



Part 242 Submission

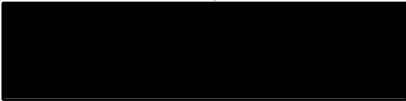
November 11th, 2015

Request for Approval of Electronic Submission

As provided for in 49 CFR 242.101, Burlington Northern Santa Fe (BNSF) will maintain a program for determining the certification of each person it permits or requires to perform as a conductor. BNSF hereby submits its program to FRA for approval for implementation on December 1, 2012, as provided for in CFR 242.103 and requests approval of its program. BNSF has chosen to submit its program and request for approval thereof electronically and, as required by CFR 242 Appendix B, has previously served notice of its intent to do so. Simultaneous with its filing with the FRA, BNSF has served a copy of its submission to the president of each labor organization that represents its employees subject to this part.

Contact Persons for this submission and request for approval:

Wayne Morgan
Manager Technical Training Support Transportation Certification
12345 College Blvd.
Box 16
Overland Park, Kansas 66210



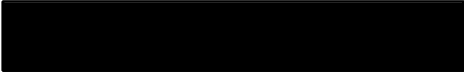
Scott Schafer
General Director Railroad Training Services
12345 College Blvd.
Box 16
Overland Park, Kansas 66210



BNSF Railway – Conductor Certification Program Revised October 24, 2012

Table of Contents		Page
Section 1:	General Information and Elections	3
A.	Approval of Program	3
B.	Classes of Service	3
	1. Conductor	3
	2. Passenger Conductor	3
Section 2:	Training Persons Previously Certified	4
A.	Continuing Education	4
B.	Passenger Conductor	4
C.	Territory Qualification	5
D.	Operational Changes	6
Section 3:	Testing and Evaluating Persons Previously Certified	7
A.	Knowledge Examination	7
B.	Passenger Conductor	7
C.	Vision and Hearing Acuity	7
Section 4:	Training, Testing and Evaluating Persons Not Previously Certified	9
A.	Conductor New Hire	9
B.	Passenger Conductor	10
C.	Copper City & O’Neal Employees	11
Section 5:	Monitoring Operational Performance of Certified Conductors	12
A.	Monitoring Operational Rules Compliance	12
	1. Annual Observation/Unannounced Rules Compliance Test	12
	2. Annual Training/Passenger Conductors	12
Section 6:	Procedures for Routine Administration of the Conductor Certification Program	13
A.	General criteria for eligibility based on prior safety conduct	13
	1. Prior safety conduct	13
	2. Operating Rules Compliance	13
	3. Substance Abuse Disorders	13
B.	Determinations required as a prerequisite to certification	14
C.	Time limitations for making determinations	14
D.	Denial of certification	14
E.	Reliance on qualification requirements of other countries	14
F.	Requirements for territory qualification	15
G.	Replacement of certificates	15
H.	Revocation of certification	15
I.	Return to active status and Reinstatement after Certification Expires	15
Appendix		
A.	Conductor Suspension and Revocation Policy	16
B.	Conductor Task Checklist	20
C.	Conductor On-the-Job (OJT) Training Instructions	23

ALL REGULATION REFERENCES WITHIN THE PROGRAM ARE 49 CFR PART 242, UNLESS NOTED.

Section 1: General Information and ElectionsName of the railroad: **BNSF Railway**Contact person: Wayne Morgan
Manager Technical Training Support Transportation Certification
BNSF Railway
12345 College Blvd. Box 16
Overland Park, KS 66210-1299
**A. Approval of Program 242.103(b)(1)**

BNSF accepts the responsibility to train and initially certify and recertify persons to be qualified conductor/passenger conductors. The initial training program is described in section four of this program.

B. Classes of Service 242.107(b)

Conductors must be certified in the appropriate class of service. Conductors must have an appropriate certificate in their possession while working as a certified conductor and must display that certificate when requested by a company officer or FRA representative. BNSF will issue certificates for the following classes of service:

1. **Conductor** - Crewmember in charge of a train or yard crew as defined in Part 218.
2. **Passenger Conductor** - Conductor who has received emergency preparedness training under Part 239.

Section 2: Training Persons Previously Certified

Contact Person: Wayne Morgan

A. Continuing Education 242.119 (I)

The BNSF education and training program uses multiple training mediums to ensure that each certified employee maintains the necessary knowledge concerning operating rules and practices, familiarity with physical characteristics and relevant Federal safety rules.

1. **Annual Training:** Conductors and Passenger Conductors are required to complete annual training during their 36-month cycle. All or part of this recurring training may be conducted at the employees' work location, from an internet connected computer or at the Technical Training Center in Overland Park, Kansas. At a minimum, training will consist of but not be limited to:
 - a) Instruction on Air Brake and Train Handling rules including the procedures for performing air brake tests and mechanical inspections.
 - b) Site specific operating conditions and physical characteristics are also covered.
 - c) Any pertinent areas of new technology will be covered.
 - d) Instruction on the General Code of Operating Rules and practices including signal aspects and indications.
 - e) Specific safety rules for TYE employees concerning personal safety.
 - f) "Current event" federal safety rules and/or emergency orders, etc.
2. Rule books, special system instructions, timetables, hazmat instructions, etc for proper train operations.
3. General Orders, General Notices, Safety Bulletins, frequently asked questions, mandatory briefings and quick reference materials are utilized to help cover new technologies or procedures.

B. Passenger Conductors

Training and testing for employees wishing to certify or re-certify for Passenger Operations are conducted in accordance with 49 CFR 238 and 239. This training includes WBT, classroom and/or hands-on training of modules specifically designed for Passenger Operations. Employees must successfully complete training and testing to perform the duties of a passenger conductor.

C. Territory Qualification 242.301

No employee will be permitted to perform conductor service until he or she is qualified over that territory.

Territory qualification is required to perform service as a conductor/passenger conductor. If a conductor/passenger conductor is called to service as a conductor, on routes for which they lack territory familiarity, they are instructed to contact their supervisor before performing such service.

Territory qualification will be tracked by the BNSF crew system. Each BNSF service location will determine the territorial review and training requirements depending on the experience of the employee and complexity of the territory to provide the conductor with the requisite knowledge to assure railroad safety. Complexity factors such as track speed, signal systems, main track authority(s), grade etc., are taken into account for determining trip requirements.

If a conductor is called and lacks main track territorial qualification, he or she shall be supported by an assistant who is a certified employee and meets the territorial qualification requirements for the main track physical characteristics and is not an assigned crew member.

If a conductor is called and was previously qualified on main track, but his/her qualification has expired the "assistant" can be an assigned crew member, other than the locomotive engineer who meets the territorial qualification requirement for main track physical characteristics.

If a conductor is called and lacks territorial qualification on-other-than-main track and the assistance of a certified employee is not practicable, the conductor must reference an appropriate job aid to satisfy this requirement.

To remain qualified on a given territory certified conductors/passenger conductors must traverse a territory biennially based on the calendar year.

In certain situations, BNSF elects to use hi-rail equipment, lite engines, or the latest technology to observe and experience the territory. Such familiarization is designed to accelerate the conductor's ability to obtain the operating skills and physical characteristics knowledge of a section of track. For other than main track re-qualification, training may be supplemented with job aids, track charts and playbooks.

D. Operational Changes

New or updated training may be required as a result of the introduction of new technology, new operating rules, or significant changes in operations including the territory conductors are authorized to work over. Such training will occur in the form of safety and quality improvement classes/sessions, delivered in any form of training medium (items 1-3 in paragraph a of this section).

Section 3: Testing and Evaluating Persons Previously Certified

Contact Person: Wayne Morgan

A. Knowledge Examination 242.121

Multiple-choice examinations are used to ensure that conductors/passenger conductors are knowledgeable in the areas of safety, operating rules, mechanical condition of equipment, timetable instruction, power brake law regulations, physical characteristics of the railroad, and federal safety rules. These examinations will test the certified employee's ability to use reference books, materials, and to retain knowledge on rules and Federal regulations. These examinations are conducted in conjunction with the training described in Section Two and will be objective in nature, administered in written or electronic format. These examinations are conducted not less than every three years and include open book, closed book and territory specific questions as determined through the BNSF formal review and analysis conducted in accordance with CFR 242.215. Conductors/Passenger Conductors must achieve the required score of 90% to work in certified service.

Certified conductors/Passenger conductors who fail a section of the written or WBT knowledge examinations will not be allowed to serve as a certified conductor until they achieve a passing score during a reexamination.

B. Passenger Conductor

Passenger conductors must be current under CFR Part 240.239 Emergency Preparedness requirements.

C. Vision and Hearing Acuity 242.117

Certified employees will have their vision, color-vision and hearing acuity checked prior to certification or re-certification. Candidates who do not meet the requirements of CFR 242.117 may be required to provide updated results from a re-test approved by the BNSF medical examiner. Candidates may be referred to their personal health care provider (i.e. licensed ophthalmologist, optometrist, or audiologist) for evaluation. Individuals failing after a second examination may be required by the BNSF medical examiner to have a designated supervisor of certified employees accompany the candidate into the work environment and observe their response to visual and/or audible signals. The supervisor will document the results of the field tests and provide that information to the BNSF medical examiner. Information concerning the type of operation and the duties the candidate will be expected to perform may be required by the BNSF medical examiner as part of this documentation.

If the BNSF medical examiner concludes that, despite not meeting the thresholds, the candidate has the ability to safely operate the candidate will be certified subject to any restrictions the BNSF medical examiner determines in writing to be necessary.

Also, it is the certified conductor's/certified passenger conductor's responsibility to notify BNSF's medical department or appropriate railroad official if the person's bestcorrectable vision or hearing has deteriorated to the extent that the person no longer meets one or more of the prescribed vision or hearing standards or requirements of this section. Notification is required prior to any subsequent performance as a conductor/passenger conductor.

Section 4: Training, Testing and Evaluating Persons Not Previously Certified

Contact Person: Wayne Morgan

BNSF typically selects candidates from new hire applications for training, testing and evaluating for the position of conductor and subsequent certification.

BNSF also hires employees who have been certified by other railroads. A certified employee who does not meet the time-frame criteria outlined in 242.201 (c)(3), upon hire will be evaluated by local Supervisors, Transportation Trainers, or members of the Technical Training Staff. The evaluation will determine which portions of subsection (A) (B) or (C) below will be required for training, testing and familiarization trips. Factors such as: previous rules qualifications, duration of actual train operation as a conductor, and previous training, will be considered in making the determination.

The employee will not be permitted to work as a certified conductor/passenger conductor, until he/she meets the criteria determined based on the evaluation.

A. Conductor New Hire

The Conductor New Hire Program ranges from a minimum of 13 or 15 weeks in length and includes formal classroom training and on-the-job (OJT) training. Presently BNSF is working under two training agreements, former BN (15 weeks), and former Santa Fe (13 weeks). The OJT component of the training allows students to experience all types of train operations. Both programs are similar in scope, and mandated by agreement. The following is a description of the former BN 15 week program:

Weeks 1: Formal Classroom Training

Week 1's focus is on safety and the General Code of Operating rules (GCOR). There will be a facility and yard tour and instruction on applying hand brakes, lining switches, identifying car components, crossing through tracks, air brake tests, and live switching.

Weeks 2-4: On-the-Job-Training

Week 2-4 will be devoted to On-the-Job-Training at the trainee's home location. Each student will be assigned to a craft instructor(s) at his/her location.

Weeks 5-7: Formal Classroom

Week 5 will expand on work order reporting, hazardous materials, air brake and train handling, blue signal protection, utility employees, Trackside Warning Detector (TWD), and power brake law. Week 6 will cover glossary terms, timetables, System Special Instructions, movement of train and engines, track warrants, track warrant exercises, block signals and double track. Week 7 will include signals and their use, temporary restrictions, and track bulletins, switches and switching, interlocking, reverse movements, and review for the no pass no fail exam.

Weeks 8 - 11. 13. 14: On the Job Training

Weeks 8–11, 13, 14, will cover OJT with the candidate assigned to a craft instructor.

Week 14: Skill Evaluation/OJT

Week 14 is devoted to skills evaluation and power brake law hands on application in the field. The trainee must complete a skills evaluation which will be performed by a Supervisor who will evaluate an employee's ability to perform:

- ~ Compliance requirements
- ~ Safety related tasks
- ~ Initial Power Brake Law Tasks

Week 15

Review for the final examination, with two attempts to successfully pass.

If, the candidate fails the final evaluation, he/she will be given one more opportunity to successfully pass. This second attempt must be completed as soon as possible after the first failed attempt.

Students who fail the second attempt for the written examination cannot progress toward the position of conductor/passenger conductor, and will be governed by their collective bargaining agreement and provisions of CFR part 242.401.

NOTE: Throughout the Conductor program any failure to meet established criteria during OJT or classroom instruction will result in handling under the employees Collective Bargaining Agreement. Training coordinators working in the capacity of instructors are not held accountable for revocable requirements.

B. Passenger Conductors

Commuter Operations provide training for new hires. Areas of training are conducted in accordance with 49 CFR 238 and 239.

Employees must successfully complete training and testing to perform the duties of a passenger conductor. The passing score is 90%.

C. Copper City & O'Neil Employees

The Conductor New Hire Program for Copper City & O'Neil employees will be a minimum 6 weeks in length and includes formal classroom training and on-the-job (OJT) training. The OJT component of the training allows students to experience all types of train operations.

Week 1: Formal Classroom Training

Week 1's focus is on safety and the General Code of Operating rules (GCOR), Work Order Reporting Systems (WORS) and Hazardous Materials. There will be instruction on applying hand brakes, lining switches, identifying car components, crossing through tracks, air brake tests and live switching.

Weeks 2-5: On-the-Job-Training

Week 2-5 will be devoted to On-the-Job-Training at the trainee's home location. Each student will be assigned to a craft instructor(s) at his/her location.

Week 6: Skill Evaluation & Final Review

The trainee must complete a skills evaluation which will be performed by a Supervisor who will evaluate an employee's ability to perform:

- ~ Compliance requirements
- ~ Safety related tasks
- ~ Initial Power Brake Law Tasks

Final exam review will ensure employee has an understanding of air brake and train handling, blue signal protection, power brake law, glossary terms, timetables, System Special Instructions, movement of train and engines, track warrants, signals and their use, temporary restrictions, track bulletins, switches and switching, reverse movements, etc.

Students failing the final examination or evaluation will not be permitted to perform the duties of conductor or passenger conductor.

Section 5: Monitoring Operational Performance of Certified Conductors

Contact Person: Wayne Morgan

A. Monitoring Operational Rules Compliance 242.123

BNSF will evaluate the operating rules compliance of its certified employees in accordance with the following:

1. Annual Observation/Unannounced Rules Compliance Tests

The required unannounced operating rules compliance tests will be administered through the BNSF Operations Testing Program on file with FRA. Active certified employees will be given at least one unannounced part 218, subpart F test per calendar year. Conductors and/or Student Conductors working in certified or non certified service will receive credit for 218 subpart F OPT's test. Types of tests and conditions of tests deemed as qualifying will be determined from studies of previous years safety, accident, derailment, injury, event recorder and operations test data. Operations tests will be distributed at random around the clock and without notice to the certified employee being tested. Employees who are not performing certified conductor service and do not receive a qualifying unannounced compliance test, must be tested within 30 days of returning to certified service. Those not receiving the annual observation requirement will be removed from certified service. Test results will not be recorded on the employee's certificate but will be maintained in computer database available for FRA inspection.

Initial discussion of deficiencies will be conducted by the employees Supervisor via telephone or personal meeting. Formal action could be any of the following singly or in multiples:

1. Intervention as safety requires
2. Coaching/counseling or additional training

2. Annual Training/Passenger Conductors

BNSF passenger conductors pursuant to 242.107(b)(2) who do not require compliance with part 218, subpart F of this chapter except under emergency circumstances, the requirement for an annual, unannounced test on the requirements of part 218, subpart F test may be satisfied by annual training. Annual training may be conducted through supervisor/instructor training or via WBT.

Section 6: Procedures for Routine Administration of the Conductor Certification Program

Contact Person: Wayne Morgan

BNSF Railway elects to certify/recertify its employees under CFR Part 242.109

A. General Criteria for Eligibility Based On Prior Safety Conduct 242.111

BNSF will evaluate the prior safety conduct of any candidate for qualification as a conductor or passenger conductor. Consideration will be given to relevant data from BNSF records, any other railroad formerly employing the person and any governmental agency with pertinent motor vehicle driving records.

If it is determined that the candidate does not meet the eligibility requirements of 242.115, 242.117, or 242.119, the candidate will be considered ineligible to obtain certification and would be governed under their collective bargaining agreement.

1. Prior safety conduct as an employee of a different railroad 242.113

Prior to initially certifying or recertifying any person as a conductor for any service, BNSF will determine whether the person meets the eligibility requirements. BNSF will gather information concerning service records pertaining to compliance/noncompliance with 242.111, 242.115, and 242.403. The candidate may be required to take additional actions in connection with the process, including providing necessary consent required by State or Federal law to make information concerning his/her service record available to BNSF.

2. Operating rules compliance 242.403

An evaluation of operating rules compliance will be made by reviewing a candidate's work record. If the candidate was previously employed by another railroad, the candidate must take the necessary action to obtain a copy of his/her work record from the former railroad.

3. Substance abuse disorders 242.115

Employees who are determined to have active substance abuse disorders shall be denied certification or recertification as a conductor.

B. Determinations required as a prerequisite to certification 242.109

Certification candidates must meet the requirements of this program to be certified or re-certified. BNSF may rely on qualification determinations made by another railroad subject to the provisions of 242.105, 242.201, and 242.407. BNSF may elect to employ contractors to provide training for employees. The contractor's former certification would be documented by completion of the "BNSF Service Record request form". This form must be completed by the contractor's former employing railroad. The contractor would attend additional training at a BNSF location specific to the type of operations they would be performing. The contractor must successfully pass a knowledge exam. A skills performance evaluation could be performed on each contractor to evaluate their skills and ability to train BNSF employees. Upon successful completion of the above mentioned requirements the contractor would be issued a certificate in the appropriate class of service. This certificate would enable them to instruct BNSF employees. The certificate would be valid for the duration of the former railroad's certification cycle and/or the length of the BNSF contract.

C. Time limitations for making determinations 242.201

Certification requirements must be met within the time frames set forth in 242.201 as follows:

Safety conduct record (242.111, 242.113)	366 days
Vision and hearing acuity	450 days (24 months for students)
Knowledge examination	24 months
Reliance on another railroad	36 months
Issue certificate within	30 days of a decision to certify

BNSF will verify that the necessary determinations have been made within the time frames before concluding that any candidate is qualified.

D. Denial of certification 242.401

BNSF shall notify a candidate of information that forms the basis for denying certification and give the candidate a reasonable opportunity to explain or rebut that adverse information in writing prior to denying certification. The railroad shall provide the conductor/passenger conductor with any written documents or records, including written statements, related to failure to meet a requirement of this part which support its pending denial decision. The document explaining the basis for the denial shall be served on the candidate within 10 days after the railroad's decision and shall give the date of the decision.

E. Reliance on qualification requirements of other countries 242.127

BNSF may rely on qualification determinations made by a Canadian railroad subject to the provisions of 242.127.

F. Requirements for territorial qualification 242.301(a)

Each conductor/passenger conductor shall meet the territorial requirements on the segment of track they will serve as a conductor.

If a conductor/passenger conductor lacks territorial qualification on main track physical characteristics, he/she may be assisted by a person who meets the territorial qualification requirements as discussed further in Section 2.

G. Replacement of certificates 242.211

A lost, stolen or mutilated certificate should be reported to the Certification department at the Technical Training Center and will be replaced at no cost to the certified employee after verification that the certification is still valid in accordance with 242.201, 242.217 and 242.307. The Certification department representative, or local supervisor, will generate replacement certificates for distribution via US Mail or electronic means. Company officers are authorized to issue certificates. A certificate will be effective until the replacement certificate is received, but not to exceed 30 days.

H. Revocation of certification 242.407

A review of a conductor/passenger conductor certification will be initiated promptly upon any occurrence of conduct described in 242.403(e). Certification will be suspended pending a hearing, which may be consolidated with the formal investigation required by the collective bargaining agreement. A conductor who chooses to waive his or her rights to a formal investigation may also waive the hearing required by 242.407. BNSF has further defined the conduct described in 242.403(e) in a document titled "BNSF Conductor Certification - Suspension and Revocation Policy". That policy is included as Appendix A of this program.

I. Return to Active Status and Reinstatement after Certification Expires

BNSF currently has a system policy covering reinstatement requirements of Train, Engine and Yard employees. Certified employees must complete any overdue training, safety and division specific training, and certification requirements as outlined in the policy. At supervisor discretion an employee may be required to attend formal training as outlined in the policy.

A conductor/passenger conductor will not be permitted to work as a certified conductor, until he/she meets the criteria established.

Appendix A to the BNSF Conductor Certification Program August 20, 2012

Certification Suspension and Revocation Policy

49 C. F. R. 242.403 and 242.407 require railroads to examine incidents in which certified employees may have violated operating rules, safety rules or procedures intended to ensure the safe operation of trains or remote control equipment.

Certified employees who have demonstrated a failure to comply with railroad rules and practices as described in 242.403 paragraphs (e)(1) through (11) must have their certification revoked per 242.403(c)(1). Certification will be revoked for violations described in 242.403(e)(1) through (11) as follows:

- (i) In the case of a single incident involving violation of one or more of the operating rules or practices described in paragraphs (e)(1) through (e)(11) of 242.403, the person shall have his or her license revoked for a period of 30 calendar days.
- (ii) In the case of two separate incidents involving a violation of one or more of the operating rules or practices described in paragraphs (e)(1) through (e)(11) or 242.403, that occurred within 24 months of each other, the person shall have his or her certificate revoked for a period of six months.
- (iii) In the case of three separate incidents involving violations of one or more of the operating rules or practices, described in paragraphs (e)(1) through (e)(12) of 242.403, that occurred within 36 months of each other, the person shall have his or her certificate revoked for a period of one year.
- (iv) In the case of four separate incidents involving violation of one or more of the operating rules or practices, described in paragraphs (e)(1) through (e)(12) of 242.403, that occurred within 36 months of each other, the person shall have his or her certificate revoked for a period of three years.

Note: Incidents involving 242.115(4)(i, ii, iii) which deals with alcohol and drug rules have different periods of ineligibility. The requirements for handling such violations are covered later in this policy.

If a single incident involves more than one of the specified rule violations, that incident will be treated as a single violation for the purpose of revocation.

Periods of ineligibility shall be determined according to the following standards under 242.405:

On other than main track where restricted speed or the operational equivalent thereof is in effect, the periods of revocation for violation of 242.403 (e)(6) through (e)(8) and (e)(10) and (e)(11) shall be reduced by one half provided that another revocable event has not occurred within the previous 12 months.

A person may be permitted to return to work after serving at least one half of the pertinent period of ineligibility if: (1). The revocation was for a period of one year or less: (2). The revocation was not based on noncompliance with 49 C.F.R. 219.101: (3). The person is evaluated by a BNSF officer and determined to have received adequate remedial training: (4). The person successfully completes any BNSF-required program of training or retraining before returning to service.

A period of ineligibility shall begin for a person not currently certified on the date that the most recent incident has occurred. For a person currently certified, ineligibility shall begin on the date of BNSF's notice to the person that re-certification has been denied or certification has been revoked.

BNSF has established criteria for revocation of an employee's certificate. The following guidelines identify conduct that requires revocation. BNSF will not attempt to describe every possible incident that may result in suspension/revocation therefore, each case will be reviewed on its own merit.

1. Signal Indications

242.403 (e)(1) "Failure to take appropriate action to prevent the locomotive engineer of the train the conductor is assigned to from failing to control a locomotive or train in accordance with a signal indication, excluding a hand or radio signal indication or a switch, that requires a complete stop before passing it, when the conductor is located in the operating cab, or otherwise has knowledge of the signal indication

The following are considered stop signals for the purpose of this regulation:

- a. Active stop signals e.g. block or interlocking signals which require a complete stop before passing
- b. Passive stop signals or a stop indication that is permanently affixed or static would include a controlled signal, properly displayed blue signal, remote control zone, red flag and barrier gate protecting diamonds.

2. Train Speed

242.403 (e)(2) "Failure to take appropriate action to prevent the locomotive engineer of the train the conductor is assigned to from failing to adhere to limitations concerning train speed."

3. Air Brake Tests

242.403 (e)(3) "Failure to perform or have knowledge that a required brake test was performed pursuant to the Class I, Class IA, Class II, Class III, or transfer train brake test provisions of 49CFR part 232 or the Class I, Class IA, Class II, or running brake test provisions of 49 CFR part 238."

- a. Failure to perform the required air brake test is a violation.

The following Air Brake and Train handling rules will be considered for the purpose of revocation:

100.10 Class I)	Initial Terminal Air Brake Test
100.11	Transfer Train and Yard Movement Test
100.12 Class IA)	Intermediate Brake Test
100.13	Running Air Brake Test for passenger trains
100.15 (Class III)	Application and Release Test

4. Main Track Authority

242.403 (e)(4) "Occupying main track or a segment of main track without proper authority or permission."

For this regulation, main track means a track upon which the operation of trains is governed by one or more of the following methods of operation: timetable, mandatory directive, signal indication, or any form of absolute or manual block system. Mandatory directive does not include occupying a segment of track contrary to advisory information, such as that from a yardmaster relative to which track to use in a yard.

Occupying a main track or a portion of a main track without proper authority/permission as specified in GCOR 6.2, GCOR 6.3, GCOR 6.4.1, GCOR 6.4.2A, GCOR 6.4.2B, GCOR 6.32.2 or 15.2 is a violation.

5. Tampering with Safety Devices

242.403 (e)(5) "Failure to comply with prohibitions against tampering with locomotive mounted safety devices; knowingly fail to take appropriate action to prevent the locomotive engineer of the train the conductor is assigned to from failing to comply with prohibitions against tampering with locomotive mounted safety devices; or knowingly fail to take appropriate action to prevent the locomotive engineer of the train the conductor is assigned to from operating or permitting to be operated a train with an unauthorized disable safety device in the controlling locomotive. (49 CFR part 218, subpart D and appendix C to part 218)"

6. Shoving or Pushing Movements

242.403 (e)(6) "Failure to comply with the provisions of 218.99 of this Chapter. Railroads shall only consider those violations of 218.99 of this chapter which cause reportable accidents or incidents under part 225 of this chapter, except for accidents and incidents that are classified as "covered data" under 225.5 of this chapter."

- 7. Equipment in the Clear**
242.403 (e)(7) “Failure to comply with the provisions of 218.101 of this chapter. Railroads shall only consider those violations of 218.101 of this chapter which cause reportable accidents or incidents under part 225 of this chapter, except for accidents and incidents that are classified as “covered data” under 225.5 of this chapter.”

- 8. Switches – Hand Operated, Crossover**
242.403 (e)(8) “Failure to comply with the provisions of 218.103 of this chapter. Railroads shall only consider those violations of 218.103 of this chapter which cause reportable accidents or incidents under part 225 of this chapter, except for accidents and incidents that are classified as “covered data” under 225.5 of this chapter.”

- 9. Hand Operated Main Track Switches**
242.403 (e)(9) “Failure to comply with the provision of 218.105 of this chapter. Railroads shall only consider those violations of 218.105 of this chapter which cause reportable accidents or incidents under part 225 of this chapter, except for accidents and incidents that are classified as “covered data” under 225.5 of this chapter.”

- 10. Hand Operated Crossover Switches**
242.403 (e)(10) “Failure to comply with the provisions of 218.107 of this chapter. Railroads shall only consider those violations of 218.109 of this chapter which cause reportable accidents or incidents under part 225 of this chapter, except for accidents and incident that are classified as “covered data” under 225.5 of this chapter.”

- 11. Hand Operated Fixed Derails**
242.403 (e)(11) “Failure to comply with the provisions of 218.109 of this chapter. Railroads shall only consider those violations of 218.109 of this chapter which cause reportable accidents or incidents under part 225 of this chapter, except for accidents and incidents that are classified as “covered data” under 225.5 of this chapter.”

- 12. Drug and Alcohol**
242.403 (e)(12) “Failure to comply with 219.101 of this chapter; however such incidents shall be considered as a violation only for the purposes of paragraphs (a)(2) and (3) of 242.405.”

Appendix B: Conductor Task Check List



Conductor New Hire OJT Curriculum

Student Name (please print):	Employee Number:
Division:	Location:
UTU Training Coordinator (TC):	TC Phone:
Class Number:	

Task	Conditions	Standards	Instructor Validation	Student Validation
	Student must complete task in compliance with:	Student will complete task with:	CRAFT INSTRUCTOR Date/Initials	STUDENT CONDUCTOR Date/Initials
Crew Communication Student will demonstrate the ability to:				
Participate in job safety and/or pre-trip planning briefings.	S-1.1, S-25.1	100% accuracy; 3 times		
Identify and communicate speed restrictions to crew.	GCOR: 1.47, 15.1	100% accuracy; 3 times		
Identify and call out signal aspects and indications.	GCOR: 1.47	100% accuracy; 3 times		
Identify and communicate track flags and track bulletins.	GCOR: 1.47	100% accuracy; 3 times		
Identify and communicate limits of authority.	GCOR: 1.47, 6.9	100% accuracy; 3 times		
Paperwork, Documentation and Reporting Student will demonstrate the ability to:	Student must complete task in compliance with:	Student will complete task with:	CRAFT INSTRUCTOR Date/Initials	STUDENT CONDUCTOR Date/Initials
Copy crossing warning malfunction form.	GCOR: 6.32.2, SSI: Item 15	100% accuracy; 1 time		
Reference Timetable.	GCOR: 1.3.1, 4.2, 4.3, SSI: Item 15, Division Time Table	100% accuracy; 3 times		
Reference System Special Instructions.	GCOR: 1.3.1, 4.2	100% accuracy; 3 times		
Reference General Code of Operating Rules (GCOR).	GCOR: 1.3.1	100% accuracy; 3 times		
Reference Air Brake and Train Handling Rules (ABTH)	GCOR: 1.3.1	100% accuracy; 3 times		
Reference TY&E Safety Rules	GCOR: 1.3.1	100% accuracy; 3 times		
Reference USHMI (US Hazardous Materials Instructions)	GCOR: 1.3.1, SSI: Item 38, Item 50, ER Guide Book	100% accuracy; 3 times		
Copy and repeat mandatory directives	GCOR: 2.14, 2.14.1, 6.11, SSI: Item 15	100% accuracy; 3 times		
Complete a signal awareness form.	SSI: Item 43	100% accuracy; 3 times		
Complete a position of switch form.	GCOR: 8.3, SSI: Item 15, Item 43	100% accuracy; 3 times		
Locate and explain information contained in general orders, general notices, circulars	GCOR: 1.3.2, 1.3.9	100% accuracy; 3 times		
Interpret and communicate general track bulletins and/or track warrants	GCOR: 15.1, 15.1.1, 15.6, 15.7, 15.9, 15.10, 15.12, SSI: Item 30, Item 31	100% accuracy; 3 times		
Interpret and communicate train list for work orders, equipment restrictions, train make up compliance and Haz Mat train placement and documentation.	SSI: Item 3, Item 6, Item 46, Item 47, USHMI: II, V, VI	100% accuracy; 3 times		
Review and apply switch list.	SSI: Item 3, Item 46, Item 47, USHMI: V	100% accuracy; 3 times		
Complete tie up procedures.	TSS	100% accuracy; 3 times		
Switches, Switching and Derails Student will demonstrate the ability to:	Student must complete task in compliance with:	Student will complete task with:	CRAFT INSTRUCTOR Date/Initials	STUDENT CONDUCTOR Date/Initials
Explain the steps to and/or operate a dual control switch.	GCOR: 9.13, 9.13.1, S-13.7.2	100% accuracy; 1 time		
Operate a derail (any type)	GCOR: 8.20	100% accuracy; 1 time		
Operate uncoupling lever on a freight car.	S-13.2.2, S-13.2.6	100% accuracy; 2 times		
Operate uncoupling lever on a locomotive.	S-13.2.2, S-13.2.6	100% accuracy; 2 times		
Operate a hand throw switch. (any type).	S-13.7.3	100% accuracy; 3 times		
Determine switch point position (facing/trailing point movements).	GCOR: 8.2, 8.3, 8.7, 8.9.6, 8.12, 8.15, 8.16, 8.18, S-13.7.1	100% accuracy; 3 times		
Inspect switches prior to and after operating.	GCOR: 8.2, 8.3, 8.7, 8.9.6, 8.12, 8.15, 8.16, 8.18, S-13.7.1	100% accuracy; 3 times		
Secure switch handle with locks, hooks or latches.	GCOR: 8.8	100% accuracy; 3 times		
Couple cars.	GCOR: 7.3, 7.4, 7.8, S-13.2.1, S-13.2.2, S-13.2.8	100% accuracy; 3 times		
Stretch slack after coupling cars.	GCOR: 7.4	100% accuracy; 3 times		



Conductor New Hire OJT Curriculum

Task	Conditions	Standards	Instructor Validation	Student Validation
Safety Critical Student will demonstrate the ability to:	Student must complete task in compliance with:	Student will complete task with:	CRAFT INSTRUCTOR Date/Initials	STUDENT CONDUCTOR Date/Initials
Ride freight equipment safely.	S-13.1.5	100% accuracy; 2 times		
Cross through rail equipment.	S-13.4.1, S-13.4.2	100% accuracy; 2 times		
Establish going between protection with locomotive coupled (hand/radio)	S-13.1.1	100% accuracy; 3 times		
Establish going between protection with locomotive not coupled (radio)	S-13.1.1	100% accuracy; 3 times		
Maintain minimum of 50' separation when going between equipment to handle a mounted ETD, adjust couplers, knuckles, etc.	S-13.1.1, S-13.2.4, S-13.2.5	100% accuracy; 3 times		
Ensure proper visual protection for shoving movements, when required.	GCOR: 5.3.7, 6.5, 6.27, 6.28	100% accuracy; 3 times		
Maintain a safe distance from tracks when no authority to foul has been given.	S-1.1, S-1.2.3, S-1.2.6, S-1.6.1, S-13.1.3, GCOR: 1.1.2, 1.20	100% accuracy; 3 times		
Secure standing equipment where it will not foul adjacent tracks.	GCOR: 7.1	100% accuracy; 3 times		
Wear designated personal protective equipment (PPE).	S-21.1, S-21.1.1, S-21.2, S-21.2.1, S-21.2.2, S-21.2.3, S-21.2.4, S-21.3, S-21.3.1, S-21.4, S-21.5, S-21.90, S-21.31, S-21.32, S-21.33	100% accuracy; 3 times		
Mount and dismount standing equipment.	S-14.6, S-15.3, S-13.1.3, S-13.5.2, S-13.5.4, 13.5.6, 13.6.5	100% accuracy; 3 times		
Hand, Lantern and Radio Communication Student will demonstrate the ability to:	Student must complete task in compliance with:	Student will complete task with:	CRAFT INSTRUCTOR Date/Initials	STUDENT CONDUCTOR Date/Initials
Test radio before beginning work assignment.	GCOR: 2.17, 2.18, CFR 220.57	100% accuracy; 1 time		
Use proper radio identification.	GCOR: 2.1, 2.2, 2.14, 2.14.2, 6.5	100% accuracy; 2 times		
Communicate direction in relationship to front of locomotive when using radio for shoving movements (ahead, back up).	GCOR: 6.5	100% accuracy; 2 times		
Say "stop" when using radio communication for stopping movement during a shove.	GCOR: 6.5	100% accuracy; 2 times		
Use "over" and "out" during radio communications, as prescribed.	GCOR: 2.4	100% accuracy; 2 times		
Use hand signals (ahead, back up, stop, going between, etc.).	GCOR: 5.1, 5.2.2, 5.3.1, 5.3.2, S-13.1.2	100% accuracy; 3 times		
Use lantern signals (ahead, back up, stop, going between, etc.).	GCOR: 5.1, 5.2.2, 5.3.1, 5.3.2, S-14.10, S-13.1.2	100% accuracy; 3 times		
Communicate distance with hand/lantern signals or radio for shoving movements (50 feet equals one car length).	GCOR: 5.3.2, 5.3.7, 6.5, S-14.10	100% accuracy; 3 times		
Freight Car/Locomotive Components and Functions Student will demonstrate the ability to:	Student must complete task in compliance with:	Student will complete task with:	CRAFT INSTRUCTOR Date/Initials	STUDENT CONDUCTOR Date/Initials
Operate angle cock.	ABTH: 102.7, 102.7.1, 102.10, S-13.1.1, S-13.3, S-13.3.2	100% accuracy; 1 time		
Adjust a drawbar.	S-13.1.1, S-13.2.4	100% accuracy; 1 time		
Identify/explain the functions of the control valve.	ABTH: ABTH Glossary	100% accuracy; 1 time		
Identify/explain the functions of the branch pipe cutout cock.	ABTH: 102.7, ABTH Glossary	100% accuracy; 1 time		
Identify the proper position and explain the function of the retaining valve.	ABTH: 104.6, ABTH Glossary	100% accuracy; 1 time		
Identify the "A" and "B" end of a car.	ABTH: 104.1, SR: Item 41	100% accuracy; 1 time		
Identify journal size and location.	ABTH: 104.1, SR: Item 41	100% accuracy; 1 time		
Install, arm and test an end of train device (ETD).	ABTH: 102.13.1, 102.13.2, 102.13.3, S-13.1.1, S-13.1.3, S-13.1.11	100% accuracy; 1 time		
Remove an ETD.	ABTH: 102.13.1, S-13.1.1, S-13.1.3, S-13.1.11	100% accuracy; 1 time		
Couple air hoses.	S-13.1.1, S-13.3, S-13.3.1	100% accuracy; 3 times		
Air Brake Tests and Inspections Student will demonstrate the ability to:	Student must complete task in compliance with:	Student will complete task with:	CRAFT INSTRUCTOR Date/Initials	STUDENT CONDUCTOR Date/Initials
Verify an application and release test (Class 3) was performed.	ABTH: 100.15	100% accuracy; 1 time		
Conduct an initial terminal air brake test (Class 3).	ABTH: 100.10, 100.18	100% accuracy; 2 times		
Conduct safety inspection of freight cars.	GCOR: 1.33	100% accuracy; 2 times		



Conductor New Hire OJT Curriculum

Task	Conditions	Standards	Instructor Validation			Student Validation		
Secure Equipment Student will demonstrate the ability to:	Student must complete task in compliance with:	Student will complete task with:	CRAFT INSTRUCTOR Date/Initials			STUDENT CONDUCTOR Date/Initials		
Identify and operate hand brakes (i.e., vertical wheel, horizontal wheel (staff), lever (ratchet) and/or electric).	S-1.4.6, S-13.5.4, S-13.6.1, S-13.6.3, S-13.6.5, S-13.6.6, S-13.6.7, S-13.6.8, S-13.6.9	100% accuracy; 3 times						
Secure train with locomotive(s) attached.	ABTH: 102.1.1, 104.14, OGDN: 7.6, S-13.1.1, S-13.6.1, S-13.6.3, S-13.6.5, S-13.6.6, S-13.6.7, S-13.6.8, S-13.6.9	100% accuracy; 3 times						
Secure train before detaching locomotive(s).	ABTH: 102.1.2, 104.14, OGDN: 7.6, S-13.1.1, S-13.6.1, S-13.6.3, S-13.6.5, S-13.6.6, S-13.6.7, S-13.6.8, S-13.6.9	100% accuracy; 3 times						

Task	Conditions	Standards	Instructor Validation			Student Validation		
Territory Specific OJT Tasks: Complete additional tasks specific to the territory as identified by the UTU Training Coordinator. Student will demonstrate the ability to:	Student must complete task in compliance with: (list applicable rule references)	Student will complete task with:	CRAFT INSTRUCTOR Date/Initials			STUDENT CONDUCTOR Date/Initials		
		100% accuracy; ___ times						
		100% accuracy; ___ times						
		100% accuracy; ___ times						
		100% accuracy; ___ times						
		100% accuracy; ___ times						
		100% accuracy; ___ times						
		100% accuracy; ___ times						
		100% accuracy; ___ times						
		100% accuracy; ___ times						
		100% accuracy; ___ times						

Appendix C: Conductor On-the-Job Training Instructions



Conductor New Hire OJT Curriculum

Student Name (please print):	Employee Number:
Division:	Location:
UTU Training Coordinator (TC):	TC Phone:
Class Number:	

By the end of the OJT program and prior to the skills evaluation, the student conductor must ensure all tasks on the Conductor New Hire OJT Curriculum are successfully demonstrated and are properly signed off for each task on the document. A physical copy of this completed document (pages 1-5) is **REQUIRED** to continue to the skills evaluation week of your training. **THE STUDENT CONDUCTOR IS REQUIRED TO ENSURE THAT REGULAR COPIES OF THIS DOCUMENT ARE MADE AND PUT AWAY FOR SAFE-KEEPING IN THE EVENT THAT THE ORIGINAL DOCUMENT IS LOST, DAMAGED OR DESTROYED.**

Final Sign Off

Once on-the-job training is complete, the UTU Training Coordinator is required to fax a completed copy of the final sign off page (**THIS PAGE**) to BNSF's Technical Training Center at **913-319-2684**; then the UTU Training Coordinator will mail the original pages of this document to:
BNSF Railway Certification Department, ATTN: Conductor Certification, 12345 College Blvd, Box 16, Overland Park, KS 66210.

- I certify I successfully completed BNSF's New Hire Conductor OJT Curriculum in compliance with the conditions and standards specified for each task.

Student Conductor Signature: _____ Date _____

- I certify the student conductor successfully completed BNSF's New Hire Conductor OJT Curriculum in compliance with the conditions and standards specified for each task.

UTU Training Coordinator Signature: _____ Date _____

Comments (attach additional page if needed): _____
