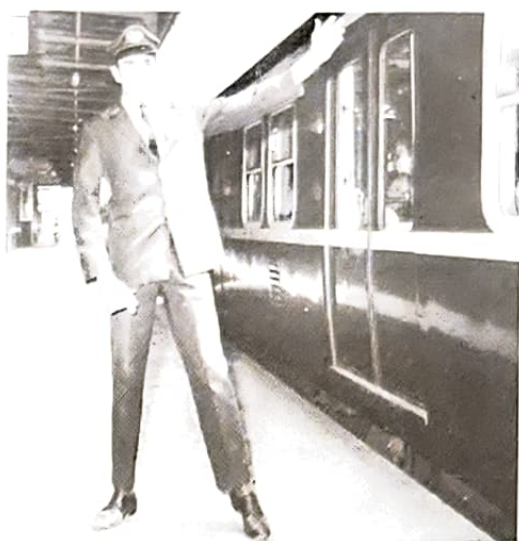


VR
\$4-

VICTORIAN RAILWAYS

STATION STAFF





THE RAILWAYMAN'S "JARGON"

Railwaymen, over a number of years, have developed a number of words and expressions that have a wealth of meaning among themselves but which are practically unknown to outsiders or newcomers.

To help you 'get with it', some of the more commonly used expressions and terminology in your new field of employment are listed in this booklet.

This booklet is meant to give you an introduction to things that will concern you in your first few weeks on the job.

"RED LIGHT"

Red light is an expression used both by day or night. It means **STOP – DANGER**. A red signal light means **STOP**.

"CROSSING THE PIT"

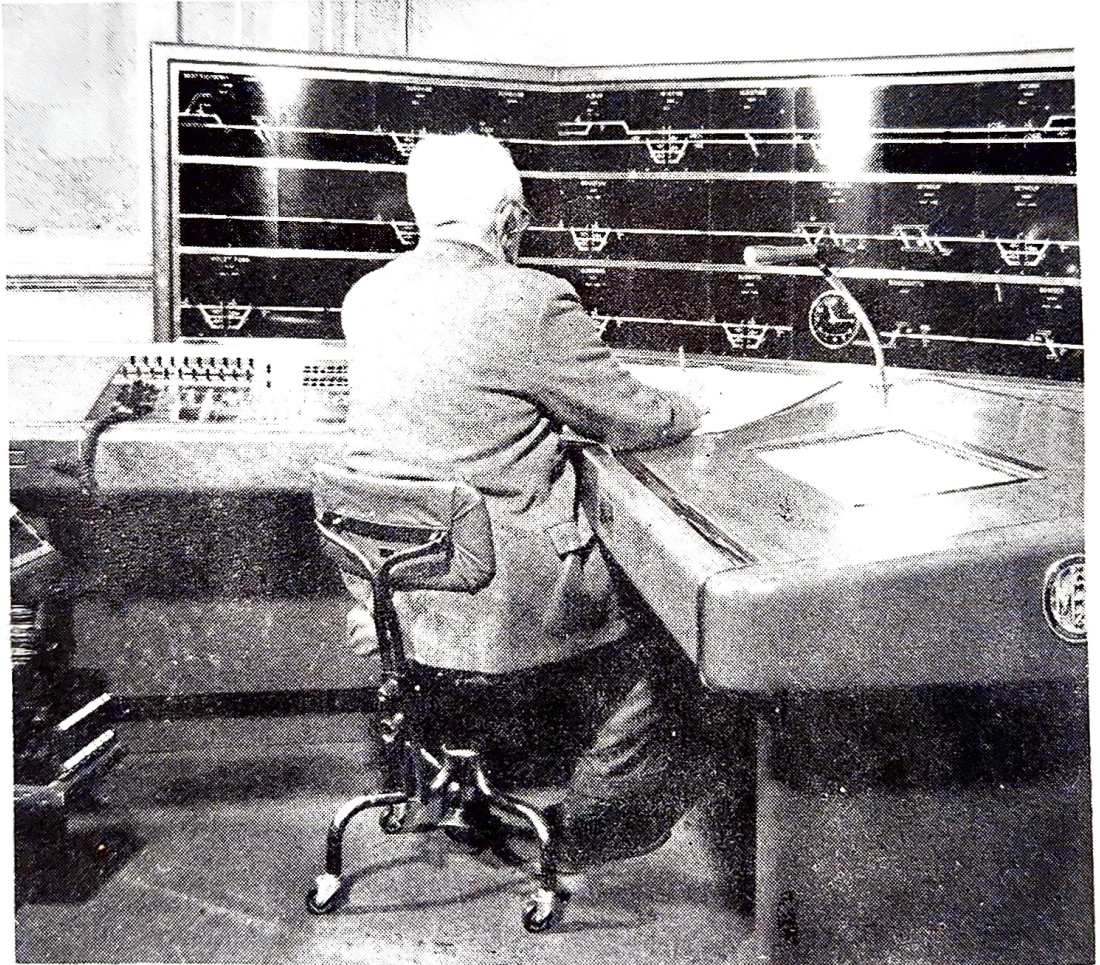
To "Cross the Pit" means to cross from one platform to another by crossing the running line or lines.



Familiarity with crossing the pit can result in loss of concentration. For this reason there is a strict rule that you must **STOP** before you leave the platform edge to "Cross the Pit" — a one second delay that may save your life or prevent serious injury.

“CONTROL”

This is an abbreviation of the words Train Control — a section of your Branch.



“Control” has immediate contact through a special phone system to all locations. You can gain information on train running that affects conducting the business at your station. “Control” has to be kept informed by the Station Staff of train movements. “Control” also needs to know of any incident that in any way concerns the running of trains or conditions of the track.

“Control” must be informed of any delay to a train of one minute or more.

“SAFE WORKING”

While your safety and that of our customers is of paramount importance, the term “Safe Working” is reserved for the safe running of trains. The system of signals and authorities for trains to travel in sections of the track is an interesting study.

Every assistance will be given to you by the Department to learn about “Safe Working”. You may be selected to study in the Department’s time for which you are paid or if you should wish to gain your certificates in your own time you will be entitled to bonus awards.

“Safe Working” is a ready topic of conversation with railwaymen – you will find that all genuine railwaymen are willing to talk to you on this subject.

SAFE WORKING SYSTEMS include:—

Staff & Ticket

Electric Staff

Double Line Block

Automatic Track Control

Centralised Traffic Control (Standard Gauge)

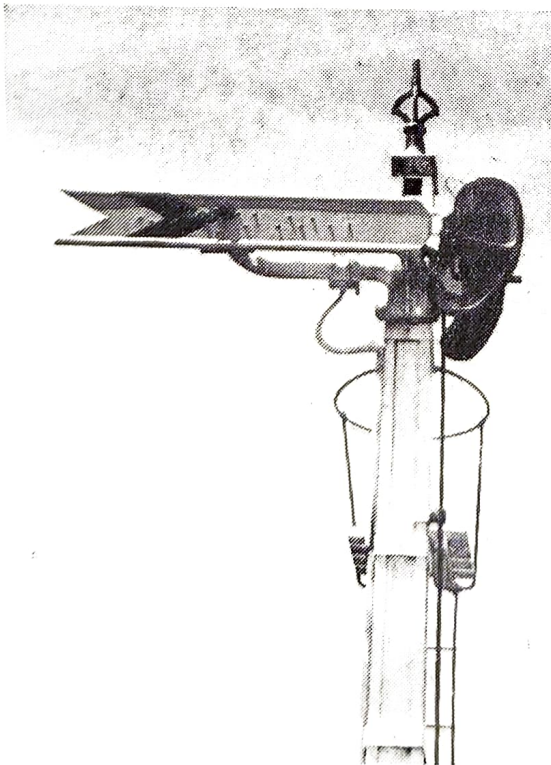
Lever Locking and Track Control

(Many conditions and instructions are common to more than one system)

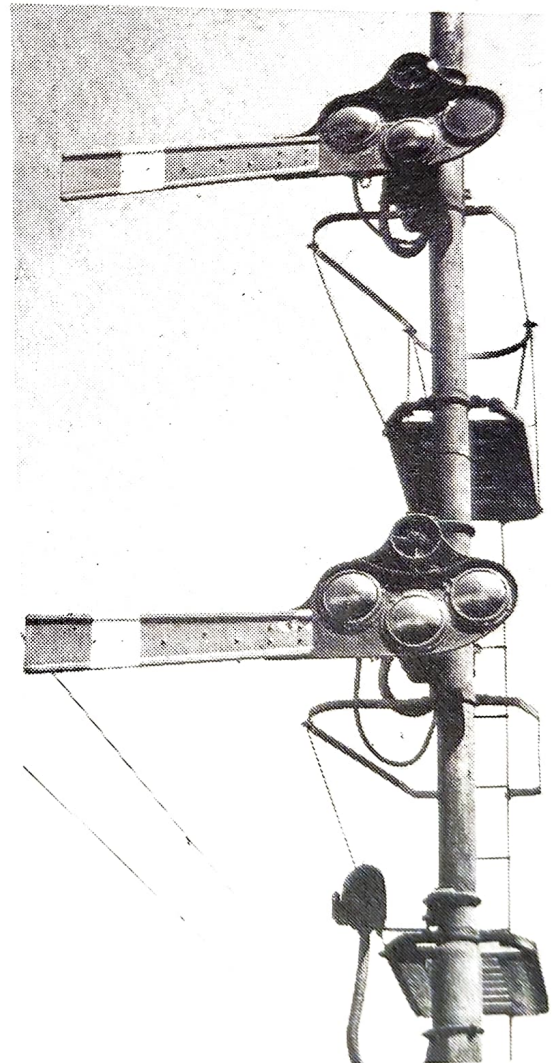
If you write a simple memorandum to your Station Master requesting him to supply you with a copy of the RULES and REGULATIONS, this book will be forwarded to you. In it you will find all of the signals explained fully and how to read them.



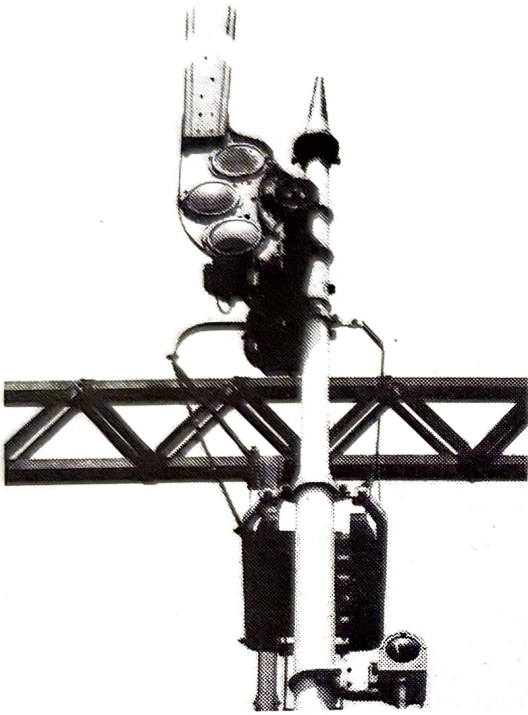
Two Position Home Signal



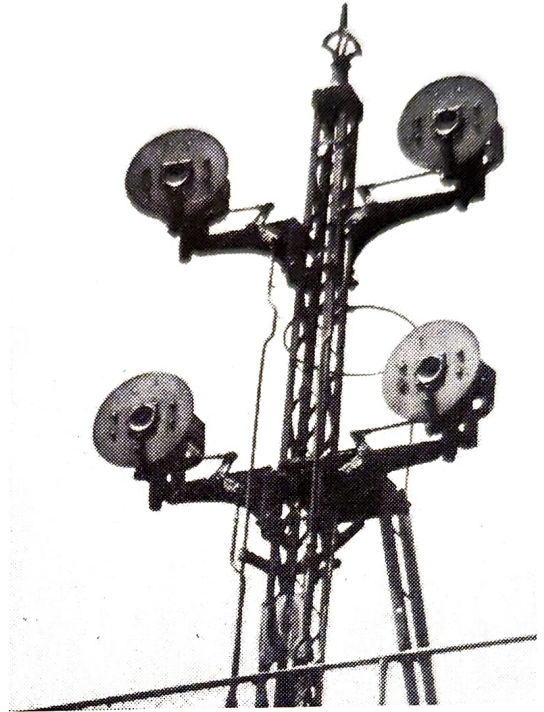
Distant Signal



Three Position Semaphore Signals



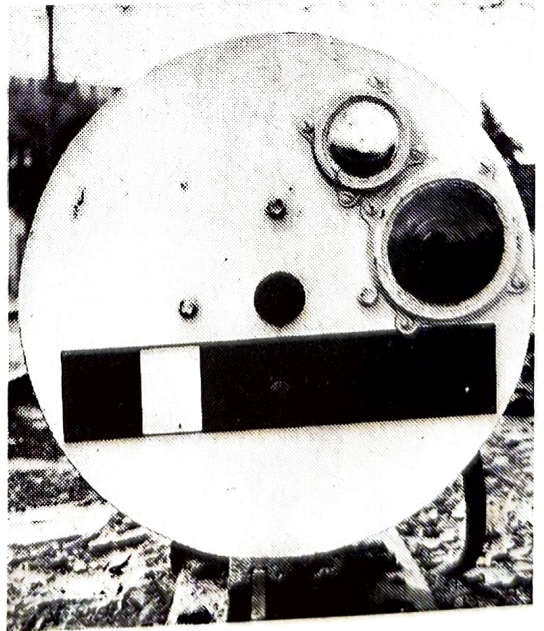
Automatic Signal



Disc Signals



**Three Position
Light Signals**



Dwarf Signal

“RAILWAY TIME”

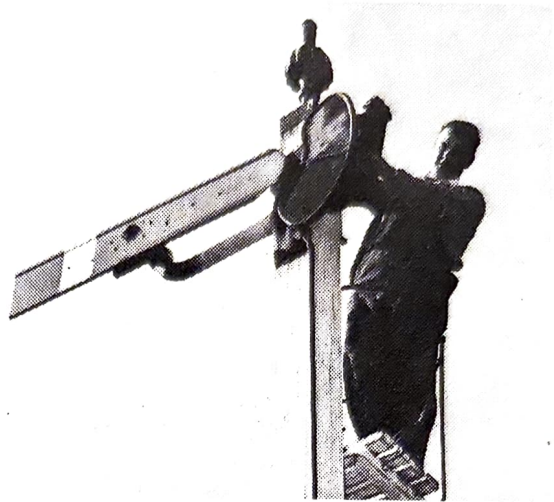
It may be part of your job to check with “Control” in the morning to make sure that your Station clock shows “Railway Time” – that is, correct time. This is important for punctual train running.

You will soon get to know some train times by their significance to your job, such as the time of the Parcels Coach, (you will need to have your parcels ready for despatch on this) the “Cash Train” (which takes your station cash to the Auditor of Revenue), trains that run express through your station or from your station, (your indicator will need to show each of these), trains you must attend on other platforms (you must allow yourself ample time for these). The note pages in the rear of this booklet could come in handy to record the train times you specially want to know.

Your own time keeping, that is, punctually arriving at work, changing shift and attending to your duties, plays a big part in the smooth running of your station.

"THE STICK"

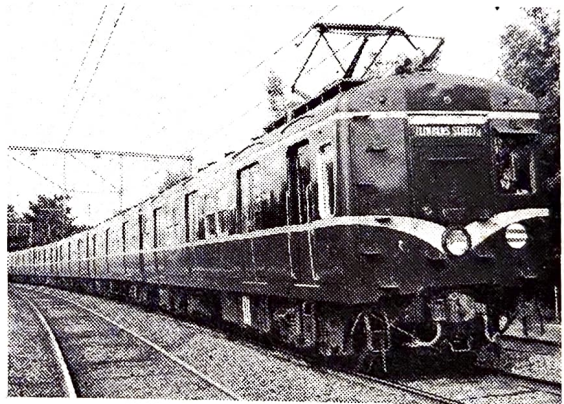
Name commonly given to signals – originally to those on signal masts. Be sure to inform the signalman before you work on a signal so that you will get a warning before he operates the mechanism.



The Stick

"A SPARK"

Name often given to an electric suburban train.



**"Spark"
Harris Train**

"LOCO"

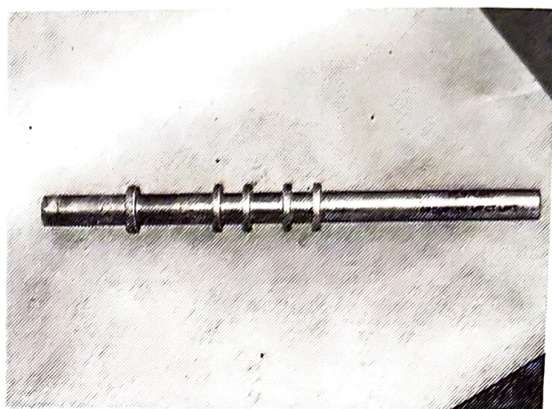
Name given to any locomotive or engine. Also sometimes used to refer to the Rolling Stock Branch and to Locomotive depots.



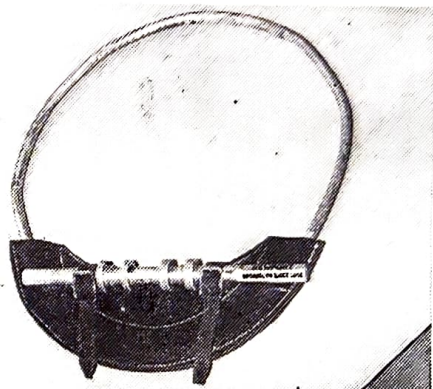
X Class Loco

"THE STAFF"

In some systems of safe-working the word "Staff" refers to the metal bar handed to the driver as his authority to take his train into the section, that is, between the two stations engraved on the "Staff". Except in circumstances explained in the Rules and Regulations, he will not proceed without the "Staff" as it is his guarantee that his train is the only one in the particular section at the one time.



Staff



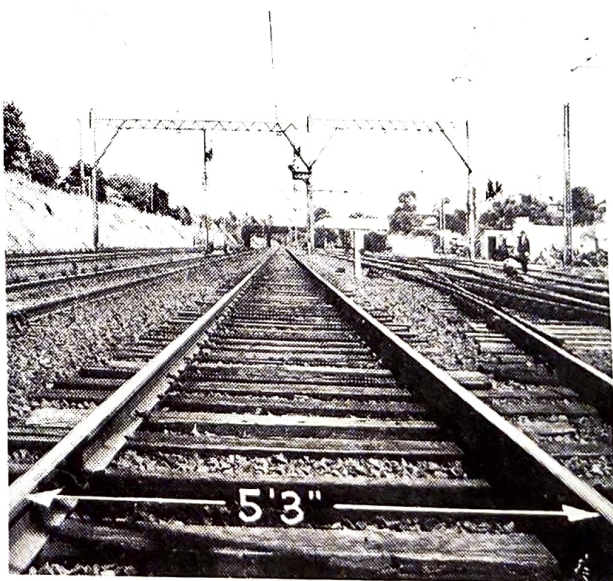
Miniature Staff

THE "FIVE FOOT"

With the exception of the 1403 mm (4'8½") Standard Gauge track to Albury our tracks are known as broad gauge or 1610 mm (5'3") gauge.

The space between the two rails is known as the "Five Foot".

Always walk outside the "Five Foot" not in it.



The "Five Foot"

THE "SIX FOOT"

The "Six Foot" is the area between double lines, i.e. between the "Up" and "Down" lines.

“BRANCH”

This word can mean a branch line — one that branches out from a main line.

or “BRANCH” can mean one of the nine Branches of the Department.

BRANCH

Secretary's
Rolling Stock

Way & Works
Traffic
Electrical Engineering
Accountancy
Commercial

Stores
Refreshment Services

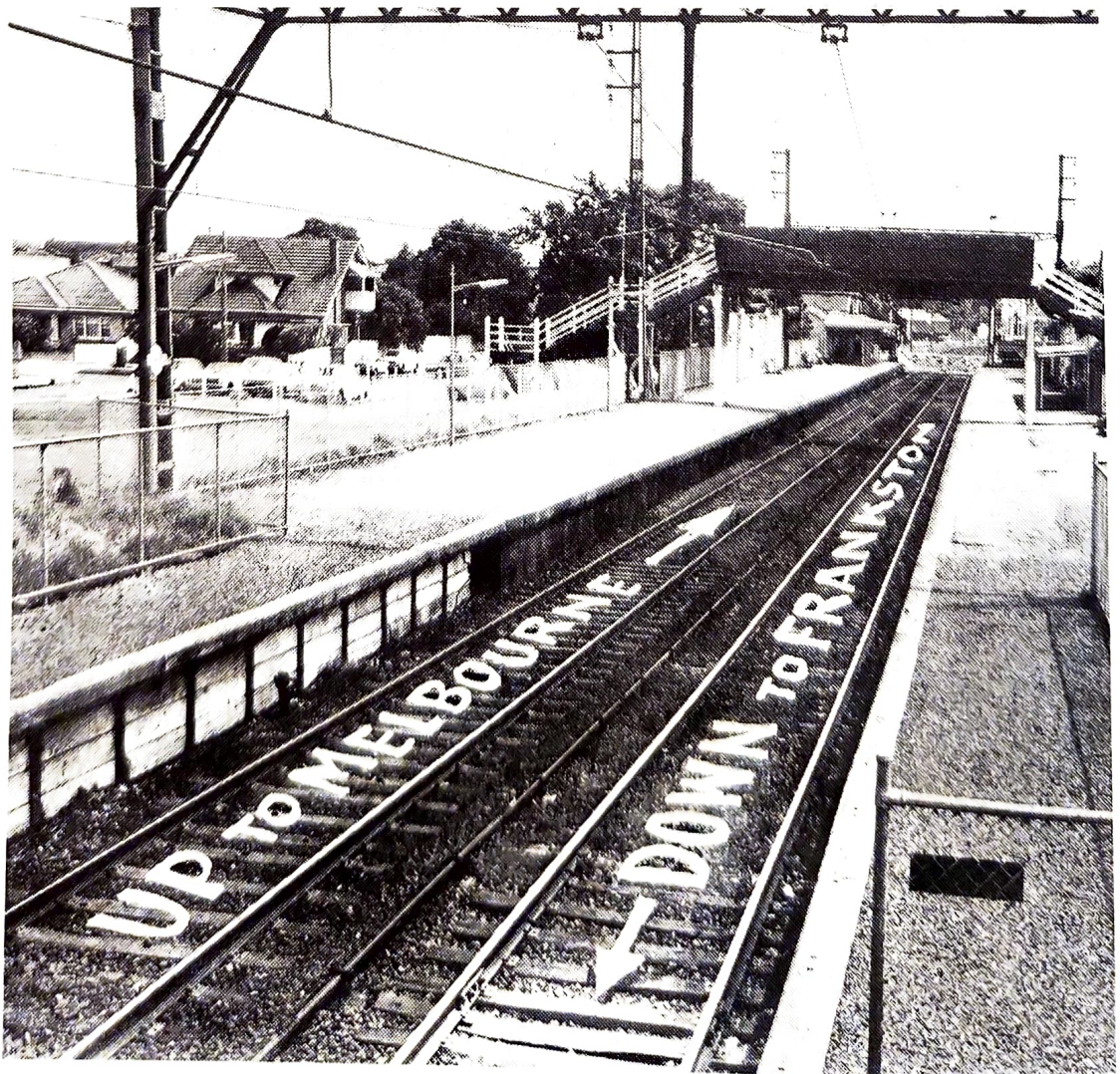
HEAD OF BRANCH

Secretary for Railways
Chief Mechanical
Engineer
Chief Civil Engineer
Chief Traffic Manager
Chief Electrical Engineer
Comptroller of Accounts
Chief Commercial
Manager
Comptroller of Stores
Superintendent of
Refreshment Services

“THE UP” AND “THE DOWN”

Trains from any location travelling towards Melbourne are known as “UP” trains – those travelling away from Melbourne are “DOWN” trains. This means for example trains from Melbourne to Frankston or from Ballarat to Mildura are “DOWN” trains, those from Echuca to Bendigo or from Geelong to Spencer Street are “UP” trains. The platforms these trains travel through and the lines they travel on are similarly known as the “DOWN” or “UP” platform or line.

When facing Melbourne the left hand track is the “UP” track.



"RAKE"

Name given to a number of railway wagons coupled together.

"UNIT"

Name given to a number of suburban carriages (generally three) with only one motor carriage. A "Unit" is often taken from a seven car train to make it a four car train for "Off Peak" traffic.

"STABLE"

A train is said to be "Stabled" when it terminates at a destination and is taken out of running by shunting to a siding.

"HARRIS", "TAIT", "SWING-DOOR"

Names given to three types of suburban trains.



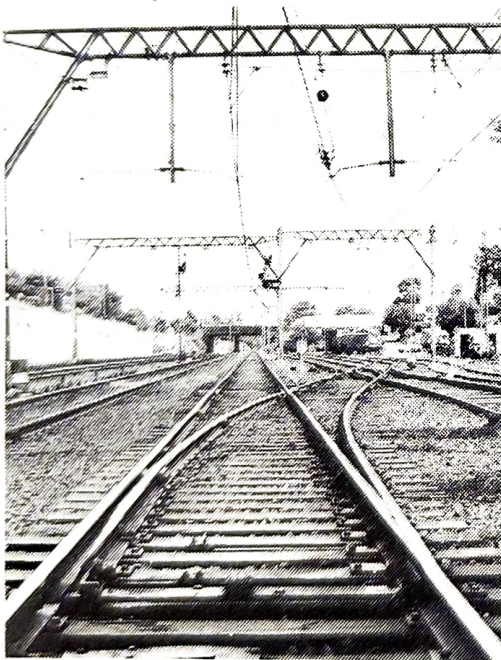
From left to right:
"HARRIS" "TAIT" "SWING-DOOR" "SPARKS"

"TURN OUT"

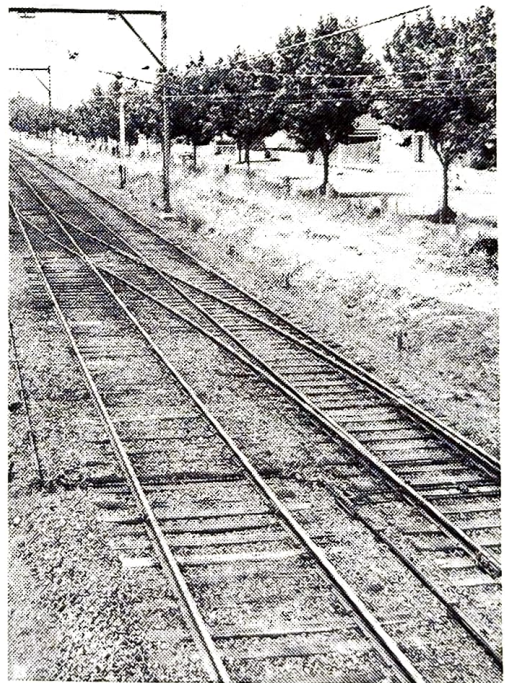
A single set of points that allows a train to turn out of or into a siding from another line.

"CROSS OVER"

"Cross Over" points allow a train to cross from one line to another line parallel to it.



Turn Out



Cross Over

"THE RUNNING LINE"

The line on which a train travels between stations as apart from sidings. It includes the loop or No.2 road at stations, used to allow one train to cross (or pass) another.

“WIRE”

This word has two common uses:—

1. A service or railway telegram sent through our telegraph office.
2. The wire cable used between a signal lever and signals. Make it your business to learn where these wires are in your station yard — unknown, they can be tripping hazards.

“HAND LAMP”

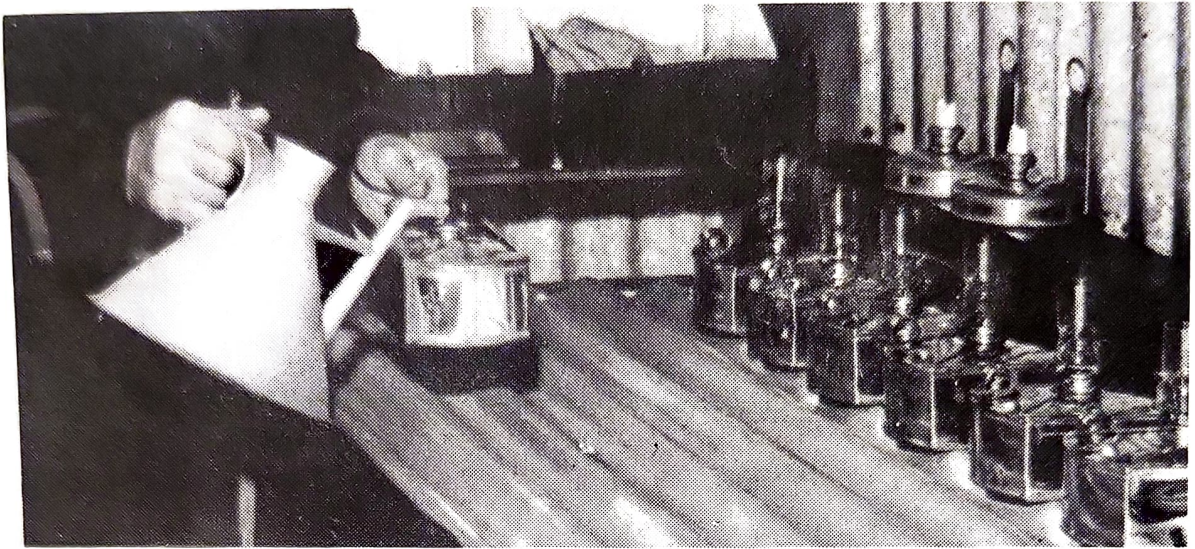
Kerosene or Battery all weather lamps used for giving hand signals.

“GATE LAMP”

Kerosene all weather lamp placed on railway gates at night to protect the crossing.

“ADLAKE LAMP”

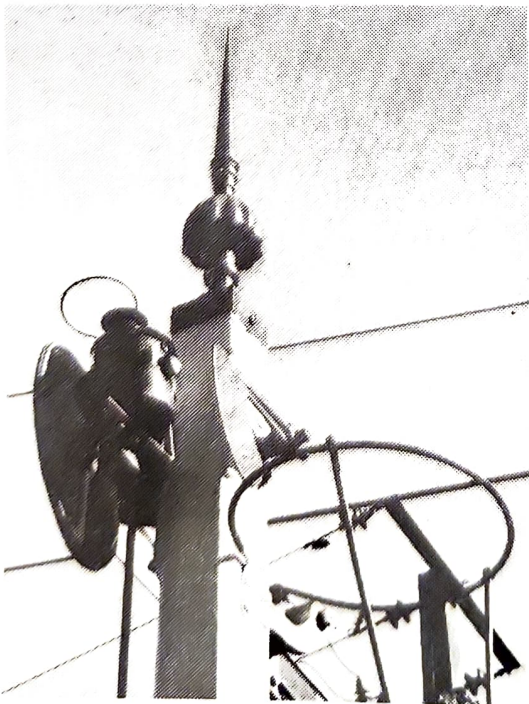
Kerosene lamp used to light two position signals. With proper servicing they will burn continuously for long periods.



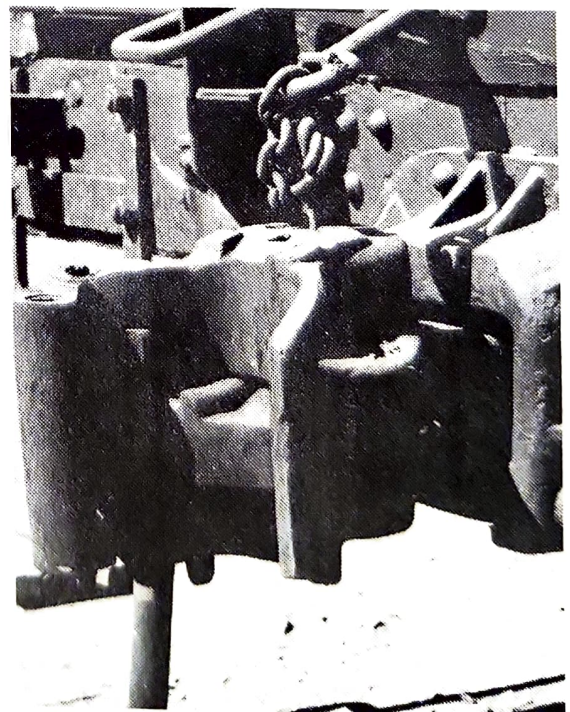
Filling "Font" with "Font"

"FONT"

Special container used for filling lamps, or the small reservoir which contains the kerosene in a lamp.



**Close up of
Back Light**



**Automatic
Coupling**

"BACK LIGHT"

A small white light visible only from the rear of a signal lamp. The signalman can thus observe whether the signal is alight or not when the signal is not facing him. It also tells him if the signal has obeyed his movement of the lever in the signal box.

"AUTO"

An abbreviation with two common usages:—

1. The automatic departmental 'phone.
2. The automatic coupling — this is the equipment by which railway wagons are coupled together.

"BOX"

Abbreviation for Signal Box.

"FRAME"

Name given to the group of levers and apparatus used to operate points, signals, gates, etc.

"HARMONIC"

Type of telephone system in which calls are placed through the railway exchange.

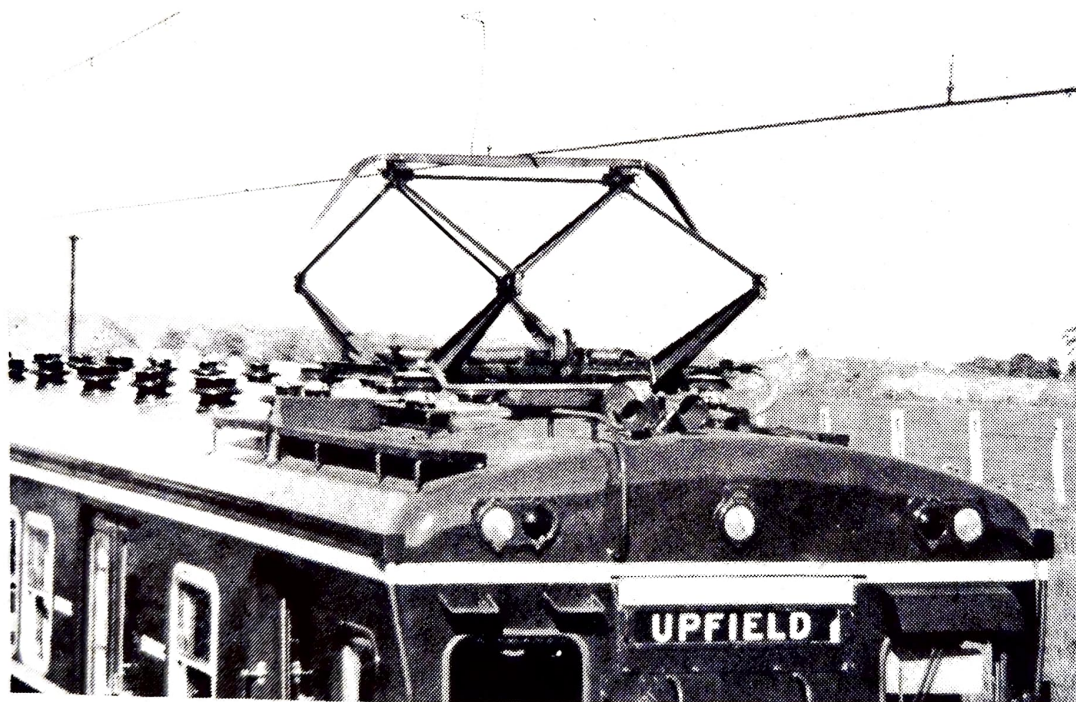
"STATION TO STATION"

An inter-station telephone system along a line. Calls are made through use of a beil code.

"OVERHEAD"

The Structure and wiring which supports the 1500 volt contact wire at a suitable height above the rails to feed electric power to electric trains.

The general description of the overhead equipment, details of its operation and maintenance, is fully covered in the General Appendix.



"Panto" in contact with "Overhead"

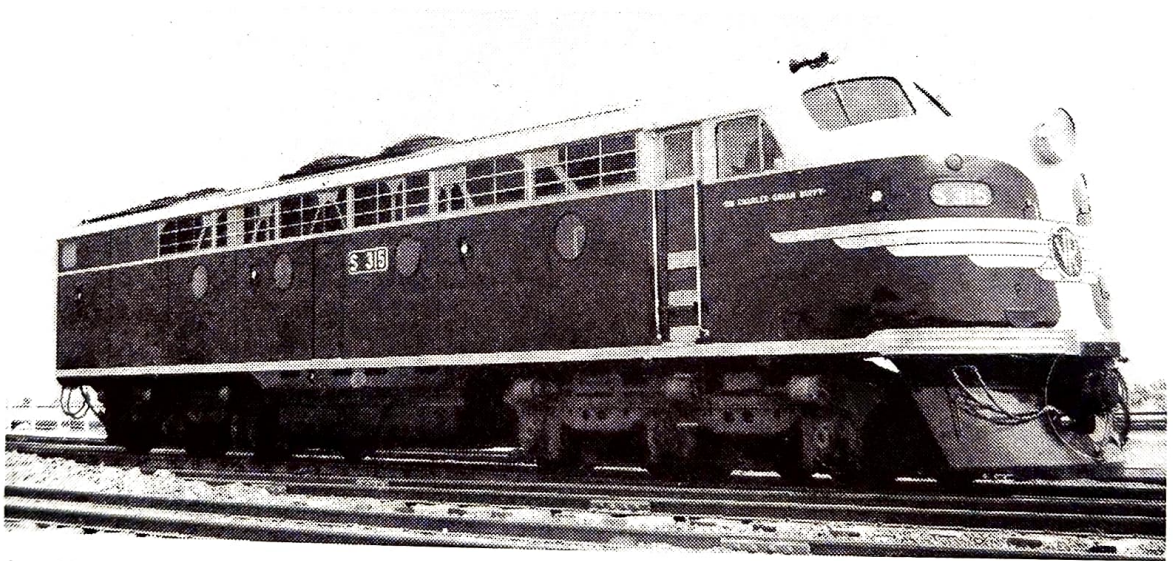
"PANTO"

An abbreviation for Pantograph, the equipment mounted on the roof of electric trains which makes contact with the contact wire of the overhead; it can be lowered or raised by the driver.

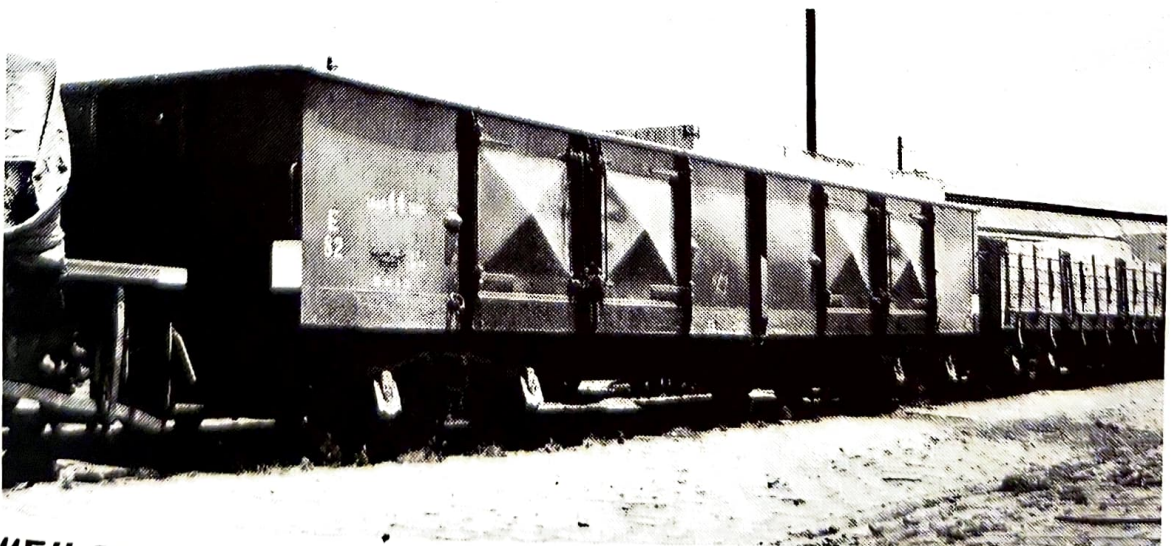
"ROLLING STOCK"

The vehicles we use to carry our passengers, livestock, goods, and parcels by rail and the engines or locomotives that pull them are known as "Rolling Stock".

Every such vehicle has a letter and a number clearly marked on it. The letter indicates the type of vehicle e.g. an 'S' class locomotive or an 'IA' wagon or an 'M' class suburban carriage. Use these letters and numbers when you have occasion to describe the "Rolling Stock" in discussion or report.



"S" Class "Loco" S.315



"E" Class Wagon E.82

"HOUSEKEEPING"

This is a term used throughout industry. Good house-keeping means, goods and materials are stored methodically, pathways are well defined, passageways kept clear, good means of access, equipment and gear properly stacked and work areas kept clean and clear of rubbish.

"WEEKLY NOTICE"

A booklet issued to most locations, including all stations, each week. It contains important information and instructions some of which can be of concern to you and your job. You are expected to read the copy sent to your station and adhere to any instructions that concern you. This also applies to the Monthly Bulletin from your District Superintendent.

"G.3"

This is the Workers Compensation Notice of Injury Form. You must complete this form if ever you sustain an injury on the job (or in the direct course of coming to or going from work).

Your supervisor, the Stationmaster, is concerned for your safety and it is in your interest to assist him in any enquiries he might make to prevent a recurrence of an injury to you or someone else.

"LOST PROPERTY"

It is part of our service to try to recover and to take care of any property that our customers leave in trains or on our premises. However it is important for your own protection that an accurate record is made in the Lost Property Book of the details of any lost property handed in to you or discovered by you. Care should be taken that names, addresses, 'where found' and other relevant information are entered in the book; also make certain when cash is handed in that it is counted in the presence of the finder and a receipt is given.

The full procedure for dealing with Lost Property is set out on the inside cover of the Lost Property Book, which is kept in the Stationmaster's office.



Unclaimed Lost Property being Auctioned

THE DISTRICTS:

The State is divided into Districts. Each District is supervised by a District Superintendent.

The Districts and some of the stations that belong to them are:—

METROPOLITAN DISTRICT

All suburban stations including Spencer Street and Flinders Street.

BENDIGO DISTRICT

Gisborne
Woodend
Castlemaine

Boort
Robinvale
—

Elmore
Cohuna
—

Bendigo
Korong Vale
Charlton
Sea Lake

Kerang
Swan Hill
Kooloonong
—

Rochester
Echuca
Deniliquin
Balranald

BALLARAT DISTRICT

Bacchus Marsh
Warrenheip
Maryborough

Dunnolly
St. Arnaud
Donald
Ouyen

Mildura

GEE LONG DISTRICT

Lara
Geelong
Cressy

Colac
Camperdown
Warrnambool
Port Fairy

Terang
Mortlake

SEYMOUR DISTRICT

Wallan	Bowser	Toolamba
Broadford	Bright	Shepparton
Seymour		Numurkah
Euroa		Tocumwal
Benalla		Tatura
Wangaratta	Tallangatta	Kyabram
Wodonga	Cudgewa	Tongala

EASTERN DISTRICT

Berwick	Sale	Nyora
Warragul	Bairnsdale	Anderson
Moe		Wonthaggi
Mirboo North	Orbost	
Traralgon	Yallourn	Korumburra
Heyfield	Morwell	Leongatha
		Foster
		Yarram

ARARAT DISTRICT

Ararat	Warracknabeal	Dimboola
Great Western	Patchewollock	Nhill
Stawell		Serviceton
Murtoa	Gorokey	Jeparit
		Yaapeet

In addition to these Districts an Area known as The Melbourne Freight Terminal covers Melbourne Goods, Dynon Goods, South Dynon Goods, Melbourne Yard and Tottenham Yard.

YOUR PROMOTION

It is quite possible that you or someone on your level could eventually be promoted to Head of the Traffic Branch – Chief Traffic Manager.

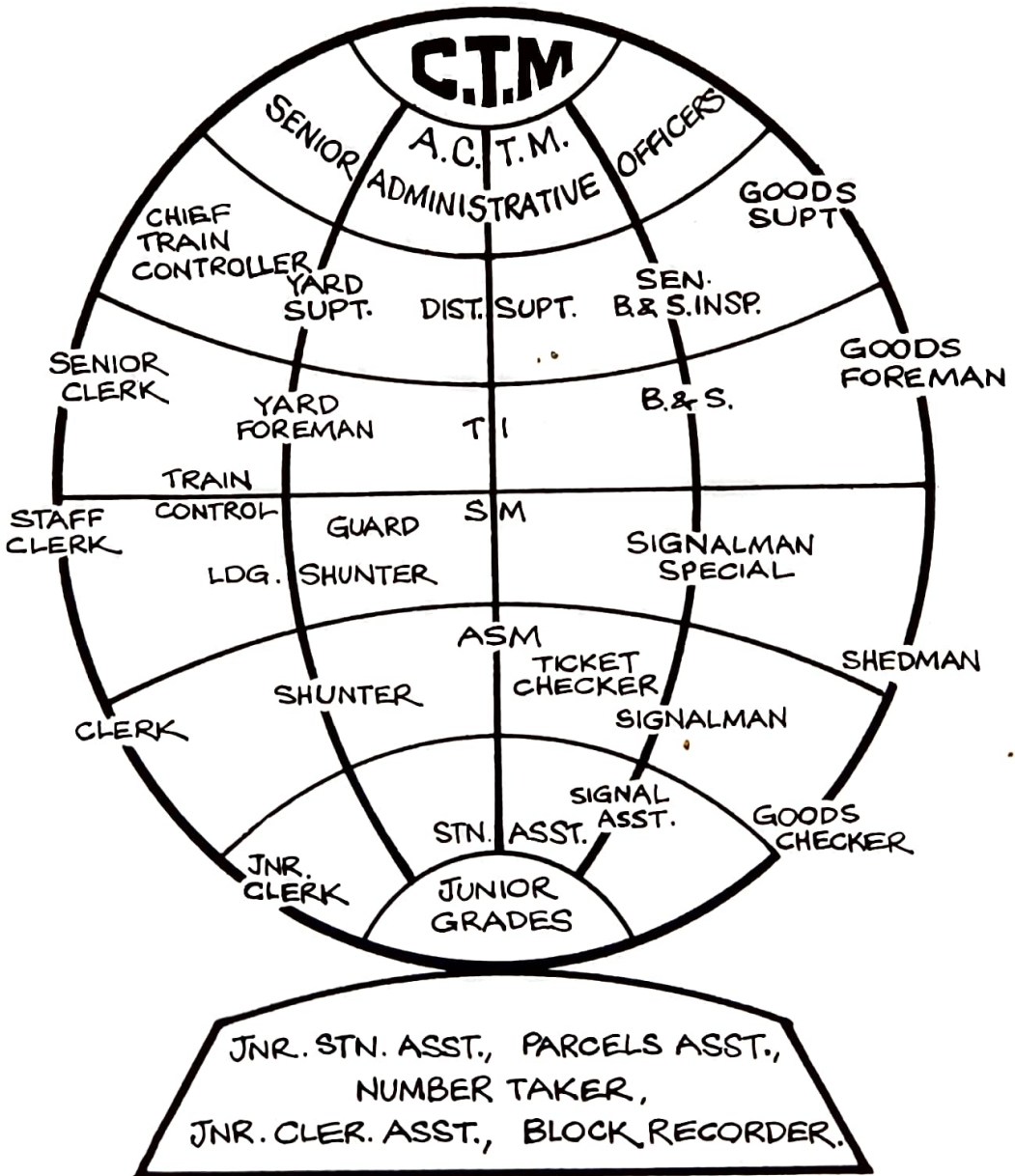
A condition of your appointment in the Department is that you pursue certain studies to qualify in such things as Ticket Checkers Duties, First Aid, and Safe Working. This need not be a grind but can provide you with an increased interest in your job.

Obtaining these certificates is the first step on your ladder of promotion. A chart of your 'avenue of promotion' is set out opposite.

Also included in this booklet is a table outlining some courses of study that are available to you, and how they can assist your future.

• THE VICTORIAN RAILWAYS INSTITUTE

The V.R.I. operates for the benefit of railway men and women and their dependents. The V.R.I. makes a large range of sporting, reading, social and educational facilities available to you at a very small membership charge.



You may advance on the longitudes.
Or cross on the latitudes.

SUBJECTS YOU CAN STUDY IN THE RAILWAYS.

The comments on the various subjects set out below are designed to assist you to increase your knowledge on railway working. Classes are regularly held at the Victorian Railways class rooms at Flinders Street and most of the subjects can also be studied by correspondence. Further information can be obtained from your supervisor or from the Education Officer (Auto. 2285).

Instruction is free to Railway Employes.

SAFEWORKING

Double Line Block
Electric Staff
Staff and Ticket
Centralised Traffic
Control
Automatic and Track
Control

Double Line Block, Electric Staff and Staff and Ticket are necessary for promotion to A.S.M., S.M., Signalman, Train Controller and some Clerical positions. Automatic and Track Control is the system used on the Geelong track and Centralised Traffic Control is used on the Standard Gauge and at Upper Ferntree Gully and Bacchus Marsh.

GUARDS DUTIES

Necessary for appointment to Shunter or Guard.

FIXED SIGNALS AND OVERHEAD

These two subjects are included as part of some safeworking subjects but may be studied separately as a minimum requirement for some grades.

STATION ACCOUNTS & MANAGEMENT

- Junior Grade
- Senior Grade

Necessary for promotion to A.S.M. Advantageous to all station staff particularly those interested in promotion to Stationmaster.

Necessary for senior grades of A.S.M. and S.M.

TICKET CHECKERS

Necessary for all station staff with the exception of Signalmen, Shunters, Goods and Yard Staff.

FIRST AID

A great advantage to all employees. Compulsory to some grades.

To be considered for promotion to clerical grades you need to attain fourth year secondary school standard with passes in six subjects as follows:—

HIGH SCHOOL

Six subjects to include English Expression, plus either Maths A or Maths B or Arithmetic.

TECHNICAL SCHOOL

Six subjects to include Maths 1 Maths 2, and English, or
Six subjects to include Maths 1, General Business and English.

DATE SUBJECTS PASSED:

- Safeworking
- Double Line Block
- Electric Staff
- Staff and Ticket
- Centralised Traffic Control
- Automatic and Track Control
- Guard Duties
- Fixed Signals
- Overhead
- Station Accounts & Management
 - Junior Grade
 - Senior Grade
- Ticket Checkers
- First Aid
- Shorthand
- Typing

TICKETS AND TICKET CHECKING

By attending class held at Flinders Street, or by correspondence course you can learn all there is to know about the many types of tickets and passes that are issued. In the meantime there are certain tickets that you should learn to recognise now because of their common usage.

SUBURBAN TICKETS – COLOUR SCHEME

Only two colours are used for ordinary return or single tickets in the suburban area. These colours are white and cerise (a deep pinkish colour).

The single (one way) tickets are cerise for the UP journey and white for the DOWN. Similarly the DOWN portion of the return ticket is white and the UP portion is cerise. These tickets are available for travel on the day of issue only – the date being stamped on the back or face of single tickets and on each end of the back of return tickets.

TICKETS AVAILABLE FOR TRAVEL THROUGH MELBOURNE

Suburban tickets booked from your station to a station which necessitates travel through Melbourne are all white for both single or returns but each has a diagonal cross (cerise).

CHILD

Children (4 years and under 15) travel for half fare. Tickets are marked with a cerise stripe.

CROSS BOOKED

These are tickets issued for travel between your station and a station on another line where the passenger has to change at an intermediate station. (e.g. Frankston to Dandenong, the passengers change at Caulfield.) The tickets are all white with no cross and have a prominent letter R on the return portion. They also show the junction station.

BREAK OF JOURNEY

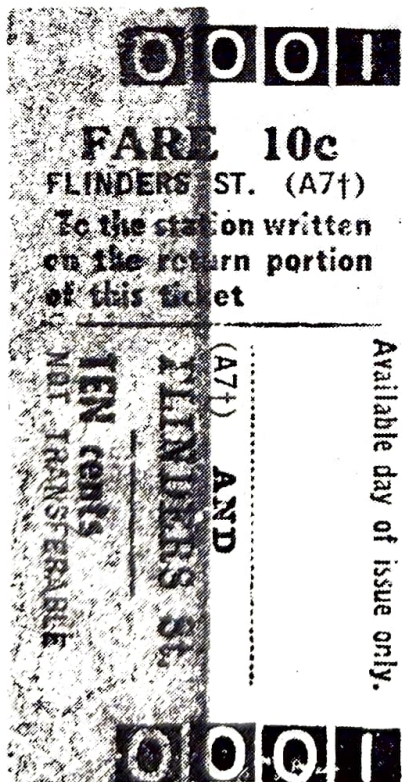
On an ordinary day return ticket passengers are not permitted to break their journey, except at Melbourne on a through ticket. This does not apply to tickets known as Periodical Tickets which may be used for unlimited travel for the week, month, quarter, half year or year of issue whichever the case may be.

ALTERNATE ROUTES

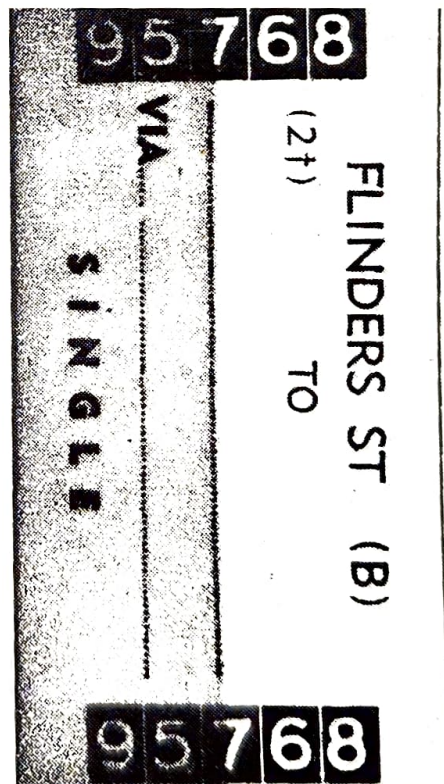
On neighbouring lines, some stations of approximately the same distance from Melbourne are known as alternate route stations. Passengers have the alternative of making the return journey to or from either station. The list of stations which have alternate routes is shown on the poster board at your station entitled **POINTS FOR RAIL USERS**. Check to see if your station has an alternate route.

PRICED CARD BLANKS

The stock or range of tickets at your station may not include a printed ticket to every location so you are supplied with a set of tickets on which is shown a price but the destination must be written in by the booking clerk when he calculates what the fare is to the required location. The ticket is a coupon type ticket so that a portion can be detached if it is issued for a single journey.



Priced
41-44



Unpriced
5,6

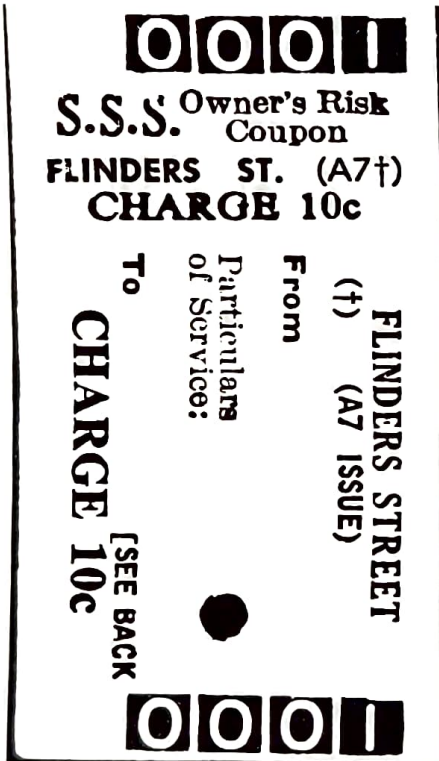
(Numbers refer to specimens in Ticket Checkers Manual)

UNPRICED BLANKS

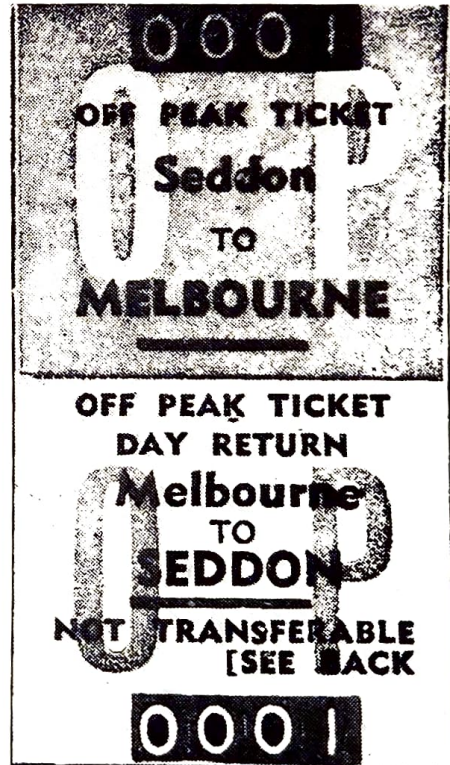
This has a similar function to the priced blank but each sale must be recorded in a special book in which the money for the sale of the ticket is accounted for.

S.S.S.

Abbreviation for Suburban Sundry Services ticket. These tickets are only issued in conjunction with another ticket. They are used for extension of journey, excess luggage, prams, bicycles and other uses – remember, alone they do not permit travel.



S.S.S.
36



Off-Peak
17

OFF-PEAK TICKETS

These tickets permit passengers to travel from suburban stations to Melbourne and return in off-peak periods. They are not issued from Melbourne. On the forward journey they are available on trains that arrive in Melbourne not earlier than 9.30 am and not later than 4.00 pm. The return journey may be commenced at anytime other than between 4.00 pm and 6.00 pm. You will need to check the timetable so you will know the limits of travel for passengers from your station.

OTHER TICKETS

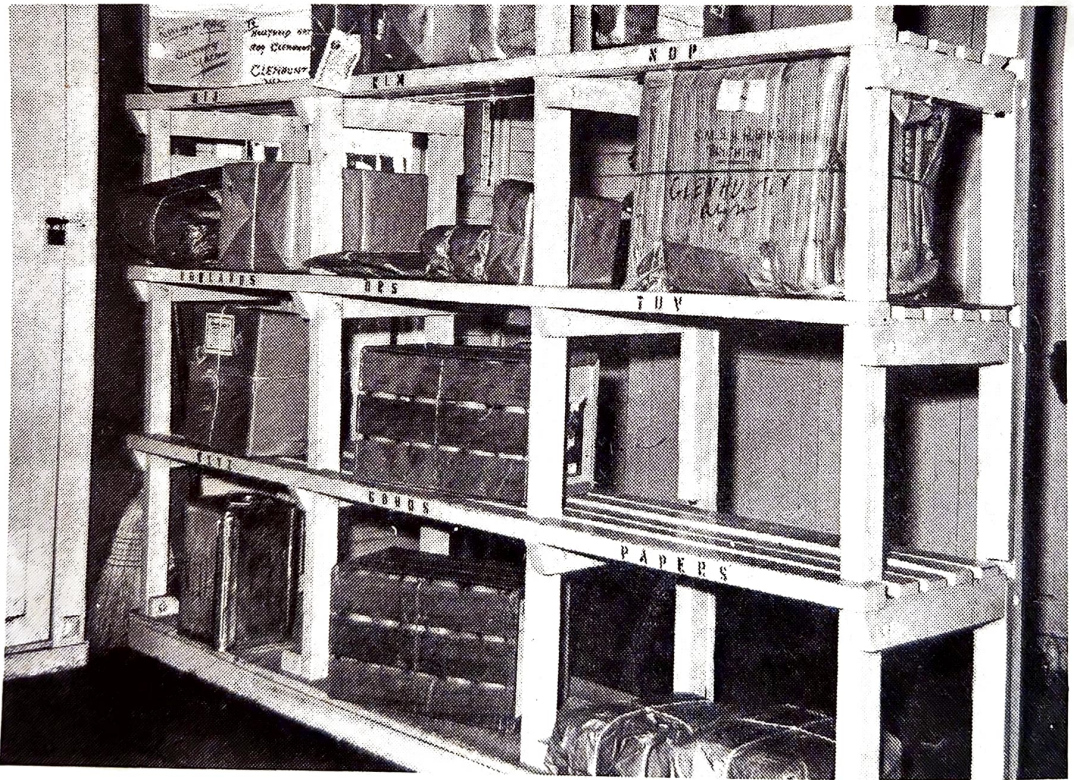
In time you should learn to recognise all of the tickets and passes that are issued. Here are some more to start with and the number of the specimen in the TICKET CHECKERS' MANUAL.

TICKET	SPECIMEN
COLLAPSABLE PRAM	33 34
CLOAK ROOM	32
COUNTRY TICKETS	156–163
PERIODICAL TICKETS	51–54 77–84 93–117
PERIODICAL PASS	48–50
BLIND PERSON'S PERMIT	72
DUTY PASSES	264–269
FARE CONCESSION, PENSIONER	73–74
SCHOOL TERM TICKETS	87–92

It will help you if at a convenient time you can get the Stationmaster or the booking clerk to show you the actual tickets you learn about.

PARCELS

You will be taught how to handle the receipt and despatch of parcels by rail. This traffic brings in valuable revenue for your Department, and our customers appreciate your courteous service. Most of what there is to know about parcels business is set out in the front of the Parcels Ledger, on various wall sheets, and in the Passenger Fares and Coaching Rates Book. Try to become familiar with the procedures to be followed. A good rule when handling a parcel is to treat it as though it were being sent to you.



A TIDY PARCELS RACK

CLOAK ROOM

Our customers may cloak articles at your station for a moderate charge. They are issued with a cloak room ticket which has the conditions of cloaking on the back of it.

STATION BOOKS

Various books are necessary to transact the station business

Some of these are:—

RULES AND REGULATIONS GENERAL APPENDIX TO RULES AND REGULATIONS

These books contain the rules, regulations, definitions and instructions for running trains under all systems of safe working, for the safe loading, handling and conveyance of passengers, livestock, goods and parcels. You may obtain a copy on application or refer to the station copy.

STATION ACCOUNTS INSTRUCTIONS

This book contains the instructions for accounting for all transactions in our business of carrying passengers, live-stock goods and parcels.

BOOK OF GENERAL ORDERS

Book setting out the general duties and responsibilities of the station staff.

TICKET CHECKERS' MANUAL

This book details the description, use and availability of all tickets and passes issued. Available on application.

TRAIN BOOK

Book in which the numbers and types of tickets sold are accounted for.

BALANCE BOOK

Book showing the daily balance of cash and credits collected against the value of the tickets sold and the goods and parcels business transacted.

PARCELS LEDGER

The accounting book for transactions dealing with receipt and despatch of parcels.

PASSENGER FARES AND COACHING RATES BOOK

This book gives full details of fares and charges in respect to all passenger and parcels business. This book is not available for personal issue but you can get a great deal of information from the station copy.

PARCELS STAMPS BALANCE BOOK

Book for accounting for number of parcels stamps sold daily.

UNENTERED TRAFFIC (U.E.T.) BOOK

Book for recording unstamped parcels which arrive without details of charges.

PASSENGERS LUGGAGE

Passengers who are travelling on country or interstate journeys are entitled to send a certain amount of luggage free of charge providing they can produce their ticket for the journey. The luggage can be sent in advance, go with the passenger, or follow them.

Luggage sent by persons not travelling, or without a ticket to travel is charged for at full parcels rate.

Luggage should be clearly labelled with the destination station and name of owner. Old labels should be removed, proper luggage tags attached, (the person who sends the luggage keeps half of the tag for identification when he collects) and a luggage waybill forwarded by your station.

Passengers should be asked to ensure that they have addresses for identification inside their luggage.

The amount of luggage permitted under certain conditions is set out in the Passenger Fares Book.

FIRST AID

Railwaymen and women have a great reputation as first aiders – they possibly have more qualified first aiders in their ranks than any other organisation.

Not many people like to stand by helplessly if a work-mate is injured.

You can learn the elementary rules and procedures of first aid very quickly from competent instructors. Your interest may be such that you will participate in State and Inter-state competition first-aid work. Your Stationmaster will make arrangements for you if you enquire, or you can ring the Ambulance Officer (Auto 1845) for any information.



State finals for First-Aid

FROM THE BOOK OF EXPERIENCE

Your Stationmaster is very concerned that you perform your duties without risk of injury. Consequently, from their own experiences Stationmasters offer the following advice in the interest of your safety.

- * When lifting and handling, test the weight of the object — if too heavy seek assistance.

- * Bend your knees to lift and avoid back strain.

- * Don't use unsafe equipment — report it.

- * Test your footing on ladders — either your footwear or the ladder could be slippery — make sure you have a firm grip.

- * Use hand trucks when available — leave them in a safe position after use, with the "lip" to the wall.

- * Trolleys should be left with handles upright where people will not stumble over them.

- * Give hand signals clearly — make sure they are understood.

- * Always wear sound footwear — for preference safety shoes or boots.

- * When walking on the ballast take care with each step.
- * Be very careful crossing in front of or behind trains – allow plenty of space between you and the train.
- * If cleaning up in the pit without a look out man, face the direction that trains will approach you.
- * Always be on the lookout for hazards – in particular report those that will grow more dangerous if not attended to.
- * Don't be a "Pit Performer" with long jumps and flying leaps. Take it easy crossing the pit – a "crash" can injure you and your dignity.
- * No matter what your hurry may be – **STOP** before crossing the pit.
- * Keep platforms, goods sheds, parcels offices tidy – (mops, brooms, brushes, and trolleys are popular offenders), remove tripping hazards – keep walk-ways clear.
- * Make a quick assessment of surfaces – walk, don't run, on wet concrete or tiles, polished floors, etc.

* Crossing behind a departing train may put you in the path of another coming in the opposite direction – wait until you can get a good view.

* Skids are provided to retard heavily laden trolleys going down ramps – “Run-aways” can injure you or others.

* Keep your fingers, hands, and feet out of points when cleaning them.

* Make a habit of reading the order book after signing on.

* Never be “too proud” to ask how to do a job – remember it is less foolish to ask than to make a mistake.

The experienced man can give you many worthwhile “tips” if you ask. There are many things to learn about cranes, slings, stowing, etc. The hand truck can be of great assistance to you – learn how to use it by asking.

NOTES:

SHIFTS AND ROSTERS

NOTES:

FIRST OFF-PEAK TRAINA.M.

RETURN OFF-PEAK TO ARRIVE BY

..... A.M. OR AFTERA.M.

NOTES:

NOTES:

NAME.....

DEPT. No. (Supy.).....

(Perm.).....

LOCATION.....

TRANSFER.....

**THERE IS A CERTAIN SATISFACTION
IN DOING YOUR JOB WELL AND TO DO IT
WELL YOU MUST DO IT SAFELY.**
