

The
VIRTUAL MUSEUM
of the
LANCASHIRE & YORKSHIRE RAILWAY

Operational Documents, Reports & Pamphlets

May 1910

POINTS TO BE OBSERVED

By

Outdoor Assistants, Train Runners, Inspectors etc

(Passenger department)

WHEN VISITING STATIONS

(8 Pages)

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MAY, 1910.

John A. F. Aspinall,
General Manager.

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NOTE.— The different points are divided into sections, and when reporting upon any point named a separate report must be made out for each section.

Passenger Train Working.

1. Is the working of the passenger trains generally satisfactory?
2. Is any train suffering repeated delay by station duty? If so, from what cause, and what is the suggested remedy?
3. What delays, if any, are taking place by connections, and can any improvement be effected?
4. Is any passenger train subject to repeated delays by signals? If so, what is proposed to avoid this?
5. Is any passenger train being systematically late? If so, what is the reason for this?
6. Is the loading of passenger trains at this station satisfactory? If not, how far can the service or formation of the trains be reduced?
7. Is the locality being satisfactorily developed?

Passenger Train Working—*continued.*

8. Is any train suffering from insufficient accommodation? How often and to what extent, and what is required to meet the deficiency?
9. Are any unauthorised persons riding in the break vans?
10. Do the staff run alongside the train with the object of working luggage?
11. Are the staff in attendance to the train on arrival?
12. Do the staff call out the name of the station and the destination of the train clearly?
13. Do the staff perform their duties satisfactorily?
14. Do the guards assist with the closing of the carriage doors after dealing with parcel traffic and luggage?
15. Was passengers' luggage placed in position for immediate loading when the train stopped?

Staff.

16. Are the whole of the staff at the station in full uniform, and clean and tidy in appearance?
17. Are their caps being worn in a proper manner?
18. Are the uniform waistcoats buttoned? were they open showing other clothing underneath?
19. Are the buttons, &c., bright?
20. Are the staff at the station satisfactorily carrying out their respective duties?

Advertising Arrangements.

21. Are the time table boards utilised to the best advantage, and do the bills exhibited present a good appearance?

Parcels, &c., Arrangements.

22. Are the parcel outstandings in a satisfactory condition?

Parcels, &c., Arrangements—continued.

23. Is the parcel, &c., traffic being dealt with satisfactorily?
24. Have any new firms or industries been commenced in the district?

Ticket, &c., Arrangements.

25. Are the excess receipt books kept in proper condition, and are the items properly entered?

Station Arrangements.

26. Are the whole of the platform trucks not in use properly chained?
27. Do the various clocks show the correct time?
28. Are the waiting rooms and offices in a satisfactory condition?
29. Are proper arrangements made with regard to the closing and locking of cash drawers?
30. Is the cash in such a position as not to be in reach from the booking windows?

Station Arrangements—continued.

31. Is the booking-office door closed and locked when the staff leaves the office temporarily, *i.e.*, for ticket collecting, &c., purposes ?
32. Are proper arrangements in operation and carried out for preventing the public and unauthorised members of the staff gaining access to the interior of office ?
33. Are satisfactory arrangements in operation with regard to the custody of the keys of the booking office ?
34. Is all cash locked up in safe after last train at night ?