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:

September 1, 2017: 55.

December 1, 2017: Title page, 72, 84.

Train Dispatcher's and Control Operator's Manual

In Effect at 0001
Central, Mountain and Pacific
Continental Time
August 16, 2017
(Including updates through
December 1, 2017)

These rules and instructions for train dispatchers and control operators supplement the General Code of Operating Rules (GCOR) and Maintenance of Way Operating Rules (MWOR) and are effective August 16, 2017. All previous instructions are cancelled.

Employees using computerized track warrant control systems and CTC/CAD/TSS systems must be familiar with and are governed by instructions issued concerning those systems.

These rules and instructions are designed to establish uniform methods and practices over the entire system. These rules and instructions must be reviewed frequently and referred to when necessary to ensure compliance.

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40.0 General Instructions For Train Dispatchers

40.1 Safety

Safe work practices are the most important aspects of a train dispatcher's profession. Do not take short cuts that will impact the safe performance of train dispatcher duties.

All unsafe or unusual conditions are to be reported to the appropriate Chief Dispatcher.

40.1.1 Avoid Dangerous Conditions

Set up conditions that provide for the safe movement of trains, engines, and MW equipment.

Deviation from any rule or accepted safe practice is not acceptable.

40.1.2 Computer Systems

Enter or select only correct information when utilizing computer systems.

40.1.3 Hazardous Materials

Immediately report any cars or containers of hazardous commodities that are damaged, leaking, or involved in a fire or derailment to the appropriate Chief Dispatcher and the Service Interruption Desk. Be familiar with and understand the use of hazardous material inquiry programs. Examples of these programs in TSS include:

- DTRS (with "Hazardous" set to "Y") for train lists.
- PRTTRK (with "Hazardous" set to "Y") for track lists.
- HAZMENU (list includes the traditional "HAZ" for obtaining emergency response information as well as HAZCAR for obtaining description of the hazmat contents of a car or intermodal unit along with others - STCC, HAZUNNA & more.)
- HMCHK to run a check for correctness of hazmat placement in a train.

40.2 Rule Books and Required Documents

A current copy (printed or electronic) of the following documents must be maintained at each position:

- General Code of Operating Rules (GCOR)
- Train Dispatcher's and Control Operator's Manual (TDCOM)
- Maintenance of Way Operating Rules (MWOR)
- Timetable
- System Special Instructions
- Employee Safety Rules
- Air Brake and Train Handling Rules
- US Hazardous Material Instructions for Rail
- Emergency Response Guidebook
- Passenger Train Emergency Preparedness Plan (for dispatching districts that handle passenger trains)

40.3 Giving Information

Before giving information concerning trains or train movements to others, require them to identify themselves and their location.

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40.4 Signals / Trackside Warning Detectors / Inspections

40.4.1 Red Flags

A train dispatcher may not grant permission for a train to pass a red flag. A train dispatcher may relay information regarding passing a red flag from the employee in charge of the red flag.

40.4.2 Blue Signal Protection of Workmen

When a request is received to protect a Mechanical Department employee by providing blue signal protection on a track into which access can be gained through dual control switches, line the switches to prevent entry to the track and apply switch blocks to these switches.

A control operator must not provide blue signal protection on a Main Track, unless permitted by General Order, Special Instructions or Dispatcher's Notice.

Exception to Providing Blue Signal Protection on Main Track

Mechanical department employees will request track block from the train dispatcher for blue signal protection on a Main Track when:

- The mechanical employee does not have blue signals, or
- Either or both ends of the train are not accessible for the mechanical employee to place blue signals (Example: bridge or topographical reasons prevent accessibility.)

Before advising the mechanical employee that track block(s) are applied the train dispatcher must:

- Confirm with the mechanical employee if one or neither end of the train is blue signaled.
- Apply track block(s) to prevent other trains from being authorized into the affected area from the direction that a blue signal(s) cannot be displayed, shortening authorities as necessary.
- Instruct any other trains or MW employees already authorized within the limits occupied by the affected train where blue signal is not displayed to stop. Obtain confirmation when stopped.

Recording Instructions

After required dual control switch positioning and/or track or switch blocks have been applied, make entry on the form provided.

Protection is to be issued using the following format:

(Employee name) is granted blue signal protection on (track).

When the Mechanical Department employee completes work and releases the protection, make entry on the form provided.

40.4.3 Overrunning of Stop Signal

When a signal is disregarded or it is suspected a train has overrun a Stop indication:

- Provide protection against trains that may be approaching the location where adjacent tracks or conflicting routes may be fouled.
- Notify the Chief Dispatcher of the facts.
- Hold the train until the Chief Dispatcher provides handling instructions.

In the event of a train overrunning a Stop signal, and the train will be allowed to proceed, authorize the train to proceed using the same verbal format as outlined in GCOR 9.12.1 (CTC Territory), 9.12.2 (Manual Interlockings) or TDCOM 42.17 (Permission to Pass Stop Indication in ABS), as applicable.

40.4.4 Authority to Pass a Stop Signal

Before granting a train authority to pass a signal displaying a Stop indication, as outlined in GCOR 9.12.1 (CTC Territory) and 9.12.2 (Manual Interlockings):

- Verify from the train crew that the Stop indication is visible.
- Block switches and derails to prevent movement requests. Maintain blocking until movement has completely fouled the control point.
- Apply track block or restrictive tag on the track segment beyond the affected control point and maintain until all trains authorized under provisions of GCOR 9.12.1 or 9.12.2 have occupied the track segment beyond the affected control point, and have
  - Received a proceed signal at the next control point,
  - Occupied the next control point,

    or
  - Reached the end of CTC or Manual Interlocking limits.

Exception: Track block or restrictive tag not required when the next track segment beyond the affected control point is occupied by equipment to be handled.

Authorize trains to pass Stop indications one signal at a time.

40.4.5 Relaying Authority to Pass a Stop Signal

When direct radio communication is possible, do not allow another employee to relay the authority to pass a signal displaying a Stop indication. When another employee must relay this information, the employee must be qualified on the General Code of Operating Rules.

40.4.6 Failure of Signals

Immediately notify the Signal Call Desk and request signal maintainer or signal supervisor notification when block system fails or any of the following are missing:

- Fixed signals
- Signal appliances

When fixed signals fail or are missing:

- Apply track block(s) or restrictive tag(s) to the affected area.
- Issue instructions to approaching trains in the following format:

Signal (location or number) reported not working as intended and must be regarded as displaying its most restrictive indication.

In single track ABS territory, address the instructions listed above to trains moving in the opposite direction, covering the next opposing signal beyond the signal reported not working as intended. This will assure that all movements in both directions within the affected block are at restricted speed.

Keep these instructions in effect until signal conditions are corrected, and all functions of the signal system are normal.

40.4.7 Signal Aspects

A. Potential False Proceed

When notified that a signal displays a more favorable aspect than it should, determine if it meets the criteria of a potential false proceed. Examples of a potential false proceed signal include:

- A signal fails to display its most restrictive indication into a known occupied block,
- A signal indicates proceed over an out-of-correspondence switch or moveable bridge,
- If two successive signal aspects are observed at the same time and a signal more favorable than Approach (yellow) precedes a Stop indication (red absolute) or Restricting signal (red intermediate),
- If two successive signal aspects are observed at the same time and a signal more favorable than Approach Restricting (yellow over lunar or yellow over flashing red) precedes a Restricting signal (flashing red or lunar).
- Signal indication in the field does not coincide with switch position. (Example: signal indication is for movement in normal position, but switch is actually reversed.)

When it has been determined that a potential false proceed exists, do the following (if determined to not be potential false proceed see B below):

- Immediately require train movements in the affected area to stop.
- Apply signal blocks to signals governing access to the affected signal at adjacent control points in all directions or use restrictive tags or track blocks in areas that would prevent signals at adjacent control points from clearing into limits. (Note: Do not use switch blocks, recall, or resend within these limits.)
- Promptly notify the Chief Dispatcher.
- Promptly notify the Signal Call Desk. Be governed by instructions received or as directed by Corridor Superintendent or AGST.
- Prohibit train movements in the affected area until the signal system has been tested by the signal team and has been released for normal operation by Signal Supervisor (or their designee) or further instructions are received from General Superintendent Transportation (or their designee).

Within CTC limits, when Signal Supervisor (or their designee) has given approval, the train dispatcher may route traffic onto another track until repairs are made, if the affected signal is located at the switch accessing the other track, and it displays a proper aspect when lined for the other track. Unless the reason or conditions surrounding a change of signal indication are definitely known, do not speculate with train crews as to the reason for the change.

B. Improper Signal Sequence - Other Than Potential False Proceed

When notified that a signal displays a more favorable aspect than it should and it does not meet the criteria of a potential false proceed as shown in the examples listed in section A (Example: crew reports green signal in advance of a red signal but were unable to see both signals at same time), do the following:

- Verify the block ahead of the Stop (red absolute) or Restricting signal (red intermediate, flashing red or lunar) is unoccupied.
  - If unoccupied, reporting crew may be instructed to operate according to signal indication or may be verbally authorized to continue movement if unable to stop before passing a Stop indication in CTC territory.
- Apply signal blocks to signals governing access to the affected signal at adjacent control points in all directions or use restrictive tags or track blocks in areas that would prevent signals at adjacent control points from clearing into limits. (Note: Do not use switch block, recall, or resend within these limits.)

- Determine from the reporting party all known signal information.

  (Signal Call Desk will need to know color sequence of signals (aspects), not aspect name or indication.)

- Promptly notify the Chief Dispatcher and Signal Call Desk.
  - Signal Call Desk may require trains to move at restricted speed between the signal displaying a more favorable aspect than it should and the signal displaying Stop or Restricting while the situation is being investigated. Trains may be verbally instructed to operate at restricted speed between the specified locations. Maintain these instructions until released for normal operation by the Signal Department.

C. Report of Red Signal

When notified a signal displays a Stop or Restricting indication and cause cannot be explained by normal operating conditions (Example: a train in the block ahead), notify the Signal Call Desk, MW Trouble Call Out Desk and Chief Dispatcher.

Discontinue train movement when signal maintainer and/or section personnel arrive to inspect the condition and immediately give time to inspect the condition unless otherwise advised by on-site signal personnel.

When notified a signal displaying a proceed indication changes to an indication requiring a train to stop, as in the case of GCOR 9.6, report the signal change to the Signal Call Desk and Chief Dispatcher.

40.4.8 Crossing Warning

Restrict access to affected crossings and make required notifications to affected trains as follows for:

- Accidents at equipped crossings
- Reports of malfunctioning crossing warning
- Reports of crossing warning activation failure / disabled
- Reports of automated horn system failure
- Reports of damaged or missing crossbucks

  or

- Reports of damaged or malfunctioning pedestrian crossing warning

Promptly restrict access to the crossing as follows:

- When a crossing warning notification is required for crossings located on a Main Track, siding or controlled track not designated as a Main Track, restrict access to the affected crossing using a restrictive "XING" tag.
- When required to provide crossing warning notification for a crossing located on other than Main Track (Example: industry track, yard track, etc.), restrict access to the affected crossing using a restrictive "INFO" tag.
- When a crossing warning notification is issued on a Form C track bulletin restriction the restrictive tag for the crossing must remain in place until all affected trains have received the Form C. Once all affected trains have received the Form C the restrictive tag for the crossing may be changed to non-restrictive, but must remain applied in the control system until the Form C is voided in order for PTC to enforce the restriction on PTC cut in trains.

Fill out, retain and archive the appropriate form when crossing warning notification is conducted verbally, unless crossing warning notification is conducted and logged electronically in the control system.

Note: Do not rely solely on information sent via Smart Mobile Client regarding crossing warning malfunctions or repairs. If such information is received via Smart Mobile Client, make contact with the reporting party to confirm information.

Accidents At Crossings

When an accident occurs at a crossing equipped with an automatic warning device (flashers or gates), promptly contact the Signal Call Desk and request signal maintainer notification. Restrict access and provide notification as outlined below for "Crossing Warning Activation Failure / Disabled" until or unless otherwise instructed by signal personnel.

When an accident occurs at a crossing equipped with a passive warning device (crossbucks) promptly contact the MW Trouble Call Out Desk and request MW notification to confirm crossbucks are in place and not damaged. Restrict access and provide notification as outlined in "Damaged or Missing Crossbucks" until or unless otherwise instructed by BNSF personnel at the site.

Malfunctioning Crossing Warning

When notified that crossing warning is malfunctioning (flashers or gates), do the following:

- Notify all affected trains as follows: "Crossing warning system malfunction. False or partial activation at (MP). Protect crossing per Rule 6.32.2." Include crossing name in notification, if provided.
- Notify the Signal Call Desk if original notification is from another source.

Do not consider the warning devices to be functioning properly until so notified by a signal department employee.

Note: Unless "stop and protect" is specifically requested by the Signal Call Desk, all reports of crossing warning malfunctions from the Signal Call Desk are to be handled as "Malfunctioning Crossing Warning" as outlined above. If "stop and protect" is specifically requested by the Signal Call Desk, handle as "Crossing Warning Activation Failure/Disabled" as outlined below.

Crossing Warning Activation Failure/Disabled

When notified that crossing warning system has an activation failure or has been disabled, do the following:

- Notify all affected trains as follows: "Crossing warning system activation failure or system disabled at (MP). Stop and protect movement over crossing even if devices are seen to be working." Include crossing name in notification, if provided.
- Notify the Signal Call Desk if original notification is from another source, unless notified by a signal department employee that the crossing is disabled for specific MW track work.

Maintain this process until a signal department employee advises the crossing warning signals are back in service.

Note: If notified by a qualified employee, such as a signal maintainer or MW foreman, that the crossing will be blocked off from use by vehicular traffic, the crossing warning notification above is not required. In this case, issue a Form C track bulletin restriction stating "Crossing at (MP) is out of service and has been barricaded from use by vehicular traffic" to affected trains.

Damaged or Missing Crossbucks

When notified that crossbucks are damaged or missing at crossings not equipped with automatic warning devices, do the following:

- Notify all affected trains as follows: "Crossbucks damaged or missing at (MP). Stop and protect movement over crossing." Include crossing name in notification, if provided.
- Provide notification to the MW Trouble Call Out Desk in order for MW personnel to investigate and repair the crossbucks.

Damaged or Malfunctioning Pedestrian Crossing Warning

When notified that pedestrian crossing warning, whether associated with motorist crossing or stand-alone, is damaged or malfunctioning, do the following:

- Notify all affected trains as follows: "Crossing warning system malfunction. False or partial activation at (MP). Protect crossing per Rule 6.32.2." Include crossing name in notification, if provided.
- Notify the Signal Call Desk if original notification is from another source.

Do not consider the warning devices to be functioning properly until so notified by a signal department employee.

Failure of Automated Horn System (AHS)

When notified that Automated Horn System (AHS) is in failure, do the following:

- Notify all affected trains as follows: "Automated Horn System failure at (MP). Sound Whistle signal 5.8.2(7)." Include crossing name in notification, if provided.

Maintain this process until a signal department employee advises the AHS is working as intended.

Note: AHS is only in failure if the AHS indicator is flashing but the wayside horn is not sounding as train approaches crossing.

40.4.9 Crossing Cut Short or Equipment Activating Crossing Warning Device

If notified that cars, engines or equipment are standing less than 250 feet from road crossing or crossing signal circuits, dispatchers must protect the situation until rectified by issuing a Form C stating "Stop and protect movement over crossing at (MP) account crossing cut short."

Unless signal department requests Box 1 or Box 2 crossing warning notification, when notified that a train or equipment has occupied a crossing or is in close proximity to a crossing signal circuit causing automatic crossing warning devices to activate for an extended period of time and a remedy is not immediately available, discuss with your supervisor and determine what action, if any, may be taken to clear the circuit. If the crossing is located where a train may approach on an adjacent track, issue Form C stating "Stop and protect movement over crossing at (MP) account crossing circuit activated by standing equipment" until the situation is rectified.

40.4.10 Trackside Warning Detector Stops / Reportable Messages

Provide prompt notification to the Signal Call Desk of all trackside warning detector (TWD) stops and reportable messages that do not require stops ("integrity failure", "maintenance required", etc.).

Input train delay for detector stops using code "DS", filling all required fields related to the car specifications with correct information.

Hot Bearing or Hot Wheel

When trackside warning detector (TWD) stop is for a hot bearing or hot wheel, do the following:

- If train crew has not established contact with the NOC Detector Desk, promptly contact the NOC Detector Desk and advise them the train's identification, TWD location, and contact radio station so they may coordinate the inspection process as outlined in System Special Instructions, item 8(D). When communicating via electronic messaging system, enough information must be contained in the message to positively identify what the communication is associated to (i.e. train ID, location, etc.).

- Grant permission for the train to depart the inspection location, after receiving confirmation from the NOC Detector Desk that the required TWD inspection has been completed (Note: It is not acceptable for crew member to inform the train dispatcher that the NOC Detector Desk has released train from the inspection).

When report of hot bearing or hot wheel is received from a train crew and condition was not detected by TWD equipment traversed within previous 25 miles, contact the Signal Call Desk to request signal maintainer inspect the TWD equipment.

Wheel Impact Load Detector (WILD)
Wheel Impact Load Detectors (WILD) monitor passing trains for wheel defects, categorized as Level 1 or Level 2. When a train crew receives a Level 1 readout from a WILD the crew will:

- Notify the train dispatcher
- Stop and inspect the affected car(s)

When a train crew reports they have received a Level 1 readout from a WILD:

- If the train crew has not established contact with the NOC Detector Desk, promptly contact the NOC Detector Desk and advise them the train's identification, WILD location and contact radio tower so the NOC Detector Desk can coordinate the inspection process. When making notification via electronic messaging system, enough information must be included in the message to positively identify what the communication is associated with (i.e. train ID, location, etc.).
- Grant permission for the train to depart the inspection location, only after receiving confirmation from the NOC Detector Desk that the WILD inspection has been completed. (Note: It is not acceptable for crew member to inform the train dispatcher that the NOC Detector Desk has released train from the inspection.)

If the train crew reports the WILD gave a message that was incomplete or could not be understood, notify the NOC Detector Desk as instructed above. The NOC Detector Desk will advise the train dispatcher and Chief Dispatcher of the appropriate actions. Be governed by Chief Dispatcher instructions.

Level 2 WILD conditions are not transmitted to the crew. Level 2 is monitored by the detector desk.

40.4.11 Failed / Dragging Equipment Track Inspection

If a train is stopped for a DED alarm or for dragging equipment discovered by inspection, and further inspection finds failed/dragging equipment such as wheels, drawbars or brake rigging, MW personnel must be contacted to conduct an inspection of track in the vicinity of the dragging equipment for potential track damage. Track inspection is not required if dragging equipment is found to be smaller, lighter components such as air hoses or banding.

Unless track damage is evident, it is not necessary to hold train traffic pending MW inspection.

40.4.12 Slide Detectors

When slide detector is out of service or disabled issue a Form A restriction on the designated track, between specific mile posts affected, for 20 MPH passenger and freight. Add the following verbiage in the comments section of the Form A track bulletin restriction to enforce the head end restriction:

"HER. Slide detector out of service. Be governed by GCOR 6.21.3."

Include "Track flags not displayed" in the comments, unless arrangements have been made to display track flags.

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40.4.13 Control System Indications

When informed that the lights are flashing or are not illuminated on the Power Off Indicators installed on the side of signal housings at highway crossings, promptly notify the Signal Call Desk and Chief Dispatcher. (Restriction of access and notification of trains is not required in this circumstance, however this indicates commercial power has been lost and the crossing device is using a generator or back up batteries to operate.)

If the control system indicates a "power off" condition on the control screen by displaying one or more the following indications, notify the Signal Call Desk and Chief Dispatcher:

PO - Power Off

GN - Generator On

BM - Battery Monitor

If the control system indicates one of the following conditions on the control screen, notify the Signal Call Desk, MW Trouble Call Desk and Chief Dispatcher:

SF or SLIDE - Slide Fence

HW - High Water

SLUMP - Slump Detector

40.5 Informed of Train Movement

Record calls or finals to terminals in the trainsheet record. Include cars of excess dimension and any cars picked up on line. Update or cancel the call or final if it becomes apparent that a train will be 30 minutes or more later than indicated.

40.6 TMDS Database

Notify the Chief Dispatcher when you are made aware of a change to a railroad identifiable point, such as a switch moved, restricted limit/yard limit sign moved, controlled signal moved, or other information, such as siding length, that could change or affect the TMDS database.

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40.7 Instructions and Authorities

40.7.1 Issuing Instructions and Authorities

A. Transmitting Instructions and Authorities

Direct the movement of trains and issue the necessary authority and/or instructions to provide for such movements, planning as far in advance as practical, and take into consideration all details that may affect train operation.

To the extent possible, give priority trains preference, and delay no trains unnecessarily.

Communications must be brief, concise, professional and explicit. Any superfluous conversation and use of terms conflicting with or deviating from those prescribed by the rules must be avoided.

To promote consistency thus eliminating possible misunderstandings, the number "0" is to be pronounced as "ZERO".

Instructions and information issued to employees must not place them in a position requiring or suggesting a rule infraction. If instructions or authorities are not commonly understood, or if there is any doubt concerning the instructions, reissue them until an understanding is reached.

When rules or instructions specify exact wording, use the wording specified.

The use of the terms "all right" or any other word or phrase that might be taken as an affirmative reply to a question must not be used in general conversations.

When issuing authorities or conveying information relating to train movement using the Mobile Radio Access System, follow proper identification and radio procedures as outlined in Chapter 2 of the General Code of Operating Rules.

Do not verbally authorize movement on or onto another train dispatcher's district without job briefing with that train dispatcher.

B. Receiving Restrictions and Instructions

After verbally receiving restrictions, instructions or reports of unusual conditions, do the following:

- Repeat the information received.
- Obtain confirmation the information repeated is correct.

When a condition, such as weather warning, speed restriction, crossing warning malfunction, etc., exists between adjoining train dispatcher/control operator territories, after any closely approaching trains are notified of the condition, brief with the adjoining train dispatcher/control operator by phone or CAD IM to establish:

- A common understanding of the condition
- Who is responsible for notifying which trains
- How access to the condition will be restricted

40.7.2 Repeated Correctly

After issuing any instruction or authority, and it has been repeated back correctly, or the OK has been acknowledged, respond with, "That is correct." Verify read backs from the field by comparing the read back to the "dialog box" or written records as the authority is being repeated by field personnel.

If an employee fails three times to repeat a verbal authority, crossing warning or mandatory directive correctly, end issuance to that employee and report the "3 Strikes" incident to the Chief Dispatcher. Be governed by the Chief Dispatcher's instruction as to further handling.

40.7.3 Relaying Instructions

When direct communication is not available, track authority and instructions regarding movement may be relayed through a qualified employee. (Note: An exception to this rule is MWOR 6.2.1 requirement that direct contact is made between MW employee and train crew when authority is issued behind a train.)

Such instructions must be given to the relaying employee who will relay the information to the destination employee. After the destination employee receives the information, it should be repeated to the relaying employee who will then repeat the information to the train dispatcher or control operator and, if correct, the words "OK, the time and dispatcher's initials" should then be relayed in the same manner.

40.7.4 Confirmation of Limits Prior to Granting Authority

Following a verbal request for authority from an operator of on-track equipment or MW employee, the following applies:

- If authority can be granted as requested, restate the limits to requesting employee for confirmation.
- If confirmation is received from the employee, issue the authority with no change in the confirmed limits.
- If unable to grant authority with limits as requested, state limits that can be given, asking employee if usable.
- If changed limits are usable, require the employee to repeat the changed limits to confirm understanding before issuing.

40.7.5 Information Display

When performing functions that require verbal transmission/repetition of information, the appropriate information must be displayed and used to match against the verbal communication in order to verify accuracy.

Examples include transmission of mandatory directives, releasing portion of authority limits, reporting clear of authority limits and restoring Main Track switches through the Protect Open Switch (POS) process.

When information is displayed on the workstation or form is accessed, advise readiness to field employee and restate authority number involved.

If a field employee begins to state information before the appropriate information is displayed on the workstation or form is accessed, do not accept the information. Require that employee to retransmit once the window or information is accessed.

40.7.6 Complete Information

When information is received from a field employee, ensure that the information is complete for the designed process being performed.

Designed processes include issuing and releasing mandatory directives, switch briefings, releasing portion of authority, etc.

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40.8 Back Up Movements

Before granting permission for a back up movement place track block or restrictive tag on the track segment where the movement will occur:

In addition, where overlapping authorities exist:

- Stop all other trains within the overlapping limits that will be affected by the move.
- Provide protection against conflicting movements.

Do not grant permission for a back up movement where MW authorities exist that will be affected without conducting a job briefing with the MW employee. (Example: if MW authority was granted behind two trains, it would be permissible to allow the first train to back up without job briefing the MW employee, but not the second train.)

40.9 Reverse Movements

Before granting permission for a reverse movement where overlapping authorities exist, do the following:

- Stop all other trains within the overlapping limits that will be affected by the move.
- Provide protection against conflicting movements.

40.10 Authorizing Return Movement to Detached Portion of Train

When a train crew leaves part of their train on the Main Track, where a movement may enter the Main Track between the detached portion and the returning portion, as provided by GCOR 6.20 (A), do not verbally relieve the protection. Issue authority to protect the return movement.

40.11 Protection of Equipment Left on Main Track / Siding

Provide protection before allowing a train crew or MW employee to leave equipment on a Main Track or siding without flag protection in the following manner:

- Within CTC or manual interlocking limits apply a restrictive tag or track block to the section of track where equipment is left on the Main Track or controlled siding.
- Within double track territory where TWC is not in effect, provide protection by placing a restrictive tag or track block within or at the entrance of the limits of double track.

Note: If a restrictive tag or track block is not available, set the signals governing entrance to the limits to display Stop indication and apply signal blocks to prevent signals from lining into the limits.

When TWC system is in use, provide protection in the following manner:

- Apply track block(s) to the section(s) of track where equipment is left on Main Track or siding,
- Report the train clear of their track warrant,

  or

- Apply a restrictive tag on the section(s) of track where equipment is left on the Main Track,
- Report the train clear of their track warrant,
- Create track warrant issued to DISP 1 with proceed or work between and joint, listing the limits the track is occupied. (This will allow subsequent authorities to be issued for either trains or MW personnel.)
- Restrictive tag may be removed after track warrant is issued to DISP 1.

Before granting authority to enter any protected limits where equipment has been left standing, notify employee being authorized of the location of the equipment using the following format:

Equipment on (track) between (MP) and (MP).

Remove protection only after the track has been cleared of standing equipment or when necessary to issue movement authority.

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40.12 Inoperative Highly Visible Marker

Do not allow a train with an inoperative highly visible marker to leave a location when a replacement marker is available or if the location is a repair point for markers.

40.13 General Orders, General Notices, Dispatcher's Notices & Dispatching Systems Notices

General Orders (System & Division), General Notices (System), Dispatcher's Notices and Dispatching Systems Notices are available electronically at each dispatcher's workstation.

Review these documents before commencing each day's work.

40.14 Bad Order Cars

All affected employees must be notified of bad order cars that are not fit to move, or those having safety appliance defects. Consult the Chief Dispatcher before moving such cars.

Notify MW personnel to determine if track inspection is necessary when engines or cars are set out because of flat spots.

40.15 Call Signals

When riding in control compartment of an engine, comply with GCOR 1.47 (C) part 2.

40.16 Reserved for Future Use

40.17 Crews Relieved on Hours of Service

When train and engine crews are relieved on line because of Hours of Service, do the following:

- Tell the crew that they are relieved and have no further duties with respect to the train.
- Inform the crew of the location where and when their transportation will pick them up.

40.17.1 Ordering Relief Crews

When it is necessary to order a relief crew, call the relief crew and/or transportation in sufficient time to allow the crew being relieved to arrive their final tie-up point before exceeding their hours of service.

40.17.2 General Track Bulletin for Relief and Short Turn Crews

When relief and short turn crews are called to relieve a train on line, arrange to furnish these crews with a current general track bulletin (GTB) before they leave their initial terminal, addressed to the train symbol of the train the crew will relieve whenever possible. When issuing a GTB addressed to a symbol other than the train symbol of the train the crew will relieve, tracking of the GTB becomes a manual process as it relates to delivery of track bulletins that go into effect after the GTB was issued. In situations when this GTB must be addressed to a symbol other than the train symbol the crew will relieve, include this information in the transfer.

It is also preferable to have the crews being relieved take their old general track bulletin (GTB) with them and not leave it on the train.

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40.18 Knowledge of Territory

Be familiar and stay current with the physical characteristics of territories assigned, particularly grade conditions, locations of sidings, yard tracks, signals, yard limits, restricted limits, and territory where special instructions may require specific actions.

Before working a position where trains and/or MW personnel are authorized under rules that have not been worked with for more than 180 days, inform the Chief Dispatcher so refamiliarization can be arranged.

Before working a position that uses CTC and/or TWC equipment not worked with for more than 180 days, inform the Chief Dispatcher so refamiliarization can be arranged.

When possible, when refamiliarization on equipment is necessary, coordinate with the Chief Dispatcher in order to train for an upcoming district assignment.

40.19 Student Dispatcher Evaluations

Student dispatchers who have not completed their 60 day probationary period must submit a completed "Student Dispatcher Evaluation Form" to their supervisor at the end of each training shift. Responsibility for delivering a blank form to the train dispatcher providing the training rests with the student dispatcher. Train dispatchers providing training must complete the evaluation form. Review of these evaluations will assist in development of new train dispatchers.

40.20 Operations Testing

The Federal Railroad Administration mandates and requires operations testing of specific groups of railroad employees. Do not divulge information to field personnel about testing activities or any other information that would interfere with or affect the outcome of such tests.

Field officers may employ the use of simulated conditions (Example: malfunctioning crossing warning, speed restriction, etc.) by way of the train dispatcher to test specific groups of railroad employees. This testing process requires approval from the Chief Dispatcher. The train dispatcher must be governed by the rules associated with the simulated process when this testing is being conducted. When operation testing using simulated conditions is complete the field officer or Chief Dispatcher may cancel the condition with the train dispatcher.

40.21 Rule Violations

If it is suspected or becomes apparent that you, another train dispatcher or employees in the field may be involved in a rules violation, immediately report the situation to the Chief Dispatcher.

40.22 Passenger Train Operation

40.22.1 Delays and Reporting

Do not delay passenger trains for freight trains or maintenance work unless approved by the Chief Dispatcher.

Plan work sufficiently in advance to avoid delay to passenger trains while minimizing freight train delays and maximizing maintenance activities.

Report all passenger train delays to the Chief Dispatcher.

40.22.2 Schedules

Keep a current copy of the "BNSF Passenger Train Schedule" at each dispatcher's desk handling passenger trains. A current copy may be obtained from the BNSF Passenger Services Unit. Included in these schedules are all regular passenger trains except the Chicago Division Suburban trains. In addition to the BNSF Passenger Train Schedule, dispatching districts working the Chicago Division must have the current Suburban train schedules at their desk.

When operation of additional passenger trains becomes necessary, or when regular passenger train schedules are changed, notification will be provided sufficiently in advance.

40.23 On Duty—Dispatchers and Probationary Dispatchers

Unless an emergency exists, all train dispatchers, including probationary dispatchers and others training are not to leave their assigned workstation (for other than customary reasons such as restroom break, warming of lunch, etc.) without permission from the Chief Dispatcher for that territory.

Dispatchers who are training and probationary dispatchers are required to be present for both beginning of shift transfer and end of shift transfer.

Train dispatchers must:

- Have clear, concise and professional communications.
- Refrain from hints of rule circumvention.
- Refrain from derogatory remarks or comments.
- Conduct conversations with field employees regarding train movements and/or MW work activities by utilizing only company provided communication devices.
- Ensure non-work related activities do not interfere with performance of duties.
- Have personal cell phones and personal electronic devices turned off and not in use while in dispatcher work areas. (Such devices include, but are not limited to: Cell phone, BlackBerry, Treo, Portable DVD player, Electronic Recording device, or MP3 player.)
- Not frequent unoccupied work areas or work areas not pertinent to duties.

40.24 Hi-Rail Limits Compliance System (HLCS)

On territories where Hi-Rail Limits Compliance System (HLCS) is in effect, a warning display will appear on control system equipment when GPS and HLCS equipped vehicles associated with an authority indicate outside of their authority limits. When warning is displayed:

- Promptly check for conflicting authorities and provide protection against any conflicting movements.
- Do not request any signal or switch changes within or at either end of the authority limits associated with the alarming equipment until the status of that equipment has been determined.
- Contact the employee or vehicle number that was reported in the warning, advising them where the system indicates they are located and ask them to verify their location.

If it is determined that the employee or vehicle is located outside the limits of the authority:

- Instruct the employee to stop the movement.
- Protect the movement.
- Report the incident to the Chief Dispatcher and Signal Call Desk.

If it is determined that the employee or vehicle has not exceeded the limits of authority and reason is not determined to be a thumb wheel issue or other explainable reason, report this information to the Signal Call Desk at the earliest opportunity.

40.25 Emergency Brake Application—Report to Train Dispatcher

When a train is stopped by an emergency brake application, whether it is induced by the engineer or other employee controlling the move, or by an undesired emergency brake application, a crew member will communicate the following information to the train dispatcher:

- The mile post location where the emergency brake application occurred.
- Brief report of who/what caused emergency application and factors involved.

Report this emergency braking information to the appropriate parties by using one of the following methods, listed in order of preference of use:

- Enter as a CAD "OT" delay with a "UE" or "IE" inspection result code.
- Enter as a TSS Train Stop Event (TSE) "OT" delay with a "UE" or "IE" inspection result code.

40.25.1 Undesired Emergency Application (UDE)

When train is stopped by an undesired emergency application:

- Ascertain from crew if train has experienced a previous undesired emergency application.
- Ensure crew contacts mechanical desk for assistance.
- Inform Chief Dispatcher of UDE and if previous UDE has occurred.
- Review the train's UDE history to determine if third UDE process below is required. TSS commands SOCD (option 1) or DELAY are useful tools for this review.

When train has stopped because of third UDE and no defect(s) have been previously found or corrected:

- Entire train must be parked for mechanical inspection.
- Ensure crew contacts mechanical desk for assistance.
- Be governed by Chief Dispatcher's instructions concerning location to park train. (Location must allow for safe inspection by mechanical department employees.)
- Contact SID and ROC to report location of parked train.

Note: When probable cause of UDE is found and corrected the total UDE count is reset to zero.

40.26 Dimensional Shipments

In addition to instructions in Item 7 of System Special Instructions, when the dispatcher is notified that a train contains dimensional shipments, the dispatcher must:

- Check for proper routing and determine if any conflicts exist with trains, equipment or dimensional cars. If not otherwise provided, the dispatcher may access the dimensional shipment bulletin restrictions by running HIWIG on a TSS command line and entering the car number. If movement authorization bulletin restriction is not available, contact the BNSF clearance bureau during normal business hours. If unable to obtain approval, notify field forces and the appropriate Chief Dispatcher that shipment must be held for proper authorization.
- At locations where the dimensional shipment track bulletin restriction or message identifies a conflict, use restrictive tags or track blocks to restrict access to the conflict(s).
- Dimensional shipments which are shuttled out of a terminal, parked or set out on line for any reason, must be protected as follows:
  - Determine the location where the car is to be set out. Do not set the car or train out at a location where the dimensional shipment's track bulletin restriction shows conflict exists with another train, equipment or another dimensional shipment already on the territory.
  - Issue a Form C track bulletin restriction stating the car initial, number, location set out and that it is a dimensional shipment, showing the maximum width of the car. (Example: Dimensional shipment BNSF 123456 on siding Henson; Maximum Width 11 feet 6 inches.)
  - In addition, use restrictive tags or track blocks to restrict access to the dimensional shipment.

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40.27 Smart Mobile Client (SMC)

Request for Authority

Prior to approving a Smart Mobile Client (SMC) request for authority,the following must be confirmed:

- Employee's title.
- Location where track will be initially fouled, occupied or used for protection.
- If authority is to be issued "behind" train(s), employee must state if train(s) to be listed "behind" are physically passing or have passed the point of entry.
- HLCS number(s) or "none" if no HLCS.
- If HLCS is not working, employee must include HLCS number and include "HLCS not working" in the request.
- In CTC, if authority will be within a control point or include "switch-yes" at either end of the authority limits, employee must include if they will cause a track indication within the control point, unless control point is equipped with Independently Controlled Switches (ICS).

If required information is not included, deny the request with an explanation of information needed so that all required information can be sent with subsequent request.

HLCS

The HLCS vehicle number must be verified prior to issuing an initial authority in the following situations:

- Each calendar day
- After transfer of territory responsibility between train dispatchers
- Employee operates into a territory controlled by a different train dispatcher
- Employee changes vehicles

Modifying Requests

SMC requests may be modified by the train dispatcher as follows:

- "Until" time
- HLCS vehicle number(s)
- Sole/joint status
- Train(s) listed "behind"

Messaging System

Information that may be acted upon using the SMC messaging system once a response is received from the dispatcher:

- Permission to take dual control switch or derail in hand operation. This may be accommodated by use of either SMC Position of Switch function included in the authority request or SMC message after authority has been granted.
- When dual control switch is placed back in power.
- Requests to add/change HLCS number(s).
- Modification of "until" time.

Note: Train Dispatcher must reply to requests/information above before employee can consider approved/received. Employee must include name and location of Main Track switch(es) or derail(s) when requesting hand operation or restoring to power.

If any of the following are received using SMC, deny the request and contact the employee to confirm the information:

- Form A, B, C or TCM restriction requests, voids or modifications.
- Automatic crossing warning device or crossbuck repairs.
- Any reports of unusual conditions.
- Completion/results of required track inspections (Example: flash flood warning, track indication, TIH/PIH, high temperature, etc.)

Train Dispatcher Initiated Authorities

The initial authority received by a MW employee for each tour of duty must be requested by the MW employee. The initial authority cannot be generated by the train dispatcher.

SMC authorities may be initiated by the train dispatcher under the following conditions:

- A job briefing must be held in which the MW employee and train dispatcher must agree that the train dispatcher may initiate and send SMC authorities. This job briefing must occur for:
  - Each MW employee's tour of duty
  - Each request to a different train dispatcher (by initials or territory)
- The MW employee has existing authority in effect and subsequent authority will overlap or be contiguous (end-to-end) to existing authority.

SMC authorities must not be initiated by the train dispatcher if MW employee is not currently holding authority.

SMC authorities must not be initiated by the train dispatcher until confirmation is received that train(s) listed "behind" are physically passing or have passed the location where the limits of authority will be entered:

- If existing authority does not include "behind" but subsequent overlapping or contiguous authority requires "behind".
- If the train(s) listed "behind" on existing authority change on subsequent overlapping or contiguous authority (Example: if authority 123-45, currently held by Foreman Smith, indicates "behind BNSF 6755 East" and subsequent contiguous authority 123-47 to Foreman Smith indicates "behind BNSF 6755 East and BNSF 6334 East" the authority must not be initiated by the train dispatcher until confirmation is received that BNSF 6755 East and BNSF 6334 East are physically passing or have passed the location where the limits of the authority will be entered). Note: this includes crossing over from one track to another in multiple main or double track territories or when leaving a siding to enter a Main Track.

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41.0 General Track Bulletin, Track Warrant And Track Bulletin Restriction Instructions For Train Dispatchers

41.1 Ready for Delivery

Have general track bulletins ready for delivery to avoid train delays.

41.2 Addresses

41.2.1 Address Instructions

Address track warrants and general track bulletins as follows:

Trains:

Single Direction Authority

Designate trains authorized to proceed in one direction only by initials, engine number and direction.

Example: BNSF 528 West

Work Between Authority

Designate trains authorized to "work between" by initials and engine number.

Example: BNSF 3650

Initial Bulletin Restriction Delivery

Designate trains by train symbol, initials and engine number.

Example: Z WSPNBY9 10 BNSF 528

GTB Engine Unknown

When transmitting electronically and engine number is unknown, use "Eng Unk" in place of initial and engine number.

Example: Z WSPNBY9 10 Eng Unk

When creating a general track bulletin for delivery to train, ensure identifying engine matches the identifying engine in the CAD train sheet record. This does not apply to general track bulletins issued to yard engines or "Eng Unk."

Note: Address MW equipment operated as a train (piloted by TY&E personnel) as shown above for trains except always show the initials as "MW" even if "MW" is not stenciled on the equipment.

Note: Passenger trains operated control cab forward are to be addressed by a locomotive number, not by the control cab car number.

Yard Engines:

Initial Bulletin Restriction Delivery

Designate engines confined to yard tracks and/or portions of Main Track(s) where authorized by GCOR 6.13 or 6.14 as "Yard Eng (Initials & No.)" when verbally transmitted. Add the job symbol and date, or "Y Yard" or "Y Eng" followed by shift number and date when transmitted electronically.

Examples:

Verbal: Yard Eng BNSF 3650

Electronically: Y SB101 26 Yard 0700 (Initials & No. Optional)

Y Yard1 26 Yard 0700 (Initials & No. Optional)

Y Eng2 26 Yard 1500 (Initials & No. Optional)

Yardmasters:

When general track bulletin delivery will be made via a yardmaster or ATM, address the general track bulletin as follows:

- Y Yard1 (date) at (location)
- Y (job symbol) (date) at (location)

  or

- YM and Yard Engs (on-duty time)

The number after the word Yard in first example should reflect the shift for which the general track bulletin was issued (1, 2, or 3).

Verbally Delivered Track Bulletin:

Address verbally delivered track bulletin restrictions as follows:

By initials and engine number with direction optional.

Example: BNSF 4978

BNSF 4978 West

41.2.2 Changing Address of General Track Bulletins or Track Warrants

The train symbol, initial, engine number, direction, or date of a general track bulletin or track warrant that does not grant authority may be changed verbally.

Before verbally granting permission to change address:

- Verify that the document in question is the correct document for the train

  and

- Ascertain that all required track bulletin restrictions in effect on territory you control have been or will be issued to train

Grant verbal permission in the following format:

(_____) has permission to change general track bulletin (or track warrant) (number) to read (_____).

If track bulletin restrictions are not current and it is practical to do so, issue a new general track bulletin or track warrant electronically with all required information.

When granting permission to change engine identification, make appropriate changes in:

- DSTL using IDChg command
- CAD by selecting "Make ID Unit"

Confirm engine identification changes updated to TMDS.

If train originates or is currently located on another train dispatcher's territory, advise the crew to contact the appropriate train dispatcher for address change, unless other instructions define a different process.

GTB address changes should be made by the train dispatcher whose district the train will initiate movement on (this may not be the train dispatcher that delivered the GTB), unless other instructions define a different process.

If the train symbol on a general track bulletin is verbally changed, notify other train dispatchers within the crew route as GTBCHK and DSTL lists of trains generated by future track bulletin restriction issuance will be affected.

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41.3 Track Bulletin Restrictions in Effect

At their initial station, issue the train crew a general track bulletin or track warrant that lists:

- Track bulletin restrictions in effect

  or

- "None" or "No" if no track bulletin restrictions are in effect

Make sure all track bulletin restrictions which are in effect between point of origin and final destination for a train crew are included in the general track bulletin or track warrant received at the initial station.

Convey track bulletin restrictions placed in effect at a later time by one of the following:

- List track bulletin restriction(s) on a subsequent general track bulletin or track warrant and:
  - Notify crew member or employee receiving/retrieving/delivering general track bulletins (GTB) that subsequent GTB or track warrant is being sent, providing number of the new GTB or track warrant.
  - Receive confirmation that crew will not leave without the new GTB or track warrant.
- Verbally transmit track bulletin restriction(s).

  or

- Send track bulletin restriction(s) electronically to a printer or a fax (Verify receipt of track bulletin restrictions delivered electronically without a general track bulletin.)

Refer to TDCOM 41.5.2 regarding restrictive track bulletin restrictions.

41.3.1 General Track Bulletin Not Received

When a general track bulletin is transmitted electronically in TSS and subsequently is not received by the crew or the destination fax machine or printer:

- Run TSS "General Track Bulletin Check" (direct command GTBCHK) to display the general track bulletin information in question.
- Use the "Resend" option to send an exact copy of the general track bulletin not received to the same or different location as necessary.
- Do not use the "Resend" function if current track bulletin restrictions are different than originally issued unless the change does not affect the train involved. Instead, issue a new general track bulletin, providing the train crew with the new general track bulletin number.

41.4 Track Bulletin Restrictions in Yards

Yardmaster and Yard Engines

At the beginning of each yard engine and yardmaster's shift, issue a general track bulletin or track warrant addressed to the yardmaster and yard engines that lists:

- Track bulletin restrictions in effect,

  or

- "None" or "No" if no track bulletin restrictions are in effect.

Note: At specific locations identified by the Chief Dispatcher, general track bulletins or track warrants will be issued directly to the yard engines but in all cases a reference to yard engines must be included in the address.

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41.5 Delivered Electronically

41.5.1 Restrictive Track Warrant

Do not issue a track warrant electronically if it restricts authority or movement and the train or MW foreman has previously received authority to leave that station. Verbally issue the restricting track warrant to a crew member or MW foreman. Do not use the second paragraph of GCOR/MWOR 14.13.

41.5.2 Restrictive Track Bulletin Restriction

Do not issue a track bulletin restriction electronically if it restricts the train's movement and the train has received authority to leave that station.

Exception

Issuing a track bulletin restriction electronically is permitted if:

- Before issuing, the train dispatcher informs a crew member that the track bulletin restriction will be issued electronically.
- The crew member assures the train dispatcher that the train will not leave without the track bulletin restriction.

41.5.3 Delivered Electronically and Void

When necessary to void a track warrant, track bulletin restriction or GTB delivered electronically, void it directly to the conductor, engineer, or an employee qualified on the GCOR or MWOR.

41.5.4 Track Warrant Containing Authority

Track warrants granting authority may only be issued electronically through the TWC system.

Note: When using the TWC system to issue track warrants granting authority for delivery directly to a printer or fax not dedicated to authority track warrants or not under direct supervision, do so only when the employee who is to receive the track warrant is physically at the location of the printer or fax.

Do not verbally or electronically issue a copy of a track warrant containing authority if another crew is operating under the authority of the track warrant. (Example: A crew is operating with track warrant 584-64 issued to BNSF 5726 West. A relief crew for this train contacts the dispatcher at their on-duty location requesting paperwork for the train to be relieved. Do not issue a copy of track warrant 584-64 to the relief crew.)

41.6 Reserved for Future Use

41.7 No Longer in Effect

Unless using computerized TWC or TSS, when a track warrant or track bulletin restriction is no longer in effect, write "VOID" across it. If a track warrant has only track bulletin restrictions listed, mark it VOID after the crew has received the track warrant.

If handwritten track warrant or track bulletin is made void by a subsequent track warrant or track bulletin, record the voiding track warrant or track bulletin number next to the word "VOID". (Void by track warrant No._____).

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41.8 Track Warrant and Track Bulletin Restriction Examples

Use the following examples in track bulletin restrictions and track warrants:

41.8.1 Timetable, Special Instructions, or General Order Modifications

Use the following examples to change the timetable, special instructions, or a general order:

- (Division) Timetable No. ____ takes effect at (time and date).
- (Division) General Order No. ___ is canceled.
- (Division) Timetable No. _____ subdivision (all subdivisions) item number____ is canceled.

41.8.2 Suspend Block System Signals per GCOR 9.23

Use the examples below only if the Division General Manager authorizes a block system or section of a block system removed from service. Specify the exact locations between which the block system is suspended:

- Effective time and date, block system is suspended on _____ track between ___ and ___. Be governed by GCOR 9.23. TWC is in effect. Maximum authorized speed ___ MPH.

  or

- Passenger trains ___ MPH and freight trains ___ MPH.

  Add the following if necessary:

  - At _____ interlocking signals remain in service.
  - Crossing warning system malfunction. False or partial activation at (MP). Protect crossing per Rule 6.32.2.
  - At _____ dual control (switch(es), crossover(s)) are locked in hand position and lined and locked for Main Track movement.
  - At _____ switch lined for _____ track.
  - At _____ spring switch spiked for _____ track.
  - At _____ automatic switches (out of service) or (remain in service).
  - Position of switch form must be maintained. When releasing all or part of the limits, job briefing must be held with the train dispatcher about the position of Main Track switches and those switches operated are locked within the limits being released, referencing completion of the position of switch form or stating no entries required.

41.8.3 Trackside Warning Detectors and Signals

Use the following examples when detectors or signals are not in service or out of order:

- Signal(s) _____ temporarily out of service and block extended signal _____ to signal _____.
- Signal _____ out of service and must be regarded as displaying its most restrictive indication.
- At MP ____ (name of detector) out of service.
- (Time) until (time) cab signals will be inoperative between _____ and _____.

Note: Train dispatchers may issue these instructions verbally. It is the train dispatcher's responsibility to provide notification of the condition.

41.8.4 Speed Restrictions

Use the following examples when Form A track bulletin restriction is not in use.

- Do not exceed ___ MPH (on _____ track) between MP ___ and MP ____.
- Do not exceed ____ MPH at _____.
- (Psgr) (Frt) trains do not exceed ___ MPH (on _____ track) between MP _____ and MP _____.

Add the following if necessary:

- (Time) until (time)
- Track flags not displayed
- Between (station) and (station)

41.8.5 Switches

Spring Switches

Protect spring switches that have been damaged or spiked by track bulletin restriction, track warrant, or flagman.

Spiked/Clamped Switches

Notify affected trains when a switch is spiked/clamped by track bulletin restriction or track condition message, whichever is applicable.

41.8.6 Flags Placed Less than Required Distance

When notified that yellow and yellow-red flags are placed less than 2 miles from the restriction, show the actual location of the flags in the flags column of the track bulletin restriction.

Leave the flags column blank when flags are placed at the required 2 mile distance.

Insert "GCOR 15.2.1" in the flags columns when issuing a GCOR 15.2.1 Form B track bulletin restriction.

41.8.7 Whistle Warning Request

When a whistle warning is requested, use the following example:

Whistle freely between MP ____ and MP ___ from (time) until (time) for (____).

Note: Confer with your Chief Dispatcher before granting whistle warning to evaluate if appropriate warning is provided.

41.8.8 Occupied Outfit Cars Are Set Out

When occupied outfit cars have been set out, use the following example:

At _____ occupied outfit cars on (track) must not be coupled to or moved without approval of the employee in charge.

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41.8.9 Track Removed From Service

Double Track

When one track of Double Track is removed from service due to an interruption or repairs to track, issue instructions by track bulletin restriction as follows:

Effective (time), (track) out of service between (location) and (location).

These instructions may be modified by adding:

Engines must be authorized per GCOR 6.3 and directed by (name or title of employee) to use out of service track.

Make all movements on out of service track at restricted speed.

Single Track

On single track territory, except where CTC is in effect, when Main Track is removed from service and siding or other track is used instead, issue instructions by track bulletin restriction as follows:

At (location) after (time) Main Track out of service between (siding, house track, etc.) switches. Switches will be left lined and locked for movement through (track).

or

At (location) after (time) Main Track out of service between (siding, house track, etc.) switches.

Engines must be authorized per GCOR 6.3 and directed by (name or title of employee) to use out of service track.

Make all movements on out of service track at restricted speed.

Switches will be left lined and locked for movement through (track).

Switch Tender

If arrangements are made for switches to be handled by a switch tender, modify the Double Track example by adding the following, and replace that part of the single track example referring to switches being left lined and locked for movement through the siding or other track with the following:

Switches in charge of switch tender.

Within ABS limits, the following may be added:

When complying with the provisions of GCOR 9.12.4, the 5 minute waiting provision of GCOR 9.17 is suspended at this location.

Past Due Track Inspection

When a train or equipment has been tied down on a Main Track or siding for an extended period of time preventing required track inspection, an engineering employee may remove the track from service. When this occurs issue a Form C track bulletin restriction per GCOR 15.4 (Protection When Tracks Removed From Service). This will allow the tied down train or equipment to depart the out of service track when directed by the employee in charge as indicated on the track bulletin restriction.

The train dispatcher may relay instructions from the employee in charge for the tied down train or equipment to operate on the out of service track. Once the tied down train or equipment has departed the out of service track, subsequent trains may not operate on this section of track until track inspection is complete and the track is placed back in service, or as directed by the employee in charge indicated on the Form C track bulletin restriction.

Use the following example when issuing Form C track bulletin restriction for this purpose: "(Track) out of service between (MP) and (MP) per GCOR 15.4. Movements must be authorized by MW (Title or Name). Movement authorization may be relayed by the train dispatcher."

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42.0 Track Warrant Control Instructions For Train Dispatchers

42.1 Issuing Track Warrants

Unless transmitting electronically, issue and relay track warrants directly and only to employees qualified on the GCOR or MWOR.

When issuing track warrants verbally:

- Before issuance, ascertain the following from the employee copying the track warrant:
  - Occupation
  - Name
  - Location on the Main Track or where Main Track will be entered. Confirm stated location is within current authority or requested limits.
- Use "X box", "Mark box" or "Check box" to indicate which box of the track warrant is to be marked and filled in by recipient.
- Transmit each entire line marked.
- Require the employee copying the track warrant to repeat each entire line marked.

42.2 Track Warrant Restrictions and Freeform Instructions

Do not grant authority or issue instructions by means of a track warrant freeform instruction via box 14:

- that may conflict with another rule or instruction
- when another numbered box can be used

When a track warrant that contains freeform text is voided, reissue the freeform text on subsequent track warrants:

- if it is desired the information remains in effect, or
- if the condition is still in effect and the train has not traversed the limits of the condition

42.3 Trains Occupying Overlapping Limits with Trains

ABS Territory – Joint authority may be used for trains occupying overlapping limits with other trains with no restrictions.

Non-ABS Territory - Joint authority may be used for trains occupying overlapping limits with other trains with the following restrictions:

- Train(s) authorized by proceed authority through the limits of a train(s) authorized by proceed authority, joint, must receive a track warrant with a joint restriction, only after departing the last station prior to the overlapping limits, and proceed authority must begin at the same location where the overlapping limits begin (i.e. the train's previous authority must not extend into the overlapping limits).
- Train(s) authorized by proceed authority which will move through the limits of a train(s) authorized by work between authority must receive a track warrant with a joint restriction, only after departing the last station prior to the overlapping limits, and proceed authority must begin at the same location where the overlapping limits begin (i.e. the train's previous authority must not extend into the overlapping limits).
- Train(s) authorized by work between authority with limits that overlap other trains authorized by work between authority must each receive a joint restriction with limits the same as their work between limits, and must not receive the track warrant unless past the last station prior to the beginning of the work between limits. (Example: If one train is working between MP 0 and MP 10 and a second is working between MP 5 and MP 15, the first train's joint limits must be MP 0 and MP 10 and the second train's joint limits must be MP 5 and MP 15.)

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42.4 Maintenance of Way in Yard Limits / Restricted Limits

Do not issue MW employees track warrant authority to occupy the Main Track within yard limits or restricted limits.

42.5 Movement on Another District

Do not issue, report clear or release a portion of a track warrant authority that affects movement on another train dispatcher's district.

42.6 Protection Against Conflicting Movements

When issuing authority, provide protection against conflicting movements.

42.6.1 Use of "After Arrival"

"After arrival" authorities may not be issued:

- within non-signaled territory or against the current of traffic
- into non-signaled territory or against the current of traffic from a signaled territory, such as CTC or ABS
- if the opposing train is authorized by a work between (bi-directional) authority

42.6.2 Use of "Behind" and "Clear At"

Behind

"Behind" must not be used when authorizing a train as a "work between" to follow a train authorized in one direction without also using "joint" for the overlapping limits for all involved trains.

"Behind" and "joint" must not be used when authorizing a MW employee to follow a train authorized to "work between".

Clear At Last Named Point

Use "clear at last named point" only when there is a switch at the last named point that can be used to clear the Main Track.

Do not use "clear at" on a track warrant that also uses "work between".

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42.7 Adjacent Restricted Track

When TY&E employees request that train movement be restricted on adjacent tracks controlled by a BNSF train dispatcher, the following applies:

- Train dispatcher must job brief with the requesting employee on tasks to be performed and determine if conditions allow the work to be performed on the side opposite where a train may approach on the adjacent track.
- If tasks can be performed on the side opposite, the tasks are to be performed in that manner.
- When advised by the employee that tasks cannot be performed on the side opposite where a train may approach on the adjacent track, issue Track Warrant for the limits identified. For the address, use the identification of the train the requesting employee is assigned to.
- If a train is authorized through the identified limits, do not issue Track Warrant contingent upon a condition. Issue only after any train movement authorized is physically passing or has passed the location where the Track Warrant will be used.

Placement of a track block only to protect a TY&E employee request to restrict train movement on an adjacent track is prohibited.

42.8 Voiding Track Warrants

42.8.1 Voiding Existing Track Warrants

When changing the limits of an existing track warrant:

- Issue a new track warrant with an "X" in box 1.
- Consider both track warrants in effect until the OK time is acknowledged for the second track warrant.
- Make sure that the new track warrant limits include the entire train or MW equipment.

42.8.2 Reserved for Future Use

42.8.3 Clear of Main Track

If a train reports clear of the Main Track under circumstances not normally requiring the train to report their track warrant clear, and it is the desire of the train dispatcher for the train to remain in the clear, void the train's track warrant or have the crew report clear of their track warrant.

Promptly inform the Chief Dispatcher of any employees who fail to report clear of their track warrant authority.

42.9 Reserved for Future Use

42.10 Reserved for Future Use

42.11 Handwritten Track Warrants

Issue handwritten track warrants only when approved by the Chief Dispatcher. The decision to use handwritten track warrants to grant authority will be made between the AGST, Chief Dispatcher and Manager of Dispatching Practices and Rules.

42.12 Reserved for Future Use

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42.13 Reporting Clear of Track Warrant that Authorizes Movement

Before a track warrant with movement authority is reported clear, a job briefing must occur with the field employee about the position of Main Track switches and those switches operated are locked within the limits being released along with reference to completion of position of switch form or statement that no entries required. (Note: For trains, this only applies in DT-ABS and non-signaled territory.)

When a MW employee or train reports clear of a track warrant with movement authority and switch position job briefing, where required, has occurred, respond with the following:

- Name of the MW employee, or ID of train reporting clear of the track warrant.
- Track warrant number being reported clear.
- Track warrant limits that were authorized.
- Time track warrant was reported clear.
- The question, "Is that correct?"

For example: "BNSF 9912 East reporting clear on track warrant 31-14 between MP 110 and West Siding Switch Hope at 1013. Is that correct, over?"

42.14 Releasing Portion of Track Warrant Authority

Before releasing a portion of track warrant authority, a briefing must occur with the field employee about the position of Main Track switches and those switches operated are locked within the limits being released along with reference to completion of position of switch form or statement that no entries are required.

Note: For trains, this only applies in DT-ABS and non-signaled territory.

When releasing a portion of track warrant authority, as outlined in GCOR 14.10/MWOR 14.12, the conductor (frt train), crew member (psgr train) or MW employee must provide the following:

- Name or other identification
- Locomotive initials, number and direction, if applicable
- Authority number
- Location(s) releasing portion of authority "to" or "between"

The time entered when releasing a portion of track warrant authority may be different than the time the information was received. Enter the track release time in the system as the exact time the train or on-track equipment no longer occupied the limits being released.

Enter the track release time into the system and respond with the following:

- Name of the MW employee or train releasing a portion of the track warrant.
- Track warrant number being partially released.
- Location being reported past or track warrant limits that were released.
- Time track warrant was partially released.
- The question, "Is that correct, over?"

Box 2 example: "BNSF 9912 East with track warrant 889-2 releasing clear of MP 125 at 1427. Is that correct over?"

or

Box 4 example: "BNSF 9912 releasing that part of track warrant 889-2 between MP 110 and West Siding Switch Hope at 1013. Is that correct over?"

Do not complete the release process until confirmation is received. If a freight train, the engineer must give name and confirm correctness of the partial release.

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42.15 Overlap Circuits

Train dispatcher may instruct a train to pass an overlap sign on a siding when the train is not authorized to proceed beyond the leaving siding switch, if necessary, to accomplish train meets or when unforeseen conditions arise.

Before issuing this instruction, the train dispatcher must notify the engineer(s) of any opposing train(s) authorized to move out of the next station of this intent and reach a clear understanding concerning movements that will be made.

When report is received or train dispatcher becomes aware a train has passed an overlap circuit without permission:

- Advise the train involved to stop and remain stopped until further instructions are received from the Chief Dispatcher.
- Immediately notify the Chief Dispatcher.

42.16 Equipment that May Not Shunt the Track (ABS)

In ABS limits, unless authorized to move in both directions (work between or yard limits), establish absolute protection for:

- Single unit light engines,

  or

- MW equipment operated as a train

42.17 Permission to Pass Stop Indication in ABS

When a train requests permission to pass a Stop indication in ABS under GCOR 9.12.4, do the following:

- Verify that the train has authority beyond the Stop indication.
- Attempt to verify that no opposing train has violated its authority.

The train dispatcher may then give the train permission to pass the signal in the following words:

"After stopping, (train) at (location) has permission to pass signal displaying Stop indication."

Note: When the Stop indication governs movement over a movable bridge, do not grant permission until an employee who has received instruction on movable bridge operation and inspection has inspected the bridge, unless specific instructions state otherwise.

42.18 Back Over Moves in Double Track Territory

Make back over moves in Double Track territory under the provisions in the second paragraph of GCOR 6.3 only when not possible to authorize the move with a track warrant.

When a back over move is being made, instruct the train crew to make all movements at restricted speed.

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42.19 Protect Open Switch

Provide protection for open Main Track switches in track warrant territory only by use of a computerized track warrant system and under the following provisions.

Issue Authority - ABS Territory

Track warrant proceed authority for trains may be issued with no restrictions.

Track warrant work between authority for trains must end at any open Main Track switch. Authority may be issued beyond the open switch after the train has stopped at the switch.

(Note: A train stopped short of the switch for topographical reasons, i.e., road crossings, grade considerations, etc., may be considered as stopped at the switch for application of this process).

Track warrant authority for MW employees may be issued with no restrictions.

Issue Authority - Non-signaled Territory

Track warrant authority for trains must end at any open Main Track switch. Authority may be issued beyond the open switch after the train has stopped at the switch.

(Note: A train stopped short of the switch for topographical reasons, i.e., road crossings, grade considerations, etc., may be considered as stopped at the switch for application of this process).

Track warrant authority for MW employees may be issued with no restrictions.

When issuing a track warrant to a train entering or leaving the Main Track at a POS switch issue the authority with Box 13 checked, unless the crew advises they will normal the switch.

Restored to Normal Position – ABS Territory

A Main Track switch must not be restored to normal position in the TWC system unless:

- The employee reporting the switch to be normal is physically at the switch,
- The train or engine of the crew member reporting the switch to be normal is occupying the switch,

  or
- The train or engine of the crew member reporting the switch to be normal is beyond the switch and is the most recent movement over the switch.

Restored to Normal Position – Non-signaled Territory

A Main Track switch must not be restored to normal position in the TWC system unless:

- The reporting employee (other than train crew member) has traversed the switch in Main Track to Main Track movement with on-track equipment or has made a walking inspection of the switch points, and is physically at the switch.
- The train crew member reporting the switch to be normal is physically at the switch,
- The train or engine of the crew member reporting the switch to be normal is occupying the switch,

  or
- The train or engine of the crew member reporting the switch to be normal is beyond the switch and is the most recent movement over the switch.

In Any Territory

When using the TWC system, before issuing a track warrant with "in effect after arrival of" and "permission to leave switches in reverse position" X'd, the opposing train's authority must previously have been issued beyond the switch to be left open.

Note: If this procedure is not followed, the train that is later authorized beyond the switch to be left open will receive a 'be prepared to stop' at a switch that has not yet been left in the reverse position.

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42.20 CTC Locations

Track warrants may be issued which include CTC territory within the designated limits. Use valid TWC locations for the "From" and "To" locations. Where CTC is in effect, CTC rules will govern.

42.21 Specifying Limits

When specifying the limits of a track warrant, use the mile post location of "Locations Not Shown as Stations" as shown in the timetable. Do not use names of "Locations Not Shown as Stations".

42.22 Maintenance of Way Equipment

42.22.1 Contingent / Behind Authorities

Do not issue track warrant authority contingent upon a condition. Issue only after any train movement authorized is physically passing or has passed the location where the track will be entered.

If the authority issued to MW forces contains overlapping authority with the train:

- Job briefing must occur confirming the train physically passing or having passed the location where the track will be entered.
- Use "behind" to instruct the employee that authority is granted behind the train movement(s). However, if train(s) listed in "behind" reports clear of track warrant limits prior to reaching the end point of its authority and the MW authority extends beyond the train's clearing point, reissue the MW track warrant without a "behind" before the MW movement passes the train's clearing location.

If track warrant authority cannot be granted account train(s) are still approaching, instruct employee when to call back.

42.22.2 Overlapping Limits with Train

ABS and Non-ABS Territory – "Joint" may be used for trains occupying overlapping limits with men or equipment with the following restrictions:

- Train(s) authorized by "proceed" which will move through the limits of men or equipment authorized by track warrant must receive a track warrant with a "joint" restriction, only after departing the last station prior to the overlapping limits, and "proceed" authority must begin at the same location where the overlapping limits begin (i.e. the train's previous authority must not extend into the overlapping limits). Men or equipment must receive "joint" for the entire overlapping limits.
- Train(s) that will be authorized by "work between" working in the limits of men or equipment authorized by track warrant must receive a track warrant with a "joint" restriction with limits the same as its "work between" limits, only when past the last station prior to the beginning of its "work between" limits. (Example: If men or equipment are working between MP 12 and MP 13 and a train wants to work between MP 10 and MP 20, the train's track warrant may only be issued if it is past the last station prior to MP 10 (or MP 20, depending on direction of approach) and its "work between" and "joint" limits must both read "between MP 10 and MP 20.") Men or equipment must receive "joint" for the entire overlapping limits.

42.22.3 Maintenance of Way Equipment Operated as a Train

When MW work equipment is operated as a train (piloted by TY&E personnel):

- Select proceed (Train) or work between (Train) from the menu list.
- Enter "MW" in the "TO" box followed by equipment number.

Do not issue track warrant to TY&E personnel by selecting "MW" from menu option(s).

Likewise, do not issue track warrant to MW personnel by selecting "train" from menu option(s).

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42.22.4 Form B Track Bulletin Restriction and Crossovers

Outside CTC or interlocking limits, when track bulletin restriction Form B limits contain a crossover from the other Main Track, the employee in charge of the Form B track bulletin restriction will ensure that the crossover switches are:

- Lined in normal position.
- Spiked, clamped or locked with an effective locking device.
- Properly tagged.

Prior to authorizing movement through one of these crossovers, the employee in charge of the Form B track bulletin restriction must be notified of the intent to use the crossover and arrangements made for this employee to facilitate removal of the tags and spikes, clamps or effective locking devices.

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43.0 Track Bulletin Restriction And Track Condition Message Instructions For Train Dispatchers

43.1 Reserved for Future Use

43.2 When Track Bulletin Restriction is Requested

When notified of a track condition on a Main Track, siding or controlled track or asked to place a track bulletin restriction, issue a track bulletin restriction to cover the condition, unless otherwise instructed by the Chief Dispatcher.

Do not accept requests for or changes to existing restrictions (Form A, B, or C track bulletin restrictions, or TCM) via Smart Mobile Client. If such a request is made via Smart Mobile Client, deny the request and contact the employee to confirm the information.

Make sure that information issued on track bulletin restrictions:

- Corresponds with the request for the track bulletin restriction.
- Is in accordance with the rules.
- When received verbally from the field, is recorded on the prescribed form.

43.3 Condition Permanent

When issuing a track bulletin restriction for a permanent track condition:

- Verify with MW personnel that the condition is permanent.
- Show the track condition followed by **"This condition becomes permanent on (date)."**
- Make sure the permanent track condition is carried on the track bulletin restriction until:
  - The condition has been covered by track bulletin restriction for 60 days.
  - The Chief Dispatcher approves its removal.

Timetable and rules changes cannot be made permanent by track bulletin restriction.

43.4 Overlapping Green Flags

When a series of speed restrictions are close in proximity such that the green flags could overlap the yellow flags, as outlined by GCOR and MWOR 5.4.5, advise those requesting the restriction of the overlapping areas. In this case, coordinate with the MW employee so that only one green flag will be placed at the end of the last restricted area in each direction.

43.5 Issue Track Bulletin Restriction Verbally

Before issuing a track bulletin restriction verbally, require the copying employee to state occupation, name and location.

When verbally issuing a track bulletin restriction, record the time repeated next to the location where it was copied.

When issuing a track bulletin restriction Form A or Form B verbally, record restrictions in mile post sequence or tenths of a mile from a mile post. Show the track bulletin restrictions in one direction only.

43.6 Reserved for Future Use

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43.7 Separating Information—Form C Track Bulletin Restriction and Track Condition Message

Use location or mile post fields in TSS to separate information in Form C track bulletin restrictions and track condition messages. (This correctly aligns the information and enables the GTB system to display information properly.)

43.8 Delivering Track Bulletin Restrictions

Deliver track bulletin restrictions to all trains affected by the restrictions. A train approaching a restriction must have the restriction delivered to a crew member prior to encountering an associated yellow or yellow-red track flag.

Use the Dispatcher Task List (DSTL) to identify trains needing the track bulletin restrictions. Remove trains from DSTL when the track bulletin restriction is delivered to the train or when it is determined the trains listed do not need the restriction. Note: This does not apply to dispatching positions exempted from using DSTL by Dispatcher's Notice.

In the GTB system, track bulletin restrictions are delivered based on train schedules. DSTL presents origin/destination stations based on schedule information. Do not depend solely on this origin/destination pair to ensure that all needed track bulletin restrictions will be delivered. Verify the subdivision templates display the expected limits that the train will be traversing.

43.9 Improperly Displayed or Missing Track Flags

When told that track flags are improperly displayed or missing, immediately notify the MW employee in charge or the employee's supervisor.

When train crews ask about yellow or yellow-red flags displayed in the field, only give information about track bulletin restrictions that are in effect at that location. Do not speculate about the reasons for the presence of these flags.

When no track bulletin restrictions are in effect at that location, the train dispatcher will inform the crew there are no track bulletin restrictions restricting movement at that location.

43.10 Form B Track Bulletin Restriction

43.10.1 Dual Control Switches Within Form B Limits

When Form B track bulletin restriction limits include dual control switches, verbally brief with the employee in charge to ascertain the following:

- What tracks will be occupied or fouled.
- Which, if any, of the dual control switches in the limits will be occupied or fouled.
- What routing restrictions exist for movements within the limits.

Before the Form B may be used for authority or protection a verbal briefing must occur with the employee in charge to:

- Determine what position dual control switches must be blocked.
- Confirm with the employee in charge switch blocks have been applied to all dual control switches in the requested position within the limits of the Form B.

If a verbal briefing with the employee in charge does not occur prior to the start time of the Form B, all dual control switches within the Form B limits must be blocked in the normal position by the start time of the Form B.

Switch blocks may be removed only under one of the following conditions:

- To reposition dual control switches as determined necessary in a subsequent verbal job safety briefing between the employee in charge and the control operator for specific movement of trains or on-track equipment. Reapply switch blocks and advise the employee in charge when switch blocks have been applied each time dual control switches are repositioned.
- Form B is made void.
- Form B has expired.

Identify the switch blocks in the control system by entering "Form B (number)."

If the employee in charge identifies routing restrictions other than, or in addition to, the dual control switch position, apply track blocks to the restricted area.

If it becomes necessary for a train crew or a MW employee not working under the direction of the employee in charge to hand operate a blocked dual control switch within Form B limits, verbally brief with the employee in charge of the Form B before granting permission to take the dual control switches on hand.

Note: A Remote Control Power Switch (RCPS) is a dual control switch.

Dual control derails within Form B track bulletin restriction limits are not affected by the application of this rule.

43.10.2 Cutoff Time for Issuance of Form B Track Bulletin Restriction

Do not issue Form B track bulletin restriction less than 12 hours prior to the effective time unless approved by the Chief Dispatcher.

43.10.3 Reserved for Future Use

43.10.4 No Overlapping Form B Track Bulletin Restriction Authorities

Do not issue Form B track bulletin restrictions with limits that overlap other Form B track bulletin restriction limits.

43.10.5 DSTL Population Requirements

When the dispatcher task list (DSTL) becomes populated with Form B track bulletin restriction(s), immediately place restrictive tag(s) or track block(s) to restrict access to the affected limits. Maintain restrictive tag(s) or track block(s) until the track bulletin restriction is delivered to all trains affected.

43.11 Permanent Speed Signs in Place

When a speed restriction has been issued on a general order, the track bulletin restriction covering that speed restriction must not be made void until MW forces report that permanent speed signs are in place for the restriction.

43.12 Easily Identifiable Locations

Designate locations in track bulletin restrictions by specifying track, where required, and exact points, such as switches, mile posts, or identifiable points.

Mile post locations will be shown in tenths of a mile post in Form A or Form B track bulletin restrictions. It may be necessary to show mile post locations in hundredths of a mile post in Form C, TCM or Crossing Warning Notification when referencing locations such as bridges or highway crossing at grade.

When issuing a TCM for temporary speed restrictions or other conditions on other than Main Track use identifiable points, such as switches, track names or commonly known locations, to define the limits of the restriction. Do not use mile post locations for conditions on other than Main Track, except for crossing warning notifications.

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43.13 Written Instructions

Verbal issuance of track bulletin restrictions to trains must be copied in writing.

Only give verbal instructions in lieu of written instructions when the affected trains are in the immediate vicinity of the restriction when the condition is initially reported.

43.14 Rules Not in Effect

Do not use GCOR 15.3 (Authorizing Movement Against the Current of Traffic) on the BNSF Railway.

43.15 Void and Reissue

If an error is discovered in a track bulletin restriction after the OK time has been given, void the track bulletin restriction as prescribed by GCOR 15.13.1 and reissue with a different number.

43.16 Track Condition Messages

Issue track condition messages (TCM) to cover:

- Any restriction not normally covered by a track bulletin restriction.
- Restrictions that affect train movements on tracks governed by GCOR/MWOR 6.28.
- "Watch your footing" conditions, whether on Main Track or other than Main Track. (Note: Bridge walkways removed or out of service should be issued on Form C track bulletin restriction whether on Main Track or other than Main Track.)

When entering "watch your footing" conditions:

- Indicate the cause (Example: rail alongside track, ties scattered, icy conditions, etc.)
- Use the phrase "watch your footing". Do not use "bad footing", "dangerous footing", etc.

List Track Condition Messages in station sequence.

Monitor and update track condition messages, keeping all information current. Consult the Chief Dispatcher if in doubt as to whether information should be covered by track bulletin restriction or track condition message.

Issue notification of contractor's equipment working near Main Tracks with a track bulletin restriction. If contractor's equipment is on or foul of the Main Track or siding, protect the equipment per MWOR 6.3.1.

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43.17 Use of Form A, B and C Track Bulletin Restrictions

Form A track bulletin restrictions contain speed restrictions on Main Track, controlled siding or other controlled tracks only. The comment line (PF9 "Dtls" in TSS Create Restriction) should be used for exceptions or information associated with the current record speed restriction. The flag exceptions line (PF6 "Bflg" in TSS Create Restriction) should be used for flags that are located on a subdivision different from the subdivision where the restriction is located.

Form B track bulletin restrictions contain information about employees or equipment working on Main Tracks, controlled siding and other controlled tracks. The comment line (PF9 "Dtls" in TSS Create Restriction) should be used for information pertaining to the employees or equipment shown in the associated restriction. The flag exceptions line (PF6 "Bflg" in TSS Create Restriction) should be used for flags that are located on a subdivision different from the subdivision where the employees or equipment is located.

Form C track bulletin restrictions are freeform restrictions that may include the following items:

- Main track out of service
- Items affecting train movement on Main Tracks or sidings other than restrictions shown in track bulletin restriction Forms A or B. Note: With GST, GM, GDT or AGST approval, Form A or Form B track bulletin restriction information may be issued on Form C track bulletin restriction. Examples of Form A or Form B track bulletin restriction information which may be issued on Form C are:
  - speed restrictions that apply to specific train or equipment type
  - locations where Form B track bulletin restriction limits include multiple subdivisions
  - when necessary to issue a Foreign Carrier's Form A or Form B track bulletin restriction information with general track bulletins

The following should be issued on General Order:

- Changes to signal or new signal installations
- Timetable changes

Use of a Form C track bulletin restriction to communicate changes normally issued on General Order requires GST, GM, GDT or AGST approval.

Issue Form C track bulletin restrictions for sidings in ABS or non-signaled territory that are blocked with cars or MW equipment. If switches are spiked, include this information in the track bulletin restriction.

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44.0 Instructions For Control Operators

44.1 OS Indications on CTC Machine

"OS" indications on a CTC machine that follow proceed signal indications at control points can be used as follows:

- To determine the location of train movements in CTC
- As proof that a train has left CTC

This information cannot be used to issue track warrants.

44.2 Track Blocks or Restrictive Tags

Following are some instances when track blocks or restrictive tags must be applied to the control machine to prevent movement into the affected limits.

Provide restrictive tag or track block to:

- Prohibit movements on routes where a signal or signal appliance is functioning improperly or if damage occurs to the track (GCOR 9.5.2)
- Prevent movement into track and time limits (track block(s) only) (GCOR 10.3.1)
- Provide absolute protection for equipment that may not shunt the track (TDCOM 42.16 and 44.5)
- Provide protection against conflicting movements for reverse movements (GCOR 6.4.1, TDCOM 40.9 and 44.12) or back up movements (GCOR 6.6, TDCOM 40.8).
- Provide protection for equipment left on track (GCOR 6.20(B) and 15.5, TDCOM 40.11)
- Restrict access on adjacent track(s) in CTC territory when train stopped in emergency (GCOR 6.23) or stopped by dragging equipment or shifted load detector (GCOR 6.21.4).

Note: Signals that have been changed to display Stop indications must not be "in time" when advising crew that protection is provided.

- Prohibit movement into segments of CTC where fixed signals fail or are missing (TDCOM 40.4.6)
- Prevent movement into a block when a signal is reported as failing to display its most restrictive indication when the block is occupied or a switch protected by the signal is changed from its normal position (GCOR 9.7, TDCOM 40.4.7)
- Prevent movement onto track removed from service (track block(s) only) (GCOR 15.4, TDCOM 44.3)
- Prevent movement into blocks governed by signals reported as pumping or working erratically (GCOR 9.6). Note: Instruct trains to move at restricted speed in the block governed by the affected signal if moving on signal indication.
- Restrict access to track segments where restrictions and associated track flags have been placed that must be issued to trains that have already received their general track bulletin and are not required to secure an additional general track bulletin before reaching the location of the restriction. (TDCOM 43.8 and 49.1)
- Restrict access to affected limits of Form B track bulletin restrictions when auto-populated to dispatcher task list (DSTL). (Currently 3 hours before effective time) (TDCOM 43.10.5)
- Restrict access to track segments affected by weather warnings. (TDCOM 53.2)
- Graphically indicate the location where a train(s) has been authorized when field forces remotely clear signals under dispatcher direction during signal disruption. Track blocks must indicate train(s) identification by engine number and direction. Retain track blocks until train(s) no longer occupies the authorized limits.
- Restrict access to track segments where trains or engines could pass on a Main Track or controlled siding between a passenger train and station platform while passengers are being received or discharged (track block(s) only) (GCOR 6.30).

Indicate on the transfer the purpose of any track blocks or restrictive tags still remaining at change of shift.

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44.3 Track Out of Service

When track is out of service, apply track blocks on the control machine to prevent movement into the out of service track.

Do not establish a signal route to allow train movement into a track that has been removed from service.

44.4 Admit Train to Occupied Siding

Before allowing opposing trains to enter the same siding, notify the engineer of each train in advance.

44.5 Equipment that May Not Shunt the Track (CTC or Manual Interlocking)

In CTC or manual interlocking limits, unless track and time has been issued, establish absolute protection for:

- Single unit light engines

  or

- MW equipment operated as a train

Note: If MW equipment operated as a train does not change controlled signals on the affected track to display to Stop indication when the control point is traversed by the equipment, discontinue operating the MW equipment on signal indication and authorize with movement under track and time.

Do not utilize stored routes for opposing moves at control points in advance of these type movements if signals are not cleared through the control point for the movement.

44.6 Lining Controlled Signals / Switches

Display controlled signals at their most restrictive indication; however, request proceed signals well before movement to avoid giving an unnecessary restrictive indication.

Return dual control switches to their normal position in a timely manner after completion of movement over the switch. Do not line one end of an ICS crossover in reverse position when a train movement is authorized on the adjacent track over the other end of the same crossover in normal position, unless requested by MW or signal employee performing maintenance or testing on the switch under track and time authority.

44.7 Hold a Controlled Signal at Stop

Hold an absolute signal at Stop and verbally authorize movement beyond the signal at the request of a railroad supervisor.

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44.8 Authority to Pass a Stop Signal

44.8.1 Authority to Pass Stop Indication

Before granting a train authority to pass a signal displaying a Stop indication, as outlined in GCOR 9.12.1 and 9.12.2:

- Verify from the train crew that the Stop indication is visible.
- Block switches and derails to prevent movement requests. Blocking must be maintained until movement has completely fouled the control point.
- Apply track block or restrictive tag on the track segment beyond the affected control point and maintain until all trains authorized under provisions of GCOR 9.12.1 or 9.12.2 have occupied the track segment beyond the affected control point and have:
  - Received a proceed signal at the next control point,
  - Occupied the next control point,

    or
  - Reached the end of CTC or Manual Interlocking limits.

Exception: Track block or restrictive tag not required when the track segment beyond the affected control point is occupied by equipment to be handled.

Authorize trains to pass Stop indications one signal at a time.

44.8.2 Relaying Authority to Pass a Stop Signal

When direct radio communication is possible, do not allow another employee to relay the authority to pass a signal displaying a Stop indication. When another employee must relay this information, the employee must be qualified on the General Code of Operating Rules.

44.8.3 Bridges Protected by Absolute Signals

When unable to provide a proceed indication at a signal governing movement over a movable bridge, and unable to determine from the control system that the bridge is secured in position for train movement, do not grant authority to proceed until an employee who has received instruction on movable bridge operation and inspection has inspected the bridge, unless specific instructions state otherwise.

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44.9 CTC Control Equipment

When trouble in the functions of a code line is experienced, do not depend on any indications affected by that code line until the malfunction in code line has been corrected except as advised by signal personnel.

44.9.1 Switch Correspondence

Use switch correspondence indication to verify that the switch is lined and locked for the route that will be used. A solid switch indicates the switch is mechanically locked and properly lined. A flashing switch indicates the switch is out of correspondence. If any of the following is observed, the switch at that location cannot be considered lined and locked unless a signal maintainer or MW employee at the location advises the switch is lined and locked or spiked and clamped for a specific route:

- The switch does not respond properly to requests.
- The control display indicates the field location is in FAILURE, MAINTENANCE, or LOCAL CONTROL mode on machines so equipped.
- The control system indicates the field location status is unknown (the condition referred to as "Code Brown").
- The "locked" indication is not displayed after the signal has been requested on machines so equipped.
- The track display does not indicate a known occupancy.

  or

- The code system is not functioning properly.

Note: Do not tell crew members or MW personnel that the control machine indicates that the switch is lined and locked for the route that will be used.

44.9.2 Track Indications

The following applies when a track indication (intermittent or continuous) appears on the control operator's control system display in CTC territory or in manual interlockings. Take prompt action to protect affected train movements first, followed by other notifications.

Train Inspection

Track indications appearing behind a train movement are a warning of possible defective equipment on the train.

Instruct the train crew to stop and inspect their train due to track indication(s) behind their train and refer the train crew to System Special Instructions Item 39 for:

- Key trains - When a track indication appears behind the Key train.
- Non-Key trains - When more than one track indication appears behind the non-Key train.

Regardless of train type:

- Contact the Mechanical Desk and secure any data on anomalous wheel readings for the train that is stopping to inspect.
- Relay any such wheel readings or related information to the train crew prior to the train inspection if practical to do so.

If defect is found, advise Chief Dispatcher and be governed by Chief Dispatcher instructions.

Call Desk Notification

- Promptly notify the Signal Call Desk with the location of the indication.
- Promptly notify the MW Trouble Call Desk (CAD IM or call the pre- programmed number on the communication console) with the location of the indication.

Operating Instructions

- Advise the Chief Dispatcher at first opportunity.
  - Do not authorize trains or light engine consists into an unidentified track indication between control points unless approved by Chief Dispatcher and it has been ascertained that the indication is not a conflicting train. Chief Dispatcher approval is not required if the track indication is within control point limits or track has been inspected and determined safe by signal or MW personnel.
  - If the indicating track segment was recently traversed by a train, contact the last train to traverse the affected track segment to verify the train's location to ensure the train symbol did not detach from the train. (Example: The train symbol left the track segment on the wrong train or "jumped" to the train ahead.)
  - Do not issue track and time where an unidentified track indication exists without first ascertaining that no trains occupy the affected track.
- Prior to traversing onto an adjoining BNSF train dispatcher territory, when a non-Key train leaves a track indication on your territory notify the adjoining train dispatcher by recorded phone or CAD IM.
- If approved by the Chief Dispatcher, advise train crew of the track indication and continue train movement, utilizing signal system unless track indication is intermittent or signal will not clear. If track indication is intermittent or signal will not clear, advise train crew of the track indication, then authorize train movement(s) to pass signal(s) displaying Stop indication as outlined in TDCOM 40.4.4 and 44.8.1. (Note: this applies to any type of "tie" territory - concrete, wood, steel, etc.)
- Discontinue train movement when signal maintainer and/or MW personnel arrive to inspect the condition and immediately give time to inspect the condition, unless otherwise advised by on-site personnel.

44.9.3 Local Control / Manual Operation

When permission is granted to a signal department employee to place a CTC control point in local control or manual operation, apply track block(s) in the control point to prevent lining an unintended route. If the location has the ability to place one or more tracks in manual operation (Independently Controlled Switches (ICS)) while leaving the other tracks in the control point in remote operation, track blocks only need to be placed on the affected track(s). If unable to apply track blocks at the control point requested due to conditions such as code brown, apply track blocks on track segments adjacent to the requested control point to prevent access to the affected area.

Note: If the employee requests to place the control point in local control or manual operation with the intent to line signals, apply track blocks on adjacent track segments for affected routes.

Once in manual operation mode, do not attempt to operate switches or line signals in the control point.

Exception: In locations where field blocking exists, apply signal blocks to signals governing movement to the affected route(s).

Do not grant permission to place a control point in local control when request for signal is pending or established at the affected control point.

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44.10 Dual Control Switches / Derails

44.10.1 "Out of Correspondence" Switches

When dual control switch or switches in a control point do not indicate to be lined and locked, movement must be authorized past the Stop indication with instructions to operate dual control switch(es) by hand. Before doing so:

Control Points Not Equipped With Independently Controlled Switches (ICS)

- Apply blocking to all switches at the location to ensure switch control requests are not initiated.
- Apply track block(s) on any track segment that can be accessed through the out of correspondence switch.
- If opposing signals at adjacent control points in either direction indicate proceed on any track that can be accessed through the out of correspondence switch, arrange to place those signals in Stop position and apply blocking, or, advise the opposing train of movement to be made and wait until opposing train has taken the opposing signal before authorizing movement and instructing hand operation of the out of correspondence switch.

Control Points Equipped With Independently Controlled Switches (ICS)

- Apply blocking to all switches at the location to ensure switch control requests are not initiated.
- Apply track block on the track segment beyond the affected control point where the train will be verbally authorized.

Instructions for All Control Points

When authorizing movement past a Stop indication and instructing employee to operate dual control switch(es) by hand, do so with a single statement as follows:

"After stopping, (train) at (location) has authority to pass signal displaying Stop indication and is instructed to operate (switch(es)) by hand for your route," specifying route where applicable.

When multiple switch machines are involved, instructions must include each switch machine to be traversed in the intended route. (Example: "…operate both switches of east crossover by hand…", or "…operate east and west switches of east crossover by hand …", etc.)

Note: This rule does not apply to power operated switches not equipped for hand operation. These switches are not dual control switches. Instructions for granting authority to proceed over out of correspondence power operated switches not equipped for hand operation will be included in individual subdivision special instructions in the timetable of the affected territory if the practice is allowed.

Code Brown

When the control system indicates the field location status is unknown (a condition known as "code brown"), include instructions to hand operate all dual control switches for the route for each movement when movements are being authorized verbally.

44.10.2 Hand Operation of Dual Control Switches

A train or engine's authorized limits will extend to adjacent control points in **ALL** directions on all connected tracks when granted permission to operate a dual control switch by hand at a control point or manual interlocking unless specifically instructed otherwise.

Do the following before granting permission to operate a dual control switch by hand:

- Apply blocking to all dual control switches that are accessible by the train or engine in the limits described above.
- Apply a track block to the affected tracks. Note: If a track block is not available, set the signals governing entrance to the limits to display a Stop indication and apply available blocking devices.

Grant permission as follows: "**(Train) at (location) has permission to operate (specific dual control switch(es)) by hand."** Added optional instructions, **"for switching moves only", "to double train together",** etc.

Note: Do not grant a train crew permission to operate a dual control switch by hand that allows access to a track where Track and Time is in effect without first giving the train Track and Time on the affected track unless the train dispatcher's instructions restrict the train's movement to exclude track segment(s) where track and time is in effect.

Establish conflicting routes and authorize conflicting movements only as follows:

- Job brief with affected trains regarding train movements.
- Issue track and time to affected trains prior to granting permission to hand operate dual control switch(es).

Engineering Employees

Before granting permission to engineering employees to operate a dual control switch(es) by hand, determine if doing so will affect signals on adjacent tracks.

If adjacent tracks will be affected, place track blocks to prevent lining signals into affected track segments before granting permission.

Note: Do not grant permission to take dual control switch(es) in hand operation when a signal request is pending or established in the affected control point.

44.10.3 Dual Control Switch / Derail Out of Service or Removed

When notified that a dual control switch or derail has been taken out of service or removed:

- Place a switch block on the switch/derail. Identify the switch block to indicate the switch/derail is out of service and when taken out of service. Example: "Switch/Derail out of service (date/time)."
- Maintain switch block(s) until switch/derail is placed back in service or has been removed from the control screen.

  (Note: Switch block may be removed to operate switch/derail under the direction of an engineering employee.)
- Include out of service information on transfer(s) until repaired, removed from control screen or placed on Form C track bulletin restriction.

44.10.4 Dual Control Derails

Keep dual control derails in the derailing position, except when they are placed in non-derailing position to permit movement.

44.11 Instructions in Release Box

In CTC territory, when a train is stopped at a signal displaying a Stop indication at an automatic interlocking with supervisory control and a crew member communicates with the train dispatcher or control operator, if no conditions exist to prevent doing so, instruct train crews to comply with instructions in the release box and authorize them to pass the signal as follows: **"After stopping and complying with instructions in release box, (train) at (location) has authority to pass signal displaying Stop indication"**, specifying the route where applicable.

GCOR 10.3 states "Track and time does not authorize trains to occupy the track within automatic interlocking limits".

MWOR 10.3 states "Track and time does not authorize maintenance of way employees and on-track equipment to occupy the Main Track within automatic interlocking limits."

When employees requests protection within automatic interlocking limits with supervisory control in CTC territory, state the following:

"Be governed by instructions in the MW release box."

44.12 Permission for Reverse Movements

Permission for a reverse movement within CTC or manual interlocking limits may be granted to a train only if one of the following conditions is satisfied:

- The next controlled signal to the rear for a following movement is set to display a Stop indication, the track is clear of trains to the controlled signal and a track block or restrictive tag is placed in the track segment where the movement will occur.
- A following train which has passed the last controlled signal to the rear has been stopped and instructed to remain stopped until the reverse movement is completed and a track block or restrictive tag is placed in the track segment where the movement will occur.

44.13 Before CTC Is Suspended

Before suspending CTC, as outlined in TDCOM 41.8.2 [Suspend Block System Signals per GCOR 9.23 (Suspension of Block System)], notify MW employees in the affected territory. Release all track and time before CTC is suspended.

44.14 Adjacent Restricted Track

When TY&E employees request that train movement be restricted on adjacent tracks controlled by a BNSF train dispatcher/control operator, the following applies:

- Train dispatcher/control operator to brief with the requesting employee on tasks to be performed and determine if conditions allow the work to be performed on the side opposite where a train may approach on the adjacent track.
- If tasks can be performed on the side opposite, the tasks are to be performed in that manner.
- When advised by the employee that tasks cannot be performed on the side opposite where a train may approach on the adjacent track, issue Track and Time for the limits identified. For the address, use the identification of the train the requesting employee is assigned to.
- If a train is authorized through the identified limits, do not issue Track and Time contingent upon a condition. Issue only after any train movement authorized is physically passing or has passed the location where the Track and Time will be used.

Placement of a track block only to protect a TY&E employee request to restrict train movement on an adjacent track is prohibited.

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44.15 Relinquish Control of CTC Machine

When requested and as time permits, give control of the CTC control system to signal technicians for testing/cutover purposes.

Prior to using the CTC control system to affect signals, switches, or track blocking, CTC Signal Supervisors/Technicians will obtain approval from the control operator.

Use of CTC control functions that do not affect signals, switches, or blocking do not require prior approval.

44.16 Protection for Occupied Outfit Cars

When providing protection for occupied outfit cars, as outlined in GCOR 5.12, make a record on the form provided.

44.17 Protection for Employee Near Moving Equipment

When providing protection for an employee on, under, or between moving equipment, as outlined in GCOR 5.13, make a record on the form provided.

44.18 Movements Within Control Points or Manual Interlockings

44.18.1 Change of Direction

Before granting permission to change direction to a movement that has stopped while the trailing end of the movement is between the outer opposing absolute signals of a control point or manual interlocking, cancel all programmed switch and signal requests, apply blocking to affected switch(es) and apply track block or restrictive tag to affected track segments. Permission may be granted for multiple changes of direction, e.g. switching, when necessary.

Protection must be maintained until a job safety briefing between the train dispatcher and crew confirms one of the following:

- the movement is clear of the control point
- movements requiring change of direction are complete
- a common understanding that permission for change of direction is cancelled

44.18.2 Maintenance of Way

Issue track and time for all MW movements or work within manual interlocking limits (including foreign line tracks and MW employees).

Exceptions:

- A Form B track bulletin restriction is used

  or

- Division specific instructions are issued which explain the method in which MW employees will be protected within the specified interlocking.

44.19 Change of Direction Between Control Points or Outside Manual Interlockings

Before authorizing a change of direction to a train that has entered a block on signal indication:

- Verify no conflicting authorities exist
- Apply track block to affected limits

Grant verbal authorization in the following format:

"(Train) has authority to proceed (direction) on (track)."

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44.20 Control Tower Emergency Bypass Switches / Devices

Emergency bypass switches and devices should be locked or sealed at all times. Immediately notify the Signal Call Desk when the seal must be broken in cases of emergency.

Inform the Signal Call Desk that signal maintenance personnel are to be called to examine the signal appliances and reseal the emergency bypass switches and devices.

44.21 Train Delayed Within a Block

In CTC, when a train is delayed within a block and the control operator desires to allow another train to enter that CTC track from an auxiliary track, between the delayed train and the next controlled signal, for purposes other than switching the delayed train:

- Verbally instruct the crew of the delayed train to stop their train if not already stopped and not move their train until authorized to do so by the control operator.
- Do not allow the crew of the delayed train to move their train until the other train has entered the CTC track and has passed the next controlled signal or the control operator has contacted the other train and ascertained the rear of their train is beyond the next governing signal.

44.22 Train Entering Track Within CTC or Manual Interlocking

Except as provided in TDCOM 44.21, when a train is authorized to enter a track within CTC territory or Manual Interlocking limits, verify that there are no conflicting movements before granting authority. Do not grant authority contingent upon a condition.

(Note: See GCOR 9.17 and 10.1)

Apply track block(s) to the affected limits until the movement has entered the track and is protected by block signals.

44.23 Identifying Engine Set Out on Line

In CTC territory, when a train sets out the identifying engine, train dispatcher must instruct the crew to change the address of their general track bulletin to the new identifying engine number.

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44.24 Signal Testing Instructions

When signal department employees request permission to perform testing of signal equipment that does not require fouling a Main Track or controlled siding, and traffic conditions permit:

- Brief with the employee to obtain a common understanding of what tracks, routes and signals will be affected,
- Apply track block(s) to the affected track(s) or control point(s) to prevent train movement into the affected area,
- Maintain track blocks until employee advises testing is complete.

Note: In locations equipped with field blocking it may be necessary to utilize signal blocks to prevent train movement into the affected area.

Testing With Jumper/Plug Coupler

Signal personnel have the capability to perform maintenance/testing on dual control crossover switches in control points not equipped with Independently Controlled Switches (ICS) without affecting the signal system on the adjacent track by using a device called a jumper (or plug) coupler, also referred to as an isolation unit.

When signal personnel request switch block(s) be placed on a specific switch of a crossover at a control point not equipped with ICS for the purpose of maintenance/testing with the use of a jumper/plug coupler, the dispatcher must:

- Repeat the request to confirm a common understanding, determining specifically which switch of the crossover the jumper/plug coupler will be applied.
- Apply an OS block to the affected track assuring the OS block includes a device block on the affected switch. Identify the OS block with "(Employee's last name) - jumper applied (track)" to designate on which switch the jumper/plug coupler was applied. Track and time blocking does not fulfill this requirement.
- Confirm with the signal employee block has been applied, specifying which switch is blocked.
- Maintain OS block until a job safety briefing has occurred with the signal employee indicating the jumper/plug coupler has been removed. OS block may only be removed after this briefing confirms the jumper/plug coupler has been removed.

Communication regarding application or release of switch blocking for this purpose may be conducted verbally or by Smart Mobile Client messaging, but must be conducted separately from a track and time request and only after track and time has been granted at the control point affected.

When jumper/plug coupler is used in combination with permission to take the affected switch into hand operation, it is not necessary to apply track block(s) to adjacent tracks.

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45.0 Track and Time

45.1 Recording Non-Computerized Track and Time

When issuing non-computerized track and time, record the required information on the form provided.

When using a computerized track and time system, an automatic record is generated and paper form is not required.

45.1.1 Extend Time Limits

To extend the time limits on the track and time form:

- Use a red pencil to draw a line through the until time.
- Write the new time in Time Extended column.
- If time is extended by someone other than the issuing control operator, write the initials of the control operator who issues the new time next to the extended time.

When extending track and time, use the following words:

"(Name or Equipment), authority number (number) is extended until (time)."

45.1.2 Authorized Limits

Do not change the authorized limits of a track and time authority in effect. Issue a new track and time authority if the holder needs different limits.

45.2 Issuing Track and Time

45.2.1 Request Track and Time

Require the individual requesting track and time state the following:

- Name
- Occupation
- Location on the Main Track or controlled siding or where track will be entered. Confirm stated location is within current authority or requested limits.
- Train or other identification

Instruct employee requesting track and time to call back at a given time if track and time cannot be granted for immediate use.

45.2.2 Protect Movement

Confirm Blocking

Before transmitting track and time, confirm track block(s) have been applied on the control system to prevent movement into the authorized limits while track and time is in effect.

On track segments where another control operator provides any part of the track block(s), get confirmation that the adjacent control operator has applied track block(s) before transmitting track and time.

Track Indications in Control Points

Before granting track and time to employees when the requested limits are entirely within a control point or include a control point at either end of the limits determine if their work will cause a track indication in the control point.

If their work will not cause a track indication in the control point, it is only necessary to apply track block(s) for the track and time authority.

If their work will cause a track indication in the control point, do the following:

- Apply track block(s) or restrictive tag(s) to the adjacent track segment(s) in both directions.
- Allow no train or engine movements into the adjacent track segments unless under track and time or advice of the work being performed in the affected control point is given.
- When permission to operate dual control switches is included, apply track blocks to all track segments affected in both directions.

Note: Requirements for track indications in control points does not apply at control points where Independently Controlled Switch (ICS) is in effect.

45.2.3 Control Points

When authorizing limits, use control points.

When a switch is used to designate a point, the switch is not included in the limits (Switch/No).

For example:

Between WSS Walker and ESS Bill
(between West siding switch Walker, Switch/No and
East siding switch Bill, Switch/No).

When a signal is used to designate a point, the switch is included in the limits (Switch/Yes).

For example:

Between WBCS Jane and EBCS Mitchell
(between Westbound Control signal Jane, Switch/Yes and
Eastbound Control signal Mitchell, Switch/Yes).

45.2.4 Granting Track and Time

When granting track and time, use the following words:

"(Name or Equipment), authority number (number) granted on (track) between (control point)(switch y/n) and (control point)(switch y/n), until (time)."

When employee has repeated the above correctly, respond with the following:

"(Number) is OK at (time), (Control Operator initials)."

45.2.5 Loss of Communication

If track and time authority is transmitted and communication is lost before the employee repeats the authority or if an incomplete message is received during the repeat, consider the authority in effect until communication is restored. Complete the track and time authority and maintain track blocking in the control system. When communication is re-established between the control operator and field employee, the track and time must be repeated or released. When the field employee repeats the track and time, access the track and time record and use this information to verify the repeat is correct.

45.2.6 Contingent / Behind Authorities

Do not issue track and time authority contingent upon a condition. Issue only after any train movement authorized is physically passing or has passed the location where the track will be entered. If track entry location is between the same control points that the train movement(s) is/are between, determine each train's location by direct radio contact or by confirmation from field employee of visual identification of train(s).

If the authority issued to a MW employee contains overlapping authority with a train, use "Behind (train)" to instruct the employee that authority is granted behind the train movement(s).

If track and time cannot be granted account train(s) are still approaching the track entry location, instruct employee when to call back.

45.2.7 CTC Outage—Issuing Track and Time

If a CTC outage occurs and trains are in or authorized through the affected territory, do not issue any track and time authority until the limits can be protected.

Before granting track and time, consider that the control machine display of the affected control point and the signal indications in the field may not correspond.

If possible, utilize the CTC control equipment to issue track and time in normal manner.

If unable to issue track and time in normal manner:

- Ensure no train movements are within or authorized through the affected territory unless granted joint track and time.
- Apply track block(s) at adjacent control points to prevent access.
- Issue track and time using form provided.
- Number consecutively, beginning with authority number 1 on each dispatcher district.
- Archive the form when all authorities are released.

Note: If train movements are authorized through the affected territory and it is necessary to issue track and time to a MW employee, contact each affected train, inform crew of the situation and advise each train to immediately reduce to restricted speed confirming when they have complied. Place track blocks devices and issue joint track and time to each of the affected trains. After issuing joint track and time to each train, place track blocks and issue joint track and time to the MW employee.

45.3 Joint Track and Time

45.3.1 Same or Overlapping Limits

Non-computerized Track and Time

If more than one track and time authority is issued in the same or overlapping limits, all track and time authorities in those limits must be joint. This applies regardless of whether the track and time is for trains, MW, or any combination (trains and trains, trains and MW, MW and MW).

45.3.2 Notification of Joint Status

First Authority Holder

When issuing track and time authority in limits where no track and time authority currently exists, but in which other authorities are anticipated in the same or overlapping limits, make the first authority "joint". Do so by issuing in the following manner:

"(Name or Equipment), authority number (number) granted on (track) between (control point) (sw y/n) and (control point)(sw y/n) joint until (time)."

If the track and time authority already exists as a sole authority and other authorities need to be issued in the same or overlapping limits, contact the holder of the first authority and modify the sole authority to joint status by issuing the following:

"(Name or Equipment), authority number (number) is now joint."

Additional Authority Holders in the Same or Overlapping Limits

When issuing track and time authority in the same or overlapping limits where "joint" authorities already exist, advise the new authority holder of each party already occupying the limits. Do so by including in the new track and time authority the name or equipment ID of each party already occupying the limits as follows:

"(Name or Equipment), authority number (number) granted on (track) between (control point) (sw y/n) and (control point)(sw y/n) joint with (party 1), (party 2), and (party 3), until (time)."

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45.4 Reporting Clear

Include the following elements in the report clear dialog when an employee or train releases track and time:

- The employee's name or train's identifying initials and engine number
- The authority number
- The track limits of the authority
- The time authority is released
- The question, "Is that correct?"

For example: "BNSF 1234 reporting clear on authority 56-78 between CP 5432 and CP 5365 at 1345. Is that correct, over?"

When the release language is generated by a control system, read the verbiage as presented in the dialog box, adding any elements necessary to ensure all the above elements are included in the dialog.

(Note: Verbiage presented by various control systems may vary.)

45.5 Releasing Track and Time to Move on Signal Indication

Include the following elements in the dialog when a train releases track and time to move in a specified direction governed by signal indication, as outlined in GCOR 10.3(C):

- The train's identifying initials and engine number
- The authority number
- The track limits of the authority
- The time authority is released
- The specific direction the train is to move

For example: "BNSF 1234 releases authority 56-78 between CP 5432 and CP 5365 at 1345 for movement eastward, over."

When the release language is generated by a control system, read the verbiage as presented in the dialog box, adding any elements necessary to ensure all the above elements are included in the dialog.

(Note: Verbiage presented by various control systems may vary.)

45.6 Switch Lined and Locked

If a switch or derail within track and time does not indicate to be lined and locked for the intended route, instruct the train or employee to operate the affected switch or derail by hand for the route.

Do not operate a dual control switch or derail within track and time limits without ascertaining it is safe to do so from the track and time holder or an employee physically at the switch.

45.7 Reserved for Future Use

45.8 Reserved for Future Use

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45.9 Granting Track and Time with Standing Equipment in Limits

When track and time is granted in the same area as standing equipment (tied down train - no crew, cut of cars, etc.), job brief with the track and time holder as to the location and status of the standing equipment. If standing equipment is a train, instruct the track and time holder to place a red flag:

- On both ends of the standing equipment if the standing equipment will be inside working limits to be established,

  or

- On the end of the standing equipment closest to the location the track will be occupied if the standing equipment will not be within working limits or working limits will not be established.

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48.0 Switch Control and Monitoring Systems

48.1 Remote Control Power Switch (RCPS)

Remote Control Power Switch (RCPS) allows the train dispatcher to remotely control switches and monitor switch position in non-signaled TWC territory.

This system consists of dual control switches controlled by the train dispatcher without signals in the field authorizing or governing movement over the switches. RCPS circuit will be designated by signs in the field. When report is received or train dispatcher becomes aware a train has passed a RCPS sign without authority:

- Advise train involved to stop and remain stopped until further instructions are received from the Chief Dispatcher.
- Promptly notify the Chief Dispatcher

The following applies when the RCPS system is in effect:

Alerts

The train dispatcher will receive an alert if a train has authority over a RCPS and the status of the switch changes to out-of-correspondence (indeterminate). When an alert is received or an unidentifiable track indication appears on the switch:

- Promptly determine the location of the train with authority over the identified switch.
- If the train has passed the identified switch, perform a track release to cancel the alert.
- If the train is closely approaching (7 miles or less) the identified switch, the train dispatcher must notify the crew to stop short of the switch, consistent with good train handling. This instruction may be given verbally.
- If the train is not closely approaching (more than 7 miles) the identified switch, issue a new track warrant to the affected train that voids the authority over the switch and ends the authority at the alerting switch.
- Work between authority issued to trains must end at any out-of-correspondence switch or switch with an unidentifiable track indication.

After the train is stopped at the out of correspondence switch authority may be issued beyond the switch with instructions to hand operate the switch. Before granting instructions to hand operate the switch apply switch block to the switch to prevent movement requests.

MW Employees

The following applies to MW employees:

- MW employees must be granted authority to occupy or perform maintenance on the Main Track within the RCPS circuit.
- The system will not alert for MW authorities over RCPS.
- The position of a RCPS can be changed when requested to do so by MW employee and after answering prompt.
- If Form B includes one or more RCPS, job briefing and switch blocking as required by TDCOM 43.10.1 (Dual Control Switches Within Form B Limits) applies.

Additional Instructions

Track indications received over a RCPS must not be used to track release a track warrant authority.

Promptly report an alerting switch to the Signal Call Desk and the Chief Dispatcher.

Additional instructions regarding RCPS are contained in the System Special Instructions.

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48.2 Switch Point Monitoring Systems (SPMS)

Switch Point Monitoring Systems (SPMS) is a program that will alert the train dispatcher when a Main Track switch may not be properly lined for an approaching train in non-signaled territory.

The following instructions supplement current SPMS instructions contained in System Special Instructions and apply when the system is in service.

Alerts

The train dispatcher will receive an alert if a train has authority over any equipped switch that changes status from the normal position. Alerts will occur if a switch is reversed or its position becomes unknown (indeterminate).

Exception: An alert will not occur for trains operating with a proceed track authority (box 2) for switches located in the "from" and "to" locations of their authority.

When an alert is received:

- Promptly determine the location of the train with authority over the alerting switch.
- If the train has passed the alerting switch, perform a track release to cancel the alert.
- If the train is closely approaching the alerting switch (7 miles or less), the train dispatcher must notify the crew using the appropriate verbiage in the dialogue box presented. This notification may be issued verbally.
- If the train is not closely approaching the alerting switch (more than 7 miles), the train dispatcher is required to issue a new track authority to the affected train that restricts authority to the alerting switch.

Authority may be issued beyond the indeterminate switch only after employee has verified the switch is in normal position by performing an on-ground inspection.

Note: Work between (box 4) authority for trains must end at any indeterminate switch.

The train dispatcher is prohibited from issuing two work between (box 4) authorities to the same train that make the limits of authority end-to-end. (Example: Do not issue track authority #1 with work between (box 4) Anna and Bess and track authority #2 with work between (box 4) Bess and Cloy.)

Protect Open Switch

Where Protect Open Switch is in effect, information received from the Switch Point Monitoring System regarding position of switch(es) must not be used to change the indicated position of a reversed Main Track switch(es) protected by a track warrant. Refer to TDCOM 42.19 for proper process to indicate Main Track switch(es) to normal position.

Verified Normal

When a crew member or MW employee reports an alerting switch to be in the normal position, the train dispatcher will indicate the switch to be in the "Verified Normal" position. When a switch status is changed to the "Verified Normal" position, the switch position reporting system status display will indicate the switch as "Verified Normal". The switch will remain in this status until a new status report is received from the equipment in the field. While the switch is in the "Verified Normal" status, subsequent authorities can be issued over the switch without restriction. The train dispatcher must not "normal" the alerting switch until it has been inspected by a field employee.

Reporting Alerts

Promptly report any SPMS alerting switch to the Signal Call Desk and Chief Dispatcher.

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48.3 Track Integrity Warning System (TIWS)

The Track Integrity Warning System (TIWS) checks the rail for continuity and alerts the train dispatcher to possible track occupancies or defects (e.g. broken rail) in non-signaled territory.

The following instructions supplement current TIWS instructions contained in System Special Instructions and apply when the system is in service.

Alerts

Alerts will be generated to the train dispatcher when occupancy is detected within a zone(s) not corresponding in proper sequence with an authority issued on that segment of track. Such alerts are referred to as "Track Integrity Down" (TID) and will be communicated by the train dispatcher to trains authorized within the zone(s).

When an alert is received:

- Promptly determine the location of the train with authority over the alerting zone.
- If the train has passed the alerting zone, perform a track release to cancel the alert.
- If the train is closely approaching the alerting zone (7 miles or less), the train dispatcher must notify the crew using the appropriate verbiage in the dialog box presented. This notification may be issued verbally.
- If the train is not closely approaching the alerting zone (more than 7 miles), the train dispatcher is required to issue a new track authority to the affected train that restricts authority to the alerting zone. After the train is less than 7 miles from the alerting zone, a new track warrant including "TID" information in box 14 (other instructions) may be issued. The limits of this authority must start at the beginning of the alerting zone; however, the limits of authority may extend beyond the alerting zone.

Reporting Alerts

Promptly report any TIWS alert to the Signal Call Desk and Chief Dispatcher.

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49.0 Train Control Systems

49.1 Positive Train Control (PTC)

The following instructions apply to all dispatching positions where Positive Train Control (PTC) technology has been implemented. These instructions will not apply to trains not PTC equipped, trains operating in the cut out status, or if PTC is suspended on the territory.

CAD Trainsheets and TMDS

CAD trainsheets and TMDS summary page must accurately reflect:

- Loads, empties, tons and length
- Direction
- Crew member names
- GTB number
- Proper locomotive ID and order (ID locomotive must be in the lead position on CAD trainsheet)

The maximum speed indicated on the trainsheet must be verified and changed if necessary.

If a train's consist changes on line, due to set out, pick up or other reason, the changes must be made in the trainsheet to reflect proper train consist as soon as the updated consist information is available.

CAD trainsheet and TMDS summary information must be accurate so that PTC can calculate the correct braking distance.

Prior to a train attempting to initialize, the proper symbol for the train must be correctly positioned on the TMDS workstation.

Restrictions

When a speed restriction or crossing warning notification is received, the information from the restrictive tag placed to restrict access to the condition is sent directly to PTC equipped and cut in locomotives. This does not relieve the train dispatcher of the requirement to verbally deliver the restrictions to the train crew.

Speed Restrictions

When a restrictive "SPEED" tag is made non-restrictive, the speed restriction information is removed from the PTC train's onboard system, unless the restriction has been entered in TSS.

If a speed restriction is delivered to a PTC cut in train on an activated PTC subdivision and the speed restriction is not entered in TSS, the restrictive tag restricting access to the condition must remain "restrictive" until all PTC cut in trains have passed the restriction.

Crossing Warning Notifications

Restrictive and non-restrictive "XING" tags are delivered to the PTC onboard system and enforced by PTC. When a crossing warning notification is required for crossings located on a Main Track, siding or controlled track not designated as a Main Track, restrict access to the affected crossing using a restrictive "XING" tag.

When required to provide crossing warning notification for a crossing located on other than Main Track (Example: industry track, yard track, etc.), restrict access to the affected crossing using a restrictive "INFO" tag.

When a crossing warning notification is issued on a Form C track bulletin restriction, the restrictive tag for the crossing must remain in place until all affected trains have received the Form C. Once all affected trains have received the Form C the restrictive tag for the crossing may be changed to non-restrictive, but must remain applied in the control system until the Form C is voided in order for PTC to enforce the restriction on PTC cut in trains.

Note: If necessary to place additional restrictive tags in advance of the restrictive tag which is restricting access to the speed or crossing condition, use either an Auto Tag or create an "INFO" tag for placement in advance of the "XING" or "SPEED" tag.

Cut Out Approval

A Chief Dispatcher, PTC Mentor or the PTC Operations Center (PTCOC) must give approval prior to PTC being placed in cut out status.

If any PTC equipped locomotive is unable to download any authority or restriction, immediately stop the train until the problem is resolved. If the problem cannot be resolved, after receiving approval instruct the engineer to log off PTC.

Reporting

When stopped, if a crew member reports that PTC is indicating "Disengaged", inform the crew member that this status should change after the train moves approximately 400 feet. If this status does not change after train has moved at least 400 feet, stop the train, report the problem to Chief Dispatcher and PTC Operations Center (PTCOC).

Unless the train crew has reported the PTC issue to the PTC Operations Center (PTCOC), call the PTCOC to report PTC issues such as:

- Crew reports PTC is stopping train when they have authority to proceed
- Crew reports a field device (i.e. switch, signal, broken rail detector) improperly reporting
- Crew reports they are unable to initialize the system
- When PTC is cut out (include reason for cut out)
- Crew reports PTC indicates "train braking in progress"
- Dispatcher receives message "movement authority msgs could not be delivered to Loco"
- Crew reports that "Disengaged" status does not change after moving at least 400 feet.

Pass Stop Signal (PSS)

In CTC territory, when verbally authorizing a train to pass a Stop indication, the Pass Stop Signal (PSS) function in the control system must be used. Proper track blocks must be placed prior to authorizing the movement.

In ABS territory, when verbally granting permission to pass a Stop indication, the Past Stop Signal (PSS) function in the control system must be used. The train symbol must be moved to the track segment adjacent to the location of the signal displaying Stop prior to using the PSS function.

Enter Signaled Track

When verbally authorizing a train to enter CTC limits, the Enter Signaled Track function in the control system must be used. Proper track blocks must be applied prior to authorizing entry.

49.2 PTC Wayside Repair Instructions

When a telecom or signal department employee requests track block to take PTC wayside (radio) equipment down for testing or repairs, not requiring the employee to foul a Main Track or controlled siding, and traffic conditions permit:

- Brief with the employee to obtain a common understanding of what track limits will be affected,
- Confirm no trains are operating within or authorized into the affected limits,
- Apply track block to all controlled tracks in the affected limits to prevent train movement into or within the affected area,
- Advise employee track block has been applied,
- Maintain track block until employee advises testing or repair is complete.

If traffic conditions require that trains continue to operate in the affected limits while the PTC wayside is down, notify affected trains "PTC wayside is down between (MP/Control Point) and (MP/Control Point). Reduce to restricted speed." Confirm restricted speed has been complied with before advising telecom or signal employee track block has been applied.

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50.0 Train Dispatcher Transfers

50.1 Responsibilities of Train Dispatcher Being Relieved

Generate a transfer page prior to being relieved.

On the transfer page, include the following information:

- Handwritten track authorities in effect
- Notation of any unusual conditions or restrictions in effect requiring protection.
- A list of all malfunctioning or activation failure/disabled crossing warning devices. Include trains affected, but not notified, and how access is being restricted and notification provided.
- Reference to track/device block(s) in use at dual control switches in track bulletin restriction Form B limits.
- Track bulletin restrictions not delivered to trains that have already received a general track bulletin. Indicate these track bulletin restrictions by listing trains needing the restrictions.

Note: Electronic transfer (ET) will automatically develop the list of trains needing the track bulletin restrictions from the dispatcher task list (DSTL). Form B track bulletin restrictions do not currently populate DSTL until three hours before Form B track bulletin restriction effective time, so it is not required to list on the electronic transfer trains needing Form B restrictions unless the transfer is made within three hours of the Form B track bulletin restriction effective time.

- List of all trains that:
  - Were not delivered an electronic GTB,

    or
  - Have changed train symbols since the crew received a GTB and GTB has not been updated to new symbol.
- Relief crews or short turn crews that have received a GTB addressed to a symbol other than the train symbol the crew will relieve, include:
  - Crew names and time on-duty.
  - GTB number and train symbol (including "N" symbol) addressed on GTB.
  - Train symbol of the train the crew is assigned to or planned to be assigned to. (Example: Condr. Jones, Engr. Smith o/d 1000 cleared with GTB 12345 as N-KCMKCM6-08 on train M-LINTUL1-02, BNSF 4565 - need to manually track for any new restrictions.)
- Explanation of any restrictive tags that exist at time of transfer.
- Any information that would benefit the relieving train dispatcher.

Sign the transfer when it is prepared and ready for relieving train dispatcher. After signing the transfer, responsibility for the position remains with the train dispatcher being relieved until the relieving train dispatcher signs the transfer page. Remain until the relieving train dispatcher accepts and signs the transfer. At this point, time the transfer and relinquish dispatching duties to the relieving train dispatcher.

Log off the traffic control systems, CAD and TSS prior to departure from workstation.

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50.2 Responsibilities of Relieving Train Dispatcher

50.2.1 Review Instructions

Before beginning work each day, review General Orders (System & Division), General Notices (System), Dispatcher Notices, Control System Notices and other instructions for the territory being handled.

At least once during each shift, review electronic mail for new messages. Do this at the first opportunity as job briefings and other pertinent instructions are delivered in this medium.

Log on to train dispatcher train control systems, CAD, TSS and communication devices, ensuring proper dispatcher workstation number and/or territory responsibilities are entered for the shift being worked.

50.2.2 Understand Instructions

Complete transfer as follows:

- Review and understand all restrictions, instructions and authorities in effect at the time of transfer.
- Read and initial any handwritten instructions or authorities such as:
  - Track warrants or track bulletin restrictions that have been issued.
  - Blue signal and occupied outfit car protection.
  - Other pertinent instructions (one set of initials for all other pertinent instructions).
- Retain and archive the dispatcher transfer in the dispatching district's archive folder.
- Verify track blocks and/or restrictive tags are placed correctly for required conditions such as, but not limited to:
  - Speed restrictions
  - Crossing warning notifications
  - Dual control switches within Form B limits
  - Track or switches out of service

50.2.3 Understand Track and Time

The relieving train dispatcher will read all handwritten track and time in effect. To indicate understanding of all handwritten track and time in effect, write initials on the line directly below the last authority issued.

Signing and timing of the transfer will indicate understanding of all computerized track and time in effect.

50.2.4 Reserved for Future Use

50.2.5 Time and Sign

To accept responsibility for the position, the relieving train dispatcher must time the transfer page at the exact time the transfer is started. When transfer is completed, relieving train dispatcher must sign the transfer page to signify acceptance of the transfer.

Student and qualifying train dispatchers must sign and enter time on the transfer indicating on-duty and off-duty times.

All times entered will be used for Federal Hours of Service records. Time off-duty before showing on duty must be entered. Time off up to 99 hours must be precise (Example: 15 hours 5 minutes). Time off over 99 hours may be shown as 99+.

When receiving transfer during shift (Example: A train dispatcher is slid to another desk after shift has started or a second shift train dispatcher takes transfer from a split territory with overlapping work hours.), time and sign that transfer in the space provided and write "Continuous" in the Hours Off Since Previous Shift space.

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51.0 Train Dispatcher Records

51.1 Maintain Records

Maintain neat, accurate, and legible records.

51.2 Retain and Archive

Documents that must be retained and archived are:

- Train Movement Records(handwritten)
- Track Bulletin Restrictions (handwritten)
- Track Warrants (handwritten)
- Track and Time records (handwritten)
- Train Dispatcher transfers
- Dual Control Switch Block record
- Notification lists of train crews notified of crossing warning malfunction, activation failure or disabling by other than Form C track bulletin restriction or track condition message
- TIH/PIH Track Evaluation Form
- Blue Signal Protection Form

All required information must be recorded on the prescribed form.

In addition, retain at each dispatching district desk computer-generated hard copies of current track bulletin restrictions for the territory. It will not be necessary to archive these hard copies when voided or replaced with a more current version.

51.3 Initials

When training or qualifying on a position, use only the initials of the train dispatcher responsible for the territory on all records.

51.4 Reserved for Future Use

51.5 Verbal Transmission

When verbally transmitting track bulletin restrictions, track warrants and track and time, do the following:

- Ascertain who is copying the document before transmitting.
- Regulate the speed of the transmission to ensure that the receiving employee can copy it.
- Record the required information on the form provided, and read aloud all applicable preprinted and written instructions.
- Make sure the employee copying repeats all applicable preprinted and written instructions.
- Confirm information repeated is correct.
- Underscore each written word and figure each time it is repeated when using handwritten forms.

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51.6 Numbering

Number the following handwritten instructions:

- Track bulletin restrictions
- Track warrants
- Track and time

Assign numbers by adding two digits to the dispatching workstation number preceded by the letter "V", beginning with 01 each day at midnight. For example, if working Ft Worth West, DS55, the first handwritten instruction number of the day would be V-5501. If working Lampasas, DS24, the first number would be V-2401, etc.

The exception to this handling would be for track bulletin restrictions that have been entered in TSS. In this instance, use the track bulletin restriction number generated by TSS as the number on the handwritten form.

Do not have duplicate numbers in effect at the same time.

51.7 Track and Time No Longer in Effect

When handwritten track and time is no longer in effect:

- The initials of the train dispatcher responsible for the territory must be written legibly across the number with a red pencil, and draw a red line through the entire entry.
- Draw a red diagonal line across the page to indicate that all items on that page are no longer in effect.
- Draw a red X across the entire page when all items to and including that page are no longer in effect.

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52.0 Dispatcher Train Movement Records

52.1 Current Train Movement Record

Keep the train movement record current. Carefully check entries made on the train movement record, including entries made by preceding train dispatchers. Secure and enter missing information on the train movement record, even if the event occurred on a previous tour of duty. Where written train movement records are maintained, enter all information in a neat and orderly manner in ink and sign the train movement records.

52.2 Train Movement Record Information

The Code of Federal Regulations (CFR) and BNSF internal requirements mandate the inclusion of certain information on the train movement record.

Include the following information on the train movement record:

- Identification of timetable
- Location and date
- Identification of train dispatcher
- Dispatcher on-duty time
- Dispatcher off-duty time
- Track bulletin restrictions delivered to trains
- Identification of engineer and conductor and their times on-duty and times due off on hours of service
- Identification of trains and engines
- Direction of movement
- Connection (if applicable) and departure times at origin and arrival time at destination for each crew district
- Number of loaded cars, empty cars, and total tonnage at the origin and destination station on each crew district for each train
- Duration and explanation of delays
- Set out information for any bad order car set out on line

  Note: Input fields for the required information are presented by CAD function "Detector Stop" (DS) for bad order set outs associated with a trackside warning detector (TWD) stop and by "Other Mechanical Stop" (OT) for bad order set outs not associated with a TWD. Proper completion of these functions provides automatic notification to Resource Protection and the Mechanical Desk.

In the event of a catastrophic loss of the electronic system of train movement records (CAD), the preceding information must be hand recorded on paper and filed for archival.

52.3 Authority Issued and Movement Complete

After issuing authority for train or MW movement, immediately draw a red diagonal line in the appropriate column on the "TRAIN" line.

When the movement is complete, draw another red diagonal line to form an "X".

When using the CAD system, this rule does not apply.

52.4 Transfer to Next Day's Train Movement Record

Transfer trains to the next day's record if they are entered on the train movement record before midnight but do not depart the initial station or turnaround point until after midnight. When transferring these trains, write the following:

- Transferred to train movement record of (date).

When using the CAD system, this rule does not apply.

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52.5 Crew Relieved at Other than Designated Terminal

When the Hours of Service Law causes a crew to be relieved at other than a designated terminal, note the information on the train movement record and indicate the time and location.

In the CAD system, this information is generated when relief crew is applied to train movement record.

52.6 Reserved for Future Use

52.7 Issue Initial Track Warrant or General Track Bulletin

When issuing an initial track warrant or general track bulletin, including in CTC territory, to a train, as outlined in GCOR 15.1 (Track Bulletins), draw a circle that contains the track warrant or GTB number in the "Train" column.

In the CAD system, this function is not required.

52.8 TWC Territory

In TWC territory, when a crew member reports to the train dispatcher the exact time the rear of the train has passed a specific point, do the following:

- State the track release information followed by, **"Is that correct?"**.
- Include the information on the train movement record.

52.9 Train Movement Records in TWC Territory Not Protected by a Track Warrant Control Computer System

Before giving the OK for track warrants issued to trains or MW employees in TWC territory not protected by the TWC computer system, enter the following train movement record information:

Movement Authorized in One Direction

To indicate the limits of authority for trains and MW employees authorized to move in one direction only, draw a vertical line between the stations authorized. Also between the limits authorized, draw a circle that contains the track warrant number.

A horizontal line in the column at the last named point indicates "Hold Main Track" at that point.

An arrow in the column at the last named point indicates "Clear Main Track" at that point.

Movement Authorized Against Current of Traffic

In double track, when authorizing movement against the current of traffic, draw horizontal red lines in the "MW employee" or "Train" column to indicate between which stations movement is being made.

Movement Authorized in Both Directions

Single Track. To indicate the limits of authority for a MW employee or train authorized to move in both directions, draw a diagonal line between the stations authorized under the entry for the MW employee or train. Do this on both sides of the column.

Between the limits authorized, draw a circle that contains the track warrant number.

Double Track. If a MW employee or train is authorized to move in both directions, show the limits of authority only on the side of the train movement record that corresponds to the track authorized.

52.9.1 Track Warrant Void or Reported Clear

When a track warrant has been made void or reported clear, draw a red "X" through the track warrant number on the train movement record.

52.9.2 Locations Not Shown in Station Column

If track warrant limits are other than the stations shown in the station column (such as MP, DT, XO, or YL), indicate the location in the appropriate column.

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53.0 Track And Weather Conditions

53.1 Adverse Conditions

53.1.1 Warning of Hazard

Use the quickest means of communication available to give immediate warning to all concerned, when any condition or practice may endanger the safety of employees or others, or may present a hazard to safe operation of trains.

53.1.2 Track Conditions

When report of unusual track condition is received:

- Immediately restrict access to the condition by placing restrictive tag(s) or track block(s) to the area where the condition exists.
- Immediately report the condition, during normal working hours, to the Roadmaster or MW employee in charge of the territory. After normal working hours or when there is a problem contacting someone, report the condition to the Maintenance of Way Trouble Call Out Desk.
- Unless the reported condition is impassable, such as a report of broken rail or thermal misalignment, until other instructions are received from the Maintenance of Way Trouble Call Out Desk, Roadmaster or MW employee in charge of the territory, verbally instruct trains to proceed at restricted speed but not exceeding 20 MPH until entire train has passed through the location indicated.
- Promptly advise the Chief Dispatcher of the unusual track condition report.
- Maintain protection to the affected area until condition is repaired or Maintenance of Way Trouble Call Out Desk, Roadmaster or MW employee in charge provides other operating instructions.

Operating over a broken rail or thermal misalignment requires permission from a qualified Engineering Department employee (MW or Signal) at the location.

53.1.3 Weather Conditions

Obtain additional information about any threatening storms. When weather conditions restrict visibility, consult with the Chief Dispatcher or a division officer to decide whether it is necessary to restrict or prevent access to the location.

When trains are stopped waiting for track inspection, they must not be released until conditions are known to be safe.

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53.1.4 Track Obstruction

When notified of a track obstruction such as slides, rocks, washout, debris or other obstruction (Example: vehicle) fouling a Main Track or siding, apply a track block or restrictive tag to restrict access to the condition and notify the next train that will traverse the location on that track using the format below. Unless the report includes a specific mile post location, include a one mile buffer on either side of the reported location when notification is given to trains.

Note: The intended purpose of the buffer is to establish specific limits for the train crew to restrict operations when an exact location is not given in the initial report of when there may be confusion regarding the exact location. "Between (location) and (location) be governed by Rule 6.21.3, due to a report of (obstruction)."

Example: The ROC notifies the train dispatcher that a citizen reported a vehicle stuck on the track around MP 15. The train dispatcher will notify the next train that will traverse the track "Between MP 14 and MP 16 be governed by Rule 6.21.3, due to a report of a vehicle stuck on the track".

In the previous example, if the ROC had stated the vehicle was stuck on the track at a specific location, such as MP 15.8, the two mile buffer would not be necessary in the notification.

Notification to a subsequent train is not required if a train crew or BNSF personnel has inspected the area, including the buffer zone, and reported the track to be clear.

Notify the Chief Dispatcher of the reported condition.

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53.2 Weather Monitoring

If the railroad furnishes weather monitoring devices, maintain the devices to receive emergency broadcast weather information. Comply with manufacturer's instructions furnished with the monitoring devices.

WATCH/ALERT indicates where and when severe weather may occur. Train dispatchers are not required to notify trains or MW employees with movement authority of watches/alerts, but should be aware of possible inclement weather conditions which may be encountered.

WARNING means severe weather has been reported or will occur at any time; be prepared to take necessary precautions.

Notified of Adverse Weather Conditions

Information on weather conditions that could adversely affect railroad operations are currently directed to each dispatcher workstation based on what Crew Districts for Train Listing are selected in the Train Movement Record Console Configuration. This information will include:

- Start time of weather warning/watch/alert
- Type of warning/watch/alert (such as tornado, flash flood, severe thunderstorm, low temperature threshold, temperature differential threshold, etc.)
- Area affected

Once notified of a weather warning, the train dispatcher must:

- Isolate the affected area
- Make a general broadcast stating warning type and limits using radio(s) within or near the affected area when multiple trains are within the affected area
- Communicate the warning to all affected trains individually and those MW employees holding authority within the affected area

Note: The initial general broadcast does not relieve the train dispatcher/control operator from making the required notification to individual train(s) and/or MW employee(s).

When the affected area of the weather warning overlaps adjoining train dispatcher territories, a job briefing must be held via CAD IM or recorded phone between the adjoining train dispatchers to establish:

- Common understanding of affected limits
- Who is responsible for notifying which trains
- Where staging locations will be, if necessary
- What the operating plan will be

Notify the Chief Dispatcher when a train(s) is stopped due to weather conditions.

In the event multiple weather warnings of the same condition are in effect simultaneously, the train dispatcher may combine warning notifications when communicating the warning to affected trains and those MW employees holding authority within the limits, provided:

- Weather warning limits are overlapping or contiguous (end-to-end), and
- Approval is obtained from the Chief Dispatcher

Extending Limits

When a weather warning is received and it becomes apparent the weather system is following the path of the railroad tracks, with Chief Dispatcher approval, the train dispatcher may extend the warning to include the entire subdivision or to the end of their territory prior to a warning being generated for the extended area by the BNSF weather service provider.

When limits are extended by the train dispatcher:

- Isolation of the extended area and notification to all affected trains and MW employees holding authority within the limits is required

- The limits must remain extended until the latest expiration time shown on the associated weather warning or until the weather warning is cancelled by the BNSF weather service provider
- The extended limits must be included in the train dispatcher transfer

Instructions Specific to Wind Warnings

- In addition to notifying all trains, with priority notification given to trains which may be staged, and MW authority holders in the area and giving the time and limits of the expected high winds, the train dispatcher is to refer the train crews to the local weather conditions exception in the Excessive Wind Instructions portion of the System Special Instructions Item 33.
- The term "until traversed" may be used in place of communicating the expiration time of the warning when notifying trains and MW authority holders of wind warnings. (Note: Until traversed means the rear of the train is clear of the limits.)

Cancellations

In the event a flash flood warning is cancelled after the indicated start time, continue notification and restrictions until track inspection has been completed and condition is released by local MW personnel. In the event a tornado warning is cancelled after the indicated start time, continue to notify trains until inspection has been completed by division employees or all of the limits of the tornado warning have been traversed by a train and confirmation received that no damage or unexpected conditions were observed.

53.3 Snow Removal Equipment

When a train is using snow removal equipment to plow snow, protect the train with absolute protection against trains.

When authorizing MW in the same limits and the MW personnel are on the train handling the snow removal equipment, one common authority may be given to the train for both the train and the MW personnel.

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54.0 Rules Only For New Westminster Dispatchers Office

54.1 Rules and Instructions

The rules and instructions in this Train Dispatcher's Manual supplement the Canadian Rail Operating Rules.

54.1.1 Terms

The following table contains terms common to BNSF employees working in the U.S.A. and the associated terms used in Canada:

U.S.A.	Canada
Train Dispatcher	Rail Traffic Controller (RTC)
Chief Dispatcher	Designated Officer

54.2 Reserved for Future Use

54.3 RTC's Record

To check off CTC/ABS authorizations not in effect, legibly write initials across the number with a red pencil. When all items on that page are no longer in effect, draw a red diagonal line across the page. When all items to and including that page are no longer in effect, draw a red "X" across the page.

54.4 RTC Transfers

The relieving RTC will read, then initial to indicate understanding, CTC authorizations that are in effect at the time of the transfer.

55.0 Reserved for Future Use

56.0 Reserved for Future Use

57.0 Reserved for Future Use

58.0 Reserved for Future Use

59.0 Reserved for Future Use

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60.0 Emergency Response Requirements

60.1 Emergency Events Involving Freight or Passenger Trains

It is our policy to treat emergency situations affecting freight or passenger trains with the utmost priority and emphasis to reduce the potential of the emergency and minimize personal suffering and inconvenience of all concerned. In such cases, the following instructions apply:

- Ascertain as much information from initial notifier as practical.
  - What emergency response equipment is needed?
  - Are any other tracks blocked?
  - Are other railroads or highways blocked?
  - Are there other adjacent railroads that could be affected?
  - What other threats exist, if any?
- Secure the area of the emergency from other train movements that could cause unnecessary interference and danger.
- Make telephone notification to the Service Interruption Desk (SID) as soon as possible. Notify Chief Dispatcher or other designee. If unable to contact the Service Interruption Desk by phone, advise the Chief Dispatcher or personally notify the Service Interruption Desk. Once notified, the Service Interruption Desk will handle subsequent notifications.
- If the emergency event occurs at a crossing equipped with an automatic warning device (flashers or gates), promptly contact the Signal Call Desk. If the emergency event occurs at a crossing equipped with a passive warning device (crossbucks) promptly contact the MW Trouble Call Out Desk.
- Resume normal operation only after obtaining approval from the Chief Dispatcher.

For dispatchers located in dispatching centers outside of Fort Worth, if communication problems are experienced, such as telephone outage, while attempting to make immediate telephone contact with the Service Interruption Desk, notify the Chief Dispatcher. The Chief Dispatcher will notify the Resource Operations Center who in turn will contact the Service Interruption Desk. The Chief Dispatcher will also take whatever other immediate actions are necessary in establishing communications with the Service Interruption Desk, continuing to do so until that communication link has been established and Service Interruption has been notified of the emergency.

60.2 Earthquake Instructions for Train Dispatchers in Addition to System Special Instructions

After contacting all affected trains as required by System Special Instructions, the train dispatcher must then contact the following:

- Chief Dispatcher
- Resource Operation Center
- Signal Call Desk
- Service Interruption Desk

  Note: Service Interruption Desk (SID) contact is only necessary when the BNSF weather service provider does not include epicenter and magnitude information in the earthquake broadcast. If this is the case, the SID will contact the National Earthquake Information Center (NEIC) for this information. The SID will also contact all state and government agencies that require notification.

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60.3 Serious Accidents Involving the Integrity of the Signal System

It is our policy to provide the opportunity for the FRA to participate in joint tests with our signal personnel in cases where a serious accident (fatality or collision) occurs and the integrity of the signal system may be implicated or involved. In such cases, the following instructions apply:

- Immediately stop train movements in the area of the accident by any means available when a report of a serious accident is received and the integrity of the signal system may be implicated or involved.
- Immediately report the accident to the Service Interruption Desk after train movements in the area are known to be restricted.

  When CTC or manual interlockings are involved, approval from the General Superintendent Transportation or the Region Vice President Transportation must be obtained prior to any change to existing signal indications or switch positions, whether changed by the train dispatcher or field employee.
- The Service Interruption Desk will immediately notify the appropriate managers (Operating and Signal) to seal the signal equipment associated with the accident.
- The Manager Signals will be responsible for notifying the local FRA inspector of the accident, advising him/her that the signal equipment has been sealed pending their arrival to participate in a joint inspection of the signal system.
- All train and engine crew members and any other employees involved should be interviewed as soon as possible to develop their knowledge of the accident with respect to the function of the involved signal system.
- The Manager Signals will be responsible for having signal personnel available to perform required tests on the signal equipment.

Signal maintenance personnel are not to be called unless approved by the Manager Signals.

If the Manager Signals is not available, the Supervisor of Signals for the territory where the accident occurs will be responsible.

60.4 Report to Service Interruption and Chief Dispatcher

All accounts of accidents, injuries, significant signal outages, right of way fires, rail cars or containers of hazardous commodities leaking or damaged, and other unusual occurrences involving on-rail equipment (such as near collisions of on-rail equipment or derailment) are to be immediately reported to the Service Interruption Desk and Chief Dispatcher. These accounts are to include the time, location and identification of affected trains along with any other pertinent information.

Unauthorized persons must not be permitted on equipment, except for emergency personnel, such as firefighter, police, medic, etc., performing necessary duties.

When notified that unauthorized persons are on, under or between trains or cars left unattended, notify the Service Interruption Desk. Additionally, notify the Chief Dispatcher to coordinate prompt arrival of a qualified employee, such as a crew member, trainmaster, road foreman of engines, etc., to inspect the train or cars for proper securement. In the case of emergency personnel performing necessary duties, instruct the qualified employee to attend the train or cars until emergency personnel duties no longer require them to be on, under or between the train or cars and confirm the qualified employee inspects the train or cars for proper securement.

60.5 Report to ROC and Chief Dispatcher

Report trespasser, bomb/terrorism threat, near miss at crossing to ROC and Chief Dispatcher.