



Colorado & Southern Railway Company

DISPATCHER & STATION OPERATOR GUIDE

In 1958, trains on the Colorado & Southern's main line operated by Time Table, with train orders written by the Dispatcher. Operators in stations along the line reported train movements to the Dispatcher, and delivered orders to the train crews. Recreating this orchestration of train movements by the Dispatcher and operators is one goal of our C&S Northern Division operating sessions.

On the C&S Northern Division, all station operators are combined into one Station Operator position, reporting to the Dispatcher. If we don't have enough participants, the Dispatcher also performs the role of Station Operator, and the procedure for transmitting train orders is not followed.

Recording Train Movements

The Dispatcher records arrival and departure times of trains at stations, weather reports, and any unusual occurrences on division, such as derailments, fires, and accidents. This is supported by reports from the Station Operator, or direct observation by the Dispatcher if performing both roles.

The Station Operator reports the passing of trains (the caboose) at each station. Reports are made thus:

SO: "O S" or "O S Broomfield."

DS: "Go ahead O S." or "Go ahead Broomfield."

SO: "Broomfield reporting No 29 by at 10:47 PM."

SO reports by for trains that do not stop; in for trains that arrive and stop; out when stopped trains leave.

Writing Train Orders

The Dispatcher writes train orders into the Order Book, using brief and carefully prescribed forms – see "Forms of Train Orders". Orders must meet the following rules:

- Orders are given in the same words to all addressed trains.
- Orders cannot have erasures or punctuation.

- Even hours must not be used in stating time in train orders. For example, write "701 AM" instead of "700 AM".
- Train orders are numbered consecutively each day, beginning at midnight.
- The following signals and abbreviations may be used:

Initials for the signature of the Dispatcher.

C & E – Conductor and Engineman.

Com – Complete.

O K – Correct.

O S – Train Report.

No – Number.

Eng – Engine.

MP – Mile Post.

Opr – Operator.

19 – To clear the line for train orders.

N S – No Signal.

Usual abbreviations for months and stations.

- Regular trains are designated by number, thus: "No 29". Extra trains are designated by engine numbers and direction, as "Extra 638 North".

Transmitting Train Orders – The Script

1. The Dispatcher alerts the Station Operator to stand by for orders. He then begins with "19", followed by the station(s) addressed, direction(s), and number of copies. For example, for orders to a northbound train in Broomfield and a southbound train in Boulder:

DS: "Stand by to copy orders... 19, Broomfield North, Boulder South, copy 2".

2. When the Station Operator hears "19", followed by the station and direction, he immediately displays the "Stop" signal for that station and direction, and the signal must not be restored to

"Proceed" until the orders have been delivered or annulled. (Note: the Dispatcher sets the "Stop" signal when there is no Station Operator position.) The Station Operator informs the Dispatcher when stop is displayed, along with stations and direction.

SO: "Stop displayed, Broomfield North, Boulder South."

- 3. When the Station Operator has set up the correct number of order forms in the "NCR paper" pad (three order forms is the practical limit for legible copies), he informs the Dispatcher that he is ready to copy the order.

SO: "Ready to copy."

| | | |
|------------------------------|---|------------|
| FORM 19 | STATIONERS FORM 4141 BURLINGTON LINES | FORM 19 |
| TRAIN ORDER NO. 19..... | | |
| To..... | At | |
| To..... | At | |
| To..... | At | |
| X..... | Opr.:..... | M..... |
| | | |
| | | |
| Made | time | M Opr. |

- 4. The Dispatcher transmits the order, writing as he speaks. This ensures a dictation speed that allows the Station Operator to copy the order clearly. In transmitting and repeating train orders, the numbers of trains and engines, names of stations, and numerals in the body of an order must first be pronounced and then followed by spelling, thus: Boulder, B-o-u-l-d-e-r, and 105, O-n-e Z-e-r-o F-i-v-e. The letters duplicating names of stations and numerals are not written in the Order Book or in train orders.

DS: "[Speaks order while writing in Order Book]"

- 5. When the Dispatcher is finished, the Station Operator repeats the order back. The Dispatcher underscores each word and figure in the Order Book as it is repeated.

SO: "[Repeats order]"

- 6. When the order has been repeated correctly by the Station Operator, the Dispatcher responds "Complete", along with the time and his initials. The Station Operator writes "Complete" on the order in the space provided at the bottom of the form, along with the time and his last name.

DS: "Complete at 12:07 PM, JJF"

- 7. When all orders for a train have been completed, the Station Operator writes and reads the Clearance Form to the Dispatcher. If correct, the Dispatcher responds with OK, the time, and his initials. The Station Operator fills in the time and Station Operator last name on the Clearance Form. The Dispatcher records the Clearance in the Order Book.

SO: "No 29 at Broomfield, one order, No 12."

DS: "OK at 12:14 PM, JJF"

| | | |
|--|---|---------------------------------|
| A | BURLINGTON LINES CLEARANCE FORM A | Stationers Form 1634 A |
|M.....19..... | | |
| To C & E | | at |
| I haveorders for your train. | | |
| (If no train orders, operators must write "No" in space provided above.) | | |
| Orders | { | No..... No..... No..... No..... |
| | | No..... No..... No..... No..... |
| | | No..... No..... No..... No..... |
| have been delivered. | | Operator |
| This form is authority to pass Stop indication. | | |

- 8. Train crews stop at their "red boards". Crews in Louisville and Boulder walk to the Station Operator for Clearance Forms and orders.
- 9. The Station Operator clips Clearances and orders for Broomfield and Niwot to a delivery car and sends the car via the Order Delivery Chute (ODC). There is a car for each station-direction combination. Crews in Broomfield and Niwot pick up their orders from the ODC below Broomfield and send their delivery car back. The Station Operator restores the station signal to "Proceed" when the car returns.