CANADIAN PACIFIC RAILWAY COMPANY

OFFICE OF THE GENERAL MANAGER

EASTERN LINES

CIRCULAR No. 9

COURSE OF INSTRUCTION

FOR

TRANSPORTATION STUDENTS

APRIL 7th, 1914

CANADIAN PACIFIC RAILWAY COMPANY

Office of the General Manager

EASTERN LINES

MONTREAL, April 7th, 1914

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With a view to giving the Students in the Transportation Course of McGill University the best possible experience during the periods of practical training, the following programme of work has been arranged:—

First Year (Vacation). 3 Three months as a Special Apprentice at the Angus Shops.

Second Year (Vacation). 3½ Three months as a Special Apprentice at a Roundhouse.

Third Year (Vacation). 3½ Three months in Road Service as an Extra Brakeman.

After Graduation. 4 Three months in Station Service,
3 Two months in Stores Department,
3 Three months in Master Mechanic's Service,
Three months in Accounting Department,
Three months on Track Work,
Two months in Car Department,
Three months in Yard Office,
Five months in Superintendent's Office.

Class of Work to be given Student in each Course.

First Year (Vacation). Special Apprentice at Angus Shops.
1st month in Erecting Shop,
2nd month in Frog and Switch Shops,
3rd month on Air Brake and Finishing Locomotives.

Second Year (Vacation). Special Apprentice at a Roundhouse.
3 weeks with Hostler—Outside and Inside,
3 " " Boiler Gang,
3 " " Specialists in Roundhouse,
2 " " Fitters' Helpers and Engine Trimmers,
Balance of time in Locomotive Foreman's Office.

Third Year (Vacation). Extra Brakeman.
10 weeks in Way Freight service on a single-track subdivision where traffic is fairly dense.
Balance of time in Through Freight service on a single-track subdivision where traffic is heavy.
In event of Student choosing to fire, he will be placed on a busy single-track subdivision.

After Graduation.

Station Service. May, June and July.
Student to be placed at some small station, preferably at an interchange junction point, in order that he may get a general knowledge of the office, shed and platform work.

Stores Department. August and September.
One month at Angus Stores, shipping material, receiving material, passing invoices, entering order book, packing material, making orders on shops, taking stock, way-billing material and handling correspondence.
One month in Stores at a divisional point, shipping material, receiving material, passing invoices, entering order book, packing material, making orders on shops, taking stock, way-billing material and handling correspondence.

Yard Office, September, October and November.

Inside, Car Records,
Outside, Car Checking,
Ordering Trains,
Compiling Reports,
Enquiry Desk.

Superintendent's Office, December, January, February, March and April.

First month on Maintenance of Way matters,

Second month with Chief Train Despatcher in connection with Car Distribution, Compilation of Reports, etc.,

Third month on Casualty work and Train Reports,

Fourth month on General Office work,

Fifth month to be used by the Assistant Superintendent in outside work.

GENERAL REGULATIONS

1. Students must be given instruction in the order prescribed for each course.

2. On request, Students are to be allowed to accompany auxiliary trains.

3. Each Student is required to make a weekly report of work done, the same to be sent to the officer under whom he is working, who will certify and forward it to Mr. W. A. Goodfellow of the Office of the Assistant General Manager, Montreal.

4. Each Student is required to prepare at the end of each month a memorandum of his time, forwarding the same to the officer under whom he is employed, who in turn will certify to its correctness and forward to Mr. Goodfellow. In the case of a Student's transfer from one point to another before the end of the month, a separate memorandum of his time at the point from which he is being transferred should also be made out and handled similarly to memorandum he sends in at the end of each month.

5. It will be noted that the duties to be performed by Transportation Students have been carefully outlined and must be strictly followed, unless specific authority to the contrary is received from the Assistant General Manager.

   It is to be hoped that all officers and employees coming in contact with Transportation Students will appreciate that the Cor-

pany has adopted this means of specially training men for its service, and I confidently expect that our officers and employees will, in every way they can, assist Students in performing the work outlined for them.

RATES OF PAY

First year..... 13 cents per hour.
Second year..... 15 cents per hour.
Third year..... 340 per month, or 18 cents per hour.
Fourth year..... 380 per month.
Fifth year..... 400 per month.

General Manager.