

CALIFORNIA ZEPHYR

ZEPHYRETTE MANUAL

Chicago, Illinois
Revised: 4/11/57

(Temporary Cover)

C O N T E N T S

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I - Reporting for duty.

A. San Francisco - Oakland.

(1) Before 5 PM of the day preceeding your scheduled departure please call Western Pacific General Passenger Department, Mr. Gomer, YUKon 2-2100, to say you will be on duty the following morning. On Saturdays, Sundays and Holidays call Western Pacific Service Bureau (Mr. P. F. Murphy in charge). The Service Bureau closes at 10 P.M. Should the schedule become confused always check with the Western Pacific on arrival to determine day of departure.

(2) Arrival on Duty

(a) From San Francisco:

Arrive Ferry Building in uniform prepared to take 9:25 AM ferry to Oakland scheduled to arrive at Pier 9:45 AM.

(b) From Oakland:

Arrive at Pier in uniform at 9:45 AM prepared to go on duty 9:45 AM.

(3) Go directly to your room on the train and deposit belongings. When passing thru train place your name cards in holders of each car. Station yourself about ten feet from the rear end of train on the train side of platform ready to greet passengers.

B. Chicago:

(1) Before 10:00 AM on the day of your scheduled departure please call Depot Passenger Agent, Mr. H. J. Weiler at Union Station to say you will be on duty that afternoon. Telephone WAbash 2-2345, Extension 759.

(2) Arrive Union Station in uniform in time to collect supplies and to go on duty 2:30 PM, or one hour before departure of train. Go at once to dinner reservation table to assign dinner reservations to Pullman passengers.

II - DUTIES LEAVING TERMINALS

II - Duties leaving terminals:

A. Oakland:

Walk forward thru the train making hasty check and be ready to be on the ground at Third and Washington to receive passengers (weather permitting). Make first announcement a few minutes after departure Third and Washington.

B. Chicago:

After Pullman passengers have been checked at Dinner Reservation Table, Union Station, board train and place your belongings in your room. Make first announcement as the train starts to turn at 14th Street. Then go to the coaches to accept reservations for the "Chef's Early Dinner." Give these to Steward as early as possible. Then check CZ-11, the New York car, lounge car and domes of CZ 10, picking up any reservations you may have missed. When you have completed these duties place your name card in holders throughout the train.

III - DUTIES ENROUTE

III - Duties Enroute:

A. You will be expected to go thru the train leaving Oakland, Denver, and Chicago. It is our desire to cooperate with conductors and train personnel at all times; however, you will not undertake to make collection of tickets, secure cash fares, assist in seat checking of passengers or do any clerical work of the conductor. As soon as possible after boarding the train place your name cards throughout the train. Unless prevented by other duties try to pass thru entire train once each 2 hours. This is for routine check and greeting new passengers. Special attention to general cleanliness should be given. Do not fail to inspect Women's Wash Rooms on these trips. Call attention of Porters to any special or extra cleaning that should be done.

B. Contacting Passengers:

(1) You have already greeted your passengers and observed their needs. You may now follow up by performing the many small duties you feel are important.

(a) Women with children - Arrange for the storage of babies' formula in buffet car, which is open 6 AM to midnight. All formula should be marked with family name (you carry stickers) so baby will receive his own formula. Refrigerators are locked after midnight therefore make arrangements with mother as to night supply for baby. The hot water faucet carries water sufficiently hot to warm bottles day and night. Should a mother carry an electric warmer it may be attached to electric outlet in womens room or in any bedroom, drawing-room, compartment or roomette. In extreme cases where bottles must be sterilized or formula must be made arrange with dining car Steward for mother to do this. If impossible for the Mother to do it--you may do it under her direction.

(b) Baby Sitting - When possible for you to do so take a half hour or so to sit with a baby so the mother may have her meals. Or if she has more than one child you may care for the baby while she feeds older children. Any help in amusing children is gratefully accepted by mothers. Helping them is one of the best ways of winning friends for the railroads.

(c) Children Traveling Alone - Naturally a child traveling alone will need your assistance. Make an effort to acquaint yourself with his name and destination. It is important if possible to have name and address of his parents and also name of party meeting him. If he is met or transfer is to be made, it will be your responsibility to contact passenger agent or Travelers Aid. During the trip watch out for his safety. Help amuse him if time allows. If small child arrange with steward for selection of food.

- (d) Elderly or Crippled People - These passengers may need your help. Passing to or from wash-rooms or Domes, may be difficult for them. You may also need to help them to and from the diner at meal times, or arrange for meals to be served in rooms. No service charge will be made for passengers physically unable to come to the Diner.
- (e) Illness - Passengers who are taken ill enroute will need attention. If possible to help them from your medical kit, do so. If the illness seems to be of a more serious nature, consult with conductor as to wiring for a doctor, ambulance, or wheel chair.
- (f) Passengers Who Do Not Speak English - It is important to help these people so they may know the advantages of the train (1) location of wash room, (2) Food in Buffet and Diner and (3) pleasure of Vista Domes.
- (g) Difficult Passengers - Rough or rowdy passengers, or those who have been drinking too freely present a problem that must be handled by other members of the train crew. Avoid contact with these extreme cases as much as possible.
- (h) Special Attention Passengers - You will receive notices asking you to give Special Attention to certain persons aboard your train. Naturally you will want to oblige by rendering any friendly assistance in your power. Introduce yourself, calling them by name. See that they have all the comforts the train has to offer. Provide them with a desirable dinner reservation if possible. If they are to be guests for cocktails or meals, the Steward will advise them. Any extra or helpful information will be appreciated. Do all of this quietly so it will not appear to others that you are showing favoritism.
- (i) It is just as important, possibly more so, to leave people alone who do not wish to be disturbed as it is to help when necessary. Remember this and endeavor to use good judgment in this regard.

IV - DETRAINING

IV - Detraining:

A. Passengers will be notified by Conductor when approaching station stops. Any help you can lend to needy passengers toward gathering together their belongings or leaving the train - do so at this time.

(1) Oakland:

Leave from forward exit as soon as the train stops at Oakland Pier. Go forward, standing at head of train by Diesel (weather permitting) until all passengers have left the train, ready to give any helpful information and a pleasant "goodbye" to all.

(2) Chicago:

Leave from forward exit as soon as the train stops at Union Station. Go forward standing at center of platform beside the train (weather permitting) until all passengers have left the train, ready to give any helpful information, and a pleasant "goodbye" to all.

V - TRAIN PERSONNEL

V - The Train Conductor is in charge of the entire train. His decisions are final. Govern yourself accordingly. If in doubt on any question ask his advice. Do not change your regular routine without his permission.

RULE: "Train conductor will have general charge of the train and of all employees on the train while on the road."

The Pullman Conductor is in charge of the sleeping cars, and has supervision over Pullman employees. On matters pertaining to sleeping car passengers please deal with him. In any case of a serious nature consult with him and the Train Conductor.

Dining Car Department

"Employee In Charge" includes Dining Car Steward in Diner and Waiter-in-Charge of Buffet Car, who are assigned to their respective cars and in supervision of all crew members thereon. They will be glad to cooperate with you in handling special cases.

Coach Porters are under the direct supervision of the train conductor. They will man openings and assist passengers in handling luggage. They will keep coaches, wash-rooms and vestibules clean at all times. You will find them most cooperative.

VI - UNIFORMS

VI - Uniforms:

A. Requirements:

Zephyrettes are required to wear uniform attire when on duty.

Uniform consists of:

- 1 - Two-piece suit
- 2 - White blouse in summer, sweater in winter
- 3 - Hat as designated
- 4 - Topcoat
- 5 - Zephyr pin for topcoat

With these wear.

- 6 - Shoes - navy, medium
- 7 - Hose - neutral tone

B. Rules Governing Uniform:

(1) Suit will be worn when on duty. All buttons must be fastened. Seasonal changes will be made in accordance with Daylight Saving Time or the last Sunday in April and the last Sunday in September.

- (a) During the summer the jacket may be removed in extremely warm weather or in case of an air conditioning failure.
- (b) During the winter the sweater may be removed if weather is too warm but the jacket may not.

(2) Regulation white blouse for summer - regulation sweater blouse for winter.

(3) Hat will be worn on leaving terminal and until making a trip throughout the train. At any time when you are off the train, such as 3rd and Washington, Salt Lake City, Grand Junction, Denver, or at other points except for a momentary stop, you must wear the uniform hat.

(4) Use of topcoat will be determined by the weather. Uniform Zephyrette pin is to be worn on topcoat when on duty.

(5) Serviceable hose of neutral tone will be worn. Keep seams straight.

(6) Shoes must be comfortable. No high heels, wedgies, sling heels will be used. Permission to wear flats must be obtained from this office. Blue shoes are the regulation color but navy and white may be worn in the summer months by those who wish to keep them immaculate.

(7) Gloves are not required, but white gloves add beauty to the uniform when worn in and out of terminals.

C. Appearance of Uniforms:

(1) You are responsible for cleaning of suit, topcoat, and hat. If hat must be cleaned please take it to Marshall-Field Co.

(2) A clean blouse will be worn each day. You will receive washing instructions.

(3) Sweaters may be washed with Woolite, a cold water soap or Ivory Flakes.

(4) Be sure to carry enough hose to insure proper and neat appearance.

(5) Shoes must be shined and have heels in good condition.

(6) Do not wear corsages or flowers with uniform.

(7) No jewelry should be worn except CZ pin on topcoat, wrist watch, or small ring. This excludes necklaces, beads, ear rings, and bracelets.

D. Purchase of Uniforms:

(1) You are to purchase uniforms at the discretion of this office.

(2) You sign a payroll deduction slip at time of purchase and arrange with the Western Pacific R.R. as to payment by cash or payroll deduction.

VII - PERSONAL APPEARANCE

VII - Personal Appearance:

A. Health - Health is the first requisite of beauty.

(1) Your schedule and rest periods have been so arranged as to give you adequate time for proper rest and personal health. Please keep this in mind in both San Francisco and Chicago. Do not abuse this privilege.

(2) Personal Illness:

(a) Should you become ill and unable to carry out regulation duties enroute - report this to the Conductor and stay in your room so he will know where to find you.

(b) If ill at either Terminal consult Company doctor.

(c) If ill or injured off duty please send company wire to both the Western Pacific and to V. McPeck.

(d) If injured on duty make a regulation report to Claims Department of road on which accident occurred, the same as for a passenger.

(3) You may find it difficult while on the trains without outdoor exercise to keep your weight normal. Bear this in mind and watch your diet. We want you to have a trim appearance which is impossible unless you make some effort in this regard.

B. Good Grooming - This means personal cleanliness in every regard plus general neatness.

(1) Hair - No doubt you will wish to wear your hair in the style best suited to your uniform. No upsweeps nor other extreme styles will be used.

(2) Cosmetics - Be conservative in the use of rouge, lipstick, and powder. Always do your make-up in private and not in public.

(3) Nail Polish - The care of the nails is important. Wear nail polish, but remember to avoid extremely bright or dark shades of polish.

(4) Perfume - Use only light odors of perfume and in moderation.

(5) Some restraining garment must be worn to enhance the beauty of your suit.

VIII - CONDUCT

VIII - Conduct:

- A. Please try to conduct yourself with dignity and poise that you may be acceptable to even the most conservative people. Do not lose your temper in any trying situation. No matter what the provocation, do not raise your voice. It is sometimes difficult to put yourself in the other person's place, but be tolerant. His problems are important to him. A smile will smooth over many difficulties.
- B. Keep all of your dealings with train personnel on a "Miss" and "Mr." basis. Any familiarities or undignified speech will reflect on our service. Avoid arguments.
- C. Be discreet in your choice of friends and exceedingly cautious in the acceptance of invitations from passengers or employees of the railroads. The high esteem and respect of those with whom you come in contact is essential. Be a good listener. Do not discuss your personal affairs and refrain from criticizing your fellow employees. The railroad is noted for its efficient "grapevine".
- D. Do no personal reading while on duty. Of course, it is allowable to read to children or someone who is ill.
- E. Avoid spending time with passengers while they are drinking.
- F. As a precaution against reflecting remarks that may be made by passengers or train personnel, when calling on male passengers occupying rooms, it is well to remember that the door must be left open.
- G. Drinking on the trains will not be allowed. This also applies on the day of departure as well as after arrival at terminal while still in uniform.
- H. Smoking will not be allowed on trains except in your room. It is most unbecoming to the uniform which you must respect.
- I. As long as you are in uniform you represent the railroads, therefore, be very careful of your appearance and conduct at either terminal and in the general offices at Chicago and San Francisco-Oakland, Passenger Agent's offices, etc.
- J. Eating (except in Buffet/^{or}Diner), drinking and chewing gum while on duty is prohibited.
- K. Avoid any discussion of religion and politics in public.

- L. Unnecessary conversation with crews, loud laughter on the trains or in stations, or other action that would make you conspicuous gives a bad impression to strangers.
- M. Even during "off duty" hours you are to conduct yourself in a quiet and dignified manner.
- N. If you must lounge, do so in your room. Keep an upright dignified appearance in public.
- O. Do not discuss your passengers and their problems, illness or accident, in public.
- P. Do not complain or gripe to passengers or fellow employees.
- Q. Your services are given to the passengers by the railroads and you are to accept no gratuities.
- R. Remember that first impressions are lasting. What good one girl does reflects on all and I'm sorry to say the opposite is also true.

IX - YOUR ROOM ON THE TRAIN

IX - Your room on the train:

- A. Your room will be used for your headquarters only.
- B. Keep the door locked at all times when you are on the train. If in the room for only a few moments, drop the chain.
- C. Fresh linens will be supplied at either terminal. Secure from Steward.
- D. Upon arrival at terminal soiled linen in a bundle may be left outside your door.
- E. The cleanliness and care of this room will depend entirely on you. Do not leave dirt or trash for your successor.
- F. See that dinner reservation cards are left in order. Do not allow literature or stationary to accumulate. Soiled or ruffled papers are waste. Dispose of them.
- G. You are not to entertain guests in your room.

X - ZEPHYRETTES - DUTY HOURS

During off-duty hours of the night you are not to be called, except in case of emergency. The same practice is to be followed in regard to your rest periods. If you wish coffee and/or fruit juice on rising - do it quickly - preferably in buffet car.

EASTBOUND

9:45 AM
12:00 Noon - 1:00 PM
1:00 PM - 2:00 PM
6:00 PM - 7:00 PM
* - See note

10:00 PM

(First Day)

On Duty
Rest Period
Lunch
Rest Period
Dinner
Rest Period
Retire

WESTBOUND

2:30 PM

6:30 PM - 7:00 PM
* - See note
9:00 PM - 11:00 PM
#12:00 Midnight or after Omaha

(Second Day)

7:30 AM
9:00 AM - 10:00 AM
12:00 Noon - 1:00 PM
1:00 PM - 2:00 PM
6:00 PM - 7:00 PM
* - See note
10:00 PM

On Duty
Breakfast
Rest Period
Lunch
Rest Period
Dinner
Retire

7:00 AM
9:00 AM - 10:00 AM
12:00 Noon - 1:00 PM
1:00 PM - 2:00 PM
6:00 PM - 7:00 PM
* - See note
#10:15 PM or after Salt Lake City

(Third Day)

7:00 AM
7:30 AM - 8:30 AM
11:00 AM - 11:30 AM
12:00 Noon - 1:00 PM
1:00 PM or arrival Chicago

On Duty
Breakfast
Rest Period
Lunch
Off Duty

7:00 AM
8:30 AM - 9:30 AM
11:00 AM - 11:30 AM
12:30 PM - 1:30 PM
3:45 PM or arrival S.F.

* - NOTE: Arrange with Steward as convenient.

- NOTE: Unless train is half-hour or more late. No other deviation without consent and knowledge of incoming and outgoing Conductor.

No meals will be furnished off trains at either terminal. You provide your own living quarters in San Francisco. If you live in the Bay Area, you are "On Duty" 9:45 AM and "Off Duty" after bidding passengers "Good-bye" at the Pier.

Rest periods are provided for morning and afternoon. These must not interfere with announcements to be made as directed. But they will allow time for personal needs, such as a short period of relaxation, a quick cleanup, and perhaps a time to get a better view of a situation.

Should late trains cause this schedule to be changed be sure to let the Conductor know when you are taking rest period so you will not be disturbed.

XI - MEDICAL KIT

XI - Medical Kit:

Your medical kit is your own responsibility and will be marked with your name. Check contents with page 14 and prepare requisition on sheets provided. Mark supplies you need and sign your name. On inbound trip leave this requisition at Passenger Agent's office in Union Station inside company envelope, addressed to Dr. R. B. Kepner.

Look ahead in order to keep ample supplies for Saturdays, Sundays and holidays.

On your westbound trip you must start in time to pick up your supplies at the Medical Department on the 10th floor of the General Office Building. Do not expect to come in at the last minute and grab supplies without proper requisition. Carelessness is inexcusable.

DATE _____

CONTENTS OF FIRST AID BOXES FURNISHED ZEPHYRETTESFOR USE ON CALIFORNIA ZEPHYRS

- | | |
|--|---|
| A. First Aid Packet | K. 1 bottle (100) aspirin tablets, grs.V |
| 1. 8 Handipads - 3"x 3" | L. 1 bottle (100) mentholated throat tablets (P.D.) |
| 2. 2 - 1" x 5 yd. roller bandages | M. 2 units, 10 ea., ammonia inhalants |
| B. Bauer & Black Triangle Bandage Pkg. | N. 2 tubes Optical Ointment, 1-A |
| 1. Triangle Bandage - 40" | O. Scissors |
| 2. Gauze compress | P. Thumb Forceps |
| 3. 1" ribbon bandage | Q. Hemostat |
| 4. 2 safety pins | R. Applicators - 2 doz. |
| C. 2 - 2" roller bandages | S. Tongue Blades - 2 doz. |
| D. 2 - 1" roller bandages | T. Cotton - ½ oz. |
| E. Muslin bandage - No. 31 (B&B) | U. Butesin Picrate Ointment |
| F. Extra safety pins - 6 | |
| G. 1 - 2½ yd. roll of ½" adhesive tape | |
| H. Handitapes - 2 doz. | |
| I. (Merthiolate or) Zepherin - 2 ozs. | |
| J. 1 bottle (100) sodamint tablets | |

ZEPHYRETTE

This sheet may be used as a requisition of supplies. Mark clearly what is needed. Send in company envelope to Dr. R. B. Kepner, Room 1000, 547 West Jackson Blvd., Chicago 6, Illinois. Mail on day of arrival at Chicago. Pick up supplies at desk on 10th floor before your departure date.

V. McPeck

XIII - MEDICAL INFORMATION

XIII - Medical Information:

Someone's life may depend on your knowledge of First Aid. That is indeed a responsibility. If you are not sure of yourself purchase a new FIRST AID Manual and study it (cost \$1.00).

- A. Be sure all medical dressings are sterile. You receive them so and you must keep them in that condition.
- B. If you suspect a contagious disease among your passengers isolate the person as well as possible.
- C. If you carry an active TB patient be sure the Pullman Conductor and Train Conductor and Steward knows about it. Be sure the room is locked after the patient leaves until train reaches terminal. Information should be sent ahead by wire so the room may be fumigated.
- D. Merthiolate or Zepherin is for external use such as a cut or abrasion.
- E. Aspirin is a comparatively safe remedy in cases of headache or muscular pain. Two tablets are recommended for a dose. This may be repeated in three hours. Aspirin for children should be broken in half for colds, high fever, or other physical disorder. Aspirin dissolved in warm water may be used as a gargle.
- F. Train sickness is rather common and is characterized by a feeling of nausea. Keep the patient quiet and cover his eyes. Soda mint tablets are provided for this ailment. We do not give dramamine as some are allergic to it. Even though patient is nauseated he should have hot tea with lemon, soda crackers, 7-UP or other light food. In extreme cases a physician should be called.
- G. Mentholated throat tablets are for the relief of sore throat.
- H. Ammonia inhalants are for someone who feels faint, who fears the altitude, or one whose heart is not functioning properly.
- I. Butesin Picrate Ointment may be applied liberally for burns. Leave open to the air.
- J. Optical Ointment 1-A may be used for an eye which feels scratchy or has dirt in it. Place small amount inside lower eye lid.
- K. Food poisoning: Should a passenger advise you that he is ill as the result of food eaten in the Diner please tell Steward, Train Conductor and Pullman Conductor if he is a Pullman passenger, sending in a report the same as for a personal injury.

- L. If you yourself are injured enroute send in an Accident Report to the road on which it happened the same as for a passenger.
- M. Should some severe illness or accident occur to a passenger where it is impossible to secure a doctor for some time you may page for one on the train. Record his name and address and give us a note so he may be properly thanked by the railroad.
- N. If in your judgment the services of a doctor are required consult with the Train Conductor before a wire is sent ahead. Then appear at the station in uniform with hat to quickly guide the doctor to the patient. If the train must be held the Conductor will handle.
- O. The passenger will assume payment of physician's fee in all instances other than an injury sustained on railroad premises. This should be fully explained so the passenger will not be misled to think that the railroad will pay fees for medical cases.
- P. If Claim Agent is required let Train Conductor send the wire or do so with his full approval.
- Q. Should a death occur enroute do not become panicky yourself as it is then your duty to remain calm and allay the fears of others and perhaps help the family. If there is no family member along look after belongings, assist the Conductor and carry out his instructions. Keep a record of what is done in case a report is needed. The responsibility of securing a doctor, coroner, ambulance, sending messages to relatives, etc., is the duty of the Conductor.
- R. Should an accident occur outside the train, such as a train and auto collision, you need not go out unless the Conductor calls for you. Again, if you do, keep careful record of facts.
- S. Should an accident occur in which passengers are injured do your best to remain calm and assist the Conductor, keeping the good of the Railroads at heart. Always have your medical supplies ready, clean, and conveniently located.
- T. In case of an epileptic seizure place patient on his side if possible. This is so he will not swallow his tongue and choke. If he is wearing dentures try to remove them. It is best to place a pencil covered with napkin in his mouth. He will be unconscious during seizure and weak afterwards.
- U. Do not attempt to give a hypodermic to anyone even though he provides syringe and medicine.

XIV - SAFETY FIRST

XIV - Safety First: is the major concern of all Railroads. Try to protect yourself and all passengers at all times.

- A. Do not board or leave train while it is moving. Watch the time so it will not be necessary.
- B. See that slippery steps and vestibules are cleaned.
- C. Watch for open trap doors and see that they are closed immediately.
- D. Do not permit yourself or others to lean against doors as they may not be fastened securely.
- E. Do not allow passengers to ride in the vestibules, nor to open vestibule doors for any reason.
- F. See that baggage is securely placed in overhead racks so it will not fall on passengers. Do not allow baggage to clutter the aisles.
- G. Do not allow passengers to climb on arms of seat to secure wraps or baggage as the porter will be glad to do this.
- H. Parents should be cautioned about children running in the aisles or up and down the steps.
- I. If passenger has difficulty with leg rest or foot rest see that porter is asked to assist.
- J. If unable to enforce these precautions enlist the aid of your Conductor.

ZEPHYRETTE'S REPORT OF PASSENGER ACCIDENT
California Zephyr Trains

(Instructions: Send to Railroad on which accident occurred promptly)

Name of Passenger: _____

Address: _____

Train No. _____ No. of Car in which Accident Occurred: _____ Pullman _____ Coach _____

On which Railroad did Accident Occur (Circle Railroad) CB&Q D&RGW WP

Accident occurred at or near what station or town _____

Date of Accident: _____ Time of Accident: _____

Names and Addresses of Witnesses: _____

Alleged Cause and Circumstances of Accident: _____

What Aid, Relief or Medical Attention Given Injured Passenger: _____

Remarks: _____

Zephyrette _____

- Mr. E. D. Kramer, Gen. Adj., CB&Q RR., CHICAGO, ILL.
- Mr. F. O. Divisek, Chf. Clm. Agt., D&RGW RR. Co., DENVER, Colo.
- Mr. W. F. Boebert, CSA & GCA, Western Pacific RR., SAN FRANCISCO, Calif.

XV - ACCIDENTS

XV - Accidents:

A. Railroad Premises:

This refers to railroad property such as trains, stations, platforms, etc. Any injury sustained on railroad premises is to be reported.

B. Train Accident:

Should train make a sudden stop or be derailed, assist passengers in any way you can. Go through the train with your First Aid Kit (always ready). Make no rash statement but tend to business. After rendering First Aid do your best to assist the Conductor and Claims Agent. Make careful Trip Report giving details.

C. Damage to Personal Property:

If baggage or belongings such as clothing is damaged on the train make Claims Report to cover. Mention also in Daily Trip Report.

D. Report to Claims Department:

(1) It is agreed that each Railroad will take care of the accidents that occur on his own road. Therefore be careful that all correct and pertinent information is included in Accident Report.

(2) Name and address of injured person is essential. If you know any eye witness to accident obtain his name and address also.

(3) Train number and correct date is essential.

(4) Time of accident and location of train at time accident occurred must be included. Be especially careful about this at connecting points such as Salt Lake City and Denver. This will assist in determining which road is responsible.

(5) In giving the alleged cause of the accident report what the passenger gives as a cause but do not make any statement, such as "the train lurched" unless you were there at the time and witnessed the accident yourself.

(6) Tell what you did in the way of First or Continued Aid. If a doctor was called advise his directions.

(7) Remarks on Accident Sheet. You may feel free to express your own opinion as to the nature or seriousness of the accident to the Claims Agent.

(8) Accident reports are to be sent as soon as possible to the head of the Claims Department as listed on your Accident Report Sheet. Mention any reportable accident in your Trip Report also, using this symbol (1) to denote that you sent in an Accident Report.

(9) The passenger is not to pay for a doctor called by Train Conductor for an accident sustained on the train.

(10) Be kindly and courteous in handling all injury cases but avoid saying anything about "Claims" as some will take advantage of your statement. If referring to a "Claims Agent" call him a "Company Representative."

(11) The railroads are willing to settle all just claims but it is your duty to protect them from unjust claims.

XVI - SEMI-MONTHLY TIME REPORT

XVI - Time Reports:

- A. Your check is made up from this report, therefore, keep an accurate record.
- B. If you are out of turn and work days and rest days are not in order show them as they actually occur, adding an explanation when necessary.
- C. Have Time Sheet in San Francisco not later than the 13th and the 28th except for February when it should be the 26th.
- D. Always send to J. J. Hickey, Passenger Traffic Manager, 526 Mission Street, San Francisco 5, California.
- E. If late for any reason use AIR MAIL.

THE WESTERN PACIFIC RAILROAD COMPANY
Passenger Traffic Department

SEMI-MONTHLY TIME REPORT FOR ZEPHYRETTES

NAME _____ PERIOD ENDING _____ 19____

Date	Signature	Arrived or Departed			Remarks
		Train	Time	Station	
1/16					
2/17					
3/18					
4/19					
5/20					
6/21					
7/22					
8/23					
9/24					
10/25					
11/26					
12/27					
13/28					
14/29					
15/30					
XX/31					

INSTRUCTIONS:

- This time record must be carried by Zephyrette at all times when on duty. Signatures must be entered daily and other columns filled in. Days between leaving and arrival terminals will be shown as "Enroute". Lay-over days between runs at San Francisco will be shown as "Rest days" in Remarks Column". Time record must be available for inspection at all times when on duty.
- This time record must be mailed in promptly on the 13th or 28th day of each month. If the closing day of the pay period falls on a day enroute, this form is to be AIR-MAILED from the first terminal station arrived at.
Address to - J. J. HICKEY, PASSENGER TRAFFIC MANAGER,
WESTERN PACIFIC RAILROAD COMPANY,
526 Mission Street, San Francisco 5, Calif.

XVII - DAILY TRIP REPORT

XVII - Daily Report:

- A. Mirror the activities of each day in a clear, well written report. Write it day by day, rather than at the end of the trip. Fill in all dates at top of first page. We suggest the following subject matter:
1. Any complaints.
 2. Special attention names.
 3. Baby sitting.
 4. Tour groups.
 5. Newspapers (failure to receive).
 6. Medicine administered.
 7. Accident cases.
 8. Late train and reason.
 9. Tape, Radio, P.A.
 10. Train count wire.
 11. Dinner reservation difficulty.
 12. If load is unusually heavy or light.
 13. Noted people other than "Special Attentions."
 14. Any difficulty with Western Union.
 15. Any unusual comment or human interest story.

ZEPHYRETTE TRIP REPORT—CALIFORNIA ZEPHYR

Train No. _____

ZEPHYRETTE _____

LEAVING () CHICAGO
() OAKLAND PIER

WAITER IN CHARGE _____

COACH PORTERS 1 _____

2 _____

3 _____

DATE _____

PULLMAN CONDUCTOR _____

DINING CAR STEWARD _____

FIRST DAY

SECOND DAY

Continued on Next Page

F O R M 1277-2

SECOND DAY (Continued)

THIRD DAY

REMARKS

Prepare in triplicate and mail to:
VELMA MCPEEK, 547 West Jackson Blvd., Chicago 6, Ill.
H. F. ENO, 1531 Stout Street, Denver 1, Colorado
J. J. Hickey, 526 Mission Street, San Francisco 5, Cal

XVIII - LATE TRAIN REPORT

- I - When #17 is more than two hours late and will reach Oakland after 6 P.M., make a canvas of the train, securing information to:
- A. Cancel Pullman and Coach reservations.
 - B. Protect Pullman and Coach Space.
 - C. Protect hotel space:
 - (1) In San Francisco, Hotel space will not be held after 6 P.M. witho special word.
 - (2) You may not be able to secure hotel space but you can try.
 - (3) A Hotel Reservation Bureau, 351 Ninth Street, San Francisco, with telephone UNderhill 1-3333 is now established and passengers may be informed free of charge as to hotels or motels available.
 - D. Notify friends or relatives of late arrival.
 - (1) Secure name, address and telephone number, if possible.
 - (2) This applies to San Francisco and the Bay Area.
 - E. Miscellaneous.
- II - Send above by Company Wire to P. F. Murphy, Service Bureau, Western Pacific, San Francisco.
- A. You may receive confirmation of space changes, etc., enroute for the information of your passengers.
- III - When #18 is to be late into Chicago you are to canvas the train securing information.
- A. Pullman:
 - (1) With Pullman Conductor for space cancellations and securing new space.
 - B. Coaches:
 - (1) No trains leave Chicago requiring coach seat reservations after 5 P.M.
 - C. Do not promise to secure Hotel Space for passengers. Usually that ca be arranged on arrival.
 - D. Send in above wires jointly to H. J. Weiler, Depot Passenger Agent and J. J. Alms, Passenger Traffic Manager, Chicago.

XIX - REPORT OF PASSENGER COUNT

I - Passenger Count Wire:

- A. This ticket count will be obtained with the assistance of Pullman Conductor and Train Conductor.
- B. Date it the day you leave Chicago on #17 and send it on that day.
- C. Hand to Train Conductor or Platform man at Galesburg or Burlington.

W I R E

_____, 19____
CITY DATE

J J ALMS - CB&Q RR - CHICAGO

TRAIN NO. 17 FROM CHICAGO _____ HAS:
DATE

_____ COACH _____ PULLMAN FOR WP DESTINATIONS

_____ COACH _____ PULLMAN FOR D&RGW DESTINATIONS

_____ COACH _____ PULLMAN FOR CB&Q DESTINATIONS

Z-1

_____ ZEPHYRETTE

XX - DESCRIPTION AND INSTRUCTIONS FOR OPERATION
OF THE TAPE RADIO--PA SYSTEM AS USED ON THE
CALIFORNIA ZEPHYR TRAINS.

A description of each of the controls and selector keys follows. Letters A through I refer to the location of each control shown on the attached drawing of the main control panel located in the dining car.

- A. Main Power Switch - This switch must be in the "On" position for any and all functions, including announcements from the conductor's microphone.
- B. Four key type, two position selector switches plus one three position selector switch.
 - (a) All keys centered - no programs to either coaches or Pullman cars.
 - (b) Four keys control the program and type car as indicated. Only one type of program can be heard at a time in the coaches. Both program can be turned on in the Pullman cars.
 - (c) Right hand key controls selective paging to the train.
Center position - page coaches and Pullman cars.
Up position - page coaches only, including Buffet.
Down position - page Pullman cars only, including Diner.
 - (d) Conductor's announcements are heard throughout train regardless of position of paging key.
 - (e) All announcement whether from conductor's desk or diner can be heard in the diner.
 - (f) Dome speakers receive only announcements. Entertainment channels cannot be heard in any dome.
 - (g) Announcements cannot be turned off in diner, coaches, lounge areas of Buffet - lounge cars and Observation cars.
 - (h) Announcements will automatically interrupt local radios in either Buffet - lounge car or Observation car.
 - (i) Local radios can be heard only in the public areas of Buffet - lounge car and Observation car.
 - (j) Conductor's and diner announcements will be heard throughout train regardless of position of the four program selector keys.
 - (k) Announcements will interrupt all programs originating from main control panel in the diner.

- (1) Announcements in coaches are heard at a high volume regardless of the individual coach volume control setting.
- C. Monitor selector switch permits monitoring program material on panel speaker before switching program into train.
- D. Radio "On - Off" switch turns radio receiver off independently from other equipment.
- E. Selector bar provides automatic tuning of radio. The tuning operation of the radio is such that any radio station within receiving distance will automatically be tuned by a short, quick touch on the selector bar. Many different programs can be selected, depending on the number of stations furnishing an adequate signal in the area.
- F. Switch is disconnected and therefore not used.
- G. Diner program selector.
- H. Diner speaker volume control.
- I. Pilot light indicates that power is on to main power panel in diner.

General Information

1. There will be times during the operation of this equipment that only tape recorded music is being used, only radio music is being used, or perhaps neither tape or radio but only the paging system need be ready for immediate use. By proper operation, all of these functions can be accomplished without the operation of that part of the equipment not needed. For example: If only tape music is required switch off radio by turning switch marked "D" on attached drawing, if only the paging system is required for immediate use, the radio and tape machine should be turned off independently. The tape machine "ON - OFF" switch is located on a small panel in the center and to the right of the tape machine panel and is clearly marked "ON - OFF". It is important that only that equipment being used should be allowed on.
2. Volume of program can be adjusted individually in each coach and may be turned off entirely in each coach, if desired.
3. Program selectors and volume control are clearly marked in Pullman cars and are covered in information booklets to passengers.
4. Tape, radio, and PA master volume are pre-set in the coach yard. It is not practical to reset this volume en route. In order to safeguard the speaker system against overloads, it is not possible to provide a variable volume control on the diner control panel for the use of the train crew.

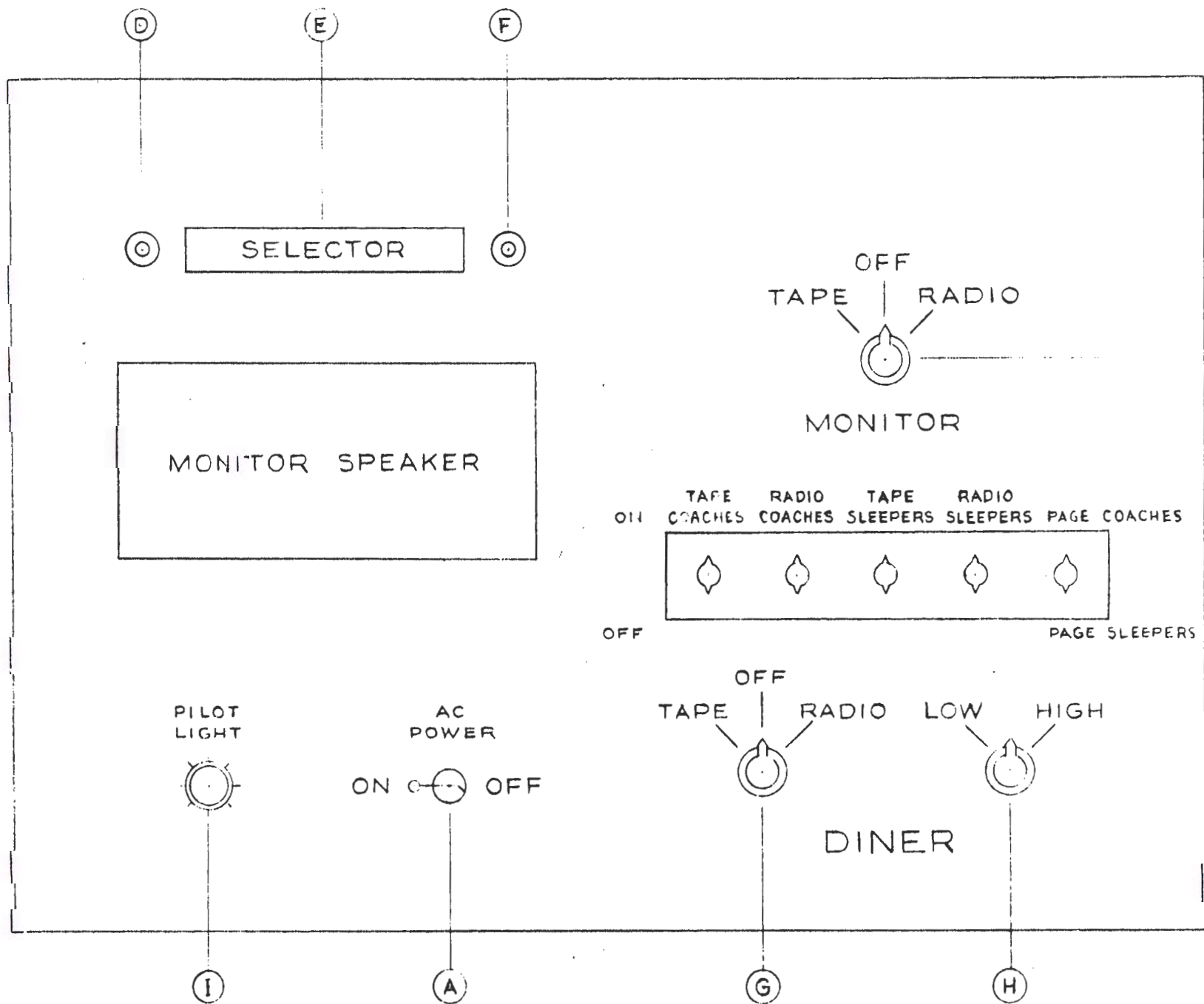
Instructions for Tape Machine

Thread tape through slot as shown on attached drawing. Take slack out of tape by holding one reel stationary and rotating other reel.

Throw switch (J) to "ON".

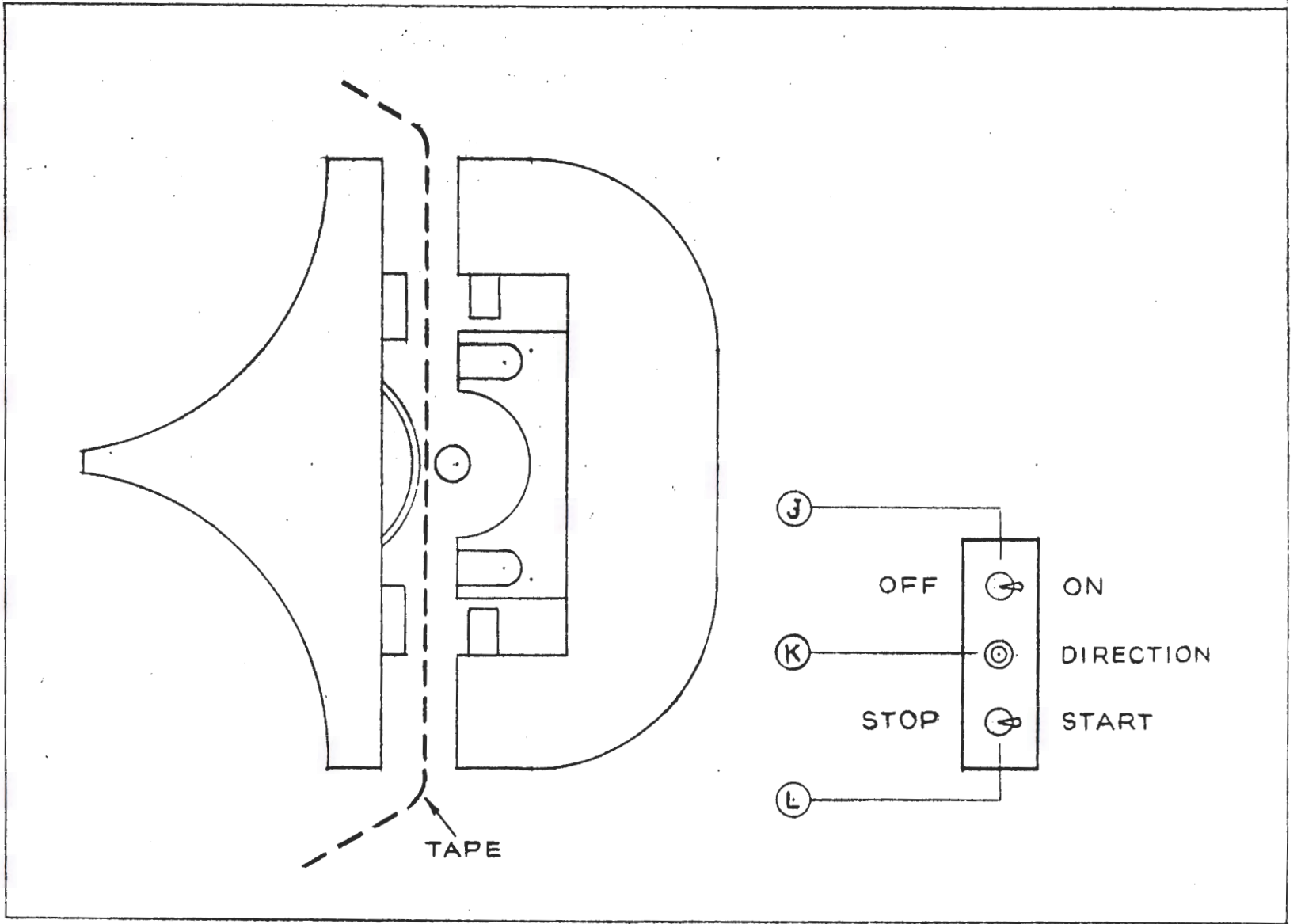
Allow several seconds for equipment to warm up. Throw switch (L) to "Start". Tape motion may be reversed at any time after this by pushing on button (K).

Tape reverses automatically at the end of each reel when a special green section of the tape passes through the slot.



(C)

(B)



XXI - EQUIPMENT REPORT
TAPE-RADIO-PUBLIC ADDRESS

For the better handling of TAPE-RADIO and PUBLIC ADDRESS equipment and maintenance at terminals you are to make careful check and report in full on PA-RADIO-TAPE EQUIPMENT REPORT (Shown on Page 34).

- A. Leave report in your room in cardholder provided when coming into either terminal, so it can be checked on arrival in yards.
- B. To keep us posted also mention any difficulty in your Daily Trip Report (Shown on Page 25) such as "PA too loud in CZ 12 #402 - (1)." The circle around (1) indicates to us that you left a report in your room.
- C. Should all equipment work in a satisfactory manner leave report to that effect also and sign your name.

PA - RADIO - TAPE EQUIPMENT REPORT

Date _____ Train No. _____ Diner No. _____

PA coaches _____

PA sleepers _____

Radio coaches _____

Radio sleepers _____

Tape coaches _____

Tape sleepers _____

Remarks _____

ZEPHYRETTE _____

XXII - TAPE-RADIO-PUBLIC ADDRESS

- A. The train TAPE-RADIO-PUBLIC ADDRESS apparatus will be operated by the Zephyrette, with the assistance of the Steward when requested.
- B. The individual radios in the buffet and observation lounge cars will be operated by the attendant in charge.
- C. When atmospheric conditions permit, we are to keep two radio programs available in all the rooms of sleeping cars from 9 AM to 9 PM.
- D. Tape music is to be played throughout the train during lunch (12:00 to 2 PM) and dinner (6 to 8 PM).
- E. Two 15-minute news broadcasts, if available, should be carried throughout the train each day, except in the dining car--at 12 to 12:15 PM and at 6:00 to 6:15 PM.
- F. The public address system will be available from 7:30 AM to 9 PM, after which it will be turned off except for Winnenucca and Akron Station calls on #18 and Provo on #17, assuming the train is on time or nearly so.
- G. Zephyrettes are responsible for turning off all the equipment--TAPE-RADIO and PUBLIC ADDRESS--at 9:00 PM, except as provided above. Radios in the buffet and observation cars may be used until midnight if requested by passengers.
- H. Sports events such as fights, ballgames and the like are to be turned on in buffet and observation cars, but not throughout the train unless an event of national importance and unless by special request from passengers.
- I. Monitor the radio at frequent intervals to determine type of reception.

XXIII - NEWSPAPERS

A. WESTERN PACIFIC:

- #18 - 10 copies Examiner) Will be placed on train before leaving
10 copies Chronicle) Coach Yards.
- #17 - 5 copies OAKLAND TRIBUNE - On at Sacramento.
(2 for rear lounge, others in Diner & Buffet)
- #17 - 10 copies EXAMINER) Received at Oroville. Pick up from yellow
10 copies CHRONICLE) box near rear of train.

B. RIO GRANDE:

- #18 - 8 copies SALT LAKE TRIBUNE - On at Salt Lake City.
- #17 - 4 copies ROCKY MOUNTAIN NEWS (Daily & Sunday)) Put on at
4 copies DENVER POST (Sunday only)) Denver.
5 copies GRAND JUNCTION SENTINEL - Put on at Grand Junction.

C. BURLINGTON:

- #18 - 2 copies DENVER POST - Put on at Denver.
8 copies Chicago TRIBUNE - Put on at Creston.
(5 for Diner, 3 for Lounge car)
- #17 - 2 copies DAILY NEWS - Put on in Chicago
2 copies DENVER POST - put on at McCook.

XXIV - WESTERN UNION TELEGRAMS

If any passenger wishes to send a Western Union Telegram, consult your rate book giving him proper information, price and receipt, after which message should be handled by member of train crew.

A. MESSAGES RECEIVED:

Make every effort to locate passenger to deliver wire in person. Check passenger list. If space is unknown page over Public Address. If unable to deliver wire after reasonable time turn message in at Western Union who will notify the sender.

B. MESSAGES SENT:

Consult rate sheets or large Western Union Book in Zephyrette room in case passenger wishes to pay for message.

Messages may be sent collect.

Messages may be charged to the sender if name, address and telephone number is supplied.

Denver Western Union is closed before arrival #18 in which case give your wire to Depot Passenger Agent with proper change.

Salt Lake City station has a direct wire to Western Union, in which case supply yourself with proper change before going in to station.

XXV - DINNER RESERVATIONS

Zephyrette will make dinner reservations, contacting each passenger on the train for first and second day, both eastbound and westbound.

- A. In Chicago be ready to take reservations in the Station beginning at 2:30 P.M. for Pullman passengers.
1. After boarding train (#17) take reservations in the coaches, after which check CZ-11 and domes of buffet and observation lounge.
 2. Watch for passengers boarding train at Aurora, Galesburg and Burlington, giving them space if possible. On Second Day do the same for Grand Junction.
- B. The Second Day out of Chicago on Train #17 as well as first and second days out of Oakland on Train #18 reservations will be taken enroute between the hours of 2:00 P.M. and 4:00 P.M.
- C. Start with the observation car on #18 first day out and work through to dome of buffet car. This includes all first class passengers. The second day (#18) start with buffet car working through to rear observation again including all first class passengers.
- D. While taking reservations for first class passengers hold back reservations for coach passengers to be taken later according to the following chart - the ratio of seat reservations, coach versus Pullman to be as follows:

CHEFS' EARLY DINNER - (No definite assignment of seats)

<u>STATION</u>	<u>TIME</u>	<u>PULLMAN</u>	<u>COACH</u>
Chicago #17	5:00 P.M.	16	32
Enroute	5:15 P.M.	24	24
Enroute	4:30 P.M.	(Capacity of Dining Car)	

STANDARD DINNER MENU:

<u>TIME</u>	<u>Pullman</u>	<u>COACH</u>	<u>HELD</u>	<u>OPEN</u>
6:00 P.M.	32	8		8
7:00 P.M.	36	4		8
8:00 P.M.	32	8		8
9:00 P.M.	32	8		8

- E. The number of seats tabbed "Held Open" is for the purpose of permitting flexibility in meeting unforeseen conditions which will arise under the reservation plan.

XXVI - DINNER RESERVATIONS

DELUXE ITALIAN DINNER

- A. The DeLuxe Italian Dinner consists of five courses as follows:
1. Antipasto
 2. Soup
 3. Pasta
 4. Entree and Salad
 5. Dessert and Beverage
- Wine service is included
- B. 1st Course - ANTIPASTO - a general term for appetizers or hors-d'oeuvres.
2nd Course - MINESTRONE - a thick vegetable soup.
3rd Course - PASTA - Spaghetti and/or Ravioli and may be served as the main course if desired.
4th Course - The Entree - is usually Chicken Cacciatora or Veal Scaloppine and the Salad (special vegetable) has garlic dressing.
5th Course - DESSERT - May be Spumone or ice cream with Marsala wine and Pignoli (pine nuts).
- C. Definition and pronunciation of Italian terms on following page.

DEFINITION OF ITALIAN MENU TERMS

- ANTIPASTO (ahn-tee-PAH-sto) - "before meal". General term used for appetizers or hors-d'oeuvres.
- CACCIATORA (kah-chyah-TOE-rah) - "hunter style". More precisely alla cacciatora.
- CECI (CHAY-chee) - Chick peas, garbanzo beans.
- GORGONZOLA (gor-gun-DZO-lah) - The name of a town in northern Italy, and of a cheese first produced there, which is of the same general type as the French Roquefort or the American Blue.
- MARSALA (mar-SAH-lah) - A heavy, semi-sweet dessert wine, produced in Sicily and named after the city of Marsala, in the western part of the island.
- MINESTRONE (mee-nest-ROE-nay) - "big soup", from minestra, 'soup'. A thick vegetable soup.
- OREGANO (aw-RAY-gahəno) - The herb known in English as "origan."
- PASTA (PAHS-tah) - Dough; also, a generic name for all macaroni products. Do not confuse with English "paste." (Tomato paste in Italian is 'salsina di pomodoro.)
- PIGNOLI (pee-NYAW-lee) - From pino, "pine." Pine nuts.
- PROSCIUTTO (pro-SHCOT-toe) - Ham, prepared Italian style (dried, salted, spiced and pressed, but not sugar-cured or smoked).
- RAVIOLI (rahəVYO-lee) - A dough preparation stuffed with chopped meat, spinach, cheese, etc., boiled, and eaten with a sauce.
- RICOTTA (ree-KUT-tah) - "re-cooked," "cooked again." A substance resembling cottage cheese, obtained by the repeated boiling of skimmed milk.
- SALAME (sah-LAH-may). From the root of sale, "salt." A salted and spiced port product to be eaten sliced. Salami is the plural form, and means several sticks of salame.
- SCALOPPINE (skal-lo-PEE-nay) - Thin slices of meat (usually veal), stewed or fried.
- SPAGHETTI (spah-GET-tee) - From spago, "cord." The thinner varieties of macaroni products.
- SPAGHETTINI (spah-get-TEE-nee) - "little spaghetti." "thin spaghetti."
- SPUMONE (spoo-MO-nay) - "big foam." An Italian variety of ice cream.

XXVII - DINNER RESERVATIONS

MISCELLANEOUS:

1. You may be asked during the heavy travel season by a passenger to give out a dinner reservation during the morning of the second day in order that he may secure a more desirable hour. Keep this party in mind but do not give out any reservations until the regular tour through the train in the afternoon for that purpose.
2. On the other hand, if you have families with small children, do your best to give them a desirable hour---usually 5 or 6 P.M.
3. You are to have a copy of the Italian dinner menu also a copy of the Chef's early dinner menu at hand when taking dinner reservations for the information of passengers.
4. Chef's Early Dinner is to be offered to both coach and Pullman passengers.
5. Reservations for the DeLuxe Italian Dinner will be taken for the 8 o'clock seating only. In taking these reservations use the following symbols on diagram to indicate the service desired:
 - "I" - to indicate Italian Dinner.
 - "T" - to indicate regular or table d'hote meal.
 - "R" - (in circles) to designate request for duece table (during winter).
6. Should you find an individual or a family aboard who are unable to pay for meals you are to bring them to the attention of the Train Conductor and the Steward. The Steward is to make the usual meal ticket for their food and the Train Conductor is authorized to sign it without charge.

CHEF'S EARLY DINNER REPORT

Train No. 17 - Date: _____

Train No. 18 - Date _____

Mr. P. M. Scott:

Mr. H. G. Wyman:

Mr. C. W. Wall:

The number of Coach passengers making reservations for Chef's Early Dinner:

First Day - First Seating: _____

First Day - 2nd Seating: _____

2nd Day - First Seating: _____

2nd Day - 2nd Seating: _____

Zephyrette

XXVIII - DINNER RESERVATIONS

A. SPECIAL ATTENTION PARTIES:

See that Special Attention Individuals or parties are given a desirable meal reservation.

From the STEWARD'S BULLETIN:

"In the handling of Special Attention and/or complimentary beverage or meal service, it is the Steward's duty to personally contact the party at the first opportunity in order to become acquainted with the party and to extend whatever courtesies that are appropriate at the time.

"The Zephyrette is usually given a copy of the Special Attention letter in order to alert them and also to afford them the opportunity of extending whatever courtesies she might be able to do within the scope of her work.

"In all instances when a passenger is to be served beverage or food service as a guest of another party, the Steward must be the only person to notify the party of such complimentary service."

B. TOUR GROUPS:

You will be notified when Tour Group or other large party is aboard. Sometimes these people are to be fed at a certain hour and previous arrangements have been made.

Before starting dinner reservations consult with Dining Car Steward to determine what instructions have been given him--as an entire meal hour may be changed on this account.

C. DELAYED TRAINS:

On delayed trains and when it becomes apparent a dinner meal is to be served, the Zephyrette will take reservations for the free dinner meal just the same as she does for the regular dinner, explaining to the passengers the meal is complimentary. It is thought this will allow for more orderly handling. In regard to breakfast and lunch service on delayed trains, meal calls will govern.

XXIX - TRANSFER SERVICE

A. OAKLAND:

1. Passenger Transfer:

Previous to arrival in Oakland the Train Conductor will canvass the train giving a Ferry Ticket to each passenger wishing to go to San Francisco.

2. Luggage Transfer:

Following your announcement of Stockton, Porters throughout the train will make luggage arrangements and attach tags.

Luggage may be tagged on the train and delivered to the Ferry Building in San Francisco, or the reverse (Ferry Building to the train when outbound). Fee is .15 cents for each piece of luggage handled.

3. Train-to-Train Transfer:

Passengers who hold outbound reservations on trains departing from Oakland Pier and whose train departs more than one hour after arrival of #17 may have their luggage transferred to their outbound space. The fee of .30 cents should be paid to Red Cap at time of delivery for each piece of luggage handled. If transfer between stations is involved two hours must be allowed.

XXIX - TRANSFER SERVICE (Con't)B. CHICAGO:1. Passenger Transfer:

The Railroad Transfer Service operates transfer coach service at Chicago for accommodation of passengers arriving Union Station who desire to transfer to other railroad stations. In most cases, transfer coupon is included in through tickets at no additional charge.

2. Luggage Transfer:

Passengers holding through tickets may on arrival in Chicago, deliver their hand luggage to Railroad Transfer Service Agent and secure claim check. The luggage will be transferred to the parcel room of station from which departure will be made and will be available on presentation of the claim check, if they have less than three hours between trains. On presentation of transfer coupon, the charge is .25 cents for each piece, plus parcel room fee for the first 24 hours.

Bags will also be checked and delivered by the Railroad Transfer Service to any home, hotel, club or office address in Chicago at the regular transfer charge.

3. Train-to-train Transfer of Hand Luggage:

(American Royal Zephyr	(Pennsylvania R.R.:
(Denver Zephyr	(The General
From -(California Zephyr	to -(Liberty Limited
(North Coast Limited	(Broadway Limited
(Empire Builder	(New York Central:
	(Commodore Vanderbilt
	(Twentieth Century
	(Baltimore & Ohio RR:
	(Capitol Limited

Your Pullman porter will use special luggage check, indicating thereon your out-going space and train. Detach and retain passenger's duplicate claim check. A charge of .75 cents per piece will be claimed by Red Cap when you surrender claim check. Clothing, books, umbrellas and small articles will not be accepted for checking.

XXX - PASSENGER STATIONS AND TENANT LINES

Passenger Stations:

A. San Francisco:

- (1) Ferry Building (Market Street)
 - (a) Western Pacific Railroad
 - (b) Southern Pacific Railroad
- (2) Southern Pacific (Third and Townsend)
 - (a) Southern Pacific Railroad

B. Oakland:

- (1) Oakland Pier
 - (a) Western Pacific Railroad
 - (b) Southern Pacific Railroad
- (2) Western Pacific Station (3rd and Washington)
 - (a) Western Pacific Railroad
- (3) Santa Fe Station (44 Fourth Street)
 - (a) Santa Fe Railway
- (4) Southern Pacific Station
 - (a) Jack London Square - Southern Pacific R.R.
 - (b) 16th Street - Southern Pacific RR.

C. Chicago:

- (1) Union Station (Jackson and Canal Streets)
 - (a) Chicago, Burlington and Quincy R.R.
 - (b) Chicago, Milwaukee, St. Paul and Pacific R.R.
 - (c) Gulf, Mobile and Ohio R.R. (Alton Route)
 - (d) Pennsylvania R.R.
- (2) Northwestern Station (Madison and Canal Streets)
 - (a) Chicago and North Western R.R.
- (3) Dearborn Station (Polk and Dearborn Streets)
 - (a) Atchison, Topeka and Santa Fe Ry.
 - (b) Chicago and Eastern Illinois R.R.
 - (c) Chicago and Western Indiana Ry.
 - (d) Erie Railroad
 - (e) Grand Trunk Western Ry. (Canadian National RR.)
 - (f) Chicago, Indianapolis and Louisville Ry. (Monon)
 - (g) Wabash Railroad

- (4) Grand Central Station (Harrison and Wells Streets)
 - (a) Baltimore and Ohio R.R.
 - (b) Chicago, Great Western R.R.
 - (c) Chesapeake & Ohio R.R. (Pere Marquette)
 - (d) Minneapolis, St. Paul & Sault Ste Marie RR.(Soo Line)

- (5) Central Station (Roosevelt Road and Michigan Ave.)
 - (a) Illinois Central R.R.
 - (b) Cleveland, Cincinnati, Chicago & St. Louis R.R. (Big Four)
(Part of the New York Central System)

- (6) LaSalle Street Station (LaSalle and Van Buren Sts.)
 - (a) Chicago, Rock Island and Pacific R.R.
 - (b) New York Central R.R. (and including old Michigan Central)
 - (c) New York, Chicago and St. Louis R.R.(Nickle Plate Road).