

CHICAGO, MILWAUKEE, ST. PAUL & PACIFIC RAILROAD COMPANY
Office of Superintendent
Coast Division

Tacoma - February 11, 1952

CONDUCTORS and TRAINMEN
Coast Division

The following general instructions, which have been reissued as notices each year, unless countermanded by a Special Notice, will remain in force, and we have consolidated them for all concerned so that each individual can make ready reference to them without going through all the notices:

NOTICE X-1

Train No. 264 should be operated and made up as follows:

Revenue loads destined Aberdeen and beyond will not be handled on any train other than Regular 264 out of Tacoma, Seattle and Cedar Falls.

On days when that is the only train run, company material and empties for Aberdeen and beyond can be reduced to make room for revenue business destined to short points.

No. 264 departing Tacoma and Seattle will be made up as follows from the rear end:

1. Revenue loads for Aberdeen and beyond.
2. Company material and empties for Aberdeen and beyond.
3. Deer Lodge to Aberdeen.
4. Othello to Deer Lodge.
5. Icers, Livestock and Perishables.
6. Coast Division shorts.

The above classification will be maintained out of Cedar Falls.

Perishable cars and icers should be kept on head end of train.

NOTICE X-2

Blocking of westward trains out of Othello should be lined up from engine to rear of train as follows:

1. Beverly proper cars.
2. Hanford Line cars.
3. Cars for points between Kittitas and Cedar Falls.
4. Cedar Falls cars including Everett and Enumclaw Lines.
5. Renton cars.
6. Kent to Puyallup, inclusive, cars.
7. Tacoma cars, including South cars such as Chehalis, Grays Harbor, Willapa Harbor points, National Park Line points.
8. Seattle cars, including Port Townsend, Port Angeles, Bellingham and points on the Bellingham Line.

NOTICE X-3

On the subject of storing cars closer than 100 feet to a public crossing:

In accordance with Section 4, Chapter 22 of the Laws of 1937, such equipment is not to be spotted less than the mentioned 100 feet except in cases where it is necessary to disregard in serving existing facilities of the industry.

NOTICE X-4

On eastbound freight trains, please leave messages at Renton addressed to Agent, Cedar Falls, and Chief Dispatcher, Tacoma, showing cars and tons you have in your train for east of Cedar Falls.

NOTICE X-5

Westbound freight trains will leave a train list, showing the car numbers and contents of cars destined Seattle, Port Angeles or Bellingham Lines at Cedar Falls 6 AM to Midnight, daily except Saturdays and Sundays, and at Maple Valley at all other times.

NOTICE X-6

A peddler merchandise car will be operated on Train 94 between Tacoma and Seattle on Tuesdays and Fridays of each week.

NOTICE X-7

LCL business between Seattle and Othello will be handled as follows:

Seattle will send an LCL car out on Dead Freight East on Tuesdays, Thursdays and Saturdays. Train crew to unload freight for Cedar Falls and Everett-Enumclaw Line, if any, at Cedar Falls from this car, and car will then go through to Othello at which point all freight for Othello-Warden Line and points between Othello and Hyak will be unloaded.

Westward dead freight trains handling merchandise car will unload any local shipments for points Anson to Hyak, Wash., inclusive. When westward trains have freight for points between Hyak and Cedar Falls, it should be unloaded at Hyak or Cedar Falls, unless it is a large shipment for extra gang.

To accomplish this, it is necessary on eastward trip that the merchandise car be kept in the Othello block.

Seattle will also load a Spokane merchandise car for movement on Dead Freight East on Wednesdays and Saturdays.

NOTICE X-8

Hanford crew will line up the empties at Beverly east and west in station order.

NOTICE X-9

Cars moving on shipper's order bill of lading should not be set out at a closed station as the Agent that handles the waybill and bill of lading has no way to police such shipments. Should you have any such cars in your trains, they should be taken through to the first open station where we have an agency where the cars can be watched and not set out at the final station until you have instructions that bill of lading has been surrendered.

NOTICE X-10

When performing station switching at Ellensburg, you should ascertain if there is a switch list in the office or waybill box for use in your performing such service at Ellensburg.

NOTICE X-11

The practice of using the Northern Pacific eastward siding at Chehalis for a switching lead must be stopped. We have no authority to use this track, and engines must not go beyond the clearance point at the interchange at Chehalis.

NOTICE X-12

At Chehalis cars should not be placed on the CCC track by our crews, but should be left on the interchange track from which location they will be handled by the CCC crew. Should there be any necessity of blocking cars in your train at Chehalis, it should not be done while on the CCC Railroad tracks.

NOTICE X-13

There has been some misunderstanding regarding the use of interchange track at Frederickson.

Cars moving from the 7th and 8th Subdivisions, destined to the 9th and 10th Subdivisions, shall be set out at Frederickson on the interchange track, being placed on west end of this track.

Cars moving from the 9th and 10th Subdivisions, destined to the 7th and 8th Subdivisions, shall be set out at Frederickson on the old siding. If siding at Frederickson is blocked, make interchange in pocket at Allison and notify all concerned.

The wye track should not be used for the purpose of interchanging cars between these Subdivisions.

NOTICE X-14

This will be your authority to honor transportation on OLYMPIAN-HIAWATHA, Trains Nos. 15 and 16, as shown below:

Employes holding unrestricted passes or permits approved by the Passenger Department.

Coast Division employes holding restricted passes will be honored between Tacoma and Othello as shown below:

Roadmasters
General Foreman, Substations & Trolleys
Supervisor, Telegraph & Signals.

NOTICE X-15

For many years passenger tariffs have carried optional route arrangement between Seattle and Tacoma which provides that tickets reading via the G.N., N.P., U.P. or C.M.St.P.&P. Railroads will be honored on any train of any of the four lines. Tickets reading via the G.N., N.P., or U.P. Railroads between Seattle and Tacoma should be honored by our line.

NOTICE X-16

Conductors are authorized to honor on Coast Division annual passes held by trainmen and enginemen good only on Idaho Division.

NOTICE X-17

Coach 155 (on No. 15 westbound) and Coach 165 (on No. 16 eastbound) are operated daily without reserved seats to accommodate short haul passengers.

Such short haul passengers for both 15 and 16 should be issued Coach Reservation coupons Form CR-2 showing train number, date, issuing office and destination. THESE COUPONS SHOULD BE MARKED "155" OR "165" in the place designated "CAR" depending on the direction passengers are traveling, but the space following the words "COACH SEAT" should be left vacant as the train crews will assign space to passengers upon boarding.

Reserved seat coaches will be operated for long haul passengers, and all requests for eastbound space should be directed to the Seattle Reservation Bureau; however, if agents are unable to receive assignments for eastbound long haul passengers in Reserved Seat Coaches, such patrons SHOULD BE ISSUED COUPONS READING FOR CAR 165 on the same basis as outlined above for short haul traffic. Such "unsigned" coupons should be issued to long haul passengers only after every effort has been made to obtain definite reserved seat space.

NOTICE X-18

On trains handling National Guard movements, Conductors should have in their possession a supply of the all-purpose certificate, "Certificate Covering Change in Transportation or Accommodation", and these forms should be executed whenever necessary.

NOTICE X-19

Passenger equipment used for movements of Army, Navy, Marine Corps or other groups under Government supervision is occasionally damaged by the occupants while enroute.

To insure a uniform method of procedure in securing payments of such claims, the Association of American Railroads have adopted a form of "Inspection Report Showing Damage To, or Unlawful Removal of Railroad Equipment," which must be completely and properly executed in triplicate, separate report to be made for each car damaged in all troop movements and signed by train conductor, Escort or Supervisor and Troop Train Commander; one copy to be retained by the Troop Train Commander and two copies mailed by Train Conductor, Escort or Supervisor to this office.

Your supply of this form can be secured in office of Trainmaster, and you will please arrange to secure same at your earliest convenience.

The instructions do not apply to movements of men on furlough traveling on furlough tickets as they are paying for their own transportation and are not under the supervision of officers of the Army, Navy and Marine Corps.

In all other cases there should be no failure to prepare the forms in accordance with instructions in each case where the car actually sustains damage while in service on our railroad.

NOTICE X-20

Northwest Greyhound Lines - Blue-Gray Stage Lines handle our passengers between Tacoma and Aberdeen, Wash. Tickets reading via our line to Aberdeen, Wash. should not be taken up by our conductors, but passengers holding these tickets should be instructed to present such coupons to our Depot Ticket Office, Tacoma, where same will be exchanged for coupons reading via the Northwest Greyhound Lines-Blue-Gray Stage Lines to Aberdeen and also coupon entitling them to service with the Oliver Taxi Cab from our station to the bus depot in Tacoma.

Therefore, you should merely punch the service performed on rail tickets reading to Aberdeen and notify the passengers involved to present such transportation to our Tacoma Depot Ticket Office for proper passage beyond.

NOTICE X-21

We are encountering difficulty in ascertaining whether or not holders of banana messenger tickets, Form BM-1, are entitled to return passage due to failure of freight conductors to endorse waybill reference in space provided on ticket.

Please make sure you comply with Rule No. 40, which appears in Conductors' Book of Rules governing the collection and handling of transportation, and which reads as follows:

"These tickets are issued under rules prescribed in Freight Traffic Department tariffs. They provide for the return passage of attendants accompanying carload shipments. Coupons of these tickets will be honored only when in hands of attendant whose name, description and signature appears on cover of book. Each coupon must show endorsement by freight conductors showing initials and numbers of cars containing consignment, waybill reference, signature of attendant, etc., freight conductor's signature and destination agent's dating stamp."

NOTICE X-22

At the present time the following classes of transportation are not honored on our Olympian-Hiawatha:

- Clergy, Charity, Employee, D.V.S., V.A.H.
- Blind and Attendant.
- Circus, Banana Messenger, Drover's, Caretaker tickets and Livestock Contracts.

NOTICE X-23

The porter in charge of Car K will have the following sleeping periods:

	<u>Train No. 17</u>	<u>Train No. 18</u>
1st night	12:30 AM - 4:30 AM	11:45 PM - 3:45 AM
2nd night	11:45 PM - 3:45 AM	1:30 AM - 4:30 AM
3rd night	11:45 PM - 3:45 AM	12:30 AM - 3:30 AM

Car Department forces are to clean coaches on these trains at terminals where the trains stop long enough for this work to be done.

The condition of the coaches should be observed carefully, and if there are any complaints with regard to the cars being dirty and disorderly, I wish you would advise me so that necessary corrective steps can be taken.

NOTICE X-24

At the present time the lounge in the dining car of No. 18 leaving Seattle, and No. 17 leaving Spokane, is not illuminated as the dining car crews go off duty at 9:30 PM, and therefore, our first-class patrons have no lounge privileges after that time.

Please see that the dining cars are adequately illuminated on these trains leaving Spokane and Tacoma until 12:00 o'clock midnight, and at that hour, arrange to turn lights off.

NOTICE X-25

The following cars have been equipped with underneath water pressure system, and these cars must be kept on steam during freezing weather to prevent damage to the tanks, piping and other fixtures:

Mail and express cars, series	1208-1230
Baggage cars, series	1000-1013
	1017-1028
	1030-1044
	1046
	1048-1055
	1063
	1068-1075
	1100-1110
	1112-1117
	1119-1120
	1122
	1300-1308
	1317-1336
Baggage-dormitory cars, series	1309-1316
Mail cars, series	2152-2153

NOTICE X-26

In making the stops of Trains 15, 16, 17 and 18 at Ellensburg, the baggage car of Trains 15 and 17 should be spotted as close to the west end of the wood platform as possible, and the baggage car of Trains 16 and 18 should be spotted as close to the east end of wood platform as possible.

Porters on Trains 15 and 17 should be instructed to carry the baggage of any passengers who will get off at Ellensburg, from the rear cars to the head end of the train, and the passengers requested to walk through the train and then get off at the station platform.

Passengers boarding Trains 16 and 18, who have reservations on the rear cars, should board the head end of the train and porters instructed to carry their baggage to the rear, except in special cases where it may be necessary to make a second spot to load the passengers for the rear of the train, in which event the Agent will advise the Conductor as the train stops and arrangements made for the second spot.

NOTICE X-27

Please arrange to announce "Ellensburg" when making your announcement of station stops.

NOTICE X-28

On Trains Nos. 15 and 16, when handling three coaches each, there is some delay in unloading and loading passengers account only one vestibule being opened.

To minimize the delay, conductors will please arrange to have the head brakeman open vestibule doors between the first and second coach and the porter open vestibule doors between the second and third coach.

NOTICE X-29

We have been requested to have the conductor of No. 16, each day, use the following form in transmitting information to Mr. Sengstacken at Chicago and Mr. Anderson at Seattle:

"Othello _____ (date) _____"

"HS - Chicago
ORA - Seattle

"No. 16 from Seattle (date) has (Number) Coach, (Number) Touralux,
(Number) Standard passengers, total (Number) .

_____ (Name) _____ Conductor"

NOTICE X-30

In computing the number of sacks and parcels handled on Train Baggage-man's Report, Form 9200, one box of baby chicks is equivalent to one sack of mail and should be recorded in the sack column of the report.

NOTICE X-31

The Post Office Department has authorized a 3 ft. CP unit in Train 15 between Chicago and Seattle. This mail space will be authorized daily except Saturday Miles City to Seattle, to handle first class and newspaper mail only. There should be no failure to properly record handling of mail on Form 9200.

NOTICE X-32

Instructions are still in effect which require conductors and conductor-pilots to submit freight train delay reports covering operation of work trains in their charge.

Freight train delay reports should be prepared and submitted by conductor-pilots in charge of work cars (trolley - weed burner - cranes - pile drivers, etc.) as well as conductors in charge of work trains.

Also, conductors and conductor-pilots are required to submit wire report at completion of each day's work, showing time on duty and time tied up, in addition to showing working limits and time will go on duty the following day.

Please govern yourself accordingly.

NOTICE X-33

Union Pacific have requested that delay report be filed for Trains 309 and 308 at Hoquiam and Independence so that they may properly compile records on operation over their line.

NOTICE X-34

The following supersedes all previous instructions relative to the handling of station accounts, reports, pick up and set out reports for the blind siding stations on National Park and Grays Harbor Lines:

Agent at Tacoma will handle all station accounts and reports Tacoma to Frederickson, and Frederickson to Greendale, inclusive.

Agent at Centralia will handle all station accounts and reports for McKenna to Rochester, and Maytown to Essex, inclusive.

Agent at Montesano will handle all station accounts and reports for all stations Independence to South Montesano, inclusive.

Agent at Eatonville will handle all station accounts and reports for west of Frederickson to and including Eatonville.

Agent at Elbe will handle all station accounts and reports for stations west of Eatonville to and including Ashford and HP spur.

Agent at Mineral will handle all station accounts and reports for Mineral to and including Coal Canyon.

Conductors and Agents will comply with instructions on the bottom of Form 1141, Pick Up and Set Out Reports.

In order to keep a record of cars delivered to Weyerhaeuser Timber Company at Skookumchuck and cars that are picked up at Western Jct., conductors please arrange to furnish the Operator at Western Jct. a copy of their Form 1141 report for such cars, instead of sending such report to the Chief Dispatcher.

All pick up and set out reports for Montesano should be left in waybill box at South Montesano.

NOTICE X-35

When making report regarding a car that has been set out account of a bad order knuckle or drawbar, you should designate by timetable directions which end is bad order, east or west, instead of A or B end.

NOTICE X-36

On your 105 reports, please show cars destined Seattle and left at Black River as being left at Seattle, or Station 8089.

J. T. HANSEN
Superintendent

cc AWH RCS