

**THE DELAWARE,
LACKAWANNA AND WESTERN
RAILROAD COMPANY**

RULES

GOVERNING THE ISSUANCE AND USE OF PASSES

SUPERSEDING ALL PREVIOUS INSTRUCTIONS RELATING
TO FREE OR REDUCED RATE TRANSPORTATION

EFFECTIVE

JANUARY 1, 1924, UNTIL FURTHER NOTICE

Form V. P. 21
10-23

**THE DELAWARE,
LACKAWANNA AND WESTERN
RAILROAD COMPANY**

INSTRUCTIONS AND INFORMATION

IN RELATION TO

**TRANSPORTATION OF FREE
PASSENGERS**

IN EFFECT JANUARY 1, 1924

REVISED TO CONFORM TO THE INTERSTATE COMMERCE
COMMISSION'S REGULATIONS.

OFFICE OF VICE PRESIDENT AND GENERAL MANAGER

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OFFICE OF VICE PRESIDENT AND GENERAL MANAGER

INSTRUCTIONS TO CONDUCTORS

1. Passes will be issued over the signatures of the following Officers:

President.

Vice President and General Manager.

2. The following named officers of the Company, when known, may ride free on any train without exhibiting a pass:

(a) President,
Vice Presidents,
General Superintendent,
Secretary and Treasurer,
Comptroller,
General Auditor,
Freight Traffic Manager,
Assistant Freight Traffic Manager,
General Freight Agent,
Passenger Traffic Manager,
Supt. of Motive Power and Equipment,
Chief Engineer,
Principal Assistant Engineer.

(b) Superintendents, Assistant Superintendents, Trainmasters, Division Master Mechanics and Roadmasters may ride free over their respective divisions.

Train Employes, Conductors and Porters in charge of sleeping and dining cars, Express Messengers and Railway Postal Clerks when on duty.

- (c) All other officers, agents and employees of the Company, whether traveling on business of the Company or not, must not be carried unless they have the proper transportation.

3. Conductors have no discretionary authority to permit any one, except as specified in Rule 2, to ride free and must not assume that any passenger has a pass or ticket. If one is not shown, they must in all cases request it and know by careful examination that it is valid and its limitations being conformed to in every way. Otherwise full fare must be collected.

4. (a) All annual, term, punch and trip passes expire with the calendar year, or on the date within the year to which they are limited. They must not be honored after the expiration of the time limit without special instructions.

(b) No extension of the time limit should be made on any *term* or *punch pass*, and any such passes so extended must not be honored.

(c) The time limit of a trip pass may be extended within the calendar year by the person who countersigned the pass writing such extension on the back of it and signing his name thereto.

(d) Trip passes extended beyond December 31st of year in which they are issued must not be honored unless authorized by special bulletin notice.

5 (a) All passes must be written with ink or on typewriter.

(b) Passes requiring countersignature must have printed or stamped thereon the name and title of the person authorized to countersign them. Conductors must not honor such passes unless they are personally countersigned in ink by the person designated on the pass.

6 (a) All forms of passes issued require the signature on the back thereof. Each person whose name appears on a pass and who uses same must sign it.

(b) Signatures should be in ink and conductors should see that this requirement is conformed to before honoring same.

(c) A pass issued for a number of persons without naming each person, such as "John Smith, Section Foreman, and seven employees" may be signed only by the person whose name appears on the pass.

(d) Children under five years of age, when accompanied by Guardian, may travel free.

(e) No pass is to be construed to include any other person or any more persons than it is written for.

7. Conductors are expected and will be required to use all reasonable effort to prevent the Railroad being defrauded by the misuse of transportation by others than to whom issued. In cases of doubt, holders of passes should be required to identify themselves in some reasonable and satisfactory manner. Conductors absolutely sure passes are in wrong

hands should take them up, collect fare, and forward them to the General Superintendent with letter of explanation giving, if possible, names and address of persons presenting them together with any information obtainable as to how the passes came into their possession also assuring the passenger that the amount will be refunded if collected in error.

8 (a) Notices of passes lost or in wrong hands will be posted on bulletin boards, and such bulletins will not be recalled.

(b) These, as well as passes bearing marks of erasure or having been changed in any manner, must be taken up, fare collected and passes forwarded to the General Superintendent with letter of explanation.

(c) In collecting fares, conductors will charge local rate for the entire distance traveled on their respective trains.

9. In case of accidents to trains or breaks in the roadway requiring immediate aid, upon request of proper officers of the Company the necessary men may be transported to and from the place of accident or break, without tickets or passes, and the number of men so carried will be reported by the conductor to the Superintendent.

10. (a) Telegraph passes will be issued only in cases of emergency, when there is not sufficient time to obtain transportation in the regular way. When telegraph passes are sent the following form will be used:

Agent.....

This message when properly stamped and countersigned by you will pass.....
from
to
account
if used within.....days. Residence.....

(Signed).....
(Full Name)

Telegraph passes issued in any other form must not be honored. No telegraph pass will be issued for a round trip. Conductors will honor them for one way and for continuous passage only. A separate pass in same form must be issued for return trip if there is not opportunity to provide regular pass.

(b) Superintendents may issue telegraph passes to employes on their respective divisions only. All other telegraph passes will be issued by the Vice President and General Manager or General Superintendent.

(c) Telegraphic passes collected by Conductors should be handled the same as other trip passes.

11. Shippers of live stock or men in their employ holding regular freight train permit, properly filled and countersigned, may be passed on same train with their stock to its destination.

12. (a) No passes of any kind will be honored on Second Class Trains not authorized to carry pass-

engers, without the personal endorsement on the pass by the proper official, and passes so endorsed will be honored only from and to such points as the train is scheduled to stop.

(b) Endorsements on annual or term passes authorizing their use on Second Class Trains will be made only by the Vice President and General Manager or General Superintendent.

(c) Trip passes and punch passes may be endorsed "Good on Second Class Trains" by the Vice President and General Manager's Office, the General Superintendent, and by Superintendents on their respective divisions.

13. (a) No special or private car, except with the officers of this Company, will be transported free without a pass, order or written permit from the President, Vice President and General Manager or General Superintendent.

(b) Full fare must be collected from all occupants of special and private cars except those holding individual transportation or included in the pass or written order authorizing movement of the car.

14. When traveling *without* private car, passes issued to officers of other Railroad or Transportation Companies including his "family, car and attendant employes," may be honored for the official and members of family with him, but *must not be honored for members of the family unless accompanied by the official or some individual member of the family whose name is shown on the pass.*

15. Annual passes issued to members of families of officials of this or other companies, may be honored *when presented by any person whose individual name appears thereon, but must not be accepted for passage for any one not shown on pass unless identified as a member of the family by a person whose name appears on the pass.*

16. (a) Punch passes will be honored only for the number of rides they call for.

(b) Conductors must punch such passes in space provided for each individual trip. If pass is good for more than one person, a ride must be punched for each person accompanying the pass.

17. (a) Before honoring a pass issued to a number of employes, viz.: "Five Trackmen," "Five Linemen," etc., the conductor must satisfy himself that all the persons accompanying the pass are entitled to its use.

(b) If such passes are stamped "Not good unless accompanied by card of identification, Form V. P. 20," they must not be honored under any circumstances without the identification card.

18. Conductors must carefully observe the restrictions placed on certain passes reading, as follows:

"Not good for part of an Interstate Trip."

"Not good for a local Intra-State Trip within the State of Pennsylvania."

"Not good for Daily Travel between residence and place of business."

"Not good East of Port Morris except on trains numbered below 27."

19. Certificates issued by the Secretary of State of New Jersey in compliance with Acts of the Legislature of New Jersey, are good for transportation between points wholly within, but not available for any part of a continuous ride to or from any point without the State of New Jersey.

FORMS OF PASSES

20. Following forms of passes will be issued and will be good on all trains carrying passengers except as otherwise restricted, and should be honored accordingly:

"A" Unlimited annual pass over entire system. Signed personally by W. H. TRUESDALE or E. M. RINE.

"B" Annual passes issued as "EMPLOYEE" and "EXCHANGE" signed personally by W. H. TRUESDALE and E. M. RINE.

"EMPLOYEE" Annual Pass and issued to *employees only*.

"EXCHANGE" Annual Pass and issued to employees of *foreign lines*, endorsed "NOT GOOD EAST OF PORT MORRIS EXCEPT ON TRAINS NUMBERED BELOW 27."

Conductors must honor "EXCHANGE" passes only in conformance with restriction.

"C" Term pass, good between Stations named on the pass and until the date to which it is limited and on all trains carrying passengers, unless restricted to trains numbered below 27, East of Port Morris. Countersigned by A. F. KELLY or J. P. LYNCH.

Certain passes are issued with the restriction "Not good for part of an Interstate Trip" and conductors must honor such passes only in conformance with this restriction.

"D" Employee complimentary service annual pass issued to certain classes of employes. Countersigned by A. F. KELLY or J. P. LYNCH.

"E" Employee semi-annual pass, good between stations named on the pass and bearing restriction "Not good East of Port Morris except on trains numbered below 27."

Passes numbered from E-1 to E-3000 inclusive issued for first half of year ending June 30th.

Passes numbered from E-3000 to E-6000 inclusive issued for second half of year ending December 31st.

Countersignature designated by stamp thereon.

"F" 125-ride term punch pass, good until date to which limited, for the number of rides called for and between the points named on pass.

Countersigned by A. F. KELLY or J. P. LYNCH.

QUARTERLY PUNCH PASSES

21. Employee 180-ride quarterly punch pass, good between points named on the face of the pass and during the quarter for which it is issued.

Form "W" issued for first quarter ending March 31st.

Form "X" issued for second quarter ending June 30th.

Form "Y" issued for third quarter ending September 30th.

Form "Z" issued for fourth quarter ending December 31st.

Countersignature designated by stamp thereon.

WORK TRAIN PASSES

22. Work train passes issued monthly without initial letter good between Hoboken and Kingsland, countersigned by Master Mechanic.

Work train passes issued monthly without initial letter good between Buffalo and East Buffalo, countersigned by G. D. KENNEDY.

PASSES ISSUED BY U. S. R. R. ADMINISTRATION

23. Annual passes bearing prefix letters "US."
Trip passes countersigned by E. M. Alvord or A. W. Stoll.

POST OFFICE DEPARTMENT COMMISSIONS

24. There are three forms of Commission in use for free transportation of employes of the Post Office Department.

(a) Those issued to Post Office Inspectors and signed by the Postmaster General and those issued

to Chief Clerks, Railway Mail Service, signed by the Postmaster General and countersigned by the General Superintendent, Railway Mail Service, which will be honored over all lines operated by this railroad.

(b) Those issued to Railway Postal Clerks holding regular appointments, signed by the General Superintendent of the Railway Mail Service, and approved by the Postmaster General, containing the photograph of holders, known as the "Photographic Commissions," which should be honored between the points of the Postal Clerk's regular runs, shown on the face of same.

(c) Those issued to substitute railway postal clerks, which are in all respects the same as those issued to regular railway postal clerks except that they do not contain any photograph. The holder of same will be provided with an identification card, Form 5005, or in cases of emergency a letter of assignment to duty or a telegram to that effect shall be furnished in lieu thereof.

(d) All commissions issued by the Post Office Department expire with the calendar year, and must not be recognized after December 31st of the year in which they were issued.

(e) Railway Postal Clerks will be required to show their commissions to conductors, who will report them when not on their regular runs, in the same way that the annual and time passes are reported. If found in wrong hands they will be taken up and sent to the General Superintendent with report, and fare collected from person presenting same.

TRIP PASSES

25. The following forms of trip pass will be in use, each of which is good for one trip between the points named on the pass and until the date to which it is limited:

Exchange Trip Pass, numbered with initial "X" issued on account of employes of other railroads.

Countersigned by H. H. SHEPARD, A. F. KELLY or J. P. LYNCH.

Employe Complimentary Trip Pass, numbered with initial letter "O," issued to employes of this railroad and their families when traveling on their personal account.

Employe Railroad Business Trip Pass, numbered without any initial letter, issued only to employes of this railroad traveling on the business of this railroad and not good for personal travel.

Miscellaneous Trip Pass, numbered with initial letter "M," issued on miscellaneous account.

Countersignature designated by stamp thereon.

Trip passes are good for stop-over upon notice to conductor when pass is presented and the latter must be endorsed on the back thereof, date and point of stopover.

26. (a) Annual and Term passes of this Company when presented for an interstate journey by officers and employes of other roads, must be reported to the Auditor of Freight and Passenger Revenues, on form AF&TA-67.

(b) Annual and term passes held by officers and employees of this Company should not be reported.

(c) Samples of the various forms of passes have been posted on display boards at terminals for the information of conductors and collectors.

27. Transportation of fish and empty cans. Letters and cards are issued signed by Vice President and General Manager authorizing conductors to transport within the limits of the State.

28. Conductors must be governed by these instructions in honoring the different forms of passes and in making their reports of passes honored.

29. Conductors, when on duty, must carry a copy of these rules for reference and show them to persons who may feel aggrieved, or doubt the character of their instructions.

Ferry

30. Pass forms "A," "B," "D," "W," "X," "Y," "Z" and Trip passes reading to and from New York should be honored for passage on ferries.

Form "C" passes good only when stamped "Good on Ferries."

Form "H" Hoboken Ferry Annual pass, signed personally by E. M. RINE.

Employee semi-annual passes, forms "L" and "M," good on ferries only during half year for which it is issued.

Form "L" issued for first half ending June 30th.

Form "M" issued for second half ending December 31st.

Countersigned by A. F. KELLY or J. P. LYNCH.

Trip Ferry tickets are good for one passage.

Samples of the various forms of passes have been posted on display boards at terminals for the information of collectors.

Pass Codes

31. Blue, a/c Death, place c/o Depot Ticket Agent.

Nutmeg a/c Illness, place c/o Depot Ticket Agent.

Olive, a/c Co. Business, place c/o Depot Ticket Agent.

Maple, place wire pass c/o Depot Ticket Agent.

Power, place return pass c/o Depot Ticket Agent.

Plum, place c/o Depot Ticket Agent.

Pear, please mail today.

Gray, place wire half rate order c/o D. T. Agent.

Oak, please mail today half rate order.

Pecan, authorize and confirm transportation issued.

GENERAL RULES GOVERNING THE ISSUANCE OF FREE TRANSPORTATION

32. (a) The issuance of passes to employes is chiefly to enable them to travel over the Company's lines without the necessity of paying fare.

(b) No person has the right to travel without ticket or pass over the lines of this Company, except those officers named in Rule 2.

33. (a) Below is a copy of the text of the Interstate Commerce Act, approved June 29th, 1906, and amended April 13th, 1908, governing the issuance of free transportation by railroads and transportation companies.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That paragraph four of section one of an Act entitled "An Act to amend an Act entitled 'An Act to regulate commerce,' approved February fourth, eighteen hundred and eighty-seven, and all acts amendatory thereof, and to enlarge the powers of the Interstate Commerce Commission," approved June twenty-ninth, nineteen hundred and six, be amended so that said paragraph as so amended will read as follows:

"No common carrier subject to the provisions of this Act shall, after January first, nineteen hundred and seven, directly or indirectly, issue or give any interstate free ticket, free pass or free transportation for passengers, except to its employes and their families, its officers, agents, surgeons, physicians, and attorneys at law; to ministers of religion, traveling secretaries of railroad Young Men's Christian Asso-

ciations, inmates of hospitals and charitable and eleemosynary institutions, and persons exclusively engaged in charitable and eleemosynary work; to indigent, destitute and homeless persons, and to such persons when transported by charitable societies or hospitals, and the necessary agents employed in such transportation; to inmates of the National Homes or State Homes for Disabled Volunteer Soldiers, and of Soldiers' and Sailors' Homes, including these about to enter and those returning home after discharge and boards of managers of such Homes; to necessary care takers of live stock, poultry and fruit; to employes on sleeping cars, express cars, and to linemen of telegraph and telephone companies; to railway mail service employes, postoffice inspectors, customs inspectors, and immigration inspectors; to newsboys on trains, baggage agents, witnesses attending any legal investigation in which the common carrier is interested, persons injured in wrecks and physicians and nurses attending such persons: PROVIDED, That this provision shall not be construed to prohibit the interchange of passes for the officers, agents and employes of common carriers and their families; nor to prohibit any common carrier from carrying passengers free with the object of providing relief in cases of general epidemic, pestilence or other calamitous visitation: PROVIDED FURTHER, That the term "employes" as used in this paragraph shall include furloughed, pensioned, and superannuated employes, persons who have become disabled or infirm in the service of any such common carrier, and the remains of a person killed in the employment of a carrier and ex-employes traveling for the purpose of entering the service of any such common carrier; and the term "families" as used in this paragraph shall include the families of those persons named in this proviso, also the families of persons killed while in the service of any such common carrier. Any common carrier violating this provision shall be deemed

guilty of a misdemeanor and for each offense, on conviction, shall pay the United States a penalty of not less than one hundred dollars nor more than two thousand dollars, and any person, other than the persons excepted in this provision, who uses any such interstate free ticket, free pass, or free transportation shall be subject to a like penalty. Jurisdiction of offenses under this provision shall be the same as that provided for offenses in an Act entitled "An Act to further regulate commerce with foreign nations and among the States," approved February nineteenth, nineteen hundred and three, and any amendment thereof.

Approved April 13, 1908.

The amendatory act of June 18, 1910, authorizes free transportation to widows and minor children of deceased employes, who died in service, the former during widowhood and the latter during minority.

(b) Section 33 of the Public Service Commission Law of the State of New York defining the free transportation which railroad and transportation companies may issue, follows so closely the provisions of the Interstate Commerce Act on free transportation, that officials and employes may be guided by the Interstate Commerce Act in issuing and requesting passes for travel within New York State.

34. (a) All free or reduced rate transportation issued or requested by officers and employes of this Company, must be strictly in accordance with the terms and provisions of the Interstate Commerce Act and of the Public Service Commission Law of the State of New York.

(b) All doubtful requests received by officers or employes of the Company empowered to issue passes

must be referred by them to the head of their department, who in turn will refer the request to the Vice President and General Manager's office for a ruling, should they not have specific instructions governing such request.

35. All transportation for employes in the General Offices of the Company and for Outside Agencies, as well as transportation to employes of other railroads and transportation companies, will be issued in this office.

36. Officials of the Company who are empowered to issue trip passes from books furnished them by the Vice President and General Manager must confine the issuance of such passes to employes traveling on the Company's business, except as they are further authorized by instructions received from the head of their department or the Vice President and General Manager's office.

37. (a) Quarterly and semi-annual passes, including Ferry Passes, will be furnished to employes living on the Company's lines within a reasonable distance of their place of work for use in traveling between their home and work.

(b) These passes will be limited (except in special cases) between the station nearest the employe's residence and place of employment. Expired pass should be returned to head of employe's department for a renewal.

38. Quarterly and semi-annual passes issued to employes who need them for traveling on the business of the Company must also be limited to the ter-

ritory over which the employe is required to travel, unless there is some special reason for extending the limit beyond such points.

39. Passes issued without name to "One Employe," "One Car Repairer," "Five Trackmen," etc., should in every case possible be stamped "*Not good unless accompanied by identification card Form V. P. 20.*" Passes so stamped will not be honored without the identification card.

40. (a) Servants in an employe's family are considered dependent members of the family when they are traveling on the service of the family, and passes may be lawfully issued to them in such cases.

(b) It is not legal, however, to issue transportation to servants who are traveling on their personal account, and such passes must not be issued, even if the expense of the trip is paid by the employe.

41. The time limit on trip passes may be extended.

42. Trip passes are good for stopover upon notice to conductor when pass is presented.

43. Employes must furnish satisfactory evidence that a pass has been lost or destroyed before it is renewed, and it will not be renewed unless the facts in the case seem to fully warrant doing so.

44. Misrepresentations made by employes to obtain transportation, or the improper use of transportation

furnished them, renders the employe guilty of such acts liable not only to dismissal from the Company's service, but also to the penalties prescribed by the Interstate Commerce Act and Public Service Commission Law of New York State.

45. In accordance with the regulations of the Interstate Commerce Commission to govern the issuing and recording of passes, the following rules will be observed with respect to the issuance of Employee Company Business, Employee Complimentary and Miscellaneous trip passes.

46. Passes must in all cases be written with ink or typewriter.

47. Information called for on the stubs of trip passes must in all cases be shown in full. Following the line "address," the residence address must be shown. Both the going and return portions of trip passes must also show in full the information provided for.

48. (a) In the space provided for "Account" on trip passes the following information must be shown:

(b) If issued to an officer or employe, title or occupation of persons to whom pass is issued.

(c) Passes issued to members of families of employes must show their names and the relationship to the employe.

(d) When including dependent members of employe's family, the names of all the persons, except wife, entitled to be carried thereon must be stated.

For illustration, a pass may be issued in the name of John Smith and wife; but when any other members of the family are properly included, the Christian name of such persons must appear thereon, as John Smith, wife, son George and daughter Elizabeth.

49. (a) If passes are issued on miscellaneous account to persons legally entitled to same under contract relations with this Company, there must be shown in the space following "Account" the reason for the issuance of such pass.

(b) All such passes should be stamped with contract stamp provided for this purpose.

50. (a) Transportation for remains of a deceased employe or deceased dependent member of an employe's family may be given, but a separate pass must be issued in such case.

(b) The same rules governing the transportation of a corpse on a paid ticket apply when it is carried on a pass, and it must in every case be accompanied by some person having proper transportation.

(c) A trip pass issued for a corpse should be made to read "Remains of.....," giving the same additional information as required on other trip passes.

(d) To prevent forged additions being made to passes, making them good for more persons than as originally written, a straight line should be drawn after the name, thus: "John Smith———".

51. (a) The stock of blank passes will be kept in the office of the Vice President and General Manager, and will be distributed only on written applications.

(b) A complete record of each pass issued must be kept.

(c) Quarterly and semi-annual passes must be reported on form P-10 in numerical order in addition to the card record.

(d) When lists are prepared on form P-10 the passes should be issued in the order in which the names are shown to insure proper numerical record. In event a pass is spoiled or cancelled the number should be put in the column provided and a note made of same. In this way a complete consecutive numerical record will be had of all passes issued.

(e) Alphabetical record cards, after being written and assembled in alphabetical order, should be forwarded immediately with form P-10 to the Vice President and General Manager's Office, and supplementary cards forwarded at the end of each quarter or half year.

52. If a trip pass is canceled, returned or lost the fact must be entered on the stub thereof, also the date of cancellation, return or loss. In event the time limit of a trip pass is extended, this fact must be also indicated on the stub thereof.

53. No trip pass will be issued unless a written request in proper form is submitted to cover. Form G-14-A has been prepared for this purpose and one

of those blanks properly filled out must be on file in the issuing office for each trip pass issued. This applies to both Employee Complimentary and Company Business trip passes. In event it is impracticable to secure the personal signature of an employee on Form G-14-A when a Company Business trip pass is issued in his favor, this may be dispensed with, but the official authorizing the use of such pass must sign the G-14-A.

54. All requests for employee complimentary trip passes must bear the personal signature of the employee for whom or on whose account such passes are issued.

55. All stubs of trip passes issued and all requests for passes must be filled out in such manner as to be readily accessible and convenient for examination.

56. All passes must be properly filled out before signature is affixed thereto.

57. When there is any question as to the legality of the issuance of a pass the matter should be submitted to this office for consideration.

PASS REGULATIONS

58. Heads of Departments must, in all cases, keep proper record of all passes granted, and all applications, on form G-14-A, should be scrutinized carefully and checked for verification of information shown thereon. No transportation will be issued unless G-14-A is completely filled out, giving sex, names and ages of all dependents other than wife.

59. Free or reduced rate transportation for members of employee's families will be granted only when the members of the families are entirely dependent upon the employee for support. (Dependent means member of family, residing same household, not engaged in any gainful occupation, is wholly dependent for support, and is not prohibited by the rules of the railroad or by law, from receiving and using transportation.) When there is doubt as to dependency, employee should be required to make affidavit on back of G-14-A.

60. Employees must be in service 6 months before receiving transportation over D., L. & W., except between home and work.

61. Employees must be in service one year before making application for free or reduced rate transportation over other lines.

62. Employees in service 1 to 5 years will be limited to 3 passes a year over other lines within reasonable territory.

63. Employees in service 5 years or over will be limited to 5 passes a year over other lines. Each line

involved to reach a destination will be considered a separate application and G-14-A's filed for members of employee's family will count on record of employee on whose account it is issued.

Length of Service	Trip Passes	
	D., L. & W. Line	Foreign Lines
Under 6 months	None	None
Over 6 months	Reasonable number	None
1 to 5 years	" "	3 per year**
Over 5 years	" "	5 per year

**Confined to territory such as Washington, Chicago, Montreal, Boston or intermedite points.

Reduced rate transportation will be granted over other lines, but employee must be in service over the one-year period before making application.

64. To a reasonable extent, trip transportation will be granted to pensioned and furloughed employees and to widows and minor children of deceased employees, and all such applications when properly approved should be forwarded to this office. It is not the management's desire to request free or reduced rate transportation over foreign roads generally for pensioned employees or widows and minor children of deceased employees. Exceptions to this rule will be made only in cases where unusual conditions exist or circumstances warrant such consideration. It is the policy of many lines not to issue such transportation.

65. Applications for reduced rate 10-trip, 50-trip, commutation tickets, mileage books, etc., should show for what purpose desired.

Requests for reduced rate commutation tickets on foreign lines between home and work must be filed not later than the 15th of the month previous to the month for which desired.

GENERAL

66. Applications should be filed in ample time to secure transportation and only in cases of real emergency will any preference be given. Fares paid in consequence of failure to receive transportation in time will not be refunded.

67. Passes lost should be immediately reported so bulletin may be issued to cover.

68. No additional passes should be granted employees if they have unused transportation of any kind in their possession.

69. When employees leave the service, such passes as they may hold must be surrendered. Heads of Departments will be held responsible for the return of passes.

70. As respects to routes to reach certain points pass bureau will exercise its discretion.

71. Provisions of these rules must be observed and complied with in their entirety in order that uniformity may exist between all departments.

Any employee receiving, using or disposing of a pass in violation of the Interstate Commerce Law is liable to a heavy fine and imprisonment, and it is the

duty and intention of the Management to turn over to the Federal District Attorney for prosecution such violations as come to its notice.

The primary intention in the issuance of passes to employees is to enable them to travel over the lines of the carriers on their business without the necessity of purchasing tickets. Such passes are not granted in recognition of any right, but are given as gifts, or evidence of satisfaction, on the part of the management with the service and general conduct of the recipients.

All previous rules governing the issuance and use of passes are hereby superseded.

E. M. Line

Vice President and General Manager.