

## CHAPTER – XII

## THE TRAIN STAFF AND TICKET SYSTEM

**12.01. Essentials of the Train staff and Ticket System - Where trains are worked between two stations on the Train staff and Ticket System -**

- (a) a single Train-staff shall be kept at one of such stations, and
- (b) no train shall start from either of such stations to the other unless the said Train staff is at the station from which the train starts and has either been handed to or shown to the Loco Pilot by the Station Master when giving such permission.

**12.02. System where applicable - Trains may be worked on the Train staff and Ticket system only when the line is single and only between such stations as have been declared by special instructions to be Train staff stations.**

**12.03. Conditions to be observed for following trains on the Train staff and Ticket System- Trains shall not follow one another in the same direction between Train staff stations, unless-**

- (a) the Loco Pilot has been properly warned of the time of departure of the preceding train and of the place at which it will next stop;
- (b) all the trains are timed to run at the same speed, and such speed shall not exceed 25 kilometres an hour except under special instructions; and
- (c) an interval of fifteen minutes has elapsed since the departure of the preceding train.

**12.04. Loco Pilot to have Train staff or Train-staff Ticket - No train shall be started from a station unless the Loco Pilot has in his possession to be carried with him on the journey, either the Train staff or a Train staff Ticket, for the section of the line over which the train is about to travel.**

**12.05. Train-staff or Train-staff Ticket - by whom to be delivered to Loco Pilot - The Train staff or Train Staff Ticket shall be delivered to the Loco Pilot by the Station Master or by some railway servant appointed in this behalf by special instructions.**

**12.06. Train staff or Train staff Ticket - when to be delivered to Loco Pilot -**

- (1) When no other train is intended to follow before the Train staff will be required for a train running in the opposite direction, then subject to the provisions of sub-rule (3), the Train staff shall be delivered to the Loco Pilot.
- (2) When other trains are intended to follow before the Train staff can be returned, then, subject to the provisions of subrule (3), a Train staff Ticket indicating that the Train staff is following, shall be delivered to the Loco Pilot of each train except the last; and the Train staff shall be delivered to the Loco Pilot of the last train.
- (3) When a train is assisted by a second engine in the rear, a Train staff Ticket shall be delivered to the Loco Pilot of the front engine and the Train staff shall be delivered to the Loco Pilot of the rear engine:  
Provided that if both the engines attached to the train travel over the entire length of line to which the Train staff applies, and the train is to be followed by other trains, a Train staff Ticket shall be delivered to the Loco Pilot of each of the engines attached to the first mentioned train.
- (4) When a train is assisted by a second engine in the front, the Train staff or a Train staff Ticket, as the case may be, shall be delivered to the Loco Pilot of the leading engine.
- (5) When a material train has to stop between stations, the Train staff shall be delivered to the Loco Pilot.

- (6) The Train staff or a Train staff Ticket shall not be delivered to the Loco Pilot of any train until the train is ready to start.
- (7) The Loco Pilot shall not accept a Train staff Ticket unless he sees the Train staff at the same time in the possession of the person who delivers the Train staff Ticket to him.

**12.07. Train-staff to be kept on engine -** When the Train-staff is delivered to the Loco Pilot of a train, he shall place it in a conspicuous place provided for the purpose on the engine.

**12.08. Trains not to be started until Train staff returned -** When the Train staff has been taken away from a station by the Loco Pilot of a train, no other train shall be started from that station to follow the first mentioned train until the Train staff has been returned to the station.

**12.09. Train staff or Train staff Ticket to be given up and Ticket to be cancelled on arrival of train -**

- (1) Upon the arrival of a train at the station to which the Train staff or a Train staff Ticket extends, the Loco Pilot shall immediately give the Train staff or Train staff Ticket to the Station Master, or to some railway servant appointed by special instructions to receive it.
- (2) The person to whom any such Train staff Ticket is so delivered shall immediately cancel the same.

**12.10. Procedure when engine is disabled on the Train staff and Ticket System-**

- (1) If an engine, which carried the Train staff, breaks down between two stations, the Assistant Loco Pilot shall take the Train staff to the staff station in the direction when assistance can best be obtained, in order that the Train staff may be available at that station for delivery to the Loco Pilot of the assisting engine.
- (2) If an engine which carries a Train staff ticket breaks down between two stations, assistance shall ordinarily be obtained only from the station at which the Train-staff has been left; but if assistance can more readily be obtained from another station in the opposite direction, immediate steps shall be taken to have the Train staff transferred to the other end of the section.
- (3) Whenever an engine has broken down between two stations the Assistant Loco Pilot shall accompany the assisting engine to the spot.

**12.11. Train staff Tickets: how kept -** Train staff Tickets shall be kept in a ticket box provided for the purpose and fastened by an inside spring, the key to open the box being the Train staff to which the tickets apply.

**12.12. Train staff: how kept -** The Train staff when at a station, shall not be left in the box but shall be kept by the Station Master in safe custody.

**12.13. Distinguishing marks on Train staff Tickets and boxes -**

- (1) Each Train staff shall have shown upon it the name of the Train staff station at each end of the portion of line to which it applies.
- (2) The Train staff and Train staff Tickets and boxes for the different portions of the line shall be distinguished by different colours.
- (3) 'UP' and 'DOWN' Train staff Ticket shall also have distinguishing marks.

**12.14. Form of Train staff Ticket - Every Train staff Ticket shall be in the following form-**

Ticket No _____	_____ Railway
<b>TRAIN - STAFF TICKET</b> (UP or DOWN)	
Train No. _____	Time _____ Hours _____ Minutes
From _____	To _____
<b>To Loco Pilot and Guard.</b>	
You are authorised to proceed from to _____ station	
to _____ station and the Train staff will follow.	
Train No. _____	in front left _____ hours _____ minutes
Signed _____	
Station Master at _____	
(Station stamp)	
Date: _____	

(Back of Ticket)

The Loco Pilot shall not accept this ticket unless he sees the Train staff for the portion of line, which he is about to enter. This ticket shall be given up by the Loco Pilot, immediately on arrival, to the Station Master or other person authorised to receive it, and such person shall immediately cancel it.

**12.15. Record of Train staff Tickets issued - The Station Master shall keep a record in a book of each Train staff Ticket issued, showing the number of each ticket and the particular train for which it was issued.**

**12.16. Obstruction outside the Home signal - The line outside the Home signal shall not be obstructed unless the Train staff of the portion of the line to be obstructed is at the station.**

**12.17. Protection of trains on the Train staff and Ticket System - In the event of a train, which is followed by another train, stopping on the line between stations, the Guard and the Loco Pilot shall take action to protect the train in accordance with the provisions of Rule 10.09.**

