

## Section 14

# Single Line Working - Rules 1 to 14

### Applicability

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VIC

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### Publication Requirement

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External Only

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## 1. Working the Traffic of a Double Line Over a Single Line During Repairs or Obstruction

### a. Duties of Pilot

When it is necessary to work traffic in both directions over a single line, a competent employee must be appointed as pilot and the following instructions followed:

1. the Pilot must wear a red badge with the word 'Pilotman' in white letters on the left arm above the elbow. If no badge is available, a red flag must be used instead of the badge,
2. the Pilot must ride with the Driver of the train,
3. the Pilot must be visible to the Signaller at each signalbox as the train passes,
4. the Pilot must advise the Driver of each train the exact location where single line working is operational, and
5. the Pilot must allow each Driver to read the Pilot's form.

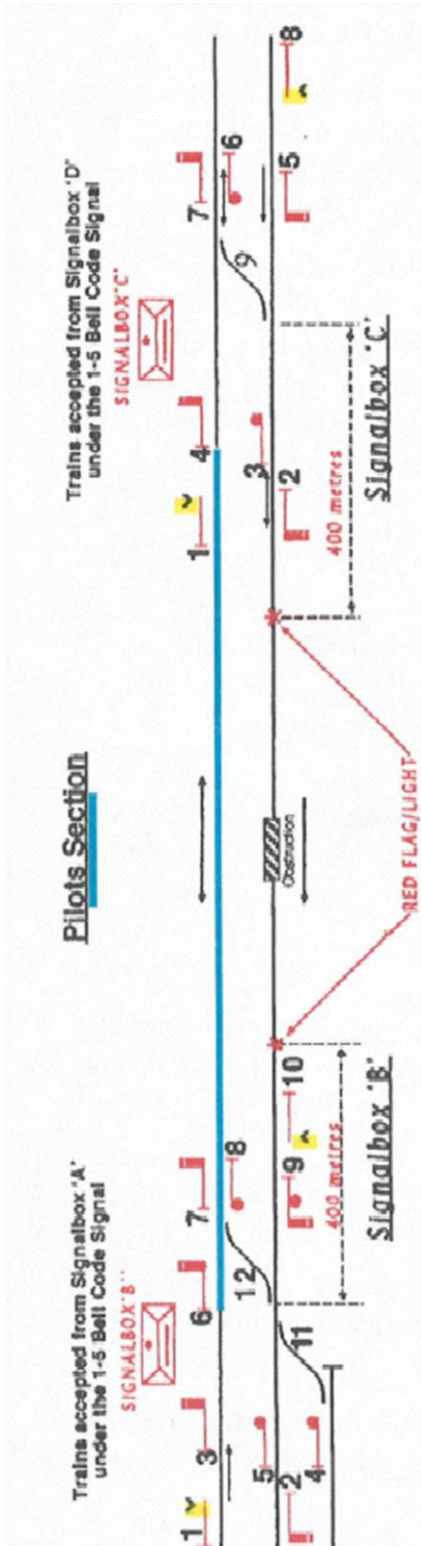
#### NOTE:

The Pilot must accompany all trains entering the Single Line except if two or more trains require to proceed in the same direction; the pilot can despatch all trains, except the last train which the pilot must accompany.

### b. Protection of the Obstruction Line

- (i.) Arrangements must be made for a competent employee to place a Red Flag by day and a Red Flag by night or during inclement weather at each end of the obstructed line. The Red Flag / Red Light must be placed at least 400 metres from the point where Single Line Working commences, at both ends of the obstructed line. If the distance to the obstruction is less than 400 metres, the Red Hand Signal must be placed as far away as possible away from the obstruction.
- (ii.) Alternatively, if the obstructed line is under the cover of an Absolute Occupation, a Flagman must be placed at the entrance to the area of Absolute Occupation. The Flagman must place down Audible Track Warning Signals spaced ten metres apart, and exhibit a Red Hand Signal. The obstructed line must be protected on the opposite side in accordance with Clause (i) above.





### Signalbox ' B '

- Post 1. Distant Signal secured at the ' Caution' position
- Post 2. Starting Signal worked normally
- Post 3. Home Signal worked normally
- Post 4. Disc Signal secured at ' Stop' and passed on the authority of the Pilot
- Post 5. Disc Signal secured at ' Stop' and passed on the authority of the Pilot
- Post 6. Starting Signal secured at ' Stop' and passed on the authority of the Pilot
- Post 7. Home Signal secured at ' Stop' and passed on the authority of the Pilot
- Post 8. Disc Signal worked normally for the traffic off the single line
- Post 9. Disc and Home Signal worked normally when r equired
- Post 10. Distant Signal secured at the ' Caution' position
- Points No.11 worked normally
- Points No.12 worked normally

### Signalbox ' C '

- Post 1. Distant Signal worked normally
- Post 2. Starting Signal secured at the ' Stop' position and passed under the provisions of Rule 19 [2] Section 2 of the Rules and Operating Procedures
- Post 3. Disc Signal worked normally for ' set back' movements
- Post 4. Home Signal worked normally
- Post 5. Home Signal worked normally
- Post 6. Disc Signal does not apply to movements to the single line. The Signaller must exhibit a Green Hand Signal when the points are correctly set and secured
- Post 7. Starting Signal 11 worked normally
- Post 8. Distant Signal secured at the ' Caution' position
- Points No.9 must be clipped for movements to

**c. Signallers to Stop Trains and Inform Drivers**

Before single line working commences, the Signallers at each end of the single line must advise the Signaller in the rear. The Signallers in the rear must stop trains proceeding towards the single line working and inform the Driver of the circumstances.

**d. Double Line Block System**

Where the double line block system is in operation, all trains approaching the affected single line must be accepted by the Signallers at each end of the single line in accordance with Rule No. 8 of the Double Line Block System. ('Section Clear but Station or Junction Blocked' Bell Signal).

Where automatic signalling is in operation, the employee Instituting the single line working must arrange for the Driver of each train proceeding towards the single line working to be advised.

**e. Disabled Train**

If the obstruction has been caused by a disabled train, no portion of the train must foul the crossover road at either end of the single line unless the Pilot is present.

**f. Obstructing the Single Line**

Track work operations which may cause an obstruction on the single line must be protected in accordance with this Code of Practice.

**2. Cross-Over Road**

Single line working should be confined to points where there are fixed signals with a crossover road, and restricted to the shortest length of line possible.

When an emergency cross-over road is used, the employee in charge, appointed at the cross-over, must be regarded as the Signaller.

### 3. Institution of Single Line Working

The Officer in Charge or Signallers at both ends of the obstruction must communicate and decide who will arrange the single line working.

#### a. Officer in Charge/Signaller in Advance to Institute Single Line Working

It is more appropriate for the Officer in Charge or Signaller in advance of the obstruction to Institute Single Line Working, as the proper running line is available for the Pilot with the forms to make the first journey.

A train must not be allowed to run over the single line in the wrong direction until the Signaller at each end of the affected section has signed the Pilot's form, including the Signaller at any intermediate signalbox.

#### b. Forms for Establishing Single Line Working

A sufficient number of official forms must be completed by the Officer in Charge or employee instituting single line working.

One of the forms signed by the Pilot must be delivered to the Signaller in charge of the crossover road by the person instituting the Single Line Working, in the presence of the Pilot. The Signaller must acknowledge receipt by signing the copy held by the Pilot.

The Pilot must then:

1. proceed to the other end of the section,
2. verbally inform all employees encountered on the journey that single line working is about to commence,
3. advise all these employees which line will be affected, and
4. leave a copy of the form signed by the Pilot with the employee in charge of any intermediate signalbox or station.

These employees must sign the form held by the Pilot.

On arrival at the other end of the single line section, the Pilot must deliver one signed copy of the form to the Officer in Charge and another signed copy to the Signaller; both these employees must sign the form held by the Pilot.

Trains can then be authorised by the Pilot to proceed in an 'up' or 'down' direction on the single line.



**c. Officer in Charge to Act as Pilot**

When the Officer in Charge acts as Pilot, an endorsed copy of the form must be given to the employee in charge.

**d. Signalbox or Station Opened After Institution of Single Line Working**

If an intermediate signalbox or station is opened after single line working has commenced, the Pilot must immediately advise the employee in charge of the signalbox or station. The Pilot must:

1. give the Signaller or Officer in Charge a copy of the single line working form, and
2. obtain their signature on the pilot's copy of the form.

**4. Double Line Block System**

**a. Failure of Double Line Block System**

The double line block system must be maintained in the affected section, when single line working is in force.

If the double line block instruments fail, a following train must not be allowed to depart until the previous train has been confirmed as arrived complete within the home signal at the block signalbox in advance.

**b. Block Indicator at `Train on Line' Position**

When the arrangements for instituting Single Line Working have been completed, the Signaller in advance of the Obstruction must release the Block Indicator for the Obstructed Line.

To release the block indicator, the Signaller must comply with the following instructions:

1. During the Institution of Single Line Working, the Officer in Charge in advance of the obstruction must arrange for the Pilot to deliver a pilotworking form to the Signaller in the rear.  
If the Pilot arrives by train and the train arrives complete, the Signaller in the rear must send the 'Train Arrival' signal.  
After acknowledging this signal, the Signaller in advance must release the block indicator for the obstructed line
2. If the Pilot is not conveyed through the section by train, the Pilot must, when the arrangements for commencing single line working have been completed, instruct the Signaller at the box in the rear of the obstruction to so inform the Signaller at the box in advance; the latter Signaller must then release the block indicator for the obstructed line.
3. When the Officer in Charge in the rear of the obstruction institutes single line working, this Officer in Charge must request the Signaller in advance to release the block indicator for the train which caused the obstruction, after confirming the pilotworking form has been delivered.

**5. Fixed Signals – Single Line Working****a. Fixed Signals to be Sleeved in the `Stop' position**

Levers working the signals controlling the entrance to the single line section must be sleeved in the `Stop' position until single line working is cancelled. Drivers may pass these signals if instructed by the Pilot.

The Officer in Charge who instituted single line working will indicate on the proper form, the post numbers of the signals which the train is permitted to pass at the `Stop' position.

The Pilot must obtain the permission of the Signaller before allowing a train to enter the single line.

Signals controlling the movement of Trains off the Single Line must be worked in the normal manner.

**b. Fixed Signals not Provided**

If a fixed signal is not provided, a hand signaller must be stationed at the crossover to signal trains crossing to the proper line. The hand signaller must:

1. exhibit a red hand signal to stop trains approaching on the single line,
2. await instructions from the Signaller to allow the train to draw forward, and
3. then exhibit a green hand signal to the Driver.

The hand signaller must ensure that the points are secured in the proper position for the passage of each train.

**c. Fixed Signals at Intermediate Boxes**

Where the Double Line Block System is in force, the fixed signals at intermediate Signalboxes must be worked in both directions for trains using the single line. If the Signal is not able to be worked, the appropriate authority must be obtained from the Signaller in order for the Signal to be passed at the 'Stop' position.

Where Automatic Block Signalling is in force, the fixed signals applicable to the closed line will not apply to train movements over the single line.

**d. Trains Running in the Wrong and Right Direction**

Where automatic signalling is in force, trains running in the right direction may enter the single line on the Pilot's authority immediately the track indicator shows the track section ahead to be clear. The running of trains in the track sections on the single line will then be governed by the fixed signals.

When trains are running in the wrong direction on the single line, a following train is not permitted to depart until the preceding train is confirmed as having arrived complete and in clear at the signalbox in advance. This advice must be received verbally from the Signaller at the Station/Signalbox in advance.

Intervening automatic signals applicable to the closed line will not apply to trains on the single line.

**6. Trains Working Over Single Line**

Drivers must run trains cautiously and at reduced speed when working over the single line. Drivers must use the whistle frequently, and carry red lights on the front of the train at night, during inclement weather or when passing through a tunnel. The exhibition of the Red Lights on the front of the train indicates to all persons concerned that the opposite line is fouled.

## 7. Facing Points

All points which become facing points to trains running over the single line must be correctly secured for the safe passage of trains.

### a. Points to be Secured

Unless the points are electrically secured, locked by plunger or lock bar operated from an interlocked frame, the points must be:

1. held securely by hand, or
2. secured for the movement by means of a point clip or hand locking bar.

### b. Reduced Speed over Points

Trains must travel over facing points at a speed not exceeding 15km/h and Drivers must be prepared to respond to any hand signal given to them before passing over the points.

## 8. Shifts Changing While Single Line Working Is Operational

Issuing of fresh forms must only be done by the employee who arranged the single line working.

### a. Pilot Taking Over

Before another Pilot takes over, the badge and Pilot's copy of the form must be collected by the person who instituted the Single Line Working. Having obtained the badge and the Pilot's copy of the Single Line Working form, the person who instituted the Single Line Working must then complete fresh Single Line Working forms. The number of the forms to be completed is dependent on the number which were previously issued. After completing the fresh forms the person changing over the pilot must, in the presence of the Pilot coming on duty, deliver a copy to the Signaller at the end of the single line section. The signaller must sign the copy of the Single Line Working form held by the Pilot.

The Pilot must withdraw the Signaller's old forms and cancel it by writing the word 'Cancelled', together with the Time, Date and the Pilot's signature.

The Pilot must then travel through the section issuing the fresh forms, and withdrawing and cancelling the old forms

The cancelled forms must then be given to the person who instituted the Single Line Working. The last form to be cancelled must be the Pilot's old copy.

**b. Pilot Going Off Duty**

The Pilot going off duty, must not ride on any locomotive nor in the operating cab or leading van of an electric train, once the Badge and form have been handed to the person who instituted the Single Line Working.

**c. Signaller Going Off Duty**

If a Signaller is changed while single line working is operational, the new Signaller must be fully informed by the relieved Signaller of the arrangements in force. Before taking charge of the signalbox, the new Signaller must countersign the form held by the Pilot.

**9. Ordinary Working to be Resumed****a. Cancellation Orders**

When the line is clear and before ordinary working is resumed, the Officer in Charge who instituted single line working, must complete and sign the necessary cancellation orders.

The Pilot must deliver the cancellation orders to every employee who received a single line working form. The pilotworking forms are to be collected and cancelled by the Pilot by writing the word 'Cancelled' and the time, date and signature across the face of the form.

All forms which have been issued for the single line working must be forwarded to the Manager for the area.

**b. Employees to be Notified**

When making the last trip under single line working, the Pilot must notify all employees concerned that double line working will be resumed.

Officers in Charge receiving the form must notify all employees concerned at their station that double line working will be resumed.

A Train must not be permitted to operate over the line which was obstructed until all employees who were issued with a Single Line Working form, have received a Cancellation form.

## 10. Single Line Working Forms

At least 12 Single Line Working and Cancellation forms must be kept in a convenient place at each Station or Signalbox where there is a crossover road. The Single Line Working Institution form is identified by the number 2414, whilst the Cancellation Form is given the number 2415.

The Officer in Charge receiving a Cancellation form must notify all employees concerned at that location that ordinary working will be resumed.

## 11. Use of Train Register Books

When the traffic of a Double Line is being worked over a Single Line, a line must be ruled in the Train Register Book so as to separate the systems of working; a heading such as 'Single Line Working instituted' or 'Double Line Working restored' is to be inserted across the figure line in each case. The Train Register Book must also show whether the Pilot accompanied the train or whether the train was despatched, the abbreviations 'P.A' being used for the former and 'P.D' for the latter.

## 12. Disabled Train Accompanied By Pilot

When a train accompanied by a Pilot becomes disabled in the section and requires the assistance of a relief train, the following instructions must be complied with.

### a. Duties of the Driver of the Disabled Train

The Driver of the disabled train must:

1. declare the train to be disabled and transmit a Driver's Relief Authority to the Train Controller by radio, stating the exact location of the train by kilometre post or staunchion number and total metric length of the train,
2. confirm to the Train Controller that the train will not be moved until the relief train arrives,
3. ensure the Pilot remains with the train until the relief train arrives,
4. apply and isolate the automatic air brake, secure the locomotive or driving cab of an electric suburban train and apply a sufficient number of handbrakes,
5. arrange to protect the train in the direction indicated by the Train Controller. Advise the Train Controller when this is done,
6. hand the Driver's Relief Authority to the Driver of the relief train and accompany the relief train to the disabled train, and
7. ensure the two trains are properly coupled and a continuity test is carried out.

If the disabled train is to be assisted through the section to the advance, the Driver must return to the locomotive or leading cab.

If the disabled train is to be pushed or hauled to the signalbox in the rear, the Driver must travel on the leading vehicle to control the movement of the train.

In all cases, the Train Controller's permission must be obtained prior to departing the train.

**b. Duties of the Train Controller**

The Train Controller must:

1. record the details of the Driver's Relief Authority on a Train Authority, including the fact that the Pilot is remaining with the disabled train, and
2. advise the Driver of the disabled train from which direction the relief train will arrive and to protect the train in that direction.
3. after ensuring the disabled train is protected, dictate a Train Authority to the Signaller at the end of the section from which the relief train will depart. The Train Authority must clearly state to which end of the section the disabled train must be taken.

**c. Duties of the Signaller at the Signalbox from which the Relief Train will Depart**

The Signaller at the signalbox from which the relief train will depart must:

1. take down the details of the Train Authority as dictated by the Train Controller,
2. repeat back the details to the Train Controller and exchange names,
3. give the Train Authority to the Driver of the relief train,
4. ensure the Driver signs the Train Authority on the butt portion, and
5. advise the Train Controller and Signaller at the opposite end of the section when the relief train enters the section.

If the train enters the section from the rear, the 'Train Departure' bell signal is to be sent where the double line block system is in force.

If the train enters the section from the advance, the Signallers must confer by telephone.



**d. Duties of the Driver of the Relief Train**

After receiving permission by Train Authority to enter the section, the Driver of the relief train must:

1. Proceed at reduced speed and stop at a point two kilometres from the disabled train,
2. endorse the speed chart, if applicable,
3. proceed at a speed not exceeding 15km/h up to the Driver of the disabled train,
4. pick up the Driver of the disabled train and ensure the two trains are coupled together,
5. obtain the Driver's Relief Authority and cancel it by writing the word 'Cancelled' and the time date and signature across the face of the form, and
6. conduct a continuity test to confirm the air brake is continuous throughout the train, and if required, the train movement can be controlled by means of the air brake from the leading locomotive or driving cab,
7. instruct the Pilot to accompany the relief train to the end of the section where the disabled train is to proceed.

**e. Duties of the Signaller at the Signalbox to which the Disabled Train is to be Taken**

When the train arrives, the Signaller must:

1. visually check that the train has arrived complete with proper tail signals and that the Pilot has accompanied the train,
2. obtain the Train Authority and cancel it by writing the word 'Cancelled' and the time, date and signature across the face of the form,
3. Where the Double Line Block System is in force send the 'Cancelling' bell signal to the advance if the train has been returned to the signalbox in the rear, and
4. send the 'Train Arrival' bell signal to the rear if the train has been forwarded through the section to the advance.

### **13. Disabled Train Unaccompanied by Pilot**

When a train unaccompanied by the Pilot becomes disabled in the section, and requires the assistance of a relief train, the instructions outlined in Rule 11 must be complied with, in conjunction with the following:

#### **a. Relief Train to Enter from the Station in the Rear**

The Train Controller must:

1. complete a written instruction to the Driver of the relief train containing details from the Driver's Relief Authority covering all information regarding the position of the disabled train, and
2. transmit the written instruction to the Signaller to the rear of the disabled train.

The Signaller at the station in the rear must:

1. take down the instruction in duplicate,
2. hand one copy to the Driver of the relief train, and
3. ensure the Driver signs the copy of the instruction held by the Signaller.

The Pilot must examine the written instructions and accompany the relief train to the disabled train.

The Train Controller must advise the Pilot, the Driver of the relief train and the Signallers at either side of the obstruction as to which end of the section the disabled train is to be sent.

#### **b. Relief Train to Enter from the Station in Advance**

If the relief train is to enter from the station in advance, the instructions outlined in Rule 12(a) should be adhered to. Additionally, arrangements must be made for the Pilot to be transferred to the station in advance, in order to accompany the relief train.

**Single Line Working During Repairs or Obstruction**

..... Station

..... Date

To .....

The ..... line is blocked between  
.....and .....

all traffic will pass between those two places on the .....line.

.....will act as the Pilot, and no train must be allowed to pass  
on to the single line unless the Pilot is present, and personally orders the train to start.

This order is to remain in force until withdrawn by the Pilot presenting my written authority.

Signed .....

Signed .....Pilot

Drivers may pass the following signals at the `Stop' position on receiving authority from the Pilot.

..... Station

.....

.....

.....

\* Noted by ..... at ..... Time

\* Noted by ..... at ..... Time

\* Noted by ..... at ..... Time

\* Noted by ..... at ..... Time

\* These signatures must only be made on the copy held by the Pilot.

**CANCELLATION ORDER**

..... Station  
To ..... at .....  
single line working arrangements made by me at .....  
on ..... 19 ..... for the  
..... line between ..... and  
..... are hereby cancelled, and ordinary working will be  
resumed.

(Signed) .....

## 14. Working of Level Crossings With Flashing Lights/Boom Barriers

### a. Stationing of Competent Employee

When double line traffic is to be worked over a single line, the person instituting single line working, must station a competent employee at each level crossing where:

1. boom barriers are provided, or
2. flashing light signals are provided.

### b. Actions of Competent Employee

When stationed at a level crossing, the competent employee must:

1. be on the alert for trains approaching in the wrong direction,
2. operate the test switch to lower the boom barriers or operate the flashing lights, before the train arrives.
3. stand so as to be visible to the Driver of the approaching train, and
4. exhibit the `all right' hand signal.

### c. `All Right' Hand Signal

At night time the `all right' hand signal is a white light held steadily in the hand. It indicates to the Driver of an approaching train that:

1. the boom barriers are lowered, or
2. the flashing lights are operating.

**IT DOES NOT INDICATE THAT THE LINE AHEAD IS CLEAR.**

The speed of the train whilst passing over the level crossing in the wrong direction must not exceed 15km/h.