

READING COMPANY
READING DIVISION
Office - Superintendent

Reading, Penna.,
October 4, 1966

Trainmasters
Assistant Trainmasters
General Yardmasters
All Agents

We have been advised of several recently noted cases of empty mechanical cars moving in home route with the mechanical unit operating.

When mechanical cars are made empty and released by consignees the units are to be shut off.

Instructions should be renewed to alert responsible employees so that future instances of failures may be avoided.

A. J. Porambo

Superintendent

READING COMPANY
READING DIVISION
Office - Superintendent

Reading, Penna.,
November 30, 1966

TRAINMASTERS
ASSISTANT TRAINMASTERS
GENERAL YARDMASTERS
YARDMASTERS
ALL AGENTS

It has been brought to our attention that with the installation of I.B.M. equipment that certain locations have discontinued their manual method of making Per Diem reclaims, etc.

It must be thoroughly understood that the I.B.M. machines have not relieved you of the manual method of Per Diem reclaims, as well as demurrage, constructive placements, interchanges, and other various Forms and Reports.

You will arrange, as heretofore, to submit these records to the Superintendent of Car Service, immediately.


A. J. Porambo

ok

READING COMPANY
READING DIVISION
Office - Superintendent

Reading, Penna.,
December 19, 1966

CIRCULAR LETTER NO. 26

Trainmasters
Assistant Trainmasters
General and Chief Yardmasters
Yardmasters
Yard Clerks
Car Tracers
Car Distributors
All Agents

We are again confronted with a series of complaints from shippers, consignees, and even our officers relative to the manner in which some of our employees answer and conduct themselves on the telephones.

It is directed that each and every employee when answering a telephone call will identify the location where employed, as well as his or her name. For example, when answering telephone call, the employee will state (East Hump, Jones speaking).

These complaints must be eliminated and this can only be accomplished when our employees come to a full realization that a consignee, shipper or officer making inquiry regarding a shipment moving over the Reading Lines or seeking information, must be courteous, and the information given promptly and properly.

While it is realized you have numerous such inquiries daily and that you are probably very busy co-ordinating the moves, etc. in your particular territory, nevertheless, it does not take much time to be courteous, prompt and accurate regarding the information you render.

Reading Company sells service and the service we give, whether it be the movement of traffic or the way we conduct ourselves in phone conversations, will reflect the earnings for the Reading Company, as well as our own jobs.

Let's all get behind this move and make "Courtesy" a prime factor when answering a telephone.

A. J. Porambo

Superintendent

January 26, 1967

File: 87729

Trainmasters
Assistant Trainmasters
General Yardmasters
Yardmasters
Agents

Circular No. 871 as issued by Office of General Manager Operations and Maintenance July 15, 1965, covering Special Car Orders C-526, C-411 and C-461 is still in effect and quote same below for your ready reference:-

"We are being criticized by the Association of American Railroads due to our failure to comply with the provisions of Special Car Orders Nos. C-526, C-411 and C-461, which restrict the use of certain coal hoppers for loading on our line.

For your convenience and compliance, definition of these orders are as follows:-

Special Car Order C-526 (Concerns Unit Trains)

Upon release empty, at destination, such cars must be returned empty to originating line in reverse of loaded move.

Cars not owned by the originating line shall be handled in accordance with Car Service Rules, or existing Special Car Orders of the Car Service Division.

EXAMPLE: A Unit Train originating on PRR moves to Reading at Harrisburg, enroute to Port Richmond; consisting of following hopper cars loaded with coal: 30 - PRR, 50 - B&O, 10 - LV, 5 - WM, 2 - NKP, and 1 - C&I.

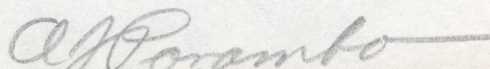
When released empty, cars should be forwarded empty, as follows:-

30 - PRR	-	Return HBG - PRR (C-526)
50 - B&O	-	Home via Rutherford (Per C-461 - defined below)
10 - LV	-	East Penn - LV (per Rule 2 - direct connection)
5 - WM	-	Lurgan - WM (per Special Agreement WM)
2 - NKP	-	Return HBG - PRR (per C-411 - defined below)
1 - C&I	-	Return via reverse route (in the above case HBG-PRR) per special agreement.

C-461 - Restricts use of B&O hoppers from all loading and all cars, "black and yellow stripe" must be returned home empty, via Rutherford.
C-411 - Hopper cars of C&O, LN, NCSTL, VGN, NKP, PWV and WAB.
Cars of above ownerships must be excluded from all loading and returned empty to home line via reverse route of inbound loaded move.

Cover with all concerned in order to avoid misuse. Remember no hopper cars in the above category are to be utilized for loading on Reading rails unless authorized to do so, by the Car Distributor."

Be governed accordingly and cover with all others concerned.


A. J. Porambo

R E A D I N G C O M P A N Y
READING DIVISION
Office - Superintendent

Reading, Penna.,
February 14, 1967

GENERAL NOTICE NO. 10

TO ALL CONCERNED:

Reading Company is cooperating with the Association of American Railroads and the National Safety Council in a program to educate the driving public to the dangers of Highway Rail crossing collisions.

To assist in this program all employees are requested to report all cases of "near miss" where highway vehicles occupied a crossing immediately ahead of moving train. Report should be submitted promptly in writing on Form SD-1 to Superintendent of Safety, Reading, Pa. Blank Form SD-1 will be available from employing officers. The form should be completed with all available information.

The form states "The purpose of this form is to enable employees to make prompt report of any vehicle creating a hazard of grade crossing collisions. We are especially interested on School Buses, vehicles, used in the transportation of passengers for compensation, and in vehicles transporting flammables and explosives, which fail to stop at railroad grade crossings."

A. J. Porambo

Superintendent

'First, Last and Always' "S A F E T Y"

R E A D I N G C O M P A N Y
READING DIVISION
Office - Superintendent

Reading, Penna.
March 3, 1967

CIRCULAR LETTER NO. 13

TO ALL CONCERNED:

Due to an extreme shortage of medical personnel, it will be necessary, for an indefinite period of time, to discontinue Medical Examinations and services at Shamokin and Tamaqua.

Further, the Medical Examiner covering the office at Reading will also cover Schuylkill Haven on Tuesday and Friday mornings, which will mean that the Reading Office will be left uncovered on these mornings and afternoons, until the Medical Examiner returns from Schuylkill Haven. Otherwise, there will be no change in the Medical Examiner covering Reading, Williamsport and Harrisburg.

Be governed accordingly.

A. J. Porambo
Superintendent

"S A F E T Y" - 'Pays The Highest Interest'

READING COMPANY
READING DIVISION
Office - Superintendent

Reading, Penna.,
June 14, 1967

CIRCULAR LETTER NO. 21

ALL CONDUCTORS:

In order that full compliance may be met with applicable tariffs and I.C.C. Service Orders in the assessment of demurrage charges, it is imperative that Form 4051 or TD-65 be issued by Conductors when placing or removing cars from private sidings, indicating thereon car initial and number, loaded or empty, patrons siding, and of most importance time and date cars were either placed or removed from siding.

These forms are of particular importance as they are used to support demurrage records, particularly at outlying sidings where no physical track check is made, and at agency points during hours when station force is not on duty.

Cannot emphasize too strongly the necessity and importance of these forms being issued. Agents not receiving Forms 4051 or TD-65, in accordance with above, will contact Trainmaster or Assistant Trainmaster in their respective territory for immediate correction.

A. J. Porambo

C'y: Trainmasters
Assistant Trainmasters
Yardmasters
Agents

'Practice' - "SAFETY"

Reading, Penna.,
August 4, 1967

ALL AGENTS:

Every effort is being made to eliminate inaccurate information being entered into our Trace System, by errors being made when key punching waybill information.

To assist in this effort, great care must be taken when preparing waybills, so that complete, legible and accurate information is entered on waybills, in order to avoid any possible doubt in the mind of the key punch operator as to information shown.

Cover with all concerned.

A. J. Porambo

C'y:
Mr. S. W. Moyer
Weighmaster - Reading
Weigher-Clerk - Newberry Jct.

READING COMPANY
PHILADELPHIA DIVISION
OFFICE OF SUPERINTENDENT
PHILADELPHIA, PA.

OCTOBER 24, 1967

GENERAL ORDER NO. 178

EFFECTIVE 2:01 A.M. OCTOBER 29, 1967

Philadelphia Division Time Table No. 8 will be issued effective 2:01 A.M., Sunday, October 29, 1967, consisting of classified Schedules and Special Instructions relating to movement of trains.

Note carefully all changes in schedules.

All interested employes shall procure a copy of Time Table No. 8 at their home terminal and examine them to be sure all pages are included.

Agents and Operators will receive their copies direct.

Receipt on first page must be signed personally and mailed to employing officer promptly.

IMPORTANT

Eastern Standard Time will continue in effect in compliance with the Uniform Time Act of 1966.

Employes on duty at 3:01 A.M., Sunday, October 29, 1967, must adjust their watches to show 2:01 A.M., and employes not on duty must adjust their watches in order to report for duty in accordance with the adjusted time.

Accordingly, all Reading Company clocks and employes' watches must be set back one hour in order to conform to this time.

All employes making adjustments to standard clocks or watches, who do not have access to an adjusted standard clock, must compare their time with the Train Dispatcher or Operator as soon thereafter as practicable.

C. Rittenhouse,
Superintendent

SAFETY NEVER CHANGES.

November 22, 1967

ALL AGENTS

The Fruit Growers Express Company has called to our attention that car heaters of their ownership received on our line, are not being returned to them as per Rule 550 of Perishable Protective Tariff No. 18, but instead are being used in outbound shipments originating on our line.

The Reading Company holds no contract with the Fruit Growers Express Company for the use of their heaters, and in the future when heaters of their ownership are received on our line, they are to be returned as per above referred to rule.

Cover with all concerned.

A. J. Porambo

December 6, 1967

ALL AGENTS:

Effective at once "Daily Car Supply Situation Report", cars ordered and available, phoned in each P.M. to "DC" Telegraph Office, Reading, for inclusion in report compiled in Chief Train Dispatcher's Office Reading, each night, will be discontinued.

A. J. Porambo

C'y - Mr. H. J. Moyer - Chief Train Dispatcher
Mr. J. D. Brownback - "DC"
Reading Div. Report Clerk c/o C. T. Dispr. Reading
Shamokin Div. Report Clerk c/o C. T. Dispr. Reading
Car Distributors - Reading

READING COMPANY
Office of
GENERAL MANAGER OPERATIONS
PHILADELPHIA, PA., SEPTEMBER 11, 1968

GENERAL ORDER NO. 210

EFFECTIVE September 16, 1968

The following modification is made in Philadelphia Division
Time Table No. 8:

Page 206

Train No. 556, due to leave Jenkintown at 5:39 P.M. -
Will wait 3 minutes for -

Train No. 490, due Jenkintown at 5:36 P.M.

Section 2, Special Instructions, Page 206, Philadelphia
Division Time Table No. 8, modified accordingly.

Employes will make necessary changes in Philadelphia
Division Time Table No. 8.

E. T. HUNTER
General Manager Operations

SAFETY - MEANS YOUR SECURITY.

E A D I N G C O M P A
PHILADELPHIA, PA., DECEMBER 21, 1970

GENERAL ORDER NO. 329 EFFECTIVE December 26, 1970:

ALL EMPLOYEES SUBJECT TO HOURS OF SERVICE LAW:

The Federal Hours of Service Act of 1907, was amended substantially by Public Law 91-169 and will become effective on December 26, 1970.

A copy of relevant provisions of the Act are attached and employees whose duties are affected by the Act, must familiarize themselves with provisions that relate to their duties.

An employe who has been ordered to report for duty and has not had the required rest period must report that fact to the proper authority before going on duty.

Employes whose hours of service are restricted by law must take action through the proper officer to avoid excess periods of service.

Should an employe be on duty in excess of the hours prescribed by the Law, he must submit a detailed report of the circumstances involved on his daily time report.

Train and engine service employes must report to the train dispatcher at least two hours in advance of the expiration of their time on duty permitted by the Hours of Service Law or sufficiently in advance of to avoid delays to trains.

If in doubt as to the application of the Law as it applies to your duties, you must make inquiry with the proper authority for an explanation.

Copy of relevant provisions of Public Law 91-169 and applicable definitions are attached.

A. J. PORAMBO
General Manager Operations

OBEDIENT TO SAFETY RULES.

December 21, 1970

DEFINITIONS - HOURS OF SERVICE LAW

(G.O. 329)

EMPLOYEES COVERED - The term "employee" means an individual actually engaged in or connected with the movement of any train. Thus, this amendment makes no change in the class of the employees subject to the Hours of Service Law (same employees covered as previous Act of 1907).

By this Act it shall be unlawful for any common carrier, its officers or agents subject to this act to:

(a) Require or permit an employe who has remained on duty continuously for 14 hours to continue on duty or to go on duty until he has had at least 10 consecutive hours off duty.

(b) Require or permit an employe to continue on duty or go on duty when he has not had at least 8 consecutive hours off duty during the preceeding 24 hours.

ON DUTY TIME (Hours of Service Time) - Commences when the employe reports for duty at the time and place specified by the railroad's rules or instructions and terminates when he is finally released from all responsibilities. On duty time includes:

(a) Interim periods available for rest at other than a designated terminal.

(b) Interim periods of less than 4 hours at a designated terminal.

(c) Time spent in deadhead transportation by an employe to a duty assignment.

(d) Time spent actually engaged in or connected with the movement of a train.

DESIGNATED TERMINAL - A designated terminal is a location where any crew starts, finishes or turns where suitable food and lodging are available.

INTERIM PERIODS - Release from duty periods of less than a 4-hour duration must be counted as on-duty time.

DEADHEADING - Time consumed by an employe traveling calculated from the time he reports for duty until he reaches the duty assignment must be counted as on-duty time. Time consumed intransit from residence to place where an employe reports for duty does not count as time on duty.

For example: If an employe is ordered or required to report to point A., and deadhead from point A. to point B. in a company vehicle or train or some other form of public transportation, such deadheading time is considered as on-duty time.

MAXIMUM ON-DUTY HOURS - The present 16-hour provision calls for both consecutive and aggregate and will be modified on December 26, 1970. On that date aggregate will be changed to read the maximum continuous on-duty time is limited to 14 hours.

OFF DUTY PERIODS - Ten (10) consecutive hours required when an employe has been continuously on duty for 14 hours.

Eight (8) consecutive hours when an employe may not be required or permitted to continue or go on duty unless he has had not less than 8 consecutive hours off duty during the preceeding 24 hours.

COMMINGLED SERVICE - Service for the carrier not originally subject to the Hours of Service Law (non-operating employes) must be counted as time on duty when computing on-duty time of an employe who continues on duty after the expiration of his non-operating assignment when computing on-duty time of the employe engaged in or connected with the movement of a train.

WRECK OR RELIEF TRAINS - Crews of wreck or relief trains are exempt from the operation of the law as under present requirements.

Public Law 91-169
91st Congress, H. R. 8449
December 26, 1969

AN ACT

"(b) For the purposes of this Act --

Definit

"(1) The term 'railroad' includes all bridges and ferries used or operated in connection with any railroad, and also all the road in use by any common carrier operating a railroad, whether owned or operated under a contract, agreement, or lease.

"(2) The term 'employee' means an individual actually engaged in or connected with the movement of any train.

"(3) Time on duty shall commence when an employe reports for duty and terminate when the employe is finally released from duty, and shall include:

Time
On Du

"(A) Interim periods available for rest at other than a designated terminal;

"(B) Interim periods available for less than four hours rest at a designated terminal;

"(C) Time spent in deadhead transportation by an employe to a duty assignment: Provided, That time spent in deadhead transportation by an employe from duty to his point of final release shall not be counted in computing time off duty;

"(D) The time an employe is actually engaged in or connected with the movement of any train: and

"(E) Such period of time as is otherwise provided by this Act.

"Sec. 2. (a) It shall be unlawful for any common carrier, its officers or agents, subject to this Act -- Violation

"(1) to require or permit an employe, in case such employe shall have been continuously on duty for fourteen hours, to continue on duty or to go on duty until he has had at least ten consecutive hours off duty, except that, effective upon the expiration of the two-year period beginning on the effective date of this paragraph, such fourteen-hour duty period shall be reduced to twelve hours: or

"(2) to require or permit an employe to continue on duty or to go on duty when he has not had at least eight consecutive hours off duty during the preceding twenty-four hours.

"(b) In determining, for the purposes of subsection (a), the number of hours an employe is on duty, there shall be counted, in addition to the time such employe is actually engaged in or connected with the movement of any train, all time on duty in other service performed for the common carrier during the twenty-four-hour period involved.

"(c) The provisions of this Act shall not apply to the crews of wreck or relief trains.

Wreckin
Crews.

"(d) The provisions of this section shall not apply to an employe during such period of time as the provisions of section 3 apply to his duty and off-duty periods.

Telegraph operators, etc.

"Sec. 3. (a) No operator, train dispatcher, or other employe who by the use of the telegraph, telephone, radio, or any other electrical or mechanical device dispatches, reports, transmits, receives, or delivers orders pertaining to or affecting train movements ---

"(1) shall be required or permitted to be or remain on duty for more than nine hours, whether consecutive or in the aggregate, in any twenty-four-hour period in any tower, office, station, or place where two or more shifts are employed; and
"(2) shall be required or permitted to be or remain on duty for more than twelve hours, whether consecutive or in the aggregate, in any twenty-four-hour period in any tower, office, station, or place where only one shift is employed.

"(b) For the purposes of subsection (a), in determining the number of hours an employe is on duty in a class of service, and at a place, described in paragraph (1) or (2) of such subsection, there shall be counted, in addition to the time spent by him on duty in such service at such place, all time on duty in other service performed for the common carrier during the twenty-four-hour period involved.

"(c) Notwithstanding subsection (a) of this section, in case of emergency the employes named in such subsection may be permitted to be and remain on duty for four additional hours in any period of 24 consecutive hours of not exceeding three days in any period of seven consecutive days.

Emergency provisions.