mph until the obstacle has been passed.

507. The orientation of the line is any car facing McClane Loop is considered to be “eastbound” and any car facing Arden Loop is considered to be “westbound.”

508. Operations in non-signaled territory, aka dark territory, shall be in accordance with the timetable. In the event of operational delays, or special moves resulting in a potential conflict, and in the absence of a Dispatcher directive, preference shall be given to the eastbound car, however both cars are responsible for avoiding conflicting movements

530. Yard

531. Rule 502 does not apply to yard operations.

532. All yard operations will be made at a speed of five (5) miles per hour or less.

533. Cars entering or leaving a building must make a safety stop at the doors; when entering, a second safety stop must be made at least five (5) feet short of the next car on the track.

534. Cars being “inched” must be operated with utmost caution, and should not be stopped any closer than necessary to the car in front.

535. Single-ended cars are NOT to be backed into the car yards without special permission.

536. Cars equipped with roller bearings and pneumatic brakes i.e. 1138 and wp832 shall be chocked when parked in the first position in the founders carbarn.

560. Grade Crossings

561. North Main Street crossing is equipped with flashing light signals. Crews must ascertain that the flashers are operating.

561a. In the event of signal malfunction, crews must stop and flag crossing. If the car is being operated with a one-man crew the car must be stopped at the edge of the road and not proceed until traffic has come to a Full Stop in both directions or there are no vehicles approaching the Crossing from either direction. Any malfunction must be reported immediately.

561b. Following cars or cars operating as a second section must not pass the Nachod contactor at Fairgrounds eastbound or Richfol westbound until the light has gone dark. Failure to do so will result in the car having no crossing warning once it reaches North Main Street.

561c. Crews shall operate across North Main Street no faster than ten (10) miles per hour and must be prepared to stop if the right of way is challenged.

561d. The standard crossing warning signal (_ _ o _) must be sounded to warn vehicles and pedestrians of the approach of the car. Final blast of whistle or horn must be held until car is at least three-quarters of the way through the crossing.

562. Museum Road crossing shall be approached with caution. Operators shall be alert for pedestrians and also for motor vehicles who might not comply with the regulation stop signs. Use of the horn is required.

563. Fairgrounds crossing shall be approached with caution. Operators shall be alert for pedestrians and motor vehicles who might not comply with the flashing light signals. Use During special events at the Fairgrounds, comply with any special Operating Orders and be alert for any directions from flaggers controlling pedestrian and vehicle traffic at the crossing. Use of the bell is recommended. Use of the whistle at Fairgrounds is generally discouraged unless absolutely necessary to gain the attention of a pedestrian or vehicle operator.

564. Other crossings are to be negotiated with caution. Operators should be alert for approaching vehicles and pedestrians and be

prepared to yield the right of way if necessary. Several short soundings of the bell are encouraged.

565. Operators shall be alert for persons or equipment along the railway who may not be aware of an approaching car. Several bells or short whistle blasts may be appropriate to gain their attention. Be prepared to stop if necessary to avoid an accident.

Equipment

600. No one is permitted to operate any equipment unless specifically qualified to do so.

601. The bell or whistle must be sounded before any car or equipment is moved.

601a. Bell/whistle should be used only when indicated by necessity. Frivolous use of warning devices is a nuisance and discretion should be taken in their use.

602. Control handles must be returned to the proper location immediately after car movement is completed.

603. Cars which are parked at Richfol platform or in the yard must be secured by making a full brake application and with a wheel chock on the outboard axle on the downhill side. Cars parked unattended shall have the reverser handle removed from the controller, brakes applied and doors closed.

604. All equipment will be parked in such a condition that does not present any possible hazards to visitors.

605. Any car which is parked "dead" in any location other than those listed in Rule 603 must have the trolley pole hooked down and the handbrake applied. A wheel chock must be placed on the outboard axle on the downhill side.

606. Air tanks must be bled of moisture at the beginning and end of the day. If weather is excessively wet or humid, tanks must be bled during the course of the day. Only open the drain valve slightly to allow the water to drain. Do not open the valve all the way and drain all of the air.

608. Car heaters shall be used when necessary but only after assuring that the heaters are in service. Heaters must be turned off thirty (30) minutes before the car is returned to the car barn.

609. No one shall ride on the outside front of any piece of operating equipment. No one shall ride on the steps or sideboards of any piece of operating equipment. No one shall ride on push cars and persons using push cars must remain on ground or in motor car to properly control movement of cars.

610. When a light bulb in a car burns out have it replaced as soon as possible
611. All Red Arrow Cars & #1758 are prohibited on Track 13 due to clearance issues.
612. Car interior lights **MUST** be lit at all times when dark outside and carrying paying patrons.
 - 612a. When carrying non-paying patrons, a car's interior lights need only be lit when crossing all roads and passing through loading platforms.
613. Equipment is not to be moved if marked out of service with a red tag on controls or a "Man working on car" stick placed on the car. Cars with yellow tags on controls might not be ready for normal operation and special notice shall be taken.

Radio Systems

700. Radio systems must be used only in connection with Museum operation and in compliance with the operating rules. No one shall knowingly transmit any false emergency communications, any unnecessary, irrelevant or unidentified communication, nor utter any obscene, indecent or profane language.

701. Radios, portable as well as base and mobile units, must be tested to verify they are functioning properly. A malfunctioning radio must be so tagged and placed in the dispatcher office.

702. The appropriate “call sign” - WPLD 754 - must be transmitted over Channel 1 at the beginning and end of the operating day.

702a. Channel 1 will be the normal channel used by operations.

703. The operator/motorman and conductor of a rail vehicle must each be in possession of a radio while the vehicle is in service. For maintenance crews working along the right of way, the radio should be in the possession of the supervisor of the crew.

704. An emergency transmission shall be preceded by the word “emergency” and shall have priority over all other transmissions. Emergency transmissions shall be used to report derailments, collisions, fires, broken rail, wire down and other conditions which could result in death or injury, damage to property or serious disruption of operation. Emergency transmissions shall be kept as brief and factual as possible.

705. Before transmitting, the channel must be monitored to ensure that it is not already in use. A crew member originating a transmission must identify themselves followed by who they are calling.

705a. Messages relating to meets and potentially conflicting car movements must be repeated by the person receiving them to the person who transmitted them.

705b. “Received” or “10-4” is the proper response on the receiver’s part to indicate the message has been received and understood.

705c. Personnel not fully hearing or comprehending a message must not act upon it until the message has been repeated and is fully and clearly heard and understood.

706. Personnel using radio equipment will exercise care to prevent damage to or loss of such equipment.