

**Welsh Highland Railway
Rheilffordd Ucheldir Cymru**

and

**Welsh Highland and
Festiniog Junction Railway**

Instructions For Working

Private and not for publication.

WELSH HIGHLAND RAILWAY.

INSTRUCTIONS FOR WORKING.

(1) SECTIONS AND HOW WORKED.

The railway is divided into six staff sections as follows :-

- (a). Between Dinas and Tryfan Junction. Worked by Wises Patent staff, made of brass and lettered "Dinas and Tryfan Junction".
- (b). Between Tryfan Junction and Waenfawr. Worked by Wises patent Staff, made of brass, and lettered "Tryfan Junction and Waenfawr".
- (c). Between Waenfawr and South Snowdon. Worked by Wises Patent Staff, made of brass, and lettered "Waenfawr and Rhyd-ddu".
Note:- Rhyd-ddu is now known as South Snowdon.
- (d). Between South Snowdon and Beddgelert. Worked by Staff and Ticket, staff made of wood and, with the tickets, is coloured Red, the staff is lettered "South Snowdon and Beddgelert".
- (e). Between Beddgelert and Portmadoc New Station. Worked by Staff and Ticket, staff made of wood and, with the tickets, is coloured Green, the staff is lettered "Beddgelert and Portmadoc New Station".

Note:- At those stations where no man is employed the staff will be deposited in the Telephone Room which is locked by a key in the possession of the train guards. The Telephone Room must always be looked after the staff has been withdrawn or deposited. These stations are Tryfan Junction and Waenfawr. *Chwilog Fe*

At other stations the staff will be left in charge of the Stationmaster or person in charge.

(2) WARNING TO ALL CONCERNED WITH THE WORKING OF WISES PATENT STAFF AND WITH TRAIN STAFF AND TICKETS.

- (a) A driver will render himself liable to dismissal if he leaves a station without the staff, ticket or permit for the section on which he is about to travel, or if he leaves with a ticket or permit without having seen the staff itself first.
- (b) The guard or person in charge of staff working will render himself liable to dismissal if he allows a train to leave a station without the proper staff, ticket or permit for the section it is about to enter, or with a ticket or permit if the staff has not been exhibited to the driver first.
- (c) Drivers, guards, stationmasters and persons in charge must be careful to see that the staff, ticket or permit is not taken beyond the station at which it should be left.

(3) SECTIONS WORKED BY WISES PATENT STAFF.

- (a). Unless the driver has seen the staff itself for that section at the entering end of the section, a permit is not an authority to enter the section.
- (b). No train is permitted to be in a section without either the staff itself for that section being on the engine or unless the driver has seen the staff itself at the entering end of the section and has in his possession one of the permits belonging to that staff.
- (c). Wises Patent Staff consists of a brass body having at each end ~~two pockets~~ two pockets, in which are secured, by means of a lock, two brass permits. The permits at one end of the staff are for Up trains and those at the other end are for Down trains. The locks securing the permits are released by means of one key for the Up permits and another key for the Down permits. The keys are kept at the Up and Down ends of

the section respectively. At staff stations where no man is employed, the keys are secured inside the Telephone Room by means of a chain.

- (d). Method of Working. Where the staff is used on a section of line between stations A and B, the permits at one end are for use from A to B and are engraved "Go on to B". The permits at the other end are for use from B to A and are engraved "Go on to A".
- (e). When the stationmaster at A wishes to send a train on to B, and has one or more trains to follow, he takes his key, which will release the permits at the A end of the staff only, and unlocks one permit and gives it to the driver; the driver must be shown the staff itself when he is given the permit and is thus assured that it is behind him. The permit takes the driver to B where he hands it to the stationmaster, who keeps it with successive ones until the staff arrives.
- (f). When the staff arrives the stationmaster must replace the permits already received from A in their respective pockets in the staff where they lock themselves automatically. He can then unlock the permits at the B end, return trains with them to A, sending the staff by the last train, as before described.
- (g). If the staff station is one at which no man is employed, the guard of the train will act as the stationmaster, taking the staff or permit for the last section from the driver and depositing it in the Telephone Room. He will then take the staff for the next section from the Telephone Room and, if no other train is to follow before the staff can be returned, will give the staff to the driver. If, however, another train is to follow him in the same direction he will detach a permit from the staff by means of the key chained in the Telephone Room and, showing the staff to the driver, will give him the permit; replacing the staff in the Telephone Room for the following train.
- When the guard is depositing a permit only at a station at which no man is employed, he must hang the permit on the hook provided for that purpose in the Telephone Room. The guard of the following train with the staff must attach the permit or permits which he finds on this hook to the staff before he deposits it.
- (h). When a train has left a station with a permit, the following train with another permit or with the staff must not be dispatched until the stationmaster or, in the case of a station where no man is employed, the guard has ascertained by telephone from the next staff station that the preceding train has left that station.

14). SECTIONS WORKED BY TRAIN STAFF AND TICKET.

- (a). No train is permitted to be in a section without either the staff itself for that section being on the engine or unless the driver has seen the staff at the entering end of the section and has in his possession a ticket for that section authorising him to enter that section and signed by the stationmaster or person in charge.
- (b). The train staff is painted a distinctive colour for each section and the tickets belonging to that section are of the same colour. The tickets are printed as follows :-

no. distinct colour

Welsh Highland Railway.
Train Staff Ticket.

.....Train. No..... (UP)
To the Driver,

You are authorised after seeing the train staff
coloured..... to proceed

FROM..... TO.....
and the train staff will follow.

Signature of person in charge.....

Date.....

Note:- A ticket is not an authority to enter a section to which it applies unless the Driver has seen the staff itself at the entering station.

- (c). When a train is ready to start from a station and no second train is to follow before the staff will be required for a train in the opposite direction, the person in charge of the staff working must give the staff to the driver.
- (d). If other trains are intended to follow in succession before the staff can be returned, a ticket indicating that the staff is following and authorising the driver to enter the section, must be given to the driver of the first train, the staff itself being shown to him at the same time, and so on with successive trains except the last, the staff itself being given to the driver of the last train as directed in the preceding paragraph (c). After the staff has been sent away no other train must leave the station to follow in the same direction until the staff for that section has been returned.
- (e). The person in charge of the staff working must consider it his first duty to deal with the train staff or ticket on arrival of the train and must satisfy himself that the train running in one direction has arrived complete before handing the staff or ticket to the driver about to travel in the opposite direction.
- (f). No train must be allowed to leave a station until the driver has received the proper staff or ticket for that section of the line on which he is about to travel.
After receiving the staff or ticket he must not start until he has been given a starting signal by the guard. On arrival at the station at which the staff or ticket extends, the driver must at once give the staff or ticket to the stationmaster or person in charge.
- (g). Tickets must be cancelled immediately they are given up by the driver to the stationmaster or person in charge. Cancelled Tickets must be returned to the Traffic Office at Portmadoc daily.
- (h). If the stationmaster or person in charge receives a wrong staff he must return it in the quickest way, but a train must not be used to return a wrong staff unless it also has the proper staff.
- (i). Tickets must be kept in the ticket box locked with the key on the staff. Only one ticket must be taken out at a time and the ticket box immediately relocked.

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- (j). If the staff is lost or damaged, the stationmasters or persons in charge must communicate with each other by telephone and make arrangements to work the traffic over the section by Pilotman.

(5). WORKING OF POINTS.

- (a). The levers actuating all points on the main line in each section are locked by means of a key attached to the staff for that section.
- (b). Stationmasters and persons in charge, and, at stations and sidings where no man is employed, guards, are responsible for seeing that the points are in the correct position for main line trains to pass before the train leaves.
- (c). At crossing stations one line is to be set and locked for each direction as shown in the diagram.



- (d). On the arrival of a train at a crossing station and after he has deposited the staff of the last section in the Telephone Room, the stationmaster, person in charge, or, at a station where no man is employed, the guard, will after the station's work has been completed, take the staff of the next section, unlock the point lever and turn the points at the end of the loop for the train to pass, call the train over and when it has passed the points he must replace the points in the correct position and relock them. He must then give the staff or the ticket, as the case may be, to the driver. When a ticket is given to the driver the staff must be returned to the Telephone Room.
- (e). Drivers must approach all facing points at a speed not exceeding 5 miles per hour and are responsible for seeing that they are in the correct position before taking his train over.
- (f). Stationmasters, persons in charge and guards will render themselves liable to dismissal if they do not leave the points in the correct position when the train leaves.

(6). BOOKING.

A book will be kept at each crossing station in which the times of arrival and departure of the trains must be recorded in ink by the stationmaster or, at stations where no man is employed, by the guard.

(7). REPORTING.

- (a). The arrival of each train at a crossing station must be reported by telephone to the crossing station in the rear; if crossing station in the rear is one at which no man is employed, the arrival must be reported to the next station at which there is a stationmaster, the stationmaster will inform the guard of the following train either at his own station or when he reports his arrival at the intermediate station.

(b). The departure of each train from a crossing station must be reported by telephone to the crossing station in advance; if the crossing station in advance is one at which no man is employed the departure must be reported to the next station at which there is a stationmaster, this stationmaster will inform the guard of the advancing train either at his own station or when he reports his arrival at the intermediate station.

(8). TELEPHONES.

Telephones are fixed at the following points, the calls for which are as shewn :-

<u>Station.</u>	<u>Call.</u>	
	<u>Long.</u>	<u>Short.</u>
Dinas	4	-
Tryfan Junction	2	3
Waenfawr	2	2
South Snowdon	2	1
Beddgelert	2	-
Nantmor	1	4
Croesor Junction	1	3
Pont Croesor	1	2
Portmadoc New Station	1	1
Portmadoc Old Station	1	-
Canelling Signal	3	-

(9). SPEEDS.

The speed of any engine or train must not at any time exceed 15 miles per hour.

The following speed restrictions must also be carefully observed :-

<u>Speed.</u>	<u>Where restriction applies.</u>
5 miles per hour	Approaching all facing points.
5 " " "	Crossing all public road level crossings.
10 " " "	Passing over the Cwm Cloch and Hafod Ruffydd curves on the down grade.
10 " " "	Between Snowdon Street and Madoc Street, Portmadoc.

(10). WHISTLING.

Drivers must sound their whistles when approaching stations and public road level crossings; also when passing sharp curves, cuttings and other places where the view is restricted.

(11). LOOK-OUT ON TRAINS.

- (a). Drivers must keep a good look out in the direction/they are travelling and must bring their trains under control and prepare to stop on observing anything that is likely to cause damage to their trains.
- (b). Firemen and guards must keep a good look-out both to front and rear and in the event of their seeing anything likely to cause damage must call the drivers' attention thereto. They must frequently look along their trains to see that all is right; if they see that the doors are open, loads have shifted, or anything else is not as it should be, they must at once call the drivers' attention.
- (c). In such cases the driver must stop his train and the matter must be put right by the train crew before proceeding.

(12) BREAKDOWNS

- (a). ~~In the event of a train falling, the fireman must proceed in the direction of the nearest telephone and report to Dinas or Portmadoc.~~
- (b). The stationmasters at Dinas or Portmadoc will make what arrangements are necessary to send assistance to the disabled train.
- (c). The driver of an assistant engine must observe the ordinary working regulations until he arrives at the crossing place before coming to the Breakdown, he may then, if necessary and with the authority of the stationmaster proceed into the section without the staff at a speed not exceeding 8 miles per hour and keeping a good look out for obstructions.

(13). REGULATIONS FOR CROSSING GREAT WESTERN RAILWAY AT PORTMADOC.

- (a). All trains approaching the Great Western Railway Level Crossing must stop at the Stop Board and whistle. A driver failing to comply with this regulation will render himself liable to dismissal.
- (b). When a train may cross the Great Western Railway the Great Western signalman will display a green flag by day and a green light by night as an "all clear" signal.
- (c). On receiving an "all clear" signal from the Great Western signalman, the driver, after seeing that the points are set for his train to pass, will take his train over the crossing without delay.
- (d). Drivers must exercise the greatest caution in approaching and crossing the Great Western Railway line.
- (e). The Stationmaster, or person in charge of Portmadoc New Station must personally see each train in both directions over the crossing and report any irregularity in working.
- (f). The Stationmaster or person in charge must see that the lamps on the stop boards are lighted while trains are running during the hours of darkness.

(14) WORKING OF BRYNGWYN BRANCH AND INCLINE.

- (a). Goods trains for the Bryngwyn branch must be in possession of the staff itself and not a permit when leaving Dinas. On arrival at Tryfan Junction, the guard will take the staff from the Driver, unlock the junction points with the key attached to the staff, turn the points for the branch, call his train over and reset the points for main line trains to pass, relocking the points and depositing the staff in the Telephone Room. He will then report to Dinas that he has admitted his train to the branch, reset the points in the correct position and relock them. On receiving a starting signal from the guard, the driver will take his train to Bryngwyn and work there as required.
- (b). Down trains from Bryngwyn. On receiving a starting signal from the guard, the driver will take his train towards Tryfan Junction, stopping not less than 50 yards from the junction points.
 Note:- It is important that trains from the branch should arrive at Tryfan Junction at, or before, the booked time.
- (c). The Guard will then go forward to the Telephone Room and report his arrival to Dinas. If the staff is there, or when it arrives from Dinas and when the Up train has left for Waenfawr, he will unlock and turn the branch points, call his train over, and, when it is clear, reset and lock the points

in the correct position. He will then take his train to Dinas according to the regulations.

(d) Working of Bryngwyn Incline.

- (1). The first pass of four wagons worked down the incline must contain at least two wagons with good brakes which must be examined and tested before being brought to the top of the incline.
- (2). The drum, brake and gear must be examined each day before the incline is used and any defects put right.
- (3). The rope must be examined every week and greased if necessary. Any defects to the rope or to the drum, brake and gear must be reported to Dinas as soon as possible.
- (4). The loaded wagons must not be detached from the rope at the foot of the incline until they are under control by means of the brakes.
- (5). At least four efficient sprags must be kept at the foot of the incline and used as required.
- (6). The weighted catch points at the level crossing must be examined and oiled before any traffic is ~~with~~ worked on the incline. They must not be propped or fastened up on any account whatever.

(15) - The Instructions for Working must be carefully studied by each member of the staff and signatures must be obtained by heads of departments and stationmasters from the staff serving under them acknowledging that this has been done and that the Instructions are understood. The Instructions must be re-read not less than once every month.

P O R T M A D O O .

BY ORDER.

MAY, 1923.

