



Passenger Department

SANTA FE SYSTEM CIRCULAR No. 33-S

Instructions
for
Trainmen
governing the
Handling of Transportation
and
Regulations Applying
in Connection Therewith

Effective July 1, 1943

Nº 4407

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820	856	892	928	964	1000	1036
821	857	893	929	965	1001	1037
822	858	894	930	966	1002	1038
823	859	895	931	967	1003	1039
824	860	896	932	968	1004	1040
825	861	897	933	969	1005	1041
826	862	898	934	970	1006	1042
827	863	899	935	971	1007	1043
828	864	900	936	972	1008	1044
829	865	901	937	973	1009	1045
830	866	902	938	974	1010	1046
831	867	903	939	975	1011	1047
832	868	904	940	976	1012	1048
833	869	905	941	977	1013	1049
834	870	906	942	978	1014	1050
835	871	907	943	979	1015	1051
836	872	908	944	980	1016	1052
837	873	909	945	981	1017	1053
838	874	910	946	982	1018	1054
839	875	911	947	983	1019	1055
840	876	912	948	984	1020	1056
841	877	913	949	985	1021	1057
842	878	914	950	986	1022	1058
843	879	915	951	987	1023	1059
844	880	916	952	988	1024	1060
845	881	917	953	989	1025	1061
846	882	918	954	990	1026	1062
847	883	919	955	991	1027	1063
848	884	920	956	992	1028	1064
849	885	921	957	993	1029	1065
850	886	922	958	994	1030	1066
851	887	923	959	995	1031	1067
852	888	924	960	996	1032	1068
853	889	925	961	997	1033	1069
854	890	926	962	998	1034	1070
855	891	927	963	999	1035	1071

SECTION "A"
RULES FOR CONDUCTORS

SECTION "B"
MANUAL OF INSTRUCTIONS
in regard to
THE SUPER-CHIEF Nos. 17-18
THE CHIEF Nos. 19-20
SAN FRANCISCO CHIEF Nos. 1-2
EL CAPITAN Nos. 21-22

SECTION "C"
PARLOR AND LOUNGE CARS

SECTION "D"
RESERVATIONS OF
CHAIR CAR SEATS
and
RULES FOR ENVELOPING TICKETS
in
CHAIR CARS AND PARLOR CARS

SECTION "E"
RULES FOR HANDLING TICKETS
in
SLEEPING CARS

SECTION "F"
SYSTEM TRAIN CONNECTIONS

THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
—COAST LINES
GULF, COLORADO AND SANTA FE RAILWAY COMPANY
PANHANDLE AND SANTA FE RAILWAY COMPANY

SECTION "A"
RULES FOR CONDUCTORS

GEORGE F. SHERMAN,
P.T.M., A.T. & S.F. Ry.,
Topeka, Kansas.

ROSS E. CHAPPELL,
A.G.P.T.M.,
A.T. & S.F. Ry.-C.L.,
Los Angeles, Cal.

G. C. LYMAN,
G.P.A., A.T. & S.F. Ry.,
Albuquerque, N.M.

T. C. OSBORN,
G.P.A., A.T. & S.F. Ry.-C.L.,
Phoenix, Ariz.

W. J. RODGERS,
P.T.M., G.C. & S.F. Ry.,
Galveston, Texas.

H. C. VINCENT,
T.M., P. & S.F. Ry.,
Amarillo, Texas.

Approved:
R. T. ANDERSON,
G.P.T.M., A.T. & S.F. Ry. System,
Chicago, Illinois

SECTION "A"
RULES FOR CONDUCTORS

SECTION "B"
MANUAL OF INSTRUCTIONS

in regard to
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THE CHIEF
SAN FRANCISCO CHIEF
EL CAPITAN

SECTION "C"
LOUNGE CARS

SECTION "D"
RESERVATIONS OF
CHAIR CAR SEATS

and

RULES FOR ENVELOPING TICKETS IN
CHAIR CARS

SECTION "E"
RULES FOR HANDLING TICKETS IN
SLEEPING CARS

SECTION "F"
SYSTEM TRAIN CONNECTIONS AND
CONDUCTORS' PASSENGER REPORTS

(Revised Sept. 15, 1959. Correction No. 1246 to
Santa Fe System Circular No. 33-S, Instructions for
Trainmen, etc., cancelling Correction No. 1101.)

TABLE OF CONTENTS--Section "A"
Rules for Conductors

<u>Rule</u>	<u>Page</u>
Advertising and Banners on Trains.....	53 54
Attendants, Freight and Banana Shipments....	18 26
Baggage, Access en route..... 1 (h)	4
Baggage, Loss or Mix-up..... 1 (i)	4
Baggage, Special Car..... 29 (c)	34-0
Birds..... 1 (j)	4
*Blind and Attendant..... 12	18
Blind and Seeing-eye Dog..... 1 (kk)	5
#Blind or Visually Handicapped (Lions International Clubs)..... 12 (e)	19
Blind person Without Escort..... 54 (b)	55
Bus Lines' Emergency Orders for Rail Coach Tickets..... 27	33
Business or Office Cars..... 30	34-0
Cash Fares..... 10	16-17
Cash Fare Receipts..... 11	17
Children Without Escort..... 6	11
Clergy..... 8	14-M-15
Conduct of Trainmen..... 1 (d)	3
Conductors, Interest of..... 1 (b)	3
Corpse--(See Remains)	
Dating Stamps..... 48	47
Demented, Infirm, Invalid..... 54	55
Disneyland, Service..... 40 (b)	39
Dogs, Cats and Other small animals..... 1 (k)	5
Duplicate Station Names..... 46	47
Ejection of Passengers..... 37	36-37
(Home Road Pass Plan)) 28	34
Employee Reduced Rate Tickets..... 28	34
Equipment, Condition of..... 1 (e)	4
Form Order 47..... 51	53
Guns..... 1 (1)	7
Hat Checks..... 3	7
Honoring Rail Travel Credit Cards by Conductors..... 15	21
Horses, Race, Polo and Show..... 43	41-44
Infirm, Demented, Invalids..... 54	55
#Lions International Clubs Certificate for transportation of Blind or Visually Handicapped..... 12 (e)	19
Liquor on Trains..... 52	53
Livestock Express Shipments..... 43	41-44

(*Change. #New Material. Revised March 1, 1965. Correction No. 1523 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1500.)

TABLE OF CONTENTS--Section "A"
Rules for Conductors

	Rule	Page
Lounge Cars: See Section "C"		
Lounge Room-Pullman Cars: See Section "C"		
*Optional Routes.....	39	38-D&E
	28-1/2	34
#Passes, Honoring of }.....	7 (i)	13
Pillow Service.....	35	36
Points of Interchange.....	7 (j)	14
Post Office Dept. Commissions.....	7 (i)	13
	22	71
Prepaid Orders.....	26	32
Quarantine Regulations.....	49	48-50
Rail Travel Credit Cards.....	15	21
Red Cap Service.....	55	57
Remains.....	38	38-C
Sales Tax (Missouri & Oklahoma).....	50	51-52
San Diego Line (Benefit of Round-Trip fare).....	16	21
Seating Passengers.....	1 (a)	3
Show Scrip Books.....	25	32
Side Trips.....	40	39
Smoking.....	1 (g)	4
Special Privileges.....	51	53
Special Baggage Car.....	29 (c)	34-O
Special, Private or Chartered Cars.....	29	34-N
State Statutory Regulations.....	37	37-D&E
Stopovers.....	14	20
Telegrams, Railroad and Western Union.....	1 (o)	7
United States Government Transportation Requests.....	17	23

#See Rule 11 Page 108-O and Rule 2, Page 124, for
Enveloping of Annual and Trip Passes. (Also Rule
28, Page 34 "Home Road Pass Plan".)

(*Change.)

TABLE OF CONTENTS—Section "A"
Rules for Conductors

	Rule	Page
Tickets:		
Acceptance in Various Types of Equipment.....	7	11
Cancelling and Punching Tickets.....	23	31
Children's Tickets (See Rule 6).....	5	9-10
Clergy Tickets.....	8	14M-15
Collection of Tickets.....	2	7
Commutation Tickets.....	7 (h)	13
Endorsements on tickets.....	51	53
Expiration of Tickets.....	7 (k)	14
Higher-class Tickets Honored in Lower- class Accommodations.....	7 (p)	14M
Honoring tickets issued acct. Charity, Employee, Drivers, Caretakers, Live- stock and Poultry Attendants, Banana Messengers, Show Scrip, etc. }	28 28 1/2 28 3/4	34 34-L 34-M
Imperfect Tickets.....	21	28
Limit.....	7 (k)	14
Manipulated Tickets.....	22	30
Non-Transferable Tickets.....	19	26L
Party Tickets.....	13	19
Raising Grade of Tickets.....	7 (o)	14L
Show Scrip.....	25	32
Signature Tickets.....	20	26L
Tickets without sufficient coupons to and from junction point.....	21 (a)	28
Tickets to Non-Stopping Points.....	7 (l)	14L
Tickets Via Other Lines.....	7 (m)	14L
Tickets With Previous Coupons Attached..	7 (n)	14L
Tickets Not To Be Honored in Opposite Direction.....	24	32
Tickets Via Colo. & Southern Ry.....	41	40
Tickets Via D.&R.G.W.R.R.	42	40A
Validation.....	20 (g)	28

(Revised July 8, 1957. Correction No. 1078 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1042.)

TABLE OF CONTENTS—Section "A"

Rules for Conductors

	<i>Rule</i>	<i>Page</i>
Ticket Punches	47	47
Transfers	44	44-46
Transfer Checks, Bus.....	45	46
Transportation Requests, Government.....	17	23-25
Typewriters	1(m)	7
Wheel Chairs	55	56
Wiring Enroute	1(f)	4
Wiring About Tickets.....	4	8

THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
 THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY - CL
 GULF, COLORADO AND SANTA FE RAILWAY COMPANY
 PANHANDLE AND SANTA FE RAILWAY COMPANY

SECTION "A"

RULES FOR CONDUCTORS

W. J. RODGERS,
 P.T.M., AT&SF Ry.,
 Topeka, Kansas.

H. C. JOHNSTON,
 A.G.P.T.M.
 AT&SF Ry.-C.L.,
 Los Angeles, Calif.

E. W. SAYLOR,
 Mgr., Rates and Divs.,
 AT&SF Ry.
 Topeka, Kansas

T. C. OSBORN,
 T.M., AT&SF Ry.-C.L.,
 Phoenix, Arizona.

G. C. LYMAN,
 T.M., AT&SF Ry.,
 Albuquerque, N. M.

C. W. AXTELL,
 G.P.A., GC&SF Ry.,
 Galveston, Texas

A. A. MOSER,
 T.M., P&SF Ry.,
 Amarillo, Texas.

Approved:

ROSS E. CHAPPELL
 G.P.T.M., A.T.&S.F. Ry. System,
 Chicago, Illinois

(Revised April 1, 1964. Correction No. 1506 to Santa
 Fe System Circular No. 33-S, Instructions for Trainmen,
 etc., canceling Correction No. 1472.)

THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
—COAST LINES

GULF, COLORADO AND SANTA FE RAILWAY COMPANY
PANHANDLE AND SANTA FE RAILWAY COMPANY

Conductors' attitude toward and treatment of passengers creates a lasting effect. Every passenger meets the conductor, and from his appearance and conduct, forms a vivid impression of our personnel and service. Do not lose sight of the fact that your duties are of a most responsible character, that you control the operation of the train, as well as the safety of the passengers committed to your care, and in fulfillment of this trust should be careful to see that your actions are governed by the most scrupulous regard for the comfort and well-being of the passengers. By exercising *courtesy, tact, and helpfulness*, conductors have an opportunity to create good will, which is a priceless asset.

GENERAL INSTRUCTIONS

1. (a) SEATING: Operating Rule 840 covers. Passengers should not be permitted to use coach seat cushions for making beds.
- (b) ACTIVE INTEREST OF CONDUCTORS in passenger business is desired, and suggestions as to its increase or protection will be in order and appreciated.
- (c) SECURING LONG HAUL: Conductors, and other train employes, should consider themselves as soliciting agents, and assist wherever possible in securing the long haul on competitive business. If destination is a point beyond that of ticket, and is served by our railway, passenger should be directed to our ticket office, or conductor wire the agent to have ticket ready on arrival.
- (d) CONDUCT OF TRAINMEN: When in or passing through the dining car while meals are being served, trainmen should remove their caps, except conductors when collecting transportation. The greatest courtesy, politeness, and helpfulness, must be shown ~~always~~.

(e) **CONDITION OF EQUIPMENT:** Porters and chair car attendants should keep cars in their charge in clean and presentable condition at all times. Porters of Pullman cars should also observe this rule. So far as practicable, matters relating to Pullman cars should be handled with the Pullman conductor. Conductors are charged with responsibility for condition of their trains, hence they should make it a part of their routine to see that the porters and chair car attendants attend strictly to their duties.

(f) **WIRING ENROUTE:** In wiring the Passenger Traffic Office, or others, give the number of your train so reply may be properly addressed. In case of a joint wire, show immediately preceding signature, initials of all to whom it is addressed.

(g) **SMOKING** by passengers should be confined to smoking cars, smoking rooms, observation rooms, club-lounge cars as well as lounge section of cafe-lounge and chair-lounge cars, *except*

Occupants of drawing rooms, compartments, bedrooms or roomettes, may smoke in their rooms, providing the doors are closed. Smoking may be permitted anywhere in a car occupied only by a special party. Special rules in regard to smoking on The Super-Chief, The Chief, San Francisco Chief, and El Capitan, are included in the Manual of Instructions applying to those trains.

(h) **ACCESS TO BAGGAGE ENROUTE:** Passengers of special trains may have access enroute to their baggage under check during the daytime by applying to the conductor. When baggage is opened by passenger enroute, notation to that effect should be made on train baggageman's report.

(i) **LOSS OF BAGGAGE:** In wiring regarding loss of or mixup in baggage or articles belonging to passengers, address the agent at point of origin, Passenger Traffic Office, and General Baggage Agent in territory where loss or mixup occurred. Baggage or articles not claimed should be delivered to agent and receipt secured for same. See Operating Rule 838.

* (j) **BIRDS:** Passengers may take small birds in cages into coaches or Pullmans, except on El Capitan. Refer to Rule 27(h) Section "B" for exception in connection with El Capitan. This does not apply to parrots or similar birds. See Rule 49 of this section, for quarantine regulations in connection with Psittacine birds.

(*Change.)

(k) **DOGS, CATS, AND OTHER SMALL ANIMALS**
See Rule 1 (kk)

In Pullman-Operated Equipment--Dogs, cats, or other animals (not venomous, odoriferous or otherwise objectionable) may be taken into private room accommodations, BUT NOT MORE THAN TWO ANIMALS MAY BE TAKEN INTO ANY ONE ROOM.

The animals must be in suitable containers when taken to and from the rooms; however, dogs may be on leash and muzzled in lieu of in container. Animals must be kept in the private room space of the owner or custodian and are not to be allowed in other parts of the car, except to get to and from the room. Barking or other noisemaking must be stopped, or the Pullman employee in charge should request that animal be removed to baggage car. The owner or custodian is responsible for compliance with any laws or regulations applicable to taking such animals into any state. Holders of seat, berth or section space are not permitted to have dogs or other animals in their accommodations.

In Railroad-Operated Equipment--Passengers traveling in railroad-operated cars, will not be allowed to take animals (other than guide or leader dog) into cars, but must check them in baggage service or forward by express.

(kk) **GUIDE OR LEADER DOGS WITH BLIND PASSENGERS** may be transported in passenger equipment without additional charge over and above that for transportation of blind person. (See NOTE.)

* In Pullman-Operated Equipment (Sleeping or Lounge Cars)--Where berth or seat accommodation is required by totally blind person accompanied by guide or leader dog, a separate berth or seat in drawing-room, compartment, or other type of enclosed accommodation, will be furnished if available, on collection of regular tariff berth or seat rate. Additional rail ticket requirements for single occupancy of drawing-room, compartment, or other room accommodations will be waived in such cases. The dog must be kept in room with blind passenger, and shall not be allowed in open sleeping car space, or in section, buffet or lounge cars. If room accommodations are not available on an interstate

*Change. (Revised Sept. 15, 1959. Correction No. 1248 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1153.)

journey, or an intrastate journey in any state other than the following (see Exceptions), passenger will be informed that his dog must be carried in baggage car; or passenger and dog may transfer to coach accommodations.

Exceptions:

Under Illinois State Law, a blind passenger, when traveling between points within that state, but not across a state line, may have his guide dog with him in his immediate custody in section, berth or seat space, but the dog must be muzzled. However, passenger will be requested to accept seat or berth in private room if available.

Under Colorado State Law, when a blind passenger is accompanied by a guide or leader dog, neither the blind person nor the dog shall be denied the facilities of any common carrier, nor shall such blind person be denied the immediate custody of the dog; provided the dog shall be securely muzzled.

Missouri and Texas have laws governing "Seeing Eye" dogs which require that the dog be properly muzzled and do not entitle the blind passenger to have immediate custody of his dog in open section or seat space.

In Railroad-Operated Equipment--When a blind person is accompanied by a guide or leader dog, the dog will be permitted to accompany his master in railroad-operated equipment, provided the dog is securely muzzled. (See NOTE below.)

* In Railroad-Operated Lounge Cars--Rule for handling guide or leader dogs in railroad-operated lounge cars will be the same as the rule shown for the handling of dogs in Pullman cars.

NOTE: Blind and Guide Dog Tickets sold at Charity Fares will not be accepted on Nos. 17-18 (Super-Chief or El Capitan), and 19-20.

(*Change)

(l) GUNS: Passengers, except military or peace officers in performance of their duties, are not permitted to take guns into passenger cars unless they are disconnected.

(m) TYPEWRITERS: The use of typewriter in sleeping cars is permitted only in room space.

(n) The term "COACH" as used in these rules, includes chair cars, coaches and smoking cars.

(o) TELEGRAMS--Railroad telegrams for officials of the rank of Superintendent and higher, and all Western Union telegrams, *when handled by railroad employees*, will be placed in proper sealed envelope, carefully addressed, and delivered to the train conductor, *who should receipt for Western Union telegrams*. Conductor will make at least two canvasses of train in effort to locate addressee of telegram.

Western Union telegrams addressed to passengers on trains, *when handled by Western Union messengers*, should be delivered to Pullman conductor, who should receipt for them. If Pullman conductor cannot be located, or none on train, telegram should be delivered to train conductor, and effort made to effect delivery.

If Pullman conductor is unable to effect delivery of telegram, he will turn it over to train conductor, who will page the day coaches and parlor cars by making one round trip calling distinctly three times in each car on the going trip and three times on the return trip, name of the party addressed. If unable to make delivery, the envelope should be marked "Unable to deliver," with signature of conductor, train number and date, and handed to the telegraph operator at first available open telegraph office at which train stops.

COLLECTION OF TICKETS

2. Conductors must see that each and every passenger on our trains holds proper transportation.

HAT CHECKS

3. (a) To insure an accurate record, hat checks must be used in checking passengers in chair cars, coaches, and smoking cars, if destined beyond the first stop after the point at which they board the train. (See Section "D," Rules 10 to 25, incl.)
(b) Carry ample supply of hat checks at all times. The checks are printed in three colors--green, white and coral. The green check is used to designate passengers going beyond a conductor's run, or for party tickets or party passes, while the white and coral checks are for intermediate destinations.

(Revised Feb. 1, 1956. Correction No. 932 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 617.)

(c) The distinctive features of hat checks are as follows:

Punch "First class," should passenger be occupying space in such equipment.

If riding on a pass, insert punch check designated "Pass."

The "½" should be punched if half fare ticket.

The "Cash Fare" should be punched if cash fare.

The "Scrip" should be punched when scrip is honored.

The letter "M" unpunched indicates issuance to a male passenger; punched when issued to a female passenger.

Conductor returning transportation to passenger will punch the hat check opposite the letters "TR."

The figures 1 to 4 on the left side and the figures 0 to 9 on the right side of hat check designate the number of the holder in which the check is placed. If, for instance, the check is issued to a passenger in seat under check-holder No. 25, the figure 2 on the left-hand side and the figure 5 on the right-hand side of the check should be punched.

The letters "A.B.C.D.E." will be used to indicate the car. For instance, punch "A" when issued to a passenger in the smoker; "B" to a passenger in car next to the smoker, and so on.

The blank space at the top will be used to indicate passenger's destination.

(d) Keep record of the commencing and closing numbers of hat checks at the beginning of each run, so that you may refuse any checks issued on previous run.

(e) Issue checks in numerical order and collect and destroy each check before reaching passenger's destination.

WIRING ABOUT TICKETS

4. When wiring the General Passenger Office, or others, in regard to tickets, especially as regards exchanges or discrepancies, conductors should give name of passenger, whether riding in coach or parlor car, line by whom ticket was issued, class, form, number, issuing station, date issued, limit, destination, fare and tax, whether one-way or round-trip, and complete routing. The use of "Conductor's Ticket Trouble Message—Form 167 Std." will aid in filing these messages.

CHILDREN'S TICKETS

5. (a) FARE PAYING AGE: Children under five years of age, when accompanied by parent or guardian, may be carried free. Children five years of age and under twelve, may be carried on half fare tickets. When conductors are absolutely satisfied from observation or otherwise that a child should have either half or full ticket, they should not merely collect fare covering their own run, unless journey commences and terminates on such run, but require parent or guardian to purchase at first convenient stop, ticket to destination if on Santa Fe Lines, or if destination is beyond Santa Fe Lines, to junction point with the connecting line.

(b) ISSUANCE OF C. O. D.: When parent or guardian claims to have no money with which to purchase ticket, conductors will secure baggage checks and at first convenient point have baggage stripped and rechecked C. O. D. to same destination as originally checked, showing on C. O. D. check amount of fare from starting point on Santa Fe Lines to final destination if on Santa Fe System Lines, otherwise to junction point with connecting line, after which agent will issue ticket from and to the points for which fare is shown on C. O. D. check. If there is more than one piece of baggage, C. O. D. check should be attached to but one piece; the numbers of the checks on the other pieces should also be shown on the C. O. D. check.

(c) WIRING AGENT FOR TICKETS: Conductors will wire agent at first convenient stopping point, for tickets desired for children, indicating class, destination and from which point fare is to be collected, so that agent may be prepared with tickets on arrival of train, and with C. O. D. checks for baggage if needed. Conductors when wiring Passenger Traffic Office will state whether passenger riding in sleeper or chair car.

*(d) WHERE PARENT OR GUARDIAN REFUSES TO PAY FARE FOR CHILD, both the parent or guardian and the child should be ejected in accordance with Rule 831 of Santa Fe Rules and Regulations of the Operating Department, regardless of the fact that parent or guardian may hold proper ticket or paid cash fare. It has been held by the Courts that parent or guardian, when accompanied by a minor, must assume full responsibility for proper transportation charges for such minor.

(*Change. Revised Dec. 16, 1952. Correction No. 667 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 618.)

(e) **ROUND TRIP TICKETS MUST NOT BE SOLD** for children accompanying parent or guardian and for whom transportation has not been provided in advance unless tariff at selling station will cover full routing desired and such routing agrees with ticket held by parent or guardian. Otherwise, such cases must be handled on strictly one-way basis as covered by these instructions.

(f) **REACHING FARE PAYING AGE ENROUTE:** If a child accompanied by parent or guardian starts a journey either one-way or round-trip before reaching his or her fifth birthday, no charge will be made on Santa Fe Lines even should the child reach its fifth birthday enroute. In case the journey is round trip and child becomes five years of age on going trip, or prior to completion of return trip, no charge will be made either on the going or return trip. The same rule will apply in case of a child traveling on a half fare ticket, one-way or round-trip, who may reach his or her twelfth birthday before the ticket is completely used; the half fare should be protected and no additional amount collected.

(g) **CONDUCTOR SHOULD HANDLE MATTER DIPLOMATICALLY,** quietly and courteously, and with as little embarrassment to passengers as possible, as more satisfactory results will thus be obtained, and in order to avoid attracting the attention of other passengers in the car.

(h) **CONDUCTORS PURCHASING TICKETS ENROUTE:** It is suggested that where conductors can conveniently do so, they arrange to purchase additional tickets for passengers and not require them to leave train for such purpose, particularly in cases of women passengers, bad weather, and where train stop is in middle of night. Conductor must secure receipt from agent and present it to the passenger, together with the ticket purchased and change, if any.

(i) **PASSENGERS TO BE GIVEN BENEFIT OF DOUBT.** If parent or guardian maintains that child is not of half fare age, or is under twelve years of age, fill out Form 199 Standard and obtain signature of parent or guardian thereto, sending it with ticket report to the Auditor. Where passengers are traveling beyond initial conductor's run,

YOUNG CHILDREN WITHOUT ESCORT

6. Children between the ages of seven and twelve years will be accepted when in the opinion of ticket agent they are capable of traveling unaccompanied. In no case will children under seven years of age be accepted when traveling unaccompanied or when accompanied by a child of half-fare age. You, or the Courier Nurse (if train has regularly assigned nurse) will be informed in advance of such cases requiring special attention. You should not assume responsibility of handling young children without escort merely on request of parent or guardian.

Initial conductor will mark hat check "alone" for information of succeeding conductors.

ACCEPTANCE OF TICKETS AND PASSES

7. (a) The rules shown herein will govern the acceptance of tickets of different classes in the various types of equipment operated in regular passenger trains, as follows:

<u>Coach Tickets</u>	
<u>Will be honored in</u>	<u>Conditions of acceptance</u>
* Coaches Chair Cars Chair-Lounge Cars, trains 60-62-63	Without restriction, except passenger must hold chair car seat reservation on train requiring same.
Dome-Lounge Cars	Without restriction, except passengers must hold chair car seat reservations on train requiring same.
Dormitory-Lounge Cars Buffet Cars	While passengers are purchasing and consuming refreshments. When train has separate lounge cars for first-class passengers and for coach passengers, the coach passengers will be restricted to the lounge car operated for their use.
Sleeping-Lounge Cars	Passengers holding coach tickets are not entitled to use of the lounge section of sleeping-lounge cars.
Cafe Cars Dining Cars	For meal service.

(*Change. Revised Sept. 15, 1959. Correction No. 1249 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1217.)

<u>Will be honored in</u>	<u>First Class Tickets</u> <u>Conditions of Acceptance</u>
Coaches Chair Cars	Without restriction, except Passenger must hold seat reservation on trains re- quiring same.
Standard Sleeping Cars	Upon payment of charges for space occupied.
Dome-Lounge Cars	Without restriction, except passengers must hold sleep- ing car or chair car seat reservations on train re- quiring same.
Dormitory-Lounge Cars Buffet Cars	On any train, without restric- tion, provided passengers hold standard sleeping car space. On any train while passengers are purchasing and consum- ing refreshments, whether or not they hold sleeping car space.
Sleeping-Lounge Cars	Without restriction, provided passengers hold sleeping car space.
Cafe Cars Dining Cars	For meal service.

(b) FOREGOING RULES APPLY TO BOTH LOCAL AND INTERLINE TICKETS: In many cases tickets will be presented which are printed as first-class but have been reduced to coach class by endorsement of issuing agents, and such tickets should be accepted only in the equipment which the passenger is entitled to use in accordance with the endorsement.

(c) PROLONGING STAY: Should passengers who are permitted to enter dormitory-lounge, or buffet cars for refreshment purposes only, unduly prolong their stay, conductors should courteously inform them their tickets are not good for continued transportation in such cars.

(d), (e), and (f) not used.

(g) TICKETS SOLD IN ADVANCE: See Rule 48 (b).

(h) COMMUTATION TICKETS cover a number of rides (10, 12, 25, 46, or 48) between stations shown thereon, and may be accepted for continuous passage in either direction within limit punched in margin.

Commutation tickets provide a coupon for the first ride which should be honored by conductor, punched three times, and enclosed with collections. For each succeeding ride conductor will punch out one number, conductor punching the last number to take up the ticket and enclose it with collections.

Commutation Ticket Form 224 applies between Chicago, Ill., Joliet, Ill. and intermediate stations. Conductor will punch out one number for EACH PERSON traveling thereon for each single trip except the first, for which he will collect the first-ride coupon.

Form 225 requires passenger's signature and is for individual use of purchaser. Conductor will punch out one number for each single trip except the first, for which he will collect the first-ride coupon.

Commutation tickets will not be accepted for passage (a) on trains which are not scheduled to stop at both of the stations between which the tickets are good for passage, and (b) on The Super-Chief, Nos. 17 and 18; The Chief, Nos. 19 and 20, San Francisco Chief Nos. 1 and 2, or El Capitan, Nos. 21 and 22.

(i) PASSES: Instructions regarding the honoring of passes of every character, transportation for postal clerks and other employees of the United States postal service, will be found in the General Manager's Pass Circular. All questions arising with reference to the honoring of passes should be referred direct to the General Manager having jurisdiction over the territory affected.

(See Rules 28½ and 23¾ Page 34-L regarding employee tickets issued on presentation of pass)

*(See Rule 11 Page 108-O and Rule 2 Page 124 regarding Enveloping Annual and Trip Passes)

(j) **POINTS OF INTERCHANGE:** Authorized interchange points are as indicated by current tariffs and circulars. With some exceptions, the more prominent points may be considered as authorized points of interchange. However, if in doubt consult your General Passenger Office.

Ticket of foreign lines' issue routed via unauthorized interchange point should be honored for passage, assuming of course that it is otherwise properly issued, ticket to be forwarded to Auditor with collections. Improper routing may be adjusted later with the issuing line, without involving the passenger.

(k) **TIME LIMIT AND EXPIRATION OF TICKETS:** Tickets expire with date to which limited, as shown thereon, and are not to be accepted for passage thereafter except that tickets will be honored after expiration date for continuous passage, without stopover, on trains or boats on which such tickets are valid for passage, when the circumstances are as follows:

When passenger presents ticket, prior to the expiration of the time limit indicated thereon, for passage from a station and on a train or boat and the time limit of such ticket will expire en route.

When passenger presents ticket at a station of a carrier for passage on a train or boat scheduled to depart from such station not later than 4:00 A.M. (Standard Time) of the day following date of expiration of time limit of ticket.

An interline ticket when accepted for passage under the above provisions of this Rule will thereafter be accepted for continuous passage by all the carriers included in the through route of such ticket to destination.

When ticket is presented for passage at gateways or junction points at a time subsequent to the expiration of ticket, but it is apparent that trip commenced prior to 4:00 A.M. (Standard Time) of day following expiration date shown on ticket, such ticket will be accepted for continuous passage from such gateway or junction point to destination by all of the carriers included in through route of the ticket.

There are exceptions to the honoring arrangements such as apply in connection with commutation tickets and tickets specifying trains on which valid, etc., in which case honoring restrictions will be shown on ticket.

When tickets expire enroute, additional transportation should be purchased, or train fare collected for transportation furnished after expiration.

Tickets having more than one date of expiration punched are improperly issued, but may be honored without question when presented prior to expiration of the earlier limit. When presented after the earlier limit, wire Passenger Traffic Office and if ticket is of Santa Fe issue make the message joint with issuing agent.

In cases of illness or accident which compel a passenger to leave the train, and in cases of illness, blockade, washout, wreck, etc., which involve extension of the ticket limit, handle in accordance with current tariff governing such cases.

When tickets are declined for no other reason than expiration, and fare is collected, tickets should be left in hands of passengers.

(1) **TICKETS TO NON-STOPPING POINTS:** Tickets or passes presented on trains which do not stop at the destination thereof should be honored to the last stopping point short of such destination, and endorsed off and punched accordingly. Should the train make no stop short of such destination, so advise passenger and give him the option of paying fare from starting point to first station at which train stops, or of surrendering his transportation in part payment and paying fare from its destination to first stopping point. If passenger refuses to pay fare on demand as above, eject him from the train under Rule 37 governing the ejection of passengers. See Rule 10(c).

(m) **TICKETS VIA OTHER LINES:** Conductors should be very careful not to accept tickets reading via other lines, except when specially authorized. It is not only improper to accept such tickets, but it is very seldom that we can secure revenue thereon.

(n) **TICKETS WITH PREVIOUS COUPONS ATTACHED:** When tickets are presented, bearing passage or transfer coupons that should have been previously taken up, conductor will detach coupons and send to Auditor with collections.

***(o) RAISE IN GRADE OF TICKETS** will be made by conductors on trains, when requested, as outlined in current Western Tariff No. 133-11. (Also see AT&SF Conductors' Circular No. 8370-P, as well as GC&SF Memorandum Circular No. 1, P&SF Circular C-4, and AT&SF-CL Circular No. 4402-T). (See Rule 27, Section "E" of this Circular in connection with transferring of military groups from coaches to sleeping cars). In raising grade of Employees' coach tickets to first class, collection should be made on basis one-half of the commercial step-up charges shown in above Tariff and Circulars.

*Change.

(Revised June 17, 1963. Correction No. 1458 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., canceling Correction No. 1452.)

(p) HIGHER CLASS TICKETS HONORED IN LOWER CLASS

ACCOMMODATIONS: There will be instances when passengers with tickets good in sleeping cars are unable to secure, or do not desire, such accommodations and will travel in coaches or chair cars. When requested to do so, or passenger makes inquiry account using lower class accommodations, conductor will endorse on ticket or coupon the class of accommodations used on his run and furnish passenger with Form 205 Standard, recording service performed.

(q) INFORMING PASSENGERS REGARDING REDEMPTION VALUE OF TICKETS: Many times a partially used ticket will have little or no refund value. Conductors should not volunteer information as to any specific refund value but merely suggest to passenger that such ticket be turned in for any possible refund value it might have.

CLERGY CERTIFICATES AND TICKETS

8.(a) CERTIFICATES: Clergy fare certificates are in book form containing coupons, consecutively numbered, and are valid only during the calendar year for which issued as printed on front cover. Each coupon entitles the holder named on certificate to purchase clergy ticket at clergy fares authorized. The holder is required to write his destination and his name on each coupon (as it is used) in the presence of the selling agent who inserts thereon form and number of the ticket sold, stamps the coupon on the back and sends it to the Auditor with report.

(b) Only Western Clergy Fare Certificates will be honored for sale of transportation between points on the Santa Fe System, except that Eastern Clergy Fare Certificates will be honored for transportation between points in Illinois west of Chicago, to and including LaRose and Pekin.

(c) FARES: One-way, one-half of one-way first-class fare, minimum 55¢. Round-trip, one-way first-class fare for round-trip, minimum \$1.10. Sufficient to be added in each case, where necessary, to make fare end in 0 or 5. (See Clergy Fare Circular).

(d) ACCEPTANCE OF CERTIFICATES ON TRAIN: Conductor may honor certificates on trains only from non-agency stations, or from stations at which ticket office is not open for sale of tickets for the train used. When destination of passenger is beyond conductor's run, collection of fare should be made only to terminal or to intermediate station and passenger requested to purchase ticket therefrom, for which another coupon from Clergy certificate book will be required.

If a certificate is presented by anyone but the person to whom it was originally issued, it should be taken up and full fare collected.

(e) HONORING OF CLERGY TICKETS: Conductors must require holder of ticket stamped or endorsed "Clergy" to present the clergy certificate book with the ticket.

Some clergy tickets are issued on special order of the Passenger Traffic Office to passengers who have no clergy certificate. In such cases, the tickets will be stamped "Clergy, no certificate", and should be honored without presentation of clergy certificate, if in proper hands.

Trains upon which tickets endorsed "Clergy" will not be honored are shown in Section "B", Rule 9.

(f) SISTERS OF CHARITY: Clergy certificates for the use of Sisters of Charity are issued in the name of the order with which connected, which is stamped in the signature space of certificate contract. Where two or more Sisters travel together, a certificate book will be required for each Sister; two or more Sisters may not travel on one certificate-book at the same time.

(g) LOST CERTIFICATES: If account of loss, theft, etc., clergy certificate books should come into possession of conductors, and it is impossible to readily locate owner, certificate should be forwarded to Passenger Traffic Office with full particulars.

9.(Not used)

(Revised February 24, 1960. Correction No. 1276 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 871.)

CASH FARE COLLECTIONS

10.(a) COLLECTION OF CASH FARES: With exception of those authorized to travel without passes (see General Manager's current Pass Circular), collect cash fares from all persons not presenting tickets or passes.

(b) INABILITY TO MAKE CHANGE: The inability of a conductor to make change does not entitle the passenger to ride free. Should such case occur, as an act of accommodation endeavor to obtain change from some other passenger. Failing in this, advise passenger that you will obtain change at next stop. If he is unwilling that you should retain the tender for this purpose, require him to offer the exact fare; if he cannot do this, eject him from the train under Rule 37 governing ejection of passengers. Bear in mind that every effort must be used to make change as not to work unnecessary hardship on the passenger.

(c) PRESENTATION OF TRANSPORTATION SHORT OF DESTINATION: If passenger presents ticket or pass to a point short of his actual destination and offers to pay remainder, collect ticket fare applying from the point to which transportation reads, to destination.

(d) PASSENGER WITHOUT TICKET DESTINED TO NON-STOPPING POINT: If passenger without ticket boards train at a regular stop, which train does not stop at his destination, collect fare to an intermediate stop, and instruct passenger to transfer there; or collect fare to first stop beyond if passenger prefers. Upon refusal to pay such fare, eject him from the train, under Rule 37 governing ejection of passengers. It is immaterial in such case, if agent refused to sell ticket to passenger's destination, it not being a point at which said train stops.

(e) PASSENGER BOARDING AT NON-SCHEDULED STOPPING POINT: If train for any reason stops at a point not scheduled and a passenger enters there, destined to a station at which the train does not stop, collect fare to an intervening stopping place and instruct him to transfer there; or collect fare to first regular stop beyond if passenger prefers. If passenger is destined to a stopping point collect fare thereto.

(f) PASSENGER WITHOUT TICKET DESIRING PULLMAN ACCOMMODATIONS: If a passenger without ticket boarding train at night at a stop where ticket office is not open, or where no ticket office is maintained, desires to use Pullman, and retire at once, conductor may issue a cash fare to destination or some point reached at a reasonable hour next morning, even though it is beyond the end of his own run, and second conductor will honor such cash fare receipt accordingly.

(g) WHEN PASSENGERS DESTINED TO POINTS ON SECOND DISTRICT, LOS ANGELES DIVISION arrive at San Bernardino on trains routed via the Third District and prefer not to change trains at San Bernardino, it is permissible to collect the regular ticket fare from destination of the ticket to Los Angeles and permit them to continue on the train to Los Angeles. They must find their own way from Los Angeles to their destination.

CARBONIZED CASH FARE RECEIPT BOOK FORM CF-1

11.(a) NEW receipt form is in triplicate with Auditor's Stub (green) Service Coupon (pink) and Passenger Receipt (white). Book contains 50 sets of coupons as well as receipt to be signed by Conductor when receiving book from Agent.

(b) SUPPLY CASH FARE RECEIPTS: Conductors must keep themselves provided with cash fare receipts, which may be obtained from Agents at principal stations.

(c) ISSUE A RECEIPT TO EACH PASSENGER FROM WHOM CASH FARE IS COLLECTED. (Honoring Rail Travel Credit Cards, see Page 21, Rule 15). (On San Diego Line - See Page 21, Rule 16).

(d) MANNER OF ISSUANCE: Receipts should be issued in numerical order.

When executing receipt, insert wrap-around cover beneath each set of receipts to prevent impression from showing through on next set of receipts. Conductor will punch to indicate the service represented by the receipt and will fill in with pencil or pen, using sufficient pressure to insure legible copies, the station "From" and "To" which collection applies; the "Amount Collected", and the "Date" issued. After completing a set of receipts, tear out and attach Auditor's Stub to your report Form 357, enclosing Service Coupon in ticket pouch and handing Passenger's Receipt to passenger.

(Revised March 1, 1965. Correction No. 1513 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1468.)

When fares and charges are collected beyond Conductor's run, Service Coupon (pink) should be pouched in ticket identification envelope, in usual manner.

(e) ERROR IN ISSUANCE: If error is made while filling out a set of receipts, before tearing out write "Cancelled" on Auditor's Stub, then remove and send all three coupons to the Auditor with your collections.

*(f) RECEIPT TO BE TAKEN: Agents furnishing cash fare receipts to conductors will take receipt therefor from the conductor (as provided in front of cash fare book) and send to the Auditor for credit to their account.

BLIND AND ATTENDANT

12.(a) A blind person accompanied by attendant may travel together on one ticket. While the general understanding is that blind persons desiring to travel will secure book of certificates Form BL-Rail for presentation, this rule does not necessarily apply on Santa Fe System Lines and agents are authorized to issue such tickets on receipt of written application from recognized charitable organizations or institutions for the blind. In such cases, the party ticket will bear endorsement--"Blind and Attendant--No Certificate", and conductors will honor accordingly.

(b) CERTIFICATE FORM BL-RAIL: Where Certificate Form BL-Rail is presented in the purchase of rail ticket, such ticket will bear endorsement--"Blind Certificate No. ____." Conductors will compare the number of certificate with the certificate number as noted on the ticket. Identification should also be confirmed with the photograph of the blind person appearing on inside back cover of the certificate. After inspecting the certificate, conductor will return it to passenger. Succeeding conductors will honor the ticket without presentation of certificate.

(c) Conductors must not honor certificates without tickets; holder of certificate must purchase ticket before boarding train.

(d) Rule 9, Section "B" of this Circular specify trains on which the acceptance of transportation for blind and attendant is prohibited.

(Cont'd on Page 19)

*Change.

(Cont'd from Page 18)

#(e) BLIND OR VISUALLY HANDICAPPED:
(Lions International Clubs)

Effective January 1, 1965, Ticket Agents will accept requisition - certificate issued by the Lions International Clubs for transportation of Blind or Visually handicapped persons and attendants (if necessary), on charity fare basis; children five years of age and under twelve years of age, one-half adult charity fare. Tickets will be endorsed "Charity" or "Charity and Attendant", also "Account Lions International Clubs", using Party ticket in latter case. Blind or visually handicapped and attendant must travel together between same points. Conductors should honor tickets, so endorsed, without question. If conductor should have any reason to doubt in hands of proper person, he should contact his General Passenger Office for further instructions (showing full description of ticket, point issued and date).

PARTY TRANSPORTATION

13. In honoring tickets good for more than one person, count the persons for whom presented and endorse the number on back of ticket. This should be done whether the number is that named on ticket or whether it be less. (Also see Rule 17, Page 24.)

(#New Material. Revised January 1, 1965. Correction No. 1514 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 962.)

STOPOVER PRIVILEGES

14. (a) Unless contract of ticket prohibits, stopovers will be allowed within final limit, on going or returning trips, at all stations en route where train scheduled to stop--on application to conductor. Stopovers will be indicated on back of coupon or ticket by conductor's written endorsement with indelible pencil, "Off at _____," inserting proper station, train number and date, signing his initials below. Care must be used in making endorsements and if previous stopovers have been made, do not obliterate the information relative thereto.

(b) STOPOVERS ON CONDUCTOR'S RUN: Stopovers can be granted only at points on your run. A passenger who requests a stop at a point ~~away~~ your run should be referred to the conductor on whose run the desired point is located.

In the case of a sleeping car passenger, indicate the desired stopover on the ticket envelope so that it will have attention by the proper conductor.

(c) LIMIT OF STOPOVER: No stopover must extend beyond the date which would prevent completion of return journey within the final limit of ticket. The granting of stopover does not extend the final limit of tickets.

(d) STOPOVER AT FLAG STOPS: Passengers who hold tickets entitling them to stopover privileges should be allowed to stop at a flag stop even though the stop is not necessary for any other purpose.

(e) STOPOVERS ON EMPLOYEES' TICKETS: Stopovers may be allowed within final limit on all local tickets stamped or endorsed "Account Railway Employee" or similar wording, regardless of printed conditions in the ticket to the contrary.

(f) GRANTING STOPOVER AFTER DETACHMENT OF COUPONS: Should a passenger decide to make stopover after the coupon has been detached, the coupon should be returned to the passenger with the usual stopover endorsement. Succeeding conductor will honor the detached coupon from the stopover point, but will require the passenger to show the remainder of the ticket that he may determine if it is valid.

STOPOVERS OF AIR-CONDITIONED SLEEPING CARS

Western Local and Joint Passenger Tariff No. 183-4, "Charges, Rules, and Regulations Applying in connection with Stopovers of Air-Conditioned Sleeping Cars" is CANCELLED. No such future arrangements in effect.

16. (not used)

UNITED STATES GOVERNMENT
TRANSPORTATION REQUESTS

- 17.*Instructions covering the honoring and exchange of United States Government Transportation Requests are as outlined in Joint Circular 5-D of Rules for Honoring Government Requests, supplements thereto, or new issues thereof. Effective July 1, 1955, a new standard form of United States Government Transportation Request (Form No. 1169) was adopted by all departments and agencies of the United States Government. There is only one form of transportation request.

Transportation request may be issued by Government transportation officers for rail tickets only, Pullman accommodations only, or for both rail tickets and Pullman accommodations--instead of requiring separate TRs for rail and Pullman. A single U.S. Gov. Trans. Request will be issued for rail movements and Pullman accommodations, reserved coach seats, extra fares, special service, excess baggage charges, and transfer charges.

Request requires two signatures in every instance; one of the issuing officer and one of the traveler. When the traveler is also the issuing officer, he must sign on the two lines provided.

These Requests may be honored from stations not open for sale of tickets for your train, from non-agency stations, and those not supplied with proper form of tickets.

If destination is a point on your run--Honor to destination without exchange, but endorse on back of request over your signature the points between which the request honored without ticket, and secure signature of traveler to such endorsement.

If destination is beyond your run--Honor to first station enroute at which proper form of ticket can be issued and endorse on back of request over your signature points between which request honored in lieu of ticket.

(*Change. Revised June 17, 1963. Correction No. 1459 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., canceling Correction No. 879.)

If passenger reaches station at which he transfers to another railroad without having had opportunity to exchange request for ticket--Obtain statement signed by the traveler completely describing the request and certifying the points between which passenger has been carried thereon, and the reason why request could not be exchanged, such record to be turned in with your train collections. Endorse on request over your signature the stations between which honored and return it to traveler with request it be presented immediately after leaving train to agent on our line for exchange for ticket.

When request calls for the transportation of more than one person, or when party ticket issued on Transportation Request is presented.--Note thereon over your signature actual number of persons carried.

Honoring for Class of Transportation: Requests should be honored for class of transportation specified, EXCEPT:

Lesser grade may be furnished when class of space specified is not available on train used, or is not desired by passenger. In such cases, passenger should make notation on reverse side of Transportation Request, stating actual transportation received, reason for the change, and then sign the notation. See Rule 7(p) for instructions covering the honoring of higher-class tickets in lower class accommodations.

*All-Purpose Certificate (Form WMB-6) should be used when transportation or services furnished varies from that called for; for example, passengers in excess of or less than the number called for by ticket; change from coach to sleeper en route for 15 or more; diversion of special train or special cars to a new destination. (See instructions on back of WMB-6, as well as Rule 24 of Joint Circular 5-D.)

*Change.

TRANSPORTATION REQUESTS SHOWING ALTERATIONS OR ERASURES should not be accepted.

AGES OF CHILDREN: The ages of children to be carried on these requests must be stated thereon.

LIMIT: All requests are limited as to time and are not good for passage after expiration.

NON-TRANSFERABLE: Requests and tickets issued in exchange therefor are not transferable, and if presented by other than the person or persons named therein, they should be taken up and proper fare collected.

(Revised August 1, 1959. Correction No. 1251 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 880.)

ATTENDANTS ACCOMPANYING FREIGHT
SHIPMENTS

18. (a) GENERAL. Each authorized attendant must present Uniform Live Stock Contract, Form 67 Regular. When attendants are entitled to return transportation under Freight Department tariffs, contracts will be exchanged for tickets for the return trip.

(b) ACCEPTANCE OF UNIFORM LIVE STOCK CONTRACT, FORM 67 REGULAR, BY FREIGHT CONDUCTORS ON GOING TRIP: Conductors will make necessary endorsements as provided under "Instructions to Conductors" on back of contract. This record by conductors of transportation furnished attendant is very important; upon it will depend the exchange of the contract for ticket for return trip, hence conductors should be very careful to make the record complete. Contract should be left in the hands of attendant at destination of shipment and not lifted by terminal conductor.

(c) ACCEPTANCE OF TICKETS BY PASSENGER CONDUCTORS ON RETURN TRIP: Forms of tickets to be used for return transportation in connection with each System Line are as follows: AT&SF Local Form 74, Interline Form DC-1; GC&SF Local Form 76, Interline Form DC-3; P&SF Local Form 10, Interline Form DC-1; AT&SF-CL Local Form 67-A-2, Interline Form 67-A-1.

Tickets of above forms, or through tickets of foreign lines' issue, are first-class, good in sleeping cars upon payment of charge for space occupied; will be honored from starting point within limit of ticket, and allow stopover privileges within such limit.

NOTE: Attendants missing freight shipment and traveling on passenger train on the going trip will not be entitled to free transportation.

New Material.

When passenger, returning from having accompanied a shipment, turns back to accompany another shipment, the ticket issued for return transportation on account of the first shipment should be endorsed to show the point to which it is honored.

(d) ACCEPTANCE OF TRANSPORTATION COVERING BANANA MESSENGERS: Instructions in regard to the acceptance of transportation presented by Banana Messengers are fully outlined on ticket Form 84-A.

*TICKETS NON-TRANSFERABLE

19. (a) All one-way and round-trip tickets are non-transferable.

(b) When tickets are endorsed "Clergy," "Special" or "Employee Form 51 No....," conductors should develop that they are in proper hands before honoring.

*SIGNATURE TICKETS

20. (a) TICKETS REQUIRING SIGNATURE: Certain round-trip tickets require signature of purchaser. Conductors shall be guided by the contracts of tickets in determining whether or not signature is required.

(b) UNSIGNED TICKETS PRESENTED ON TRAINS: When contract of round-trip ticket calls for signature of passenger, but such ticket is unsigned when presented on going trip, you should ask passenger to sign ticket. Signature should be made with pen and ink, or indelible pencil; ordinary lead pencil must not be used.

(*Change. Revised April 1, 1945. Correction No. 129 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 55.)

(c) **SIGNATURE OF WOMEN:** Tariffs provide that a woman must sign her full name as required in any legal document. For example, Mary A. Smith, not Mrs. Smith, Mrs. John Smith, Miss Smith, or M. Smith.

(d) **TICKETS SIGNED BY HEAD OF FAMILY:** The head of a family may sign the tickets for each member thereof, in the name of the person for whose use the ticket is intended, per his own name. For example, Mary A. Smith, per John M. Smith. This with the understanding that he will accompany his family throughout the entire journey and present the tickets in person to all conductors.

(e) **TICKETS MUST NOT BE SIGNED IN NAME OF FIRM OR CORPORATION:** Tariffs prohibit signing tickets in the name of a firm, company, or corporation. For example: "The International Productions Inc." Tickets must be signed by individuals who will use them, except as outlined in paragraph (d) above.

(f) **IDENTIFICATION OF HOLDER:** If a signature ticket, satisfy yourself that it is in the hands of original purchaser. This may be done by requiring signature of holder for comparison with signature on ticket, and if necessary by examination of letters or other evidence of identity. If satisfied that the ticket is not in the hands of the original purchaser, collect full train fare to destination of ticket if on your run, or to terminus of your run if destination is beyond. If ticket has already been accepted by one or more conductors, endeavor to collect fare from the point from which the ticket was accepted, in addition to the fare on your run. Examine contract of the ticket carefully, and if it authorizes you to *take it up* in addition to collecting fare, do so and send to Passenger Traffic Office with full report. If authority for taking up the ticket is *not* found in contract, cancel our coupon by punch so completely as to render it valueless for passage and return ticket to passenger. On demand, endorse on the receipt for fare collected, the circumstances and description of ticket dishonored. Advise passenger to correspond with Passenger Traffic Office. If injustice has been done, prompt refund of fare collected will be made.

(g) **UNVALIDATED TICKETS PRESENTED ON TRAINS:** When passengers present unvalidated tickets, you will obtain their signature on ticket in ink or indelible pencil and, if signature and your brief conversation convince you ticket is in proper hands, then fill in your signature and have ticket stamped at next convenient ticket office without any inconvenience to passenger.

Doubtful explanations of cause for failure to validate before boarding train and unsatisfactory signature by passengers unable to identify themselves will justify asking passengers to accomplish validation at next station stop.

In the event passengers have retired before you are able to give attention to validation, do not disturb but arrange handling next morning.

IMPERFECT TICKETS

21. (aa) **TICKETS WITHOUT SUFFICIENT COUPONS TO AND FROM JUNCTION POINT:** Should passenger present ticket with but one coupon reading from a point on Santa Fe System Lines to a point on some connecting line, honor it to first coupon station at which your train stops, and have ticket agent exchange it for our ticket of same class and destination but bearing separate coupon to and from proper junction point.
21. (a) **WHERE TICKET ISSUED TO WRONG DESTINATION:** In the event passenger claims his ticket is issued to wrong destination, wire issuing agent the circumstances, giving form and number of ticket, and ask "What destination?" In the meantime collect fare from passenger over such portion of your run as his ticket does not entitle him to passage, issuing receipt stating circumstances, and advise if satisfactory reply received from selling agent during trip you will refund fare paid. In case such refund is made, take passenger's receipt for amount, also take up cash fare receipt, and have the incorrect ticket exchanged enroute, if destination be beyond your run. If satisfactory answer is not received, refer passenger to Passenger Traffic Office for adjustment of his claim.

(b) **PARTICULARS TO BE FURNISHED AUDITOR:** Where refund made as per preceding paragraph, send lifted cash fare receipt and passenger's receipt for the refunded amount to the Auditor with report, Form 357 Standard, with full statement of circumstances and request acceptance of free report of cash fare receipt.

(c) **DEFECTIVE LOCAL TICKETS:** On presentation of an unstamped *local ticket* or one otherwise imperfect, wire selling agent, giving full particulars, and ask if it should be honored. If reply is not received before reaching destination of ticket or end of your run, honor the ticket, except in case mentioned in Paragraph (a) of this rule, making explanation in your report, Form 357 Standard, to Auditor.

(d) **DEFECTIVE COUPON TICKETS OF SANTA FE ISSUE:** On presentation of an unstamped or otherwise defective *coupon ticket of Santa Fe issue*, pursue same course. In case of unstamped ticket, should you not receive reply before reaching end of your run, take passenger into ticket office there and have ticket stamped, advising Auditor full particulars.

(e) **DISPOSITION OF TICKETS IMPROPERLY ISSUED:** A local or coupon ticket of Santa Fe issue improperly issued should not be returned to selling agent for exchange, but should be handled as per preceding paragraphs.

(f) **DEFECTIVE COUPON TICKETS OF FOREIGN LINE ISSUE:** On presentation of an unstamped or otherwise defective *coupon ticket of foreign line's issue*, wire General Passenger Office, stating passenger's name, complete description of ticket, and nature of defect. If reply not received before reaching destination of ticket or end of your run, honor the ticket.

(g) **HONORING DEFECTIVE TICKETS:** Ticket of any description so issued as to leave destination in doubt must be honored to the point which passenger claims to be its destination (unless selling agent or General Passenger Office wires to the contrary) and you will endorse ticket in accordance with passenger's statement.

(h) **RETAIN COPIES OF ALL WIRES** concerning tickets and hand them to connecting conductors, if reply not received and the matter disposed of before reaching the end of your run.

(i) **HONORING TICKETS WITHOUT QUESTION:** When error is obvious, for example, a six-months round trip ticket sold in 1950 and limited 1950 instead 1951, honor without question, but inform passenger of necessity for having ticket corrected at destination.

MANIPULATED TICKETS

22. (a) **DETECTION OF MANIPULATED TICKETS:** Great care should be taken to detect manipulated tickets. Sometimes manipulation consists in plugging original limit and punching a later date. This presents a more or less blotched appearance, and a rubber stamp is frequently used over the plugs to conceal the manipulation more effectively. Where ticket is issued account "Clergy," "Employee," "Exchanged," etc., agents are cautioned to use care in making endorsements on face of ticket.

(b) **TICKETS MANIPULATED FOR GREATER DISTANCES:** Another method of manipulation is to change the destination; in fact, cases have occurred where starting point, destination and route have all been changed, thus making tickets read over our line which were not so issued in the first place. As these changes invariably make tickets read for much greater distances than as originally issued, it is important they be detected.

(c) **HONORING SUSPICIOUS TICKETS:** In cases of suspicious or doubtful tickets, wire General Passenger Office full and complete particulars, so the matter may be thoroughly investigated before passengers reach the apparent destination of their tickets. These manipulated tickets are frequently presented on night trains, when manipulations are less likely to be detected than on day trains. Failing to receive reply to your telegram, have ticket exchanged at first convenient stop for ticket of our issue to destination, of same class, via same route, and with same limit. This will insure possession of the ticket.

(d) **PROCEDURE FOR HANDLING LIFTED TICKETS:** Transportation which is taken up on account of manipulation, transfer from original passenger, or on account of bulletins, etc., should be sent to General Passenger Office with full particulars, and a copy of the letter of transmittal sent to Auditor. Give the passenger a receipt for the ticket if he requests it.

(e) **FARE TO BE COLLECTED:** When manipulations are discovered, take up the tickets and collect fare. Obtain all the information possible, for instance:

Name and address of passenger.

Date of purchase of ticket.

Name, address and description of the person of whom the ticket was procured.

What statement was passenger told to make to conductors, and what cards, envelopes, papers, etc., was he given as identification?

To what point was baggage checked; was it checked by the passenger or by another; if by another, obtain name and address.

Was the passenger furnished stamped or addressed envelope in which to return any unused portion of the ticket? If so, obtain them if possible.

Any other information that can be obtained.

CANCELLATION OF TICKETS

23. (a) **METHOD OF CANCELLATION:** Tickets and trip passes must be canceled by punching for your run when first presented. When destined to points on your run they must be taken up on first presentation, unless stopover is given.

If, for any reason, passengers stop short of destination, tickets should be returned to them, properly endorsed to show at what point they left the train.

(b) **PUNCHING BY CONDUCTORS:** On all tickets the first conductor handling should punch once, intermediate conductors punch once, and conductor taking up punch three times.

*Exception: On Trains 1-2, 15-16, 115-116, 17-18 (Super Chief or El Capitan), 19-20, 27-200 Denver-La Junta, 123-124, First Conductor honoring a ticket or coupon that reads through to the point where passenger will leave sleeper or chair car in which riding, will CANCEL same by three punch cuts, as soon as collected and before placed in envelope (Form 168 Standard or Form 169 Standard as the case may be). First conductor must not insert three.

(*Change. Revised May 28, 1959, Correction No. 1229 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1105.

punch cuts unless the ticket or coupon thereof terminates at the point where passenger will leave the car.

Intermediate and final conductors will NOT be required to punch such transportation; however, they must make a complete check of passengers as outlined in Rules 21-22, Section "D", as well as Section "E".

Should passenger decide to make stopover after first conductor has cancelled ticket or coupon, conductor will encircle and initial the three punch cuts, making usual stopover endorsement. See Rule 14 (f) Section "A".

(c) In punching, do not obliterate any information contained on ticket or coupon.

TICKETS MUST NOT BE HONORED IN OPPOSITE DIRECTION

24. (a) Tickets will be honored only in the direction for which issued. They must not be honored in the opposite direction.

(b) Round-trip tickets will not be accepted for two trips in one direction.

SHOW SCRIP BOOKS

25. All instructions in regard to acceptance of show scrip Form 25 are outlined on cover of the scrip book. See Rule 9, Section "B" for trains on which Show Scrip will not be honored.

PREPAID ORDERS

26. (a) ORDER DRAWN ON NON-AGENCY STATION should be honored to first intermediate coupon ticket station, via proper route of travel and agent at such point will exchange order for ticket reading from original starting point to destination shown on prepaid order. Conductor should endorse order on back to indicate point to which transportation has been furnished, account of order not having been exchanged for ticket.

HONORING BUS LINES' EMERGENCY ORDERS FOR RAIL COACH TICKETS

27. (a) TRANSFER FROM MOTOR COACH TO TRAIN: Seasonal delay to highway traffic and various emergencies will render it necessary at times to transfer passengers of the following motor coach lines to Santa Fe trains for the balance or a portion of their journeys:

Transcontinental Bus System, Inc.

Southern Kansas Greyhound Lines, Inc.

Southern Kansas Greyhound Lines, Inc., operate parallel to the line of the A.T. & S.F. Ry. from Kansas City, Mo., to Tulsa, Okla., and Coffeyville, Kans., inclusive, and should not be confused with other motor coach lines using the "Greyhound" name. The authority contained herein extends only to requests or orders received from operators of Southern Kansas Greyhound Lines, Inc.

(b) IDENTIFICATION BY MOTOR COACH OPERATOR: Motor coach operators of Transcontinental Bus System, Inc. in such emergencies will identify themselves to Santa Fe ticket agents or conductors as authorized representatives of their companies by their uniform and individual serially numbered identification badge.

(c) TRANSFER AT POINT WHERE NO TICKET OFFICE OPEN: When it is necessary to transfer motor coach passengers to train at a point at which no ticket office is open, motor coach operator will furnish written order for desired number of tickets, which conductor will honor to first convenient agency station, where ticket agent will take up order and issue necessary tickets reading from point at which passengers first board train to the destination stated on operator's order. If the destination is located on conductor's run, conductor will carry passengers (in coaches or chair cars only) to destination, lifting order and forwarding to Auditor with report. The Accounting Department has issued instructions to conductors as to reporting transportation issued on operator's receipts or orders.

(Correction No. 1208 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1155.)

HONORING OF REDUCED RATE
TRANSPORTATION ON
LIMITED TRAINS

28. Reduced rate tickets as indicated will not be accepted on the following trains: (See Note A).

*Employee Tickets issued on Special Fare Orders:--Trains 3, 4, (Tickets destined to or from points on Southern District will be honored on 3 & 4), 7 and 8.

Employee Tickets issued on presentation Santa Fe Passes:--See Rule 28 $\frac{1}{2}$, page 34-L.

Note A: See Section "B", Rule 9, relative reduced rate tickets which will not be honored on The Super-Chief--El Capitan, The Chief, and San Francisco Chief.

#EMPLOYEE REDUCED RATE TICKETS ISSUED ON
PRESENTATION OF SANTA FE PASSES FOR USE
ON TRAINS 9, 10, 11, 12, 15, 16, AND UNRESERVED
COACH SECTION TRAIN 19 CHICAGO-KANSAS CITY:

- 28 $\frac{1}{2}$. All restricted passes, either trip or annual of Santa Fe Railway issue, held by Santa Fe or foreign line employees, may be presented to Santa Fe ticket agents who will honor for purchase of reduced rate tickets good for use on Trains 11-12, 15-16 and on Section of Train 19 carrying unreserved chair cars, and the parlor car (equipment for Train 11 west of Kansas City), between Chicago and Kansas City and intermediate stations where train is scheduled to stop.

Foreign Line Employees holding Santa Fe "X" Series passes, either trip or annual, are required to purchase half-fare tickets for passage on TRAINS 9 AND 10 (even though such passes are endorsed with *rubber stamp* "Good on Trains 9-10"). However, the following passes WILL BE HONORED without requiring half-fare tickets: "AX" Series; Blue Passes; White Passes; and "X" Series Passes COUNTERSIGNED good on Trains 9 and 10.

Book ticket, which must be purchased before boarding train, will be endorsed by ticket agent, in space provided for "Other Endorsements" to show number of the pass, also the number of persons in the party if more than one person. Ticket must not be issued for more persons than are named on pass.

Passes must be presented with tickets to conductors as identification. Annual passes and round trip permits will be returned by first conductor. Trip passes will be cancelled in whole or in part by conductors for portion of trip covered by ticket. Trip passes not wholly used for transportation will be returned by conductor before holder leaves train at destination of ticket. Wholly used trip pass with ticket will be forwarded with collections of conductor honoring into destination.

(#Change. Revised July 8, 1957. Correction No. 1079 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1059.)

FOREIGN LINE EMPLOYEES—HONORING CHARGE IN CONNECTION WITH USE OF PASSES ON TRAINS @1, @2, *17, *18, *19, *20, *21, *22, 23, 24, 123, and 124 DURING PERIOD JUNE 1 TO SEPT. 14, INCLUSIVE, EACH YEAR.

281. @ When endorsed or accompanied by permit.
* When accompanied by permit.

Each year, during period June 1 to Sept. 14, incl. officers and employees of FOREIGN LINES and other transportation companies, holding trip or annual pass of Santa Fe issue number of which is prefixed by letter "X" or letters "AX" or holding blue annual pass series 1201-3000, desiring to use any of the above transcontinental trains, will be assessed an Honoring Charge of approximately 1¢ per mile. Those traveling on white annual passes series 1-1200 will be exempt from payment of Honoring Charge. Same honoring charge will apply regardless of whether travel is to be in chair car or sleeping car and if in the latter, will be in addition to the usual charge for accommodations occupied in sleeping car.

Book ticket representing the Honoring Charge MUST BE PURCHASED BEFORE BOARDING TRAIN. Pass must be valid on train to be used.

Book ticket will be endorsed by ticket agent, in space provided for "Other Endorsements" to show the number of the pass, also the number of persons in the party if for more than one person. Ticket must not be issued for more persons than are named on pass.

Passes must be presented with tickets to conductors as identification. Annual passes will be returned by first conductor. Trip passes will be cancelled in whole or in part by conductors for portion of trip covered by ticket. Trip passes not wholly used for transportation will be returned by conductor before holder leaves train at destination of ticket. Wholly used trip pass with ticket will be forwarded with collections of conductor honoring into destination.

The foregoing Honoring Charge will NOT apply to passes issued account SANTA FE EMPLOYEES AND DIRECTORS NOR TO PERSONNEL OF FRED HARVEY, SANTA FE HOSPITAL ASSN. AND COMPANY WHOLLY-OWNED SUBSIDIARIES. A pass issued account "Clergy," "Charity" or "Contract" will not be subject to honoring charge when valid and used on any of the above trains.

SPECIAL, PRIVATE, OR CHARTERED CARS

29. (a) **TARIFF MINIMUM REQUIREMENTS:** Tariffs require a specified minimum number of adult fares or the equivalent in half fares for the movement of each special, private, or chartered car operated in regular train service for the exclusive occupancy of a party, with proper transportation for any passengers in excess of the minimum. Your instructions from Trainmaster covering the handling of the car will include name of party, number of transportation advice, by whom issued, and minimum number tickets to be presented. If less than the minimum number of tickets is presented, you should promptly wire the office which issued the transportation advice, giving complete details enclosing copy with reports to Auditor.

Passengers not occupying the special, private, or chartered car, but traveling on the same train, will not be counted in arriving at the minimum number of fares required for the movement of the car. When more than one special, private, or chartered car is furnished for a party, the minimum number of fares will be required per car, and the members of the party may distribute themselves as they may desire in the cars. Care should be taken to determine the actual number of passengers in such cars.

(b) **ENCLOSE TICKETS IN A SEPARATE ENVELOPE:** Tickets collected from parties using special, private, or chartered cars should be placed in a separate envelope, endorsed to show the name or number of the car, name of the party, and number of the transportation advice. Endorsement should also be made on envelope to show actual number of passengers carried (whether it be the number called for by the tickets, or less). Party tickets should be endorsed as shown in Rule 13. The envelope containing tickets for the special party should be enclosed in envelope Form 420 Regular, with other ticket collections for the train, and forwarded to Auditor.

(c) SPECIAL BAGGAGE CARS:

Local or Intersystem movements handled on Passenger Trains: Ticket agent will issue Passenger Train Baggage Waybill Form 109.

Interline Movements, Originating on Santa Fe System Lines, Handled on Passenger or Freight Trains: Ticket agent will issue excess baggage check Form 252.

Conductor's portion of Form 109 or string portion of Form 252 to be delivered to passenger who is to accompany car, or if car is to move unaccompanied, agent will deliver to conductor of train handling car, he to pass to connecting conductor if necessary.

Cars, Unaccompanied by Passengers, Received from Connecting Lines: Superintendent will furnish initial conductor copy of transportation advice showing basis of collection, to be passed on to connecting conductor if necessary.

**RAILROAD-OWNED BUSINESS
OR OFFICE CARS**

30. (a) Western Local and Joint Passenger Tariff No. 81-6, distributed by Passenger Traffic Department, covers charges and regulations applicable to movement of railroad-owned business or office cars and cars owned by individuals entitled to use, and using, free transportation, also paying passengers riding in such cars.

(b) Charge for movements of business cars, empty or occupied exclusively by passengers using free transportation, over Santa Fe Lines, as set forth in Rule 1 of Tariff, applies only to business or office cars owned or leased by railroads other than Santa Fe System Lines and to passenger cars owned by individuals entitled to pass privileges, when moving empty or when occupied exclusively by passengers using free transportation. Transportation advices issued by Operating and Passenger Departments will show points between which car is to be moved and character of transportation which will be presented. Ticket covering movement of car occupied only by pass holders will be a regular local form if to a local destination, or regular interline form if to a point on foreign line, or on, or via another system line,

bearing endorsement on back of ticket "Ten fares collected covering movement of _____ R.R. business car No. (or name)_____."

(c) Charge for paying passengers in business cars—Rule 2 of Tariff, provides that passengers traveling in all business and office cars, including those owned or leased by Santa Fe System Lines, and who are not entitled to use free transportation, must hold first class transportation good between points between which such cars are occupied. In addition, such passengers will be charged for accommodations used—
FOR NIGHT ACCOMMODATIONS: When one-way first-class fare is \$16.66 or less, the charge for night accommodations is \$5.60. When one-way first-class fare is more than \$16.66, the charge will be 33.6% of adult regular one-way first-class fare applicable between points traveled in the car; such fare to end in 0 or 5.

FOR DAY ACCOMMODATIONS: When one-way first-class fare is \$5.68 or less, the charge for day accommodations is 95c. When one-way first-class fare is more than \$5.68, the charge will be 16.8% of adult regular one-way first-class fare applicable between points traveled in car; such fare to end in 0 or 5.

Ticket for space charge will be local or interline rail form (not Pullman) endorsed "Good only for night (or day) accommodations from _____ to _____ in _____ R.R. business car No. (or name)_____." When paying passenger does not have ticket for space charge, conductor will collect through to point to which passenger uses the car even though it be a point beyond conductor's run; usual cash fare receipt should be cut for cash fare collection, showing on both portions the point to which fare has been collected and endorsing on back "Night (or day) accommodations in _____ R.R. Business Car No. (or name)."

Exception: Passengers traveling in standard sleeping or parlor car may be invited into a business car on same train for seat service during the daytime without additional collection. In case passenger rides in a business car over night, the charge for night accommodations as specified in next above paragraph must be collected, in which event space in regular sleeping car may be canceled and application made for refund on Pullman ticket.

(d) Tickets and cash fare receipts bearing endorsements as outlined herein will be accepted by conductors in same manner as other transportation; last conductor honoring to take up and send to Auditor with collections.

31, 32, 33 and 34 (Not used)

PILLOW SERVICE

35. Distribution of pillows in chair cars and coaches will be handled by Fred Harvey News Agents, and the charge therefor is 35 cents per pillow per night except on "El Capitan" Trains 21-22, "The Chief" Trains 19-20, and San Francisco Chief Trains 1-2 and connecting chair cars, the charge is 50 cents per pillow for the entire trip.
36. (Not used)

EJECTION OF PASSENGERS

37. (a) **REFUSAL TO PRESENT TRANSPORTATION:** If a passenger refuses to present proper ticket or other transportation, or to pay his fare to his destination, he may be expelled from the train; but if he reconsiders the matter and tenders a proper ticket, transportation or fare before the train is stopped for the purpose of ejection, it should be accepted and he should be permitted to ride.
- (b) **APPLICATION TO LIMITED TRAINS:** Section (a) does not apply to passengers on The Super-Chief, trains 17 and 18; The Chief, trains 19 and 20, San Francisco Chief Trains 1-2, or El Capitan, trains 21 and 22, who succeed in obtaining admittance to those trains and who hold transportation which is available on other trains, but which is not available on the trains mentioned under the special rules governing those trains. In such cases wire full particulars to your Passenger Traffic Office.
- (c) **PASSENGERS GUILTY OF MISCONDUCT:** A drunken or other person who is disorderly, or one whose conduct or appearance is indecent, or is calculated to cause serious annoyance to other passengers, or one who is guilty of

gross misconduct, either by insulting, assaulting or threatening to assault other passengers or train employees, or who uses vile or profane language in a car, or who persists in violating the rules of the company against gambling upon its cars, may be expelled from the train, whether his fare has been paid or not.

(d) **STATE LAWS:** Summaries of various state laws in regard to the circumstances and places at which passengers may be ejected from trains for non-payment of fare, or disorderly conduct, etc., are contained in employees' time tables. These laws are subject to the following limitations in all states:

Where the person to be ejected from the train is one who by reason of any infirmity is unable to travel or find his way to a dwelling house or town, or the weather is so inclement as to render it unsafe or inhuman to eject a person at any place other than a station where suitable accommodations can be procured for his safety and comfort, in such cases the person should not be expelled at any other place than a station where such accommodations can be obtained.

(e) **IN ILLINOIS AND IN COLORADO,** if a passenger is ejected for disorderly conduct, using profane language, gambling, etc., the law provides that the conductor must first tender to the passenger refund of unearned portion of the fare he has paid.

This, of course, applies to intrastate (not interstate) tickets. If a conductor has occasion to eject a passenger traveling on an Illinois or on a Colorado intrastate ticket he should first tender the passenger the fare from the point of ejection to the destination of the ticket. If accepted, the conductor should take receipt and advise the General Passenger Agent full particulars, enclosing the ticket. Refund need not be made in connection with an interstate ticket.

(f) **TICKET ENDORSEMENT:** When a passenger holding valid transportation is ejected from train for disorderly conduct or similar reason, and refund of fare is not made as per preceding paragraph, ticket should be endorsed "Off" as outlined in Rule 14 and returned to him.

(g) **HUMILIATION TO BE AVOIDED IN EJECTION:** In ejecting passengers, conductors should not use more force than may be necessary, or loud, boisterous or profane language, or unnecessarily attract the attention of other passengers, or unnecessarily humiliate the person ejected. They should, however, secure the names and addresses of all passengers who witness the ejection.

TRANSPORTATION OF REMAINS

38. (a) Remains may be transported in baggage car with or without an escort.

When accompanied, the escort may travel on any class of transportation, including free transportation, but must surrender one-way adult first-class ticket to cover transportation of remains of person of any age, and which will be exchanged by baggage agent at point of origin for a prepaid excess baggage check. The escort's ticket will bear endorsement "Escort; Check No. ____." One escort may accompany more than one remains.

When unaccompanied, two one-way first-class tickets must be presented to baggage agent at point of origin, who will exchange for prepaid excess baggage check, and which check will be attached to shipping case.

- (b) PASS IN FAVOR OF DECEASED will be accepted for transportation of the remains.

(c) CONDUCTORS TO INQUIRE OF TRAIN BAGGAGEMAN if there are remains on the train, and whether accompanied by an escort or not, so that in case of the former they may be on the lookout for the necessary transportation.

(d) USE OF WORD "REMAINS:" The use of the word "corpse" is objectionable and it is urged that the word "remains" be used in all cases in conversation with escort.

OPTIONAL ROUTES

39. Conductors will be governed by circular issued by the Passenger Department in the acceptance of tickets via optional routes.

(a) Conductors honoring tickets good for passage via Frisco Lines between Kansas City and Tulsa, where tickets read to points beyond Tulsa, will endorse "Honored via Santa Fe to Tulsa" and return ticket to passenger after making record on Form 193 Std.

(b) Conductors honoring tickets routed between Kansas City, Mo., and Fort Worth or Dallas, Tex., will be governed by the following:

(f) TICKET ENDORSEMENT: When a passenger holding valid transportation is ejected from train for disorderly conduct or similar reason, and refund of fare is not made as per preceding paragraph, ticket should be endorsed "Off" as outlined in Rule 14 and returned to him.

(g) HUMILIATION TO BE AVOIDED IN EJECTION: In ejecting passengers, conductors should not use more force than may be necessary, or loud, boisterous or profane language, or unnecessarily attract the attention of other passengers, or unnecessarily humiliate the person ejected. They should, however, secure the names and addresses of all passengers who witness the ejection.

TRANSPORTATION OF REMAINS

38. (a) Remains may be transported in baggage cars with or without an escort.

When accompanied, the escort may travel on any class of transportation, including free transportation, but must surrender one-way adult first-class ticket to cover transportation of remains of person of any age, and which will be exchanged by baggage agent at point of origin for a prepaid excess baggage check. The escort's ticket will bear endorsement "Escort; Check No. ____." One escort may accompany more than one remains.

When unaccompanied, two one-way adult first-class tickets, or a one-way first-class adult fare ticket reading for two, endorsed "remains-no escort" must be presented to baggage agent at point of origin, who will exchange for prepaid excess baggage check, and which will be attached to shipping case.

- (b) PASS IN FAVOR OF DECEASED will be accepted for transportation of the remains.

(c) CONDUCTORS TO INQUIRE OF TRAIN BAGGAGEMAN if there are remains on the train, and whether accompanied by an escort or not, so that in case of the former they may be on the lookout for the necessary transportation.

(d) USE OF WORD "REMAINS": The use of the word "corpse" is objectionable and it is urged that the word "remains" be used in all cases in conversations with escort.

(Issued February 11, 1965. Correction No. 1515 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling original Page 38-C.)

OPTIONAL ROUTES

*39.(a) Conductors will be governed by circular issued by the Passenger Department in the acceptance of tickets via optional routes. (Circular 84-S - Motor)
(Circular 88-S - Rail)

#(b) OPTIONAL HONORING ARRANGEMENTS BETWEEN FLAGSTAFF-PHOENIX via Continental and Western Greyhound Bus Lines:

When passenger holds thru ticket reading between Albuquerque or Belen and Barstow or beyond and is entitled to free side trip between Williams Jct. and Phoenix or intermediate stations, and desires to use Transcontinental Bus System or Western Greyhound Lines Bus from Flagstaff to Phoenix or stations served jointly by Santa Fe or either Bus Line, and ticket does not contain coupon for the Bus Driver to lift, passenger should be advised to call at the Flagstaff Ticket Office and proper Transcontinental or Western Greyhound Lines forms will be issued and attached to the thru ticket.

When passenger holds coupon to destination on Phoenix Line either the Transcontinental or Western Greyhound Bus Driver will honor the coupon, no special bus forms required.

Arrangements for handling Santa Fe rail tickets via Transcontinental Bus System, Inc., or Western Greyhound Lines between Flagstaff, Williams or Ash Fork and Prescott and/or Phoenix are authorized in Items 17 and 17-A on Page 20 of Rail-Motor Routing and Honoring Tariff No. 160-3, also Items 17 and 17-A, Page 10 of System Circular 84-S.

Passengers should also be informed certain schedules of Transcontinental Bus System are "FIVE STAR LUXURY SERVICE" requiring extra fare of 85¢ which must be paid by passenger.

It is suggested passengers present their tickets at the Flagstaff Ticket Office before going to the Bus Station.

*Change. #New Material.

#Schedule of bus service between Flagstaff, Prescott, Wickenburg and Phoenix, via Continental Western Lines and Western Greyhound Lines.

CONTINENTAL WESTERN LINES

	#	207	217	1103	1007	211	#
Lv. Flagstaff	*223	1:15P	5:20P	9:00P	9:15A	1:20A	*225
Lv. Prescott		4:00P	9:20P	11:45P	11:40A		1:55A
Ar. Phoenix					1:35P	4:05A	4:40A
Lv. Phoenix	*222	6:15P	12:15A	206	1104	#210	
Lv. Prescott		9:10P	3:10A	10:15A	4:45P	10:45P	
Ar. Flagstaff				6:55P	3:10P		
				9:20P	6:05P	1:35A	

*Five Star Luxury Service - Extra Fare
85¢ Flagstaff to Phoenix.

WESTERN GREYHOUND LINES

	#	535	563	541	#2421
Lv. Flagstaff	*2433	2:00P	11:40P	6:15A	7:05A
Ar. Prescott		4:08P			9:20A
Ar. Wickenburg		5:48P			11:00A
Ar. Phoenix		7:15P	2:20A	8:55A	12:35P
Lv. Phoenix	546	11:55A	5:13P	536	2422
Lv. Wickenburg			6:35P	8:10A	8:20A
Lv. Prescott			8:35P		9:45A
Ar. Flagstaff		2:45P	10:48P	11:00A	11:50A
					2:03P

(#Revised #February 15, 1966) Correction No. 1558 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1527.)

* - Change

*Southbound, tickets reading via Santa Fe Lines, Frisco Lines or M-K-T Lines will be exchanged by Frisco Lines or M-K-T Lines, as the case may be, for their train checks covering passage to Oklahoma City only, and original ticket left in hands of passenger to cover transportation Oklahoma City to Fort Worth or Dallas. When coupons reading via Frisco Lines or M-K-T Lines are presented out of Oklahoma City, conductor will honor to Purcell, punch in usual manner and endorse "Honored from Oklahoma City to Purcell," signing his name, train and date, then handle same as other tickets for points south of Purcell. Conductor south of Purcell will then honor coupon, punch and endorse "Honored Purcell to Fort Worth or Dallas," as case may be, lift and forward with collections. When ticket contains only one coupon and reads to point south of Fort Worth or Dallas, G.C. & S.F. conductor, in addition to making endorsement as directed herein, will fill out Form 193 Std., and forward with collections, leaving ticket in passenger's hands for use beyond our line.

Northbound, tickets reading via Santa Fe Lines, when honored only to Oklahoma City, will be endorsed "Off at Oklahoma City," and returned to passenger. Tickets will then be accepted from Oklahoma City to Kansas City via Santa Fe Lines, Frisco Lines or M-K-T Lines, as passenger may elect.

*Northbound, tickets reading via Frisco Lines or M-K-T Lines should be exchanged by G.C. & S.F. Railway for tickets with proper coupons reading to and from Oklahoma City, but, if not so exchanged, G.C. & S.F. conductor will issue Form 193 Std., showing ticket as having been honored to Oklahoma City, and pass the Form 193 Std. on to A.T. & S.F. conductor out of Purcell who will accept and send to Auditor with other ticket collections. If original ticket reading via Frisco or M-K-T is also presented, conductor will check to see that it is endorsed "Honored via Santa Fe to Oklahoma City," and that its correct and complete description appears on Form 193 Std.

Under this arrangement, acceptance of Frisco Lines' or M-K-T Lines' coupons is not authorized between Kansas City and Oklahoma City but only south of Oklahoma City.

(*Change. Revised April 1, 1948. Correction No. 344 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 162.)

SIDE TRIPS

40. Free side trip La Junta to Denver, Colorado Springs or Pueblo, Colo., and return, is authorized in connection with one-way or round-trip tickets reading from or via Dodge City to or via Los Angeles, San Diego or Bakersfield, Cal., or the reverse, when routed via A.T.&S.F. Ry.-A.T.&S.F. Ry. Coast Lines through La Junta, Colo., and Albuquerque, or Belen, N.M.

Side ride coupons should be secured from Agent La Junta or any Santa Fe station east or west thereof. If for any reason, side ride coupons are not provided, conductor will honor original ticket, punch, and endorse accordingly, and instruct passenger to call on Passenger Representative at Pueblo, Colorado Springs or Denver, as the case may be, relative to return transportation to La Junta. If passenger fails to secure return coupon, conductors will honor original ticket to La Junta, punching and endorsing accordingly.

TICKETS VIA COLORADO & SOUTHERN RY.

41. (a) **CONDITIONS OF ACCEPTANCE:** Transportation of every character via C. & S. Ry. should be accepted on our trains between Denver and Pueblo, as follows: Transportation via the C. & S. Ry. (a) from Denver and points beyond to Colorado Springs, to points beyond Colorado Springs on other lines, and to Pueblo and beyond; (b) from Colorado Springs and points beyond on other lines to Denver, Pueblo and beyond; and (c) from Pueblo and points beyond to Colorado Springs, to points beyond Colorado Springs on other lines, and to Denver and beyond. Transportation via the C. & S. Ry. terminating on your run should be taken up and sent to the Auditor the same as transportation via the A.T.&S.F. Ry. Other transportation should be punched as usual and left in the hands of passengers.
- (b) **ADVICE TO GENERAL PASSENGER AGENT:** Advise General Passenger Agent promptly of any tickets reading via C. & S. Ry. to or from a point between Denver and Colorado Springs, or to or from a point between Colorado Springs and Pueblo.
- (c) **OPTIONAL ROUTE CIRCULAR:** Information contained in this rule is similar to that shown in optional route circular now in hands of conductors.

TICKETS VIA D.&R.G.W.R.R.

42. (a) **LOCAL TICKETS:** Local tickets reading Denver, Pueblo, and *all* intermediate points may be honored.
- (b) **INTERLINE TICKETS:** Coupons of interline tickets of any road's issue via D.&R.G.W.R.R. between Denver, Pueblo, and *all* intermediate points may be honored between points specified regardless of point of origin or destination.
- (c) **RECORD ON FORM 194 SPECIAL:** When tickets as mentioned in paragraphs (a) and (b) are honored and left in hands of passenger, report thereof should be made to Auditor of Passenger Accounts on Form 194 Special.
- (d) **D.&R.G.W. R.R. EXCHANGE CHECKS:** D.&R.G.W. R.R. conductors' exchange checks (Form CE-5) good for passage on D.&R.G.W., A.T.&S.F., or C.&S. trains between Denver and Pueblo and intermediates will be honored within limit designated, same as a regular passage ticket.

(*Change. Revised July 1, 1964. Correction No. 770 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 168.)

LIVE STOCK EXPRESS SHIPMENTS

43. The Railway Express Agency, Inc., tariff provides for transportation for attendants with shipments of live stock by express between points on Santa Fe System Lines.

(a) **REQUIREMENTS FOR CARLOAD SHIPMENTS OF HORSES:** With carload shipments of race horses, polo horses, or show horses, attendants will be carried free as follows:

	Number of Horses Per Car	Free Attendants Per Car
Race horses	4 or less.....	2
	5 to 8 incl.....	4
	9 or more.....	6
Polo horses and Show horses	6 or less.....	1
	7 to 12 incl.....	2
	13 or more.....	3

With carload shipments of horses other than race horses, polo horses or show horses, and with carload shipments of other live stock, one attendant will be carried free with one or two cars and one attendant with each additional one or two cars.

One attendant will be carried free with each full carload of live fish.

NOTE: Race horses: The term "race horses" includes only horses bred and trained for contests of speed. Show horses: The term "show horses" is intended to cover horses chiefly valuable for show or exhibition purposes and does not include horses for side shows or theatrical entertainments.

It will be noted that certain numbers of attendants will be carried free with shipments of race horses and different numbers with shipments of polo horses and show horses. Express Company's agents are instructed to show on waybills the class of animals in the shipment, so that you will be able to determine from the copy of the waybill the number of attendants who are entitled to free transportation. Furthermore, a copy of the Express Agency's contract showing the class of animals in the shipment is attached to the *original* waybill which you should request the express messenger to show you, so that you may compare the names thereon of attendants entitled to free transportation with the names on the copy of the waybill. If attendants are shown on the copy of the waybill who are not shown on the copy of the contract, fare should be collected from them. If the copy of the contract and the copy of the waybill show a greater number of attendants as entitled to free transportation than as shown above (according to the kind of live stock), fare should be collected for the extra attendants. The copy of the contract should not, however, be punched or taken up.

With mixed carloads of race horses and horses other than race horses, charged for at the rates applicable to race horses, the number of free attendants allowed will be based upon the number of animals of each class comprising the shipment; but not to exceed the maximum number of free attendants permitted with a carload of race horses.

Example:

	Number of Horses in Car	Free Attendants per Car
Race horses	3 race horses.....	2
and		
Polo horses	10 polo horses.....	2
Total number of free attendants for mixed car described.....		4

(b) REQUIREMENTS FOR CARLOAD SHIPMENTS OF ANIMALS, POULTRY, ETC.: Attendants with carload shipments of live animals, live birds, live poultry, live fish or live stock will be permitted to ride only in the day coach of the train or in the car with the animals, birds, or fish, except that attendants with carload shipments of race horses, polo ponies or show horses, will also be permitted to ride in standard or tourist sleeping cars (including trains 19 and 20 when necessary to handle such shipments on those trains) upon payment of tariff charge for accommodations occupied. Additional attendants traveling on transportation purchased for their use must hold the class of transportation required by tariffs to occupy sleeping car accommodations.

Women and minors will not be granted free transportation as attendants, nor permitted to ride in the car with animals, birds, or fish.

* (c) PRESENTATION OF WAYBILL TO CONDUCTORS: Express messenger will present to conductor a COPY OF THE WAYBILL for carload shipments, Form 26-A on white paper when the shipment is "collect" and Form 27-A on orange paper when shipment is "prepaid." This copy will show on the face the names of attendants permitted to ride free under Express Agency's tariff. Under no circumstances must conductor accept Form 27, known as Prepaid Carload Delivery Sheet, which is in five parts and is to accompany the shipment through to destination.

The copy of Waybill presented by Express messenger should be punched by each conductor enroute in the same manner as other forms of transportation which are punched by honoring conductors. The last conductor handling a shipment on Santa Fe Lines should take up the copy of the waybill and send to the Auditor with his regular report.

Copy of waybill should be taken up by the last conductor handling the shipment on Santa Fe Lines, whether the shipment is destined to a point on Santa Fe Lines, or to a point beyond. Messengers with shipments to points beyond Santa Fe Lines should prepare another copy of waybill for use on other lines.

(d) COOPERATION BETWEEN EXPRESS REPRESENTATIVES AND TRAINMEN: At junction points between railroads, as well as at terminals where time will permit, a representative of the Express Agency must cooperate with conductors or other trainmen in inspecting cars and checking the number of attendants to be carried free under the Express Agency's tariff, also the number of paying passengers (additional attendants) if any.

(*Change. Revised July 8, 1964. Correction No. 806 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 620.)

(e) **COLLECTION OF FARE FROM UNAUTHORIZED ATTENDANTS:** If the Express Company's representative finds that unauthorized persons are riding in the car, he will advise conductor so that proper fares may be collected.

(f) **WIRE ADVICE WHERE WAYBILL NOT PRESENTED:** If you have in your train any shipment of live stock by express for which the express messenger is not able to furnish a copy of the waybill, advise your Passenger Traffic Office by wire, giving number and initials of car, starting point, destination and route, showing at what point shipment reached first Santa Fe System line and at what point it leaves Santa Fe System line.

(g) **NON-ACCEPTANCE OF TRANSPORTATION:** *Other forms of transportation than Express Agency's Forms 26-A and 27-A should not be accepted for the transportation of attendants.*

WHEN EXPRESS MESSENGER NOT ON TRAIN

When carload shipments such as described above are made on trains on which there is not an express messenger, the Express agent at point of shipment will give the train conductor the original carload waybill Form 26 or 27, also Form 26-A or 27-A which is a copy of the waybill. When the shipment moves through on more than one conductor's run, these forms should be delivered to each succeeding conductor, the last conductor to deliver all copies of waybill Form 26 or 27, to the express company's agent at destination of shipment if on Santa Fe Lines or at junction point at which the shipment leaves Santa Fe Lines, when destined to a point beyond. The last conductor will send Form 26-A or 27-A to audit office with regular collections. Express agents are advised by wire of movements of carload shipments on trains on which there is not an express messenger, so that they will be on the lookout for the shipment, and conductors will, therefore, have no trouble in delivering the original waybills to them.

TRANSFER CHECKS

44. (a) **TRANSFER AT CHICAGO:** Where passengers on trains into Chicago hold tickets reading to points beyond in which transfer coupons have not been included and where transfer is necessary, such passengers should be referred to Santa Fe Depot Passenger Agent, Dearborn Station, who will provide necessary coupons.

Where passengers on train require quick transfer between depots in Chicago, or where there is corpse to be transferred, wire Depot Passenger Agent, Dearborn Station, under preferred classification and in ample time for his handling with Parmelee Transportation Company. This arrangement does not apply to passengers for Chicago proper or when transferring to other rail lines using Dearborn Station.

(aa) **TRANSFER AT OTTAWA JCT:** Conductors operating between Kansas City and Emporia via Ottawa Jct carrying passengers destined to Ottawa or points south will provide such passengers with Transportation Order for taxicab service Ottawa Jct to Ottawa. Completed order should show form, number, issuing line, date, place of sale and destination of ticket; also your signature, number of your train and date order is issued. Supply of order should be obtained from Trainmaster, Emporia.

*** (b) TRANSFER AT CERTAIN CALIFORNIA POINTS:**
Form C 62-1 is a Check for use in providing transfer of passengers (not baggage) from our stations in California to the stations of connecting lines as follows:

Bakersfield: To Sou. Pac.
Berkeley: To Sou. Pac. (See Paragraph 4 of this rule)
Colton: To Sou. Pac. or Un. Pac.
Los Angeles: To Santa Fe Bus Terminal (Sixth and Main Streets) See *Exception* below.
San Francisco: To Pac. Greyhound; Sou. Pac. or Western Pac.
Stockton: To Sou. Pac. or Western Pac.

EXCEPTION: Agents in California issuing coordinated rail-bus tickets have been instructed to provide transfer checks Form YCT-1. In case passenger does not have the transfer check, Conductors will direct passenger to call at office of Santa Fe Depot Passenger Agent, where transfer check will be furnished without charge for transfer by Yellow Cab Co. to our Bus Terminal at Sixth and Main Streets.

Conductors will issue Checks Form C 62-1 to passengers holding through tickets, either of our own or foreign line issue, reading via our line into the points of interchange and out via the Lines indicated above. Do NOT issue them in connection with passes, or broken transportation. Issue them only when it is known to you that the passenger is going through and will not stop over; this should be ascertained by inquiry of the passenger.

If passenger's ticket contains proper transfer coupon, conductor should *not* issue transfer check.

In case train is running late into San Francisco and will not make connection with Southern Pacific trains, conductor will inform passengers holding tickets to San Francisco thence S. P. to points north, that they may leave our train at *Berkeley* and Yellow Cab Company will transfer them from our station to the S. P. Station in that city. Conductor should see Form C 62-1 issued, without fail, to such passengers.

(d) **TRANSFER AT FORT WORTH:** Conductors handling passenger trains into Fort Worth, who have passengers holding through tickets destined to points on connecting lines, which do not contain transfer coupons, and which involve a transfer of stations, should direct passengers to the Depot Ticket Agent, who will issue them transfer check, Form Tr. 4.

This form reads "from G.C.&S.F. Railway depot to the depot indicated by punch mark in the margin," and agent will punch check to indicate station to which transfer is to be made and will endorse on the back of the check, in the space provided, a description of the ticket in connection with which the check is issued, showing form, number, date of sale and line's issue, signing his name to the check.

(e) **TRANSFER AT P. & S. F. POINTS:** Conductors handling passenger trains into the following points in P. & S. F. territory, and who have passengers holding tickets reading through to points on connecting lines but no transfer coupons, and which involve a transfer of stations, will issue transfer checks as follows: Amarillo TFR-1, Sweetwater TFR-2, Alpine TFR-3, and Chillicothe TFR-3.

*BUS TRANSFER CHECKS FORM BTC

45. (a) Conductors handling trains into Oakland will take up tickets or coupons reading to San Francisco and issue to passengers holding such tickets bus transfer check Form BTC. If local round-trip tickets with San Francisco destination, conductors will cancel the going portion of such tickets and issue bus transfer checks Form BTC to the holders thereof.

(b) Conductors will issue these bus transfer checks consecutively and make reports to Auditor for each trip on Form 357 standard showing the numbers issued.

(*Change.)

DUPLICATE STATION NAMES

46. There are a number of stations on Santa Fe System Lines with duplicate names (generally situated in different states), as well as a number of cases where the names are so similar as to be easily confused. It is therefore necessary that conductors watch tickets very carefully, paying particular attention not only to the name of the station but to the name of the state, to guard against carrying passengers to the wrong destination. The state is printed on all card tickets. If passenger presenting one of these tickets claims it has been issued to the wrong destination, owing to duplication or similarity in station names, wire selling agent as per Rule 21 (a).

TICKET PUNCHES

47. Ticket punches will be furnished by Division Superintendents. They are assigned to you for your exclusive use and must not be exchanged with or used by other conductors.

AGENTS' DATING STAMPS

48. (a) **RIBBON TYPE DATERS** stamp the name of the issuing line and the place and date of sale clearly on the back of the ticket.

(b) **DOUBLE-DIE DATERS** show at the top of the impression the actual date of sale, and below the date the ticket is to be used. It is necessary at times on account of reservation of sleeping car accommodations and for the convenience of passengers, to sell tickets at other offices in advance of the date on which they will be used. In the absence of double-die daters, such tickets will be dated the actual date of sale and endorsed "Sold in advance for use on..... 19....." Tickets sold in advance should not be accepted before the date shown as the date on which they are to be used, and the passage limit, or the transit limit, as the case may be, should, of course, be reckoned from that date. If doubt exists about the acceptance of any particular tickets bearing stamp or endorsement as above, conductors should wire Passenger Traffic office, explaining fully how the tickets are stamped or endorsed.

(Revised Sept. 16, 1949. Correction No. 488 to Santa Fe System Circular No. 83-S, Instructions for Trainmen, etc., cancelling Correction No. 311.)

QUARANTINE REGULATIONS

49.

Below are extracts from Interstate Quarantine Regulations of the United States, and which may be considered as applying intrastate also:

COMMUNICABLE DISEASES

For the purpose of interstate quarantine, the following diseases shall be regarded as communicable diseases under the Public Health Service Act of 1944, as amended June 16, 1947: Anthrax, chancroid, cholera, dengue, diphtheria, granuloma inguinale, infectious encephalitis, favus, gonorrhea, lymphogranuloma venereum, meningococcus meningitis, plague, poliomyelitis, psittacosis, ringworm of the scalp, scarlet fever, streptococcal sore throat, smallpox, syphilis, trachoma, tuberculosis, typhoid fever, typhus, and yellow fever.

RESTRICTIONS ON TRAVEL OF PERSONS

All communicable diseases: A person who has a communicable disease in the communicable period shall not travel from one State or possession to another without a permit from the health officer of the State, possession, or locality of destination, if such permit is required under the law applicable to the place of destination. Stopovers other than those necessary for transportation connections shall be considered as places of destination.

Certain communicable diseases; special requirements: The following provisions are applicable with respect to any person who is in the communicable period of cholera, plague, smallpox, typhus or yellow fever, or who, having been exposed to any such disease, is in the incubation period thereof:

(a) Requirements relating to travelers.

(1) No such person shall travel from one State or possession to another, or on a conveyance engaged in interstate traffic, without a written permit of the Surgeon General or his authorized representative.

(2) Application for a permit may be made directly to the Surgeon General or to his representative authorized to issue permits.

(3) A person to whom a permit has been issued shall retain it in his possession throughout the course of his authorized travel and comply with all conditions prescribed therein, including presentation of the permit to the operators of conveyances as required by its terms.

(b) Requirements relating to operation of conveyances:

(1) The operator of any conveyance engaged in interstate traffic shall not knowingly (1) accept for transportation any person who fails to present a permit as

required by paragraph (a) of this section, or (2) transport any person in violation of conditions prescribed in his permit.

(2) Whenever a person subject to the provisions of this section is transported on a conveyance engaged in interstate traffic, the operator thereof shall take such measures to prevent the spread of the disease, including submission of the conveyance to inspection, disinfection and the like, as an officer of the Public Health Service designated by the Surgeon General for such purposes deems reasonably necessary and directs.

MINORS, WARDS AND PATIENTS

A parent, guardian, physician, nurse, or other such person shall not transport, or procure or furnish transportation for, any minor child or ward, patient or other such person who is in the communicable period of a communicable disease, except in accordance with provisions as above.

MEMBERS OF MILITARY AND NAVAL FORCES

The provisions shall not apply to members of the military or naval forces, and medical care or hospital beneficiaries of the Army, Navy, Veterans' Administration, or Public Health Service, when traveling under competent orders, provided that in the case of persons otherwise subject to the provisions of "Certain Communicable Diseases: special requirements" the authority authorizing the travel requires precautions to prevent the possible transmission of infection to others during the travel period.

REPORT OF DISEASE

The person in charge of any conveyance engaged in interstate traffic, on which a case or suspected case of a communicable disease develops shall, as soon as practicable, notify the local health authority at the next station or stop, and shall take such measures to prevent the spread of the disease as the local health authority directs.

PSITTACINE BIRDS

(a) The term psittacine birds shall include all birds commonly known as parrots, amazons, Mexican double heads, parakeets, African grays, cockatoos, macaws, love birds, lorries, lorikeets, and all other birds of the psittacine family.

(b) No statutes or regulations require a permit for transportation of these birds into Illinois, Missouri, Iowa, Kansas, Oklahoma, Colorado, New Mexico, Arizona, California, and Texas. However, the States of Iowa, Kansas, Oklahoma and Texas have health department requirements as follows:

Iowa: The State Veterinarian requests that a health certificate signed by a licensed veterinarian accompany all such birds shipped or transported into the state.

Kansas: State Board of Health requirement does not permit to exceed two birds to be transported and must be accompanied by owner.

Oklahoma: State Board of Health requires statement from shipper showing birds to be in good health.

Texas: The State Department of Health requires that psittacine birds to be transported into the state must be accompanied by written statement that the birds are healthy and have not been exposed to diseased birds.

(c) Whenever the Surgeon General finds that psittacine birds or human beings in any area are infected with psittacosis and there is such danger of transmission of psittacosis from such area as to endanger the public health, he may declare it an area of infection. No person shall thereafter transport, or offer for transportation, in interstate traffic any psittacine bird from such area, except shipments authorized by the Surgeon General for purposes of medical research and accompanied by a permit issued by him, until the Surgeon General finds that there is no longer any danger of transmission of psittacosis from such area. As used in this paragraph the term "area" includes but is not limited to, specific premises or buildings.

50. MISSOURI SALES TAX

(a) Missouri Sales Tax Act of June 8, 1937, and revised effective October 13, 1963, provides for collection of three (3) per cent tax, as per table below, on railroad passage, sleeping and parlor car tickets, where entire trip is wholly within the State of Missouri.

(b) The following are exempt from paying the tax: Furlough tickets, any department or agency of the U. S. Government, Charitable or Religious Organizations, Penal and Educational Institutions supported by public funds. State of Missouri Relief Agency.

(c) Report tax as prescribed by Auditor.

(d) Tax will be based on TOTAL COLLECTION made from each individual purchaser.

(e) Tax Table.

From	To	Tax	From	To	Tax	From	To	Tax
\$.00	\$.24	.00	\$4.81	\$5.24	.15	\$ 9.81	\$10.24	.30
.25	.50	.01	5.25	5.50	.16	10.25	10.50	.31
.51	.80	.02	5.51	5.80	.17	10.51	10.80	.32
.81	1.24	.03	5.81	6.24	.18	10.81	11.24	.33
1.25	1.50	.04	6.25	6.50	.19	11.25	11.50	.34
1.51	1.80	.05	6.51	6.80	.20	11.51	11.80	.35
1.81	2.24	.06	6.81	7.24	.21	11.81	12.24	.36
2.25	2.50	.07	7.25	7.50	.22	12.25	12.50	.37
2.51	2.80	.08	7.51	7.80	.23	12.51	12.80	.38
2.81	3.24	.09	7.81	8.24	.24	12.81	13.24	.39
3.25	3.50	.10	8.25	8.50	.25	13.25	13.50	.40
3.51	3.80	.11	8.51	8.80	.26	13.51	13.80	.41
3.81	4.24	.12	8.81	9.24	.27	13.81	14.24	.42
4.25	4.50	.13	9.25	9.50	.28	14.25	14.50	.43
4.51	4.80	.14	9.51	9.80	.29	14.51	14.80	.44

(Correction No. 1559 to Santa Fe System Circular No. 33-S Instructions for Trainmen, etc., cancelling Correction No. 1476.)

* OKLAHOMA CONSUMERS' TAX LAW

(a) Sales tax of two (2) per cent shall be collected on sale of railroad passage, cafe-observation or lounge car tickets, where entire trip is wholly within the State of Oklahoma

(b) The following are exempt from paying the tax: Any department or agency of the U. S. Government or the State of Oklahoma. Any religious organization.

(c) Report tax as prescribed by Auditor.

(d) Tax Table.

From	To	Tax
\$.01	\$.24	No Tax
.25	.74	\$.01
.75	1.24	.02
1.25	1.74	.03
1.75	2.24	.04
2.25	2.74	.05
2.75	3.24	.06
3.25	3.74	.07
3.75	4.24	.08
4.25	4.74	.09

and so on.

REQUESTS FOR SPECIAL PRIVILEGES

51. (a) CONCESSIONS NOT TO BE GRANTED UNLESS PROPERLY AUTHORIZED: When passengers hold written requests from agents calling for privileges not authorized by the tickets they hold, telegraph your General Passenger Agent for instructions, giving full description of tickets and nature of request. Unless such authority is obtained, the request should not be honored.

(b) REFUSAL TO ACCEPT ENDORSEMENTS INCREASING CLASS OF TICKETS: Refuse to honor any written or stamped endorsements which are intended to raise the class of tickets. Such endorsements may be made in good faith by agents, but they can be written by the holder of the ticket or any other interested person. Endorsements which lower the original class of tickets, or which are made for the purpose of indicating the route via which ticket is to be honored, should be respected.

(c) FORM ORDER 47: Extension of limit and other special conditions under which a ticket may be honored are authorized only by the issuance of Form Order 47.

LIQUOR ON TRAINS

52. Dining Car Stewards are furnished, by Fred Harvey, full instructions in regard to the legal and Company restrictions in connection with the sale of spirituous liquors, wines, and beer on Santa Fe trains. Conductors should confer with Stewards.

* Change effective January 1, 1966.

(Revised Jan. 18, 1956. Correction No. 927 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 839.)

ADVERTISEMENTS AND BANNERS ON TRAINS

53. (a) **REGULATIONS GOVERNING DISPLAY:** The placing of advertisements or banners on equipment will be in accordance with Rule 12 of Code of Car Service Rules, as follows:

"The placing of advertisements or banners of any kind upon any freight or passenger car or locomotive (including permanent stakes which are a part of open-top cars), is prohibited except:

"(a) Advertisements or banners may be placed thereon for photographic purposes only, while such equipment is at rest on private tracks, or on service tracks of the railroad and when so placed must be removed prior to movement of the equipment, the placement and removal to be by and at the expense of the shipper or consignee;

"(b) Advertisements may be painted upon passenger equipment used in special train movements, the expense of painting and removal to be borne by the user.

"This does not prohibit the placing of advertisements or banners on the lading or attaching them to temporary stakes used to secure the lading on open-top cars."

(b) **STATEMENT TO BE SECURED IN WRITING:** Where request is received for permission to paint advertisements on passenger equipment, statement should first be secured in writing from those sponsoring the movement to the effect that they will assume whatever expense is incurred in painting and removal of advertisements, such written statement to be forwarded to your General Passenger Agent. This, however, does not prohibit the placing of cards on the inside of windows of special cars for the purpose of identification or advertising.

INFIRM, DEMENTED, INVALID

54. (a) **ESCORT REQUIRED:** Passengers who are not fit to travel alone should not be permitted to board trains even though they hold proper transportation, without evidence that they are to be accompanied by an escort. In cases where, for some unknown reason, such passengers board trains without escort, or become sick or demented after starting journey, it will be our duty to look after them enroute; also see that they are taken care of after arrival at destination by delivery of the passenger safely to another carrier, to the police or charity authorities, or to a hospital, to relatives, or to such agency as is proper under the circumstances.

(b) **BLIND PERSONS WITHOUT ESCORTS:** The only exception to this rule is that tickets may be sold to blind persons without escorts, and train employees should assist them in every way possible to insure their safety.

* (c) **INVALIDS, DISABLED OR ELDERLY PERSONS** will not be permitted to occupy wheel or invalid chairs, or cots or stretchers, while traveling in chair car, Pullman sleeping car or baggage car. Such conveyances may be used to assist in taking invalid or disabled persons into and out of train, if such passengers will occupy regular accommodations and are accompanied by attendant holding transportation who will take care of them enroute, also entering and leaving the train. Conductors, when pouching tickets for elderly people, people who are infirm or need assistance at stations, should make notation on ticket pouch for information of succeeding conductors. Train and station personnel should also assist in any manner possible. Chicago Dearborn Station and Los Angeles Union Passenger Terminal do not permit Red Caps or other employees to carry infirm or crippled passengers to or from trains; such passengers must be handled by relatives or professional ambulance attendants. Wheel chair, cot or stretcher will be handled in baggage car and included in weight and value of passengers' baggage allowance.

(See Page 56)

(* Change. Revised June 1, 1962. Correction No. 1418 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1145).

(d) ADVANCE NOTICE ON STRETCHER AND WHEEL CHAIR CASES should be wired by agent at point of origin to passenger representative or agent at destination (at Los Angeles wire should be addressed to Station-master and Depot Passenger Agent jointly). In stretcher cases, wire should indicate whether vestibule or window unloading will be required; if window unloading, state whether from right or left hand side of train. Agents are instructed to also furnish conductors with advance information.

Courier Nurse will ascertain from passenger if wire has been sent by originating agent, and in event it is necessary for Courier Nurse to wire ahead, she will give copy of her wire to Pullman Conductor for Pullman passenger or to train conductor for coach passenger, to be placed in ticket pouch so each subsequent conductor will know that matter has been given attention.

On trains where Courier Nurse service not provided, train and Pullman conductors will handle similarly, viz. place copy of wire or memorandum, stating that wire has been sent, in ticket pouch for information of succeeding conductors.

WHEEL CHAIRS AND RED CAPS

55. Wheel chairs are available at each point shown below. Red Cap service is available at the points prefaced with an asterisk. (See Rules 54(c) and 54(d).)

*Albuquerque, N. M.	*La Junta, Colo. (See Note 4)
*Amarillo, Texas	*Lamy, N. M.
*Bakersfield, Calif.	Las Vegas, N. M.
*Barstow, Calif.	Lawrence, Kansas
Bartlesville, Okla.	*Los Angeles, Cal. (See Note 5)
*Belen, N. M.	*Lubbock, Texas
*Berkeley, Calif.	Merced, Calif.
Brownwood, Texas	Needles, Calif.
Chanute, Kansas	*Newton, Kansas
*Chicago, Illinois	*Oakland, Calif.
*Clovis, N. M.	*Oklahoma City, Okla.
*Colorado Springs, Colo.	*Pasadena, Calif.
*Dallas, Texas	*Phoenix, Ariz.
*Denver, Colorado	Prescott, Ariz.
Dodge City, Kansas	*Pueblo, Colo.
*El Paso, Texas	*Richmond, Calif.
*Flagstaff, Ariz.	*Riverside, Calif.
*Ft. Worth, Texas	*San Bernardino, Calif.
Ft. Madison, Iowa	*San Diego, Calif.
*Fresno, Calif.	*San Francisco, Calif.
*Fullerton, Calif.	Santa Ana, Calif.
*Gallup, N.M. (See Note 3)	Seligman, Ariz.
*Galveston, Texas	Somerville, Texas
*Houston, Texas	*Stockton, Calif.
Hutchinson, Kansas	Tempe, Texas
Joliet, Ill. (See Note 2)	*Topeka, Kansas
*Kansas City, Mo.	*Tulsa, Okla.
(See Note 1)	Wellington, Kansas
	*Wichita, Kansas
	*Williams Jct., Ariz.
	Winslow, Ariz.

(Note 1) Train tracks are on a lower level than waiting rooms, ticket offices, etc., and, as transfer cannot be made across one or more tracks or around one or more trains, passengers must go up into station and down to track level again when transferring from one train to another. There is no elevator service; however, escalators are in operation.

(Note 2) While no Red Cap service, baggage men are available to assist passengers on twenty-four hour basis. Elevator is also available for bringing passengers from street level to train level, or vice versa.

(Continued on Page 58)

(Revised April 15, 1963. Correction No. 1453 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., canceling Correction No. 1359.)

WHEEL CHAIRS AND RED CAPS (Cont'd)

(Note 3) Red Cap service available for morning train only.

(Note 4) Red Cap service available for all trains except No. 19 and 200.

*(Note 5) Wires from Conductors for wheel chairs should include name of passenger, train and car number.

PAGES 57 TO 60 INCLUSIVE INTENTIONALLY
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*New Material.

THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY - CL
PANHANDLE AND SANTA FE RAILWAY COMPANY

SECTION "B"

MANUAL OF INSTRUCTIONS

In Regard to

THE SUPER CHIEF

THE CHIEF

SAN FRANCISCO CHIEF

EL CAPITAN

W. J. RODGERS,
P.T.M., AT&SF Ry.,
Topeka, Kansas

H. C. JOHNSTON,
A.G.P.T.M.
AT&SF Ry.-C.L.
Los Angeles, Calif.

E. W. SAYLOR,
Mgr., Rates and Divs.,
AT&SF Ry.,
Topeka, Kansas.

T. C. OSBORN,
T.M., AT&SF Ry.-C.L.,
Phoenix, Arizona

G. C. LYMAN,
T.M., AT&SF Ry.,
Albuquerque, N.M.

A. A. MOSER,
T.M., P&SF Ry.,
Amarillo, Texas.

Approved:

ROSS E. CHAPPELL,
G.P.T.M., A.T.&S.F. Ry. System,
Chicago, Illinois.

(Revised April 1, 1964. Correction No. 1507 to Santa Fe
System Circular No. 33-S, Instructions for Trainmen,
etc., canceling Correction No. 1477.)

TABLE OF CONTENTS—Section "B"

Manual of Instructions

	<i>Rule</i>	<i>Page</i>
Access to Baggage Enroute.....	27(b)	72
Additional Sections	5	63
Assigning Pullman Space to Passengers Des- tined to an Intermediate Point.....	15	69
Assignment of Space.....	14	69
Baggage, Access Enroute.....	27(b)	72
Baggage, Forwarding	27(a)	72
Baggage, Loss of	27(c)	73
Baggage on Trains 17-18.....	27(e)	73
Baggage on Train 20.....	27(f)	73
Baggageman, Train	27(d)	73
Carrying Passengers Holding Prohibited Transportation	17	70
Chief, The	2	63
Conditional Stops	12	68
Corpse—(See Remains)		
Cats and Dogs.....	27(g)	73
Dining Car and Lounge Car Employees— Hours of Duty: See Section "C"		
El Capitan	2	63
Entrances to be Guarded at All Stops.....	19	70
Extra Fares	6	63-64
Inspection of Tickets Before Passengers Enter Train	23	72
Loss of Baggage.....	27(c)	73
Lounge Cars: See Section "C"		
Lounge Room—Pullman Cars: See Section "C"		

TABLE OF CONTENTS—Section “B”
Manual of Instructions

	<i>Rule</i>	<i>Page</i>
(Pillow service . . . See Rule 35 Sec. “A”)		
Post Office Commissions Which May Be Honored	22	71
Pouching Tickets on Trains 17 and 18	28	74
Pouching Tickets on Trains 1, 2, 19 and 20	28½	74
Pouching Tickets on Trains 21 and 22	29	74
Remains	21	71
San Francisco Chief	3	63
Schedule and Equipment	4	63
Smoking Rules	20	70
Stops, Conditional	12	68
Stops, Regular Passenger	11	66-67
Super-Chief, The	1	63
Tickets, Honoring Special Excursion	8	65
Tickets, Inspection of Before Passengers Enter Train	23	71
Tickets, Pouching on Trains 17 and 18	28	74
Tickets, Pouching on Trains 1-2-19-20	28½	74
Tickets, Pouching on Trains 21 and 22	29	74
Tickets Which May Be Honored	7	64
@ Tickets Which Will Not Be Honored	9	65-66
Train Baggage	27(d)	73
U. S. Government Transportation Orders	10	66

@ See Rule 28½ Page 34-L Sec. “A” regarding Honoring Charge applicable in connection with use of certain passes on Trains 1, 2, 17, 18, 19, 20, 21, and 22.

THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
—COAST LINES

THE SUPER-CHIEF

1. The Super-Chief, an extra fare train, Nos. 17 and 18, will operate between Chicago and Los Angeles.

***THE CHIEF, AND EL CAPITAN**

2. The Chief Nos. 19-20, and El Capitan Nos. 21-22, operate between Chicago and Los Angeles.

***SAN FRANCISCO CHIEF**

3. San Francisco Chief Nos. 1-2 operate between Chicago and San Francisco.

SCHEDULE AND EQUIPMENT

4. Please see time table folders for schedule and equipment of the above mentioned trains.

ADDITIONAL SECTIONS

5. When additional sections of these trains are operated, information as to the dates and consists thereof will be promulgated by transportation advice.

EXTRA FARES

6. (a) **TICKET REQUIREMENTS:** Each paying passenger on Trains 17 and 18 will be required to purchase extra fare ticket at extra fare shown in Extra Fare Tariff, supplements thereto or new issues thereof, in addition to holding proper rail and Pullman tickets. When additional passage tickets are required for exclusive occupancy of drawing-rooms, compartments, bedrooms, roomettes, sections and berths, an extra fare ticket will be required in connection with each additional passage ticket.

(b) **IN COLLECTING EXTRA FARE ON TRAIN** conductors should issue Cash Fare Receipt, in manner outlined Section “A”, Rule 11 (c).

(*Change, Revised June 6, 1954. Correction No. 773 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 720.)

(c) **NO STOPOVERS ON EXTRA FARE TICKETS:**
No stopovers are allowed on extra fare tickets, but if passenger leaves train short of destination of extra fare ticket, endorsement should be made on back of the extra fare ticket in the same manner as on the passage ticket; and such extra fare ticket should be returned to passenger, with the remark that it will not be valid on any other train or date, but may be forwarded to the Passenger Traffic Office for refund if any due.

***TICKETS WHICH MAY BE HONORED**

7. Super-Chief, Trains 17 and 18

All first-class one-way and round-trip tickets, except as provided in Rules 9 and 11, will be honored on Trains 17 and 18, when presented with extra fare ticket and Pullman ticket for accommodations occupied.

The Chief, Trains 19 and 20

San Francisco Chief, Trains 1 and 2

El Capitan, Trains 21 and 22

All classes of one-way and round-trip tickets, except as provided in Rule 9, will be honored on Trains 1, 2, 19, 20, 21 and 22.

(*Change.)

HONORING SPECIAL EXCURSION TICKETS

8. Some of our connections use regular Pacific Coast Excursion tickets with a form of contract on which are printed in large type the words "Special Excursion Ticket." Such tickets will be honored on these trains.

TICKETS WHICH WILL NOT BE HONORED

9. (a) On Super-Chief, Trains 17 and 18:

Tickets as restricted by Rule 11.

Tickets of any class endorsed, punched, or printed "Special Rate," "Special," "Charity," "D.V.S.," "V.A.H.," "Blind and Attendant," "Clergy," "Not Good on Trains 17 or 18" or "Employee" (See NOTE on Pg. 66).

Intermediate, Tourist, Second-Class, Coach, Livestock Contracts, Drivers, Caretakers, Banana Messengers, Show Scrip.

Blind and Guide Dog—See Rule 1-kk Sec. "A".

(b) On The Chief, Trains 19 and 20. On San Francisco Chief, Trains 1 and 2.

Tickets as restricted by Rule 11.

Tickets of any class endorsed, punched, or printed "Special Rate," "Special," "Charity," "D.V.S.," "V.A.H.," "Blind and Attendant," "Not Good on Trains 1, 2, 19, or 20," or "Employee" (See NOTE on Pg. 66).

Livestock and Poultry Attendants, Drivers, Caretakers, Banana Messengers, Show Scrip.

Clergy tickets will be honored for passage in sleeping cars on Trains 1, 2, 19, and 20, on payment of regular charge for accommodations occupied, but will NOT be honored in chair cars.

Blind and Guide Dog—See Rule 1-kk Sec. "A".

(Revised April 4, 1956. Correction No. 952 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 869.)

(c) On El Capitan, Trains 21 and 22: Tickets of any class endorsed, punched, or printed "Special Rate," "Special," "Charity," "D.V.S.," "V.A.H.," "Blind and Attendant," "Clergy," "Not Good on Trains 21 or 22," or "Employee" (See NOTE below).

Drovers, Caretakers, Livestock Contracts, Banana Messengers, Show Scrip.

Blind and Guide Dog—See Rule 1-kk Sec. "A".

NOTE: See Rule 28¾ Page 34-L regarding Honoring-Charge Tickets in connection with use of certain passes on Trains 1, 2, 17, 18, 19, 20, 21, and 22.

U. S. GOV. TRANS. ORDERS

10. U. S. Government Transportation Orders for first-class tickets or tickets given in lieu thereof, will be honored on Trains 17 and 18, except as restricted by Rule 9, upon presentation of the usual extra fare ticket or payment of the extra fare to conductor. Such orders calling for all classes of tickets, except as restricted by Rule 9, will be honored on Trains 1, 2, 19, 20, 21 and 22.

If Government Transportation Order is presented on train and it reads to a point beyond conductor's run, it should be exchanged at the first regular stop for ticket to destination.

REGULAR PASSENGER STOPS

11. (a) The Super-Chief, Trains 17 and 18: The regular and conditional stops of these trains will be as shown in current time tables. These trains are run primarily to accommodate through first-class travel between Chicago and California, and Kansas City, Mo., and California.

On Train 17, westbound, advance reservations may be made from scheduled stops Newton and east to Barstow and beyond, also from Chicago and Kansas City to Albuquerque, and from Albuquerque to Barstow and beyond.

On Train 18, eastbound, advance reservations may be made from Los Angeles, Pasadena, San Bernardino and Barstow to Newton and east, also from Los Angeles, Pasadena, San Bernardino and Barstow to Albuquerque, and from Albuquerque to Kansas City and Chicago.

Trains 17 and 18 will stop at Chillicothe and Galesburg to receive or discharge passengers for or from Barstow, San Bernardino, Pasadena, or Los Angeles.

Passengers may be accommodated from Chicago to Kansas City, Mo., or the reverse.

Passengers will also be carried between other intermediate scheduled and conditional stopping points (see exception) provided Pullman conductor or agent at terminal has unsold Pullman space at train time which can be assigned to passengers through to destination and upon payment of the proper extra fare in addition to passage tickets good on these trains.

Exception: In Arizona and California, no intrastate passengers will be carried.

*(b) The Chief, Trains 19-20, San Francisco Chief Trains 1-2, and El Capitan Trains 21-22: The regular stops of these trains will be as shown in current time tables.

(*Change. Revised June 6, 1954. Correction No. 775 to Santa Fe System Circular No. 83-S, Instructions for Trainmen, etc., cancelling Correction No. 722.)

*CONDITIONAL STOPS

12. The Super-Chief, Trains 17 and 18, The Chief, Trains 19 and 20, San Francisco Chief Trains 1 and 2, El Capitan, Trains 21 and 22 will be as shown in time table and folders.
13. (Not used)

(*Change.)

ASSIGNMENT OF SPACE

14. Assignments of sleeping car space on Trains 17, 18, 19, and 20, and assignments of coach seats on Trains 19, 20, 21 and 22, are shown in Santa Fe System Assignment Circular No. 1.

ASSIGNING PULLMAN SPACE TO PASSENGERS DESTINED TO AN INTERMEDIATE POINT

15. In the case of Pullman passengers destined to an intermediate point who may be permitted to board Trains 19 and 20, under Rule 11, Pullman conductor will collect Pullman fare and assign the passenger to definite space in one of the Pullmans where his hand baggage should be deposited.

16. (Not used)

(Revised Jan. 10, 1954. Correction No. 723 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 556.)

CARRYING PASSENGERS HOLDING PROHIBITED TRANSPORTATION

17. Should a ticket prohibited by Rule 9 be presented at train, the passenger should be refused entrance and referred to train conductor. If the holder of prohibited transportation obtain entrance, the conductor will honor the ticket to first regular stopping point and require passenger to provide himself with proper transportation, or lay over for a following train on which his transportation will be valid. Should the passenger refuse to do this, require him to leave the train at first station at which it regularly stops and make full report of the circumstances to the Superintendent, with copy to Passenger Traffic Office.

18. (Not used)

ENTRANCES TO BE GUARDED AT ALL STOPS

19. Trainmen should control entrances to cars so that all will be guarded. Pullman porters and chair car attendants will stand at entrances to assist in this duty.

SMOKING RULES

20. Smoking will NOT be permitted in section space in Pullmans. Smoking in lavatory of Pullmans will be subject to Pullman rules as posted therein.

On Trains 21 and 22, smoking will be permitted in any of the cars.

TRANSPORTATION OF REMAINS

21. (a) Remains of person of any age may be transported in baggage car for one adult first-class ticket without extra fare when accompanied by passenger who also holds proper railroad and Pullman tickets for his own passage, and extra-fare ticket as required by Extra Fare Tariff.

When unaccompanied on Santa Fe Lines, a ticket sold at 160% of the one-way, first-class adult fare endorsed "Remains-No escort" must be presented to baggage agent at point of origin who will exchange for prepaid excess baggage check, and which will be attached to shipping case.

- (b) Super Chief-El Capitan, Trains 17-18: Will handle remains only when space is available.

When operated separately, one Section will handle remains for all points where train stops.

- (c) On The Chief, Train 20, remains will NOT be handled to, from, or between any intermediate stations La Junta to Dodge City. No restrictions Train 19.

- (d) On The San Francisco Chief, Trains 1 and 2, remains will be handled in baggage car between all points where these trains stop.

- # (e) On Trains 75 and 76, remains will NOT be handled between Los Angeles and San Diego or intermediate stations. Remains will be handled on Trains 73-74-77-78.

HONORING OF COMMISSIONS OF POST OFFICE DEPARTMENT

22. The green book-type, white commissions issued to a limited number of Departmental and Regional Officials and Post Office Inspectors, also, the black book-type, white commissions issued to other Departmental and Regional Officers of the Post Office Department and to Post Office Inspectors may be honored between any two points where Trains 1-2, 17-18, (Super Chief-El Capitan) 19-20, stop.

Likewise, the temporary pink card-type commissions issued to Postmasters or other accredited agents of the Post Office Department traveling on official business may be honored on these trains between points where they stop, limited to the tenure dates indicated thereon.

Similarly, the blue card-type commissions issued to mobile unit clerks will be honored for travel to and from their assignments when their commissions indicate they are assigned to duty on Santa Fe Trains. Should these commissions be presented on which our line is not listed or endorsed for travel, cash fare should be collected and passenger advised receipt should be forwarded to his Regional Director. The amount paid to be refunded on request of the Post Office Department, indicating circumstances under which the fare was paid.

(Continued on page 72)

(#Addition. Revised February 15, 1966. Correction No. 1560 to Santa Fe System Circular #33-S, Instructions for Trainmen, etc., canceling Correction No. 1553.)

HONORING OF COMMISSION OF POST
OFFICE DEPARTMENT - (Continued)

On all reserved trains, conductors will designate seat to be occupied by passenger presenting a commission without a reservation.

In any case, extra fares or special service charges will not be required.

INSPECTION OF TICKETS BEFORE
PASSENGERS ENTER TRAIN

23. In order to carry out these rules, Pullman and train conductors and trainmen should require passengers to show their tickets before entering these trains and holders of transportation prohibited by Rule 9 or other rules should not be allowed to enter.

Super Chief, The Chief, San Francisco Chief, and El Capitan: Passengers without reservations should NOT be allowed to enter train unless Pullman conductor can sell them unassigned space in sleeping car, or train conductor can assign them chair-car seats.

24, 25, 26, Not used.

BAGGAGE RULES

27. (a) FORWARDING BAGGAGE: Passengers should be advised that we reserve the privilege of forwarding their baggage on other trains if lack of space makes it necessary. Baggage must not be checked for these trains on tickets or passes which will not be honored thereon.

(b) ACCESS TO BAGGAGE EN ROUTE: Passengers on these trains may have access to their baggage under check on the train. Passengers should apply to the train conductor for this permission, who will grant it at times during the day when the other duties of the train baggageman, barber-baggageman, or news agent, as the case may be, will permit him to assist passengers in locating and moving their trunks, etc. When baggage is opened by passenger en route, notation to that effect should be made on the train baggage report.

*(c) LOSS OF BAGGAGE: In wiring regarding loss of or mixup in baggage or articles belonging to passengers, address the agent at origin, General Baggage Agent, Topeka, or Assistant General Baggage Agent, Los Angeles, in territory where loss or mixup occurred. Baggage or articles not claimed should be delivered to agent and receipt secured. See Operating Rule 838.

(d) TRAIN BAGGAGEMAN: Train Baggageman or News Agent assigned to duties as such, will act under orders of the train conductor but will report to the General Baggage Agent at Topeka or the Assistant General Baggage Agent at Los Angeles, where those territories are affected, on all matters pertaining to the Baggage Department.

(e) SUPER-CHIEF-EL CAPITAN Trains 17-18 will handle only a limited amount of checked hand baggage. When operated separately, one section will handle checked baggage for all points where train stops.

(f) ON "THE CHIEF" TRAIN 20 eastbound, between La Junta and Dodge City, baggage compartment is locked and checked baggage will NOT be handled to, from, or between any stations intermediate to those terminals.

#(g) ON SAN DIEGANS TRAINS 75-76 checked baggage will not be handled between Los Angeles, San Diego or intermediate stations. Baggage will be handled on Trains 73-74-77-78.

(*Change. #Addition. Revised Feb. 15, 1966. Correction No. 1561 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1313.)

POUCHING TICKETS

28. On Trains 1-2, 17-18 (Super-Chief or El Capitan), 19-20, conductors will be governed by Section "E" of this Circular when pouching transportation in sleeping cars; or by Rules 10 to 25 incl. of Section "D" in connection with passengers in coaches.

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(Correction No. 476 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc.)

THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY - CL
GULF, COLORADO AND SANTA FE RAILWAY COMPANY
PANHANDLE AND SANTA FE RAILWAY COMPANY

SECTION "C"

DINING, DOME AND LOUNGE CARS

W. J. RODGERS,
P.T.M., AT&SF Ry.,
Topeka, Kansas.

H. C. JOHNSTON,
A.G.P.T.M.,
AT&SF Ry.-C.L.,
Los Angeles, Calif.

E. W. SAYLOR,
Mgr., Rates and Divs.,
AT&SF Ry.,
Topeka, Kansas.

T. C. OSBORN,
T.M., AT&SF Ry.-C.L.,
Phoenix, Arizona.

G. C. LYMAN,
T.M., AT&SF Ry.,
Albuquerque, N.M.

C. W. AXTELL,
G.P.A., GC&SF Ry.,
Galveston, Texas.

A. A. MOSER,
T.M., P&SF Ry.,
Amarillo, Texas.

Approved:

ROSS E. CHAPPELL,
G.P.T.M., A.T.&S.F. Ry. System,
Chicago, Illinois.

(Revised April 1, 1964. Correction No. 1508 to Santa Fe
System Circular No. 33-S, Instructions for Trainmen,
etc., canceling Correction No. 1479.)

TABLE OF CONTENTS--Section "C"

	Rule	Page
Baggage, Hand.....	3(c)	81
Hours of Duty: Dining, Dome and Lounge Car Employees.....	4	82
Letter Boxes in Lounge Cars.....	5	82
Lounge Room--Pullman Cars.....	1(b)	81
Personnel of Lounge Cars.....	3	81
Seats, Sale and Use of.....	1	81
Tickets:		
Collection of Transportation.....	2	81

(Revised February 24, 1960. Correction No. 1277 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1253.)

SALE AND USE OF SEATS

1.(a) Seats in chair-lounge, dormitory-lounge, dome-lounge and sky-lounge cars are NOT to be sold, but are for use and comfort of passengers under conditions outlined in Section "A", Rules 7(a), 7(b) and 7(c).

(b) SEATS IN LOUNGE ROOM OF PULLMAN CARS are available for the use and comfort of all Pullman passengers, including those who may have been sold space in another part of the train.

(c) HAND BAGGAGE: The depositing of hand baggage in seats mentioned is prohibited.

2. Not used.

PERSONNEL OF LOUNGE CARS

3.(a) The lounge car is under the direct supervision of the dining car steward. Dining car supervisors should be permitted to enter the cars to check the services. Any request the railroad conductor may make in regard to handling of passengers should be complied with.

(b) DUTIES: He will see that the interior of the car, toilets, and platform are kept in neat and clean condition; that drinking water, ice, and cups are provided; that toilets have proper supplies of paper, towels, and soap; that car (as well as lounge room Pullman car) is supplied with stationery and literature; that stock and news reports are obtained at the designated stations; that latest papers are on file, and that letters are mailed. Porter will operate the buffet and perform the usual service, attending to the wants of passengers.

HOURS OF DUTY--DINING, DOME, AND
LOUNGE CAR EMPLOYES

4.(a) Lounge-Club Cars, having enclosed dormitories or no sleeping quarters, will discontinue service at midnight; lights will remain and passengers are permitted to continue occupancy.

(b) Lounge-Club Cars, having open sections for crew sleeping quarters, will discontinue service at midnight, lights dimmed and cars closed. At 10:30 p.m., passengers who may be occupying the sections in the lounge car, will be politely requested to take chairs in the same car, in order that the dining car and lounge car employees may retire. The aisle curtain should be drawn and all disrobing done behind it, even though there be no passengers in the car.

(c) Dome-Lounge Cars: Employees in dome cars are on duty until midnight. After dark, the only lights to be turned on in Dome are foot-level lights and the shadow lights over tables. At midnight, the upper dome lights are to be turned on until sunrise. Passengers may continue to occupy the dome after midnight, and conductors should police car at intervals. Heat is not to be turned off in dome at night when heat is required. In the lower section of dome car, indirect lighting should be used exclusively, unless passengers desire spotlight or direct lighting effect, as well as the lights above the bar.

(d) Kachina Coffee Shop in sky-lounge cars on "El Capitan" will be locked between 11:00 p.m. and opening hour of 4:00 a.m. or 5:00 a.m., but the lights should be kept on.

BREAKFAST STARTING TIME
ALL TRAINS

DURING STANDARD TIME
(Oct. 27, 1963 to April 23, 1964)

#Train Number	2nd Day West	3rd Day West	2nd Day East	3rd Day East
1 - 2	CT-6:15AM	PT-6:15AM	MT-6:15AM	CT-6:15AM
19 - 20	MT-6:15AM	-	MT-6:15AM	CT-5:45AM
17 - 18 (Pullman) Super Chief	CT-6:15AM	PT-5:45AM	MT-6:15AM	CT-6:15AM

(Continued on Page 83)

(#New Material.)

BREAKFAST STARTING TIME
ALL TRAINS
(Continued)

# Train Number	2nd Day West	3rd Day West	2nd Day East	3rd Day East
17 - 18 El Capitan Dining Car	CT-6:30AM	PT-5:30AM	MT-6:30AM	CT-6:30AM
Kachina Room	CT-5:15AM	PT-5:15AM	MT-5:15AM	CT-5:15AM
15 - 16	CT-6:15AM	-	CT-6:15AM	-
123 - 124	MT-6:30AM	MT-6:30AM	CT-7:00AM	-
	* 1 Day East (Morning leaving Winslow)			

DURING DAYLIGHT SAVING TIME
(April 28 to October 26, 1963)

1 - 2	CT-6:15AM	PT-6:15AM	MT-6:15AM	CT-6:15AM
19 - 20	MT-6:00AM	-	MT-6:00AM	CT-5:30AM
17 - 18 (Pullman) Super Chief	CT-6:15AM	PT-5:30AM	MT-6:15AM	CT-6:15AM
17 - 18 (Coach) Head End Diner	CT-6:00AM	PT-5:00AM	MT-6:00AM	CT-6:00AM
17 - 18 El Capitan Dining Car	CT-6:00AM	PT-5:00AM	MT-5:30AM	CT-5:30AM
Kachina Room	CT-5:15AM	PT-4:00AM	MT-5:00AM	CT-5:00AM
15 - 16	CT-6:15AM	-	CT-6:15AM	-
123 - 124	MT-6:15AM	MT-6:15AM	CT-6:15AM	
	* 1 Day East (Morning leaving Winslow)			
2 - 1 Winslow - Belen	SERVICE TO START AT 6:15 AM LEAVING WINSLOW			
20 - 19 SNACK CAR SERVICE	CONTINUOUS SERVICE FROM 6:00 AM to 9:00 PM			

(#New Material. Correction No. 1461 to Santa Fe System
Circular No. 33-S, Instructions for Trainmen, etc.)

(e) Dining Car Crews are permitted to retire as soon as they have finished service in the dining car; release of such employes being left to the discretion of the dining car steward, who is expected to keep such numbers of the crew on duty as may be needed.

LETTER BOXES IN LOUNGE CARS

5. The writing desk in the Railroad Lounge Car, as well as in the lounge room of Pullman car, is fitted with locked letter-boxes. The keys of these boxes are in charge of porter, who will, from time to time, mail the letters placed therein, to insure forwarding without delay.

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PAGES 83 to 96 INCLUSIVE INTENTIONALLY
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(Correction No. 1255 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1045. Effective Sept. 15, 1959, Corrections 1255 and 1045 should be removed from Circular.)

(Correction No. 1256 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 970. Effective Sept. 15, 1959, Corrections 1256 and 970 should be removed from Circular.)

(Correction No. 1257 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1086. Effective Sept. 15, 1959, Corrections 1257 and 1086 should be removed from Circular.)

(Correction No. 1258 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 394. Effective Sept. 15, 1959, Corrections 1258 and 394 should be removed from Circular.)

(Correction No. 1259 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 981. Effective Sept. 15, 1959, Corrections 1259 and 981 should be removed from Circular.)

**PAGES 93 TO 96 INCLUSIVE INTENTIONALLY
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THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY - CL
GULF, COLORADO AND SANTA FE RAILWAY COMPANY
PANHANDLE AND SANTA FE RAILWAY COMPANY

SECTION "D"

RESERVATIONS
of
CHAIR CAR SEATS

RULES FOR ENVELOPING TICKETS
IN
CHAIR CARS

W. J. RODGERS,
P.T.M., AT&SF Ry.,
Topeka, Kansas

H. C. JOHNSTON,
A.G.P.T.M.,
AT&SF Ry.-C.L.
Los Angeles, Calif.

E. W. SAYLOR,
Mgr., Rates and Divs.,
AT&SF Ry.,
Topeka, Kansas.

T. C. OSBORN,
T.M., AT&SF Ry.-C.L.
Phoenix, Arizona.

G. C. LYMAN,
T.M., AT&SF Ry.,
Albuquerque, N.M.

C. W. AXTELL,
G.P.A., CC&SF Ry.,
Galveston, Texas.

A. A. MOSER,
T.M., P&SF Ry.,
Amarillo, Texas.

Approved:

ROSS E. CHAPPELL
G.P.T.M., A.T.&S.F. Ry. System,
Chicago, Illinois.

(Revised April 1, 1964. Correction No. 1309 to Santa Fe
System Circular No. 33-S, Instructions for Trainmen,
etc., canceling Correction No. 1483.)

TABLE OF CONTENTS--Section "D"

	Rule	Page
Assignments.....	1	99
Children Under 5 Years of Age.....	(2(f) 18(c)	100 112
Clergy.....	17	11
Connection Information.....	19	112
Diagrams		
Method of Showing Reservations on Dia- grams.....	2(j) 2(k)	100M
Race and Sex of Passengers To Be Shown on Diagram.....	2(n)	100M
Disposition of Diagrams.....	3	101
Disposition of Used Envelopes, Receipts, and Hat Checks.....	25	114
Holding space available where not claimed.	2(o)	101
Lounge Cars: See Section "C"		
Passes: Enveloping of.....	(11(b) 11(c)	108-0 108-0
Reservations		
All Seats Reserved.....	(2(a) 2(aa) 2(b)	99 99 99
Boarding train without through seat assignment.....	2(c)	99
Cancellation of Reservations.....	2(d)	99
Children, Reservations for.....	2(f)	100
Cipher Code Words.....	2(h)	100L
Reservation Code System.....	2(g)	100L
Split Accommodations.....	2(m)	100M
Transferring from One Seat to Another....	2(l)	100M

(Revised Sept. 15, 1959. Correction No. 1261 to Santa Fe System Circular No. 33-8, Instructions for Trainmen, etc., cancelling Correction No. 1162.)

TABLE OF CONTENTS--Section "D"

Stopover Endorsements.....	Rule 15	Page 110
Tickets		
Enveloping Tickets in Chair Cars.....	10	108N
Envelope, Form 169 Standard.....	12	108-P
#Extra Fare Tickets.....	{ 2(b) 2(q) 16	99 101 111
#Special Service Charge Ticket.....	{ 2(a) 2(p)	99 101
First Conductor:		
Enveloping and Punching Tickets and Issuing Hat Checks.....	13	108-P
Detaching Coupons.....	14	109
Intermediate Conductor.....	21	113
Final Conductor.....	22	113
Objection to Surrendering Tickets.....	20	113
Party Transportation.....	18	111
Storage of Tickets.....	24	114
Tickets Expiring Enroute.....	14(d)	110
Tickets with Previous Coupons Still Attached.....	14(h)	110
Transferring Passengers.....	23	114
Transportation to Which Rules Apply.....	11	108-0
Wiring Arrangements:		
For Train No. 19.....	3-1/4	102
For Train No. 20.....	3-1/2	102-L
For Train No. 17.....	4	102-M
For Train No. 18.....	5	103
For Train No. 1.....	6	105
For Train No. 2.....	7	107

Also see Rule 6 Pages 63-64.

ASSIGNMENTS

1. The assignments of chair car seats on "The Chief," "San Francisco Chief," and "El Capitan" are shown, in detail, in Santa Fe System Assignment Circular No. 1. Such information will be available to conductors in the form of train diagrams.

RESERVATION OF CHAIR CAR SEATS

2. *(a) ALL SEATS ON "SAN FRANCISCO CHIEF" will be reserved, and agents will NOT deliver to passenger Coach Reservation Coupon without first obtaining reservation of required seat space. Description of the reservation must be shown on the Coach Reservation Coupon in every instance.

*ALL SEATS ON "THE CHIEF" will be reserved, and agents will NOT sell Special Service Charge Ticket without first obtaining reservation of required seat space. Description of the reservation must be shown on the Special Service Charge Ticket in every instance (See Tariff A-1363).

(b) ALL SEATS ON "EL CAPITAN" will be reserved, and agents will NOT sell extra fare tickets for use thereon without first obtaining reservation of the required seat space. Description of the reservation must be shown on the extra fare tickets in every instance.

(c) SEATS MUST NOT BE SOLD OR ASSIGNED SHORT to passengers who intend to remain on train, and no passenger should be permitted to board train without a definite seat assignment through to destination.

(d) CANCELLATION OF RESERVATION: The station from which the space was obtained should be promptly advised. Should the cancellation occur after the train has passed such station, conductor should be notified by wire.

(e) NOT USED

(*Change. Revised Oct. 5, 1957. Correction No. 1087 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1083.)

(f) **RESERVATIONS FOR CHILDREN:** Seats will be reserved for children of half fare age holding half fare tickets, and for children under half fare age without tickets when accompanied by parent or guardian.

When selling tickets and making reservations of chair car seats, it is highly important that it be ascertained whether there are children to be accommodated and that the necessary seats be reserved for them. Agents should in each case ask whether there is anyone accompanying the person making reservation, either adults or children.

In making reservations for children under five years of age, the code, extra fare ticket, or coach reservation coupon number issued to the adult passenger (parent or guardian) should be shown on the diagram for each seat reserved. The numbers of the seats assigned should be shown on the face of the extra fare ticket, or on face of the coach reservation coupon and endorsement should be made on the back of the extra fare ticket, or coach reservation coupon showing the number of children under five years of age accompanying the adult passenger.

In case passenger boards train with child under five years of age without seat reservation, conductors will assign space, making proper notation on diagram.

(g) **RESERVATION CODE SYSTEM:** Actual ticket number or reservation transaction number, prefixed by letter code of office handling the transaction, may appear on diagram. When reservation transaction number prefixed by office letter appears on diagram, the Coach Reservation Coupon will be endorsed to reflect the reservation transaction number.

(h) **CIPHER CODE:** Following cipher code words may be used in wiring for seat reservations:

Hunt	Reserve one coach seat
Hunted	Reserve two coach seats
Hunter	Reserve three coach seats
Huntress	Reserve four coach seats
Aim	On Train No. 1
Aimless	On Train No. 1 to Kansas City
Aimson	On Train No. 1-47 to Phoenix
Aimed	On Train No. 1 to Oakland
Coal	On Train No. 2
Coaler	On Train No. 2 to Kansas City
Coaling	On Train No. 2 to Chicago
Crow	On Train 19
Crowless	On Train 19 to Kansas City
Crowing	On Train 19 to Los Angeles
Robin	On Train 20
Robber	On Train 20 to Kansas City
Robbing	On Train 20 to Chicago
Sad	On Train 21
Sadder	On Train 21 to Kansas City
Sadly	On Train 21 to Los Angeles
Joy	On Train 22
Joyful	On Train 22 to Kansas City
Joyous	On Train 22 to Chicago

(i) CAR AND SEAT NUMBERS MUST BE SHOWN when making replies to requests for reservations.

(j) When an agent wires the conductor for a reservation the CONDUCTOR WILL MAKE RECORD ON DIAGRAM of seat assigned, and the agent requesting the seat will NOT include in his diagram.

* (k) When an agent, or a conductor, releases seats to another agent, as provided for in the wiring arrangements shown herein, the agent or CONDUCTOR RELEASING THE SEATS SHOULD MAKE RECORD ON DIAGRAM. The proper form of notation to be made in space opposite the seat number is "Released to _____" (the blank space to be filled in with the name of office to which space is released). The telegram releasing the seats must show to what point they are available for use. Conductors will make carbon copy of space release message Form 161 Std., for information of outgoing conductors.

(l) TRANSFER FROM ONE SEAT TO ANOTHER: When conductor transfers a passenger from one seat to another, he will make proper record on diagrams.

(m) IN CASE PASSENGER IS ASSIGNED SPLIT ACCOMMODATIONS, i.e., in one car for part of the trip and in another car for the balance of journey, initial conductor should show on ticket envelope the complete record of the two assignments, in order that proper transfer may be made enroute.

(n) RACE AND SEX OF PASSENGERS TO BE SHOWN ON DIAGRAM: When making reservations of seat space for passengers of other than white races, race of passenger should be shown on the diagram in every instance; also, when making reservation of a single seat, the sex of the passenger should be shown on the diagram. Ticket agents when wiring other agents or conductors for seat space will state the race of passenger if other than the white races, and the sex of passenger in each case, whether one or more passengers, and this information will be noted on the diagram by the office or conductor assigning the space. Where these notations appear, agents, when assigning adjoining seats, should not locate white passengers next to those of other than white races, and should make every effort to avoid locating passengers of different sexes together when not traveling together.

(o) HOLDING SPACE AVAILABLE WHERE NOT CLAIMED: All reservations from Los Angeles that are not claimed leaving that point should be held available until passengers boarding train at Barstow have been checked.

(p) ON "THE CHIEF" AND "SAN FRANCISCO CHIEF" passengers will present Special Service Charge Tickets, which will identify their coach seat reservations; such tickets to be enveloped with passengers' rail tickets. When Chair Cars are operated on The Super Chief this will also apply to chair car passengers.

(q) ON "EL CAPITAN" extra-fare tickets will be presented, which should be enveloped with passengers' rail tickets. When conductors make collection of extra fares, proper record of ticket number and seat assignment should be shown on diagram.

(r) FOR FURTHER DETAILS COVERING METHODS OF PREPARING DIAGRAMS, HANDLING RESERVATIONS, ETC., agents and District Representatives should refer to Santa Fe System Assignment Circular No. 2.

DISPOSITION OF COACH DIAGRAMS

3. (a) Reservation Bureau or Ticket Agent at point of origin of each reserved-seat-chair car will prepare large master Conductors' Coach Diagram to cover such car. Reservation Bureau or Ticket Agent at intermediate points along route of car will use regular conventional size diagrams for delivery to conductor. Train conductor will transfer to the proper large master diagram information shown on the conventional size diagrams, so that the master diagram will show occupied and available car space.

(b) Agents along the route of the train will stamp diagrams with ticket dater, and DELIVER THEM TO CONDUCTOR AT THE TRAIN UPON ITS ARRIVAL.

(c) Conductors will personally deliver diagrams to succeeding conductors.

(Continued on Page 102)

(*Change.)

*(d) Diagrams to be transferred with car: In each case where coach is switched to another train, conductor should see that diagrams for that car are likewise transferred.

(e) At termination of each car run, diagrams should be mailed, daily, to Passenger Traffic Manager, Topeka, Kansas.

WIRING ARRANGEMENTS TRAIN NO. 19

- 3½. When wiring chair car seats, as provided herein, ticket agents and conductors will show car number and specific seat numbers, also between what points available. When there is no space available, wire should be sent, so stating.

All reservation Bureaus and Ticket Agents holding regular assignment of chair car seats will wire to each main intermediate point, all seats reserved for use up to such point, releasing same for their use beyond, so marking diagrams. Such wires to be filed just prior to train time.

CHAIR CAR

DEPOT PASSENGER AGENTS WILL WIRE AS FOLLOWS:

DEPOT PASSENGER AGENT, CHICAGO, on departure, will release 4 seats to conductor for train sales, will wire Ticket Agent, Newton, two seats from unassigned space on train, for sale to Los Angeles, wiring to General Agent, Passenger Dept., Kansas City, balance of unassigned seats (including Chgo-La Junta Chair Car 509), also include in release space message, space sold short of car destination by ticket office Dearborn Station.

DEPOT PASSENGER AGENT, KANSAS CITY, on departure, will release six seats to conductor for train sales, wiring balance of unassigned seats to Ticket Agent, Newton, also include in release space message, space sold short of car destination by Union Station.

TRAIN CONDUCTORS WILL WIRE AS FOLLOWS:

CONDUCTOR INTO FORT MADISON will deliver to outgoing conductor a wire in duplicate (copy for information of outgoing conductor) for latter to file at Shopton, addressed to Ticket Agent, Kansas City Union Station, showing all "no-shows" in chair cars on Train 19. (If no seats are available, wire should be sent so stating.)

(Continued on Page 102-L)

(*Change)

CONDUCTOR FROM WINSLOW will wire, not later than from Williams addressed to Ticket Agents Needles and Barstow, releasing up to 6 vacant chair car seats for sale by Needles and balance of chair car seats for sale by Barstow.

CONDUCTOR INTO NEEDLES will wire Agent, San Bernardino, actual seat and car numbers of passengers to detrain at San Bernardino; releasing such seats for San Bernardino's sale thence to Los Angeles.

WIRING ARRANGEMENTS, TRAIN 20

- 3½. When wiring seats as provided herein, ticket agents and conductors will show car number and specific seat numbers, also between what points available. When no seats available, wire should be sent, so stating.

All Reservation Bureaus and Ticket Agents holding regular assignment of chair car seats will wire to each key intermediate point, all seats reserved for use up to such point, releasing same for their use beyond; so marking diagrams. Such wires to be filed just prior to train time.

LOS ANGELES RESERVATION BUREAU will wire to Gen. Agt. Pass. Dept., Kansas City, all seats that will be vacated on arrival Kansas City; releasing same for Kansas City's use. ALSO, will wire to Ticket Agents at Albuquerque, La Junta, Dodge City, Hutchinson, Newton, and Fort Madison, all unassigned seats available from such points, showing between what points available. (For example, seats reserved Los Angeles to Lamy, Las Vegas, Raton, Trinidad and La Junta should be wired to Ticket Agent, La Junta for his use beyond.)

CONDUCTOR INTO NEEDLES will retain two seats in Los Angeles-Denver chair car and four seats in Chicago chair cars for train sales; THEN wire to Ticket Agent, Albuquerque balance of unassigned seats (including the no-shows) from Albuquerque to points east thereof, showing to what destination space is available--copy of this message to be given to the outgoing conductor. While train is enroute between Los Angeles and Albuquerque, agents east of Albuquerque should wire Ticket Agent, Albuquerque for chair car seat assignments.

(Continued on Page 102-M)

(Revised Feb. 11, 1959. Correction No. 1210 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1120.)

WIRING ARRANGEMENTS, TRAIN 20 (Con.)

TICKET AGENT, ALBUQUERQUE, on departure, will wire two seats to Ticket Agent, Hutchinson, and remaining unassigned seats to Ticket Agent, La Junta. Wires should show between what points such seats are available. While train is enroute Albuquerque-La Junta, agents should call on Ticket Agent La Junta for seat assignments.

CONDUCTOR INTO RATON will wire to Ticket Agent, La Junta all vacant space, including "no-shows."

TICKET AGENT, LA JUNTA will wire to Ticket Agent, Newton, four seats for sale beyond Newton, THEN wire to G.A.P.D. Kansas City, all remaining unassigned seats available for use beyond Kansas City.

TICKET AGENT, HUTCHINSON, on departure, will wire to Ticket Agent, Fort Madison, all of his unassigned space.

TICKET AGENT, NEWTON, on departure, will release to Depot Passenger Agent, Kansas City, all of his unassigned space available for use beyond Kansas City.

WIRING ARRANGEMENTS, TRAIN No. 17

(Chair Cars on Super Chief and El Capitan)

4. When wiring chair car seats as provided herein, ticket agents and conductors will show car number and specific seat numbers, also between what points available. When there are no seats available, wire should be sent so stating.

All Reservation Bureaus and Ticket Agents holding regular assignment of chair car seats will wire to each key intermediate point, all seats reserved for use up to such point, releasing same for their use beyond; so marking diagrams. Such wires to be filed just prior to train time.

DEPOT PASSENGER AGENT, CHICAGO, on departure will release to train conductor, four chair car seats for train sales; wiring balance of unassigned chair car seats to Depot Passenger Agent, Kansas City.

CONDUCTOR INTO FORT MADISON will deliver to outgoing conductor a wire in duplicate (duplicate copy for information of outgoing conductor) for latter to file at Shopton, addressed to Ticket Agent, Kansas City Union Station, showing all "no-shows" in Chair Cars on Train 17. (If no seats are available, wire should be sent so stating.)

DEPOT PASSENGER AGENT, KANSAS CITY, on departure will wire to Ticket Agent, Newton, ten chair car seats from unassigned space for use to Los Angeles; wiring balance of unassigned chair car seats to Ticket Agent, La Junta.

CONDUCTOR INTO NEWTON will wire to Ticket Agent, La Junta, all unassigned and "No-Show" chair car seats on train.

TICKET AGENT, NEWTON, on departure, will wire to ticket agent, La Junta all unassigned chair car seats.

(Continued on Page 102-0)

(Revised August 1, 1959. Correction No. 1242 to Santa Fe System Circular No. 33-S, Instructions for trainmen, etc., cancelling Correction No. 1210.)

WIRING ARRANGEMENTS, TRAIN No. 17 (Con.)

(Chair Cars on Super Chief and El Capitan)

CONDUCTOR FROM LA JUNTA, will wire to Ticket Agent Albuquerque, all unassigned and "no-show" chair car seats on train, wire should be filed at Raton.

TICKET AGENT, LA JUNTA, on departure, will wire ticket agent Albuquerque, all unassigned chair car seats, showing between what points seats are available. Agents on New Mexico Division will call on ticket agent, Albuquerque, for assignments after train has departed La Junta.

Promptly after receipt of space releases, TICKET AGENT, ALBUQUERQUE, will release some chair car seats to Ticket Agent, Grand Canyon, for sale from Williams.

On departure of 7:40 PM Bus, TICKET AGENT, GRAND CANYON, will release to Ticket Agent, Williams, all unassigned chair car seats.

* CONDUCTOR INTO GALLUP will wire Ticket Agent, Williams, number of chair car passengers who will detrain at Williams and show seat space up to six seats which diagrams indicate will not be occupied out of Williams and to Ticket Agent, Needles balance of unassigned seats.

WIRING ARRANGEMENTS, TRAIN No. 22

5. When wiring seats as provided herein, ticket agents and conductors will show car number and specific seat numbers, also between what points available. When there are no seats available, wire should be sent so stating.

All Reservation Bureaus and Ticket Agents holding regular assignment of chair car seats will wire to each key intermediate point, all seats reserved for use up to such point, releasing same for their use beyond; so marking diagrams. Such wires to be filed just prior to train time.

TICKET AGENT, SAN DIEGO, on departure Train 71 will wire Los Angeles Reservation Bureau disposition of San Diego assignments, giving ticket or code number, and between what points reserved. Seats not reserved should be released to Los Angeles. Los Angeles Reservation Bureau will show complete record of San Diego assignments on Los Angeles diagrams. It will not be necessary for San Diego to forward diagrams to Los Angeles.

LOS ANGELES RESERVATION BUREAU will wire to Gen. Agt. Psgr. Dept. Kansas City all seats that will be vacated on arrival Kansas City (except Car 222), releasing same for Kansas City's use. ALSO will wire to Ticket Agent Albuquerque, La Junta, Dodge City, Hutchinson, Newton, and Fort Madison, all unassigned seats available from such points, showing between what points available. (For example: seats reserved Los Angeles to Lamy, Las Vegas, Raton, Trinidad, and La Junta should be wired to Ticket Agent, La Junta, for his use beyond.)

*CONDUCTOR INTO NEEDLES will wire to ticket agent, Albuquerque, all unassigned seats (including the no-shows) from Albuquerque to points east thereof, showing to what destinations space is available; copy of this message to be given outgoing conductor. Such wire should indicate "seats not desirable" when adjoining seat is occupied by a passenger to whom objection might be made by passenger assigned to such seat.

While train is enroute between Los Angeles and Albuquerque, agents east of Albuquerque should wire ticket agent Albuquerque for seat assignments.

TICKET AGENT, ALBUQUERQUE, on departure, will wire six seats to ticket agent La Junta, and wire to ticket agents Dodge City and Hutchinson EACH one-half of the remaining unassigned seats. Wires should show between what points such seats are available.

While train is enroute Albuquerque-Dodge City, agents should call on ticket agent Dodge City for seat assignments.

CPA SANTA FE, AS WELL AS TICKET AGENTS AT LAS VEGAS, TRINIDAD, AND LA JUNTA will, upon departure, wire to ticket agent Newton all their unsold seats showing between what points such seats are available.

WIRING ARRANGEMENTS, TRAIN No. 1

6. When wiring seats as provided herein, ticket agents and conductors will show car number and specific seat numbers, also between what points available. When no seats available, wire should be sent, so stating.

All Reservation Bureaus and Ticket Agents holding regular assignment of chair car seats will wire to each key intermediate point all seats reserved for use to such point; releasing same for their use beyond; so marking diagrams. Such wires to be filed just prior to train time.

DEPOT PASSENGER AGENT, CHICAGO, will release to train conductor 2 seats for train sales, then release to Depot Passenger Agent, Kansas City, remaining unsold chair car seats on Train 1.

- * CONDUCTOR INTO FORT MADISON will deliver to outgoing conductor a wire in duplicate (duplicate copy for information of outgoing conductor) for latter to file at Shopton, addressed to Ticket Agent, Kansas City Union Station, showing all "no-shows" in chair cars on Train 1. (If no seats are available, wire should be sent, so stating.)

- * DEPOT PASSENGER AGENT, KANSAS CITY, will release to train conductor 4 seats for train sales, 2 seats to Ticket Agent, Topeka; 16 seats to Ticket Agent, Newton, and remaining unsold seats to Ticket Agent, Amarillo.

- * TICKET AGENTS, TOPEKA AND NEWTON, will release to Ticket Agent, Amarillo, all unsold seats in chair cars on Train 1.

CONDUCTOR FROM WELLINGTON will wire to Ticket Agent, Amarillo, all "no-shows" on Train 1.

TICKET AGENT, AMARILLO, will release to Ticket Agent, Albuquerque, 6 seats for sale from Belen, then release to Ticket Agent, Clovis, balance of unsold seats in Oakland chair cars on Train 1.

(Continued on page 106)

* (Change effective Feb. 11, 1959. Correction No. 1211 to Santa Fe System Circular No. 33-8, Instructions for Trainmen, etc., cancelling Correction No. 1192.)

WIRING ARRANGEMENTS, TRAIN 1 (Cont'd)

CAR 308:

On departure Mo.Pac. Train 3 from New Orleans, Santa Fe Office in New Orleans will wire Ticket Agent, Houston, disposition of New Orleans assignment in Chair Car 308; giving ticket or code numbers and between what points reserved. Seats not reserved to be released to Houston.

On departure Train 66, Ticket Agent, Houston, will release 6 seats in Car 308 to train conductor; wiring remainder of unassigned seats to Ticket Agent, Temple.

On departure Train 75, Ticket Agent, Temple, will release unassigned seats in Car 308 to Ticket Agent, Sweetwater.

On departure Train 112, Ticket Agent, Dallas "UD", will release unassigned seats in Car 308 to Ticket Agent, Fort Worth "UD".

On departure Train 77, Ticket Agent, Fort Worth "UD", will release unassigned seats in Car 308 to Ticket Agent, Lubbock.

On departure Train 75, Ticket Agent, Sweetwater, will release all unassigned seats in Car 308 to Ticket Agent, Lubbock.

On departure Train 75, Ticket Agent, Lubbock, will release to conductor 2 seats in Car 308 and wire remainder of unsold seats to Ticket Agent, Clovis.

CAR 770:

Train Conductor Train 112, will release to Ticket Agent, Fort Worth, all unsold space in Car 770.

(Continued on Page 106-L)

WIRING ARRANGEMENTS, TRAIN No. 1 (Con.)

CAR 770 Con.

Ticket Agent Ft. Worth will release to Train Conductor Train 77 all unsold space in Car 770.

Train Conductor Train 77 will release to Train Conductor Train 75 at Brownwood all unsold space in Car 770.

Train Conductor Train 75 will wire from Brownwood to Ticket Agent Lubbock all unsold space in Car 770, after retaining 4 seats for train sales.

Ticket Agent Lubbock will release to Ticket Agent Clovis all unsold space in Car 770.

Ticket Agent Amarillo will release to Ticket Agent Clovis all unsold space in Car 770.

Ticket Agent Clovis will release to Train Conductor Train 1 all unsold space in Car 770.

TICKET AGENT, CLOVIS will release 4 seats to Ticket Agent Williams, and 6 seats to Ticket Agent Bakersfield, for their respective sale to Oakland.

TICKET AGENT, ALBUQUERQUE, on departure, will wire equal number of unsold seats to Ticket Agents, Gallup and Winslow.

TICKET AGENTS GALLUP AND WINSLOW, on departure, will wire to Ticket Agent, Williams all unsold seats.

CONDUCTOR INTO WINSLOW will wire Ticket Agent Bakersfield all unsold seats (including the no-shows) from Bakersfield to points beyond, showing to what destination space is available; releasing same for Bakersfield's use. This wire should not include seats previously released to Bakersfield or points beyond, by Reservation Bureaus or Ticket Agents holding regular assignments.

WIRING ARRANGEMENTS, TRAIN NO. 2.

7. When wiring seats as provided herein, ticket agents and conductors will show car number and specific seat numbers, also between what points available. When no seats available, wire should be sent, so stating.

CHAIR CAR

LOS ANGELES RESERVATION BUREAU

Will wire Ticket Agent, Clovis, space sold in Clovis-Chicago Car 409 for insertion in diagram, also release any unsold seats for Clovis sale.

SAN FRANCISCO RESERVATION BUREAU

Will release to Ticket Agent, Amarillo, daily all chair car seats, Train No. 2, sold in advance to destinations between Amarillo to but not including Kansas City, also releasing to Gen. Agent., Psgr. Dept., Kansas City, daily all seats sold in advance to Kansas City. For advance sales or while train is en route, Ticket Agents between Amarillo and Kansas City should call on Ticket Agent, Amarillo, for space.

On departure, San Francisco Reservation Bureau will release to Train Conductor four seats in Chicago chair cars and two seats in Houston chair car for train sale; also release twenty seats in Chicago cars and ten seats in Houston car, to Fresno, but will retain them in the Bureau so as to be available for sale by Bay Area Stations until train has left Richmond, at which time unsold space will be released to Ticket Agent, Fresno; also release ten seats in Chicago cars to Bakersfield, 4 seats to Ticket Agent, Belen, and to Ticket Agent, Albuquerque, four seats in Houston car, also two seats in Chicago chair car.

TRAIN CONDUCTORS WILL WIRE AS FOLLOWS:

- * Conductor into Needles will retain four seats in Chicago Chair Cars and two seats in Houston car for train sales; then, wire to Ticket Agent, Clovis, balance of unassigned seats (including no-shows) showing to what destinations space is available--copy of this message to be given the outgoing Conductor.

(*Change. Revised April 28, 1963. Correction No. 1462 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., canceling Correction No. 1422.)

WIRING ARRANGEMENTS, TRAIN 2 (Cont'd)

TICKET AGENTS WILL WIRE AS FOLLOWS:

On departure, Ticket Agent, Fresno, will release all unsold space to Ticket Agent, Bakersfield.

* On departure, Ticket Agent, Bakersfield, will release four Chicago seats to Ticket Agent, Barstow, four Chicago seats to Ticket Agent, Winslow; then release to Ticket Agent, Clovis, balance of unsold space.

On departure, Ticket Agent, Barstow, will release to Ticket Agent, Clovis, all unsold space.

On departure, Ticket Agent, Winslow, will release unsold seats to Ticket Agent, Clovis.

TICKET AGENT, ALBUQUERQUE, will release to Ticket Agent Clovis all unsold seats in Chicago chair cars.

On departure Train No. 94, Ticket Agent, Lubbock, will wire Ticket Agent, Amarillo, disposition of Lubbock assignment in Car 409, giving ticket or code number and between what points reserved; unsold seats released to Amarillo. Amarillo diagram to show complete disposition of Lubbock assignment.

TICKET AGENT, AMARILLO, will release to train conductor 4 seats for train assignments, 6 seats to Ticket Agent, Topeka, releasing to Ticket Agent, Kansas City Union Station all remaining unsold seats in Chair Cars on Train 2.

DEPOT PASSENGER AGENT, KANSAS CITY, will release to Ticket Agent, Fort Madison, 10 seats in chair cars on Train 2.

8. (Not Used.)

9. (Not Used.)

Chair car seat reservations on Train 123 DISCONTINUED
March 14, 1954.

(Revised Mar. 14, 1954. Correction No. 758 to Santa Fe System Circular No. 83-S, Instructions for Trainmen, etc., cancelling Correction No. 734. On March 14, 1954 Corrections 758 and 734 should be removed from Circular.)

ENVELOPING TICKETS
IN CHAIR CARS

10. Conductors will envelop all passage tickets in accordance with the arrangements outlined in the following rules:

Exception No. 1: Conductors will not envelop tickets of chair car passengers boarding trains after 7:00 AM and reaching destination prior to 11:00 PM. (See Note)

Exception No. 2: Tickets of chair car passengers should NOT be enveloped until holders thereof can be assigned seats. Conductor should punch such tickets for his own run, returning tickets to passengers if for points beyond his run; handing passengers ordinary hat checks. When passenger is assigned a seat, conductor will envelop the transportation in usual manner.

NOTE: On Texas Chief Trains 15 and 16, between Chicago and Galveston, conductors will envelop all tickets of chair car passengers destined to points beyond their run, regardless of time of day passenger boards train or reaches destination, Except: Conductor Train 15 south of Okla. City will not envelop tickets of passengers destined to Fort Worth or intermediates; but will lift such tickets and issue hat checks; turning over the tickets lifted beyond his run, to the connecting conductor at Purcell. Tickets to points south of Ft. Worth will be enveloped as at present, except that passengers en route from Okla. City and Norman to Dallas will be hat checked to Dallas by Conductor into Purcell, who will punch, and lift.

Conductor Train 16 will punch tickets of passengers boarding train at Wichita; returning tickets to passengers for presentation to conductor east of Newton.

#Conductors on Train 19 between Chicago and Kansas City should pouch all tickets for passengers in coaches for Trains 11 and 211 if going beyond the end of his run. Conductors on Train 11 should pouch all tickets going beyond the end of his run.

Conductors on Trains 12 and 212 should pouch all tickets for coach passengers going beyond the end of their runs.

(#New Material. Revised April 15, 1963. Correction No. 1454 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., canceling Correction No. 1262.)

TRANSPORTATION TO WHICH RULES APPLY

11. (a) These rules will apply to holders of tickets and trip passes. For cash fares, see Rule 10, Section "A". For Show Scrip Books, see Rule 25, Section "A".

(b) NOT NECESSARY TO ENVELOP ANNUAL PASSES presented by passengers riding in chair cars. First conductor to whom annual pass is presented, or ticket collector at gate, will determine pass is valid; write number of pass and points between which holder desires to ride in chair car, on Envelope Form 169 Standard; fill in other information required on envelope; and return pass immediately to holder. Issuance of claim check is not necessary. When holder of pass is other than Santa Fe officer or employee, it will also be necessary to write name of holder on envelope. Succeeding conductors will carry passholder on basis of record shown on envelope, without requiring presentation of pass. This rule applies to annual passes only.

(c) ENVELOPING TRIP PASSES:

First conductor honoring a trip pass presented by passenger who will continue in same chair car to point beyond the end of his run, will determine that such pass is valid, write on Envelope Form 169 Standard, the number of the trip pass and the points between which holder desires to ride in such car, and fill in other information required on the Envelope. Issuance of claim check is not necessary. Succeeding conductors will carry passholder on basis of record shown on Envelope, without requiring presentation of the pass.

If passenger will detrain at a point short of destination of the trip pass, First Conductor will endorse the pass "OFF.." and return entire trip pass to the passenger.

If destination of trip pass is the point where passenger will leave chair car in which riding, the First Conductor will CANCEL same by three punch cuts as soon as collected and before placed in Envelope returning any unused portion of trip pass to passenger. (First Conductor must NOT insert three punch cuts unless the going or return portion of the trip pass terminates at the point where passenger will leave the car in which riding.)

Final conductor will enclose wholly-used trip passes with collection.

DESCRIPTION OF TICKET ENVELOPE

12. Ticket Identification Envelope, Form 169 Std., will be used to check passengers and enclose tickets as outlined herein. The envelope is in three parts—Hat Check, Receipt to be given to the passenger, and Envelope for the ticket.

FIRST CONDUCTOR

13. *(a) ENVELOPING TICKETS: First Conductor honoring will lift and envelop all tickets of passengers riding in chair cars who are continuing in same car to points beyond the end of his run. (When enveloping, it is preferred that conductor refrain from folding transportation unless necessary.) Information provided for in blank spaces on Envelope Form 169 Std., should be filled in. For chair-car passengers, hat check should be punched and placed in holder (white space at top of check is reserved for use of conductor handling passenger to destination). (See paragraph (d). See Rule 18 for instructions relating to enveloping of party transportation.

(b) The receipt and envelope should be punched by first conductor in spaces provided. Carloading numbers should be shown on envelopes.

(c) PUNCHING TICKETS: First conductor honoring must punch tickets for his run as soon as collected and before they are placed in the envelopes.

Exception: On Trains 1-2, 15-16, 115-116, 17-18 (Super-Chief or El Capitan), 19-20, 27-200 Denver-La Junta, 23-24, conductors will punch tickets as outlined in Rule 23(b), Section "A".

(d) CHECKING PASSENGERS: Passengers should not be checked under Rules 13(a) and 13(b) to points beyond the destination of the car in which they are riding, nor to points beyond the junction where transfer is required. (First conductors should consider Richmond as being the terminal in lieu of Oakland or San Francisco and should lift the entire going portion of round-trip tickets to San Francisco, Oakland, or Berkeley. Valley Conductors into Richmond will furnish passengers with check covering their motor-coach passage from Richmond to San Francisco, Oakland and Berkeley).

(e) ISSUANCE OF HAT CHECKS: Tickets reading between points on one conductor's run should not be placed in envelopes, but ordinary hat checks will be used.

(*Change. Revised February 15, 1966. Correction No. 1562 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., canceling Correction No. 1485.)

DETACHING COUPONS

14. (a) TO AND FROM POINT WHERE PASSENGER WILL LEAVE CAR: When a passenger presents a ticket with separate coupons reading to and from the point where he will leave the car, the initial conductor will detach and place in envelope Form 169 Standard only the portion of the ticket that reads to the point where passenger will leave the car, returning the remainder of the ticket to the passenger.

In case ticket does not provide separate coupons to and from the point where passenger will leave the car, place entire ticket in envelope, and return unused portion to passenger when he leaves car. (See paragraph (d), page 108-P).

Covers of BOOK FORM TICKETS must NOT be destroyed by conductors, but should be returned to passenger, either at time last coupon is detached or at time unused portion of ticket is returned to passenger.

(b) TO POINTS ON SYSTEM LINES: Coupons reading to points on Santa Fe System Lines, reached by through car runs, will be detached under the above rule whether one or two coupons are provided. For example: A passenger making continuous trip in through car, Chicago to Los Angeles, the conductor leaving Chicago will detach the transportation through to Los Angeles, whether it be a through coupon or separate coupon to and from Albuquerque. In case of separate coupons, the conductor into Albuquerque will NOT collect coupons reading to Albuquerque but will leave the two coupons intact in the envelope to be collected by final conductor. Passenger making continuous trip in through car, with coupons to and from Kansas City, the conductor into Kansas City will leave the two coupons intact in the envelope to be collected by final conductor.

(c) CONTRACT TO BE OBSERVED: Before detaching coupons per Rule 14 (a), the initial conductor will observe the contract to see that ticket has not expired, and is otherwise valid.

(d) TICKETS EXPIRING ENROUTE: If the ticket will expire before the passenger reaches the point where he is to leave the car, the entire ticket should be placed in the envelope, and notation should be made thereon showing date of expiration. (See Rule 7 (k) Section A.)

(e) HONORING COUPON TICKETS READING BEYOND OUR LINE: In honoring coupon tickets reading beyond our line, be careful to punch and detach only this company's coupon. Do not lift tickets or coupons reading to destination or junction point beyond the end of your run. (See paragraph (d), page 108-P.)

(f) COUPONS OR TICKETS LIFTED IN ERROR: If, after reaching the end of run, you find you have inadvertently taken up a coupon or ticket in error, wire its description to the General Passenger Agent, and include the coupon of ticket with copy of your wire. In case passenger is still enroute on our line and is left without proper transportation, make your wire joint with the next conductor.

(Revised June 1, 1962. Correction No. 1419 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1365.)

***(g) PASSING INFORMATION TO SUCCEEDING CONDUCTORS:**
Should you have information of any kind in regard to a ticket or passenger that will be of interest or assistance to succeeding conductors, make notation on the envelope Form 169 Std., or attach memorandum to the ticket. (See paragraph (c), page 55.)

(h) TICKETS WITH PREVIOUS COUPONS ATTACHED:
When tickets are presented, bearing passage or transfer coupons that should have been previously taken up, conductors will detach coupons and send to Auditor with collections.

STOPOVER ENDORSEMENTS ON ENVELOPED TICKETS

15. Before detaching coupons, per Rule 14 (a), the initial conductor will ascertain whether the passenger intends to make stopover at a point short of the destination of the coupon. If so, the entire ticket should be placed in the envelope and notation of the desired stopover should be made on the envelope under the heading "Passenger(s) will make stopover at." Conductor into stopover point will make customary stopover notation and return ticket to passenger.

*Change.

EXTRA FARE TICKETS

16. (a) **ENVELOPING:** Extra fare tickets, when required should be enveloped with rail tickets.
- (b) **PASSENGER BOARDING TRAIN WITHOUT EXTRA FARE TICKET:**
Should a passenger without an extra fare ticket apply for entrance to the train, he should be permitted to board upon the explicit understanding that he will pay the extra fare to the conductor and provided conductor has space available.
- (c) **IN COLLECTING EXTRA FARE ON TRAIN** conductors El Capitan should issue Cash Fare Receipt, in manner outlined Section "A" Rule 11 (c).

ENVELOPING CLERGY TICKETS

17. When a clergy ticket is endorsed "Clergy No. _____," the conductor enveloping the ticket will inspect the certificate and return it to the passenger. Succeeding conductors will honor the ticket without presentation of the certificate.

ENVELOPING PARTY TRANSPORTATION

18. (a) **PARTY TICKETS AND PASSES** should be lifted and enveloped the same as individual tickets. The hat check and receipt detached from the envelope should be issued to the person presenting the transportation. The green hat check should be used in checking the remaining members of the party. The last three figures of the number on the envelope should be written in large figures on each of the green hat checks.
- (b) **INDIVIDUAL TICKETS OR PASSES FOR TWO OR MORE PASSENGERS** should be handled the same as party transportation, as outlined in paragraph (a) of this rule.
- (c) **ISSUING HAT CHECK FOR CHILD UNDER FIVE YEARS OF AGE:** In addition to issuing proper hat check for each child five years or more of age presenting a ticket, a green hat check should be issued for each child under five years of age without ticket but occupying a seat. The last three figures of the number on the envelope containing the ticket held by the parent or guardian should be written on the child's check.

(Revised Feb. 15, 1966. Correction No. 1563 to Santa Fe System Circular No. 33-S, Instructions for Trainmen etc., canceling Correction No. 1171.)

The purpose of this arrangement is to definitely indicate what seats are in use and to whom each child belongs.

(d) GREEN HAT CHECKS are to be used only for the purpose outlined in Rules 18 (a), (b) and (c).

#(e) Hat check detached from the envelope should be endorsed to show total number of passengers in the party and must be placed over the lowest numbered seat of the group of seats occupied by the party. A green hat check with the last three numbers of the envelope endorsed thereon should be placed over each of the remaining seats occupied by the party. EXAMPLE: A family party presents ticket for seats 26-28-30-32. Hat check from the envelope endorsed to show "4" should be placed over seat 26 and green checks over seats 28-30-32.

CONNECTION INFORMATION

19. (a) INFORMATION TO BE SHOWN ON ENVELOPE: To enable conductors to make connection reports, conductors detaching and enveloping the Santa Fe coupon of a ticket reading to a point on a connecting line will ask the passenger whether he wishes to leave on the first connecting train via the connecting line. If so, notation should be made on the envelope showing to what point the next coupon reads and via what line. FOR EXAMPLE: In case of a ticket reading via the Santa Fe to Kansas City, Missouri Pacific Lines to St. Louis, Pennsylvania R. R. to New York, the notation should be "St. Louis, Mo. Pac." If the passenger intends to make a stopover at the junction point and will not take the first connecting train, the notation should be "No connection."

(b) TICKETS INTO LOS ANGELES: In addition to information about foreign line connections at Los Angeles, the following is necessary: In case of passenger holding ticket with coupon to Los Angeles and separate coupon Los Angeles to San Diego (or any other station on the San Diego line) who wishes to leave Los Angeles on the first connecting San Diego train, notation should be made on the envelope. "San Diego, SFe." If stopover will be made at Los Angeles, notation should read "No Conn."

*(c) PASSENGERS DESTINED TO LONG BEACH: When passengers present tickets reading to Long Beach, conductors will endorse ticket identification envelope to show that such passengers are destined Long Beach, also whether intend to use Transcontinental Bus from Pasadena or Fullerton to Long Beach. Transcontinental Bus service between either Fullerton or Pasadena and Long Beach is for accommodation of INTERSTATE passengers only.

OBJECTION TO SURRENDERING TICKET

20. If a passenger objects to surrendering his ticket, conductor should courteously explain that the purpose is to avoid inconvenience enroute, and that receipt will be given for the ticket. If he still prefers to retain the ticket, he should be allowed to do so and will be hat checked over each division.

INTERMEDIATE CONDUCTORS

21. (a) CHECKING SHORT PASSENGERS: Each intermediate conductor will promptly check envelopes and contents to determine what short passengers he has to discharge, placing over the through hat check a regular hat check punched according to his system, to show the destination. If preferred, the through hat check may be punched to indicate the destinations of short passengers, provided no added inconvenience to passengers will be caused by such handling. Shortly before arrival at destination of such short passenger, hat check should be taken down, any unused transportation returned to passenger, and Passenger's Receipt lifted regardless of whether or not ticket is returned to passenger. (See Rule 25(a).)

(b) CHECKING REMAINING PASSENGERS: After checking the short passengers, conductor will make a complete check of the remaining passengers, to determine that he has proper transportation for each one. Passengers are not to be disturbed in making this check, unless there is some irregularity in transportation, or other condition that requires prompt attention.

FINAL CONDUCTOR

22. Upon taking charge of train, final conductor will proceed the same as an intermediate conductor. Shortly before arrival of train at destination, he will return all unused transportation and will take down hat checks in the usual manner. Passengers' Receipts should be taken up regardless of whether or not ticket is returned to passenger. (See Rule 25(a).)

(*Change. Revised July 16, 1954. Correction No. 814 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 685.)

TRANSFERRING PASSENGERS

23. (a) **TICKETS TO BE TRANSFERRED WITH CAR:** In case a coach or parlor car is switched to another train or passengers are transferred to another car on the same train, conductor should see that tickets are likewise transferred so as to go with the proper car and with the passengers. If it is impossible to transfer the tickets with the passengers, or if there is doubt about the handling of the tickets, or equipment to be used, beyond the transfer point, take up hat checks and receipts and return tickets to the passengers.
- (b) **TICKET TO BE RETURNED TO PASSENGER TRANSFERRING AT JUNCTION POINT:** When approaching a junction point where there is switching to be done, ticket should be returned to any passenger who is riding in a car that he must leave at the junction.

STORAGE OF TICKETS

24. Conductors will separate envelopes for each chair car and lounge car, keeping envelopes either in grip or locker of car in which conductor works transportation, and personally turn over to connecting conductor at terminal. When not practical to personally turn over ticket envelopes to connecting conductor, the envelopes will be left in electric locker of forward chair car. In event cars in inbound train are to operate outbound in different trains, the envelopes will be separated and placed in electric locker of head car for each connection.

DISPOSITION OF USED ENVELOPES, RECEIPTS, AND HAT CHECKS

25. (a) After all tickets have been taken into collections or returned, and the envelopes have been carefully examined to make certain they are empty, the envelopes and lifted passengers' receipts should be destroyed. Hat checks should also be destroyed when taken down.
- (b) In case a hat check is missing, or in case a passenger is unable to find and surrender his receipt, the envelope should not be destroyed until the end of the train run.

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THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY

SECTION "E"

RULES FOR HANDLING PASSENGERS AND TICKETS

IN

SLEEPING CARS

J. P. Warren
M-PT, AT&SF Ry
Topeka, Kansas

H. C. Johnston
M-PT, AT&SF Ry-CL
Los Angeles, Calif.

G. B. Kelley
M-T, AT&SF Ry
Albuquerque, N. M.

T. C. Osborn
M-T, AT&SF Ry-CL
Phoenix, Ariz.

Approved:

E. L. Petersen
GM-PT, AT&SF Ry System
Chicago, Illinois

(Correction No. 1716 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc., canceling Correction No. 1662, effective August 1, 1970)

TABLE OF CONTENTS--SECTION "E"
Rules for Handling Tickets and Passengers in Sleeping Cars

	<u>Page(s)</u>
Accommodations, Changes in.....	143
Animals.....	125
Baggage.....	124, 125
Baggage Transfer.....	131
Bell, Call.....	128
Blind and Attendant.....	147
Call Bell.....	128
Cash Fare Form CF-2.....	136, 137
Children - Without Escort.....	129
- Half Fare.....	145
Clergy Tickets.....	146, 147
Clothing, Passengers'.....	124
Complaints.....	127
Connection Wires.....	155, 156
Credit Cards.....	140, 141
Duplicate Sales.....	150
Employee Tickets.....	146
Envelopes - Form 168 Standard.....	133
- Destroying after use.....	134
Explosives.....	124
Extra Fares.....	146
Forms, Sample.....	Addendum
Government Requests.....	136, 137
Guarding Cars.....	127
Guns.....	124
Identification Checks.....	133
Injury, Personal.....	156
Minimum Ticket Requirements.....	149, 150
"No Shows", Release of.....	151
Passengers - Receiving.....	123
- Unloading.....	130
Passes.....	133, 135, 138, 139, 146, 148, 149
Permits.....	134
Personal Injury.....	156
Post Office Commissions.....	147
Prepaid Orders.....	148
Prisoners and Guards.....	127

(Revised August 1, 1970. Correction No. 1717 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc., canceling Correction No. 1709)

TABLE OF CONTENTS--SECTION "E" (Concluded)

	Page(s)
Radios.....	127
Rail Connection Wires.....	155, 156
Railroad Tickets.....	146
Receiving Passengers.....	123
Release of "No Shows".....	151
Release of Space by Reservation Bureaus, etc.....	152--155
Remittances.....	145
Sale of Space En Route.....	136
Santa Fe, New Mexico, Destination.....	134
Shoes, Passengers'.....	126
Step Box.....	128
Stopovers.....	145
TICKETS - Clergy.....	146, 147
- Charity, etc.....	147
- Collection and Cancellation.....	132
- Pouching.....	132
- Employee.....	146
- Extra Fare.....	146
- Minimum Requirements.....	149, 150
- Railroad.....	146
- Sleeping Car.....	135
Transfer Slip.....	138, 141, 142
Transportation Requests, Government.....	136, 147
Typewriters.....	127
Unloading Passengers.....	130
U. S. Government Transportation Requests.....	136, 147
Vestibules.....	128, 129
Visitors.....	145

Receiving Passengers at Terminals and Enroute

When cars are placed in the station for loading, each porter must station himself at the entrance to his car, facing the direction from which passengers will come. When two attendants receive at adjacent openings, each shall cooperate with the other in properly caring for passengers when one is away from the opening or inside the car. Each porter must know the car designation number and the location of all cars on the train and be able to give specific directions to passengers having space in other cars.

As passengers approach, the porter will call his car number and destination in a clear, distinct voice. When passenger indicates his car number has been called, the porter shall step forward saying, "Good Morning", "Good Afternoon" or "Good Evening" "Sir" or "Madam" as the case may be. He shall then offer to relieve the passenger of his coat, baggage, packages, newspapers or anything he may be carrying. The porter shall allow the passenger to precede him into the car saying "Watch your step please", and direct him to his space.

The porter must acquaint the passenger with and explain to him the facilities in the room, such as individual heat and ventilation controls, folding beds, toilet facilities, etc. He shall also inform the passenger of the various features aboard the train such as the dining car, club or lounge car, mentioning the hours such facilities are available and their location in the train.

Three minutes before departure, unless local regulations at terminal provide otherwise, porters will announce in a distinct but not loud voice "All aboard - all visitors off, please" throughout the car, making certain visitors who may be in rooms as well as those in the body of the car, are advised.

Promptly offer hat bags to all passengers. Crumpled bags must be discarded.

Offer pillow to passengers for their added comfort in sleeping cars during the day, afternoon and early evening. Pillows must have fresh clean slips.

Passengers who board train late at night will be given all necessary assistance to prevent delay in retiring.

(Issued August 1, 1970. Correction No. 1718 to Santa Fe System Circular 33-S, Instructions to Trainmen, etc., canceling Correction No. 1710)

At station stops enroute, porters must open doors whether diagram shows pick up or not, and get on the ground, place step box in position and be ready to assist passengers.

If it is known that passengers will entrain and the car will be short of the station platform, the passengers shall be loaded at a convenient opening on the station platform and assisted to their space.

In every case, porters shall make sure that passengers being received are on the right car, on the right train.

PASSENGERS' BAGGAGE, CLOTHING, ETC. - When passengers board cars in the daytime, the porter shall place the baggage under the seat, on racks or other available places, lid side up. Do not leave baggage in aisle. Assist the passenger in removing the hanging his overcoat. When passengers board cars at night after beds are made down, the porter shall inquire of the passenger which bag he will require, wipe it carefully to remove any dirt and place it at the foot of berth, lid side up. This applies whether bags are brought in to car by passenger, Red Cap or the porter.

Baggage that cannot be stored within the passengers' accommodation may be stored elsewhere, exercising care so as not to discommode other passengers or create a safety hazard.

In order to avoid marring the finish on seat ends, passageways, doors to rooms, etc., handle not more than two pieces of baggage at a time. Porters shall assist Red Caps in taking baggage into cars, when necessary, and see that no damage occurs. Keep baggage clear of steam pipes.

Carefully handle baggage and clothing when preparing and putting away beds.

EXPLOSIVES - It is unlawful to take or carry on passenger trains explosives such as dynamite, blasting caps, detonators, fuses, gun powder, etc. Other items such as inflammable liquids, or solids, compressed and poisonous gases and corrosive liquids also are prohibited.

GUNS - Passengers, except military or peace officers in performance of their duties, are not permitted to take guns into passenger cars unless they are disconnected.

ANIMALS - Dogs, cats or other animals, (Not venomous, odoriferous, or otherwise objectional) may be taken into private room accommodations, but not more than two (2) animals may be taken into any one room. This privilege is granted only to holders of private room space.

Animals other than dogs must be in suitable containers when taken to and from rooms; however, dogs may be on leash and muzzled in lieu of container.

Animals must be kept in private room space of the owner or custodian and are not allowed in other parts of the car.

Animals are in the custody and control of the private room occupant who brings them into the car and the owner or custodian must see that the rights and sensibilities of other passengers, including the right to quietness in the car are not infringed. Barking or other noise making must be stopped or the Sleeping Car Porter In Charge should request that the animal be moved to the Baggage Car.

Guide or leader dogs of blind passengers must be kept in the room. Every courtesy and care consistent with the duty owed other passengers must be accorded such blind passengers and the Sleeping Car Porter In Charge will guide their necessary movement about the car.

Make notation on Inspection Report whenever an animal is carried. Show the space occupied and which beds were used. For example: "Dog carried in DR-A, lower and sofa used."

HANDLING BAGGAGE AT DESTINATION - Porters shall inquire of passengers whether their baggage is ready to be carried out and shall carry it out when the passenger indicates that it is satisfactory to do so. In removing bage from under seats or berths, they must be slid along the floor until clear before lifting in order to avoid possibility of their being damaged. Baggage shall not be collected and left unguarded at end of car or on vestibule platform too far in advance of passengers' arrival at destination.

When placing baggage on vestibule platforms, space shall be left for a clear passageway between cars. Do not place baggage on buffer plate.

Unless local regulations provide otherwise, unload baggage before passengers are discharged except under certain baggage check arrangements. In case of close connection, arrange to have baggage available for passengers who desire to leave the train immediately upon arrival.

(Correction No. 1719 to Santa Fe System Circular 33-S, canceling Correction No. 1057, effective August 1, 1970)

Advise passengers, as they leave the train, to "Claim your right baggage, please." Porter assigned to car shall remain on the station platform until all baggage has been claimed.

In case of property loss, the Porter to whom the loss is first reported shall conduct a thorough search of the space occupied by the passenger. If the article is not found, the Train Conductor shall be summoned and asked to assist in any additional search of the car which the passenger may request. If the article cannot be found, a notation is to be made on the Inspection Report, so that the Yard forces can also search for it in the car.

As space is vacated by passengers, it shall be carefully searched for lost or forgotten articles. Every effort must be made to locate the owner of any property found enroute.

At the end of the trip, before cleaners or other employees enter the car, carefully search the entire car. Articles left by passengers must be turned over to the Lost and Found Department at terminating point of your car. Take receipt and turn in to Dining Car Department.

FRUIT, FLOWERS, ETC. - Should a passenger ask that such items be kept under refrigeration, and if there is a dining car on the train, check with the Steward to see if he has space to handle the item. If so, turn over to the Steward, but be sure to reclaim the item for the passenger at the time specified, keeping in mind the possibility that the diner or sleeping car may be switched out or may not be destined to the same point.

INFANT'S MILK BOTTLES - The Porter shall check with steward for storage under refrigeration of food if request is made by the passenger.

BRUSHING OF CLOTHING - This service usually is performed just prior to discharging the passenger and only with his permission. Brushing may be done only in places where the dust cannot bother other passengers - and it shall always be done as gently as possible.

SHINING OF SHOES - Clean and polish shoes of all black or brown leather each night. White, two-toned, or other colored shoes, and shoes of material other than leather are not to be polished, but merely wiped dust free with a dry cloth. Do not remove shoes from more than one room at a time. In replacing shoes in shoe locker of rooms, place heel of the shoe toward the inside door of the locker. Shoes are to be shined at the Porter's seat.

CONNECTION INFORMATION

5. (a) **INFORMATION TO BE SHOWN ON ENVELOPE:** To enable conductors to make connection reports, conductor detaching and enveloping the Santa Fe coupon of a ticket reading to a point on a connecting line will ask the passenger whether he wishes to leave on the first connecting train via the connecting line. If so, notation should be made on the envelope, showing to what point the next coupon reads and via what line. For example—in case of a ticket reading via the Santa Fe to Kansas City, Missouri Pacific Lines to St. Louis, Pennsylvania R. R. to New York, the notation should be "St. Louis, Mo. Pac." If the passenger intends to make a stopover at the junction point and will not take the first connecting train, the notation should be "No Connection."

(b) **TICKETS INTO LOS ANGELES:** In case of passenger holding ticket with coupon to Los Angeles and separate coupon Los Angeles to San Diego (or any other station on the San Diego line) who wishes to leave Los Angeles on the first connecting San Diego train, notation should be made on the envelope "San Diego, Sfe." If stopover will be made at Los Angeles, notation should read "No Conn."

(c) **PASSENGERS DESTINED TO LONG BEACH:** When passengers present tickets reading to Long Beach, conductors will endorse ticket identification envelope to show that such passengers are destined Long Beach, also whether intend to use Transcontinental Bus from Pasadena or Fullerton to Long Beach. Transcontinental Bus service between either Fullerton or Pasadena and Long Beach is for accommodation of INTERSTATE passengers only.)

(d) **PASSENGERS EN ROUTE SANTA FE, N.M.** When pouching transportation of passengers enroute to Santa Fe, N.M., the initial conductor on Trains 19 and 20 will endorse the ticket identification envelope to indicate that such passenger will desire bus service from Lamy to Santa Fe.

Rule 5½, outlining arrangements for protecting standard sleeping car passengers destined San Diego with reserved seats in Chair Car from Los Angeles to San Diego, is CANCELLED IN ITS ENTIRETY.

RADIOS - Employees must not turn on the radio for their own benefit, or use portable radios in sleeping cars occupied by passengers.

TYPEWRITERS - May be used by passengers in private room accommodation, if other passengers are not inconvenienced.

PRISONERS AND GUARDS - Porters shall not assume the responsibility of guarding prisoners by relieving the guard for sleep, rest or meal periods.

COMPLAINTS - When passengers make complaints, the Porter shall attempt to correct at once the condition complained of. If unable to correct, report to Train Conductor.

PERSONS KNOWN TO BE AFFLICTED WITH INSANITY OF A THREATENING KIND - Must always be accompanied by a nurse or attendant and accommodated in rooms. If it is found that a mentally unbalanced passenger is aboard unaccompanied by a nurse or attendant, the Train Conductor shall be notified at once.

PASSENGERS OFFENSIVE TO OTHERS - The Train Conductor shall be notified and his instructions followed in every case where passengers refuse to conform to the regulations of the Company or who conduct themselves in a manner offensive to others.

LOCKING OF ROOM DOORS - Doors to room accommodations are equipped with locks operated from the inside. In the event passengers become locked out of rooms account defective locks or otherwise, doors may be unlocked by removing the metal face plate of the lock on the outside of the door. The removal of the face plate, in some instances, will permit the use of an end door key to unlock the door and in other instances will cause the locking arrangement to become disengaged. A screw driver must be carried for use in removing the screws from the face plate.

GUARDING OF CARS - Cars in service must not be left unguarded. When cars are occupied during receiving periods, Porter shall check annunciators frequently and keep the car under constant observation. During the time a Porter is off duty on his rest or meal period, the car to which he is assigned must in all cases be guarded by another Porter. Information regarding the time of a Porter's rest period and the Porter who will guard the car during rest period will be shown on call card.

(Issued August 1, 1970. Correction No. 1720 to Santa Fe System Circular 33-S, Instructions to Trainmen, etc., canceling Correction No. 1463)

CALL BELL SYSTEM - Each car is equipped with a call system whereby a bell or chime will sound when call button, located in each of accommodations, wash rooms, end door, etc., is pushed. Always be alert to the sound of the bell and answer calls promptly.

CALL BELL CONNECTORS - All cars have call bell system arranged so that adjoining cars to be guarded by one porter can be connected together so the bells or chimes will sound when a button is pushed in either car. The call bell system must be connected when one Porter is assigned to guard two or more cars. The Porter going off duty shall put up the connector and test it with the assistance of the Porter relieving him to make sure the System is working. Even though a call system connector is used, the Porter must frequently patrol the cars he is guarding. When all Porters are on duty the connectors shall be taken down and placed in locker by Porters of cars to which the connectors belong.

When approaching stations where several passengers are to detrain, the employee assigned to the car shall announce the station and designate end of car from which passengers will leave.

Vestibules and Step Box

VESTIBULE DOORS AT ALBUQUERQUE - Vestibule doors must be closed at Albuquerque when mobile wash machine approaches, and opened after it has passed by.

Always place folding type car steps in full open or full closed position. When partially opened, they project beyond the sides of the car and there is possibility of damage or injury when clearances are restricted. Operate steps only when car is not in motion.

Keep vestibule and trap doors closed and latched while the train is in motion. They shall also be closed at stations after "all aboard" signal is given before the train starts and not opened until the train stops. When either is in open or closed position, they shall be latched securely.

KEEP VESTIBULES CLEAN AT ALL TIMES - Hand railings and under side of trap doors are to be wiped with the dust cloth immediately before receiving and/or discharging passengers. Carefully sweep refuse through openings over buffers or off the vestibule at station stops. Exercise care so as not to sweep dirt onto people on the station platforms. Mop vestibule

platform when need therefore is indicated, but it shall be wiped dry immediately thereafter to prevent accidents from slipping. Vestibules must not be mopped in freezing weather. KEEP VESTIBULE PLATFORMS AND STEPS FREE OF ICE AND SNOW BY LIBERAL USE OF SALT.

VESTIBULE CURTAINS shall be fastened by the Porter when cars are coupled together. They shall be unfastened before cars are uncoupled and also upon completion of the trip after passengers have been discharged.

DRAW THE TAILGATE across any unprotected openings when cars are in trains being switched enroute, or standing in station. Latch the tailgate whether in open or closed position. Each Porter is responsible for handling the tailgate at both ends of his car.

PLACE THE STEP BOX for use by passengers when the distance from the lower step of the car to the station platform or ground is 12 inches or more. The step box shall be carried, never thrown or dropped into position. When placed for use, it shall extend endwise from the car steps and rest evenly and firmly. When car is in service the step box is carried on the vestibule platform close to the vestibule door. If the step box is lost or left enroute the Porter shall report the matter to the Superintendent by wire so that he can arrange to recover. When the car is not in service the step box shall be stored in an end room.

YOUNG CHILDREN WITHOUT ESCORT

Children between the ages of seven and twelve years will be accepted when in the opinion of ticket agent they are capable of traveling unaccompanied. In no case will children under seven years of age be accepted when traveling unaccompanied or when accompanied by a child of half-fare age. You, and the Courier Nurse (if train has regularly assigned nurse) will be informed in advance of such cases requiring special attention. You should not assume responsibility of handling young children without escort merely on request of parent or guardian.

SLEEPING CAR PORTERS UNDER DIRECTION OF TRAIN CONDUCTORS

Sleeping car Porters in charge are under the direction of the train Conductor. They will also cooperate with other officers of the company and their representatives who have been instructed to supervise sleeping car operations or audit sleeping car tickets.

(Issued August 1, 1970. Correction No. 1721 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc., canceling Correction No. 1664)

USE OF CARS BY EMPLOYEES

Trainmen and dining car department are not permitted to use occupied rooms for washing up or for any other purpose.

PASSENGER UNLOADING AND BAGGAGE CHECKING AT TERMINALS

Unloading of baggage and passengers must be done in the following order:

1. Unload baggage which is to be carried or carted away by the passenger.
2. Unload passengers. As they leave the train remind them to "CLAIM YOUR RIGHT BAGGAGE, PLEASE".
3. Unload baggage which has been tagged for handling by Red Caps.

CHICAGO

So that Porters will know on which side of train to arrange unloading arrival Dearborn Station, arrangements have been made to display a "L" or an "R" on the depot at McCook, Ill. The McCook Depot is on the north side of the track 12.8 miles from Dearborn Station.

Our inbound trains pass McCook Depot at the following times:

Train 16 9:25 A.M.
Train 18 12:59 P.M.
Train 2 7:32 P.M.

"L" means unload on Left and "R" on Right.

LOS ANGELES

During the period when Super Chief and El Capitan are combined, unloading will be on the RIGHT side. During the period when they run as separate sections, unloading will be on the LEFT.

Train 23 sleeping car unloads on the LEFT.

HOUSTON

Train 15 backs into the station and unloads on the RIGHT.

RICHMOND

Train 1 unloads on the LEFT.

CHECKING OF PASSENGERS' BAGGAGE FROM TRAIN

Train to train transfer service is only available to passengers arriving Chicago on Trains 16 and 18 who are transferring to sleeping cars on Penn Central Broadway Limited, Train 48, departing from Union Station at 4:30 PM. (Please note that this service is not available to passengers on Train 2 nor to any connecting train other than the Broadway.)

As a minimum of 1 1/2 hours are required for transfer, this service should not be offered when 16 or 18 arrives Chicago later than 3:00 PM. The check for this service is Form HB-21, Green, and in four parts, all with the same number.

Prior arrival Chicago politely inquire of passengers if they wish this service, which is for luggage only, not clothing, books, umbrellas, radios, cameras, packages, etc. Advise them there is a \$1.00 per piece charge for this service which will be collected when baggage is delivered to their outgoing space.

Completely and accurately fill out information required on the front and back of the string portion and hand the bottom portion (passenger's duplicate of train to train transfer check) to the passenger.

Train to taxicab service is available at Chicago and Los Angeles. The check for this service is Form HB-29, white and in two parts. Inquire of passengers if they wish this service and advise them the prevailing Red Cap service charge will be made when they claim their luggage at the Taxi Stand. Fill in the date and car number on both parts and hand bottom part (Passenger's Claim Check) to the passenger.

Train to bus service is available to passengers arriving at Richmond on Train No. 1. There are TWO checks used for this service. Form HB-27, Orange for OAKLAND passengers and Form HB-13, Yellow for SAN FRANCISCO passengers. Both checks are in two parts. Fill in date and train number on both parts and hand bottom part to passenger. Advise passenger the prevailing Red Cap Service Charge will be made upon delivery of luggage. BE SURE TO DETERMINE PASSENGERS DESTINATION AND USE CHECK OF CORRECT COLOR.

Train Conductor shall be notified in advance in all cases where passenger will need wheel chair and/or ambulance when he detrains, so that they may be ordered.

(Issued August 1, 1970. Correction No. 1722 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc., canceling Correction No. 1487)

INFORMING PASSENGERS REGARDING REDEMPTION VALUE OF TICKETS:

Many times a partially used ticket will have little or no refund value. Porters in charge should not volunteer information as to any specific refund value but merely suggest to passenger that such ticket be turned in for any possible refund value it might have.

SECTION b

As a convenience to our sleeping car passengers, and to avoid disturbing them en route for their transportation, rail and sleeping car tickets held by such passengers will be taken up by Porter in Charge upon boarding your car and handled in the following manner:

1. Collection and Cancellation of Sleeping Car Transportation

Sleeping car ticket should be inspected to see that ticket or reservation code number agrees with ticket or reservation code number shown on your diagrams. After verifying that ticket is in order, accommodation coupon should be removed from book. To identify the accommodation coupon of Santa Fe issue sleeping car tickets it is the coupon bearing facsimile signature of General Manager-Passenger Traffic, and will also bear coupon number on same line as ticket number.

Accommodation coupon should be cancelled in presence of passenger by placing three punch cuts in the signature block of ticket in order to avoid mutilating other information on face of coupon. Coupon may then be placed in envelope Form 356 Standard.

See Section B-1 for detailed information on sleeping car ticket, passes, cash fares, etc.

2. Pouching Rail Transportation to be turned over to Train Conductor

Rail ticket should be examined to ascertain that it reads between or beyond the point of origin and destination of sleeping car ticket. It should also be inspected to see that it covers the number of passengers for which sleeping car ticket is issued.

After it is determined that rail ticket is in order, it should be handled as follows:

If rail ticket coupon or coupons read between same points as sleeping car ticket, the passage coupon(s) should be removed from book and placed in Form 168 Standard. Claim check should be turned inside pouch and passenger's receipt of rail ticket should be returned to passenger.

DO NOT punch rail ticket or fold it when placing in pouch. Information provided for in blank spaces on envelope Form 168 Standard should be filled in. It is important that you inquire if passenger intends to make a stopover enroute and if so, the point of stopover must be indicated in space provided on the envelope. It is especially important when sleeping car tickets read to a point short of the destination of the rail ticket, that stopover point be shown on Form 168 Standard, so transportation may be returned to passenger prior to leaving the train.

If rail ticket reads to a point beyond the destination of the sleeping car ticket, the entire rail ticket, including cover and remaining coupons, if any, are to be placed in envelope Form 168 Standard, which should be filled out to show name of station where passenger will detrain so transportation can be returned prior to detraining.

The identification flap on top of the form should be removed and handed to passenger.

On Trains 17-18 Extra Fare rail tickets are required and will be lifted and pouches with rail ticket.

ANNUAL RAIL PASSES PRESENTED BY PASSENGERS RIDING IN SLEEPING CARS WILL NOT BE POUCHED.

Porter-In-Charge, or Depot Passenger Agent at Chicago for Train 15 and 17, will determine the pass is valid then complete Form 168 Standard, showing pass number and points between which pass will be used. Claim check will be turned inside envelope. When passholder is not employed by Santa Fe write name on envelope.

TRIP RAIL PASSES PRESENTED BY PASSENGERS RIDING IN SLEEPING CARS WILL BE POUCHED.

Porter-In-Charge, or Depot Passenger Agent at Chicago for Train 15 and 17, will complete Form 168 Standard, showing Pass Number and points between which pass will be used. If destination of pass is same as trip in sleeper, lift pass and place in envelope Form 168 Standard. Claim check will

(Issued August 1, 1970. Correction No. 1723 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc., canceling Correction No. 1711)

be turned inside envelope. If passenger will detrain short of destination of pass, issue claim check and lift entire pass. First conductor will endorse the pass "Off _____" and return entire trip pass to Porter-In-Charge for return to passenger.

Trip train permits will be lifted and pouched.

After transportation has been lifted from all passengers in car, all envelopes Form 168 Standard should be secured together with rubber band. Train conductor will pick up.

HANDLING SLEEPING CAR AND POUCHING RAIL TICKETS OF PASSENGERS BOARDING TRAIN EN ROUTE.

Sleeping car tickets will be checked and lifted and rail tickets promptly pouched and turned over to the Train Conductor in manner shown in preceding instructions.

See Section b-3 for detailed information on rail tickets, passes, etc., also additional information on pouching tickets.

3. Return any unused portion of rail ticket to passenger.

Porter-in-Charge will return any unused portion of railroad ticket to each passenger before he or she leaves the sleeping car, whether at terminal or an intermediate point, and when doing so will take up the identification check held by passenger. This should be done not more than two hours before passenger leaves the car.

IDENTIFICATION CHECKS NOT TO BE LIFTED from passengers to whom there is no transportation to be returned upon leaving car.

DESTROYING ENVELOPES

After all tickets have been returned, and the envelopes have been carefully examined to make certain they are empty, they may be destroyed together with the corresponding identification checks. Checks should be so mutilated as to render them useless if picked up by improper persons.

POUCHING TICKETS OF PASSENGERS EN ROUTE SANTA FE, N.M., VIA LAMY

It is necessary to pre-arrange motor transportation for any of our Lamy passengers desiring such transportation between Lamy and Santa Fe.

Information indicating how much transportation is needed is relayed to the Ticket Agent at Lamy by the Train Conductor. In order to provide correct information to the Train Conductor, you are to inquire of each Lamy passenger, either eastbound for westbound whether or not he wishes transportation from Lamy to Santa Fe.

In all cases where the passenger wishes this transportation, you are to write on the bottom of the Rail Transportation Pouch, Form 168 Standard, the words "Cab to Santa Fe". As a matter of information, quite a few of our Lamy passengers are met at that point by friends or relatives who live in Santa Fe.

TICKET POUCHING TRAIN 1 INTO RICHMOND

It is necessary for the Valley Division Train Conductors to have specific information on the number of sleeping car passengers whose actual destination is Richmond, Berkeley, Oakland or San Francisco so that adequate trainside bus service can be arranged at Richmond.

In the case of passengers for the Bay area, the destination stated on the tickets is not always the actual destination, therefore, you must inquire of each Bay area passenger from whom you lift tickets on Train 1 what his actual destination is and so indicate on the line marked "Destination on Santa Fe Lines" on the Rail Pouch, Form 168 Standard.

This will afford the Train Conductors on the Valley Division the information they need to send wires to Richmond indicating the number of passengers for Berkeley, Oakland and San Francisco.

SLEEPING CAR TICKETS AND PASSES

SECTION b-1

TICKETS - There are three forms of Santa Fe sleeping car tickets, Form SC-1, SC-2 and SC-3. Form SC-3, consisting of three coupons, is designed primarily for sales involving three railroads on the California Zephyr Route. Form SC-1 has one coupon covering accommodations in one direction from point of origin to destination. Form SC-2 has two coupons and may cover split assignment of space on a single trip, or it may cover round-trip accommodations. Each sleeping car ticket should be checked carefully to insure that only the required coupon is lifted.

When picking up sleeping car ticket, it should be inspected to see that the ticket or reservation code number agree with ticket or reservation code number shown on your diagram. After verifying that ticket is in order, accommodation coupon should be removed from book, and cancelled in presence of passenger by placing three punch cuts in the signature block of coupon in order to avoid mutilating other information on face of coupon.

(Issued August 1, 1970. Correction No. 1724 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc., canceling Correction No. 1712)

Facsimile of sleeping car ticket - accommodation coupon and Passenger's receipt is shown on attached pages. Sleeping car tickets of other railroads will generally have same appearance and form; however, should the sleeping car ticket be in a different form you will be able to identify the essential information.

SLEEPING CAR AND RAILROAD COMBINATION TICKET - Some railroads are issuing a ticket that combines both sleeping car and railroad transportation in one ticket. When passenger presents such sleeping car and railroad combination ticket, you will fill out a Ticket Substitution Slip as follows: Show Santa Fe stations from and to which combination ticket applies, indicating accommodation, car number, train number and date in spaces provided. If space is held under code number - show it. Show number of passengers. Show issuing railroad, form and number of combination ticket, date sold and selling station. Ticket Substitution Slip will be placed in Form 356 Standard envelope with other sleeping car tickets. Facsimile of Ticket Slip is attached.

UNITED STATES GOVERNMENT TRANSPORTATION REQUEST - Government Transportation Request should be exchanged at ticket offices for sleeping car and railroad transportation. If a passenger fails to exchange the Government Transportation Request at a ticket office, and presents the Transportation Request on the train, it may be lifted for sleeping car passage. The Request requires two signatures in every instance: one signature of the issuing officer, and one of the traveler. When the traveler is also the issuing officer, he must sign twice on the two lines provided.

If the Transportation Request is for both rail and Pullman accommodations, you should handle same as sleeping car and railroad combination ticket, filling out a Ticket Substitution Slip, and turning Government Transportation Request over to train conductor.

When type of space specified is not available, or is not desired by passenger, the passenger should make a notation on reverse side of Government Transportation Request stating actual transportation received, reason for the change, and then sign the notation.

SALE OF SLEEPING CAR ACCOMMODATIONS WHILE TRAIN IS EN ROUTE - Sleeping Car Cash Fare Form CF-2 is to be used in the sale of sleeping car accommodations while train is en route. Each porter should have a pad of these forms in his possession, which can be secured at Commissary in Chicago and Los Angeles.

The form is made up in pad form consisting of fifty (50) sets of cash fares per pad. Each set consists of an Auditor's coupon (green), Accommodation coupon (pink) and Passenger's Receipt (white), each having the same number. The Auditor's and Accommodation coupons are carbonized on the back to permit completing the form with one writing, as follows:

1. Lift one set of coupons, bearing same number, with Auditor's coupon on top, and place cover flap beneath Passenger's Receipt to prevent marking through to coupons below.
2. Fill in stations from and to which accommodation is to be sold, in appropriate spaces.
3. Punch or check type of accommodation sold and also insert designation of space sold (i.e., letter) on same line.
4. Show car and train numbers in appropriate spaces.
5. Endorse fare collected for accommodation and number of passengers for whom it was sold.
6. If passenger presents Rail Travel Credit Card (RTC) in payment, enter number on line provided, and refer to further instructions regarding acceptance of these cards in lieu of cash. If it is a cash sale, leave line blank. **IMPORTANT** - Be sure you copy credit card number correctly.
7. Enter date of sale and your name on line provided.
8. A line is provided for Rail Travel Credit Card holder's signature at the bottom of the Auditor's coupon.
9. Remove all three coupons from pad, keeping both the Auditor's and Accommodations coupons and giving receipt to passenger. Accommodation coupon should be cancelled by placing three punches in empty space at bottom of coupon. This and Auditor's coupon should be handled in accordance with Accounting Department instructions.

Facsimile of Cash Fare forms is attached.

(Issued August 1, 1970. Correction No. 1725 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc., canceling Correction No. 1713)

Cash fare collections are also involved when passenger desires to travel in higher accommodations than his pass or ticket is good for.

Should you have a cash sale transaction in connection with a trip wholly within Missouri or Oklahoma, it will be necessary to collect sales tax. Contact train conductor who has Tax Tables for Missouri and Oklahoma.

ACCEPTANCE OF TRANSFER SLIP IN LIEU OF SLEEPING CAR TICKET

When passenger boards your car and presents Transfer Slip for sleeping car accommodations, porter will honor it in similar manner as sleeping car ticket, and cancel Transfer Slip with three punch cuts.

PASSES

Santa Fe Railroad has issued to certain officials and supervisors, sleeping car annual passes designated Form SCP. These passes indicate class of accommodations which may be furnished. Collection of difference in charge between accommodations used and accommodations called for on the pass will be made generally at ticket offices who will issue a supplemental ticket. Should passenger present pass on train without having secured the supplemental ticket, it will be necessary for you to collect difference handling as a cash fare transaction.

Example of cash collection:

Pass good for roomette, Chicago-Los Angeles, presented for use in bedroom, Chicago-Los Angeles.

Bedroom Chicago-Los Angeles	\$55.05
Roomette " " "	33.80
Additional charge	\$21.25

In every instance when Form SCP is presented it will be necessary to see that Form 1673 Standard is filled out, signed and turned in with sleeping car reports. Facsimile of Form 1673 is attached.

Santa Fe President's Lifetime Rail Passes, bearing prefix "PL" located just to the left of the serial number are issued only to the President, Vice Presidents, Directors and their wives. They are to be honored for any type of sleeping car accommodations, including drawing rooms and suites. Persons presenting such Lifetime Passes WILL NOT BE REQUIRED TO FILL OUT FORM 1673 STANDARD. (Also see instructions regarding honoring of railroad passes.)

Santa Fe Railroad issues sleeping car trip passes for one time use, which are designated Form SCTP. These are twofold for round trip and onefold for one way. The Porter will take up that portion of trip pass which applies for that part of trip being used and turn in with his collections.

Santa Fe also issued "One Employee" card passes which are to be accompanied by countersigned Form 1678 Standard, which porter will retain and turn in with his collections; the "one Employee" pass to be returned to the employee.

If accommodations are shared with passenger or passengers not named on pass, collection of not less than upper berth fare must be made.

Example of Collections:

Pass good for bedroom Chicago-Los Angeles, presented for occupancy of bedroom by passholder and wife who is not named on pass. Collect upper berth fare, Chicago-Los Angeles, \$18.40.

Pass good for roomette, Chicago-Los Angeles, presented for occupancy of a bedroom by passholder and his wife who is not named on pass.

Bedroom Chicago - Los Angeles	\$55.05
Roomette " " "	33.80
Additional Charge	\$21.25

Pass good for Bedroom, Chicago-Los Angeles, presented for occupancy of a compartment by passholder and his wife who is not named on pass.

Compartment Chicago-Los Angeles	\$60.05
Bedroom " " "	55.05
	\$ 5.00

Additional charge is \$18.40

Necessary collect upper berth charge \$18.40 because minimum charge for occupancy of sleeper space by passenger not named on pass is upper berth fare.

(Issued August 1, 1970. Correction No. 1726 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc., canceling Correction No. 1714)

Two passengers holding passes valid for one roomette each, Chicago-Los Angeles, and such space being unavailable, occupy one bedroom between them, Chicago-Los Angeles.

Two roomettes Chicago-Los Angeles	\$67.60
or roomette suite	55.05
Bedroom Chicago-Los Angeles	55.05

Since total of two roomette rates, either singly or on basis of suite rate, exceeds or equals bedroom charge, no collection required.

ACCEPTANCE OF RAIL TRAVEL CREDIT CARD



As a service to our customers, sleeping car porters are hereby authorized to honor Rail Travel Credit Cards for the purchase of sleeping car accommodations. This may be done by filling out cash fare Form CF-2 in accordance with instructions above, making sure you copy RTC number exactly as shown on credit card and having customer sign the bottom of the Auditor's coupon in space provided.

HONORING BANK OF AMERICA CREDIT CARDS OR MIDWEST BANK CREDIT CARDS OR INTERBANK CREDIT CARDS

If passenger presents Bank of America or Midwest Bank or Interbank Credit Card in payment for sleeping car accommodations while en route, Porter-in-charge will arrange purchase of sleeping car ticket at first convenient station authorized to accept Bank of America, Midwest Bank or Interbank Credit Cards.

Porter-in-charge should secure from Dining Car Steward a Midwest Bank Sales Slip, or Bank of America, and secure passenger's signature on the sales slip. Porter-in-Charge will notify train conductor who will wire ahead to Ticket Office to prepare ticket and get ready to handle transaction. Porter-in-Charge will take credit card, together with sales slip, to ticket office where agent will place card and sales slip, in imprinter and fill in form and number of sleeping car ticket. Porter-in-Charge will return credit Card, sales slip, and passenger's coupon of sleeping car ticket to passenger, lifting passage coupon and placing in Form 356 Standard envelope.

Transaction may also involve purchase of rail ticket which will be handled by train conductor. In such cases, ticket agent will handle as one transaction.

Interbank cards have this symbol  in lower-right-hand corner, and no bank credit cards, other than Bankamericards or Midwest Cards, should be accepted unless this identifying , signifying Interbank, is present.

SLEEPING CAR TRANSFER SLIP

When, due to any of the following unforeseen circumstances, passenger is unable to continue trip to destination of sleeping car ticket, porters are authorized to issue Sleeping Car Transfer Slip:

1. When car is cut out for any reason and passenger must change to another car or train to complete trip.
2. When account illness or death, passenger or member of party is unable to continue trip until a later date.
3. When passenger or member of party is detained account quarantine.

After sleeping car ticket has been lifted and cancelled, and placed in Envelope Form 356 Standard, it may not be returned to passenger. When for any of the circumstances cited above, passengers are unable to continue their trip, porter will issue Sleeping Car Transfer Slip in lieu of returning sleeping car ticket.

If, for any reason other than those mentioned above, a passenger leaves the train prior to reaching the destination of the sleeping car ticket, porter will obtain sleeping car ticket from Envelope Form 356 Standard and endorse on back to show name of station and date following the word "off", and return to Envelope Form 356 Standard. Envelope Form 168 Standard containing rail ticket must also be secured from train conductor with similar endorsement and returned to passenger. Passenger's Receipt of sleeping car ticket may also be endorsed in same manner and returned to passenger with advice to file application for refund with ticket agent at destination.

(Issued August 1, 1970. Correction No. 1727 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc., cancelling Correction No. 565)

Transfer Slip is to be executed in the following manner:

In the spaces provided show:----

1. Type of accommodation called for on original ticket.
2. Number of passengers on original ticket.
3. On line reading, "For use From", show name of destination at which passenger is detraining (not destination).
4. On line, "To", show destination of original ticket.
5. Indicate reason for issuing Transfer Slip on line provided for that purpose, such as "Car cut off", "Illness", "Death", etc.
6. Give a complete description of original ticket, showing form, number, stations from and to which it reads.
7. Show by initials the name of the issuing line, such as AT&SF for Santa Fe, BN, for Burlington Northern, etc., as well as the issuing station and date of sale. This information may be obtained from the selling agent's dater stamp.
8. A space is provided for porter's identification (signature), and train number on which passenger's original ticket was good.
9. Complete form by showing on stub at bottom of Transfer Slip, the names of the stations from and to which the upper portion reads, detaching the stub and fastening it to the original ticket, and returning to envelope Form 356 Standard for forwarding to Auditor with ticket collections.

The information on the back of Transfer Slip is for use of ticket agent securing accommodations for passenger's continued trip to destination.

Transfer Slips are issued in pads of 25 slips to the pad and additional supplies may be obtained at the Commissary in Chicago.

ACCEPTANCE OF TRANSFER SLIP IN LIEU OF SLEEPING CAR TICKET - When passenger boards your car and presents Transfer Slip for sleeping car accommodations, porter will honor it in similar manner as sleeping car ticket, and cancel Transfer Slip with three punch cuts.

CHANGES IN ACCOMMODATIONS

When a passenger is transferred from one unit of space in a car to a similar unit IN THE SAME CAR, all that is necessary is for the diagram to be changed accordingly and the change endorsed on Accommodation Coupon of sleeping car ticket, which should be returned to Envelope Form 356 Standard.

In case similar accommodations are not available in the same car and passenger is transferred to like accommodations in another car on the same train, change should be made on Accommodation Coupon of sleeping car ticket with a brief explanation such as "Bad order", "Hot Car", etc. The Accommodation Coupon should then be turned over to Porter of car to which passenger transfers. That Porter should place coupon in Envelope Form 356 Standard for his car. Diagrams for both cars should be changed to reflect transfer of the passenger.

Should the passenger, of his own desire, wish to transfer to higher class accommodations in the same or another car, sleeping car cash fare Form CF-2 must be used and proper additional collection made from the passenger. When transfer to another car is involved in such cases, the receiving Porter will issue the Form CF-2 and make the collection.

He should complete the form showing amount of collection and endorse on the line showing type of accommodations involved a statement such as "From Rmte. 3, Car 156, to BR-B, Car 157", etc. Passenger's receipt coupon should be given to the passenger. Auditor's and Accommodation Coupons of Form CF-2, along with original sleeping car ticket, should be clipped together and placed in receiving Porter's Envelope Form 356 Standard.

In all instances involving transfers between cars Porters in both cars will endorse under "Remarks" on Form 356 Standard, reference to the transfer, such as "Rmt. 3, Car 156, transferred to BR-B, Car 157."

In connection with transfers such as above, it should be understood that when passengers MUST be transferred due to reasons beyond their control, such as duplicate sale, bad order, etc., and no like accommodations are available on the entire train, passengers MUST be taken care of with as little inconvenience to them as possible and without additional expense to them. In such instances it will be in order to transfer the passengers WITHOUT COLLECTION to available space of higher value within the same or another car. In such cases transfer is to be accomplished by endorsement of sleeping car Accommodation Coupon, as outlined above.

(Issued August 1, 1970. Correction No. 1728 to Santa Fe System Circular No. 33-S. Instructions to Trainmen, etc., canceling Correction No. 1715)

Any time a passenger changes accommodations within a car or from one car to another, the train conductor must be notified immediately so that rail ticket pouches can be changed accordingly.

RESTRICTIONS ON SALE OF UNOCCUPIED SLEEPING CAR SPACE
SUPER CHIEF - TRAIN 18 AND TRAIN 24
UNTIL AFTER DEPARTURE SAN BERNARDINO

Sleeping car diagrams on Train 18, "Super Chief", and Train 24, will have some space marked, "Station Ticket Agent". This space is intended for last minute sales at L.A.U.P.T., also for nearby ticket offices between Los Angeles and San Bernardino which often telephone L.A.U.P.T. for space between the time diagrams leave the ticket office and the time the train reaches these stations.

Space marked, "Station Ticket Agent", should not be sold or used until after train passes San Bernardino, after which time the unclaimed space may be considered not sold and available for sale.

Other space on diagrams showing passengers boarding trains at Los Angeles and intermediate points to San Bernardino on Train 18, "Super Chief", and Train 24, should not be considered "NO SHOWS" until train has passed San Bernardino.

Frequently passengers reserve space from Los Angeles and board train at intermediate points to San Bernardino. In order to prevent duplicate sales, such space should not be released or sold until after departure San Bernardino.

OCCUPANCY AT TOPEKA OF SPACE IN CAR 154

If, on occasions when Car 154 is sold out but some of the occupants are vacating on arrival Topeka, an SCP holder on the train who could not previously be accommodated in Car 154 requests occupancy of vacated space therein between arrival Topeka and vacating time (7:30 AM), his request should be granted.

Through the procedure hereinabove described, certain Santa Fe Personnel residing away from Topeka will occasionally, when going there on business, save the company hotel expense at that point.

When an SCP holder is thus accommodated, the porter is to fill out Form 1673 Standard in the usual manner, indicating OCCUPANCY AT TOPEKA in the lines headed "From" and "To" and obtain signature in the space provided.

VISITORS

Occupants of sleeping cars may entertain visitors from other cars on the train, without payment of additional sleeping car fare, under certain circumstances. Train conductor and Porter-in-Charge should exercise particular care to see that such visitors present proper railroad transportation.

STOPOVERS

Stopovers are not allowed on sleeping car tickets; however, if passenger detrains before arrival at destination of sleeping car ticket, endorsement should be made on the sleeping car ticket; also if passenger does not have a sleeping car receipt, record should be given to him for further handling with Manager-Passenger Traffic at Topeka

HALF-FARE AGE CHILDREN

Half-fare age children occupying sleeping car accommodations will be charged the regular seat fare for day service or the night charge for night or berth service.

Section b-2

REMITTANCE TO TRAIN CONDUCTOR OF CASH SALES, AND SLEEPING CAR TICKETS, PASSES, ETC.

Report Form 356 Signed by Porter-in-Charge, together with all cash collected, also enclosures (lifted sleeping car tickets, pass holders Forms 1673 and 1678, Auditor's Coupon "Green" and Accommodation Coupon "Pink" of Cash Fare tickets, etc.) should be turned over to final Train Conductor in to final terminal. NOTE: Porter-in-Charge Car 154 Chicago-Topeka turns over to Train Conductor on Train No. 15 operating between Kansas City and Newton, Car 156 Chicago-Ft. Worth turns over to Train Conductor No. 15 operating between Purcell and Cleburne.

Porter-in-Charge will prepare Form 1014 Cash Receipt in duplicate showing amount of cash being turned in to Train Conductor.

Train Conductor will sign Report Form 356 in space provided also sign receipt Form 1014, keep duplicate and return original to Porter-in-Charge.

Porter-in-Charge secure Form 1014 Cash Receipt from Commissary Chicago or Los Angeles.

(Issued August 1, 1970. Correction No. 1729 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc.)

RAILROAD TICKETS AND PASSES

HONORING OF RAILROAD TICKETS - Regular railroad tickets are acceptable for transportation in sleeping cars on Santa Fe trains. Railroads east of Chicago refer to this class of transportation as "unrestricted" and any tickets so endorsed will be accepted.

EXTRA FARE RAILROAD TICKETS ON SUPER CHIEF - Passengers on Trains 17 and 18, Super Chief, are required to present, in addition to their railroad ticket, an extra fare Super Chief ticket.

CHILDREN - Children 5 years of age and under 12 years of age must have a half fare railroad ticket, children under 5 years of age when accompanying parent or guardian are carried without charge, children 12 years or older must have adult railroad ticket. On Super Chief children must also hold a Super Chief extra fare ticket, half fare or full fare depending on age.

FAMILY FARE TICKETS - Family Fare Railroad Tickets are issued for transportation of head of family, accompanying adult, and one or more accompanying children.

EMPLOYEES REDUCED FARE - Employees reduced-fare railroad tickets will be accepted for passage in sleeping cars on all trains except on Super Chief. Only Santa Fe employees reduced fare railroad tickets will be accepted on Super Chief - Super Chief employees reduced fare extra fare ticket also required.

TICKETS ENDORSED DROVERS, CARETAKERS, LIVESTOCK AND POULTRY ATTENDANTS, BANANA MESSENGERS, SHOW SCRIP.

Tickets endorsed as shown will be accepted for passage in sleeping cars on all trains except Super Chief.

CLERGY RAILROAD TICKETS

Travelers presenting Clergy railroad tickets must also present Clergy certificate book. This transportation will be accepted for passage in sleeping cars on all trains except Super Chief. If Passenger with Western Clergy Certificate Book boards train without having purchased a Clergy railroad ticket, contact train conductor who will handle. Clergy tickets stamped by Ticket Agent "Clergy No Certificate" should be honored

CLERGY RAILROAD TICKETS - Continued

without presentation of Western Clergy Certificate Book. A Western Clergy Certificate Book must be presented with each Clergy Ticket, as two, three or more persons may not travel using one book.

GOVERNMENT TRANSPORTATION REQUEST

Government Transportation Request should be exchanged at ticket office. If a traveler presents Government Transportation Request on train calling for first class railroad transportation or for extra fare ticket or for raise in grade charge, it will be handled by train conductor.

POST OFFICE DEPARTMENT COMMISSIONS

Commissions of Post Office Department held by Regional Officers, Post Office Inspectors, Postmasters or others traveling on official business may be honored in sleeping cars between any two points where Trains 1-2, 15-16, 17-18 stop. Sleeping car ticket must be presented along with the Post Office Commission.

BLIND AND ATTENDANT

Blind and attendant first class railroad ticket together with certificate Form BL-Rail, or a blind and attendant first class railroad ticket endorsed "Blind and Attendant - No Certificate" will be accepted for passage in sleeping cars on all trains except Super Chief. Holder of blind and attendant certificate must purchase ticket before boarding train.

TICKETS ENDORSED CHARITY OR DVS OR VAH

Railroad tickets endorsed Charity or DVS or VAH will be accepted for passage in sleeping cars on all trains except on Super Chief.

In case there is any question as to honoring of a ticket, train conductor should be consulted. If train conductor is unable to resolve the question it will be his responsibility to wire the Santa Fe Office that issued ticket or Passenger Traffic Office having jurisdiction. In such cases passengers should be permitted to occupy space until you are further advised.

If passenger does not have railroad ticket, contact train conductor who will handle. This includes passengers presenting Rail Travel Credit Cards and Midwest Bank Cards, Interbank or Bank of America Cards.

(Issued August 1, 1970. Correction No. 1730 to Santa Fe System Circular No. 33-3, Instructions to Trainmen, etc.)

DIRECTION OF TRAVEL

Railroad tickets will be honored only in the direction in which issued, they must not be honored in the opposite direction.

PREPAID ORDERS

If passenger presents Prepaid Order that has not been exchanged for transportation, train conductor will handle.

Stopovers on rail tickets requested by passenger should be referred to train conductor for handling and endorsement of ticket.

HONORING OF RAILROAD PASSES

Trains 1 and 2: Personally signed Lifetime annual passes with prefix "PL" and "L", personally signed white annual passes and annual passes with prefix "A" will be honored. (Also see instructions regarding honoring of "PL" passes for sleeping car accommodations).

All other annuals, trip passes and wire passes are restricted on Trains 1 and 2, and will be honored only when endorsed "good on Train 1" or "good on Train 2", or presented with a permit, or presented with a half fare ticket. EXCEPT all passes will be honored on Trains 1 and 2 between Newton and Belen and between Barstow and Richmond.

Following officers and supervisors may ride Trains 1 and 2 over their respective territories upon presentation of their pass:

Roadmasters	Train Auditors
General Foreman B&B	Dining Car Supervisors
Signal Supervisors	

Trains 15 and 16: All annual, trip and wire passes will be honored except type "X" passes will be governed by the restrictions shown thereon.

Trains 17 and 18: All passes, except personally signed lifetime passes bearing prefix "PL" are restricted on Super Chief and will not be honored unless presented with a permit. (Also see instructions regarding honoring of "PL" passes for sleeping car accommodations.)

Santa Fe employees, and those in the following categories, can purchase half fare railroad tickets and half fare extra fare tickets on presentation of their Santa Fe pass or half rate order, which tickets will be honored on Trains 17 and 18 Super Chief.

Local Attorneys
Local Surgeons
Watch Inspectors
Hospital Employees
Santa Fe Trail Transportation Company
Los Angeles Junction Railway Company
Joint Facility Employees to whom Santa Fe passes are issued.

The following officers and supervisors may ride Train 17 and 18 Super Chief over their respective territories upon presentation of their passes:

Assistant Vice Presidents	Trainmaster
General Managers	Supt. of Communication
Chief Engineer System	District Engineers
General Manager-Passenger Traffic	Assistant District
Assistant General Managers	Engineers
Chief Engineers	Division Engineers
Managers-Passenger Traffic	Assistant Division
Assistant General Manager-Passenger Traffic	Engineers
Mechanical Superintendents	Roadmasters
Superintendents	General Foreman B&B
Managers-Mechanical Department	Road Foreman of Engines
Dining Car Dept Supervisors	Train Auditors

MINIMUM TICKET REQUIREMENTS FOR OCCUPANCY OF SLEEPING CAR ACCOMMODATIONS

One adult ticket is sufficient for single occupancy of a roomette or bedroom. It will also be acceptable for one passenger occupying a compartment for berth or night service; however, if occupied by one passenger for seat space one and one-half (1½) tickets will be necessary.

Minimum requirements for occupancy of a drawing room by one passenger will be one and one-quarter tickets (1¼) for berth or night service and two (2) tickets for day or seat service. Two adult tickets are required for occupancy of a bedroom suite.

(Issued August 1, 1970. Correction No. 1731 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc.)

Roomette suites will not be sold to a single passenger even though the accommodations charges are the same as a bedroom. If an adult and child, or children, under five years occupy a roomette suite, the minimum tickets required are 1½ (one and one-half) adult tickets.

All fares referred to above are adult fares. Fractional fares, when required, are based on the one-way fare in effect from point or origin to destination.

On Super Chief fractional extra fare tickets are also required.

Full particulars regarding the above minimum ticket requirements for occupancy of sleeping car space are shown in Santa Fe System Circular No. 8550-P or reissues thereof.

Section c

DUPLICATE SALES OF ACCOMMODATIONS IN SLEEPING CARS

The sale of the same accommodations to more than one passenger or party is extremely disturbing and should be handled as diplomatically as possible. Ticket of the second passenger may have been mismarked, and it is advisable for you to promptly check other accommodations in your car and accommodations in other cars as ticket number or code number of the ticket held by the second passenger may have been inserted in other accommodations. If ticket has not been mismarked and duplicate sale has occurred, substitute accommodations of the same type should be offered in your car or another car. If necessary, substitute accommodations of a higher class may be furnished. If it is necessary to furnish substitute accommodations of a lower class, advise passenger that you are reporting the incident for refund of difference between charge collected and charge for accommodations furnished. Duplicate sale report form is provided for your use in reporting duplicate sales. On this form you will show information on accommodations involved in duplicate sale, and substitute accommodations furnished the second passenger or party. At bottom of form be sure to give record of ticket or code number shown on diagram for accommodations involved in the duplicate sale. When substitute accommodations of lower class are furnished second passenger show name and address for refund. The duplicate sale report should be reported to train conductor and mailed to Chicago Reservation Bureau.

Section d

RELEASE OF "NO SHOWS" BY TRAIN CONDUCTOR

Porter-in-Charge of each car will give train conductor "no Show" Report Form (facsimile attached) to be combined in single message on "No Show" Wire Form (facsimile attached) to be sent from trains listed below to stations ahead, as indicated.

Porter-in-Charge of each car will maintain "No Show" Report Form and mail to Chicago Reservation Bureau at completion of run:

Train No. 1

Train Conductor will wire from Ft. Madison to ticket agent, Kansas City Union Station, all "No Shows" available from Kansas City.

Train Conductor will wire from Wellington to Ticket Agent, Amarillo all "No Shows" available from Amarillo.

Train Conductor will wire from Clovis to Ticket Agent, Flagstaff, all "No Shows" available from Flagstaff.

Train Conductor will wire from Needles to Ticket Agent, Barstow, all "No Shows" available from Barstow.

Train No. 2

Train Conductor will wire from Bakersfield to Ticket Agent, Belen, all "No Shows" available from Belen.

Porters-in-Charge Car 24 and Car 20, after retaining one room and two roomettes for train sale, will prepare joint wire for transmittal by Train Conductor from Barstow, releasing to Depot Ticket Agent, Belen, space vacant beyond Belen.

Train Conductor will wire from Belen to Ticket Agent, Amarillo, all "No Show" space available from Amarillo.

Train Conductor will wire from Amarillo to Depot Ticket Agent, Kansas City Union Station, all "No Show" space on Train No. 2.

Train No. 15

Train Conductor will wire from Ft. Madison to Depot Ticket Agent, Kansas City Union Station, all "No Show" space available from Kansas City.

(Issued August 1, 1970. Correction No. 1732 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc.)

RELEASE OF "NO SHOW" BY TRAIN CONDUCTORS - Continued

Train No. 16

Train Conductor will wire from Gainesville to Ticket Agent, Oklahoma City, all "No Shows" available from Oklahoma City.

Train Conductor will wire from Newton to Ticket Agent, Kansas City Union Station, all "No Shows" available on Train 16.

Train No. 17

Train Conductor will wire from Ft. Madison to Ticket Agent, Kansas City Union Station, all "No Shows" on Train No. 17.

Train Conductor will wire from Raton to Ticket Agent, Albuquerque, all "No Show" space available from Albuquerque.

Train Conductor will wire from Winslow to Ticket Agent, Flagstaff, all "No Show" space on Train 17.

Train No. 18

Train Conductor will wire from Barstow to Ticket Agent, Albuquerque all "No Show" space available from Albuquerque.

Train Conductor will wire from Las Vegas to Ticket Agent, La Junta, all "No Show" space available from La Junta.

Train Conductor will wire from Dodge City to Ticket Agent, Kansas City Union Station, all "No Show" space available on Train 18.

RELEASE OF SPACE BY RESERVATION BUREAUS AND TICKET OFFICES-Following furnished as information only for Train Conductors and Porters-in-Charge:

Train No. 1

Depot Passenger Agent, Chicago, will release to Ticket Offices, Kansas City, Amarillo, Belen and Flagstaff, space sold to those stations.

Depot Passenger Agent, Chicago, after providing one bedroom and one roomette for train sale, will release unsold space to Depot Ticket office, Kansas City.

Depot Passenger Agent, Kansas City, after confirming one bedroom and one roomette for train sale, will release unsold space to Ticket Agent, Amarillo.

Train No. 1 - Continued

Depot Ticket Office, Amarillo, after confirming one room for train sale, will release unsold space to Belen.

Depot Ticket Agent, Belen, after confirming one room for train sale, will release unsold space to Flagstaff.

Train No. 2

Reservation Bureau, San Francisco, will release if available, to Depot Ticket Agent, Amarillo, one bedroom and two roomettes from Amarillo to Chicago, also to Depot Ticket Agent, Fresno, one bedroom and two roomettes from Fresno to Chicago.

Reservation Bureau, San Francisco, will release to Depot Ticket Offices at Belen and Amarillo, space sold to those stations and vacant beyond to destination.

Reservation Bureau, San Francisco, will release to Depot Ticket Agent, Kansas City Union Station, all space sold to points east of Amarillo to and including Kansas City.

Depot Ticket Agent, Fresno, will release unsold space to Depot Ticket Agent, Belen.

Depot Ticket Office, Belen, will release unsold space to Depot Ticket Office, Amarillo, after departure of Train No. 2, listing separately space available from Clovis.

Depot Ticket Office, Amarillo, will release unsold space to Depot Ticket Office, Kansas City, after departure Train No. 2.

Train No. 15

No release of space in Chicago-Topeka Car 154.

Depot Passenger Agent, Chicago will release unsold space south of Oklahoma City to Ticket Agent, Oklahoma City, and unsold space south of Ft. Worth to Depot Ticket Agent, Ft. Worth.

After retaining one room in Houston car and one room in Ft. Worth car for train sale, Depot Passenger Agent, Chicago will release unsold space to Depot Ticket Agent, Kansas City.

(Issued August 1, 1970. Correction No. 1733 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc.)

Train No. 15 - Continued

After confirming one room for train sale, Depot Passenger Agent, Kansas City will release unsold space to Depot Ticket Agent, Oklahoma City, listing space available for sale from Wichita separately. Wichita will be able to secure space by phoning Oklahoma City Depot Ticket Office.

After confirming one room for train sale, Depot Ticket Agent, Oklahoma City, will release unsold space to Depot Ticket Agent, Ft. Worth.

Train No. 16

After retaining one room for train sale, Depot Ticket Agent, Houston, will release unsold space to Depot Ticket Agent, Ft. Worth.

After retaining one room for train sale, Depot Ticket Agent, Ft. Worth will release unsold space to Depot Ticket Agent, Oklahoma City; also any space vacating at Kansas City to Depot Ticket Agent, Kansas City.

After retaining one room for train sale, Depot Ticket Agent, Oklahoma City, will release unsold space by phone to Depot Ticket Agents at Topeka and Kansas City.

Depot Ticket Agent, Topeka, will release all unsold space to Depot Ticket Agent, Kansas City.

Train No. 17

Depot Passenger Agent at Chicago will release to Depot Ticket Agent at La Junta, space sold to La Junta and Dodge City. Depot Ticket Agent at Chicago will release to Depot Ticket Agent at Albuquerque, space sold to Lamy and Albuquerque; and after retaining two bedrooms and two roomettes for train sale, will release the remainder of the unsold space to Depot Ticket Agent, Albuquerque, listing separately space available from La Junta.

Depot Passenger Agent, Kansas City, will release to Ticket Agent, La Junta, space sold to Dodge City and La Junta; also space sold to Points west of La Junta to, but not including Albuquerque. Space sold to Albuquerque will be released to Ticket Agent, Albuquerque for sale beyond. Ticket Agents between La Junta and Albuquerque should call on Ticket Agent, La Junta, for space.

Train No. 17 - Continued

La Junta will release to Albuquerque any space released to them unsold on departure of Train 17 from La Junta.

Albuquerque Depot Ticket Office, after confirming that one bedroom and one roomette is available for train sale, will release all unsold space to Flagstaff Ticket Office on departure of Train 17.

Train No. 18

After providing two bedrooms and two roomettes for train sale, Depot Passenger Agent, Los Angeles, will release to Depot Ticket Agent, Albuquerque, unsold space on Train 18, listing separately space available from Barstow and Flagstaff.

Depot Ticket Agent, Albuquerque, after providing one bedroom and one roomette for train sale, will release unsold space to La Junta after departure Train 18.

Depot Ticket Agent, La Junta, after providing one bedroom and one roomette for train sale; will release unsold space to Kansas City after departure Train 18.

SECTION e

RAIL CONNECTION WIRES

Train Conductors Trains 17-18, 15-16, and 1-2 are to furnish daily information on a joint wire to W. G. Meyers, F. G. Timms and W. R. Dietrich, all Chicago, advising how many sleeping car passengers are making rail connections beyond Chicago on day of arrival.

The following information must be given for each passenger: (1) Name of passenger. (2) Code or ticket number (this information appears in about the center of the sleeping car ticket which the passenger holds for the connecting road). (3) Space. (4) Car number. (5) Name of connecting road. (6) Departing time. (7) Destination.

This rail connection wire is to be dispatched from points indicated below:

Train 18	La Junta
Train 16	Newton
Train 2	Kansas City

(Issued August 1, 1970. Correction No. 1734 to Santa Fe System Circular No. 33-S, Instructions to Trainmen, etc.)

RAIL CONNECTION WIRES - Continued

The Porter-in-Charge of each car wherein there are passengers making rail connections beyond Chicago on day of arrival must make the necessary information available to the Train Conductor prior to arrival above points.

Forms for use of Porter-in-Charge in making information available to Train Conductor are available in Chicago Stationery Room, and wire Forms for Train Conductor are available. See facsimile attached.

In instances when there are no sleeping car passengers on the train making rail connections beyond Chicago on the day of arrival, the wire need not be sent.

SECTION f PERSONAL INJURY TO PASSENGER

Sleeping Car Porter-in-Charge will notify Train Conductor immediately; also when Super Chief and El Capitan are consolidated the Courier Nurse should be notified.

Full report of injury to passenger should be made on Form 1003 - Incidental Report. Report should include the following:

1. Passenger's name, address, destination.
2. Train number and space occupied.
3. Date of injury and time of day.
4. Location on system.
5. Nature of injury.

Submit report to Train Conductor.

WILLIAMS JUNCTION

- No. 20, 10 minutes for No. 42.
No. 23, 1 hour, for No. 42 when has passengers destined to points west and north of Barstow.
No. 47, 2 hours, for No. 23.
No. 47, 1 hour, for No. 1.
No. 47, 1 hour, for No. 17.
No. 15, 2 hours, for No. 24. (When either Nos. 24 and 23 have cars en route via Grand Canyon and connection is missed with No. 15, Superintendent will provide extra train service.)
No. 23, 1 hour 15 minutes, for No. 14.

FRED HARVEY MOTOR SERVICE (HIGHWAY) BETWEEN WILLIAMS JUNCTION AND GRAND CANYON WILL BE PROVIDED AS FOLLOWS:

	<u>Schedule No. 1</u>	<u>*Schedule No. 2</u>
Lv. Williams Jct.	7:20 am	2:10 pm
Ar. Grand Canyon	9:05 am	3:55 pm
Lv. Grand Canyon	11:55 am	8:30 pm *
Ar. Williams Jct.	1:40 pm	10:15 pm

Bus trip No. 2 will be held at Williams Jct. for Train 19.

If Train 19 is running behind schedule, connection will be held only if and when conductor wires Agent, Williams Jct. that he has revenue passengers for Grand Canyon.

At Williams Jct. the Coffee Shop is open daily from 8:30 PM until 2:30 AM. If Train 24 is late, the Coffee Shop remains open until train departs.

(*Change. Effective October 25, 1964. Correction No. 1521 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., cancelling Correction No. 1498.)

WINSLOW

Conductors Nos. 17 and 19 will wire from Seligman to Agent, Barstow number of passengers for north of Barstow, separated between revenue and pass, also, number of underfare children.

Conductor No. 18 into Winslow secure Form 3 from Trainmaster's office, and render accordingly--passengers for bus service from Lamy.

#Conductor No. 19 will wire Chappell, Chicago, and Landreth and Johnston, Los Angeles, showing separately number of passengers and tickets from Albuquerque.

Conductor No. 2 into Winslow file Form 4 at Winslow (passengers for Albuquerque); conductors out of Winslow file supplementary wire covering passengers picked up at Winslow and Gallup, from first available office, covering passengers to detrain at Belen for bus connection to Albuquerque.

Conductors Nos. 18, 20 and 24, will wire Messrs. Shelton and Chappell, Chicago; and Landreth, Los Angeles, number of coach and/or Pullman passengers into Albuquerque, separating between (1) Revenue (2) Passes (3) Foreign Line Pass Holders presenting half-fare tickets, also, number of underage children in coaches.

(#Addition. Revised Feb. 15, 1966. Correction No. 1568 to Santa Fe System Circular No. 33-S, Instructions for Trainmen, etc., canceling Correction No. 1541.)

CLOVIS

Conductor No. 1 should wire Ticket Agent at Belen number of passengers desiring to make connection with Continental Bus departing Belen 12:10 PM to Albuquerque, 1:40 PM for El Paso and intermediate points. Buses depart from Santa Fe depot at Belen.

GAINESVILLE

Conductor No. 15 will wire from Ft. Worth to Messrs. Petersen, Chicago; Bernard, Ft. Worth, and Warren, Topeka, number of passengers in chair cars from Gainesville separated between revenue, pass and underage children; also number of passengers in sleeping cars separated between revenue and pass.

Conductor No. 16 will wire from Purcell to Messrs. Petersen, Chicago; Bernard, Ft. Worth, and Warren, Topeka, number of passengers in chair cars from Gainesville separated between revenue, pass and underage children; also number of passengers in sleeping cars separated between revenue and pass.

HOUSTON

Conductor No. 15 into Houston will wire J. P. Warren, Topeka, number of revenue passengers and pass holders in both sleeping cars and coaches; also number of underage children in coaches.

Conductor No. 16 out of Houston will wire J. P. Warren, Topeka, number of revenue passengers and pass holders in both sleeping cars and coaches; also number of underage children in coaches.

KANSAS CITY

Conductors Trains 1, 15, 17 and 23 will wire from Newton to Messrs. Petersen, Chicago; Olson and Warren, Topeka, advising number of passengers from Kansas City in Chair Cars separated between revenue, pass and underage children; also number of passengers in sleeping cars separated between revenue and pass.

Conductor No. 1 into Ft. Madison daily will wire Depot Passenger Agent, Kansas City, showing number of passengers for Train 211 at Kansas City.

Conductor No. 23 into Ft. Madison daily will wire Depot Passenger Agent, Kansas City showing number of coach passengers for Train 211 at Kansas City; also number of coach passengers for west of Kansas City.

Conductor No. 15 into Ft. Madison daily will wire J. P. Warren, Topeka, and Depot Passenger Agent, Kansas City, showing number of coach passengers leaving train at Kansas City and number of coach passengers for west of Kansas City

(Kansas City continued on next page)

Conductors Trains 2, 16, 18 and 24 will wire from Ft. Madison to Messrs. Petersen, Chicago; Olson and Warren, Topeka, showing number of passengers in chair cars from Kansas City separated between revenue, pass and underage children; also number of passengers in sleeping cars separated between revenue and pass.

Conductor No. 16 will wire from Newton daily to J. P. Warren, Topeka, and Depot Passenger Agent, Kansas City, number of passengers leaving train at Kansas City; also number of sleeping car and coach passengers for east of Kansas City.

Conductor No. 18 will wire from Newton to Depot Passenger Agent, Kansas City, number of coach passengers destined Kansas City; and number of coach passengers for connecting lines at Kansas City, showing destinations and how routed.

Conductor No. 24 will wire from Emporia to Depot Passenger Agent, Kansas City, number of passengers ticketed via MoPac, showing destinations and how routed. If such passengers board train at Emporia or east, supplemental report should be filed at first open telegraph office. Reports provided for in this paragraph are to be made regardless of whether train is on time or late.

*No. 2 twenty minutes for No. 212 revenue passengers.
No. 211 four hours for Nos. 1 and 23.

Conductor No. 211 wire from Ottawa to Messrs. Olson and Warren, Topeka, number of passengers from Kansas City.

Conductor No. 212 wire from Kansas City to Messrs. Olson and Warren, Topeka number of passengers into Kansas City.

KINGMAN

Las Vegas-Tonopah-Reno Bus will wait not to exceed 30 minutes upon information that there are passengers off Train 17 or 1 desiring to make connection.

LA JUNTA

No. 18 twenty minutes for Train No. 190.

No. 201 for No. 18.

LAMY

Conductors on Train 17 and 23 should give information to Agent at Las Vegas for relay by telephone to the agent at Santa Fe the number of passengers that require transportation beyond Lamy.

Conductors on Trains 18 and 24 should give similar information to agent at Albuquerque for relay by telephone to agent at Santa Fe. Fare one way \$2.00; round trip \$4.00.

*Addition

Form 2183-B Std.

Santa Fe

April 12, 1914

SANTA FE SLEEPING CAR NO SHOW REPORT

In addition to reporting all NO SHOWS to Train Conductor, for which you use another form, this form is to be completed FOR EACH DIRECTION and mailed to Chicago Reservation Bureau in envelope provided.

Note: Porter on Car 180-170 turn in to Los Angeles Commissary upon arrival L.A.

Train _____ Departing _____ Date _____

[illegible]

Porter-in-Charge

Car Number

**Ticket Number
or Code Number
Shown on Ticket
For Space On
Connecting Line**

Name of Passenger

Space

Car Number

Railroad

**Departure
Time From
Chicago**

Destination

Porter-in-Charge

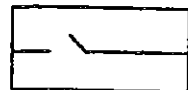
Car	Train
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
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88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

Porter-in-Charge is to make above information available to the **Train Conductor** in *sufficient time* for wires to be sent as follows:

Train 18 from La Junta
Train 16 from Newton
Train 2 from Kansas City

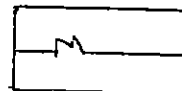
FLOOR PLANS OF SLEEPING CARS REGULARLY OPERATED

Connecting Door



Different-type
openings between
rooms in Santa Fe
Sleeping Cars

Folding Partition



"Indian"

FORM 237	
1. DOUBLE BEDROOMS	
1	<p>1. Name of _____</p> <p>A _____</p> <p>_____</p>
2	<p>2. Name of _____</p> <p>B _____</p> <p>_____</p>
3	<p>3. Name of _____</p> <p>C _____</p> <p>_____</p>
4	<p>4. Name of _____</p> <p>D _____</p> <p>_____</p>
5	<p>5. Name of _____</p> <p>E _____</p> <p>_____</p>
6	<p>6. Name of _____</p> <p>F _____</p> <p>_____</p>
7	<p>7. Name of _____</p> <p>G _____</p> <p>_____</p>
8	<p>8. Name of _____</p> <p>H _____</p> <p>_____</p>
9	<p>9. Name of _____</p> <p>I _____</p> <p>_____</p>
10	<p>10. Name of _____</p> <p>J _____</p> <p>_____</p>
11	<p>11. Name of _____</p> <p>K _____</p> <p>_____</p>

"Fine"

[illegible]

"Palm"

FORM 510	
10 ROCKETTES - 8 DOUBLE WEDGEOES	
1. SINGLE ROCKETTES	
A	Crosswise Safe Shot and Upper
2. DOUBLE ROCKETTES	<input checked="" type="checkbox"/> Safe Shot Longitudinal Folding Shot and Upper
3. DOUBLE ROCKETTES	<input checked="" type="checkbox"/> Safe Shot Longitudinal Folding Shot and Upper
4. DOUBLE ROCKETTES	<input checked="" type="checkbox"/> Safe Shot Crosswise Safe Shot and Upper
5. DOUBLE ROCKETTES	<input checked="" type="checkbox"/> Safe Shot Longitudinal Folding Shot and Upper
6. DOUBLE ROCKETTES	<input checked="" type="checkbox"/> Safe Shot Crosswise Safe Shot and Upper

ROCKETTES	
ROCKETTES	ROCKETTES
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

"Regal"

FORM 235	
4 DOUBLE BEDROOMS- 4 COMPARTMENTS & DRAWING ROOMS	
1. GENERAL ADDITION	
A	
2. COMPART- MENT	
B	
3. DOUBLE BEDROOM	
C	
4. DRAWING ROOM	
D	
5. DRAWING ROOM	
E	
6. COMPART- MENT	
F	
7. COMPART- MENT	
G	
8. DOUBLE BEDROOM	
H	
9. COMPART- MENT	
I	
10. DOUBLE BEDROOM	
J	

"Blue"

FORM 234	
10 ROOMS-4 DOUBLE BEDROOMS- 8 COMPARTMENTS	
1. GENERAL ADDITION	
A	
2. COMPART- MENT	
B	
3. DOUBLE BEDROOM	
C	
4. DRAWING ROOM	
D	
5. DRAWING ROOM	
E	
6. COMPART- MENT	
F	
7. COMPART- MENT	
G	
8. DOUBLE BEDROOM	
H	
9. COMPART- MENT	
I	
10. DOUBLE BEDROOM	
J	

Form 2188 Std.

Santa Fe
SLEEPING CAR
DUPLICATE SALE REPORT

Roll 11 59 54

This report is to be mailed to Chicago Reservation Bureau in envelope provided.

Note: Porter on Car 180-170 turn in to Los Angeles Commissary on arrival Los Angeles.

Date _____

Accommodation _____ Car _____ Train _____

Description of tickets presented:

FIRST TICKET

SECOND TICKET

Number of Ticket _____

Code Number (If Used) _____

Form Number of Ticket _____

Sold At _____

Date Sold _____

Railroad _____

From _____

To _____

Number Shown on Diagram _____

Accommodation Furnished Passenger _____

Name of Passenger _____

Remarks: _____

Porter-in-Charge

Sleeping Car Porter-in-Charge to use this form for reporting ALL NO SHOWS to Train Conductor. NO SHOWS must be reported promptly so that he can send wire release of space open due to NO SHOWS.

[illegible]

Porter-in-Charge

Car Number

RECEIPT FOR YOUR TICKET — PLEASE RETAIN

It identifies your transportation taken up by conductor.
Any unused portion will be returned before you leave the train.
- THANK YOU FOR TRAVELING SANTA FE -



Nº 150410

INDIVIDUAL POUCH

Form 168 Std

This is a light brown envelope, a supply of which will be kept on each sleeping car by Passenger Department personnel.

Form 168
Standard

Nº 450410

Car Number _____

Lower _____ Upper _____

Sec. _____ D.R. _____ Comp. _____

Bedroom _____ Roomette _____

Number of Passengers _____

Passenger(s) Will

Make Stopover at _____

Has Pullman _____

Accommodation to _____

Destination on _____

Sanja Fe Lines _____

Connection Information

Next Coupon Reads to _____

Via _____

Annual Report 2011

Annual Pass No. _____

From _____

18 _____

Name _____

Form 356 Standard

Signature _____ Title _____

Signature **Title**

I hereby acknowledge receipt of cash in amount shown above

I certify that this is a true and correct reporting of cash fare collections.

TOTAL CASH COLLECTED
(Total fares plus tax).]

TOTALS

[illegible]

CAR LOT# NO.


TRAIN NO. _____

DATE LEAVING TERMINAL,

19

FORM 356 STD

SANTA FE
SLEEPING CAR REPORT

 (22)	RESERVE IN		(22)	
	SANTA FE LINES PASSENGER'S COUPON To identify accommodation purchased. Properly taken into use will be entirely at owner's risk.			
Form 5002	NO. 40800	NOT GOOD FOR PASSAGE		
This coupon is good for passage with proper rail transportation within the limits of the Santa Fe and Western railroads named below. Subject to the following conditions: 1. This coupon is non-transferable. 2. It is valid only for the use of the passenger named hereon. 3. It is valid only for the use of the passenger named hereon.				
FROM ACCOMMODATION CAR				
TO	TR. NO.	DATE		
	TIME			
TO	M. TRAIN	IS		
	VIA	ACCOMMODATION CAR		
TO	TR. NO.	DATE		
	TIME			
TO	M. TRAIN	IS		
	VIA	ACCOMMODATION CAR		
RESERVATION RECORDED ON CODE NO.				
GOV ? OTHER				
BILLING NAME STAMP NAME				
NO. PASSENGERS				
FARE				
\$				
FORM NO.				
ISSUED WITH				

[illegible]

(23)	ISSUED BY	(22)	ISSUED AT
SANTA FE LINES	General Passenger	CHICAGO, ILLINOIS	
SLEEPING CAR TICKET			
Form 363	1	40800	COUPON
<p>THIS TICKET is valid only when used in accordance with the following conditions: All transportation, including baggage, is subject to the conditions of the tariff and the General Conditions of the Santa Fe Lines, which are available at all ticket offices and General Agents' Stations in respect below.</p> <p>TICKET NUMBER: NON-TRANSFERABLE</p>			
FROM	ACCOMMODATION	CAR	
TO	TR NO.	DATE	
	TIME	PERIOD	18
<p>RESERVATION RECORDED OR CODE NO.</p> <p>GOV'T OR OTHER</p> <p>STAMP HERE</p>			
NO. PASSENGERS		FARE	
		\$	
		ISSUED WITH	
		FORM	
		NO.	

SC-2

Coupon 1, which is ticket for first leg of trip. When lifting this BE SURE NOT TO LIFT COUPON NO. 2.

2-3

Coupon 2, which is ticket for second leg of trip. Lift in accordance with instructions.

50-2

Porter who lifts Coupon 2
leave passenger's coupon
with him to show he has
paid for accommodations
being occupied.

TICKET SUBSTITUTION SLIP

FORM 1673 STANDARD

ISSUED BY SANTA FE LINES	
TICKET SUBSTITUTION SLIP	
FROM	
TO	
Accommodations	Car
Train No.	Date
Reservation Code No.	No. Passengers
Issued in Lieu of Combination Rail-Sleeping Car Ticket Shown Below	Sleeping Car Fare \$
Issuing Railroad	Form No.
Date Sold	Station
PORTER WILL FILL IN ABOVE INFORMATION AS SHOWN ON TICKET PRESENTED BY PASSENGER. COMBINATION TICKET WILL BE TURNED OVER TO TRAIN CONDUCTOR AND THIS SLIP WILL BE INCLUDED WITH SLEEPING CAR COLLECTIONS.	

Form 1673 Standard

The Atchison, Topeka and Santa Fe
Railway Company

The collector of tickets will see that this form is filled out and signed by holders of Santa Fe Sleeping Car Card passes for turning in with collections.

Sleeping car pass No. _____

Rail pass No. _____

Supplemental Ticket No. _____

Train _____ Car _____

Accommodations _____ Date _____

From _____

To _____

Signature of Sleeping Car Card Pass Holder _____

See that the above form is filled out and signed by holders of all Card Passes except President's Lifetime passes.

TRANSFER SLIP



Transfer Slip

No. 5001

GOOD FOR TYPE ACCOMMODATIONS No. Passengers

FOR USE FROM

TO

ACCOUNT:
(Show Reason
If Used)

ORIGINAL SLEEPING CAR TICKET

FORM NUMBER

READING

FROM TO

ISSUING RAILROAD STATION DATE

TRAIN

PORTER'S IDENTIFICATION No. SYMBOL

PORTER'S STUD

To Be Included in Collection
With Ticket Described Above

FROM

TO

This Slip to Be Used Only
As Authorized in Instructions

No. 5001

FOR USE OF AGENT
SECURING ACCOMMODATIONS
AUTHORIZED ON REVERSE SIDE

ACCOMMODATION	CAR
TRAIN No.	DATE
TIME	
M. TRAIN	19
Reservation Recorded on Code, No.	

AGENT
STAMP HERE

(Front)

(Back)