

**Butte Falls  
Scenic Railway**

# **Operating Rules for the Butte Falls Scenic Railway**

Based on General Code of Operation Rules 7th  
edition effective April 1, 2015

(Note: Only the sections of GCOR that are applicable to Butte Falls Scenic  
Railway operations are included in this rule book)

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## **1.0 General Responsibilities**

### **1.1 Safety**

Safety is the most important element in performing duties. Obeying the rules is essential to job safety and continued employment.

#### **1.1.1 Maintaining a Safe Course**

In case of doubt or uncertainty, take the safe course.

#### **1.1.2 Alert and Attentive**

Volunteers must be careful to prevent injuring themselves or others. They must be alert and attentive when performing their duties and plan their work to avoid injury.

#### **1.1.3 Accidents, Injuries, and Defects**

Report by the first means of communication any accidents; personal injuries; defects in tracks, bridges, or signals; or any unusual condition that may affect the safe and efficient operation of the railroad. Where required, furnish a written report promptly after reporting the incident.

#### **1.1.4 Condition of Equipment and Tools**

Volunteers must check the condition of equipment and tools they use to perform their duties. Volunteers must not use defective equipment or tools until they are safe to use. Employees must report any defects to the proper authority.

## **1.2 Personal Injuries and Accidents**

### **1.2.1 Care for Injured**

When passengers or Volunteers are injured, do everything reasonable to care for them.

### **1.2.2 Witnesses**

If equipment is involved in personal injury, loss of life, or damage to property, the employee in charge must immediately secure the names, addresses, and occupations of all persons involved, including all persons at the scene when the accident occurred and those that arrived soon after. The employee in charge must secure the names regardless of whether these persons admit knowing anything about the accident.

The Volunteer in charge must also obtain the license numbers of nearby automobiles. When necessary, other employees can assist in obtaining this information, which must be included in reports covering the incident.

Where signaling devices are provided or a flagman is on duty, the employee in charge and assisting employees must try to determine who, among the witnesses, can testify whether the signaling

devices were functioning properly or if the flagman was performing his duties properly.

When possible, obtain the names of witnesses who can testify about the bell and whistle signals.

### **1.2.3 Equipment Inspection**

If an accident results in personal injury or death, all tools, machinery, and other equipment involved, including the accident site, must be inspected promptly by the foreman, another person in charge of the work, or other competent inspectors. The inspector must promptly forward to his manager a report of the inspection. The report must include the condition of the equipment and the names of those making the inspection.

The equipment inspected must be marked for identification and placed in custody of the responsible manager or Volunteer until the claims department is contacted and determines disposition.

### **1.2.4 Mechanical Inspection**

When engines, cars, or other equipment are involved in an accident that results in personal injury or death, the equipment must be inspected before it leaves the accident site.

A mechanical department Volunteer must further inspect the equipment at the first terminal. This Volunteer must promptly report inspection results to the proper manager.

### **1.2.5 Reporting**

All cases of personal injury, while on duty or on company property, must be immediately reported to the proper manager and the prescribed form completed.

A personal injury that occurs while off duty that will in any way affect employee performance of duties must be reported to the proper manager as soon as possible. The injured employee must also complete the prescribed written form before returning to service.

If an employee receives a medical diagnosis of occupational illness, the Volunteer must report it immediately to the proper manager.

### **1.2.6 Statements**

Except when authorized by the proper manager:

- Information concerning accidents or personal injuries that occur to persons other than Volunteers may be given only to an authorized representative of the railroad or an officer of the law.
- Information about the facts concerning the injury or death of an employee may be given only to a person in interest such as the injured employee, an immediate relative of the injured or deceased employee, an authorized representative of the railroad, or an officer of the law.

- Information in the files or in other privileged or confidential reports of the railroad concerning accidents or personal injuries may be given only to an authorized representative of the railroad.

### 1.2.7 Furnishing Information

Volunteers must not withhold information, or fail to give all the facts to those authorized to receive information regarding unusual events, accidents, personal injuries, or rule violations.

## 1.3 Rules

### 1.3.1 Rules, Regulations, and Instructions

**Safety Rules.** Volunteers must have a copy of, be familiar with, and comply with all safety rules issued in a separate book or in another form.

**General Code of Operating Rules.** Volunteers governed by these rules must have a current copy they can refer to while on duty.

**Hazardous Materials.** Volunteers who in any way handle hazardous materials must have a copy of the instructions or regulations for handling these materials. Volunteers must be familiar with and comply with these instructions or regulations.

**Air Brakes.** Volunteers whose duties are affected by air brake operation must have a copy of the rules and instructions for operating air brakes and train handling. Employees must know and obey these rules and instructions.

**Timetable and Special Instructions.** Volunteers whose duties are affected by the timetable and special instructions must have a current copy they can refer to while on duty.

**Train Dispatchers and Control Operators.** The train dispatchers and control operators must have a copy of the rules and instructions for train dispatchers and control operators. They must be familiar with and obey those rules and instructions.

**Classes.** Volunteers must be familiar with and obey all rules, regulations, and instructions and must attend required classes. They must pass the required examinations.

**Explanation.** Volunteers must ask their supervisor for an explanation of any rule, regulation, or instruction they are unsure of.

**Issued, Canceled, or Modified.** Rules may be issued, canceled, or modified by track bulletin, general order, or special instructions.

### 1.3.2 General Orders

- Are numbered consecutively.
- Are issued and canceled by the designated manager.
- Contain only information and instructions related to rules or operating practices.

- Replace any rule, special instruction, or regulation that conflicts with the general order.

Before beginning each day's work or trip, crew members and any others whose duties require, must review general orders that apply to the territory they will work on.

### **1.3.3 Circulars, Instructions, and Notices**

Circulars, instructions, notices, and other information are issued and canceled by the designated manager. Before beginning each day's work or trip, crew members and any others whose duties require, must review those that apply to the territory they will work on.

## **1.4 Carrying Out Rules and Reporting Violations**

Volunteers must cooperate and assist in carrying out the rules and instructions. They must promptly report any violations to the proper supervisor. They must also report any condition or practice that may threaten the safety of trains, passengers, or Volunteers, and any misconduct or negligence that may affect the interest of the railroad.

### **1.4.1 Good Faith Challenge**

#### **A. Right to Challenge**

Federal Regulations have provisions that allow a Volunteer the right to challenge a directive which, based upon the employee's good faith determination, would violate a railroad operating rule relating to:

- Shoving movements.
  - Leaving equipment foul of an adjacent track.
- or
- Handling of hand-operated switches or fixed derails.

#### **B. Good Faith Challenge Procedure**

1. An Volunteer may inform a supervisor issuing a directive that a good faith determination has been made that the directive would violate a railroad operating rule relating to:
  - Shoving movements.
  - Leaving equipment foul of an adjacent track.

or

  - Handling of hand-operated switches or fixed derails.
2. The supervisor will not require the Volunteer to comply with the directive until the challenge is resolved. The supervisor may:
  - Require the challenging employee to perform other tasks not related to the challenge until the challenge is resolved.

or

  - Direct an employee, other than the challenging employee, to perform

the challenged task before the challenge is resolved. Volunteer so directed will be informed of the challenge, and determine that the challenged task does not violate the rules.

### **C. Resolving Good Faith Challenge**

1. A challenge may be resolved by one of the following:
  - The supervisor's acceptance of the Volunteer's request.
  - An Volunteer's acceptance of the directive.
  - An Volunteer's agreement to a compromise solution acceptable to the person issuing the directive.
2. If the challenge cannot be resolved because the supervisor issuing the directive has determined that the Volunteer's challenge has not been made in good faith or there is no alternative to the direct order, the railroad will:
  - Provide immediate review by at least one manager, which must not be conducted by the supervisor issuing the challenged directive or that supervisor's subordinate.
  - Resolve the challenge using the same options available for resolving the challenge as the initial supervisor.
3. If the manager making the final decision concludes that the challenged directive would not cause the Volunteer to violate any requirement of the involved rules, the reviewing manager's decision shall be final and not subject to further immediate review.
  - The manager will inform the Volunteer that Federal law may protect the employee from retaliation, if the employee's refusal to do the work is a lawful, good faith act.
  - The employee making the challenge will be afforded an opportunity to document, in writing or electronically, any protest to the manager making the final decision before the Volunteer's tour of duty is complete. The Volunteer will be afforded the opportunity to retain a copy of the protest.

### **D. Request for Review and Verification of Decision**

Upon written request, at the time of the challenge, the Volunteer has the right for further review by the "Designated Review Manager". Within 30 days after the expiration of the month during which the challenge occurred, the "Designated Review Manager" will verify the proper application of the rule in question. The verification decision shall be made in writing to the Volunteer.

### **E. Employee Rights and Remedies**

The Good Faith Challenge is not intended to abridge any rights or remedies available to the employee under a collective bargaining agreement or any Federal law.

## **1.5 Drugs and Alcohol**

The use or possession of alcoholic beverages while on duty or on company property is prohibited. Volunteers must not have any measurable alcohol in their breath or in their bodily fluids when reporting for duty, while on duty, or while on company property.

The use or possession of intoxicants, over-the-counter or prescription drugs, narcotics, controlled substances, or medication that may adversely affect safe performance is prohibited while on duty or on company property, except medication that is permitted by a medical practitioner and used as prescribed. Volunteers must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty, or while on company property.

## **1.6 Conduct**

Volunteers must not be:

1. Careless of the safety of themselves or others.
2. Negligent.
3. Insubordinate.
4. Dishonest.
5. Immoral.
6. Quarrelsome.
- or
7. Discourteous.

Any act of hostility, misconduct, or willful disregard or negligence affecting the interest of the company or its Volunteers is cause for dismissal and must be reported. Indifference to duty or to the performance of duty will not be tolerated.

### **1.6.1 Motor Vehicle Driving Records**

A certified conductor, engineer or person seeking initial certification convicted for operating a motor vehicle under the influence of/ impaired by alcohol or a controlled substance must report the conviction to their supervisor within 48 hours of being notified.

As applied to this rule, a conviction also includes:

- Refusal to undergo such testing when a law enforcement official seeks to find out whether a person is operating under the influence/impaired by alcohol or a controlled substance.
- Participation in state sponsored diversion program, guilty pleas, and completed state actions to cancel, revoke, suspend or deny a driver's license.

### **1.6.2 Notification of Felony Convictions**

The conduct of any Volunteer leading to conviction of any felony is prohibited. Any Volunteer convicted of a felony must notify the proper authority of that fact within 48 hours after the employee receives notice of the conviction.

### **1.6.3 Notification of Deteriorating Vision or Hearing**

A certified conductor, engineer or person seeking initial certification who has knowledge their hearing or vision has deteriorated and cannot be corrected to the minimum acceptable requirement as outlined in federal regulations (20/40 distant visual acuity, 70 degree field of vision, ability to recognize/distinguish between railroad color signals, hearing loss no greater than 40 decibels) must report that fact immediately to the proper authority or the medical department.

### **1.7 Altercations**

Volunteers must not enter into altercations with each other, play practical jokes, or wrestle while on duty or on railroad property.

### **1.8 Appearance**

Volunteers reporting for duty must be clean and neat. They must wear the prescribed uniform when required.

### **1.9 Respect of Railroad Company**

Volunteers must behave in such a way that the railroad will not be criticized for their actions.

### **1.10 Games, Reading, or Other Media**

Volunteers on duty must not:

- Play games.
- Use personal electronic devices other than provided for in Rule 2.21 (Electronic Devices).

or

- Read magazines, newspapers, or other literature not related to their duties when:
  - On a train or engine.
  - Performing safety related activities.

or

- It would delay or interfere with required duties.

This does not prohibit employees from having such material enclosed in their personal luggage.

### **1.11 Sleeping**

Volunteers must not sleep while on duty, except as outlined under Rule 1.11.1 (Napping). Volunteers reclined with their eyes closed will be in violation of this rule.

### **1.11.1 Napping**

Napping is permitted by train crews, except crews in passenger, commuter or yard service, under the following conditions:

- The crew is waiting for departure of their train. or
- The train is stopped enroute waiting to be met or passed by a train, waiting for track work, waiting for helper locomotive, or similar conditions.

#### **Restrictions are as follows:**

- A job briefing must be conducted, with agreement reached as to who will nap and who must remain awake. Each crew member has the right and responsibility to refuse to allow another crew member to take a nap if doing so could jeopardize the personal safety of Volunteers, the train, or the public.
- One crew member must remain awake at all times.
- The nap period must not exceed 45 minutes, which includes the time needed to fall asleep. The napping employee is relieved of all duties.
- Train must not be delayed for an Volunteer to take a nap. When conditions allow the train to move, the employee who is to remain awake must immediately waken the napping employee.
- Before napping, while waiting for the arrival of their train, employees must ensure all duties have been completed. These duties include reviewing general orders and notices; securing and reviewing track warrants, track bulletins, and other paperwork, if available.
- Before napping is allowed enroute, the Volunteer in charge of the locomotive controls must:
  1. Make at least a 10-lb. brake pipe reduction.
  2. Place generator field switch in the "OFF" position.
  3. Center the reverser and remove, if removable.
  - The Volunteer who is to remain awake must remain on the locomotive while others on the locomotive are napping, except when inspecting passing trains.
  - If waiting for the arrival of or make-up of train, one crew member must remain awake while waiting for their train's arrival or make-up at their initial terminal unless arrangements have been made with a third party to wake up all crew members.

All crew members that are deadheading or otherwise relieved of duties may nap.

### **1.12 Weapons**

While on duty or on railroad property, Volunteer must not have firearms or other deadly weapons, including knives with a blade longer than 3 inches. However, railroad police are authorized to possess firearms in the course of their work.



### **1.13 Reporting and Complying with Instructions**

Volunteers will report to and comply with instructions from supervisors who have the proper jurisdiction. Volunteers will comply with instructions issued by managers of various departments when the instructions apply to their duties.

### **1.14 Volunteer Jurisdiction**

Volunteers are under the jurisdiction of the supervisors of the railroad they are operating on.

When operating on another railroad, unless otherwise instructed, employees will be governed by:

- Safety rules, air brake and train handling rules, and hazardous materials instructions of the railroad they are employed by.
- The operating rules, timetable and special instructions of the railroad they are operating on.

### **1.15 Duty—Reporting or Absence**

Volunteers must report for duty at the designated time and place with the necessary equipment to perform their duties. They must spend their time on duty working only for the railroad. Volunteers must not leave their assignment, exchange duties, or allow others to fill their assignment without proper authority. Continued failure by Volunteers to protect their employment will be cause for dismissal.

### **1.16 Subject to Call**

Volunteers subject to call must indicate where they can be reached and must not be absent from their calling place without notifying those required to call them.

### **1.17 Hours of Service Law**

Volunteers must be familiar and comply with the requirements of the federal hours of service law. Volunteers are expected to use off-duty time so they are prepared for work.

If an Volunteer is called to report for duty before legal off-duty time has expired, before accepting the call to work, the employee must notify the individual making the call that off-duty time has not expired.

#### **A. Notification**

When communication is available, employees must notify the train dispatcher or another authority of the time the law requires them to be off duty. Employees must provide notification early enough that they may be relieved, or transportation provided, before they exceed the hours of service.

## **B. Exceeding the Law**

Volunteers must not exceed the hours of service law without proper authority. However, they must not leave trains, engines, or cars on the main track without proper protection. Volunteers must secure trains properly and, if possible, before they exceed the hours of service. Except as provided by this paragraph, employees are then relieved of all duties.

### **1.18 Unauthorized Employment**

Volunteers must not engage in another business or occupation that would create a conflict of interest with their employment on the railroad or would interfere with their availability for service or the proper performance of their duties.

### **1.19 Care of Property**

Volunteers are responsible for properly using and caring for railroad property. Volunteers must return the property when the proper authority requests them to do so. Employees must not use railroad property for their personal use.

### **1.20 Alert to Train Movement**

Volunteers must expect the movement of trains, engines, cars, or other movable equipment at any time, on any track, and in either direction.

Volunteers must not stand on the track in front of an approaching engine, car, or other moving equipment. Volunteers must be aware of location of structures or obstructions where clearances are close.

### **1.21 Occupying Roof**

Volunteers whose duties require them to occupy the roof of a car or engine must do so only with proper authority and when the equipment is standing.

### **1.22 Unauthorized Persons on Equipment**

Do not permit unauthorized persons on equipment. Promptly notify the train dispatcher or supervisor when unauthorized persons or emergency responders are observed on, under or between railroad equipment. When made aware of emergency responders on, under or between railroad equipment, train dispatcher or supervisor must arrange for a qualified employee to inspect all affected equipment to verify proper securement as soon as practical.

### **1.23 Altering Equipment**

Without proper authority, Volunteers must not alter, nullify, change the design of, or in any manner restrict or interfere with the normal function of any device or equipment on engines, cars, or other railroad property, except in the case of an emergency. Volunteers must report to the proper supervisor changes made in an emergency.

#### **1.24 Clean Property**

Railroad property must be kept in a clean, orderly, and safe condition. Railroad buildings, facilities, or equipment must not be damaged or defaced. Only information authorized by the proper manager or required by law may be posted on railroad property.

#### **1.25 Credit or Property**

Unless specifically authorized, Volunteers must not use the railroad's credit and must not receive or pay out money on the railroad account. Employees must not sell or in any way get rid of railroad property without proper authority. Volunteers must care for all articles of value found on railroad property and promptly report the articles to the proper authority.

#### **1.26 Gratuities**

Volunteers must not discriminate among railroad customers. Employees must not accept gifts or rewards from customers, suppliers, or contractors of the railroad unless authorized by the proper manager.

#### **1.27 Divulging Information**

Volunteers who make up, handle, or care for any of the following must not allow an unauthorized person to access them or disclose any information contained in them:

- Correspondence. • Reports.
- Books.
- Bills of Lading.
- Waybills. • Tickets.
- Statistics.

#### **1.28 Fire**

Volunteers must take every precaution to prevent loss and damage by fire. Volunteers must report promptly to the train dispatcher any fires seen on or near the right of way, unless the fires are being controlled. If there is danger of the fire spreading to a bridge or other structure, crew members must stop their train and help extinguish the fire. Cause of fire, if known, must be promptly reported.

#### **1.29 Avoiding Delays**

Crew members must operate trains and engines safely and efficiently. All Volunteers must avoid unnecessary delays. When possible, train or engine crews wanting to stop the train to eat must ask the train dispatcher at least one hour and thirty minutes before the desired stop.

#### **1.30 Riding Engine**

When possible, crew members on the head end of freight trains must ride in the control compartment of the engine. When riding on the head end, the conductor will ride in the control compartment.

### **1.31 Repairs to Foreign Cars**

Crew members who repair foreign cars must report the repairs on the prescribed form.

### **1.32 Overheated Wheels**

When overheated wheels are found on a train, the train must be stopped and held a minimum of 10 minutes to allow the heat to equalize through the wheel.

### **1.33 Inspection of Freight Cars**

When personnel are not on duty primarily to inspect freight cars, each car placed in the train may be moved after it receives a safety inspection as follows:

- Cars must be checked for:
  - Leaning.
  - Sagging.
  - Improper position on the truck.
  - Objects hanging or dragging from the car or extending from the side. - Insecurely attached doors.
  - Broken or missing safety appliances.
  - Contents leaking from placarded hazardous material car. - Insecure coupling device.
  - Overheated wheel or journal.
  - Broken or cracked wheel.
  - Brake that fails to release.
  - Staff type brake not in fully raised position.
  - Any apparent hazard that could cause an accident.
- Open top loads, including trailers and containers on flat cars, must be loaded safely.
- If width or height approaches clearance restrictions, movement must be cleared with the proper authority.

A freight car with any defect that makes movement unsafe must be corrected or set out of the train. When a defect is discovered enroute, note the type of defect on proper tag and attach a tag on each side of the car.

A freight car with three bad order tags indicating that the car is safe to move may be moved to the nearest car repair point. The conductor will remove one bad order tag from the side with two tags. The conductor will use this written information from the tag to inform other crew members of the restrictions.

### **1.34 Flat Spots**

If a wheel on a piece of equipment has a flat spot more than 2 1/2 inches long, or if the wheel has adjoining flat spots that are each at least 2 inches long, the equipment must not be moved faster than 10 MPH. Such equipment must be set out at the first available point.

### **1.35 Dump Doors**

Be sure dump doors on cars are closed after a load is dumped. If car must be moved short distances with the dump doors open, make sure the doors and chains will clear tracks and crossings.

### **1.36 Excessive Dimension Loads**

Place excessive dimension loads on or near the head end of trains.

Instructions will be issued to trains handling excessive dimension loads. If no instructions have been issued regarding handling the car, the conductor will immediately notify the train dispatcher.

Crew members handling excessive dimension equipment must ensure that the equipment will clear nearby objects, including equipment on adjacent tracks. If the train cannot reach a point with enough clearance, crew members must make sure protection is provided against movements on adjacent tracks.

### **1.37 Open Top Loads**

Flat cars, open top cars, and open top TOFCs/COFCs with loads that are likely to shift must not be placed in trains next to the following if train length and make-up permit:

- Occupied outfit car. • Passenger car.
- Engine.
- Caboose.
- Shipment of automotive vehicles and machinery that is not fully enclosed.  
This restriction does not apply to cars with permanent tie-downs.

### **1.38 Shipments Susceptible to Damage**

Shipments with painted or finished surfaces susceptible to damage, such as automobiles, trucks, tractors, combines, and other similar equipment or machinery, must not be placed closer than the fifth car behind open top cars loaded with commodities such as coal, sand, gravel, lime, soda ash, etc. subject to wind, vapor, or fume action on adjacent cars. Exceptions include shipments susceptible to damage that are:

- Loaded in cars that fully enclose the shipments. or
- Fully protected by a covering.

An open top car loaded with sand, gravel, lime, soda ash, etc. subject to wind, vapor, or fume action in other than a solid unit train must not be placed immediately ahead of an occupied caboose.

### **1.39 Accuracy of Speed Indicator**

The engineer must verify speed indicator accuracy as soon as possible after taking charge of the engine. If the speed indicator is not accurate to within 3 MPH plus or minus at speeds of 10 to 30 MPH and to within 5 MPH plus or minus at speeds above 30 MPH, the engineer must immediately report the variance to the train dispatcher.

#### **1.40 Reporting Engine Defects**

The engineer will report any engine defect on the proper form and notify the relieving engineer, when needed.

#### **1.41 Engines Coupled to Occupied Passenger Cars**

Engines coupled to equipment that includes occupied passenger cars must not be left without an authorized employee in charge.

#### **1.42 Trains Detoured**

When trains are detoured over another railroad, the engineer of the detoured train will operate the engine, unless otherwise approved by a manager of the railroad the train is being detoured over.

The pilot will inform the engineer of speed restrictions, signals, sidings, etc. to make sure the train detours over the railroad safely.

#### **1.43 Stopped in Tunnels**

##### **A. Engine or Train Stopped in Tunnel**

When an engine is stopped in a tunnel and cannot move promptly, crew members must:

1. Shut down diesel engine at once.
2. Shut down Waukesha or similar type engines.
3. Make a full service air brake application.
4. Apply hand brakes to prevent movement in case the air brakes leak off.

##### **B. Passenger Train Stopped in Tunnel or Deep Snow**

Crew members of a passenger train stopped in a tunnel or deep snow must:

1. Shut off any air circulating systems including:
  - a. Air conditioning.
  - b. Ice machines.
  - c. Generators.
2. Shut air intake shutters.
3. Turn off blower fans.

##### **C. Notification if Stopped in Tunnel or Deep Snow**

The train dispatcher should be notified immediately so that proper arrangements can be made to protect persons and equipment.

##### **D. When These Requirements Will Not Apply**

These requirements will not apply if air currents carry the exhaust gases away from the train. Safety of passengers and crew members must be the first consideration.

#### **1.44 Duties of Train Dispatchers**

Train dispatchers supervise train movement and any employees connected with that movement.

### **1.45 Duties of Control Operators and Operators**

Control operators and operators are under the direction of the train dispatcher when their duties concern handling track warrants, track bulletins, lineups, the movement of trains, and any other instructions issued by the train dispatcher.

### **1.46 Duties of Yardmasters**

The yardmaster is responsible for and shall directly supervise yard crews, clerks, and all other Volunteers working in the yard. The yardmaster must see that they work in a safe, efficient, and economical manner, according to the rules, regulations, and instructions of the railroad. Yardmasters must ensure the prompt and regular movement of cars, especially the proper make-up of trains and their movement into and out of the yard.

At locations where yardmasters are on duty, Volunteers in train, engine, and yard service must comply with the yardmaster's instructions. At locations where no yardmaster is on duty, these employees will work according to the instructions of designated Volunteers.

### **1.47 Duties of Crew Members**

The conductor and the engineer are responsible for the safety and protection of their train and observance of the rules. They must ensure that their subordinates are familiar with their duties, determine the extent of their experience and knowledge of the rules. They must instruct them, when necessary, how to perform their work properly and safely. If any conditions are not covered by the rules, they must take precautions to provide protection.

#### **A. Conductor Responsibilities**

1. The conductor supervises the operation and administration of the train (if trains are combined with more than one conductor on board, the conductor with the most seniority takes charge). All persons employed on the train must obey the conductor's instructions, unless the instructions endanger the train's safety or violate the rules. If any doubts arise concerning the authority for proceeding or safety, the conductor must consult with the engineer who will be equally responsible for the safety and proper handling of the train. Certified conductors must have a current certificate in their possession while on duty.
2. The conductor must advise the engineer and train dispatcher of any restriction placed on equipment being handled.
3. The conductor must remind the engineer that the train is approaching an area restricted by:
  - Limits of authority.
  - Track warrant.
  - Track bulletin.
  - or
  - Radio speed restriction.

The conductor must inform the engineer after the train passes the last station, but at least 2 miles from the restriction.

4. When the conductor is not present, other crew members must obey the instructions of the engineer concerning rules, safety, and protection of the train.
5. Freight conductors are responsible for the freight carried by their train. They are also responsible for ensuring that the freight is delivered with any accompanying documents to its destination or terminals. Freight conductors must maintain any required records.

### **B. Engineer Responsibilities**

1. The engineer is responsible for safely and efficiently operating the engine. Crew members must obey the engineer's instructions that concern operating the engine. A student engineer or other qualified employee may operate the engine under close supervision of the engineer. Any employee that operates an engine must have a current certificate in their possession.
2. The engineer must check with the conductor to determine if any cars or units in the train require special handling.

### **C. All Crew Members' Responsibilities**

1. To ensure the train is operated safely and rules are observed, all crew members must act responsibly to prevent accidents or rule violations. Crew members in the engine control compartment must communicate to each other any restrictions or other known conditions that affect the safe operation of their train sufficiently in advance of such condition to allow the engineer to take proper action. If proper action is not being taken, crew members must remind engineer of such condition and required action.
2. Crew members in the engine control compartment must be alert for signals. As soon as signals become visible or audible, crew members must communicate clearly to each other the name of signals affecting their train. They must continue to observe signals and announce any change of aspect until the train passes the signal. If the signal is not complied with promptly, crew members must remind the engineer and/or conductor of the rule requirement. If crew members do not agree on the signal indication, regard the signal as the most restrictive indication observed.
3. When the engineer and/or conductor fail to comply with a signal indication or take proper action to comply with a restriction or rule, crew members must immediately take action to ensure safety, using the emergency brake valve to stop the train, if necessary.



### **1.48 Time**

While on duty, crew members must have a watch. Other Volunteers must have access to a watch or clock. The watch or clock must:

- Be in good working condition and reliable.
- Display hours, minutes, and seconds.
- Not vary from the correct time by more than 30 seconds.
- Be compared with the time source designated in special instructions.

## **2.0 Railroad Radio and Communication Rules**

### **2.1 Transmitting**

Any employee operating a radio must do the following:

- Before transmitting, listen long enough to make sure the channel is not being used.
- Give the required identification.
- Not proceed with further transmission until acknowledgment is received.

### **2.2 Required Identification**

Employees transmitting or acknowledging a radio communication must begin with the required identification. The identification must include the following in this order:

- For base or wayside stations:
  - Name or initials of the railroad.
  - Name and location or other unique designation.
- For mobile units:
  - Name or initials of the railroad.
  - Train name (number), engine number, or words that identify the precise mobile unit.

If communication continues without interruption, repeat the identification every 15 minutes.

### **Short Identification**

After making a positive identification for switching, classification, and similar operations within a yard, fixed and mobile units may use a short identification after the initial transmission and acknowledgment.

### **2.3 Repetition**

An Volunteer who receives a transmission must repeat it to the person transmitting the message, except when the communication:

- Concerns yard switching operations.
  - Is a recorded message from an automatic alarm device.
- or
- Is general and does not contain any information, instruction, or advice that could affect the safety of a railroad operation.

## **2.4 Ending Transmissions**

Volunteers using a radio for transmissions must state to the employee receiving the transmission the following as it applies to indicate the communication has ended or is completed:

“OVER” — when a response is expected.

or

“OUT” preceded by required identification — when no response is expected.

However, these requirements do not apply to yard switching operations.

## **2.5 Communication Redundancy**

The controlling unit on any train that requires an air brake test must be equipped with an operative radio, unless relieved by Rule 2.18 (Malfunctioning Radio). In addition, trains must have a second means of communication, which may include:

• An operative radio on any unit in the consist. • A portable radio.

or

• Other wireless communication device.

## **2.6 Communication Not Understood or Incomplete**

An employee who does not understand a radio communication or who receives a communication that is incomplete must not act upon the communication and must treat it as if it was not sent.

***EXCEPTION: A Volunteer who receives information that may affect the safety of employees or the public or cause damage to property must take the safe course. When necessary, stop movement until the communication is understood.***

## **2.7 Monitoring Radio Transmissions**

Radios in attended base stations or mobile units must be turned on to the appropriate channel with the volume loud enough to receive communications. Volunteers attending base stations or mobile units must acknowledge all transmissions directed to the station or unit.

## **2.8 Acknowledgment**

A Volunteer receiving a radio call must acknowledge the call immediately, unless doing so would interfere with safety.

## **2.9 Misuse of Radio Communications**

***Volunteers must not use radio communication to avoid complying with any rule.***

## **2.10 Emergency Calls**

Emergency calls will begin with the words “Emergency, Emergency, Emergency”. These calls will be used to cover initial reports of hazardous conditions which could result in death or injury, damage to property or serious disruption of railroad operations such as:

- Derailments.
- Collisions.
- Storms.
- Washouts.
- Fires.
- Track obstructions.

or

- Emergency brake applications.

In addition, emergency calls must be made for the following:

- Overrunning limits of authority.

or

- Overrunning Stop indications.

Emergency calls must contain as much complete information on the incident as possible. All employees must give absolute priority to an emergency communication. Unless they are answering or aiding the emergency call, employees must not transmit until they are certain no interference will result.

## **2.11 Prohibited Transmissions**

Employees must not transmit a false emergency, or an unnecessary or unidentified communication. Volunteers must not use indecent language over the radio. Volunteers must not reveal the existence, contents, or meaning of any communication (except emergency communications) to persons other than those it is intended for or those whose duties may require knowing about it.

## **2.12 Fixed Signal Information**

Volunteers must not use the radio to give information to a train or engine crew about the name, position, aspect, or indication displayed by a fixed signal, unless the information is given between members of the same crew or the information is needed to warn of an emergency.

## **2.13 Not Used**

## **2.14 Transmission of Mandatory Directives**

When transmitted by radio, mandatory directives must conform to applicable operating rules and the following:

- The train dispatcher must state which mandatory directive will be transmitted.

- The Volunteer must inform the train dispatcher when ready to copy stating the employee's occupation (ex. conductor, engineer, foreman, maintainer), name and location on the main track or where the main track will be entered. A Volunteer operating the controls of a moving engine may not copy mandatory directives. In addition, mandatory directives must not be transmitted to the crew of a moving train if the conductor, engineer or train dispatcher feels that the transmission could adversely affect the safe operation of the train.
- The Volunteer receiving a mandatory directive must copy it in writing using the format outlined in the operating rules.
- Before a mandatory directive is acted upon, the conductor and engineer must each have a written copy and each crew member must read and understand it.

#### **2.14.1 Verbally Transmitting and Repeating Mandatory Directives**

When transmitting and repeating mandatory directives:

- State and spell single digit numbers by number and digit.
- State multiple digit numbers by number and digit.
- Identify decimal points as "point", "dot", or "decimal".
- State and spell directions.

#### **2.15 Phonetic Alphabet**

If necessary, a phonetic alphabet (Alpha, Bravo, Charlie, etc.) will be used to pronounce clearly any letter used as an initial, except initial letters of railroads.

#### **2.16 Assigned Frequencies**

The railroad must authorize any radio transmitters used in railroad service. Radio transmitters must operate on frequencies the Federal Communications Commission assigns the railroad. Employees are prohibited from using other transmitters or railroad frequencies not assigned to that particular territory.

#### **2.17 Radio Testing**

Test radios to be used as soon as possible before beginning of work assignment. The radio test must include an exchange of voice transmissions with another radio. The test must confirm the quality of the radio's transmission.

#### **2.18 Malfunctioning Radio**

Malfunctioning radios must not be used. As soon as possible, notify each crew member and the train dispatcher or other affected employees that the radio is not working.

If a radio fails on the controlling locomotive enroute, the train may continue until the earlier of:

- The next calendar day inspection.
- or
- The nearest forward point where the radio can be repaired or replaced.

## 2.19 Blasting Operations

Volunteers must not operate radio transmitters located less than 250 feet from blasting operations.

## 2.20 Internal Adjustments

Volunteers are prohibited from making internal adjustments to a railroad radio unless they are specifically authorized by the FCC or hold a current Certified Technicians Certificate. Volunteers authorized to make adjustments must carry their FCC operator license, Certified Technicians Certificate, or verification card while on duty.

## 2.21 Electronic Devices

This rule outlines the requirements for use of electronic devices. As used in this rule, the following definitions apply:

**Electronic Device.** An electronic or electrical device used to conduct oral, written, or visual communication; place or receive a telephone call; send or read an electronic mail message or text message; look at pictures; read a book or other written material; play a game; navigate the Internet; navigate the physical world; play, view, or listen to a video; play, view or listen to a television broadcast; play or listen to music; execute a computational function; or, perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee or another Volunteer from a safety related task.

### **Railroad Operating Volunteer. An individual who is:**

- Engaged in or connected with the movement of a train including a hostler,
- A train employee providing commuter or intercity rail passenger transportation,  
or
- Subject to hours of service governing train service employees.

The use of any electronic device is prohibited if that use would interfere with a Volunteer's performance of safety-related duties.

### **A. Personal or Railroad Supplied Electronic Devices**

Personal or railroad supplied electronic devices may be used as necessary:

- To respond to an emergency situation involving the operation of the railroad.
- To respond to an emergency encountered while on duty,
- As a communication device in the event of radio malfunction.

### **B. Personal Electronic Devices**

Except when deadheading in other than a controlling locomotive, railroad operating employees on duty (includes supervisors) must have each electronic device turned off and stowed out of sight with any earpiece removed from the ear when:

- On moving rolling equipment or on-track equipment.

- Any member of the crew is on the ground performing safety related duties.  
or
- Any employee is assisting in preparation of the train, engine(s) or on-track equipment.

A railroad operating Volunteer may use a personal cell phone only for voice communication when:

- Rolling and on-track equipment is stopped,
- A safety briefing is conducted with all crew members to confirm that it will not interfere with any safety related or required duty,
- No member of crew will foul any track.

***Cell phone must be turned off when call has been completed.***

Railroad operating employees may use a digital storage and display function of an electronic device to refer to a railroad rule, special instruction, timetable, or other directive provided train is stopped and use does not interfere with any employee's performance of safety related duties and all other crew members have been briefed on its limited use. When not in use it must be turned off and stowed.

A personal stand-alone camera may be used to take a photograph of a safety hazard or a violation of a rail safety law, regulation, order, or standard, provided that:

- A job briefing is conducted among all crew members and any other individuals in the controlling cab of moving equipment,
- It is turned off immediately after the photograph has been made;
- It is not used by an employee at the controls of moving equipment.

A personal stand-alone calculator, digital watch whose only purpose is as a timepiece and medical devices that are consistent with the railroad's standards may be used as necessary in the performance of duties.

**C. Railroad Supplied Electronic Devices**

Railroad operating employees may use railroad supplied electronic devices to send or receive work related information with:

- Railroad supervisors.
  - Railroad customers.
  - Railroad dispatchers.
  - Railroad customer service employees.
- or
- Other railroad employees as necessary in the performance of their duties.

Railroad operating Volunteers must not use a railroad supplied electronic device for purposes other than which it was intended or while:

- Operating the controls of a moving locomotive.

- On the ground within 4 feet of any track.
- On the ground and engaged in an active switching operation.
- Riding rolling equipment during a switching operation.
- At the controls of the locomotive and any other employee is assisting in the preparation of the train, engine(s), or on-track equipment, including testing of railroad equipment or brakes.
- Inside the controlling cab of a locomotive, train or on-track equipment, unless there has been a safety briefing and all crew members agree that it is safe to do so.
- Verbally obtaining or releasing mandatory directives when railroad radio communication is available.

Railroad authorized electronic devices may be used in the body of a business car or passenger train for railroad business when it will not interfere with an employee's performance of safety related duties.

### **3.0 Section Reserved**

## **4.0 Timetables**

### **4.1 New Timetable**

The moment a new timetable goes into effect, it will replace the previous one.

#### **4.1.1 Notice of New Timetable**

At least 24 hours before a new timetable goes into effect, notification will be made by general order. A track bulletin will also be issued at least 24 hours before the new timetable goes into effect and continue for 6 days after the effective date.

### **4.2 Special Instructions**

Special instructions will replace any rule or regulation with which they conflict.

### **4.3 Timetable Characters**

Timetable characters are letters and symbols located in the timetable station column. These letters and symbols indicate the special conditions at specific locations (such as yard limits and manual interlockings). A timetable station column may also include information on the method of operation (such as TWC, ABS, CTC, or DTC). Explanation of characters will be shown in the timetable or special instructions.

## **5.0 Signals and Their Use**

### **5.1 Signal Equipment**

Volunteers who give or display signals must have the proper appliances. Appliances must be in good condition and ready to use.

## 5.2 Receiving and Giving Signals

### 5.2.1 Looking for Signals

To recognize and follow signals correctly, Volunteers must:

- Always be on the lookout for signals.
- Comply with the intent of the signal.
- Not act on any signal that they do not understand or that may be intended for other trains or engines.

### 5.2.2 Signals Used by Employees

To give clear signals during the day and at night, employees must:

#### A. During the Day

1. Use the correct color of flags or lights.
2. Use day signals from sunrise to sunset.
3. Flagmen providing protection as outlined in Rule 6.19 (Flag Protection) must have a red flag and six red fusees.

#### B. At Night




1. Use the correct color of reflectorized flags or lights.
2. Use night signals from sunset to sunrise or when day signals cannot be seen clearly.
3. Flagmen providing protection as outlined in Rule 6.19 (Flag Protection) must have a white light and six red fusees.

Flags may be made from cloth, metal, or other suitable material.

## 5.3 Hand and Radio Signals

### 5.3.1 Hand Signals

The following diagram illustrates the hand signals for a train or engine to stop, proceed, or back up.

Description of Signal	Indication	Movement
1. Swung at a right angle to the track	STOP	
2. Raised and lowered vertically	PROCEED	
3. Swung slowly in a circle at a right angle to the track	BACK UP	



Volunteers may use other hand signals only if all crew members understand the signals. When Volunteers are not giving hand signals, they must not make any gestures or movements that may resemble a hand signal.

### **5.3.2 Giving Signals**

Volunteers who give signals must:

- Make sure signals can be plainly seen.
- Give signals clearly so they can be understood.
- Give signals on the engineer's side of the track when practical.

### **5.3.3 Signal Disappearance**

If a person disappears who is giving the signal to back or shove a train, engine, or car, or the light being used disappears, employees must stop movement unless employee on leading car controls the air brakes.

### **5.3.4 Signal to Stop**

**Any object waved violently by any person on or near the track is a signal to stop.**

### **5.3.5 Acknowledge Stop Signal**

Except when switching, acknowledge hand signal to stop a train. When flagged, the engineer must obtain a thorough explanation from the flagman before proceeding.

### **5.3.6 Radio and Voice Communication**

Volunteers may use radio and other means of voice communication to give information when using hand signals is not practical. Employees must make sure crew members:

- Know which moves will be made by radio communication.
- Understand that while using the radio, the engineer will not accept any hand signals, unless they are Stop signals.

### **5.3.7 Radio Response**

When radio communication is used to make movements, crew members must respond to specific instructions given for each movement. Radio communications for shoving movements must specify the direction and distance and must be acknowledged when distance specified is more than four cars.

**Movement must stop within half the distance specified unless additional instructions are received.**

## 5.4 Flags for Temporary Track Conditions

### 5.4.1 Temporary Restrictions

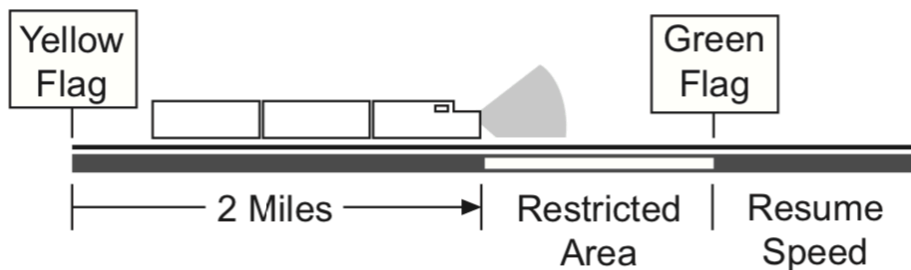
Track bulletins, track warrants, or general orders may restrict or stop train movements because of track conditions, structures or men or equipment. Yellow flags are used to indicate temporary speed restrictions. Yellow-red flags are used to indicate when a train may be required to stop. When flags are not displayed, that information will be included in the track bulletin, track warrant, or general order.

When a restriction spans adjoining subdivisions, separate temporary restrictions may be issued on each subdivision. Only one set of flags may be displayed in advance of the entire restriction in each direction.

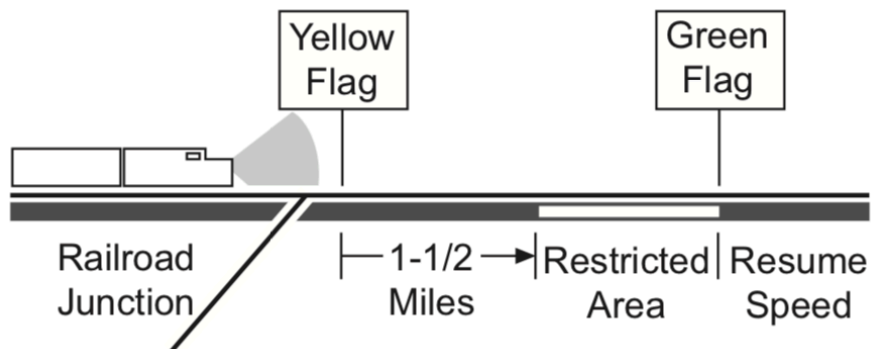
### 5.4.2 Display of Yellow Flag

#### A. Restriction Is In Effect

**Two Miles Ahead of Restricted Area.** Yellow flags warn trains to restrict movement because of track conditions or structures. To make sure train movement is restricted at the right location, employees must display a yellow flag 2 miles before the restricted area.



**Less than Two Miles Ahead of Restricted Area.** When the restricted area is close to a terminal, junction, or another area, employees will display the yellow flag less than 2 miles before the restricted area. This information will also be included in the track bulletin, track warrant, or general order.

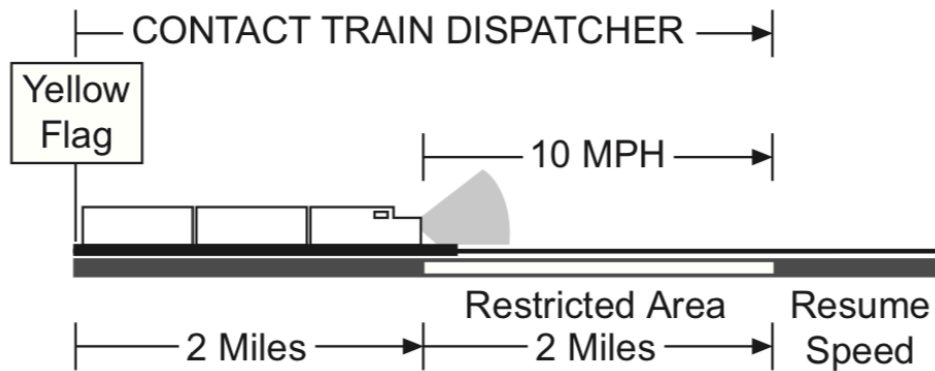


**Once the Train Reaches the Restricted Area.** The speed specified by track warrant, track bulletin, general order, or radio speed restriction must not be exceeded until the rear of the train clears the restricted area.

### **B. Restriction Is Not In Effect**

When a yellow flag is displayed and no restriction is in effect as specified by a track bulletin, track warrant, or general order, once the train is 2 miles beyond the yellow flag, crew members must:

1. Continue moving the train but at a speed not exceeding 10 MPH.
2. Resume speed only after the rear of the train has:
  - a. Passed a green flag. or
  - b. Traveled 4 miles beyond the yellow flag and the train dispatcher has verified that no track bulletin or track warrant specifying a temporary speed restriction is in effect at that location.



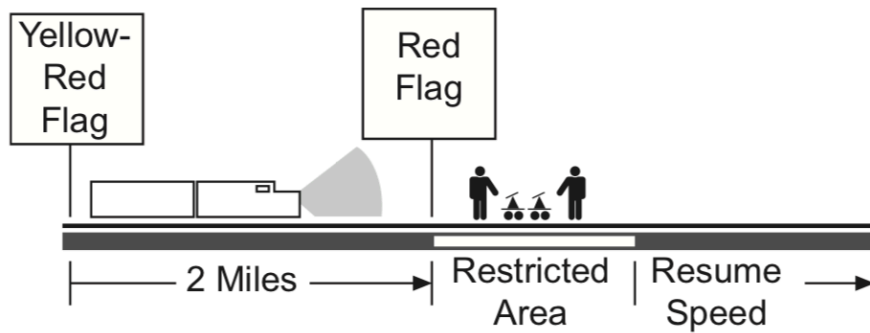
### **5.4.3 Display of Yellow-Red Flag**

Employees may display yellow-red flags from one hour before to one hour after a track bulletin Form B is in effect. During that time the employee in charge may provide a train instructions to proceed without restriction, specifying the Track Bulletin number (specifying line number when necessary) and advising no red flag displayed.

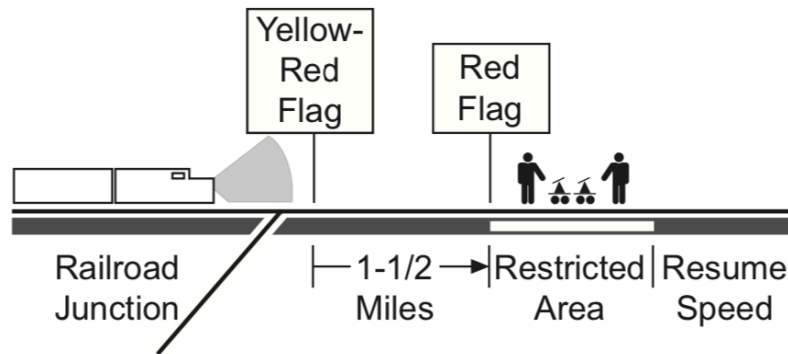
The display of yellow-red flags as described does not extend the authorized working time beyond the times listed on the track bulletin Form B.

#### **A. Restriction Is In Effect**

Two Miles Ahead of Restricted Area. Yellow-red flags warn a train to be prepared to stop because of men or equipment. To make sure the train is prepared to stop at the right location, employees must display a yellow-red flag 2 miles before the restricted area.



**Less Than Two Miles Ahead of Restricted Area.** When the restricted area is close to a terminal, junction, or another area, employees will display the yellow-red flag less than 2 miles before the restricted area. This information will also be included in the track bulletin, track warrant, or general order.



## B. Restriction Is Not In Effect

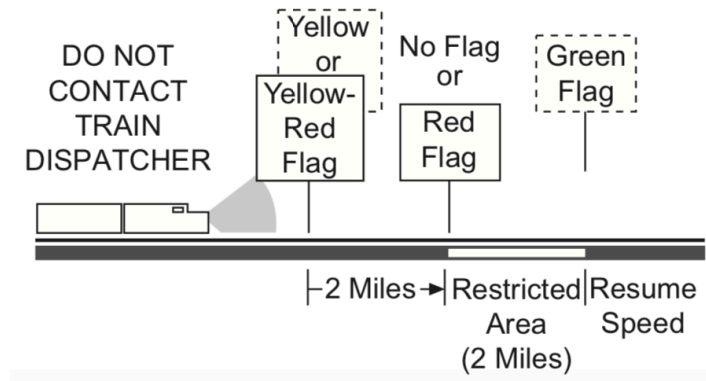
When a yellow-red flag is displayed and no restriction is in effect as specified by a track bulletin, track warrant, or general order, a crew member must attempt to contact the employee in charge of the yellow-red flag. Crew members must be prepared to stop short of a red flag 2 miles beyond the yellow-red flag. If a red flag is displayed, proceed as outlined in Rule 5.4.7 (Display of Red Flag). If no red flag is displayed and no instructions have been provided by the employee in charge of the yellow-red flag:

1. Move at restricted speed.
2. Increase speed only after:
  - a. A crew member has received instructions from the employee in charge. or
  - b. The leading wheels of movement are 4 miles beyond the yellow-red flag, and the train dispatcher has verified that no track bulletin or track warrant protecting men or equipment is in effect at that location.

#### 5.4.4 Authorized Protection by Yellow or Yellow-Red Flag

On subdivisions where maximum speed does not exceed 40 MPH, and it is authorized by special instructions, yellow or yellow-red flags may be displayed without the use of track bulletins, track warrants, or flagmen. Yellow or yellow-red flags must be displayed 2 miles before the restricted area. Protection will begin at a point 2 miles beyond the yellow or yellow-red flag and continue for 2 more miles, as outlined in Rule 5.4.2 (Display of Yellow Flag) and Rule 5.4.3 (Display of Yellow-Red Flag).

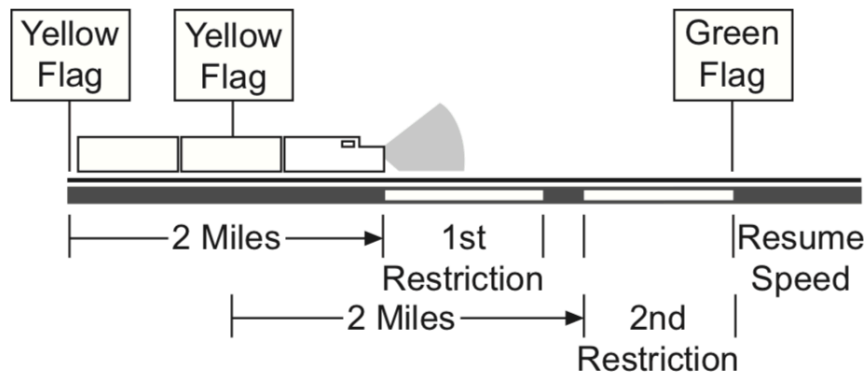
**Note:** Crew members do not need to receive verification from the train dispatcher when this rule is in effect.



#### 5.4.5 Display of Green Flag

A green flag indicates the end of a temporary speed restriction. If a series of locations requires reduced speeds, the green flags could overlap yellow flags. When this is the case, employees must:

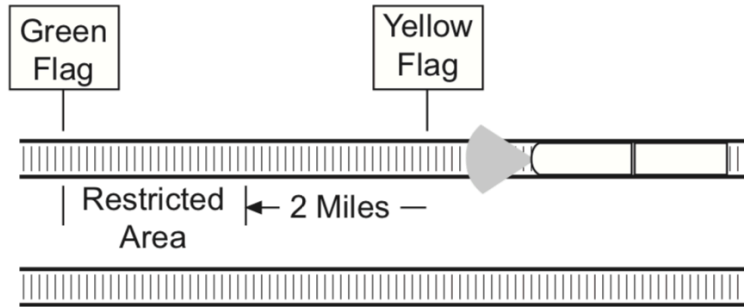
- Place a yellow flag before each speed restriction.
- Place a green flag at the end of the last speed restriction.



## 5.4.6 Display of Flags Within Current of Traffic

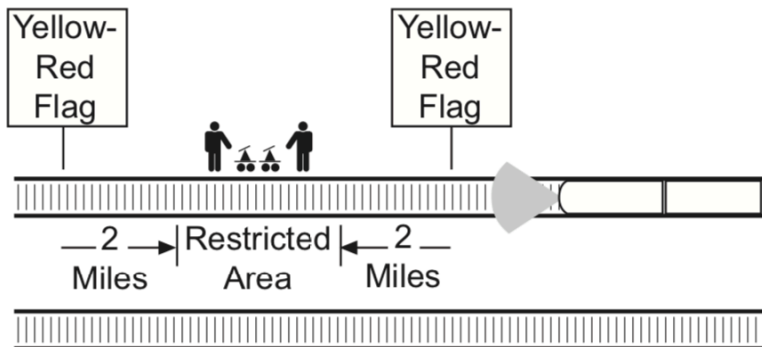
### A. Yellow and Green Flags

Flags for temporary speed restrictions will only be placed for trains moving with the current of traffic.



### B. Yellow-Red Flags

Flags protecting men or equipment must be placed in both directions on each track affected.



## 5.4.7 Display of Red Flag

A red flag is displayed where trains must stop. When approaching a red flag the train must stop short of the red flag and not proceed unless the employee in charge gives instructions, including the milepost location of the red flag. A crew member must attempt to contact the employee in charge to avoid delay, giving the location of the red flag and the track being used. If instructions to proceed are received before the train stops, the train may pass the red flag without stopping.

If track bulletin Form B is not in effect, instructions must include speed and distance. This speed must not be exceeded until the rear of the train has passed the specified distance from the red flag, unless otherwise instructed by the employee in charge.

Displayed Between Rails. When a red flag is displayed between the rails of a track, the train must stop and not proceed until the flag has been removed by an employee of the class that placed it.

#### 5.4.8 Flag Location

Flags will be displayed only on the track affected. However, when yellow, yellow-red, or red flags are used for protection without a track bulletin, track warrant, or general order, these flags must be placed to protect all possible access to the restricted area.

Flags must be displayed to the right of the track as viewed from an approaching train. In multiple main track territory or where sidings are adjacent to main track(s), they will be placed on the field side of outside tracks. Red flags may be displayed between the rails as outlined in Rule 5.4.7 (Display of Red Flag). Flags will be placed in this manner unless otherwise specified by track bulletin, track warrant, special instructions, or general order.

When flags are displayed beyond the first rail of an adjacent track, the flags will not apply to the track on which the train is moving.

#### 5.5 Permanent Speed Signs

Permanent speed restriction signs will be placed in advance of permanent speed restrictions. Numbers on the face of these signs indicate the highest speed permitted over the limits of the restriction.

##### Two Sets of Numbers

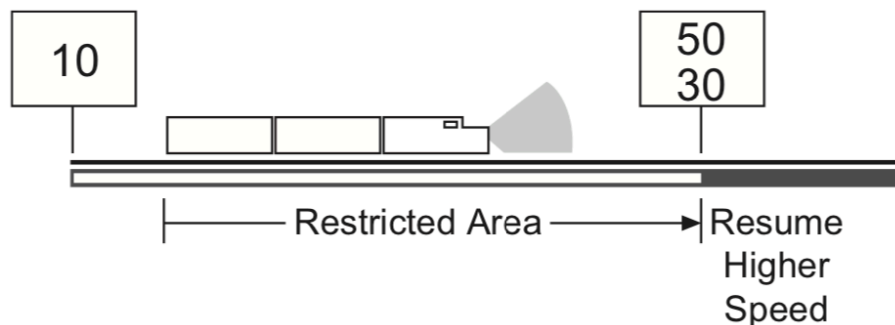
When two sets of numbers are shown, the greater number governs trains consisting entirely of passenger equipment. The lesser number governs all other trains.

##### Resume Speed Signs

A permanent resume speed sign or a speed sign showing a higher speed will be placed at the end of each restriction.

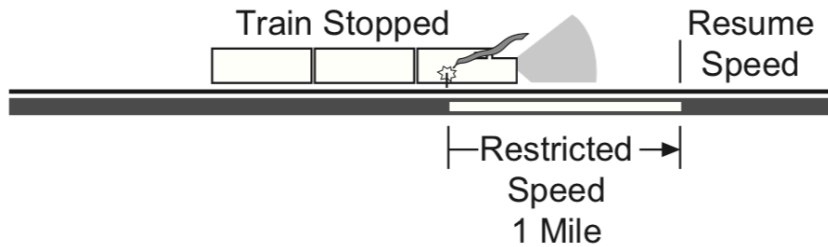
Crew members must not exceed the speed shown on each permanent speed restriction sign until the rear of the train:

- Has passed a permanent resume speed sign or a sign showing a higher speed. or
- Has cleared the limits of the restriction.

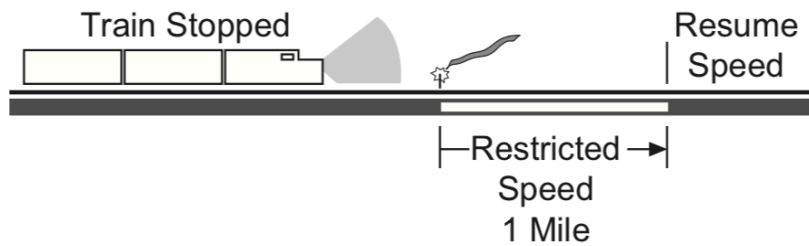


## 5.6 Unattended Fusee

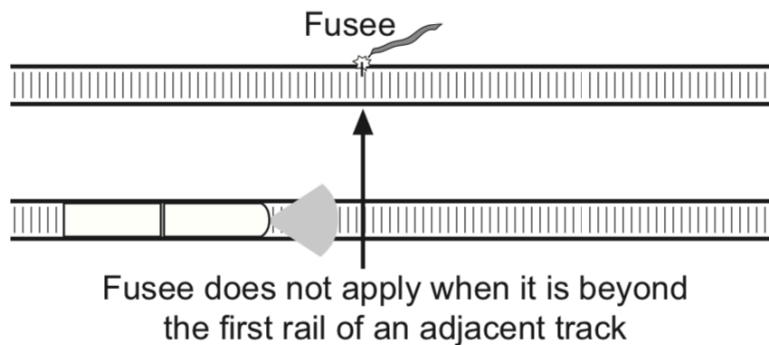
If a train approaches an unattended fusee burning on or near its track, the train must stop consistent with good train handling.



A train moving at restricted speed must stop before passing the fusee.



After stopping, the train must proceed at restricted speed for 1 mile beyond the fusee. If the unattended burning fusee is beyond the first rail of an adjacent track, the fusee does not apply to the track on which the train is moving.



## 5.7 Not Used

## 5.8 Bell and Whistle Signals

### 5.8.1 Ringing Engine Bell

Ring the engine bell under any of the following conditions:

- Before moving, except when making momentary stop and start switching movements.
- As a warning signal anytime it is necessary.



- When approaching men or equipment on or near the track.
- Approaching public crossings at grade with the engine in front start signal at the crossing sign. If no sign, or if movement begins between sign and crossing, start signal soon enough before crossing to provide warning. Continue ringing bell until the crossing is occupied.

### 5.8.2 Sounding Whistle

The whistle may be used at anytime as a warning regardless of any whistle prohibitions. When other employees are working in the immediate area, sound the required whistle signal before moving. Other forms of communications may be used in place of whistle signals, except signals (1), (7), and (8). See following chart. The required whistle signals are illustrated by “o” for short sounds and “—” for longer sounds:

<b>Sound</b>		<b>Indication</b>
(1)	Succession of short sounds	Use when persons or livestock are on the track at other than road crossings at grade. In addition, use to warn railroad employees when an emergency exists, such as a derailment. When crews on other trains hear this signal, they must stop until it is safe to proceed.
(2)	—	When stopped: air brakes are applied, pressure equalized.
(3)	— —	Release brakes. Proceed.
(4)	o o	Acknowledgment of any signal not otherwise provided for.
(5)	o o o	When stopped: back up. Acknowledgment of hand signal to back up.
(6)	o o o o	Request for signal to be given or repeated if not understood.
(7)	— — o —	When approaching public crossings at grade with the engine in front, sound signal as follows: A. At speeds in excess of 45 MPH, start signal at or about the crossing sign but not more than 1/4 mile before the crossing. B. At speeds of 45 MPH or less, start signal at least 15 seconds, but not more than 20 seconds, before entering the crossing. C. If no crossing sign start signal at least 15 seconds, but not more than 20 seconds before entering crossing but not more than 1/4 mile before the crossing. D. If movement starts less than 1/4 mile from a crossing, signal may be sounded less than 15 seconds before the crossing when it is clearly seen traffic is not approaching the crossing, traffic is not stopped at the crossing or when crossing gates are fully lowered. Prolong or repeat signal until the engine completely occupies the crossing(s).
(8)	— o	Approaching men or equipment on or near the track, regardless of any whistle prohibitions. After this initial warning, sound whistle signal (4) intermittently until the head end of train has passed the men or equipment.

### 5.8.3 Whistle Failure

If the whistle fails to operate and no other unit can be used as the lead unit, continue movement with the bell ringing continuously. Stop the train before each public crossing, so a crew member on the ground can provide warning until the crossing is occupied, unless:

- Crossing gates are in the fully lowered position. or
- No traffic is approaching or stopped at the crossing.

### 5.8.4 Whistle Quiet Zone

Within designated whistle quiet zones, whistle signal (7) must not be sounded approaching public crossings at grade except when:

- Necessary to provide warning in an emergency.
  - Notified automatic warning devices are malfunctioning.
  - Notified automatic warning devices are out of service.
- or
- The whistle quiet zone is not in effect during specified hours.

### 5.8.5 Silenced Whistle

Whistle signal (7) is not required when approaching a public crossing at grade when:

- Permanent maximum authorized track speed is 15 MPH or less,
  - Active grade crossing warning devices, if equipped, are operating as intended,
- and
- Crew member is on the ground at the crossing to provide warning until crossing is occupied.

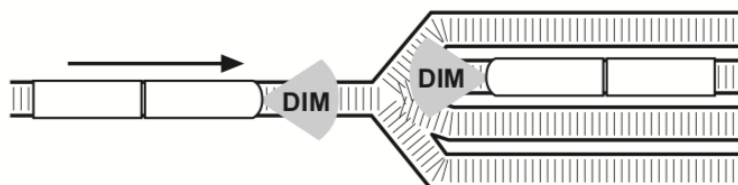
## 5.9 Headlight Display

Turn the headlight on bright to the front of every train, except when the light must be dimmed as outlined in Rule 5.9.1 (Dimming Headlight) or turned off as outlined in Rule 5.9.2 (Headlight Off).

### 5.9.1 Dimming Headlight

Approaching public crossings at grade with engine in front, the headlight must be on bright at the crossing sign. If no sign, or if movement begins between sign and crossing, the headlight must be on bright soon enough before the crossing to provide warning. Except when the engine is approaching and passing over a public crossing at grade, dim the headlight during any of the following conditions:

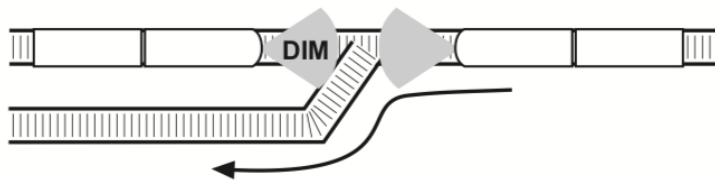
1. At stations and yards where switching is being done.



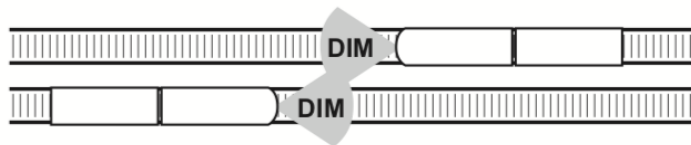
2. When stopped close behind a train.



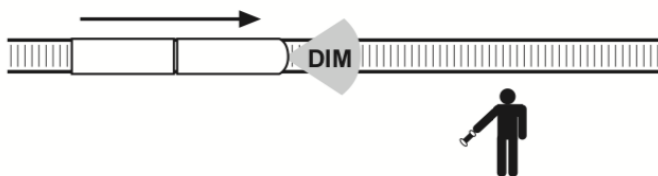
3. When stopped on the main track waiting for an approaching train. However, when stopped in block system limits, turn the headlight off at the radio request of the crew of an approaching train, until the head end of the train passes.



4. When approaching and passing the head end of a train at night.



5. At other times to permit passing of hand signals or when the safety of employees requires.

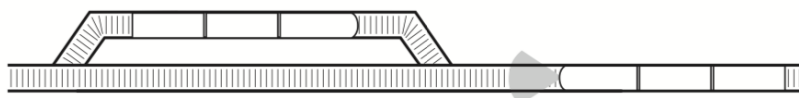


6. When left unattended on a main track in non-signaled territory.

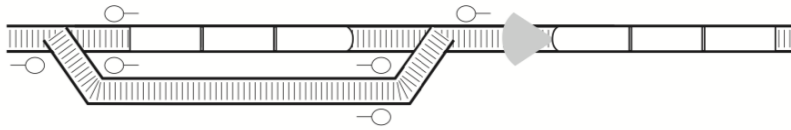
### 5.9.2 Headlight Off

Turn the headlight off under either of the following conditions:

1. The train is stopped clear of the main track.



2. The train is left unattended on the main track in block system limit.



### 5.9.3 Headlight Failure

If the headlight on the train fails, ditch lights must be on, when so equipped. Headlight failure must be reported to the train dispatcher. At night, if headlight and ditch lights fail to operate and no other unit can be used as the lead unit, continue movement with a white light displayed on the lead unit. Stop the train before each public crossing, so a crew member on the ground can provide warning until the crossing is occupied, unless:

- Crossing gates are in the fully lowered position. or
- No traffic is approaching or stopped at the crossing.

### 5.9.4 Displaying Headlights Front and Rear

When engines are moving, crew members must turn on the headlight to the front and rear, but may dim or extinguish it on the end coupled to cars.

### 5.9.5 Displaying Ditch Lights

Display ditch lights, if equipped, to the front of the train when moving over public crossings and anytime the headlight is required to be on bright. Locomotives must not be operated as the lead unit out of a train's initial terminal unless both ditch lights are operating. However, if no units are equipped with ditch lights, do not exceed 20 MPH over public crossings until occupied.

If one ditch light fails enroute, the train may proceed, but repairs must be made by the next daily inspection. If two ditch lights fail enroute, the train may proceed, but not exceeding 20 MPH over public crossings until occupied, but must not travel beyond the first point where repairs may be made or until the next daily inspection, whichever occurs first.

### 5.9.6 Displaying Oscillating White Headlight

If the leading engine is equipped with an oscillating white headlight, turn the light on when the engine is moving. However, turn the light off when meeting trains, passing trains, or during switching operations, unless movement involves public crossings at grade.

### 5.9.7 Displaying Oscillating or Flashing Red Light

If the leading engine is equipped with an oscillating or flashing red light, turn the light on under any of the following conditions:

- Train is stopped suddenly where adjacent tracks may be fouled.
- Head-end protection is required.

or

- Condition exists that endangers movement.

The red light signals an approaching train on the same or adjacent track to stop at once and to proceed only after the track is safe for train passage. Extinguish red flashing lights when they are no longer needed.

Displaying these lights does not modify the requirements of Rule 6.19 (Flag Protection) or Rule 6.23 (Emergency Stop or Severe Slack Action).

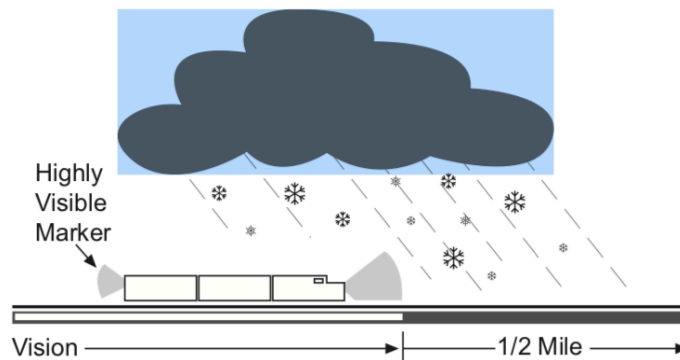
### 5.10 Markers

A marker of the prescribed type must be displayed on the trailing end of the rear car to indicate the rear of the train.

#### 5.10.1 Highly Visible Markers

Display a highly visible marker at the rear of every train as follows:

- From 1 hour before sunset to 1 hour after sunrise.
- When weather conditions restrict visibility to less than 1/2 mile.



A marker equipped with a functioning photoelectric cell will automatically illuminate at the appropriate time.

When an engine is operating without cars or is at the rear of the train, the trailing headlight illuminated on dim may be used as a marker.

#### Inspection of Marker

When a highly visible marker is required, a qualified employee must inspect it at the initial terminal and at each crew change point. To determine if the marker is functioning properly, the employee will inspect it by observation or by telemetry display in the cab of the engine. The engineer must be informed of the results of

the inspection.

### 5.10.2 Alternative Markers

Display a reflector, red flag, or light fixture at the rear of the train as the marker when any of the following conditions exists:

- A highly visible marker is not required.
  - A defective car must be placed at the rear for movement to a repair point.
  - The rear portion of the train is disabled and cannot be moved, and a highly visible marker cannot be displayed on the rear of the portion to be moved.
- or
- The highly visible marker becomes inoperative enroute. If this occurs, notify the train dispatcher and move the train to the next forward location where the highly visible marker can be repaired or replaced.

### 5.11 Engine Identifying Number

Trains will be identified by initials and engine number, adding the direction when required. When an engine consists of more than one unit or when two or more engines are coupled, the number of one unit only will be illuminated as the identifying number. When practical, use the leading unit.

### 5.12 Protection of Occupied Outfit Cars

This rule outlines the requirements for protecting occupied outfit cars. As used in this rule, the following definitions apply:

**Outfit Car.** Any on-track vehicle, including outfit, camp, or bunk car or modular home mounted on a flat car to house railroad employees. Such equipment is not considered an outfit car when placed in a wreck train.

**Effective Locking Device.** When used in relation to a manually operated switch or a derail, a lock that can be locked or unlocked only by the craft or group of workmen applying the lock.

**Rolling Equipment.** Engines, cars, and one or more engines coupled to one or more cars.

**Switch Providing Direct Access.** A switch that if used by rolling equipment could permit the rolling equipment to couple to the equipment being protected.

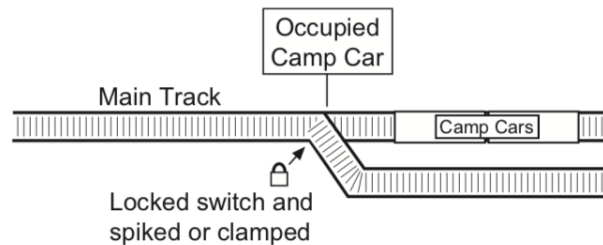
**Warning Signal.** A white sign that reads "OCCUPIED CAMP CAR" in black lettering. At night, an illuminated white light must also be used.

When occupied outfit cars are placed on a track, the employee in charge of the outfit car occupants (or a designated representative) must provide or request protection using one of the following methods:

## A. On a Main Track

One of these two methods or a combination of these methods must be provided:

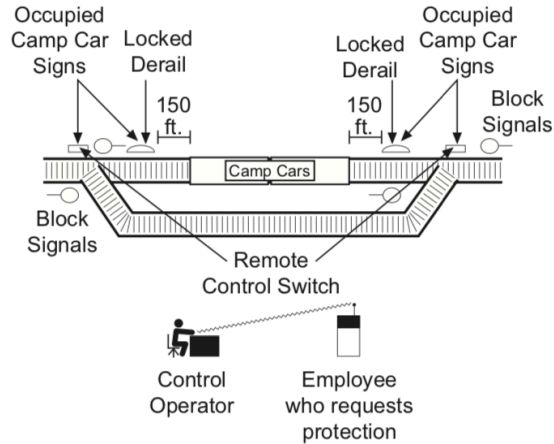
1. Each manually operated switch that provides direct access to that portion of the main track where occupied outfit cars are located must be lined against movement to that track, secured with an effective locking device, and spiked or clamped. Warning signals must be displayed at or near each switch.



2. If remote control switches provide direct access to the main track where occupied outfit cars are located, the control operator will line the switch against movement to that track and apply blocking devices to the control machine to prevent movement onto that track. The control operator must complete the above tasks before informing the employee requesting protection that protection is provided.

**Blocking devices must not be removed until the employee in charge of the outfit car occupants (or a designated representative) informs the control operator that protection is no longer required.**

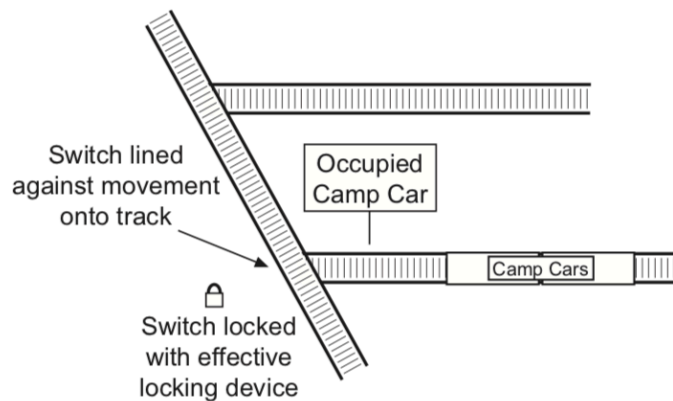
- a. Warning signals must be displayed at or near each remote control switch.
- b. In addition, a derail capable of restricting access to the portion of main track where occupied outfit cars are located must be placed at least 150 feet from the end of the occupied outfit cars. The derail must be locked in derailing position with an effective locking device. Warning signals must be displayed at each derail.
- c. The control operator must maintain for 15 days a written record of each notification. The record must contain the following information:
  - Name and craft of Volunteer requesting protection.
  - Identification of track protected.
  - Date and time Volunteer in charge of outfit car occupants is notified that protection was provided.
  - Date, time, name, and craft of Volunteer authorizing removal of protection.



### B. On Other Than a Main Track

One of these three methods of protection or a combination of these methods must be provided:

1. Each manually operated switch that provides direct access to the track where occupied outfit cars are located must be lined against movement to that track and secured with an effective locking device. Warning signals must be displayed at or near each switch.

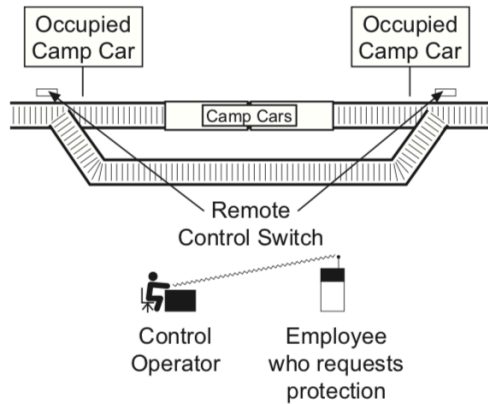


2. If remote control switches provide direct access to the track where occupied outfit cars are located, the control operator will line the switch against movement to that track and apply blocking devices to the control machine to prevent movement onto that track. The control operator must complete the above tasks before informing the employee requesting protection that protection is provided.

**Blocking devices must not be removed until the employee in charge of the outfit car occupants (or a designated representative) informs the control operator that protection is no longer required.**



a. Warning signals must be displayed at or near each remote control switch.



b. The control operator must maintain for 15 days a written record of each notification. The record must contain the following information:

- Name and craft of Volunteer requesting protection.
- Identification of track protected.
- Date and time Volunteer in charge of outfit car occupants is notified that protection was provided.
- Date, time, name, and craft of Volunteer authorizing removal of protection.

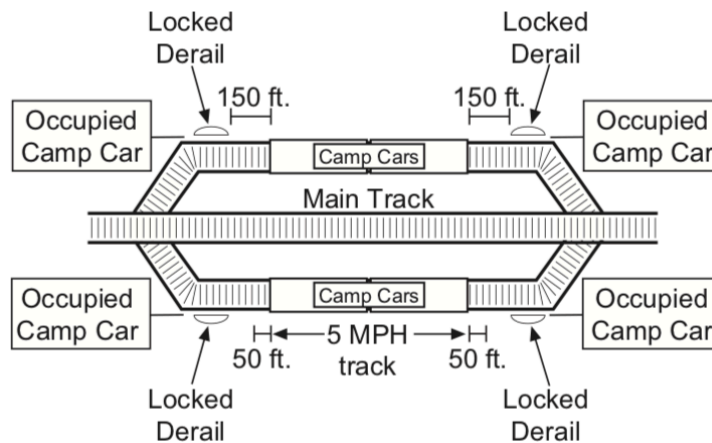
3. A derail capable of restricting access to that portion of the track where occupied outfit cars are located will fulfill the requirements of protection when the derail is:

a. Positioned at least 150 feet from the end of the occupied outfit cars.

or

b. Positioned at least 50 feet from the end of the occupied outfit cars where the maximum speed on that track is 5 MPH.

Warning signals must be displayed at each derail.



## C. Warning Signals

When a warning signal is displayed to protect occupied outfit cars:

1. Occupied outfit cars must not be coupled to or moved.
2. Rolling equipment must not pass the warning signal.
3. Rolling equipment must not be placed on the same track in a manner that would block or reduce the crew's view of the warning signal.

### 5.13 Blue Signal Protection of Workmen

This rule outlines the requirements for protecting railroad workmen who are inspecting, testing, repairing, and servicing rolling equipment. In particular, because these tasks require the workmen to work on, under, or between rolling equipment, workmen are exposed to potential injury from moving equipment.

As used in this rule, the following definitions apply:

**Workmen.** Railroad Volunteers assigned to inspect, test, repair, or service railroad rolling equipment or components, including brake systems. Train and yard crews are excluded, except when they perform the above work on rolling equipment not part of the train or yard movement they are handling or will handle.

- “Servicing” does not include supplying cabooses, engines, or passenger cars with items such as ice, drinking water, tools, sanitary supplies, stationery, or flagging equipment.
- “Testing” does not include an Volunteer making visual observations while on or along side a caboose, engine, or passenger car. Also, testing does not include repositioning the activation switch or covering the photoelectric cell of the marker when the rear of the train is on the main track. The Volunteer inspecting the marker must contact the employee controlling the engine to confirm that the train will remain secure against movement until the inspection is complete.

**Group of Workmen.** Two or more workmen of the same or different crafts who work as a unit under a common authority and communicate with each other while working.

**Rolling Equipment.** Engines, cars, and one or more engines coupled to one or more cars.

**Blue Signal.** During the day, a clearly distinguishable blue flag or light, and at night, a blue light. The blue light may be steady or flashing. The blue signal does not need to be lighted when it is attached to the operating controls of an engine and the inside of the engine cab area is lighted enough to make the blue signal clearly distinguishable.

**Effective Locking Device.** When used in relation to a manually operated switch or a derail, a lock that can be locked or unlocked only by the craft or group of workmen applying the lock.

**Car Shop Repair Area.** One or more tracks within an area where rolling equipment testing, servicing, repairing, inspecting, or rebuilding is controlled exclusively by mechanical department personnel.

**Engine Servicing Area.** One or more tracks within an area where engine testing, servicing, repairing, inspecting, or rebuilding is controlled exclusively by mechanical department personnel.

**Switch Providing Direct Access.** A switch that if used by rolling equipment could permit the rolling equipment to couple to the equipment being protected.

#### **A. What a Blue Signal Signifies**

A blue signal signifies that workmen are on, under, or between rolling equipment and requires that:

1. Rolling equipment must not be coupled to or moved, except as provided in “Movement in Engine Servicing Area” and “Movement in Car Shop Repair Area” of this rule.
2. Rolling equipment must not pass a blue signal on a track protected by the signal.
3. Other rolling equipment must not be placed on the same track so as to block or reduce the view of the blue signal.
  - a. However, rolling equipment may be placed on the same track when it is placed on designated engine servicing area tracks or car shop repair area tracks, or when a derail divides a track into separate working areas.
4. Rolling equipment must not enter a track when a blue signal is displayed at the entrance to the track.
5. Controls or devices on rolling equipment that could affect equipment movement (for example, MU cables/hoses, hand brakes, angle cocks, etc.) must not be changed or operated unless directed by individuals who placed the blue signals or by the Volunteer in charge of workmen.

Blue signals or remote control blue signals must be displayed for each craft or group of workmen who will work on, under, or between rolling equipment.

**Protection Removed.** Blue signals may be removed only by the craft or group who placed them. Remote control display may be discontinued when directed by the craft or group that requested the protection. When blue signal protection has been removed from one entrance of a double-ended track or from either end of rolling equipment on a main track, that track is no longer under blue signal protection.

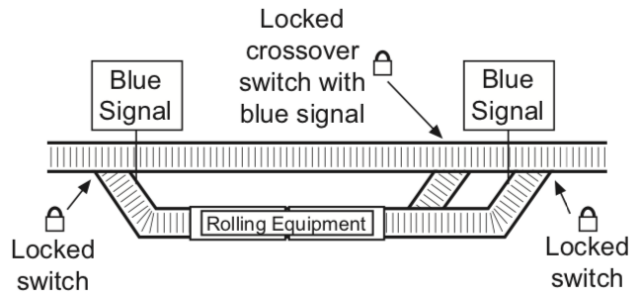
#### **B. How to Provide Protection**

When workmen are on, under, or between rolling equipment and exposed to potential injury, protection must be provided as follows:

**On a Main Track.** A blue signal must be displayed at each end of the rolling equipment.

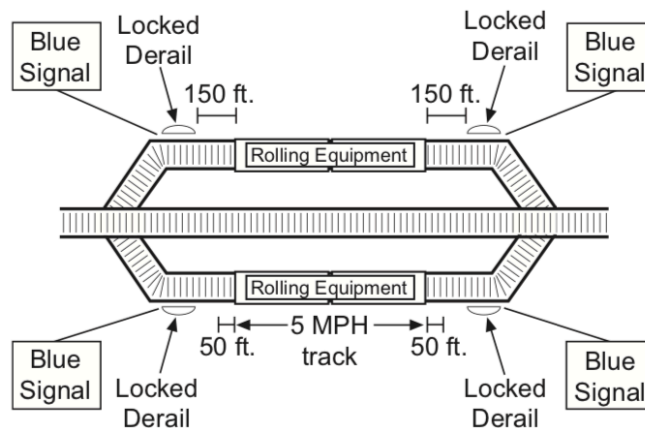
**On Other than a Main Track.** One of these three methods of protection or a combination of these methods must be provided:

1. Each manually operated switch, including any facing point crossover switch that provides direct access must be lined against movement onto the track and secured by an effective locking device. A blue signal must be placed at or near each such switch.



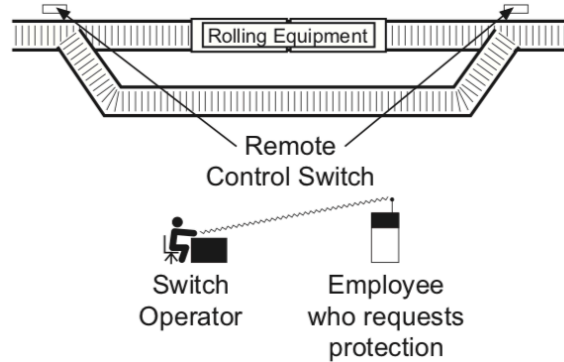
2. A derail capable of restricting access to the track where work will occur must be locked in derailing position with an effective locking device and positioned at least:
  - a. 150 feet from the rolling equipment to be protected.
  - or
  - b. 50 feet from the end of rolling equipment on a designated engine servicing track or car shop repair track where speed is limited to not more than 5 MPH.

A blue signal must be displayed at each derail.



3. Where remote control switches provide direct access, the employee in charge of the workmen must tell the switch operator what work will be done. The switch operator must then:
  - a. Inform the employee in charge of the workmen that the switches have been lined against movement onto the track and devices controlling the switches have been secured.
  - b. Not remove the locking devices unless the Volunteer in charge of the workmen says it is safe to do so.

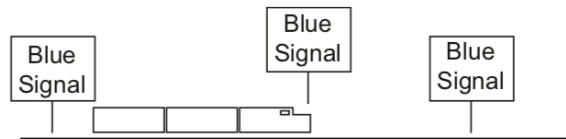
- c. Maintain for 15 days a written record of each notification that includes:
- Name and craft of the employee in charge of the workmen requesting protection.
  - Identification of track involved.
  - Date and time the employee in charge of workmen is notified that protection was provided.
  - Date, time, name, and craft of the employee in charge of workmen who authorized removal of the protection.



### C. Blue Signal Readily Visible to Engineer

In addition to providing protection as required in **“On a Main Track”** and **“On Other than a Main Track,”** when workmen are on, under, or between an engine or rolling equipment coupled to an engine:

1. A blue signal must be attached to the controlling engine and be visible to the engineer or Volunteer controlling the engine.
2. Engines equipped for remote control operations must be in manual.
3. The engine must not be moved.



4. Engine controls, brakes, circuit breakers and electrical switches (except cab lights) must not be operated unless directed by individuals who placed the blue signals or by the Volunteer in charge of workmen.

### D. Protection for Workmen Inspecting Markers

Blue signal protection must be provided for workmen when they are:

1. Replacing, repositioning, or repairing a marker, and the rear of the train is on any track.

or

2. Inspecting a marker by repositioning the activation switch or covering the photoelectric cell, and the rear of the train is on other than a main track.

#### **E. Protection for Emergency Repair Work on a Main Track**

If a blue signal is not available for Volunteers performing emergency repairs on, under, or between an engine or rolling equipment coupled to an engine on a main track, the Volunteer controlling the engine must be notified and appropriate measures taken to provide protection for the Volunteers.

#### **F. Movement in Engine Servicing Area**

An engine must not enter a designated engine servicing area until the blue signal protection is removed from the entrance. The engine must stop short of coupling to another engine.

An engine must not leave a designated engine servicing area unless the blue signal is removed from the engine and the track in the direction of movement.

Blue signal protection removed to let engines enter or leave the engine servicing area must be restored immediately after the engine enters or clears the area.

An engine protected by blue signals may be moved on a designated engine servicing area track when:

1. An authorized Volunteer operates the engine under the direction of the employee in charge of workmen.
2. The blue signal has been removed from the controlling engine to be repositioned.
3. Workmen have been warned of the movement.

#### **G. Movement in Car Shop Repair Area**

When rolling equipment on car shop repair tracks is protected by blue signals, a car mover may reposition the equipment if:

1. Workmen have been warned of the movement.
2. An authorized employee operates the car mover under the direction of the employee in charge of workmen.

### **5.13.1 Utility Employees**

This rule outlines the requirements for allowing utility employees to work without blue signal protection. As used in this rule, a Utility Employee is a railroad Volunteer assigned as a temporary member of a train or yard crew.

#### **A. Requirements to Start Work**

A utility employee may work as a member of only one train or yard crew at a time. No more than three utility employees may work with one train or yard crew at the same time.

A utility employee may become a member of a train or yard crew under the following conditions:

- The utility Volunteer communicates with the designated crew member of the train or yard crew before starting work. Communication may be conducted verbally or by radio.
- The designated crew member identifies the utility Volunteer to each member of the crew and each crew member acknowledges the utility employee's presence.
- The designated crew member authorizes the utility employee to work as a temporary member of the crew.

**B. Requirements While Working On, Under, or Between**

Before a utility employee may work on, under, or between rolling equipment, the following applies:

- All members of the crew must communicate with each other to understand the work to be done.
- The engineer must be in the cab of the assigned controlling locomotive. However, another member of the same crew may replace the engineer when the locomotive is stationary.

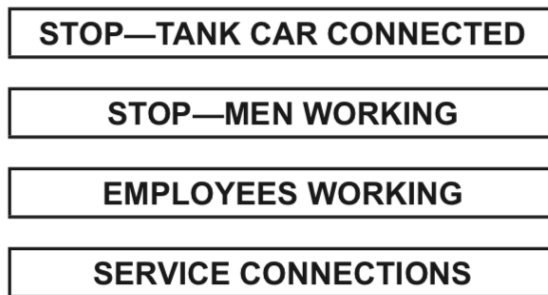
**C. Requirements When Work Ends**

A utility employee is released from a train or yard crew when:

- The utility Volunteer notifies the designated crew member that the work is completed.
- The designated crew member notifies each crew member that the utility employee is being released.
- The designated crew member releases the utility employee from the train or yard crew, after each crew member acknowledges this notice.

**5.14 Signs Protecting Equipment**

When a sign reading:



or a similar warning is displayed on a track or car, the car must not be coupled to or moved. Other equipment must not be placed on the same track in a manner that would block or reduce the view of the sign.

### **5.15 Improperly Displayed Signals**

If a signal is improperly displayed, or a signal, flag, or sign is absent from the place it is usually shown, regard the signal as displaying the most restrictive indication it can give. However, if a semaphore arm is visible, it will govern.

Promptly report improperly displayed signals or absent fixed signals, flags, or signs to the train dispatcher.

## **6.0 Movement of Trains and Engines**

### **6.1 Repeat Instructions**

An Volunteer who verbally receives instructions or information about train or engine movements must repeat them.

### **6.2 Initiating Movement**

Before initiating movement on a main track or controlled siding, a crew member must:

- Receive track bulletins affecting their movement.
- or
- Determine from the train dispatcher or yardmaster if any track bulletins are needed.

#### **6.2.1 Train Location**

Trains or maintenance of way Volunteers who receive authority to occupy the main track after the arrival of a train or to follow a train must ascertain the train's location by one of the following methods:

- Visual identification of the train.
- Direct communication with a crew member of the train.
- or
- Receiving information about the train from the train dispatcher or control operator.

### **6.3 Main Track Authorization**

Do not occupy main tracks unless authorized by one of the following:

- Rule 6.13 (Yard Limits).
- Rule 6.14 (Restricted Limits).
- Rule 6.15 (Block Register Territory).
- Rule 9.14 (Movement with the Current of Traffic).
- Rule 9.15 (Track Permits).
- Rule 14.1 (Authority to Enter TWC Limits).
- Rule 14.6 (Movement Against the Current of Traffic).
- Rule 15.3 (Authorizing Movement Against the Current of Traffic).
- Rule 15.4 (Protection When Tracks Removed from Service).



- At manual interlockings, verbal authority from the control operator or a controlled signal that indicates proceed.
- Special instructions or general order.

Written authorities that are no longer in effect must be retained until the end of tour of duty, unless otherwise instructed by the train dispatcher.

### **Joint Authority**

When a train or employee receives authority joint with Volunteer(s), the train or employee must not occupy the overlapping limits until:

- Working limits are described and permission is received to enter the overlapping limits from the Volunteer(s) listed on the authority.

or

- Advice is received from the train dispatcher or control operator that the Volunteer(s) have reported clear of the limits.

### **6.3.1 Train Coordination**

Train Coordination provides for men or equipment to use a train's authority to establish working limits. The employee must contact the train's engineer to request use of Train Coordination. To establish working limits:

- The train must be in view and stopped.
- The Volunteer in charge of working limits will communicate with the engineer who will notify other crew members that working limits are to be established.
- The engineer will make movements only as permitted by the Volunteer in charge until the working limits have been released to the engineer.
- The train will not release its authority within the limits until those working limits have been released by the Volunteer in charge.

### **Establish Working Limits**

Working limits may be established within a train's authority limits as follows:

#### **A. DTC or TWC Territory**

1. With a train having authority to move in either direction that is not joint. or
2. With a train having authority to move in one direction only, working limits must not be established:
  - Behind the train.
  - More than one block in advance of the train or beyond any location that a train or engine could enter the track between the Volunteer in charge of the working limits and the train.

#### **B. Rule 9.15 (Track Permit)**

With a train having the only track permit authority within the limits.

### C. Rule 9.14 (Current of Traffic)

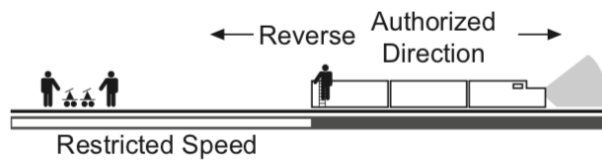
With a train having authority to move with the current of traffic, working limits must not be established:

- Behind the train.
- More than one block in advance of the train or beyond any location that a train or engine could enter the track between the Volunteer in charge of the working limits and the train.

### D. CTC Territory (does not apply)

## 6.4 Reverse Movements

Make reverse movements on any main track, controlled siding, or on any track where a block system is in effect at restricted speed and only within the limits a train has authority to occupy the track.



### 6.4.1 Permission for Reverse Movements

Obtain permission from the train dispatcher or control operator before making a reverse movement, unless the movement is within the same signaled block.

When a train or engine is advised that working limits have been established behind their train, obtain permission from the Volunteer in charge to make any reverse movements, including within the same signaled block.

### 6.4.2 Movements Within Control Points or Interlockings

#### A. Control Points or Manual Interlockings

Except within track and time limits, if movement stops while the trailing end is between the outer opposing absolute signals of a control point or manual interlocking, the movement must not change direction without permission from the control operator.

#### B. Automatic Interlockings

At an automatic interlocking, the movement may change direction within the limits of the interlocking if it continuously occupies at least one car length of the limits.

## 6.5 Shoving Movements

Equipment must not be shoved until the engineer and the Volunteer protecting the movement have completed a job briefing concerning how protection will be provided. Volunteer must be in position, provide visual protection of the equipment being shoved and must not engage in unrelated tasks while providing protection.

Equipment must not be shoved until it is visually determined that:

- Portion of track to be used is clear of equipment or conflicting movements.
- The track will remain clear to the location where movement will be stopped.
- Switches and derails are properly lined.

Employees may be relieved from providing visual protection when:

- Local instructions specify tracks involved and how shoving movement will be protected, such as shove light or monitored cameras.
- A track has been pulled and an equivalent amount or less of cars or equipment will be immediately shoved back into that track and that track has remained clear to the location where the movement will be stopped.
- Immediately before shoving, a movement is made on the adjacent track providing the Volunteer the ability to visually determine the track to be shoved is clear and route is properly lined.
- Authority on main track or controlled siding allows for movement in direction of shove, provided route is properly lined, road crossings will not be fouled and movement at restricted speed is not required.

or

- Making back up movements in accordance with Rule 6.6 (Back Up Movements).

Shoving movements over road crossings must be made in accordance with Rule

#### Speeds when Shoving

When cars are shoved on a main track or controlled siding in the direction authorized, movement must not exceed:

- 20 MPH for freight trains.
- 30 MPH for passenger trains.
- Maximum timetable speed for snow service unless the employee in charge authorizes a higher speed.

#### **6.5.1 Remote Control Movements (Does not apply)**

#### **6.6 Back Up Movements**

After obtaining permission from the train dispatcher, a train may back up on any main track or on any track where CTC is in effect under the following conditions:

1. The train dispatcher must verify the following within the same or overlapping limits:
  - a. Another authority is not in effect unless conflicting movements are protected.
  - b. A track bulletin Form B is not in effect.
  - c. A main track is not removed from service by a track bulletin.
  - d. Permission to leave a switch in the reverse position has not been granted.
2. The crew ensures movement will not:

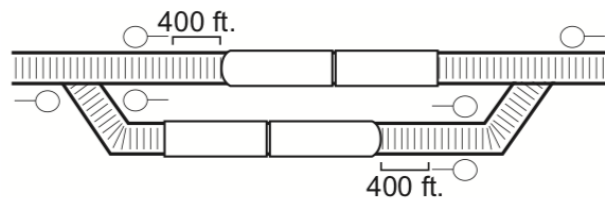
- a. Exceed the limit of the train's authority.
- b. Exceed the train's length.
- c. Enter or foul a private or public crossing except as provided by Rule 6.32.1 (Providing Warning Over Road Crossings).
- d. Be made into or within yard limits, restricted limits, interlocking limits, drawbridges, railroad crossings at grade, or track bulletin Form B limits.

When movement is made under these conditions, restricted speed does not apply. Trains backing up under the provisions of this rule may pass signals indicating Stop and Proceed, without stopping.

### 6.7 Remote Control Zone (does not apply)

### 6.8 Stopping Clear for Meeting or Passing

A train that may be met or passed must stop at least 400 feet from the signal or clearance point of the facing point switch the other train will pass over, if length of train permits.



### 6.9 Meeting or Passing Precautions

A train required to take siding must stop clear of the switch, unless the switch is properly lined to leave the main track.

A train standing on the main track to meet an opposing train must, if possible, line the switch for the opposing train to leave the main track. However, within ABS, do not line the switch until the opposing train has entered the block in advance.

### 6.10 Instructions to Clear a Following Train

If the train dispatcher instructs a train within block system limits to clear a following train, the train must be in the clear before the following train could receive a restrictive signal indication.

Determine the location of the following train by radio or other means of communication.

## 6.11 Mandatory Directive

Mandatory directives are written, printed, or displayed authorities or speed restrictions issued by the train dispatcher or control operator. Mandatory directives are:

- Track warrants.
- Track bulletins.
- DTC authority.
- Track and time.
- Track permits.
- Radio speed restrictions.

A mandatory directive restricting a train's movement will not be issued near a point where the restriction applies until the engineer or conductor confirms that the train can comply with the restriction.

Indicate "VOID" on mandatory directive form when:

- Employee reports clear of authority limits,  
or
- Mandatory directive is made void

Crew must retain mandatory directives for continuous tour of duty.

## 6.12 FRA Excepted Track

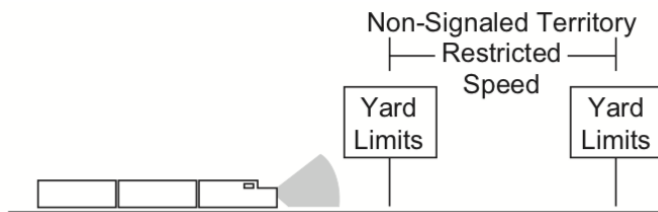
On a track designated as "FRA Excepted Track," the following will govern:

- Maximum speed must not exceed 10 MPH.
- No occupied passenger train will be operated.
- No movement will be operated that contains more than five cars placarded according to Hazardous Material Regulations.

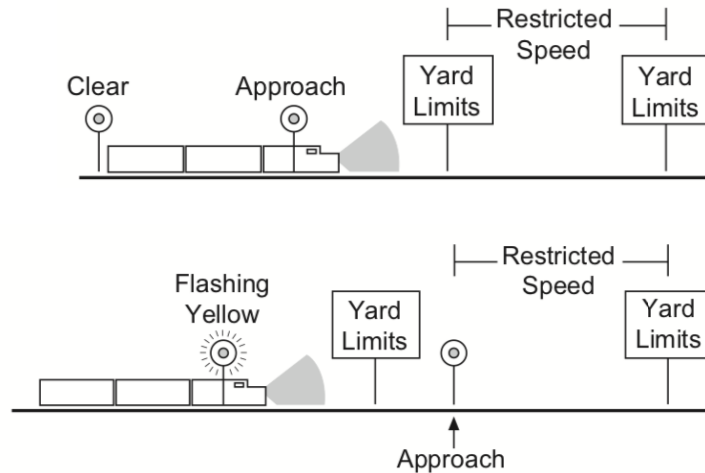
## 6.13 Yard Limits

Within yard limits, trains or engines are authorized to use the main track not protecting against other trains or engines. Engines must give way as soon as possible to trains as they approach. Engines must keep posted as to the arrival of passenger trains and must not delay them.

All movements entering or moving within yard limits must be made at restricted speed unless operating under a block signal indication that is more favorable than Approach.



Upon observing or having advance knowledge that a block signal may require restricted speed due to yard limits, if entering or within yard limits, the movement must be at restricted speed at that block signal, or as soon as possible thereafter, consistent with good train handling.



Yard limits remain in effect continuously unless otherwise specified by special instructions or track bulletin.

### **Against the Current of Traffic**

Movements against the current of traffic must not be made unless authorized or protected by track warrant, track bulletin, yardmaster, or other authorized employee.

### **In CTC Territory**

Where yard limits are in effect in CTC territory, the control operator must authorize any movement on the main track. Reverse movements within the same block may be made as outlined in Rule 6.4.1 (Permission for Reverse Movements).

### **In Track Permit Territory**

Where yard limits are in effect in Rule 9.15 (Track Permit) territory, all movements must receive permission from the control operator to enter the main track or to cross over from one main track to another as follows:

- A controlled signal displays a proceed indication.
  - A track permit is issued.
- or
- Verbal permission is granted if no track permit is in effect. Rule 9.17 (Entering Main Track at Hand- Operated or Spring Switch) applies.

**6.14 Restricted Limits**

Within restricted limits, trains or engines are authorized to use the main track not protecting against other trains or engines. All movements must be made at restricted speed.

Movements against the current of traffic must not be made unless authorized or protected by track warrant, track bulletin, yardmaster, or other authorized employee.

**6.15 Block Register Territory (BRT)**

Block register territory will be designated in the special instructions. A register labeled “Block Register Territory” will apply only on that designated territory. A train or employee in charge of men or equipment is authorized to occupy block register territory under the following conditions:

- The following information is in the register on first blank line:

Train, gang, or equipment identification	Conductor or employee in charge of men or equipment	Date	Time territory occupied	Time territory cleared
A	B	C	D	E

Column	Required Entry
A	Enter the train, gang, or equipment identification.
B	Enter last name of conductor or employee in charge of men or equipment.
C	Enter current date.
D	Enter time entry is made in register.
E	Enter time the territory was cleared. Then, draw a line through the entire entry. The required exit entry may be completed by any authorized employee.

- If the register indicates the territory is occupied, entry cannot be made on the register until the Volunteer in charge or engineer of each preceding entry has been contacted. When the territory is jointly occupied, movements must be made at restricted speed.

**6.16 Approaching Railroad Crossings, Drawbridges, and End of Multiple Main Track**

Trains and engines must be prepared to stop when they approach railroad crossings at grade, drawbridges, and the end of multiple main track, unless these areas are protected by block or interlocking signals.

**Protected by Stop Signs**

If stop signs protect these areas, the train must stop before any part of the train or engine passes the stop sign. The train cannot proceed until the route is clear or drawbridge position permits movement.

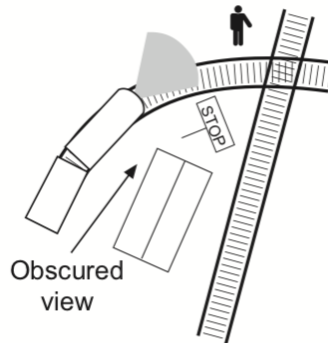


**Protected by Gate**

If a gate is lined against the intended route, trains and engines must stop and remain at least 50 feet from fouling the track on the conflicting route until the gate is changed to the stop position on the conflicting route. Where required, restore gate to its normal position after movement is complete.

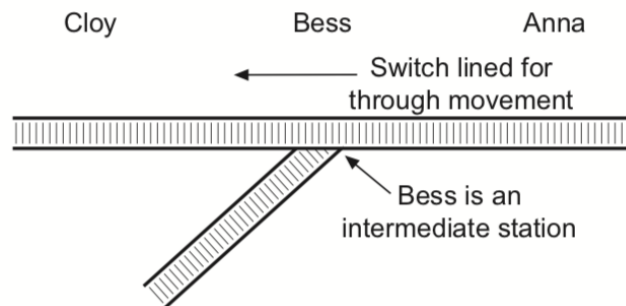
**Obscured View of Conflicting Route**

If a train must stop before entering a railroad crossing at grade and the view on the conflicting route is obscured, a crew member must go ahead of the train and signal from the crossing when it is safe to proceed.



**6.17 Switches at Junctions**

The normal position for a junction switch is for through movement on the main track where the junction is an intermediate station.



**6.18 Stopping Clear of Crossings and Junctions**

At a railroad crossing or junction, a train or engine must not stop, if possible,



where it could interfere with train movement on the other track.

## 6.19 Flag Protection

### A. Flag Protection Not Required

Flag protection is not required against following trains on the same track if:

1. Train is within ABS limits and the rear of the train is protected by at least two block signals or one block signal and one distant signal.
  2. Rear of the train is within BRT, CTC, DTC, TWC or interlocking limits.
- or
3. General order or special instructions specify that flag protection is not required.

### B. Flag Protection is Required

When flag protection is required against following trains:

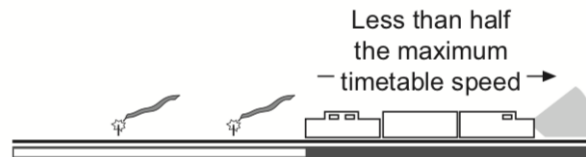
#### 1. More Than Half the Maximum Timetable Speed

When a train is moving on a main track at or more than half the maximum authorized timetable speed for any train at that location, and the train may be overtaken by a following train, a flagman must decide whether to drop lighted fuseses by considering the following:

- Grade of the track.
- Curvature of the track.
- Weather conditions.
- Sight distance.
- Speed of the train relative to a following train.

#### 2. Less than Half the Maximum Timetable Speed

When a train is moving on a main track at less than half the maximum authorized timetable speed for any train at that location, a flagman must provide flag protection against following trains on the same track. The flagman must drop off single lighted fuseses at close enough intervals to ensure full protection and not exceed the burning time of the fusee.



#### 3. Stopped on a Main Track

When a train stops on a main track, a flagman must immediately go back at least 1 mile. Flagman must remain there until stopping a following train or until recalled.

If the flagman is recalled and safety will permit, the flagman must leave a lighted fusee and return to the train. If recalled before reaching the

prescribed distance, the flagman must leave a lighted fusee. While returning to the train, the flagman must also place single lighted fusees at intervals shorter than the burning time of the fusee.

When the train departs, a crew member must leave one lighted fusee. In addition, until the train is moving at least half the maximum authorized timetable speed for any train at that location, a crew member must drop off single lighted fusees at intervals shorter than the burning time of the fusee.

## **6.20 Equipment Left on Main Track**

### **A. Portion of Train Left on Main Track**

When necessary to leave a portion of a train temporarily on the main track, follow this procedure:

- Set a sufficient number of hand brakes to keep the detached portion from moving.
- Provide protection against movements that may enter the main track between the detached portion and the returning front portion unless:
  - The train dispatcher verbally relieves the protection. or
  - The return movement is otherwise authorized.
- Make return movement at restricted speed. However, an engine without cars may return at a higher speed when governed by block signal indication.

### **B. Other Equipment Left on Main Track**

Crews that leave equipment on the main track do not need to provide protection for the equipment if the train dispatcher gives verbal relief.

The train dispatcher may request a crew to report clear of their authority and leave equipment on a main track. Crews that leave equipment on a main track do not need to provide protection for the equipment if the train dispatcher provides relief. The train dispatcher must provide protection for the equipment.

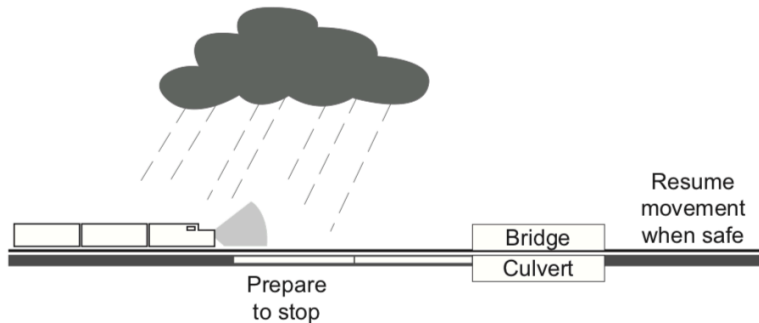
All crews that use the main track at that point must be notified of the equipment location and must move at restricted speed when approaching that location.

## **6.21 Precautions Against Unusual Conditions**

Protect trains and engines against any known condition that may interfere with their safety.

When conditions restrict visibility, regulate speed to ensure that crew members can observe and comply with signal indications.

In unusually heavy rain, storm, or high water, trains and engines must approach bridges, culverts, and other potentially hazardous points prepared to stop. If they cannot proceed safely, they must stop until it is safe to resume movement.



Advise the train dispatcher of such conditions by the first available means of communication.

### 6.21.1 Protection Against Defects

If any defect or condition that might cause an accident is discovered on tracks, bridges, or culverts, or if any crew member believes that the train or engine has passed over a dangerous defect, the crew member must immediately notify the train dispatcher and provide protection if necessary.

### 6.21.2 Water Above Rail

Do not operate trains and engines over tracks submerged in water until the track has been inspected and verified as safe.

Operate engines at 5 MPH or less when water is above the top of the rail. If water is more than 3 inches above the top of the rail, a mechanical department supervisor must authorize the movement.

### 6.21.3 Track Obstruction / Unusual Conditions

When a train is advised in the words, "Between (location) and (location) be governed by Rule 6.21.3", within the specified limits train must move as directed in the special instructions.

## 6.22 Maintaining Control of Train or Engine

Crew members must consider train or engine speed, grade conditions, and air gauge indications to determine that the train or engine is being handled safely and is under control. If necessary, take immediate action to bring the train or engine under control.

## 6.23 Emergency Stop or Severe Slack Action

When a train or engine is stopped by an emergency application of the brakes or severe slack action occurs while stopping, take the following actions:

### Obstruction of Main Track or Controlled Siding

If an adjacent main track or controlled siding may be obstructed, immediately:

- Warn other trains by radio, stating the exact location and status of the train and repeat as necessary.
- Place lighted fuseses on adjacent tracks.
- Notify the train dispatcher or control operator and, when possible, foreign line

railroads if necessary. Warning to other movements is no longer necessary when:

- It is known adjacent tracks are not obstructed.

or

- The train dispatcher or control operator advises the crew that protection is provided on adjacent tracks.

### **Inspection of Cars and Units**

- All cars, units, equipment, and track must be inspected as outlined in the: -  
Special Instructions.  
- Air Brake and Train Handling Rules.

### **Train on Adjacent Track**

A train on an adjacent track that receives radio notification must pass the location specified at restricted speed and stop short of any portion of the stopped train fouling their track. When advised that the track is clear and it is safe to proceed, this restriction no longer applies.

### **6.24 Movement on Double Track**

On double track, trains must keep to the right unless otherwise instructed.

### **6.25 Movement Against the Current of Traffic**

Movements against the current of traffic must be authorized by track bulletin or track warrant, except as provided by:

- Rule 6.13 (Yard Limits).
- Rule 6.14 (Restricted Limits).
- Rule 9.15 (Track Permits).
- Rule 9.17.1 (Signal Protection in ABS by Lining Switch).

or

- Rule 16.1 (Authority to Enter DTC Limits).

Movements must approach block and interlocking signals prepared to stop unless signals indicate proceed.

When a facing point movement will be made over a spring switch, comply with Rule 8.9.1 (Testing Spring Switch).

### **6.26 Use of Multiple Main Tracks**

Multiple main tracks will be designated by name or number. When necessary, track use will be indicated in the special instructions.

### **6.27 Movement at Restricted Speed**

When required to move at restricted speed, movement must be made at a speed that allows stopping within half the range of vision short of:

- Train.
- Engine.
- Railroad car.
- Men or equipment fouling the track.
- Stop signal.

or

- Derail or switch lined improperly.

When a train or engine is required to move at restricted speed, the crew must keep a lookout for broken rail and not exceed 20 MPH.

Comply with these requirements until the leading wheels reach a point where movement at restricted speed is no longer required.

## **6.28 Movement on Other than Main Track**

Except when moving on a main track or on a track where a block system is in effect, trains or engines must move at a speed that allows them to stop within half the range of vision short of:

- Train.
- Engine.
- Railroad car.
- Men or equipment fouling the track.
- Stop signal.

or

- Derail or switch lined improperly.

### **6.28.1 Sidings of Assigned Direction**

Do not use sidings of an assigned direction in the opposite direction unless authorized by the train dispatcher.

### **6.28.2 Stopping Clear in Siding**

When possible, a train entering a siding must not stop until the entire train is clear of the main track.

### **6.28.3 Cars or Equipment Left on Siding**

Avoid leaving cars or equipment on sidings unless authorized by the train dispatcher, except in an emergency. In this case, notify the train dispatcher immediately.

## **6.29 Inspecting Trains**

### **6.29.1 Inspecting Passing Trains**

Employees must inspect passing trains. If they detect any of the following conditions, they must notify crew members on the passing train by any available means:

- Overheated journals.
- Sticking brakes.
- Sliding wheels.
- Wheels not properly positioned on the rail. • Dragging equipment.
- Insecure contents.
- Signs of smoke or fire.
- Headlight or marker improperly displayed.
- Any other dangerous condition.

When possible, employees inspecting the passing train must advise crew members of the condition of their train.

When possible, a crew member on the engine of the train being inspected must notify a crew member on the rear of the train when the train is being inspected by other Volunteers.

### **Ground Inspections**

When a train is stopped and is met or passed by another train, crew members must inspect the passing train. The trainman's inspection must be made from the ground if there is a safe location. If safe to do so, a trainman must cross the track and inspect the side of the passing train opposite the stopped train.

### **Trackside Warning Detectors and Inspections**

Crew members must be aware of trackside warning detectors and signals from persons inspecting their train. Stop the train immediately for an inspection when any of the following conditions exist:

- A crew member receives a stop signal.
  - A trackside warning detector indicates a train defect.
- or
- A crew member is notified of a dangerous condition. Movement must not proceed until it is safe.

### **6.29.2 Train Inspections by Crew Members**

When a walking inspection of the train is required, and physical characteristics prevent a complete train inspection, inspect as much of the train as possible. The train may then be moved, but may not exceed 5 MPH for the distance necessary to complete the inspection.

While their train is moving, crew members must inspect it frequently and look for indications of defects in the train, especially when rounding curves.

When inspecting their train, crew members must observe the train closely for any of the following:

- Overheated journals.
- Sticking brakes.
- Sliding wheels.
- Wheels not properly positioned on the rail.
- Dragging equipment.
- Insecure contents.
- Signs of smoke or fire.
- Any other dangerous condition.

Crew members who discover defects while the train is moving must stop the train promptly and correct any defects, if possible. If the defective car must be set out, they must not attempt to move the car to the setout point unless it is safe to do so.

When a car is set out because of an overheated journal, any fire must be completely extinguished and precautions taken to prevent further ignition.

## **6.30 Receiving or Discharging Passengers**

### **A. Passenger Crew Responsibilities**

When approaching a station to receive or discharge passengers, determine if the train is routed on the track nearest the station platform. If other trains could pass on a main track or controlled siding between the passenger train and the station platform:

- Communicate with the train dispatcher to determine whether any trains are approaching between the train and the station platform.
- Do not make the station stop until assured that trains will not pass between the train and the station platform.

If unable to communicate with the train dispatcher, the station stop may be made after the crew determines that no trains are approaching on the track between the train and the station platform. Before making the station stop, the conductor must assign crew member responsibilities to ensure passenger safety. If during the station stop a train is seen or heard approaching, crew members must take immediate action to keep passengers from fouling the affected track.

### **B. Responsibilities of Approaching Movements**

When notified that a passenger train will be at a station, do not pass between station platform and a passenger train until assured that all passengers and employees have cleared the track between the passenger train and the station platform. Movement may then pass when preceded by an Volunteer walking ahead of the movement.

### **C. Other than Main Track Movements**

A movement must not pass between a passenger train and the station platform being used unless safeguards are provided.

## **6.31 Maximum Authorized Speed**

All crew members are responsible for knowing and not exceeding the maximum authorized speed for their train. Passenger speed is applicable only to trains consisting entirely of passenger equipment.

When possible, a crew member must promptly notify the train dispatcher of any condition that will delay or prevent the train from making usual speed.

### **6.31.1 Permanent Speed Restrictions**

Permanent speed restrictions must not be exceeded until the rear of the train clears the limits of the restriction, unless otherwise specified.

## **6.32 Road Crossings**

### **6.32.1 Providing Warning Over Road Crossings**

When cars are shoved, kicked or a gravity switch move is made over road crossings at grade, an employee must be on the ground at the crossing to provide warning until crossing is occupied. Make any movement over the crossing only on the employee's signal.

Warning is not required when crossing is equipped with:

- Gates that are in the fully lowered position.

or

- Flashing lights or passive warning devices when it is clearly seen that no traffic is stopped at the crossing or is approaching the crossing. Leading end of shoving movements must not exceed 15 MPH over crossings.

### **6.32.2 Automatic Warning Devices**

Under any of the following conditions, a movement must not foul a crossing equipped with automatic warning devices until the device has been operating long enough to provide warning and the crossing gates, if equipped, are fully lowered:

- Movement has stopped within 3,000 feet of the crossing.
- Movement is within 3,000 feet of the crossing and speed has increased by more than 5 MPH.
- Movement is closely following another movement.
- Movement is on other than the main track or siding.

or

- Movement enters a main track or siding within 3,000 feet of the crossing.

<p><b>Employees must observe all automatic warning devices and report any that are malfunctioning to the train dispatcher or proper authority by the first available means of communication. Notify all affected trains as soon as possible.</b></p>
--



**A. Automatic Warning Devices Malfunctioning**

Use the following table to properly complete movement over the crossing:

<b>Movement When Notified that Automatic Warning Devices have an Activation Failure, are Disabled or Malfunctioning</b>	
<b>If ...</b>	<b>Then ...</b>
The crew is notified that the crossing warning system has an activation failure or that the crossing warning system has been disabled and an equipped flagger is not at the crossing to provide warning.	Stop before occupying crossing. After a crew member is on the ground at the crossing to warn highway traffic, proceed over the crossing as directed by that crew member. Then proceed at normal speed.
The crew is notified that the crossing warning system is malfunctioning, and an equipped flagger is not at the crossing to provide warning.	Stop before occupying crossing. After a crew member is on the ground at the crossing to warn highway traffic, proceed over the crossing as directed by that crew member,  or  If devices are seen to be working or when instructed by the train dispatcher or proper authority, proceed with caution over the crossing at 15 MPH without stopping until the head end of the train completely occupies the crossing. Then proceed at normal speed.
The crew communicates with a flagger before fouling the crossing and receives confirmation that warning is being provided by at least one equipped flagger who is unable to provide warning in all directions of approaching traffic.	Proceed over the crossing at 15 MPH without stopping until the head end of the train completely occupies the crossing. Then proceed at normal speed.
The crew communicates with a flagger before fouling the crossing and receives confirmation that warning is being provided by one or more equipped flaggers who are able to provide warning in all directions of approaching traffic.	Proceed over the crossing at normal speed without stopping.
NOTE: An equipped flagger is a person other than a crew member who is equipped with an orange vest, orange shirt or orange jacket. At night, the vest, shirt or jacket must be fluorescent. The flagger must have a red flag or stop paddle by day and a light at night.	

When advised by the train dispatcher or proper authority that the automatic warning devices are repaired or returned to service, these restrictions no longer apply.

## B. Whistle for Crossing

When notified that automatic warning devices are malfunctioning, sound whistle signal 5.8.2(7) regardless of any prohibition.

### 6.32.3 Providing Warning for Adjacent Tracks

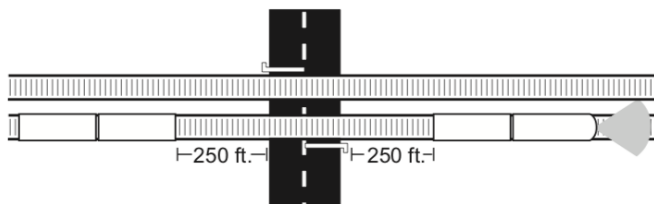
When practical, position an employee on the ground to warn traffic against movements approaching on adjacent tracks, under either of the following conditions:

- A train or cut of cars is parted closer than 250 feet from a road crossing.
- The head end of a train is stopped closer than 250 feet from a road crossing.

### 6.32.4 Clear of Crossings and Signal Circuits

Leave cars, engines, or equipment clear of road crossings and crossing signal circuits.

When practical, avoid leaving cars, engines, or equipment standing closer than 250 feet from the road crossing when there is an adjacent track.



### 6.32.5 Actuating Automatic Warning Devices Unnecessarily

Avoid actuating automatic warning devices unnecessarily by leaving switches open or permitting equipment to stand within the controlling circuit. If this cannot be avoided and if the signals are equipped for manual operation, a crew member must manually operate the signal for movement of traffic. A crew member must restore signals to automatic operation before a train or engine occupies the crossing or before it leaves the crossing.

### 6.32.6 Blocking Public Crossings

When practical, a standing train or switching movement must avoid blocking a public crossing longer than 10 minutes.

## 7.0 Switching

### 7.1 Switching Safely and Efficiently

While switching, employees must work safely and efficiently and avoid damage to contents of cars, equipment, structures, or other property.

Do not leave equipment standing where it will foul equipment on adjacent tracks or cause injury to employees riding on the side of a car or engine.

On tracks where clearance point is indicated, leave equipment beyond the clearance point.

If the clearance point is not indicated or visible, determine the clearance point by standing outside the rail of adjacent track and extend arm towards the equipment. When unable to touch the equipment, leave equipment at least an additional 50 feet into the track to ensure equipment is beyond the clearance point.

Equipment may be left on a:

- Main track, fouling a siding switch, when the switch is lined for the main track.
  - Siding, fouling a main track switch, when the switch is lined for the siding.
  - Yard switching lead, fouling a yard track switch, when the switch is lined for the yard switching lead.
- or
- Industry track, beyond the clearance point of the switch leading to the industry.

## **7.2 Communication Between Crews Switching**

To avoid injury or damage where engines may be working at both ends of a track or tracks, crews switching must have a clear understanding of movements to be made.

## **7.3 Additional Switching Precautions**

The following equipment must not be unnecessarily switched or couplings made so as to damage the equipment or load:

- Passenger or outfit cars.
- Intermodal or TOFC cars.
- Cabooses.
- Multi-level loads.
- Cars containing livestock.
- Open top loads subject to shifting.

The following equipment must not be cut off in motion or struck by any car moving under its own momentum:

- Passenger cars.
- Outfit cars.
- High-value loads.
- Engines.
- Loaded depressed-center flat cars.
- Cars loaded with modular housing units.
- Articulated and solid drawbar-connected cars with more than two car bodies. However, when empty, these cars may be kicked but not humped.
- Scale test cars.
- Roadway equipment.

#### **7.4 Precautions for Coupling or Moving Cars or Engines**

Before coupling to or moving cars or engines, verify that the cars or engines are properly secured and can be coupled and moved safely.

Make couplings at a speed of not more than 4 MPH. Stretch the slack to ensure that all couplings are made.

#### **7.5 Testing Hand Brakes**

Volunteers must know how to operate the type of brakes they are using. When hand brakes must control or prevent car movement, test the brakes to ensure that they are operating properly before using them.

#### **7.6 Securing Cars or Engines**

Do not depend on air brakes to hold a train, engine, or cars in place when left unattended. Apply a sufficient number of hand brakes to prevent movement. If hand brakes are not adequate, block the wheels.

When the engine is coupled to a train or cars standing on a grade, do not release the hand brakes until the air brake system is fully charged.

When cars are moved from any track, apply enough hand brakes to prevent any remaining cars from moving.

#### **7.7 Kicking or Dropping Cars**

Kicking or dropping cars is permitted only when it will not endanger employees, equipment, or contents of cars.

Dropping cars is permitted only at locations where specifically indicated by special instructions.

Before dropping cars, crew members must fully understand the intended movement. They must verify that the track is sufficiently clear and that switches and hand brakes are in working order. If possible, the engine must run on straight track. Cars must not be dropped over spring switches or dual control switches.

##### **7.7.1 Gravity Switch Moves**

Unless otherwise restricted, a gravity switch move may be utilized where cars must be repositioned on the opposite end of the engine. Not more than five cars may be handled at one time.

When making a gravity switch move:

- Hand brakes must be tested to ensure proper operation.
- Sufficient hand brakes must be manned by crew members to ensure that the movement can be controlled and stopped.
- Using the hand brake on cars with shiftable loads must be avoided when practical.
- Cars must not be allowed to couple to other equipment.

## **7.8 Coupling or Moving Cars on Tracks Where Cars are Being Loaded or Unloaded**

Before coupling to or moving cars on tracks where cars are being loaded or unloaded, crew members must be sure that all of the following have been removed or cleared:

- Persons in, on, or about cars.
- Platforms.
- Boards.
- Tank car couplings and connections.
- Conveyors.
- Loading or unloading spouts and similar appliances or connections.
- Vehicles.
- Other obstructions. In addition:
  - Be careful to avoid damage to freight of partly loaded cars.
  - Do not handle cars that are improperly or unevenly loaded if load could shift or fall from the car, or if the car could derail or overturn.
  - Return any car placed for loading or unloading to the location it was found if it has not been released for movement.
  - Do not pull empty cars from an unloading facility until any major accumulation of debris is removed.
  - Ensure that plug-type and swinging doors on cars are properly closed or secured. However, crew members must not attempt to close those doors. If plug door is found open enroute, car may continue in the train to the next location where mechanical forces are available to close door.

## **7.9 Switching Passenger or Occupied Outfit Cars**

Before switching passenger equipment or occupied outfit cars: • Couple the air hoses.

- Fully charge the brake system.
- Use the automatic brake valve when switching.

When coupling passenger or outfit cars:

- Stop the movement approximately 50 feet before the coupling is made.
- Have an employee on the ground direct the coupling.
- Ensure couplers are fully compressed and stretched to ensure that knuckles are locked before making:
  - Air connections.
  - Steam connections.
  - Electrical connections.

## **7.10 Movement Through Gates or Doorways**

Before moving engines, cars, or other equipment through gates, doorways, or similar openings, stop to ensure that the gates, doorways, or openings are completely open and secure. When overhead or side clearances are close, make sure movement is safe. Do not ride on side of a car, engine, or other equipment when moving through gates, doorways, or similar openings.

## **7.11 Charging Necessary Air Brakes**

Do not handle cars without charging the air brake system, unless the cars can be handled safely and stopped within the required distance. If necessary, couple the air hoses and charge the brake systems on a sufficient number of cars to control movement.

## **7.12 Movements Into Spur Tracks**

When shoving cars into a spur track, control movement to prevent damage at the end of the track, and do the following:

- Stop movement 150 feet from the end of the track.
- Apply hand brakes, when necessary, to control slack.
- Have a crew member precede any further movement when it can be done safely.
- Move only on the crew member's signal.

## **7.13 Protection of Volunteers in Bowl Tracks**

During humping operations, before a train or yard crew member goes between engines or cars on a bowl track to couple air hoses or adjust coupling devices, or before a Volunteer performs maintenance on a bowl track, protection must be provided against cars released from the hump into the track as follows:

- The Volunteer requesting protection must notify the employee controlling the switches that provide access from the hump to the track where the work will occur.
- After being notified, the switch controller must line any remote control switch against movement to the affected bowl track and apply a locking or blocking device to the control for that switch.
- The switch controller must then notify the employee that protection is provided. Protection will be maintained until the switch controller is advised that work is complete and protection is no longer required.

# **8.0 Switches**

## **8.1 Hand Operation of Switches**

Spring or dual control switches operated by hand are considered hand-operated switches, and all rules governing hand-operated switches apply.

## 8.2 Position of Switches

The Volunteer operating the switch or derail is responsible for the position of the switch or derail in use. Movement must not foul an adjacent track until the hand-operated switch is properly lined.

Do not operate switch that is tagged. If the switch is spiked, do not remove the spike unless authorized by the same craft or group that placed it.

Volunteers operating switches and derails must make sure:

- The switches and derails are properly lined for the intended route.
- The points fit properly and the target, if so equipped, corresponds with the switch's position.
- When the operating lever is equipped with a latch, they do not step on the latch to release the lever except when operating the switch.
- After locking a switch or derail, they test the lock to ensure it is secured.
- The switch is not operated while equipment is fouling, standing on, or moving over the switch.
- When equipment has entered a track, the switch to that track is not lined away until the equipment has passed the clearance point of the track.

When possible, crew members on the engine must see that the switches and derails near the engine are properly lined.

## 8.3 Main Track Switches

The normal position of a main track switch is for main track movement, and it must be lined and locked in that position. At points where double track begins, the normal position of a spring switch is for movement with the current of traffic. However, the main track switch may be left open:

- In CTC territory within track and time limits.
- When attended by a crew member or switch tender.
- During switching operations when it is certain that no other train or engine will pass over the switch.
- For another train or engine when the switch is attended by a member of that crew.
- Within ABS limits when instructed by the train dispatcher at:
  - The entering switch of a siding in Rule 9.14 (Movement with the Current of Traffic) territory.
  - Either switch of a siding in Rule 16.1 (Authority to Enter DTC Limits) territory.
- Within TWC territory when authorized by track warrant. Track warrant protection must be provided for this condition. The switch must not be considered restored to normal position until the train dispatcher is notified by an employee or train at that location.

or

- Within ABS-TWC, ABS-DTC, or Rule 9.14 (Movement with the Current of Traffic) territory at the entering switch of a siding after the following has been done:
  1. Communication has been established between crews of trains meeting or passing.
  2. An understanding has been reached that the train on the main track will stop and restore the switch to the normal position. A crew member must not report clear of the limits until it is known the switch is lined and locked in the normal position.

On main track switches (if equipped), the target will be red if the switch is lined in other than its normal position.

Before leaving the location where a hand-operated main track switch was operated:

- Crew members must confirm the position of the switch with each other.
- Engineering Department employees granted authority to enter working limits must confirm the position of the switch with the employee in charge or a designated employee who will notify the employee in charge.

#### 8.4 Lining Main Track Switch

When an employee lines the switch to let a train enter or leave the main track, the Volunteer must then go to the opposite side of the main track and not return to the switch stand until movement is complete. If unable to go to the opposite side of the track, the employee must stand at least 20 feet from the switch stand.

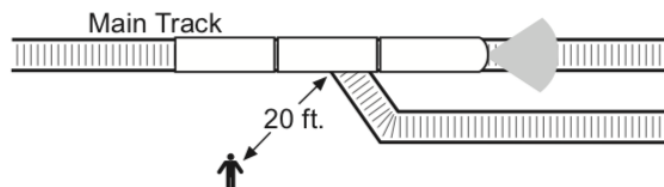
#### 8.5 Not Used

#### 8.6 Restoring Switch to Normal Position

An Volunteer getting off moving equipment to return the main track switch to normal position must, when possible, get off the equipment on the opposite side from the switch stand.

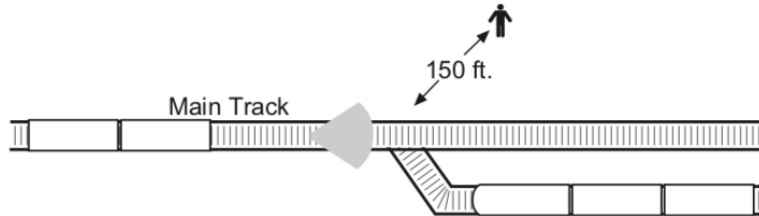
#### 8.7 Clear of Main Track Switches

Except in switching movements, when a train or engine is approaching or passing on a main track, Volunteers must not go nearer than 20 feet to any main track switch.





When a train or engine that will be met or passed is on a siding or other track, the Volunteer attending the switch must be in a safe location. The employee must not be nearer than 150 feet, if possible, from the switch when the train is closely approaching and passing.



### **Inspecting Hand-Operated Switches in Non-Signaled Territory**

In non-signaled territory, if the expected train is not closely approaching, a crew member will inspect facing point, hand-operated switches the train will pass over to determine that the:

- Switches are lined for the intended route.
- Switch points fit properly.
- Switch lever is secured.

### **8.8 Switches Equipped with Locks, Hooks or Latches**

When not in use, switches must be locked, hooked, or latched if so equipped. Before making movements in either direction over these switches, make sure the switch is latched or secured by placing the lock or hook in the hasp. However, when making train movements in facing point direction, lock the switches equipped with a lock.

Replace any missing or defective switch locks. If they cannot be replaced, report the condition at once to the train dispatcher, yardmaster, or supervisor in charge, and spike the switch if possible.

### **8.9 Movement Over Spring Switches**

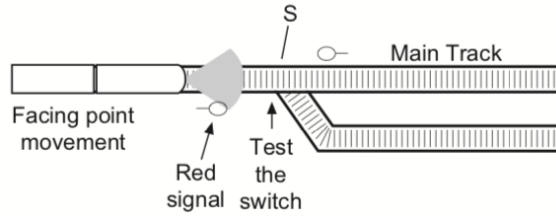
Spring switches are identified by the letters S or SS, special targets, signs, and/or lights.

#### **8.9.1 Testing Spring Switch**

A crew member tests the switch by lining the switch over and back by hand and examining the switch points to see that they fit properly.

Before a train or engine makes a facing point movement over a spring switch, the switch must be tested when any of the following conditions exist:

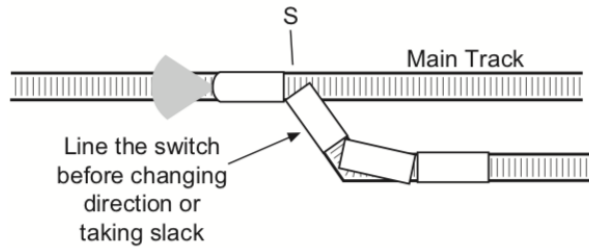
1. A block signal governing movement over the switch indicates:
  - Stop.
  - Stop and Proceed.
  - or
  - Restricted Proceed



2. A switch point indicator protecting the switch indicates Stop and Inspect Switch. or
3. The switch is not protected by a block signal or switch point indicator. The switch does not need to be tested if it has been lined for the diverging route or written instructions advise the crew that the spring switch has been spiked.

**8.9.2 Trailing Through and Stopping on a Spring Switch**

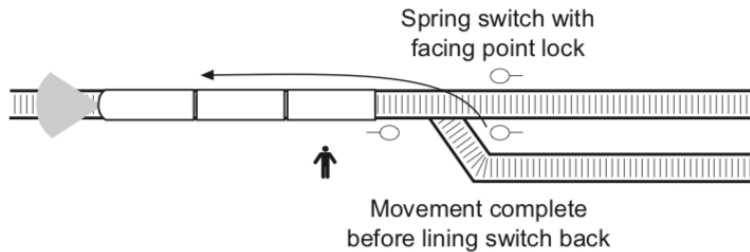
A train or engine trailing through and stopping on a spring switch must control the slack. A crew member must line the switch by hand before the train or engine can change direction or take slack.



**8.9.3 Hand Operating a Spring Switch Before Making a Trailing Movement**

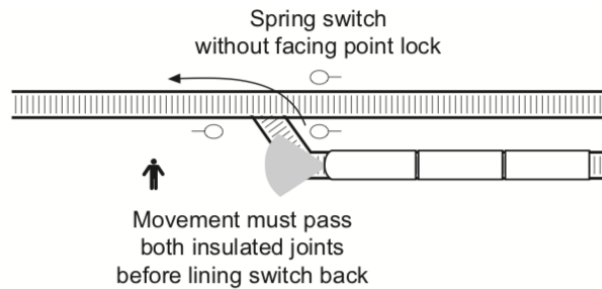
**A. With Facing Point Lock**

When a train is stopped by a signal governing trailing movement through a spring switch and the switch is equipped with a facing point lock, operate the switch by hand. Do not return the switch to normal position until after movement is complete.



## B. Without Facing Point Lock

Before a train makes a trailing movement through a spring switch not equipped with a facing point lock, and only hand operation can establish block signal protection, line the switch for the intended route. Return the switch to normal position after leading wheels have passed both insulated joints.



### 8.9.4 During Snow or Ice Storms

During snow storms, ice storms, or other conditions that may prevent a spring switch from functioning properly, avoid making a trailing movement through the spring switch until the switch has been lined by hand for the movement.

### 8.9.5 Spiking Spring Switch

A spring switch that is spiked must be protected.

### 8.9.6 Approaching a Spring Switch in Non-Signaled Territory

A train in non-signaled territory must approach the facing points of a spring switch prepared to stop until:

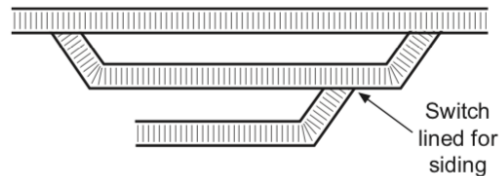
- A switch point indicator shows that the switch is properly lined. or
- A distant signal displays clear.

## 8.10 Switch Point Indicator

Aspect	Indication
Green	Switch points fit properly in normal position.
Yellow	Switch points fit properly in reverse position.
Red or Dark	Stop and inspect switch.

### 8.11 Switches in Sidings

The normal position of switches connecting any track, except the main track, to a siding is lined and locked or secured for movement on the siding.



### 8.12 Hand-Operated Crossover Switches

The normal position of crossover switches is for other than crossover movement. The crossover switches must be left lined in normal position, except when they are in use for crossover movements. Both switches of a crossover shall be properly lined before equipment begins a crossover movement. A crossover movement shall be completed before either switch is restored to normal position, except when one crew is using both tracks connected by the crossover during continuous switching operations.

In Rule 6.14 (Restricted Limits), Rule 6.28 (Movement on Other than Main Track) or non-signaled Rule 6.13 (Yard Limits) territory, crossover switches may be left out of correspondence while providing blue signal or inaccessible track protection. When protection is no longer required the crossover switches connected to a main track or siding must be left lined for other than crossover movement. Crossover switches not connected to a main track or siding must be left in a corresponding position.

In signaled territory, crossover switches may be out of correspondence while performing maintenance, testing or inspection.

### 8.13 Scale Track Switches

When scales are not in use, line switches for dead rails where provided.

### 8.14 Conflicting Movements Approaching Switch

When conflicting movement is closely approaching a switch, the track must not be fouled or the switch operated. Except at a spring switch, trains must not foul a main track or signaled track or pass beyond an insulated joint at the clearance point until the switch connected with the movement is properly lined.

Crossover switches must not be unlocked or lined for crossover movement when another movement is approaching or passing over either switch.

### 8.15 Switches Run Through

Do not run through switches, other than spring switches or variable switches. If a rigid type switch is run through, it is unsafe and must be protected by spiking the switch, unless a trackman or other employee takes charge.

An engine or car that partially runs through a switch must continue movement over the switch. The engine or car must not change direction over a damaged switch until it has been spiked or repaired.

### **8.16 Damaged or Defective Switches**

Report a switch that is damaged or defective to the train dispatcher, yardmaster, or supervisor in charge. Tag the switch, spike it if necessary, unless trackman or other Volunteer takes charge. If the switch cannot be made safe, provide protection at once.

### **8.17 Avoid Sanding Over Moveable Parts**

When possible, avoid using sand over moveable parts of an interlocking, retarders, spring switches, variable switches, or power-operated switches.

### **8.18 Variable Switches**

Trailing point movements may be made over a variable switch from either track, regardless of the position of the switch points.

When making a trailing point movement and the switch is not lined for such movement, make sure all wheels of the leading car or unit clear the switch points before changing direction.

During snow storms, ice storms, or other conditions that may prevent a variable switch from functioning properly, avoid making a trailing point movement through a variable switch until it has been lined by hand for movement.

### **8.19 Automatic Switches (Does not apply)**

### **8.20 Derail Location and Position**

Volunteers in train, engine, and yard service must know the location of all fixed derails. A train or engine moving on or entering tracks where fixed derails are located, must stop at least 100 feet from derail in derailing position. Movement must not continue until the derail is placed in the non-derailing position. However, the distance restriction will not apply in engine servicing areas.

Do not make a movement over a derail in derailing position.

Sidings having hand-thrown derails will have derail locked in non-derailing position, except when engines or cars are left unattended on siding. On auxiliary tracks other than siding, except when derails are placed in non-derailing position to permit movement, make sure they are always in derailing position regardless of whether cars are on the track they are protecting. Lock all derails equipped with a lock.

Derails that are used in conjunction with Rule 5.12 (Protection of Occupied Outfit Cars), Rule 5.13 (Blue Signal Protection of Workmen), or roadway worker protection must be in the derailing position only when their use is required for such protection. When their use is not required for protection:

- Remove portable derails. or
- Lock fixed derails in non-derailing position with an effective locking device.

## *9.0 Block System Rules (does not apply)*

## *10.0 Rules Applicable Only in Centralized Traffic Control (CTC) (Does not apply)*

11.0 Rules Applicable in ACS, ATC and ATS Territories (Does Not Apply)

12.0 Rules Applicable Only in Automatic Train Stop System (ATS) Territory (Does Not Apply)

13.0 Rules Applicable Only in Automatic Cab Signal System (ACS) Territory (Does Not Apply)

**14.0 Rules Applicable Only Within Track Warrant Control (TWC) Limits**

**TRACK WARRANT**  
(Suggested Form)

NO: \_\_\_\_\_  
TO: \_\_\_\_\_

1.  TRACK WARRANT NO. \_\_\_\_\_ IS VOID.
2.  PROCEED FROM \_\_\_\_\_ TO \_\_\_\_\_ ON \_\_\_\_\_ TRACK.
3.  PROCEED FROM \_\_\_\_\_ TO \_\_\_\_\_ ON \_\_\_\_\_ TRACK.
4.  WORK BETWEEN \_\_\_\_\_ AND \_\_\_\_\_ ON \_\_\_\_\_ TRACK.
5.  NOT IN EFFECT UNTIL \_\_\_\_\_.
6.  THIS AUTHORITY EXPIRES AT \_\_\_\_\_.
7.  NOT IN EFFECT UNTIL AFTER ARRIVAL OF \_\_\_\_\_ AT \_\_\_\_\_.
8.  HOLD MAIN TRACK AT LAST NAMED POINT.
9.  DO NOT FOUL LIMITS AHEAD OF \_\_\_\_\_.
10.  CLEAR MAIN TRACK AT LAST NAMED POINT.
11.  BETWEEN \_\_\_\_\_ AND \_\_\_\_\_ MAKE ALL MOVEMENTS AT RESTRICTED SPEED. LIMITS OCCUPIED BY TRAIN.
12.  BETWEEN \_\_\_\_\_ AND \_\_\_\_\_ MAKE ALL MOVEMENTS AT RESTRICTED SPEED. LIMITS OCCUPIED BY MEN OR EQUIPMENT.
13.  DO NOT EXCEED \_\_\_\_\_ MPH BETWEEN \_\_\_\_\_ AND \_\_\_\_\_.
14.  DO NOT EXCEED \_\_\_\_\_ MPH BETWEEN \_\_\_\_\_ AND \_\_\_\_\_.
15.  FLAG PROTECTION NOT REQUIRED AGAINST FOLLOWING TRAINS ON THE SAME TRACK.
16.  TRACK BULLETINS IN EFFECT \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
17.  OTHER SPECIFIC INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OK \_\_\_\_\_ (TIME) DISPATCHER \_\_\_\_\_

LIMITS REPORTED CLEAR AT \_\_\_\_\_

(Mark the box for each item instructed.)

### 14.1 Authority to Enter TWC Limits

Where designated by the timetable, a track warrant will authorize main track use under the direction of the train dispatcher or as prescribed by Rule 6.13 (Yard Limits) or Rule 6.14 (Restricted Limits). Track warrant instructions must be followed where yard limits or restricted limits are in effect.

### 14.2 Designated Limits

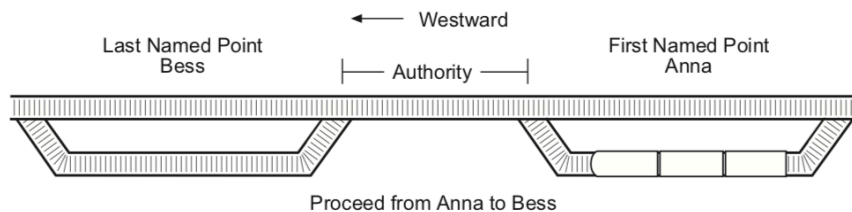
Track warrant limits must be designated by specifying track, where required, and specific locations such as switches, mile posts, or railroad identifiable points. However, station names may be used as follows:

#### A. First Named Point

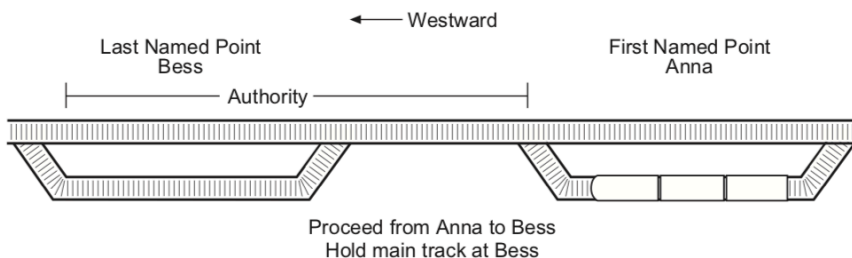
When a station name designates the first named point, authority extends from and includes the last siding switch. Authority extends from the station sign if no siding exists.

#### B. Last Named Point

When a station name designates the last named point, authority extends to and includes the first siding switch. Authority extends to the station sign if no siding exists.

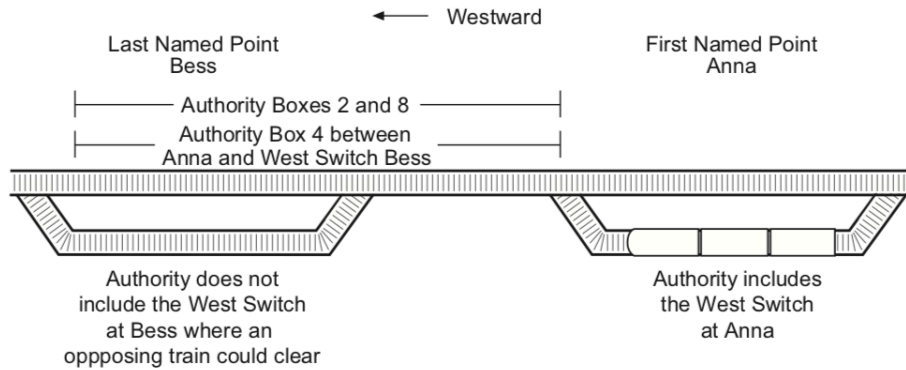


At the last named point, authority extends to but does not include the last siding switch when the track warrant states, “Hold main track at last named point.”



### 14.3 Operating with Track Warrants

A track warrant authorizes a train or engine to occupy the main track within designated limits. However, the train or engine must not foul a switch at either end of the limits where an opposing train may use the same switch to clear the main track.



The train or engine must move as follows:

1. Proceed from one point to another in the direction the track warrant specifies. When a crew member informs the train dispatcher that the entire train has passed a specific point, track warrant authority is considered void up to that point.

or

2. If authorized to “WORK BETWEEN” two specific points, the train or engine may move in either direction between those points. When a crew member informs the train dispatcher that the authority is released between two specific points, the authority is considered void between those points. This track release must begin at the outer limit of the authority.

#### 14.3.1 Leaving the Main Track

A train authorized to proceed in one direction must inform the train dispatcher when it leaves the main track before reaching the last named point, unless a crew member is left to prevent a following movement from passing.

#### 14.4 Occupying Same Track Warrant Limits

A track warrant must not be issued to a train within the same or overlapping limits with another train unless:

1. In signaled territory, all trains are authorized to proceed in the same direction.
2. In non-signaled territory, all trains are authorized to proceed in the same direction and are instructed to move at restricted speed.
3. Two or more trains are authorized to “WORK BETWEEN” two specific points at restricted speed within the overlapping limits.
4. Trains are authorized to proceed through the limits of another train authorized to “WORK BETWEEN” two specific points, and track warrants instruct all trains to move at restricted speed within the overlapping limits. When station name(s) designate the overlapping limits, refer to Rule 14.2 (Designated Limits) for limits where trains are required to move at restricted speed.

or



5. Radio Blocking is authorized as outlined by Rule 14.4.1 (Radio Blocking).

Where track warrant authority includes yard limits or restricted limits, the terms of Rule 6.13 (Yard Limits) or Rule 6.14 (Restricted Limits) apply, but track warrant instructions must be followed.

**14.4.1 Radio Blocking**

Where designated by special instructions, in non-signaled territory, more than one train may be authorized to proceed in the same direction within the same or overlapping limits, provided the following train:

- Is notified on the track authority of the identity of the preceding train.
- Does not occupy the limits ahead of the preceding train.
- Notifies the crew of the preceding train that radio blocking has been authorized stating the limits.
- Is notified by the preceding train that the entire train has passed a specific location. Location specified must not be beyond limits indicated. The following words must be used: “(Train) clear of (location)”.
- Does not proceed beyond the last location the preceding train has reported to have passed.

All instructions between the trains must be written, repeated, and acknowledged with “THAT IS CORRECT” before being acted on. These written instructions between the trains must be retained until the end of tour of duty.

Notify the train dispatcher if communication cannot be established between the two trains. If necessary, radio blocking information may be relayed only by the train dispatcher.

The last named point of the following train’s authority must not extend beyond the last named point of the preceding train’s authority.

In the application of Rule 6.4 (Reverse Movements) and Rule 6.6 (Back Up Movements), the movement must not go beyond the last specific location reported to the following train.

<b>Written Instructions Between Trains</b>			
(Suggested Form)			
<i>(Following Train ID)</i> is authorized Radio Blocking from _____ to _____ behind <i>(Preceding Train ID)</i> .			
	<b><u>LOCATION</u></b>	<b><u>TIME</u></b>	<b><u>CREW MEMBER</u></b>
<i>(Preceding Train ID)</i> clear of	_____ at _____	_____	reported by _____
	_____ at _____	_____	reported by _____
	_____ at _____	_____	reported by _____
	_____ at _____	_____	reported by _____
	_____ at _____	_____	reported by _____

## **14.5 Protecting Volunteers or Equipment**

Men or equipment may receive a track warrant in the same manner as trains to occupy or perform maintenance on the main track without other protection. A track warrant must not be issued to protect men or equipment within the same or overlapping limits with a train unless:

1. All trains are authorized to proceed in one direction only, and the track warrant specifies that men or equipment do not occupy limits ahead of these trains.
- or
2. All trains authorized are notified of the men or equipment and have been instructed by track warrants to move at restricted speed within overlapping limits. When station name(s) designate the overlapping limits, refer to Rule 14.2 (Designated Limits) for limits where trains are required to move at restricted speed. Also, a track warrant must inform the Volunteer in charge of men or equipment about the trains. If the track is not safe for trains to move at restricted speed, the Volunteer must protect the track with red flags according to Rule 5.4.7 (Display of Red Flag).

## **14.6 Movement Against the Current of Traffic**

When a track warrant authorizes a train to move against the current of traffic, the train must use only the track designated within the specified limits. This train must not allow a train following on the same track to pass, unless the train dispatcher instructs it to pass.

## **14.7 Reporting Clear of Limits**

A train without a crew member on the rear and operating in non-signaled or double track territory may report clear of the limits, report having passed a specific location, or release the track between two specific locations only when it is known the train is complete. This must be determined by one of the following ways:

1. The rear of the train has a rear-end telemetry device, and air pressure on the head-end device indicates brake pipe continuity.
2. An employee verifies the marker is on the rear of the train.
3. A crew member can observe the rear car of the train on which the marker is placed.
4. The train is stopped, and an inspection verifies that the marker is on the rear car of the train.
5. A trackside warning detector transmits an axle count for the train, and the axle count duplicates the axle count transmitted by the previous trackside warning detector.

In addition, a train using a hand-operated switch to clear the main track must comply with requirements outlined in Rule 8.3 (Main Track Switches) before reporting clear of the limits.

When a hand-operated switch is used to clear the main track, except where Rule 6.13 (Yard Limits) or Rule 6.14 (Restricted Limits) are in effect, advise the

train dispatcher of the position of the switch and that the switch is locked when reporting clear of track warrant limits. Train dispatcher shall repeat the reported switch position and Volunteer releasing the limits shall confirm to the train dispatcher this information is correct.

#### **14.8 Track Warrant Requests**

A Volunteer who requests a track warrant must inform the train dispatcher what movements will be made and, when necessary, which tracks will be used and how much time is required.

#### **14.9 Copying Track Warrants**

The conductor and the engineer must each have a copy of the track warrant issued to their train, and each crew member must read and understand it. The copy must show the date. The following must occur when transmitted verbally:

##### **A. Transmitting Track Warrants**

1. A Volunteer will enter all of the information and instructions on the track warrant.
2. The Volunteer will repeat the preprinted and written information transmitted by the train dispatcher.
3. The train dispatcher will check it and, if correct, will say "OK" and give the time and his initials.
4. The Volunteer will enter the "OK" time and the train dispatcher's initials on the track warrant and repeat them to the train dispatcher.

##### **B. In Effect**

1. The track warrant is not in effect until the "OK" time is shown on it.
2. If the track warrant restricts movement or previously granted authority, it cannot be considered in effect by the train dispatcher until acknowledgment of the "OK" has been received.

Employees may relay track warrants.

##### **14.9.1 Duplicating Track Warrants**

Volunteers who reproduce track warrants with a duplicating machine do not need to repeat them to the train dispatcher.

Duplicated track warrants must not be delivered or used until they are checked and verified as:

- Legible.
- Duplicated in their entirety.

#### **14.10 Track Warrant in Effect**

A track warrant is in effect until a crew member reports the train has cleared the limits, or the track warrant is made void. The crew member must inform the train dispatcher when the train has cleared the limits.

Volunteers reporting clear of track warrant limits must state:

- Their name or other identification.

- Track warrant number being released.
- Limits being released.

#### **Time Limit Shown**

If the track warrant shows a time limit, the train must clear the limits by the time specified, unless another track warrant is obtained. If an Volunteer cannot contact the train dispatcher and the time limit expires, authority is extended until the train dispatcher is contacted.

#### **14.11 Changing Track Warrants**

Volunteers must not add to or alter a track warrant in any manner, except as specified by Rule 15.1.1 (Changing Address of Track Warrants or Track Bulletins).

When the limits or instructions of a track warrant must be changed, a new track warrant must be issued voiding the track warrant(s) to be changed.

#### **14.12 Not Used**

#### **14.13 Mechanical Transmission of Track Warrants**

Repetition is not required when track warrants are transmitted mechanically. The "OK" time will be given when the track warrant is issued.

Track warrants that restrict the authority or movement of a train must not be transmitted mechanically, unless the train being restricted will not leave the point without receiving the track warrant.

# 15.0 Track Bulletin Rules

(Suggested Form)  
Track Bulletin Form A

No. \_\_\_\_\_ On \_\_\_\_\_ SUBDIV \_\_\_\_\_  
To \_\_\_\_\_

**Between points shown in lines 1 through 10 below, do not exceed speed given:**  
(Use last two columns when displayed less than distance prescribed by Rule 5.4.2 to indicate location and direction.)

Line Void	Line No.	Between/At Location & Location		Speed MPH		Track(s)	Flags At MP	For Direction
				PSGR	FRT			
	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
	8.							
	9.							
	10.							
	11.	Other Conditions _____						
		OK _____ Dispatcher _____						

(Suggested Form)  
Track Bulletin Form B

No. \_\_\_\_\_ On \_\_\_\_\_ SUBDIV \_\_\_\_\_  
To \_\_\_\_\_

On (Date) \_\_\_\_\_ Be governed by Rules 15.2 and 15.2.1 within the following limits:  
(Use last two columns when displayed less than distance prescribed by 5.4.3 to indicate location and direction.)

Line Void	Line No.	Between Location & Location		From	Until	Track(s)	Foreman and/or Gang No.	Y/R Flag at MP	For Direction
	2.								
	3.								
	4.								
	5.								
	6.								
	7.								
	8.								
	9.								
	10.								
		OK _____ Dispatcher _____							

## **15.1 Track Bulletins**

Track bulletins must not be changed unless specified by Rules 15.1.1 (Changing Address of Track Warrants or Track Bulletins) or Rule 15.13 (Voiding Track Bulletins). The train dispatcher will issue track bulletins as required. Track bulletins will contain information on all conditions that affect safe train or engine movement. Forms other than track bulletin Forms A and B may be used when necessary.

### **Receipt and Comparison of Track Bulletins**

At their initial station, unless otherwise instructed by the train dispatcher, the conductor and engineer must receive track bulletins affecting their train's movement:

- By a track warrant, unless the track warrant shows "NONE" or "NO."
- or
- In a manner designated by special instructions. All rules that apply to track bulletins also apply.

The conductor and engineer must have copies of all track bulletins and other instructions required. Each crew member must read and understand them. All crew members are responsible for complying with the requirements of track bulletins and reminding each other of those requirements.

At the initial station, when outbound crew members receive track warrants and track bulletins from inbound crew members, the conductor and engineer must compare the track warrants and track bulletins with each other and with the train dispatcher before proceeding.

At locations where track bulletins are delivered electronically crew members must verify that route description, if provided, covers the intended route of their train. If it does not, contact the train dispatcher and determine if the track bulletins are valid. Crew members must check the date and "OK" or issue time and if over 4 hours old when received, contact the train dispatcher and determine if additional track bulletins are needed.

Any rule referencing track warrants is also applicable to DTC authority.

#### **15.1.1 Changing Address of Track Warrants or Track Bulletins**

If the address must be changed on a track warrant used to deliver track bulletins only or a track bulletin that does not grant authority according to Rule 15.3 (Authorizing Movement Against the Current of Traffic), the train dispatcher may verbally change the train symbol, engine identification, direction, or date.

## **15.2 Protection by Track Bulletin Form B**

Display track flags as specified in Rule 5.4.3 (Display of Yellow-Red Flag) and Rule 5.4.7 (Display of Red Flag).

A train must not enter the limits unless instructed by the employee in charge. A train within the limits at the time the track bulletin Form B takes effect must not make further movement until instructed by the Volunteer in charge.

A crew member must attempt to contact the Volunteer in charge to avoid delay, giving the train's location and track being used. The employee in charge will use the following format to establish communication with the train:

Employee in charge of Track Bulletin No.\_\_\_\_ (specifying line number when necessary) between MP\_\_\_\_ and MP\_\_\_\_ (specifying subdivision when necessary).

Trains within the limits, unless otherwise restricted, must move at the speed(s) specified by the employee in charge as stated in Item A (Instructions).

### **A. Instructions**

After communication with the train has been established, the employee in charge will use the following format to grant a train permission to proceed through the Form B limits:

- (Train ID) may enter limits (and pass the red flag) at MP\_\_\_\_ and proceed at (one of the following), specifying route:
  - "Maximum Authorized Speed"
  - "Restricted Speed"
  - A speed specified by the employee in charge

Two additional speeds may be given to restrict a train's movement through a portion of the limits, by adding the following:

- Do not exceed \_\_\_\_MPH between/at MP\_\_\_\_ and MP\_\_\_\_ (or other location).

To require a train to stop at a designated location within the limits, add the following:

- Stop at MP\_\_\_\_ (or other location) until additional instructions are received.

When men or equipment foul adjacent track(s), add the following:

- Men or equipment fouling (specify track).

### **B. Repeat Instructions**

A crew member must repeat the above instructions, and the Volunteer giving the instructions must acknowledge them before they can be followed.

Once instructions are received from employee in charge, if the track route changes from previous instructions received, contact employee in charge to determine that original instructions received are valid on new track route before proceeding on the new route. The movement must not change direction without permission from the employee in charge.

#### **15.2.1 Protection for On-Track Equipment**

Track bulletin Form B may be used to protect on-track equipment, such as rail detector cars, without using yellow-red flags. Identify protected equipment in the track bulletin.

While trains, engines, and protected equipment are in track bulletin limits, they will otherwise be governed by Rule 15.2 (Protection by Track Bulletin Form B). The same track bulletin must not protect other gangs and equipment.

### 15.3 Authorizing Movement Against the Current of Traffic

Where Rule 9.14 (Movement with the Current of Traffic) is in effect, a track bulletin may authorize movement against the current of traffic as follows:

1. “(Train) will use \_\_\_\_ track against the current of traffic (point) to (point).”

The train must use only the track specified between these points. Opposing trains must not leave the last point until the train arrives. The train dispatcher must not authorize a following train to move against the current of traffic until the previous train has cleared the last point.

The example may be modified as follows:

- a. “After (opposing train) arrives at (point), (train) will use \_\_\_\_ track against the current of traffic (point) to (point).”

The train that will move against the current of traffic must not leave the first point until the opposing train arrives.

Trains directly affected in both directions must receive this track bulletin and must not:

- Clear the main track.
- Allow a following train to pass.

or

- Pass a preceding train, unless authorized by the train dispatcher.

2. “(Time) until (time) (date), all trains use \_\_\_\_ track between (point) and (point). All trains must stop before fouling \_\_\_\_ track between these points unless directed to proceed by employee in charge of switches or by train dispatcher.”

This bulletin may also contain information on public crossing protection, switches spiked, intermediate flagman, and so forth.

**Following Movement.** A train may not follow another train against the current of traffic until the previous train has cleared the limits, passed a designated location, or passed a flagman located at the next intermediate point. Flag protection is not required against following trains.

**Flagman Provided.** When flagmen are provided, the example will be modified by adding:

- “Intermediate flagman located at (point). Trains moving against the current of traffic must stop short of flagman unless directed to proceed.”

**Extending Time.** Time may be extended by issuing another track bulletin as follows:

- “Track bulletin No. \_\_\_\_ is extended until (time).”

This bulletin will be used when one or more tracks will be removed from service, and all trains in both directions must use the remaining track as directed by the train dispatcher or an employee in charge of switches at each end of the designated limits.



The train dispatcher will authorize movement between the designated points and issue the track bulletin and necessary instructions to the employee in charge of switches. This Volunteer may verbally direct movement or use hand signals. Also, the train dispatcher may use a controlled signal indication to authorize movement.

All affected trains must receive a copy of the track bulletin.

#### **15.4 Protection When Tracks Removed from Service**

Before a track is removed from service it must be protected.

A track bulletin may protect tracks removed from service by designating the track and naming the points at each end of the track. Trains must not use this track, unless the track bulletin states the name or title of an employee who may authorize use, and this person directs all movement. Movements must be made at restricted speed.

Proper authority must also be received to pass an absolute signal displaying a Stop indication to enter the out of service track. Except at interlockings, after stopping, movements may pass Stop indications within the out of service limits. Movements within the out of service limits may pass Stop and Proceed indications without stopping.

When required, the train dispatcher must advise crews of alternate routes and switch positions.

#### **15.5 Protection When Tracks Blocked with Equipment**

Notify the train dispatcher when main tracks, sidings, or other tracks that are normally clear are blocked with equipment and cannot be cleared.

When the main track is blocked, provide protection as specified by Rule 6.20 (Equipment Left on Main Track).

#### **15.6 Change of a General Order, Special Instruction, or Rule**

When authorized by the designated manager, a track bulletin may be used to issue, change, or cancel general orders, special instructions, or rules.

General orders or special instructions canceled by track bulletins must not be reinstated. The track bulletin must remain in effect until the general order that contains the change is posted.

#### **15.7 Copying Track Bulletins**

The conductor and the engineer must each have a copy of the track bulletins issued to their train, and each crew member must read and understand them. The copy must show the date. The following must occur when track bulletins are transmitted verbally:

1. An Volunteer will enter all of the information on the track bulletin.
2. The Volunteer will repeat the information to the train dispatcher.
3. The train dispatcher will check it and, if correct, will say "OK" and give the time and his initials.
4. The Volunteer will enter the "OK" time and the train dispatcher's initials on the track bulletin and repeat them to the train dispatcher.

Volunteers may relay track bulletins.

### **15.8 Duplicating Track Bulletins**

Volunteers who reproduce track bulletins with a duplicating machine do not need to repeat them to the train dispatcher.

Duplicated track bulletins must not be delivered or used until they are checked and verified as:

- Legible.
- Duplicated in their entirety.

### **15.9 Mechanical Transmission of Track Bulletins**

Repetition is not required when track bulletins are transmitted mechanically. The “OK” time will be given when the track bulletin is issued.

### **15.10 Retaining Track Bulletins**

Volunteers must keep and comply with track bulletins on all trips during the tour of duty when track bulletins were received.

When directed by the train dispatcher, track bulletins may be retained for use during the next tour of duty. Before initiating movement on the main track on the next tour of duty, a crew member must verify from the train dispatcher that no additional track bulletins are needed.

### **15.11 Not Used**

### **15.12 Relief of Engineer or Conductor During Trip**

When a conductor, engineer, or both are relieved before a trip is finished, they must contact the train dispatcher and comply with instructions concerning the handling of their track warrants, track bulletins, and other instructions.

When crew members are called to relieve a train at other than the initial station, crew members must contact the train dispatcher before leaving the initial station and determine if any track warrants, track bulletins, or other instructions must be obtained.

### **Comparison of Information**

The relieving conductor and engineer must compare track warrants, track bulletins, instructions, and pertinent information with each other and with the train dispatcher before proceeding.

### **15.13 Voiding Track Bulletins**

To void a numbered line on a track bulletin, a part of a track bulletin, or an entire track bulletin, the train dispatcher may do one of the following:

#### **A. Voiding Track Bulletins Verbally**

Void the track bulletin by verbally using one of the following examples:

1. “Line (number) of track bulletin No. \_\_\_\_ reading (quote the line to be voided) is void.”
2. “That part of track bulletin No. \_\_\_\_ reading (quote the part to be voided) is void.”

3. "Track bulletin No. \_\_\_\_ is void."

Employee must repeat the information to the train dispatcher. If correct, the word "VOID" will be entered to indicate that portion is no longer in effect.

#### **B. Issue Track Bulletin or a Track Warrant to Void a Track Bulletin**

Issue a track bulletin or use the line designated "OTHER SPECIFIC INSTRUCTIONS" on a track warrant using one of the following examples:

1. "Line (number) of track bulletin No. \_\_\_\_ is void."
2. "That part of track bulletin No. \_\_\_\_ reading (quote the part to be voided) is void."
3. "Track bulletin No. \_\_\_\_ is void."

Where paper copies are used, employee will keep a copy of the track warrant or track bulletin that made it void and the word "VOID" will be entered to indicate that portion is no longer in effect.

The track bulletin or the part of the track bulletin indicated will no longer be in effect.

#### **15.14 Delivering Track Bulletins**

Volunteers who copy track bulletins for delivery must deliver copies to all those addressed, unless the track bulletin is voided or transferred to a relieving employee. When employees have delivered copies to all addressed, they must keep a copy on file.

*16.0 Rules Applicable Only in Direct Traffic Control (DTC) Limits (Does Not Apply)*

*17.0 Rules Applicable Only in Automatic Train Control (ATC) Territory (Does Not Apply)*



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- 5.4.6.....Display of Flags Within Current of Traffic
- 6.3.....Main Track Authorizations
- 6.3.1.....Train

**Coordination**

- 6.13.....Yard Limits
- 6.14.....Restricted Limits
- 6.24.....Movement on Double Track
- 6.25.....Movement Against the Current of Traffic
- 8.3.....Main Track Switches
- 14.6.....Movement Against the Current of Traffic
- 15.3.....Authorizing Movement Against the Current of Traffic

**Damage to Property**

See Railroad Property

**Defects**

- 1.1.3.....Accidents, Injuries, and Defects
- 1.2.3.....Equipment Inspection
- 1.40.....Reporting Engine Defects
- 6.21.1.....Protection Against Defects

**Derails**

- See Hand-Operated Switches
- 5.12.....Protection of Occupied Outfit Cars
- 6.27.....Movement at Restricted Speed
- 6.28.....Movement on Other than Main Track
- 8.2.....Position of Switches
- 8.8.....Switches Equipped with Locks, Hooks or Latches
- 8.20.....Derail Location and Position
- 9.5.1.....Changing Established Route
- 9.5.6.....Track Occupancy Indicator
- 9.18.....Electrically Locked Switches and Derails

**Detoured Trains**

- 1.42.....Trains Detoured

**Direct Traffic Control (DTC)**

- 6.3.1.....Train Coordination
- 6.25.....Movement Against the Current of Traffic

**Discourteous**

- 1.6.....Conduct

**Dishonest**

- 1.6.....Conduct

**Distant Signals**

- 8.9.6.....Approaching a Spring Switch in Non-Signaled Territory

**Ditch Lights**

- 5.9.5.....Displaying Ditch Lights

**Double Track**

- 5.4.6.....Display of Flags Within Current of Traffic
- 6.16.....Approaching Railroad Crossings, Drawbridges, and End of Multiple Main Track
- 6.24.....Movement on Double Track
- 6.25.....Movement Against the Current of Traffic
- 6.26.....Use of Multiple Main Track
- 8.3.....Main Track Switches
- 15.3.....Authorizing Movement Against the Current of Traffic

**Drawbridge**

- 6.6.....Back Up Movements
- 6.16.....Approaching Railroad Crossings, Drawbridges, and End of Multiple Main Track
- 9.12.1.....CTC Territory
- 9.12.2.....Manual Interlockings

**Driving Record**

- 1.6.1.....Motor Vehicle Driving Records

**Dropped Cars**

- 6.32.1.....Providing Warning Over Road Crossings
- 7.1.....Switching Safely and Efficiently
- 7.7.....Kicking or Dropping Cars
- 7.7.1.....Gravity Switch Moves

**Dual Control Switches**

- 8.1.....Hand Operation of Switches
- 8.8.....Switches Equipped with Locks, Hooks or Latches
- 8.17.....Avoid Sanding Over Moveable Parts
- 8.19.....Automatic Switches

**Drugs**

- 1.5.....Drugs and Alcohol

**Dump Doors**

- 1.35.....Dump Doors

**Electrically Locked Switches**

- 9.18.....Electrically Locked Switches and Derails

**Electronic Devices**

- 1.10.....Games, Reading, or Other Media
- 2.21.....Electronic Devices

**Emergency**

- 2.10.....Emergency Calls

**Emergency Stop**

- 6.23.....Emergency Stop or Severe Slack Action

**Employees Working Sign**

- 5.14.....Signs Protecting Equipment

**Employment**

- 1.18.....Unauthorized Employment

**Engineer**

- 1.6.1.....Motor Vehicle Driving Records
- 1.47.....Duties of Crew Members
- 8.9.6.....Approaching a Spring Switch in Non-Signaled Territory

**Engine Number**

- 5.11.....Engine Identifying Number

**Engines**

- 1.2.4.....Mechanical Inspection
- 1.20.....Alert to Train Movement
- 1.21.....Occupying Roof
- 1.23.....Altering Equipment
- 1.29.....Avoiding Delays
- 1.30.....Riding Engine
- 1.34.....Flat Spots
- 1.39.....Accuracy of Speed Indicator
- 1.40.....Reporting Engine Defects
- 1.41.....Engines Coupled to Occupied Passenger Cars
- 5.9.4.....Displaying Headlights Front and Rear
- 5.9.5.....Displaying Ditch Lights
- 5.9.6.....Displaying Oscillating White Headlight
- 5.9.7.....Displaying Oscillating or Flashing Red Light
- 5.11.....Engine Identifying Number
- 7.4.....Precautions for Coupling or Moving Cars or Engines
- 9.20.....Clear Track Circuits
- 9.22.....Standing on Sanded Rail

**Equipment**

See Cars

See Engines

- 1.1.4.....Condition of Equipment and Tools
- 1.2.3.....Equipment Inspection
- 1.2.4.....Mechanical Inspection
- 1.20.....Alert to Train Movement
- 1.22.....Unauthorized Persons on Equipment
- 1.23.....Altering Equipment
- 15.5.....Protection When Tracks Blocked with Equipment

**Examinations**

- 1.3.1.....Rules, Regulations, and Instructions

**Excepted Track**

- 6.12.....FRA Excepted Track

**Fire**

- 1.28.....Fire

**Fixed Signal**

- 2.12.....Fixed Signal Information
- 5.15.....Improperly Displayed Signals

**Flagmen**

- 5.2.2.....Signals Used by Employees

**Flag Protection**

- 6.19.....Flag Protection

**Flags**

See Green Flags

See Yellow Flags

See Yellow-Red Flags See Red Flags

**FRA Excepted Track**

- 6.12.....FRA Excepted Track

**Fusee**

- 5.6.....Unattended Fusee

**Games**

- 1.10.....Games, Reading, or Other Media
- 2.21.....Electronic Devices

**General Order**

- 1.3.1.....Rules, Regulations, and Instructions
- 1.3.2.....General Orders
- 4.1.1.....Notice of New Timetable
- 15.6.....Change of General Order, Special Instruction or Rule

**Good Faith Challenge**

- 1.4.1.....Good Faith Challenge

**Gratuities**

- 1.26.....Gratuities

**Green Flags**

- 5.4.2.....Display of Yellow Flag
- 5.4.5.....Display of Green Flag
- 5.4.6.....Display of Flags Within Current of Traffic
- 5.15.....Improperly Displayed Signals

**Hand Brakes**

- 7.4.....Precautions for Coupling or Moving Cars or Engines
- 7.5.....Testing Hand Brakes
- 7.6.....Securing Cars or Engines

**Hand-Operated Switches**

See Main Track Switches

See Spring Switches

- 8.1.....Hand Operation of Switches
- 8.2.....Position of Switches
- 8.8.....Switches Equipped with Locks, Hooks or Latches
- 8.11.....Switches in Sidings
- 8.12.....Hand-Operated Crossover Switches
- 8.14.....Conflicting Movements Approaching Switch
- 8.15.....Switches Run Through
- 8.16.....Damaged or Defective Switches



## **Hand Signals**

- 5.1.....Signal Equipment
- 5.2.....Receiving and Giving Signals
  - 5.2.1.....Looking for Signals
  - 5.2.2.....Signals Used by Employees
- 5.3.1.....Hand Signals
- 5.3.2.....Giving Signals
- 5.3.3.....Signal Disappearance
- 5.3.4.....Signal to Stop
- 5.3.5.....Acknowledge Stop Signal
- 5.3.6.....Radio and Voice Communication
- 5.9.1.....Dimming Headlight

## **Hazardous Material**

- 1.3.1.....Rules, Regulations, and Instructions
- 1.14.....Employee Jurisdiction
- 1.33.....Inspection of Freight Cars
- 6.12.....FRA Excepted Track

## **Headlight**

- 5.9.....Headlight Display
  - 5.9.1.....Dimming Headlight
  - 5.9.2.....Headlight Off
  - 5.9.3.....Headlight Failure
  - 5.9.4.....Displaying Headlights Front and Rear
  - 5.9.6.....Displaying Oscillating White Headlight

## **Hours of Service**

- 1.17.....Hours of Service Law
- 15.12.....Relief of Engineer or Conductor During Trip

## **Hump Yard**

- 7.13.....Protection of Employees in Bowl Tracks

## **Immoral**

- 1.6.....Conduct

## **Injuries**

- 1.1.2.....Alert and Attentive
- 1.1.3.....Accidents, Injuries, and Defects
  - 1.2.1.....Care for Injured
  - 1.2.2.....Witnesses
  - 1.2.3.....Equipment Inspection
  - 1.2.4.....Mechanical Inspection
  - 1.2.5.....Reporting
  - 1.2.6.....Statements
  - 1.2.7.....Furnishing Information
- 2.10.....Emergency Calls

## **Information**

- 1.27.....Divulging Information

## **Initiating Movement**

- 6.2.....Initiating Movement
- 15.10.....Retaining Track Bulletins

## **Inspection**

- 1.2.4.....Mechanical Inspection
- 1.33.....Inspection of Freight Cars
- 6.29.1.....Inspecting Passing Trains
- 6.29.2.....Train Inspections by Crew Members

## **Instructions**

- 1.3.1.....Rules, Regulations, and Instructions
- 1.3.3.....Circulars, Instructions, and Notices
- 1.13.....Reporting and Complying with Instructions
- 6.1.....Repeat Instructions

## **Insubordinate**

- 1.6.....Conduct
- 1.13.....Reporting and Complying with Instructions

## **Interlocking**

See Manual Interlocking See Automatic Interlocking

## **Junctions**

- 5.4.2.....Display of Yellow Flag
- 5.4.3.....Display of Yellow-Red Flag
- 6.17.....Switches at Junctions
- 6.18.....Stopping Clear of Crossings and Junctions

## **Jurisdiction**

- 1.14.....Employee Jurisdiction

## **Kicked Cars**

- 6.32.1.....Providing Warning Over Road Crossings
- 7.1.....Switching Safely and Efficiently
- 7.7.....Kicking or Dropping Cars
  - 7.7.1.....Gravity Switch Moves

## **Main Track**

- See Main Track Authority
- 2.14.....Transmission of Mandatory Directives
- 6.2.....Initiating Movement
  - 6.2.1.....Train Location
  - 6.3.1.....Train Coordination
  - 6.4.1.....Permission for Reverse Movements
  - 6.11.....Mandatory Directive
  - 6.20.....Equipment Left on Main Track
  - 6.23.....Emergency Stop or Severe Slack Action
  - 15.5.....Protection When Tracks Blocked with Equipment

## **Main Track Authority**

- 6.3.....Main Track Authorization
- 6.13.....Yard Limits
- 6.15.....Block Register Territory (BRT)
- 14.1.....Authority to Enter TWC Limits

### **Main Track Switches**

- See Spring Switches
- See Dual Control Switches
- 8.3.....Main Track Switches
- 8.4.....Lining Main Track Switch
- 8.6.....Restoring Switch to Normal Position
- 8.7.....Clearing of Main Track Switches
- 8.8.....Switches Equipped with Locks, Hooks or Latches
- 8.12.....Hand-Operated Crossover Switches
- 14.3.1.....Leaving the Main Track
- 14.7.....Reporting Clear of Limits

### **Mandatory Directive**

- 2.14.....Transmission of Mandatory Directives
- 2.14.1.....Verbally Transmitting and Repeating Mandatory Directives
- 6.11.....Mandatory Directive

### **Manual Interlocking**

- 6.3.....Main Track Authorization
- 6.4.1.....Permission for Reverse Movements
- 6.4.2.....Movement Within Control Points or Interlockings
- 6.16.....Approaching Railroad Crossings, Drawbridges, and End of Multiple Main Track
- 8.17.....Avoid Sanding Over Moveable Parts

### **Maximum Speed**

- 5.8.5.....Silenced Whistle
- 6.5.....Shoving Movements
- 6.12.....FRA Excepted Track
- 6.19.....Flag Protection
- 6.31.....Maximum Authorized Speed
- 15.2.....Protection by Track Bulletin Form B

### **Marker**

- 5.10.....Marker
- 5.10.1.....Highly Visible Marker
- 5.10.2.....Alternative Markers

### **Men Working Sign**

- 5.14.....Signs Protecting Equipment

### **Meets**

- 6.8.....Stopping Clear for Meeting or Passing
- 6.9.....Meeting or Passing Precautions

### **Misconduct**

- 1.4.....Carrying Out Rules and Reporting Violations
- 1.6.....Conduct

### **Motor Vehicle Driving Records**

- 1.6.1.....Motor Vehicle Driving Records

### **Movements Against the Current of Traffic**

- 6.13.....Yard Limits
- 6.25.....Movement Against the Current of Traffic
- 14.6.....Movement Against the Current of Traffic
- 15.3.....Authorizing Movement Against the Current of Traffic

### **Multiple Main Track**

- 5.4.8.....Flag Location
- 6.16.....Approaching Railroad Crossings, Drawbridges, and End of Multiple Main Track
- 6.26.....Use of Multiple Main Tracks

### **Napping**

- 1.11.....Sleeping 1.11.1.....Napping

### **Negligence**

- 1.4.....Carrying Out Rules and Reporting Violations
- 1.6.....Conduct

### **Notices**

- 1.3.3.....Circulars, Instructions, and Notices

### **Obeying the Rules**

- 1.1.....Safety
- 1.3.1.....Rules, Regulations, and Instructions
- 1.4.....Carrying Out Rules and Reporting Violations

### **Open Top Loads**

- 1.37.....Open Top Loads
- 1.38.....Shipments Susceptible to Damage
- 7.3.....Additional Switching Precautions

### **Operating Rules**

- 1.3.1.....Rules, Regulations, and Instructions
- 1.3.2.....General Orders
- 4.2.....Special Instructions
- 15.6.....Change of a General Order, Special Instruction, or Rule

### **Oscillating or Flashing Red Light**

- 5.9.7.....Displaying Oscillating or Flashing Red Light

### **Oscillating White Headlight**

- 5.9.6.....Displaying Oscillating White Headlight

### **Other Than Main Track**

- 6.28.....Movement on Other Than Main Track
- 6.30.....Receiving or Discharging Passengers
- 8.12.....Hand-Operated Crossover Switches

### **Outfit Cars**

- 5.12.....Protection of Occupied Outfit Cars
- 7.9.....Switching Passenger or Occupied Outfit Cars

**Passenger Trains & Cars**

- 1.41.....Engines Coupled to Occupied Passenger Cars
- 1.43.....Stopped in Tunnels
- 5.5.....Permanent Speed Signs
- 6.5.....Shoving Movements
- 6.12.....FRA Excepted Track
- 6.13.....Yard Limits
- 6.30.....Receiving or Discharging Passengers
- 6.31.....Maximum Authorized Speed
- 7.3.....Additional Switching Precautions
- 7.9.....Switching Passenger or Occupied Outfit Cars

**Passengers**

- 1.2.1.....Care for Injured
- 1.4.....Carrying Out Rules and Reporting Violations

**Passing**

- 6.8.....Stopping Clear for Meeting or Passing
- 6.9.....Meeting or Passing Precautions

**Permanent Speed Signs**

- 5.5.....Permanent Speed Signs

**Personal Injuries**

See Injuries

**Power-Operated Switch**

See Dual Control Switches

**Practical Jokes**

- 1.7.....Altercations

**Property**

See Railroad Property

**Public Crossings**

- 5.8.1.....Ringing Engine Bell
- 5.8.2.....Sounding Whistle
- 5.8.3.....Whistle Failure
- 5.8.4.....Whistle Quiet Zone
- 5.8.5.....Silenced Whistle
- 5.9.1.....Dimming Headlight
- 5.9.3.....Headlight Failure
- 5.9.5.....Displaying Ditch Lights
- 5.9.6.....Displaying Oscillating White Headlight
- 6.5.....Shoving Movements
- 6.6.....Back Up Movements
- 6.32.1.....Providing Warning Over Road Crossings
- 6.32.2.....Automatic Warning Devices
- 6.32.3.....Providing Warning for Adjacent Tracks
- 6.32.4.....Clear of Crossings and Signal Circuits
- 6.32.5.....Actuating Automatic Warning Devices Unnecessarily
- 6.32.6.....Blocking Public Crossings

**Quarrelsome**

- 1.6.....Conduct

**Quiet Zone**

See Whistle

**Radio**

- 2.1.....Transmitting
- 2.2.....Required Identification
- 2.3.....Repetition
- 2.4.....Ending Transmission
- 2.5.....Communication Redundancy
- 2.6.....Communication Not Understood or Incomplete
- 2.7.....Monitoring Radio Transmissions
- 2.8.....Acknowledgment
- 2.9.....Misuse of Radio Communications
- 2.10.....Emergency Calls
- 2.11.....Prohibited Transmissions
- 2.12.....Fixed Signal Information
- 2.14.....Transmission of Mandatory Directives
  - 2.14.1.....Verbally Transmitting and Repeating Mandatory Directives
- 2.15.....Phonetic Alphabet
- 2.16.....Assigned Frequencies
- 2.17.....Radio Testing
- 2.18.....Malfunctioning Radio
- 2.19.....Blasting Operations
- 2.20.....Internal Adjustments
- 5.3.6.....Radio and Voice Communication
- 5.3.7.....Radio Response

**Railroad Crossings**

- 6.6.....Back Up Movements
- 6.16.....Approaching Railroad Crossings, Drawbridges, and End of Multiple Main Track
- 6.18.....Stopping Clear of Crossings and Junctions

**Railroad Property**

- 1.2.2.....Witnesses
- 1.19.....Care of Property
- 1.23.....Altering Equipment
- 1.24.....Clean Property 1.25.....Credit or Property

**Reading**

- 1.10.....Games, Reading, or Other Media

**Red Flags**

- 5.4.3.....Display of Yellow-Red Flag
- 5.4.7.....Display of Red Flag
- 5.4.8.....Flag Location
- 5.15.....Improperly Displayed Signals
- 14.5.....Protecting Men or Equipment
- 15.2.....Protection by Track Bulletin Form B Regulations
  - 1.3.1.....Rules, Regulations, and Instructions
  - 1.3.2.....General Orders

**Remote Control**

- 5.12.....Protection of Occupied Outfit Cars
- 5.13.....Blue Signal Protection of Workmen
- 6.5.1.....Remote Control Movements
- 6.7.....Remote Control Zone
- 7.13.....Protection of Employees in Bowl Tracks

**Repeat of Instructions**

- 6.1.....Repeat Instructions

**Reporting for Duty**

- 1.15.....Duty—Reporting or Absence

**Respect of Railroad Company**

- 1.9.....Respect of Railroad Company

**Restricted Limits**

- 6.3.....Main Track Authorization
- 6.6.....Back Up Movements
- 6.14.....Restricted Limits
- 6.25.....Movement Against the Current of Traffic
- 8.12.....Hand-Operated Crossover Switches
- 14.1.....Authority to Enter TWC Limits
- 14.4.....Occupying Same Track Warrant Limits

**Restricted Speed**

- 5.4.3.....Display of Yellow-Red Flag
- 5.6.....Unattended Fusee
- 6.4.....Reverse Movements
- 6.5.....Shoving Movements
- 6.6.....Back Up Movements
- 6.13.....Yard Limits
- 6.14.....Restricted Limits
- 6.20.....Equipment Left on Main Track
- 6.23.....Emergency Stop or Severe Slack Action
- 6.27.....Movement at Restricted Speed
- 14.4.....Occupying Same Track Warrant Limits
- 14.5.....Protecting Men and Equipment

**Restrictions**

- 1.47.....Duties of Crew Members

**Retarders**

- 8.17.....Avoid Sanding Over Moveable Parts

**Reverse Movements**

- 6.4.....Reverse Movements
- 6.4.1.....Permission for Reverse Movements
- 6.6.....Back Up Movements

**Road Crossing**

See Public Crossing

- 6.3.....Main Track Authorization
- 6.3.1.....Train Coordination

**Rules**

- 1.3.1.....Rules, Regulations, and Instructions
- 15.6.....Change of General Order, Special Instruction or Rule

**Rule Violation**

- 1.2.7.....Furnishing Information

**Safety**

- 1.1.....Safety
- 1.1.1.....Maintaining a Safe Course
- 1.1.2.....Alert and Attentive
- 1.1.4.....Condition of Equipment and Tools
- 1.3.1.....Rules, Regulations, and Instructions
- 1.4.....Carrying Out Rules and Reporting Violations
- 1.6.....Conduct
- 1.20.....Alert to Train Movement
- 2.6.....Communication Not Understood or Incomplete
- 5.13.....Blue Signal Protection of Workmen

**Safety Rules**

- 1.14.....Employee Jurisdiction
- 4.2.....Special Instructions

**Scale Track Switches**

- 8.13.....Scale Track Switches

**Securing Cars or Engines**

See Hand Brakes

**Service Connection Sign**

- 5.14.....Signs Protecting Equipment

**Shoving Cars**

- 6.5.....Shoving Movements
- 6.32.1.....Providing Warning Over Road Crossings

**Siding**

- 5.4.8.....Flag Location
- 6.2.....Initiating Movement
- 6.5.....Shoving Movements
- 6.8.....Stopping Clear for Meeting or Passing
- 6.9.....Meeting or Passing Precautions
- 6.10.....Instructions to Clear a Following Train
- 6.23.....Emergency Stop or Severe Slack Action
- 6.28.....Movement on Other than Main Track
- 6.28.1.....Sidings of Assigned Direction
- 6.28.2.....Stopping Clear in Siding
- 6.28.3.....Cars or Equipment Left on Siding
- 6.30.....Receiving or Discharging Passengers
- 6.32.2.....Automatic Warning Devices
- 8.3.....Main Track Switches
- 8.7.....Clear of Main Track Switches
- 8.11.....Switches in Sidings
- 8.20.....Derail Location and Position
- 14.2.....Designated Limits
- 15.5.....Protection When Tracks Blocked with Equipment

**Signals**

- See Fixed Signals
- See Distant Signals
- See Block Signals
- See Cab Signals
- See Hand Signals
- See Signal Indication
- 1.47.....Duties of Crew Members

**Signs**

- 5.14.....Signs Protecting Equipment
- 5.15.....Improperly Displayed Signals

**Sleeping**

- 1.11.....Sleeping
- 1.11.1.....Napping

**Special Instructions**

- 1.3.1.....Rules, Regulations, and Instructions
- 1.3.2.....General Orders
- 1.14.....Employee Jurisdiction
- 4.2.....Special Instructions
- 4.3.....Timetable Characters
- 15.6.....Change of a General Order, Special Instruction, or Rule

**Speed Indicator**

- 1.39.....Accuracy of Speed Indicator

**Speed Restrictions**

- 2.14.....Transmission of Mandatory Directives
- 5.4.1.....Temporary Restrictions
- 5.4.2.....Display of Yellow Flag
- 5.4.5.....Display of Green Flag
- 5.4.6.....Display of Flags Within Current of Traffic
- 5.5.....Permanent Speed Signs
- 6.11.....Mandatory Directive
- 6.31.1.....Permanent Speed Restrictions

**Speed Signs**

- 5.5.....Permanent Speed Signs

**Spring Switches**

- 8.1.....Hand Operation of Switches
- 8.3.....Main Track Switches
- 8.8.....Switches Equipped with Locks, Hooks or Latches
- 8.9.....Movement Over Spring Switches
- 8.9.1.....Testing Spring Switch
- 8.9.2.....Trailing Through and Stopping on a Spring Switch
- 8.9.3.....Hand Operating a Spring Switch Before Making a Trailing Movement
- 8.9.4.....During Snow or Ice Storms
- 8.9.5.....Spiking Spring Switch
- 8.9.6.....Approaching a Spring Switch in Non-Signaled Territory
- 8.10.....Switch Point Indicator
- 8.17.....Avoid Sanding Over Moveable Parts
- 9.17.....Entering Signaled Track at Hand-Operated or Spring Switch

**Statements**

- 1.2.6.....Statements

**Spur Track**

- 7.12.....Movement Into Spur Tracks

**Stop Sign**

- 6.16.....Approaching Railroad Crossings, Drawbridges, and End of Multiple Main Track

**Stop Signal**

- 5.3.4.....Signal to Stop
- 5.3.5.....Acknowledge Stop Signal
- 5.4.7.....Display of Red Flag
- 5.6.....Unattended Fusee

**Subject to Call**

- 1.16.....Subject to Call

## Switches

- See Crossover Switches
- See Hand-Operated Switches See Spring Switches
- See Dual Control Switches See Derails
- See Main Track Switches See Scale Track Switches
- See Variable Switches
- See Automatic Switches
- Switching
- See Hand Signals
- 2.2.....Required Identification
- 2.3.....Repetition
- 5.3.6.....Radio and Voice Communication
- 5.3.7.....Radio Response
- 5.9.1.....Dimming Headlight
- 7.1.....Switching Safely and Efficiently
- 7.2.....Communication Between Crews Switching
- 7.3.....Additional Switching Precautions
- 7.4.....Precautions for Coupling or Moving Cars or Engines
- 7.7.....Kicking or Dropping Cars
- 7.7.1.....Gravity Switch Moves
- 7.8.....Coupling or Moving Cars on Tracks Where Cars are Being Loaded or Unloaded
- 7.9.....Switching Passenger or Occupied Outfit Cars
- 7.10.....Movement Through Gates or Doorways
- 7.11.....Charging Necessary Air Brakes
- 7.12.....Movement Into Spur Tracks

## Switch Point Indicator

- 8.9.6.....Approaching a Spring Switch in Non-Signaled Territory
- 8.10.....Switch Point Indicator

## Tank Car Connected Sign

- 5.14.....Signs Protecting Equipment

## Timetable

- 1.3.1.....Rules, Regulations, and Instructions
- 1.14.....Employee Jurisdiction
- 4.1.....New Timetable
- 4.1.1.....Notice of New Timetable
- 4.3.....Timetable Characters
- 15.6.....Change of a General Order, Special Instruction, and Rule

## Time

- 1.48.....Time

## Tools

- 1.1.4.....Condition of Equipment and Tools
- 1.2.3.....Equipment Inspection

## Track and Time

- 2.14.....Transmission of Mandatory Directives
- 6.3.1.....Train Coordination
- 6.11.....Mandatory Directive
- 8.3.....Main Track Switches

## Track Bulletin

- 1.3.1.....Rules, Regulations, and Instructions
- 1.47.....Duties of Crew Members
- 2.14.....Transmission of Mandatory Directives
- 4.1.1.....Notice of New Timetable
- 6.11.....Mandatory Directive
- 15.1.....Track Bulletins
- 15.1.1.....Changing Address of Track Warrants or Track Bulletins
- 15.2.....Protection by Track Bulletin Form B
- 15.3.....Authorizing Movement Against the Current of Traffic
- 15.4.....Protection When Tracks Removed from Service
- 15.5.....Protection When Tracks Blocked with Equipment
- 15.6.....Change of a General Order, Special Instruction, or Rule
- 15.7.....Copying Track Bulletins
- 15.8.....Duplicating Track Bulletins
- 15.9.....Mechanical Transmission of Track Bulletins
- 15.10.....Retaining Track Bulletins
- 15.12.....Relief of Engineer or Conductor During Trip
- 15.13.....Voiding Track Bulletins
- 15.14.....Delivering Track Bulletins

## Track Occupancy Indicator

- 9.5.6.....Track Occupancy Indicator

## Track Permits

- 2.14.....Transmission of Mandatory Directives
- 6.11.....Mandatory Directive
- 6.3.1.....Train Coordination
- 6.13.....Yard Limits
- 6.25.....Movement Against the Current of Traffic

## Track Warrant

- See Track Warrant Control
- 1.47.....Duties of Crew Members
- 2.14.....Transmission of Mandatory Directives
- 6.11.....Mandatory Directive
- 8.3.....Main Track Switches
- 14.2.....Designated Limits
- 14.9.....Copying Track Warrants
- 15.12.....Relief of Engineer or Conductor During Trip

## **Track Warrant Control (TWC)**

See Track Warrant

- 14.1.....Authority to Enter TWC Limits
- 14.2.....Designated Limits
- 14.3.....Operating with Track Warrants
- 14.3.1.....Leaving the Main Track
- 14.4.....Occupying Same Track Warrant Limits
- 14.5.....Protecting Men or Equipment
- 14.6.....Movement Against the Current of Traffic
- 14.7.....Reporting Clear of Limits
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Butte Falls  
Scenic  Railway

# 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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## **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.

## **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.**

## 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.

## **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.

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.

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.

## 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



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

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.

### 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

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:

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.

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.

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

# Glossary

## Abbreviations

Use only the following abbreviations:

ABS ..... Automatic Block Signal System  
ACS ..... Automatic Cab Signal System  
AMTK..... Amtrak  
ATC..... Automatic Train Control  
ATS..... Automatic Train Stop  
AUTH..... Authority  
BO ..... Bad Order  
BRN ..... Branch  
BRT ..... Block Register Territory  
C ..... Center  
C & E ..... Conductor and Engineer  
COFC ..... Container on Flat Car  
CONDOR ..... Conductor  
CP..... Control Point  
CTC ..... Centralized Traffic Control  
DCS ..... Dual Control Switch  
DISPR..... Dispatcher  
DIST ..... District  
DIV..... Division  
DT..... Double Track  
DTC ..... Direct Traffic Control  
E ..... East  
ENG ..... Engine  
ENGR ..... Engineer  
ESS ..... East Siding Switch  
EWD ..... Eastward  
FRT..... Freight  
HER ..... Head End Restriction  
IM..... Intermodal  
JCT ..... Junction  
MAX..... Maximum  
MMT ..... Multiple Main Track  
MP ..... Mile Post  
MPH..... Miles Per Hour  
MT ..... Main Track  
MW ..... Maintenance of Way  
N..... North  
NO ..... Number  
NSS ..... North Siding Switch  
NWD ..... Northward  
OK ..... Correct  
OOS..... Out of Service  
OPR..... Operator  
ORIG ..... Originating  
PSGR ..... Passenger  
RC ..... Radio Channel  
RCO..... Remote Control Operator  
RCZ ..... Remote Control Zone  
RECD ..... Received  
RE..... Region  
S ..... South

SDG ..... Siding  
SSS ..... South Siding Switch  
SUB ..... Subdivision  
SUBDIV ..... Subdivision  
SUPT ..... Superintendent  
SW ..... Switch  
SWD ..... Southward  
TOFC ..... Trailer on Flat Car  
TRK ..... Track  
TRN ..... Train  
TWC ..... Track Warrant Control  
W ..... West  
WSS ..... West Siding Switch  
WWD ..... Westward  
XO ..... Crossover  
YD..... Yard  
YL ..... Yard Limits  
YM ..... Yardmaster

Use the normal abbreviations for names of months.

### ABS

See Automatic Block Signal System.

### Absolute Block

A length of track that no train is permitted to enter while the track is occupied by another train.

### Absolute Signal

A block or interlocking signal without a number plate, or designated by an A marker.

### ACS

See Automatic Cab Signal System.

### Articulated

Permanently connected multiple unit cars that share a common truck.

### ATC Actuator

An ATC brake applying apparatus.

### ATS

See Automatic Train Stop System.

### Automatic Block Signal System (ABS)

A series of consecutive blocks governed by block signals, cab signals, or both. The signals are activated by a train or by certain conditions that affect the block use.

### Automatic Cab Signal System (ACS)

A system that allows cab signals and the cab warning whistle to operate automatically.

### Automatic Train Control (ATC)

A system to enforce compliance with cab and wayside signal indications. If the train exceeds a predetermined speed for a given signal indication and speed is not reduced at a sufficient rate, brakes are automatically applied.



**Automatic Train Stop System (ATS)**

A system activated by wayside inductors positioned to apply the brakes automatically until the train stops.

**Block**

A length of track:

- between consecutive block signals.
  - between a block signal and the end of block system limits.
- or
- in ATC limits the use of which is governed by cab signals and/or block signals.

**Block Register Territory (BRT)**

A method of operation in non-signaled territory where trains, men, and equipment are authorized to occupy the main track in limits designated by the timetable.

**Block Signal**

A fixed signal at the entrance of a block that governs trains entering and using that block.

**Block System**

A block or series of consecutive blocks within ABS, ACS, CTC, or interlocking limits.

**BRT**

See Block Register Territory.

**Cab Signal**

A signal in the engineer's compartment or cab that indicates a condition affecting train movement. Cab signals are used with interlocking or block signals or without block signals.

**Cars**

Railroad cars.

**Centralized Traffic Control (CTC)**

A block system that uses block signal indications to authorize train movements.

**Clearance Point**

The location closest to a switch where it is safe for equipment, and a person riding the side of equipment unless prohibited, to pass equipment on an adjacent track.

**Conductor**

Crew member in charge of train or yard crew.

**Control Operator**

Employee assigned to operate a CTC or interlocking control machine or authorized to grant track permits.

**Control Point**

The location of absolute signals controlled by a control operator.

**Controlled Siding**

A siding within CTC or interlocking limits where a signal indication authorizes the siding's use.

**Controlled Signal**

An absolute signal controlled by a control operator.

**Crew Member**

Conductors, assistant conductors, brakemen, engineers, remote control operators, yard engine foremen, switchmen, and yard helpers.

**Crossings at Grade**

Crossings that intersect at the same level.

**Crossover**

A track connection between two adjacent tracks, consisting of two switches, which is intended to be used primarily for the purpose of crossing over from one track to the other.

**CTC**

See Centralized Traffic Control.

**Current of Traffic**

The movement of trains in one direction on a main track, as specified by the rules.

**Direct Traffic Control (DTC)**

A DTC block or a series of DTC blocks where the train dispatcher authorizes track occupancy.

**Distant Signal**

A fixed signal outside a block system that governs the approach to a block signal, interlocking signal, or switch point indicator. A distant signal does not indicate conditions that affect track use between the distant signal and block or interlocking signals or between the distant signal and switch point indicator. A distant signal is identified by a D.

**Double Track**

Two main tracks where the current of traffic on one track is in a specified direction and in the opposite direction on the other.

**DTC**

See Direct Traffic Control.

**DTC Block**

A length of main track specified by name. DTC block name and limits are identified by wayside signs reading, Begin (name) Block and End (name) Block and by mile post location in the timetable.

**Dual Control Switch**

A power-operated switch, moveable point frog, or derail that can also be operated by hand.

**Electric Switch Lock**

An electrically controlled lock that restricts the use of a hand-operated switch or derail.

**Engine**

A unit propelled by any form of energy or more than one of these units operated from a single control. Engines are used in train or yard service. Rules that apply to engines also apply to cab control cars.

**Engineer**

Also includes student engineers, firemen, hostlers, and remote control operators.

**Equipment**

Railroad equipment.

**Equipment Fouling a Track**

The end of rolling equipment or on-track maintenance of way equipment left between the clearance point and the switch points leading to the track on which the equipment is standing.

**Fixed Signal**

A signal that is fixed to a location permanently and that indicates a condition affecting train movement.

**Flagman**

Any employee providing flag protection as outlined in Rule 6.19 (Flag Protection) and for other purposes as outlined in the rules.

**Foreman**

Employee in charge of work.

**Interlocking**

Signal appliances that are interconnected so that each of their movements follows the other in a proper sequence. Interlockings may be operated manually or automatically.

**Interlocking Limits**

The tracks between outer opposing absolute signals of an interlocking.

**Interlocking Signals**

The fixed signals of an interlocking that govern trains using interlocking limits.

**Main Track**

A track extending through yards and between stations that must not be occupied without authority or protection.

**Men or Equipment**

A term referring to Engineering Department employees and their related equipment.

**Multiple Main Tracks**

Two or more main tracks that are used according to the timetable.

**Pilot**

An employee assigned to a train to assist an engineer or conductor who is unfamiliar with the rules or the portion of railroad the train will operate on.

**Proceed Indication**

Any block signal indication that allows a train to proceed without stopping.

**Radio**

As used in these rules it also applies to wireless communication devices when used in railroad operation.

**Radio Blocking**

A method to establish an absolute block for a following train in non-signaled territory by direct communication with a preceding train.

**RCO**

See Remote Control Operator

**RCZ**

See Remote Control Zone

**Remote Control Operator (RCO)**

An employee who may operate an engine with or without cars by means of a remote control transmitter.

**Remote Control Transmitter**

A device that gives the remote control operator control of a remote control engine.

**Remote Control Zone (RCZ)**

A portion of track(s) within definite limits designated in the timetable special instructions.

**Restricted Limits**

A portion of main track designated by restricted limits signs and timetable special instructions or a track bulletin.

**Reverse Movement**

A movement opposite the authorized direction.

**Siding**

A track connected to the main track and used for meeting or passing trains. Location of sidings are shown in the timetable.

**Signal Aspect**

The appearance of a fixed or cab signal.

**Signal Indication**

The action required by the signal aspect.

**Single Track**

A main track where trains are operated in both directions.

**Special Instructions**

Instructions contained in the timetable or other publication.

**Spring Switch**

A switch with a spring mechanism that returns the switch points to the original position after they are trailed through.

**Station**

A place designated by name in the timetable station column.

**Switch Point Indicator**

A light type indicator used during movement over certain switches to show that switch points fit properly.

**Timetable**

A publication with instructions on train, engine, or equipment movement. It also contains other essential information.

**Track Bulletin**

A notice of conditions affecting train movement. It may also authorize movement against the current of traffic where Rule 9.14 (Movement with the Current of Traffic) is in effect.

**Track Occupancy Indicator**

An indicator that tells whether a length of track is occupied or not.

**Trackside Warning Detector**

A device that indicates conditions such as overheated journals, dragging equipment, excess dimensions, shifted loads, high water, or slides.

**Track Warrant Control (TWC)**

A method to authorize train movements or protect men or machines on a main track within specified limits in a territory designated by the timetable.

**Train**

One or more engines coupled, with or without cars, displaying a marker, and authorized to operate on a main track. A term that when used in connection with speed restrictions, flag protection, and the observance of all signals and signal rules also applies to engines.

**Train Coordination**

Working limits established by a roadway worker through the use of a train's authority on a main track or other track where specific authority is required from a control operator or train dispatcher.

**TWC**

See Track Warrant Control.

**Variable Switch**

A switch identified by a V or a bowl painted yellow. When trailed through, the switch points remain lined in the position they were forced.

**Whistle Quiet Zone**

A designated portion of track, that includes road crossing(s) at grade where whistle signal (7) is not regularly sounded.

**Working Limits**

A segment of track within definite boundaries on which movements may be made only as permitted by the employee in charge. Boundaries may be established using mile posts, station signs, timetable locations, or clearly identifiable points.

**Yard**

A system of tracks, other than main tracks and sidings, used for making up trains, storing cars, and other purposes.

**Yard Limits**

A portion of main track designated by yard limit signs and timetable special instructions or a track bulletin.

