BNSF Railway Safety Vision

We believe every accident or injury is preventable. Our vision is that BNSF Railway will operate free of accidents and injuries. BNSF Railway will achieve this vision through:

A culture that makes safety our highest priority and provides continuous self-examination as to the effectiveness of our safety process and performance...

A work environment, including the resources and tools, that is safe and accident-free where all known hazards will be eliminated or safe-guarded...

Work practices and training for all employees that make safety essential to the tasks we perform...

An empowered work force, including all employees, that takes responsibility for personal safety, the safety of fellow employees, and the communities in which we serve.

This version contains the following updated pages:
April 1, 2015: 3, 4.
May 1, 2015: 2, 40, 41.
July 1, 2015: 13, 42.
August 1, 2015: 8, 9, 10, 31.
September 1, 2015: 7.
October 1, 2015: 6.
December 1, 2015: 15, 17, 18, 19, 20, 21, 22, 23, 24.
March 1, 2016: 16, 35
May 1, 2016: 20, 20a (added), 20b (added).
June 1, 2016: Title page, 25, 26, 27.

BNSF RAILWAY

System Special Instructions

All Subdivisions No. 6

In Effect at 0001
Central, Mountain and Pacific
Continental Time

April 1, 2015

(Including updates through
June 1, 2016)

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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

After a job safety briefing including all members of the crew determines railroad-supplied devices can be used safely, railroad operating employees may use such 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 employees 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 unless device is being used to reference a railroad rule, special instruction, timetable or other directive.
- 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 job 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.

GCOR 4.3 Timetable Characters, Supplemental Instruction

A.....Automatic Interlocking
B.....General orders, notices, and circulars
C.....Radio communication
g .....Gate, normal position against conflicting route
G.....Gate, normal position against this subdivision
J.....Junction
M .....Manual interlocking
P .....Telephone
R.....Restricted Limits
S .....Railroad crossing protected by permanent stop sign
T .....Turning facility
U.....Railroad crossing not protected by signals or gates
X.....Crossover
X(2).....Multiple crossovers
Y .....Yard Limits

GCOR 5.3.3 Signal Disappearance—is changed to read:

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.

GCOR 5.4.2 Display of Yellow Flag—"Less than Two Miles Ahead of Restricted Area" under "A. Restriction is in Effect" is changed to read:

Less than Two Miles Ahead of Restricted Area. When the restricted area is close to a terminal, junction, or another area or if restriction is on a siding, 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.

GCOR 5.4.6 Display of Flags Within Current of Traffic—this rule is canceled.

GCOR 5.4.8 Flag Location—the first paragraph is changed to read:

Flags will be displayed on all main tracks and sidings leading to the track affected.

GCOR 5.5 Permanent Speed Signs, Supplemental Instruction

Reduced speed limits may be designated by Advance Warning sign (diagonally upward), Reduce Speed sign (rectangle) and Resume Speed sign (vertical).

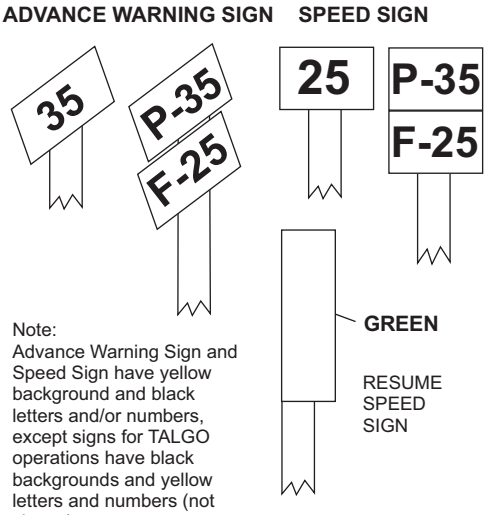
The Advance Warning sign will be placed two miles in advance of the location where the lower speed takes effect. At the point where the reduced speed applies, a speed sign will repeat the permissible speed. The lower speed will be in effect until a Resume Speed sign or another Speed sign is displayed.

At the end of a reduced speed zone, a train or engine will be governed by a Speed sign displaying a higher speed or a Resume Speed sign which will authorize the maximum permissible speed on that subdivision. In either case, the speed must not be increased until the entire train has passed the sign displayed or has cleared the limits of the restriction. Signs reading "K-END" indicate the end of Key Train municipal area limits. Resume speed signs are not displayed at the end of Key Train municipal area limits.

Locations where reduced speeds are required, but which are not indicated by signs, are listed in the special instructions for each subdivision.

Permanent speed signs will not be placed for trains moving against the current of traffic unless otherwise indicated.

These signs, as illustrated, apply to train and engine movements as follows:



Note:
Advance Warning Sign and Speed Sign have yellow background and black letters and/or numbers, except signs for TALGO operations have black backgrounds and yellow letters and numbers (not shown).

Figures preceded by letter P apply to passenger trains, except TALGO, if there is a TALGO sign.

Figures preceded by letter F apply to freight trains.

Figures preceded by letter T apply to TALGO passenger trains.

Figures preceded by the letter K apply to Key Trains.

Figures not preceded by a letter apply to all trains.

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GCOR 14.13 Mechanical Transmission of Track Warrants, Supplemental Instruction

Mechanical Issuance

Track warrants issued mechanically through printer or fax print only items checked. The item numbers checked will be listed on the bottom of the track warrant. Notify the dispatcher if:

- The track warrant does not contain all items listed on the bottom,
- Computer generated line on the bottom listing the items checked is missing,
  or
- Track warrant is missing text or is otherwise not legible.

When contacted, train dispatchers will arrange to provide crews with complete, legible copies and report incident to their supervisor.

GCOR 15.1 Track Bulletins, Supplemental Instruction

BNSF Railway may use a general track bulletin instead of a track warrant to deliver track bulletin restrictions. All rules that apply to track bulletins apply to general track bulletins. Additionally, conductor and engineer may receive a general track bulletin instead of a track warrant listing all restrictions affecting their train movement.

GCOR 15.2 Protection by Track Bulletin Form B—the following are added:

C. Stop Column

When "STOP" is written in the Stop column, the train must not enter the limits unless instructed by the employee in charge. A red flag may be displayed at the beginning of the limits. A train within the limits at the time the track bulletin Form B takes effect, must not make further movement until instructed by the employee in charge.

D. Entering Within Limits

Before entering the track governed by the track bulletin Form B from any location other than the beginning of the Form B limits, obtain permission from the employee in charge.

GCOR 15.9 Mechanical Transmission of Track Bulletins, Supplemental Instruction

Mechanically transmitted track bulletins from TSS provide summary information indicating the total number of lines or restrictions issued. Employees who receive these documents must cross reference the summary with the document to ensure all items are listed.

GCOR 15.13.1—The following rule is added:

GCOR 15.13.1 Voiding General Track Bulletins or Restrictions

A bulletin or restriction or an entire GTB may be voided by the train dispatcher communicating the following:

1. "Restriction (number) ____ reading ____ is void."

   An employee must repeat this information to the train dispatcher. If the information is correct, the employee must write "Void" in the margin to the left of the restriction made void.

2. "General track bulletin No. ____ is void."

   An employee must repeat this information to the train dispatcher. If the information is correct, the employee must write "Void" across the first page of the general track bulletin being voided.

GCOR Abbreviations—the following abbreviations are added:

AS	Absolute Signal
CNT	Connection
EBCS	Eastbound Controlled Signal
EE	East End
EXO	East Crossover
ICS	Independently Controlled Switch
NA	Not Applicable
NBCS	Northbound Controlled Signal
NE	North End
NXO	North Crossover
POS	Protect Open Switch
RCPS	Remote Control Power Switch
RESTRN	Restriction
RL	Restricted Limits
RP	Release Point
SBCS	Southbound Controlled Signal
SE	South End
SPMS	Switch Point Monitoring System
SS	Station Sign
SW-N	Switch No
SW-Y	Switch Yes
SXO	South Crossover
TFND	Track Flags Not Displayed
TIWS	Track Integrity Warning System
WBCS	Westbound Controlled Signal
WE	West End
WXO	West Crossover

GCOR Glossary—the following glossary term is added:

General Track Bulletin
A notice containing track bulletin restrictions and other conditions affecting train movement.

15. Currently Not Used

16. Currently Not Used

17. Currently Not Used

18. Currently Not Used

19. Currently Not Used

20. Currently Not Used

21. Currently Not Used

22. Remote Control Operations

- Employees assigned to a remote control crew are governed by the BNSF Remote Control Operating Instructions and must have a current copy accessible while on duty.
- Only certified operators or students who have been trained in remote control operations may operate an Operator Control Unit of a Remote Control Locomotive.
- Division Timetable Special Instructions will designate areas of Remote Control Operations.
- Division Timetable Special Instructions will designate limits of Remote Control Zones (RCZ). RCZ signs may also be posted at zone access locations.
- The Remote Control Operator in control of a Remote Control Locomotive must be notified of any track removed from service or working limits established for the protection of another craft.
- When a remote control operations system radio broadcasts "Operator Down", movements on adjacent tracks must move prepared to stop in half the range of vision until the safety of all members of the remote control crew is confirmed.

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Count axles from the “B” end beginning with No. 1 being closest to you. The axles on this type of equipment are numbered consecutively from No. 1 through No. 9 and then by the alphabet with axle “10” identified by the letter “Z,” axle “11” by the letter “Y,” axle “12” by the letter “X,” etc., going backwards through the alphabet.

If the defective journal or wheel is the ninth axle away from the “B” end of the car on the right side as you face the equipment, you will report it as “R9.” If it is the fourteenth axle away from the “B” end of the car on the right side as you face the equipment, you would report it as “RV.” Remember, on this equipment, axles “1” through “9” are identified numerically. Axles “10” through “14” are identified alphabetically beginning with the letter “Z” working backwards. Each axle is stenciled on most multi-segment or unit equipment on the truck side. Use the stencil when available to verify your identification.

42. Currently Not Used

43. Signal Awareness/Position of Switch Form

Subdivision-specific signal awareness/position of switch forms available at on-duty points must contain at least the minimum requirements shown on the standard form. These forms may contain additional subdivision-specific information as approved by the Division General Manager. When subdivision specific signal awareness/position of switch forms are not available, crew members may request a standard form be included with the GTB. In addition to observing and calling signals as required by GCOR 1.47, the conductor must fill out one of these forms in ink while operating on BNSF and foreign railroads. Foreign railroads operating on BNSF are allowed to use their own signal awareness/position of switch forms when approved.

All block signal names or aspects, yellow or yellow/red flags and trackside warning detector exceptions must be recorded.

Record the following:

- CLEAR signals - Name or aspect.
- All other signals - Name or aspect of the signal, the train speed and time signal passed.
- Flags - Name and location of each flag, the train speed and time flag passed.

When speed indicator is not visible to the conductor, the engineer must call out the speed, in addition to the signal name or aspect, if other than CLEAR. Should the conductor be unable to record a signal aspect due to other activities, this fact must be noted on the form, including the reason.

When operating on an Approach or Diverging Approach signal indication, the engineer must notify the conductor when the train speed has reduced to the required speed. The conductor must note the time the train has reduced to the required speed on the signal awareness form and repeat the time to the engineer. A job safety briefing between the conductor and engineer must confirm understanding that the train may be required to stop at the next signal.

In non-signaled territory or Double Track ABS territory (outside of restricted limits or yard limits) a crew member must record:

- Name and location of hand operated main track switches, switch point locks, and derails operated.
- Name and location of hand operated main track switches left in reverse position.
- Time and initials of employee operating the main track switch, switch point lock or derail.
- Time and initials they are finally restored to the proper position on the Signal Awareness/Position of Switch form.
- Entry of appropriate box number when switch is left in reverse position.

Information must be recorded on the form as soon as practical after initially changing the position of the switch, switch point lock or derail. The time the switch, switch point lock or derail is restored and secured must be recorded on the form and initialed by the conductor and engineer before the crew departs that location. If not practical for both the conductor and engineer to initial the form, after a job safety briefing, the person filling out the form can enter the other initials on the form. Initialing each entry serves as a cross check to indicate switch, switch point lock or derail position has been briefed between crew members.

In addition, in non-signaled territory or Double Track ABS territory (except in restricted limits and yard limits), after a crew member lines a hand operated main track switch, the crew member must communicate with the engineer by radio using the following format, while physically at the switch location:

- “(Crew member title and name) has lined (switch at MP location or name of switch and station name) to the (normal/reverse) position.”

Before movement may occur, the engineer must respond using the following format:

- “Engineer (name) understands (employee title and name) has lined (switch at MP location or name of switch and station name) to the (normal/reverse) position.” If radios become inoperable, all members of crew must job safety brief regarding use of hand operated main track switches, switch point locks, and derails before use, with notation of inoperable radio made on the Signal Awareness/Position of Switch form.

At the completion of each trip all forms must be turned in as directed by the Division General Manager. Additionally in non-signaled and double track ABS territory, the Position of Switch form must be signed by the conductor and a copy turned in with all track warrants.

Standard forms:

Signal Awareness Form (Location to Location)

Date:_____ Conductor:_____ Engineer:_____

Train Symbol:_____

Block System Limits

Signal Location / Detector Exception	Signal Name						*Speed	*Time Passed / Time at Required Speed	Flag Location and Name
	Clear (Mark X)	Approach Medium (Mark X)	Approach (Mark X)	Stop and Proceed (Mark X)	Stop (Mark X)	Other (Mark X)			
Examples									
CP 5325	X								
CP 5332			X				40 MPH	1545 1548	
WSS Anna		X					60 MPH	1715	
TWD MP 566.5	Exception - Main 1, Hot Journal, Axle 45, Right side								

*It is not required to indicate speed and time for CLEAR signals.
The following abbreviations may be used: AL - Approach Limited, AA - Advance Approach, AR - Approach Restricting, DC - Diverging Clear, DAD - Diverging Approach Diverging, DAM - Diverging Approach Medium, DA - Diverging Approach, R - Restricting
Y - Yellow Flag, Y/R - Yellow/Red Flag

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Position of Switch/Flag Location							
Subdivision(s)							
Flag Location	Flag Name	MPH	Switch/Derail/Switch Point Lock Name and Location	Time/ Initials Operated	Time/ Initials Restored	Engineer's Initials	Conductor's Initials
Examples:							
MP 21	Y	30					
			W House Track SW Bess	1800 LGW	1935 LGW	KDW	DET
			ESS Anna	2100 LGW	Box 13	KDW	DET
The following abbreviations may be used: Y - Yellow Flag, Y/R - Yellow/Red Flag							
Conductor Signature:							

44. Report of Unsafe Motorist/Trespasser

The Report of Unsafe Motorist/Trespasser Program is designed to capture information on near collisions between trains and vehicles, trespassers or pedestrians. When an incident occurs, employees should make a report by one of the following methods:

- Pre-addressed/Postage-paid postcard (Form SAF51680)
  - Fill in as much information as possible. Note: A license number is not necessary for the report to have value.
  - Place in company or US mail for handling.
- Call 1-800-697-6736 - Accident Reporting Center
  Monday-Friday, 6 AM to 5:30 PM
  Saturday-Sunday, Closed
  - Provide as much information as possible. Note: A license number is not necessary for the report to have value.
  - If voice mail - Leave information for processing.
  - Intranet - For convenience, a form is available on-line via the BNSF Intranet in "Safety and Rules/Grade Crossing Safety" which can be filled in and sent on-line; the website is:
    http://bnsfweb.bnsf.com/departments/safety/report_unsafe.html

Emergencies must not be reported on the Accident Reporting Center number. Emergencies must be reported as follows:

- Radio/telephone contact with train dispatcher.
- Radio/telephone/verbal contact with local BNSF Police personnel or to the Resource Operations Call Center at 1-800-832-5452.

45. Network Operations Center Notification Requirements

BNSF timetable individual subdivision special instructions provide a table of radio call-in tones for contacting the train dispatcher, Mechanical Help Desk and Service Support. Tone call-in numbers may be a single digit or as many as three digits as outlined by timetable individual subdivision special instructions, depending on radio systems.

Procedures for Contacting Help Desks

- Train Dispatcher - Train crews should continue to contact the train dispatcher as required by current instructions for all delays. When reporting mechanical defects on locomotives, cars, or other equipment such as an HTD/ETD, the dispatcher must be contacted initially in order to manage delays relative to these defects.
- Mechanical Help Desk - After initially recording and providing general information about defective locomotives cars, or an HTD/ETD to the train dispatcher, the Mechanical Help Desk must be communicated with concerning the defect. Crew will report specific details concerning the defect and be governed by that supervisor's instructions concerning handling of the defect.

Note: At terminals, locomotive and/or HTD/ETD defects (on either ROAD or YARD locomotives) must immediately be reported to local supervision AND the Mechanical Help Desk.

Before repositioning of the lead locomotive in a consist, train crews must contact the Mechanical Help Desk to check lead qualification status of other locomotives in the consist to determine which may be used as a lead locomotive.

The Mechanical Help Desk may be contacted by phone at:
Operations North-817-352-2840, Co. Line 8-352-2840
Operations South-817-352-2836, Co. Line 8-352-2836

Service Support—In addition to reporting via radio to Service Support at Fort Worth, the following phone numbers and fax numbers may be used:

Train reporting:
BNSF company line—8-593-7610
Toll-free line—800-549-4601
BNSF fax line—8-593-7615
Fax toll-free line—800-234-1341

Interchange reporting:
BNSF company line—8-593-7640
Toll-free line—800-206-3846
BNSF fax line—8-593-7645
Fax toll-free line—800-223-6757

46. Special Car Handling Instructions

One or any combination of two of the following codes may be shown on train lists to designate special car handling requirements. These same codes may also appear in the Special Instruction Column of switch lists and yard inventories.

CODE	DESCRIPTION
AG	Armed Guard Service
AV	Annual Volume
BH	Bad Order Home Shops
BN	If Bad Order Notify Shipper
BT	Bare Table Flat
B1	Bad Order
B2	Cleaned (swept), Holes in floor 1 in. to 6 in.
CA	Moving to a Customer Demand
CB	CARB (See Note 3)
CC	To Be Cleaned and Conditioned
CD	Condemned Car (See Note 1)
CI	Customs Inspection
CO	Coload Manifest Car
CR	Empty Coal Car Moving as Revenue
CS	Customer Storage
CU	Customer Stage
CY	Certification That This Equipment is for Recycling
DB	Distributed Van Bad Ordered
DH	Do Not Hump
DI	Redistribute at Destination
DK	Do not couple to double shelf coupler cars
DN	Shipper's Authority Required for Diversion
DO	Delivery Order Shipment
DR	Drop Yard
DS	Do not spot for loading other than hazardous last contained.
DT	Distributed Intermodal Equipment
DU	Do Not Uncouple
DV	Unit has been diverted
EC	Speed Restriction 55 MPH
EH	Embargo Hold
EL	Empty Container Mechanical Lock
EM	Hold for Equipment Management
ER	Return Empty Via Reverse Route
ES	Expedited Service
EW	Hold Early Warning
FA	Automobiles Headlights Facing A-End (Opp. of Brake End) of Autoveyor

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Example:

These banners will be placed between the rails of the track and are considered a stop signal and a simulation of on-track equipment. Whenever required by an operating rule, stop all train, engine, and on-track equipment movements short of the "STOP OBSTRUCTION" banner.

Examples of operating rules where the "STOP OBSTRUCTION" banner may be used are:
- GCOR & MWOR 6.27 Restricted Speed,
- GCOR 6.28 Movement On Other Than Main Track, or
- MWOR 6.50 Movement of On-Track Equipment.

Expect to find the "STOP OBSTRUCTION" banner erected at any location, or at any time the rules above restrict movement.

49. Responsibilities and Certification

Engineers

In the application of the following guidelines, the term "engineer" applies to Train Service Engineers, Student Engineers, Locomotive Servicing Engineers/Hostlers, Remote Control Operators (RCO), and Student Remote Control Operators.

Before beginning each shift or tour of duty, all engineers must ensure their CFR Part 240 certificate is in their possession and that it is valid. If there is any doubt about the validity of their certificate, certified employees must contact a supervisor before operating a locomotive.

1. General Responsibilities

Engineers are responsible for and must maintain their certification.

a. Engineers must be certified in the appropriate class of service to operate a locomotive.
b. Engineers must certify according to federal regulations (49 CFR Part 240) and BNSF Railway certification requirements and programs.
c. Engineers must possess their class of service certificate and display it at the request of a company manager or FRA representative while on duty.
d. Engineers must report any conviction for a motor vehicle DUI, DWI, or refusal to test by calling the DUI Reporting Hotline at 913-319-3990 within 48 hours of conviction. The following must be reported:
   - Conviction for operating a motor vehicle while under the influence or impaired by alcohol or a controlled substance. This includes DUI, DWI, DWAI convictions, etc.
   - Conviction for refusal to undergo testing when requested by a law enforcement officer, who suspects the individual is operating a motor vehicle while under the influence of alcohol or a controlled substance.

   Note: State-sponsored diversion programs, guilty pleas, and completed state actions to cancel, revoke, suspend, or deny a driver's license are considered convictions under this rule.

   If unsure whether a conviction should be reported, engineer must call the DUI Hotline for verification.

   After reporting, employee will receive a letter of referral to the Employee Assistance Program (EAP) via certified mail. If the referral is not received within ten business days of the report of conviction, please contact the Manager of Certification at 913-319-2612.
e. FRA certified employees must report changes in their hearing and/or vision status before working in certified service to the Medical Department, Fort Worth, TX and the Technical Training Certification Group, Overland Park, KS.
   Changes must be reported when:
   1. Hearing or vision has deteriorated and no longer meets the minimum requirements or now requires a medical device (corrective lenses or hearing aid) to meet the minimum requirement
   2. Employees with a current hearing aid or corrective lens restriction attain permanent improvement to the extent that their hearing and/or vision now meets the minimum requirements without any corrective device.

   The minimum hearing and vision requirements are:
   1. The average hearing threshold at 500 Hz, 1,000 Hz, and 2,000 Hz in the better ear is less than or equal to 40 decibels
   2. Distant vision acuity is 20/40 or better in each eye
   3. Field of vision in the horizontal meridian is 70 degrees in each eye
   4. Ability to recognize and distinguish between railroad color signals

2. Engineer Certification Requirements for Operating Locomotives

Certified engineers may operate locomotives under the following conditions:

a. A certified locomotive servicing engineer may not operate locomotives coupled to cars.
b. A certified locomotive servicing engineer may operate locomotives within a yard or terminal area for hostling purposes.
c. Only certified Train Service Engineers, Student Train Service Engineers, Remote Control Operators, and Student Remote Control Operators may operate locomotives coupled to cars.

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d. Certified student Engineers and Student Remote Control Operators utilizing a Remote Control Transmitter may operate locomotives within the limits of their class of service under the direct supervision of an Engineer Instructor or Remote Control Operator Instructor. Before operating a locomotive in a yard or over a road territory for the first time, a certified Engineer or Remote Control Operator must have made at least one trip observing the territory. Engineer Instructors must have a minimum of six months of experience on the road territory over which they are supervising Certified Student Engineers.

e. Certified Student Remote Control Operators may operate a locomotive using a Remote Control Transmitter under the direct supervision of a Remote Control Operator Instructor.
Note: An RCO Operator must have a minimum of 30 tours of duty as a Certified Remote Control Operator before training a student.

f. Certified Train Service Engineers and Locomotive Servicing Engineers, including Train Service Engineers/Locomotive Servicing Engineers that have been cutback to train service, and Remote Control Operators who have not had their evaluation and certificate signed before October 1 of each year, must advise their respective Road Foreman of Engines or Designated Supervisor of Remote Control Operators (DSRCO) of this fact. Should a new Road Foreman or DSRCO be assigned or a Engineer or Remote Control Operator change work locations after October 1; the Train Service Engineer/Locomotive Servicing Engineer or Remote Control Operator must again report to the new Road Foreman of Engines or DSRCO that certification evaluation is due.

3. Maintaining Locomotive Engineer Proficiency for Skills, Route Familiarization and Special Equipment

Certified employees must maintain proficiency as an engineer as it pertains to:
- Skills Proficiency,
- Route familiarization, and
- Special or unique equipment.

a. Skills Proficiency
An Engineer who has not operated a locomotive in the last 6 months, including under the provisions of Rule 1.47, Item B, Engineer Responsibilities, of the General Code of Operating Rules, must inform crew management of this fact when called to perform service as an engineer and that he/she may only be used as an Engineer/RCO if another qualified Engineer/RCO acts as a mentor (this includes a member of the crew who is qualified as an engineer/RCO or a supervisory engineer/RCO). If seniority limitations or any situation results in a qualified locomotive Engineer not performing the skills of an Engineer for a period of 6 months, that individual must immediately contact his/her Road Foreman of Engines or Supervisory Remote Control Operator (DSRCO) or other supervisor to determine the number of trips required, if any, and routes, for the purpose of maintaining the Engineer's skills proficiency.

Exception: The period is extended to 12 months for RCO if they are also certified as a train service engineer.

b. Route Familiarization
Route familiarization is required in order to perform service as a certified train service engineer without the assistance of a pilot. Once initially qualified on a specific route by making the required number of familiarization trips as specified by the Road Foreman of Engines, route familiarization is maintained by observing the route when performing service in any capacity (engineer or trainman) every 12 months. Other methods of maintaining route familiarization may also be available as specified by the Road Foreman of Engines.

Exception: Route familiarization as outlined above on the heavy and/or mountain grades of the subdivisions listed below, in any capacity, is required every six months:

Cajon, Mojave, Gateway, Scenic, Stampede, Glorieta, Raton, Pikes Peak and Hi Line subdivisions.

Train service engineers assigned to new routes or who become unqualified on current assigned routes are required to contact their Road Foreman of Engines (or other supervisor) who will advise the number of trips, if any, required to qualify or requalify on that route. If and when an engineer is qualified at the completion of these trips, the Road Foreman of Engines or other supervisor will then authorize the train service engineer to perform service on that route without a pilot. Route familiarization (and the use of a pilot) is not required when the movement to be made does NOT include a section of track with an average grade of greater than 1% over 3 continuous miles and:

1. The train is on other than main track, or
2. The maximum distance the locomotive or train will be operated will not exceed one mile, or
3. The maximum authorized speed for any operation on the track does not exceed 20 MPH, or
4. Operations are conducted under operating rules that require all movements to proceed at a speed that permits stopping within one half the range of vision of the locomotive engineer.

Note: Remote Control Operators must check local yard instructions for yard familiarization requirements.

4. Special Equipment Proficiency
Distributed power and electronically controlled pneumatic brake systems require the engineer to have continued experience in order to maintain an adequate level of proficiency. If after the engineer is initially qualified on this equipment and a period of 12 months occurs without any experience operating this equipment (whether or not as assigned engineer), the Road Foreman of Engines or other supervisor must be contacted and the engineer must be governed by his/her instructions concerning requirements to become re-qualified on this equipment.

There are several systems of RC equipment. A certified RCO must receive initial training on unfamiliar equipment before operating it. Once initial training is received the operator only needs to maintain qualification as an RCO on any system.

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5. Route Familiarization Pilots

A person acting as a route familiarization pilot may not be an assigned member of the crew. In addition,

a. Train Service Engineers:
   1. When a pilot is required account engineer has NO previous experience on the route, the pilot must be a certified train service engineer.
   2. When a pilot is required account engineer requires re-familiarization on a route where previously qualified, any person with route familiarization may be used as a pilot.

b. Remote Control Operators:
   1. When a pilot is required account the Remote Control Operator has NO previous experience on the Main Track, the pilot must be a Remote Control Operator.
   2. When a pilot is required account the Remote Control Operator requires re-familiarization on a Main Track where previously qualified, a Remote Control Operator member of the same crew with route familiarization may be used as a pilot. In addition this crew member must be positioned at the same location as the individual requiring re-familiarization.

Exception: A pilot is not required if the Remote Control Operator has operated over the territory in another certified class of service.

Note: The requirements for the sections 'Skills Proficiency, Route Familiarization, and Special Equipment Proficiency' do not apply to any individual restricted to yard service as a train service locomotive engineer or locomotive servicing engineer unless otherwise instructed.

Conductors

In the application of the following guidelines, the term "conductor" applies to a crew member in charge of a train or yard crew and passenger conductor who has received emergency preparedness training.

Before beginning each shift or tour of duty, all conductors must ensure their CFR Part 242 certificate is in their possession and that it is valid. If there is any doubt about the validity of their certificate, certified employees must contact a supervisor performing service as a conductor.

1. General Responsibilities (applies to any person with certification as a Conductor)

Any person certified as a Conductor is responsible for and must maintain their certification.

a. Conductors must certify according to federal regulations (49 CFR Part 242) and BNSF Railway certification requirements and programs.

b. Conductors must possess their certificate and display it at the request of a company manager or FRA representative while on duty.

c. Conductors must report any conviction for a motor vehicle DUI, DWI, or refusal to test by calling the DUI Reporting Hotline at 913-319-3990 within 48 hours of conviction. The following must be reported:
   - Conviction for operating a motor vehicle while under the influence or impaired by alcohol or a controlled substance. This includes DUI, DWI, DWAI convictions, etc.
   - Conviction for refusal to undergo testing when requested by a law enforcement officer, who suspects the individual is operating a motor vehicle while under the influence of alcohol or a controlled substance.

   Note: State-sponsored diversion programs, guilty pleas, and completed state actions to cancel, revoke, suspend, or deny a driver's license are considered convictions under this rule.

   If unsure whether a conviction should be reported, conductor must call the DUI Hotline for verification.

   After reporting, employee will receive a letter of referral to the Employee Assistance Program (EAP) via certified mail. If the referral is not received within ten business days of the report of conviction, please contact the Manager of Certification at 913-319-2612.

d. FRA certified employees must report changes in their hearing and/or vision status before working in certified service to the Medical Department, Fort Worth, TX and the Technical Training Certification Group, Overland Park, KS.

   Changes must be reported when:
   1. Hearing or vision has deteriorated and no longer meets the minimum requirements or now requires a medical device (corrective lenses or hearing aid) to meet the minimum requirement.
   2. Employees with a current hearing aid or corrective lens restriction attain permanent improvement to the extent that their hearing and/or vision now meet the minimum requirements without any corrective device.

   The minimum hearing and vision requirements are:
   1. The average hearing threshold at 500 Hz, 1,000 Hz, and 2,000 Hz in the better ear is less than or equal to 40 decibels
   2. Distant vision acuity is 20/40 or better in each eye
   3. Field of vision in the horizontal meridian is 70 degrees in each eye
   4. Ability to recognize and distinguish between railroad color signals

2. Maintaining Conductor Route Familiarization

Certified employees must maintain proficiency as a conductor as it pertains to route familiarization.

Route Familiarization

Route familiarization is required in order to perform service as a certified conductor without the assistance of a pilot. Once initially qualified on a specific route by making the required number of familiarization trips as specified by local supervisor, route familiarization is maintained by observing the route biennially based on the calendar year when performing service in any capacity (engineer or trainman). If the route has not been observed once in a 24 month period, qualification will expire at the end of the calendar year. Other methods of maintaining route familiarization may also be available as specified by local supervisor.

Conductors assigned to new routes or who become unqualified on current assigned routes are required to contact their local supervisor who will advise the number of trips required to qualify or re-qualify on that route. If and when a conductor is qualified at the completion of these trips, a supervisor will then authorize the conductor to perform service on that route without a pilot. Route familiarization (and the use of a pilot) is not required when the movement to be made does not include a section of main track with an average grade of greater than 1% over 3 continuous miles and:

TOC Home

1. The maximum distance the locomotive or train will be operated will not exceed one mile, or
2. The maximum authorized speed for any operation on the track does not exceed 20 MPH, or
3. Operations are conducted under operating rules that require all movements to proceed at a speed that permits stopping within one half the range of vision.

3. Route Familiarization Pilots

Employees will be assisted by a pilot if called to perform service as a conductor on a route lacking territory qualification:

a. When a conductor lacks main track territory qualification, the pilot must be a certified employee and meets the territory qualification requirements for the main track physical characteristics and is not an assigned member of the crew.
b. When a conductor was previously qualified on the main track, but qualifications have expired, the pilot can be an assigned member of the crew, 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 pilot is not practicable, the conductor must reference an appropriate job aid to satisfy this requirement.

50. Rail Security Sensitive Material (RSSM) Instructions
Chain of Custody Documentation for Rail Security Sensitive Material

When RSSM shipments in BNSF custody are set out en route due to mechanical defect, the Resource Operations Center, Fort Worth must be promptly notified at 817-593-7200 or 800-832-5452, Option 3, who will arrange for attendance. The PBX/MRAS radio system may be used for this communication.

Federal regulations require Chain of Custody documentation for Rail Security Sensitive Material (RSSM) in the cases described below.

Rail Security-Sensitive Material (RSSM) includes a shipment of one or more of the categories and quantities listed below:

1. Rail car containing more than 5,000 lbs (2,268 kg) of a Division 1.1, 1.2, or 1.3 (explosive) material.
2. Loaded tank car containing a material poisonous by inhalation, including anhydrous ammonia, Division 2.3 gases poisonous by inhalation, and Division 6.1 liquids assigned to hazard zone A or hazard zone B.
3. Rail car containing a highway route-controlled Class 7 (radioactive) material.

These materials are identified with the Special Car Handling Code “RC”, Restricted Commodity , and /or “RSSM HAZMAT” in the starred box that identifies hazmat shipments.

Except at locations identified by Division General Order, employees must execute and document Positive Transfers of Custody any time a loaded rail car identified by SCHI code “RC” is:

1. Pulled from or spotted to an industry
2. Delivered or received in interchange

Employees can make a positive transfer of custody when:

1. Physically located on site in reasonable proximity to the rail car.
2. Capable of responding to unauthorized access or activity at or near the rail car, including immediately contacting law enforcement or other authorities.
3. They immediately respond to unauthorized access or activity at or near the rail car by contacting law enforcement or other authorities.

This requirement applies both to BNSF employees and representatives of shippers, consignees, and interchange carriers making positive transfers of custody. A positive transfer of custody can take place only if representatives of both companies are present.

When a representative of an interchange carrier is not available where required, “RC” shipments must not be delivered, but may be received if proper paperwork can be obtained per Hazardous Material Instructions Item II. Contact a supervisor for disposition of “RC” shipments when a representative is not available to accept delivery.

If an RSSM shipment is delivered by connecting carrier and left on the interchange transfer unattended, transfer of custody information must show connecting carrier employee’s name as “unattended”.

Any car identified an RSSM shipment will require “Chain of Custody” documentation. Empty “residue” cars will not be identified with this code.

BNSF employees must confer with the customer or interchange road representative to ensure both of their documentation records contain the same information. The chain of custody documentation must include the following:

1. The first six digits of the employee’s ID (e.g. b123456)
2. The date and time of the actual custody transfer.
3. The station at which the “RC” cars are transferred.
4. The person’s first and last name to or from whom custody is being transferred.
5. The car initials and numbers.

Completing the chain of custody documentation:

1. TSS, TSS Xpress, or Renegade are the preferred methods for documentation.
2. Utilize the Chain of Custody Form on the back of the GTB or work order when TSS, TSS Xpress, or Renegade is not available due to work performed on line.
    a. When documenting a written chain of custody, employees must enter the information in TSS or TSS Xpress when access to a computer system becomes available.
    b. If a computer system is not available, utilize the FAX number at top of printed chain of custody form.
    c. Hours of service employees must complete the chain of custody documentation before expiring from duty under the hours of service.
    d. When documenting the chain of custody in printed form, employees must deliver the chain of custody documentation to a relief crew or supervisor for entry in to the system via TSS, TSS Xpress, or fax prior to the completion of the tour of duty when possible. This delivery must also be documented on the chain of custody form.
    e. When not possible to deliver the printed chain of custody documentation to a relief crew or supervisor prior to completion of the tour of duty, employees must enter the chain of custody documentation into the system via TSS, TSS Xpress, or fax when returning for next tour of duty.

Speed Tables

SPEED TABLE								
Time Per Mile		Miles Per Hour	Time Per Mile		Miles Per Hour	Time Per Mile		Miles Per Hour
Min.	Sec.		Min.	Sec.		Min.	Sec.	
-	36	100	-	58	62.1	1	40	36.0
-	37	97.3	-	59	61.0	1	42	35.3
-	38	94.7	1	-	60.0	1	44	34.6
-	39	92.3	1	02	58.0	1	46	34.0
-	40	90.0	1	04	56.2	1	48	33.3
-	41	87.8	1	06	54.5	1	50	32.7
-	42	85.7	1	08	52.9	1	52	32.1
-	43	83.7	1	10	51.4	1	54	31.6
-	44	81.8	1	12	50.0	1	56	31.0
-	45	80.0	1	14	48.6	1	58	30.5
-	46	78.3	1	16	47.4	2	-	30.0
-	47	76.6	1	18	46.1	2	05	28.8
-	48	75.0	1	20	45.0	2	10	27.7
-	49	73.5	1	22	43.9	2	15	26.7
-	50	72.0	1	24	42.9	2	30	24.0
-	51	70.6	1	26	41.9	2	45	21.8
-	52	69.2	1	28	40.9	3	-	20.0
-	53	67.9	1	30	40.0	3	30	17.1
-	54	66.6	1	32	39.1	4	-	15.0
-	55	65.5	1	34	38.3	5	-	12.0
-	56	64.2	1	36	37.5	6	-	10.0
-	57	63.2	1	38	36.8	12	-	5.0

FEET	TENTHS OF A MILE
528	.1
1,056	.2
1,584	.3
2,112	.4
2,640	.5
3,168	.6
3,696	.7
4,224	.8
4,752	.9

TERMSDXO

T - Trains
E - Engines
R - Railroad cars
M - Men & equipment fouling track
S - Stop signal
D - Derail or switch lined improperly
X - Crossings at grade
O - Other crew movements

Remember “TERMSDXO” when shoving cars

To assist in determinig where to start sounding the whistle as described in Whistle Signal 7, use the following:
At the speed indicated in the left column, wait the time indicated in the right column before sounding the whistle.

Train Speed	Delay to Sound Whistle
40 MPH	3 seconds
35 MPH	6 seconds
30 MPH	10 seconds
25 MPH	16 seconds
20 MPH	25 seconds
15 MPH	40 seconds
10 MPH	1 minute 10 seconds