



Butte Falls  
Scenic  Railway

# Train Crew Training and Qualification Program

Train Crew Training and Qualification Program

**Southern Oregon Railway Historical Society  
Butte Falls Scenic Railway  
Train Crew Training and Qualification Program**

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# Train Crew Training and Qualification Program

## **Purpose**

This document serves as a written process of the SORHS's prescribed program for the management and governance of the Operations Department. Its contents were written by the Operations committee and will be utilized by the Operations manager and Road Foreman of Engines (RFE) as a tool to ensure fairness as well as an established system for the promotion and management of Operations.

## **Scope**

The processes herein shall apply to all SORHS members wishing to enter train service, as well as all those currently in train service. It shall facilitate training, certification, promotions, recertification, requirements for service, reinstatement, and rules testing to ensure that all train service members are fully qualified for the position they hold/seek.

## **Information for New Members**

The Southern Oregon Railway Historical Society (SORHS) is an all-volunteer organization. For this type of organization to function, compatibility among its members is a must. It is important that before you begin training for an operating position, you should spend a few days at the railroad watching operations and talking to crew members, to determine if this organization is right for you.

Railroad work is inherently dangerous, but it is also inherently enjoyable. The difference between danger and enjoyment is knowing the work rules, and working safely. The SORHS Operations Department requires that you read and become familiar with the RULES AND REGULATIONS and SAFETY INSTRUCTIONS of the OPERATIONS DEPARTMENT prior to performing any work on the railroad. This publication is available to all members of SORHS. Operating members are required to pass a written test on rules yearly.

If you are on any medication that might cause drowsiness or impaired judgment you are not allowed to work in safety sensitive positions, including most train and engine crew positions. Use of recreational drugs is prohibited. Use of alcohol is prohibited for eight hours before reporting for duty, and while trains are operating.

Work performed on the railroad can be strenuous. For your own wellbeing you should not attempt to work any strenuous job, including train and engine crew, if you have any known medical or physical condition that strenuous work might aggravate. There are jobs on the railroad that do not require strenuous labor.

# Train Crew Training and Qualification Program

## **Prerequisites to Enter Train Service**

Candidates must currently be a SORHS member in good standing.

Candidates must be at least 18 years of age and possess a valid state driver's license.

Candidates must meet the minimum qualifications specific to each position sought, be capable of meeting the minimum physical and mental requirements for each position sought, and must have adequate hearing and vision.

Selection for/to train service is ultimately at the discretion of the Operations committee but the member selected must meet the above requirements before a promotion can be considered.

## **Individuals with Previous Experience and Qualifications**

A volunteer previously qualified to operate at SORHS or an individual with current credible steam locomotive and/or railroad experience from another tourist railroad may apply to the Operations Manager for accelerated advancement through the Train Crew Program provided the following conditions are met:

- Applicant is a Member of SORHS in good standing.
- Submits written proof of previous experience, qualifications, and certifications.
- Applicant successfully qualifies on the SORHS operating rules and applicable Timetable/Special Instructions.

If the operations committee determines the applicant's previous experience, qualifications, skills, proficiency and certifications so warrant, and the applicant passes the written examinations and demonstrates proficiency for the LEVEL ONE requirements and for each subsequent level sought, the Operations committee may waive or modify any other Program requirements as it deems appropriate.

**The only people qualified to move trains, engines or operate equipment on the SORHS are those currently certified by the Operations Manager to do so.**

# Train Crew Training and Qualification Program

## Definitions

Brakeman: Assist the conductor with all duties as assigned. Perform switching duties under the supervision of the conductor/engineer.

Conductor: In charge of the train. Sees that the train operates within the guidelines set forth by safety and operating rules of the SORHS.

Hostler: Responsible for safely bringing up the locomotive from a cold start to full operation. Ensuring that the locomotive has been properly inspected, oiled and lubricated before each day's operation.

Fireman: Responsible for proper firing of the locomotive. Engineer: Responsible for the proper running of the locomotive.

Fire train operator: Operates fire train, watching for fires within sight of the track.

Motor car operator: Operate a Rail Motor Car (speeder) on the SORHS mainline, for the purpose of track inspections, track maintenance, carrying personnel or equipment to remote locations, and other duties as assigned.

Operations committee: Comprised of SORHS Board of Director's Vice-president, Road Foreman of Engines, Trainmaster, Operations Manager and other members in train service. Governing body over the operations of engines, trains, and other equipment. Responsible for selection of members to train service.

Road Foreman of Engines: (RFE). Person in charge of training, certifying, testing, and overseeing of enginemen.

Compliance Testing: Random administration of field tests designed to assess train crew members competency and situational awareness.

## Training

### Written

The bulk of train service training on the SORHS is On-the-Job (OJT). Beyond regular Safety Weekend recertification, The SORHS Safety Rules sections on train handling should be read and understood.

# Train Crew Training and Qualification Program

## On the job training (OJT)

New members will first strictly observe and work with a SORHS member qualified in the position training for. This is how train crew members will learn the specific task for the position sought, universal train handling techniques, as well as techniques specific to other train positions. Once the new member has met the minimum requirements for the position sought, the operations committee will review his/her training records and recommend promotion or if further training is needed.

Training to be a motorcar operator or fire-train engineer is exclusively OJT. A student is under the careful watch of the qualified motorcar operator or fire-train engineer and will receive mechanical and handling instruction from him or her.

A candidate's application to advance to Level ONE is subject to the Operations committee review and approval based on the individual's demonstrated capabilities, commitment, and contribution to SORHS goals and objectives. The Operations committee also reviews and approves a candidate's advancement based on the criteria identified for each level of the Program. Except as designated elsewhere, the Operations committee also evaluates a candidates' performance at each program level and approves advancement to each subsequent level. Volunteers may seek to attain any level of the program desired; advancement is not compulsory.

## The Program consists of these levels:

Level One: Brakeman

Level Two: Conductor, Fire-Train Engineer, Motorcar Operator,

Level Three: Hostler, Fireman, Engineer

### Level One Position

Position: Brakeman

Prerequisites: Meet all the prerequisites to enter train service

Qualification: Complete a minimum of 8 round-trips  
Pass the brakeman's written exam  
Approval by Operations committee for promotion to brakeman

Duties: Assist the conductor with all duties as assigned.

Inspect journals for excess wear and proper oil level. Add oil if needed.

Set hand brakes according to the Rule Book and Safety instructions.

## Train Crew Training and Qualification Program

Couple locomotive or cars to the train and connect air hoses.

Conduct air tests as required in the rule book.

Assist passengers on and off the train.

Monitor conduct and movement of passengers at all times to ensure their safety.

Answer passenger's questions to the best of your ability.

Protect passengers and bystanders near the train when the locomotive or other equipment is operating nearby.

Flag approaching or following trains as needed. Assist engine crew with switching when needed.

Brakemen must present a neat and clean appearance, and must treat both passengers and other crew members with courtesy and respect.

Brakemen are responsible for obtaining the equipment required for their job from the Yard Office.

### Re-qualification Requirements:

A qualified brakeman who has not worked in that position for two or more years must work a minimum of two round trips, under the observation of the Trainmaster, Operations Manager, or a person designated by them, to be re-qualified. Must also pass the current brakeman's written exam.

Special Note: If a conductor becomes unavailable, a qualified brakeman may assume the duties of conductor on a temporary basis.

### **Level Two Positions**

Position: Conductor

Prerequisites: Meet all the prerequisites to enter train service.  
Must be a qualified brakeman.

Qualification: Complete a minimum of 8 round-trips  
Pass the conductor's written exam  
Approval by Operations committee for promotion to conductor

Duties: Control all train movements.

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Ensure that all train operations are conducted in accordance with SVRR operating and safety rules.

Ensure that all passengers waiting to board have done so.

Ensure the safety of passenger and crew members.

Punch tickets and determine that all passengers have paid proper fare. Maintain a passenger count log book.

Assist passengers on and off the train.

See that safety announcements are made to the passengers. Learn the history of the original SORHS, and of SORHS Inc, and provide information to the passengers. Point out wayside attractions.

See that the train is kept neat and orderly. Clean windows if needed.

Maintain good visual and radio contact with the engineer. Be prepared to assist the engine crew in an emergency or operating difficulty.

Facilitate a crew meeting with train and engine crew before the first trip of the day.

Conduct and record a safety inspection of the train before the first run of the day, and when cars are added to the train.

At the end of the day conduct an informal discussion of events that happened during the day.

Conductors should wear a white shirt and black tie, with black or dark blue trousers.

A colored shirt with an SORHS logo is acceptable.

### **Re-qualification Requirements:**

A qualified conductor who has not worked in that position for two or more years must work a minimum of two round trips, under the observation of the Train Master, Operations Manager, or a person designated by them, to be re-qualified. Must also pass the current conductors written exam.



# Train Crew Training and Qualification Program

## Level Two Positions

Position: Fire Train Engineer

Prerequisites: Meet all the prerequisites to enter train service.  
Be a qualified brakeman

Qualification: Make 6 round trips with qualified fire-train engineer

Approval by Operations committee for promotion to fire-train engineer Fire Train Engineers must be able to operate both a rail motor car and the fire equipment. Training in wild land firefighting is needed, and will be provided by SORHS.

Duties: The Fire Train Engineer must patrol the track watching for fires within sight of the track. When a fire is found the engineer must report the fire to the Depot Agent by radio, or by calling the 911 dispatcher if the agent is not available. After reporting the fire, the engineer and their assistant (if available) must endeavor to extinguish the fire.

The Fire Train Engineer is responsible for inspecting the fire train and fire equipment, and maintaining proper fuel and lubrication in the motor car and fire pump. Missing or broken tools must be replaced before departing the yard. The fire train must not leave the yard without the water tank 3/4 full.

Report any mechanical problems to the Chief Mechanical Officer or the Operations Manager, and the resolution if the problem is fixed.

The schedule of fire patrols is dictated by the Industrial Fire Precautions Level (IFPL). Until further notice the schedule is as follows:

Level one – no patrol required.

Level two – one patrol after the last train of the day.

Level three – patrol following each train.

Fire train will meet scheduled trains at the depot unless otherwise arranged.

The Fire train will follow the regular train by not less than five minutes.

The Fire Train will not occupy the mainline on the time of a scheduled train unless engaged in fighting a fire. Upon arriving at a meeting place, or when fighting a fire, notify the scheduled train of your location and if you

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are in the clear.

### Re-qualification Requirements:

A Qualified Fire Train Engineer who has not worked in that position for two or more years must work a minimum of two round trips under the observation of the Train Master, Operations Manager, or a person designated by them, to be re-qualified.

### **Level Two Positions**

Position: Rail Motor Car Operator

Prerequisites: Meet all the prerequisites to enter train service.

Be a qualified brakeman

Qualifications: Make 4 round trips with a qualified motorcar operator

Approval by Operations committee for promotion to motorcar operator

Duties: Operate a Rail Motor Car (speeder) on the SORHS mainline, for the purpose of track inspections, track maintenance, carrying personnel or equipment to remote locations, and other duties as assigned. Speeder operators are not qualified to serve as Fire Train Engineer.

Motorcars are required to have an extra train order to operate on the mainline.

Motorcars must not occupy the mainline on the time of any scheduled or extra trains unless otherwise authorized by the Operations Manager or Train Master.

Motorcar Operators must maintain radio contact with all other trains.

Before operating a motorcar, the operator must inspect the car for mechanical problems and assure an adequate quantity of fuel and lubricants.

### Re-qualification Requirements:

A Qualified Rail Motor Car Operator who has not worked in that position for two or more years must make a minimum of one round trip under the observation of

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the Train Master, Operations Manager, or a person designated by them, to be re-qualified.

Qualified Fire Train Engineers are also considered Motor Car Operators.

### **Level Three Positions**

- Position:** Hostler
- Prerequisites:** Meet all the prerequisites to enter train service
- Be a qualified conductor (May start helping as hostler once qualified as a brakeman)
- Qualifications:** Have a minimum of 6 days hostling with qualified hostler
- Demonstrate proficiently to Road Foreman of Engines or designee on each SORHS locomotive
- Approval by Operations committee for promotion to hostler
- Duties:** A Hostler is required to learn the location and use of all of the valves and controls on the locomotive.
- Perform complete inspection of the locomotive and tender from in the service pit, ground, and topside, including visual and hammer inspections.
- Check fuel level and water levels in the tank and boiler. Add water to the boiler if necessary.
- Properly ignite and maintain a fire in the locomotive.
- Ensure that boiler pressure does not increase at a rate greater than 1 psi per minute.
- Maintain safe water level in the boiler at all times.
- Fill all lubricators with the proper lubricant and grease all fittings with the proper grease.
- Turn on and test all appliances at the proper time. Accurately fill out all required logs and forms.
- A hostler must be able to operate the locomotive within the limits of the Yard.

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### Re-qualification Requirements:

A qualified hostler who has not worked in that position for two or more years must make at least one cold and one hot fire up and inspection under the observation of the Train Master, Operations Manager, or a person designated by them, to be re-qualified.

A hostler may start training as a fireman concurrently, but must be qualified as a conductor and hostler before being qualified as fireman

### **Level Three Positions**

Position: Fireman

Prerequisites: Meet all the prerequisites to enter train service.

Be a qualified conductor

Be a qualified hostler (may qualify as hostler at same time as qualifying for fireman)

Qualifications: Have completed a minimum of 2 round trips with qualified fireman

Have completed a minimum of 6 round trips working only with qualified engineer

Demonstrate proficiency to Road Foreman of Engines or designee  
Pass the written fireman's exam

Approval by Operations committee for promotion to fireman

Duties: Fire the locomotive on the road, maintaining proper boiler pressure and water levels.

Maintain proper fuel and water supply levels.

When not actively firing, maintain a lookout for track defects, obstructions, switches, and anything that might affect the safety of the locomotive or train.

### Re-qualification Requirements:

A qualified fireman who has not worked in that position for two or more years must make a minimum of two round trips under the observation of the Road Foreman of Engines, or a person designated by them. Must also pass the

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current fireman's exam.

### **Level Three Positions**

- Position:** Engineer
- Prerequisites:** Meet all the prerequisites to enter train service.  
Be a qualified fireman
- Qualifications:** Have completed 12 round trips with qualified engineer  
Demonstrate proficiency to Road Foreman of Engines or designee  
Pass the written engineer's exam  
Approval by Operations committee for promotion to engineer
- Duties:** Engineers are in charge of the locomotive.  
Engineers are responsible for the safe handling of both the locomotive and the train.  
Obey all signals and instructions issued by the conductor, or a brakeman during switching operations. If a signal or instruction is not understood or seems unreasonable, do not act until such signal or instruction is understood. If necessary stop the train.  
Maintain radio contact with the train crew and stations.  
Monitor the activities of the fireman, or other persons riding in or on the locomotive.  
Monitor the boiler water level and, if necessary, add water.  
Inspect the locomotive before each day's operations and while stopped at stations  
Ensure that the locomotive is properly lubricated before and during operations.  
Provide training for new firemen.  
Ensure that all pre and post operation forms and logs are properly filled out.

**Re-qualification Requirements:**

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A qualified Engineer who has not worked in that position for two or more years must make a minimum of two round trips under the observation of the Road Foreman of Engines, or a person designated by them. Must also pass the current written engineer's exam.

### **Certification**

SORHS will issue certificates to all individuals meeting the requirements of this program.

#### **Certificates will at a minimum:**

Identify SORHS as the issuing railroad;

Indicate that SORHS has determined that the person to whom it is being issued has been determined to be eligible to perform as a Brakeman, Conductor, Yard Engineer, Fire-Train Engineer, Motor car operator; Hostler, Fireman, Engineer

Identify the person to whom it is being issued (including the person's name, volunteer identification number, the year of birth, and either a physical description or photograph of the person);

Show the effective date of each certification held;

Be of sufficiently small size to permit being carried in an ordinary pocket wallet;

#### **The railroad authorizes the following individuals to sign certificates:**

Road Foreman of Engines

Operations Manager or designee

### **Retention of Position and Recertification**

In order to hold the position of Brakeman, Conductor, Fireman or Engineer on the SORHS the member must:

1. Put in no less than two (2) round trips of train service each calendar year. Exceptions to this stipulation must be requested of the Operations committee in writing before Safety weekend of each calendar year.
2. Attend annual Safety weekend class at least once every two (2) years
3. Pass proctored written safety exam yearly.

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4. Remain a member of the SORHS in good standing.
5. Comply with all railroad rules and regulations.
6. Carry out his or her duty with care, professionalism, and skill, and to always put safety first.
7. Pass written exam for highest position held once every three (3) years.  
Any violation of these requirements will result in the revocation of his or her qualification as a member of the operations department at SORHS.

### **Reinstatement**

If a brakeman, conductor, fire-train engineer, motor-car operator, hostler, fireman or engineer allows his or her certification to lapse due to any of the requirements of the previous section, and/or his or her certification is revoked, he or she may apply to the Operations Committee for reinstatement to the former position held. Reinstatement to any position, formerly held or below, is at the discretion of the Operations committee, but must meet the following minimum criteria:

1. Must attend the next available Safety weekend
2. A score of at least 80% on the safety exam as well as the exam for the position in which seeking reinstatement
3. A passing score on his or her check ride.

If the time absent from train crew operations is sufficient enough in the opinion of the Operations committee, the Operations committee reserves the right to require more time or experience in lower positions to work back up to the position held before absence.

If a brakeman, conductor, fireman or engineer is returning from an approved leave of absence of less than two (2) years, reinstatement may only require a territory re-familiarization trip with a qualified member appointed by the Operations committee. Any leave of absence of greater duration may require more work for reinstatement, the amount of which to be determined by the Operations committee.

### **Compliance Testing**

Compliance testing will be administered at random by the RFE and/or his designee. Tests include, but are not limited to those listed in Compliance testing program manual. The purpose of these tests is to improve situational awareness as well as keep our members knowledgeable on all current SVRR operational practices as well as SVRR current safety rules.

# Train Crew Training and Qualification Program

Compliance testing of SORHS train crew should be conducted a minimum of three operating days.

## **COMPLIANCE TESTING MAKES FOR SAFER OPERATIONS.**

### **Appendix A**

#### **SORHS Promotional Checklist for Train Service**

Prerequisite to entering Train Service

Member of SORHS in good standing

18 years of age

Capable of performing the minimum physical and mental requirements for each position

Have adequate hearing and vision

Possession of valid driver's license

Pass written Safety Rules test

Submit written application to Operations Committee

#### **Level One- Brakeman**

Meet all the prerequisites to enter train service.

Complete a minimum of 8 round-trips

Pass the brakeman's written exam

Approval by Operations committee for promotion to brakeman

#### **Level Two- Conductor**

Meet all the prerequisites to enter train service. Be a qualified brakeman

Complete a minimum of 8 round-trips

Pass the conductor's written exam

Approval by Operations committee for promotion to conductor



# Train Crew Training and Qualification Program

## **Level Two - Motorcar Operator/Fire Train Engineer**

Meet all the prerequisites to enter train service.

Be a qualified brakeman

Make 4 round trips with a qualified motorcar operator. (motorcar operator only)

Make 2 additional round trips with qualified fire-train engineer (if working as fire-train engineer)

Approval by Operations committee for promotion to motorcar operator and or fire-train engineer

## **Level Three- Hostler**

Meet all the prerequisites to enter train service.

Be a qualified conductor (can start hostling as a qualified brakeman) Have a minimum of 6 days hostling with qualified hostler Demonstrate proficiently to Road Foreman of Engines or designee Approval by Operations committee for promotion to hostler

## **Level Three- Fireman**

Meet all the prerequisites to enter train service.

Be a qualified conductor

Be a qualified hostler (may qualify as hostler at same time as qualifying for fireman)

Have completed a minimum of 2 round trips with qualified fireman

Have completed a minimum of 6 round trips working only with qualified engineer

Demonstrate proficiency to Road Foreman of Engines or designee

Pass the written fireman's exam

Approval by Operations committee for promotion to fireman

## **Level Three- Engineer**

## Train Crew Training and Qualification Program

Meet all the prerequisites to enter train service.

Be a qualified fireman

Have completed 12 round trips with qualified engineer Demonstrate proficiency to Road Foreman of Engines or designee Pass the written engineer's exam

Approval by Operation's committee for promotion to engineer

Refer to SORHS Train Crew Training and Qualification Program for full details on job descriptions and requirements.

# Train Crew Training and Qualification Program

## Appendix B Evaluation forms

### SORHS Student Brakeman's Evaluation

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Number of round trips: \_\_\_\_\_

Conductor's Name: \_\_\_\_\_ Consist description: \_\_\_\_\_

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Pre-inspection of cars				
Coupling air hoses/operating angle cocks				
Crossing through equipment				
Air Brake tests				
Operating handbrakes				
Mounting/dismounting equipment.				
3-point contact/climbing ladders & steps				
Operating Switches				
Equipment securement				
Leaving equipment to clear/foul				
Protecting shoving movements				
Hand signals				
Radio use				
Situational Awareness - Rail safety				
Attitude - Taking Instruction				
Attitude - Teamwork				
Hours of service documentation				

**Must complete 8 round trips minimum for advancement (Number of trips completed \_\_\_\_\_)**

\_\_\_\_\_  
**Qualified Conductor Signature**

*Recommend for advancement*

\_\_\_\_\_  
**Student Signature**

# Train Crew Training and Qualification Program

## SORHS Student Conductor Evaluation

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Number around trips: \_\_\_\_\_

Conductor's Name: \_\_\_\_\_ Consist description: \_\_\_\_\_

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Job Briefing for Train Operations				
Pre-inspection of cars				
Situational Awareness - Rail safety				
Attitude - Teamwork				
Attitude - Taking Instruction				
Mounting/dismounting equipment.				
3-point contact/climbing ladders & steps				
Crossing through equipment				
Equipment securement				
Operating handbrakes				
Operating Switches				
Leaving equipment to clear/foul				
Coupling air hoses/operating angle cocks				
Radio use				
Hand signals				
Protecting shoving movements				
Hours of service documentation				
Job Briefing/Switching				
Air Brake tests				
Leadership- Crew Issues				
Leadership- Visitor Issues				

Must complete 8 round trips minimum for advancement (Number of trips completed \_\_\_\_\_)

\_\_\_\_\_  
 Qualified Conductor Signature

*Recommend for advancement*

\_\_\_\_\_  
 Student Signature

# Train Crew Training and Qualification Program

## SORHS Fire-Train Engineer / Motor Car Operator Evaluation

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Number of trips completed \_\_\_\_\_

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Pre-inspection of fire-train / motorcar				
Proper starting procedures				
Mounting/dismounting equipment				
Operating handbrakes				
Operating Switches				
Equipment securement				
Proper speed				
Proper knowledge of Firefighting procedures				
Situational Awareness- location on railroad				
Leaving equipment to clear/foul				
Protecting shoving movements				
Hand signals				
Radio use				
Situational Awareness - Rail safety				
Attitude - Taking Instruction				
Attitude - Teamwork				
Hours of service documentation				

**Must complete 4 round trips minimum for advancement as Motorcar operator and 2 additional round trips for advancement to Fire-train engineer.**

\_\_\_\_\_  
**Evaluator's Signature**

*Recommend for advancement*

\_\_\_\_\_  
**Student Signature**

# Train Crew Training and Qualification Program

## SORHS Student Hostler Evaluation

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Number of Training Days: \_\_\_\_\_

Hostler's Name: \_\_\_\_\_ Engine: \_\_\_\_\_

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Blue Flag placement				
Engine inspection (pit)				
Tender inspection (pit)				
Check fuel level and water levels in the tank and boiler.				
Preparing boiler for light off				
Properly build/fill firebox				
Light-off Control of fire while raising pressure				
Proper banking of fire				
Change over from air to steam				
Control of fuel, blower, and atomizer				
Proper test-use of both injectors				
Proper testing of water glasses				
Monitoring pressure gain				
Starting accessories air pump, generator				
Maintain proper boiler pressure, water level and smoke				
Air Brake tests				
Hazards while Hostling				
Equipment securement brief engine crew				
Situational Awareness - Cab safety				
Attitude - Teamwork				
Attitude - Taking Instruction				
Hours of service documentation				

**Must complete 6 days minimum for advancement (Number of training days completed \_\_\_\_\_)**

\_\_\_\_\_  
**Qualified Hostler's Signature**

*Recommend for advancement*

\_\_\_\_\_  
**Student Signature**

# Train Crew Training and Qualification Program

## SORHS Student Fireman Evaluation

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Number of trips: \_\_\_\_\_

Fireman's Name: \_\_\_\_\_ Engine: \_\_\_\_\_

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Engine inspection				
Check fuel level and water levels in the tank and boiler.				
Proper use of blow down valve				
Proper chemical water treatment when taking on water.				
Control of fire while raising pressure				
Proper use of firebox door (opening/closing)				
Control of fuel, blower, and atomizer				
Proper -use of injectors				
Proper testing of water glasses				
Monitoring pressure gain				
Starting accessories air pump, generator				
Maintain proper boiler pressure, water level and smoke				
Proper use of bell				
Call out hazards track conditions to engineer				
Situational awareness while engine is in movement				
Situational Awareness - Cab safety				
Attitude - Teamwork				
Attitude - Taking Instruction				
Hours of service documentation				

**Must complete 8 round trips minimum for advancement (additional 2 round trips on #3)**  
 Number of trips completed: \_\_\_\_\_

\_\_\_\_\_  
 Qualified Fireman's Signature

*Recommend for advancement*

\_\_\_\_\_  
 Student Signature

# Train Crew Training and Qualification Program

## SORHS Student Engineer's Evaluation

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Number of round trips: \_\_\_\_\_

Engineer's Name: \_\_\_\_\_ Engine: \_\_\_\_\_

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Engine inspection				
Check fuel level and water levels in the tank and boiler.				
Proper test-use of injectors				
Air Brake tests				
Monitoring steam pressure level gain/loss				
Monitoring of water glass levels				
Knowledge of railroad and terrain operating over				
Understands the air brake system and how it works				
Understands the different positions of the automatic brake valve and independent brake valve				
Understands the proper positioning of the throttle and reverse lever as determined by terrain and load				
Understands the proper handling of air on a grade				
Understands responsibility of the safety for the passengers, crew and train				
Proper whistle signals				
Coupling and uncoupling from equipment				
Proper communication with all crew members				
Situational Awareness- knows where at on railroad				
Attitude - Teamwork				
Attitude - Taking Instruction				
Hours of service documentation				

Must complete 12 round trips minimum for advancement (Number of trips completed: \_\_\_\_\_)

\_\_\_\_\_  
Qualified Engineer's Signature

*Recommend for advancement*

\_\_\_\_\_  
Student Signature