

## CHAPTER XI

### WORKING OF MOTOR TROLLIES

#### 11.1 WORKING OF MOTOR TROLLEY IN TOKEN SECTION

- (i) **Procedure for a Motor Trolley Working as Train or Motor Trolley to Follow a Train or another Motor Trolley in Token Territories.**

**{{SR 15.25 (I)}}**

- (a) Section Token is the authority for a motor trolley when working as a train
- (b) Token will be clamped when motor trolley is following a train or Motor trolley.
- (ii) **Procedure for working under rules for working trains.** – The Official-in-charge shall inform the Station Master about the Block Section into which the Motor Trolley will enter and the time at which he will clear the Block Section. The Station Master shall then advise the Station Master at the other end of the Block Section, obtain Line Clear and hand over the authority to proceed to the Official-in-charge. Both the Station Masters shall at once enter in Red Ink in the Train Signal Register the Motor Trolley No. (in the Train No. column) and other particulars for a train. The Official-in-charge is entirely responsible for clearing the Block Section by the specified time.

**Token Territory-Procedure:**

- (a) The Official-in-charge of the last Motor Trolley shall lock the clamp on the token to be handed over to the Loco Pilot of the train or the first Motor Trolley as the case may be which is to be followed and keep with him the key of the clamp in order to prevent the section being cleared for the train.
- (b) **Responsibility of Station Master and Official in-charge:** - The Station Master shall advise the Station Master of the Block station in advance by telephone about the Motor Trolleys following the train or Motor Trolley and obtain his acknowledgement confirmed by individual Private Number for the Motor Trolleys following the train or Motor Trolley.
- (c) The Station Master shall issue the original copy of Form T/1525 to the Official in-charge of each Motor Trolley duly obtaining the signature of the Official in-charge in duplicate copy.

**Note:** *The Private Number obtained for the Motor trolley from the Station Master in advance shall be entered.*

Both the Station Master shall immediately enter in red ink in the Train Signal Register as under: -

“Section Occupied by Train No. and description/Motor trolley No..... followed by Motor Trolley/Motor Trolleys No./Nos.....”.

Date.....

Station Master

**Note:** The Official-in-Charge of the following Motor Trolleys shall ensure that their Motor Trolleys are kept at a safe distance from the preceding train or Motor Trolley.

- (d) Except in an emergency the signals taken off for the despatch/reception of a train or the first Motor Trolley as the case may be shall not be put back to ‘ON’ until all the following motor Trolleys have passed them. At stations where the despatch/reception signals are automatically put back ‘ON’ by the train or the First Motor Trolley as the case may be, the route set for train or first Motor Trolley shall not be altered until all the following Motor Trolleys have passed them. However the Official-in-charge of the motor Trolleys following a Train or Motor Trolley may pass the despatch/reception signals at ‘ON’.
- (e) They shall be responsible to verify the correct setting of points during despatch/reception. The Station Master at the receiving end shall ensure all the following Motor Trolleys have arrived or the removal advice is received before he clears the block section.

**Note:** For detailed instructions refer SR.15.25

## **11.2 WORKING OF MOTOR TROLLEY IN TOKENLESS SECTION**

- (i) Procedure for a Motor Trolley Working in Tokenless Territories. {(SR 15.25 (i)}

When a motor trolley is working as a train, the block instrument has to be suspended and Line Clear Ticket will be issued as an authority to proceed.

### **(ii) Procedure for a motor trolley to follow a train or another motor trolley in Token less territories**

- (a) Motor Trolleys to follow a train:

Motor Trolley/Motor Trolleys may be allowed to follow a train on the section worked with push button / handle type Token less block instrument

during day in clear weather provided the train which is to be followed is worked with fully vacuum/Air brake through out in good working order.

**Procedure.-**

- (1) The Station Master of the sending station after setting the instrument to “Train Going To” position shall at first extract the shunt key from the Block Instrument and keep it in his personal custody.
- (2) He shall then advise the Station Master of the block station in advance by telephone that motor Trolley /motor Trolleys No. /Nos. is /are following the train and obtain individual private number for each motor trolley.
- (3) The Station Master of the block station in advance shall acknowledge it with individual private No./Nos. for each motor trolley.
- (4) The Station Master shall issue form No. T/1525 to the official/official in charge of the motor Trolley/Trolleys.
- (5) Both the Station Master shall immediately enter in red ink in the Train Signal Register.
- (6) Admission into the station.- except in an emergency, the signals taken “Off” for the reception of a train shall not be put back to “ON” until all the following Motor Trolleys have passed them. When the signals are automatically put back to “ON” by the train , the route set for the reception of the train shall not be altered until all the following Motor Trolleys have arrived. However the officials in-charge of the Motor Trolley following a train may pass the reception signals at “ON” they shall be responsible to verify the correct setting of points during reception. The receiving Station Master on arrival of the train must wait for the arrival of all the motor Trolleys following the train at his end.
- (7) The officials in –charge of the motor trolleys shall, on reaching the station, hand over the duplicate memo to the Station Master. The receiving Station Master shall there upon advise the sending Station Master of the arrival of the motor trolleys mentioning the private number given for each motor trolley. The Station Master at the sending station shall then insert “shunt key” in the relevant block instrument shall then be brought to the instrument to line closed condition.

**( b) Motor Trolleys following a Motor trolley.-**

One or more Motor trolleys may be allowed to follow a Motor trolley on the section worked with Token less block instruments during day and night in clear weather.

**Procedure.-**

- (1) The first Motor trolley shall be worked on line clear ticket and the following Motor Trolleys on the authority T/1525.
- (2) The sending Station Master shall advise the Station Master of the block station in advance by telephone that motor trolles/ motor trolleys numbers are following motor trolley No. ....
- (3) The Station Master of the block station in advance shall acknowledge it with individual private No./Nos. for each motor trolley.
- (4) The station master shall issue LCT for the first motor trolley and No. T/ 1525 to the official/official in charge of the following motor trolley/ Trolleys.
- (5) Both the Station Master shall immediately enter in red ink in the Train Signal Register.
- (6) Admission into the station.- except in an emergency, the signals taken “Off” for the reception of first motor trolley shall not be put back to “ON” until all the following Motor Trolleys have passed them. When the signals are automatically put back to “ON” by the motor trolley, the route set for the reception of the train shall not be altered until all the following Motor trolleys have arrived. However the officials in-charge of the Motor Trolleys following a motor trolley may pass the reception signals at “ON” they shall be responsible to verify the correct setting of points during reception. The receiving Station Master on arrival of the first motor Trolleys must wait for the arrival of all the Motor Trolleys following the first motor trolley at his end.
- (7) The officials in –charge of the motor Trolleys shall, on reaching the station, hand over the duplicate memo to the Station Master. The receiving Station Master shall there upon advise the sending Station Master of the arrival of the motor trolleys mentioning the private number given for each motor trolley. The Station Master at the sending station shall then insert “shunt key” in the relevant block instrument shall then be brought to the instrument to line closed condition.

**(c) Break down of the Motor Trolleys**

If any of the following motor trolleys (other than the last one ) breaks down and if can't be propelled by hand , the official incharge shall promptly remove it from the line and send the "Removal advice " quoting the private number along with the duplicate memo (T. 1525) to the block station in advance through the official incharge of the motor trolley immediately following it enable the Station Master to clear the section in time on arrival of the last motor trolley. If the last motor trolley breaks down, the official incharge shall promptly remove it from the line and send the " removal advice" quoting the Private Number along with the form T/1525 to the nearest block station who shall advice the station at the other end by the telephone. Whenever the removal advise can not be sent through the official incharge of any of the motor trolley a messenger shall be sent to the nearest station with the form T/1525. On the receipt of removal advice the Station Master shall clear the section as usual.

**11.3 Working of Motor Trolleys , Motor Lorries and Rail Motor Wagons on Sections Provided With S.G.E Lock and Block Instruments.**

**i. Motor Trolleys, Motor Lorries and Rail Motor Wagons:-**

(a) Motor Trolleys, Motor Lorries and Rail Motor Wagons running from 'X' to 'Y' shall be dealt with within the same manner as trains.

(b) These vehicles are not ordinarily heavy enough to actuate the track circuit used in connection with the Block Instrument. Hence the block instrument shall be suspended and Motor Trolleys, Motor Lorries and Rail Motor Wagons shall be worked on 'Line Clear Ticket'. However, before suspending the Block Instrument, the relevant Operating Handle turned to Train On Line Position. On arrival of the Motor Trolley/Motor Lorry/ Rail Motor Wagon, Station Master at the receiving end shall turn the operating handle to 'Line Closed' position and block working shall be resumed by themselves.

**ii. Motor Trolleys, Motor Lorry and Rail Motor Wagons entering 'X' – 'Y' Block Section and returning to 'X', without running through-**

When a Motor Trolley, Motor Lorry or Rail Motor Wagon at 'X' requires to enter the 'X' –'Y' Block Section and return to the 'X', 'X' must block forward. He must then extract the shunt key from

the lock of the Last Stop Signal lever and give it to the official incharge along with 'Shunting order' form no. T/.806. when the Motor Trolley, Motor Lorry or Rail Motor Wagon returns 'X', 'X' shall cancel the 'Block Forward'.

**iii. Working of Motor Trolleys on the wrong line:-**

- (a) In an emergency, if it is necessary to a Motor Trolley to enter the wrong line from 'X' and go to 'Y', 'X' shall 'Block back' and give 'Shunting order' form T/806 to the official in charge who shall not place the Motor Trolley on the wrong line until he is in possession of form T/ 806. On the arrival of the Motor Trolley at 'Y', 'Y' shall advise 'X' and clear the Block Section.
- (b) When a Motor Trolley is required to enter the wrong line from 'X' and then return to 'X' without going through, Block Section shall be cleared, on the arrival of the Motor Trolley at 'X' by cancelling the 'Block back'.
- (c) When a Motor Trolley which has entered the wrong line from a Block Station has to be removed from the line in section, for any reason, the official incharge shall send a written advice to the Station Master 'X' and on receipt of this advice, the Block Section shall be cleared by cancelling the 'Block back'.
- (d) The movements of the Motor Trolley on the wrong line as detailed in paras (a), (b) and (c) above shall be treated as shunt moves and only shunt signals (Inclusive any other stop signals used for shunting) shall be taken 'OFF' for such movements.

**iv. Motor Trolley/ Motor Lorry/ Trolley /Lorry placed on track in mid section on Double Line:-**

- (a) When it is necessary to place a Motor Trolley /Motor Lorry/Lorry in mid section, the official in charge shall fill up, in triplicate the 'Notice' portion of the form no. T/A 1525 and send it through a messenger to the Station Master of the near Block Station who advise by telephone to station at the other end of the Block Section. The Station Master receiving form no. T/A 1525 shall ensure the following:
  - (1) The block working is suspended after the 'Train On Line' indication has been made to appear on the

concerned dials of the Block Instrument by turning the Operating Handle. Form no. T/A.1525 shall be filled up after the exchange of the Private Numbers for the vehicle to be placed in mid section.

- (2) The Station Master who has received the 'Notice' portion from the official incharge shall then fill up 'Certificate' portion in triplicate, take the original and hand over second and third copies to the messenger obtaining his signature or thumb impression in the Train Signal Register. The official in charge must not place the Motor Trolley/ Motor Lorry /Trolley /Lorry on the line until after he received the certificate.
- (3) On arrival at the destination station, the official in charge shall fill up the ' Advise of arrival' portion and send it to the Station Master who shall fill up the 'Section cleared' portion, keep the duplicate and return the triplicate to the official in charge after turning the Operating Handle to its normal position. There after block working shall be resumed.
- (4) Motor Trolleys or Motor Lorries removed from the line in mid section if a Motor Trolley or Motor Lorry working on 'Line Clear' ticket is required to be removed from the mid section, owing to a break down or for any other reason, the official in charge shall have the vehicle removed from the line at once and official in charge shall send a written advice, in the following form, to nearest block station by a special messenger with the ' Line Cleared ' ticket:-

To

The Station Master .....

Removed my Motor Trolley/ Motor Lorry from the line owing to ..... (Give reason) . I will not replace the Motor Trolley cum Motor Lorry on the line, until permitted.

Date.....

Signature and designation of  
the Official in charge.

- (5) If 'X' has 'Block Forwarded' for a Motor Trolley or a Motor Lorry to enter 'X' – 'Y' Block Section and it becomes necessary the vehicles in mid section, the official in charge shall send, along with the written advice, in accordance with para (1) above, the key of the Last Stop Signal lever to 'X' who shall, on receipt of the key and the written advice cancel the 'Block Forward'.

**(v) Motor Trolleys following a train :**

- (a) When Motor Trolleys are required to follow a train , the Station Master shall advice the Station Master at the other end of the Block Section by a numbered message and obtain from him a numbered message (which shall contain individual Private Number in respect of each Motor Trolley so allowed so follow in acknowledgement) and issue T/1525
- (b) Immediately after the Motor Trolley leave the station following a train the Station Master shall place the motor trolley cap on the bell signalling key and make the following entry in the Train Signal Register:-  
 Up / Down line towards \_\_\_\_\_ station occupied by Motor Trolley / Motor Trolleys no /nos \_\_\_\_\_ following Train Number no and description \_\_\_\_\_ Private Number / Numbers \_\_\_\_\_
- (c) The Station Master at the other end at the Block Section shall on the train entering into the Block Section, turn the Operating Handle to "Train On Line " position and place the Motor Trolley cap on the plunger.

**Note:** " The official incharge of the following Motor Trolleys shall ensure that their Motor Trolleys or kept at a safe distance from the proceeding Train or Motor Trolley. On the receipt of this written advise, Block Instrument working shall be suspended .

- (d) Except in an emergency the signal taken "OFF" for the reception of the train shall not be put back to "ON" until all the Motor Trolley have passed them , Motor Trolley being received on the line on which the train has been received . When the signals are automatically put back to "ON" by the train , the route set for the reception of the train shall not be altered until the Motor Trolleys have passed them. However , the official in charge of the Motor Trolleys may pass the reception signals at "ON". They shall be responsible verify the correct setting of points during reception.

- (e) On arrival of the Motor Trolley at the station in advance the official in charge of motor trolley shall hand over original copy of the T/1525 to the Station Master shall make the following entry in the Train Signal Register: -

Private number/s\_\_\_\_\_Motor Trolley / Motor Trolleys no /nos\_\_\_\_\_arrived following train no and description at\_\_\_ hrs mts. **(CM No.12 dated 10.03.2021)**

- (f) He shall their upon send a numbered message to the Block Station in rear in the following form :-

My private no/nos\_\_\_\_\_Motor Trolley / Motor Trolleys/ no/nos\_\_\_\_\_has have arrived following train no and description \_\_\_\_\_at\_\_\_\_\_hrs mts.

- (g) The Block Station rear shall acknowledge this by a numbered message. On message being exchanged between the Block Stations, the Motor Trolley cap shall then be removed from the Block Instrument at both ends and the Block Section cleared in the usual manner.

**(vi) Break down of the Motor Trolleys**

- (a) If any of the Motor Trollies (other than the last one ) breaks down and if can't be propelled by hand , the official in charge shall promptly remove it from the line and send the "Removal advice " quoting the Private Number along with the duplicate memo (T/1525) to the Block Station in advance through the official in charge of the Motor Trolley immediately following it enable the Station Master to clear the section in time on arrival of the last Motor Trolley. If the last Motor Trolley breaks down, the official in charge shall promptly remove it from the line and send the " Removal Advice" quoting the Private Number along with the duplicate memo to the nearest the block station who shall advice the station at the other end by the telephone. When Motor Trolley removed in the midsection for any reason, the official in charge shall send their "Removal Advice" to the Station Master. On the receipt of removal advice the Station Master shall clear the section as usual.

**(vii) "Motor trolleys following a Motor Trolley":**

- (a) The first Motor Trolley shall be worked on "Line Clear Ticket" and the following Motor Trolleys in the form T/1525. The sending Station Master advise the Station Master at the

other end of the Block Section by a numbered message obtain from him a numbered message (which shall contain individual Private Number in respect of each Motor Trolley allowed to follow in acknowledgement) and issue form T/ 1525

**Note:** *The Private Number obtained for the motor trolley from the Station Master in advance shall be entered.*

- (b) Immediately after the Motor Trolleys leave the station following the first Motor Trolley the Station Master shall place the “Trolley On Line” cap on the plunger and make the following entry in the Train Signal Register :-

Up/Down line to \_\_\_\_\_ station occupied by Motor Trolley/Motor Trolleys no/nos \_\_\_\_\_ following Trolley no \_\_\_\_\_ Private Number/s \_\_\_\_\_ (inwards ) \_\_\_\_\_

- (c) The official incharge of the following Motor Trolleys shall ensure their Motor Trolleys are kept at a safe distance from the preceding Motor Trolley.

- (d) On arrival of the Motor Trolley at the station in advance the official in charge of motor trolley shall hand over original copy of the T/1525 to the Station Master shall make the following entry in the Train Signal Register: -

Private number/s \_\_\_\_\_ Motor Trolley / Motor Trolleys no /nos \_\_\_\_\_ arrived following train no and description at \_\_\_ hrs mts.  
**(CM No.12 dated 10.03.2021)**

- (e) He shall their upon send a numbered message to the Block Section in rear in the following form :-

My Private No/nos \_\_\_\_\_ Motor Trolley /Motor Trolleys/No/nos \_\_\_\_\_ arrived following Motor Trolley \_\_\_\_\_ at \_\_\_\_\_ hrs \_\_\_\_\_ mts.

- (f) The Block Section in rear shall acknowledge this with a numbered message. On the messages being exchanged between the Block Station the “Train On Line” cap shall then be removed from the Block Instrument at both the station and the Block Section cleared in the usual manner.

- (g) Except in an emergency the signal taken “OFF” for reception of the first Motor Trolley shall not be put back to “ON” until all the Motor Trolley have passed them the Motor Trolleys being received on the line on which the first Motor Trolley has

been received. When the signal are automatically put back to “ON” by the first Motor Trolley,. The routes set for the reception of the first Motor Trolley shall not be altered until all the Motor Trolley have passed them. However, the official in charge of Motor Trolley following Motor Trolley may pass reception signals at “ON”. They shall be responsible to verify the correct settings of points during reception.

- (vii) **Entries in the Train Signal Register -:** All entries in connection with Motor Trolleys/Motor Lorries /Push Trolleys and Lorries shall be made in **red ink** in the Train Signal Register.

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