

E.R.O. 29100

O.P.2

**LONDON MIDLAND AND SCOTTISH
RAILWAY.**

REGULATIONS

FOR THE GUIDANCE OF

MOTOR DRIVERS.

1937

EVERY EMPLOYEE SUPPLIED WITH THIS BOOK MUST MAKE HIMSELF THOROUGHLY ACQUAINTED WITH, AND WILL BE HELD RESPONSIBLE FOR A KNOWLEDGE OF AND COMPLIANCE WITH, THE FOLLOWING RULES AND REGULATIONS SO FAR AS THEY APPLY TO THE TYPE OR TYPES OF VEHICLE WITH WHICH HE IS CONCERNED.

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A.

**GENERAL INSTRUCTIONS APPLICABLE
TO ALL TYPES OF MOTOR VEHICLES
(INCLUDING REGULATIONS UNDER
THE ROAD TRAFFIC ACT, 1930).**

**Staff
Authorised
to move
Vehicles**

1.—No person is allowed to drive, or move, a vehicle unless he has been certified by the Road Motor Department as competent for that type of vehicle, or is a person under authorised tuition. No person may drive a Locomotive Motor Tractor or Heavy Motor Car who is under 21 years of age.

No person under the age of 17 years may drive a Motor Car.

Uncertified Attendants must not start up engines except under the instructions and supervision of the driver.

**Unauthorised
Persons not
to Ride on
Vehicles**

2.—No unauthorised person is allowed to ride on, or drive the Company's vehicles.

**Driving
Licence**

3.—It is the duty of every man selected for motor driving to provide himself with a licence, to which he must append his signature, and he must make a declaration as to his physical fitness on the prescribed form of application.

Every driver must obtain a licence before he commences training and the cost will be refunded.

Drivers of heavy goods vehicles (i.e., ordinary goods carrying vehicles having an unladen weight in excess of 2 tons 10 cwts., or articulated vehicles of whatever weight unladen) must, in addition to the ordinary driving licence, be in possession of a licence

(called a Heavy Goods Licence) to cover which of the following classes of heavy goods vehicles he is required to drive :—

- (a) Heavy Locomotive.
- (b) Light Locomotive.
- (c) Motor Tractor.
- (d) Heavy Motor Car.
- (e) Articulated Vehicle.

The Goods Agent or Station Master will arrange to obtain this for him through the proper channel. If the driver was in the habit of driving heavy goods vehicles of the class or classes for which a licence is required for an aggregate period of six months in the year prior to 1st April, 1934, he may claim a heavy goods licence without test, but if the driver was not in the habit of driving heavy goods vehicles for the period stipulated he will require to undergo a test by an approved examiner before a Heavy Goods Licence will be issued to him.

Driving licences must be carried by all drivers when on duty. Failure to produce at the request of the Police renders the holder, when in charge of a vehicle, liable to prosecution.

**Speed of
Vehicles**

4.—Speed limits under Road Traffic Act are :—

HEAVY MOTOR CARS (i.e., constructed to carry Goods and unladen weight exceeds 2½ tons).

	m.p.h.
Fitted with Pneumatic Tyres ...	20
Fitted with Solid Rubber Tyres ...	20
Drawing Trailer and both fitted with Pneumatic Tyres ...	20

	m.p.h.
Drawing Trailer and any wheels of either fitted with Solid Rubber Tyres	12
Drawing Trailer and any wheels of either fitted with any other tyres	5

This group includes the following vehicles :—

GOODS.	GOODS.
Sentinel Steam Wagon.	Thornycroft, Q.C. Tipper.
A.E.C.	Thornycroft, 4 ton.
A.D.C.	Thornycroft, 3½ ton.
Ford Flexion Livestock.	Thornycroft, 1½ ton.
Leyland, 4 & 6 ton.	Albion, 2 ton.
Scammel, 10-ton Tipper.	Albion, 2½ ton.
Karrier, K.W.6.	Albion, 4 ton.
Karrier, G.H.5.	Albion, 5 ton.
Karrier, S.K.	Albion, 6 ton.
Karrier, W.D.	Ford Rigid, 6 wheeler.
Karrier, C.Y. & C.Y.2.	Walker 6-wheeled crane.
T.S.G., 4 ton.	Tilling Stevens Lorrycrane
Dennis 9-ton Tipper	Fordson Sussex Livestock

PARCELS.	PARCELS.
A.D.C.	Karrier C.Y.2 & C.Y.3.
Leyland, 2 ton.	Albion, 2 ton.

MOTOR CARS (Constructed to carry Goods and unladen weight does not exceed 2½ tons).

	m.p.h.
Fitted with Pneumatic Tyres ...	30
Fitted with Solid Rubber Tyres ...	20
Drawing Trailer and both fitted with Pneumatic Tyres	20
Drawing Trailer and any wheel of either fitted with Solid Rubber Tyres	12
Drawing Trailer and any wheel of either fitted with any other tyres	5

This group includes the following vehicles :—

GOODS.	PARCELS.
Bedford, 3 ton.	Austin, Light Van.
Dennis, 2 ton	Commer, Pug, 2 ton.
Fordson, 1½ & 2 tons.	Karrier Z., 1½ ton.
Ford, 1½ ton.	Fordson, 1½ & 2 ton.
Ford Rigid, 6 wheeler.	Ford, A.A., 1 & 1½ ton.
Karrier, C.Y. & C.Y. 2, 2 tons.	Morris, 1 & 1½ ton.
Morris, 1 ton & 2 ton.	Dennis, 2 tons
Morris 6 wheeler, 2 ton.	Karrier, C.Y., 2 ton.
	ton.
	Leyland Horse Box.
	Jowett, 10 cwts.
	Raleigh, 3 wheeler.
	Fleet, 3 wheeler.
	Commer R. 30, 1½ ton

MOTOR TRACTORS (Not constructed to carry a load and unladen weight does not exceed 7½ tons). m.p.h.

Tractor only when fitted with Pneumatic or Solid Rubber Tyres ...	20
Tractor drawing Trailer and all wheels fitted with Pneumatic Tyres ...	20
Tractor drawing Trailer and any wheels of either fitted with Solid Rubber Tyres	12
Tractor drawing Trailer and any wheels of either fitted with any other tyres	5

This Group includes Fordson Tractors.

Motors or Trailers on Steel Tyres will not be permitted after 1st January, 1933, with the exception of Trailers used for Agricultural purposes or specially constructed to carry horses or cattle, or for the purpose of Agriculture (including Show Traffic).

ARTICULATED VEHICLES.

If Trailer portion attached to drawing vehicle by partial superimposition m.p.h. and all wheels fitted with soft or elastic or pneumatic tyres 20

This group includes the following vehicles :—

- A.E.C.G., 14 ton.
- Karrier Tractor Trailer combinations.
- Chenard Walcker Tractor Trailer combinations.
- Morris Carrimore.
- Scammell & Karrier M.H. Vehicles.
- Fordson Biflex Livestock.
- Morris Pullmore and Kwifix.

PASSENGER VEHICLES.

Vehicles fitted with Pneumatic Tyres and not drawing Trailer. m.p.h.

Private Cars constructed to carry not more than 7 passengers and not more than 3 tons unladen weight No limit.

Vehicles constructed not to carry more than 7 passengers and exceeding 3 tons unladen weight... 30

Vehicles constructed to carry more than 7 passengers 30

Vehicles not fitted with Pneumatics or drawing Trailers 20

HEAVY LOCOMOTIVES (Not constructed to carry a load and weighing over $11\frac{1}{2}$ tons, and not exceeding $17\frac{1}{2}$ tons :—

Heavy Locomotives 5

m.p.h.

LIGHT LOCOMOTIVES (Not constructed to carry a load and weight exceeding $7\frac{1}{2}$ tons and does not exceed $11\frac{1}{2}$ tons) :—

When not drawing a Trailer or when not drawing more than 2 trailers, all wheels having Rubber Tyres 12

Any other case 5

Local Authorities are empowered to retain such lower limits of speed as local circumstances may warrant which limits must be observed.

The speed limit of 30 m.p.h. in "Built-up" areas applies only to private cars, and all other vehicles must conform to the foregoing whether in "Built-up" areas or not.

Speed of Vehicles

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

- (a) In passing schools, when children are entering or leaving.
- (b) On greasy roads, upon which a vehicle 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 busy streets at right-angles.
- (h) When approaching pedestrian crossings.

- (i) When crossing bridges
- (j) When any part of the roadway is under repair.
- (k) When running on tramway tracks.
- (l) When entering or leaving depots, yards, or premises.
- (m) When required to do so by any traffic sign placed beside the road.

Drivers must at all times bear in mind that it is necessary to have their vehicles under such control as will ensure the safety of all road users. 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.

Dangerous Driving

6.—It is an offence to drive any vehicle at any speed which may be dangerous to the public having regard to all the circumstances.

Although in certain cases the general maximum speed limit has been raised, drivers can be prosecuted for careless driving and reckless or dangerous driving even if the speed limit is not being exceeded, but the vehicle is being driven in a manner which is dangerous to the public or without reasonable consideration for other users of the road.

A person convicted for the first time for reckless or dangerous driving is liable to imprisonment up to four months or a fine up to £50.

Windscreen Wipers

7.—When the weather conditions are exceptional, drivers should not rely entirely upon the windscreen wipers, but the top half of the windscreen should be opened slightly to get better visibility.

Information and Evidence to be Obtained in case of Accident.

8.—In the event of a collision or other accident of any kind, **drivers must obtain** :—

- (a) Name and address of some independent person or persons who witnessed the occurrence.
- (b) The number of any Police Officer present.
- (c) The Registered Number and details as to Owner's name and address of any motor or other vehicle involved.
- (d) The nature and extent of damage.
- (e) Particulars of personal injury.

If involved in an accident whereby damage or injury is caused to any person, vehicle, or animal, the driver of a motor vehicle **must stop** and if required so to do by any person having reasonable grounds for so requiring, give his name and address, the name and address of the owner, and the identification marks of the vehicle.

If the driver for any reason **does not give his name and address, to any such person,** he **must report the accident at a police station or to a police constable** as soon as reasonably practicable and in any case **within twenty-four hours.**

The full circumstances must be reported on the form provided to a responsible Officer immediately upon return to the station.

Accidents

A common form of accident is the collision at the rear of a vehicle which is drawn suddenly to a halt. The driver must realise that the responsibility in such cases rests with the driver of the vehicle at the rear and he should at all times keep at a safe distance in order to avoid a collision in these circumstances.

Skidding

9.—An involuntary skid or sideslip is usually due to bad driving, e.g., speed excessive for the road condition, accelerating, braking violently, or turning sharply, particularly on tramlines, on greasy or on steeply cambered roads.

Careful driving, i.e.: a steady speed, no violent acceleration or retardation, reduction of speed at all corners, is the best guard against sideslip.

To correct back-wheel side slip of petrol and steam vehicles close the throttle, avoid, if possible, applying brakes, and turn the steering wheel in the direction of the skid. To correct a front-wheel skid on petrol vehicles close throttle, declutch and momentarily apply brakes. In the case of steam vehicles, shut off power and momentarily apply brakes.

Exposure to Danger

10.—Drivers must not expose themselves to danger, and should spare no opportunity of warning others who neglect to take proper care.

Tackle Lying about

11.—Sheets, ropes, and other tackle must not be allowed to lie on the ground, as there is a risk of pedestrians falling over them and also risk of damage to the articles themselves.

Trailing Sheets and Ropes

12.—Sheets or ropes must not be allowed to trail.

Packages with Protruding Nails, &c.

13.—Special care should be taken to see that no packages which are dangerous from the point of view of handling by Company's Staff (e.g., with protruding nails, jagged iron bindings, etc.) are accepted.

High, Wide, or Overhanging Loads

14.—Great care is to be exercised by Drivers having high, wide, or overhanging loads in order to avoid damage to street lamps, window blinds, archways, gateways, etc.

Entering Firm's Premises

15.—Special care must be exercised with vehicles entering firm's premises to avoid damage to posts, gates, etc.

Excessive Noise

16.—No motor vehicle should be used in such a manner so as to cause excessive noise either through defect of the machine or faulty packing of the load.

Sounding of Horns

17.—It is illegal for any person to sound a horn or any similar instrument fitted to any motor vehicle between the hours of 11.30 p.m. and 7.0 a.m. on any road on which there is provided a system of street lighting furnished by means of lamps placed not more than 200 yards apart.

Cleanliness and Lubrication of Vehicles

18.—Unless special staff is employed for the purpose of cleaning and lubricating the vehicles, or unless this is performed by Road Motor Department staff, the Driver is in all cases responsible for this servicing. He must keep the engine of his vehicle clean, fill up the lubricators, screw up the grease cups or lubricate with a grease gun or oil can the various parts of the machine as required. Oil must be constantly replenished so as to keep the proper level and the dip rod frequently examined.

Lamps

19.—The Driver is responsible for seeing that the lamps, if they are likely to be required, are on the vehicle, clean, trimmed and in proper working order. Moveable tail lamps when not in use must be carried in the Driver's compartment, and when in use must be so fixed as to illuminate the number plate. The following Regulations regarding position, power, etc., of lamps, were laid down by the Lighting Regulations, 1936, and must be carried out:—

(1) SIDE LAMPS.

(a) These must be carried on opposite sides of the vehicle and—

(i) be as near as possible of the same power ;

(ii) be as near as possible at the same height and not more than 5 ft. from the ground ;

(iii) be placed so that the centre of the lamp is within 12 inches from the outer edge of the body.

(b) If electric, the power of the bulb must not exceed 7-watts and the side lamp glass must be frosted or treated with a material which has the effect of diffusing the light.

(2) HEAD LAMPS.

(a) No lamp shewing a light to the front may be used on any vehicle unless such lamp is so constructed, fitted and maintained that the beam of light emitted therefrom can be controlled so as to make it incapable of dazzling any person standing 25 ft. from the lamp whose eye level is not less than 3' 6" from the floor on level ground.

(b) Where nearside headlamps have been set to shew downwards and to the left, whilst the offside lamp can be switched off, no alteration to the position of the lamps must be made by drivers.

(3) TAIL LAMPS.

(a) These must shew a red light to the rear and be fixed either on the centre line or on the offside of the vehicle at a height not exceeding 3' 6" from the ground and so that no part of the vehicle extends more than 6 ft. to the rear of them.

(b) As from the 4th October, 1936, no tail lamp may be fitted at a greater height than 3' 6" unless there is also fitted to the vehicle, 15 inches above the ground on the same side, a rear reflector not less than 1¼" in diameter mounted on a white surface 12 inches square, and so that no part of the vehicle or load projects more than 30 inches to the rear of the reflector.

(c) Any such reflector must be kept clean and unobscured so as to be always readily visible.

(4) GENERAL.

(a) No light of a power exceeding that of a 7-watts electric bulb may be kept illuminated whilst a vehicle is stationary on a road, except in the event of enforced traffic stops.

- (b) All electric lamp bulbs must be plainly and indelibly marked with the wattage.
- (c) If a load overhangs laterally for more than 12-inches from the centre of the side lamp, the lamp must be moved or an additional lamp carried within 12-inches of the outer edge of the load.
- (d) If a load overhangs more than 6-feet to the rear of a tail lamp, the tail lamp must be moved or an additional red lamp carried within 6-feet of the end of the load and not more than 3'-6" from the ground.

Identity Certificate Road Fund Licence and Number Plate

20.—Drivers must see that the Identity Certificate and Road Fund Licence are attached to the nearside of the vehicle in the approved licence holders fitted with glass, and that the certificate and licence are legible. Illegibility of certificate or licence and defects in the holders, such as broken glass, must be reported immediately. All licence holders must be examined daily to see that the covers have not slackened through vibration.

Number plates must be kept clean. Any defects which tend to make them illegible must be reported.

Certificate of Insurance

21.—Drivers must see that the certificate of Insurance or Deposit is also carried in the Holder provided for the purpose and available for inspection when required.

Tool Kits

22.—Drivers must have their tool kits with them when on duty. Any deficiency must be immediately reported.

NOTE.—Tool kits are issued to the Drivers and not to the vehicles. Each Driver is personally responsible for the custody of the tool kit issued to him.

Fire Extinguishers

23.—It is the responsibility of every driver to examine the Fire Extinguisher carried on his vehicle daily, in order to satisfy himself that it is fully charged and in working order.

Method of Examination

Take the appliance in the hands and shake it, to ascertain whether it is fully charged, see that the hole in the nozzle is free from obstruction. This examination should be made before starting out in the morning and if any defects are found, they should be reported and a replacement obtained without delay.

In case of fire the Driver should :—

1. Turn petrol off at tank.
2. Switch engine off.
3. Use extinguisher or sand.

Utilisation of Standing Time

24.—Drivers and, where provided, Attendants are to render assistance in the loading and unloading of their vehicles. Drivers whose machines are standing, are when not otherwise occupied to use their time in cleaning, greasing, and adjusting.

Trailers

25.—When a vehicle is used for towing a trailer, the Driver must satisfy himself that the trailer and brake operating gear are properly coupled up and in working order, and that the number plate bearing the number of the towing vehicle is affixed to the rear of the trailer. This must be illuminated after lighting up time by the rear lamp.

Trailer Brake

26.—When a vehicle is drawing a trailer and the brake mechanism is fitted up in Driver's cab, the control of the brake is the responsibility of the Driver. When the brake mechanism is not fitted in the cab of the motor an Attendant must ride on the trailer when loaded or empty to apply the brakes.

Trailer Parking Brakes must be used when motor and trailer, or trailer only, are standing.

27.—Overloading and uneven distribution of loads must be avoided. (See also Clause 14). Every care must be taken to see that the weight distribution, packing and adjustment of the load on motor vehicles and trailers is at all times such that no danger is likely to be caused to any person. Heavy articles should not be loaded on the extreme rear of the vehicle. In the case of stand and lift loading vehicles the Driver must satisfy himself that the tray, or flat, is properly secured before the vehicle is moved. The number plate must not be obscured.

Where a tray is run on to a stand loading dray, the Driver must see the tray scotches, or stops, are in position and safety chain fixed. Excessive noise caused by failure to properly secure the load, stand loading tray or flat is an offence and renders the driver liable to prosecution.

Particular care should be taken in the loading of Mechanical Horse Units and the following instructions should be observed :—

INSTRUCTIONS FOR NORMAL LOADING CONDITIONS.

1.—The load must be kept as near the centre of the vehicle as possible and heavy weights must not be placed on the forward corners. Where high loads are concerned, the heavier portions must be kept at the bottom.

2.—The load must be re-trimmed if it becomes uneven during collection or delivery.

3.—Loads must not be carried on the tailboard.

INSTRUCTIONS FOR SPECIAL LOADING CONDITIONS.

4.—When a load is to be carried which overhangs the cab, no greater load must be allowed on one side than on the other, and the overhang in front must not exceed the overhang at the rear of the trailer.

5.—Where awkward loads, such as rolls of paper or crates of glass, which have to be loaded upright, or any packages of exceptional height or length, involving overhang exceeding two feet, have to be carried, the Cartage Inspector or Foreman, where employed, otherwise the Goods Agent or Station Master, must be called to inspect the traffic and decide if this type of vehicle is suitable for conveyance of the particular load. After loading is completed, the Supervisor concerned must satisfy himself that the load is safe to travel and will not be likely to shift in transit.

GENERAL INSTRUCTIONS.

6.—The trailer must not be uncoupled if either of the rear wheels of the tractor is deflated and the Driver must ensure that there is sufficient ground clearance under the folding wheels to allow them to go down to the fullest extent before touching the ground, that the ground is reasonably level, that the wheels are not in any deep rut, and that there is no obstruction between the driving wheels.

7.—Before moving a complete unit, the driver must ensure that the trailer is correctly coupled.

8.—The hand-brake must be applied to all trailers before coupling or uncoupling.

9.—The legal speed limit of 20 m.p.h. must be reduced to 8 m.p.h. when passing over rough ground, and a sharp turning movement should be made only at walking pace, particularly when going down hill or when the camber of the road is adverse.

10.—Drivers must ensure that the tyre pressure is correct.

11.—All loads must be securely roped where possible in order to avoid side movement.

**Moving of
Vehicles in
Station
Yards,
Depots, etc.**

28.—When vehicles are moved about Station premises, great care must be exercised by Drivers and Motor Setters to see that no damage occurs to the vehicles by coming into contact with other vehicles, decks, capstan dummies, &c., and that when finished with the machines are left in a safe position and frost precautions (when in force) carried out if the vehicles are not required to be removed within 3 hours.

Failures.

29.—In the case of breakdowns or failures which Drivers are unable to rectify themselves they must immediately communicate by telephone, or other means with their home station.

**Towing
Vehicles**

30.—Vehicles which cannot be moved under their own power must only be towed by means of a proper tow rope or chain not exceeding 15 feet in length which must be made easily distinguishable by attaching a piece of white cloth in centre. The driver to remain at the steering wheel of the vehicle under tow. The tow rope or chain must be connected from the rear of the towing vehicle to the front of the vehicle to be towed. The registration number of the towing vehicle should be placed on the back of the vehicle being towed.

Under no circumstances must a vehicle be pushed by any other vehicle to propel it. Vehicles must not remain at rest on any road in such a position or in such condition as to be likely to cause danger to other persons using the road.

**Weigh-
bridges on
Firm's
Premises**

31.—When entering firms premises care must be taken to avoid weighbridges, gratings, etc., which are not capable of taking the gross weight of the vehicle.

**Unmade
Roads**

32.—When Drivers are required to traverse unmade roads, or soft ground, they should satisfy themselves beforehand that the motor will be able to negotiate such places.

It is an offence without lawful authority to drive a motor vehicle on to any common land, moorland, or other land forming part of a road or on any bridle way or footway except for a distance of 15 yards and then for the purpose only of parking.

Care of Fuel, Stores, and Equipment

33.—Strict care must be taken in the user of all fuel, stores, and equipment to avoid damage and other waste. Worn-out articles must be returned to the Station Storekeeper or other authorised person.

Care of Vehicles and Equipment

34.—Drivers are responsible for vehicles, sheets, lamps and all other Company's property entrusted to them. At the close of the day's work each driver must put all articles in their appointed places and will be held responsible for their proper condition. If any article be lost the circumstances must be immediately reported.

Compilation of Returns

35.—Information, which it is the duty of Drivers to insert on Work Notes, Drivers' Tickets, &c., must be recorded correctly, neatly and currently.

Where entries are made on the worknotes by persons other than the driver, it is the driver's responsibility to see that such entries are made correctly and currently, and he must satisfy himself that the worknote is absolutely complete before signing and handing in at the end of the day to the person appointed to deal with them.

Particular attention is directed to the statutory information which is heavily outlined in black and to the report of defects to be shewn on the back of the worknote.

Lost worknotes are to be reported immediately to the Foreman or other person responsible.

Inability to cover Collections

36.—Any driver finding he cannot reach his District in time or for any other reason cannot cover his collection, or being in need of immediate assistance, must communicate with the nearest station or his immediate chief, by telephone if necessary.

Recording Detentions and Collections Missed

37.—Drivers must record all undue detentions in Town or Station and before booking off duty, show particulars on the back of their worknotes of any collection calls not covered.

Improper Use of Vehicles

38.—No driver or other servant of the Company is allowed to use a Company's vehicle for any purpose whatever other than that relating to the Company's business, without special authority.

Additional Equipment or fittings on vehicles

39.—No addition to the equipment or fittings on the vehicles is to be made without authority.

Clothing

40.—Where uniform is provided it is to be taken care of, and always worn when on duty.

Smoking

41.—Smoking on Company's premises is prohibited.

Consumption of Alcoholic Drinks

42.—The consumption of alcoholic liquor whilst on duty is prohibited.

Hours of Duty

43.—Under the provision of the Road Traffic Act 1930 (Sec. 19) a Road Motor Driver must not ordinarily exceed 5½ hours' duty without a break (of at least half an hour) or a total of 11 hours' duty in any period of 24 hours commencing 2 a.m. In certain circumstances the periods of 5½ hours and 11 hours may be extended to 8 hours and 12 hours respectively, the latter on not more than two days in a week.

REGULATIONS AND BYE-LAWS OF POLICE, BOROUGH, COUNTY COUNCILS, AND OTHER PUBLIC AUTHORITIES.

The Bye-Laws and Police Regulations applicable to the district must be strictly observed.

Police Orders

44.—If ordered to move on by the Police the instructions must be implicitly obeyed.

Name taken by Police

45.—Whenever the name of a Driver or Attendant is taken by the Police a note must be taken of the Officer's number and the circumstances reported immediately upon return to the Station.

Littering Pavements

46.—Several of the Borough Councils have Regulations under which any person littering the pavement or roadway can be prosecuted. Drivers must be careful to see that in the course of their duties they do not give cause for any complaint under this heading.

RULES TO BE OBSERVED ON THE ROAD

Highway Code

47.—IT IS THE DUTY OF EVERY DRIVER TO POSSESS A COPY OF THE 1935 EDITION OF THE HIGHWAY CODE, TO MAKE HIMSELF PERFECTLY FAMILIAR WITH THE CONTENTS, AND TO ACT IN ACCORDANCE THEREWITH.

A knowledge of the Code is an essential to the issue of a driving licence, and before being certified as efficient by the examiner he will be questioned upon it.

Road Sense

48.—Road Sense should be cultivated and road conditions studied, to enable correct working under varying conditions to be carried out.

Cornering Correctly

49.—A corner should never be taken on the wrong side of the road.

When turning at road junctions either right or left-hand into another road the vehicle should be kept well into the proper side of the road.

At most dangerous turns a white line is painted on the roadway and a traffic sign erected a short distance along the road. Always keep to the left of this line, it is an invaluable and silent warning of the way to corner correctly. Also obey the traffic sign.

Vehicles should not be brought to rest or parked inside a white line except by order of the Traffic Control.

The horn should be sounded at corners where view is restricted, but it should not be assumed that the horn has necessarily been heard, and the speed should be so regulated as to enable the vehicle to be readily pulled up if the course is not clear.

Overtaking

50.—Overtaking at corners, bends, cross roads, arched bridges or humps on the road, in fact, ANYWHERE without a clear view, and ample space, is dangerous. When in doubt—WAIT.

If pulling out of the line of traffic to overtake, the hand signal to following traffic should be given.

When being overtaken it is courteous to give the "Come past me on my right" signal, provided the road ahead is seen to be clear, and for plenty of room to be given to the overtaking car, even slowing up if necessary. "Treat others as you would wish others to treat you."

Avoiding Collision at Road Junctions

51—Collision at road junctions is a frequent form of accident. At the approach to major roads at most important crossings, a road sign is erected calling upon the driver to HALT. It is illegal not to obey this. At crossings where no such road sign is placed common sense dictates that particular care is necessary before emerging from the side road.

SERVICE.

Civility

52.—Drivers and other employees should be courteous and civil and endeavour to secure as much traffic as possible.

Drivers must not dispute with others in the street.

Extraneous Services in connection with Collection and Delivery of Goods

53—Drivers are only authorised to perform extraneous services in connection with the collection and delivery of traffic which are found not to involve undue risk or exceptional labour. Any question as to whether such services involve undue risk or exceptional labour are to be determined by the local officer, and by agreement at competitive places.

Any services involving appreciable additional labour are to be charged for.

Insured Articles

54.—If a driver is asked by the public to accept articles which are required to be insured, he must refer the applicant to the Goods Agent, or Station Master or the nearest Receiving Office belonging to the Company.

A driver having insured goods either for delivery or collection, is (unless accompanied by an authorised Company's Servant deputed to take charge of the goods) responsible for seeing that the insured packages are put in a place of safety upon the vehicle and that a special watch is kept upon them. Immediately upon arrival at the station, the driver must deliver them himself to the person responsible for receiving them.

In delivering packages of insured goods, these should be opened and the contents examined in the presence of the driver or special person in charge of the consignment, before signature is obtained.

Opening of Packages by Firm before Delivery is effected

55.—Consignees must not be allowed to open any packages or unpack any goods before they have taken delivery and signed for them, except in the case of packages of insured goods.

Back Loading

56.—Drivers instead of returning to the Station empty should collect as much traffic as possible when making their deliveries, unless they have been otherwise instructed.

Cartage of Explosives and other Dangerous Goods.

57—Special instructions are in force in regard to the cartage of explosives and other dangerous goods and Drivers before performing any of this work must consult the Station Agent, or other responsible person in order to acquaint himself with the Regulations.

B.

INSTRUCTIONS AND GENERAL INFORMATION APPLICABLE TO PETROL AND HEAVY OIL VEHICLES.

Before Starting Out

58.—The Driver must see that :—

- (a) The radiator is full of water.
- (b) There is sufficient petrol or fuel oil in the tank.
Note.—Heavy Oil fuel tanks must on no account be allowed to run dry.
- (c) The oil in the engine is up to the proper level.
- (d) The various parts on the chassis have been properly lubricated.
- (e) The brakes and steering gear are in proper order.

NOTE.—Whenever the pedal or lever gets near to the end of its travel in applying the brake, it must be adjusted.

On the Road

59.—The following points must be observed when driving :—

- (a) Gear changing if done properly, should be quite noiseless.
- (b) The engine should not be allowed to labour up a hill, a lower gear should be changed into in good time.
- (c) The engine should never be allowed to run at high speed when the vehicle is standing, and when the engine is warm it should not be allowed to run unnecessarily.

- (d) When descending a steep hill the engine should be used as a brake by engaging one of the lower gears.
- (e) When stopping on a hill, the engine must be switched off, the hand brake fully applied and the vehicle so positioned that in the event of the hand brake becoming unexpectedly released and the vehicle moving down hill, one of the wheels will at once come into contact with the kerb. As an additional precaution on exceptionally steep hills a rear wheel should be scotched.

Completion of Day's Work

60.—On returning to Station the Driver must see that :—

- (a) The vehicle is placed where required.
- (b) The hand brake applied.
- (c) The lamps extinguished and put in their appointed places.
- (d) The petrol is turned off.
- (e) Auxiliary fuel tanks on Heavy Oil vehicles must be filled.
- (f) The bonnet is sheeted up if the vehicle is to be left in the open and not moved during the night.
- (g) The frost precautions are carried out in the winter.
- (h) All defects (including engine, motor body, tyres, etc.) are entered on the back of the driver's worknote.

Starting of Engines.

61.—In starting the engine the starting handle should always be brought up. Never begin to swing the engine by pushing the handle down.

Examination of Vehicles

62.—Naked lights or lamps (other than the approved safety lamps, where provided) are not to be used for the examination of Motor vehicles.

Filling of Petrol Tanks

63.—Petrol tanks must not be filled during the hours of darkness, except by specially authorised arrangements. Petrol tanks of Passenger vehicles must not be replenished whilst passengers are occupying the vehicles. The engine must be stopped and all lamps (other than Electric) on the vehicle extinguished whilst the tank is being filled.

Dipping of Petrol Tanks

64.—All lights on the vehicle must be extinguished when the petrol tanks are being dipped and only the approved types of safety lamps used. This does not apply when the vehicle is fitted with Electric Lighting sets.

C.

INSTRUCTIONS AND GENERAL INFORMATION APPLICABLE TO MOBILE CRANES.

On Taking Over Cranes

65.—See that all controls are in the " off " position before starting up the engine.

66.—Operate and test all crane movements without load on jib.

67.—Test safety devices for overwinding.

When Working Cranes

68.—Jib indicator must be set on or above the correct load marking before making a lift.

69.—Loads must not be allowed to swing.

70.—Cranes must not be left with a load suspended from the jib.

71.—Cranes must not travel at more than 2 m.p.h. with heavy loads on jib.

72.—When driving in reverse or in any way which prevents the driver having a full and clear view, he must be piloted in such movements by a member of the crane gang.

73.—Due regard must be paid to the surface of the yard or road when travelling under all conditions of service.

74.—Cranes must not work on unduly cambered roads.

75.—No person must remain on the load when the crane is working.

76.—Chains must not be knotted and suitable packing must be used to prevent the links coming into contact with sharp edges of hard material.

77.—Authorised drivers only to ride on crane, except in the case of travelling with a load when it is necessary for the crane assistant to ride on the crane for the purpose of steadying the lift.

78.—Cranes must not travel with load on jib, when the latter is at right angles to Chassis.

79.—It is essential that the machinery of the crane should be kept as clean as possible, especially round the controls.

80.—Electrical, mechanical and motor failures, other than minor adjustments which can be carried out by the driver, must be reported at once to the Road Motor Engineer's Department.

81.—Where cranes are fitted with wire lifting ropes, the ropes should be kept thoroughly lubricated so as to prevent internal corrosion.

INSTRUCTIONS TO MOTOR DRIVERS ENGAGED ON GOODS OR PARCELS THROUGHOUT MOTOR SERVICES.

Petrol Supply.

82.—Drivers must see that they have sufficient petrol in the tank at the commencement of a journey to cover the round trip. Where, owing to the distance to be traversed, this is not possible, enough petrol should be carried for the outward half of the journey. Should any shortage of petrol be experienced through unforeseen circumstances, a local purchase may be made provided there is not an L.M.S. Road Motor Depot available, the authorised form being used. Purchase if possible to be made from a Combine Depot, viz., Anglo-American, British Petroleum, Shell-Mex, Red Line, or Crosville's Petrol Depots. (The last portion of this clause does not apply to Scotland.)

Breakdowns.

83.—In order that he may be in a position to effect minor repairs to his vehicle, should such become necessary on the road, "Long distance Kit" comprising, in the case of pneumatic-tyred vehicles—Spare Wheel and Tyre (if not already carried on the vehicle), and in the case of all vehicles—Can of Oil, Insulated tape, Two Sparking Plugs, Fan Belt, Length of Rubber Tubing, and Two Valve Cap Washers, will be issued to Drivers engaged on round trips of 80 miles or more by the Road Motor Dept's Leading Fitter, or Cartage Foreman, to whom the Kit must be returned immediately upon

completion of the journey. If the Driver is unable to make good the defects himself, he must communicate by telephone or otherwise with an L.M.S. Motor Repair Depot, if there is one within reasonable distance, or with the nearest L.M.S. Station. If no immediate assistance can be obtained from either of these sources the repairs should be carried out by a public garage, the authorised form being utilised in this connection.

A list of the Company's Repair Depots, together with telephone numbers and extensions, to which appeal for assistance can be made, is shewn on last pages.

It has been agreed with the other Railway Companies that if mechanical failure occurs some distance away from a station where the L.M.S. has repair facilities, or from a station at which there are motors working which can tow the disabled vehicle into the station, but close to a station of another Company with such facilities, the other Companies will on request arrange for the necessary assistance to be given.

84—Stamped addressed post cards will be supplied to each Driver before commencing a journey which will necessitate his being away from his home station overnight and one is to be posted at the close of each day's work to his Home station, shewing where he is, time of arrival, and proposed departure time, with any remarks as to breakdowns, etc.

**Reporting
to Home
Station.**

**Company's
Lodging
Houses.**

85—The Company provide lodging accommodation at places shewn on pages 41 and 42.

Staff working motors to any of the places named should avail themselves of this accommodation. Prior notice will be sent by the Agent of the Driver's Home station.

**Parking
of Vehicles
Overnight.**

86—Drivers should make every effort to park their vehicles overnight on Company's premises or failing this on other Railway Companies' premises who have agreed to this course being adopted. Otherwise a Public garage should be utilised and the agreed form handed in to cover payment.

Every care must be taken to ensure the safety of the vehicle and its load. Before leaving the vehicle at night and again before starting the following day an examination of the load should be made to see that it is intact.

Documents.

87.—In addition to the special worknote a form in duplicate (Motor Conveyance Note) will be issued to the Driver to take the place of the present consignment note, invoice and delivery sheet. This form, which is used in the Goods Dept. only will have been filled up as far as possible at the station before departure of the motor, but certain information will have to be inserted by senders, including their signature. In no circumstances must the journey be commenced until this has been done.

The Motor Driver on arrival at firm's premises will hand to the Senders of the goods the original and copy of Motor Conveyance Note interleaved with a carbon sheet for completion. The Motor Driver must see that the original and copy are completely filled in to correspond with his collection instructions, when he will return the copy to the firm with his signature for the goods.

On arrival at consignee's premises the Motor Driver will, on delivery of the traffic, secure signature of consignee on the Motor Conveyance Note in the space provided on the form, and collect charges **if specially denoted on the document**, giving a receipt on the Porter's Bill provided.

On return of Motor Driver to his "home" station he will immediately pass in the Motor Conveyance Note to the Settling Clerk and obtain signature for same on the face of his worknote, paying in any cash collected.

88—A column is provided on the Motor Conveyance Note shewing the amount of money to be collected by the Driver. Should the firm state they have an account with the Company, however, the Driver must get into communication by telephone, or other means, with the L.M.S. station covering the locality to confirm the firm's statement. Should the reply be to the effect that the firm have no

account or are on the "Secure charges list" and they still refuse to pay, the goods must not be left but taken to the nearest L.M.S. Goods station, details of the circumstances being inserted on the Motor Conveyance Note and a signature obtained.

**Money
Collected
from the
Public.**

89—In normal circumstances all money collected must be paid in at the Driver's home station immediately on the conclusion of a journey. If, however, a journey involves his being away from his home station for a night any money collected must be paid into the most convenient L.M.S. Goods or Passenger station at the earliest opportunity and a receipt obtained in the column provided on the "Motor Conveyance Note."

This instruction applies likewise where a Driver arrives at his home station after it is closed in which event any money collected should be paid into the Passenger station. Even when this course is adopted the "Motor Conveyance Note" must be retained by the Driver and handed into his home station the following morning.

**Refusal
to accept
Goods.**

90.—In the event of consignees refusing to accept goods for any reason, the goods must be taken into the nearest L.M.S. station and left there, a signature being obtained on the "Motor Conveyance Note" and details of the circumstances also inserted.

**Firms
Closed.**

91.—If, on arrival at firm's premises, it is found they are closed the Driver must use his discretion as to whether he takes the goods into the nearest L.M.S. station and leaves them there (details of the circumstances being inserted on the "Motor Conveyance Note," and signature obtained) and continues his journey, or whether he puts up for the night and delivers the goods next morning. He will be guided by the time and prospects of getting to his Home station the same day, and the distance to the nearest L.M.S. Station.

**Back
Loading.**

92—Where return loading is arranged either from the station at the destination end of the outward journey or from an intermediate station "Motor Conveyance Notes" will be provided by such stations, and the course to be adopted is precisely the same as that outlined and in this case also the documents must be handed in to the Driver's Home station.

LIST OF ROAD MOTOR REPAIR DEPOTS.

Direct telephone communication can only be made at those places marked *; in all other cases, communication has to be made through the Goods Department.

Station.	Company's Telephone Number.	Post Office Telephone Number.
Accrington & Church, Goods Dept.	—	Accrington 3050.
*Ashton-under-Lyne	—	Ashton 2217. Garage.
Barrow, Carriage & Wagon Works	—	Barrow 405.
Birkenhead, Cathcart St. ...	14	Birkenhead 2890.
Birmingham—		
Aston	395	Aston Cross 3151. Ext. 395.
*Curzon Street	61 (2 rings)	Midland 2740. Ext. 61 (2 rings).
Lawley Street	828	Midland 2740. Ext. 828.
Saltley	76	Midland 2740. Ext. 76, 77 or 61 (1 ring).
*Blackburn	—	Blackburn 7121.
Blackpool	—	Blackpool 1243.
Bolton, Goods Dept., Manchester Road	—	Bolton 1753.
Bolton	—	3721. Ext. 25.
*Bradford	—	Bradford 6083.
Bristol, St. Phillips, Goods Dept.	—	Bristol 4870.
Burnley, Goods Dept.	—	Burnley 2251.
Cardiff	—	Cardiff 2585.
Chester, Sub. Depot	3	Chester 1230-1231.
Coventry, Goods Dept.	17	Coventry 3041.
Coventry	30	Coventry 3041.
Derby	—	Derby 1100. Ext. 772 Garage.
*Dewsbury.....	—	Dewsbury 767.
Dudley, Goods Dept.	—	Dudley 2383 & 2314.
Glasgow, Crawford Street Garage	—	South 1571.
Glastonbury.....	—	Glastonbury 14.
Great Bridge, Goods Dept....	—	Tipton 301.
Greenock	—	Greenock 1089. Greenock 478.
Gwyddelwern	—	Corwen 32.

LIST OF ROAD MOTOR REPAIR DEPOTS—continued.

Station.	Company's Telephone Number.	Post Office Telephone Number.
*Halifax	—	Halifax 3216.
*Huddersfield	—	Huddersfield 2031.
Keighley	—	Keighley 2854. Ext. Garage.
*Leeds	18	Leeds 30381. Ext. 18.
Leicester Road Motor	12	Leicester 5542.
Llandudno Jn. Goods Depot	—	Llandudno Jn. 81209.
Liverpool—		
*Hilbre St. Main Depot...	36	Liverpool Royal 2960.
Edge Hill Sub Depot ...	20	Liverpool Wavertree 2460.
Pall Mall Sub Depot ...	Wavertree	Liverpool Central 4360.
London—		
*Broad Street	77	Bishopgate 5441. Ext. 77.
*Camden	30	Gulliver 4111. Ext. 30.
*Euston	8197	Museum 2900. Ext. 8197.
*Kentish Town	195 & 196	Terminus 3600. Ext. 195 & 196.
*St. Pancras Bus Yard ...	75	Terminus 3600. Ext. 75.
*St. Pancras Goods Yard	128 (2 rings)	Terminus 3600. Ext. 128 (2 rings).
Luton	—	Luton 1026.
Manchester—		
*North Western St.	London Rd. 11	Manchester Central 3111. Ext. 11 & 38.
Salford	—	Manchester Blackfriars 1435. Ext. Garage.
*Oldham Road	—	Manchester Deansgate 2488. Ext. Garage.
Mold	—	Mold 31.
Nottingham, Goods Dept....	—	Nottingham 85251.
Nottingham	7 T	—
Oldbury, Goods Dept.	—	Oldbury 456.
Oldham (Mumps)	—	Oldham Main 3471.
Preston Goods Dept.	58	Preston 1421. Ext. 58.

LIST OF ROAD MOTOR REPAIR DEPOTS—continued.

Station.	Company's Telephone Number.	Post Office Telephone Number.
Rochdale	—	Rochdale 2275.
*Sheffield	—	Sheffield 23107.
Soho, Goods Dept.	—	Smethwick 1101.
Stoke	—	Hanley 4121. Ext. Garage.
Warrington	—	Warrington 38.
Wakefield	6	Wakefield 2204. Ext. 6.
Watford	11 (2 rings)	Watford 2201. Ext. 11 (2 rings).
Wellingborough	—	No direct 'phone.
Willesden	41	Willesden 2470. Ext. 41.
Wolverhampton	69	Wolverhampton 22341. Ext. 69.

LIST OF COMPANY'S LODGING HOUSES.

Station.	Postal Address.
Abergavenny	Off Brecon Road, Abergavenny.
Birmingham (Aston).....	181 Long Acre, Nechells, Birmingham.
„ (Saltley) ...	Enginemen's Barracks, L.M.S. Rly., 18 Somerset Street, Saltley, Birmingham.
Blackpool	35 Central Drive, Blackpool.
Bletchley	L.M.S. Lodging House, Bletchley.
Burton-on-Trent	Motive Power Depot, L.M.S. Rly., Moor St., Burton-on-Trent.
Bushbury	Bushbury Lane, Wolverhampton.
Carlisle (Northern Div.)	L.M.S. Running Shed, Kingmoor, Carlisle.
„ (L.N.W. Div.) ...	Tyne St., Carlisle.
„ (Mid. Div.)	Enginemen's Barracks, L.M.S. (Mid. Div.), Petteiril Terrace, Harraby, Carlisle.
Crewe, North	Mill Street, Crewe.
„ South	Gresty Road, Crewe.
Cricklewood	Enginemen's Barracks, L.M.S. Rly., Edgware Road, Cricklewood, London, N.W.2.
Derby	L.M.S. Enginemen's Barracks, Sid- dals Road, Derby.
Farnley Junction	Far Royds, Beeston, Leeds.
Grangemouth	
Holyhead	North Western Buildings, London Road, Holyhead.
Inverness	L.M.S. Running Shed, Inverness.
Leeds (Mid. Div.)	Enginemen's Barracks, L.M.S. Rly., Nineveh Road, Holbeck, Leeds.
Leeds (Farnley Jn.)	See above.
Leicester	Enginemen's Barracks, L.M.S. Rly., Graham St. (off Kent St.), Humber stone Road, Leicester.
Liverpool (Edge Hill) ...	Long Lane (off Rathbone Rd.), Wavertree, Liverpool.
„ (Bank Hall) ...	“Greenwich House,” Melling Road, Aintree, Liverpool.

LIST OF COMPANY'S LODGING HOUSES—continued.

Station.	Postal Address.
London (Camden)	Bridge Road, Chalk Farm, London, N.W.1.
„ (Kentish Town)	Enginemen's Barracks, L.M.S. Rly. Little Green St., Highgate Road, Kentish Town, London, N.W.5.
Manchester (Longsight)	Tank Row, Longsight, Nr. Manchester.
„ (Newton Heath)	L.M.S. Rly., Warden Lane, off Dean Lane, Newton Heath, Manchester.
Mold Junction	Flint Road, Saltney Ferry, Nr. Chester.
Motherwell	L.M.S. Running Shed, Motherwell.
Northampton	Old Towcester Road, Cotton End, Northampton.
Oban	Alma Crescent, Oban.
Patricroft	69 Nelson St., Patricroft, Nr. Man- chester.
Perth North	L.M.S. Running Shed, Glasgow Rd., Perth.
Peterboro' (West Div.) ...	Enginemen's Barracks, L.M.S. Rly., Nr. Nene Engine Sheds, Oundle Road, Peterborough, Northants.
„ (Mid. Div.) ...	Enginemen's Barracks, L.M.S. Rly., Midland Rd., Peterborough, North- ants.
Preston	Croft St., Preston.
Rugby	Mill Road, Rugby.
Shrewsbury	Scott Street, Shrewsbury.
Stafford	25a Castle Street, Stafford.
Stockport	39 Newton Street, Edgeley, Stockport.
Swansea	Beach Place, Oystermouth Road, Swansea.
Toton	Enginemen's Home, L.M.S. Rly., 41 Midland Terrace, Long Eaton.
Wakefield	L.M.S. Rly. Loco. Dept., Belle Vue, Wakefield, Yorks.
Wellingboro'	Enginemen's Barracks, L.M.S. Rly., Mill Road, Wellingboro', Northants.
Wigan (Springs Branch)	Morris Street (off Warrington Road), Lower Ince, Wigan.
Willesden	Old Oak Lane, Willesden Jn., London, N.W. 10.