

RECEIVED

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- 4.3 The radio is to be kept in its leather protecting case at all times and aerial, knobs and microphone/speaker unit are not to be removed from the set under any circumstance.
- 4.4 If there is any doubt about the operation of the radio, hand it to the officer responsible for its care, who will arrange to have it checked.

#### INSTRUCTIONS FOR USING THE RADIO

Speak slowly and clearly. Do not shout

Use radio only to pass essential information. Keep messages short.

To start a call identify yourself twice. ALWAYS include the train number.

The "talk" button MUST be released after the word "Over". If this is not done you cannot receive.

#### Examples:

Driver of 243 has a message for the guard.

Pick up microphone, hold down "talk" switch and proceed as follows -

This is driver of 243 calling guard of 243  
This is driver of 243 calling guard of 243  
Do you read me. Over

Release "talk" switch.

Guard replies:

This is guard of 243 calling driver of 243  
This is guard of 243 calling driver of 243  
Read you loud and clear. Over

NOTE: If not clear, say - Repeat please. Over

Driver then passes message and at conclusion says -  
Message ends. Out.

Guard replies - Message understood. Out.

Once the call is commenced there is no need to repeat sentences twice.

Giving "right away" should be done as follows:

Guard calls up driver as above and when call is established guard says:

Right away No. 243. Over

Driver says:

Right away acknowledged for 243. Over

When the train moves, guard then says:

Guard aboard 243. Over

Driver says:

Guard aboard 243 acknowledged. Over

If no further message guard then says:

Message ends. Out

Driver says:

Message understood. Out

The train must be on the move before the "guard aboard" is given.

The guard must carry the radio every time he leaves the van. This is to ensure its safe keeping and to be available if he needs to call the driver. The radio is best carried by placing the strap over the head and placing one arm through.

During a shunting movement the procedure needs to be shortened: the proposed method is for the guard to establish the call as above, tell the driver the moves to be made then during the moves call as necessary, for example:

"243 ten wagon lengths to go. Over".

The driver should acknowledge this call merely by repeating it, so that he is not holding down his transmit button longer than necessary.

When about five wagon lengths to go the guard should call

"243 five wagon lengths to go.

Four wagon lengths and so on until he calls "Stop".

He will hold his transmit button down over this last part of the movement so that he is able to tell the driver exactly what the position is without having to re-establish the call.

When he has coupled the wagons he will say "Wagons coupled. Over"

Until this part of the operation is completed the driver will not touch his transmit button, as if he does so he cannot hear the guard.

When the shunt is completed the guard should tell the driver and then request a brake test when ready.

Entering a loop the guard should inform the driver of the number of wagon lengths still to go and when the van is in clear.

Leaving a loop the guard should inform the driver when the van is out.

Communication should be established early enough for these calls so that driver is told at the time the van is either entering or leaving. This is best done at entering by the driver calling when he passes a "Prepare to reduce to medium speed "signal.

There will be several amendments required to the Rule Book to cover these alterations; these will be made later and Road Foremen and Staff Instructors should be informed of any instances of operations which will be assisted by a change in the Rules.

The clip on the back of the microphone can be rotated to give the best position of the cord.

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1. Describe the objects of Automatic Signalling.  
Pages 139-140 Rule Book.
2. Why are double unit Automatic Running Signals provided in some areas?  
Auto.1
3. How would you recognise Normal Speed, Medium Speed and Low Speed on an Automatic Running Signal and what are the meanings of these indications?  
Auto.2
4. When the "A" light is displayed on the Home Signal what does it indicate to the Enginedriver?  
Auto.3
5. (a) Why are Approach Signals used?  
(b) Where are they located?  
(c) How do they operate?  
Auto.3
6. When shunting or when running a train and a Departure Signal has been passed, but part of the train is still within station limits, under what conditions may the Enginedriver set back? Auto.4
7. In a Single Line Automatic Signalling Area a train has been stopped when entering a station, but the rear of the train is still outside station limits and it is necessary for the train to set back a short distance. What authority must the Enginedriver receive?  
Auto.4
8. If a Stop and Stay Signal fitted with an "A" light is at "Stop" and the "A" light is not illuminated, what procedure is to be carried out before the train proceeds?  
Auto.5
9. What authority is required to pass an Intermediate Stop and Stay Signal not fitted with an "A" light at "Stop"? Auto.5
10. A train arrives at a Stop and Proceed Signal at "Stop", what must the Enginedriver do and how may he proceed?. Auto.6
11. (a) What is an imperfectly displayed signal?  
(b) Under which regulations would they be passed?  
(c) What must the Enginedriver do in regard to an imperfectly displayed signal?  
Auto.8-14
12. What are the instructions and the precautions that must be taken regarding the use of sand in an "Automatic Signalling Area"? Auto.13
13. Name the circumstances which will prevent a Departure Signal clearing normally?  
Auto.13.
14. In a "Double Line Automatic Signalling Area" -  
(a) What effect has the opening of a switch lock door on the signals protecting the crossover road?  
(b) If the "A" light is showing, what does this indicate?  
Auto.16

QUESTIONS Contd.

15. When shunting a Double Line Switch Locked Siding and the movement entails crossing the opposite running line, what is the procedure? Auto.16.
16. All signals and communications have failed in a Double Line Automatic Signalling Area. Under what conditions may trains proceed? Auto.17.
17. (a) What is the section of single line extending between two adjoining stations equipped for crossing trains called?  
(b) When signals divide this section into two or more sections, what is each section called?  
(c) What is an Unattended Crossing Station?  
(d) What is an Attended Crossing Station?  
(e) What is an Interlocked Station?  
(f) What classes of signals protect these stations? Auto.18.
18. When and for what purpose is a Mis.59 used? Auto.19
19. When the Enginedriver of a light locomotive arrives at an Unattended Crossing Station and the Departure Signal fails to operate what procedure should be adopted? Auto.19
20. If a Departure Signal failed and went to "Stop" just before the locomotive passed the signal, under what authority may the Enginedriver proceed with his train without setting back? Auto.19
21. An Enginedriver has been issued with a Mis.59 to pass a Departure Signal at "Stop", what action must be taken if the signal then goes to "Proceed" as the locomotive approaches it? Auto.19.
22. State the seven provisions under which a Departure Signal may be passed at "Stop". Auto.19.
23. When an Enginedriver has received the proper authority to pass a Departure Signal at "Stop", how must he proceed through the section with his train? Auto.19.
24. A Departure Signal has been passed in the "Stop" position but part of the train is within station limits:-  
(a) What authority does the Enginedriver require to move his train back within station limits?  
(b) If the train cannot set back but is to continue through the section, on what authority may the Enginedriver proceed with his train? Auto.19.
25. (a) If an intermediate signal is at "Proceed", what action must the Enginedriver take when travelling through the Single Line Section on a Mis. 59 authority?  
(b) If an intermediate signal is a Stop and Stay Signal at "Stop" and not fitted with an "A" light what action must the Enginedriver take when travelling through the Single Line Section on a Mis. 59 authority? Auto. 19-5.

## OPERATIONAL PROCEDURE.

Any person operating a radio transceiver unit is bound by the New Zealand Radio Regulations and attention is drawn to the information reproduced below:

### NEW ZEALAND POST OFFICE

## INFORMATION FOR OPERATORS OF RADIOTELEPHONE

### LAND STATIONS

The Licensee and every other person operating a radiotelephone land station is bound to observe the Radio Regulations.

It is an offence to —

Disclose or make use of any information heard on the channel that is not intended for your station;

Impersonate another radio station or another person;

Use the call-sign of another station;

Transmit a false or misleading message;

Use profane or offensive language.

(The maximum penalty for a breach of these Regulations is \$100.)

Operators must adopt a concise method of procedure and must transmit only such information as is necessary to achieve the object of the call. For example —

1. A mobile station has a message for its base station, which is known to be listening:

..... to .....: Arrived junction Buller and Grey  
(Mobile) (Base) Streets. Commencing repairs.  
Over.

..... to .....: Message received. Out.  
(Base) (Mobile)

2. If it is necessary to make a preliminary call to ascertain if the base station is hearing you:

Mobile to Base { Using call signs } How do you read me? Over.  
Base to Mobile { as above } Read you well. Over.

The radio channel must not be used for conversation about general matters nor should unnecessarily long remarks be passed.

The base station operator is required to set a high operating standard and must correct any tendency on the part of operators of mobile stations to use irregular procedure. Communication between base stations is not permitted.

POST OFFICE HEADQUARTERS, WELLINGTON.

Every operator must certify in writing to his Controlling Officer that he has read and understood the instructions herein.

*J. L. L. L.*  
Communications Engineer  
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