

FOR OFFICIAL USE ONLY.

VICTORIAN RAILWAYS.

TICKET CHECKERS' MANUAL

Effective from 1st Nov., 1944

This Manual is issued for the guidance of employes engaged on ticket checking duties. All previous instructions conflicting with those contained herein are hereby repealed.

By Order of
The Victorian Railways Commissioners.

By Authority: Victorian Railways Printing Works,
North Melbourne.—3028-42

TICKET CHECKERS' MANUAL, 1944.

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TICKET CHECKERS' MANUAL

1. Interpretations.

For the purpose of these instructions the word "Commissioners" shall mean the Victorian Railways Commissioners, "Stationmaster" and "Officer-in-Charge" shall mean the authorised person for the time being in charge of a station, siding or other place. "Officer" shall include every employe who receives an annual salary from the Victorian Railways Commissioners.

"Booking Clerk" shall include every employe of the Victorian Railways Commissioners authorised to issue tickets.

"Employe" shall include every person employed by the Victorian Railways Commissioners. The term "employe" includes "officer."

"He," "His," "Him," "Himself," shall be deemed to refer to either a male or female employe and includes the designations "She," "Her" or "Herself."

2. RESPONSIBILITY FOR KNOWLEDGE OF THESE INSTRUCTIONS.

Every employe supplied with a copy of this Manual and all those whose duties involve the examination, checking and collection of tickets must secure a thorough knowledge of, and will be responsible for compliance with, the instructions contained herein.

A copy of the Manual will be supplied to each staffed station. It will form part of the station equipment and shall not be removed from the station.

3. AMENDMENTS.

All amendments and additions will be published in the Weekly Notice.

Every person to whom a copy of this Manual is issued shall be responsible for posting all amendments in the book and cross referencing and marking the instructions affected. Stationmasters shall see that the office copy is kept posted to date.

4. SPECIMEN TICKETS.

Specimens of tickets and passes available for rail travel and other services over the Victorian system appear on the coloured plates included in this Manual. All concerned must closely study the specimens so that they will be able to distinguish readily the different kinds of tickets and passes.

5. PASSENGERS TO HOLD TICKETS OR PASSES.

Every passenger must be in possession of a proper ticket or pass for the journey. Under no circumstances shall a memorandum or telegram be accepted as authority for travel.

6. APPEARANCE AND Demeanour OF PORTERS AND TICKET CHECKERS.

(1) Employes whose duties bring them into constant touch with the public are reminded that the reputation of the Department, and the protection of a considerable part of the revenue, are to a large extent in their hands.

Instruction 6.

(2) The public has a right to expect assistance from Railway officials, and this can be effectively given only by men who are interested in their work, and who are conversant with the instructions published for their guidance. Special checkers are authorized to deal with passengers without reference to the officer in charge of the station. Station officials must promptly assist when requested to do so.

(3) Employes are required to be clean, tidy, and smart in appearance, and, while faithfully observing the regulations under which they are employed, should be unfailingly tactful and courteous to the Department's—and their—customers.

(4) Porters and Ticket Checkers must not lounge at the barriers, nor encourage passengers or fellow employes to loiter there and converse on subjects unconnected with railway business.

(5) If a seat be provided at a barrier, it should be used only when traffic is light, and the Checker must always rise to nip a ticket.

(6) In order that they may be better qualified to prevent and detect breaches of Departmental By-Laws and Regulations on the part of the public or their fellow employes, Checkers should abstain from any act which would reflect on their own integrity or discredit them in the estimation of the public or of men with whom they work.

(7) As a general rule a Checking Porter has to act promptly, but unless he has a thorough grasp of the distinguishing features of the different tickets, he cannot possibly decide in the limited time at his disposal.

(8) So that he may become proficient in this respect, he should study and endeavour to **commit to memory** the following prominent points of these instructions, viz. :—

- (a) the various types of tickets and their availability;
- (b) break of journey regulations;
- (c) alternative routes—particularly those applicable to tickets available to or from the station at which he is located;
- (d) designs and colours of suburban and country periodical tickets;
- (e) designs of all types of free passes.

(9) By a careful perusal of the maps published in the folder Time Table, porters will become familiar with the railway systems, and will be materially assisted to understand these instructions and to answer public inquiries.

(10) When an employe does not understand his duty, or is in doubt as to his duty or as to the interpretation of any instructions which may be issued for his guidance, he shall at once apply to his immediate superior for direction.

(11) If an employe be asked a railway question which he is unable to answer, he shall refer the inquirer to the Officer-in-Charge.

(12) No employe has any authority to waive, dispense with or vary any Departmental By-Law.

Instructions 7-9.

7. ERRORS IN BOOKING (See also Station Accounts Instruction 30.)

Irregularities in the issue of tickets or travel of passengers due to errors on the part of the booking staff must be adjusted by rebooking.

All such errors detected by checkers must be referred to the Stationmaster for attention.

8. SUBURBAN AND COUNTRY BOUNDARIES.

The Victorian Railway lines are divided into two areas i.e.—Suburban and Country.

The Suburban area includes all lines within a 20 miles radius of Melbourne, i.e., Melbourne—Williamstown Pier, Altona, Werribee, Rockbank, Diggers' Rest, Craigieburn, North Campbellfield, Mernda, Diamond Creek, Croydon, Boronia, Dandenong, Chelsea, Black Rock, St. Kilda, Port Melbourne, Glen Waverley, Ashburton, Kew and East Kew.

The Country area embraces all stations controlled by the Victorian Railways Commissioners outside the Suburban area and including the Kerang-Stony Crossing, Echuca—Bairnald, Echuca—Deniliquin and Yarrawonga—Oaklands lines. The Victorian boundaries on the South Australian border are Serviceton, Pinnaroo border and Mt. Gambier border.

9. COLOURS AND MARKINGS ON TICKETS.

(1) Passengers' tickets are designed, coloured and marked to assist the staff in the performance of ticket checking duties by enabling them to readily identify different kinds of tickets and tickets for different journeys.

(2) Variations in designs distinguish the different kinds of tickets; and except in the case of periodical tickets and tickets issued for special services, the colours on tickets are arranged to indicate the direction of the journey and the class of travel for which issued. Symbol letters and markings are superimposed on certain tickets to distinguish them from ordinary tickets.

(3) The following letters superimposed in bold type on tickets indicate :—

Letters used.	Meaning	Specimen Nos.
C.C.	Change of Class	19, 20, 112
C.E.	Country cheap excursion	108
†C.T.R.	Circular tram and rail (Suburban)	231
D.R.	Country day return	105
D.X.	Suburban Special day return	15
E.	Extension of Time or Extension of Journey	21
†E.J.	Extension of Journey	61
†E.M.	Employee's monthly ticket (Newport—Newport Workshops)	62-63
†E.T.	Extension of time	111
F.	Female } Periodical tickets only for monthly and longer terms	145-173
M.	Male }	
†O	Open Air School Weekly Ticket to Blackburn	68
O.P.	Off Peak Ticket	57
P.	Periodical card pass	33-35
P.C.	Parlor car ticket	113
R.S.	Reserved seat-ticket	115, 116
S.	Temporary transfer card pass, special Country excursion, or Cheap Trip	17, 109

Instruction 9.

		Specimen Nos.
S.B.	... Sleeping berth ticket ...	114
S.D.	... Students daily—Sloyd & Cookery (Country) ...	135
S.E.	... Sunday day excursion (Country) ...	103
S.M.	... Sunday—Monday ticket ...	129
S.S.	... Saturday—Sunday ticket ...	104
T.E.	... Tourist excursion ticket ...	110
W.	... Workman's daily ticket ...	58
WE	... Week-end ticket ...	60

† Note.—Applies till old stock exhausted.

The following markings on tickets denote :—

	Mark.	Denotes.
Suburban tickets	Coloured bar running through the centre of a card ticket (see Specimens Nos. 7 8 and 13)	Issued at half-fare to a child under 14 years of age.
	Diagonal red cross on Printed daily card tickets (see Specimen No. 12)	Issued for a journey through Melbourne and available for break of journey at Melbourne.
	A cross on weekly periodical tickets (see Specimens Nos. 37, 39, 71 and 73)	Issued to a female passenger.
	Letter "R" printed on one portion of a printed return ticket when both forward and return portions are the same colour (see Specimens Nos. 11 and 55)	Return portion of ticket.
	Coloured bars (red, mauve, buff or yellow) running parallel along both top and bottom edges of a printed card adult ticket (see Specimens Nos. 225-230 inc.)	Combined rail and tram ticket. The colour of the bars varies according to the section on the trams to which the ticket is available. A different colour is used to denote each section.
	Issuing and destination stations on suburban card and book periodical tickets, enclosed in a block (see Specimens Nos. 147, 159, 169 and 173)	Ticket is not available to or from Melbourne
Country tickets	Red bar running through the centre of a printed ticket (see Specimens Nos. 101 and 130)	Issued to a child under 14 years of age.
	White circle on a card ticket (see Specimens Nos. 102 and 105)	Issued for a journey involving travel in both an "up" and "down" direction or a blank ticket

Instructions 9-10

Triangle with the base on the lower edge of a printed country ticket (see Specimens Nos. 100 and 134)

Portion to be detached by the booking clerk when an adult ticket is issued at half-fare to a child under 14 years or at concession fare to a child under 16 years

Letter "R" on one portion of a two-piece ticket when both forward and return portions are the same colour (see Specimen No. 206)

Return portion of the ticket.

10. DATING, STAMPING AND ENDORSEMENTS ON TICKETS.

(1) The general rule in regard to dating of tickets except special excursion tickets having the date of travel printed thereon and except those issued mentioned in the paragraphs (6), (7), and (8) hereunder, is that card tickets shall be stamped for the date of travel in the dating press immediately before they are issued.

The letter "O" must be used as a prefix to dates 1st to 9th of each month.

(2) Where provision is made, a distinguishing number or mark to indicate the shift on which a ticket is issued must be placed after the figures denoting the year, see examples hereunder :—

January	05 JA. 42 1	July	01 JL. 42 2
February	15 FE. 42 2	August	18 AU. 42 3
March	03 MR. 42 3	September	12 SE. 42 3
April	25 AP. 42 3	October	08 OC. 42 1
May	28 MY. 42 1	November	11 NO. 42 2
June	06 JE. 42 2	December	07 DE. 42 1

(3) As the embosser type of dating press supplied to certain stations for use in connection with the post dating of tickets is not provided with letters, figures are used to indicate the month.

(4) Every suburban card ticket (except Family Excursion and Weekly tickets, also combined rail and tram tickets issued by Conductors) and every country return card ticket issued shall be dated on the back at both ends.

(5) Country single card tickets and Suburban Weekly card tickets shall be dated on the front at the end opposite that on which the number of the ticket is printed.

(6) Tickets issued by Defence Services under agreement with the Victorian Railways and card tickets issued on advance booking may be dated with a hand dating rubber stamp.

(7) Family excursion card tickets and every coupon of an Intersystem paper ticket must be dated with a hand-dating rubber stamp in the spaces provided.

(8) Card tickets issued by Conductors on the electric street railways must be dated by means of the Regulation ticket punch supplied to conductors, and which embosses the date and month but not the year on tickets.

Instruction 10-11.

(9) At a station where more than one shift is worked and the dating press in use permits of a shift number or mark being shown, such number or mark shall be altered at the completion of each shift. For instance, a Booking Clerk completing duty at 1.00 p.m. shall change the shift number from "1" to "2" and his relief finishing duty at, say, 8.30 p.m., shall change the shift number from "2" to "3." In an office where a broken shift is worked the shift number must be changed to 2 at 2 p.m. and to 3 at 8.30 p.m., whether there is a change in the booking staff at that hour or not.

(10) The checking staff must closely examine dates on tickets.

(11) Tickets issued for authorised limited periods of availability must have the date of expiry written in ink on the return portion.

(12) Blank paper tickets issued in lieu of printed "Week-end" tickets must have the words "Week-end" written or stamped on both portions.

(13) Tickets issued at concession fares shall be endorsed as under by the Booking Clerk at the time of issue:—

When Issued.	Endorsement to be written or stamped on the ticket.
To Press Representatives	Word "Press."
To Students on Vacation	Word "Vacation" and date of expiry of the ticket.
To children under 16 years of age at concession fare	Word "Concession" and date of expiry
To Overseas Tourists	Words "Overseas Tourists."
To Blind Persons	Words "Blind Person."
On presentation of a voucher	Word "Departmental."
For rebooking purposes	Word "Departmental."
For Defence Services	Words "Defence Duty," "On Defence Voucher," or "Defence Leave" in accordance with instructions.

(14) Every full fare Intersystem or other coupon ticket issued at concession fare shall have stamped or endorsed on each coupon the appropriate word or words such as "Vacation," "Press," "Theatrical," "Tourist," "Blind Person," "Overseas Tourist" or "Concession."

(15) The appropriate endorsement must be made on the back of every card ticket and on the face of every paper or coupon ticket issued at concession fare. In the case of a return ticket, the endorsement shall be made on the return portion.

11. TICKETS ISSUED TO STATIONS TO WHICH THERE IS NO THROUGH TRAIN.

(1) Single tickets and the forward portions of return tickets issued to a station to which there is no through train on the date of issue must be stamped or endorsed in ink by the Issuing Officer "No through train," and the passenger concerned advised accordingly.

Station Staff must see that all such tickets are so endorsed.

(2) When the return portion of a ticket is presented for travel on a day on which there is not a through train to the destination station shown on the ticket, the Barrier Staff shall so inform the passenger.

(Nos. 12 to 21 Reserved.)

Instructions 22-25.

SUBURBAN TICKETS

22. ORDINARY SINGLE AND RETURN TICKETS.

Tickets issued for single journeys are one piece cardboard, and those issued for return journeys two-piece cardboard.

23. SUBURBAN COLOUR SCHEME.

Ordinary printed card tickets are coloured as under, to indicate the direction of the journey and the class for which they are available. The following is the standard suburban colour scheme:—

Down Journey—(See Specimens 2, 3, 47 and 48).

1st Single	White.
2nd Single	Pink.
1st Return	White and Orange. Down portion white, up portion orange.
2nd return	Pink and green. Down portion pink, up portion green.

Up Journey—(See Specimens 1, 6, 46 and 49).

1st Single	Orange.
2nd Single	Green.
1st Return	Orange and White. Up portion orange, down portion white.
2nd Return	Green and Pink. Up portion green, down portion pink.

Cross Booking (Tickets issued between stations on different lines)—(See Specimens 12 and 55).

1st Single	White.
2nd Single	Pink.
1st Return	White on both forward and return portions, with the letter "R" printed in bold type on the return portion.
2nd Return	Pink on both forward and return portions, with the letter "R" printed in bold type on the return portion.

24. AVAILABILITY.

Unless otherwise provided, suburban daily tickets are available on day of issue only.

25. BREAK OF JOURNEY.

The journey on a suburban daily ticket cannot be broken unless the ticket is forfeited, except that, tickets available through Melbourne are available for break of journey at Melbourne.

Examples—

- A Moonee Ponds-Melbourne ticket is not available for break of journey at Newmarket unless the forward portion of the ticket is forfeited.
- On a through ticket (e.g., a ticket issued at Kew to St. Kilda) the journey may be broken at Melbourne both going and returning.
- A Passenger holding a suburban daily ticket to Melbourne who may desire to continue the journey to another metropolitan station shall not be permitted to retain the ticket if leaving the station premises, and, similarly, a workman's weekly ticket to Melbourne which has been nipped shall not be honoured for the continuation of a journey to or from a metropolitan station.

Instruction 25-27.

- (d) A passenger holding a single or day return ticket from Clifton Hill to Melbourne shall not be permitted to retain the ticket when passing the barrier at Prince's-bridge in order to cross to Flinders-street, with the intention of proceeding to Spencer-street; and, similarly, a passenger holding a ticket from Melbourne to Clifton Hill, joining at Spencer-street, shall not be permitted to retain the ticket when passing the barrier at Flinders-street in order to join a train at Prince's-bridge.
- (e) A passenger holding a workman's weekly ticket, Clifton Hill to Melbourne, which should be nipped at Clifton Hill on the forward journey, shall not be permitted to pass the barrier at Flinders-street in order to join a train for Spencer-street.

26. SUBURBAN SCHEME TICKETS.

(1) Scheme tickets are printed suburban card issues bearing the names of more than one destination station—the names of destination stations on various lines where the fares are the same, being printed in group form, see specimen Nos. 10 and 58.

(2) Five is the maximum number of destination stations printed on any one ticket. Melbourne is never included in a group of destination stations nor are the names of more than two destination stations on the same line printed on any ticket.

(3) Scheme tickets are available for one journey, single or return as the case may be, to any one of the group of stations printed thereon. They carry the same availability as ordinary suburban daily tickets.

(4) The suburban colour scheme is maintained by grouping the stations in such a way that "up" and "down" stations do not appear on the same ticket.

(5) The tickets are issued at present only at Flinders Street "A" office (No. 4 window), Caulfield centre office, Footscray centre office, Richmond "A" office, and Prahran "up" side office.

27. ALTERNATIVE ROUTES (Suburban Lines).

(1) Return portions of suburban return tickets (including workmen's day return tickets) and suburban periodical tickets (including workmen's weekly tickets) shown hereunder are available to or from, as the case may be, the alternative stations specified in the columns below:—

Tickets issued to or from Melbourne and—	Are available—			
	Return portions of day return tickets to or from, as the case may be. (Day return workmen's tickets except.)	Periodical tickets to or from	Return portions of day return workmen's tickets to or from, as the case may be	Workmen's weekly tickets to or from
Armadale	Kooyong	Kooyong	Kooyong	Kooyong
"	Balaclava	Balaclava	Balaclava	Balaclava
"	Prahran	Prahran	Prahran	Prahran
Ashburton	Windsor	Windsor	Windsor	Windsor
Bayswater	Glen Iris	Glen Iris	Glen Iris	Glen Iris
Bentleigh	Croydon	Croydon	Croydon	Croydon
Broadmeadows	Nth. Brighton	Nth. Brighton	Nth. Brighton	Nth. Brighton
Bel	Campbellfield	Campbellfield	Campbellfield	Campbellfield
Box Hill	Coburg	Coburg	Coburg	Coburg
Burwood	Heidelberg	Heidelberg	Heidelberg	Heidelberg
"	—	—	—	—
"	Tooronga	Tooronga	Tooronga	Tooronga
"	—	—	—	—
"	Gardiner	Gardiner	Gardiner	Gardiner

Instruction 27.

Alternative Routes—continued.

Tickets issued to or from Melbourne and—	Are available—				
	Return portions of day return tickets to or from, as the case may be. (Day return workmen's tickets except.)	Periodical tickets to or from	Return portions of day return workmen's tickets to or from, as the case may be	Workmen's weekly tickets to or from	Workmen's weekly tickets to or from
Canterbury	Roystead	Roystead	Roystead	Roystead	Roystead
"	Riversdale	Riversdale	Riversdale	Riversdale	Riversdale
"	Willison	Willison	Willison	Willison	Willison
"	Hartwell	Hartwell	Hartwell	Hartwell	Hartwell
Carnegie	—	—	Eastmalvern	Eastmalvern	Darling
"	Glenhuntly	Glenhuntly	Glenhuntly	Glenhuntly	Darling
"	Glen Iris	Glen Iris	Glen Iris	Glen Iris	Darling
Caulfield	Balaclava	Balaclava	Balaclava	Balaclava	Darling
"	Elsternwick	Elsternwick	Elsternwick	Elsternwick	Elsternwick
"	Ripponlea	Ripponlea	Ripponlea	Ripponlea	Elsternwick
"	Gardiner	Gardiner	Gardiner	Gardiner	Gardiner
Chatham	Hartwell	Hartwell	Hartwell	Hartwell	Gardiner
Chesham	Riversdale	Riversdale	Riversdale	Riversdale	Riversdale
C.O.R. Platform	Sandringham	Sandringham	Sandringham	Sandringham	Sandringham
Craigieburn via	Nth. Wtown	Nth. Wtown	Nth. Wtown	Nth. Wtown	Nth. Wtown
Essendon	See footnote	Bayswater	Bayswater	Bayswater	Bayswater
Croydon	—	Armadale	Armadale	Armadale	Armadale
Darling	—	Malvern	Malvern	Malvern	Malvern
"	—	Caulfield	Caulfield	Caulfield	Malvern
"	—	Ashburton	Ashburton	Ashburton	Caulfield
Deephene	Kew	Kew	Kew	Kew	—
Deer Park	Albion	Albion	Albion	Albion	—
"	St. Albans	—	St. Albans	—	—
"	Northcote	Northcote	Northcote	Northcote	Northcote
Dennis	Rockbank	Rockbank	Rockbank	Rockbank	Rockbank
Digger's Rest	—	—	—	—	—
East Kew	Kew	Ashburton	Ashburton	Ashburton	—
Eastmalvern	Ashburton	Caulfield	Caulfield	Caulfield	Caulfield
"	—	Murrumbidgee	Murrumbidgee	Murrumbidgee	Caulfield
"	—	—	—	—	Murrumbidgee
Footscray	Newmarket	Newmarket	Newmarket	Newmarket	Newmarket
Galern	Altona	Altona	Altona	Altona	Altona
Gardiner	Camberwell	Camberwell	Camberwell	Camberwell	Camberwell
"	Toorak	Toorak	Toorak	Toorak	Camberwell
"	Armadale	Armadale	Armadale	Armadale	Toorak
"	Malvern	Malvern	Malvern	Malvern	Armadale
"	Hartwell	Hartwell	Hartwell	Hartwell	Malvern
"	Burwood	Burwood	Burwood	Burwood	—
Glenferrie	Kew	Kew	Kew	Kew	—
"	Barker	Barker	Barker	Barker	—
Glenhuntly	Carnegie	Carnegie	Carnegie	Carnegie	—
"	Elsternwick	Elsternwick	Elsternwick	Elsternwick	Carnegie
"	—	—	—	—	Elsternwick
"	—	—	—	—	Murrumbidgee
Glen Iris	Camberwell	Camberwell	Camberwell	Camberwell	—
"	Armadale	Armadale	Armadale	Armadale	Camberwell
"	Malvern	Malvern	Malvern	Malvern	Armadale
Hartwell	—	—	—	—	Malvern
"	—	—	—	—	—
"	—	—	—	—	—
"	—	—	—	—	—
"	—	—	—	—	—
"	—	—	—	—	—
Hawkeburn	Prahran	Prahran	Prahran	Prahran	Canterbury
Highett	Sandringham	Sandringham	Sandringham	Sandringham	Chatham
Holmesglen	Ashburton	Ashburton	Ashburton	Ashburton	Gardiner
"	Oakleigh	Oakleigh	Oakleigh	Oakleigh	Tooronga
"	Eastmalvern	Eastmalvern	Eastmalvern	Eastmalvern	—
"	Macaulay	Macaulay	Macaulay	Macaulay	—
"	Glenferrie	Glenferrie	Glenferrie	Glenferrie	—
"	Toorak	Toorak	Toorak	Toorak	—
"	Tooronga	Tooronga	Tooronga	Tooronga	—
"	—	—	—	—	—
"	Balaclava	Balaclava	Balaclava	Balaclava	—
"	Prahran	Prahran	Prahran	Prahran	—
"	Windsor	Windsor	Windsor	Windsor	—
"	Nth. Brighton	Nth. Brighton	Nth. Brighton	Nth. Brighton	—
"	Nth. Fitzroy	Nth. Fitzroy	Nth. Fitzroy	Nth. Fitzroy	—
McKinnon	Seddon	Seddon	Seddon	Seddon	—
Merris	Nth. Fitzroy	Nth. Fitzroy	Nth. Fitzroy	Nth. Fitzroy	—
Mid. Footscray	Seddon	Seddon	Seddon	Seddon	—
Montague	Sth. Melb.	Sth. Melb.	Sth. Melb.	Sth. Melb.	—

Instruction 27.

Alternative Routes—continued.

Tickets issued to or from Melbourne and—	Are available—			
	Return portions of day return tickets to or from, as the case may be. (Day return workmen's tickets except.)	Periodical tickets to or from	Return portions of day return workmen's tickets to or from, as the case may be	Workmen's weekly tickets to or from
Moorabbin ...	Mid. Brighton	Mid. Brighton	Mid. Brighton	Mid. Brighton
Murrumbena ...	Brighton Bch.	Brighton Bch.	Brighton Bch.	Brighton Bch.
" ...	Darling ...	Darling ...	Darling ...	Darling ...
" ...	Eastmalvern ...	Eastmalvern ...	Eastmalvern ...	Eastmalvern ...
" ...	Glenhuntly ...	Glenhuntly ...	Glenhuntly ...	Glenhuntly ...
" ...	Ormond ...	Ormond ...	Ormond ...	Ormond ...
Newmarket ...	Flem. Bridge	Flem. Bridge	Flem. Bridge	Flem. Bridge
North Fitzroy ...	Merri ...	Merri ...	Merri ...	Merri ...
Oakleigh ...	Holmesglen ...	Holmesglen ...	Holmesglen ...	Holmesglen ...
Ormond ...	Gardenvale ...	Gardenvale ...	Gardenvale ...	Gardenvale ...
" ...	Carnegie ...	Carnegie ...	Carnegie ...	Carnegie ...
" ...	Murrumbena ...	Murrumbena ...	Murrumbena ...	Murrumbena ...
" ...	Elsternwick ...	Elsternwick ...	Elsternwick ...	Elsternwick ...
Pascoe Vale ...	Coburg ...	Coburg ...	Coburg ...	Coburg ...
Prahran ...	" ...	" ...	" ...	Hawkeburn
Seddon ...	Mid. F'scray	Mid. F'scray	Mid. F'scray	Mid. F'scray
Somerton via Essendon	See footnote (a)	" ...	" ...	" ...
Sth. Brunswick	Nth. Carlton	" ...	Nth. Carlton	" ...
Sth. Kensington	Kensington ...	Kensington ...	Kensington ...	Kensington ...
Spring Vale	Cheltenham ...	Cheltenham ...	Cheltenham ...	Cheltenham ...
St. Albans	Deer Park ...	Deer Park ...	Deer Park ...	Deer Park ...
Surrey Hills	Burwood ...	Burwood ...	Burwood ...	Burwood ...
" ...	Hartwell ...	Hartwell ...	Hartwell ...	Hartwell ...
" ...	Riversdale ...	Riversdale ...	Riversdale ...	Riversdale ...
Toorak	Heyington ...	Heyington ...	Heyington ...	Heyington ...
" ...	Prahran ...	Prahran ...	Prahran ...	Prahran ...
Tooronga	Auburn ...	Auburn ...	Auburn ...	Auburn ...
" ...	Toorak ...	Toorak ...	Toorak ...	Toorak ...
" ...	Armadale ...	Armadale ...	Armadale ...	Armadale ...
" ...	Burwood ...	Burwood ...	Burwood ...	Burwood ...
" ...	Malvern ...	Malvern ...	Malvern ...	Malvern ...
" ...	Hartwell ...	Hartwell ...	Hartwell ...	Hartwell ...
West Footscray	Seddon ...	Seddon ...	Seddon ...	Seddon ...
Westgarth	Merri ...	Merri ...	Merri ...	Merri ...
" ...	Northcote ...	Northcote ...	Northcote ...	Northcote ...
" ...	Russhall ...	Russhall ...	Russhall ...	Russhall ...
West Richmond	Richmond ...	Richmond ...	Richmond ...	Richmond ...
Yarraville	West F'scray	West F'scray	West F'scray	West F'scray

(a) The return portion of a suburban return ticket or a periodical ticket issued for travel between Melbourne and Craigieburn or Somerton, via Essendon, shall be available as an alternative route, via Fawkner, but the journey cannot be broken at any intermediate station on such alternative route.

This instruction No. 27, applies to the tickets shown under the respective headings for the alternative routes specified—

(i) to or from the nearest junction station for the two lines concerned;

Example.—A return ticket from Carnegie to Caulfield is available for return to Glenhuntly. A return ticket from Caulfield to Carnegie is available for return from Glenhuntly.

(ii) issued via the nearest junction station for the two lines concerned, as well as in respect of tickets to and from Melbourne and stations beyond Melbourne.

Instruction 27.

Examples.—A return ticket from Carnegie to Hawksburn, South Yarra or Richmond is available for return to Glenhuntly. A return ticket from Hawksburn, South Yarra or Richmond to Carnegie is available for return from Glenhuntly. A return ticket from Carnegie to St. Kilda is available for return to Glenhuntly. A return ticket from St. Kilda to Carnegie is available for return from Glenhuntly.

(2) Tickets for the following journeys shall be available as under

Description of Ticket	Issued between—	and	are available—
Single and return	Melbourne and any station for which the route is via Melbourne	Stations North Carlton to Mernda inclusive	Via Clifton Hill or North Melbourne
Periodical	do.	do.	Via Clifton Hill or Nth. Melbourne and for break of journey on either route
Periodical or the return portion of return ticket	Melbourne and suburban stations	Stations on the Ashburton line	To or from East Camberwell
Return portion of return ticket	Melbourne and any station for which the route is via Melbourne	Royal Park via North Melbourne	Via Clifton Hill
Return portion of return ticket	Stations on the Preston and Heidelberg lines	(a) Stations on Essendon, Sunshine, Werribee, Altona Beach and Williamstown lines the fares to which stations are calculated via Melbourne (b) Suburban stations via the Clifton Hill—N. Carlton Loop where the fare is the sum of the fares between Melbourne and the issuing and destination stations (c) Suburban stations via Clifton Hill and Nth. Carlton Loop where the fare is cheaper than via Melbourne	Via North Carlton Via Melbourne, on application to the Stationmaster at the station where the return journey is commenced, who shall give the passenger a memorandum showing particulars for the information of the checking staff Via Melbourne, on payment of the difference between the fare paid and the return fare via Melbourne, minimum charge 1d.
Single, return and periodical	Suburban stations, also Bonbeach, Carrum, Seaford, Frankston, Mooroolbark, Lilydale, Low Fennetree Gully, and Upper Fennetree Gully	Melbourne	To or from Flinders-street or Spencer-street

(3) Single, return and periodical tickets between Melbourne and Country stations, the fares to or from which are calculated on the mileage to Spencer-street, are available from or to Flinders-street by country trains scheduled to run between Flinders-street and the country station concerned.

Instructions 27-29.

(4) Alternative route privileges do not apply to single tickets or the forward portions of return tickets.

(5) Tickets which are available on the return journey to or from a station on an alternative route are not available to or from an intermediate station on the alternative route.

Example.—The return portion of an Armadale-Melbourne ticket is available to Kooyong, but is not available to East Richmond, Burnley or Heyington. Similarly a Melbourne-Armadale ticket is not available for return from East Richmond, Burnley or Heyington.

(6) Return portions of tickets issued to the Necropolis (Spring Vale) from the stations shown in column No. 1 hereunder are available to the stations shown in column No. 2 :—

Column No. 1 Tickets issued at—	Column No. 2 Are available on the return to—
Hawksburn	South Yarra or Richmond.
Malvern	Armadale.
Oakleigh	Hughesdale or Murrumbeena.
Hughesdale	Murrumbeena.

28. BREAKDOWN OF ELECTRIC SERVICE.

(1) When a temporary breakdown occurs on a particular line in the suburban area, and trains are likely to be delayed for thirty minutes or more, passengers holding tickets to or from stations on the line on which the breakdown takes place, may be permitted to travel to or from an adjacent station on another line in order to reach their destination.

(2) Before passengers are permitted to travel by an alternative route, officers in charge must satisfy themselves that the breakdown has occurred by telephoning the Metropolitan Superintendent (Train Running Room) or the Stationmaster, Flinders-street, unless advice has already been received of the breakdown.

29. EXTENSION OF JOURNEY (Suburban).

(See also Station Accounts Instruction 40.)

(1) When a passenger wishes to proceed to a station beyond that for which the ticket held is available, the fact should be notified at the station where the journey is commenced, and the Booking Clerk shall then collect the prescribed single or return fare, as the case may be for the additional mileage involved, and issue a printed extension of journey ticket, where provided, or a suburban sundry services ticket.

A passenger wishing to travel from Flinders-street to Camberwell, but only holding a ticket from Flinders-street to Hawthorn, should pay the excess fare at Flinders street.

A passenger holding a first-class periodical ticket Toorak to Melbourne wishing to journey to Camberwell should pay 7d. single, or 10d. return, as the case may be, these being the fares for extension of journey between the junction station and Camberwell.

(2) Passengers holding return or periodical tickets which are available for return to another station on an alternative route, and desirous of travelling beyond such station, shall be charged the single or return fare, as the case may be, from the junction station to the destination : (e.g. A passenger holding a return or periodical ticket Canterbury to Melbourne is entitled to travel to Riversdale on the return journey ; if he desires to travel to, say, Ashburton, he must pay excess fare as from East Camberwell, single or return, as the case may be).

Instructions 29-30.

(3) The return halves of first-class tickets can be excessed for an extension of the journey only on payment of the first-class fare.

(4) First class periodical tickets may be excessed for an extension of journey second class on payment of the second class fare : (e.g. A first class periodical ticket available between Sandringham and Melbourne may be excessed second class Melbourne to St. Kilda on payment of the second class single or return fare, as the case may be, Melbourne to St. Kilda.

(5) Holders of periodical tickets who desire an extension of journey to a suburban seaside station at such times as Suburban Seaside Excursion Tickets are on issue may have their tickets excessed at the Suburban Seaside Excursion instead of the ordinary fare.

(6) Workmen's tickets may be extended subject to the prescribed conditions regarding their availability.

(7) (i) Where the return fares from adjoining stations on one line to another station are the same, passengers holding tickets from the nearer station may, on the return journey, travel without extra payment to the further station, provided they do not break the journey.

(ii) Where the fares for periodical tickets from adjoining stations on one line to another station are the same, passengers holding adult periodical tickets may travel to or from the further station without extra payment.

(8) Where the demand warrants it, specially printed Extension of Journey tickets are provided. They are printed in the standard suburban colours. See specimens Nos. 21 and 61.

(9) Tickets issued for Extension of Journey must not be honored for travel unless the extended ticket is also presented.

(10) Periodical ticket holders desiring extensions for return journeys on Suburban and Electrified lines on Sundays, may obtain the benefit of the cheap day return fares operating on those lines—a Suburban Sundry Services ticket to be issued for the extended journey and endorsed by the Booking Clerk :—

For 1st return journey	...	1 D.X.R.
2nd	...	2 D.X.R.

30. CHANGE OF CLASS.—

(1) Holders of second class tickets desiring to travel first class shall be charged as follow :—

- | | | |
|--|-----|---|
| (i) Single Tickets | ... | The difference between first class and second class single fares for the journey or balance of the journey covered by the ticket. (Minimum 2d.). |
| (ii) Return Tickets (Workmen's Tickets excepted) | ... | Half the difference between the first and second class return fares for either the forward or return journey covered by the ticket. (Minimum for single journey 2d.). |
| (iii) Periodical Tickets (Workmen's Weekly tickets excepted) | ... | For a specified journey. (Minimum for single journey 2d. and for a return journey 3d.). The difference between the |

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first and second class fares for the single or return journey, as the case may be

(i) for the journey to the destination station covered by the ticket, or

(ii) if the ticket be available either from or to a junction station where change of trains is necessary, to or from such junction station.

Examples.—(i) A second class periodical ticket between Melbourne and North Brighton shall not be excessed to a first class from Melbourne to Windsor, but only for the full journey to North Brighton.

(ii) A second class periodical ticket holder between Melbourne and North Brighton, joining the train at Windsor for North Brighton, may have his ticket excessed first class for the journey Windsor to North Brighton.

(2) When a voucher is presented for a second class single or day return (workmen excepted) ticket on the Suburban lines, and the passenger desires to pay the extra fare to enable him to travel first class, he may be allowed to do so, a second class ticket being issued and a sundry services ticket for the change of class.

(3) Workmen's tickets (daily and weekly) may not be excessed to first class.

(4) Second class weekly periodical tickets may be excessed to first class for individual journeys only—the conditions shown above for periodical tickets to apply.

(5) Where the demand warrants it, specially printed single and return change of class tickets are provided. Those issued for single journeys are one piece cardboard with the letters "C.C." superimposed in red, see specimen No. 19. Return change of class tickets are two piece cardboard with the letters "C.C." superimposed in red on both forward and return portions, see specimen No. 20.

(6) When printed change of class tickets are not available, Suburban Sundry Services ticket (see Instruction No. 54) shall be issued to cover the extra charge.

(7) Tickets issued for change of class purposes must not be honored for travel unless the rail ticket covering the journey be also presented.

(8) Single and the forward portions of return change of class tickets must be surrendered at the destination station on completion of the forward journey, and return portions of return change of class tickets at the destination station on the return journey.

(9) Collected change of class tickets shall be dealt with in the same way as ordinary collected tickets.

(10) The holders of second class periodical tickets (weekly periodical tickets excepted) desiring to excess their tickets to first class for the remainder of the currency of the tickets, must surrender the second class tickets at the booking office and arrange to obtain new tickets.

Instructions 31-32.

31. SUBURBAN SPECIAL DAY RETURN TICKETS (D.X.)

(1) First and Second class return tickets printed in standard suburban colours with the letters "D.X." overprinted in brown on both forward and return portions, are issued on Sundays only subject to minimum fares of 1/- First class and 9d. Second class:—

(a) to or from Melbourne and Suburban stations;

(b) between Suburban Stations;

(c) from Melbourne and Suburban stations to country stations located on electrified lines; and

(d) from country stations located on electrified lines to Melbourne and Suburban stations.

(2) The country stations located on electrified lines are:—

Line.	Stations.
Frankston	Bonbeach Carrum Seaford Frankston
Upper Ferntree Gully	Lower Ferntree Gully Upper Ferntree Gully
Lilydale	Mooroolbark Lilydale
Hurstbridge	Wattleglen Hurstbridge.

(3) "D.X." tickets are available on day of issue only. The journey cannot be broken other than passing through Melbourne except on forfeiture of the portion of the ticket concerned.

For specimen of a first-class printed "D.X." ticket see specimen No. 15.

(4) Where the demand does not warrant the supply of printed tickets, blank priced or blank unpriced tickets are issued. Both kinds of blank tickets have the letters "D.X." superimposed in brown on both the forward and return portions. The name of the destination station must be written in ink (or indelible pencil in the case of van issues) by the Issuing Officer in the spaces provided on the tickets.

(5) Second class tickets may be excessed to first class.

(6) Tickets may also be excessed to a station beyond that to which they are available.

(7) See also Instruction No. 29, (10) regarding extensions on periodical tickets.

(8) Children under 16 years of age are issued specially printed day return tickets at 9d. first class and 6d. second class, available for one return journey between the issuing station and any one station in the suburban or electrified area. For further instructions in regard to those tickets see Instruction No. 63.

32 SUBURBAN OFF PEAK DAY RETURN TICKETS.

(1) First and Second class return tickets at cheap fares are issued Mondays-Fridays inclusive (public holidays excepted) to Melbourne only from Suburban stations distant more than 4½ miles from Melbourne, (except where the ordinary fares are cheaper than the advertised off peak fares), and from stations outside the Suburban area on Electrified lines.

Instructions 32-33.

(2) The stations outside the Suburban area authorised to issue Off Peak tickets are:—Wattle Glen, Hurstbridge, Bonbeach, Carrum, Seaford, Mooroolbark, Lilydale, Lower Ferntree Gully and Upper Ferntree Gully.

(3) The tickets are printed in standard Suburban colours (First class—orange and white, and second class—green and pink), with the letters "O.P." overprinted in red on both forward and return portions, see specimen No. 57 of second class ticket.

(4) They are available on day of issue only. The forward portions are available by all trains timed to arrive at Melbourne not earlier than 10 a.m., except that tickets issued at Hurstbridge, Wattle Glen and Diamond Creek are available by the 8.36 a.m. Up train (due Melbourne at 9.42 a.m.). The return journey must be commenced by trains timed to leave Melbourne not later than 4.30 p.m., except that tickets issued from the undermentioned stations may, on the return journey, be honoured, without extra charge, by the trains shown:—

"O.P." Tickets issued from Stations:—	Are Available for return without extra charge by—
Ringwood East to Lilydale inclusive ...	} 5.0 p.m. down train.
Holmesglen to Glen Waverley inclusive ...	
Glenhuntly-Seaford inclusive ...	} 4.37 p.m. down train.
Rosanna-Hurstbridge inclusive ...	
West Footscray—St. Albans inclusive ...	} 4.32 p.m. down train.
	} 4.42 p.m. down train.
	} 4.33 p.m. down train.

(5) Return portions of "O.P." tickets may be made available for travel by trains later than specified above on payment at the entraining station of the difference between the "O.P." and ordinary return fares. A Suburban Sundry Services ticket (see Instruction No. 54) must be issued for the excess charge and presented by the passenger in conjunction with the return portion of the "O.P." ticket.

(6) "O.P." tickets are not available for break of journey unless the portion of the ticket concerned is forfeited. The forward journey may be terminated or the return journey commenced at any station intermediate between the issuing station and Melbourne within the times specified.

(7) Return portions of second class tickets may be excessed to first class on payment of the prescribed charge. They may also be extended to a station beyond that shown thereon on payment of the single or return ordinary fare, as the case may be, for the extended journey, and provided the regulations in regard to the availability of the return portion of the "O.P." ticket are complied with.

33. SUBURBAN WORKMEN'S DAILY TICKETS.

(1) Second class return workmen's daily tickets available for the day of issue only are issued daily (Sundays excepted) at Melbourne and Suburban stations to stations in the Suburban area where the workmen's fare is cheaper than the second class ordinary return fare.

Instructions 33-45.

(2) They may also be issued, subject to the conditions shown hereunder, to and from Melbourne and suburban stations, and certain country stations, see Instruction No. 156.

(3) The tickets are printed in standard Suburban colours with the letter "W" overprinted in red on both portions, see specimen Nos. 58 and 59. They are issued to male or female passengers irrespective of the occupations they follow and may not be excessed to first class.

(4) They are available on the forward journey by trains scheduled to reach the destination shown on the ticket at or before 8.10 a.m. and on the return journey by trains which leave the departure station shown on the ticket at or before 9.30 p.m.

(5) The journey may be broken at Melbourne in respect of tickets available through Melbourne provided the forward journey is resumed in time to be completed to the destination shown on the ticket at or before 8.10 a.m. and the return journey is resumed from Melbourne at or before 9.30 p.m.

(6) Workmen's tickets are available for alternative routes (see Instruction No. 27). If excessed for extension of the return journey, the prevailing single or return ordinary fare shall be paid for the additional journey.

For instructions in regard to Workmen's Weekly Tickets see Instruction No. 75.

34. SUBURBAN DEFENCE TICKETS

These tickets are printed in ordinary Suburban colours and overprinted in red, "DEFENCE FORCES TRAVELLING IN UNIFORM" (See Specimens 85-90).

Availability

Single tickets ... On day of issue only.
Return tickets ... For return until the following day, and, at week-ends tickets issued on Friday, Saturday or Sunday are available for return on any intervening day not later than the following Monday.

In addition, tickets issued to personnel at Laverton and Point Cook are available for return until the second day after issue, including tickets issued on Sunday, which are available for return until following Tuesday.

For examples of blank card tickets single and return see specimens 87 and 90.

(Nos. 35-44 Reserved)

45. SUBURBAN WEEK-END EXCURSION TICKETS.

(1) First and second class return week-end excursion tickets are issued by all trains scheduled to leave Melbourne on Fridays at or after 4.30 p.m. and to stop and set down passengers at the stations concerned, and by all trains on Saturdays and Sundays (1) from Melbourne and suburban stations on the direct line to stations distant between 15 and 20 miles from Melbourne, where the advertised fares are cheaper than two single fares between the stations concerned, and (2) between Werribee and Melbourne.

(2) The tickets are two-piece cardboard, printed in standard suburban colours, and have the letters "W.E." superimposed in red on both portions, see specimen No. 60.

Instructions 45-46.

(3) The forward journey must be completed on the date of issue. Tickets issued at Werrisbee are available on the forward journey by the 1.46 p.m. up and subsequent trains on Fridays, and by all trains on Saturdays and Sundays.

(4) Week-end tickets are available for return till the Monday following the date of issue by any train scheduled to carry suburban passengers. Exception—When the Monday is a Public Holiday the tickets are available for return till the following day (Tuesday).

(5) Second class tickets may be excessed to first class.

(6) The return portion of a week-end excursion ticket may be extended to a station beyond that to which it is available on payment of the ordinary single or return fare, as the case may be, for the additional journey.

(7) Extension of time beyond the Monday following the date of issue (or the Tuesday where the Monday is a Public Holiday) is not permitted.

(8a) Students in regular daily attendance at Schools registered with the Department and whose homes are adjacent to outer suburban stations, travelling to their homes during week-ends may be issued return tickets from Melbourne and intermediate stations to outer suburban stations at the concession fare for 21 miles from Melbourne, when cheaper than the ordinary return fare.

(8b) For students, printed week-end tickets (where supplied) are issued. Stations not having printed tickets issue utility blank tickets endorsed "Students' week-end."

(8c) The tickets issued to students are available on the forward journey on Fridays (after school hours) by all trains on Saturdays and Sundays and are available for return till the Monday following the date of issue except that, when a school holiday falls on a Friday or a Monday, tickets may be issued on the preceding Thursday, or endorsed available for return till the following Tuesday, as the case may be.

46. SWIMMING TRIPS.

(1) On week days throughout the year concessions are granted to school children travelling from suburban stations for the purpose of swimming instruction and exercise.

(2) Parties of not less than 15, including teachers, may be issued first and second class suburban seaside excursion tickets to St. Kilda, Port Melbourne, Williamstown, Altona, Brighton Beach, Sandringham, Black Rock, Mordialloc or Chelsea, and two children under 16 years of age may be passed on one adult ticket.

(3) Where the ordinary fare is cheaper, ordinary return tickets may be issued and two children under 16 years of age passed on one adult ticket.

(4) Certificate P.65, made out in duplicate, must be furnished by the Principal or Head Master and the duplicate carried by the teacher in charge to be presented to the ticket checking staff at the checking points concerned.

(5) For travel to inland suburbs where swimming baths are established, School children under 16 years of age travelling between the hours of 9 a.m. and 4.30 p.m. on week days in parties of not less than six, may be issued return tickets at specially reduced fares for journeys not exceeding 21 miles, to stations which are convenient either by rail or by rail and tram. Certificate, P.65, shall be furnished and the duplicate carried by the teacher in charge for inspection by the ticket checking staff. Two scholars under 16 years of age may travel on one adult ticket.

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47. SUBURBAN SATURDAY AND SUNDAY SEASIDE EXCURSIONS.

(1) From 1st October till 30th April (Cup Day excepted), first and second class return seaside excursion tickets are issued at cheap fares on Saturdays and Sundays (a) from Flinders Street, Spencer Street and certain Suburban stations to Williamstown, Altona, Brighton Beach, Sandringham, Black Rock, Mordialloc, and Chelsea, and (b) from certain Suburban stations to St. Kilda and Port Melbourne.

(2) The tickets are printed in standard suburban colours, and bear the word "Seaside" on both forward and return portions—See specimen No. 9.

(3) They are available on day of issue only and the journey cannot be broken at any station except on forfeiture of the whole of the remaining portion or portions of the ticket.

(4) Children under sixteen years are charged half fare.

(5) Tickets issued to— Are Available to or from—

Williamstown	North Williamstown or Williamstown Beach.
Brighton Beach	North Brighton or Middle Brighton.
Sandringham	Hampton.
Mordialloc	Cheltenham, Parkdale or Mentone.
Chelsea	Aspendale or Edithvale.
St. Kilda	Albert Park or Middle Park.

(6) Tickets issued to Black Rock are available by rail to Sandringham thence by electric tram. Glenhuntingly and stations on the down side thereof do not issue seaside excursion tickets to Black Rock.

48. SUBURBAN FAMILY EXCURSION TICKETS.

(1) First and Second class Family excursion tickets, see specimens Nos. 75 and 76, available for the travel of two adults and four children under 16 years, or one adult and five children under 16 years, are issued to the Zoological Gardens (Royal Park) and to certain Hill and Seaside resorts.

(a) To Zoological Gardens (Royal Park) :—

Family tickets are issued on any day throughout the year (Cup Day excepted) from suburban stations where the fare for such tickets is cheaper than the ordinary fare.

(b) To Seaside Resorts :—

From 1st October till 30th April each year (Cup Day excepted) Family excursion tickets are issued from Melbourne and Suburban stations to Port Melbourne, St. Kilda, Altona, Williamstown, Brighton Beach, Sandringham, Black Rock, Mordialloc, Carrum and Frankston.

Holder of Tickets issued to—	May terminate the forward Journey or Commence the Return Journey at—
St. Kilda Albert Park or Middle Park.
Williamstown Nth. Williamstown or Williamstown Beach.
Altona Seaholme.
Brighton Beach Nth. Brighton or Mid. Brighton
Sandringham Hampton.
Mordialloc Cheltenham, Parkdale or Mentone.
Carrum Aspendale, Edithvale, Chelsea or Bonbeach.
Frankston Seaford.

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Tickets issued to Black Rock are available rail to Sandringham; thence by electric tram.

On Sundays throughout the year Family excursion tickets are issued from Melbourne and suburban stations not exceeding 10 miles from Melbourne to St. Kilda and Port Melbourne.

(c) To Hill Resorts :—

First and Second class Family excursion tickets are issued from Melbourne and Suburban stations on Sundays throughout the year to Greensborough, Eltham, Diamond Creek, Hurstbridge, Upper Ferntree Gully and Lilydale.

Holder of Tickets issued to—	May Terminate the Forward Journey or Commence the Return Journey at—
Eltham	Montmorency.
Hurstbridge	Wattleglen
Upper Ferntree Gully	Bayswater, Boronia or Lower Ferntree Gully.
Lilydale	Croydon or Mooroolbark.

(2) Parties of children from Church Missions, Try Boys' Society, Newsboys' Society and similar organisations may be issued family excursion tickets throughout the year. In such cases the checking staff are notified by circular of the travel.

(3) Family excursion tickets are available on day of issue only for one return journey between the stations shown thereon, and the journey cannot be broken at any station except on forfeiture of the whole of the remaining portion or portions of the ticket.

(4) Tickets issued at Melbourne and intermediate suburban stations on week days are available by all trains departing from Melbourne at or after 10 a.m. Those issued at suburban stations other than on the direct line are available by all trains commencing with the latest train timed to reach Melbourne en route to the destination at or before 10 a.m.

(5) The issue of tickets to the Zoo ceases on Week days, Saturdays, Sundays and Public Holidays on departure of the last train timed to arrive or connect with trains that will arrive at Royal Park prior to 4 p.m.

(6) Family excursion tickets (except those to Royal Park) issued on Saturdays, Sundays and Public Holidays (Cup Day excepted) are available by all trains.

(Nos. 49-53 Reserved)

54. SUBURBAN SUNDRY SERVICES TICKETS

(See also Station Accounts Instruction 40.)

(1) These tickets are card issues with a coupon attached (see specimen No. 24), and the particulars printed thereon are in red coloured type. They are priced tickets supplied in 38 sets ranging from 1d. to 3/2d.

(2) Except as provided in paragraph (3) (h), Suburban Sundry Services tickets are not available for travel except in conjunction with another ticket.

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(3) The tickets are used for the undermentioned services within the Suburban area and between stations on Electrified lines:—

- (a) Extension of journey outwards.
- (b) Over-riding, inwards.
- (c) Change of class.
- (d) Dog traffic.
- (e) Excess luggage, hawkers' baskets and parcels carried by passengers.
- (f) Bicycles and other wheeled traffic (except perambulators and folding go-carts) when accompanying a passenger.
- (g) Platform tickets.
- (h) Defence Force Suburban Travel.

(4) Particulars of the journey and service covered must be entered in ink by the issuing officer in the spaces provided on the ticket.

(5) The following abbreviations must be used to denote the particulars of service:—

Extension of journey, outwards	1st single	1XS.
	2nd single	2XS.
	1st return	1XR.
	2nd return	2XR.
	1st return Sunday excur.	1DXR.
	2nd return Sunday excur.	2DXR.
Over-riding, inwards	Single	O.S.
	Return	O.R.
Change of Class, outwards	Single	IS.
	Return	IR.
inwards	Single	IO.
Combined extension and change of class, outwards	Single	XIS.
Extension of time on "O.P." ticket	Return	XIR.
	Single	XOP.
Dogs	Single	DS.
	Return	DR.
Excess luggage and parcels carried by passengers (with number if more than one article)		L.
Hawkers' baskets		H.B.
Bicycles and other wheeled traffic (except prams and go-carts) when accompanying a passenger		W.
Platform tickets for local use		P.
Platform tickets issued at Suburban stations for use at Spencer Street, country platforms		SPP.
Abbreviations must be written in Capitals.		

(6) Every S.S.S. ticket issued for a single journey, except when issued for a bicycle or other wheeled traffic, shall have the coupon detached therefrom by the issuing officer before the ticket is dated. When issued for a return journey the ticket dated at both ends shall be handed, with the coupon intact, to the passenger. In the latter case the coupon serves as the forward portion of the ticket.

(7) When issued for excess luggage, bicycles and other wheeled traffic (prams and go-carts excepted), the ticket shall be dated at both ends and the appropriate abbreviations signifying the service covered

Instructions 54-55.

written on the ticket and coupon. The ticket shall then be attached to the article by means of florist's wire provided for the purpose and the coupon detached and handed to the passenger for use as a Delivery Check.

(8) When issued for platform tickets, the ticket shall be dated at both ends and issued intact. The coupon shall be collected at the barrier when the holder enters the platform and the ticket when he leaves.

(9) When an extension of journey is required and the nature of the travel is such that the conditions governing the issue of Suburban Sundry Services tickets cannot be complied with, an excess fare ticket shall be issued.

(10) Suburban Sundry Services tickets shall be check nipped, collected and forwarded to the Auditor of Revenue in the same manner as ordinary suburban card tickets.

(11) Florist's wire recovered from collected tickets must be detached and put aside for re-use.

55. SUBURBAN BLANK TICKETS.

(1) Where the demand does not warrant the supply of printed issues, blank tickets (card or paper) are provided.

(2) Types of blank tickets on issue in the Suburban area are:—

- Card**—Ordinary single.
Ordinary Return.
Workmen's daily, priced and unpriced.
Workmen's weekly.
Special Day Excursion (D.X.), priced and unpriced.
Family Excursion.
Periodical Passes, priced and unpriced.
Suburban Sundry Services.
Pram tickets.
Weekly Periodicals.
Children's, priced and unpriced.
Cloak Room

Paper—Utility blank tickets, supplied to Suburban stations and to vans for issue for single or return journeys when suitable blank card tickets are not available.

Blank card tickets (workmen's weekly tickets excepted) are coloured longitudinally in such a way as to enable them to be readily distinguished from printed issues. Separate colours are not provided for "up" and "down" journeys.

(3) The colours of Suburban blank card tickets are:—

Ordinary Fare—

- 1st class single White above orange (see specimen No. 4).
2nd class single Pink above green (see specimen No. 50).
1st class return Both portions white and orange (see specimen No. 5).
2nd class return Both portions pink and green (see specimen No. 51).

Workman's Daily Same as 2nd class ordinary return blank tickets with the letter "W" superimposed in red on both portions.

Workman's Weekly Same colours as printed issues; buff with green bar (see specimen No. 70).

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Special Day Excursion—1st class return (priced and unpriced)
2nd class return

Same as 1st class ordinary return blank tickets with the letters "DX" superimposed in red on both portions.

Same as 2nd class ordinary return blank tickets with the letters "DX" superimposed in red on both portions.

Family Excursions

- 1st class return Both portions—white and orange.
2nd class return Both portions—pink and green (see specimen No. 75).

Periodical Passes (priced)—

- Single White with the letter "P" superimposed in yellow (see specimen No. 36).

Periodical Passes (unpriced)—

- 1st class single } Same colours as ordinary blank card tickets,
2nd class single } with the letter "P" superimposed in
1st class return } red (see specimen No. 33).
2nd class return }

Suburban Sundry Services—

White with printed particulars in red type. See specimen No. 24.

Pram Tickets (accompanied)—

Yellow with a red bar at the top (see specimens Nos. 22 and 23).

Weekly Periodical—

- 1st class White (see specimen No. 38). Tickets issued to females bear a red cross (see specimen No. 39).
2nd class Pink (see specimen No. 74). Tickets issued to females bear a white cross (see specimen No. 73).

Children's Tickets (unpriced)—

- 1st class single } Same colours as blank tickets issued at
2nd class single } ordinary fares to adults, but have a red
1st class return } bar through the centre, and the words
2nd class return } "Child under 14 years" printed thereon (see specimens Nos. 7, 8, 52 and 53).

Children's (priced)— White with the words "Child under 14 years" and the amount of fare printed (see specimen No. 14).

Cloak Room This ticket is not available for travel (see Specimens 25 and 274).

Paper Utility Tickets—

- 1st class Yellow } Printed on safety paper (see
2nd class Blue } specimens Nos. 205 and 206).
Those issued in vans are printed on blue safety paper (see specimen No. 77). The same kind of ticket is issued for both 1st and 2nd class travel—the class for which the ticket is available being written by the Booking Clerk in the space provided. Two vertical orange bars on this ticket indicate suburban van issue.

(4) Blank tickets carry the same availability, etc., as the printed tickets in lieu of which they are issued.

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(5) An alteration of any kind shall not be made on a blank ticket. Tickets bearing evidence of alteration must not be honored for travel. Inspection of the carbon impression on the back of a blank paper ticket will usually assist in determining whether the particulars written on the face of a ticket have been altered.

Where there is evidence that the particulars on a blank ticket have been altered, the matter must be referred to the Officer-in-Charge for attention.

(6) When the journey covered by a blank ticket may be made *via* more than one route, the route to be traversed must be shown on the ticket, unless the fare *via* both routes be the same, in which case the ticket shall be honored *via* either route.

(7) Blank tickets must not be made available for more than one person, except for Defence bulk travel on duty and except that two children under 14 years of age may be passed on the one ticket provided they travel in company.

(8) Suburban card blank tickets may be issued for travel to certain country stations (see Instruction No. 154).

56. TEMPORARY TRANSFER CARD TICKETS.

(1) From 1st October to 30th April inclusive, temporary transfer card tickets are issued at the Victorian Government Tourist Bureau to seaside stations between North Brighton and Sandringham inclusive and Mentone and Frankston inclusive, and to the following country stations—Whittlesea, Hurstbridge, stations Croydon to Lilydale inclusive, Lower Ferntree Gully to Belgrave inclusive.

They are for the purpose of enabling periodical ticket holders (weekly ticket holders excepted) to have their tickets transferred to a seaside or country station within the above areas, and are available for one single journey on the day of issue. The journey may be broken at any station en route.

(2) Transfer tickets are similar in shape and dimensions to ordinary suburban single tickets, and are coloured yellow with the letter "S" superimposed in red on both sides, see specimen No. 18.

(3) The Issuing Officer must write in ink on the face of the ticket the name of the destination station and class for which the ticket is available, and on the back the holders' name and particulars of the ticket deposited at the Bureau.

(4) A holder may be permitted to retain the ticket at the destination station barrier, to present it at the booking office as authority for the issue of a new periodical ticket.

57. BLIND PERSONS.

A blind person may travel free either first or second class to or from any station on the suburban lines or on the Electric Street Railways, provided a permit issued by the General Passenger and Freight Agent be held. If accompanied by an attendant, the latter must hold a ticket for the journey.

Free travel is not allowed on suburban lines when such travel forms portion of a country journey.

The permits are issued in card form folded and numbered consecutively. One side of the card is coloured and bears the words "Blind Person's Permit" and date of expiry. The colour is changed each year. On the reverse side the holder's name, number of the permit and concessions to which the holder is entitled are printed, see specimens Nos. 78 and 79.

(Nos. 58-62 Reserved)

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63. CHILDREN'S TICKETS (Suburban).

(1) Children under 4 years of age are carried free; 4 years, and under 14 years, half rate is charged, except where specially provided. A child 14 years or over must hold a full ticket unless otherwise specially provided.

(2) Courteous but thorough enquiry must be made when there are reasonable grounds to assume that a child 4 years or over is travelling without a ticket or a child 14 years or over is travelling on a half fare ticket when not specially authorised. Doubtful cases must be referred, if necessary, to the Officer-in-Charge.

(3) Two children under 14 years may travel on one adult ticket.

Children's Printed Tickets (Ordinary).

(4) Printed children's tickets, except those supplied for issue on Sundays at cheap fares, are similar in design and colour to adult tickets, and are distinguished therefrom by a red bar running through the centre and the words "Child—under 14 years" printed thereon.

Children's Printed "D.X." Tickets.

(5) On Sundays, return tickets, first or second class, are issued to children under 16 years at 9d. 1st class, and 6d. 2nd class. These tickets are available for one return journey from the issuing station to any one station in the electrified area.

The tickets are coloured similarly to blank card tickets, *i.e.*, 1st class white and orange on both halves, and 2nd class pink and green on both halves. Both children's and adult's issues have the letters "D.X." superimposed in brown on both the forward and return portions see specimen 15. The increase in the age limit for these tickets from under 14 to under 16 years is to be specially noted.

(6) Where the demand warrants it children's "D.X." tickets have the name of the destination station printed thereon.

Children's Blank Tickets.

(7) Priced and unpriced blank tickets are provided for issue to children where the demand does not warrant the supply of printed issues.

(8) Priced tickets, see specimen No. 14, are supplied in denominations of half pence from 1d. to 1/7d. The amount of the fare is printed on the ticket.

(9) Every Priced ticket has a coupon attached, and may be used for single or return journeys. When issued for a single journey, the coupon must be detached by the booking clerk and the remaining portion of the ticket dated at both ends. The name of the destination station and the class of travel indicated 1S for first class or 2S for second class must be written in ink on the face of the ticket. When issued for a return journey, the ticket must be dated at both ends and issued intact. The coupon then takes the place of the forward portion. The abbreviations 1R for 1st class return or 2R for second class return must be written by the booking clerk on the face of the ticket in addition to the name of the destination station.

(10) Single tickets must be check nipped at the entraining station and surrendered at the destination station on completion of the journey. In the case of return tickets, the coupon portion must be check nipped at the entraining station on commencement of the forward journey and surrendered at the destination station.

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(11) Unpriced children's tickets are similar in design and colour to blank tickets issued to adults, but are distinguished therefrom by a red bar running through the centre of the ticket. The words "Child—under 14 years." are printed on the tickets, see specimens Nos. 52 and 53.

64. PLATFORM TICKETS.

(1) Platform tickets (see Specimen No. 27) are printed on white cardboard with a coupon attached. The words "In" and "Out" are super-imposed in red on the coupon and ticket respectively. The ticket and coupon, both dated, are issued intact. The coupon must be collected when the passenger enters the platform and the ticket when he leaves.

(2) Platform tickets are issued at Metropolitan and at certain country and suburban stations.

(3) At suburban stations where the demand does not warrant the supply of printed platform tickets, Suburban Sundry Services tickets endorsed with the letter "P" are used for admission to the local platform.

(4) A passenger holding an ordinary daily or periodical ticket available to Melbourne and travelling from a suburban station to Spencer Street to attend a country train departing from the latter station may obtain a Suburban Sundry Services ticket on payment of the prescribed charge at the suburban station, and this ticket will entitle him to enter a country platform at Spencer Street. In such case, the Suburban Sundry Services ticket shall be endorsed "S.P.P."

(5) When issued as a platform ticket, the Suburban Sundry Services ticket and coupon, both dated, shall be issued intact. The coupon must be collected when the holder enters the barrier and the ticket when he leaves.

(6) Yearly platform tickets available for admission to the station platforms specified thereon are issued in book form. The holder's name and date of expiry are printed thereon, see Specimens Nos. 200 and 201.

(7) A Platform ticket is not available for travel nor does it entitle the holder to enter a carriage.

65. SUBURBAN RACE TICKETS.

(1) Printed single tickets and printed return card tickets, for first and for second class travel, superimposed with the word "Race" in red across the face are provided, see specimens Nos. 16 and 34. The tickets are available by all trains on day of issue only for one journey between the stations printed thereon:

(2) Caulfield and Werribee are supplied with first and second class single tickets to Melbourne for issue on days on which race meetings are held at the local racecourses (see Specimen No. 16). These tickets have the word "Race" superimposed in red on the face and are used in connection with the returning traffic. They carry the same availability as ordinary single tickets.

(3) First and second class combined rail and racecourse admission tickets covering one return journey from Melbourne to the Racecourse platform and admission to the racecourse enclosure named thereon are issued in connection with race meetings held at Flemington and Werribee racecourses.

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(4) Specially printed tickets are provided for each meeting held at the Flemington and Werribee racecourses. The services covered and the date of availability are printed on the tickets, the colours of which are changed each meeting. Combined tickets are two-piece tickets—the top portion covers forward rail travel and admission to the racecourse enclosure named thereon and the bottom portion covers the rail travel from the racecourse platform to Melbourne.

(5) Special instructions regarding the various kinds of tickets, their colours, etc., and the method of checking are covered by circular. In addition, specimen tickets are provided at the race barriers for the guidance of the checkers concerned.

66. PERIODICAL CARD PASSES. (See S.A.L. 83.)

(1) Periodical card passes are issued as under:—

From—	To—	Days of Issue	Passes Available for
Suburban stations and country stations within a radius of 27 miles of Melbourne	Any station within a radius of 27 miles of Melbourne	(i) 1st and 2nd of any month or when the 2nd of a month falls on a Sunday or a Public Holiday the 3rd of such month; also (ii) on any day provided a <i>pro rata</i> periodical ticket is taken out	Return journeys only. (i) Should the 1st or 2nd of a month fall on a Saturday a refund may be made up to the following Monday or Tuesday should the Monday be a public holiday
Flinders-street, Spencer-street, Princes-bridge or Richmond	Any suburban or country station within a radius of 27 miles of Melbourne	Any day	Single journeys only. Should the following day fall on a Sunday a refund may be made up to the following Monday or Tuesday should the Monday be a public holiday

(2) They are available on day of issue only for one single or return journey, as the case may be, between the stations shown thereon. The journey may be broken in the same way as for periodical tickets.

(3) Periodical passes must not be broken by the staff nor collected at station barriers. Instead holders are to be permitted to retain them intact for refund purposes.

(4) All periodical passes have the letter "P" superimposed thereon (see specimens Nos. 33, 34 and 35).

(5) First and second class return periodical passes provided for issue at suburban stations and at country stations within a radius of 27 miles of Melbourne are either printed or blank issues coloured in accordance with the colour schemes applicable to suburban printed or blank ordinary card issues.

(6) Priced blank single card passes are supplied in denominations of one penny ranging from 2d. to 1/2d. They are white tickets with the letter "P" superimposed in yellow (see specimen No. 35). The name of the destination station and the class for which the ticket is available must be written in ink by the Booking Clerk in the spaces provided thereon.

(7) Unpriced blank return card passes are provided at all suburban stations. The class for which the ticket is available is printed

Instruction 66.

thereon. The name of the destination station must be written in ink by the Booking Clerk in the space provided. The tickets are coloured similarly to suburban blank card tickets with the letter "P" superimposed in red (see specimen No. 33).

(8) Those supplied to Metropolitan stations and Richmond for issue in respect to single journeys only are blank issues either priced or unpriced.

(Nos. 67-72 Reserved).

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SUBURBAN PERIODICAL TICKETS

73. WEEKLY TICKETS.

There are three kinds of suburban weekly tickets, *i.e.*, weekly periodicals, workmen's weekly, and weekly tickets issued at concession fare to students attending the Education Department's "Open Air" School at Blackburn.

74. WEEKLY PERIODICAL TICKETS.

(1) Weekly periodical tickets are issued between stations within a radius of 27 miles of Melbourne, and between certain country stations (see Instruction No. 157).

(2) The tickets are issued at adult fares only and must not cover more than two (2) lines. They are available during the week, from Sunday until Saturday both days inclusive for an unlimited number of journeys between the stations shown thereon and the journey may be broken at any intermediate station.

(3) Separate issues are provided for male and female passengers, and for first and second class travel. There are two types of tickets, *i.e.*, printed and blank issues. The printed issues are one-piece cardboard of similar dimensions to ordinary card daily tickets (see specimens Nos. 36, 37, 71 and 72), and are coloured as under:—

First class male tickets	White with two narrow orange bars.
First class female tickets	White with a pink vertical cross and two narrow orange bars.
Second class male tickets	Pink with two narrow red bars.
Second class female tickets	Pink with a white vertical cross and two narrow red bars.

(4) Blank tickets are coloured as under:—

First class male	White.
First class female	White with a vertical red cross.
Second class male	Pink.
Second class female	Pink with a vertical white cross.

The word "male" or "female" is printed on every ticket. For types of blank tickets see specimens Nos. 38, 39, 73 and 74.

(5) The date of issue, name of destination station, amount of fare paid, and route via which the ticket is available must be written on every blank ticket by the booking clerk who shall then initial the ticket in the space provided.

(6) Printed card tickets must be dated in the ticket dating press on the face at the end opposite that on which the progressive number of the ticket is printed. Blank tickets must be dated as set out in clause (5) above.

(7) Before a weekly periodical ticket is handed to a passenger it shall be stamped on both sides with the numeral stamp applicable to the week for which it is available. The number to be used each week will be notified by circular memorandum not later than the preceding Friday. The numbers used are staggered in such a way that they cannot be anticipated. The object of the numeral stamp is to assist the checking staff to detect any attempt to use a ticket beyond the period of its availability.

(8) These tickets must be sighted but not check-nipped at checking points. Expired tickets must be surrendered at booking offices when renewals are purchased. Deposits are not required on weekly periodical tickets.

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(9) A current ticket may be renewed on a Saturday provided the old ticket is surrendered when the renewal is made. Tickets to new applicants will be issued from the Sunday to the Wednesday inclusive of each week, but every ticket expires on the Saturday following the date of issue.

75. WORKMEN'S WEEKLY TICKETS.

(1) Workmen's weekly tickets are issued (a) to and from all stations within the suburban area; and (b) to and from Melbourne and suburban stations and the following country stations:—

Bonbeach	Werribee Racecourse	Flatm	Mooroolbark	Whittlesea
Carrum	Lower Ferntree Gully	Lilydale	Wattle Glen	
Seaford	Upper Ferntree Gully	Yan Yean	Hurstbridge	
Frankston				

(2) They are issued at adult fares only to male or female passengers and are available for one return journey (2nd class) each day (Sunday excepted) during their currency.

(3) They are issued on Monday, Tuesday and Wednesday mornings of each week by trains which will enable the holder to reach the destination station shown on the ticket at or before 8.10 a.m. If the holder cannot reach the destination station shown on the ticket by the prescribed time, he or she must purchase an ordinary single ticket for the full journey. The return journey must be commenced from the departure station at or before 9.30 p.m.

(4) Workmen's weekly tickets are available for second class travel only and cannot be excessed to first class.

(5) The journey cannot be broken except at Melbourne in respect to tickets available through Melbourne and then only provided the forward journey is resumed in time to reach the destination station shown on the ticket at or before 8.10 a.m. and the return journey resumed from Melbourne at or before 9.30 p.m.

(6) If the holder of a workman's weekly ticket alights from a train at any station (Melbourne excepted), short of the destination shown on the ticket, and leaves the station, he must, if he desires to subsequently resume his journey to the destination station shown on the ticket, purchase a single ticket from the station at which the journey is resumed to his destination.

(7) Workmen's weekly tickets (both printed and blank issues) are one-piece cardboard coloured buff with a green band at the top to indicate the forward journey (see specimens 69 and 70). The six days of the week are indicated at both the top and bottom edges of the tickets.

(8) Every ticket must be examined and check nipped at the entraining station on both the forward and return journeys. Every check nip must be inserted in the space indicating the day of travel. The check nip on the forward journey must be inserted in the green bar at the top of the ticket, and that on the return journey on the bottom of the ticket.

(9) Workmen's weekly tickets may be excessed to a station beyond that to which they are available on payment of the ordinary single or day return workman's fare, as the case may be, for one journey only, provided the journey covered by the original ticket and the extended journey in both directions (in the case of a return extension) is completed and commenced within the prescribed times, i.e., forward journey at or before 8.10 a.m. and return journey at or before 9.30 p.m. Examples:—

(a) A passenger holding a workman's weekly ticket Melbourne—Collingwood, desiring a single extension to Regent, must pay at Melbourne, before entraining, the second

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single fare Collingwood—Regent, provided he can reach Regent at or before 8.10 a.m. If he cannot reach Regent by that time he must pay the ordinary single fare Melbourne—Regent.

(b) Similarly, in the case of a return extension, he must reach Regent on the forward journey by 8.10 a.m., and must commence the return journey from Regent (not Collingwood) at or before 9.30 p.m.

(10) It must be specially noted that the conditions of issue provide that the holder of a workman's weekly ticket must reach the destination station shown on the ticket at or before 8.10 a.m. It is not permissible, for example, for the holder of a Mordialloc—Victoria Park ticket to use the ticket to travel from Mordialloc to Melbourne on the forward journey per the 7.4 a.m. up Frankston train (timed to reach Melbourne at 8.6 a.m.), even though he may intend to terminate the journey at Melbourne. He cannot reach the destination shown on the ticket (Victoria Park) by 8.10 a.m., and in the circumstances must pay the ordinary single fare from Mordialloc to his destination.

(11) Workmen's weekly tickets issued to Frankston and Hurstbridge may be honored for travel on the forward journey by the 7.11 a.m. and 7.12 a.m. down trains respectively.

(12) Both printed and blank issues must be dated in the ticket-dating press, and in addition stamped on both sides with the numeral applicable to the week of their availability before they are delivered to passengers. The destination station and route via which blank tickets are available must be written in ink by the Booking Clerk.

(13) Workmen's weekly tickets are not collected at the barrier, but will be taken if offered by a passenger. Normally they are surrendered at booking offices on renewal.

(14) Workmen's weekly tickets may be purchased in advance after 12 noon on the Saturday, and on the Sunday preceding the week in respect of which they are issued. All tickets expire on the Saturday following the date of issue.

76. STUDENTS' WEEKLY TICKETS TO BLACKBURN.

(1) Students attending the Education Department's "Open air" school at Blackburn are, on presentation of the prescribed certificate, issued second class weekly tickets to Blackburn, available for one return journey each day, Monday to Friday inclusive, at half the price of workman's weekly tickets for the same distance.

(2) The tickets are coloured pink over green with the letter "O" superimposed in red, and they have a coupon attached (see specimen No. 68).

(3) Provision is made on the ticket for check-nips at the entraining stations on both forward and return journeys each day from the Monday to the Friday inclusive. The check-nip must be inserted in the top (red portion) on the forward journey, and in the bottom (green portion) on the return journey, in the space corresponding with the day of travel.

(4) The coupon attached to every ticket shall be collected at Blackburn on completion of the first forward journey, and the remainder of the ticket on completion of the return journey on the Friday. Deposits are not required on these tickets.

Instructions 77-79

77. SUBURBAN PERIODICAL TICKETS (Weekly Tickets excepted).

(1) First and second class periodical tickets for travel over Suburban and Electrified lines and the Whittlesea line are issued for periods of a month, quarter, school term, half-year or year.

(2) There are three types of suburban periodical tickets (card-board, book and metal).

(3) The shape of the quarterly, half-yearly and yearly tickets varies as under:—

Oblong shaped tickets - Issued to passengers 21 years of age or over or to passengers under 21 who pay adult fares (earning over 30/- per week, etc.)

Oval-shaped tickets - Issued to passengers between 14 and under 21 years of age, if paying concession fare.

Pear-shaped tickets - Issued to school children under 14 years of age.

(4) Oval and pear shaped tickets have the words "Concession" and "One-third—under 14 years" respectively printed thereon, and both bear the printed words "Not available for smoking compartment."

(5) Pro-rata tickets may be purchased on any day provided the full charge for a periodical ticket plus a Pro-rata charge for unexpired portion of the current period is paid. In such cases the passenger is issued an Interim pass (see Instruction No. 91) pending the receipt of a ticket. A pro rata card ticket will have the words "pro rata" stamped on it, and should be exchanged at the issuing station not later than the first day of the succeeding month for a ticket available for that month.

(6) Suburban periodical tickets are available for an unlimited number of journeys. Break of journey is permitted at any intermediate station. Monthly and quarterly tickets will be honored for travel on the 1st day of the succeeding month. All other suburban periodical tickets expire on the date printed thereon. No extra day of availability is permitted.

78. MONTHLY TICKETS.

(1) Monthly tickets (see specimens Nos. 145 to 152 inclusive) are prepared on a thin manilla type card. Only two shapes are used—oblong for tickets issued to males and oblong with the corners cut off for tickets issued to females. Concession tickets are overprinted in color to show the oval and pear shaped designs.

(2) The letters "M" for male and "F" for female are over-printed on the back and front of the monthly tickets in a colour contrasting to the general colour scheme to denote the sex of the person to whom the ticket was issued.

(3) A different colour is used for each month's Suburban Periodical tickets.

(4) When tickets are not available to Melbourne, the names of the stations are enclosed in a block, see specimen No. 147.

79. SUBURBAN QUARTERLY TICKETS.

(1) First and second class quarterly tickets are issued from the first day of any month, for three (3) calendar months, and are available for travel on the 1st day of the month succeeding the date of expiry which is printed thereon.

Instructions 79-81.

(2) Quarterly tickets are book tickets (see specimens Nos. 162-167 inclusive) issued in three shapes (see Instruction No. 77).

(3) The outer covers of 1st class tickets are coloured yellow; and second class, grey. Printed on the front outer cover are the month and year in which the ticket expires, and on the back outer cover, the stations between which the ticket is available, the class for which it is available and the month and year of expiry. Inside the ticket is printed the kind of ticket, class, adult or concession, male or female (as the case may be), the passenger's name, stations between which the ticket is available and the date of expiry.

(4) Tickets issued to females have the letter "F" superimposed in bold type on both front and back outer covers.

(5) When tickets are not available to Melbourne the names of the stations are enclosed in a block.

80. SUBURBAN HALF-YEARLY AND YEARLY TICKETS.

(1) First and second class half-yearly and yearly tickets are issued from the first day of any month. There are two types, metal tickets and book tickets. (See specimens 168 to 179)

(2) Metal tickets *i.e.* those available to Melbourne or between two stations on different lines involving passage through Melbourne are 1st class gilt; 2nd class white metal. The holder's name, stations between which the ticket is available, the class, and date of expiry are printed on paper insets the colour of which varies as under:—

When issued to a male passenger - White inset paper.

When issued to a female passenger - Pink inset paper.

When issued to Incapacitated

Ex-soldier - - - - - Blue inset paper.

(see specimens Nos. 174-179)

(3) Half-yearly and yearly book tickets are issued when the tickets are not available to Melbourne or are available for more than two lines involving passage through Melbourne. They are similar to suburban quarterly tickets except that "Yearly" or "Half-yearly" replaces the word "Quarterly" inside the ticket, and the ticket is more substantial to permit of longer wear.

(4) The three shapes (see Instruction No. 77) are retained for half-yearly and yearly suburban metal and book tickets although the shape of the adult metal is nearer square than oblong.

81. SCHOOL TERM TICKETS.

(1) First and second class school term tickets available from the commencing till the closing date of a school term are issued at concession fares to scholars and at adult fares to teachers in regular attendance at registered schools. Numerals 1, 2, or 3 indicate that the ticket was issued in Term 1, Term 2, or Term 3. Availability may extend beyond the term in which the ticket is issued. Expiry date is shown on the inside of the ticket.

(2) The tickets are issued in book form, and the words "School Term Ticket" are printed on the left-hand side of the inside cover (see Specimens Nos. 154-157).

(3) The letter "F" is superimposed on both sides of the outer cover of tickets issued to females, and the letter "M" on those issued to Males. The one color is common to both first class and second class tickets.

82. RENEWAL OF PERIODICAL TICKETS.

(1) Periodical tickets may, provided they are surrendered at the time, be renewed as under:—

Monthly & Quarterly tickets	Three (3) days prior to the date of expiry.
Half-yearly and Yearly	Seven (7) days prior to the date of expiry.

(2) All tickets, other than metal tickets, handed in for renewal prior to the dates of expiry must be cancelled immediately by the Booking Clerk with the standard cancellation stamp. Metal tickets surrendered in such circumstances must be handed over immediately to the officer-in-charge for safe custody.

83. EXTENSION OF JOURNEY AND CHANGE OF CLASS.

Extension of Journey (Suburban Periodicals):—

For specified journeys	- See Instruction 29.
For permanent exchange	- See Instruction 84.

Change of Class (Suburban Periodicals):—

For specified journeys	- See Instruction 30 (1) (iii).
For permanent exchange	- See Instruction 30 (10) and 84.

84. EXCHANGE OF SUBURBAN PERIODICALS (WEEKLY TICKETS EXCEPTED).

(1) **Permanent Exchange.**—Suburban periodical tickets (weekly tickets excepted) may be exchanged not more than once during currency for a similar ticket available between other stations, on payment of the charges set out in the Passenger Train Tariffs.

(2) Second class periodical tickets may be exchanged to first class for the remainder of their currency on payment of the prescribed charges.

(3) Whenever a permanent exchange of a periodical ticket is desired, the ticket held must be surrendered and a new ticket ordered.

(4) **Temporary Exchange.**—From 1st October to 30th April inclusive, monthly, quarterly, half-yearly and yearly tickets may be temporarily exchanged for tickets to one of the following holiday resort stations:—

- Stations—North Brighton to Sandringham inclusive.
- Mentone to Frankston inclusive.
- Croydon to Lilydale inclusive.
- Lower Ferntree Gully to Belgrave inclusive.
- Whittlesea and Hurstbridge.

for a period of not less than 7 days, subject to the following conditions and on payment of the prescribed charges:—

- (i) The periodical ticket held must be deposited at the Victorian Government Tourist Bureau, where a temporary transfer card pass will be issued for one single journey to the desired tourist station (see specimens Nos. 17 and 18).
- (ii) On presentation of the temporary transfer card pass at the tourist station and payment of the prescribed charges, an interim pass shall be issued pending preparation of a special ticket which is issued in book form with the words "Special Transfer Ticket" (see specimen No. 161) printed thereon.

(3) If the period of transfer be less than 14 days an interim pass is issued to cover the whole period.

(6) On the last day of availability of the Interim pass or Special Transfer ticket, or earlier if the passenger so desires, the pass or special ticket must be exchanged at the Victorian Government Tourist Bureau for the original ticket.

85. ALL SUBURBAN LINES PERIODICAL TICKETS.

(1) First and second class "All-Suburban lines" periodical tickets are issued for periods of one month, a quarter, half-year, or year, available from the first of any month for travel between all stations within:—(a) a radius of 9½ miles from Melbourne; or (b) a radius of 20 miles from Melbourne.

(2) "All suburban lines" periodical tickets issued for a period of one month are card tickets similar to suburban monthly tickets, except that the words "Available between all stations within a radius of 9½ miles from Melbourne," or "Available between all stations within a radius of 20 miles from Melbourne," as the case may be, are printed in lieu of the name of a destination station. The colour of the ticket corresponds with that applicable to other monthly tickets for the particular month. Quarterly, half-yearly and yearly all suburban lines tickets are issued in book form, similar to suburban quarterly tickets, and the date of expiry and radius of availability are printed on the cover.

(3) "All suburban lines" periodical tickets are not available for travel on the St. Kilda-Brighton and Sandringham-Black Rock Electric Street Railways, but are available on the East Camberwell-East Kew and Hawthorn-Kew bus routes.

(4) The tickets are available for unlimited travel between stations within a radius of 9½ or 20 miles from Melbourne, as the case may be, during the period of availability, and the journey may be broken at any intermediate station.

(5) Second class tickets may be exchanged to first class under the conditions prescribed in Instruction No. 30.

(Nos. 86 to 90 Reserved).

91. INTERIM PASSES.

(1) When a fare is paid for a periodical ticket, with availability for a period of one month or longer, and the ticket required is not in stock an interim pass (see specimen No. 199) shall be issued.

(2) Separate issues are provided for first and second class travel—1st class passes are coloured yellow and 2nd class, pink. The passes are printed on safety paper with the words "First class" or "Second class" printed in bold black type at the top.

(3) Every Interim pass shall be prepared by the Booking Clerk using indelible pencil and double-sided carbon paper.

(4) The date of issue, passenger's surname and initials of Christian names, stations between which the pass is available, amount of fare, and kind of ticket in respect of which the pass is issued must be written by the Booking Clerk in the spaces provided. The prefix "Mrs" or "Miss," as the case may be, must be added when the passenger is a female.

(5) The Booking Clerk must sign every pass in the space provided before delivering it to the passenger.

(6) The date of expiry must be stamped on every Interim pass issued at Metropolitan, and at Suburban stations, and at Ballarat, Bendigo and Geelong, with the rubber stamp specially provided for the purpose. At other stations the date of expiry must be inserted by the carbon process.

Instructions 91-94.

(7) Except as provided in Instruction No. 84 (5) an Interim pass for suburban travel shall not be made available for more than 10 days, and an Interim pass for country travel shall not be made available for more than fourteen days, nor shall the period of availability be extended by endorsement.

(8) Should an interim pass, issued in lieu of an all-lines or a sectional country periodical ticket, expire while the holder is at a station other than the station of issue, another pass may be issued by such station, the reason for the issue of the second pass being endorsed thereon, thus:—

“Extension of pass No. 12 issued at Melbourne.”

(9) Interim passes must be examined by the staff at ticket checking points to ensure that they are in date and available for the journey in respect of which they are issued.

(10) Except as provided hereunder, Interim passes must not be collected by the ticket checking staff, but must be retained by holders to be exchanged at the Booking Office for a proper periodical ticket.

(11) Alterations or erasures are not permitted on Interim passes.

(12) In the event of an attempt being made to fraudulently use an Interim pass beyond the period of its availability, or should an Interim pass bearing evidence of alterations be presented for travel, it shall be impounded, the name and address of the holder obtained and the pass forwarded with a covering report on form, P.170, to the Supervisor, Ticket Checking Division, Spencer-street.

(Nos. 92 and 93 Reserved).

94. MONTHLY BICYCLE CLOAK ROOM TICKETS

(1) Specimen No. 274 illustrates a cloak room ticket for a bicycle. The top part is to be carried attached to the bicycle and the bottom portion is to be presented by the holder when the machine is removed from the Cloak Room. This ticket is not valid for railway travel and is available only for the month of issue.

(2) Barrier staff shall closely examine the portion held by the passenger in comparison with the portion attached to the bicycle, and must verify that the machine number identifies that the bicycle being removed is the one referred to on the ticket.

(3) On each such ticket are stamped the month and year of issue: e.g., 10 43 means the 10th month of 1943 or October, 1943.

(4) The card ticket is in stock at certain country stations.

Instructions 95-97.

ELECTRIC STREET RAILWAYS

95. SECTIONS, ETC.

- (1) Electric Street Railways are operated by the Department
(1) between St. Kilda Railway station and Brighton Beach, and
(2) between Sandringham Railway station and Black Rock.

The sections are:—

(i) ST. KILDA-BRIGHTON.

First Section—St. Kilda Station—Dickens-street.

Second Section—Dickens-street—Vautier-street.

Third Section—Vautier-street—North-road.

Fourth Section—North-road—Park-street.

Fifth Section—Park-street—Brighton Beach.

There is also an overlapping section (Glenhuntly-road—Carlisle-street).

(ii) SANDRINGHAM-BLACK ROCK.

First Section—Sandringham Station, corner Bluff-road and Royal-avenue.

Second Section—Corner Bluff-road and Royal-avenue—Balcombe-road.

(2) **Blind Persons.**—Blind persons' permits shall be honoured on the Electric Street Railways (see Instruction No. 57).

(3) **Excursion Fares—Swimming Trips.**

See Instruction No. 46.

96. LUGGAGE ON ELECTRIC STREET RAILWAYS.

Luggage.—Personal luggage (consisting of bona fide wearing apparel) not exceeding 28 lb., also merchandise for personal use and not for sale, not exceeding 21 lb., in containers not more than eighteen (18) inches square in dimension and which can be conveniently carried—Free.

Each article (or group of articles) in excess—One adult fare, provided such article or articles can be conveniently carried.

Any large quantity of luggage, bulky or heavy packages, or bicycles, will not be accepted.

Folding Go-carts.—1½d. for any one section; maximum charge, 3d.

97. TRAMWAY TICKETS.

(1) Two types of tickets are issued on the trams, *i.e.*, (a) paper checks for section tram journeys, and (b) card tickets for combined rail and tram travel.

(2) Paper checks printed in various denominations are supplied for issue on the trams to passengers making sectional tram journeys. They are of flimsy paper with the amount of the fare superimposed in bold red type (see specimen No. 232). The checks are consecutively numbered and supplied in pads. Three series (lettered “A,” “B” and “C”) are used and the series letter is printed on the ticket in addition to the consecutive number. A different series is used each day.

(3) Checks are printed so that one particular check may be issued for different journeys where the fare involved is the same. Figures indicating the section or sections over which a check may be honored are printed in the side margins, one side being reserved for denoting journeys made in an “up” direction and the other for those made in a “down” direction.

Instruction No. 97.

(4) Checks must be issued in proper consecutive order and be punched by the Conductor at the time of issue in the margin on the "up" or "down" side according to the direction in which the passenger is travelling. The punch mark must be made on the figures indicating the sections in respect of which it is issued.

(5) Each check is available only on the date and trip on which it is issued.

(6) Checks supplied to a Conductor for issue must be carried in the ticket case, provided for the purpose, and issued therefrom in proper consecutive order. If there be not sufficient room in the Conductor's Ticket Case for the full supply of checks, the surplus checks must be carried in the metal box provided for such emergency.

(7) When commencing duty, the Conductor must enter distinctly in the columns of the Running Journal, supplied to him for the purpose, the commencing number *in full* of all checks contained in his Ticket Case, and on arrival at each terminal he must enter the three terminal figures of the commencing numbers of all checks for issue on the next trip, except that where a new pad of checks is brought into use the complete commencing number must be shown.

(8) Erasures are not permitted on Running Journals. Any error which may occur must be rectified by drawing a pencil through the incorrect entry and inserting the correct entry immediately above.

(9) A Conductor who is relieved during a trip or who has assisted with the collection of fares for a portion of a journey must furnish the relieving Conductor or Conductor in charge with the prescribed form, E.S. 3, showing distinctly the commencing numbers of all tickets issued by him.

Combined Rail and Tram Daily Tickets (applicable to the St. Kilda-Brighton route only).

(10) First class single or return combined rail and tram tickets available from the various sections on the St. Kilda-Brighton route to Melbourne are issued by Conductors on the trams.

(11) The combined tickets are card issues printed in the suburban colours applicable to "up" journeys. Adult tickets have coloured horizontal bars running the full length of the top and bottom edges. The colour of the bars varies according to the section or sections of the tram route over which the tickets are available. Tickets available between:—

Dickens Street (1st section) & Melb.	have red coloured bars.
Vautier Street (2nd ")	" " mauve "
Park Street (4th ")	" " buff "
Brighton Beach (5th ")	" " yellow "

Note.—As the combined fares between the 3rd section and Melbourne and between the 4th section and Melbourne are the same, only tickets available between the 4th section and Melbourne are issued.

(For types of adult combined tickets issued on the trams see specimens 225-227).

(12) First or second class single or return combined Rail and Tram tickets are issued at Spencer-street, Flinders-street, South Melbourne, Albert Park and Middle Park to the various sections on the trams. These tickets are similar in design to the combined tickets issued in the reverse direction, and bear horizontal bars coloured to correspond with the tram sections over which they are available (see specimen No. 228). Single tickets are one-piece cardboard, and return tickets two-piece cardboard.

Instruction 97.

Children's Combined Rail and Tram Daily Tickets.

(13) Printed tickets issued at half fare to children under 14 years of age are similar in colour and design to those issued to adults except that the horizontal bars do not appear at the top and bottom edges. Instead a horizontal bar (coloured to indicate the section or sections of the tram route over which the ticket is available) runs through the centre of the ticket. In addition the word "Child" is printed on the ticket. (See Specimen No. 224.)

Circular Rail and Tram Tickets.

(14) First class three-piece card tickets are issued on the St. Kilda-Brighton Electric cars, and at Spencer-street and all stations Flinders-street to Brighton Beach, and South Melbourne to St. Kilda inclusive, for the round trip on rail and electric tram, see specimen No. 231.

(15) They are available on day of issue only, and the forward journey may be made either *via* St. Kilda or Brighton Beach at the option of the passenger.

(16) The journey may be broken at Melbourne, St. Kilda and Brighton Beach.

(17) If the journey be broken elsewhere, the rail portion of the ticket shall be collected unless it is cheaper for the passenger to pay the single fare for the portion of the journey travelled.

(18) The rail portions of tickets held by passengers travelling in the proper direction who join the train at an intermediate station shall be honored for travel provided that they have not been previously used.

Combined Rail and Tram Daily Tickets (applicable to the Sandringham-Black Rock route only).

(19) First or second class, single or return combined tickets are issued at Spencer-street, Flinders-street and intermediate stations to Hampton inclusive for travel to the tram sections on the Sandringham-Black Rock route.

(20) Single tickets are one-piece cardboard, and return tickets two-piece cardboard. The tickets are printed in standard suburban colours applicable to "down" journeys. Adult tickets have coloured bars running horizontally along both top and bottom edges. The colour of the bars varies according to the section or sections of the tram route over which the ticket is available. Red coloured horizontal bars appear on tickets available for the first section (Bluff Road), and mauve coloured horizontal bars on tickets available over both sections.

(21) Children's tickets do not bear the horizontal bars at the top and bottom edges, but instead a red bar runs through the centre of tickets available for the first section and a mauve coloured bar through the centre of tickets available for both sections. In addition each ticket has the word "Child" printed thereon.

(22) Combined tickets are not issued on the trams, but Conductors are supplied with first and second class single and return ordinary tickets and Off Peak tickets available Sandringham-Melbourne for issue to passengers desiring to continue on to Melbourne by rail.

(23) The rail tickets are printed in standard suburban colours applicable to "up" journeys, and have red coloured horizontal bars at both top and bottom edges (see specimens 229-230). Children's ordinary tickets issued on the trams have a red horizontal bar running through the centre. In addition the word "Child" is printed on the ticket.

Instructions 97-98.

(24) The letters "O.P." are superimposed on adult Off Peak tickets. Specially printed Off Peak tickets are not provided for issue to children. Any child desiring to obtain the advantage of the cheap "Off Peak" fare must pay the prescribed tram fare and rebook at Sandringham for the rail journey.

98. PERIODICAL TICKETS

(Tramway and Combined Rail and Tram.)

(1) Periodical tickets for travel on the Electric Street Railways are card issues (each bearing a consecutive number), and are issued at—

St. Kilda Station and The Power House (Elwood) for the St. Kilda-Brighton route; and Sandringham for the Sandringham-Black Rock route.

Different Kinds of Tickets—

Tramway weekly ticket } Issued to passengers holding Railway
" monthly " } Periodical tickets available to or
from St. Kilda and Sandringham, as
the case may be (see specimens 234
and 238).

Tramway weekly ticket } Issued for travel on the St. Kilda-
" monthly " } -Brighton route only to persons
who do not hold railway periodical
tickets (see specimens 233 and 239)

Combined Rail & Tram } Available from the various tram
weekly and monthly } sections to Melbourne only (see
ticket } specimens 235 236, and 240 to 243).

Separate issues of weekly and monthly tickets are provided for male passengers and for female passengers.

Availability—

(2) Weekly tickets (Tramway and Combined) are issued from the Sunday to the Wednesday in each week, and expire on the Saturday following the date of issue. They are available for 14 single journeys on the trams between the points shown on the ticket. Combined tickets are available for an unlimited number of rail journeys during the week of currency.

(3) Monthly tickets (Tramway and Combined) are available for 60 single journeys on the trams between the points shown thereon. Combined tickets are available for an unlimited number of rail journeys between St. Kilda or Sandringham and Melbourne, as the case may be. Monthly tickets are available till the 1st day of the succeeding month, provided the sixtieth journey has not been completed.

(4) Tramway tickets available for 14 or 60 journeys issued for the St. Kilda-Brighton route to persons who do not hold railway periodical tickets expire on completion of the number of journeys.

Description.

(5) Weekly Tramway tickets issued in conjunction with railway periodical tickets—White card with the section or sections over which it is available, printed thereon. Provision is made for inserting 14 check nips (see specimen No. 238). The figure 3 printed in bold type on the top right portion of the specimen indicates the ticket is available over three sections.

Instructions 98-111.

(6) Weekly Tramway tickets issued on the St. Kilda-Brighton route to persons who do not hold railway periodical tickets.—Five different sets of tickets are used, and they are printed thus:—

- (i) available over one section.
- (ii) " two adjoining sections.
- (iii) " three " "
- (iv) " four " "
- (v) " five sections. "

(see specimen 239).

(7) Monthly Tramway tickets issued in conjunction with railway periodical tickets (weekly tickets excepted).—Three standard colours, i.e., pink, green and blue, are used and the colours alternate so that the same colour is not used in successive months. The section or sections over which the ticket is available and the month of availability are printed thereon, together with numerals indicating the number of tram sections (see specimen 234).

(8) Monthly Tramway tickets issued on the St. Kilda-Brighton line to persons who do not hold railway periodical tickets. Coloured cards are issued with the month of availability printed on the face and back. The fare and number of sections over which the ticket is available are printed on the face (see specimen 233). The colors are staggered each month to distinguish these tickets from those referred to in the preceding paragraph.

(9) Monthly Combined Rail and Tram tickets.—Card tickets are issued coloured similarly to Suburban Monthly Periodical tickets, the colour being changed each month. The month and year of availability, points between which available, the letters "M" or "F" (to indicate male or female) and the class for which the ticket is available on the rail, are printed on the ticket. Provision is made for writing the holder's name and for 60 check nips (see specimens 235 and 236).

(10) Except as provided hereunder (see Instruction No. 111), weekly and monthly tramway tickets are not issued at concession rate, nor at half-fare to children under 14 years of age.

(Nos. 99-110 Reserved).

III SCHOLARS' TRAMWAY CONCESSION TICKETS.

(1) On presentation of the prescribed certificate, students (males under 18 years of age and females under 19 years of age) may be issued concession tickets available for 60 single tram journeys between the section nearest the student's home and the section nearest the educational establishment or class which the student attends.

(2) The tickets may be issued on any day, and no restriction is placed on the direction or period within which the 60 journeys are made, provided, however, that the tickets will not be honoured for travel on Sundays, Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, during vacation periods, nor after 6.30 p.m. on ordinary school days nor after 1 p.m. on Saturdays.

(3) The tickets are printed on buff coloured cards (see specimen 237). The number of sections for which the ticket is available and the amount of the fare are printed on each ticket, and provision is made for 60 check nips.

(4) The passenger's name and particulars of the sections between which the ticket is available must be written in ink on the ticket by the Booking Clerk at the time of issue.

Instructions 111-113.

(5) The tickets expire on completion of the 60th trip.

(6) Every Scholars' Concession ticket presented for travel must be punched by the conductor on each journey.

(7) The ticket will be punched in the space provided for the purpose and punching out the lowest unpunched number on such ticket.

(8) Expired tickets must be collected by the Conductor on the 60th trip and a "no-value" check issued.

112. DATING OF TICKETS (Daily and Periodical).

(1) **Combined Rail and Tram Daily tickets** issued at stations shall be dated in the ticket dating machine in the same way as card railway tickets, see Instruction No. 10. Those issued on the trams must be dated by the Conductor at the time of issue with the Regulation Ticket Punch which embosses the date (day and month, but not the year) on tickets. In the case of return combined tickets issued by Conductors both forward and return portions must be dated at the time of issue.

(2) **Weekly Tickets.**—The date of issue must be stamped with a rubber stamp at the time of issue and in the space provided. In addition the numeral applicable to the week for which the ticket is available must be stamped on every ticket at the time of issue.

113. EXAMINATION, CHECK-NIPPING and COLLECTION OF TICKETS (Tramway and Combined Rail and Tram)

(1) **Paper Checks.**—Every paper check must be punched at the time of issue by the Conductor in the side margin, in such a way as to denote clearly the direction in which the journey is made and the section or sections in respect of which the check is issued. Care must be taken to see that the punch mark is made in the margin.

(2) Paper checks are not to be collected from passengers on completion of the journeys for which they are issued, but must be retained by the passengers who should destroy them on alighting.

Combined Rail and Tram Daily Tickets.

(3) After examining single tickets and the forward portions of return tickets issued at stations to see that they are in date and available for the journey, conductors shall cancel them by tearing the tickets in two. The dated portion of each cancelled ticket shall be handed to the passenger (who will retain it as a check) and the other portion shall be placed in the pocket of the Conductor's Cash Bag.

(4) Care must be taken when cancelling tickets not to mutilate the date.

(5) The return portions of combined rail and tram tickets, issued by Conductors must, when presented on the return journey, be cancelled as provided in paragraph (3) above.

(6) **Weekly and Monthly Tickets (Tramway and Combined Rail and Tram)** must be punched by the Conductor with the regulation ticket punch on every occasion on which they are presented for travel. The Conductor must, before punching the ticket, satisfy himself that it is available for the journey on which it is presented.

Instruction 113.

(7) The punch marks must be made in the space provided, punching out the lowest unpunched number. Care must be taken to see that the punch marks are inserted strictly in rotation, and that a legible impression of the date in the punch is embossed on the ticket.

(8) **Weekly Tickets** presented on the 14th journey must be collected by the Conductor who shall punch them in the appropriate square and place them in the pocket of his Cash Bag. He shall issue the passengers concerned "No value" checks in lieu of the collected tickets.

(9) **Combined Monthly Tickets** (see specimens 235 and 236) must not be collected by Conductors on the 6th journey, but must be retained by the holders and surrendered at booking offices when renewals are purchased.

(10) All collected tickets must, at the first suitable opportunity, be placed by the Conductor in the locked box provided in the car for their reception.

(11) All periodical tickets available only on the tram shall be collected on the 14th journey (weekly tickets) and 60th journey (monthly tickets). The Conductor shall issue a "No-value" check for each such ticket collected and shall punch the check to indicate the destination.

Nos. 114-119 Reserved.

Departmental Road Motor Services.

120. SERVICES, TICKETS, ETC.

(1) Bus services are operated by the Commissioners between East Camberwell Railway Station and East Kew, and between Hawthorn Railway Station and High Street, Kew.

(2) The former services operates throughout each day, but the latter operates only between the hours 9.15 a.m.-3.25 p.m., and 7.5 p.m.-12.11 a.m. Mondays to Fridays; 9.15 a.m.-12.1 p.m. and 1.51 p.m. to 12.11 a.m. Saturdays; and 12.24 p.m.-12.11 a.m. Sundays.

(3) One class travel is provided on the buses.

(4) Printed priced paper checks of various denominations are supplied for issue by the Bus Drivers. The checks are numbered consecutively, provided in pads and are so printed that one check may be used for different journeys where the fares involved are the same.

(5) Each check has the name or names of the section or sections in respect of which it may be issued, the amount of the fare and the consecutive number printed thereon.

(6) When commencing duty the Driver shall be handed a Ticket Case containing the various paper checks supplied to him for issue, a Revenue Journal (M.T. 7 for the East Kew route, or M.T. 33 for the Kew route) and a Trip Sheet (M.T. 7A, or MT. 33A).

(7) On the Revenue Journal shall be recorded the opening and closing numbers of all checks supplied to the Driver.

(8) Prior to the commencement of the first trip the Driver shall enter in the respective columns of the Trip Sheet the commencing number *in full* of all checks contained in his Ticket Case, and on arrival at each terminal he must enter in the respective columns of the Trip Sheet the three terminal figures of the commencing numbers of all checks for issue on the next trip. Exception.—Where a new pad of checks is brought into use the complete commencing number must be entered.

(9) Erasures on Revenue Journals and Trip Sheets are not permitted. Any error which may occur must be rectified by drawing a pencil through the incorrect entry and inserting the correct entry immediately above.

(10) Except in the case of a disabled bus or other similar emergency, the Driver must not accept from any passenger a ticket issued by the Driver of another bus.

(11) All checks on issue to a Driver must be carried in the Ticket Case and issued therefrom in proper consecutive order. In the event of any check becoming loose or being detached from the block in error, or being defaced or torn, it must not be issued to a passenger, but must be at once cancelled by the Driver writing the word "Cancelled" across the face of the check and initialing and dating it. The cancelled check must then be entered on the Refund of Fare form by the Driver, who must show thereon the reason for the non-issue of the check and bring the matter under the notice of the Stationmaster, East Camberwell or Hawthorn, as the case may be, at the first available opportunity.

121. RAIL TICKETS AVAILABLE FOR TRAVEL ON THE BUS SERVICES.

(1) Rail tickets, single, return or periodical, and certain rail passes (see Instruction Nos. 232 issued to or from Kew or Barker are available on the Hawthorn-Kew bus service, and similar tickets issued to or from Shenley, Roystead, Deepdene or East Kew are available on the East Camberwell-East Kew route.

122. PASSENGERS TRAVELLING BY RAIL FROM EAST CAMBERWELL—EAST KEW BUS OR FROM HAWTHORN—KEW BUS.

(1) East Kew-East Camberwell route.

(i) Every Passenger from Deepdene, Roystead, Shenley or East Kew who desires to continue the journey by rail from East Camberwell when paying the fare on the bus shall be issued a special exchange check printed on white paper (those for local bus travel are blue). On presentation of the check at East Camberwell station on the day of issue the passenger shall be issued a rail ticket available from the starting point of the bus journey at the prescribed fare for the through journey, less the value of the check. Return tickets so issued will be available on the bus on the return journey to the destination shown on the ticket.

Kew-Hawthorn route.

(ii) A system similar to that outlined in the preceding paragraph is in operation on the Kew-Hawthorn route, except that the exchange checks (those issued for presentation at Hawthorn station) issued Kew-Hawthorn are coloured red and those Barker-Hawthorn—white. The checks issued for local travel on the Hawthorn-Kew buses are coloured blue.

(2) Under no circumstances shall Drivers issue an exchange check where the passenger does not desire to continue the journey by rail. In all such cases blue coloured checks supplied for local travel must be issued. (See Specimens Nos. 248-249.)

123. EXAMINATION, CHECK-NIPPING AND COLLECTION OF RAIL TICKETS.—ROAD SERVICES.

(1) The Bus Driver shall examine the rail tickets held by passengers as they board the bus and see that they are available for the journey. He shall punch with his ticket punch all tickets (periodicals excepted) after inspecting them and before returning them to the passengers to be retained by them until arrival at the destination point.

(2) The Bus Driver shall collect all rail tickets (periodicals excepted) as the holders alight at their destination and place the collected tickets in the locked receptacle provided for the purpose.

(3) The collected ticket boxes on the buses shall be cleared daily by employes deputed by Stationmaster, East Camberwell or Hawthorn, as the case may be, and the tickets forwarded promptly to the Auditor of Revenue.

(4) The Supervisor Road Transport will be responsible for seeing that any tickets in the collected ticket boxes on buses temporarily withdrawn from running are duly delivered to Stationmaster, East Camberwell or Hawthorn as the case may be.

124. COLLECTION OF FARES.—ROAD SERVICES.

(1) As passengers board the bus the Driver shall collect the fare due from all those not in possession of a rail ticket or pass available for the journey, and shall issue a check equivalent in value to the fare paid. The check must be torn from the block in the Driver's ticket case, punched and handed to the passenger.

Instruction 124.

(2) Adult fares shall be charged for all children occupying seats. One child accompanying any one adult passenger shall, if sitting on the passenger's lap, be carried:—

Under 4 years of age—Free.

Four years and under 14 years of age—At half adult fare, unless otherwise specified, provided that a half-fare passenger may be permitted to occupy a seat which would otherwise be vacant.

(3) One-piece Day Return (paper) tickets are issued as under to children four and under 14 years of age:—

Between Shenley } and Deepdene.
Roystead }
East Camberwell and Deepdene.
East Camberwell and East Kew.

The tickets shall be check-nipped by the Driver at the top at the time of issue (forward journey), and at the bottom as the holders enter the bus to commence the return journey.

(Nos. 125-130 Reserved).

Instructions 131-133.

COUNTRY TICKETS.

131. TYPES OF COUNTRY TICKETS.

- (1) First or second class, single or return tickets are issued—
- (a) between country stations (including Albury and also Tocumwal);
 - (b) between country stations and Melbourne or suburban stations on the direct line; and
 - (c) between suburban stations (irrespective of whether they are on the direct line) and country stations on the following lines:—

Healesville	Mornington	Bacchus Marsh
Warburton	Stony Point	Sunbury
Gembrook	Whittlesea	Manor.
Pakenham	Hurstbridge	

but not beyond Pakenham, Bacchus Marsh, Sunbury and Manor, except that all suburban stations may issue Sunday Excursion tickets to any stations to which Sunday excursion trains run.

(2) Where the demand warrants it, printed tickets are provided. Card blank and paper blank tickets are supplied for issue in cases where printed tickets are not available.

(3) One-piece tickets are issued for single journeys, and two-piece tickets for return journeys.

132 COLOURS OF COUNTRY RAIL TICKETS.

(1) Printed card tickets are coloured to indicate the direction of the journey and class of travel for which they are available.

(2) The colours used on country tickets are:—

"Down" journeys:	1st Single	Yellow.
	2nd Single	Blue.
	1st Return	Yellow and Brown—Forward portion Yellow, Return portion Brown.
	2nd Return	Blue and Grey—Forward portion Blue, Return portion Grey.
"Up" journeys:	1st Single	Brown.
	2nd Single	Grey.
	1st Return	Brown and Yellow—Forward portion Brown, Return portion Yellow.
	2nd Return	Grey and Blue—Forward portion Grey, Return portion Blue.

(3) Tickets issued for journeys which involve travel in both "Up" and "Down" directions and blank card tickets are coloured for Down journeys and are distinguished by a white circle printed thereon.

(4) Printed single tickets and day return tickets issued between Melbourne or suburban stations and Country stations on electrified lines, also Yan Yean and Whittlesea, are coloured in accordance with the suburban colour scheme, but month return tickets issued between these stations are coloured yellow and brown or blue and grey (country colours).

133. DATING, STAMPING AND ENDORSEMENTS ON COUNTRY TICKETS.

See Instruction No. 10.

Instruction 134.

134 AVAILABILITY OF COUNTRY TICKETS.

(1) **Ordinary Single Tickets.**—The journey must be commenced on the date shown on the ticket and may be broken at any intermediate country station, at Melbourne or at a suburban station between the entraining country station and Melbourne when the journey necessitates passing through Melbourne provided that the whole journey shall be completed within 7 days after the date of issue stamped on the ticket.

For specimens of ordinary single tickets, see specimens Nos. 100-102, 127, 130 and 133.

(2) **Ordinary Return Tickets.**—The *Forward* journey must be commenced on the date stamped on the ticket, and may be broken at any country station, at Melbourne or at a suburban station between the entraining country station and Melbourne when the journey necessitates passing through Melbourne, provided the forward journey be completed within 7 days after the date stamped on the ticket.

(3) The *Return* journey may be broken at any country station, at Melbourne or at a suburban station between the entraining country station and Melbourne when the journey necessitates passing through Melbourne, provided that, unless otherwise specified, the whole journey shall be completed within one (1) calendar month of the date of issue stamped on the ticket.

For specimens of ordinary return tickets see specimens Nos. 106, 107, 128, and 134.

(4) **Day Return (Sunday Excursion Tickets excepted).**—These tickets are available on day of issue only, unless otherwise specified. The journey cannot be broken.

(5) A day return ticket issued for a journey by a through train leaving the booking (issuing) station after midnight shall be available for return by any train leaving the destination station prior to midnight on the same day, even though it is scheduled to arrive at the original (booking) station the following day.

(6) Day return tickets may be issued from Lascelles to stations on the Up side thereof per No. 80 Up train, available for return per Nos. 73 or 75 Down trains the following day.

(7) Both portions of printed Day return tickets have the letters "DR" superimposed in red letters see specimen No. 105.

(8) **Cheap Excursion Tickets.**—Two-piece return card tickets, first or second class, are available for such periods as may be determined. These tickets are usually issued at Christmas, and instructions to the staff regarding their issue and availability, are published in a special circular.

(9) The tickets will not, unless otherwise specially provided, be available for break or termination of the forward journey at any intermediate station short of the destination station shown on the ticket except on payment of the difference between the Cheap Excursion fare and the ordinary return fare between the stations shown on the ticket or forfeiture of the ticket and payment of the difference (if any) between the Cheap Excursion fare and the Single fare from the starting station to the station at which the passenger alights.

(10) The return journey may be broken during the availability of the ticket under the same conditions as apply to ordinary return tickets.

Instruction 134.

(11) Unless otherwise specially provided, cheap excursion tickets will not be available by Intersystem express trains. Any such tickets may, however, be made so available for the return journey on payment of the difference between half the Cheap Excursion fare and the single fare for the distance to be travelled by the express train.

(12) Printed cheap excursion tickets have the letters "C.E." superimposed in red type on both forward and return portions, see specimen No. 108.

(13) Where printed tickets are not available, a utility blank ticket endorsed "Cheap Excursion" is issued.

(14) **Sunday Excursion Tickets.**—First and second class day return Sunday Excursion tickets are issued by specified trains on Sunday (a) from Melbourne and suburban stations to country stations to which trains run; (b) from country stations served by Sunday trains to Melbourne; and (c) between certain country stations served by Sunday trains.

(15) They are available on day of issue only by such trains as the Commissioners may determine, and are not available by Intersystem express trains. The journey cannot be broken.

(16) The forward journey must be made by specified trains scheduled to leave the booking station prior to 12 Noon, except in the case of tickets issued between Melbourne and Geelong, which are available by trains scheduled to leave the booking station prior to 4.30 p.m. Examples:—

(i) The forward portion of a Melbourne-Bendigo Sunday Excursion ticket is available by the morning train but is not available on the evening train from Melbourne to Bendigo.

(ii) The forward portion of a Bendigo-Melbourne Sunday Excursion ticket is available by the morning train from Bendigo, but not by the evening train.

(17) Printed Sunday Excursion tickets have the letters "SE" superimposed in red on both portions, see Specimen No. 103.

(18) Blank card issues superimposed with the letters "SE" are provided for issue to stations for which printed tickets are not supplied (see Instruction No. 154).

(19) **Week-end Tickets.**—First and second class week-end tickets for journeys of not less than 8 miles are issued:—

(i) between suburban stations and country stations situated on the same line and not more than 50 miles from Melbourne where the prescribed week-end fares are cheaper than the ordinary return fares.

(ii) between Ballarat and North Ballarat and certain stations to Newtown inclusive.

(20) Week-end tickets will be issued for travel only by the last train on Friday (subject to the exceptions shown hereunder) and by any train on Saturday, and shall be available until the Monday following, inclusive.

Instruction 134.

Exceptions.—Week-end tickets may be issued between the stations referred to in para. (19) (i), commencing with the following trains on Friday :—

Train	Line	Train	Line
"Down" 4.32 p.m.	Melbourne to—		To Melbourne
" " 5.12 "	Frankston	"Up" 5.0 p.m.	from—
" " 4.42 "	Geelong	" " 5.13 "	Frankston
" " 5.0 "	Hurstbridge	" " 4.58 "	Hurstbridge
" " 5.5 "	Lilydale	" " 12.20 "	Lilydale
" " 5.5 "	Stony Point		Upper Ferntree
" " 5.19 "	Upper Ferntree		Gully
" " 4.30 "	Gully		
" " 5.30 "	Eastern		
	Ballarat		

(21) Week-end tickets are available for break of journey at any intermediate country station provided the whole journey be completed within the availability of the ticket.

(22) Printed week-end tickets have the letters "WE" superimposed in red on both portions (see specimen 60). Where printed week-end tickets are not supplied, utility blank tickets endorsed "Week-end" are issued.

(23) Saturday-Sunday Excursion Tickets.

First and second class Saturday-Sunday Excursion tickets are issued for country journeys between stations on lines on which Sunday excursion trains are scheduled to run.

(24) The forward journey may be made by all trains on Saturdays, and may be broken at any intermediate country station provided the whole journey is completed within the availability of the ticket.

(25) The return journey may be made on (a) the day of issue (Saturday) without extra payment, provided the Saturday-Sunday fare is the same or more than the Day return fare; (b) the Sunday following the date of issue by Sunday Excursion trains.

(26) Return portions of Saturday-Sunday Excursion tickets issued between stations served by the "Up" and "Down" Albury express trains on Sundays may be honoured for travel on those trains. Specimen Ticket.—See No. 104.

(27) Where printed Saturday-Sunday tickets are not supplied, a utility blank return ticket endorsed "Saturday-Sunday Excursion" shall be issued.

(28) Sunday-Monday Excursion Tickets.

Sunday-Monday Excursion tickets, first and second class, are issued for country journeys between stations on lines on which Sunday Excursion trains are scheduled.

(29) The forward journey must be made by Sunday excursion trains, and the return journey by any train on the following Monday—Intersystem express trains excepted. Sunday-Monday excursion tickets may, however, be issued for travel between stations served by the "Up" and "Down" Albury expresses on Sundays.

(30) The journey may be broken at any intermediate country station, provided the whole journey be completed within the availability of the ticket. (See Specimen 129).

(31) Where printed Sunday-Monday tickets are not supplied, a utility blank return ticket endorsed "Sunday-Monday Excursion," shall be issued.

(Nos. 135-141 Reserved).

Instructions 142-144.

142. CONCESSION TICKETS.

(1) The tickets shall be available for such periods as may be determined by the Commissioners and under conditions set out in Passenger Train Tariff No. 3, pages 133-144.

(2) A ticket issued in connection with a concession certificate (a school vacation certificate excepted) must have the word "Concession" stamped or written on the back of both the forward and return portions. In addition the date of expiry of the ticket must be stamped or written on the back of the return portion.

(3) A ticket issued in connection with a vacation certificate must have the word "Vacation" stamped or written on the back of both forward and return portions and the date of expiry of the ticket written or stamped on the back of the return portion.

(4) Every ticket issued at concession fare to a passenger under sixteen (16) years of age must, in addition to being endorsed as set out in the preceding paragraphs, be cut similarly to a ticket issued to a child under fourteen (14) years of age.

143. EXPIRY OF TICKETS.

(1) When calculating the period of availability of tickets, 7 days shall be interpreted as seven days excluding the date of issue, but including the date the return journey is made. For example—A ticket issued on a Monday is available till the following Monday.

(2) A month is to be interpreted in accordance with the following examples :—A ticket issued on the 21st of August is available for return until 21st September inclusive.

(3) When the currency of a ticket expires on a day on which no train is run, the ticket is available on the next day on which a train is run.

(4) Passengers who commence the return journey on the last day of the currency of their tickets may complete the journey if it extends into the following day, provided that they travel by a through train or by a branch line train scheduled to connect with such through train.

144. BREAK OF JOURNEY.

(1) When a break of journey is made at a point other than Melbourne, the ticket must be surrendered and a receipt (P.100c) handed to the passenger (see G.O. 120A). This does not apply to Intersystem tickets.

(2) Break of journey shall not be permitted at stations within the suburban area except when it is necessary for a passenger to change at a suburban station from a country passenger or goods train to a suburban passenger train in order to reach his desired destination, in which case the journey shall be continued by the first available train.

(3) The provision that the holders of ordinary single and ordinary return tickets may break the journey at a suburban station when the journey necessitates passing through Melbourne, applies only to tickets issued between two country stations (example—Foster-Ouyen), and does not apply to any ticket issued between a country and a suburban station, for example, Frankston-Essendon.

Instructions 145-146.

145. EXTENSION OF TIME.

(1) The currency of the return portions of tickets shown below may be extended as indicated if presented at the Booking Office not later than two days after expiry.

Ticket.	Period of Extension.	On Payment of—
Ordinary return	... 1 calendar month ...	The difference between the fare paid and two single fares
Day Return Week-end Excursion, Cheap Excursion, Saturday to Sunday and Sunday to Monday	1 calendar month from date of issue	The difference between the cost of the Day Return, Week-end, Cheap Excursion, Saturday to Sunday, or Sunday to Monday ticket, as the case may be, and the ordinary return fare between the stations concerned
Sunday Day Excursion	... For currency of Sunday to Monday ticket 1 calendar month from date of issue	The difference between the Sunday Day Return and the Sunday to Monday fares The difference between the Sunday Day Return fare and the ordinary return fare.

(2) An excess fare ticket shall be issued for the difference in fares and carried by the passenger with the extended ticket.

(3) A printed "Extension of Time" ticket (see specimen No. 111) shall, when provided, be issued to cover the extra charge or in its absence an excess fare shall be issued and carried by the passenger with the extended ticket.

(4) Extension of time on "Off Peak" Suburban tickets may be covered by the issue of a suburban Sundry Services ticket computed at the difference between ordinary day return fare and the "O.P." fare.

146. CHANGE OF CLASS. (See Specimen 112)

(1) Holders of second class tickets (Miners' Tickets excepted) may change them to first class on payment of the additional charges set out hereunder:—

- (i) Single Tickets ... The difference between first and second class single fares for the journey or balance of the journey covered by the ticket. (Minimum 2d.)
- (ii) Return Tickets (Workmen's Tickets excepted) Half the difference between the first and second class return fares for either the forward or return journey covered by the ticket. (Minimum for a single journey 2d.)
- (iii) Cheap Excursion (including Saturday to Sunday and Sunday to Monday Excursion) Day Return, Concession, and Special Sunday Excursion tickets Half the difference between the first and second class Cheap Excursion, Day Return, Concession or Special Sunday Excursion fare, as the case may be, for either the forward or return journey or balance of the forward or return journey covered by the ticket. (Minimum, single 2d.)
- (iv) Periodical Tickets (Workmen's Weekly tickets excepted) For a specified journey. The difference between the first and second class single fares, for single journeys only, for any journey covered by the ticket held.

Instructions 146-147.

(2) Workmen's tickets shall not be excessed for change of class. Weekly periodical tickets may be excessed for a return journey, see Instruction No. 30 (4).

An excess fare ticket or suburban sundry services ticket in the case of a weekly periodical shall be issued for the difference in fares and carried by the passenger with the ticket excessed. Such excess fare or suburban sundry services ticket shall be available for the day of issue only, except in cases where a continuous journey involves a second day's travelling.

(3) Excess fare tickets for change of class for country travel must be endorsed with the date of availability, thus—' Available only on ' Specially printed priced paper tickets for change of class are held at certain country Stations.

Holders of second class periodical tickets (workers' weekly and weekly periodical tickets excepted) desiring to excess them to first class for the balance of their currency must hand their tickets in at the booking office and obtain new tickets on payment of the prescribed charges.

147. EXTENSION OF JOURNEY.

(1) Passengers desiring to Travel to a Station beyond that for which their Tickets are Available.—When a passenger wishes to proceed to a station beyond that for which the ticket held is available, the fact should be notified at the station where the journey is commenced, and the Booking Clerk shall then collect the prescribed single fare for the additional mileage involved, and issue an excess fare to cover the extra journey.

(2) Country tickets (other than periodicals) may be extended only for single journeys. The return portions of return tickets and periodical tickets available between Bonbeach, Carrum, Seaford, Frankston, Mooroolbark, Lilydale, Lower Ferntree Gully and Upper Ferntree Gully, and Melbourne or suburban stations may be excessed for single or return journeys to a metropolitan or suburban station beyond the destination shown on the ticket at the suburban fare for the journey. Suburban sundry services tickets shall be used in connection with extension of journey on the suburban electric lines.

(3) The return half of a first class ticket may be excessed for an extension of journey only on payment of the first class fare.

(4) Holders of periodical tickets who desire an extension of journey to a seaside station at such times as suburban seaside excursion tickets are on issue may have their tickets excessed at the suburban seaside excursion instead of the ordinary fare.

(5) When a passenger holding a ticket available within a radius of 50 miles of Melbourne desires an extension of journey by the same train, the charge to be imposed shall be the difference between the fare for the journey represented by the ticket held and the fare from the starting station shown on the ticket to the desired destination, subject to the prevailing (mileage or computed) fare between the stations concerned as a minimum.

Examples:—

- (1) A passenger holding a first class ticket available for a journey from Melbourne to Hallam who desires to continue his journey to Warragul shall be charged the difference between the fares Melbourne-Hallam (2/5d.) and Melbourne-Warragul (10/4d.), viz., 7/11d.

Instructions 147-153.

(2) A passenger holding a first class ticket available for a journey from Lara to Werribee who desires to continue his journey to Melbourne shall be charged the difference between the fares Lara to Werribee (3/2d.) and Lara to Melbourne (4/11d.), viz., 1/9d.

(6) In respect of any other extension of journey in connection with country travelling, the charge to be imposed shall be in accordance with the country mileage scale shown on pages 64-91 Passenger Train Tariff No. 3, for the extra mileage involved.

(7) An excess fare ticket issued for the extended journey shall be carried by the passenger and presented in conjunction with the extended ticket.

(Nos. 143-152 Reserved).

153. ALTERNATIVE ROUTES.

(1) (i) Passengers holding return halves of tickets may, on the homeward journey, travel from the station named on the ticket by another available railway route to their original starting station without additional payment, provided no benefit in mileage is derived.

(2) When the mileage by the alternative route to the original starting station is greater than that paid for on the forward journey, such extra mileage shall unless otherwise authorized be charged for at single fare.

(3) The return journey portions of return tickets issued between stations served by more than one railway route shall be available to the original starting station by an alternative route—

- (a) Provided the mileage is the same or shorter than that originally paid for on the forward journey Without additional payment.
- (b) When the mileage is greater than that paid for on the forward journey On payment of the single fare for the difference in mileage involved.

(4) The following alternative routes shall apply to the tickets shown :—

Return tickets issued from or available via the under-mentioned Stations	To the undermentioned Stations	Are available on the return journey to the issuing Station from the Station specified below
Column 1	Column 2	Column 3
Dandenong	Alberton	Sale
Melbourne	Alexandra	Healesville
Caulfield	Anderson	Stony Point
Dandenong	Bairnsdale	Alberton or Port Albert
Melbourne	Bellarat	Daylesford
Bendigo	Balaclava (via Bendigo)	Swan Hill
Melbourne	Balaclava (via Seymour)	Swan Hill
Caulfield	Baxter	Clyde or Cranbourne
Dandenong	Bayles	Tynong
Birregurra	Beech Forest (b)	Forrest
Melbourne	Beechworth	Bairnsdale or Sale
Richmond	Belgrave	Narre Warren
North Melbourne	Bendigo and beyond	Via Kyneton or Heathcote
Melbourne	Bendigo	Murchison East
Dandenong	Berwick	Cranbourne
Baxter	Bittern	Mornington
Catkin	Bonnie Doon	Alexandra
Everton	Bright	Beechworth
Melbourne	Bright (a)	Bairnsdale, Sale, or Maffra
Ararat	Brim	Watcheson
Melbourne	Broadford	Healesville

Instruction 153.

Alternative Routes—continued.

Return tickets issued from or available via the under-mentioned Stations	To the undermentioned Stations	Are available on the return journey to the issuing Station from the Station specified below
Column 1	Column 2	Column 3
Geelong	Camperdown	Derrinallum, Lismore, or Pura Pura
Colac	Beech Forest (b)	Camperdown
Colac	Crooves	Camperdown
Hamilton	Casterton	Coleraine
Dandenong	Clyde	Officer
Bendigo	Cobuna	Kerang, Traragon, Maccorm, Mincha, or Pyramid
Branchholme	Coleraine	Casterton
Dandenong	Cranbourne	Berwick
Caulfield	Cranbourne	Frankston
Carlisle	Daylesford	Malmshury
Melbourne	Deniliquin	Tocumwal
Murtoa	Dimboola	Warracknabeal
Melbourne	Doekie	Benalla
Elmore	Echuca	Kotts or Lockington
Melbourne	Echuca and stations beyond	Via Seymour, Heathcote or Kyneton
Heathcote Junction or Melbourne	Elmore	Colbarabin
Richmond	Emerald	Beaconsfield
Ringwood	Emerald	Mount Evelyn
Caulfield	Frankston	Cranbourne
Ringwood	Gembrook (b)	Launching Place
Richmond	Gembrook (b)	Woori Yallock
Dandenong	Gembrook (b)	Pakenham
Melbourne	Hallam	Lyndhurst
North Melbourne	Hamilton	Warramboul
Melbourne	Hig Camp	Lancefield
Clifton Hill	Hopetoun	Lancelles
Gheringhap	Hurstbridge	Van Yean
Heathcote Junction	Inverleigh	Barnockburn
Heathcote Junction	Kilmore	Kilmore East
Melbourne	Kilmore East	Kilmore
Dandenong	Kingston	Via Ballarat or Daylesford
Elmore	Koo-wee-rup	Nar Nar Goon
Murchison East	Kotta	Rochester
Ringwood	Kyabram	Gingarie
Ringwood	Kyabram	Meerookpa
Lilydale	Launching Place	Gembrook (b)
North Melbourne	Launching Place	Healesville
Ballarat	Lancefield	Kilmore or Kilmore East
Melbourne	Learnmonth	Burrumbet or Wimmera
Elmore	Llanely	Via Maryborough or Bendigo
Dimboola	Lockington	Rochester
Dandenong	Lorquon	Nhill
Catkin	Lyndhurst	Hallam
Melbourne	Mansfield	Alexandra
Footscray	Mansfield	Alexandra
Footscray	Maraona and stations beyond	Walhalla
Footscray	Maryborough and stations yond	Via Ararat or Gheringhap, Cressy
Sunshine	Melton	Via Bacchus Marsh, Geelong or Castlemaine
Melbourne	Mildura	Diggers Rest
Melbourne	Murraysville	Serviceeton
Melbourne	Newsstead	Maldon
Richmond	Noojee (c)	Warburton
Dandenong	North Mirboo	Leongatha or Meeniyan
Dandenong	Officer	Clyde
Melbourne	Pakenham	Tooradin
Melbourne	Patchewoollock	Speed
Melbourne	Porepunkah (a)	Bairnsdale or Sale
Dandenong	Port Albert	Sale
Hamilton	Port Fairy	Portland
Melbourne	Portland	Port Fairy
North Melbourne	Pyalong	Lancefield

Instructions 153.

Alternative Routes—continued.

Return tickets issued from or available via the under-mentioned Stations Column 1	To the undermentioned Stations Column 2	Are available on the return journey to the issuing Station from the Station specified below Column 3
North Melbourne	Redesdale	Heathcote
Brandsholme	Rennick (Mount Gambier Border)	Casterton
Lubeck	Rupanyup	Murtoa
Melbourne	Serviceton	Casterton, via Maroons
Caulfield	Somerville	Clyde or Osebourne
Murchison East	Stranhope	Byrneside
Waubra Junction	Talbot	Waubra
Bowser	Tallangatta	Bright
Melbourne	Tallangatta	Bairnsdale
Melbourne	Tarnagulla	Via Maryborough or Bendigo
Footscray	Tatsoo	Buargor
Geelong	Terang	Pura Pura
Colac	Timboon (e)	Croose
Colac	Timboon (e)	Beech Forest
Dandenong	Tooradin	Pakenham
Dandenong	Topiram	Drouin
Carlisle	Trenton	Kyneton
Koo-wee-rup	Trillick	Scrumbarra
Dandenong	Tymong	Koo-wee-rup
Richmond	Walkalla	Warburton
Melbourne	Wangarata	Mansfield
Ararat	Warracknabeal	Watehem
Footscray	Warrenheip and stations beyond	Via Bacchus Marsh or Geelong
Lilydale	Warburton	Headsville
Richmond	Warragul	Yarra Junction or Warburton
Melbourne	Whittlesea	Hurstbridge
Melbourne	Whittlesea	Via Royal Park or Clifton Hill
Footscray	Willaura	Terang
Bowser	Woolong	Yachandandah
Nyura	Wonehaggi	Outtrim or Nth. Outtrim
Melbourne	Yan Yean	Via Royal Park or Clifton Hill
Melbourne	Yarra Glen	Hurstbridge
Dandenong	Yarraw	Sale

- (a) See co-ordinated Rail & Services Circular re tickets to Mt. Buffalo National Park.
 (b) Second class accommodation on Beech Forest, Upn, F'tree Gully-Gembrook and other lines specified in Passenger Train Tariff No. 3.
 (c) Applicable to through rail tickets only and not to combined rail and road tickets.

Return tickets issued from stations specified in Column 2 to stations specified in Column 1, or involving a journey via such stations, shall be available on the return journey to the particular alternative station specified in Column 3.

(5) Return tickets issued between the stations specified in Column 3, and the stations specified in Column 1 shall be available on the return journey between the issuing station from the particular station on the alternative route specified in Column 2 in the Up or Down direction according to the ticket held, on payment of the single fare for any additional mileage involved except that the return portions of tickets to or from Melbourne and Echuca or beyond, issued *via* Toolamba shall be available *via* Kyneton or *via* Heathcote without extra payment.

Instruction 153.

Return tickets issued in the direction indicated between the station shown hereunder	Are available on the return journey from or to (as indicated) the station shown hereunder to or from the original starting station without additional payment, provided the mileage covered by the ticket is not exceeded. Should the mileage be exceeded single fare for the difference shall be charged
Ballarat East and stations on the Down side thereof to Melbourne (a)	From Queenscliff. (When passenger train service to Queenscliff is in operation)
Ballarat East and stations on the Down side thereof to Queenscliff (a)	From Melbourne. (When passenger train service to Queenscliff is in operation)
Bendigo and tickets issued via Bendigo to or from stations, Boort to Robinvale	From or to stations on the Kulwin or Yungera lines
Tickets issued to and from stations Manangatang to Robinvale and Melbourne	From or to stations, Ouyen to Mildura
Bendigo and tickets issued via Bendigo to or from stations on the Swan Hill-Yungera line	From or to stations, Boort to Robinvale
Geelong to Ballarat and stations beyond	To Melbourne
Korrong Vale and tickets issued via Korrong Vale to or from stations, Wycheproof to Kulwin	From or to stations, Boort to Robinvale
Manangatang-Robinvale, both inclusive ...	From or to stations Ouyen-Mildura, both inclusive, provided that should the mileage paid for the ticket held by the passenger be exceeded, single fare for such difference in mileage shall be charged
Mangalore and tickets issued via Mangalore to or from stations, Dookie to Katamatite	From or to stations, Devenish to Yarrawonga
Mangalore and tickets issued via Mangalore to or from stations, Devenish to Yarrawonga	From or to stations, Dookie to Katamatite
Melbourne and tickets issued via Melbourne to or from Albury, Wahgunyah, Yarrawonga, Colbran, Tocumwal, Echuca, or Swan Hill	From or to any of the stations shown in the previous column
Melbourne and tickets issued via Melbourne to or from stations on the Up side of Warrenheip	Via Bacchus Marsh or Geelong. (The difference in fare in this case shall not exceed the return fare between Melbourne and Ballarat, according to the class and kind of ticket held)
Ouyen-Mildura, both inclusive ...	From or to stations Manangatang-Robinvale, both inclusive, provided that should the mileage paid for the ticket held by the passenger be exceeded, single fare for such difference in mileage shall be charged.
Shepparton and tickets issued via Shepparton to or from stations on the Cobram line	From or to stations on the Katamatite line
Shepparton and tickets issued via Shepparton to or from stations on Katamatite line	From or to stations on the Cobram line
Melbourne or intermediate stations, and stations between Traragon and Mallin and Traragon and Sale respectively	From or to stations on the alternative line without charge where the mileage is equal or less; and on payment of the single fare for the additional mileage where the mileage from the alternative station is greater
(a) For the purpose of this instruction the mileage between Ballarat East and Melbourne shall be calculated <i>via</i> Geelong.	
Return tickets issued between stations shown hereunder:—	Are available as under:—
Melbourne and tickets issued via Melbourne to or from Stations, Waubra Junction to Daisy Hill inclusive, via Ballarat	On either the forward and/or the return journey, via Castlemaine, on payment of the difference between the fare paid and the return fare, according to the kind and class of ticket held, between Maryborough and Melbourne, via Castlemaine

Instructions 153-154.

The foregoing instructions do not apply—

- (i) To single tickets or the forward portions of return tickets, except where specially mentioned.
- (ii) To sectional tickets, which are available only *via* the route printed on them, and no allowance shall be made for any mileage covered by the ticket for travel by an alternative route, excepting that—

<i>Ticket covering sections—</i>	<i>Shall be available via—</i>
Spencer-street-Ballararat ...	Bacchus Marsh or Geelong.
Spencer-st.-Maryborough and beyond <i>via</i> Warren-heip and Talbot	<i>Via</i> Warrenheip and Talbot or Kyneton and Newstead.
Melbourne to Whittlesea ...	Clifton Hill or Royal Park.

(6) **Sunday Day Excursion Tickets** available by special Sunday Excursion trains on the Healesville, Warburton, Gembrook, Pakenham, Stony Point, Whittlesea, and Hurstbridge lines—

- (i) Holders of the return portions of Sunday Day Excursion tickets on the above lines may travel thereon, without extra payment, from any other station to which Special Sunday Excursion tickets are issued, provided no advantage in fare is obtained.
- (ii) When the Sunday Day Excursion fare from the alternative route station is higher, single fare for the extra mileage shall be charged.

Notes—

- (a) The return rail coupon of combination tickets from Melbourne to Mt. Buffalo National Park is not available for return by any alternative route, and passengers desiring to return from Bairnsdale on these tickets shall be charged 25/- excess fare.
- (b) Second class accommodation only on Beech Forest and Upper Ferntree Gully—Gembrook and other lines specified in Passenger Train Tariff No. 3.
- (c) Applicable to through rail tickets only and not to combined rail and road tickets.

154. BLANK TICKETS.

(1) Types of blank tickets on issue for country travel are :—

Card Tickets : 1st and 2nd class ordinary month returns.
1st and 2nd class day returns.
1st and 2nd class Sunday excursion.

Paper Tickets : 1st and 2nd class single.
1st and 2nd class return utility.
Single utility tickets } Van issues.
Return " }

(2) Blank card tickets are printed in the colours applicable to down journeys with a white circle on both portions. Day return and Sunday excursion tickets have the letters "DR" and "SE" respectively superimposed in red on both portions to distinguish them from ordinary tickets. Specimen ticket No. 105 is a 1st class Card Blank day return.

(3) Country blank card tickets (ordinary month return) are supplied for issue between suburban stations and stations outside the suburban area on the following lines :—

Warbuton	Stony Point	Bacchus Marsh
Gembrook	Whittlesea	Sunbury
Pakenham	Hurstbridge	Manor
Healesville	Mornington	

but not beyond Pakenham, Bacchus Marsh, Sunbury and Manor. The lines included within the above area constitute "the prescribed area" quoted para. (4).

Instruction 154.

(4) At stations where printed tickets to the passenger's destination are not stocked, the following procedure shall apply :—

Journey	Description of ticket which must be issued when a passenger is travelling from—	
	A suburban station to a country station in the prescribed area to the prescribed area	A country station in the prescribed area to a suburban station
(a) Single	Blank suburban card single ticket	Utility Blank paper ticket—Exception—The following stations must issue a Blank suburban card single ticket. Bonbeach to Frankston, Lower and Upper Ferntree Gully, Mooroolbark & Lilydale, Wattle Glen & Hurstbridge, Yan Yean to Whittlesea.
(b) Day Return	Blank suburban card day return ticket	Utility Blank paper return ticket—Exception—The stations shown in clause (a) must issue a blank suburban card day return ticket.
(c) Ordinary (month) return	Blank country card ordinary return ticket	Utility Blank paper return ticket.

(i) Blank Card ordinary (month) return tickets are stocked at the following stations :—

Bonbeach to Frankston, Lower and Upper Ferntree Gully, Mooroolbark and Lilydale, Wattle Glen and Hurstbridge, Yan Yean and Whittlesea,

for booking passengers to—

- (a) Suburban stations,
- (b) To another country station within the electrified area.

(ii) For all other country bookings to stations to which printed tickets are not stocked, Blank Book (utility) tickets and not card tickets must be issued.

(d) Week-end	Utility Blank paper return ticket	Utility Blank paper return ticket
(e) Sunday Day (S.E.) return journeys—	Blank Sunday Excursion (S.E.) card ticket	Utility Blank paper return ticket.
	(Exception. Between suburban and country stations on electrified lines—see clause (f).)	
(f) Sunday Day	Blank card (D.X.) ticket	Blank card (D.X.) ticket.
	(D.X.) return journeys between suburban stations and country stations on electrified lines.	
(g) Sat.-Sunday	Utility Blank paper return ticket	Utility Blank paper return ticket.
Sunday-Monday School Vacation		

For any country journey not included in this list, Utility Blank paper and NOT blank card tickets must be issued.

Instructions 154-155.

(5) Single blank paper tickets are one-piece, and return utility tickets two-piece. Except as provided hereunder first class tickets are printed on yellow safety paper and second class on blue safety paper.

(6) Single and return utility paper blank tickets supplied to vans and Caretaker stations are printed on blue safety paper, and provision is made on the ticket for writing the class for which it is available.

Specimen No. 205 is that of a 2nd class single blank ticket.
206 " " 1st class return utility ticket.
77 " " single utility ticket supplied to Vans.

(7) A Victorian blank ticket shall not be issued to any station outside the Victorian Railway system, except Albury, Pinnaroo and Tocumwal. (See Instruction No. 213 re the availability of these tickets.)

(8) The date of travel must be stamped on every country card blank ticket and the name of the destination written in black ink, except in the case of van issues, when indelible pencil must be used.

(9) Blank paper tickets must be prepared in duplicate by means of indelible pencil and double-sided carbon paper. The necessary particulars including date of travel, stations between which the ticket is available, route to be traversed, kind of ticket represented by the blank issue, amount of fare paid, mileage involved, whether available for an adult or child, must be written by the Booking Clerk in the spaces provided, and he shall then sign the ticket. In addition, the date of expiry of the ticket must be written in the space provided on the return portion of every return ticket.

(10) In the case of van issues, the Issuing Officer shall, in addition, write on the ticket the class for which it is available.

(11) A blank ticket shall not be made available for more than one passenger, except—

- (a) that one ticket may be issued for two children travelling in company, provided in the case of return tickets that the children will not be returning separately; and
- (b) that a blank paper ticket may be issued to Naval, Military and Air Force personnel travelling on duty in an organized party, which is covered by a Defence Department warrant for the whole party.

(12) Blank tickets are issued under the same conditions as regards availability, break of journey, etc., as the printed tickets in lieu of which they are issued.

155. CHILDREN'S TICKETS.

(1) Except where otherwise provided, children under four years of age are carried free and four years and under fourteen years at half-fare.

(2) A child 14 years of age or over must, unless otherwise specified, hold a full-fare ticket.

(3) Two children under 14 years of age may travel on one adult ticket, provided they travel in company to the same station. When two children have been booked on one country return ticket and it becomes necessary for them to return separately, two half single tickets may be issued in exchange for the return portion.

(4) Children under 14 years of age who obtain return tickets at half-rate, but who reach the age of 14 years during the availability of the ticket, may make the return journey without additional payment.

Instructions 155-157.

(5) Children who are under age on the forward journey, but who attain the age of 4 years before returning shall be charged half single fare for the return portion of the journey.

(6) Printed Children's Tickets, see specimens Nos. 101 & 130, are provided where the demand warrants it. The tickets bear the words "Child—under 14," and a red bar runs through the centre of the ticket to distinguish it from an adult ticket.

(7) Where printed Children's Tickets are not provided, an ordinary country card ticket shall be cut (see specimens 127 and 128).

The triangular cut piece shall be retained by the Booking Clerk.

(8) Tickets issued at concession fares to children under 16 years of age shall be cut similarly to tickets issued to children under 14 years of age and shall be endorsed "Vacation" or "Concession" as the case may be. In addition, the date of expiry must be written or stamped on the return portion of the concession or vacation ticket.

(9) Under no circumstances, shall an employe, other than the employe by whom it is issued, cut a piece from a ticket. Should a Booking Clerk omit to cut a ticket he must not request the checking staff at an intermediate or the destination station to rectify the omission by detaching the cut portion and returning it to the issuing station. Errors of that nature must be adjusted by rebooking.

156. WORKMEN'S TICKETS.

(1) Workmen's daily and workmen's weekly tickets are issued between the following country stations and Melbourne or suburban stations:—

Bonbeach	Frankston	Mooroolbark	Whittlesea
Carrum	Lower F. Gully	Lilydale	Wattleglen
Seaford	Upper F Gully	Yan Yean	Hurstbridge.
			Werribee Race-course Platf'm.

(2) The tickets are similar in design and colour (and are issued under the same conditions) as those issued for travel within the suburban area (see Instruction Nos. 33 and 75).

(3) Tickets issued to Frankston and Hurstbridge are available on the forward journey by the 7.11 a.m. and 7.12 a.m. down trains respectively.

(4) Workmen's weekly tickets are also issued at special adult fares to male and female employes of Nestle and Anglo Swiss Condensed Milk Company for travel by guaranteed trains between Warrnambool and Dennington. The tickets are similar in design and colour to other workmen's weekly tickets (see specimen No. 69), and must be check-nipped at Warrnambool barrier on commencement of each forward journey, and sighted but not check-nipped at Warrnambool barrier on completion of each return journey. A deposit is not required on the tickets, and they must be collected at the Warrnambool barrier on completion of the return journey on the Saturday following the date of issue, on which date they expire.

(5) The date of issue must be stamped on every workman's weekly ticket by means of the ticket dating press, and in addition the numeral stamp applicable to the week of currency must be stamped on both sides of every ticket.

157. WEEKLY PERIODICAL TICKETS.

(1) First and second class weekly periodical tickets at one quarter of the adult monthly fares are issued:—

- (i) From any suburban station to any country station distant between 20 and 27 miles from Melbourne.

Instruction 157.

- (ii) From any country station distant between 20 and 27 miles from Melbourne to Melbourne or any suburban station.
- (iii) Between any two country stations within a radius of 27 miles of Melbourne.

The country stations concerned are:—

Whittlesea line	...	Yan Yean and Whittlesea
Healesville line	...	Mooroolbark, Lilydale & Coldstream
Gembrook line	...	Lower Ferntree Gully, Upper Ferntree Gully, Upwey, Tecoma, Belgrave and Selby
Ballarat line	...	Melton
Bendigo line	...	Sunbury
Geelong line	...	Manor
Seymour line	...	Donnybrook and Beveridge
Mornington line	...	Bonbeach, Carrum, Seaford and Frankston
Hurstbridge line	...	Wattleglen and Hurstbridge
Warragul line	...	Hallam, Narre Warren & Berwick
Leongatha line	...	Lyndhurst and Cranbourne

(iv) Between Tongala and Echuca (by Rail Motor)—

Students' weekly tickets, second class only, available for one return journey daily (Monday to Friday inclusive) shall be issued between Tongala and Echuca at 5s. each, on production of the prescribed certificate (P.43 or P.45) duly completed.

Only one certificate is required each month, the number of each weekly ticket issued to be endorsed on such certificate.

On the forward journey the ticket shall be available to Echuca wharf without any additional payment.

(v) Weekly periodical tickets shall not be issued at concession fare unless authorized by the General Passenger and Freight Agent.

(2) Tickets for journeys specified in clauses i-iii inclusive are issued under the same conditions as apply to similar tickets issued for travel within the suburban area (see Instruction No. 74) and suburban types of tickets (printed and blank) are used.

The directions set out in Instruction No. 74 apply also to tickets issued for country journeys.

(3) Students' weekly tickets issued for travel between Tongala and Echuca are printed card issues coloured blue with a red bar through the centre. Separate issues are supplied for (1) Students under 18 years of age, and (2) Students over 18 years of age, and the tickets are printed accordingly. Separate issues are not provided for male and female students.

(4) The date of issue must be stamped on every ticket by means of the ticket-dating press, but a numeral stamp to indicate the week of availability is not stamped on student's tickets as in the case of other weekly tickets.

(5) Students' tickets expire on completion of the return journey on the Friday following the date of issue. They are not collected at barriers, but must be surrendered at the booking office when renewals are purchased.

Instructions 158-160.

158. SPECIAL EXCURSION TICKETS.

(1) Specially-printed card tickets are from time to time supplied for issue to passengers travelling by special trains run in connection with picnic and excursion traffic (including traffic to country race meetings, agricultural shows, schools' excursions and football matches).

(2) The staff are notified by circular memorandum of the issue of such tickets, trains by which they are to be honoured on forward and return journeys and conditions under which extension of availability may be allowed. In addition specimens of the special tickets are supplied for the information of the checking staff concerned.

(3) The word "Race" is superimposed in red across the face of tickets issued in connection with race meetings.

(4) Specially-printed three-piece race tickets, are issued to Ballarat Racecourse when meetings are held there on two consecutive days. The top portion covers travel Melbourne-Ballarat Racecourse, the centre portion Racecourse to Ballarat, and the third portion Ballarat-Melbourne. The object of the three-piece ticket is to prevent the one ticket being used between Ballarat and the Racecourse on consecutive days.

(5) Any person travelling through to the Racecourse on the day of issue and returning to Ballarat to stay there overnight must purchase locally a return ticket Ballarat-Racecourse if he travels by train to the racecourse on the second day of the meeting.

159. SPECIAL WEEK RETURN TICKETS.

(1) Special week return tickets, second class only, are issued between Melbourne and Crib Point and between Melbourne and Stony Point. Passengers requiring first class tickets are issued ordinary month return tickets, the fares being the same.

(2) The special tickets are two-piece card tickets, printed in standard country colours, and have the words "Special Week Return" printed on the face of both forward and return portions. The words "Available for 7 days" are printed on the back of the return portion. Each portion has the letter "S" superimposed in red.

(3) The journey may be broken at any country station provided that the whole journey shall be completed within 7 days after the date of issue stamped on the ticket.

(4) The return portion may be extended for one calendar month from date of issue on payment of the difference between the fare paid and the ordinary return fare between the stations concerned. Second class tickets may be excessed to first class.

160. FRUIT PICKERS' TICKETS.

(1) On presentation of the prescribed application forms, Fruit Pickers travelling to approved country centres during the Fruit Picking season are issued second class return tickets at specially reduced fares.

(2) Instructions in regard to the issue of the tickets are conveyed to the staff by circular memorandum issued immediately prior to the commencement of the picking season.

(3) Specially-printed tickets with coupons attached and bearing the words "Fruit Picker," are usually supplied to Spencer-street and certain country stations. Country stations authorised to issue fruit pickers' tickets, and not holding a special print, must use utility blank tickets endorsed with the letters "F.P." (Fruit Picker).

Instruction 160-162.

(4) The tickets are usually available for 2 months from date of issue, and holders must travel on the days and trains and in the cars provided for their conveyance.

(5) Fruit pickers' tickets cannot be cut. Children under 14 years of age accompanying pickers must be charged half ordinary fare and their tickets endorsed, " Available for return for two months."

161. MINERS' TICKETS.

(1) Two-piece second class return tickets printed in standard country colours with the letters " M.T." superimposed in red type on both portions, are issued to Miners (married men only) to visit their homes.

(2) The tickets are issued only from the station nearest to the mine at which the applicant is employed to the station nearest to the place at which his wife and family are residing, provided that miners whose families reside in the Metropolitan area are to be issued tickets to suburban stations, only if on the direct line. In all other cases tickets must be issued to Melbourne.

(3) The applicant must furnish the approved certificate signed by the Secretary of the Miners' Association, or the Mine Manager.

(4) Where specially printed tickets are not stocked, second class ordinary return tickets endorsed " Miner " must be issued.

(5) Miners' tickets are available for one month from date of issue and may not be exchanged to first class.

162. DEFENCE FORCE TICKETS.—COUNTRY.

(see Specimens 120-126 and 217-218).

(1) There are two types:—

(a) Defence Leave tickets which are issued at concession fares to personnel on the paid strength of the Australian, Imperial and Allied Forces when travelling on leave and paying their own fares; and

(b) "Defence Duty" tickets which are issued when vouchers are presented authorising fares to be charged to the respective Departments.

Both printed Card Tickets and Special Defence Utility Blank Tickets are issued.

(2) Defence Leave Tickets.

(i) First or second class, single or return tickets are on issue. The forward journey must be commenced on the date stamped on the ticket. The return portion is available up to and including the date of expiry shown on the holder's Leave Pass.

(ii) On a return ticket the date of availability must be written in ink by the booking clerk in the space provided on the back of the return portion. Where it is established that the holder has exceeded the availability of his leave by a few days through sickness or some other unavoidable cause, he or she may be permitted to complete the journey.

(iii) Second class " Defence Leave " tickets may be made available first class on payment of the full difference between the first and second class Defence Leave return fares.

(iv) Multi-station tickets are issued for defence leave travel (see specimen 117). The ticket must bear the rubber stamped date for the forward journey. The name of the destination station must be clearly indicated by the punching. An undated ticket or an un-punched ticket must be collected at once, passenger rebooked and a B.L.O. report (P. 170) prepared.

Instruction 162-168.

(iv) Holders of Defence Leave tickets must travel in uniform. If not in uniform full ordinary fares must be paid unless the passenger be in possession of a Leave pass endorsed by the Commanding Officer to the effect that he or she is waiting the issue of a uniform.

(3) Defence Duty Tickets.

(i) Defence Duty tickets carry the same availability and break of journey privileges as ordinary tickets (see Instruction No. 134).

(ii) Change of class by payment of the difference between the first and second class Defence Force fares must not be permitted.

(iii) The holders must travel in uniform. If not travelling in uniform ordinary tickets must be held.

(iv) An attempt to fraudulently use a Defence Force Ticket must, where practicable, be brought under the notice of the Defence Force Railway Transport Officer (R.T.O.) at the time. The Checker detecting it shall furnish in addition a report on Form P.170 in the usual way.

(Nos. 163-167 Reserved).

168. EXCESS FARES. (see Specimens 202 and 203).

(1) Single and return excess fare (paper) tickets, consecutively numbered, are issued for the following services:—

(a) When a passenger is detected over-riding or travelling without a proper ticket or pass, and there is no evidence of an attempt to defraud, the fare due shall be collected and an excess fare ticket issued immediately unless the travel be made in the suburban area, in which case a Suburban Sundry Services ticket or return card ticket shall be issued, (see Instruction No. 54).

(b) Extension of journey on country lines. Example—A passenger holding a ticket available from Seymour to Benalla and desiring to proceed to Wangaratta, shall be issued an excess fare ticket at Seymour for the additional journey.

(c) Change from second to first class on country lines. Example—A passenger holding a second class ticket and desiring to travel first class, shall pay the difference in fares and be issued an excess fare ticket at the entraining station to cover the extra charge.

(d) Extension of the time for which a return ticket is available. Example—A passenger holding the return portion of a Seymour-Benalla ordinary return ticket available for one month from date issue desiring to make the return journey later than the date of expiry may have the ticket extended for a further period of one month, provided the ticket is lodged and the prescribed charge paid not later than two days after the original date of expiry. An excess fare ticket shall be issued to cover the extra charge.

(e) Change of route involving increase of mileage. The holder of a ticket available between Melbourne-Ararat *via* Beaufort, desiring to return *via* Maroona and Gheringhap, must pay at the entraining station the charge for the extra mileage involved. An excess fare ticket shall be issued authorising the change of route.

Instructions 168-170.

(2) In every instance in which a ticket is excessed, particulars as under shall be entered in the space provided on the excess fare ticket issued:—

- | | |
|--|--|
| (i) Periodical Tickets | The class and number of the ticket and name of the holder ; |
| (ii) Ordinary Tickets (except where otherwise specified) | The class and number of the ticket and the names of stations between which it is available ; |
| (iii) Extension of currency of a return ticket | The class and number of ticket, also date until which the extension has been made. |

(3) An excess fare ticket shall not be issued for travel except in conjunction with another ticket.

Example.—The return portion of a Melbourne—Ararat ticket issued *via* Beaufort, and on which the extra charge has been paid to make it available *via* Maroona and Gheringhap, must be presented in conjunction with the excess fare ticket before the ticket is honoured *via* Maroona and Gheringhap. Similarly the excess fare ticket must not be honoured unless the extended ticket be also produced.

(4) Excess fare tickets must be made out in duplicate by means of double-sided carbon paper.

(5) An alteration of any kind is not permitted on an excess fare ticket.

169. CHEAP TRIP MELBOURNE TO STATIONS MACEDON-DAYLESFORD INCLUSIVE.

(1) First and second class specially-printed return tickets are issued from Melbourne to stations Macedon—Daylesford inclusive by the 1.20 p.m. down train on Saturdays.

(2) These are specially-printed two-piece cardboard tickets with the letter "S" superimposed and the words "Cheap Trip" printed on both forward and return portions (see specimen No. 109).

(3) The forward journey must be made by the prescribed down train on the date stamped on the ticket, and cannot be broken or terminated at any intermediate station short of the destination shown on the ticket except on payment of the difference between the fare paid (cheap excursion) and the ordinary return fare between the stations shown on the ticket or forfeiture of the ticket and payment of the difference (if any) between the fare paid and the single fare from Melbourne to the station at which the passenger alights.

(4) The tickets are available for return for one month from the date of issue and the return journey may be broken at any intermediate country station under the same conditions as apply to ordinary tickets.

(5) Return portions of cheap trip tickets may be extended for a further period of one month, provided they are lodged at a booking office within two days of the date of expiry and the difference between the fare paid and two single fares between the stations concerned, is paid. In such cases an excess fare ticket shall be issued to cover the extra charge and carried by the passenger with the extended ticket.

170. TOURISTS' TICKETS.

(1) During the winter months (dates are advertised each year), first and second class return Tourists' Tickets are issued from Melbourne and Country stations to Mildura.

Instruction 170-171.

(2) Specially-printed two-piece card tickets (see specimen No. 110), with the letters "T.E." superimposed in red on the return portions are issued at Melbourne. Other stations issue utility blank (paper) tickets endorsed "Tourist."

(3) Tourist tickets are available for three (3) months from date of issue, and blank tickets issued to Tourists must be endorsed accordingly.

(4) The forward journey must be commenced on the date stamped on the ticket, and cannot be broken en route, but may be terminated at either Redcliffs or Irymple. The return journey may be commenced at Mildura, Irymple or Redcliffs only, and broken at any intermediate country station en route, provided the whole journey be completed within three (3) months from the date of issue.

(5) The return portion of every Tourist's ticket must be stamped at Mildura, Irymple or Redcliffs, as the case may be, with the date of commencement of the return journey, and shall not be honoured for travel unless stamped accordingly.

(6) The coupon portion of specially-printed Tourists' card tickets acts as the forward portion of the ticket and must be check-nipped at each checking point en route and collected at the destination station on completion of the forward journey.

(7) For instructions regarding combination Tourists' tickets to Mt. Buffalo National Park and Mt. Hotham, see Instructions Nos. 179 and 180.

171. BLIND PERSONS. (See specimen 78)

A Blind Person's Permit issued by the General Passenger and Freight Agent must be held. A blind person whether travelling with or without an attendant must hold a ticket for the journey. When travelling with an attendant one full single, day return or ordinary return ticket shall pass the two persons. The journey may be broken under the same conditions as apply to ordinary tickets. The ticket must be endorsed "Blind Person."

(Nos. 172-174 Reserved).

Instruction 175.

175. RAIL AND ROAD AND RAIL AND BOAT TICKETS.

(1) The road and steamer services specified in the Passenger Train Tariffs are operated by private persons in co-ordination with the rail services and passengers, so desiring, may book through by rail and road (or steamer) to their destination.

(2) Where the demand warrants it, specially-printed tickets are provided for the rail and road (or steamer) through journey. These tickets are similar in design to those issued for intersystem rail journeys and are printed on safety paper (first class, yellow; 2nd class, blue). Each ticket consists of a butt portion (on which is printed the kind of ticket, its progressive number, class and places between which it is available), and a number of detachable coupons covering specified sections of the journey.

(3) The number of coupons varies according to the kind of ticket. The coupons are so arranged that each may, on termination of the section of the journey for which it is available, be detached from the ticket in proper consecutive order and without interference to the other coupons—the first coupon to be detached being placed at the bottom of the ticket, the second one to be detached being placed next to the bottom one, and so on.

(4) Every coupon shows clearly the section over which it is available and care must be exercised when detaching a coupon to ensure that only the correct one is detached from the ticket and that the remaining coupons are not in any way mutilated.

(5) Printed on the left-hand side margin of every coupon are the particulars of the ticket and its progressive number. This is done, so that collected coupons may be readily identified. Coupons applicable to the return journey have the letter "R" printed thereon.

(6) The date of issue must be stamped by the Booking Clerk on the butt portion and on every coupon of a combined ticket.

(7) When issued at half fare to a child under 14 years of age, a triangular piece must be detached from the butt portion and every coupon endorsed in ink—"Child."

(8) Every rail coupon must be examined and check-nipped at each checking point, and when collected shall be dealt with in the same way as other collected country rail tickets.

(9) Where specially printed tickets are not stocked, a rail ticket, single or return, as the case may be, is issued at the prevailing fare for the rail portion of the journey and a separate ticket (specially printed coupon or a special travel ticket) is issued to cover the road or boat journey.

(10) The Victorian Government Tourist Bureau, and certain stations, have specially printed coupon tickets on which are printed the names of the places served by the road (or boat) service. When issuing the ticket, the Booking Clerk must effectively cross off in coloured pencil each name excepting the passenger's place of destination.

(11) Special Travel tickets are stocked at Victorian Government Tourist Bureau, Metropolitan, and certain country and suburban stations to enable passengers to be booked through to any places specified in the Passenger Train Tariffs to which rail and road or rail and boat services are provided, and for which places a printed stock of tickets is not held.

Instructions 175-179.

(12) Special Travel tickets are paper tickets (singles, one-piece; return, two-piece), and are issued only for the road or boat portion of the journey; and have the words "Not available for rail travel" printed thereon. They are issued only in conjunction with rail tickets and the latter must be endorsed "Tourist," but carry the availability of ordinary tickets.

176. COWES AND TANKERTON (PHILIP ISLAND).

(1) The availability of combined return rail and boat tickets issued to and from Cowes and Tankerton varies as under:—

Melbourne-Cowes	-	(a) 14 days from date of issue.
		(b) One month from date of issue.
Melbourne-Tankerton	-	(c) 7 days from date of issue.
		(d) One month from date of issue.
Cowes & Tankerton	-	(e) 7 days from date of issue.
to Melbourne	-	(f) One month from date of issue.

(2) The tickets specified in sub-clauses a-f above are similar in design and separate issues with the period of availability conspicuously printed on each are provided. Tickets issued in an up direction are procurable on the Westernport Steamer Services.

177. DROMANA, ROSEBUD, RYE, SORRENTO AND PORTSEA.

(1) Persons travelling from Dromana, Rosebud, Rye, Sorrento and Portsea by Portsea Passenger Service Pty. Ltd. to Frankston and thence to Melbourne by rail may book on the motors for the through journey, single or return. For a single journey a paper ticket (first class, yellow; second class, blue), similar to specimen No. 222, is issued and for return journeys paper tickets as per specimen No. 223 are issued.

The Motor Driver strikes out from the road coupons the names of all places excepting the passenger's place of destination. The date of issue must be stamped on every single ticket and on each coupon of a return ticket with a hand-dating rubber stamp.

(2) Combined rail and road tickets issued to or from Dromana, Rosebud, Rye, Sorrento and Portsea are available as under:—

Single tickets and the forward portions of return tickets.—The journey must be commenced on the date stamped on the ticket, and the rail journey *may not be broken* at any station en route.

Return journey shall be made within one month from the date of issue of the ticket, and the rail journey may be broken at any country station en route.

(No. 178 Reserved).

179. MOUNT BUFFALO NATIONAL PARK.

(1) Specially printed first class return combined rail and road tickets (covering transport charges, rail and road, and accommodation at the Chalet) are issued to Mt. Buffalo National Park for return by rail for the undermentioned periods:—

(a) Combination Week (Inclusive) Tickets.

The return rail coupons of these tickets are available for return for fourteen (14) days from the date of issue. The forward journey cannot be broken at any station en route except at Wangaratta, where a break of one clear day is permitted. The return journey may be broken during the availability of the ticket under the same conditions as are applicable to ordinary return tickets. The tickets must be surrendered when the journey is broken and receipt P180c handed to the passenger.

Instructions 179-186.

(b) **Combination Week-End (Inclusive) Tickets** are issued on Saturdays, except during the Winter period (dates to be advised), Easter and Xmas (dates to be advised each year).

The tickets are available for return till the Monday following the date of issue, and are not available for break of journey.

(2) Passengers desiring to return by rail from Bairnsdale on these tickets must pay the extra charge prescribed in the Passenger Train Tariff.

(3) **Children 4 and under 12 years of age must pay half fare on all issues of Combination tickets to Mt. Buffalo.**

(4) **Combination week (inclusive) and combination week-end (inclusive) tickets issued at half fare to children 4 and under 12 years of age must be stamped on each coupon, with a special stamp supplied for the purpose, "Child under 12 years," and in addition a triangular piece must be cut from the butt of the ticket.**

180. MOUNT HOTHAM.

(1) A **Combination Tourists' (inclusive) ticket, first class only, Melbourne to Mt. Hotham, covering the following services, is issued at the Victorian Government Tourist Bureau:—**

- (i) Return rail travel Melbourne-Wangaratta (first class).
- * (ii) Certain refreshment services en route.
- (iii) Return motor journey Wangaratta-Harriettville.
- (iv) Hotel accommodation en route.
- (v) Accommodation at Mt. Hotham (Hotham Heights) for one week.
- (vi) Transport for luggage, sporting equipment, etc.
* Suspended during Wartime restrictions.

(2) The rail coupons carry the same availability as ordinary return tickets.

(3) **Inclusive tickets issued to Mt. Hotham are strip tickets printed on safety paper, with separate coupons for specified sections of the journey.**

181. PERSONALLY CONDUCTED TOURS.

Specially dated tickets are issued in connection with these tours. Instructions regarding the availability of the tickets are conveyed to the staff per circular memorandum, and specimens of the special tickets are forwarded to stations concerned.

When the number of coupons involved would make the issue of a ticket in strip form too cumbersome, the coupons are stapled and issued in book form with a stiff paper cover. In such cases the coupons are arranged in proper order with the first coupon to be detached, at the top. On completion of the full journey the last coupon and the cover are both collected.

(Nos. 182-185 Reserved).

186. RESERVED SEAT TICKETS.

(1) Seats may be reserved in certain country trains for first or second class passengers, provided they hold either a ticket or pass available for the train and carriage in which the reservation is desired. On certain trains, seat booking is compulsory.

Instruction 186.

(2) **A seat may be reserved for a child under 4 years of age who does not hold a rail ticket, on payment of the prescribed fee. A reserved seat ticket must be issued to cover the reservation.**

(3) Subject to prior authority being obtained in each case, reserved seat fees shall not be charged for the group travel of organised parties of children, including Students' School teams, Boy Scouts, member of Young Australia League, etc., for Intersystem travel subject to minimum of 12 first class or 16 second class fares being paid.

(4) There are three types of reserved seat tickets, *i.e.*, printed card issues, blank card issues and flimsy paper tickets. Card issues are over-printed "R.S." in red on 1/3 issues and in green on 1/- issues.

(5) **Printed Card Issues** have the particulars of the train and journey in respect of which they are issued, printed thereon. They are white cardboard tickets with the letters "R.S." superimposed in bold type, see specimen No. 115.

(6) **Blank Card Issues.**—Where the demand does not warrant the supply of printed tickets blank card issues are provided. These tickets are printed on white cardboard with the letters "R.S." superimposed in bold type, and provision is made for inserting the train and journey in respect to which the reservation applies.

(7) **Flimsy Paper tickets** (see specimen 216), are issued by Conductors on "Spirit of Progress" to any passenger who may board that train without first obtaining a reservation. The tickets are consecutively numbered and supplied in pads.

Conductors must, at the time of issue, insert in pencil on both the ticket and the coupon, the date of issue and number of the seat and car in respect of which the ticket is issued.

(8) Compulsory Seat Reservation.

Passengers travelling by the following trains must book reserved seats in order to travel by such trains:—

- Spirit of Progress in both directions.
- Albury Express in both directions.
(Holders of Inter-system tickets only).
- Down Overland.

(9) Local passengers who do not book from Melbourne are not required to reserve seats on the Down Overland Express.

(10) Barrier staff on duty at Spencer-street for any of the down trains mentioned above, must see that all passengers hold reserved seat tickets available for the train before they are admitted through the barrier.

(11) The Issuing Officer shall write on every reserved seat ticket, in the spaces provided on both the ticket and the coupon, the number of the seat and car in respect of which the ticket is issued.

(12) A seat may be reserved prior to the date of travel, but the ticket therefor shall be dated for the day of travel and shall be available on that day only.

Instructions 186-188.

(13) The Issuing Officer shall stamp the date of travel on the back of the reserved seat ticket and the coupon.

(14) Reserved seat tickets must not be honoured for travel except in conjunction with a proper rail ticket or pass.

(15) The Conductor shall collect seat tickets and hand the coupon portion of the ticket back to the passenger to be retained by the latter throughout the journey.

(16) Collected reserved seat tickets must be handed in by the Conductor with the collected rail tickets at the terminal station. Those collected on the 7 p.m. down Overland are to be handed in at Serviceton.

187. PARLOR CAR TICKETS.

(1) A Parlor Car is attached to the "Spirit of Progress," and passengers holding first class rail tickets or passes available by that train may reserve seats in the car between Melbourne and Albury, or vice versa, on payment of the prescribed additional fee, which must be brought to debit by the issue of a parlor car ticket. (see Specimen No. 113).

(2) Separate issues of parlor car tickets are provided for "Up" and "Down" journeys.

(3) The tickets are card issues, and must be dated at the time of issue either in the ticket-dating press or by means of a rubber stamp. The Issuing Officer must write in ink on both the ticket and coupon the number of the seat in respect of which the ticket is issued.

(4) Seats may be reserved prior to the date of travel, but the tickets therefor shall be dated for the day of travel and shall be available on that day only.

(5) Parlor car tickets shall be collected by the Conductor.

188. SLEEPING BERTH TICKETS.

(1) Sleeping berth tickets are issued for the Adelaide Express and the Mildura line trains to passengers who hold either a first class ticket or pass available for the journey.

(2) There are two types of tickets, *i.e.*, printed card issues (see specimen 114) and coupon issues attached to certain Intersystem strip tickets.

(3) The train, car number and berth number in respect of which the ticket is issued must be endorsed in ink by the Issuing Officer in the spaces provided on the ticket.

(4) No sleeping berth charge is made for one child, 4 and under 14 years of age, who occupies the same berth as the parent or guardian, even although another child under the age of 4 years occupies the same berth as the parent or guardian. In such cases, the berth ticket held by the guardian must be suitably endorsed by the Booking Clerk with the rubber stamp provided for the purpose.

(5) Separate sleeping berth accommodation is not provided for children under 4 years of age who are carried free.

(6) One or two children under 14 years of age occupying one separate berth shall be charged one full berth fare.

(7) Sleeping berth tickets are not available for travel except in conjunction with a first class ticket or pass available for the train and journey.

(8) At the convenience of the Commissioners, a first class passenger may obtain sole use of a two-berth cabin for a journey on payment of the surcharges prescribed in the Passenger Train

Instruction 188.

Tariff. An excess fare ticket shall be issued to cover the surcharge and carried by the passenger with the rail and berth tickets.

- (9) (i) The reservation of a two-berth sleeping cabin for any Intersystem or Intrastate (local) journey shall be confined to the following:—
- | | |
|-------------------------|--|
| Commonwealth Government | Prime Minister.
Ex Prime Minister.
Commonwealth Ministers.
Members of Advisory War Council |
| Commonwealth Judges | High Court Judges.
Bankruptcy Court Judges.
Arbitration Court Judges. |
| Department of the Army | Commander-in-Chief Allied Land Forces
Commander-in-Chief S.W. Pacific Area.
United States Minister in Australia.
Diplomatic Minister for Russia.
Minister for the Republic of China.
High Commissioner for the United Kingdom.
High Commissioner for Canada.
High Commissioner for New Zealand.
The Netherlands Majesty's Minister.
State Premiers. |

- (ii) With the exception of the Prime Minister and the State Premiers, the usual surcharge by cash or Departmental Order shall apply.
- (iii) The reservation shall be unconditional only in respect to the Prime Minister.
- (iv) All other reservations shall be conditional and subject to accommodation being available, and not required by other priority passengers travelling on essential business.
- (v) Where male members of the staff of the person entitled to conditional sole use of a cabin travel by the same train, a cabin for sole use should not be requested, and where it is necessary for priority to be exercised under National Security (Land Transport) Regulations, passengers must not be removed from their accommodation until all conditional sole use cabins have been fully booked.
- (vi) In the majority of cases the persons included in the list of conditional reservations regularly travel with Secretaries or other Officers and in order that the position may be properly controlled, arrangements have been made for a suitable instruction to be issued by the department concerned that when vouchers are submitted for the reservation of sleeping cabins for sole use, they are to be suitably endorsed by a responsible officer "No Secretary or other person travelling." If the voucher is not so endorsed, a cabin for sole use is not to be reserved.
- (vii) In the case of the "Overland" Express train running between Melbourne and Adelaide, sole use of a two berth cabin will be reserved only for unconditional reservations shown in clause (iii).

(10) Sleeping berth tickets shall be collected by the Conductor and handed to the Station-master at the terminal station with the sleeping car diagram.

(Nos. 189-195 Reserved).

COUNTRY PERIODICAL TICKETS

196. TYPES OF COUNTRY PERIODICALS.

(1) Periodical tickets for country lines, except those which are suburban types of tickets, are known as:—

- (i) Sectional tickets;
- (ii) All Lines tickets.

Sectional Tickets.

(2) The word "Sectional" means that the ticket is available to and from the stations and *via* the route shown thereon, with break of journey privileges at any intermediate station.

(3) Sectional tickets are available only for the route printed or engraved thereon, except that tickets issued between—

- (a) Melbourne and Ballarat *via* Bacchus Marsh are also available *via* Geelong.
- (b) Melbourne and Maryborough *via* Ballarat, are also available *via* Kyneton and Newstead. Such ticket may also be used *via* Geelong.

(c) Melbourne and any station on the Whittlesea line *via* Clifton Hill are also available *via* Royal Park. with break of journey privileges on both routes.

(4) The instructions in regard to Alternative Routes (see Instruction No. 153) do not apply to Sectional tickets.

All Lines Tickets.

(5) The words "All Lines" mean that the ticket is available to and from any station including Albury, and for travel on the East Camberwell-East Kew and Hawthorn to Kew bus routes, but *not* on the St. Kilda-Brighton and Sandringham-Black Rock Electric Street Railways.

Availability of Country Periodical Tickets.

(6) Country Periodical tickets are, unless otherwise specified, issued at the times and for the periods set out hereunder:—

Kind of ticket	Period of availability	When available from	When available till
Weekly Periodical	Till the Saturday following the date of issue, unless otherwise specified	Sunday in each week unless otherwise specified	Saturday following the date of issue unless otherwise specified
Fourteen days (All Lines only)	Fourteen days including date of issue	Date shown on ticket	The fourteenth day including date of issue
Monthly	One Month	From date of issue	One month from date of issue, e.g., a monthly ticket issued on the 29th May would expire at midnight on 28th June
Quarterly	Three months	" "	Three months from date of issue
Half-yearly	Six months	" "	Six months from date of issue
Yearly	Twelve months	" "	Twelve months from date of issue

Exception:—When the holder of a country lines periodical ticket commences a journey on the last day of currency, the journey may be completed if it extends into the following day, provided travel is made by a through train or branch line train in connection therewith.

(7) The date of expiry is either written, printed or engraved on all country periodical tickets (Weekly Periodical tickets excepted).

(8) A Victorian periodical ticket, whether "All Lines" or "Sectional" is not available beyond Pinnaroo Border. There is no station at the border on this line.

197. WEEKLY PERIODICAL TICKETS.

For instructions in regard to weekly periodical tickets, see clause 157.

198. FOURTEEN DAYS' ALL LINES TICKETS.

(1) First and Second Class card tickets (see specimen No. 187) are issued available over all lines (including Albury) for a period of 14 days including the date of issue.

(2) Before issue every 14 days' All Lines ticket shall be dated by means of the ordinary barrel and tape-dating press on the back at the end opposite the numbered end, with the first date of availability. The date of expiry shall be written on the back in words and initialled by the Booking Clerk.

(3) Each 14 Days' All Lines ticket shall be signed by the passenger, in the space provided, before it is delivered to him.

(4) Fourteen Days' All Lines tickets may be extended at any station for seven days, or a portion of seven days, on payment of half the original amount. A separate excess fare ticket, showing the name of the passenger, the number of the extended ticket, together with the date of expiry of the extended period, must be issued to cover payment for the extended period and carried by the passenger with the card ticket.

(5) Fourteen Days' All Lines tickets must on expiry be surrendered at a booking office (together with excess fare ticket in cases where the ticket has been extended) to obtain a refund of the deposit.

199. BOOK TICKETS.

(1) Monthly and quarterly tickets, whether sectional or All Lines, and half-yearly and yearly sectional tickets (Melbourne to Geelong, Ballarat and Bendigo excepted) are issued in book form—first class, orange, second class, mauve.

(2) Yearly All Lines tickets issued to Blind soldiers and members of the Red Cross Society are also book tickets.

(3) The covers of monthly and quarterly book tickets are made of leather cloth and half-yearly and yearly tickets of leather.

(4) All book tickets are oblong in shape, irrespective of whether they are issued at adult or concession fare. When issued at concession fare, the words "One-third fare" "Half Fare" or "Two-thirds Fare" as the case may be, and "Not available for Smoking Compartment," are printed on the inset paper (see specimen 184).

(5) Tickets issued to males and females are distinguished by the letters "M" and "F" respectively overprinted in red on both sides of the ticket. (See specimens 180 to 186).

(6) Printed on the front cover of all country book tickets are particulars of (1) the class for which it is available; (2) the stations between which and the route *via* which it is available; and (3) the date of expiry. Stamped on the back cover is the V.R. monogram, encircled with the words "Victorian Railways," in a garter surmounted by a crown.

(7) The paper inset (see specimens 180 and 185) has the following particulars printed thereon—kind of ticket (Sectional or All Lines, Monthly, Quarterly, Half-Yearly or Yearly); Class (First or Second); the holder's name (prefixed by Mr., Mrs., Master or Miss); names of the stations between which and the route *via* which the ticket is available, and the date of expiry. A space is provided on the left-hand side of the inset paper for the holder's signature.

(8) Every book ticket must be signed by the holder, in the space provided, before it is delivered to him.

(9) The word "Van" printed on a ticket indicates that the holder has already signed the indemnity guarantee, and may travel in the van of any authorised goods train. The ticket, however, is not available for the van of a mixed or passenger train.

200. METAL TICKETS.

(1) Half-Yearly and Yearly "All Lines" and "Sectional" tickets between Melbourne and Geelong, Melbourne and Ballarat, and Melbourne and Bendigo are metal tickets—First class, gilded; Second class, silver plated.

(2) For designs of the various metal tickets see the following specimens:—

1st Class "All Lines" -	Specimens Nos. 190 and 191
	(No. 191 is the reverse side of No. 190.
2nd Class "All Lines" -	Specimen No. 192.
1st Class Sectional Melb.-Ballarat—	Specimen No. 193.
2nd Class " " " "	" " " " No. 194.
1st Class " " " Bendigo	" " " " No. 195.
2nd Class " " " " "	" " " " No. 196.
1st Class " " " Geelong	" " " " No. 197.
2nd Class " " " " "	" " " " No. 198.

(3) The words "All Lines" appear on the face of both 1st and 2nd Class All Lines tickets and on the reverse side, the number of the ticket, the holder's name and date of expiry are engraved.

(4) A "Sectional" metal ticket is engraved on the back to show the number of the ticket, the holder's name and the date of expiry. The face of the ticket shows the section over which it is available.

(5) If either an "All Lines" or a "Sectional" ticket has the word "Van" engraved on the back, it indicates that the holder may travel in the van of an authorised goods train without, on each occasion, signing the indemnity guarantee. The ticket is not, however, available for the van of a passenger or mixed train.

(6) A ticket issued to a female passenger is engraved "Mrs." or "Miss." No prefix is shown when the ticket is issued to a male passenger.

(Nos. 201-204 Reserved).

205. TEMPORARY TRANSFER PASSES.

(1) Business firms or companies purchasing yearly or half-yearly country or intersystem periodical tickets on behalf of their employes for use in connection with the business of their firm or company may, on payment of the prescribed surcharges at the time the tickets are purchased, obtain the right to transfer the tickets on a limited number of occasions during currency from one employe to another provided the person to whom it is transferred is an active and effective member of the firm or company and desires to use the ticket for business purposes only.

(2) Before such transfer can be arranged the approval of the General Passenger and Freight Agent must be obtained. In special circumstances the General Passenger and Freight Agent may also sanction the transfer from one person to another of a yearly or half-yearly country or intersystem periodical ticket on which the transfer surcharges were not paid at the time the ticket was purchased.

(3) In every such case the periodical ticket must be surrendered, and on payment of the prescribed fee a temporary transfer pass (see specimen 207) is issued in lieu thereof to the transferee. Temporary transfer passes are paper passes (first class—yellow; second class—pink).

(4) Every temporary transfer pass carries the same privileges as the ticket in lieu of which it is issued. The original ticket may be released only on surrender of the temporary transfer pass.

206. EXTENSION OF JOURNEY (COUNTRY PERIODICAL TICKETS).

A periodical ticket shall be extended to a station beyond that to which it is available on payment of the prescribed single or return fare for the extra mileage. A printed extension of journey ticket (where supplied) or an excess fare ticket shall be issued and such extension shall be available for the period or break of journey prescribed for ordinary tickets.

207. CHANGE OF CLASS (COUNTRY PERIODICAL TICKETS).

A second class periodical ticket shall be made available for first class for the distance it is desired to travel in the higher class on payment of the prescribed fare. A printed change of class ticket, where provided, or a single excess fare ticket, shall be issued for a single journey only, and except where a continuous journey involves a second day's travel shall be available on the day of issue only.

208. YEARLY PLATFORM TICKETS.

Yearly platform tickets (see specimens 200 and 201), available from date to date, e.g., a ticket issued on the 29th May would expire on the 28th May the following year, are issued at certain stations. The holder's name and date of expiry are printed on the ticket together with the name of the station at which it is available.

Platform tickets are not available for travel nor do they entitle the holder to take a seat in a train.

(Nos. 209-211 Reserved).

INTERSYSTEM TICKETS.**212. TYPES OF INTERSYSTEM TICKETS.**

(see specimens 210-216).

(1) Safety paper strip tickets (first class, yellow; second class, blue) are issued between certain stations in Victoria and stations on other railway systems and also in the reverse direction and between certain stations in the various systems.

(2) Only those stations specified in the Passenger Train Tariffs are authorised to issue Intersystem tickets.

(3) Every Intersystem passenger ticket consists of a butt, and a number of detachable coupons for specified sections of the journey.

(4) The butt portion of the ticket bears the progressive number of the ticket, and the class for which the ticket is available. A space is provided at the top of the butt portion for inserting the date of issue.

(5) Every coupon bears the progressive number of the ticket, the class and the names of the stations between which it is available. Spaces are also provided for inserting the date of issue and the weight of checked luggage, if any. In addition a description of the ticket and stations between which it is available are printed in the margin in order to assist in the ready identification of collected coupons.

(6) The number of coupons attached to a ticket varies according to its availability. Examples:—

- (i) A single ticket, Melbourne-Sydney, has two coupons, e.g., Melbourne-Albury and Albury-Sydney.
- (ii) A return ticket, Melbourne-Sydney, has four coupons, e.g., Melbourne-Albury, Albury-Sydney, Sydney-Albury and Albury-Melbourne.
- (iii) A single ticket, Melbourne to Brisbane, has three coupons, e.g., Melbourne-Albury, Albury-Queensland Border, and Queensland Border-Brisbane.
- (iv) A return ticket, Melbourne to Brisbane, has six coupons, e.g., Melbourne-Albury, Albury-Queensland Border, Queensland Border-Brisbane, Brisbane-Queensland Border, Queensland Border-Albury, and Albury-Melbourne.
- (v) A single ticket, Sydney-Adelaide, has three coupons, e.g., Sydney-Albury, Albury-Serviceton, Serviceton-Adelaide.
- (vi) A return ticket, Sydney-Adelaide, has six coupons, e.g., Sydney-Albury, Albury-Serviceton, Serviceton-Adelaide, Adelaide-Serviceton, Serviceton-Albury, and Albury-Sydney.

(7) During the course of each section of the journey, the appropriate coupon shall be detached at the perforation and collected. If detached by the holder the coupon is void. Care must be exercised when detaching a coupon not to mutilate the adjoining coupon.

Note.—It must be specially noted that the Victorian coupons of Intersystem tickets issued to cover travel in three States, and involving passage through Victoria, are printed Albury-Serviceton or Serviceton-Albury, as the case may be.

(8) Kinds of Intersystem tickets on issue are:—

Printed Issues:

- Ordinary single and return.
- Combined single rail and berth.
- Concession Single and Return.
- Cheap Excursion.
- Theatrical.
- Students' Vacation.
- Defence Leave.
- Defence Duty.
- Defence Meals and Berths (Transcontinental Line only).

Blank Issues:

- Ordinary single and return.
- Defence Duty (bulk or individual booking).

Periodicals:

Book tickets.

(9) Ordinary Single and Return.

First and second class, single and return, ordinary tickets are issued throughout the year between the Victorian stations specified in the Passenger Train Tariff and certain stations in New South Wales, Queensland, South Australia and Western Australia. They are issued also from certain specified stations in New South Wales and Queensland to certain specified stations in South Australia and Western Australia, or vice versa, passing through Victoria.

(10) Combined Rail and Berth Tickets.

Where the demand warrants it, specially-printed combined rail and sleeping berth tickets are issued to cover both rail and sleeping berth charges. The tickets (singles only) are similar to ordinary Intersystem tickets, but have additional coupons attached to cover the berth charges, thereby dispensing with the need for using two separate tickets—one to cover rail travel and the other for the sleeping berth charges.

213. AVAILABILITY OF INTERSYSTEM TICKETS.**(1) Ordinary Single Tickets.**

- (i) Between adjoining systems (including between Victoria & Canberra & Victoria & Broken Hill). One calendar month from the date stamped on the ticket.
- (ii) Over three (3) or more systems. Three (3) calendar months from the date stamped on the ticket.
- (iii) Between Victorian stations and Pinnaroo via Pinnaroo Border and Kromelite, Murrawa and Mt. Gambier via Mt. Gambier Border. One calendar month from date of issue.
- (iv) Between Victorian stations and Albury or Tocumwal. Seven days from date of issue.

The journey must be commenced on the date stamped on the ticket, and may be broken at any station en route, provided the whole journey be completed with the periods specified above.

(2) Ordinary Return Tickets.

The forward journey must be commenced on the date stamped on the ticket, and may be broken at any station en route, provided the whole journey be completed within six (6) calendar months from the date stamped on the ticket.

Instructions 212-215.

The return journey may be commenced on any date during the availability of the ticket, and may be broken at any station en route, provided the whole journey be completed within six calendar months from the date stamped on the ticket.

Tickets issued between Victorian stations and Albury or Tocumwal are available for the same periods as Victorian country tickets—One calendar month from the date of issue.

214. Theatrical Tickets.

Specially printed 1st class single Theatrical tickets bearing the name of the Theatrical Company concerned are on issue between Melbourne and Sydney, and Melbourne and Adelaide to members of the Companies who present the prescribed certificate duly endorsed by the General Passenger and Freight Agent.

The tickets are similar in design to ordinary Single tickets but have the word "Theatrical" and the name of the company concerned printed on the butt and on each coupon.

On the approval of the General Passenger and Freight Agent, single Concession tickets (1st or 2nd class) are issued to members of theatrical, concert and circus, etc., companies travelling in parties which pay not less than the equivalent of six adult fares. In such cases the word "Theatrical" must be stamped by the Booking Clerk on the butt and each coupon of the Concession ticket, and the date of expiry inserted in the space provided on the butt of the ticket.

Specially printed Theatrical tickets and Concession tickets have the same availability as ordinary single tickets.

215. STUDENTS' VACATION TICKETS.

(1) On presentation of the prescribed certificate School Pupils (married women excepted) travelling during the recognized vacation periods, viz., Term holiday period, Easter and Christmas, may be issued single or return tickets at Concession fares. Single tickets at Concession fares, available between the Students' home and school or *vice versa*, are also issued to Students (married women excepted) travelling to enrol at or when finally leaving schools registered with the Department (State and other Primary Schools excepted).

(2) Specially printed School Pupil's tickets are provided to certain stations. There are two types, i.e. (a) those issued to School Pupils under 16 years of age, (b) those issued to School Pupils 16 years of age and over.

(3) Where specially printed tickets are not stocked a Concession ticket, stamped "S.P. under 16 years," or "S.P. over 16 years" as the case may be shall be issued.

(4) Tickets issued to Students travelling on vacation are available as under:—

Single tickets.—The journey must be commenced on the date stamped on the ticket and may be broken for two (2) clear days only at each intermediate Capital City, and at Rockhampton, Goulburn and Kalgoorlie.

Return tickets.—Forward journey—Same as for single tickets. Return journey—Tickets shall be available until the date of expiry endorsed thereon and the journey may be broken at any intermediate station provided it is completed within the availability of the ticket.

Instructions 215-218.

(5) School Pupils' single tickets issued to Students enrolling at or when finally leaving school are available for the same period as when issued to Students on Vacation, and the journey may be broken for two (2) clear days only at each intermediate Capital City (Rockhampton, Goulburn and Kalgoorlie included).

216. BLANK TICKETS.

(1) Where the demand does not warrant the supply of printed tickets first and second-class single and return blank tickets are provided.

(2) The blank tickets have an audit stub affixed to the top which should be detached by the booking clerk at the time of issue. Should a ticket be presented with the audit stub attached, the latter shall be immediately detached and forwarded to the Auditor of Revenue, Room 193, Spencer Street.

The name of the destination station must be written in ink by the Booking Clerk in the spaces provided on the audit stub, the butt portion and on the blank coupons, at the time of issue. The Booking Clerk must then detach the audit stub at the perforation before the ticket is handed to the passenger.

(3) Similar tickets with a triangular piece cut from the butt portion are provided at certain stations for issue to children, (see Instruction No. 217).

217. CHILDREN'S TICKETS.

(1) Specially printed children's tickets with the word "Child" printed in heavy black type on the butt portion and on each coupon, are provided (see Specimen No. 211) where there is sufficient demand.

(2) Blank children's tickets are supplied to certain stations for use when booking children to stations in New South Wales and South Australia to which specially printed children's tickets are not provided. These tickets are similar to adult blank tickets, but have a triangular piece cut from the butt portion. An audit stub is also affixed to the ticket to be detached by the Booking Clerk at the time of issue. The name of the destination station must be written in ink by the Booking Clerk on the butt portion and the blank coupons.

(3) When neither specially printed children's tickets nor blank children's tickets are stocked, an adult ticket must be issued (see specimen 212) with a triangular piece detached from the butt portion and each coupon stamped "Child under 14 years."

(4) Unless otherwise specially provided children's tickets have the same availability as the equivalent adult tickets.

218. DEFENCE BLANK TICKETS.

(1) First and second-class single Intersystem defence blank tickets are supplied to certain stations for issue to stations in all states, to cover the travel, in bulk and individually of members of the Defence Forces.

(2) First-class tickets are printed on yellow coloured safety paper and second-class tickets on blue coloured safety paper. Leave tickets are overprinted "Defence Leave" and duty tickets "Defence Duty".

(3) Duty tickets for bulk travel are made out in triplicate by means of indelible pencil and double sided carbon paper. (See specimen 213).

On every Bulk Duty Ticket issued the Booking Clerk must write the name of the destination station and number of passengers in the spaces provided on the butt portion of the ticket and on each coupon. He shall then stamp the date of travel on every coupon.

Instructions 219-224.

219. SURCHARGE TICKET "SPIRIT OF PROGRESS".

(1) There are three different types of tickets that may be presented by a member of the Defence Forces to cover the surcharge for travelling on the "Spirit of Progress" where the passenger is permitted to travel on this train.

- (a) Card ticket (See specimen No. 122).
- (b) Flimsy issued by Conductor or Special Checker (See specimens Nos. 217 and 218).
- (c) Excess fare ticket.

(2) The number of the Home Leave Pass etc or the Concession Leave ticket must be written on the Surcharge ticket which must be dated for the day of travel. This Surcharge ticket will be honored only on the date for which it is issued.

(No. 220 Reserved).

221. METHOD OF CALCULATING AVAILABILITY OF INTERSYSTEM TICKETS.

(1) The day of issue shall not be counted.

Examples of availability—

(1) One calendar month—On a ticket issued on the 1st September the journey must be completed by midnight on 1st October.

(2) A ticket issued on 29th, 30th or 31st January would expire at midnight on the 28th February (Leap year 29th). If issued on 28th February the journey must be completed by midnight on the 28th March.

(3) Six (6) calendar months—On a ticket issued on the 1st September the journey must be completed by midnight on the 1st March.

222. BREAK OF JOURNEY.

(1) Definition—

Forward journey—No limit is placed on the break of journey *en route* (concession and special (cheap) excursion tickets excepted) provided the journey is completed within the period specified. For instructions re Students' Vacation tickets, see Instruction No. 215.

Return journey—No limit is placed on the break of journey *en route*, provided the journey is completed within the period specified.

(2) It is not necessary for the holder of an Intersystem ticket to surrender it at a station when the journey is broken.

223. ALTERNATIVE ROUTE.

(1) Passengers holding single or return tickets between Adelaide and Bendigo may travel *via* either Maryborough or Melbourne.

(2) Tickets between South Australian stations and Geelong are available only *via* Ballarat. If the holders travel *via* Melbourne they must pay 10/10d first-class and 8/8 second-class single fare.

224. CHANGE OF CLASS.

(1) Second-class tickets may be made available for first-class travel for single journeys only on payment of the difference between—

Description of Ticket

- (i) Single tickets and periodicals

Extra fare to be collected

The difference between first and second-class single fares for the whole or portion of the journey travelled in the higher class.

Instructions 224-225.

Description of Ticket.

Extra fare to be collected

- (ii) Ordinary return, or Concession tickets

Half the difference between the first and second-class ordinary return, or return Concession—as the case may be. Tickets may be excessed for a section of the journey on payment of the difference between the first and second-class ordinary single fares for the section, subject to the excess fare for the whole journey as a maximum.

- (iii) Tickets involving travel on the Trans-Australian Railway (also Western Australia)

The difference between the first and second-class charges for sleeping berths and meals must also be collected.

225. BLIND PERSONS.

A Blind Person's Permit issued by the General Passenger and Freight Agent, Melbourne, or by an authorised officer on another rail system must be held. The blind person whether travelling alone or with an attendant must hold a ticket for the journey. When travelling with an attendant one full ticket shall pass the two persons. The ticket must be endorsed "Blind Person". Break of journey privileges applicable to ordinary intersystem tickets shall apply.

(Nos. 226-230) Reserved

PASSES.

231. TYPES IN USE.

Gold, metal, book, card and paper passes are issued for travel over lines controlled by the Victorian Railways Commissioners.

232. GOLD PASSES.

Types of gold passes on issue and their availability are as set out hereunder :—

To whom issued	For design of pass see specimen number	Availability of pass
The Commissioners and ex-Commissioners of Railways of the Commonwealth and States, and the General Manager and Asst. General Manager of the New Zealand Government Railways	250	Available over the Government Railways of Australia and New Zealand and on the Tramways and Bus routes operated by the Victorian Railways Department. This pass is available for the van of any train, reserved seats parlor car and sleeping berth, including Pullman.
Heads of Branches of Government Railways of Australia and New Zealand	251	The same as Commissioner's pass except that it is not available for the parlor car or Pullman, unless on payment of the prescribed surcharge.
Officers of the Victorian Railways, &c.	252	Available over all Victorian lines including the Tramways and Bus routes operated by the Victorian Railways Department. This pass is available for the van of any train, for reserved seat and for a sleeping berth on the Mildura line.
Governor General and Lady, State Governors and Ladies, Members of the Federal and State Parliaments	253	The same as Commissioner's pass, except that it is not available for Parlor Car or Pullman.
New Zealand Members of Parliament	254	
Members of the Executive Council of the State of Victoria who are no longer sitting members of Parliament.	255	The same as Head of Branch pass but available on Victorian lines only.
Victorian Supreme Court and County Court Judges, Aide-de-camp and Private Secretary to State Governor		

233. METAL PASSES.

Trackman's Duty Pass.—(See specimen 256). Issued by the Chief Civil Engineer to trackmen for travel (second-class) over the section on which they are employed. Engraved on the reverse side are the hours between which the pass is available, and the section over which it is available.

Metal Barrier Pass.

(2) (See specimen 257). Metal barrier passes are provided for the use of employes when required to pass through the barriers at Metropolitan stations in the performance of their duties. These passes are not available for travel.

234. BOOK PASSES.

(1) **Standard Australian Leather Book Pass.** (See specimen 258). This pass is not available for free reservation in the parlor car unless so endorsed.

(2) **Intersystem Linen Book Pass.**—(See specimen 259).

(3) **Victorian Red Book Pass.**—(See specimen 260). These passes are not available for free reservation in the parlor car or sleeping berth, or for a reserved seat unless so endorsed.

(4) **Victorian Black Book Pass.** (See specimen 261). This pass is not available for free reservation in the parlor car unless so endorsed.

(5) **Yearly Book Duty Pass.** (See specimens 265 to 268 inclusive). The colours are changed from time to time and the staff notified per Weekly Notice. Separate colors distinguish 1st and 2nd class.

These passes are issued by Heads of Branches for the use of employes when travelling on duty, but are not available for travel between the employe's residence and place of duty.

Unless specially endorsed a Yearly book duty pass is not available for :—

- (i) Certain country trains in accordance with instructions advertised in the Weekly Notice
- (ii) Electric Street Railways
- (iii) Bus Services
- (iv) The van of any train
- (v) A reserved seat
- (vi) A sleeping berth.

235. BLUE CARD PASS.—(See specimen 263).

(1) First class blue card passes are issued by the Secretary for Railways for travel over Victorian lines.

(2) This pass is not available for trams, buses, van, parlor car, reserved seat, or sleeping berth unless so endorsed.

236. INSTITUTE CARD PASS. (See specimens 269 and 270).

(1) This pass is issued to employes and certain persons approved by the Commissioners for the purpose of attending classes at the Victorian Railways Institute or approved Technical Colleges, etc.

(2) The pass is available only between the employe's home station and Melbourne or the station nearest the Technical College. This pass is not to be honoured unless signed by the Stationmaster for the forward journey, and certified by the Instructor to validate the return journey.

(3) First class passes are plain white; second class passes have a green band inside and outside.

237. FOG SIGNALMAN'S PASS.—(See specimens 271-272).

This pass is available only in connection with fog signalling duty.

238. EMPLOYEES' CHILDREN (SCHOOL TICKET).

(See specimen 264).

On the approval of the Head of the Branch an employe's child may be issued a second class card pass to enable the child to attend school.

239. EMPLOYEES' WEEKLY DUTY CARD PASS AND EMPLOYEES' WEEK-END HOME CARD PASS.

(See specimen 277 and 278).

These passes are issued by Branches and are collected by the issuing officer. Such a pass out of date or otherwise irregular shall not be honoured but shall be collected and attached to the BLO report. The checking staff shall nip such a pass in the spaces provided.

Instructions 240-246.

240. BICYCLE PASSES. (See Specimen 275)

A Bicycle Card Pass is issued to an employe who holds a periodical ticket between the station nearest his place of residence and the station at which he is employed, and whose hours of duty commence before the first train in the morning or finish after the departure of the last train at night.

Employes Free Bicycle Cloak Room tickets (see specimen 276) are to cover the storage of an employe's bicycle at the station named thereon, and are not available for travel. They do not cover the transport of a bicycle between stations.

(Nos. 241-245 Reserved).

246. PAPER PASSES.

(1) There are two types of paper passes, i.e. (1) Passes available for more than one journey (see specimens 280 and 281) and (2) Destination Passes available for only one single journey or one return journey (see specimens 282 and 284).

(2) The name of the holder or holders in respect of whom the pass is issued and the period of its availability are either typed or written on the pass—double sided carbon being used.

(3) Paper destination passes (those issued for one specified journey) are similar to single and return utility blank paper tickets.

(4) Every single destination pass and the forward portion of every return destination pass shall be examined and check nipped at the entraining station and at each checking point *en route* and collected on completion of the forward journey. The return portion shall be examined and check nipped at the entraining station on the return journey and at each checking point *en route* and collected on completion of the journey.

Instruction 246.

(9) On paper passes, available over a period and for more than one journey between specified stations, the words "to" and "fro" are written after the name of the destination station, thus:—

"From Romsey
To Melbourne and fro."

(Nos. 10-11 Reserved).

Signature of Issuing Officer

(12) Leave passes and duty passes are not to be honored unless signed by an authorised officer (see General Order 191).

Availability

(13) Paper Leave, Paper Duty or Book Duty Passes are not available for travel by the following services and trains (including divisions thereof):—

(1) "Spirit of Progress," in either direction between Melbourne and Albury daily, Sundays included.

(2) Albury Express in each direction on Sundays.

(3) "The Overland" Express between Melbourne and Serviceton—

(a) On Sundays;

(b) On Week days, except for travel from Victorian stations to South Australian stations, or vice versa.

(4) The Down North-Eastern and Goulburn Valley morning Express (and Divisions thereof) between Melbourne and Seymour on Mondays. Pass-holders, including those for beyond Seymour, must travel by the earlier stopping train.

(5) "The Great Northern Limited" Express between Melbourne and Bendigo on Mondays. Pass-holders, including those for beyond Bendigo, must travel by the earlier train.

(6) Road Motor Coach Services.

(7) St. Kilda-Brighton and Sandringham-Black Rock Electric Tramways.

(8) Passenger Mail Motor Cars. Exception.—On lines where there are no other passenger, mixed, or cargo services operating, and provided there is seating accommodation.

(9) Such other Trains as are notified in the Weekly Notice from time to time.

(14) Special instructions regarding the availability of Passes at Christmas, Easter, and Melbourne Cup or other special periods, are published in the Weekly Notice prior to these occasions, and the OBLIGATION OF ASCERTAINING THEM IS ON THE PASS-HOLDER.

(15) A telegram must not be accepted as an authority for travel. When time does not permit of the issue of a pass, a ticket shall be issued free of charge to the employe concerned (see instructions in General Orders 191, Clause 3).

(16) A Second-class pass may be excessed to 1st class in accordance with the instructions in (General Order 191, Clause 5). An excess fare ticket on which the number of the pass must be shown, shall be issued. The excess fare ticket shall be presented with the pass at each checking point and collected on completion of the journey.

Instruction 247.

247 DROVERS' PASSES. (See Specimens Nos. 208 and 209).

(1) Second-class return paper passes are issued under certain conditions on presentation of the prescribed certificate. Each owner or drover travelling on a pass may take with him two (2) sheep dogs or cattle dogs free of charge.

(2) Every drover's pass shall be signed by the drover in the space provided thereon before it is delivered to him, and shall not be honored for travel unless the holder's signature appears thereon.

(3) Drovers' passes are issued to enable the stock to be tended *en route* and to permit the drover to return to the entraining station. They are not issued to females or youths under 16 years of age.

(4) Except as provided hereunder, drovers must travel by the same train as the stock under their care, otherwise they shall be required to pay the published fares for both forward and return journeys.

(5) When a consignment of live stock is loaded at Newmarket for destination involving passage through Melbourne or when it is detained in Melbourne and transferred to another train *en route* to Newmarket, the drover may be permitted to travel from Newmarket to Melbourne or *vice versa* by passenger train.

(6) A Drover's pass issued to a drover or owner is not available for break of journey, but in the event of the holder accompanying the stock only to an intermediate station, the journey may be terminated at that point and the drover may return by passenger train to his original starting station provided the currency of the pass is not exceeded.

(7) If the Drover leave the stock at a station short of the destination shown on the Pass and attempt to travel to that destination by passenger train, the Pass shall be collected from the Drover and forwarded to the General Passenger and Freight Agent, together with a report setting out full particulars. The Drover must purchase an ordinary ticket for such balance of the forward journey and return journey.

(8) When a drover's pass is issued to a drover to enable him to travel on the forward journey by passenger train for the purpose of returning with stock, the journey must be commenced on the date of issue shown on the pass.

(9) Drovers' passes issued to Newmarket from stations on the North Eastern and Goulburn Valley lines and branches shall be honored on the return journey from Spencer Street.

(10) All requisite particulars, including the waybill number, shall be entered on the pass and such words as are not necessary deleted by the Issuing Officer in order that the pass will not be available for any journey other than that for which it is specifically issued. Indelible pencil must be used for this purpose. Every pass must be prepared in duplicate by means of double sided carbon paper, and the date of expiry written in words.

(11) Erasures or alterations are not permitted.

(12) Except as provided hereunder, drovers' passes must be examined and check nipped at all checking points on both forward and return journeys. The check nips shall be inserted on the top of the pass on the forward journey and at the bottom on the return journey.

Instructions 247-248.

(13) The Guard or Shunter-in-charge of any goods train by which a drover is travelling shall examine the drover's pass at the commencement of the journey.

(14) A Drover's pass shall not be collected on completion of the return journey but the holder shall be permitted to retain it for presentation at a booking office in order to obtain a refund of the deposit. If an attempt be made to use a pass beyond the period of its availability or its use is otherwise irregular, it shall be impounded and the holder called upon to pay the fare due from the point of detection. He should, in such circumstances, be informed that a refund of the deposit cannot be made without approval of the General Passenger and Freight Agent to whom written application may be made.

(15) A Drover's pass when available for travel by passenger train may be exercised to 1st class on payment of the difference between the 1st and 2nd class single fares. An excess fare ticket on which the number of the pass must be shown shall be issued for the change of class, and both the pass and excess fare ticket produced at each checking point.

(16) A Drover's pass is not available for travel by a "Newspaper" train.

(17) It is not necessary for a passenger travelling on a drover's pass to sign the usual Indemnity form (T.R. 88) before being allowed to travel in the guard's van of an ordinary goods train. A drover whether holding a ticket or pass, if accompanying live stock forwarded by a goods train by which loaded powder vans are conveyed shall sign an Indemnity form (T.R. 88).

(18) The counterpart of Form T.R. 88 signed by the Stationmaster or other responsible officer shall be collected by the guard just before arrival at the destination station. See Instructions in General Order 109.

248. COMBINED LEAVE PASSES AND RAILWAY TICKETS.

(1) The Defence Forces issue a combined leave pass and railway ticket available for the period of leave (see Specimens Nos. 287-288).

(2) The ticket is not to be collected.

(3) The railway ticket portion is not to be detached from the leave pass.

(Nos. 249-250 Reserved).

Instruction 251.

251. TICKET CHECKING.

(1) Tickets and passes shall be examined carefully. A pass or book periodical ticket must be opened and read.

(2) Every ticket presented in a holder or a wallet must be removed therefrom and examined on both sides.

(3) Employes must courteously but firmly insist on seeing every passenger's ticket. The word "Monthly," "Yearly," "Pass," etc., is not to be accepted as evidence that a ticket or pass is held, however well known the passenger may be.

(4) When passengers are approaching a barrier for the purpose of either entering or leaving a station, the barrier staff shall announce, "Have your tickets ready, please."

(5) Passengers should not be permitted to enter or leave a station platform other than through the gateway provided for the purpose.

(6) For checking purposes stations are divided into three classes, viz., "barriered," "partially barriered," and "non-barriered."

Definitions.

(a) A barriered station means a station which is fenced and provided with a barrier gate, and where non-travellers are excluded from the platform, unless provided with a ticket, pass, or other authority.

(b) A partially barriered station means a station which is fenced and provided with a barrier gate, but at which it is necessary for persons to obtain entrance to the platform in order to transact business.

(c) A non-barriered station means a station with an unfenced platform.

(7) At a barriered station the barrier porter shall take charge of the barrier gate at least ten minutes before the arrival of a passenger train; but, before doing so, he shall see that all gates giving access to the platform, including the barrier gate, are locked. He shall then check the platform, lavatories, waiting and refreshment rooms to see that each person, other than the staff on duty, holds a ticket or other authority of admission to the premises.

After the departure of each train, the barrier porter, as soon as the persons desiring to do so have passed through the barrier gate, shall lock such gate and check and, if necessary, collect the tickets of any persons remaining on the platform, or in the lavatories or waiting or refreshment rooms. After this examination has been completed, the barrier gate shall be unlocked, and so remain until at least ten minutes before the arrival of the next passenger train.

Platform tickets are issued at every barriered station.

Exceptions:—

Friends meeting passengers arriving at Spencer Street on incoming country trains, for which a local barrier check is imposed, shall be permitted free access to the platform. In such cases the barrier staff shall hand the persons concerned "Barrier pass-out checks" which must be surrendered when the holders leave the platform. (See Specimen 141)

At a station where an employe is not available to assist with luggage, a lady passenger, an invalid, aged or infirm person who is accompanied to the station or met on arrival of a train by a friend, the friend may be permitted access to the platform free of charge to assist with the luggage. Any such case must be referred to the Officer-in-charge, who before granting permission, shall satisfy himself as to the bona fides of the case.

Instructions 251-252.

(8) At every partially barriered station the platform, lavatories and waiting rooms shall be checked immediately prior to the arrival of every train, but before doing so, all gates giving access to the platform, including the barrier gate, shall be locked. The employe performing this duty shall observe the persons who are non-travellers, so that they may not be confused with passengers, whose tickets shall be checked as they pass through the gate. As the train enters the platform, the barrier gate shall be closed. At country stations, any passenger arriving late who may wish to travel by the train shall be admitted to the platform.

(9) At any partially barriered station where the train stops longer than two minutes, the barrier shall be opened for passengers who have arrived by the train, immediately they approach the gate, and closed again when they have passed through. At any other such station the barrier gate shall be opened immediately on the departure of the train, or, if the train be unduly delayed, as soon as practicable, so that passengers may not be unnecessarily detained.

(10) At a suburban station where the barriers are not manned continuously the barrier porter must, prior to the arrival of each train, close the barrier gate and check the tickets held by intending passengers then on the platform. Having done so he shall then return to the barrier, open the barrier gate and check the tickets held by passengers entering the barrier. He shall remain in attendance at the barrier until the train comes to a stand at the platform when the barrier gate shall be locked and remain so until the train has departed. Immediately the train departs the barrier porter shall unlock the barrier gate and examine and collect the tickets held by passengers who have arrived. He must remain in attendance at the barrier until all passengers who arrive by the train have left the platform. Care must be taken to see that passengers do not evade the barrier check by remaining in Waiting Room, etc., until the barrier is unattended and then passing off the platform unchecked.

A special check of the platform must be made immediately before the arrival of each *down*, and immediately after the departure of each *up* country train.

(11) Platform tickets are not issued at partially barriered stations, and no unnecessary restriction shall be placed upon local people who desire to enter the platform while the barrier is open.

(12) At non-barriered stations the staff should be on the alert to see that each intending passenger holds a ticket for the journey, and, on arrival of a train, shall take up a suitable position on the platform to ensure the collection of tickets held by passengers alighting from the train.

(13) Admission of Pressmen, Dairy Supervisors and Police to Platform.—At any country station where the barrier system is enforced one representative of each local paper may be allowed access to the platform without a ticket, but the privilege shall be granted for "Press" purposes only. Dairy supervisors attached to the Department of Agriculture may also be allowed access to station platforms without a platform ticket. The local police should be encouraged to be on the platform on arrival of all passenger trains.

252. LOCKING OF CARRIAGE DOORS.

(1) Unless instructions are issued to the contrary, all carriages on trains conveying passengers shall be run between stations with unlocked exit doors. The dividing doors between carriages on "The Flier," on any train on which there is a Dining or Buffet Car or on which there is a Conductor shall be left unlocked.

Instructions 252-253.

The dividing doors between carriages and between 1st and 2nd class compartments of composite carriages on all other trains shall be kept locked throughout the journey.

(2) The doors of all carriages on a train on which Travelling Ticket Checkers are not provided shall be locked at every checking station (except where the barrier system is in force) before the train comes to a standstill at the platform.

(3) Engine-drivers must reduce speed as the engine reaches the platform, and draw the train slowly and steadily along to the stopping point so that the platform staff may lock all carriage doors before the train actually stops.

(4) An employe shall not attempt to lock the doors of carriages unless the train has been slowed down sufficiently to allow this being done with safety, and under no circumstances shall an employe jump on to the footboard of the moving train in order to lock the doors, or incur risk in any way, in performing this duty.

(5) Door slamming is prohibited. When closing a carriage door see that passengers' fingers or garments are clear of the door.

253. CHECKS MADE IN CARRIAGES.

(1) Departure Checks.

The following methods are to be employed when making check in carriages on outgoing trains :—

Ticket Checkers shall take up their positions at the carriages allotted them at least ten minutes before the train is due to depart, clearly announce the destination station of the train and "Take your seats please," then lock the sliding doors between the cars and those leading on to the cars from the platform side.

AB or BV cars or vestibule cars (AE and BE) types—The end door most convenient for passengers to enter should be left open, and the check commenced from the locked end, checking each compartment (and lavatory) in turn, until the whole car has been completed.

Non-corridor swing door cars.—Check and lock each compartment in turn (including empty compartments).

P.L. cars.—Lock all doors on the platform side except that leading to the smoking compartments, commence the check with the ladies lavatories, then each compartment in turn up to and including the men's lavatories.

When the check in a carriage has been completed the checker shall lock the remaining open door and then stand by on the platform to admit late passengers, whose tickets must be examined and check nipped before they are permitted to enter the car. All exit doors must be unlocked as the train begins to move out.

(2) Arrival Checks.

Arrival checks are made at certain checking stations, where the barrier system is not enforced, for the collection of tickets.

The exit doors on the platform side of every carriage must be locked in accordance with the instructions in Instruction No. 252 as the train draws into the platform. The checkers shall at the same time announce "Have your tickets ready please."

When two men are employed, one should commence at the front and the other at the rear car, and work towards each other, checking and collecting tickets in each compartment, and lavatory, in turn until the check has been completed.

When more than two men are employed they should take up positions along the train so that the work will be equally divided.

Instruction 253.

Checks en route.

(3) Travelling Ticket Checkers, vanmen and others detailed to collect tickets *en route* before arrival at stations must commence the check in the van and then proceed to examine passengers' tickets in each car in turn (including horse boxes) until the check is completed. When a corridor car is attached to the engine the canopy at the leading end of the car should be examined as unauthorised persons sometimes travel therein.

(4) When performing a departure or arrival check the Checker allotted to the rear car shall check the van; horseboxes must be checked by the Checker allotted to the leading car.

(5) On certain "Up" trains barrier pass-out checks are issued to passengers in exchange for tickets collected. (See Specimen 142)

(6) Irregularities detected during ticket checking must be reported to the Officer-in-Charge for attention.

All Ticket irregularities and By-law offences must be reported on form P. 170.

(7) When the indicator over a seat in a carriage shows "Reserved" the passenger shall be requested to produce the reserved seat ticket which shall be dealt with as directed in Instruction No. 186, (15). The "Reserved" notice above a seat must be turned off immediately the occupier reaches the destination.

(8) Except at Spencer Street, Main line trains (other than those manned by Conductors) shall be checked by the station staff before departure from the terminal stations, and at checking stations *en route*, as under :—

Line	Checking Stations
Northern Line	... Bendigo and Echuca
North-Western Line	... Ballarat, Ararat, Horsham, Dimboola and Serviceton
South-Western Line	... Geelong, *Colac, Warrnambool and Port Fairy
North-Eastern Line	... Seymour, *Benalla and *Wodonga
Eastern Line	... Flinders-street, Warragul, *Traragon, Sale Bairnsdale
South-Eastern Line	... Flinders-street, Korumburra, *Leongatha, and Yarram

* Only Main line trains starting from.

Branch line trains shall be checked by the Station Staff *before departure from each junction and terminal station*, and at stations *en route*, as under :—

Line	Checking Stations en Route
Woodend-Ballararat	... Daylesford
Castlemaine-Ballararat	... Maryborough
Elmore-Cohuna	... I Lockington
Echuca-Balranald	... Moulamein
Bendigo-Swan Hill-Yungera	... Kerang, Swan Hill, Piangil
Bendigo-Sea Lake-Kulwin	... Korong Vale, Wycheproof, Sea Lake
Korong Vale-Rohivale	... Ultima, Manangatang
Maryborough-Mildura-Yelta	... Donald (trains terminating at and departing from there only), Woomelang (motor only), Mildura
Ouyen-Pinnaroo	... Murrayville, Underbool
Maryborough-Ararat	... Avoca
Ballarat-Colac	... Cressy
Ararat-Portland	... Hamilton
Murtoa-Patchewoollock	... Warracknabeal
Horsburn-Hamilton	... Balmoral
Dimboola-Yapeest	... Jeparit
Geelong-Maroona	... Cressy
Colac-Crowes	... Beech Forest
Wallan-Bendigo	... Kilmore, Heathcote
Tallaroek-Mansfield	... Yea
Seymour-Tocumwal	... Shepparton
Murchison East-Cobainabbie	... Rushworth
Shepparton-Katamatite	... Doonkie
Numurkah-Picola	... Nathalia
Wangaratta-Yackandandah	... Beechworth
Wodonga-Cadgwa	... Tallangatta
Moe-Walhalla	... Erica

† Down trains only.

‡ Up trains only.

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(9) In every report dealing with a ticket irregularity detected *en route* the number and class of the carriage in which the passenger was travelling shall be stated and a remark made as to whether he occupied the same carriage from the entraining station.

(10) When an irregularity is detected involving an Inter-system ticket held by a passenger who is travelling to New South Wales or South Australia and the irregularity cannot be adjusted at the time, the following action shall be taken:—

- (a) If the passenger be travelling to a station in New South Wales or beyond, advice shall be forwarded by telegram to "Chektik," Melbourne, to "Tick," Sydney, to the Stationmaster at the destination station and to any junction station involved.
- (b) If the passenger be travelling to a station in South Australia or beyond, complete advice shall be forwarded, by telegram, to "Chektik," Melbourne, "Manager," Adelaide, Train Porter, Serviceton, Stationmaster at the destination station and to any junction station involved.
- (c) A report on form P. 170, shall be promptly forwarded to Supervisor, Ticket Checking Division, Spencer Street.

254. PASSENGERS TRAVELLING WITHOUT TICKETS.

(1) Where a passenger travels without a ticket, or with an irregular ticket (irregular ticket includes a ticket which has expired; a mutilated ticket; a ticket bearing evidence of alteration or a previously used ticket) or with a ticket which is available for only a part of the journey, and there is evidence of an attempt to defraud the Department, the fare is not to be accepted (except where specially directed, see paragraph 5), but the offender's full name and address shall be obtained, and the circumstances reported on form P. 170. (Some evidence of correctness of the name and address, such as an identity card, ration book, or addressed envelope, should be obtained).

(2) If the name and address of an offender cannot be obtained or verified, or if there be reason to believe that incorrect information has been given, he shall be dealt with as provided in G.O. 48. (See also General Appendix, "By-law Offences.")

(3) Employes must be both discreet and tactful in dealing with passengers who break the by-laws. Porters must not enter into altercations with them, but must immediately refer or conduct them to the officer in charge. Special attention is directed to Regulations 6 and 37. A passenger who draws the attention of the Guard or other official to the fact that he is travelling without a ticket, or who at an exit barrier, *bona fide* and without demand on the part of the ticket checker, states he has travelled without a ticket, and who at the same time offers his fare, shall be allowed to pay for the journey travelled, in accordance with paragraph (7) of this Instruction.

(4) When fraud is suspected, the fare must not be accepted for the journey already travelled, but must always be collected for the remainder of the journey after detection.

Instructions 254-255.

Exceptions:—

The total fare due should be collected when the passenger concerned is—aged or infirm; known to be leaving the State; or if the offence is of a minor nature and the passenger's name cannot be verified or he or she has no fixed place of abode.

A receipt in the form of a ticket must be given in every instance in which a fare is collected and whenever practicable the ticket shall be collected and forwarded with the report.

(5) When it is apparent the age of a child or youth has been wrongly stated, the matter shall be referred to the Stationmaster for attention.

(6) The acceptance of the fare as directed above does not dispense with the report on form P. 170, which must be supplied.

(7) When a passenger is found travelling without a ticket in circumstances which do not suggest fraud, the single fare from the starting or last checking station shall be collected, unless the Conductor or Guard certifies to the station at which the passenger joined the train, in which case the single fare from such station shall be charged.

Where the circumstances are as set out hereunder and there is no evident attempt to defraud, the following action shall be taken:—

Passengers Overcarried within the Electrified Area

(a) When a passenger is overcarried within the electrified area, the Stationmaster at the alighting station on request by the Special Checker, shall issue as an authority for travel over that portion of the journey irregularly travelled, form P. 189, properly filled in and signed by the passenger and the booking clerk as directed thereon.

No charge shall be made for the journey, but in every instance the Stationmaster shall see that the passenger travels by the first available train which stops at the station to which the form P. 189 has been made available for travel.

Form P. 189 shall be prepared in duplicate by means of carbon paper and the duplicate shall remain in the book.

The form P. 189 shall be collected by the staff at—

- (i) the correct destination station, provided the passenger has been overcarried on the direct line; or
- (ii) the junction station when the passenger has been overcarried to a station on a line other than the line on which the correct destination station is located.

When the form P. 189 is collected at the correct destination station the ticket collected from the passenger shall be attached to such form.

When a passenger travels without a ticket owing to the non-attendance of staff at the starting station and does not intend to return on the same day, the exact single fare (if it involves a half-penny) shall be collected and an excess fare ticket issued.

Passengers Overcarried outside the Electrified Area

(b) The single fare only shall be accepted from a passenger travelling without a ticket.

Excess fare tickets shall be issued in all cases.

(8) Periodical ticket-holders on Suburban lines and on Country lines shall pay the ordinary fare when they cannot produce their tickets.

255. PASSENGERS TRAVELLING IN THE VANS GOODS TRAINS.

(1) Authorised officers, holders of Parliamentary Gold passes, postal employes on duty, passengers whose periodical tickets or passes have been endorsed "VAN" and persons who have been

Instructions 255-263.

granted special written permission may travel in the vans of goods trains. Any other person before being allowed to do so must sign his own name in full on the approved Indemnity Form (T.R. 88) relieving the Commissioners of all liability. The particulars on T.R. 88 must be duly witnessed by the Stationmaster or other responsible officer.

(2) No person under 21 years of age shall be permitted to ride in the van of any goods train unless an Indemnity relieving the Commissioners of all liability signed by the parent or guardian be lodged.

(3) A female passenger unaccompanied by an adult passenger shall not be allowed to travel in the van of any goods train except by special permission of the Stationmaster in writing and that officer shall satisfy himself of the *bona fides* of the application and that the emergency is sufficient to warrant authority being granted.

(4) Passengers other than Members of Parliament, Departmental officers holding metal or book free passes and a Drover holding a ticket or pass and travelling in charge of live stock, shall not be allowed to travel by any train by which any loaded powder van is being forwarded.

(5) Every passenger travelling in the van of a goods train must hold a ticket or pass for the journey.

For further instructions regarding the travel of passengers in the vans of goods trains, see General Appendix, pages 330-336.

(Nos. 256-260 Reserved).

261. EMPLOYEES NOT TO PURCHASE PASSENGERS' TICKETS.

No employe is permitted to purchase a ticket for an intending passenger. Any such request should be declined courteously, and the passenger directed or escorted to the booking office.

262. EMPLOYEES NOT TO DIRECT PASSENGER TO ENTER TRAIN WITHOUT PROPER TICKET.

(a) No employe shall direct a person not holding a proper ticket or pass to enter a train. A passenger who desires to proceed to a station beyond that for which his ticket is available should pay the additional fare before commencing his journey.

(b) No employe shall direct a person holding a second class ticket to enter a first class compartment, unless it be necessary, owing to lack of accommodation, to place second class passengers in first class compartments, in which case the officer in charge shall be first consulted.

263. PASSENGER TRAVELLING ON WRONG HALF OF TICKET.

(1) In the event of a passenger being detected travelling on the forward portion of a return ticket when making the return journey and the passenger stating that the return portion of the ticket was collected at the destination station on the forward journey, action shall be taken as follows:—

Suburban tickets.—The name and address of the passenger shall be obtained and verified, the forward portion of the ticket collected and the matter reported on form P. 170. The station at which the passenger detained on the forward journey shall then be notified and requested to make a search for the return portion of the ticket, at the same time being furnished with the name of the passenger concerned.

If the ticket be located at the station at which it was wrongly collected it shall be forwarded with an explanatory memorandum, including the passenger's name, to the General Passenger and Freight Agent, waybilled as "Value."

Instructions 263.

Country tickets.

- (a) The station at which the passenger detained on the forward journey shall be notified full particulars (including the passenger's name) by telegram and asked if the return portion of the ticket is on hand there. A copy of the telegram must also be forwarded to Supervisor, Ticket Checking Division, Spencer Street—code address "Chektik."
- (b) On receipt of the telegram mentioned in (a) above, the forward journey destination station shall make search for the return portion of the ticket and, if it be traced, shall forward a reply accordingly to the station, Conductor or Special Checker inquiring or to such other station as may have been specified on the telegram of inquiry and to Supervisor, Ticket Checking Division, Spencer Street (code address "Chektik."). Particulars of the return portion of the ticket shall be recorded in a suitable book and such return portion together with an explanatory memorandum, including the passenger's name shall be forwarded as "value" to the General Passenger and Freight Agent.
- (c) If it be definitely ascertained that the return portion of the ticket is on hand at the forward journey destination station, a blank paper ticket endorsed "Rebooking" and showing particulars, but not the amount of fare, shall be issued without charge to the passenger.
- (d) If the passenger does not state that the return portion of the ticket was wrongly collected at the forward destination station or if there be no trace of the return portion of the ticket at such station the full single fare shall be collected.
- (e) If the passenger be unable to pay the fare at the time, a ticket shall not be issued but, if a Conductor be not on the train, a telegram shall be despatched to the passenger's destination station, to any intervening junction or checking station and to "Chektik" giving full particulars, including the passenger's name and address.
- If there be a Conductor on the train he shall notify the checking staff at intervening stations so that the passenger will not be again interrogated and on arrival at the destination station the Conductor shall notify the Checking Staff and Stationmaster there. The Conductor shall on arrival at his home station furnish a report in regard to the matter on form P. 170.
- The Stationmaster at the passengers' destination station shall take action to collect the fare and if not paid within 24 hours, shall report the matter on form P. 170.
- (f) When the fare is collected, the amount shall be brought to debit by excess fare ticket, which after being written out, shall not be handed to the passenger but must be forwarded by the Stationmaster to the General Passenger and Freight Agent accompanied by an explanatory memorandum in which must be included the passenger's name.

Instructions 263-267.

- (g) In addition to carrying out such of the above instructions as apply to him, the employe who detected the passenger travelling on the forward portion of the ticket shall collect the forward portion of the ticket, report the matter on form P. 170 and attach the collected ticket to such report.

264 TICKETS TO BE PRODUCED ON DEMAND.

Tickets issued to passengers remain the property of the Department, and must be produced when demanded by an authorised employe.

265 OUT OF DATE TICKETS.

Ticket Collectors are entitled to request passengers to surrender out of date tickets, and, short of using force, must make every effort to obtain them. When once an irregular ticket is in a Checker's possession, he must not return it to the passenger under any circumstances, but, if necessary for future reference—such as an application for refund—he shall note the number, class, date and station from and to which the tickets is available, and the passenger's name. These particulars shall also be given to the passenger if applied for.

266 ANNOUNCING NAME OF STATION AND TIME FOR REFRESHMENTS.

Station names must be announced loudly and distinctly as the train draws into the platform, and at junction stations passengers are to be directed to change by announcement for example "Birregurra change here for Forrest"

At refreshment stations, the time allowed must be clearly made known, for example "Camperdown 10 minutes here for refreshments."

Immediately before the three minutes' bell is rung for the train to proceed on its journey, the porter to whom the duty has been allotted shall announce at the doors of the bar and dining rooms, "three minutes more for train," or where two or more trains are due to depart within a short time of one another, "three minutes more for train," " minutes more for train," and so on.

Employes must be careful to call out in such a way as to leave no doubt that the passengers hear them.

267 TRANSFERRED TICKETS.

(1) Rail tickets are not transferable. It is illegal for more than one person (rightful holder) to use the same ticket for travel.

(2) If it is considered that a passenger presenting a country book periodical ticket or a drover's pass is not the rightful holder, the passenger shall be required to write his signature on a separate paper and the signature thus obtained shall be compared with that on the ticket or pass.

(3) In the event of a passenger being detected using or attempting to use a transferred ticket, the ticket shall be impounded, the offender's name and address obtained and verified and the matter reported by telephone or telegram to Supervisor, Ticket Checking Division, Spencer Street (phone, No. 1748; code address, "Chektik").

Instructions 267-271.

(4) If there be reasonable grounds to assume that trafficking in tickets is taking place, prompt advice shall be forwarded to Supervisor, Ticket Checking Division, Spencer Street.

(Nos. 268-270 Reserved).

271. TICKET NIPPING.

(1) Every ticket and pass (periodical tickets, book passes, interim and temporary transfer passes, and all lines passes excepted) shall be nipped in the presence of the passenger as follows:—

(i) Suburban Lines:—

- (a) Single tickets.—At the entraining station before the journey is commenced.
- (b) Return tickets.—The top half at the entraining station before the commencement of the forward journey and the return half at the entraining station before the commencement of the return journey.
- (c) Through Suburban tickets.—Through Suburban tickets available from a station on one line to a station on another line, *via* Melbourne, on which the journey is broken at Melbourne, shall also be nipped at the Metropolitan barrier when the journey is resumed.

Example—

A ticket from Caulfield to Clifton Hill should be nipped at Caulfield and at Flinders Street or Princes Bridge if the passenger passes through the barrier there.

Note.—A Suburban single or return ticket—through tickets, as described in the previous paragraphs excepted—should not be honoured if nipped more than once.

(ii) Country Lines:—

- (d) Single tickets.—At the issuing station before the journey is commenced, at each checking station, at any station where the journey may be broken, by conductors or special checkers *en route*, and by the employe who collects it at the terminal station.

A Country full single ticket shall be check nipped at the issuing station on that portion of the ticket which is cut out when a half-ticket is issued and so far as space permits all subsequent check nips shall be made on the same portion of the ticket. A Country half single ticket shall be check nipped from the edge of the triangle formed by the removal of the cut piece.

- (e) Return tickets.—Similar to single tickets, on the forward and return journeys respectively.
- (f) Paper passes.—Other than those available from station to station and duty passes available between two stations for a specified period—Similar to ordinary tickets.
- (g) Paper duty pass issued for one return journey — at the top on the forward journey and at the bottom on the return journey.
- (h) Excess Fare and Blank (paper) tickets.—Similar to ordinary tickets.

Instruction 271.

- (i) Pre-embarkation or Combined Home Leave and Rail passes issued to members of the Defence Forces—at the top on the forward journey and at the bottom on the return journey. The nips must be placed in the rail portion of the pass.
- (2) Paper passes and Excess Fare and Blank tickets must be opened out flat to be nipped, and must not be nipped in the fold. The nip shall be made on the back of a ticket or a pass so that a legible impression may be obtained, and care must be taken to avoid nipping the date or the number.
- (3) A ticket should be taken from a passenger to be nipped. It is both careless and dangerous to nip a ticket while it is in the passenger's hand. Careless, because a proper inspection of the ticket cannot be made—particularly a ticket which is dated on the back; dangerous, because of the liability to nip the passenger's fingers as well as, or instead of, the ticket.
- (4) Perforation marks made by ticket nippers used in Victoria (except the special nippers used in the issue of multi-station tickets) are as follows:—

Metropolitan stations	□
Suburban stations (Dandenong excluded)	∩
Country stations (Dandenong included)	○
Country stations (certain only)	Z
Conductors	V
Special Checkers	X
Luggage	L

Tickets nippers, other than "Z" barrier nippers (see paragraph 10) supplied to country stations (including Dandenong) and to Spencer Street and Flinders Street (for use at country barriers), in addition to making a circular shaped perforation emboss a letter or number (or both) above the circle. The letter or number indicates the station at which the punch mark was inserted—each station being provided with a different identification mark. thus—Spencer Street, S; Flinders Street, F; Geelong, G.

For particulars of the identification mark allotted each station, see the Index to Working Time Tables under the heading "Station Nip."

In addition, each such nippers perforates in the ticket a distinctive mark which identifies the employe who punched it, for example—Ticket nippers issued at Spencer Street to different employes are identified thus—S¹, S², S³,—the distinguishing mark being shown clockwise around the letter "S" for each pair of nippers.

(5) When punching tickets with a ticket nipper provided with an identification mark, use sufficient pressure to ensure that the distinguishing numbers or letters of the nippers will be clearly embossed on the back of the ticket so that the station at which the nip was inserted may be readily ascertained.

(6) Under no circumstances shall Metropolitan nippers be used at any station other than Flinders Street, Princes Bridge and Spencer Street suburban barriers.

(7) The ticket nippers supplied to a suburban station shall be used only at the station to which they are allotted.

Instructions 271-272.

(8) Every country station shall have in use only ticket nippers that bear a number, or letter, or both, corresponding with the nip mark shown opposite the station name under the heading "Station Nip" in the Index to Working Time Tables.

(9) Each pair of ticket nippers supplied to a Conductor or special checker embosses a number above the identification mark V or X. The number identifies the employe who checked the ticket.

(10) Special barrier nippers with letter "Z" design are supplied to the country checking stations specified in the Index to the Working Time Tables for use at the barrier gate only, and must not be used for departure checking in the cars. These nippers also emboss a number above the perforation "Z."

The object of the special "Z" barrier nip is to assist the checking staff at departure stations and *en route*, with a view to detecting irregularities such as short booked tickets, etc.

Example.—The absence of the barrier nip "Z" in the return half of a Melbourne to Seymour ticket would indicate to the checking staff, that the holder had not joined the train at Seymour, but apparently at Mangalore, or elsewhere; the checker should then ascertain from the passenger where he joined the train, and collect the ticket held for the journey already travelled, viz., from Mangalore to Seymour. If no ticket be held for the journey indicated the offender should be dealt with for travelling without a ticket, and full particulars reported on form P. 170.

272. COLLECTION OF TICKETS.

(1) Every ticket and pass shall be collected on completion of the journey for which it was issued or when the period of its availability has expired. Tickets (periodicals and Intersystem excepted) carrying break of journey privileges shall be collected if the journey be broken and a break of journey receipt form (see Instruction No. 274) shall be issued.

(2) Care must be taken when collecting tickets to retain only the proper portions of return tickets. Should the return instead of the forward portion of a return ticket be inadvertently collected, hand the ticket over to the Stationmaster.

(3) Under no circumstances shall an employe destroy any portion of a ticket.

(4) Collected tickets shall not be retained by collectors longer than is necessary to dispose of them in the following manner:—

- (i) **Suburban Stations.**—Collected suburban tickets shall be immediately placed in the locked ticket boxes provided at the barrier gates. Collected country tickets shall be check nipped in the presence of the passenger, and immediately placed in the receptacle provided for their custody.

The employe on late duty, who is deputed to do so, shall remove the tickets from the ticket boxes and deal with them as provided in Station Accounts Instruction 66 (11). Under no circumstances shall such employe delegate this duty to anyone else.

- (ii) **Country Stations.**—At large stations collected tickets must be handed to the employe deputed to receive them, and he shall immediately examine and cancel them and place them in the receptacle provided for their safe custody.

Instruction 272.

At small country stations this duty is to be carried out by the employe who collects the tickets, under the Stationmaster's personal direction, but in no instance is a ticket to be placed in the ticket box (or cash drawer if a box has not been provided) until it has been cancelled.

(iii) **Metropolitan Stations.**—Collected suburban tickets shall be immediately placed in the locked boxes provided at the barrier gates. Country tickets collected at suburban barriers shall, after being examined and check nipped in the presence of the passenger, be placed in the locked boxes provided at the barriers for their receipt.

(5) Country tickets collected at the country barriers at Spencer Street off incoming country trains shall after being check nipped by the employe who collects them, be taken by him to the Stationmaster's office and handed to the employe deputed to receive them. The latter employe shall examine, cancel, sort and place the collected tickets in the receptacle provided for their custody.

(6) Country tickets collected at improvised or special barriers at Flinders Street or Princes Bridge shall after being check nipped by the employe who collects them, be handed to the barrier supervisor who shall make the necessary arrangements for their prompt cancellation, etc.

(7) The importance of seeing that collected tickets are properly and promptly dealt with and not allowed to lie about the counters or tables or remain in an employe's pockets (should it have been necessary to place them there temporarily) is emphasised. Under no circumstances are employes on barrier duty permitted to place collected tickets in their pockets when ticket boxes are provided at the barriers.

(8) The keys of ticket drawers or boxes shall be kept by the Stationmaster.

(9) All country tickets shall be examined daily with a view to detecting halves of return tickets that may have been wrongly collected, or other irregularity.

(10) Particulars of tickets wrongly collected shall be recorded in a suitable book kept for the purpose. If the ticket be subsequently claimed by the rightful owner, the signature and address of the claimant shall be obtained in the book before the ticket is delivered to him.

(11) Before handing over any ticket held by him to a claimant, the Stationmaster shall require such claimant to produce the forward portion of the ticket or a statutory declaration establishing the ownership of the wrongly collected ticket.

(12) If the wrongly collected ticket has been cancelled the passenger must be rebooked without charge as provided in General Order 120 (51c).

(13) Expired tickets found lying about after having been discarded by passengers must be picked up and dealt with in the same way as other collected tickets.

(14) Every Caretaker shall attend each passenger or mixed train arriving at the station during the hours she is on duty and shall attend to the examination, check nipping and collection of tickets. The Conductor, or if there be no Conductor on the train, the Guard or Vanman, shall assist in the duty, and before the departure of the train, hand the tickets collected by him to the Caretaker.

Instructions 272-275.

(15) At a No-one-in-Charge station or at a station where there is no employe on duty at the time, or at a place where passengers may obtain egress before the employe on duty is able to collect their tickets, the Conductor, or if there be no Conductor on the train, the Guard or Vanman shall observe the class of carriage from which a passenger alights and shall examine and collect the ticket.

(16) The ticket of a person travelling in a van of a goods train or in a horse-box or other vehicle attached to a goods train, shall be examined by the Guard at the commencement of the journey and unless it be a periodical, shall be collected by him just prior to the arrival of the train at the destination station, or before the passenger leaves the train. Every such ticket collected by a Guard shall be handed in by him without delay, as prescribed in General Order 120 (18).

273. COLLECTED COUNTRY TICKET RECEIPT BOOK.

(1) A collected country ticket receipt book (P. 157) is supplied to certain stations for the use of Guards, Conductors and Vanmen, who collect country tickets from passengers *en route* :—

- (a) for certain stations ;
- (b) from passengers alighting at unattended stations ; or
- (c) from passengers alighting from Goods trains.

(2) Tickets so collected shall be recorded in duplicate in the ticket receipt book with the aid of carbon paper, and shall be handed over :—

- (a) to the Stationmaster at the Station to which they apply ;
or
- (b) at the supervising station ; or
- (c) at the first manned station after collection.

(3) A duplicate receipt shall be obtained in the book, P. 157, in every instance in which a ticket is handed over, and the original receipt shall be handed with the ticket to the Stationmaster, the duplicate receipt being retained in the book.

274. COUNTRY TICKET TEMPORARILY SURRENDERED ON BREAK OF JOURNEY.

When a passenger temporarily surrenders a country ticket at a country station under break of journey conditions, a break of journey receipt form, P. 160c, shall be made out in duplicate and the original handed to the passenger. The ticket and duplicate receipt shall be retained at the station until the ticket is subsequently claimed by the passenger, who must surrender the original receipt before the ticket is handed over to him. Collected receipt forms must be promptly cancelled with the ticket cancellation stamp, initialled and dated by the officer who returned the ticket to the passenger, and then filed at the station.

275. PASSENGERS' LUGGAGE.

(1) Luggage shall consist of wearing apparel and other similar personal belongings contained in a trunk, portmanteau, kit bag, valise, suit case, or in any other receptacle commonly used for the purpose.

(2) Luggage must not be accepted for carriage as such when contained in merchandise boxes, or cases, chests of drawers, perambulators, or in bundles not properly covered and roped.

Instruction 275.

(3) The free allowance of *bona fide* luggage which may accompany a passenger is as follows :—

(i) *By train.* 1st class. 2nd class.

All journeys by passengers (local and intersystem) except— 112 lb. 84 lb.

(i) passengers making inter-capital journeys.

(ii) Overseas passengers.

Passengers making an intersystem journey, involving travel between one capital and another, or passing through a capital city 168 lb. 112 lb.

Overseas passengers to or from places outside the Commonwealth making local or intersystem journeys (Special authority must be obtained and the journey made within 3 months of arrival in or 1 month prior to departure from the Commonwealth). 336 lb. 224 lb.

Children four years of age and under fourteen (14) and passengers under sixteen (16) years of age travelling on concession tickets. Half the above weight

(ii) *By Rail Motors or Passenger Mail Motor.*

When a trailer is attached—Ordinary train conditions apply.

When a trailer is not attached—Adults 28 lb. ; Children four years of age and under fourteen (14)—14 lb.

(iii) *By Departmental Road Motor Coach Services.*

Bona fide luggage will be carried free provided always that room be available, but passengers shall be entitled to carry, with them without charge, *bona fide* luggage, as under :—

Full fare passengers—28 lb.

Half fare passengers—14 lb.

(iv) *By Electric Street Railways*—(St. Kilda-Brighton Beach or Sandringham-Black Rock lines).

Bona fide luggage not exceeding 28 lb. and also merchandise for personal use and not for sale, not exceeding 21 lb., in containers not more than eighteen (18) inches square in dimensions and which can be conveniently carried—Free.

For each article (or group of articles) in excess of the authorised free allowance—One adult fare shall be charged provided such article or articles can be conveniently carried.

Any large quantity of luggage, bulky or heavy packages, or bicycles, will not be accepted.

Instruction 275.

(4) The following articles when accompanied by the Owners or Users and required for immediate personal use subject to the conditions mentioned in the Passenger Fares Book, may be accepted as free luggage at owner's risk provided that in each instance the weight when included with *bona fide* luggage does not exceed the authorised allowance, viz. :—

Apiarists' hive tools, smokers, honey knives, etc. (maximum weight 28 lb.).

Artisans' tools of trade (large or awkward sizes and dangerous articles excepted).

Artists' equipment.

Books for personal use, in possession of students or Ministers of Religion.

Camp equipment.

Deck chairs—collapsible canvas (applicable to steamship passengers only).

Dentists' instruments.

Gas meter in possession of employee of Gas Company.

Package or parcel for delivery, maximum weight 56 lb., in possession of messenger in car (Suburban lines only).

Packages or parcels, one or more for personal use and not for disposal, with passenger in car. (Maximum weight, 14 lb.).

Photographers' camera and stand.

Picnic hampers.

Portable radio set.

Portable gramophone.

Rabbit Traps (maximum weight, 28 lb.).

Riding Saddle (other than new).

Samples of wool, tallow, and wheat in possession of employee of Wool, Skin, or Grain Merchant (North Suburban lines only).

Sporting material such as cricket bats, tennis racquets, etc.

Sporting tackle, including live ferrets in approved boxes, and dead game and fish when enclosed in bags so that no inconvenience may be occasioned other passengers (maximum weight, First Class, 56 lb. ; Second Class, 42 lb.).

Telephone and telephone slot attachments in possession of employee of Postal Department.

Typewriter in possession of employee of Typewriter Supply firm not more than one Typewriter for a passenger (Suburban lines only).

Water meter in possession of plumber.

(5) No article of an offensive or objectionable nature shall be taken in a carriage.

(6) No article shall be taken in a carriage unless it be of such a size as to admit of its being put under the seat or in the rack without danger or inconvenience to other passengers and without encroaching on the space to which other passengers are entitled. The following is a list of some of the articles which must not be accepted for free carriage under any circumstances :—

Animals.

Bird Cages.

Birds in containers.

Cinematograph Films.

Fish in baskets or otherwise (other than when enclosed in approved bags, carried by sportsmen).

Fruit in cases.

Machines other than those specified.

Motor tyres.

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Piping, etc., lengths of.

Rabbits, in baskets, bundles, or otherwise (other than when enclosed in approved bags, carried by sportsmen).

Timber in awkward length.

Vehicles.

Hawker's Wares.

(7) Persons travelling in the suburban area to the monthly shows of the Victorian Canary, Budgerigar and Cage Bird Society, and other similar societies may be permitted to take into the compartment free at owner's risk, one or two small cages, containing small birds for exhibition purposes.

(8) The free luggage allowance does not apply in the case of any Motor (Road), or Boat journeys for which the Commissioners issue either combination or separate Road or Boat tickets, and passengers will require to make their own arrangements as to luggage with the Motor or Boat Proprietors, as the case may be.

(9) Passengers are not permitted to place luggage on carriage seats which they do not occupy, nor in any way to create an impression that disengaged seats are occupied by persons temporarily absent from the compartment.

(10) A passenger is entitled to occupy only one seat. If found in possession of additional accommodation or endeavouring to secure it, he should be politely but unmistakably informed that it is disallowed and if the offence be persisted in, it should be reported to the Officer-in-Charge.

(11) Heavy or bulky luggage is not permitted in carriages and no luggage whatever shall be stowed in the corridor or vestibule of a carriage.

(12) Luggage in excess of the allowance must be paid for at parcels rates. If the ticket presented by a passenger already has the letter "L" written on it, or bears a nip "L," the luggage shall not be accepted for free carriage but shall be charged for as Excess Luggage, unless it can be definitely ascertained that the total amount of luggage accompanying the passenger does not exceed the prescribed "free" allowance.

(13) Passengers desiring to have their luggage checked and placed in the van must be referred to the Parcels Office or Luggage Hall (if one be provided).

(14) Nippers are provided at Metropolitan stations to nip tickets as an indication that luggage has been booked. Where nippers are not provided the letter "L" shall be written on the face of the ticket in ink or indelible pencil.

For further instructions in regard to passengers' luggage, see General Order 139 and Passenger Train Tariffs No. 2, page 39, No. 3, pages 107-113, No. 4, pages 166-160 and No. 5, page 221.

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VICTORIAN RAILWAYS.
MANUAL OF TICKETS

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245	"	
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VICTORIAN RAILWAYS

MANUAL OF TICKETS

1944

Suburban First Class Daily Tickets.

89796
 WILLIAMSTOWN
 TO
 MELBOURNE
 FIRST CLASS
 89796

1

89796
 FLINDERS ST. (B)
 TO
 RICHMOND
 FIRST CLASS
 (+)
 89796

2

95768
 Flinders St. (B)
 TO
 RICHMOND
 FIRST CLASS
 DAY RETURN
 RICHMOND
 FS TO (B)
 MELBOURNE
 FIRST CLASS
 NOT TRANSFERABLE
 95768

3

89796
 FLINDERS ST. (B)
 TO

 VIA
 FIRST CLASS
 89796

4

95768
 Flinders St. (B)
 (No. 2) TO

 VIA
 FIRST CLASS
 DAY RETURN
 F.S.B. TO
 MELBOURNE
 VIA
 FIRST CLASS
 Not Transferable. R
 95768

5

95768
 Williamstown
 TO
 MELBOURNE
 FIRST CLASS
 DAY RETURN
 MELBOURNE
 TO
 Williamstown
 FIRST CLASS
 NOT TRANSFERABLE
 95768

6

89796
 WILLIAMSTOWN
 TO

 VIA
 CHILD-under 14-1st class
 89796

7

95768
 (CHILD)
 WILLIAMSTOWN
 TO

 VIA
 Under 14-1st Class
 (CHILD)
 DAY RETURN
 TO
 Williamstown
 VIA
 UNDER 14 YEARS
 FIRST CLASS
 Not Transferable R
 95768

8

95768
 SEASIDE
 Flinders St. (C)
 (1) TO
 WILLMSTOWN
 FIRST CLASS
 SEASIDE
 DAY RETURN
 Williamstown
 (F.S.C.) TO (1)
 MELBOURNE
 FIRST CLASS
 NOT TRANSFERABLE
 95768

9

Miscellaneous Suburban Tickets

78196
CHANGE OF CLASS
 Not available for Passenger travel unless
 the ticket on which the
 change is made.
CAMBERWELL
 TO
MELBOURNE
 SECOND TO FIRST
 78196

78196
CHANGE OF CLASS
 Williamstown
 TO
MELBOURNE
 ONE JOURNEY ONLY
 Second to First
 [See back]
MELBOURNE
CHANGE OF CLASS
 Williamstown
 ONE JOURNEY ONLY
 Second to First
 Not transferable. See back.
 96187

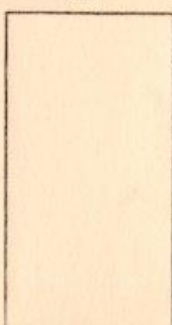
45863
EXTENSION OF JOURNEY.
 Not available for Passenger travel unless
 presented with the ticket on which the
 extension is made.
YARRAVILLE
 TO
FOOTSCRAY
 FIRST CLASS
 45863

69785
COLLAPSIBLE PRAM
 Issued by Tramways & Trams Dept.
 when issued in the equivalent
SINGLE JOURNEY
 Flinders St. (B) 2d.
 (†) TO
 VIA
 (For conditions see back.)
 69785

78196
COLLAPSIBLE PRAM
 Issued by Tramways & Trams Dept.
 when issued in the equivalent
RETURN JOURNEY
 Flinders St. (B) 3d.
 (†) TO
 VIA
 (For conditions see back.)
 78196

12673
Flinders St. (B) 2d.
 From
 Particulars
 of Stages:
 To
S.S.S. Owner's Bus
Coupons
F.S.B. 2d.
SEE BACK
 12673

45863
CLOAK ROOM TICKET
 Williamstown
 Bicycle,
 Pergamonian,
 Co-act.
 4d.
 Date of
 Delivery.....
 (See Conditions on back.)
CLOAK ROOM TICKET
 Williamstown
 Bicycle,
 Pergamonian,
 Co-act.
 4d.
 Date of
 Delivery.....
 (See Conditions on back.)
 45863



78196
PLATFORM TICKET
FLINDERS ST. (B)
EXIT
 (†) TO
THIS TICKET DOES NOT
ENTITLE THE HOLDER
TO ENTER A GARRAGE
FLIN. ST. (B)
ENTRANCE
 Platform Ticket
 78196

Suburban Periodical Passes

78196
PERIODICAL PASS
FLINDERS St. (B)
 (†) TO
FIRST CLASS
 Available for one **SINGLE** Journey
 on day of issue only.
 78196

69785
PERIODICAL PASS
WILLIAMSTOWN
 TO
MELBOURNE
FIRST CLASS
 Available for one **RETURN** Journey
 on day of issue only.
NOT TRANSFERABLE.
 69785

45863
PERIODICAL PASS 2d
FLINDERS St. (B)
 (†) TO
 CLASS
 Available for one **SINGLE** Journey
 on day of issue only.
 45863

Suburban Weekly Periodical Tickets—First Class

1st Class Weekly Ticket. Not transferable to another Person. PENALTY £20

WILLIAMSTOWN
(MALE) AND
MELBOURNE

Available till Saturday following date of issue
FOR CONDITIONS SEE BACK

12673

36

1st Class Weekly Ticket. Not transferable to another Person. PENALTY £20

WILLIAMSTOWN
(FEMALE) AND
MELBOURNE

Available till Saturday following date of issue
FOR CONDITIONS SEE BACK

23641

37

P.79A. VICTORIAN RAILWAYS 345

WEEKLY PERIODICAL NOT TRANSFERABLE
Penalty £20

MALE—FIRST CLASS. FARE.....

Date.....

AUBURN

and.....

Via..... Issued by.....
AVAILABLE UNTIL SATURDAY FOLLOWING DATE OF ISSUE
(For Conditions See Back)

38

P.81A. VICTORIAN RAILWAYS 456

WEEKLY PERIODICAL NOT TRANSFERABLE
Penalty £20

FEMALE—FIRST CLASS FARE.....

Date.....

SOUTH YARRA

and.....

Via..... Issued by.....
AVAILABLE UNTIL SATURDAY FOLLOWING DATE OF ISSUE
(For Conditions See Back)

39

Suburban Second Class Daily Tickets.

78196

WILLIAMSTOWN
TO
MELBOURNE

SECOND CLASS

78196

46

69785

FLINDERS ST. (B)
TO
RICHMOND

SECOND CLASS

69785

47

1000

Flinders St. (B)
TO
RICHMOND

SECOND CLASS

DAY RETURN
RICHMOND
(F.S.) TO (B)
MELBOURNE

SECOND CLASS
NOT TRANSFERABLE

1000

48

12673

(A)
Williamstown
TO
MELBOURNE

SECOND CLASS

DAY RETURN
MELBOURNE
TO
Williamstown

SECOND CLASS
NOT TRANSFERABLE
(A)

12673

49

23641

FLINDERS ST. (B)
TO

SECOND CLASS

FLINDERS ST. (B)
TO

SECOND CLASS

VIA.....

23641

50

45863

Flinders St. (Bf)
(No. 2) TO

VIA.....

SECOND CLASS

DAY RETURN

F.S.B. TO 72
MELBOURNE

VIA.....

Second Class
Not transferable

45863

51

89736

WILLIAMSTOWN
TO

CHILD—under 11—2nd Class

VIA.....

89736

52

78196

(C H L D)
WILLIAMSTOWN

Via.....

Under 11—2nd Class

(C H L D)
DAY RETURN

Williamstown

Via.....

UNDER 11 YEARS
SECOND CLASS
Not Transferable

78196

53

69785

CAULFIELD
(C H L D)
TO
Williamstown

SECOND CLASS

DAY RETURN
Williamstown
(C H L D)
TO
CAULFIELD

SECOND CLASS
NOT TRANSFERABLE

69785

54

Suburban Second Class Tickets.

0001
 Williamstown
 TO
 Victoria Park
 SECOND CLASS
 DAY RETURN
 Victoria Park
 TO
 Williamstown
 Second Class R
 Not Transferable
 1000

55

0001
 FLINDERS ST. (A)
 (No. 41) TO
 AUBURN
 ELSTERNWICK or
 KOOYONG
 SECOND CLASS
 DAY RETURN
 KOOYONG
 ELSTERNW'K or
 AUBURN
 (F.S.A) TO (No. 47)
 MELBOURNE
 SECOND CLASS
 Not Transferable
 1000

56

0001
 OFF PEAK TICKET
 Williamstown
 TO
 MELBOURNE
 SECOND CLASS
 OFF PEAK TICKET
 DAY RETURN
 MELBOURNE
 TO
 Williamstown
 SECOND CLASS
 NOT TRANSFERABLE
 (SEE BACK)
 1000

57

0001
 WORKMAN'S TICKET
 Williamstown
 TO
 MELBOURNE
 SECOND CLASS
 WORKMAN'S TICKET
 MELBOURNE
 TO
 Williamstown
 SECOND CLASS
 NOT TRANSFERABLE
 (SEE BACK)
 1000

58

0001
 AVAILABLE ONLY BY
 TRAINS PERMITTED TO
 LEAVE OR ARRIVE AT
 STATION AT OR BE-
 FORE 9.15 A.M.
 W
 AVAILABLE ONLY BY
 TRAINS PERMITTED TO
 LEAVE OR ARRIVE AT
 STATION AT OR BE-
 FORE 9.15 A.M.
 W
 1000

59

0001
 WEEK-END EX.
 Flinders St. (A7)
 (No. 4) TO
 CROYDON
 SECOND CLASS
 WEEK-END EX.
 CROYDON
 (F.S.A) TO (No. 34)
 MELBOURNE
 SECOND CLASS
 Not Transferable to another
 Person. PENALTY £50
 (SEE BACK)
 1000

60

0001
 MELBOURNE to
 ST. KILDA
 issued at
 NEWPORT
 Extension Periodical
 Available at
 MELBOURNE
 SECOND CLASS
 ST. KILDA
 to MELBOURNE
 issued at
 NEWPORT
 Extension Periodical
 Available at
 MELBOURNE
 SECOND CLASS
 (See Back)
 0001

61

0001
 Employee's Monthly Ticket
 NEWPORT (7) AND
 NEWPORT WORKSHOPS
 SECOND CLASS
 Available at
 NEWPORT
 Extension Periodical
 Available at
 MELBOURNE
 SECOND CLASS
 (See Back)
 W
 This ticket must be given up immediately on
 expiry and before another is issued.
 FOR CONDITIONS SEE BACK
 1000

62

0001
 This ticket is not transferable to
 another person.
 W
 This ticket is issued to all employees of
 the Melbourne Tramways and Electric
 Tramways Companies and is valid for
 travel on all Melbourne Tramways and
 Electric Tramways.
 NOT TRANSFERABLE TO ANOTHER PERSON
 1000

63

Suburban Second Class Weekly Tickets.

45863
 Mon. Tu. Wed. Th. Fri.
 CHILD'S WEEKLY TICKET
 Flinders St. (A7) TO
 MELBOURNE
 Second Class (See back)
 Mon. Tu. Wed. Th. Fri.
 45863
 FLINDERS ST. (A7)
 TO
 MELBOURNE
 CHILD'S WEEKLY TICKET
 Second Class (See back)
 Mon. Tu. Wed. Th. Fri.

68

78193
 Mon. Tu. Wd. Th. Fr. Sa.
 WORKMAN'S TICKET
 Williamstown and
 MELBOURNE
 SECOND CLASS (See back)
 Mon. Tu. Wd. Th. Fr. Sa.

69

12673
 Mon. Tu. Wd. Th. Fr. Sa.
 WORKMAN'S TICKET
 BRUNSWICK and
 MELBOURNE
 SECOND CLASS (See back)
 Mon. Tu. Wd. Th. Fr. Sa.
 VIA

70

2nd Class Weekly Ticket. Not transferable
 to another Person. PENALTY £50
 WILLIAMSTOWN
 (FEMALE) AND
 MELBOURNE
 Available on Saturday following date of issue.
 FOR CONDITIONS SEE BACK
 69785

71

2nd Class Weekly Ticket. Not transferable
 to another Person. PENALTY £50
 WILLIAMSTOWN
 (MALE) AND
 MELBOURNE
 Available on Saturday following date of issue.
 FOR CONDITIONS SEE BACK
 45863

72

Suburban Blank Weekly Periodical Tickets—
Second Class

P.82A. VICTORIAN RAILWAYS. **234**
WEEKLY PERIODICAL. NOT TRANSFERABLE
 Penalty £20
 FEMALE—SECOND CLASS FARE.....
 Date.....
SOUTH YARRA
 and.....
 Via..... Issued by.....
 AVAILABLE UNTIL SATURDAY FOLLOWING DATE OF ISSUE.
 (For Conditions See Back)

73

FA00A. VICTORIAN RAILWAYS. **142**
WEEKLY PERIODICAL. NOT TRANSFERABLE
 Penalty £20
 MALE—SECOND CLASS FARE.....
 Date.....
CHRISTENHAM
 and.....
 Via..... Issued by.....
 AVAILABLE UNTIL SATURDAY FOLLOWING DATE OF ISSUE.
 (For Conditions See Back)

74

Family Excursion Tickets.

000
 NOT TRANSFERABLE. VICTORIAN RAILWAYS.
 Date.....
FAMILY EXCURSION TICKET
 FOR TWO ADULTS AND FOUR CHILDREN, OR ONE
 ADULT AND FIVE CHILDREN.
SECOND CLASS
ARMADALE
 TO
ARMADALE
 Available on Day of Issue Only.
 THE JOURNEY CANNOT BE BOOKED.
 NOT TRANSFERABLE. VICTORIAN RAILWAYS. **000**
 Date.....
FAMILY EXCURSION TICKET
 FOR TWO ADULTS AND FOUR CHILDREN, OR ONE
 ADULT AND FIVE CHILDREN.
SECOND CLASS
ARMADALE
 TO
ARMADALE
 Available on Day of Issue Only.
 THE JOURNEY CANNOT BE BOOKED.
 R. S. Dow, Genl. Printr.

75

000
 NOT TRANSFERABLE. VICTORIAN RAILWAYS.
 Date.....
FAMILY EXCURSION TICKET
 FOR TWO ADULTS AND FOUR CHILDREN, OR ONE
 ADULT AND FIVE CHILDREN.
FIRST CLASS
FLINDERS STREET
 TO
UPPER F.T. GULLY
 Available on Day of Issue Only.
 THE JOURNEY CANNOT BE BOOKED.
 NOT TRANSFERABLE. VICTORIAN RAILWAYS. **000**
 Date.....
FAMILY EXCURSION TICKET
 FOR TWO ADULTS AND FOUR CHILDREN, OR ONE
 ADULT AND FIVE CHILDREN.
FIRST CLASS
UPPER F.T. GULLY
 TO
FLINDERS STREET
 Available on Day of Issue Only.
 THE JOURNEY CANNOT BE BOOKED.
 R. S. Dow, Genl. Printr.

76

" Van " Blank Ticket

P. 4 U. (VAN) 324
VICTORIAN RAILWAYS
Utility Blank Single Ticket
Suburban or Country "Van Issue" Only
Not Transferable to Another Person. PENALTY £20
NEWPORT (N.C. Bookings)

CLASS. Date 19__

From _____

To _____

Via _____

Why charged or
Kind of Ticket
Issued* _____

Amount Paid £. _____

Issued by _____ Mileage _____

* Fill in on every Ticket issued for
travel—"ADULT" or "CHILD," "Change
of Class," "Extension" &c., &c., as required.
12110—T.S.600/42.

77

Blind Person's Permit (Outside)

VICTORIAN RAILWAYS

**BLIND
PERSON'S
PERMIT**

AVAILABLE TILL
30th JUNE, 1943

78

Blind Person's Permit (Inside)

P. & F. 60*

VICTORIAN RAILWAYS.

BLIND PERSON'S PERMIT No. 919

Available till 30th June, 1945. THE HOLDER OF THIS PERMIT

who is a blind person, is hereby authorized to obtain the following concessions when travelling on the Victorian Railways at any time up to the date shown hereon.

1 Suburban Journeys.

The holder may travel free to and from any Station on the Suburban lines; but if accompanied by an attendant the latter must hold a ticket for the journey.

Free travel is not allowed on Suburban lines when travel forms portion of a Country journey.

2. Country Journeys

The holder may obtain a single ticket at two-thirds single fare, or a

No limitation is imposed as to the age or sex of the attendant.

return ticket at full ordinary return fare, available for return for one month, or, if a day return is being made, a day return ticket (when issued) at full day return fare, which will cover the travel of both the Blind Person and attendant.

3. Intersystem Journeys

The holder may obtain a single ticket at two-thirds single fare, or a return ticket at single fare plus one-third, available for return for six months, which will cover the travel of both the Blind Person and attendant, provided the necessary priority permits are held.

J. McCLELLAND,
Gen. Pass. & Freight Agent.

Gen. Pass. & Freight Agent's Office
Melbourne.

Per.....
1149-44

Suburban Defence Forces Concession Tickets.

45863
DEFENCE LEAVE
ARMADALE
TO
MELBOURNE
FIRST CLASS SINGLE
Not transferable to Another Person
PENALTY £20
TRAVELLING IN UNIFORM
45863

85

45863
DEFENCE LEAVE
Flinders St. (A)
TO
AIRCRAFT PLAT.
SECOND CLASS SINGLE
Day of issue only
Not transferable to Another Person
PENALTY £20
TRAVELLING IN UNIFORM
45863

86

23641
DEFENCE LEAVE
ARMADALE
TO
SINGLE
Day of issue only
Not transferable to Another Person
PENALTY £20
TRAVELLING IN UNIFORM
23641

87

95768
DEFENCE LEAVE
Nth. Williamstown
TO
PORT MELB'NE
FIRST CLASS
DEFENCE LEAVE
Port Melbourne
TO
NTH. WILMSTN
FIRST CLASS
Not transferable to Another Person
PENALTY £20 (See back)
95768

88

12673
DEFENCE LEAVE
WATSONIA
TO
MELBOURNE
SECOND CLASS
DEFENCE LEAVE
MELBOURNE
TO
WATSONIA
SECOND CLASS
Not transferable to Another Person
PENALTY £20 (SEE BACK)
12673

89

95768
DEFENCE LEAVE
SPENCER ST.
No. 177 TO
STATION WRITTEN
HEREON
DEFENCE LEAVE
RETURN
95768

90

Country First Class Tickets.

100

FOOTSCRAY TO DAYLESFORD VIA TYLDEN 1st CLASS RETURN SEE BACK

1st Class

MELBOURNE TO WALLAN 1st Class

MELB. (1) WALLAN

10001

101

SUNDAY EX. MELBOURNE (1) to GEELONG (1) MELB. (1) GEELONG

SUNDAY EX. GEELONG (1) to MELBOURNE (1) MELB. (1) GEELONG

1st Class

1st Class

10001

102

FOOTSCRAY TO DAYLESFORD VIA TYLDEN 1st CLASS RETURN SEE BACK

1st Class

MELBOURNE TO BENDIGO (via Baird & Boyd) 1st Class

MELB. (1) BENDIGO

10001

103

SAT. to SUN. EX. MELBOURNE (1) to GEELONG (1) MELB. (1) GEELONG

SAT. to SUN. EX. GEELONG (1) to MELBOURNE (1) MELB. (1) GEELONG

1st Class

1st Class

10001

104

DAY RETURN AUBURN to MELBOURNE via ...

1st Class

1st Class

10001

105

CHEAP EX. CARLSRUHE TO MELBOURNE 1st Class

CHEAP EX. MELBOURNE TO CARLSRUHE 1st Class

1st Class

1st Class

10001

106

MILDURA TO BENDIGO via Headland and Ravenshoe 1st Class

MILDURA BENDIGO

1st Class

via Rtd. and Rd.

10001

107

MARYBORO TO BENDIGO (via Baird & Boyd) 1st Class

MARYBORO BENDIGO

1st Class

MELB. (1) BENDIGO

10001

108

CHEAP EX. MELBOURNE TO CARLSRUHE 1st Class

CHEAP EX. CARLSRUHE TO MELBOURNE 1st Class

1st Class

1st Class

10001

109

CHEAP TRIP MELBOURNE TO TRENTHAM via TYLDEN 1st Class

CHEAP TRIP TRENTHAM TO MELBOURNE via TYLDEN 1st Class

1st Class

1st Class

12673

110

CHANGE OF CLASS Not available for Passenger Travel unless presented with the ticket on which the change is made.

FEENTREE TO MELBOURNE SECOND TO FIRST

10001

111

VICT. & S. JUST. MELB. WAYS 7 P.M. "THE OVERLAND" RESERVED SEAT TICKET

Price 3/3 (See back)

10001

112

TOURIST MELB. TO MILDURA 1st Class

TOURIST MILDURA MELB. (1) MELB. (1) MILDURA

1st Class

1st Class

10001

113

PARLOR CAR RESERVED SEAT TICKET SPIRIT OF PROGRESS 7.50 A.M. ALWAYS TO MELBOURNE

Par No. Seat No. Date

10001

114

Victorian Railways 7.50 A.M. SPIRIT OF PROGRESS RESERVED SEAT TICKET ALWAYS TO MELBOURNE

Price 3/3 (See back)

23641

115

TOURIST MELB. TO MILDURA 1st Class

TOURIST MILDURA MELB. (1) MELB. (1) MILDURA

1st Class

1st Class

10001

116

SLEEPING BERTH TICKET MELBOURNE TO ADELAIDE

Train No. Car No. Seat No. Berth No.

10001

117

Blank ticket stub

Miscellaneous Country Tickets.

Multi-Station Ticket

RAILWAY STAFF TO
NIP HERE ON FORWARD JOURNEY

VICTORIAN RAILWAYS

First Class Defence Leave Ticket
Travelling in Uniform

251
Date

Good for one return journey from

FULHAM

AVAILABLE FROM OR TO SALE
Issued at Fulham, R.A.A.F.

to station indicated by check nip

If more than one station is designated by a check nip,
the ticket is then available only for the shorter journey.

Fares Miles

k.	d.	Miles	Station
4	6	48	Bairnsdale
3	9	40	Hillside
3	6	37	Lindenow
3	2	30	Fernbank
3	2	22	Munro
3	2	15	Stratford
3	2	10	Montgomery
2	0	4	Sale
2	0	4	Kilmany
3	2	12	Rosedale
3	2	18	Flynn
3	2	22	Loy Yang
3	2	26	Traralgon
3	4	35	Morwell
4	0	43	Moe
4	9	50	Traralgar
5	2	55	Yarragon
5	5	58	Darnum
5	8	60	Nilma
5	10	62	Warragul
6	4	67	Drouin
6	10	73	Longwarry
7	1	75	Bunyip
7	4	78	Garfield
7	6	80	Tynong
7	11	84	Nar Nar Goon
8	3	88	Pakenham
8	9	93	Officer
8	11	95	Beaconsfield
9	2	97	Berwick
9	4	99	Narre Warren

Not Transferable to another Person. Penalty £20
Issued to and accepted by the holder subject to the By-laws and Regulations of the Victorian Railways Commission.
In consideration of the Victorian Railways Commissioners permitting the holder to board or alight from any train or vehicle of the Victorian Railways Commission, the holder shall not be liable for any injury, damage or loss howsoever caused to the holder, while he is standing on, alighting or whilst forward journey must be commenced on date stamped on ticket. Return journey must be completed within the period of leave shown on holder's leave pass.

RAILWAY STAFF TO
NIP HERE ON RETURN JOURNEY

Country Tickets—Defence Forces



120



123



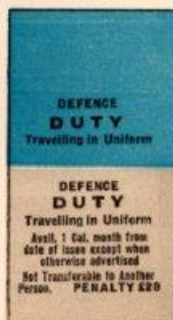
125



121



124



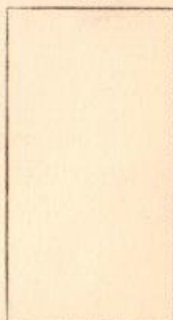
126



122



124



126

Victorian Railways

Surcharge for travel by

SPRIT OF PROGRESS

See Rules etc. for details and conditions with

Combined Leave Pass and Day Ticket

For the journey

MELBOURNE—ALBURY

FIRST CLASS

Not transferable to another person. PENALTY £20

Country Tickets—Defence Forces

481	481
P.18M—(Sey) VICTORIAN RAILWAYS.	P.18M—(Sey) VICTORIAN RAILWAYS.
Date.....	Date.....
DEFENCE FORCES Travelling ON LEAVE in Uniform	DEFENCE FORCES Travelling ON LEAVE in Uniform
SEYMOUR TO MELBOURNE	MELBOURNE TO SEYMOUR
SINGLE JOURNEY SECOND CLASS	SINGLE JOURNEY SECOND CLASS
Not Transferable to Another Person. PENALTY £20.	Not Transferable to Another Person. PENALTY £20.
9022.—T.S.503/42.	FARE 4/-

120

Country Second Class Tickets.

12673

MELBOURNE
TO
WALLAN
SECOND CLASS
OR
MELB. BY
WALLAN

127

69785

CLUNES
TO
MARYBORO
2nd CLASS
OR
CLUNES
MARYBORO

MARYBORO
TO
CLUNES
2nd CLASS
RETURN
SEE BOX

69785

128

78196

GEEELONG
TO
MELBOURNE
2nd CLASS
OR
GEEELONG
MELBOURNE

Mel. to Max. Ex. Melbourne
Sun. to Max. Ex. GEEELONG

78196

129

12073

ECHUCA
TO
MELBOURNE
(VIA RAVENSWOOD & KYNETON)

CHILD—under 14—2nd Class

130

95768

GRAHAM
TO
CRIB POINT
SECOND CLASS
OR
GRAHAM
CRIB POINT

133

23641

BENDIGO
TO
MARYBORO
(via Kerit & Bendigo)
2nd CLASS
OR
BENDIGO
MARYBORO

MARYBORO
TO
BENDIGO
(via Kerit & Bendigo)
2nd CLASS
RETURN
SEE BOX

23641

134

23641

SLOYD & COOKERY
TICKET
MARYBORO
Under 16—2nd Class

SLOYD & COOKERY
TICKET
Maryborough
TO
TALBOT
Under 16—2nd Class
Not Transferable—See Box

23641

135

Barrier Pass Out Check
Arrival Check

No. 24009

Victorian Railways.										31
SPENCER STREET STATION										30
BARRIER PASS-OUT CHECK										29
Issued in and accepted by the holder subject to the By-Laws and Regulations of the Victorian Railways Commissioners										28
THIS CHECK IS TO BE GIVEN UP ON LEAVING THE PLATFORM										27
Not Transferable to another Person—PENALTY £20.										26
1	2	3	4	5	6	7	8	9	10	25
11	12	13	14	15	16	17	18	19	20	24
										23
										22
										21
										20
										19
										18
										17
										16
										15

141

Pass Out Check issued en route.

No. 000

NORTH EASTERN										
31	30	29	28	27	26	25	24	23	22	SPENCER ST.
										NORTH MELB.
										NEWMARKET
										Moonee Ponds
										ESSENDON
										BROADMOWS
										1st CLASS
										2nd CLASS
										Issued in and accepted by the holder subject to the By-Laws and Regulations of the Victorian Railways Commissioners.
										This Check requires ticket collected, and will pass passenger to the station indicated by check mark.
										Passengers for intermediate stations travel by the first following suburban train.
14	13	12	11	10	9	8				15

142

Suburban Monthly Periodical Tickets.



FRONT
145



BACK
145

Suburban Monthly Periodical Tickets



FRONT
147



BACK
147

Suburban Monthly Periodical Tickets.



FRONT
149



BACK
150

Suburban Monthly Periodical Tickets.



FRONT
151



BACK
152

School Term Ticket

VICTORIAN RAILWAYS. SCHOOL TERM TICKET

M

1

1944

VICTORIAN RAILWAYS. SCHOOL TERM TICKET

M

1

1944

OUTSIDE
154

School Term Ticket

VICTORIAN RAILWAYS. SCHOOL TERM TICKET

F

1

1944

VICTORIAN RAILWAYS. SCHOOL TERM TICKET

F

1

1944

OUTSIDE
156

VICTORIAN RAILWAYS SCHOOL TERM TICKET

MI

No. 37

Date of Issue 8 FEB. 44

MI

*FIRST *SECOND CLASS

Fare Paid £ 1 / 17 / 4

MALE *ADULT *CONCESSION

Not Transferable to another Person PENALTY £20

AVAILABLE BETWEEN

BLACKBURN AND GLENFERRIE

Via _____

Concession Tickets are not available for smoking compartment

This Ticket is issued to and accepted by

Mr. V. ALEXANDER

subject to the provisions of the Railways Act, and to the By-laws and Regulations of the Victorian Railways Commissioners.

Date of Issue 12 MAY 1944

Initials of Issuing Officer JR.

MI

Ellyers
Secretary.

INSIDE
155

VICTORIAN RAILWAYS SCHOOL TERM TICKET

F1

No. 22

Date of Issue 8 FEB. 44

F1

*FIRST *SECOND CLASS

Fare Paid £ 1 / 14 / 10

FEMALE *ADULT *CONCESSION

Not Transferable to another Person PENALTY £20

AVAILABLE BETWEEN

BLACKBURN AND HEYINGTON

Via BURNLEY

Concession Tickets are not available for smoking compartment

This Ticket is issued to and accepted by

Miss K. FINLAYSON

subject to the provisions of the Railways Act, and to the By-laws and Regulations of the Victorian Railways Commissioners.

Date of Issue 12 MAY 1944

Initials of Issuing Officer JR.

F1

Ellyers
Secretary.

INSIDE
157

Date to Date Tickets



INSIDE
158



OUTSIDE
159

Suburban Periodical Tickets



OUTSIDE
160



INSIDE
161

Suburban Quarterly Tickets.

688

VICTORIAN RAILWAYS
 QUARTERLY TICKET
 Not Transferable to another
 Person—PENALTY £20

FIRST CLASS.
MALE (ADULT)

This Ticket is issued to and accepted by
Mr. F. PASCOE

subject to the provisions of the Rail-
 ways Act, and to the By-laws and
 Regulations of the Victorian Railways
 Commissioners.

H. E. Dav

Fare Paid.....

AVAILABLE BETWEEN

**AUBURN
 AND
 MELBOURNE**

AVAILABLE TILL

30th SEPT., '38

H. E. Dav, Govt. Printer.

INSIDE
162

VICTORIAN RAILWAYS
 FIRST CLASS.
 (ADULT)
 QUARTERLY TICKET

**AUBURN
 AND
 MELBOURNE**

**SEPTEMBER
 1938**

**SEPTEMBER
 1938**

OUTSIDE
163

Suburban Quarterly Tickets

1278

VICTORIAN RAILWAYS
 QUARTERLY TICKET
 Not Transferable to another
 Person—PENALTY £20

SECOND CLASS
FEMALE (ADULT)

This Ticket is issued to and accepted by
Miss K. SMITH

subject to the provisions of the Rail-
 ways Act, and to the By-laws and
 Regulations of the Victorian Railways
 Commissioners.

H. E. Dav

Fare Paid.....

AVAILABLE BETWEEN

**ST. KILDA
 AND
 MELBOURNE**

AVAILABLE TILL

30th SEPT., '38

H. E. Dav, Govt. Printer.

INSIDE OF ONE TICKET
164

VICTORIAN RAILWAYS
 SECOND CLASS
 (ADULT)
 QUARTERLY TICKET

**ST. KILDA
 AND
 MELBOURNE**

**JULY
 1940**

**JULY
 1940**

OUTSIDE OF ANOTHER TICKET
165

Suburban Quarterly Tickets

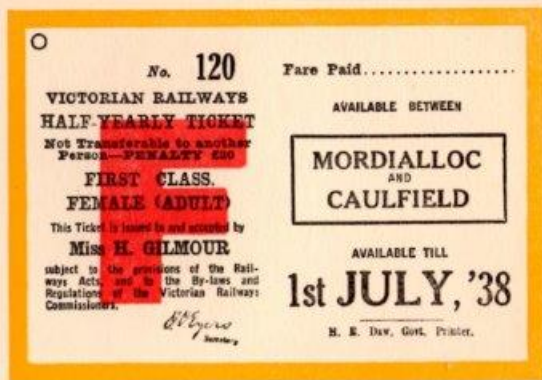


OUTSIDE
168

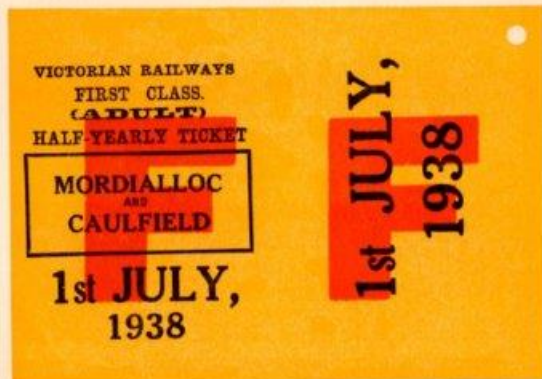


INSIDE
167

Suburban Half-Yearly Book Ticket.



INSIDE
168



OUTSIDE
169

Suburban Half-Yearly Book Ticket.

No. **011** Fare Paid.....

VICTORIAN RAILWAYS
HALF-YEARLY TICKET
 Not Transferable to another Person—PENALTY \$20

**SECOND CLASS
 MALE (ADULT)**

This Ticket is issued to and accepted by
Mr. J. BLANK

subject to the provisions of the Railways Acts, and to the By-laws and Regulations of the Victorian Railways Commissioners.

H. E. Dav
Secretary

AVAILABLE BETWEEN

**CAULFIELD
 AND
 SOUTH YARRA**

AVAILABLE TILL

1st JULY, '42

H. E. Dav, Govt. Printer.

INSIDE
170

VICTORIAN RAILWAYS
 SECOND CLASS
(ADULT)
HALF-YEARLY TICKET

**CAULFIELD
 AND
 SOUTH YARRA**

**1st JULY,
 1942**

**1st JULY,
 1942**

OUTSIDE
171

Suburban Yearly Book Tickets

VICTORIAN RAILWAYS
 FIRST CLASS
(ADULT)
YEARLY TICKET

**OAKLEIGH
 ESSENDON
 MORDIALLOC**

**1st JULY,
 1943**

**1st JULY,
 1943**

OUTSIDE
172

000 Fare Paid.....

VICTORIAN RAILWAYS
YEARLY TICKET
 Not Transferable to another Person—PENALTY \$20

**FIRST CLASS.
 MALE (CONCESSION)**
 (Not available for Smoking Compart.)

This Ticket is issued to and accepted by
Mr. J. BLANK

subject to the provisions of the Railways Acts, and to the By-laws and Regulations of the Victorian Railways Commissioners.

H. E. Dav

AVAILABLE BETWEEN

**SUNSHINE
 NEWPORT**
 (Change trains at FOOTSCRAY)

AVAILABLE TILL

1st JAN., '40

H. E. Dav, Govt. Printer.

INSIDE
173

Suburban Yearly and Half-Yearly Metal Tickets.

1st CLASS—GILT

2nd CLASS—WHITE METAL



174
Gilt



177
White Metal



White Metal
175



Gilt
178

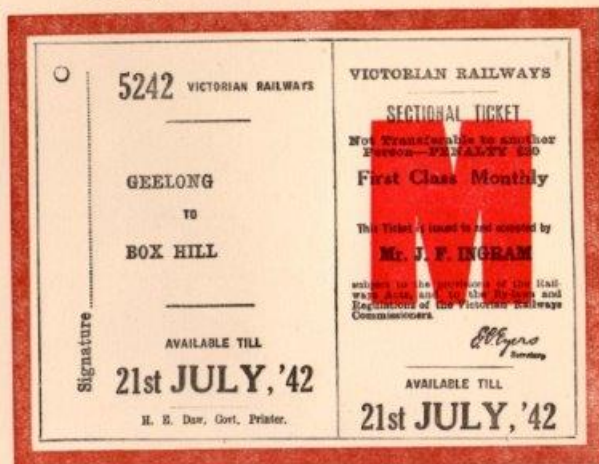


Gilt
176



White Metal
179

Country Sectional Ticket—1st Class Monthly



INSIDE OF ONE TICKET
180



OUTSIDE OF ANOTHER TICKET
181

Country Sectional Ticket—1st Class Yearly


<p>2565 VICTORIAN RAILWAYS</p> <p>CAMBERWELL</p> <p>TO</p> <p>MACEDON</p> <p>Signature</p> <p>AVAILABLE TILL</p> <p>19th OCT., '42</p> <p>H. E. Daw, Govt. Printer. (C.O.)</p>	<p>VICTORIAN RAILWAYS</p> <p>SECTIONAL TICKET</p> <p>Not Transferable to another Person—PENALTY £20</p> <p>1st Class Yearly</p> <p>This Ticket is issued to and accepted by</p> <p>Sister E. SHEPPARD</p> <p>subject to the provisions of the Railways Acts, and to the By-laws and Regulations of the Victorian Railways Commissioners.</p> <p><i>E. E. Myers</i> Secretary</p> <p>AVAILABLE TILL</p> <p>19th OCT., '42</p>
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INSIDE OF ONE TICKET
182

Country Sectional Tickets—2nd Class Monthly

<p>7148 VICTORIAN RAILWAYS</p> <p>PIANGIL</p> <p>TO</p> <p>SWAN HILL</p> <p>Signature</p> <p>AVAILABLE TILL</p> <p>8th AUG., '42</p> <p>H. E. Daw, Govt. Printer.</p>	<p>VICTORIAN RAILWAYS</p> <p>SECTIONAL TICKET</p> <p>Not Transferable to another Person—PENALTY £20</p> <p>Second Class Monthly</p> <p>(Not available for Booking Compt.)</p> <p>This Ticket is issued to and accepted by</p> <p>Master D. WILLIAMS (GRIFFITHS ROAD)</p> <p>(UNDER 14 YEARS)</p> <p>subject to the provisions of the Railways Acts, and to the By-laws and Regulations of the Victorian Railways Commissioners.</p> <p><i>E. E. Myers</i> Secretary</p> <p>AVAILABLE TILL</p> <p>8th AUG., '42</p>
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INSIDE
184

	<p>VICTORIAN RAILWAYS</p> <p>FIRST CLASS</p> <p>FLINDERS ST. to</p> <p>BAIRDSDALE</p> <p>(Via Sale)</p> <p>RAFFRA</p> <p>(Via Traralgon)</p> <p>MIRROO NORTH</p> <p>YARRAM</p> <p>Signature</p> <p>AVAILABLE TILL</p> <p>31st DEC., '42</p>
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OUTSIDE OF ANOTHER TICKET
183

<p>7387 VICTORIAN RAILWAYS</p> <p>CRESWICK</p> <p>TO</p> <p>CLUNES</p> <p>Signature</p> <p>AVAILABLE TILL</p> <p>19th AUG., '42</p> <p>H. E. Daw, Govt. Printer.</p>	<p>VICTORIAN RAILWAYS</p> <p>SECTIONAL TICKET</p> <p>Not Transferable to another Person—PENALTY £20</p> <p>Second Class Monthly</p> <p>(Not available for Booking Compt.)</p> <p>This Ticket is issued to and accepted by</p> <p>Miss F. COLLINS (Half Fare)</p> <p>subject to the provisions of the Railways Acts, and to the By-laws and Regulations of the Victorian Railways Commissioners.</p> <p><i>E. E. Myers</i> Secretary</p> <p>AVAILABLE TILL</p> <p>19th AUG., '42</p>
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INSIDE
185

Monthly Book Periodical Ticket (-Outside Cover)



OUTSIDE
186

14 Days All Lines Ticket



187

All Lines and Sectional
Yearly and Half-Yearly Metal Tickets



Gold
190



Gold
191



Silver
192



Gold
193



Silver
194



Gold
195



Silver
196



Gold
197



Silver
198

P. 82.

Victorian Railways.

SECOND CLASS INTERIM PASS.

Not transferable to another Person—Penalty £20.
Not to be honoured if any Alterations or Erasures Appear Hereon.

713

LINTON

Date _____ 19____

Pass M. _____ between _____

and _____

Available till _____ 19____ the sum of £ _____

having been paid for a Second Class* _____ Ticket

*Insert whether Adult or Youth, Monthly or Quarterly, Pro Rata or Transfer, &c.

Issued by _____ S.M.

This Pass must be collected on date of expiry (or when ticket is issued) and forwarded to the Auditor of Revenue.

This Pass is issued in connection with Ticket expiring on _____

6957.—T.S. 329/37.

Interim Pass.

19____

I received my Periodical Ticket on the _____
Signature _____

100

PLATFORM TICKET

To 30th JUNE, 1908

BENALLA

OUTSIDE
201

N^o. 002 VICTORIAN RAILWAYS

PLATFORM TICKET

Not Transferable to another Person—Penalty £20

AVAILABLE TILL

30th JUNE, 1908

ISSUED TO

MR. J. BLANK

Issued by _____

McLeod
Printer

PLATFORM TICKET

AVAILABLE ON

BENALLA
PLATFORM

This ticket does not entitle the holder to a seat in the train.

E. S. Daw, Genl. Printer.

Yearly Platform Ticket

INSIDE
200

Excess Fare Single Journey.

P.4. VICTORIAN RAILWAYS
Excess Fare Single Ticket
 Not Transferable to Another Person.
 PENALTY £30. **12345**
BALLARAT CONDUCTOR No. 4

Train _____ Date _____

_____ Class. Amount Paid £ : :

From _____

To _____

Why charged _____

Mileage _____

Issued by _____ Stationmaster
 4632—T.S.76/39.

Excess Fare Return Journey

P.5. VICTORIAN RAILWAYS **12345**
Excess Fare Return Ticket
 Not Transferable to Another Person
 PENALTY £20 **R**
NEWPORT (Up)

Class _____ Date _____

From _____

To _____

Why Charged _____

P.5. VICTORIAN RAILWAYS **12345**
Excess Fare Return Ticket
 Not Transferable to Another Person
 PENALTY £20 **R**
NEWPORT (Up)

Train _____ Date _____

_____ Class Amount Paid £ : :

From _____

To _____

Mileage _____

Issued by _____ Stationmaster
 Void if detached by passenger.
 10702—T.S.1122/39.

Blank Single Ticket

P. 16.
 Victorian Railways. 245
BLANK SINGLE TICKET.
SECOND CLASS.
 Not Transferable to Another Person
 Penalty £20.
DARNUM
 Date.....
 From.....
 To.....
 Via.....
 Kind of
 Ticket Issued*.....
 Fare Paid £.....
 Issued by.....
 Mileage.....
 *Fill in on every Ticket issued—
 "ADULT" or "CHILD" as
 required.
 5066—T.S. 66/40.

205

Utility Blank Return Ticket

<p>P. 17. VICTORIAN RAILWAYS. 451 UTILITY BLANK RETURN TICKET Not Transferable to another Person. PENALTY £20.</p> <p>DIMBODLA FIRST CLASS From..... To..... Via..... Kind of Ticket Issued*.....</p> <p>Amount Paid £..... VOID IF DETACHED BY PASSENGER. Issued by..... Mileage..... 5433—T.S. 432/42</p>	<p>P. 17. VICTORIAN RAILWAYS. 451 UTILITY BLANK RETURN TICKET Not Transferable to another Person. PENALTY £20.</p> <p>DIMBODLA FIRST CLASS From..... To..... Via..... Kind of Ticket Issued*.....</p> <p>Available for RETURN till..... *Fill in on every Ticket issued—"ADULT" or "CHILD," "Day Return," "Month Return," "Cheap Ex.," "Sat. to Sun.," &c., &c., as required.</p>
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206

P. 80 A.

VICTORIAN RAILWAYS

FIRST CLASS TEMPORARY TRANSFER

Not Transferable to Another Person—Penalty £20
Not to be Honored if any Alterations or
Erasures Appear Hereon.

11022

WARRNAMBOOL

Pass M..... Date 19.....
..... between

Till* day of 19.....

Amount Paid £ Additional Luggage cwt.
*Day and Month to be Written in Words

issued by S.M.

1461.—F.S. 139/37.

Pass Surrendered and Ticket No. _____ in the Name of _____
Mr. _____ received _____
Signature _____ 19.....

207

Temporary Transfer

P. 30.

VICTORIAN RAILWAYS.

DROVER'S PASS, SECOND CLASS 35753

(Not to be honoured if any alterations or erasures appear hereon).

NOT TRANSFERABLE to another person—Penalty £20.

..... Station,
Date 19.....

Pass Mr....., whose signature appears in margin, and
Two Dogs from to
and return, available from
(Fill in date of expiry in words).

in charge of trucks of on journey.
No. of Live Stock Way-bill issued Issued by S.M.

On the* journey, the holder of this pass shall travel by the
same train as the live stock under his care.

* Insert "forward" or "return" as the case may be.

For conditions see back.

1200—43 †

Signature of Drover

Drover's Pass (Front)

208

CONDITIONS.

This Pass is issued to and accepted by the Holder on condition 1—

- (1) That neither the Victorian Railways Commissioners nor their servants shall be liable for any injury to the Holder or damage to his property howsoever caused while he is travelling on the Victorian Railways by means of this Pass or while upon railway premises in connection therewith;
- (2) That he writes his signature in the space set apart in the margin on the front of the Pass;
- (3) That when not in charge of Live Stock on the forward or return journey, as the case may be, he travels to his destination by the nearest route or by an authorised alternative route;
- (4) That when the journey for which the Pass was issued, is completed, he will hand the Pass to an employee of the Commissioners, or, if this be not reasonably practicable, that he will forward it in an envelope addressed to the Auditor of Revenue, Railway Officers, Spencer Street, Melbourne, and;
- (5) That the deposit specified in the Passenger Fares Book is paid on the issue of this Pass. The amount will be refunded, subject to compliance with the regulations under which the Pass is issued, provided application is made and the expired Pass handed in not later than one day after the date of expiry.

Received £....., being amount of refund of deposit.

Signature.....

Date.....

Witness to Signature.....

Inter-System Passenger Ticket

Issued..... 19.....

MELBOURNE

TO

186 SYDNEY

(Via ALBURY AND GOULBURN)

FIRST CLASS SINGLE

Not Transferable. For Conditions see back.

COUPON No. 2

NEW SOUTH WALES GOVT. RAILWAYS

ALBURY

TO

186 SYDNEY

Not Transferable. Void if Detached

FIRST CLASS

Issued..... 19.....

For Conditions see back

COUPON No. 1

VICTORIAN GOVERNMENT RAILWAYS

MELBOURNE

TO

186 ALBURY

Not transferable. Void if detached

FIRST CLASS

Issued..... 19.....

For Conditions see back

MELB. TO SYDNEY, 186
Punch here.

MELB. TO SYDNEY, 186
Punch here.

Luggage Checked..... lbs.

Luggage Checked..... lbs.

Intersystem Tickets

Inter-System Passenger Ticket

CHILD (Under 14 years)

Issued _____ 19__

MELBOURNE

TO

206
SYDNEY

(Via ALBURY AND GOULBURN)

Second Class Single

Not Transferable

For Conditions see back

H. E. DAW, Govt. Printer

COUPON No. 2
NEW SOUTH WALES GOVT. RAILWAYS

ALBURY
TO
SYDNEY

Not Transferable For Conditions see back

Second Class

Issued _____ 19__

For Conditions see back

COUPON No. 1
VICTORIAN GOVERNMENT RAILWAYS

MELBOURNE
TO
ALBURY

Not Transferable Void if Detached

Second Class

Issued _____ 19__

For Conditions see back

MELB TO SYDNEY, 25
Punch Here

206

MELB TO SYDNEY, 25
Punch Here

206

(max. 14 years)
CHILD (under 14 years)
Not transferable
Void if detached

(max. 14 years)
CHILD (under 14 years)
Not transferable
Void if detached

Intersystem Tickets

Inter-System Passenger Ticket

Issued _____ 19__

BENALLA

TO

392

SYDNEY

(Via ALBURY AND GOULBURN)

First Class Single

Not Transferable.

For conditions see back.

H. E. Daw, Govt. Printer

COUPON No. 2
NEW SOUTH WALES GOVT. RAILWAYS

ALBURY
TO
SYDNEY

Not Transferable. Void if Detached.

FIRST CLASS

Issued _____ 19__

For Conditions see back.

COUPON No. 1
VICTORIAN GOVERNMENT RAILWAYS

BENALLA
TO
ALBURY

Not transferable. Void if Detached.

FIRST CLASS

Issued _____ 19__

For Conditions see back.

BENALLA TO SYDNEY, 15
Punch Here.

392

BENALLA TO SYDNEY, 15
Punch Here.

392

1st SINGLE
BENALLA - SYDNEY
(via ALBURY AND GOULBURN)

392

INTER-SYSTEM MILITARY TICKET

**Defence Forces on Duty
Travelling in Uniform**

Issued _____ 19__

HAMILTON
TO _____

(Via ARARAT-SERVICETON)

SECOND CLASS SINGLE

No. of Passengers _____

Not Transferable. For Conditions see back.

COUPON No. 2
SOUTH AUSTRALIAN GOVT. RAILWAYS

SERVICETON
TO _____

Not Transferable. Void if Detached.

SECOND CLASS

No. of Passengers _____

Issued _____ 19__

For Conditions see back

COUPON No. 1
VICTORIAN GOVERNMENT RAILWAYS

HAMILTON
TO
SERVICETON
(Via Ararat)

Not Transferable. Void if Detached.

SECOND CLASS

No. of Passengers _____

Issued _____ 19__

For Conditions see back

Hamilton to Bank (S.A.) 2 S
Punch here

Hamilton to Bank (S.A.) 2 S
Punch here

088

088

088

DEFENCE DUTY

DEFENCE DUTY

P. 84 A No. **7243**

VICTORIAN AND NEW SOUTH WALES RAILWAYS

Intersystem Temporary Transfer
FIRST CLASS

Not Transferable to Another Person. Penalty £20

PASS M _____

BETWEEN

Melbourne and Sydney
ON THE DIRECT SOUTHERN ROUTE ONLY

FROM _____ 19__ , To _____ 19__

General Passenger and Freight Agent,
Victorian Railways

[SEE BACK] PER _____

Intersystem Tickets

<p>P. 12 A. No. 4083 Victorian Railways</p> <p>Intersystem Excess Fare Return Ticket. Not Transferable to Another Person PENALTY £20 BENDIGO</p> <p>From _____ 19____ To _____ Via _____ Why charged _____</p> <p>Mileage _____</p> <p>Amount Paid £ _____ 674-T.S.70/29</p>	<p>No. 4083 Victorian Railways</p> <p>Intersystem Excess Fare Return Ticket. Not Transferable to Another Person PENALTY £20 BENDIGO</p> <p>From _____ 19____ To _____ Via _____ Available for Return until _____ 19____ Why charged _____</p> <p>Stationmaster _____</p>
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216

Inter-system Tickets

<p>3480 VICTORIAN RAILWAYS</p> <p>RESERVED SEAT 1/- "Spirit of Progress" G.S. No. 2 UP/DOWN</p> <p>DATE OF ISSUE _____ CAR NO. _____ SEAT NO. _____</p>	<p>RESERVED SEAT G.S. No. 2 1/-</p> <p>CAR NO. _____ SEAT NO. _____ DATE _____</p> <p style="text-align: right; font-weight: bold;">3480</p>
--	---

216

<p>VICTORIAN RAILWAYS. "SPIRIT OF PROGRESS"</p>		88888
<p>Received Surcharge on 1st Class Home</p>		
<p>Leave Pass No. _____</p>	<p>£1 2/3</p>	
<p>Date _____ / _____ / _____</p> <p style="text-align: center;">UP DOWN</p>		
<p>For the Vict. Rail. Commissioners</p>		

217

<p>VICTORIAN RAILWAYS "SPIRIT OF PROGRESS"</p>		10263
<p>Received Surcharge on 2nd Class Home</p>		
<p>Leave Pass No. _____</p>	<p>17/7</p>	
<p>Date _____ / _____ / _____</p> <p style="text-align: center;">UP DOWN</p>		
<p>For the Vict. Rail. Commissioners</p>		

218

Combined Road and Rail Tickets

<p>P.15 B 4531</p> <p>Date _____</p> <p>Portsea Passenger Service Pty. Ltd.</p> <p>MOTOR COUPON.</p> <p>*PORTSEA *SORRENTO *RYE *ROSEBUD *DROMANA</p> <p>to</p> <p>FRANKSTON</p> <p>*Strike out as required</p>	<p>P.15 B 4531</p> <p>VICTORIAN RAILWAYS</p> <p>Date _____</p> <p>Portsea Passenger Service Pty. Ltd.</p> <p>FRANKSTON</p> <p>TO</p> <p>MELBOURNE</p> <p>SINGLE JOURNEY</p> <p>To be issued only to a passenger who has paid the fare by the road service from Dromana, Rosebud, Rye, Sorrento or Portsea.</p> <p>FIRST CLASS Not Transferable.</p> <p style="text-align: center;"> </p> <p style="text-align: center;">Frankston-Melbourne 1st CLASS SINGLE</p> <p style="text-align: center;">Portsea Passenger Service Pty. Ltd. 15719.—S.G.R.275/40.</p>
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222

Tramway Tickets

89766

ST. KILDA TO BRIGHTON
ELECTRIC TRAMWAY

DICKENS ST.
TO
MELBOURNE

CHILD—First Class

95768

224

89766

ST. KILDA TO BRIGHTON
ELECTRIC TRAMWAY

VAUTIER ST.
TO
MELBOURNE

FIRST CLASS

95768

225

45866

ST. KILDA TO BRIGHTON
ELECTRIC TRAMWAY

BRIGHTON BEACH
TO
MELBOURNE

FIRST CLASS

45863

226

99785

ELECTRIC TRAMWAY
MELBOURNE

Melbourne
TO
DICKENS ST

FIRST CLASS
Not Transferable

99785

227

12673

ELECTRIC TRAMWAY
MELBOURNE

DICKENS ST.
F.S.A. TO (A)
TO (C)
DICKENS ST.

Second Class
Not Transferable

12673

228

99785

ELECTRIC TRAMWAY
SANDRINGHAM
TO
MELBOURNE

SECOND CLASS

99785

229

98769

ELECTRIC TRAMWAY
MELBOURNE

Melbourne
TO
SANDGHAM

Second Class
Not Transferable

98769

230

23641

CIRCULAR TICKET
ALBERT PARK TO
ST. KILDA TO BRIGHTON BR
BY ROADWAY ONLY
Day of Issue. (See Back.
CHILD 1st CLASS

St. Kilda Electric
Railway Portsea.
Available Electric
Line St. Kilda to Brighton.
Beach service runs
if not detached.
Single journey only.

BRIGHTON BR. OR ST. KILDA
TO ALBERT PK.
BY ROADWAY ONLY
Child 1st Class
Day of Issue. (See Back)

23641

231

DAILY

Please destroy on
return to
ST. KILDA ELECTRIC
RAILWAY
15398M

15398M

232

<p>P.16 C 6828</p> <p>Date _____</p> <p>Portsea Passenger Service Pty. Ltd.</p> <p>MOTOR COUPON</p> <p>To be detached by driver on forward journey.</p> <p>* PORTSEA * SORRENTO * RYE * ROSEBUD * DROMANA</p> <p>to</p> <p>FRANKSTON</p> <p>* Strike out as required.</p>	<p>P.10 C 6828</p> <p>VICTORIAN RAILWAYS</p> <p>Date _____</p> <p>Portsea Passenger Service Pty. Ltd.</p> <p>FRANKSTON</p> <p>TO</p> <p>MELBOURNE</p> <p>SINGLE JOURNEY</p> <p>SECOND CLASS</p> <p>Not Transferable to another Person PENALTY £20</p> <p>Available for Return Journey for One Calendar Month from date of issue except where otherwise advertised</p> <p style="text-align: center;"> </p> <p style="text-align: center;">Frankston- 2nd CLASS PORTSEA SERVICE</p> <p style="text-align: center;">15721.—S.G.R.275/40.</p>	<p>P.16 C 6828</p> <p>VICTORIAN RAILWAYS.</p> <p>Date _____</p> <p>Portsea Passenger Service Pty. Ltd.</p> <p>MELBOURNE</p> <p>TO</p> <p>FRANKSTON</p> <p>SINGLE JOURNEY</p> <p>SECOND CLASS</p> <p>Not Transferable to another Person PENALTY £20</p> <p>Available for Return Journey for One Calendar Month from date of issue except where otherwise advertised</p> <p style="text-align: center;"> </p> <p style="text-align: center;">Melbourne RETURN PASSENGER PTY. LTD.</p> <p style="text-align: center;">15721.—S.G.R.275/40.</p>	<p>P.16 C 6828</p> <p>Date _____</p> <p>Portsea Passenger Service Pty. Ltd.</p> <p>MOTOR COUPON</p> <p>To be retained by Passenger for return journey on Motor from</p> <p>FRANKSTON</p> <p>to</p> <p>* DROMANA * ROSEBUD * RYE * SORRENTO * PORTSEA</p> <p>* Strike out as required</p>
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223

Tramway Tickets.

Nip in Rotation up to 59 and Collect on 60th Trip

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Collect																														Collect																			
51																														52																			
<p>ST. KILDA AND BRIGHTON St. Kilda</p> <p>Monthly Ticket No. 041 Not Transferable to another person. Available for 60 Single Journeys as under:—</p> <p>TWO SECTIONS as under:— and issued to and accepted by</p> <p>June 1939 Penalty 25/- FARE 10/-</p> <p>ELECTRIC TRAMWAY MALE</p> <p>Issue</p> <p>Acts and the By-Laws and Regulations of the Railways Commissioners</p> <p>the month for which it is issued, or any part thereof, or portions.</p> <p>On the 25th of the month in which it is issued, this ticket must be presented to the Conductor, who will return same to the passenger.</p> <p>Regulations:— 1—This ticket will be honored only during the month for which it is issued. 2—No return will be allowed in respect of any portion of this ticket. 3—On the 25th of the month in which it is issued, this ticket must be presented to the Conductor, who will return same to the passenger.</p>																																																	

Nip in Rotation up to 59 and Collect on 60th Trip

Tramway Tickets

Nip in Rotation up to 59 and Collect on 60th Trip.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Collect																														Collect																			
51																														52																			
<p>ST. KILDA-BRIGHTON St. Kilda</p> <p>Monthly Ticket No. 123 Not Transferable to another person. Available for 60 Single Journeys between St. Kilda and Dickens St.</p> <p>June 1939 Penalty 25/- FARE 6/-</p> <p>ELECTRIC TRAMWAY FEMALE SECTION 1</p> <p>Issue</p> <p>Acts and in the By-Laws and Regulations of the Railways Commissioners</p> <p>the month for which it is issued, or any part thereof, or portions.</p> <p>On the 25th of the month in which it is issued, this ticket must be presented to the Conductor, who will return same to the passenger.</p> <p>Regulations:— 1—This ticket will be honored only during the month for which it is issued. 2—No return will be allowed in respect of any portion of this ticket. 3—On the 25th of the month in which it is issued, this ticket must be presented to the Conductor, who will return same to the passenger. 4—The Railways Special Ticket must be shown to Conductor with this ticket.</p>																																																	

Nip in Rotation up to 59 and Collect on 60th Trip

Combined Rail and Tram Monthly Ticket.

1	00 65 69 75 81 87 93 99 05 11										51
2	VICTORIAN RAILWAYS 002										50
3	Combined Rail and Tram										49
4	MONTHLY TICKET										48
5	Not Transferable to another Person—PENALTY £20										47
6	Available only for 60										46
7	1st ADULT 1st										45
8	(Female) (Male)										44
9	This Ticket is issued to and accepted by										43
10	ON RAIL SECTION										42
11											41
12	Subject to the provisions of the Railways Acts, and to the By-laws and Regulations of the Victorian Railways Commissioners.										40
13	NORTH ROAD										39
14	AND										38
15	MELBOURNE										37
16	JUNE, '42										36
17	ANY NUMBER OF JOURNEYS										35
18	JOURNEYS on Tram										34
19	22 23 24 25 26 27 28 29 30										33
20											32
21											31

235

Combined Rail and Tram Monthly Ticket.

1	00 65 69 75 81 87 93 99 05 11										51
2	VICTORIAN RAILWAYS 003										50
3	Combined Rail and Tram										49
4	MONTHLY TICKET										48
5	Not Transferable to another Person—PENALTY £20										47
6	Available only for 60										46
7	1st ADULT 1st										45
8	(Male)										44
9	This Ticket is issued to and accepted by										43
10	ON RAIL SECTION										42
11											41
12	Subject to the provisions of the Railways Acts, and to the By-laws and Regulations of the Victorian Railways Commissioners.										40
13	NORTH ROAD										39
14	AND										38
15	MELBOURNE										37
16	JUNE, '42										36
17	ANY NUMBER OF JOURNEYS										35
18	JOURNEYS on Tram										34
19	22 23 24 25 26 27 28 29 30										33
20											32
21											31

236

Scholar's Concession Tramway Periodical Ticket.

Slip in Retention up to 39 and Collect on 40th Trip.

08	21	Electric Tramway CONCESSION TICKET In Smoking Compartments Penalty 429 PRICE, 3/- MALE	and P.M. and on SATURDAYS till 1 P.M. Boxing Day, New Year's Day, Good Fri. during School Vacations, of the Railways Acts, and to the By-laws and Regulations of the Victorian Railways Commissioners.
09	22		
10	23		
11	24		
12	25		
13	26		
14	27		
15	28		
16	29		
17	30		
18	31	St. Kilda & Brighton SCHOLAR'S Not available for travel Not Transferable to another person. One Section ST.-K. Issued to..... Available between..... AVAILABLE on WEEK DAYS till 6.30 Not available on Sundays, Christmas Day, New Year's Day, Boxing Day, or during School Vacations, or during the Victorian Railways Commissioners' Regulations.	Nine in Retention up to 39 and Collect on 40th Trip.
19	32		
20	33		
21	34		
22	35		
23	36		
24	37		
25	38		
26	39		
27	40		
28	41	St. Kilda & Brighton SCHOLAR'S Not available for travel Not Transferable to another person. One Section ST.-K. Issued to..... Available between..... AVAILABLE on WEEK DAYS till 6.30 Not available on Sundays, Christmas Day, New Year's Day, Boxing Day, or during School Vacations, or during the Victorian Railways Commissioners' Regulations.	Nine in Retention up to 39 and Collect on 40th Trip.
29	42		
30	43		
31	44		
32	45		
33	46		
34	47		
35	48		
36	49		
37	50		

Weekly Tramway Tickets.

1	Date of Issue..... FEMALE								Conductor to collect this Ticket for 14th journey	
2	WEEKLY TRAMWAY TICKET St Kilda Issue Available for 14 Single journeys between ST. KILDA and NORTH RD.								3 No. 78596	
3	Until the Saturday following date of issue NOT TRANSFERABLE TO ANOTHER PERSON PENALTY 429								13	
4	5	6	7	8	9	10	11	12	FARE 2/8 For Conditions see back	

1	Date of Issue..... FEMALE								Conductor to collect this Ticket for 14th journey	
2	WEEKLY TRAMWAY TICKET Elwood Power House Issue Available for 14 Single journeys over THREE SECTIONS as under								3 No. 89756	
3	Until the Saturday following date of issue, Not Transferable to another person. Penalty 429								13	
4	5	6	7	8	9	10	11	12	FARE 3/- (For Conditions see back) Issued to.....	

Combined Rail and Tram Weekly Tickets

1	VICTORIAN RAILWAYS. 1660 RAIL & TRAM <small>NOT TRANSFERABLE</small> WEEKLY PERIODICAL Penalty £20							14	
	St. K. MALE—FIRST CLASS Date: _____								13
	DICKENS STREET and MELBOURNE AVAILABLE UNTIL SATURDAY FOLLOWING DATE OF ISSUE. <small>(For Conditions See Back.)</small>								12
4	5	6	7	8	9	10	11		

240

1	VICTORIAN RAILWAYS. 1351 RAIL & TRAM <small>NOT TRANSFERABLE</small> WEEKLY PERIODICAL Penalty £20							14	
	St. K. FEMALE—FIRST CLASS Date: _____								14
	VAUTIER STREET and MELBOURNE AVAILABLE UNTIL SATURDAY FOLLOWING DATE OF ISSUE. <small>(For Conditions See Back.)</small>								12
4	5	6	7	8	9	10	11		

241

Combined Rail and Tram Weekly Tickets

1	VICTORIAN RAILWAYS. 612 RAIL & TRAM <small>NOT TRANSFERABLE</small> WEEKLY PERIODICAL Penalty £20							14	
	St. K. MALE—SECOND CLASS Date: _____								13
	NORTH ROAD and MELBOURNE AVAILABLE UNTIL SATURDAY FOLLOWING DATE OF ISSUE. <small>(For Conditions See Back.)</small>								12
4	5	6	7	8	9	10	11		

242

1	VICTORIAN RAILWAYS. 249 RAIL & TRAM <small>NOT TRANSFERABLE</small> WEEKLY PERIODICAL Penalty £20							14	
	St. K. FEMALE—SECOND CLASS Date: _____								13
	PARK STREET and MELBOURNE AVAILABLE UNTIL SATURDAY FOLLOWING DATE OF ISSUE. <small>(For Conditions See Back.)</small>								12
4	5	6	7	8	9	10	11		

243

Road Bus Tickets.

VICTORIAN RAILWAYS MOTOR COACH SERVICE
SINGLE TICKET (Adult)
 Available from
SHENLEY to
EAST CAMBERWELL
2d No. 54253
 This Ticket to be presented at
 East Camberwell in part pay-
 ment of rail ticket
 This Ticket must be shown on demand or another fare paid

248

VICTORIAN RAILWAYS MOTOR COACH SERVICE
RETURN TICKET (Child)
 Available between
East Kew & Shenley or
East Camberwell
3d No. 11813
 Please destroy on alighting from return journey.
 This ticket must be shown on demand or another fare paid
 This ticket does not entitle a child to a seat

249

Metal Passes



250



251



252



Front



253

Back



254



255

Trackman's Duty Pass and Barrier Pass.



256



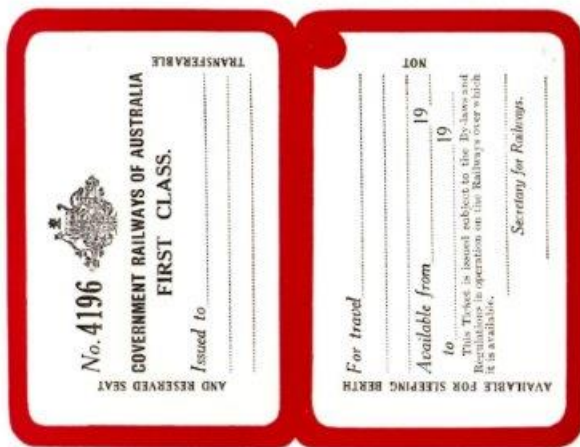
OBVERSE OF BARRIER PASS



REVERSE OF BARRIER PASS


257

Australian Standard Book Pass



258

Intersystem Linen Book Pass

 No. 1789

**GOVERNMENT RAILWAYS OF AUSTRALIA
FIRST CLASS.**

Issued to

For travel

Available from 19.....
to 19.....

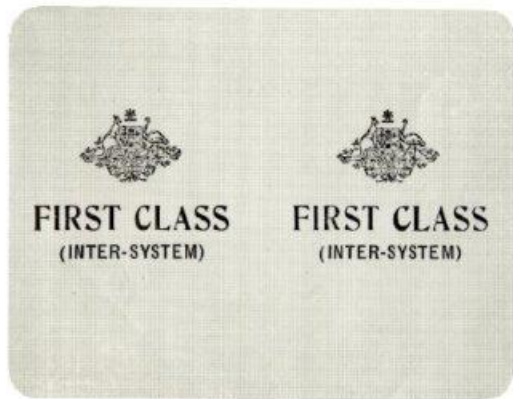
This Pass is issued subject to the By-laws and Regulations in operation on the Railways over which it is available.

Secretary for Railways.

NOT TRANSFERABLE.

TO BE RETURNED TO

ISSUING OFFICER ON EXPIRY.



Victorian Red Book Pass

VICTORIAN RAILWAYS

No. 245

1942

**FREE PASS
FIRST CLASS**

Issued to

This Free Pass is issued by and accepted by the holder as evidence of the holder's entitlement to travel on the Victorian Railways for which this Pass is available, and that the Victorian Railways Commissioners shall not be liable to the holder in the event of any disaster or emergency which may occur or arise, or in consequence of any strike, lock-out or other industrial action, affecting the Victorian Railways by reason of this Pass.

Secretary

H. E. Daw: Govt. Printer.



Victorian Black Book Pass



<p>Available for Reserved Seat and Sleeping Berth (except Pullmans)</p> <p>Victorian Railways</p> <p>No. 255</p> <p>ISSUED TO</p> <p>Secretary</p>	<p>Available for Reserved Seat and Sleeping Berth (except Pullmans)</p> <p>FOR TRAVEL</p> <p>from</p> <p>till</p> <p>Secretary</p>
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261

Card Passes.

VICTORIAN RAILWAYS
FREE PASS
FIRST CLASS No. 00300

ISSUED TO _____

FROM _____

TO _____

AVAILABLE _____

SEE BACK SECRETARY

263

No. 3668

VICTORIAN RAILWAYS

Employees' Children School Ticket.
(Available for Travel for School Purpose only.)

MONTH OF _____ 19 _____

From _____

To _____

Name _____

CONDITIONS.—This Pass is issued to and accepted by the holder on condition that neither the Victorian Railways Commissioners nor their servants shall be liable for any injury to the holder or damage to his property, howsoever caused, while he is travelling on the Victorian Railways by means of this pass or while upon railway premises in connection therewith.

SECOND CLASS. NOT TRANSFERABLE.

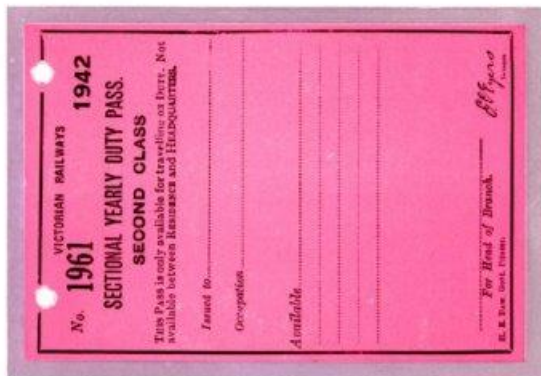
Issued by L. J. WILLIAMSON,
Controller of Accounts.

L. J. Williamson
Controller

Per _____

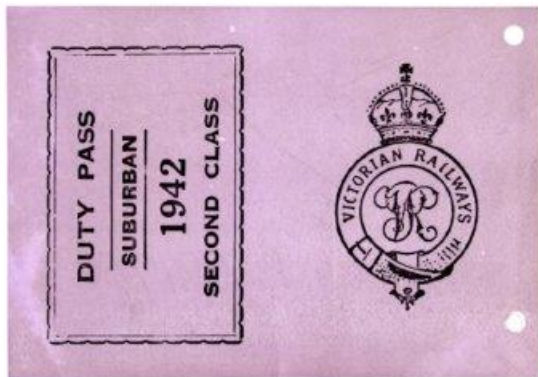
264

Book Duty Passes.
Inside 2nd Class Sectional



265

Outside 2nd Class Suburban



266

Book Duty Passes.
1st Class All Lines (Inside)



267

1st Class Suburban (Outside)



268

V.R.I. Institute Pass (Inside)

No. 5473

Q. 59

VICTORIAN RAILWAYS

THIS WILL PASS _____
 GRADE _____
 SECOND CLASS FROM _____
 TO _____

AND RETURN on dates shown to attend * _____

AT { VICTORIAN RAILWAYS INSTITUTE _____
 TECHNICAL SCHOOL _____

Date	Signature of S.M. at Home Station	Instructor's Certificate of Attendance at Institute or School
TO BE SIGNED		IN INK

E. C. EYERS, Secretary.

Issued by _____ Head of Branch.

* Here insert Class or other purpose for which pass is issued. Fresh Pass will not be issued until this one is returned. 4349-427

V.R.I. Institute Pass (Outside)

VICTORIAN RAILWAYS

VICTORIAN RAILWAYS INSTITUTE
 and TECHNICAL SCHOOL PASS

2ND CLASS

CONDITIONS.—This Pass is issued to and accepted by the holder on condition that neither the Victorian Railways Commissioners nor their servants shall be liable for any injury to the holder or damage to his property, howsoever caused, while he is travelling on the Victorian Railways by means of this pass or while upon railway premises in connection therewith.

VICTORIAN RAILWAYS

VICTORIAN RAILWAYS INSTITUTE
 and TECHNICAL SCHOOL PASS

2ND CLASS

This pass will be recognised only when signed by S.M. on forward journey and by Instructor, &c., for return journey.

Any employee detected attempting to use this pass for other than the purpose for which it is issued will be severely dealt with.

G. 181a.

VICTORIAN RAILWAYS.

Branch Post. No. 361

Melbourne.

MEMO. FOR _____

Private Address _____

YOU have been appointed to act as Groundman at _____ Fog-signalman at _____

Should a Fog arise whilst you are off duty or travelling to or from your place of duty, you must proceed to the station at which you have been appointed as signaller and report immediately on arrival to the Station Master, or the Signalman-in-Charge of the Signal Box (if appointed to an intermediate or Signal Box away from a Station).

If you see on duty when a Fog occurs you must at once report to Officer or Employee in charge who will then see you enabled to proceed to your allotted post.

When Fog is declared off and your services are no longer required, you must return to your ordinary duty without delay.

Your travelling time by rail to and from station to which you have been appointed, and time on duty there whilst Fog is on, must be shown on separate memo. (Form G. 65) by the Station-master and returned here.

This will pass you Second Class between _____ and _____

and Return till 1/10/34 in connection with Fogsignalling duty only. It is not to be collected by Checking Staff, but must be retained by you as authority to travel, and must be returned to your Officer-in-Charge on expiry, or immediately on your being withdrawn from Fogsignalling duty.

Date _____

Signature of Officer in charge _____

1540-294

Ordn.

Fog Signalman's Pass (Outside)

VICTORIAN RAILWAYS

FOGSIGNALMAN'S PASS

2nd Class

Expires on

1st OCTOBER, 1943

VICTORIAN RAILWAYS

FOGSIGNALMAN'S PASS

2nd Class

Expires on

1st OCTOBER, 1943

Available only for Fog Signalling Duty.

The attempted use of this pass for other than fogsignalling duty will be seriously regarded.

Monthly Bicycle Cloak Room Ticket

Month of issue Year

VICTORIAN RAILWAYS

No. 363346

Monthly Bicycle CLOAK ROOM TICKET

Expires on the last day of the month of issue.

Name.....

Bicycle No.....

SANDRINGHAM

VICTORIAN RAILWAYS

No. 363346

Monthly Bicycle CLOAK ROOM TICKET

Name.....

Bicycle No.....

SANDRINGHAM

(See Conditions on back)

This portion must be attached to Bicycle by the depositor.

CONDITIONS

"The maximum amount of the Commissioners' liability for loss of or injury to the bicycle deposited shall not exceed £5.

No liability is accepted for loss of a bicycle not locked by the depositor to prevent free movement, or for loss of or injury to any pump, tool bag and contents, lamp, overcoat, cape, or any other accessory.

If unclaimed after three months, the bicycle will be sold.

The production of this ticket shall be sufficient authority to deliver the bicycle to bearer."

Employes' Miscellaneous Passes

No. 2118

VICTORIAN RAILWAYS
EMPLOYEE'S BICYCLE PASS

Available till.....

From.....

To.....

This Bicycle Pass is issued by me on the definite understanding that it will only be used for use for the purposes of the Victorian Railways. The undersigned declines any liability in and lost only.

Name.....

Grade.....

Employees' Free Monthly Bicycle Cloak Room Ticket.

Month
of issue

Year

VICTORIAN RAILWAYS

No. 363344

EMPLOYEE'S
MONTHLY BICYCLE
CLOAK ROOM TICKET

Expires on the last day of the
month of issue

Name _____

Bicycle No. _____

Station _____

VICTORIAN RAILWAYS

No. 363344

EMPLOYEE'S
MONTHLY BICYCLE
CLOAK ROOM TICKET

Name _____

Bicycle No. _____

Station _____

For Conditions See Back

CONDITIONS

This ticket entitles the holder to free storage of a bicycle when used in connection with his travel to or from work.

No liability is accepted by the Commissioners for loss of, or injury to the bicycle or any pump, tool bag and contents, lamp, overcoat, cape, or any other accessory.

The production of this ticket shall be sufficient authority to deliver the bicycle to the bearer.

276

Employees' Miscellaneous Passes

Tu.	Wd.	Th.	Fri.	Sat.	Mo.
TO WORK.					
WAY AND WORKS BRANCH.					
EMPLOYEE WEEKLY DUTY PASS.					
Issued to _____					
Available by any train for one journey only in each direction daily during week of issue between the works at _____ and _____					
Station SECOND CLASS					
NOT TRANSFERABLE (see back) <i>Allypore</i>					
FROM WORK.					
Mn.	Tu.	Wd.	Th.	Fri.	Sat.

No. 87101

277

VICTORIAN RAILWAYS.
EMPLOYEE'S WEEK-END HOME PASS
(SECOND CLASS).

Issued to _____

From _____ to _____ and return _____

Available until _____ for one Return journey only. Not Transferable.

Issuing Officer. *Allypore*

No. 45501

Date / _____

Employee's Signature.
FOR CONDITIONS SEE BACK
RETURN JOURNEY. Nip here *EB*

278

Paper Passes

G42

VICTORIAN RAILWAYS

No. 42399

FIRST CLASS PASS

Station from _____
 Station to _____
 Date Available from _____
 Until _____
 In favour of _____

NOT TRANSFERABLE TO ANOTHER PERSON.

FOR CONDITIONS SEE BACK

Issued by _____

Branch _____

SECRETARY

FRONT
280

CONDITIONS.

This Pass is issued to and accepted by the holder on condition that neither the Victorian Railways Commissioners nor their servants shall be liable for any injury to the holder or damage to his property howsoever caused while travelling on the Victorian Railways by means of this pass or while upon railway premises in connection therewith.

Where the holder is an employee of the Commissioners and is travelling by instruction in performance of his duties or is upon railway premises in connection therewith the foregoing condition shall not apply.

This Pass is not available by—

- (1) "Spirit of Progress" in either direction between Melbourne and Albury daily, Sundays included.
- (2) Albury Express in either direction on Sundays.
- (3) "The Overland" Express between Melbourne and Serviceton—
 - (a) on Sundays
 - (b) on week days, except for travel from Victorian stations to South Australian stations or vice versa.
- (4) The Down North-Eastern and Goulburn Valley morning Express (and Divisions thereof) between Melbourne and Seymour on Mondays. Pass-holders, including those for beyond Seymour, must travel by the earlier stopping train.
- (5) "The Great Northern Limited" Express between Melbourne and Bendigo on Mondays. Pass-holders, including those for beyond Bendigo, must travel by the earlier stopping train.
- (6) Road Motor Coach Services.
- (7) St. Kilda-Brighton and Sandringham-Black Rock Electric Tramways.
- (8) Passenger Mail Motor Cars. Exception.—On lines where there is no passenger, mixed or car-ponds train operating, and provided there is seating accommodation.
- (9) Such other Trains as are notified in the Weekly Notice from time to time.

Special instructions regarding the availability of Passes at Christmas, Easter, and Melbourne Cup or other special periods, are published in the Weekly Notice prior to those occasions, and the OBLIGATION OF ASCERTAINING THEM IS ON THE PASS-HOLDER

THIS FREE PASS MUST BE SHOWN WHEN DEMANDED BY AN AUTHORISED EMPLOYEE, AND ON EXPIRY MUST BE RETURNED IMMEDIATELY TO THE ISSUING OFFICE, THROUGH THE SUPERVISING OFFICER.

BACK

Paper Passes

G48

VICTORIAN RAILWAYS

No. 42458

SECOND CLASS PASS

Station from _____
 Station to _____
 Date Available from _____
 Until _____
 In favour of _____

NOT TRANSFERABLE TO ANOTHER PERSON.

FOR CONDITIONS SEE BACK

Issued by _____

Branch _____

SECRETARY

FRONT
281

G. 43A.—(R)
VICTORIAN RAILWAYS.

No. 31251

SECOND CLASS

Issued at _____ 19____

Available for One Journey Only
Not Transferable to another person

Pass Mr. _____
From _____
To _____
Via _____
Available till _____

TO BE COLLECTED ON COMPLETION OF FORWARD JOURNEY
NOT AVAILABLE FOR TRAVEL ON FORWARD JOURNEY IF
DETACHED FROM RETURN PORTION.
FOR CONDITIONS SEE BACK

E. Egan
Secretary.

Paper Pass.

G. 43A.—(R)
VICTORIAN RAILWAYS.

No. 31251

SECOND CLASS

Issued at _____ 19____

Available for One Journey Only
Not Transferable to another person.

Pass Mr. _____
From _____
To _____
Via _____
Available till _____
Issued by _____

THIS PORTION MUST BE SURRENDERED ON COMPLETION
OF JOURNEY
FOR CONDITIONS SEE BACK.

E. Egan
Secretary.

R

Paper Pass.

G. 43A.—(S)
VICTORIAN RAILWAYS.

No. 4820

SECOND CLASS SINGLE

Issued at _____ 19____

Available for one journey only.
Not Transferable to another person.

Pass Mr. _____
From _____
To _____
Via _____
Available till _____
Issued by _____

THIS PASS MUST BE SURRENDERED ON COMPLETION
OF JOURNEY.

FOR CONDITIONS SEE BACK

E. Egan
Secretary.

H.L.I.

No. 347824

HOME LEAVE PASS.

LEAVE RAILWAY TICKET.

No. _____ Rank _____

Name _____

Unit _____

has been granted leave from _____ hours on _____ hours on _____

I certify that the above member of the Defence Forces is entitled to the Railway ticket portion to travel to the Railway Station of his residence to the home of his member who has not received the concession previously during the current calendar month.

Signed _____

Rubber Stamp of Ship or Unit _____ O.C. or Adjutant.

ON EXPIRATION OF LEAVE THIS PASS MUST BE RETURNED TO THE UNIT HEAD-QUARTERS FROM WHICH IT WAS ISSUED.

Date Pass returned _____

Defence Personnel in Uniform.

FIRST CLASS.

From _____

To _____

In the State of _____

AND RETURN

Available until _____/_____/194_____

Not transferable to another Person

(SEE BACK)

P. 17 - E DEPARTMENT OF THE ARMY

PRE-EMBARKATION LEAVE PASS

No. _____ Rank _____

Name _____

Unit _____ has _____

been granted leave from _____ hours

on _____ to _____ hours

on _____

Signed _____

UNIT STAMP _____ C.O. _____

THIS PASS MUST BE RETURNED TO THE C.O. ON EXPIRATION OF LEAVE

5556—T.S. 206/41

VICTORIAN GOVERNMENT RAILWAYS

No 424

RAILWAY TICKET

AVAILABLE FOR ONE RETURN JOURNEY ONLY

SOLDIER IN UNIFORM

First Class

MELBOURNE

TO _____

State _____

AND RETURN

Available until _____

Not Transferable

(SEE BACK)

VOID IF DETACHED

ORIGINAL

