



**THE LONDON GENERAL OMNIBUS  
COMPANY, LIMITED.**

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**RULES & REGULATIONS FOR  
OPERATING EMPLOYEES.**

London General Omnibus Company, Limited

**RULES AND REGULATIONS  
FOR  
OPERATING EMPLOYEES.**

No.....

Name of Employee.....

Grade .....

(If Driver or Conductor) Badge No.....

Garage.....

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This Rule Book is the property of the London General Omnibus Co. Ltd., and should it be lost anyone returning it to the L.G.O.C. Ltd., Offices, 55, Broadway, Westminster, S.W. 1, will be rewarded.

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Employees are responsible for the immediate notification of the loss of Rule Book, Badge, Uniform, or part of uniform equipment, in writing to the Company's Official responsible.

This Rule Book must be surrendered by an Employee on leaving the service of the Company.

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**THE LONDON GENERAL OMNIBUS  
COMPANY, LIMITED.**

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**RULES,  
REGULATIONS  
AND  
INSTRUCTIONS  
FOR  
OPERATING EMPLOYEES.**

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WIGHTMAN & Co., LTD., Printers, 104, Regency Street, S.W.

# NOTICE TO ALL EMPLOYEES.

This book is published for the information and guidance of all employees.

The rules herein contained are of fundamental importance. They are essential to the successful operation of the Company. They must be complied with implicitly.

Emergencies must arise when the course to be adopted by an employee seems doubtful. Possibly the exact point will not be covered in this book, the instruction of some superior official is not immediately obtainable. It is in such an emergency that an employee's own good sense and judgment must prevail.

Remember always that the comfort and safety of passengers must be the prime considerations.

The welfare of this Company rests with its employees. Courtesy, tact and efficiency must be the background for the constant application of the Rules contained herein.

While there is no obligation on the part of any member of the Staff to join a trade union, the Company has found it mutually convenient to have some organization representing the Staff with which to negotiate collectively on their behalf, and, therefore, has not in any way discouraged membership of a trade union. The Company recognizes the Transport and General Workers' Union as representing drivers, conductors, and inside garage staff (other than craftsmen).

(Signed) H. S. F. LANSDOWN,  
*Traffic Superintendent.*

(Signed) GEO. J. SHAVE,  
*Operating Manager.*

September 1st, 1927.

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Section "A."

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GENERAL RULES.

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Applicable to all Grades.

INSTITUTE





**SECTION "A."****General Rules Applicable to all Grades.**

- Safety First.** 1. The safety and comfort of the public must be the first considerations.
- Compliance with Rules and Regulations.** 2. The Rules and Regulations contained herein, and any other Rules and Regulations which may be issued from time to time, must be complied with in all respects.
- Knowledge of Rules.** 3. All employees must be familiar with the Rules and with every Special Order issued. Employment by the Company binds the employee to comply with the Rules and Regulations. Ignorance thereof will not be accepted as an excuse for negligence or omission of duty.
- Rule Book to be Carried and Studied.** 4. Employees will be required to sign for a copy of these Rules and Regulations. Employees must show their rule books when requested to do so to anyone in authority.
- Conflicting Rules.** 5. All regulations or orders now in force contrary to those herein contained are hereby rescinded.
- Special Instructions.** 6. Special Rules and Regulations will either be posted on the Garage Notice Board or will be inserted in the Weekly Traffic Circular. The

Notice Board must be examined daily for such special orders.

Employees must obtain a copy of the Weekly Traffic Circular immediately same is available and, in accordance with Rule 3 (above), must familiarise themselves with the contents. Should such special instructions, issued by proper authority, conflict with the Rules in this book, they must nevertheless be obeyed whilst remaining in force.

**Doubtful Interpretation.** 7. If in doubt as to the exact meaning of any rule, or special order, application should be made to the proper authority for information and instructions.

**Cleanliness and Courtesy of Employees.** 8. When on duty, Employees shall be clean and neat in appearance, courteous in demeanour and language, and shall wear such uniform, badges, etc., as may be provided or required to be worn. They shall be uniformly respectful to the public and answer their legitimate enquiries, but shall not continue to converse with them.

They shall furnish identification details, badge numbers or number of omnibus promptly, when so requested.

**NOTE.**—Should the conduct of an employee be called into question by a passenger, the names and addresses of persons who witnessed the occurrence should always be obtained.

**Conduct when on Duty.** 9. Employees when on duty must not smoke, whistle, read newspapers or books, consume

food, or do anything which may distract their attention from their work or cause annoyance to passengers.

**Riding on Wing.** 10. Employees, when the bus is in motion, must on no account ride on the front wings in order to flood the carburettor, or for any other purpose.

**Gratuities or Collections.** 11. The acceptance of any gratuity or fee is forbidden. The unauthorised soliciting of contributions, or collecting of money from employees or passengers for any purpose whatever is strictly forbidden.

**Reserving of Seats.** 12. On no account must seats be reserved for passengers. A passenger leaving his seat automatically surrenders it, and any other person is entitled to occupy the seat vacated.

**Absence from Duty without Leave.** 13. No employee shall absent himself from duty, alter his appointed hours of duty, or exchange duty with any other employee, without having first obtained authority from the responsible official.

In cases of illness or accidents, written notice, together with a medical certificate of inability to attend shall, so far as practicable, be delivered to the garage prior to the hour when the employee was due for duty. Where any danger of delay arises the employee must arrange for the Garage Official concerned to be notified by telephone or telegraph. In any case a medical certificate must be produced on the same day.



**Regulations re Uniform Clothing.** 14. The uniform clothing and other articles of equipment being the property of the Company they must not be in any way altered or defaced, and must be kept clean and in good condition.

Employees shall see that any buttons working loose or becoming detached are restitched at once. Should a button be lost, application for another must be made.

The complete uniform shall be worn at all times when on duty or when attending Police and other Courts. Employees shall not appear partly in uniform and partly in plain clothes, unless a complete uniform has not been issued.

Between the following dates, viz. :—1st May to 30th September inclusive, white cap covers shall be worn.

**Return of Uniform Kit.** 15. When an employee leaves the service of the Company, he shall immediately deliver up any uniform or kit belonging to the Company. If not delivered up, or if any article be missing or damaged by improper use, the cost of such article or the repair of such damage, shall be recoverable as a debt due from the employee to the Company.

Employees receiving issue of new uniform or equipment must return all used articles to the Stores in a clean condition. Articles not so returned or returned in a condition which is not due to fair wear and tear will be charged for.

**Dismissal of Employees.** 16. Any employee who refuses duty, is guilty of wilful disobedience to orders, is under the influence of drink while on duty, is found betting or gambling on duty or on any premises of the Company, or is guilty of dishonesty or of using improper language or whose conduct towards the public or staff is improper, or is guilty of serious ticket irregularity, is liable to instant dismissal, but no employee shall be dismissed without an opportunity of representing his case in accordance with the regulations governing the Boards of Appeal set up for this purpose. This rule is in addition to and not in limitation of the Company's legal rights.

**Summonses.** 17. Employees shall immediately notify their immediate superior at the Garage of any police summons they may receive, or of any provisional warning that police proceedings may be taken against them.

A summons arising out of any matter relating to the duties of employees, shall not be issued by them without permission.

IN NO CIRCUMSTANCE MUST ANY EMPLOYEE, WHILST ON DUTY, GIVE A PASSENGER INTO CUSTODY.

When compelled to attend any Court, employees shall give due notice to their immediate superior at the Garage. This includes service on juries. In such cases the summons to attend or subpoena must be produced.

When attending Police or other Courts on matters relating to their duties, employees



shall, unless otherwise instructed by an Official of the Company, report themselves to the Claims Agent immediately after their business at the Court is concluded.

NOTE.—Licensed men, when attending Court, shall wear their badges, as directed under Rule 25.

Employees will not lose wages when attending Police or other Courts on the Company's behalf, or when summoned to attend on jury service provided the Company's regulations have been observed.

**Notification of 18.** Employees are required to **Infectious** give immediate notification to **Diseases.** the Company of the outbreak of infectious disease in their place of residence, or in the event of their having been in contact with an infectious case. Before being permitted to resume duty a clear medical certificate must be produced.

**Writing** 19. Employees, when writing  
**Reports.** reports, shall call any part of the omnibus or equipment mentioned by the recognised name. (See Section I.)

## Section "B."

### RULES AND REGULATIONS.

FOR  
DRIVERS and  
CONDUCTORS.

INSTITUTE



## SECTION "B."

Rules and Regulations for Drivers  
and Conductors.

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**Shewing Up for Duty.** 20. Drivers and Conductors shall report at the Garage ten minutes before the time (shown on the Duty Schedule) for starting on their first journey. When taking over on the road the change-over must not be effected at any point other than that specified on the Duty Schedule unless instructions to the contrary are received from an authorised official.

**Bus Must Not be Left.** 21. On no account shall Drivers and Conductors leave their buses unattended when in service without reasonable excuse. They must never both be away from the bus at the same time.

**Buses Not Plying for Hire.** 22. The public are not to be permitted to travel on buses which are not plying for hire.

**Entering Public Houses.** 23. Drivers and Conductors are strictly forbidden to enter a Public House when the bus is in service. They must not enter shops to make purchases.

**Taking Meals.** 24. Drivers and Conductors shall not take meals or any refreshment when the bus is on a journey, nor at a terminus if their duties are thereby interfered with or the omnibus delayed.



**Wearing of Licence Badges.** 25. Drivers and Conductors when on duty shall always wear their badges conspicuously upon the left breast as required, and in such a way that the licence number is clearly displayed without any obstruction.

**Change of Address.** 26. Drivers and Conductors changing their addresses shall immediately give written notice of the same, not only to the Commissioner of Police of the Metropolis, Public Carriage Office, 109, Lambeth Road, S.E. 1 (or to the nearest Police Station), but also to their immediate superior at the Garage. This can be notified on a form which is obtainable on application at the Garage.

**Examination of Buses.** 27. Drivers and Conductors shall examine their buses before starting, to see that they are in order and properly cleaned.

They shall see that the necessary equipment and accessories are complete and report at once to their immediate superior, any deficiency or irregularity.

Drivers and Conductors taking a bus out of the Garage or relieving other Drivers and Conductors shall, in the absence of such report, be assumed to have received their bus in good order and with complete equipment; they shall be held responsible for any damage or loss to which they have not called the attention of the authorised Official, if the bus is brought from a garage, or of the man being relieved if the bus is taken over on the road.

No defective bus shall be taken out or worked in service.

Any bus found defective must not, in any circumstances, be worked in service.

**Employees Riding on Buses.** 28. Employees riding on buses when off duty are instructed to offer their seats to passengers who may be standing inside the buses, especially to ladies, the aged and infirm.

NOTE.—Passes were primarily issued in order that no expense should be incurred by employees when travelling to and from work, and employees are asked to study the convenience of the public by not more than three pass-holders boarding the same bus.

**Examination of Notices at Garage.** 29. Drivers and Conductors, before commencing and when leaving work, shall examine the notices exhibited at their

Garage.

**Time Keeping on Road.** 30. Drivers and Conductors shall conform to the running times given in their Time Schedules and perform the number of journeys shown on the Duty Schedules, except under the definite instructions of an authorised Official. In the event of any journey or part of a journey not being run, a report giving the reason must be made on the form provided.

**Look-out for Passengers.** 31. Drivers and Conductors are expected to be equally on the look-out for passengers. Special attention in this respect should be paid to the railway stations, theatres, cinema halls, factories and schools.



**Stopping for Passengers.** 32. Unless the bus be full, Drivers and Conductors shall not fail to stop to pick up passengers when hailed except in prohibited stopping areas. In order that the Driver may be made aware by the Conductor that the bus is full, on being hailed, the Driver should ease up, and, if the bus is full, the Conductor will give two rings, after which the Driver will proceed, at the same time calling out "Full up" to the intending passengers.

Buses must be brought to a standstill at recognised stopping places whether full up or not.

**Bell Signals.** 33. Drivers and Conductors must observe the following code of bell signals.

**One Ring.** To Stop.

**Two Rings.** To Start.

**Two Double Rings.** Pull into left side.

**Rapid Succession of Rings.** Emergency Stop.

In no circumstances are buses to be started on signals such as whistling, stamping of feet, or hitting the side of the bus.

Private signalling from one employee to another is strictly forbidden.

**Lighting of Buses.** 34. Drivers and Conductors must see that all lights (traffic indication lights and interior lights) shall be switched on at sunset. Discretion should be used at any time the weather becomes overcast, and the lights put on whenever it is too dark for passengers to see to read. During

foggy weather all lights must be switched on whilst the engine is running. When engine is not running all lights should be switched off except regulation police lamps. On stands lights must not be switched off when omnibus is the next due to leave on service. All defects must be recorded on the Mechanical Report Sheet at Garage.

**Luggage.** 35. Drivers and Conductors are strictly forbidden to accept any fee or gratuity for carrying luggage or parcels of any description unless a charge is authorised under the Fare Table. No large boxes, baskets, parcels or other articles likely to be injurious or to cause inconvenience to other passengers shall be carried on any bus, and any passenger leaving property on the platform is to be informed respectfully that such can be carried only at the passenger's risk.

**Maintaining Regular Bus Intervals.** 36. Drivers and Conductors are responsible for maintaining a proper distance between their bus and those in front or following, so that regular intervals are maintained between buses proceeding to the same destination or following a common route for a considerable distance.

**Unnecessary Noise Early Morning and Last Buses.** 37. Drivers and Conductors on the early morning buses or late buses shall conduct their traffic as quietly as possible, so as to avoid inconvenience and annoyance to residents.

**Taking Water Unlawfully.** 38. It is not lawful to take water from canals or other private streams, and any water required for buses shall be taken up at the authorised places only.

**Licences.** 39. Drivers and Conductors, when entering the Company's service shall deposit their Police Licences with the authorised Official at the Garage, before starting on duty, in accordance with the Police Regulations.

Licences handed back to employees for Police Court proceedings, &c., must be returned to the Company's representative immediately after the proceedings.

Drivers and Conductors are responsible for ensuring that their licences are renewed at a date not later than the expiration of term for which they are valid.

**Special Instructions with regard to Private Hire Work.** 40. Drivers and Conductors of Motor Buses or Motor Char-a-banc engaged in Private Hire work are instructed to see that the following regulations are strictly adhered to:—

- (a) The journey and route specified must not be varied, unless in exceptional circumstances, such as road blocked, &c., and any such cases must be reported on the Report form.

If the vehicle be detained extra time, the Driver or Conductor should explain to the hirer that this will be charged for.

- (b) Drivers must see that the vehicle is in fit condition for the journey before starting, and must make themselves fully familiar with the route to be taken.
- (c) No more passengers may be carried than for whom seating accommodation is available, and particular care must be taken that no excess number travel on top.
- (d) No passenger must be allowed to sit by the side of the Driver, or on the staircase of the bus, or to stand on the Conductor's platform.
- (e) The vehicle must be used for the private party only and must not ply for hire.
- (f) Unless the hirer has the consent of the Company in writing, no notice of any description may be exhibited in any position on the vehicle.
- (g) Except with the consent of the Company in writing, no exterior decoration with flags, or other means, is allowed.
- (h) The vehicle must not be used for the carriage or for the distribution of intoxicating liquors.
- (i) On no account may the playing of cards for money, or any other form of gambling, be permitted on the vehicle.
- (j) The hirer, being responsible to the Company for any damage occasioned to the vehicle by reason of negligence or misconduct of any passengers, the Driver and Conductor must call his



attention to any such damage and report same fully on their Report Form.

- (k) Neither the Driver nor Conductor must, on any account, partake of intoxicating liquor from the time the vehicle leaves the garage until it returns thereto, nor shall they smoke whilst it is in service.
- (l) The Conductor shall remain on the platform when the vehicle is in service, except when giving any warning, or performing any other necessary duty.
- (m) Particular care must be observed at cross roads and the vehicle must be brought to a stop before descending any steep hill, subsequently being driven down at a speed not exceeding 4 miles per hour. Proper warning must be given to outside passengers before passing under any low bridge or near overhanging trees, and no risks due to excessive speed, or other cause, must be taken.
- (n) All charges for standing or for garaging vehicles and any fees incurred must be paid by the hirer.
- (o) The Police Regulations regarding Lost Property apply both to Private Hire and Service Vehicles.
- (p) During cold weather Drivers must not allow the engine to become cold. If the job necessitates the vehicles standing for some time, Drivers should start the engine occasionally, in order to

keep it warm, thus preventing the possibility of trouble in starting up.

- (q) Drivers must remember that in several of the "home" counties they are held responsible for the conduct of their passengers. Drivers should use every endeavour to prevent unruly behaviour, and should point out to such passengers that they also are liable to a penalty not exceeding £5 for each offence. In the event of any hooliganism or dangerous conduct of any description (e.g., riding on the omnibus canopy) on the part of the hirers, the vehicle should be stopped immediately. The journey should not be continued until the conduct complained of has ceased.

Conductors should inform passengers riding on the top deck that they must remain seated whilst the omnibus is in motion. In no circumstances should dancing or horse-play be permitted.

- (r) In the event of a service bus or a private hire vehicle running out of petrol, it will be in order for the driver to purchase a sufficient quantity to enable the vehicle to reach its destination provided no facilities are available for the transfer of passengers, i.e., on the last journey or when the vehicle is not within convenient range for obtaining a supply from one of the Company's Garages.



- (s) The maximum speed at which buses are permitted to be driven is 12 miles per hour. Any subsequent alteration of the legal maximum will be notified.

Should the hirer or any of the passengers infringe any of the Conditions, a warning should be given, and, if disregarded, the journey must not be proceeded with until assurance is received that the conduct complained of will be discontinued. Particulars of any disorderly conduct should be given in the Report.

**Legal Offences.** 41. The attention of employees is directed to the following legal offences for which police action may be taken. These are given as illustrative and in no way exhaustive:—

- (a) When meeting other vehicles, not keeping to the left or near side of the roadway.
- (b) Wilfully preventing other vehicles or persons from passing, or by negligence or misbehaviour preventing free passage of other vehicles, and not keeping to the near side to allow such passage.
- (c) By loitering or wilful misbehaviour causing obstruction or stopping the buses opposite to the end of any street or any place where foot passengers usually walk, except in cases of accident or other unavoidable necessity.
- (d) Wilfully interrupting any public crossing or causing obstruction.
- (e) Wilfully obstructing any tramcar.

- (f) Failing to stop in case of any accident to any person, horse or vehicle, owing to presence of bus.
- (g) Not stopping at request of constable in uniform, or on his putting up his hand in signal to stop, or at request of any person in charge of a horse.
- (h) Not sounding hooter, so as to give audible or sufficient warning of approach or position of omnibus.
- (i) Failing to light lamps at regulation times.
- (j) Not stopping as near as may be to left or near side when picking up or setting down passengers.
- (k) Taking up or setting down at any place prohibited by the Police.
- (l) Failing to observe police regulations.
- (m) Allowing any other person than an authorised person to drive.
- (n) Driver allowing an unauthorised person to ride beside him.
- (o) Carrying passengers in excess of the number for which the bus is licensed.
- (p) Assaulting or using abusive language to any passenger.
- (q) Not wearing police badge conspicuously on breast.
- (r) Failing to deliver up badge at expiration of licence. Failing to deliver up Police Licence at expiration of 12 months, and failing to renew Council Driving Licence at expiration of 12 months.

- (s) Neglecting to take property left in omnibus within 24 hours of finding it to nearest Police Station.
- (t) Neglecting to observe special traffic regulations, e.g., keeping to the traffic indication marks where special workings are in operation.

In addition to the usual penalties for the above offences it is competent for a Court or the Commissioner of Police on conviction of a Driver or Conductor to revoke or suspend licence; this means loss of employment.

## Section "C."

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### SPECIAL RULES AND REGULATIONS. FOR DRIVERS.

INSTITUTE



## SECTION "C."

## Special Rules and Regulations for Drivers.

**Duties to be performed at commencement of Day's Work.** 42. On commencing duty, Drivers must sign the Mechanical Report Sheet, which must be inspected for any defects reported overnight.

They shall then inspect their buses and at once notify the engineering staff of any defect not attended to.

The petrol tank and radiator shall be inspected to see that these are full. The petrol tank cap should be securely screwed down before leaving the Garage.

Steering gear and brakes shall be carefully examined, to ascertain if they are in proper working order.

Drivers should also see that the leads (wires to plugs) are connected up properly with the sparking plugs.

**Driving Bus with Footboards up.** 43. It is forbidden to drive a bus with the footboards up.

**Wearing of Clogs.** 44. The wearing of clogs by Drivers is not permitted.

**Engine Rules.** 45. Engines are not to be allowed to race when the buses are stationary.



- (s) The maximum speed at which buses are permitted to be driven is 12 miles per hour. Any subsequent alteration of the legal maximum will be notified.

Should the hirer or any of the passengers infringe any of the Conditions, a warning should be given, and, if disregarded, the journey must not be proceeded with until assurance is received that the conduct complained of will be discontinued. Particulars of any disorderly conduct should be given in the Report.

**Legal Offences.** 41. The attention of employees is directed to the following legal offences for which police action may be taken. These are given as illustrative and in no way exhaustive:—

- (a) When meeting other vehicles, not keeping to the left or near side of the roadway.
- (b) Wilfully preventing other vehicles or persons from passing, or by negligence or misbehaviour preventing free passage of other vehicles, and not keeping to the near side to allow such passage.
- (c) By loitering or wilful misbehaviour causing obstruction or stopping the buses opposite to the end of any street or any place where foot passengers usually walk, except in cases of accident or other unavoidable necessity.
- (d) Wilfully interrupting any public crossing or causing obstruction.
- (e) Wilfully obstructing any tramcar.

- (f) Failing to stop in case of any accident to any person, horse or vehicle, owing to presence of bus.
- (g) Not stopping at request of constable in uniform, or on his putting up his hand in signal to stop, or at request of any person in charge of a horse.
- (h) Not sounding hooter, so as to give audible or sufficient warning of approach or position of omnibus.
- (i) Failing to light lamps at regulation times.
- (j) Not stopping as near as may be to left or near side when picking up or setting down passengers.
- (k) Taking up or setting down at any place prohibited by the Police.
- (l) Failing to observe police regulations.
- (m) Allowing any other person than an authorised person to drive.
- (n) Driver allowing an unauthorised person to ride beside him.
- (o) Carrying passengers in excess of the number for which the bus is licensed.
- (p) Assaulting or using abusive language to any passenger.
- (q) Not wearing police badge conspicuously on breast.
- (r) Failing to deliver up badge at expiration of licence. Failing to deliver up Police Licence at expiration of 12 months, and failing to renew Council Driving Licence at expiration of 12 months.

- (s) Neglecting to take property left in omnibus within 24 hours of finding it to nearest Police Station.
- (t) Neglecting to observe special traffic regulations, e.g., keeping to the traffic indication marks where special workings are in operation.

In addition to the usual penalties for the above offences it is competent for a Court or the Commissioner of Police on conviction of a Driver or Conductor to revoke or suspend licence ; this means loss of employment.

## Section "C."

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# SPECIAL RULES AND REGULATIONS. FOR DRIVERS.

INSTITUTE





## SECTION "C."

## Special Rules and Regulations for Drivers.

**Duties to be performed at commencement of Day's Work.** 42. On commencing duty, Drivers must sign the Mechanical Report Sheet, which must be inspected for any defects reported overnight.

They shall then inspect their buses and at once notify the engineering staff of any defect not attended to.

The petrol tank and radiator shall be inspected to see that these are full. The petrol tank cap should be securely screwed down before leaving the Garage.

Steering gear and brakes shall be carefully examined, to ascertain if they are in proper working order.

Drivers should also see that the leads (wires to plugs) are connected up properly with the sparking plugs.

**Driving Bus with Footboards up.** 43. It is forbidden to drive a bus with the footboards up.

**Wearing of Clogs.** 44. The wearing of clogs by Drivers is not permitted.

**Engine Rules.** 45. Engines are not to be allowed to race when the buses are stationary.

The engine should always be stopped before the Driver leaves the bus, the hand brake left hard on, with the change speed lever in "Neutral." If a bus is brought to a standstill when going down a hill and the bus left, the steering wheel must be turned so that the front wheels point towards the kerb.

The engine is always to be started by pulling the starting handle **Up** and not by pressing it down. When not in use the starting handle should be held in the strap where such is provided.

**Unauthorised Drivers not allowed to Drive.** 46. On no account shall anyone other than an authorised official be allowed to drive the omnibus. Penalty, instant dismissal.

**Defective Brakes.** 47. If from time to time, on testing the brakes, any serious defect is found which cannot be rectified by the Driver, passengers are to be transferred, and on no account is the bus to be driven without assistance from the garage.

Before commencing each journey, and particularly so on hilly routes, Drivers shall make careful inspection of the hand and foot brakes, brake rods and brake rod adjusting nuts, making sure that all parts are in perfect working order.

**Application of Brakes.** 48. Brakes shall not, except in emergencies, be applied in such a manner as to cause injury or discomfort to passengers. When an omnibus is brought to a standstill at a point or in a line of traffic, the hand brake must at all times be applied.

**Application of 49.** The Driver is jointly responsible with the Conductor for **Scotches and Sprag Gear.** ensuring that the omnibus is properly scotched at points where they are provided. The Conductor shall position the scotch and the Driver must not leave his seat until the Conductor informs him that it is secure. The Driver shall then satisfy himself that the omnibus is quite safe. On buses which are fitted with sprag gears, such sprag gear must be brought into operation at all times when ascending hills.

**Descending Hills.** 50. Drivers are strictly forbidden to descend hills with their speed in neutral, or with their clutch disengaged.

**Skidding.** 51. In the application of the brakes, care must be taken to avoid skidding, which may be caused by the brake being applied too suddenly.

**Hands to be kept on Steering Wheel.** 52. Drivers shall not take both hands off the steering wheel or look back into the bus when the bus is in motion.

**Speed Regulations.** 53. On no account must the legal speed limit be exceeded. In every case the speed of buses must be so regulated as to ensure the safety of the bus and its passengers, and all other users of the public highway under the conditions prevailing at the time.

Special care shall be taken in the following circumstances so to control the speed of the bus that it can be safely and speedily stopped as required :—



- (a) In passing schools, when children are entering or leaving.
- (b) On greasy roads, upon which a motor bus is likely to skid.
- (c) In turning corners, particularly when a view of the road ahead cannot be obtained.
- (d) When passing stationary tramcars.
- (e) In foggy weather.
- (f) When running downhill.
- (g) In crossing at right angles over streets containing busy traffic.
- (h) When crossing bridges.
- (j) When any part of the roadway is under repair.
- (k) When running on tramway tracks.
- (l) When entering or leaving garages.
- (m) Where gyratory traffic arrangements are operating.
- (n) Passing and overtaking cyclists.
- (o) When diverted from normal line of route.

Drivers shall at all times bear in mind that it is necessary to have their buses under such control as will ensure the safety of all pedestrians. It is not sufficient to sound the horn in the expectation that pedestrians will get out of the way, but Drivers must satisfy themselves that every precaution is taken to avoid the possibility of accident. A sharp look out must be kept for persons, especially children, walking incautiously in the road.

Speed shall always be reduced in cases where it is necessary to secure the steady and even riding of the buses, when the road surface is uneven, defective or soft.

Great care must be taken when driving down hills, which should never be negotiated at more than 8 miles per hour, and before the descent of steep inclines buses must be stopped, changed into first or second speed, and remaining in first or second speed, driven at a speed not exceeding 4 miles per hour to the foot of the decline. The bus must never be allowed to get beyond the control of the brakes.

Bridges shall not be crossed at a speed exceeding 5 miles per hour, and when entering or leaving garages, speed must not exceed 4 miles per hour, the horn being sufficiently sounded as a warning to any people who may be passing the entrance.

When using residential thoroughfares for the purposes of travelling to and from the garage, the speed should not exceed eight miles per hour.

Buses proceeding through side turnings to get on to stand must not exceed eight miles per hour.

**In all cases, Drivers are particularly requested to use their discretion and reduce speed according to circumstances.**

#### **Excessive Speed.**

54. Drivers are strictly warned of the dangers due to excessive speed, and to the legal penalties to which they subject themselves by breaches of the law in this connection.

**Legal Offences.** 55. The following are a few of the legal offences associated with excessive speed. The penalties naturally vary according to the circumstances:—

- (a) Driving recklessly, negligently or at



a dangerous speed, having regard to all the circumstances and the traffic on or which might reasonably be expected on the highway.

- (b) Driving wantonly or furiously or by carelessness or by wilful misbehaviour causing any hurt or damage to any person or property, or being drunk, or using insulting or abusive language or gestures, or any misbehaviour.
- (c) By furious or wanton driving or racing, or by misconduct or wilful neglect causing any bodily harm.
- (d) When negligence on the part of the Driver or Conductor results in a death of any person, it is open to the Coroner's Jury which enquires into the case to bring in a verdict upon which a charge of manslaughter may be based.
- (e) Exceeding the legal speed limit or such local speed limit as may be fixed for particular road.

**Buses Passing One Another.** 56. As a general rule, motor buses proceeding in the same direction are not to pass each other, but to keep in line, passing only when the one in front is either stationary or slowing down for the purpose of taking up or setting down passengers, or when a bus is broken down or is otherwise unable to hold its position in the working schedule.

**As to the Rules of the Road.** 57. Buses are to be driven on the left or near side of the roadway and should not be

driven out of the proper line of traffic, unless it is clear that the traffic proceeding in the opposite direction is not endangered or hindered.

When overtaking another vehicle, it is to be passed on its right or off side.

An exception to this rule is a tramcar running in the centre of the roadway, which may be passed on either the near or off side, whichever is least congested by other traffic and therefore safer. When passing a stationary tramcar the hooter is to be sounded and speed reduced so as to avoid any risk of accident.

In foggy weather, buses should be kept as near as possible to the near side kerb, and tramcars should be passed on their near side.

In pulling out from behind other buses, care must be exercised by Drivers to see that the off side is clear and that they can come out with a fairly wide swing, so as to avoid any possibility of danger to passengers who may be mounting or leaving the bus in front.

Warning must always be given by sounding the horn when overtaking other vehicles, and traffic should never be overtaken when going round corners or when passing centre refuges.

**Following Traffic.** 58. When following traffic, the speed of the bus is to be kept well in control, and it should be driven a sufficient distance behind to enable it to be stopped should the front vehicle be stopped or turned to one side.

In stopping behind another vehicle, an intervening space of at least a yard should be left, in case the front vehicle moves backwards slightly when re-starting.



**Passing Churches, &c.** 59. When buses are being driven past Churches, &c., on Sundays, or Hospitals at night, they are to be driven slowly and quietly, so as to minimise any noise.

**Hand Signals to Other Traffic.** 60. The following hand signals, to indicate any intention to emerge from the line of traffic or to alter speed, are to be given by Drivers:—

When stopping. Extend the right arm, with the fore-arm and hand held upright.

When slowing down, extend the right arm, moving the hand with palm downwards up and down.

When about to turn to the left. Extend the right arm and wave towards the left across the body.

When about to turn to the right. Extend the right arm.

When signalling for an overtaking vehicle to come on, extend the right arm, with the right hand waving forward.

Hand signals should always be given allowing ample time for other road users to become aware of the intention.

**Coming Out of Side Streets, &c.** 61. When driving buses out of side streets into main thoroughfares, the traffic in the latter has the right of way, and the bus horn must be sounded and speed reduced.

When buses are being turned from the near side towards the centre of the road, either to cross or to turn round, or when emerging

from a side turning, the responsibility rests with the bus drivers to see that they have a safe course.

**Driving Buses in Time of Fog, &c.** 62. Drivers in time of fog or heavy falling snow must be especially careful in regard to the following points:—

They must drive with care and exercise the utmost caution. They must not take their bus to the garage until the last journey is completed, unless instructed to do so by a duly authorised official. They must keep the bus on the near side, as close as possible to the kerb, and never attempt to pass a tramcar on the off side. In time of fog, whether day or night, men will be stationed at various points, particulars of which will be given from time to time. The duty of these men will be to pilot the buses across the difficult crossways and junctions by walking in front of the bus and showing a light to the Driver.

At places where the fog is dense and such fogmen have not been stationed, the Driver may request the Conductor to dismount from the bus and assist him to proceed in such manner as they may jointly consider desirable.

**Running with Bonnets Open.** 63. Drivers must see that the bonnet cover of the engine is securely closed when the omnibus is in motion.

**Stopping.** 64. In stopping, omnibuses must always be drawn close to, and parallel with, the near side kerb, care being taken to avoid any overhanging trees or other dangerous obstructions.

Section "D."

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SPECIAL RULES

FOR

DRIVERS

REGARDING

PETROL CONSUMPTION.

INSTITUTE





## SECTION "D."

Special Rules for Drivers regarding  
Petrol Consumption.

**Petrol Consumption.** 69. In order to diminish petrol consumption and avoid unnecessary waste, Drivers shall observe the following rules:—

(a) **Starting Engines before leaving Garage.**

Before leaving the garage, engines shall not be started up earlier than is required for the due observance of the scheduled departure time. The margin of time necessary shall be only that which is sufficient to allow the circulating water to be warmed. One minute in the summer will probably be found sufficient for this, though a little longer time will be necessary in the winter, or in garages which are draughty. Excessive racing of engines in order to "warm up" is bad for the engines and causes waste of petrol.

(b) **Unnecessary Running of Engines on Stand.**

Engines shall, unless otherwise directed, be stopped on the stand wherever the "lay-over" exceeds 3 minutes. Drivers must shut off the petrol supply whenever the engine is stopped.

(c) **Unnecessary Running of Engines at Swing Bridges, &c.**

Whenever a bus is unable to proceed during a "bridge," procession or other

prolonged halt, the engine shall be stopped, except when the progress of traffic after resumption would be hindered by so doing. Whenever unable to proceed during short or intermittent traffic blocks, the engine shall be throttled down to a very slow speed.

**(d) Carburettors not to be overprimed.**

Carburettors must not be overprimed, as this does not assist the engine in the slightest degree, and is a sheer waste of petrol.

**(e) Running ahead of time.**

By unnecessarily running ahead of time, or running above scheduled speed, Drivers are taking undue energy out of their engines, and thereby wasting petrol.

**(f) Throttling down when approaching Points—  
Uniform Acceleration.**

By approaching points with an easy reduction of speed and careful application of brake, the engine consumes less petrol than if driven to the point at high speeds, and brakes suddenly applied. When starting away, careful clutching and gear change ensure uniform acceleration, and help to keep the engine and parts in good working order. This in turn reduces petrol consumption.

Section "E."

SPECIAL  
RULES AND REGULATIONS  
FOR  
CONDUCTORS.

INSTITUTE





which and its return uninjured to the office they will be held responsible.

They shall not allow any unauthorised person to handle it whilst in their charge, and shall account to the Company for every fare which it registers. Each Conductor will be liable to pay the Company the cost of repairing any damage or injury happening to any punch or cancelling machine whilst in his custody, unless the Management is satisfied that such damage or injury did not happen through any fault or negligence of the Conductor.

If at any time the punch fails to work properly in the punching of the ticket, the sounding of the bell or otherwise, Conductors shall report immediately on the form provided, and exchange the punch at the nearest available exchange point. Until an exchange of punch is effected, they shall continue using tickets for fares, tearing out a portion of the section denoting the distance to which the passenger is entitled to travel.

Thick tickets must not be forced into the punch, but be put aside and returned to the office, with the Cash Total Sheet, the number returned being stated thereon. A Ticket and Punch Report Form must also be completed and forwarded.

**Conductors to Check their Tickets, and Equipment.** 74. Conductors, before leaving the garage, shall ensure that they are supplied with the proper waybills and sufficient tickets for the day, and that the quantity of tickets and the number of the punch agree with the number of tickets and

detail shown on the waybill, as, after taking them over, they will be held responsible for any deficiencies. Should any discrepancy be observed it should be reported immediately to the issuing official, who will amend the entry and initial same.

Conductors will also ensure that they are supplied with Log Cards or Log Sheets, which ever apply and also that they are in possession of the Time Recording Clock and other Keys, Auxiliary Waybill, and counterfoil envelopes if required.

**Issue of Tickets, &c.** 75. Before leaving the garage, or the terminus as the case may be, each Conductor shall commence his waybill and provide himself from his stock with sufficient tickets for the journey.

Should a Conductor run short of tickets during a journey, he shall report the matter to the first Inspector he sees, borrow a supply from another Conductor, and obtain a further supply from the garage as soon as possible. He must subsequently report the matter on an Occurrence Form.

Conductors shall issue all tickets in strict numerical order from the bundles, and fill up accurately on the waybills the particulars required. Tickets are only to be drawn off the nail as they are used.

Conductors are responsible for the face value of all tickets received by them. All bundles not in use should be placed in the ticket box, which should at all times be kept under lock and key in the Conductor's locker.

The number of tickets used, the punch



register and the cash received and handed in by the Conductor shall balance.

**Making up Cash Total Sheets.** 76. Conductors shall not make up their Cash Total Sheets until they arrive at the garage on the termination of their tour

of duty.

**NOTE.**—No erasures are allowed on the cash total sheet or waybill. A wrong entry should be crossed through, and the correction entered above.

**Tickets Punched in Error.** 77. In the event of an error on the part of a Conductor or a passenger, whereby a ticket is punched and is not required

(as, for instance, when a person pays for another who has already paid), the money shall be returned to the passenger, and the ticket, with the report of the mistake with the name and address of the passenger concerned, sent into the office, when the Conductor will be credited with the amount involved.

**Used Tickets not to be Re-issued.** 78. No ticket once used is to be subsequently re-issued. No Conductor shall pick up or have in his possession a used ticket.

Any Conductor known to have or found with a cancelled ticket in his possession in any circumstances whatever, except as set forth in Rule 77, or known to have issued such a ticket to a passenger, will be liable to instant dismissal.

**Collection of Fares.** 79. Conductors shall begin to collect fares from passengers as soon as the bus leaves the terminus or point, first, however, seeing that the

terminus or point is clear and afterwards, as soon as practicable after each passenger enters.

Conductors are instructed to count the number of passengers mounting the bus during the stop at any traffic point, so as to keep themselves familiar with the number of fares to be collected.

When issuing a ticket, a Conductor shall make certain how far the passenger wishes to travel. Whenever a passenger travels beyond the stage to which the fare entitles him to travel, an excess fare shall be collected.

On receipt of a fare a Conductor, before collecting any other fare, and in the immediate view of the passenger paying such fare, shall punch and deliver to the said passenger a ticket for the amount of fare received and distance to be travelled.

When changing over at a point on the journey, the Conductor changing over shall collect all fares before leaving the bus and suitably complete the auxiliary waybill provided. The Conductor taking over the omnibus must inspect all tickets held by passengers in order to satisfy himself as to their destination. The last Conductor of the omnibus will attach his auxiliary waybill to his own waybill and will hand both in when paying his takings to the cashier.

**Inability to give Change.** 80. In the event of a coin being tendered for which a Conductor is unable to give change, he shall endeavour to obtain change as soon as possible. Should he fail to do this, the coin must be returned to the passenger and a ticket



punched and handed to him, his name and address obtained, and the passenger asked to forward the amount due to Chief Office. The Conductor must report the occurrence, together with the name and address of the passenger concerned and the number of the ticket issued. Passengers must not be requested to alight in such circumstances.

**Passengers Travelling Excess.** 81. Conductors shall exercise all possible vigilance in order to detect any passengers travelling beyond the distance for which payment has been made.

The name and address of any such passenger who may refuse to pay the excess fare due is to be obtained and reported to Chief Office, with the names and addresses of witnesses.

**Handing over Equipment.** 82. Should a Conductor be called off duty, or be obliged to leave his bus through sickness, or any cause other than relief, he shall at once hand over his punch, cash, waybills, unsold tickets, box or other equipment, to any Official having authority to receive the same.

In the event of the omnibus being continued in service a fresh cash total sheet will be used.

At the end of each day's work, or any other times, as may be fixed by the Management, the Conductor shall deliver his punch to the authorised Official, and hand over all the money, tickets and other effects belonging to the Company which may be in his possession, together with his waybills, etc.

**Counterfeit Coins, &c.** 83. Conductors will be held responsible for any counterfeit, foreign, obsolete or mutilated coins taken by them, and when taking any coin to give change, they must mention the name of the coin to the passenger, before putting it into their cash bag, thus minimising the possibility of disputes.

**No Information as to Receipts to be given.** 84. Conductors shall not give any information respecting the receipts of the bus, except to the authorised Officials.

**Improper Language or Conduct by Passengers.** 85. Conductors shall be regardless of the comfort of passengers on all occasions, and must not permit any improper language or conduct on the part of any passenger, or allow any passenger to smoke in a bus, or to enter a bus with a lighted pipe, cigar or cigarette.

**Passengers Under Influence of Drink.** 86. Passengers under the influence of drink shall not be permitted to ride on any bus. Should such persons refuse to leave when requested, Conductors must remove them in the presence of a Police Constable, who will assist the Conductor should resistance be offered. Care must be taken to use no more force than is necessary for the purpose.

**Care of Passengers.** 87. Conductors shall take special care of children, aged or infirm persons, or any other passengers who are not capable of looking adequately



after themselves, and shall take special care to see that any such or any persons carrying parcels, or babies in arms, are safely seated before giving the bell signal for the bus to be started. The bus must never be started or signalled to be started when a passenger is in the act of entering or alighting, and Conductors must take every precaution to ensure that a passenger is safely on the bus, or safely on the ground, as the case may be, before signalling the Driver to proceed. If a bus should be stopped to enable a passenger to alight whilst the Conductor is outside, the latter must return to the platform to start the bus, so as to avoid the possibility of it being started as another passenger is about to board or alight. This applies particularly at places where it is not possible for the omnibus to draw up on to the point directly. Whenever the omnibus is held in traffic, Conductors must so far as possible be on the rear platform to assist passengers who may have taken advantage of the halt to board or alight. (See Rule No. 90.)

**Starting from Terminus.** 88. Conductors shall start buses from termini on the signal of the Official where there is one on duty, but must themselves be responsible for starting at the correct time from termini where no Officials are stationed. The correct time of departure must always be entered on the log sheet.

Conductors are jointly responsible with Drivers for the maintenance of regular omnibus intervals.

**Conductors to Regulate Entry to Bus.** 89. Conductors are not to leave the rear of their buses on arrival at termini until all passengers have alighted, and shall endeavour to prevent passengers from boarding until all who wish to leave have done so.

When not collecting fares or engaged in other duties, Conductors shall stand erect on the rear platform, facing the road, ready to attend to the wants of passengers and on the alert for passengers wishing to board the omnibus.

**Starting and Stopping Buses.** 90. Conductors are required to direct drivers as regards starting and stopping entirely by the bell.

At points, bell signals shall be given from the rear platform and from no other position on the omnibus.

Conductors shall not give the signal for buses to be started until passengers have entered or alighted safely.

Conductors at points shall regulate the boarding or alighting of passengers, and shall call out the name of the street.

**Number of Passengers to be carried.** 91. Conductors shall not allow passengers in excess of the authorised number to travel on the bus.

**Knowledge of Routes, &c.** 92. Conductors shall acquaint themselves with the routes worked by the Company in order to be able to reply to enquiries from



passengers, and are to do their utmost to familiarise themselves with the various places of interest on or near the route upon which they are working.

**Route Indicators.** 93. Conductors are required to see that the Route Indicators and Boards are exhibited so as to show correctly the destination and route of the buses.

**Conductors not to remain in buses in Service.** 94. Conductors are on no account, when their bus is in service, to remain inside, except when collecting fares.

**Platform Riding.** 95. Conductors shall not allow any person to ride on the platforms of the buses, except the authorised Officials of the Company.

**Transferring Passengers.** 96. Passengers are not to be allowed to transfer from one bus to another without paying for the additional journey. In the event, however, of a bus becoming disabled and unable to convey its passengers to their destinations, such passengers should be officially transferred to the next available bus, with as little inconvenience as possible. If an Official be present, he will superintend this, but in the absence of an Official, the Conductor of the disabled bus must himself transfer his passengers, and furnish the other Conductor with a list of his ticket numbers.

**Passengers Refusing to Pay.** 97. If a passenger refuses to pay until he reaches his destination, a Conductor shall endeavour, courteously, to persuade him to

pay the fare on demand, but if still unsuccessful, he shall enter on the waybill the words "One to pay from \_\_\_\_\_," mentioning the point at which the passenger joined. If a passenger refuses to pay the proper fare, or refuses to pay any fare at all, his name and address must be taken when he alights. If possible, the services of a police constable should be obtained to secure the name and address, and details should be reported to Chief Office. Conductors should take names and addresses of witnesses, as well as letter and number of the police constable.

**Exemptions from Payment of Fare.** 98. The only persons exempted from payment of fares are infants in arms and persons provided with passes.

**Passes.** 99. Conductors are instructed, when a passenger says "Pass," on being asked for a fare, to satisfy themselves by inspection that he is a pass-holder, and that such pass is available on that service.

Pass numbers must always be entered on the waybill.

**Passengers Paying for more than one Fare.** 100. In cases where a passenger pays for more than one fare, Conductors shall exercise care to identify the passengers being paid for, so as to avoid fares being collected the second time, in respect of the same person or persons.

**Possibility of  
Danger to  
Passengers.**

101. Outside passengers whose arms are projecting over the top rail of the bus should be warned of the possible danger arising from such a practice, and similarly, when a bus is about to pass under a low railway bridge or similar structure or low overhanging trees, passengers should be duly warned. Attention should be drawn to the notice displayed on the omnibus.

**Boarding or  
leaving buses  
in Motion.**

102. It is contrary to the Company's rules for passengers to attempt either to enter or leave a bus whilst it is in motion. In the case of young people, ladies, infirm or elderly persons, or any other passengers who are obviously taking an undue risk in so doing, the Conductor, where possible, shall take steps to prevent such persons from attempting to alight whilst the bus is in motion.

**Riding on  
Platforms or  
Dangerous  
Positions.**

103. Passengers are not to be permitted to ride on the Conductor's platform, or in front with the Driver, nor may any Conductor allow any passenger to occupy a position of possible danger, such as standing on the staircase, or on any part of the upper deck.

**Making room  
for  
Passengers.**

104. On the entry of additional passengers on their buses, Conductors shall see that the other passengers duly make room for them, and they shall, when necessary, respectfully request the passengers to close up to make room for later comers.

**Persons or  
Animals  
liable to be  
Objectionable  
not to be  
Carried.**

105. No person whose clothing is in a condition liable to cause damage to other passengers, or to whom other reasonable objection may be taken, shall be allowed to travel on any bus, and no property or animal likely to be injurious or offensive to the passengers may be carried on the bus. Small dogs or other animals may be carried by passengers travelling outside, provided such animals are small enough to be carried on the laps of their owners, and are not allowed to annoy other passengers.

**Complaint of  
Theft.**

106. Should a complaint of theft be made, Conductors should give every assistance, but the culprit, if he is charged, must be given into custody by the person complaining, and not by the Conductor.

IN NO CIRCUMSTANCES IS ANY CONDUCTOR, WHILST ON DUTY, TO GIVE A PASSENGER INTO CUSTODY.

**Use of Aprons.**

107. During wet weather, outside seats shall be covered by aprons, to keep them dry and fit for use, any seats which have become wet must be wiped dry, and then covered up. Aprons, when not in use, shall not be allowed to be thrown over the sides of the bus or on the floor. They should be folded properly in accordance with the instructions issued.



**Lost Property.**

108. When a bus reaches the end of its journey, the Conductor shall, on every occasion, search it in case of any lost property being left therein. Such lost property must be deposited at the nearest police station within twenty-four hours, unless previously claimed by its owner. The penalty for failing to observe this police regulation is a fine not exceeding £10, or one month's imprisonment. In the event of a Conductor receiving a claim for lost property he has found from a person apparently the rightful owner, he is recommended to deliver up the property only in the presence of a police constable, whose number should be taken as a witness, whilst the name and address of the person claiming the property should also be obtained.

The finding of all property is to be reported to the nearest Official, and an entry made in the Lost Property Book on return to Garage.

**Excess Takings.**

109. Should a Conductor discover that a passenger has paid him an amount in excess of the correct fare, he must hand the amount of such excess to the Depot Cashier, with a report regarding the same. If unclaimed at the end of three months, any such money will be returned to the Conductor.

**Instructions for the Minimising of Accidents.**

110. In order to minimise the possibilities of accidents, Conductors are instructed :—  
(a) To notify Drivers of vehicles which may be following when their bus is about to be stopped.

- (b) To refrain from signalling a bus to start when a vehicle is in the act of closely passing by on the off side, and it would be necessary for the bus driver to pull out to such off side.
- (c) To give ample warning to following vehicles when a bus is about to be pulled out to the off side.
- (d) To prevent persons who are riding cycles from holding on to any part of the bus for the purpose of being drawn along.
- (e) To remain on the back platform when the omnibus is being reversed close to the back rail looking in the direction in which the omnibus is reversing and holding the bell cord in the left hand. Omnibuses must not be reversed unless the Conductor has given the bell signal. Employees will be held responsible for seeing that the road is clear.
- (f) To position the scotch at points where they are provided. When secure the Driver must be informed.
- (g) To inform the Driver immediately should any peculiar noise or rattle associated with the vehicle be noticed.

**Reporting Obstructions.**

111. Conductors should report any obstructions coming to their notice, which may hinder the safe and free passage of the buses, such as overhanging trees, projecting lamp standards, signs, &c., and this instruction is specially to be observed when proceeding over roads or under bridges not included in the

regulation route, but being used by reason of diversion owing to road repairs, police regulations or traffic obstructions.

**Signing of  
Inspectors'  
Checking  
Sheets.**

112. Conductors, when signing Inspectors' Checking Sheets, shall observe that proper details are entered thereon, so far as these relate to the checking of the particular bus.

**Involuntary  
Stops and  
Delays.**

113. Involuntary stops and delays shall be recorded immediately they occur and the time of both stopping and resuming, cause of stopping and the place are to be recorded on the log sheet, log card or specified form in use for the purpose. The entry must be personally signed by both the Conductor and Driver.

**Breakdowns.** 114. In the event of an omnibus breaking down the Driver, if unable to resume the journey within a few minutes, shall immediately telephone the garage to which he is attached. Should there be any delay in getting the message through, the cause of such delay must be stated.

Section "F."

—  
**SPECIAL  
RULES AND REGULATIONS  
IN  
CASE OF ACCIDENT.**

INSTITUTE





## SECTION "F."

Special Rules and Regulations in  
Case of Accident.

**Definition of Accident.** 115. The word "accident" includes injury to persons or property, collisions, damage of any kind to the omnibus, and any event where there is a possibility of a claim for damages arising out of the action of Employees, Passengers and others, whether complained of or not.

**Accident Regulations.** 116. In the event of an accident occurring, the following regulations must be observed :—

- (a) Should a person be knocked down, the engine must immediately be stopped.
- (b) Assistance must be given to any injured persons.
- (c) In cases of collision with another vehicle, an exact note should be taken of the time, place, and direction in which bus is travelling, direction of the other vehicles, number and letter of police constable who took particulars (it being ascertained whether he actually witnessed the accident), distance between bus and kerb, and between the other vehicle and kerb, name of the proprietor who owned vehicle collided with (this being painted on the off side of the vehicle), name and address of the Driver, and (in cases of large firms, railway companies,

**bus proceeds on its journey**, telephone full particulars to the Bus Controller, at 55, Broadway, S.W. 1. (Telephone No. : Victoria 6800).

**Note.**—If persons witnessing an accident are unwilling to furnish their names and addresses they should be informed that their names are not required necessarily for legal purposes.

It should always be borne in mind that even if the passenger did not actually witness the occurrence, yet he or she might be able to give valuable evidence bearing upon the circumstances leading to the occurrence.

## Section “ G.”

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### RULES

FOR THE USE OF

LIFTING GEAR.

INSTITUTE





## SECTION "G."

## Rules for the Use of Lifting Gear.

## INSTRUCTIONS FOR USE.

In the event of an accident rendering it necessary to raise the vehicle, the following procedure must be immediately carried out:—

The Conductor will first call a Police Constable or an Official of the Company (whoever is nearest) to take charge of

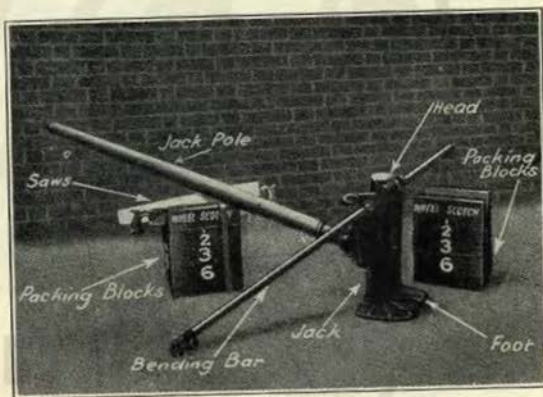


FIG. 1.

the vehicle, and then accompany the Driver by the quickest possible means to the nearest emergency station, collect the jack and tackle and return to the site.

To lift the front of the vehicle the jack must be placed with the head under the cross-member close to the dumb iron on the side required to be raised, sufficient packing being placed centrally under the base of jack, as shown in Fig. 2, and the rear and front

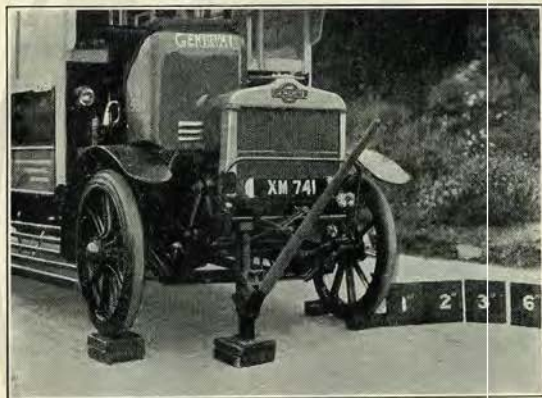


FIG. 2  
"RAISING FRONT OF BUS."

wheels scotched with the blocks provided and marked "Wheel Scotch."

The vehicle can then be easily raised by inserting the pole in position and working up and down full length of its stroke. As the wheels lift from the ground, the packing blocks must be placed under the wheels, as shown.

To lift one of the rear wheels (see Fig. 3), packing must first be placed opposite the hub cap, and the jack at the bottom of its stroke placed on the packing with the claw or foot of jack under the hub cap. Care must be taken that the lip is inside clear of cap. The



FIG. 3.  
"JACKING UP REAR WHEEL."

jack can then be raised as for front and packing placed under the wheels as the vehicle is raised from the ground.

To lower the jack, the small lever must first be turned in the opposite direction, and the pole worked up and down as for lifting, packing under the wheels



being withdrawn one piece at a time, as the weight is lowered.

In some cases it may not be necessary to lift the vehicle in order to release the person who may be merely pinned by the lifeguard. In such cases it is quicker to saw through the lifeguard



FIG. 4.

'SAWING LIFEGUARD SLATS.'

slats with one or both saws. The small saw is provided to go between the slats when only one or more is required to be cut, and the large saw for use when there is sufficient clearance between the top of the lifeguard and frame.

Should it be necessary to bend or twist one of the iron brackets, this can be readily done, after the slats have been cut through, by placing the jaw of the bending iron over the bracket and lifting upwards or sideways. In these circumstances it is not necessary to carry the other tackle to the site.



FIG. 5.

"BENDING LIFEGUARD IRON."

**EMERGENCY EQUIPMENT STATIONS.****Police Stations.**

Bishopsgate  
(City of London).  
Blackheath Road.  
Brixton.  
Catford.  
Dalston.  
Deptford.  
East Ham.  
Ilford.  
Lavender Hill.  
Lewisham.  
Leytonstone.  
Peckham.  
Stoke Newington.  
Thornton Heath  
Tooting.  
Tower Bridge  
Walworth.  
Wandsworth  
West Ham.  
Wimbledon.  
Woodford.  
Woolwich.  
Woolwich North.

**Underground, etc.,  
Railway Stations.**

Aldgate East.  
Angel.  
Camden Town.  
Clapham Common.  
Edgware Road.  
Elephant & Castle  
(Bakerloo Rly.).  
Finsbury Park.  
Highgate.  
Holborn.  
Hyde Park Corner  
Kilburn Park.  
Kings Cross  
(Piccadilly Rly.).  
Lambeth North.  
London Bridge.  
Mansion House.  
Marble Arch.  
Mile End.  
Morden (Car Garage)  
Notting Hill Gate  
(Cen. Lond. Rly.).  
Old Street.  
Piccadilly Circus.  
Post Office.  
Trafalgar Square.  
Walham Green.  
Warren Street.  
Victoria  
(Omnibus Stn.).

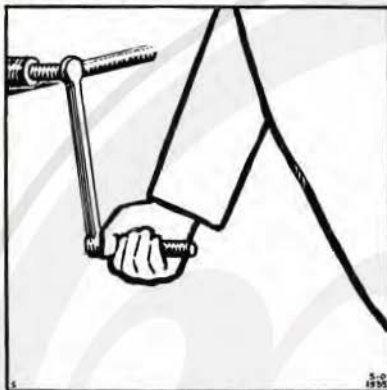
**L.G.O.C. Garages, etc.**

Acton Tram Depot.  
Athol Street.  
Barking.  
Battersea.  
Bromley (Tillings).  
Camberwell.  
Catford (Tillings).  
Chalk Farm.  
Chelverton Road.  
Crayford.  
Cricklewood.  
Croydon (Tillings).  
Dalston.  
East Ham.  
Edgware  
Enfield.  
Forest Gate.  
Hackney.  
Hammersmith.  
Hanwell  
Hendon.  
Holloway.  
Hounslow.  
Kingston.  
Leatherhead  
(E. Surrey Trac. Co.).  
Leyton.  
Loughton.  
Merton.  
Middle Row.  
Mortlake.  
Morden Station (Und.).  
Muswell Hill  
Norwood.  
Nunhead.  
Old Kent Road.  
Palmers Green.  
Plumstead.  
Putney Bridge.  
Reigate  
(E. Surrey Trac. Co.).  
Romford.  
Seven Kings.  
Shepherds Bush.  
Sidcup.  
Slough  
South Harrow  
Streatham.  
Sutton.  
Tottenham.  
Turnham Green.  
Twickenham.  
Upton Park.  
Watford  
(National).  
Weybridge.  
Willesden.

In order to expedite access to the gear stored at Underground Railway Stations, enquiry should be made at the Booking Offices, as to the exact location of the gear.



# HOLDING THE STARTING HANDLE.

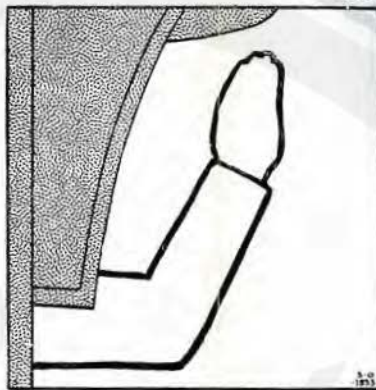


**THE WRONG WAY.**  
Note position of the Thumb.

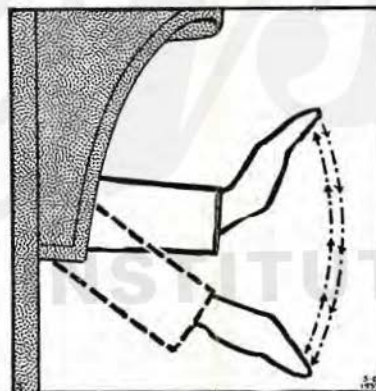


**THE RIGHT WAY.**  
It should be remembered also that the engine must always be started by **PULLING THE STARTING HANDLE UP** and not by pressing it down.

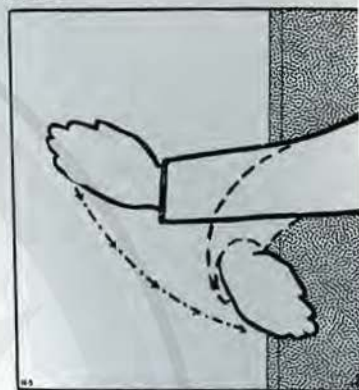
# DRIVING SIGNALS.



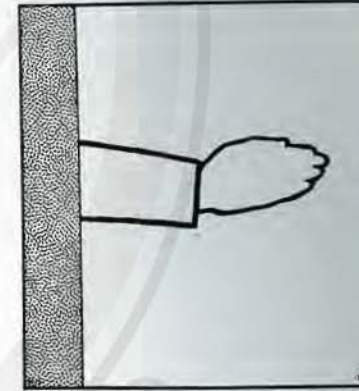
**No. 1.—“I AM ABOUT TO STOP!”**  
The signal is given by extending the right arm with the forearm and hand held upright.



**No. 2.—“I AM SLOWING DOWN!”**  
The right arm is extended with the palm downwards, and a definite up and down movement of the arm is given.



**No. 3.—“COME PAST ME ON MY RIGHT!”**  
The right arm is extended and waved forward.



**No. 4.—“I AM ABOUT TO TURN THE RIGHT!”**  
The right arm is fully extended.

Drivers should always use these recognised signals.

Ample warning should be given to enable other road users to become aware of the intentions of the driver.

Section "I."

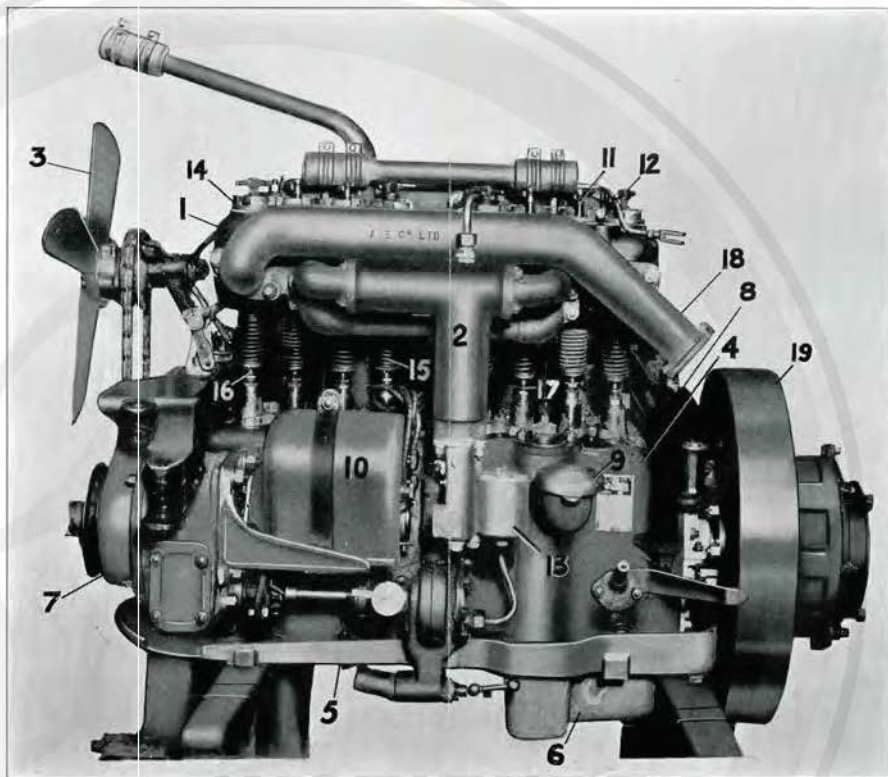
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DIAGRAMS of CHASSIS

INSTITUTE





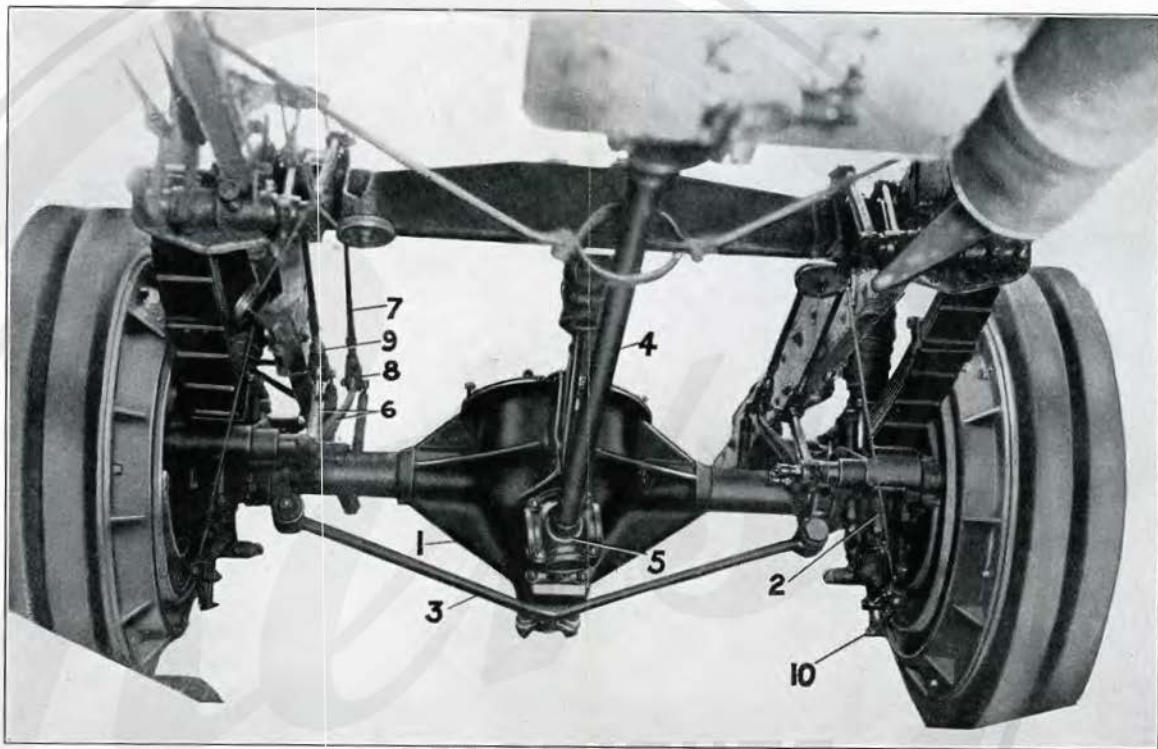


"K" ENGINE.

1. Cylinder.
2. Induction Pipe.
3. Fan.
4. Crankcase.
5. Oil Tray.
6. Oil Sump.
7. Timing Case.

8. Engine Cross Member.
9. Oil Filler.
10. Magneto.
11. Sparking Plug.
12. Compression Cock.
13. Carburettor.

14. Valve Cap.
15. Valve Spring.
16. Valve Stem.
17. Valve Tappet Buffer.
18. Exhaust Branch
19. Flywheel.

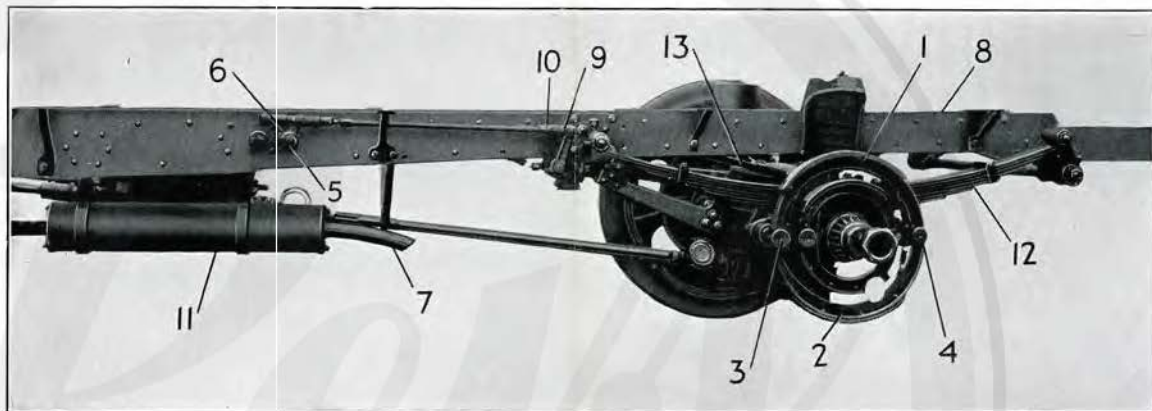


"K" TYPE REAR AXLE.

1. Rear Axle Casing.
2. Spring Carrier.
3. Rear Axle Stay Rod.
4. Rear Cardan Shaft.
5. Cardan Joint.

6. Brake Rod Operating Levers
7. Brake Rod.
8. Brake Rod Fork End.
9. Brake Rod Fork End Locking Nut
10. Tyre Cleat.

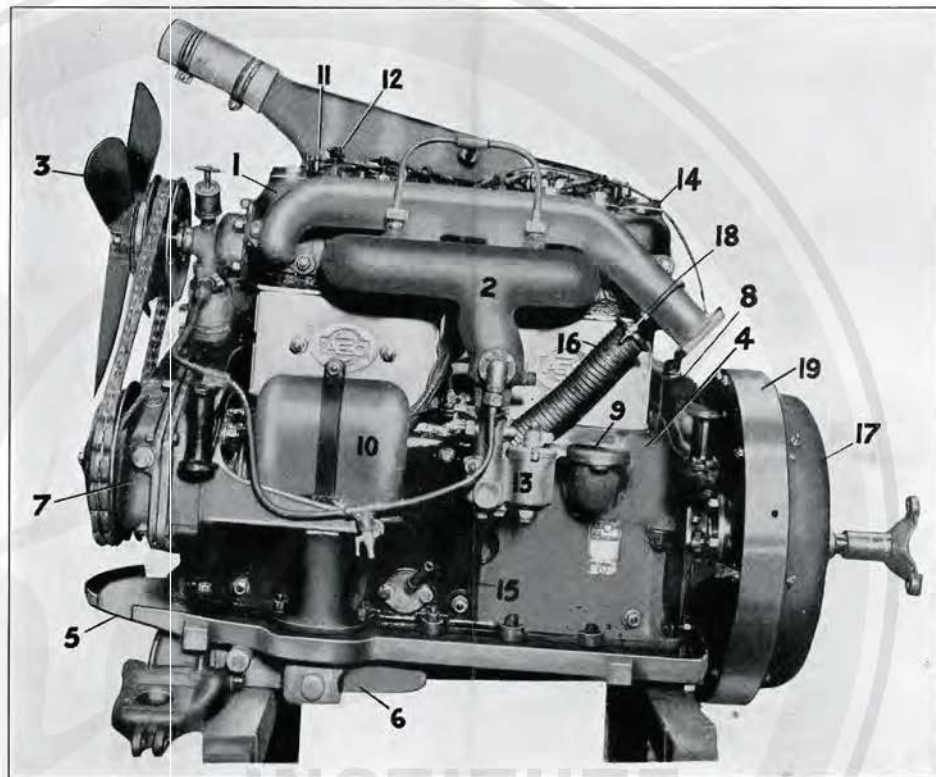




"K" TYPE CHASSIS.

1. Brake Shoes.
2. Brake Shoes.
3. Brake Cam.
4. Brake Anchor Pin.
5. Brake Cross Shafts.
6. Brake Cross Shaft Levers.
7. Silencer Outlet Pipe.

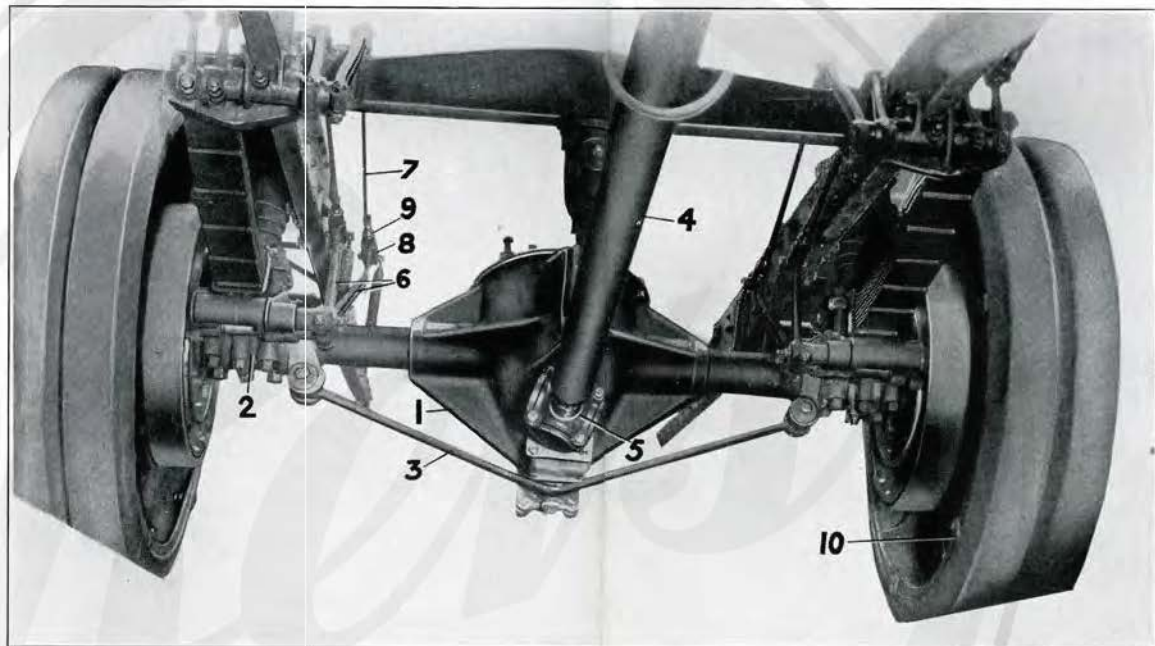
8. Frame.
9. Brake Rod Fork End.
10. Brake Rod Fork End Locking Nut.
11. Silencer.
12. Spring.
13. Brake Rod, Back.



"S" ENGINE.

- |                    |                         |                          |
|--------------------|-------------------------|--------------------------|
| 1. Cylinder.       | 8. Engine Cross Member. | 14. Valve Cap.           |
| 2. Induction Pipe. | 9. Oil Filler.          | 15. Oil Level Indicator. |
| 3. Fan.            | 10. Magneto.            | 16. Hot Air Intake.      |
| 4. Crankcase.      | 11. Sparking Plug.      | 17. Clutch Housing.      |
| 5. Oil Tray.       | 12. Compression Cock.   | 18. Exhaust Branch.      |
| 6. Oil Sump.       | 13. Carburettor.        | 19. Flywheel.            |
| 7. Timing Case.    |                         |                          |



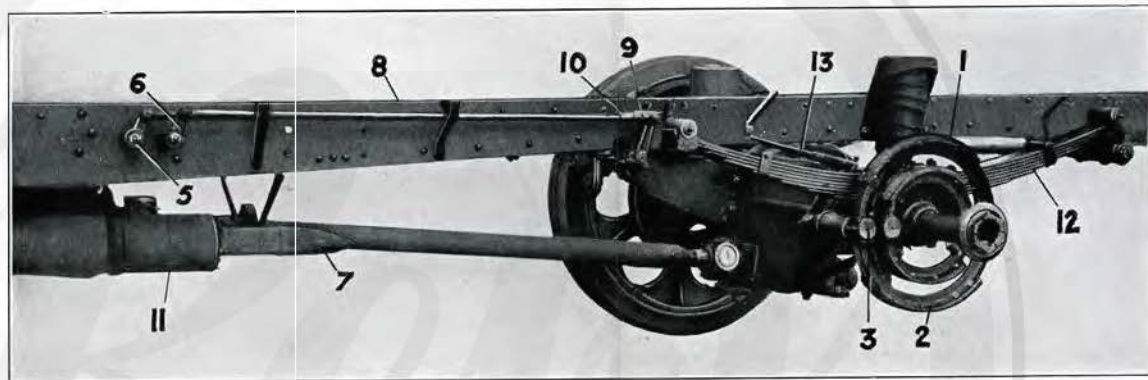


## INSTITUTE

'S' TYPE REAR AXLE.

1. Rear Axle Casing.
2. Spring Carrier.
3. Rear Axle Stay Rod.
4. Rear Cardan Shaft.
5. Cardan Joint.

6. Brake Rod Operating Levers.
7. Brake Rod.
8. Brake Rod Fork End.
9. Brake Rod Fork End Locking Nut.
10. Sprag Gear.

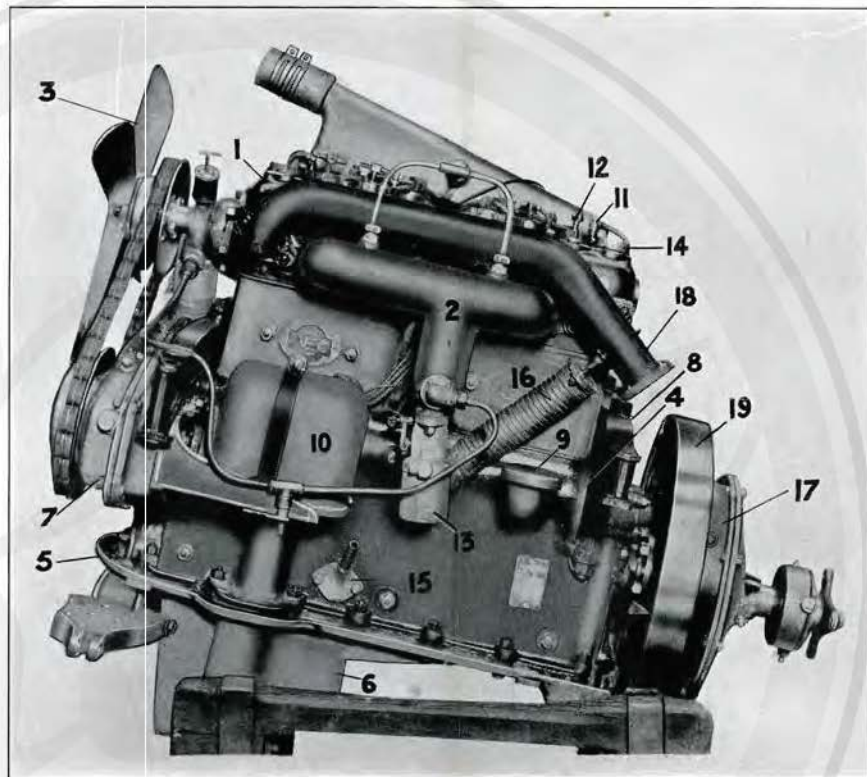


"S" TYPE CHASSIS.

1. Brake Shoes.
2. Brake Shoes.
3. Brake Cam.
4. Brake Anchor Pin.
5. Brake Cross Shafts.
6. Brake Cross Shaft Levers.
7. Silencer Outlet Pipe.

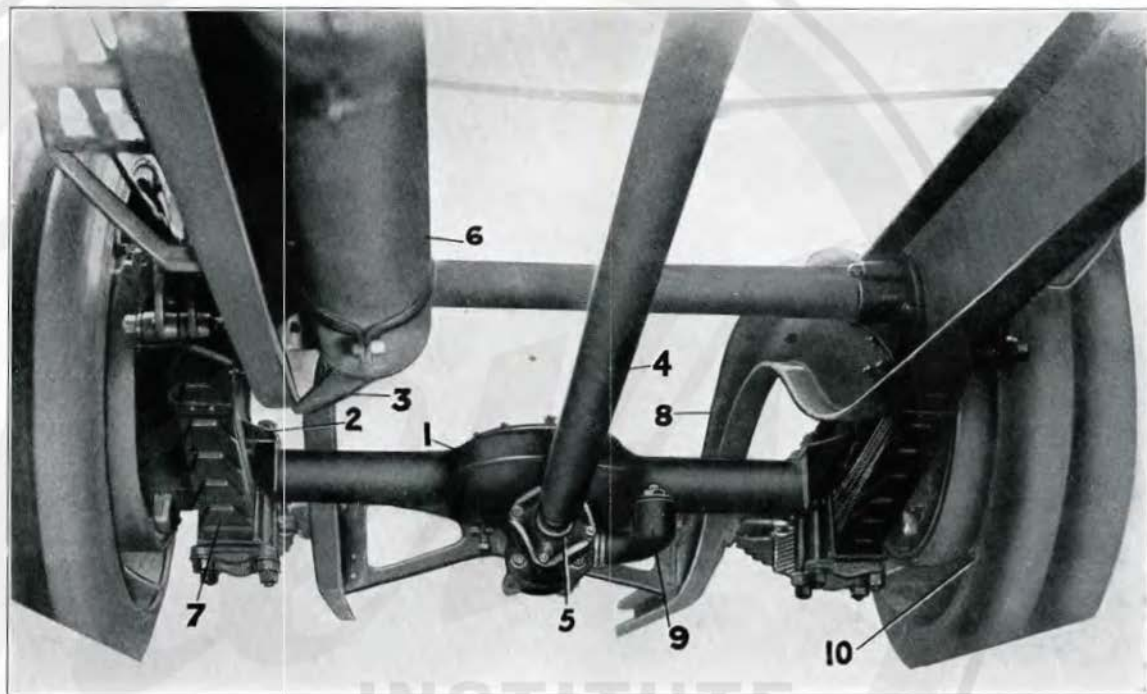
8. Frame.
9. Brake Rod Fork End.
10. Brake Rod Fork End Locking Nut.
11. Silencer.
12. Spring.
13. Brake Rod, Back.





"N.S." ENGINE.

- |                    |                         |                          |
|--------------------|-------------------------|--------------------------|
| 1. Cylinder.       | 8. Engine Cross Member. | 14. Valve Cap.           |
| 2. Induction Pipe. | 9. Oil Filler.          | 15. Oil Level Indicator. |
| 3. Fan.            | 10. Magneto.            | 16. Hot Air Intake.      |
| 4. Crankcase.      | 11. Sparking Plug.      | 17. Clutch Housing.      |
| 5. Oil Tray.       | 12. Compression Cock.   | 18. Exhaust Branch.      |
| 6. Oil Sump.       | 13. Carburettor.        | 19. Flywheel.            |
| 7. Timing Case.    |                         |                          |

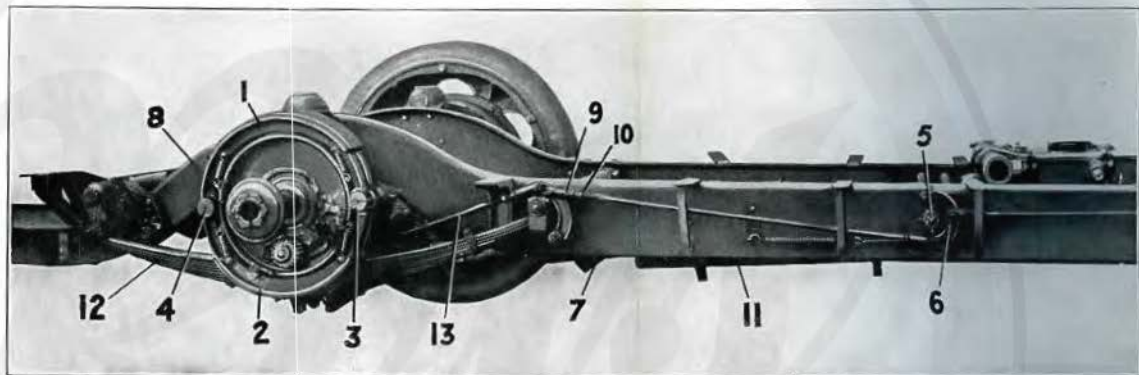


"N.S." TYPE REAR AXLE.

1. Rear Axle Banjo.
2. Spring Carrier.
3. Silencer Outlet Pipe.
4. Rear Cardan Shaft.
5. Cardan Joint.

6. Silencer.
7. Rear Spring.
8. Frame.
9. Filler Tube.
10. Tyre Cleat.





"N.S." TYPE CHASSIS.

1. Brake Shoes.
2. Brake Shoes.
3. Brake Cam.
4. Brake Anchor Pin.
5. Brake Cross Shafts.
6. Brake Cross Shaft Levers
7. Silencer Outlet Pipe.

8. Frame.
9. Brake Rod Fork End.
10. Brake Rod Fork End Locking Nut.
11. Silencer.
12. Spring.
13. Brake Rod, Back.



Section "J."

—  
DIAGRAMS  
OF

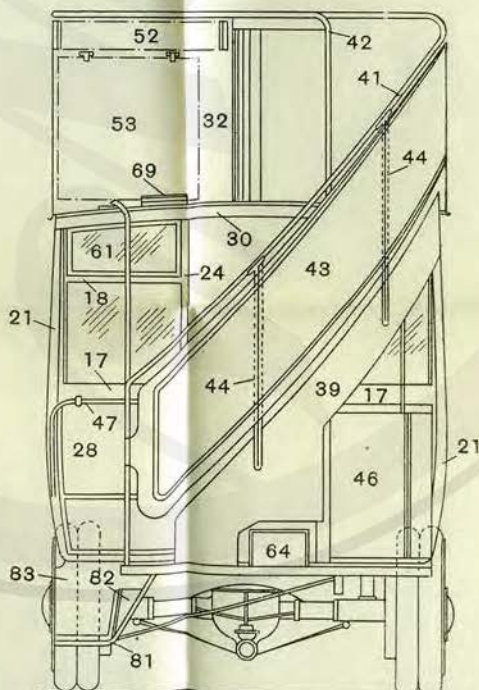
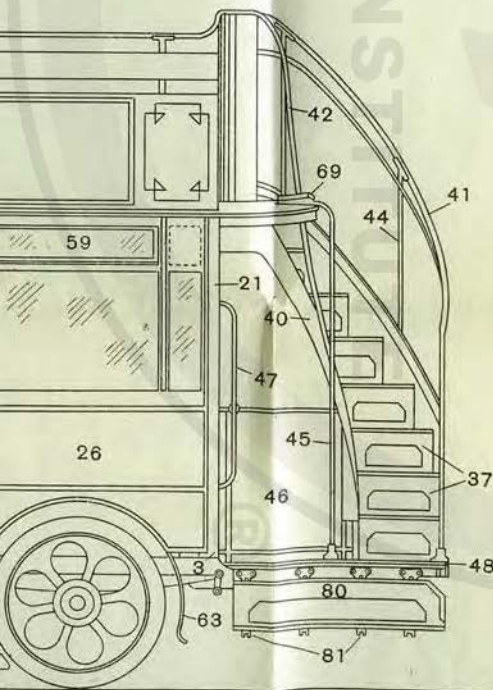
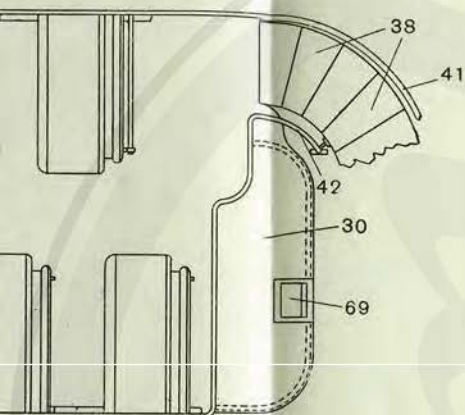
K, S, NS, & COVERED TOP  
OMNIBUSES.

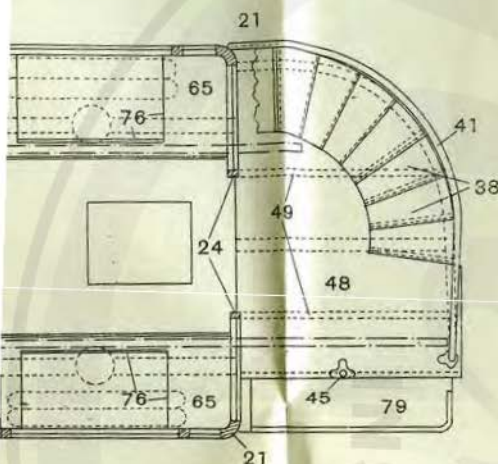
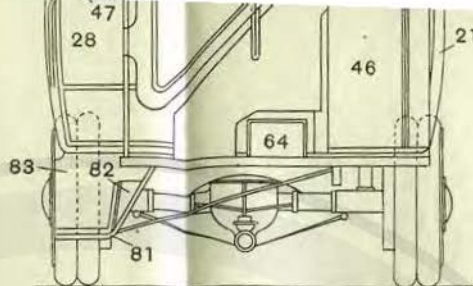
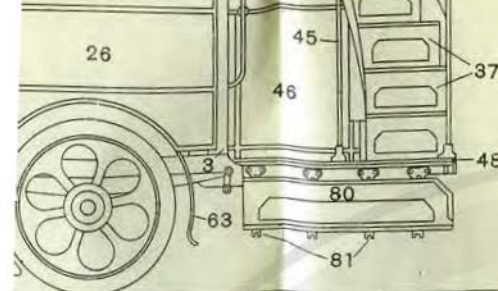
INSTITUTE





# ER "K" TYPE BODY.





## FRAMING.

No.		No.	
1.	Bottom side.	14.	Front glass rail.
2.	Front bar.	15.	" arch "
3.	Back "	16.	Back seat "
4.	Interm. "	17.	" waist "
5.	Chair "	18.	" glass "
6.	Floor boards.	19.	" arch "
7.	Wheel arch bar.	20.	Front corner pillar.
8.	Side seat rail.	21.	Rear "
9.	" waist "	22.	Interm. " "
10.	" glass "	23.	Front interm. "
11.	" cant "	24.	Rear door "
12.	Front seat "	25.	Hoopsticks.
13.	" waist "		

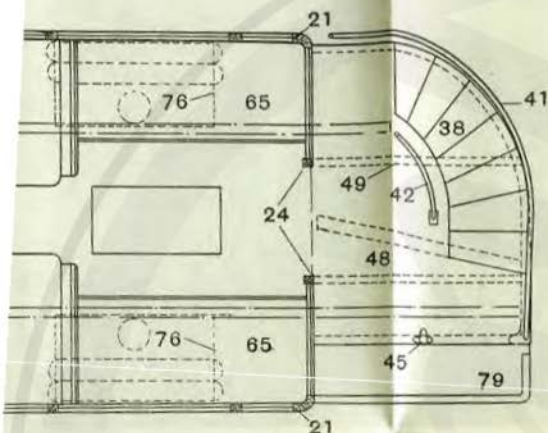
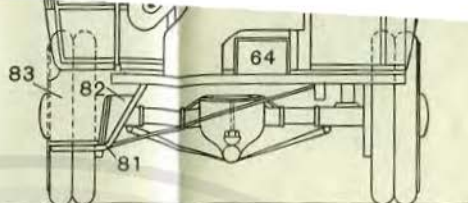
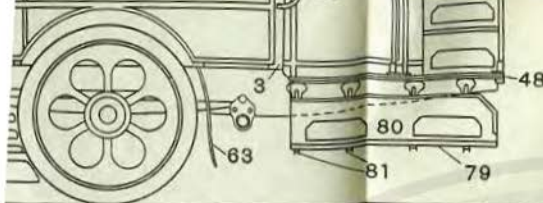
## TOP DECK AND STAIRCASE.

26.	Side panels.	43.	Advert streamer.
27.	Front "	44.	" stanchions.
28.	Rear "	45.	Centre rail.
29.	Front canopy.	46.	Fender.
30.	Rear "	47.	Commode handle.
31.	Front fixture board.	48.	Platform.
32.	Rear "	49.	" bars.
33.	Side advert "	50.	Front route board.
34.	Top guard "	51.	" destination "
35.	" deck seats.	52.	Rear " "
36.	Inside "	53.	" route "
37.	Staircase riser.	54.	Side service number.
38.	" tread.	55.	Rain screen.
39.	" outside band.	56.	Roof stanchions.
40.	" inside "	57.	Top guard rail.
41.	" handrail.	58.	Roof boards.
42.	" ascending rail.		

## SUNDRIES.

59.	Side vents.	72.	Inside fare board.
60.	Front "	73.	Lamp carving.
61.	Back "	74.	Back rest.
62.	Front wing.	75.	Inspector's seat.
63.	Splash guard.	76.	Wheel arch.
64.	Police plate board.	77.	Canopy plate.
65.	Longitudinal seat.	78.	Triangle board.
66.	Side panel batten.	79.	Step tread.
67.	Back " "	80.	" riser.
68.	Front lamp.	81.	" irons.
69.	Rear "	82.	" blocks.
70.	Life guard.	83.	" splash guard.
71.	Anti-rattle.	84.	Battery box.





## FRAMING.

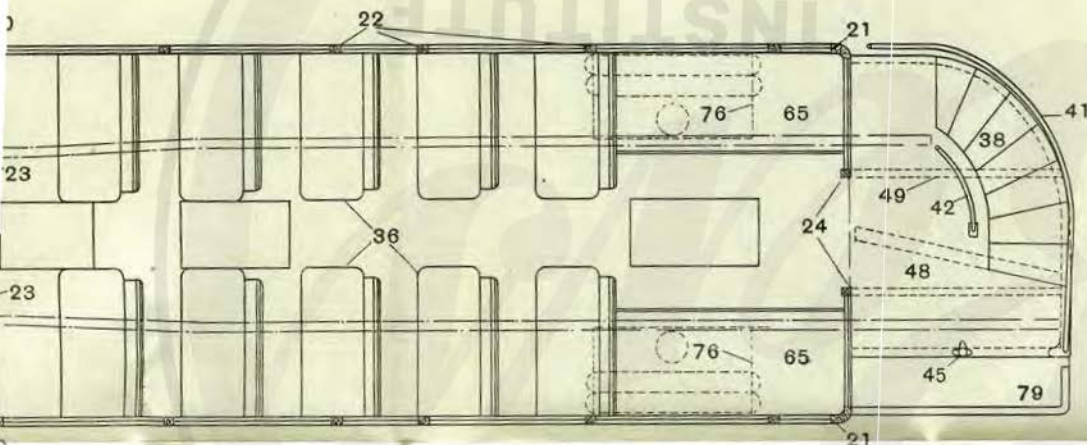
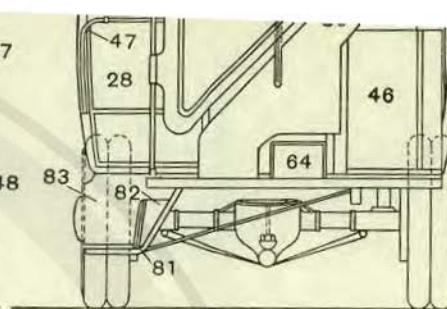
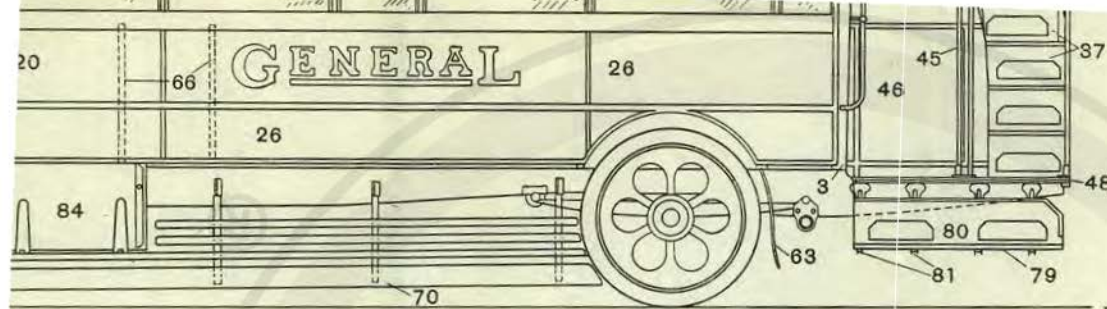
- |                    |                          |
|--------------------|--------------------------|
| 1. Bottom side.    | 14. Front glass rail.    |
| 2. Front bar.      | 15. " arch "             |
| 3. Back "          | 16. Back seat "          |
| 4. Interm. "       | 17. " waist "            |
| 5. Chair "         | 18. " glass "            |
| 6. Floor boards.   | 19. " arch "             |
| 7. Wheel arch bar. | 20. Front corner pillar. |
| 8. Side seat rail. | 21. Rear " "             |
| 9. " waist "       | 22. Side interm. "       |
| 10. " glass "      | 23. Front " "            |
| 11. " cant "       | 24. Rear door " "        |
| 12. Front seat "   | 25. Hoopsticks.          |
| 13. " waist "      |                          |

## TOP DECK AND STAIRCASE.

- |                          |                          |
|--------------------------|--------------------------|
| 26. Side panel.          | 43. Advert streamer.     |
| 27. Front "              | 44. " stanchions.        |
| 28. Back "               | 45. Centre rail.         |
| 29. Front canopy.        | 46. Fender.              |
| 30. Rear "               | 47. Commode handle.      |
| 31. Front fixture board. | 48. Platform.            |
| 32. Rear " "             | 49. " bars.              |
| 33. Side advert. "       | 50. Front route board.   |
| 34. Top guard "          | 51. " destination "      |
| 35. Outside seats.       | 52. Rear " "             |
| 36. Inside "             | 53. " route "            |
| 37. Staircase riser.     | 54. Side service number. |
| 38. " tread.             | 55. Rain screen.         |
| 39. " outside band.      | 56. Roof stanchions.     |
| 40. " inside "           | 57. Top guard rail.      |
| 41. " hand rail.         | 58. Roof boards.         |
| 42. " ascending rail.    |                          |

## SUNDRIES.

- |                         |                       |
|-------------------------|-----------------------|
| 59. Side vents.         | 72. Fare board.       |
| 60. Front "             | 73. Lamp carving.     |
| 61. Back "              | 74. Back rest.        |
| 62. Front wing.         | 75. Inspector's seat. |
| 63. Splash guard.       | 76. Wheel arch.       |
| 64. Police plate board. | 77. Canopy plate.     |
| 65. Longitudinal seat.  | 78. Triangle board.   |
| 66. Side panel batten.  | 79. Step tread.       |
| 67. Back " "            | 80. " riser.          |
| 68. Front lamp.         | 81. " irons.          |
| 69. Rear "              | 82. " blocks.         |
| 70. Life guard.         | 83. " splash guard.   |
| 71. Anti-rattle.        | 84. Battery box.      |



# FRAMING.

- |                    |            |
|--------------------|------------|
| 1. Bottom side,    | 14. Front  |
| 2. Front bar,      | 15. " "    |
| 3. Back "          | 16. Back " |
| 4. Interm. "       | 17. " "    |
| 5. Chair "         | 18. " "    |
| 6. Floor boards,   | 19. " "    |
| 7. Wheel arch bar, | 20. Front  |
| 8. Side seat rail, | 21. Rear   |
| 9. " waist "       | 22. Side   |
| 10. " glass "      | 23. Front  |
| 11. " cant "       | 24. Rear   |
| 12. Front seat "   | 25. Hoop   |
| 13. " waist "      |            |

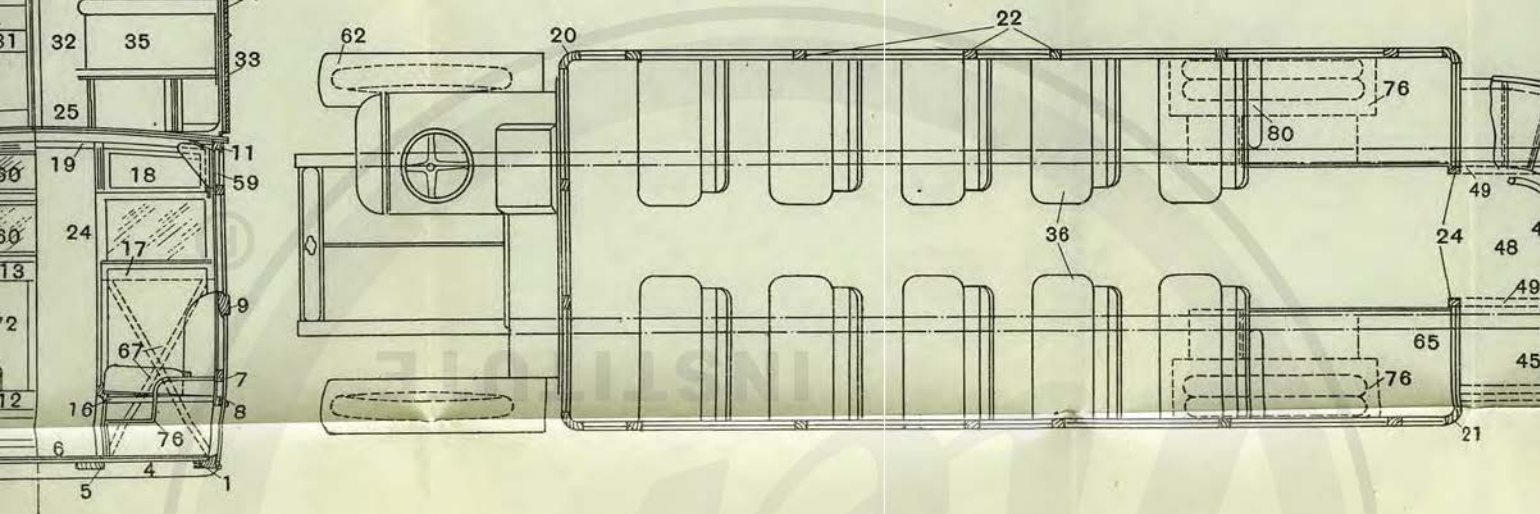
# TOP DECK AND STAIRS.

- |                          |          |
|--------------------------|----------|
| 26. Side panel,          | 43. Adve |
| 27. Front "              | 44. " "  |
| 28. Back "               | 45. Cent |
| 29. Front canopy,        | 46. Fenc |
| 30. Rear "               | 47. Com  |
| 31. Front fixture board, | 48. Plat |
| 32. Rear "               | 49. " "  |
| 33. Side advert. "       | 50. Fron |
| 34. Top guard "          | 51. " "  |
| 35. Outside seats,       | 52. Rear |
| 36. Inside "             | 53. " "  |
| 37. Staircase riser,     | 54. Side |
| 38. " tread,             | 55. Rail |
| 39. " outside band,      | 56. Roo  |
| 40. " inside "           | 57. Top  |
| 41. " hand rail,         | 58. Roo  |
| 42. " ascending rail,    |          |

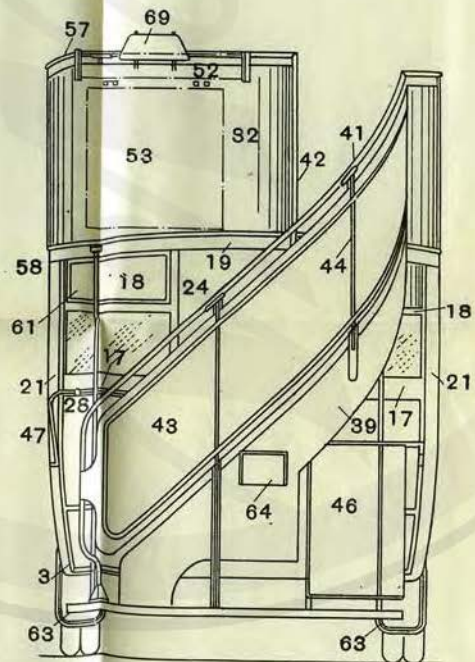
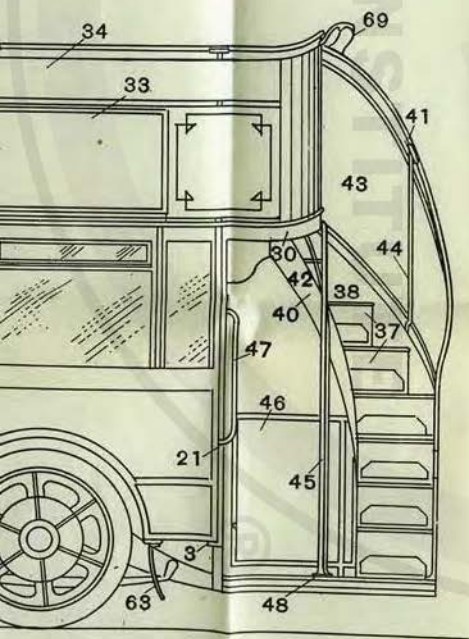
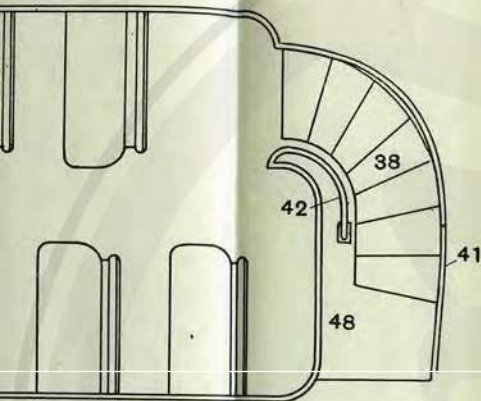
# SUNDRIES.

- |                   |          |
|-------------------|----------|
| 59. Side vents,   | 72. Far  |
| 60. Front "       | 73. Lan  |
| 61. Back "        | 74. Bac  |
| 62. Front wing,   | 75. Insj |
| 63. Splash guard, | 76. Wh   |





# "NS" TYPE BODY.

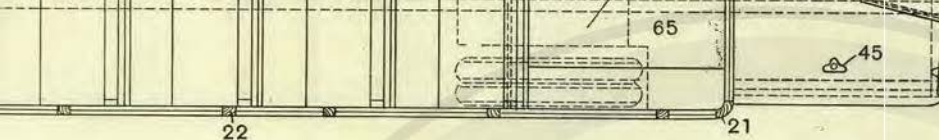


## FRAMING.

- No.  
1. Bottom side.  
2. Front bar.  
3. Back

- No.  
14. Front glass rail.  
15. " arch "





12. Front seat rail.  
13. " waist "
- PANELS, PLATFORM AND STAIRCASE.**
26. Side panels.  
27. Front "  
28. Back "  
29. Front canopy.  
30. Rear "  
31. Front top deck panel.  
32. Rear " "  
33. Side " "  
35. Top deck seats.  
36. Lower deck seats.  
37. Staircase riser.  
38. Staircase tread.  
39. Outside band.  
40. Inside "  
41. Hand rail.
25. Hoopsticks.  
42. Ascending rail.  
43. Advertisement str  
44. Stanchions.  
45. Centre rail.  
46. Fender.  
47. Commode handle.  
48. Platform boards.  
49. " bars.  
50. Front route board.  
51. " destination b  
52. Rear "  
53. " route board.  
55. Driver's rain scree  
58. Roof boards.

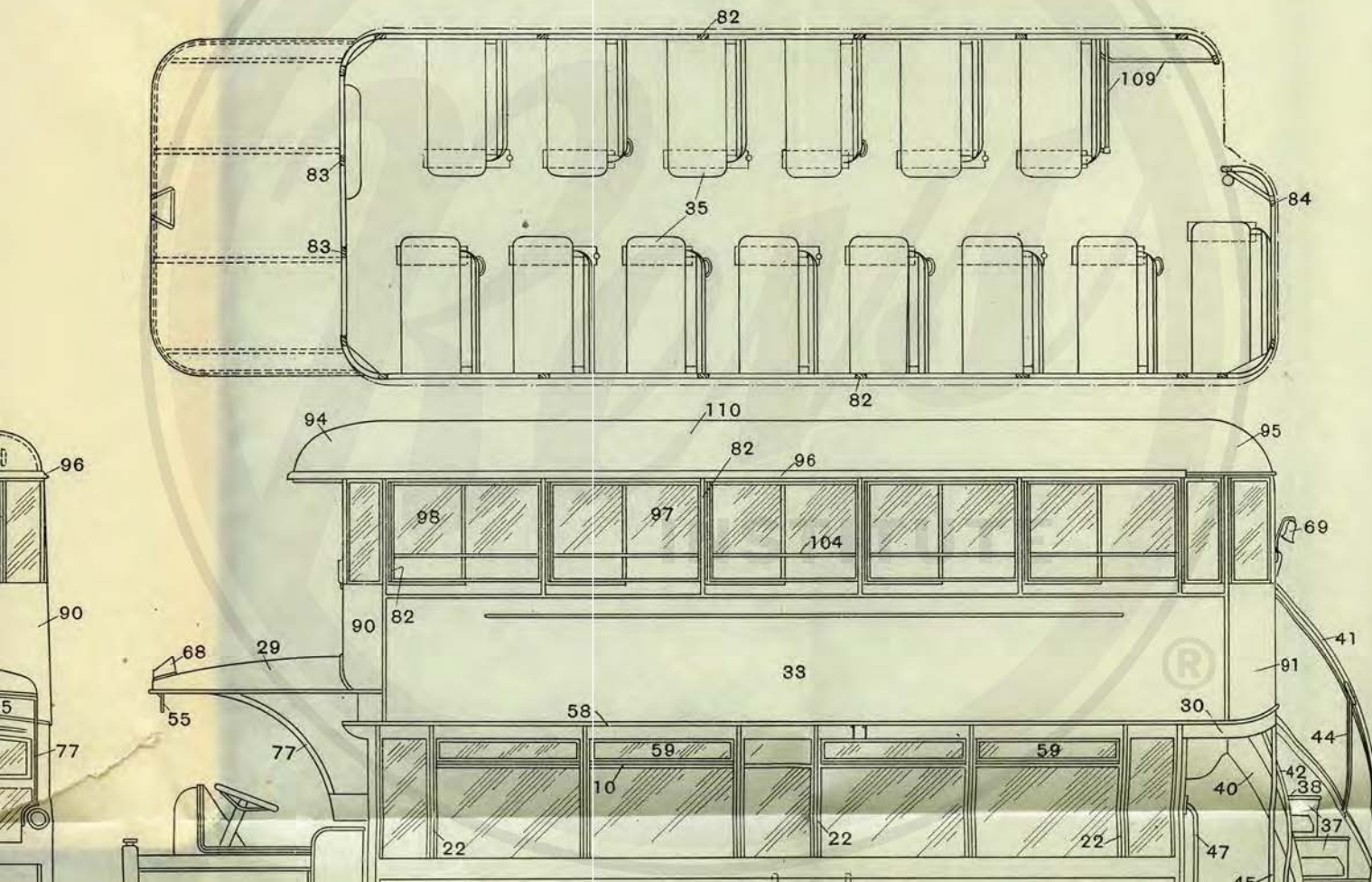
#### SUNDRIES.

59. Side vents  
60. Front "  
61. Back "  
62. Front wing.  
63. Splash guard.  
64. Police plate board.  
65. Longitudinal seats.  
66. Side panel batten.  
67. Back " "  
68. Front canopy lamp.
69. Rear route board  
70. Lifeguard.  
71. Anti-rattle.  
72. Fare board.  
73. Lamp carving.  
74. Driver's back rest.  
75. Inspector seat.  
76. Wheel Arch.  
77. Canopy plates.

#### FRAMING (Top Deck).

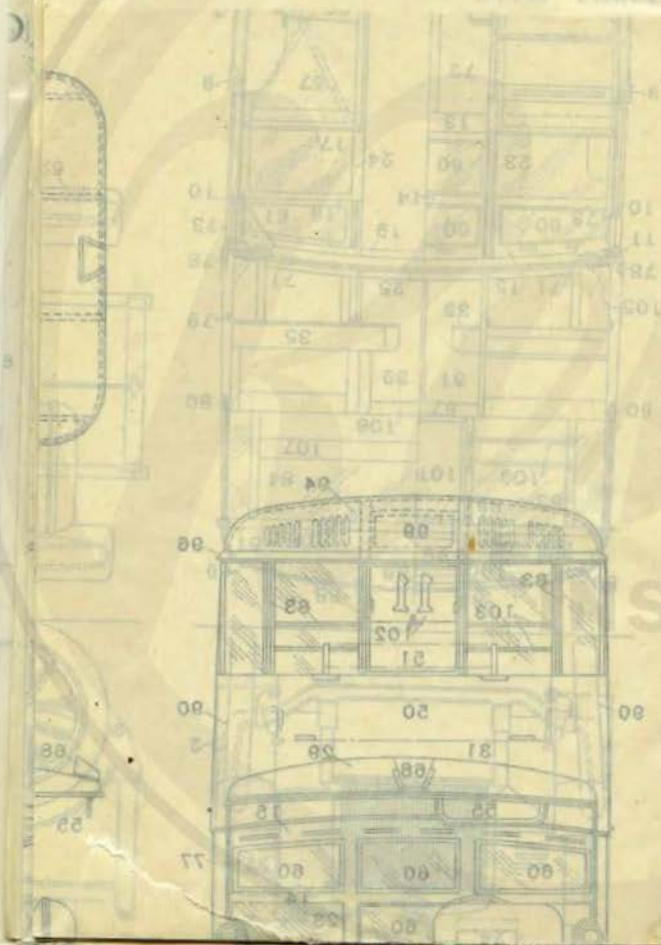
78. Top deck bottom rail.  
79. " seat "  
80. " waist "  
81. " cant "  
82. " side pillars.  
83. " front "  
84. " rear "  
85. " top front rail.  
86. " arch rail.  
87. " waist "  
88. " stanchion rail.  
89. Wire case moulding.  
90. Front corner panel.  
91. Near hind corner panel.  
92. Off " "  
93. Fixture board corner panel,  
O/H.
94. Front dome.  
95. Rear "  
96. Cornice moulding.  
97. Sliding light.  
98. Fixed glass.  
99. Top deck swivel ve  
100. Louvred panel.  
101. Hinged door.  
102. Front stencil and c  
103. " guard rails.  
104. Side "  
105. " pillar bracket.  
106. Top back rail.  
107. Rear waist rail.  
108. " intermediate  
109. Grab rails.  
110. Roof panels.

# GENERAL ARRANGEMENT OF "NS" COVERED TOP WITH TABULATED LIST.





GENERAL ARRANGEMENT OF  
WITH TABLET



Section "K."

INDEX.

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