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Regulations For Working Single-Line Railways By The Train Staff And Ticket System

This document is based on an original that has been updated to the early 1950s. I have formatted the pdf version of the Regulations so that it is a close match to the original. However, it is not identical – for example, I have made no attempt to match the pagination of the original.

In the original document the Mis. Forms are included in the Rules section of the book. I have included them at the start of the Regulations.

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REGULATIONS
FOR
WORKING SINGLE-LINE RAILWAYS
BY THE
TRAIN STAFF AND TICKET SYSTEM

THE object of the train staff and ticket system is to prevent more than one train being between any two train-staff stations at the same time, and, when no train is in the section between the train-staff stations, to admit of a train being started from the end at which the train staff is located. This is accomplished by each train carrying a train staff or staff ticket, in accordance with the regulations contained herein.

The signalling of trains under the train staff and ticket system does not in any way dispense with the use of fixed, hand, or detonator signals when or where such signals may be necessary.

The rules, instructions contained in the working time-tables, and other printed or written notices, will be effective so far as they are applicable to the train staff and ticket system.

1. DESCRIPTION AND CUSTODY OF STAFF AND STAFF TICKETS.

(a) Each staff has engraved upon it the name of the station at each end of the section to which the staff applies.

(b) The staff boxes and staff tickets for the different sections are different in colouring, and the staffs of adjoining sections are different in shape.

(c) All staff ticket books at a station must be kept in the appropriate staff ticket box, the key to open the box being the staff for the same section as that for which the box is provided, so that, the box being kept locked (for which the Member in charge of staff working is responsible), tickets cannot be obtained unless the staff for the section is available to unlock the box.

(d) Only one staff ticket must be taken from the staff ticket box at the one time. The box must be locked after each ticket is taken out, and must not be opened again until it is necessary to obtain another ticket for a following train.

(e) Staff tickets must be issued in the order of their progressive numbers, after being duly filled in and signed by the Member in charge of staff working. Engine-drivers must satisfy themselves that tickets are properly filled in

(f) All spare staff tickets which cannot be kept in the staff ticket box must be locked away by the Officer in Charge at the station, who is responsible for their safe custody.

(g) The staff, when at the station, must not be kept in the staff ticket box, but on the brackets on the outside of it.

(h) The Member in charge of staff working for the time being is the sole member authorized to receive or deliver a staff or staff ticket at a train-staff station.

2. EVERY TRAIN TO CARRY STAFF OR STAFF TICKET.

(a) A staff or a staff ticket must be carried on the leading engine of each train. A train must not be permitted to start from a station with a staff ticket unless the staff for that portion of the line over which it is to travel is then at the starting station, except in accordance with these regulations or as may be authorized by the Officer Controlling Train-running.

After receiving the staff or staff ticket, an Engine-driver must not start the train until the necessary fixed or other signals have been exhibited. The staff or staff ticket does not authorize a train to pass fixed signals at " Stop."

(b) When a train which is ready to start from a station will not be followed by another train before a train will leave

the station at the other end of the section, the Member in charge of staff working must give the staff to the Engine-driver of the waiting train.

After the staff has been sent away, no other train may follow in the same direction until the staff for that section has been returned.

On arrival of the train at the other end of the section, the staff must be immediately collected by the Member in charge of staff working; it will then be available for the next train which will travel through the section. The Engine-driver receiving the staff on an engine must place it in the staff socket, when provided.

(c) If two or more trains are required to travel in the same direction before a staff can be returned, the Member in charge of staff working must furnish the Engine-driver of each train not accompanied by the staff with a Mis. 28 staff ticket properly filled in and signed, the staff for the section being shown to him at the same time. The Engine-driver must not accept the staff ticket unless at the same time he sees the staff in the possession of the Member in charge of staff working.

The staff must be given to the Engine-driver of the last train.

A staff ticket will apply only to a single journey to the other end of the section, where it must be immediately collected by the Member in charge of staff working, who must write the word "Cancelled" across the face of it. Cancelled tickets must be forwarded to the District Traffic Manager at the close of business on each Saturday

(d) Where communication by telegraph or telephone exists, the arrival of each train unaccompanied by the staff must be reported to the Officer in Charge at the other end of the section, and the Member in charge of staff working must not despatch another train until he has been advised that the preceding train has arrived.

(e) Where communication by telegraph or telephone does not exist, and unless the Officer in Charge can ascertain that the section is clear, or special authority has been received from the Officer Controlling Train-running, a train must not be allowed to follow another train until the ordinary running-time of the section has elapsed, and the Engine-driver has been advised of the nature and departure-time of the preceding train.

(f) Where communication by telegraph or telephone does not exist, intermediate sidings may be worked only by a train which is accompanied by the staff.

(g) The speed of trains must be reduced sufficiently to enable the staff or staff ticket to be exchanged with safety, and to enable the Engine-driver to satisfy himself that he has received the proper authority to enter the section.

(h) An Engine-driver must not set his train back unless he is in possession of the staff.

3. SHUNTING OUTSIDE HOME SIGNALS.

An engine must not foul the single line outside a Home signal for shunting purposes unless the Engine-driver is in possession of the staff, or unless he receives the authority of the Officer in Charge, who must not give such authority unless the staff is held at his end of the section.

4. CROSSING TRAINS.

A train must not pass or cross another train except at a train staff station.

5. WORK TRAINS.

(a) A work train must not stop to work in a section unless the Engine-driver is in possession of the staff.

(b) A staff ticket must not be issued for a work train which is required to work in a section.

(c) When a work train is to return to the train-staff station in the rear, shunting outside the Home signal at that end of the station must not be permitted until the work train has cleared the section.

(d) The Engine-driver of a work train which is required to work in a section must be told when receiving the staff to which end of the section it is to be taken, and the time at which it must be therein order to clear the section for the next train.

(e) If the Guard of a work train should require his train to return to the train-staff station in the rear instead of going through to the train-staff station in advance, he must obtain permission to return from the Officer in Charge before the train enters the section.

6. WORKING TRAINS ON EACH SIDE OF AN OBSTRUCTION.

If an accident or obstruction should occur and traffic is likely to be stopped for a considerable time, the following special arrangements must be made for the working of trains to and from the train-staff station on each side of the point of obstruction:-

(a) **If the accident or obstruction should occur when a train is on the section**, so that the train is disabled and cannot be removed from the section by the train engine, the staff must be retained to work trains between the point of obstruction and the station on the side from which the Guard, after conferring with the Engine-driver, decides it is more convenient to use the staff; on the other side, trains must be worked by a Pilotman.

The following procedure must be adopted:-

- (i) The Guard must place the Engine-driver in charge of the point of obstruction, and after obtaining from him the written undertaking referred to in Rule 73 (d), must himself go to the end of the section where the staff will not be used, and arrange for pilot working to be instituted ;
- (ii) When pilot working has been instituted and the Pilot-man is satisfied that arrangements are understood, trains may be allowed to travel between the train-staff station and the point of obstruction, under the control and by the permission of the Pilotman ;
- (iii) The Engine-driver in charge of the point of obstruction must hand the staff (together with the written undertaking referred to in subclause (i) hereof) to the Fireman, and instruct him to take it to the station from which trains , will be worked by staff to the point of obstruction ;
- (iv) If the train is travelling with a staff ticket instead of the staff, the Fireman must take the staff ticket (together with the written undertaking) to the station where it was issued and hand it to the Member in charge of staff working, who must cancel it. The staff must then be issued for the working of trains in accordance with the preceding subclause;
- (v) The Engine-driver in charge of the point of obstruction will be responsible for seeing that the necessary protection is maintained until employees are specially appointed to take charge of the obstruction;
- (vi) When the line is again clear and safe for traffic, the staff has been given up to the Officer in Charge, and Pilot working cancelled, normal staff and ticket working may be resumed;
- (vii) A train must not be allowed to pass the point where the obstruction existed without a staff or staff ticket, and the Pilotman must accompany the first train carrying a staff or staff ticket through the section;
- (viii) When an obstruction occurs away from a train-staff station, the staff must not be placed on the staff ticket box at either end of the obstructed section until the line is again clear and safe for traffic.

(b) **If the accident or obstruction should occur when a train is not on the section**, the Officers in Charge at both ends of the section must confer and appoint a competent member to take charge of the point of obstruction, and for Pilotmen to be appointed to work trains between the obstruction and the station on each side of it until the line is again clear.

When the line is again clear and safe for traffic, and pilot working has been cancelled, normal staff and ticket working may be resumed.

The Pilotmen must accompany the first train carrying a staff or staff ticket over the portions of the section where they have respectively been acting as Pilotman.

{c) In each instance, the necessary protection must be maintained until the line is again clear.

7. PORTION OF TRAIN LEFT ON A SECTION.

(a) If a portion of a train should be left on a section, owing to an accident or to the inability of the engine to take the whole of the train forward, and it becomes necessary for the engine to return to the rear portion of the train from the train-staff station in advance, the Engine-driver must retain possession of the staff or staff ticket until the whole of the train has been removed from the section.

If, however, the train engine is not to be used to remove the rear portion of the train, the Engine-driver, upon receiving written instructions from the Officer Controlling Train-running, must deliver the staff or staff ticket to the Officer in Charge, who will arrange for the line to be cleared.

(b) If the Engine-driver is in possession of the staff, the engine may return for the rear portion of the train without the Engine-driver holding written instructions from the Guard authorizing him to do so.

If the Engine-driver is in possession of a staff ticket, he must not return for the rear portion of the train unless he holds written instructions from the Guard authorizing him to do so; the note from the Guard to the Engine-driver must also state that the train is protected.

8. ENGINE DISABLED BETWEEN TWO STAFF STATIONS.

(a) If an engine carrying a staff should become disabled between two stations, the Engine-driver must hand the staff (together with the written undertaking referred to in Rule 73 (d) to the Fireman, and instruct him to take it to the station from which assistance is more likely to be obtained.

The Fireman of the disabled engine must not allow the staff to pass out of his possession until he hands it to the Engine-driver of a relief engine, and he must accompany the relief engine to the disabled train, advising the Engine-driver where and under what circumstances the disabled train is situated. The Engine-driver of the relief engine must not allow the staff to pass out of his possession until the whole of the disabled train has been removed from the section, when he must deliver the staff to the Member in charge of staff working at either end of the section.

(b) If the engine is travelling with a staff ticket instead of the staff, the Fireman must take the staff ticket (together with the written undertaking) to the station where it was issued, and hand it to the Member in charge of staff working, who must cancel the ticket. The staff must then be issued for delivery to the Engine-driver of the relief engine.

In each instance, the necessary protection must be maintained until the line is again clear.

9. LOST OR DAMAGED STAFF.

(a) If a staff should be lost, or so damaged that it will not open the staff ticket boxes, the Officers in Charge at both ends of the section must communicate with each other and make arrangements to institute pilot working.

When the staff has been found or repaired or a relieving staff and boxes have been supplied, pilot working may be cancelled.

When a staff is damaged and will not open the staff ticket boxes, the Pilotman must take possession of the damaged staff and keep it securely locked up.

If a missing staff is found, it must be handed to the Officer in Charge at the station at which pilot working was instituted, who must make arrangements for normal working to be resumed. Before the regular staff and staff ticket boxes are brought into use, the relieving staff and boxes must be withdrawn and forwarded to the member who is responsible for their safe custody.

10. METHOD OF INSTITUTING AND WORKING UNDER PILOT WORKING.

Unless inconsistent with the context, the method of instituting, working under, and cancelling pilot working will be in accordance with the regulations for working single-line railways by the electric train tablet system.