

INSTRUCTIONS

TO

TRAIN CONDUCTORS

ON

EXPRESS & MAIN LINE TRAINS

(MELBOURNE AND ADELAIDE EXPRESS TRAINS EXCEPTED)

TO

PARLOR CAR CONDUCTORS

ON

SYDNEY EXPRESS TRAINS

AND TO

TRAVELLING TICKET COLLECTORS

ON

ALL TRAINS.

VICTORIAN RAILWAYS

INSTRUCTIONS

TO

TRAIN CONDUCTORS

ON

Express and Main Line Trains
Melbourne and Adelaide Express Trains excptd.)

TO

PARLOR CAR CONDUCTORS

ON

Sydney Express Trains

AND TO

TRAVELLING TICKET
COLLECTORS

ON

All Trains.

In effect from 1st May, 1912.

Transportation Branch.

C. MACAW,
GENERAL SUPT.

INSTRUCTIONS TO TRAIN CONDUCTORS ON EXPRESS AND MAIN LINE TRAINS (MELBOURNE AND ADELAIDE EXPRESS TRAINS EXCEPTED), AND TO PARLOR CAR CONDUCTORS ON SYDNEY EXPRESS TRAINS AND TRAVELLING TICKET COLLECTORS ON ALL TRAINS.

Control, and will work to and from the stations named on the lines shown in these Instructions.

The Train Conductors, hereinafter referred to as "Conductors," will be attached to the staffs of the Station-masters as under:

Line.	Station.	CONDUCTORS.		TRAINS.		Section.	Conductor's System of Working.
		No.	Grade.	Down.	Up.		
North-Eastern	Spencer-street	2	Parlor Car	5 p.m.	7.54 a.m.	Melbourne Albury	Alternate Days
	"	2	Tram	4 p.m.	8.17 a.m.	"	"
	Wodonga	2 $\frac{1}{2}$	"	6.15 a.m.	2.52 p.m.	"	As per Roster
Northern	Spencer-street	2	"	5 p.m.	7.54 a.m.	Melbourne Bendigo	Alternate Days
	"	2 $\frac{1}{2}$	"	6.40 a.m.	3.15 p.m.	"	As per Roster
	Bendigo	2 $\frac{1}{2}$	"	12.15 p.m.	6.50 p.m.	"	As per Roster
North-Western	Spencer-street	1	"	4.50 p.m.	6.25 a.m.	"	Alternate Days
	Stawell	1	"	5.42 p.m. Sats. exceptd.	12 noon	"	"
	Dimboola	2 $\frac{1}{2}$	"	6.30 p.m. Saturdays	2.40 p.m.	"	"
South-Western	Spencer-street	1	"	7.40 a.m.	9.41 a.m.	Melbourne Stawell	Alternate Days
	Warrnambool	1	"	3.9 p.m.	5.5 a.m.	Stawell Dimboola	As per Roster
	Spencer-street	2 $\frac{1}{2}$	"	7.52 p.m.	10.50 a.m.	Dimboola Serviceton	Daily
Eastern	Ballarat	1	"	5.8 p.m.	7.11 a.m.	Melbourne Ballarat	Alternate Days
	Spencer-street	1	"	6.30 a.m.	3.15 p.m.	Melbourne Warrnambool	Alternate Days
	Warrnambool	1	"	5.21 p.m.	6.5 a.m.	"	Daily
Eastern	Spencer-street	1	"	3.50 p.m.	12.45 p.m.	Melbourne Colac	Alternate Days
	Sale	1	"	7 p.m.	7.40 a.m.	Melbourne Geelong	Alternate Days
	Flinders-street	1	"	7.52 a.m.	4.33 p.m.	Melbourne Sale	Alternate Days
South-Eastern	Flinders-street	1	"	4.30 p.m.	1.37 p.m.	"	Melbourne Conductor off at Leongatha. Leongatha Conductor to Toora and back
	Leongatha	1	"	7.27 a.m.	7.25 a.m.	Melbourne Toora	Booked off at Melbourne
	Seymour	1 $\frac{1}{2}$	"	2.50 p.m. Wednesday 6.30 p.m. Saturday 4.55 p.m. W. & S. exc.	3.10 p.m.	Melbourne Leongatha	Alternate Days on platform duty
Total		34					

When any of the foregoing trains are run in two divisions, and both divisions are composed of vestibule stock, the Station-master who ordinarily provides the Conductor, must provide a Conductor for each division.

While in running they will be subject to the supervision of the officers who are in charge of the equipment, ticket arrangements, and general working of the Express and Passenger trains.

The Conductor will have sole charge of the Passenger carriages on the train exclusive of the Dining, Parlor and Special cars.

The Parlor Car Conductor will have sole charge of the Parlor Car.

2. The Conductor must be neat and tidy in appearance and courteous and obliging towards passengers, and must abstain from the use of intoxicating liquors, the slightest sign of which on him will render him unsuitable for the position of Conductor. He must minister in every reasonable way to the comfort of the passengers and must make himself familiar with and observe every detail of all instructions issued for his guidance, including the Regulations pertaining to his duties in regard to passenger traffic, and he must have a copy of the Book Time Table always in his possession and see that time tables are available in the receptacles provided in the first class carriages.

He must obtain and impart as far as possible all information sought and endeavour in all respects to make travelling comfortable for the passengers.

Ladies, children, elderly people and invalids must be given his special attention.

He must see that all passengers hold proper tickets or free passes for the journeys they make, and that they travel in the correct class of carriage.

The attention of the Conductor is directed to Rule 13, which forbids employes accepting any gratuity from passengers; and also By-law 19 on the subject.

In addition to the special ticket nippers supplied him the Conductor must always have a carriage key for use as may be required.

The Parlor Car Conductors are included in this instruction except where it is not applicable to the Parlor Car.

3. At least thirty minutes before the departure time of the train from the terminal station the Conductor must obtain from the equipping staff at Spencer-street or the appointed employe at other stations the necessary equipment for the carriages which he will control, and place the articles in their proper positions (except the combs and brushes, which he must place immediately the train starts). He must also obtain the articles which comprise the portable kit and take them on the carriages.

If from any cause he is unable to equip his train strictly in accordance with the instructions he must report the circumstances to the Station-master at the starting station.

He must see that the tanks in the carriages under his control are supplied with clean water; that the lavatories, urinals, closets and the whole of the interior of the carriages are thoroughly clean; that sanitary paper, soap, towels and tumblers are provided and are in their proper places; that a supply of good filtered water is

General Duties
of Conductors.

Inspection, etc., of
Equipment.

provided; and that the fittings of the carriages are complete and in perfect order. He must promptly report any omissions or defects to the Station-master at the starting station.

Any discrepancies in equipment not rectified before the train starts, or any article lost or broken on the journey must be replaced from the portable stock, or obtained from one of the equipping stations en route, and the Conductor must, before he leaves duty, report the particulars to the Station-master at the station where his run terminates.

Coaching Traffic

4. The Conductor must be alert so as to expedite the running of the train, and he must render the staffs at all stations as much assistance as possible with the coaching work. He must also assist with the van work when necessary, as soon as the coaching is finished, and assist the Guard with the checking and sorting of parcels as far as the performance of the duties specially allotted to him will allow.

When approaching a station where the stopping time of the train is limited he must request passengers who desire to alight to be in readiness to do so promptly, and he must have their luggage so arranged that it can be quickly put out on arrival.

Cleaning.

5. The Conductor must keep the interior and equipment of the carriages scrupulously clean throughout the journey. Advantage must be taken of the absence of passengers at meals to make an examination of the compartments and remove any litter from the floor, etc.

Special attention must be paid to the urinals and closets, which must be cleaned frequently, and disinfected when necessary on the journey.

Washbasins must be sponged or wiped with a cloth as often as necessary.

The Parlor Car Conductor must observe this instruction with regard to the Parlor Car.

Equipment.

6. The equipment of vestibule carriages consists of the following articles:—

- | | | |
|---|---|--|
| 1 soap holder | } | for each lavatory |
| 1 roller towel | | |
| 1 roll of sanitary paper | | |
| 1 hair brush | } | for each first class lavatory (Sydney and Albury Express trains) |
| 1 hair comb | | |
| 2 tumblers in the corridor (A.W. and B.W. carriages 1 tumbler). | | |
| 1 table | } | in each first class compartment |
| 2 window dust guards | | |

4 spittoons	}	in locker in one of the second class lavatory compartments on Sydney and Albury Ex- press trains
2 rubber mats		
6 smoking notices		

Footwarmers during the winter months.

The Conductor's portable kit consists of the following:—

- 2 tumblers
- 1 clothes brush (Sydney Express train)
- 4 roller towels
- 1 powdered soap filler (charged)
- 1 roll of sanitary paper
- 2 sponge cloths
- 1 hair brush } Sydney and Albury Express trains
- 1 hair comb }
- 1 packet lamp mantles.

On arrival at terminal stations on Up and Down journeys the Conductor must remove all the equipment from the carriages and hand it over to the equipping staff at Spencer-street or the appointed employe at other stations, together with a report of any discrepancies.

In the event of the Conductor changing over with another Conductor at any intermediate station, he must bring any shortage of equipment, defect in, or damage to carriage fittings under the notice of the Relief Conductor.

The Parlor Car Conductor will require to prepare a Conductor's Trip Report (Form T.R. 51A) for each return journey he makes, and hand it to Stationmaster, Spencer-street, after arrival on the Up journey. This form (a sample of which is printed with these instructions) will have printed upon it the standard equipment provided for the Parlor Car, and on each journey the Conductor must check his equipment with the standard equipment, and note and explain on the back of the form any discrepancies or irregularities in, or damage to equipment.

In the event of the Parlor Car Conductor being relieved en route, or the car put out of running without completing a return trip, the Conductor's Trip Report must be furnished as for a full return trip, and an additional report furnished for the other portion of the trip.

7. The Conductor must record on Form P. 163 the number of vestibule carriages on the train and the maximum number of passengers travelling in each first and

Record of
Passengers
Travelling.

second class compartment on the Down and Up journeys separately in each of the following sections:—

Line.	Sections.	
	From.	To.
North Eastern ...	Melbourne ...	Seymour
	Seymour ...	Benalla
	Benalla ...	Wangarratta
	Wangarratta ...	Wodonga
Northern ...	Melbourne ...	Woodend
	Woodend ...	Castlemaine
	Castlemaine ...	Bendigo
North Western ...	Melbourne ...	Ballarat
	Ballarat ...	Ararat
	Ararat ...	Stawell
	Stawell ...	Dimboola
	Dimboola ...	Serviceton
South Western ...	Melbourne ...	Geelong
	Geelong ...	Colac
	Colac ...	Camperdown
	Camperdown ...	Warrnambool
Goulburn Valley ...	Seymour ...	Shepparton
	Shepparton ...	Numurkah
	Numurkah ...	Cobram
Eastern ...	Melbourne ...	Warragul
	Warragul ...	Traralgon
	Traralgon ...	Sale
South Eastern ...	Melbourne ...	Korumburra
	Korumburra ...	Leongatha
	Leongatha ...	Foster
	Foster ...	Toora

He must hand the form to the Station-master at the station where he leaves duty, both on the Down and Up journeys, for transmission to the Superintendent of Passenger Train Service.

The Parlor Car Conductor must complete the Parlor Car seat diagram (Form P 162) for each Down and Up

journey, and hand both in at the office of the Superintendent of Passenger Train Service after arrival on the Up journey.

On arrival at Wodonga, the Conductor on Down Sydney and Albury Express and 6.15 a.m. Down trains must advise the Station-master of the number of male and female through passengers (each child of any age to be counted as a passenger) for New South Wales on the train. This is required for migration statistical purposes and must be accurate.

8. The Conductor must assist passengers to find seats and must see that full use is made of each compartment, and if necessary, request passengers to transfer to other compartments in order to avoid hauling more carriages than are required, but he must take care not to subject passengers to unnecessary inconvenience.

Full Use to be made of Compartments.

The Conductors must not permit passengers to place their luggage on seats which they do not occupy, thus making other passengers reluctant to secure them in the belief that they belong to travellers temporarily absent from the compartment.

9. To ensure comfort for the majority of the passengers, and to safeguard Departmental property, the Conductor must be continuously on the alert and discountenance in a tactful manner any noisy or objectionable behaviour, and frustrate any action which may tend to damage fittings or equipment, such as striking matches on mirrors or panels, using cushions for footstools, etc. If any passenger persist in offending, his name and address and the names and addresses of witnesses must be taken and the matter reported.

Conduct of Passengers.

In extremely bad cases, and in any instance in which the By-laws of the Department have been infringed, the attention of the Station-master at the next stopping station must be directed to the occurrence, so that he may determine whether the offender should be given into the charge of the police.

10. The Conductor must see that vestibule curtains are secured, mats placed in position, and the doors between first and second class carriages, and the doors dividing first and second class portions of composite carriages kept locked, and he must report if any lock be found defective.

Communication between Carriages.

11. The Conductor must see that "Reserved Compartments" or "Seats" are not occupied by unauthorised persons.

Reserved Compartments.

Passengers
Overcrowding

12. The Conductor must use every endeavour to prevent passengers overcrowding any portion of a train while room exists in another portion thereof.

Train too long
for Platform.

13. In any instance in which the train is too long for the station platform and it is necessary for the van to come to the platform, the Conductor, having first locked all the exit doors which are away from the platform, must take up a position in the leading carriage which overlaps, and direct passengers desiring to alight through the corridor to the adjoining carriage so that they may alight with safety on the platform.

NORTH EASTERN LINE.

Ticket Check-
ing and
Collecting.

14. 5 P.M. DOWN SYDNEY EXPRESS.—Departure checks of passengers' tickets will be made at Spencer-street and Seymour by the station staffs.

The tickets held by passengers who alight at Seymour, Benalla and Wangaratta, will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers tickets (Parlor Car included) en route between Wangaratta and Wodonga, and collect the Wodonga, Albury and the Victorian portions of Inter-State tickets which, after cancellation, he must hand to the Station-master, Wodonga.

He must collect the Parlor Car seat tickets, and after comparing them with the seat diagram, initial the latter and endorse thereon whether it agrees with the tickets collected, and hand the tickets to the Parlor Car Conductor, who must hand them in at the office of the Superintendent of Passenger Train Service, together with the seat diagram, after arrival on the Up trip.

He will be advised of the number of tickets issued at Wodonga for Albury, and he must collect these en route to Albury, and hand them to the Station-master, Wodonga, on his return.

PARLOR CAR ON 5 P.M. DOWN SYDNEY EXPRESS.—A departure check of passengers' tickets will be made at Spencer-street.

The tickets held by passengers who alight at Seymour, Benalla or Wangaratta, will be collected, and those of passengers who join examined and nipped at the barrier by the respective station staffs. The Parlor Car Conductor must collect the special seat ticket as the passengers leave the car, and must examine and nip the tickets held by all passengers en route between Seymour and Benalla.

7.54 A.M. UP SYDNEY EXPRESS.—The tickets held by passengers who alight at Wangaratta, Benalla and Seymour, will be collected, and those of passengers who join examined and nipped at the barrier by the respective station staffs.

The Conductor must examine and nip all passengers' tickets (Parlor Car excepted) en route between Wodonga and Wangaratta.

The Ticket Collector, who will join the train at Seymour, will examine and nip all passengers' tickets (Parlor Car included) en route to Spencer-street and collect all Melbourne tickets and Parlor Car seat tickets. The former must be delivered to the staff at North Melbourne and the latter to the Parlor Car Conductor.

The Ticket Collector must initial the Parlor Car seat diagram and endorse thereon whether it agrees with the seat tickets collected.

PARLOR CAR ON 7.54 A.M. UP SYDNEY EXPRESS.—The tickets held by passengers who alight at Wangaratta, Benalla or Seymour will be collected and those of passengers who join examined and nipped at the barrier by the respective station staffs. The Parlor Car Conductor must examine and nip all Parlor Car passengers' tickets en route between Wodonga and Chiltern. If any passengers be not provided with Parlor Car tickets he must issue them from his stock.

The Ticket Collector, who will join the train at Seymour, will hand the Parlor Car Conductor the collected Parlor Car seat tickets, and the latter must deliver them at the office of the Superintendent of Passenger Train Service together with seat diagrams after arrival at Melbourne.

4 P.M. DOWN ALBURY EXPRESS.—Departure checks of passengers' tickets will be made at Spencer-street and Seymour by the station staffs.

The tickets held by passengers who alight at stations en route to Barnawartha inclusive will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Euroa and Benalla, and again between Wangaratta and Springhurst, and, after passing Chiltern, he must collect all Wodonga, Albury and Victorian portions of Inter-State tickets, which, after cancellation, he must

hand to the Station-master at Wodonga. He will be advised of the number of tickets issued at Wodonga for Albury and he must collect these en route to Albury and hand them over to Station-master at Wodonga, on his return.

8.17 A.M. UP ALBURY EXPRESS.—The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Wodonga and Chiltern, and again between Benalla and Seymour. The Ticket Collector, who will join the train at Seymour, will examine and nip all passengers' tickets en route to Spencer-street and collect all Melbourne tickets.

6.15 A.M. DOWN PASSENGER TRAIN.—Departure checks of Passengers' tickets will be made at Spencer-street and Seymour by the station staffs.

The tickets held by passengers who alight at stations en route to Barnawartha inclusive, will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Euroa and Benalla, and again between Wangaratta and Springhurst, and after passing Barnawartha, collect all Wodonga, Albury and Victorian portions of Inter-State tickets which, after cancellation, he must hand to Station-master at Wodonga. He will be advised of the number of tickets issued at Wodonga for Albury, and he must collect these en route to Albury and hand them over to Station-master, Wodonga, on his return.

2.52 P.M. UP PASSENGER TRAIN.—A departure check of passengers' tickets will be made at Seymour by the station staff.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Wodonga and Chiltern, and again between Benalla and Euroa.

The Ticket Collector, who will join the train at Wallan, will examine and nip all passengers' tickets en route to North Melbourne, and collect all Melbourne tickets.

NORTHERN LINE.

MELBOURNE AND BENDIGO.

DOWN PASSENGER TRAINS.—A departure check of passengers' tickets will be made at Spencer-street by the station staff.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs. The Bendigo tickets will be collected by the staff at that station at the barrier.

The Conductor must examine and nip all passengers' tickets en route between Sunbury and Kyneton, and again between Castlemaine and Bendigo.

UP PASSENGER TRAINS.—A departure check of passengers' tickets will be made at Bendigo by the station staff.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs. The Conductor must examine and nip all passengers' tickets en route between Castlemaine and Kyneton. The Ticket Collector, who will join each train at Sunshine, will examine and nip all passengers' tickets en route to North Melbourne, and collect all Melbourne tickets.

NORTH-WESTERN LINE.

MELBOURNE AND SERVICETON.

7.40 A.M. DOWN PASSENGER TRAIN.—Departure checks of passengers' tickets will be made at Spencer-street, Ballarat, and Murtoa by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Bacchus Marsh and Ballarat, Ararat and Stawell, and Horsham and Dimboola, and after passing Kaniva he must lock one end door of each carriage to facilitate the collection of the Victorian portions of Inter-State tickets, and the tickets of passengers for Serviceton by the staff there on arrival.

5.5 A.M. UP PASSENGER TRAIN.—Departure checks of passengers' tickets will be made at Serviceton, Stawell, and Ballarat by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Nhill and Dimboola, Horsham and Murtoa, and Ararat and Beaufort.

The Ticket Collector, who will join the train at Sunshine, will examine and nip all passengers' tickets en route to North Melbourne, and collect all Melbourne tickets.

5.8 P.M. DOWN PASSENGER TRAIN.—A departure check of passengers' tickets will be made at Spencer-street by the station staff.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Bacchus Marsh and Ballarat. The Ballarat tickets will be collected at the barrier by the staff at that station.

10 50 A.M. UP PASSENGER TRAIN.—A departure check will be made at Ballarat by the station staff.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Ballan and Bacchus Marsh. The Ticket Collector, who will join the train at Sunshine, will examine and nip all passengers' tickets en route to North Melbourne, and collect all Melbourne tickets.

SOUTH-WESTERN LINE.

MELBOURNE AND WARRNAMBOOL.

6.30 A.M. AND 5.21 P.M. DOWN.—Departure checks of passengers' tickets will be made at Spencer-street, Geelong, and Warrnambool by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Geelong and Colac, and again between Camperdown and Terang.

7.11 A.M. AND 3.15 P.M. UP.—Departure checks of passengers' tickets will be made at Warrnambool and Geelong by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Terang and Camperdown, and between Birregurra and South Geelong.

The Ticket Collector, who will join each train at Newport, will examine and nip all passengers' tickets en route to North Melbourne, and collect all Melbourne tickets.

3.50 P.M. DOWN TO COLAC.—Departure checks of passengers' tickets will be made at Spencer-street and Geelong by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Werribee and Geelong, and between Moriac and Birregurra. The tickets for Colac will be collected by the staff there.

6.5 A.M. UP FROM COLAC.—Departure checks of passengers' tickets will be made at Colac and Geelong by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Moriac and South Geelong. The Ticket Collector, who will join the train at Newport, will examine and nip all passengers' tickets en route to North Melbourne, and collect all Melbourne tickets.

7 P.M. DOWN TO GEELONG.—A departure check of passengers' tickets will be made at Spencer-street by the station staff.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Werribee and Geelong. The tickets for Geelong will be collected by the station staff there.

12.45 P.M. UP FROM GEELONG.—A departure check of passengers' tickets will be made at Geelong by the station staff.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all tickets en route between Lara and Werribee. The Ticket Collector, who will join the train at Newport, will examine and nip all passengers' tickets en route to North Melbourne, and collect all Melbourne tickets.

GOULBURN VALLEY LINE.

9.20 A.M. DOWN FROM SEYMOUR.—Departure checks of passengers' tickets will be made at Seymour and Shepparton by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Murchison East and Toolamba and again between Nurmurkah and Strathmerton.

3.10 P.M. UP FROM COBRAM.—Departure checks of passengers' tickets will be made at Cobram and Numurkah by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Shepparton and Toolamba, and again between Nagambie and Mangalore.

EASTERN LINE.

MELBOURNE AND SALE.

7.52 A.M. AND 4.30 P.M. DOWN.—Departure checks of passengers' tickets will be made at Flinders-street and Warragul by the station staffs.

The tickets held by passengers who alight at stations en route (Warragul excepted) will be collected, and those of passengers who join examined and nipped by the respective station staffs. The tickets for Sale will be collected by the station staff there.

The Conductor must examine and nip all passengers' tickets en route between Dandenong and Pakenham and again between Moe and Traralgon, and after passing Longwarry he must collect all Warragul tickets, cancel them and hand them to the Station-master at Warragul.

7.40 A.M. AND 4.33 P.M. UP.—Departure checks of passengers' tickets will be made at Sale and Warragul by the station staffs.

The tickets held by passengers who alight en route (Warragul excepted) will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Yarragon and Warragul, and between Nar-Nar-Goon and Beaconsfield. When making the check after leaving Yarragon he must collect all Warragul tickets, cancel them and hand them to the Station-master at Warragul.

The Ticket Collector who will join the train at Dandenong will examine and nip all passengers' tickets en route, and collect the tickets issued outside the suburban area for all stations Caulfield to Melbourne inclusive, and he will issue in lieu of each ticket collected a barrier pass-out

check to enable the passenger to pass the barrier at his destination station.

The barrier pass-out checks, issued to passengers who hold Malvern, Armadale, Toorak or Hawksburn tickets, will be available for travelling between Caulfield and the destination station by the next Up suburban train after the passenger alights at Caulfield.

SOUTH EASTERN LINE. MELBOURNE AND TOORA.

7.27 A.M. DOWN TO TOORA.—Departure checks of Passengers' tickets will be made at Flinders-street and Korumburra by the station staffs.

The tickets held by passengers who alight at stations en route will be collected and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Lyndhurst and Nyora and again between Leongatha and Foster. He will transfer to the Up train at Toora.

1.37 P.M. UP FROM TOORA.—A departure check of passengers' tickets will be made at Korumburra by the station staff.

The tickets held by passengers who alight at stations en route will be collected and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Foster and Leongatha and again between Nyora and Dandenong.

The Ticket Collector who will join the train at Dandenong will examine and nip all passengers' tickets en route and collect the tickets issued outside the suburban area for all stations Caulfield to Melbourne inclusive, and he will issue in lieu of each ticket collected a barrier pass-out check to enable the passenger to pass the barrier at his destination station. The barrier pass-out checks, issued to passengers who hold Malvern, Armadale, Toorak or Hawksburn tickets, will be available for travelling between Caulfield and the destination station by the next Up suburban train after the passenger alights at Caulfield.

2.50 P.M. WED., 6.30 P.M. SAT., 4.53 P.M., WED. AND SAT. EXCEPTED, DOWN TO LEONGATHA.—Departure checks of passengers' tickets will be made at Flinders-street and Korumburra by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Lyndhurst and Nyora.

7.25 A.M. UP FROM LEONGATHA —Departure checks of passengers' tickets will be made at Leongatha and Korumburra by the station staffs.

The tickets held by passengers who alight at stations en route will be collected, and those of passengers who join examined and nipped by the respective station staffs.

The Conductor must examine and nip all passengers' tickets en route between Nyora and Dandenong.

The Ticket Collector who will join the train at Dandenong will examine and nip all passengers' tickets en route, and collect the tickets issued outside the suburban area for all stations Caulfield to Melbourne inclusive, and he will issue in lieu of each ticket collected a barrier pass-out check to enable the passenger to pass the barrier at his destination station.

The barrier pass-out checks, issued to passengers who hold Armadale, Toorak or Hawksburn tickets, will be available for travelling between Caulfield or Malvern and the destination station by the next Up suburban train after the passenger alights at Caulfield.

GENERAL.

When making the appointed checks of passengers' tickets the Conductor (Parlor Car Conductor included) must—

(a) Read the names of stations printed on the ticket or pass and see that it is eligible in accordance with the Regulations for the journey being made by the passenger.

(b) Nip coupon tickets in the specified places, and card tickets and passes so that the station lettering, number or date will not be interfered with, and use the nippers firmly, to plainly show the State design, nippers number, and his distinguishing mark.

(c) Collect the proper portions of card and coupon tickets, and avoid detaching any other portions of the latter.

The Conductor must collect the tickets of passengers who alight at No-one-in-charge stations or stations where no employe is on duty for certain trains, and must cancel them and hand them to the employe on duty at the next Man-in-charge station at which the train stops.

If the Conductor when performing his ticket checking duties discovers any passenger who is not in possession of a ticket, or who is travelling on a ticket not available for the journey taken, he must act in accordance with the instructions, and furnish full particulars on form P. 170 in triplicate, using carbon, to the Officer-in-charge of Ticket Collection, Spencer-street.

Any instance of irregular or lax ticket checking on the part of other employes detected by the Conductor, must be brought under the notice of the Officer-in-charge of Ticket Collection by memo.

When the examination or collection of tickets is being carried out by the ordinary station staffs or the Travelling Ticket Collector, the Conductor must see that any passenger does not evade the check by passing along the corridor or remaining in the lavatory, and he must render any other assistance that may be required to ensure the tickets of every passenger being examined or collected.

The Conductor will not be permitted to collect passengers' tickets except in the instances authorised in these instructions, or where subsequent instructions are issued authorising the collection of tickets by the Conductor at any place, or when the train is travelling between any specified places.

The Conductor must avoid checking at refreshment stations or during meal service in the Dining Car, and while exercising vigilance in his ticket checking duties be must not harass passengers.

15. The Conductors who are authorised to collect tickets will be supplied with a ticket cancellation stamp and self-inking pad. They must cancel all tickets collected by them with the stamp in addition to nipping them with the special nippers provided.

16. In the event of a Conductor who is authorised to collect tickets collecting any portion of a ticket or coupon in error, he must not place it with the other tickets, but must hand it to the Station-master and inform him of the circumstances under which it was collected.

Should the Conductor inadvertently detach the wrong portion of any Inter-State coupon ticket, he must report the particulars (number of ticket, etc.) in writing to the Station-master before he leaves duty so that the station to which the passenger is travelling may be advised by wire, and any trouble or annoyance avoided.

17. The Conductor (Parlor Car Conductor on Sydney Express trains excepted) will be supplied by the Station-master, Spencer-street, or Flinders-street, if he works to and from Melbourne, and by the Station-master at his home station if he works between two inland stations, as the case may be, with single and return Excess Fare Books, a sheet showing the fares and a copy of the Passenger Fares Book, which will enable him to promptly issue Excess Fare Tickets in the case of children who may be detected travelling without tickets, or over age on half tickets, for the extension of tickets beyond the destination shown thereon, if desired by passengers, for the collection

Cancellation of
Collected
Tickets.

Tickets
Wrongly
Collected.

Booking Pas-
sengers.

of the difference in fare in cases of tickets being held which are not available by Express trains, for the booking of passengers from No-one-in-charge stations or stations where no employe is on duty for certain trains and for legitimate changes of class.

He must also issue Excess Fare Tickets as required by the Travelling Ticket Collector who will join the train at Newport, Sunshine or Wallan, as the case may be.

The issue of tickets by the Conductor on the train, however, is arranged only for the convenience of passengers who would otherwise be required to leave the train at some Station en route and obtain tickets, and the general booking of passengers must be done at terminal and roadside stations before the passengers take their seats in the carriages, and the Conductor must call attention in writing to any instances that come under his notice of passengers being permitted to join the train without tickets, at stations where booking facilities are provided.

The seats in the Parlor Car on the Sydney Express trains are numbered 1 to 33 inclusive, and a diagram (a sample of which is printed with these instructions) corresponding with the numbers is provided for each trip.

Seats in this car may be reserved on the payment of 4/- each in addition to first class fare.

Diagrams are supplied to the Booking Offices at Melbourne and Sydney, and each passenger, on payment of the fee, is issued a Parlor Car seat ticket on which the number of the seat is shown and a corresponding entry is made on the diagram.

The Parlor Car Conductor must obtain the Car diagram at least five minutes before the departure of the train from Melbourne, and at Albury upon arrival of the Express from Sydney. He will be daily provided by the Station-master, Spencer-street, with two sets of Parlor Car seat tickets, and he must book passengers desirous of travelling in the Car, and who have not provided themselves with seat tickets before they join the train either on the Up or Down journey, and he must deal with the money so collected as herein provided for Conductors.

The Conductor must not issue a ticket in any case where a suspicion of fraud exists, but must deal with the passenger in accordance with the By-laws and instructions.

The Conductor must pay over all cash collected for tickets issued to the Station-master, Spencer-street, or Flinders-street, if he works to and from Melbourne, on his arrival on each Up journey, and to the Station-master at his home Station if he works between two inland Stations, as the case may be.

A cash box for each Conductor working to and from Melbourne will be provided at his terminal Station on the Down journey, and the Conductor must place therein any cash collected on the Down journey, together with his Excess Fare Books, and then lock the box and hand it to the Station-master for safe keeping until the books and cash are required for the Up journey.

The cash box is to remain under the care of the Station-master at the Down end, and for similar use a cash box for each Conductor working between two Inland Stations will be provided at the end Station of his forward run.

18. The Conductor must assist passengers with the disposal of their luggage, both at the commencement and at the end of their journey. No heavy, bulky, or unnecessary luggage must be allowed in the compartments, and no luggage whatever must be stowed in the corridors or vestibules of the carriages. Passengers must be politely requested to have all such luggage placed in the brake-van. It should be explained that this luggage in the carriages interferes with the comfort of passengers.

Luggage.

Only so much light luggage (hand or dressing bags, etc.) as will occupy rack and floor space equivalent to and underneath the seat space paid for will be allowed in the carriages.

19. The Parlor Car Conductor must collect the luggage of Parlor Car seat ticket holders and remove it to the luggage compartment, and no luggage must be stowed in any other portion of the Car. He must place a Parlor Car luggage label on each package (unless the owner desires him not to do so).

Parlor Car
Luggage.

To facilitate the transfer of the luggage at Albury the labels, as far as possible, must be endorsed in accordance with the sleeping berth tickets held by passengers for the New South Wales train.

As a protection to passengers' effects the Parlor Car Conductor must require any passenger desiring access to the luggage on the journey to produce the sleeping berth ticket held, or by other means show that he or she is the bona fide owner of the luggage to which access is required.

The compartment in which the luggage is carried must not be accessible to the passengers during the temporary absence of the Parlor Car Conductor.

On arrival at Albury the Parlor Car Conductor must, with the assistance of Albury staff, transfer the luggage to a platform trolley, and have it removed to the Sydney train.

As the accommodation for luggage on the car is limited, only light packages required on the overland journey must be accepted for carriage there. Passengers must be politely

requested to have heavy and bulky luggage placed in the Brake van.

Damage to fittings and equipment.

20. The Conductor (Parlor Car Conductor included) will be held personally responsible for the safety of the carriage fittings and equipment, and must report any damage thereto on the prescribed forms. In the event of a passenger causing any damage by accident the cost must be collected in accordance with the scale which appears hereunder:—

SCALE OF CHARGES TO BE COLLECTED FOR CARRIAGE WINDOWS OR GLASS FITTINGS DAMAGED OR BROKEN BY PASSENGERS.

	£	s.	d.
Quarter light, ordinary, in 71' carriages	0	10	0
" " ground, in 71' carriages	0	12	6
" " large Dining Cars	1	7	0
Door light, van, large sheets in 60' and 71' vehicles	0	7	0
" " large, in 71' carriages	0	12	6
" " small, in 71' carriages	0	8	6
" " end, small	0	5	0
" " corridor, swing, large pane	1	4	0
" " " " in two panes, each	0	12	0
" " sliding to compartments	0	7	6
" " lavatory and W.C.	0	6	0
Shutter, corridor partition	0	6	0
Glass above shutters, corridor partition	0	6	0
Glass, in front of photos. and maps	0	5	0
Pent roof lights, opal	0	3	6
Van canopy lights	0	8	0
Mirrors, standard size, over seats	0	13	0
" over lights, short, inside 71' carriages	0	8	0
" " " long, inside lavatories and W.C., 71' carriages	0	12	0
" " " outside, 71' carriages (star)	0	7	0
" lavatories, over basins, 71' carriages	1	1	0
" saloon end, Dining Cars	0	8	0
" buffet, " "	1	7	6
Glass, screen, Dining Cars	0	6	0
" cathedral, pent roof end, Dining Cars	2	10	0
" " in deck lights, " "	0	16	0
" " in doors " "	1	15	0
" " in buffet " "	0	14	0
PARLOR CARS.			
End observation window	3	5	0
End platform door	1	0	0
Side door window	0	12	6
Side windows, over 3' 0" wide glass	1	5	0
" " under 3' 0" wide glass	0	12	6
Corridor swing doors, bevelled plate	0	16	0

Ground white glass, in sliding and lavatory doors.	£	s.	d.
lavatory partitions, and corridor shutters	0	7	6
Photo. glasses, book case, attendant's cupboard	0	7	6
Mirrors (star)	0	7	0
" gentlemen's lavatory, large end	1	10	0
" lavatories and W.C., over lights	0	12	0
Mirrors, ladies' lavatory, over basin	1	1	0
" in compartments	0	12	0
" behind leaded cathedral glass	0	15	0
Cathedral glass, leaded, pent roof, end or cross	2	10	0
" " " above the line of windows			
12½" high x over 3' 0" wide	3	0	0
Cathedral, 12½" high x under 3' 0" wide	1	15	0
" glass, leaded, pent roof swing lights	0	16	0
" " " " " fixed lights	0	9	0
" " " each small piece	0	1	0
" " not leaded, pent roof lights	0	5	0
GENERAL.			
Large gas globes	0	4	0
Small " "	0	3	3
Decanters	0	5	0
Tumblers, cut glass	0	1	0
" moulded	0	0	3
Brushes, hair	0	5	0
" clothes	0	2	6
Towels, roller	0	1	6
" hand	0	1	0
Combs, hair	0	0	9

It must, however, be distinctly understood that payment must only be accepted when the damage has been accidentally caused, and that in any case in which it appears to have been caused in a wilful or malicious manner the name and address in full of every offender must be obtained. Special precaution must be taken that the names and addresses so furnished are correct, and some evidence in the shape of an addressed envelope which has passed through the post, visiting card, etc., must be secured if possible, so that in the event of further proceedings the offender may be readily found. Names and addresses of witnesses must also be obtained.

The Conductor must keep a close watch to detect any person removing the outside window bars of the carriages, and take prompt action to have any offender in this direction handed over to a responsible officer or dealt with in accordance with the instructions.

The Conductor must, in all cases, furnish a report to the Station-master at the station where he leaves duty,

showing full particulars, and irrespective of any report which may be furnished by the Guard of the train or a roadside Station-master. He must also hand over any cash collected by him on the journey.

Branding.

21. All articles in use in the trains referred to in these instructions will bear the brand "V.R." If any article branded "S.A." (South Australian State) or "V. and S.A.R." (Victorian and South Australian Joint Stock) be found in the carriages, the Conductor must specially hand it over to the Station-master where he leaves duty, and furnish a report showing the number of the carriage from which it was withdrawn.

Dining Car
Service.

22. Where there is a Dining Car in the service the Dining Car staff are permitted to serve light refreshments in the compartments of the carriages, and in special cases, such as ladies in reserved compartments, invalids, etc., they may serve meals in the compartments.

The Conductor must render the Dining Car Steward all possible assistance in conducting the passengers to and from the Dining Car in connection with the meal service.

The transfer of passengers and their luggage, etc., through the Dining Car must be minimised as much as possible, and every effort must be made to seat passengers for the respective stations so that they will be able to alight direct on to the platform when their destination is reached.

Refreshment
Stations.

23. Immediately before arrival at a Refreshment station the Conductor must advise the passengers, and tell them how long the train will stop. This will not apply to any section of the journey on which a Dining Car is on the train. The Conductor must not enter Refreshment Rooms, except to obtain refreshments for passengers, and must not absent himself from the train for a longer period than five minutes.

The Conductor must not obtain intoxicating liquors from Refreshment Rooms or elsewhere for passengers, nor convey such liquors to the train, except in a case of sickness.

After the departure of the train from each Refreshment station he must collect all crockeryware, etc., belonging to Refreshment Rooms, which passengers have had in use, and return it from the next stopping station.

Lamps.

24. The Conductor must see that all lamps are in good order, and when alight that they burn brightly; and he must report any defective lights to the Station-master at the station where he leaves duty, giving the carriage number. If opportunity exist any defective lights should be attended to en route.

25. Smoking must only be permitted in the compartments set apart for the purpose. The Conductor must strictly prohibit it in all other portions of the carriages.

Smoking.

26. Male passengers must be excluded from ladies' compartments and must not be allowed to remain at the ladies' end of any carriage.

Ladies'
Compartments.

27. The Conductor must take charge of any article or articles left in the carriages by passengers who alight at intermediate stations and hand them over to the Officer in charge at the next stopping station, and immediately the passengers leave the carriages after arrival at the terminal station of the train on the Down journey the Conductor must make a lost property search and hand any articles he may find to the Officer in charge.

Lost Property.

Up trains will be searched on arrival at Spencer-street by the employe appointed for the duty. No other employe or person must be permitted in either case to enter the carriages until the lost property search has been made.

28. The Conductor must strictly carry out the duties allotted to him regarding footwarmers.

Footwarmers.

29. The Conductor must see that a supply of clear water is kept in all the tanks in the carriages, and that ample clean drinking water is provided in the filters. Should the water in a lavatory tank become exhausted he must see that the tank is refilled at the first station having the necessary appliances for the purpose. Where practicable, a warning telegram must be sent to the station concerned, indicating the position of the carriage on the train, so that unnecessary delay may be avoided.

Water.

30. The Conductor must see that vestibules of carriages are all equipped with vestibule curtains and mats, and when an extra carriage is attached at a roadside station satisfy himself that these fittings are properly fixed.

Vestibule
Curtains and
Mats.

31. When for any purpose carriages are about to be detached at stations, the Conductor must see that the end door of the adjoining carriage on the train is locked, to prevent the possibility of any passenger stepping out and falling while the train is divided. He must also see that the side doors of vestibule carriages are kept closed while the train is in motion in accordance with the notice to passengers thereon.

Safety of
Passengers.

Safety of
Carriages.

32. Should the Conductor observe anything unusual in the running of any of the carriages, or should any complaint be made to him in that regard, he must inform the Guard as quickly as possible, but if from any urgent cause such as fire it become necessary to stop the train, or if he have reason to apprehend danger, he must at once apply the brake by the means provided for that purpose.

Parlor Con-
ductor's
duties.

33. PARLOR CAR CONDUCTORS ON SYDNEY EXPRESS TRAINS.—In addition to the direct references to the duties of the Parlor Car Conductor made in Clauses 1, 2, 5, 6, 7, 14, 17, 19 and 20, they will be responsible for carrying out Clauses 3 and 21 and 24 to 32 inclusive which have reference to the Parlor Car, as well as the general carriages, and also all general instructions in the remaining clauses as far as they are applicable to the Parlor Car.

Special in-
structions to
Parlor Car
Conductors
in reference
to train
working.

34. The Parlor Car Conductor must also carry out the following instructions in regard to train working:—

On account of the Brake Van on the Sydney Express train being next the engine, the duties specified below will devolve upon the Conductor in charge of the Parlor Car.

GENERAL.

1. To see that the Tail Signals and Side Lamps are in their proper positions on the train, that the lamps are kept properly burning when necessary; and that the Tail Signals required in connection with the running of Special trains are duly exhibited; and to properly dispose of the Tail and Side Lights as laid down in Regulation 205.
2. To examine all Special train and other notices as directed for the Guard in Regulation 185.
3. To have with him in the Parlor Car a Guard's complete kit.
4. To exchange Hand Signals with the Fireman as soon as practicable after the train has started. (See Regulation 194).
5. To comply with Regulation 198.
6. To secure the train by means of the Hand Brake if the engine be detached for any purpose. (See Regulation 203)
7. To protect the train as directed in Regulations 239, 241, 243, and 261, and to issue a Wrong Line Order should it be necessary for the engine to return on the wrong line.
8. In the event of failure or accident, to comply with Regulation 247.

9. To carry out the duties provided for the Guard in Rules 16 and 16C, and for the Under Guard in Rule 16B, Electric Staff and Tablet Rules.
10. To protect the train in accordance with the Rules and Regulations, should it be brought to a stand, by the use of the communication chain, the Guard to take steps to ascertain why the communication was applied. (See Appendix 8, Book of Rules and Regulations).

WESTINGHOUSE BRAKE INSTRUCTIONS.

11. (A) To test the Westinghouse Brake in the manner prescribed for the Guard in Rule 28 of the Westinghouse Brake Instructions (See Appendix 3, Book of Rules and Regulations) the Brake to be applied from the Parlor Car.

NOTE.—When so tested, the Guard is not required to test the Air Brake by applying it from the Brake Van.

- (B) If, upon making the test, the Parlor Car Conductor find that the brake connection is interrupted, he must communicate with the Guard, and in the event of the brake on any vehicle sticking he must not open the release valve attached to the cylinder without first consulting the Guard.
- (C) The Guard must not give the Driver a signal to start until he has ascertained from the Parlor Car Conductor that the Westinghouse Brake has been tested and that it is in proper order.
- (D) To test the hand brake in the Parlor Car prior to testing the Westinghouse Brake, and to see, in all cases, that it is screwed off before starting
- (E) If the Westinghouse Brake is not in use on the Parlor Car, the Guard must test the brake as directed in Rule 30.
- (F) If the Conductor have occasion to apply the brake from the Parlor Car, he must open the tap, and allow the air to escape until the train is brought to a standstill; but he should use the brake only in cases of emergency, see Rule 36.
- (G) Should the Brake pressure fall below 45 lbs., he must call the Guard's attention to the fact at the first opportunity, latter to inform the Driver, see Rule 37.

(H) The special attention of the Parlor Car Conductor is directed to Rule 18 as to the use of the Hand Brake.

(I) To observe the instructions prescribed for the Guard in Rule 39, Clause (a).

The duties of the Guard in charge of the Express are modified to the extent mentioned above; but he is in no way relieved from the proper performance of his duties as regards the general working of the train, and must see, as far as is reasonably practicable, that the duties specified are properly carried out by the Parlor Car Conductor.

The Parlor Car Conductor must be an employe qualified to perform Guard's duties as far as the working of passenger trains is concerned, and passed by the Block and Signal Inspector in such. He must have with him when on duty a copy of the Book of Rules and Regulations, the General Appendix and the Working Time Table, a copy of this Instruction, and carry with him all necessary notices as to the signalling and general working of the line. Station-masters concerned must see that the Conductors of the Parlor Car are supplied with copies of these Notices, etc., as directed in Regulation 8.

In the event of it being necessary to detach the Parlor Car from the train the Guard must arrange for a Brake Van to be placed in the rear.

35. TICKET COLLECTORS WHO JOIN UP ADELAIDE, SYDNEY AND ALBURY EXPRESS TRAINS.

Ticket Collectors are appointed to join the Express trains as under:—

Up Adelaide Express	...	One Collector at Bacchus Marsh.
(Sundays excepted)		
Up Sydney Express	...	One Collector at Seymour
Up Albury Express	...	“ “ “

The duties to be performed by these Collectors are as follows:—

As soon as the train is proceeding on its journey after he joins the Collector must make a complete examination and nip passengers' tickets in all the vehicles on the train (Sleeping and Parlor Cars included) and collect all Melbourne tickets which he must cancel with the cancellation stamp and deliver to the staff at North Melbourne.

On the Adelaide Express train he must initial the Sleeping Car diagram and endorse thereon whether it agrees with the berth tickets given him.

Travelling
Ticket
Collector's
duties.

On the Sydney Express train he must collect the Parlor Car seat tickets, and after comparing them with the seat diagram initial the latter and endorse thereon whether it agrees with the tickets collected and hand the tickets to the Parlor Car Conductor.

The Travelling Ticket Collectors who perform this duty will each be provided with Excess Fare Books and a list of fares by the Station-master at their home stations, and they must issue Excess Fare Tickets to passengers as they may find necessary, except in cases where a suspicion of fraud exists, when the passenger must be dealt with in accordance with the By-laws and Regulations.

Any cash collected must be paid over to the Station-master at Spencer-street on arrival.

The Conductors on the trains have instructions to render any assistance necessary to enable a complete check of ticket to be made.

TICKET COLLECTORS WHO JOIN UP NORTHERN, NORTH EASTERN, NORTH WESTERN AND SOUTH WESTERN LINE TRAINS, COMPOSED OF VESTIBULE STOCK.—Ticket Collectors attached to the staff of the Station-master at North Melbourne will proceed by Down trains in time to join Up trains composed of vestibule stock at Sunshine, Wallan and Newport.

The duties of these Collectors will be to make a complete examination and nip passengers' tickets in all the vehicles on the train, and collect all Melbourne tickets, which must be cancelled with cancellation stamp, and taken to the collected ticket room at North Melbourne, and delivered to Collector in charge there.

The Conductors on the trains have instructions that they must render any assistance necessary to enable complete checks of tickets to be made, and also to issue excess fare tickets as required by the Travelling Ticket Collectors, provided no suspicion of fraud exists, but when necessary the Collector must accompany the train to Spencer-street to have a fare collected, or any question in regard to a ticket decided by the Station-master there instead of causing any delay to train at North Melbourne.

Each Collector must keep a record of the amount collected in fares resulting from his checks

TICKET COLLECTORS WHO JOIN UP EASTERN AND SOUTH EASTERN LINE TRAINS COMPOSED OF VESTIBULE STOCK.—Ticket Collectors attached to the staff of the Station-master, Flinders-street, will proceed by Down trains in time to join Up trains at Dandenong.

The duties of these Collectors will be to make a complete examination, and nip passengers' tickets in all the vehicles on the train, and collect all the tickets issued outside the suburban area for stations Caulfield to Melbourne inclusive, and issue in lieu of each ticket collected a barrier pass out check to enable the passenger to pass the barrier at his destination station.

Suburban tickets held by passengers who join the train at Dandenong, Spring Vale or Clayton, are not to be exchanged for checks, but must be given up at the barrier, and it will not be necessary to issue checks to passengers travelling on periodical tickets, or passes available for further journeys and which, on presentation at the barrier, will permit holders to pass out.

Before leaving duty each day each Collector must furnish a return of barrier pass out checks issued (Form P. 174) in duplicate to Station-master, Flinders-street. The return must include all checks issued on the date for which it is made by the Collector compiling it.

The tickets and passes collected from each train must be counted, and the total number of 1st and 2nd class respectively noted and entered on the return of barrier pass out checks.

The collected tickets and passes must be cancelled with cancellation stamp and placed in a special box which will be provided for the purpose at the Station-master's Office, Flinders-street.

For the information of the Collectors, samples of the barrier pass out check, and the return of barrier pass out checks issued, are printed with these instructions.

The Conductors on the trains have instructions that they must render any assistance necessary to enable complete checks of tickets to be made, and also to issue excess fare tickets as required by the Travelling Ticket Collectors, provided no suspicion of fraud exists.

If the Collector have any doubt as to the availability of a ticket, or should any circumstance arise during the progress of his collection in which he be in doubt as to how he should act, he must refer the matter to the Station-master or Officer in charge at the station where the passenger concerned leaves the train.

Each Collector must keep a record of the amount collected in fares resulting from his checks.

T.N.
T.R. 51A.

[Sample Form.]
VICTORIAN RAILWAYS.
SYDNEY EXPRESS TRAINS.
CONDUCTOR'S TRIP REPORT.

..... Parlör Car.
Train leaving Melbourne..... p.m. for Albury on.....
" " Albury..... a.m. for Melbourne on.....

PARLOR CAR EQUIPMENT.

Articles.	No.	Conductor's Check.	Articles.	No.	Conductor's Check.
Chairs, cane	21		Broom, American	1	
" deck	9		" Hair	1	
Covers, chair	21		Mop	1	
" seat	4		Chamois skin	1	
Tables, card	8		Sponge cloths... ..	6	
Book cabinet and reading table combined	1		Feather duster	1	
Cushions	6		Steps, lamp (pair)	1	
Footstools	4		Mantles (packet)	1	
Arm rests	8		Label damper, revolving... ..	1	
Dust screens	19		Corkscrew	1	
Vestibule mat	1		Date stamp (tickets)	1	
Sand bags	3		Nippers (ticket)	1	
Guard rods (nickel)	2		Carriage key	1	
Vent rods	2		Ink bottle (glass)	1	
Spittoons	4		Library (books)	50	
Ice chest (fixture)	1		Scenic Album N.S.W.(book)	1	
Filter	1		Scenic Album Victoria (book)	1	
Toilet can	1		Picturesque Victoria (book)	1	
Decanters	2		Time table, N.S.W. (bound)	1	
Tumblers	12		Time table, Victoria(bound)	1	
Hair brush, ladies'	1		Magazine covers	6	
Hair brush, gent's	1		Papers.—		
" comb, ladies'	1		Punch	1	
" " gent's	1		Black and White	1	
Hand mirror, ladies'	1		Sketch	1	
Brush, clothes	1		Queen	1	
Tray pin	1		London News	1	
Towels, hand	72		Ladies' Pictorial	1	
Paper, sanitary (rolls)	6		Writing pad and material	1	
Soap, toilet, ladies' lava- tory	ample		Guard's complete kit	1	
Soap, toilet, gent's lavatory	ample		Disinfectant	ample	

List of Parlor Car Equipment (as above) must be checked by the Conductor. The correct items must be marked thus ✓, and the incorrect items denoted thus (X) in the vacant column provided for the purpose.

A Trip Report must be furnished by the Conductor to Station-master, Spencer-street, on the completion of each return trip.

.....Conductor.
[over]

[SAMPLE FORM].

(Back of Form T.R. 51A).

.....Station.

.....191

CONDUCTOR'S REPORT.

All discrepancies in or damage to Parlor Car Equipment must be fully reported hereon.

Memo.

.....Conductor.

Name of Car.....

The Conductor will be held responsible for examining all equipment when taking charge of the Car, and for reporting any irregularities then existing or occurring while the Car is in his charge.

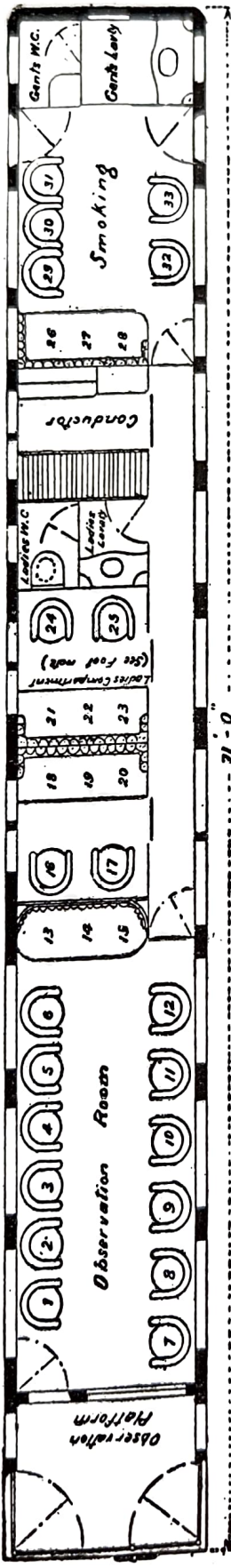
VICTORIAN RAILWAYS.

SYDNEY EXPRESS TRAINS.

SEATS RESERVED FOR HOLDERS OF PARLOR CAR TICKETS.

Train leaving Melbourne.....p.m. for Albury. Date.....
 " " Albury.....a.m. for Melbourne.....

SIGNATURES
OF
CONDUCTOR.



OBSERVATION. NAMES.		Were SEATS Actually Occupied.	OBSERVATION. NAMES.	Were SEATS Actually Occupied.	COMPARTMENTS NAMES.	Were SEATS Actually Occupied.	SMOKING. NAMES.	Were SEATS Actually Occupied.
1				16				26
2				17				27
3				18				28
4				19				29
5				20				30
6				21				31
7				22				32
8				23				33
9				24				
				25				

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LADIES' COMPARTMENT
(See Foot Note)

NOTE.—Conductors mark designate the passengers who actually occupy the seats and who hold reserve tickets for the seats by the letter "Y." No passenger may travel in the Parlor Car unless provided with a reserved seat ticket, price 4s. Gentlemen are not to be allotted seats in the Ladies' compartment except by the Victorian Parlor Car Conductor after the Express has commenced journey, and he will not so allot any vacant seats whatever therein unless there be no Ladies offering for or already in occupation of any of the seats concerned, and no other seats in the car available.

T.N.

[Sample Form.]

P. 174.

VICTORIAN RAILWAYS.

Return of Daily Issue of Barrier Pass Out Checks. (Issued in lieu of Country Tickets Collected).

Issued on.....day of.....191.....

Train.	Class.	Commencing Number.	Closing Number.	No. of Checks.		Less Non Issues.		Total.		Progressive Nos. of Non-Issued Checks.	No. of Country Tickets and Passes collected.	
				1st.	2nd.	1st.	2nd.	1st.	2nd.		1st.	2nd.
Total												

NOTES.

1. The commencing number is the number showing on the first stub to be issued.
2. The closing number of the Collector's issue for a train is the next number to be issued.
3. Non-issued checks to be cancelled with cancellation stamp and attached to this return.
4. This return must include all checks issued by the Collector compiling it on the date for which it is made, and must be furnished daily in duplicate (by the use of carbon) to Station-master, Flinders street, before the Collector leaves duty.
5. This return must be forwarded daily by the Station-master, Flinders-street to the Auditor of Receipts.

Signature.....

Travelling Ticket Collector.

[SAMPLE FORM.]

BARRIER PASS-OUT CHECK.

FACE.

BACK.

Margin.		
Caulfield	VICTORIAN	31
	RAILWAYS.	30
Malvern	—	29
	BARRIER	28
Arm'dale	PASS-OUT	27
	CHECK.	26
Toorak	—	25
	JANUARY, 1912.	24
H'burn	—	23
	Issued to and	22
S. Yarra	accepted by the	21
	Holder, subject to	20
R'mond	the By-Laws and	19
	Regulations of the	18
Melb'ne	Victorian Rail-	17
	ways Commis-	16
	sioners.	15
	—	14
1	No. 002.	17
2	FIRST CLASS.	16
3	Not Transferable.	15
4	(See Other Side.)	14
5		13
6		
7		
8		
9		
10		
11		
12		
13		

This Check is issued in lieu of a ticket for the station indicated by check mark which has been collected to enable the passenger to pass out at destination station on arrival. Checks issued in lieu of Malvern, Armadale, Toorak and Hawksburn tickets will be available for travelling between Caulfield and destination station by next Up Suburban train after passenger alights at Caulfield on the date indicated by the check mark.

The Barrier Pass-out Checks will be put up in stubs of 100, each consecutively numbered, and having a light cardboard back. The checks will be stabbed in the margin at the top.

The date of issue and the station for which the collected ticket was available will be indicated by the Travelling Ticket Collector so marking each Check with his ticket nippers.

Different colored Checks are to be issued for exchange with Eastern and South-Eastern line tickets, and for first and second class tickets.



