OPERATING RULES

Revision Page

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Notice

These rules:

- Are effective October 19, 2015.
- Govern conditions and actions on railroads operated by Buckingham Branch Railroad (BBRR) in the United States.
- Supersede all previous versions of Buckingham Branch Operating Rules.
- Are dedicated to the men and women of BBRR, to help us work as a team to provide our customers with the safest, most cost-effective, and environmentally responsible rail transportation services in the industry.

While every effort has been made to create a comprehensive set of operating rules, it is impossible to write a rule book that covers every circumstances; therefore, where no specific rule applies, rely on good judgment and follow the safest course available.

THIS BOOK IS THE PROPERTY OF

BUCKINGHAM BRANCH

AND ITS RAILROAD SUBSIDIARIES

ISSUED TO:

Name:	Job Title:

THIS BOOK MUST BE RETURNED TO A SUPERVISOR UPON DEMAND OR WHEN LEAVING SERVICE.

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Chapter 1 - General Requirements

100 - Application of Rules and Special Instructions

100.1 Employees must know and comply with rules, instructions, and procedures that govern their duties. They must also comply with the instructions of supervisors. When there is uncertainty, employees must:

1. Take the safe course, and
2. Contact a supervisor for clarification.

100.2 When rules and Special Instructions conflict, the following apply:

1. Special Instructions supersede rules;
2. General Orders supersede Special Instructions and rules; and
3. Mandatory Directive instructions supersede Current Operating Bulletins, Special Instructions, General Orders, and rules.

100.3 When on duty, employees must have the rule books and Special Instructions that are in effect available for use.

100.4 Before entering, using, or dispatching controlled tracks, each employee and foreign line employee operating on BBRR tracks must be in possession of his or her own current copy of the following documents:

1. Rule books
2. Applicable timetable instructions,
3. General Orders, and
4. Current Operating Bulletins.

100.5 BBRR employees performing service on foreign line tracks are governed by the foreign line and must carry the rules, timetables, and Special Instructions of that line.

100.6 When a rule book or timetable is reissued or amended, it supersedes all previous versions on the effective date and time. Employees must:

1. Obtain a copy,
2. Verify the document is complete, and
3. Have the documents available for use.

101 – General Orders

101.1 Before beginning work, employees must determine if any General Orders have been issued since their last tour of duty, and:

1. Read and comply with all of the General Orders that affect their tour of duty.
2. Omitted

101.2 The following applies to General Orders:

1. General Orders implement changes in rules and system-wide operating practices,
2. General Orders implement changes in timetable special instructions, and
3. Manager notes implement changes in Rail Traffic Controlling operating practices.

101.3 General Orders will:

1. Be numbered consecutively.
2. Omitted
3. Omitted

102 - BBRR Standard Time

102.1 BBRR standard time is equivalent to United States Eastern Time using the 24-hour clock system. BBRR standard time can be determined by:

a. Time displayed by the dispatching system, or
b. Contacting Rail Traffic Controller.
c. Omitted

102.2 Employees governed by timetables, Current Operating Bulletins, or Mandatory Directive must carry a watch that:

1. Indicates hours, minutes, and seconds; and
2. Must not lose or gain more than one minute in a 12-hour period.

102.3 Employees who are required to carry a watch must verify the watch is set to BBRR standard time while receiving track authority:

1. The ranking employee of the crew or working group is to set his or her watch to BBRR standard time, and
2. Other members of the crew or working group are to set their watches to that of the ranking employee.

103 - BBRR Property and Interest

103.1 Employees must keep BBRR electronic devices, tools, keys, or other property:

1. In a safe, clean, and working condition;
2. Available for use as required; and
3. Protected against unauthorized use or theft.

103.2 Do not use BBRR equipment or communication systems unnecessarily or for unauthorized personal business.

103.3 The unauthorized possession, removal, or disposal of any material from BBRR property or from the property of customers is prohibited. Any article of value found on BBRR property must be protected and turned into a supervisor.

103.4 Employees must return BBRR property when leaving service or upon demand by a supervisor.

103.5 Employees must notify a supervisor when they have knowledge of:

a. Activities proposed by a public or private interest that would affect BBRR, or
b. Encroachment on BBRR property.

103.6 Unless authorized by the proper authority, employees must not:

a. Divulge company affairs, or
b. Furnish information detrimental to the interest of the company or its customers, or
c. Permit access to company records, or
d. Provide information of an incident to the public.

103.7 Employees must not:

a. Restrict or interfere with the intended functions of any device or equipment, or
b. Post unauthorized information on BBRR property, or
c. Deface or destroy BBRR property, or
d. Place trash or refuse anywhere except in the appropriate receptacle, or
e. Read literature unrelated to work when on duty, or
f. Possess a firearm or other weapon when on duty, on BBRR property, or when occupying facilities provided by BBRR unless authorized.

103.8 An employee who is involved in an on-duty accident or incident must provide all issued documents and Mandatory Directives to a supervisor.

104 - Employee Behavior

104.1 When on duty, employees must:

1. Devote themselves exclusively to the service of BBRR,
2. Assist and cooperate with other employees,
3. Perform duties in a safe and efficient manner that prevents unnecessary delay to customers,
4. Promptly report violations of the rules or Special Instructions to a supervisor, and
5. Take the safe course when conditions are not covered by rule.

104.2 Employee behavior must be respectful and courteous. Employees must not be any of the following:

a. Dishonest, or
b. Insubordinate, or
c. Disloyal, or
d. Quarrelsome.

104.3 The following behaviors are prohibited while on duty, on BBRR property, or when occupying facilities provided by BBRR:

a. Boisterous, profane, or vulgar language; or
b. Altercations; or
c. Practical jokes or horseplay; or
d. Carelessness, incompetence, or willful neglect of duties; or
e. Behavior that endangers life or property.

104.4 The following behaviors are prohibited at all times:

a. Concealment of facts under investigation, or
b. Criminal conduct that may damage BBRR's reputation or that endangers BBRR property, employees, customers, or the public.

104.5 Employees are responsible for the actions of employees under their instruction. They must verify those employees are:

a. Familiar with their duties, and
b. Provided proper instruction.

104.6 Employees must report for work at the designated time and place. Employees unable to work or who want time off must make the request:

1. To the proper authority, and
2. Sufficiently in advance to allow the vacancy to be filled.

104.7 Employees must have the permission of a supervisor to:

a. Leave work before designated off-duty time, or
b. Arrange for a substitute to perform their duties, or
c. Use a personal vehicle to perform assigned duties, or
d. Request assistance from a non-employee to perform assigned duties, except in cases of emergency.

104.8 Employees must keep the following information current with BBRR:

1. Mailing address, and
2. Phone number.

104.9 Employees subject to be called to perform service must:

1. Provide necessary contact information to the proper authority, and
2. Be available to accept the call.

104.10 Pay must only be claimed:

1. For actual time or work performed,
2. By the employee to be paid or the employee authorized to make claims for the crew or group of workers, and
3. In accordance with agreed upon procedures.

104.11 An employee must not engage in any other type of work or business that:

a. Interferes with the employee's ability to perform service with BBRR, or
b. Creates a conflict of interest with or is detrimental to BBRR.

104.12 An employee must submit a completed Return to Work Form to the BBRR Human Resources department by fax to 434-983-3270 and must not return to work until cleared for duty by a BBRR approved medical doctor any time the employee:

a. Has been off work for medical reasons for seven consecutive days or more, or
b. Has been hospitalized due to a significant illness, or
c. Has had surgical intervention, or
d. Has any medical issue that could influence the employee's performance of safety on the job.

105 - Reporting Conditions

105.1 Protect trains and on-track equipment against any known condition that may interfere with safe operations. Immediately report the following conditions to the proper authority:

1. Accidents;
2. Defects in track, bridge, signal, or highway-rail crossing warning devices;
3. Fires on or near the right-of-way;
4. Loss, damage, or theft of BBRR or customers' property; and
5. Any condition that may affect safe and efficient operations.

105.2 Any employee who observes a defect in highway-rail crossing warning devices and does not have access to a railroad radio must:

1. Contact the Buckingham Branch Control Center (BBCC) via telephone at 866-244-4529, and
2. Provide the requested information.

105.3 Employees must provide the following applicable type of defect information to the Rail Traffic Controller when reporting defective brakes, hot journals, defective couplers, or other defects:

1. Timetable direction for end of car;
2. A or B end of car;
3. Coupler type (E/F);
4. Possible damage to track, switches, or other structures; and
5. Obstruction to adjacent tracks.

106 - Drugs and Alcohol (Rule G)

106.1 The illegal possession or use of a drug, narcotic, or other substance that affects alertness, coordination, reaction, response, or safety is prohibited both on and off duty.

106.2 An employee shall neither report for duty nor perform service while under the influence of nor use while on duty or on BBRR property any drug, medication, prescription medication, or other substance that will in any way adversely affect the employee's alertness, coordination, reaction, response, or safety.

106.3 Employees are prohibited from possessing, using, or being under the influence of alcoholic beverages or intoxicants when:

a. Reporting for duty, or
b. On duty, or
c. On BBRR property.

107 - Use of Tobacco Products

107.1 When on duty, employees must not use any tobacco products, including electronic cigarettes, when:

a. Serving customers, or
b. Uniformed employees are in the presence of customers or the public.

107.2 Smoking, including electronic cigarettes, is prohibited in all of the following locations:

a. BBRR buildings, or
b. Locomotive cabs, or
c. BBRR vehicles or any vehicle used to transport BBRR employees, or
d. Areas designated by No Smoking signs, or
e. Where prohibited by law.

108 - Certification and Licenses

108.1 Assignments that require a certification or license must only be performed by employees who have:

1. Been issued the required certification or license,
2. Certification or license in their possession, and
3. Maintained required rule and territorial physical characteristics qualifications.

108.2 Employees with a certification or license are subject to the applicable federal or state regulations.

108.3 Employees holding FRA certification must report to their immediate supervisor within 48 hours of the conviction or completed state action to cancel, suspend, or deny their motor vehicle driver's license for any of the following motor vehicle incidents:

a. Operating a motor vehicle while under the influence of or impaired by alcohol or a controlled substance, or
b. Refusal to undergo testing required by state law when a law enforcement officer seeks to determine whether a person is operating a motor vehicle while under the influence of alcohol or controlled substance.

108.4 Any FRA certified employee that has knowledge that his or her best correctable vision or hearing has deteriorated to the extent that the employee no longer meets the vision and hearing standards required by the federal regulations governing the certification must:

1. Immediately notify his or her supervisor, and
2. Not perform service that requires certification until cleared to do so by the Supervisor.

108.5 The FRA vision and hearing requirements for certification are defined in CFR part 240.121.

109 - Hours of Service Act Requirements

109.1 Employees whose work activities subject them to the Hours of Service Act must:

1. Have the required mandatory rest,
2. Inform the proper authority before accepting any call to work that requires reporting for duty before the completion of mandatory rest period,
3. Report to the proper authority any occurrence in which the maximum limits of the Hours of Service Act are exceeded, and
4. Accurately complete Hours of Service documentation with the required information in the prescribed format.

109.2 Employees whose activities place them under the requirements of train and engine Hours of Service must:

1. Report to the proper authority any interruption of mandatory undisturbed rest periods, including time rest was interrupted, name of person interrupting the rest, and circumstances of the interruption;
2. When going on duty, notify the Supervisor if 264 total hours on duty or 25 total hours of qualifying limbo time for the calendar month have been reached; and
3. Notify the Rail Traffic Controller three hours prior to the expiration of their hours of service limits. This notification must include whether or not the train is a Key train.

110 - Trains and On-Track Equipment

110.1 Locomotives and on-track equipment must only be operated by authorized employees.

110.2 Employees must be qualified on the physical characteristics of the territories on which they are subject to work. Employees must pass a rules exam as required, and:

a. Locomotive operators must
    1. Pass a physical characteristics test as required, and
    2. Traverse the territory once every 12 months.
b. Conductors must:
    1. Pass a physical characteristics test as required, and
    2. Traverse the territory once every 12 months.
c. Omitted

110.3 The following people are authorized to ride on locomotives or on-track equipment:

a. Employees and supervisors performing assigned duties, including those assigned for qualification or training purposes, or
b. Federal and state inspectors who are carrying and present proper credentials, or
c. Other persons who present proper authorization and identification.

110.4 Employees must ride in the operating cab of the lead locomotive of freight trains unless duties require otherwise. When sufficient seating is not available for all crewmembers in the operating cab of the lead locomotive, employees must contact a supervisor for instructions.

110.5 When a geometry car is operated with a locomotive, a crewmember must ride in the geometry car when instructed to do so by an engineering department supervisor.

111 - Sleeping and Napping While on Duty

111.1 Employees must not sleep while on duty, except train and engine service employees who are allowed to nap. An employee lying down or in a reclined position with eyes closed, covered, or concealed is considered to be sleeping or napping.

111.2 Napping by train and engine service employees is prohibited when:

a. It interferes with safety or an employee's performance of required duties; or
b. Train or locomotive is moving; or
c. Any member of the crew is on the ground during switching operations; or
d. Any employee is assisting in the preparation of a train; or
e. It causes a train to be delayed; or
f. In passenger, commuter, yard, or single person assignments; or
g. On trains handling alert cars, high value, or other shipments that require rail inspection service, as indicated on the BBRR train documentation; or
h. Handling special automotive trains for shutdown.

111.3 When on a train, napping by train and engine service employees is allowed after all of the following conditions have been met:

1. It does not interfere with safety,
2. Train or locomotive is stopped and nap will not delay the train,
3. Train air brakes have been conditioned,
4. Inspection of passing trains is not required,
5. No other employee is on the ground assisting in the preparation of the train,
6. At least one crewmember who will not nap must remain inside the cab of the controlling locomotive,
7. Only one crewmember naps at any given time,
8. All crewmembers agree it is safe to do so, and
9. Nap does not exceed 45 minutes.

111.4 When on duty and not on a train, train and engine service employees may nap when all of the following conditions have been met:

1. All required documents have been received and reviewed,
2. Train or performance of required duties is not delayed,
3. All crewmembers agree it is safe to do so,
4. If all crewmembers will nap, arrangements are made with a third party to wake the crew, and
5. Nap does not exceed 45 minutes.

111.5 Other employees are responsible for immediately waking the napping employee as soon as one of the following events occurs:

a. The employee is required to perform duties, or
b. Train delay ends, or
c. Expiration of 45 minutes.

111.6 Before beginning any work activities after an employee has napped, all crewmembers must hold a job briefing to review:

1. Current Operating Bulletins,
2. Mandatory Directive instructions, if applicable,
3. Authority for movement, and
4. Work to be performed.

112 - Train and Engine Service Employees

112.1 Each crewmember is equally responsible for all of the following:

1. Complying with all rules,
2. Ensuring cars and locomotives receive the required inspections and brake tests,
3. Providing safe and efficient operation of trains,
4. Keeping the operating cab of the locomotive clean and free of hazards, and
5. Ensuring the train or locomotive is equipped with the required supplies.

112.2 Notify the Rail Traffic Controller of any of the following conditions:

a. Defects in cars or locomotives, or
b. Scheduled stops to perform work, or
c. Any condition that delays train movement.

112.3 On trains and yard assignments with more than one employee, the conductor is the ranking crewmember.

112.4 The ranking crewmember is responsible for the following:

1. Complying with instructions for switching cars or serving customers,
2. Informing other crewmembers and Rail Traffic Controller of cars that restrict train movement or require special handling,
3. Accurately reporting work, using electronic reporting tools when assigned, and
4. Ensuring proper documentation for the train is obtained and is accurate.

112.5 Locomotive operators assigned to a Key train must have in their possession or obtain a reverser prior to departing their on-duty location.

112.6 When locomotives are stopped or will be left standing on a track, considerations for noise and fumes must be taken into account for:

a. Highway bridges, or
b. Offices, or
c. Occupied passenger cars.

113 – Section Omitted

114 – Section Omitted

115 - Duties When Providing Flag Protection at Work Locations

115.1 Flagmen assigned to provide flag protection for work locations on main tracks, signaled tracks, or sidings must:

1. Obtain a copy of the appropriate Current Operating Bulletins,
2. Inform the rail Traffic Controller of what equipment is being protected and the location of the work, and
3. Communicate with the Rail Traffic Controller as necessary to obtain train location information.

115.2 Flagmen providing flag protection at work locations must:

1. Have required flagging equipment, and
2. Not engage in any unrelated tasks.

115.3 Prior to performing any work, conduct a job briefing with the work group. The job briefing must confirm:

1. Tracks that are to be fouled,
2. Time work is to begin and end,
3. Understanding that work must be stopped sufficiently in advance to prevent delay to rail movements, and
4. Understanding that work must not be performed outside the established limits.

115.4 The flagman must remain in visual or verbal contact with the equipment, or in verbal contact with the work group employee-in-charge to keep him or her fully advised of pending rail movements.

115.5 When workers request permission to obstruct a track, the flagman assigned to provide flag protection for the location must not permit rail movements to enter the limits until the track is verified as clear.

115.6 If workers fail to comply with instructions of the flagman providing flag protection, the incident must immediately be reported to the Rail Traffic Controller or proper authority.

115.7 Before granting permission for rail movements within the limits, the flagman must:

1. Determine on which track the approaching movement is located, and
2. Verify that all equipment and personnel are clear of that track.

115.8 If an event occurs that might interfere with safe rail operations, the flagman must:

1. Take immediate action through radio communication to stop all movements approaching or moving within the limits,
2. Provide warning for approaching trains in the event of radio failure, and
3. Notify the proper authority.

115.9 Flagman must notify the proper authority when work has been completed for that day. Flagman must not absent themselves from the work area until:

a. Relieved by another assigned flagman, or
b. Permission is received from a supervisor, or
c. Confirmation is received from the work group that all work has been completed for that day and the flagman is relieved by the proper authority.

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Chapter 2 - Signals and Their Use

200 - Flagging Appliances for Providing Warning

200.1 At the beginning of the tour of duty, there must be a minimum of six red fusees and one red flag on each of the following:

1. Lead locomotive of every train,
2. Rear car of passenger trains,
3. Shoving platforms, and
4. Occupied caboose.

200.2 Employees required to provide warning signals must have the proper appliances:

1. Available,
2. In good order, and
3. Ready for immediate use.

200.3 When providing warning signals, employees must use:

a. Red flag or fusees during the day, or
b. White light or red fusees at night or during the day when signals cannot be plainly seen.

200.4 Do not place burning fusees on:

a. Platforms, or
b. Bridges, or
c. Buildings, or
d. Composition-rubber surfaces of road crossings, or
e. Other fire-prone locations.

201 - Providing Warning Against Approaching Trains

201.1 When required to provide warning against approaching trains, crewmembers must not engage in any unrelated tasks.

201.2 Employees required to provide warning against approaching trains must provide protection the minimum distance as follows:

Authorized Track Speed	Minimum Warning Distance
20 MPH or less	¼ Mile
21 MPH to 30 MPH	½ Mile
31 MPH to 40 MPH	1 Mile
41 MPH to 90 MPH	1 ½ Miles
91 MPH or greater	2 Miles

201.3 When required to provide warning for the head end of the train against approaching trains, the employee providing protection must:

1. Be equipped with flagging equipment,
2. Immediately go the minimum warning distance ahead of the train,
3. Display one lighted fusee, and
4. Remain at that location until warning is no longer required.

201.4 When required to provide warning against approaching trains on adjacent tracks, the employee providing protection must:

1. Be equipped with flagging equipment,
2. Immediately place a lighted fusee on any adjacent track at the head of the train,
3. Go the minimum warning distance in the direction of an approaching train, and
4. Remain at that location until warning is no longer required.

201.5 When a train fouls a controlled track without authority:

1. Immediately notify the Rail Traffic Controller, and
2. Provide protection against trains on that track for the minimum required warning distances in both directions.

201.6 Warning against approaching trains is not required when:

a. Relieved by the Rail Traffic Controller, or
b. Communication is established with all affected movements.

202 - Hand, Flag, and Lantern Signals

202.1 Hand, flag, or lantern signals must:

1. Be given sufficiently in advance to permit compliance,
2. Be used when continuous visual contact exists between the locomotive operator and the employee directing the movement, and
3. Not be used simultaneously with radio communication, except when a stop is required.

202.2 Give hand, flag, or lantern signals as follows:

Motion	Indication
(a) Swing at right angle to the track	Stop
(b) Slight horizontal movement at arm's length at right angle to the track	Reduce Speed
(c) Raise and lower vertically	Proceed
(d) Swing vertically in circle at right angle to the track	Back
(e) Swing horizontally above the head at right angle to the track, when equipment is standing	Apply air brakes
(f) Hold at arm's length above the head, when equipment is standing	Release air brakes
(g) Any object waved violently by anyone on or near the track	Stop

202.3 Employees giving hand, flag, or lantern signals must remain in a position to be clearly seen and give signals that:

1. Prevent misunderstanding, and
2. Correspond to the direction the locomotive is headed.

202.4 Employees receiving hand, flag, or lantern signals must keep a constant lookout for signals. If there is any doubt as to the meaning of the instructions or for whom the instructions are intended, the movement must:

1. Stop immediately, and
2. Not resume until the instructions are understood.

202.5 A hand, flag, or lantern signal to proceed does not relieve employees from compliance with rules or fixed signals that restrict movement or require a stop.

202.6 Before changing from hand, flag, or lantern signaling to radio signaling or from radio signaling to hand, flag, or lantern signaling, all crewmembers must:

1. Be notified, and
2. Acknowledge their understanding.

203 - Locomotive Bell and Horn

203.1 Ring the locomotive bell before moving a locomotive that has been stopped one minute or more, and while:

1. Approaching and passing passenger stations,
2. Approaching and passing over public crossings at grade,
3. Moving through tunnels,
4. Approaching persons on or around the track structure, and
5. Approaching and passing roadway workers identified by white or orange hard hats.

203.2 Sound the horn signals as follows:

0 = Short Sound - = Long Sound	When Required.
(a) - - 0 -	Approaching public highway grade crossings. Sound the horn for at least 15 seconds, but no more than 20 seconds, before the lead locomotive enters the crossing. Trains or locomotives traveling at speeds greater than 45 MPH shall begin sounding the horn at or about, but not more than, one-quarter mile in advance of the nearest public crossing, even if the advance warning provided by the horn will be less than 15 seconds in duration. This signal is to be prolonged or repeated until the train or locomotive occupies the crossing or, where multiple crossings are involved, until the last crossing is occupied.
(b) - - 0 -	1. Approaching and passing roadway workers identified by white or orange hard hats. 2. Roadway maintenance mechanics or Hi-rail equipment on an adjacent track.
(c) - - 0 -	Approaching tunnels, yards, or other points where railroad workers may be present.
(d) - - 0 -	Meeting and passing standing trains.
(e) 0	Approaching passenger stations.
(f) Succession of sounds	Warning to people and/or animals on or near the track.
(g) - -	Proceeding or reversing after being stopped for one minute or more. (Does not apply to switching movements.)
(h) 0 0	Acknowledging any signal not otherwise provided for.
(i) - 0	When running against the current of traffic: Approaching stations, curves, or other points where view may be obscured; and Approaching and passing passenger or freight trains.

203.3 The locomotive horn must:

1. Be sounded with intensity and duration to convey the intended warning, and
2. Not be used unnecessarily.

203.4 When the lead locomotive horn fails en route, notify Rail Traffic Controller, and:

a. Move another locomotive with a working horn to the lead, or
b. Stop and protect all highway-rail crossings at grade.

204 - Locomotive Lights

204.1 Locomotive number lights must only be illuminated on the locomotive identifying the train.

204.2 Leading end of trains must display headlight on bright unless otherwise specified by rule.

204.3 The headlight on the leading end of a train must be dimmed when:

a. Required to provide for the safety of employees, or
b. At yards where switching is being done, or
c. Approaching passenger stations where stops are to be made, or
d. Standing behind a stopped train, or
e. Standing on a main track in non-signaled territory, or
f. Approaching and passing a locomotive consist on the head end and rear end of a train on an adjacent track, or
g. Using hand signals.

204.4 Headlight may be turned off when:

a. Standing on a controlled track in signaled territory, or
b. Standing on a track other than a main track, or
c. On the end of the locomotive coupled to cars.

204.5 If the headlight on leading end of a train fails en route, notify Rail Traffic Controller, and:

a. Provided the lead locomotive has two working auxiliary lights, the train may continue unrestricted to the next point where headlight can be repaired, or
b. If lead locomotive does not have two working auxiliary lights, the train must operate under the following conditions:
    1. Display a white light on the leading end at night,
    2. Ring bell continuously when moving,
    3. Sound the horn frequently,
    4. Reduce train speed when necessary to ensure safety, and
    5. Continue to the next point where it can be repaired.

204.6 When the leading end of the lead locomotive of a train is equipped with auxiliary lights, both auxiliary lights must operate properly before departing the initial terminal. The auxiliary lights must be on when headlight is required to be on bright.

204.7 Auxiliary lights:

a. Must be turned off when stopped, or
b. May be turned off when vision is impaired by reflection from smoke, fog, or other condition and the train is not approaching or passing over a highway-rail crossing at grade.

204.8 If auxiliary lights fail en route, contact the Rail traffic Controller, and:

a. If one light fails, the train may continue unrestricted until the next calendar day inspection, or
b. If both lights fail:
    1. Do not exceed 20 MPH over highway-rail crossings at grade, and
    2. Continue to the next location where repairs can be made.

205 - End-of-Train Marker

205.1 A marker must be displayed on the rear car of a train when occupying a controlled track except where the authority for movement is or includes:

a. Main track yard limits non-signaled (YL).
b. Omitted.

205.2 From one hour before sunset until one hour after sunrise, or when conditions restrict visibility to one half mile or less on tangent track, the marker must be:

a. An illuminated red or orange-amber light, or
b. A red or orange-amber light equipped with automatic activation, or
c. A red flag only when moving no further than the next repair point if a defective car prevents the placement of an illuminated marker.

205.3 From one hour after sunrise until one hour before sunset the marker may be:

a. A red flag, or
b. A non-illuminated end-of-train device (EOT) or red (orange-amber) marker light.

205.4 The rear locomotive headlight on dim may be used as a marker for:

a. A locomotive consist without cars, or
b. A single locomotive, or
c. A locomotive on the rear of the train.

205.5 If a marker is required to be illuminated, it must be inspected before departing the initial station or crew change point by:

a. Crewmember or another qualified employee, or
b. Information displayed by the head-of-train device (HTD).

205.6 If the inspection of a marker is to be performed by an employee who is not a member of the train crew, protection must be provided before the employee fouls the equipment. The protection must be:

a. Blue signal protection when the train is standing on other than a main track, or
b. Obtained by the employee when the train is standing on a main track. Prior to fouling the equipment to perform the inspection, the employee must confirm three-step protection has been applied by the locomotive operator.

205.7 When performing an inspection of a marker that is required to be illuminated, the employee performing the inspection must:

1. Verify the marker is illuminated or will illuminate by pressing the activation switch or covering the photoelectric cell, and
2. Communicate the results to the locomotive operator.

205.8 Employees must observe passing trains for markers. If the marker is not properly displayed, notify the crew of the passing train. If unable to contact the passing train, notify the Rail Traffic Controller.

205.9 If a marker fails en route:

1. Report the occurrence to the Rail Traffic Controller, and
2. Proceed to the next location where the marker light can be repaired or replaced.

206 - Two-Way Telemetry

206.1 Freight trains must be equipped with armed and working two-way telemetry unless one of the following conditions is met:

a. Train is a BBRR local that has 4,000 trailing tons or less, or
b. Train is light locomotives only, or
c. A crewmember has the ability to initiate an emergency brake application from the rear third of the train, or
d. Train has 4,000 trailing tons or less and will not exceed 30 MPH or operate on a section of track where grade is 2% or more, or
e. Train has more than 4,000 trailing tons and will not exceed 30 MPH or operate on a section of track where grade is 1% or more.

206.2 Passenger trains must be equipped with tested, armed, and operable two-way telemetry unless one of the following conditions is met:

a. All cars are equipped with accessible emergency brake valves, or
b. The rear car is equipped with an accessible emergency brake valve and is occupied by a radio-equipped crewmember, or
c. The train has 24 cars or less and:
    1. Equipped as described in the table below:

Number of Cars	Emergency Brake Valve Must Be In or In a Car Behind
4	2nd car
5 or 6	3rd car
7 or 8	4th car
9 or 10	5th car
11 or 12	6th car
13	9th car
14 or 15	10th car
16	11th car
17 or 18	12th car
19	13th car
20 or 21	14th car
22	15th car
23 or 24	16th car

    2. Operating on a 2% grade or more:
        1. Prior to descending, the locomotive operator must confirm through the conductor that a radio-equipped crewmember is stationed in the rearmost emergency-brake-valve equipped car, and
        2. While descending, the crewmember located at the rearmost emergency brake valve must maintain constant radio communication with the locomotive operator until the train has descended the grade.

206.3 Inspection trains operating with passenger equipment do not require two-way telemetry.

206.4 Perform the following procedure to arm two-way telemetry:

1. Enter the ID code of the EOT into the head-of-train device,
2. Press the TEST button on the EOT,
3. Press the appropriate ARM NOW button on the HTD, and
4. Make certain that emergency capability is established as indicated by an EMERG ENABLED or ARMED message.

206.5 When notified by the mechanical department that the emergency capability of telemetry passed a bench test, no further test is required. When telemetry is not bench tested, perform the following test:

1. Charge the brake pipe to the required pressure for the train,
2. Close the angle cock between the rear car and the EOT,
3. Activate the emergency feature on the HTD,
4. Make certain the air pressure immediately exhausts from the EOT and the readouts on the EOT and HTD indicate zero pressure, and
5. Open the angle cock between the rear car and the EOT and verify that air pressure is restored.

206.6 Two-way telemetry must be disarmed when the locomotive is cut off and will no longer be the controlling locomotive on the train. To disarm emergency capability:

1. Change the code in the HTD to 00000, and
2. Press the appropriate button to disarm.

206.7 Telemetry can be used to perform air brake tests and meet two-way equipped requirements when the following conditions are met:

1. The controlling locomotive has an operative HTD,
2. The rear car is equipped with an operative EOT capable of two-way communication, and
3. The readouts displayed by the EOT and HTD do not differ by more than three PSI.

206.8 When a helper locomotive is coupled ahead of the controlling locomotive of the train, the helper locomotive is not required to be equipped with an HTD capable of two-way telemetry or to be armed to the EOT as long as all of the following conditions are met:

1. Two-way radio communication is established and maintained between the locomotive operators of the helper locomotive and the locomotive of the train,
2. The locomotive operators of the helper locomotive and the train must confirm radio communication before the train resumes operation and before reaching the crest of the grade, and
3. The train must be stopped when radio communication is lost.

206.9 Two-way telemetry must be regarded as failed en route when it cannot be armed at a location other than the originating terminal or when messages indicating the following are displayed on the HTD:

a. Dead battery, or
b. Replace battery, or
c. Valve failure, or
d. Disarmed, or
e. Front-to-rear no communication.

NOTE: Rear-to-front no communication is not a failure message.

206.10 A freight train that has an en route failure of two-way telemetry must not exceed 30 MPH and must not traverse a 2% grade unless one of the following conditions are met:

a. An occupied helper locomotive or an occupied caboose or shoving platform equipped to initiate an emergency brake application is coupled to the rear of the train. The employees on the head and rear must:
    1. Ensure radio communication is established and maintained,
    2. Verify communication just prior to cresting the grade,
    3. Stop the train if safe to do so if communication fails before cresting the grade, and
    4. Initiate an emergency application of the air brakes if train speed exceeds authorized speed by 5 MPH or more.
b. A radio-controlled locomotive capable of initiating an emergency brake application from a command from the controlling locomotive is in the rear one-third of the train and under the control of the locomotive operator on the head end.

206.11 A passenger train that has an en route failure of two-way telemetry must not move on 2% grades and must correct the condition at the first location where repairs can be made or when an air brake test is required unless a radio-equipped crewmember is positioned in the rearmost car containing an accessible emergency brake valve. Periodic Passenger Train Running Air Brake tests must be performed until the failure is corrected.

206.12 Immediately report the EOT or HTD defect to the Rail Traffic Controller when any of the following below occur. Record HTD defects on the locomotive work report.

a. Low or failed battery; or
b. Loss of communication; or
c. Failure to establish or loss of emergency capability; or
d. Defective or inoperative marker, motion detector, or
e. Air pressure sensing equipment.

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Chapter 3 - Movement of Trains

300 - Authorized Train Speed

300.1 Train speeds are authorized by:

a. Rules, or
b. Special Instructions, or
c. Omitted
d. Current Operating Bulletins, or
e. Mandatory Directive, or
f. Signal indications.

300.2 Authorized train speed:

1. Must not be exceeded,
2. Applies to the entire train unless otherwise specified,
3. Must be observed even if wayside signs are not displayed, and
4. Must be the lowest of the specified speeds if a conflict exists between authorized speeds.

300.3 The following terms apply when used to authorize train speed:

a. Omitted
b. Medium Speed: A speed not exceeding 30 MPH.
c. Slow Speed: A speed not exceeding 10 MPH.
d. Restricted Speed: A speed that permits stopping within one-half the range of vision. It also permits stopping short of a train, a car, on-track equipment, an obstruction, a Stop signal, a derail, or an improperly lined switch. It permits looking out for broken rail. It is not to exceed 20 MPH.

300.4 Trains using other than main or signaled tracks must move at a speed that permits stopping within one-half the range of vision, short of a train, a car, on-track equipment, an obstruction, a Stop signal, a derail, or an improperly lined switch and must not exceed:

a. 10 MPH on non-signaled sidings; or
b. 10 MPH when moving to and from the main track, operating through hand-operated switches not equipped with a signal; or
c. 10 MPH when not moving to or from the main track, operating through hand-operated switches; or
d. 10 MPH on other than main tracks or signaled tracks; or
e. 5 MPH within designated locomotive service track or car shop repair track areas.

300.5 The following speeds must not be exceeded:

a. Omitted
b. Omitted
c. Restricted speed for all movements within or entering yard limits, or
d. 10 MPH for trains operating on excepted track, or
e. Restricted speed for 15 minutes for trains that encounter an unattended burning fusee near the track, unless the fusee is beyond the first rail of an adjacent track.

301 - Control of Train Speed

301.1 Crewmembers must notify the locomotive operator of any condition that requires the train to reduce speed or stop not more than five miles, but not less than two miles, before reaching the condition.

301.2 If the locomotive operator fails to control the train in accordance with authorized speed, other crewmembers must take action to ensure the safety of the train. When train speed exceeds authorized speed by:

a. Less than 5 MPH, other crewmembers must direct the locomotive operator to slow the train to authorized speed, or
b. 5 MPH or more, other crewmembers must direct the locomotive operator to stop the train and immediately report the occurrence to the proper authority. The train must not proceed until released.

301.3 Make an emergency air brake application to stop the train if the:

a. Automatic braking system fails to respond as expected, or
b. Locomotive operator fails to take action when the train is required to stop, or
c. Locomotive operator becomes incapacitated.

301.4 On a descending grade designated in Special Instructions as steep grade, trains reaching 5 MPH above the authorized speed must be stopped using an emergency brake application. After the train stops, the following actions must be taken:

1. Report the occurrence to the Rail Traffic Controller,
2. Apply sufficient hand brakes to secure the train,
3. Fully recharge the air brakes and make a minimum reduction,
4. Visually inspect each car to determine that the brake shoes are against each wheel, and
5. Wait for authorization from a supervisor before resuming train movement.

301.5 Reduce train speed to allow compliance when conditions obstruct or affect the visibility of signal indications and wayside signs. When unusually heavy rains or high water are encountered:

1. Operate at restricted speed approaching tunnels, culverts, bridges, or other affected locations; and
2. Report the condition to the rail Traffic Controller.

301.6 When a Heat Warning is issued, it:

1. Does not apply to equipment speed restrictions,
2. Is in effect between the hours of 1300 and 1900,
3. Applies to permanent and temporary track speeds and speeds authorized by signal indication,
4. Requires freight trains to reduce speed to 30 MPH, and
5. Requires passenger trains to reduce speed to 40 MPH.

301.7 When a Flash Flood Warning is issued:

1. Trains must operate through the limits not exceeding 40 MPH until the leading end reaches the far limits;
2. If unusually heavy rain or high water is encountered within the limits, approach bridges, culverts, and other points likely to be affected at restricted speed; and
3. Promptly notify the Rail Traffic Controller of conditions that affect the safe movement of trains or on-track equipment.

301.8 Trains must comply with verbal speed restrictions from:

a. Engineering department employees concerning track conditions, or
b. Mechanical department employees concerning equipment conditions.

302 - Locations That Must Be Approached Prepared to Stop

302.1 Unless the location is equipped with signals, trains must approach the end of two or more main tracks, junctions, drawbridges, and railroad crossings at grade prepared to stop until it has been visually determined that:

1. Switches, if equipped, are properly lined, and
2. Track is clear.

303 - Permanent and Temporary Track Speeds

303.1 Permanent track speeds are designated in Special Instructions that specify:

1. Authorized speed, and
2. Milepost limits of the speed.

303.2 Temporary track speed restrictions are designated by Current Operating Bulletins or Mandatory Directive that specifies:

1. Authorized speed,
2. Limits of the restriction, and
3. If wayside signs are displayed.

304 - Wayside Signs

304.1 Wayside signs are only to be displayed next to the affected track. Signs located beyond the first rail of an adjacent track do not apply to the track on which the train is moving unless otherwise specified by rule, Special Instruction, Current Operating Bulletin, or Mandatory Directive.

304.2 Unless stated otherwise in a Current Operating Bulletin or Mandatory Directive, wayside signs are located at the beginning and end of the restriction as indicated by the chart below:

Number of Tracks	Sign Location
One controlled track	Next to the affected track.
Two controlled tracks	One the field side (outside) of the affected track.
Three or more controlled tracks	To the field side of the affected track for the outside track(s) and next to the affected track for middle track(s).

304.3 Warning signs for temporary track speed restrictions and working limits are located at least two miles, but not more than two and one-half miles, from the beginning of the restriction.

304.4 When working limits and the limits of a temporary speed restriction are the same, only one set of warning signs will be displayed.

304.5 Permanent Reduce Speed signs are not required for the following:

a. City ordinances, or
b. Permanent speeds on other than main tracks.

304.6 Notify the Rail Traffic Controller if a Conditional Stop sign is not located at the point designated by Current Operating Bulletin or Mandatory Directive. Signs for working limits may be placed up to 30 minutes before the limits become effective as long as the employee-in-charge can communicate with any train or equipment that is approaching the limits.

304.7 Trains encountering wayside signs not covered by a Current Operating Bulletin or Mandatory Directive instruction that are displayed next to the track on which the train is operating must:

a. Warning Sign: Proceed prepared to stop in two miles and promptly report the occurrence to the Rail Traffic Controller. If no Conditional Stop sign or Temporary Reduce Speed sign is encountered in two miles, train must operate at restricted speed for an additional mile, or
b. Conditional Stop Sign: Stop the train immediately, contact the Rail Traffic Controller and be governed by his or her instructions, or
c. Temporary Reduce Speed Sign: As soon as sign is visible, reduce train to a speed not exceeding 10 MPH, report the occurrence to the Rail Traffic Controller. Unless released by the Rail Traffic Controller, do not exceed 10 MPH until:
    1. Two miles after the leading end of the train passes the Temporary Reduce Speed sign, or
    2. The rear of the train passes a Temporary End Restriction sign.

305 - Working Limits on Controlled Tracks

305.1 Working limits are designated by Current Operating Bulletin or Mandatory Directives that specifies:

1. Date and times in effect,
2. Milepost of both ends of the working limits,
3. Employee-in-charge or flagman, and
4. Tracks on which the working limits are in effect.

305.2 Trains must not enter or move inside working limits within 30 minutes prior to the effective time unless:

a. The head end of the train can clear limits prior to the effective time, or
b. The locomotive operator receives permission from the employee-in-charge or flagman to enter the limits.

305.3 When working limits are in effect, the locomotive operator must receive permission from the employee-in-charge or flagman before a train:

a. Proceeds past the point designated, or
b. Makes an initial movement within the limits, or
c. Proceeds from a location within the limits where the train stopped, or
d. Makes a reverse movement within the limits.

305.4 The employee-in-charge or flagman may grant permission for a train to proceed to one intermediate milepost location within the working limits and stop. Permission to proceed beyond the intermediate milepost location must be through the remaining limits.

305.5 Permission from the employee-in-charge must include:

1. Locomotive number,
2. Name of employee-in-charge,
3. Milepost location of the working limits,
4. Limits the train may occupy or pass,
5. In multiple track territory, the track on which the train may operate, and
6. The speed permitted within the limits that must be one of the following:
   a. Restricted speed, or
   b. A specific speed, or
   c. Authorized speed.

305.6 When working limits include multiple controlled tracks in signal territory, the permission of the employee-in-charge or flagman does not provide information about train routing.

305.7 Speed granted by the employee-in-charge or flagman does not relieve employees from complying with speeds authorized by:

a. Signal indication, or
b. Special Instructions, or
c. Current Operating Bulletin, or
d. Mandatory Directive.

305.8 A train that stops within working limits must:

1. Notify the employee-in-charge or flagman that the train has stopped and the location of the head end, and
2. Not make further movement until granted permission by the employee-in-charge or flagman.

305.9 A work train assigned to perform work for the employee-in-charge within working limits is considered as part of the work force. A work train working within the limits must:

1. Make all movements at restricted speed and only as directed by the employee-in-charge,
2. Not proceed outside of the working limits without authority from the Rail Traffic Controller,
3. Comply with fixed signal indications,
4. Not operate switches on a controlled track without the permission of the Rail Traffic Controller and employee-in-charge,
5. In TWC territory, release Track Warrant authority while operating within the working limits. The on-track authority of the employee-in-charge applies to the work train, and
6. Not occupy sidings or wye tracks without the permission of the Rail Traffic Controller.

305.10 Trains given the same or overlapping authority must make movements at restricted speed.

306 - Train Coordination

306.1 To establish protection under train coordination, the roadway worker must:

1. Visually confirm the train is stopped,
2. Confirm with the train crew that the train holds exclusive authority on the segment of track and will not release the authority until notified by the roadway worker that it is safe to do so,
3. Instruct the train crew to only make movements as directed by the roadway worker, and
4. Notify the train crew when train coordination is no longer required.

306.2 After being notified by the roadway worker that train coordination protection has been established, the train crew must:

1. Only make train movements as directed by the roadway worker, and
2. Not release authority on the segment of track until notified by the roadway worker that it is safe to do so.

307 - Out-of-Service Limits

307.1 Tracks may only be removed from service when:

a. Rendered inoperative by storm or flood, or
b. Unsafe for rail movement and cannot be promptly restored to service, or
c. Required for construction work.

307.2 Each end of the out-of-service limits must be defined by:

a. Whole milepost, or
b. Station name, or
c. Other point defined in the dispatching system.

307.3 The Rail Traffic Controller must not issue Mandatory Directive authority until:

1. Track to be used is clear of opposing and conflicting movements not part of the work group,
2. It is verified that no opposing or conflicting movements have been authorized,
3. Controlled signals granting access to the affected track are in Stop position, and
4. Blocking devices have been applied to switches and signals that grant access to the affected track, if required.

307.4 Rail Traffic Controller must not display signals to proceed nor grant authority for movement into out-of-service limits until a Current Operating Bulletin or Mandatory Directive instruction has been issued.

307.5 When out-of-service limits are in effect, the locomotive operator must receive permission from the employee-in-charge before a train:

a. Proceeds past the point designated, or
b. Makes an initial movement within the limits, or
c. Makes a reverse movement within the limits.

307.6 Movements within the out-of-service limits must:

1. Be made only as directed by the employee-in-charge and not exceed restricted speed,
2. Not proceed outside of the limits without authority from the Rail Traffic Controller,
3. Comply with fixed signal indications and not operate switches without the permission of the Rail Traffic Controller and employee-in-charge, and
4. In TWC territory, release Track Warrant authority while operating within the limits. The on-track authority of the employee-in-charge applies to the train within the limits.

308 - Train in Emergency

308.1 When a train moving on a controlled track or adjacent to a controlled track has an emergency application of the air brakes, the train crew must:

1. Immediately initiate an emergency radio transmission on the proper operating channel,
2. Notify the Rail Traffic Controller using the emergency tone,
3. Provide protection to other trains, if required,
4. Perform the required inspections, and
5. When permitted to proceed, operate at a train speed not to exceed 10 MPH for one train length.

308.2 The crew of a train stopped by an emergency application of the air brakes must give the following information to the Rail Traffic Controller:

1. Train identification,
2. Location of the head and rear of the train after the train is stopped,
3. Milepost one mile behind the rear of the train when the emergency application began,
4. The presence of hazardous materials or status as a Key train,
5. Situation as it is known (such as injuries, damage, or other pertinent information), and
6. Presence of adjacent controlled tracks.

308.3 A crewmember of a train stopped in emergency must provide warning for any adjacent controlled track the Rail Traffic Controller cannot protect. Maintain warning until:

a. It has been determined that the adjacent controlled tracks are not obstructed, or
b. Relieved by the Rail Traffic Controller.

308.4 When notified that a train has stopped by an emergency application of the air brakes, the Rail Traffic Controller must:

1. Inform the train crew of any adjacent controlled tracks that cannot be protected by the Rail Traffic Controller,
2. Not authorize trains on adjacent controlled tracks to pass until it is determined the train in emergency:
    a. Does not contain hazardous materials cars, or
    b. All hazardous materials cars have been inspected and found to be safe.
3. Advise the crew of the train stopped in emergency when other movements have been authorized to pass on adjacent controlled tracks, and
4. Grant permission for a train on adjacent controlled tracks to pass a train in emergency by issuing a Mandatory Directive instructing the passing train crew to operate at restricted speed.

308.5 Key trains may proceed after:

1. A walking inspection of the entire train is performed. If stopped at a location where it is not possible to inspect the train safely, if safe to do so, the train may be moved not exceeding 5 MPH to the nearest place the inspection can be performed, and
2. The inspection reveals it is safe to proceed.

308.6 When there are adjacent tracks, the train may proceed after:

a. A walking inspection of the entire train is performed to ensure there are no conditions that would endanger the train or train movements on adjacent track(s), or
b. A roll-by inspection not exceeding 10 MPH may be performed by a crewmember or other qualified employee located on the ground provided all of the following conditions are met:
    1. Train is not a Key train,
    2. Track adjacent to the train in emergency is not occupied,
    3. Train brakes release,
    4. Brake pipe pressure is restored at the rear of the train, and
    5. A visual inspection from the head end does not indicate any unsafe condition.

308.7 When there are no adjacent tracks, a train stopped by an emergency application of the air brakes must not proceed until a walking inspection of the entire train is performed unless all of the following conditions are met:

1. Train is not a Key train,
2. Train brakes release,
3. Brake pipe pressure is restored at the rear of the train, and
4. A visual inspection from the head end does not indicate any unsafe conditions.

308.8 When performing an inspection of a train that was stopped by an emergency application of the air brakes, verify:

1. No cars are derailed,
2. No load has shifted,
3. Track structure appears to be undamaged,
4. No other conditions exist to prevent safe movement, and
5. Rail Traffic Controller is informed of the results of the inspection.

308.9 When a walking inspection reveals a defect that can be repaired by the employee making the inspection, a roll-by inspection not exceeding 10 MPH may be performed on the remaining portion of the train by an employee on the ground after all of the following conditions are met:

1. Train is not a Key train,
2. Track adjacent to the train in emergency is not occupied,
3. Train brakes release,
4. Brake pipe pressure is restored at the rear of the train, and
5. A visual inspection does not indicate any unsafe condition.

308.10 If an inspection reveals a derailment, damage, or any condition that affects the safe movement of the train:

1. Stop the movement, if performing a roll-by inspection,
2. Inform the Rail Traffic Controller, and
3. Perform a walking inspection of the remaining portion of train, if safe to do so.

308.11 All trains operating on a controlled track that receive notification that a train is in emergency on an adjacent track must comply with the following:

a. A train moving in the same direction as a train in emergency must:
    1. Reduce to restricted speed before reaching the reported location,
    2. Stop before passing the rear of the train in emergency, and
    3. Not proceed past the train in emergency until permission is received from the Rail Traffic Controller.
b. A train moving in the opposite direction of a train in emergency must:
    1. Stop before passing the head end of the train in emergency using good train handling unless conditions require an emergency brake application, and
    2. Not proceed past the train in emergency until permission is received from the Rail Traffic Controller.

308.12 Trains that have the permission of the Rail Traffic Controller to pass a train stopped in emergency on an adjacent track must proceed at restricted speed until the leading end has passed the furthest end of the stopped train.

309 - Protecting Passenger Train Station Stops

309.1 Trains operating on main or signaled tracks must not pass between the station platform and a passenger train discharging or receiving passengers at the station platform.

309.2 When it is known that a main track or signaled track is between the passenger train and the station platform, the passenger train must not enter the station unless:

a. Confirmation is received from the Rail Traffic Controller that protection for passengers has been provided, or
b. The adjacent track is out of service.

309.3 The Rail Traffic Controller must not provide confirmation that protection has been provided until:

1. It has been determined that all trains approaching the station have been contacted and advised how to proceed to ensure passenger safety, and
2. Signals governing entrance to the track are placed in Stop position and blocking devices applied.

310 - Flagged Work Locations

310.1 Trains and on-track equipment must approach a work location prepared to comply with the instructions of the flagman when required by:

a. Special Instruction, or
b. Current Operating Bulletin
c. Mandatory Directive

310.2 When the crew of a train or the operator of on-track equipment is unable to establish communication with the designated flagman:

1. Stop short of the designated limits and inform the Rail Traffic Controller of the occurrence,
2. Provide warning to any workers present before proceeding,
3. Sound horn two longs before proceeding, and
4. Proceed at restricted speed until the head end of the train reaches the far limits.

311 - Railroad Crossings at Grade

311.1 At railroad crossings at grade be governed by Special Instructions for the crossing.

311.2 Do not leave equipment standing and unattended between:

a. Opposing signals of a railroad crossing at grade, or
b. Derails that protect a railroad crossing at grade.

312 - Highway-Rail Crossings at Grade

312.1 If equipment is standing or will be left at a highway-rail crossing at grade, or it is necessary to separate a train to open a highway-rail crossing at grade, protection must be provided for vehicular and pedestrian traffic unless the equipment is left a minimum of 200 feet from the crossing.

312.2 Unnecessary operation of automatic grade crossing warning devices is prohibited. Unless required by operating conditions, a stopped train or standing equipment must remain clear of the crossing island circuit until:

1. Rail Traffic Controller is notified and has provided information concerning approaching trains, and
2. Crewmember provides protection for adjacent tracks.

312.3 At highway-rail crossings equipped with constant warning time detectors, trains:

1. Must not increase speed between the beginning of the approach circuit and the crossing, and
2. That have stopped or are operating at 3 MPH or less must not occupy the crossing until the warning devices have been activated for at least 20 seconds and, if equipped with crossing gates, the gates are in the fully lowered position.

312.4 When operating conditions require manual stopping of automatic grade crossing warning devices, employees must:

1. Notify the Rail Traffic Controller and obtain information concerning approaching trains prior to operating the manual stop devices,
2. Comply with Special Instructions or instructions posted at the device,
3. Not operate the manual stop if a train is occupying or approaching the crossing,
4. Immediately notify the Rail Traffic Controller if the manual stop does not function properly,
5. Provide protection for affected adjacent tracks or comply with posted instructions governing adjacent tracks, and
6. Not make movement over the crossing unless protection is provided or devices are reactivated and gates, if equipped, are in the fully lowered position.

312.5 If an accident occurs at a highway-rail crossing at grade, employees must:

1. Immediately report the incident to the Rail Traffic Controller using the emergency channel, and
2. Observe and report the condition of the highway-rail crossing warning devices.

312.6 When motorists fail to comply with crossing warnings:

1. Record vehicle identification numbers or other identifying information, and
2. Promptly report motorists, school buses, and vehicles carrying dangerous or hazardous materials to the Rail Traffic Controller.
3. Omitted.

313 - Malfunction of Highway-Rail Crossings Warning Systems

313.1 The designated employee who receives a report of the malfunction of highway-rail crossing at grade warning systems must immediately take action to:

1. Determine the type of malfunction,
2. Provide for the appropriate alternate warning for the crossing,
3. Notify all trains, including those of other railroads, of the location and type of malfunction before any trains reach the location, and
4. Notify the local law enforcement agency having jurisdiction over the crossing.

313.2 The BBRR is responsible for maintaining records of malfunctions of highway-rail crossing at grade warning systems. The following information is required and must be included in the record:

1. Location of crossing to include highway name and DOT/AAR crossing inventory number,
2. Time and date of receipt of the reported malfunction,
3. Actions taken by BBRR prior to the crossing being repaired, and
4. Time and date of repair.

314 - Providing Protection at Highway-Rail Crossings at Grade

314.1 A train that has a Current Bulletin or Mandatory Directive instruction indicating the malfunction of the automatic warning devices at a highway-rail crossing at grade must comply with the chart below.

Special Instruction, Current Operating Bulletin or Mandatory Directive Indicates.	Activation Failure	False or Partial Activation
No flaggers/No police officer or communication cannot be established with flaggers or police officer.	STOP and PROTECT crossing from the ground	Proceed with caution not to exceed 15 MPH
Flagger for only one direction of traffic and communication is established confirming that protection has been proven.	Proceed with caution not to exceed 15 MPH	Proceed with caution not to exceed 15 MPH
Flaggers for each direction or police officer present and communication is established confirming that protection has been provided.	Authorized Speed	Authorized Speed

314.2 When protection by a crewmember from the ground is required at highway-rail crossings at grade:

1. Stop the movement before fouling the crossing,
2. Position a crewmember or appropriately equipped flagman on the ground to stop vehicular and pedestrian traffic,
3. Place a burning fusee on each side of the crossing when the automatic warning devices are not functioning properly or when notified by the Current Operating Bulletin or Mandatory of an activation failure,
4. Only make movements as directed by the person providing the protection,
5. Sound the required locomotive horn and bell signals even if the crossing is located inside a quiet zone, and
6. Maintain protection until the leading end of the movement covers the crossing.

314.3 The employee responsible for providing protection from the ground at a highway-rail crossing at grade must not give:

1. A signal to proceed to pedestrian or vehicular traffic unless train movements are stopped or there is no train movement approaching the crossing,
2. A signal to proceed to a train unless all vehicular and pedestrian traffic is stopped, and
3. Hand signals instructing the train to proceed in a manner that could be misunderstood to apply to vehicular and pedestrian traffic.

314.4 Automatic warning devices of a highway-rail crossing at grade are not functioning properly when:

a. Flashing lights are not actuated at least 20 seconds prior to the leading end of the movement reaching the crossing, or
b. Crossing gates, if equipped, are not in the fully lowered position before the leading end of movement reaches the crossing.

314.5 Before equipment is shoved or kicked or a locomotive consist is backed over a highway-rail or pedestrian-rail crossing at grade, protection by a crewmember from the ground is required unless one of the following conditions are met:

a. Crossing is a private or pedestrian crossing inside the confines of a railroad yard, or
b. Crossing is equipped with flashing lights (no gates) that are functioning properly or is equipped with crossbucks and it can be clearly seen that no traffic is stopped at or approaching the crossing and the equipment is shoved at a speed not exceeding 10 MPH, or
c. Crossing is equipped with functioning gates that are in the fully lowered position.

314.6 If a locomotive engaged in switching is operated in the lead over a public highway-rail crossing at grade, protection by a crewmember from the ground is required unless one of the following conditions is met:

a. Crossing has been made inaccessible to pedestrian and vehicular traffic, or
b. Crossing is equipped with properly functioning automatic warning device that has been activated for at least 20 seconds, or
c. A crewmember has an unobstructed view of approaching pedestrian and vehicular traffic, or
d. Movement over the crossing does not exceed 10 MPH.

314.7 A train operating at restricted speed on a controlled track must approach highway-rail crossings at grade equipped with automatic warning devices:

1. Prepared to stop until it is determined that the devices are functioning, and
2. Not proceed until a crewmember provides protection to vehicular and pedestrian traffic from the ground, if the devices are not functioning.

314.8 If a train stops or is delayed within 4,000 feet of a highway-rail crossing at grade equipped with automatic warning devices the train must:

1. Approach the crossing prepared to stop until it is determined that the devices are functioning and sufficient time is provided to allow vehicular and pedestrian traffic to stop; and
2. Not proceed until a crewmember provides protection to vehicular and pedestrian traffic from the ground, if the devices are not functioning.

314.9 When two or more tracks cross a highway-rail crossing at grade protected by only one set of automatic warning devices, a train approaching the crossing on a track not equipped with circuits to activate the warning devices must:

1. Stop before the leading end fouls the crossing, and
2. Not proceed over the crossing until a crewmember has provided protection from the ground.

Chapter 4 - Utility Employee, Switches, Switching, Shoving, and Securement

400 - Utility Employee

400.1 Any employee who is not a member of the train or yard crew may only foul equipment to perform work if:

a. Assigned as a utility employee who has been attached to the train or yard crew, or
b. Blue signal protection is established.

400.2 A utility employee may only be assigned to one train or yard crew at any one time. No more than three utility employees may be assigned to work with a single train or yard crew.

400.3 A utility employee may work as a member of a train or yard crew after the following steps have been taken to attach to the crew:

1. The train or yard crew is assigned a controlling locomotive that is under the actual control of the locomotive operator;
2. The locomotive operator is in the cab of the controlling locomotive, or a member of the same crew is in the locomotive cab while the locomotive is stationary;
3. The utility employee establishes communication with the crew by contacting the ranking crewmember of the train;
4. The ranking crewmember provides notice to each crewmember of the presence and identity of the utility employee;
5. All crewmembers acknowledge their understanding; and
6. The ranking crewmember advises the utility employee that he or she is authorized to work as part of the crew.

400.4 After a utility employee has been attached to a crew, communication must be maintained in such a manner that each member of the train or yard crew understands the duties to be performed and whether those duties will cause any crewmember to go on, under, or between the rolling equipment.

400.5 A utility employee who has been attached to a crew may only foul the equipment without blue signal protection to perform the following tasks:

a. Set or release hand brakes; or
b. Prepare railcars for coupling; or
c. Couple or uncouple air hoses and other connections; or
d. Conduct air brake tests to include cutting air brake components in or out or position retaining valves; or
e. Inspect, test, install, remove, or replace an end-of-train marker.

400.6 When the utility employee has ceased all work in connection with that train and is no longer on, under, or between the equipment, the utility employee must notify the ranking crewmember. To release a utility employee from a train or yard crew, the following steps must be taken:

1. The utility employee must inform the ranking crewmember that he or she is no longer fouling the equipment,
2. The ranking employee must notify each crewmember that the utility employee is being released from the crew,
3. All crewmembers must acknowledge their understanding, and
4. The ranking employee must inform the utility employee that he or she has been released.

401 - Operating Switches and Derails by Hand

401.1 Employees are individually responsible for the switch in use and must not operate a switch or derail until qualified on operating and safety rules related to the operation of the device.

401.2 Before lining a switch or derail, the employee must ensure:

1. There are no conflicting movements;
2. Any preceding movement has passed the clearance point;
3. The device is not locked, clamped, spiked, or tagged out of service; and
4. No obstructions will interfere with normal movement of the switch points or the handle.

401.3 Rolling equipment must not foul a track until it can be visually determined that:

1. Switches and derails connected with the movement are properly lined, and
2. The intended route is clear.

401.4 Do not unlock or operate a switch or derail that provides access to a controlled track unless authorized by:

a. Verbal authority from the Rail Traffic Controller, or
b. Signal indication.

401.5 Do not line a switch for a diverging movement for another train until contacting the approaching train and confirming the:

1. Train intends to make a diverging movement,
2. Crew understands the switch will be lined for the diverging movement, and
3. Train will approach the switch prepared to stop.

401.6 If a lock is determined to be defective or missing on a switch or derail that requires a lock, replace the lock. If a lock is not readily available:

1. Report the device to the proper authority, and
2. Attend and protect the device until relieved by the proper authority.

401.7 When an employee determines a switch or derail is defective, the employee must:

1. Not operate the device, and
2. Report the device to the proper authority.
3. Omitted.

401.8 After operating a switch or derail, the employee must make certain the:

1. Device is properly lined,
2. Switch points fit properly,
3. Target, if equipped, corresponds to the position of the device,
4. Lever is latched, and
5. Device is locked, if equipped with a lock.

401.9 On main track, signaled track, or sidings:

1. The normal position for hand-operated switches is for movement on those tracks, and
2. The normal position for hand-operated crossover switches is for straight away movement.

401.10 On other than main track, signaled track, or siding tracks:

1. Hand-operated crossover switches must be in a corresponding position with both switches lined for the crossover movement or both switches lined for straight away movement,
2. Omitted, and
3. Other hand-operated switches have no normal position.

401.11 On all tracks, the normal position for derails is derailing position.

401.12 Line switches and derails for their designated normal position except when:

a. Changed for immediate movement, or
b. Being used during continuous switching operations, or
c. Attended by a qualified employee, or
d. Authorized by the Rail Traffic Controller.

401.13 Restore switches and derails on controlled tracks to their normal position before:

a. The movement is reported clear to the Rail Traffic Controller, or
b. A signal to proceed is given to another train.

401.14 Before departing a location where main track switches have been operated by hand, each crewmember must verbally confirm the position of the switches and that they have been locked.

401.15 Properly line both switches of a crossover for the movement before a train fouls the crossover. If the switch at one end of a crossover is changed, properly line the switch at the other end of the crossover to avoid a conflicting route except when necessary for an employee to establish blue signal protection.

401.16 Complete the movement through a crossover before either switch is changed from a corresponding position, except when one crew is using both tracks connected by the crossover during continuous switching operations.

402 – Section Omitted

403 - Electrically Locked Switches

403.1 Permission from the Rail Traffic Controller is required before operating an electrically locked switch or derail to:

a. Enter a signaled track, or
b. Cross from one signaled track to another.

403.2 A train standing on the signaled track does not need permission from the Rail Traffic Controller to unlock and operate an electrically locked switch or derail to move from the signaled track to a non-signaled track. The train must be standing within 100 feet of the switch to permit the switch to unlock.

403.3 Omitted

404 - Releasing Hand Brakes

404.1 Do not release hand brake on:

a. Cars - until coupled to locomotive. On grades where the independent brake will not hold the equipment, charge air brakes and make a sufficient brake pipe reduction, or
b. Locomotives - until the main reservoir is fully charged and independent brake is cut in and fully applied.

405 - Switching Equipment

405.1 Two or more crews must not simultaneously perform work in the same track or adjacent tracks until:

1. A job briefing has been held, and
2. All crewmembers confirm their understanding of the work to be performed.

405.2 When at industries:

1. Movements must only be made when gates, doors, or other such devices are fully opened and fastened;
2. Visually determine that switches and derails occupied by standing equipment are properly lined and latched (if equipped with a latch) for the movement;
3. Do not move partially loaded cars unless the lading is secure;
4. Return cars to their original locations unless instructed otherwise;
5. Do not make movements on a portion of track when dirt, sand, gravel, or other debris covers the rail or obstructs the flange way of vehicular or pedestrian crossings and notify the proper authority of the condition; and
6. Initial movements must be made by a locomotive when track conditions cannot be clearly observed due to a buildup of snow or ice covering the rail or obstructing the flange way of vehicular or pedestrian crossings.

405.3 Omitted

405.4 When initiating the movement to couple equipment:

a. Omitted
b. Do not exceed 4 MPH

405.5 After making a coupling, stretch the slack to ensure couplers are locked then connect:

1. Hoses, or
2. Electrical connections, or
3. Locomotive crosswalk chains.

405.6 When switching, cars must only be cut off in motion (kicked) when being pushed by a locomotive; do not cut cars off in motion when being pulled by a locomotive. When kicking cars:

1. Ensure you are clear of the equipment before giving the signal to move;
2. When the slack is bunched, pull the uncoupling lever, but do not attempt to hold the lever at a speed of more than walking speed (4 MPH);
3. When the desired speed is reached, give the signal to stop; and
4. Do not cut off a car routed to an adjacent track until it is known that the preceding car is clear and will remain clear of adjacent tracks.

405.7 Do not uncouple equipment in curves or turnouts where the curvature would prevent safe coupling to the equipment.

405.8 Equipment must not be moved by static drop unless provided in Special Instructions.

405.9 When switching passenger equipment, camp cars, or other equipment designed to carry riders:

1. Notify any occupants prior to making any switching movements,
2. Do not cut the equipment off in motion or allow it to be struck by equipment that was cut off in motion, and
3. Use air brakes when switching.

406 - Shoving or Pushing Equipment

406.1 Employees involved in shoving or pushing movements must not:

a. Engage in unrelated tasks, or
b. Provide protection while occupying an automobile or similar motorized vehicle.

406.2 Unless protected by shove lights or other technological means as provided in Special Instructions, shoving or pushing movements must be protected by a crewmember or other qualified employee.

406.3 After ensuring all couplings are made by stretching the slack, the employee directing the movement must know the track is clear by providing point protection or being in a position to make a positive visual determination. Track is clear means:

1. There are no conflicting movements,
2. All intervening switches and derails are properly lined for the intended movement,
3. There are no intervening highway-rail or pedestrian crossings at grade or such crossings have been made inaccessible, and
4. There is sufficient room in the track to hold the equipment being shoved.

406.4 The employee directing the move must give instructions sufficiently in advance to permit compliance. If there is any doubt as to the meaning of the instructions, or for whom such instructions are intended, the movement must:

1. Be stopped immediately, and
2. Not resume until the instructions are understood.

406.5 When using radios during a shoving or pushing movement, the:

1. Employee directing the movement must communicate the following to the employee receiving the instructions:
    1. Employee's physical location,
    2. Employee is in the clear of all tracks,
    3. Position of switches and derails involved with the move, and
    4. Distance of the movement to be made or the sight distance available, whichever is less, in 50-foot car lengths.
2. Employee controlling the movement must stop the movement in one-half of the last specified distance unless additional instructions are received.

406.6 When shoving or pushing equipment for purposes other than coupling:

1. The movement must stop 50 feet short of:
    a. A blue signal, or
    b. A derail, or
    c. An improperly lined switch, or
    d. On-track equipment, or
    e. An obstruction, or
    f. End of the track.
2. If necessary to make any further movement to place equipment, allow the slack to adjust before moving.

407 - Leaving Equipment in the Clear

407.1 Standing equipment must not foul connecting tracks. Where clearance points are not identified or visible, determine the clearance point by:

1. Standing outside the rail of the connecting track,
2. Extending arm toward the equipment,
3. Identifying the location where the equipment can no longer be touched, and
4. Positioning equipment an additional 50-foot car length into the track from the location identified in Step 3.

407.2 When the track length is insufficient to permit leaving equipment clear of connecting tracks and it is necessary to leave equipment beyond the clearance point, the equipment must completely occupy the switch of the connecting track.

408 - General Securement Requirements

408.1 Conduct a job briefing when required to secure any train or equipment that will be left unattended.

408.2 Prior to leaving trains and equipment unattended, secure with tested hand brakes or by an alternative method specified in Special Instructions.

409 - Securement of Cars

409.1 Complete the following steps before applying hand brakes to cars that will be left unattended:

1. Bunch slack when applying hand brakes on the low end of a grade and stretch slack when applying on the high end,
2. Fully apply the independent brake, and
3. Make a full service application of the automatic brake.

409.2 Apply and test hand brakes on the required number of cars to be left unattended as follows:

a. The number specified in Special Instructions, or
b. On each car when one or two cars are to be left unattended, or
c. On a minimum of 10 percent, but no less than, two cars if three or more cars are to be left unattended, or
d. Single cars left unattended must be chocked on the downhill side.

409.3 After applying the required number of hand brakes to the cars:

1. Verify hand brake chains are tight,
2. Instruct the locomotive operator to release the independent and automatic brakes, and
3. Verify the brake shoes on the B end of cars are against the wheels of cars with hand brakes applied.

409.4 To test that hand brakes are sufficient to hold the equipment, observe equipment for one minute with air brakes released:

a. Hand brakes are sufficient if no movement occurs after one minute, or
b. Hand brakes are not sufficient if movement occurs. Stop the movement by applying the independent brake and making a full service application of the automatic brake then apply additional hand brakes and repeat the test for sufficient hand brakes until no movement occurs during the one-minute observation.
c. During switching operations, with hand brakes set, pull the car(s) with locomotive to test the brake, before cutting the locomotive away from the car(s).

409.5 To test that a hand brake on a single car is sufficient to hold the equipment, push against the car with the locomotive:

a. The hand brake is sufficient when a retarding effect is observed, or
b. The hand brake is not sufficient if no retarding effect is observed. Do not leave a single car that fails the test for sufficient hand brake unattended unless a minimum of two additional cars with tested hand brakes are coupled to the car.

409.6 Before cutting away from cars connected to air:

1. Make a full service brake pipe reduction,
2. Verify that the brake pipe exhaust stops before closing the angle cock, and
3. Ensure the angle cock is open on the equipment to be left unattended.

410 - Securement of Locomotives

410.1 When a single locomotive or a locomotive consist is not attached to cars and will be left unattended, fully apply the independent brake before applying hand brakes.

410.2 Apply and test hand brakes on all locomotives to be left unattended.

410.3 After applying the required number of hand brakes to a single locomotive, or locomotive consist without cars attached, release the independent and automatic brakes, allowing four seconds per locomotive to ensure a complete release of the air brakes before beginning a test for sufficient hand brakes.

410.4 To test for sufficient hand brakes on locomotives without cars attached, select a direction and place the throttle in the #1 power position. The locomotive operator must observe that amperage or tractive effort is developed:

a. Hand brakes are sufficient if no movement occurs or if movement occurs but stops within 10 feet, or
b. Hand brakes are not sufficient if movement occurs and does not stop within 10 feet. Stop the movement by applying the independent brake.

410.5 If the hand brake on a single locomotive, or hand brakes on a locomotive consist, to be left unattended without cars is not sufficient or if a single locomotive is not equipped with a hand brake, secure as follows:

1. Apply an approved chock or chain, provided by a mechanical department employee, behind the R2 wheel, and
2. Verify the chock or chain will hold the equipment by releasing the independent and automatic brakes, waiting four seconds to allow the air brakes to fully release. If the locomotive does not move, the chock or chain is sufficient.

410.6 Omitted

410.7 When left unattended, the switches and levers on a single locomotive or the controlling locomotive of a locomotive consist must be positioned as directed in the table below:

Switch/Lever	Position
Independent Brake	Cut in and fully applied.
Automatic Brake	No cars attached – Cut in and in the release position. With cars attached – Cut in and full service application applied.
Reverser	Key train – Removed from the locomotive and in the possession of the locomotive operator. Not a Key train – Removed and stored.
Control/Fuel Pump	Engine left running – On position. Engine manually shut down – Off position.
Generator Field	Off Position.
Engine Run	Engine left running – On position. Engine manually shut down – Off position.
Isolation Switch	Start/Stop/Isolate position.
Battery Knife Switch	Engine left running – Closed position. Engine manually shut down and no mechanical system restart is planned – Open position.

411 - Securement of Trains

411.1 If necessary to leave a train unattended with cars and locomotive(s) attached:

1. Secure cars in accordance with rules governing the application and testing of hand brakes on cars to be left unattended,
2. Position the switches and levers of the controlling locomotive as directed by the rules governing leaving a locomotive unattended, and
3. Apply the hand brake on each locomotive in the consist equipped with a hand brake.

412 - Securement of Key Trains

412.1 Do not leave Key trains or cuts of cars that meet the Key train definition unattended on a controlled track outside of a yard or station unless the location is authorized in Special Instructions or permission is received from the Rail Traffic Controller. This does not apply when the assigned or attached crew is performing normal railroad operations in connection with their train:

a. Picking up, setting off, or repositioning cars at an industry; or
b. Assembling cars from tracks adjacent to the main track; or
c. Adding, removing, or changing locomotives; or
d. Moving part of a train when doubling hills or cutting crossings; or
e. Assisting a disabled train.

412.2 If permitted to leave a Key train, or cut of cars that meets the Key train definition, unattended on a controlled track outside of a yard or station, secure it with tested hand brakes in accordance with all rules and Special Instructions.

412.3 Except when the assigned or attached crew is performing normal railroad operations in connection with their own train, prior to leaving a secured Key train, or cut of cars that meets the definition of a Key train, unattended on a controlled track outside of a yard or station, the train crew must provide the following information to the Rail Traffic Controller:

1. Milepost location of both ends of the train;
2. Length of train, tonnage, type of train (mixed freight, intermodal, unit train), number of cars, and number of locomotives;
3. Number of hand brakes applied and tested on cars and applied on locomotives;
4. Track features (curve or tangent) and grade (ascending, descending, flat, or undulating);
5. Current weather conditions; and
6. Name of employee reporting the securement information.

412.4 When cutting away from a cut of cars that meets the Key train definition to be left unattended on a controlled track with locomotive detached, allow the cut to go into emergency.

412.5 When leaving a Key train with locomotives attached on any controlled track, the locomotive operator must:

a. For CSX locomotives:
    1. Remove the reverser from the controlling locomotive,
    2. Keep the reverser in his or her possession, and
    3. Return the reverser to the proper storage location at the off-duty location, if hours of service permit.
b. For BB locomotives:
    1. Stow the reverser in the designated location, and
    2. Lock locomotive cab doors.

413 - Defective Hand Brakes

413.1 Report equipment determined to have a defective hand brake to the proper authority and:

1. Couple a car with defective hand brakes to one car with a chock or with a minimum of two additional cars with tested hand brakes before leaving it unattended, and
2. Record locomotive hand brake defects on the locomotive work report.

Chapter 5 - Centralized Train Dispatching and Authorities for Movement

500 – General Order, Current Operating Bulletins, and Initial Track Warrants

500.1 Before occupying a controlled track, the locomotive operator and conductor, if assigned, must:

1. Obtain a legible Initial Track Warrant and Current Operating Bulletins form that contains the correct names, or train ID;
2. Determine that all documents correspond with each other;
3. Confirm that all crewmembers read and understand the requirements; and
4. Retain and observe the Current Operating Bulletins on all trips during a tour of duty.

500.2 Contact the Rail Traffic Controller when the Initial Track Warrant

a. Is not available when reporting for duty, or
b. Time shows that more than four hours have elapsed since the crew went on duty.

500.3 Do not occupy a division that is not listed on the Current Operating Bulletins until the locomotive operator or conductor contacts the Rail Traffic Controller and obtains:

a. A Current Operating Bulletins for the division, or
b. Initial Track Warrant for the division.

500.4 When the Rail Traffic Controller transmits Initial Track Warrant verbally, the conductor or locomotive operator must:

1. Repeat the Initial Track Warrant number and total number of messages to the Rail Traffic Controller; and
2. Record the Rail Traffic Controller's OK, effective time, and initials on the Initial Track Warrant.

500.5 Each COB is in effect until fulfilled or canceled, only an en route restriction specifying the name of an employee-in-charge or a particular locomotive number may be superseded. Each COB must be in the prescribed format that includes:

1. All applicable Forms, A,B, and/or C,
2. COB number, and
3. Effected line(s) in the COB.

500.6 When an Initial Track Warrant does not contain the correct train ID or conductor and locomotive operator names, the Rail Traffic Controller must be notified to confirm the Initial Track Warrant number.

500.7 If an Initial Track Warrant has any irregularities, the conductor or locomotive operator must contact the Rail Traffic Controller to:

a. Obtain corrected copies, or
b. Confirm the entire contents of the Initial Track Warrant, and:
    1. Make corrections on Initial Track Warrant;
    2. Repeat corrections to the Rail Traffic Controller;
    3. Obtain Rail Traffic Controller OK, effective time, and initials; and
    4. Omitted.

500.8 If an Initial Track Warrant is sent by means other than a dedicated bulletin printer or fax, the conductor or locomotive operator must contact the Rail Traffic Controller, and:

1. Confirm the entire contents of the Initial Track Warrant;
2. Obtain the Rail Traffic Controller's OK, effective time, initials; and
3. Omitted.

500.9 A new Initial Track Warrant may be sent after the conductor or locomotive operator has notified the Rail Traffic Controller the Initial Track Warrant has been destroyed. The new Initial Track Warrant number must be confirmed.

500.10 When trains are re-crewed at other than a crew change point or for the purpose of yarding a train, the train crew must contact the Rail Traffic Controller to obtain any necessary instructions before proceeding.

501 – Mandatory Directives and COB's

501.1 Mandatory Directives must:

1. Only be copied by those who are required to execute the requirement,
2. An employee operating the controls of a moving locomotive may not copy Mandatory Directives,
3. Before a Mandatory Directive is acted upon, the conductor and engineer must each have a written copy and each crew member must read and understand it.

501.2 Instructions on Mandatory Directives must:

1. Be legible and in the correct format,
2. Be without erasure or alteration except as directed by the Rail Traffic Controller, and
3. Contain only authorized abbreviations.

501.3 The following abbreviations are approved for use on Mandatory Directives and COB's:

Abbreviation	Explanation	Abbreviation	Explanation
&	And	NEDT	North End Double Track
AVE	Avenue	NO	Number
BTW	Between	OHB	Overhead Bridge
C&E	Conductor and Engineer	OOS	Out-of-Service
CAN	Cancel	OPR	Operator
CONDR	Conductor	PSGR	Passenger
CP	Control Point	RTC	Rail Traffic Controller
DD	Defect Detector	SAS	Southward Absolute Signal
DIR	Direction	SD	Subdivision
DIV	Division	SDG	Siding
EAS	Eastward Absolute Signal	SEDT	South End Double Track
EEDT	East End Double Track	SIG	Signal
ENG	Engine	ST	Street
ENGR	Engineer	TRK	Track
HRS	Hours	T & S	Track and Structures
INT	Interlocking	TTSI	Timetable Special Instructions
JCT	Junction	WAS	Westward Absolute Signal
MINS	Minutes	WE	West End
MP	Milepost	WEDT	West End Double Track
MPH	Miles Per Hour	WF	Work Force
NAS	Northward Absolute Signal	YL	Yard Limits
NE	North End		

501.4 If an error is discovered on a Mandatory Directive:

a. Before the Rail Traffic Controller gives the OK, effective time, and initials, the Rail Traffic Controller must direct the employee to make the necessary corrections or destroy all copies; or
b. After the Rail Traffic Controller gives the OK, effective time, and initials, Mandatory Directive must be void and reissue a new Mandatory Directive.

501.5 Once the Rail Traffic Controller has given his or her OK, effective time, and initials, the following updates may be made, as directed by the Rail Traffic Controller.

a. Cancellation of a specific line item or cancellation of other instructions, or
b. Modification of direction, or
c. Extension of time, or
d. Report by location with train or on-track authority, or
e. Change of the identifying locomotive number, or
f. Modification of other instructions, or
g. Release of entire Mandatory Directive or COB.

501.6 Once issued, Mandatory Directive's and COB's are in effect until fulfilled or released and must be retained and observed on all trips during a tour of duty.

501.7 A Mandatory Directive is released in its entirety on the same form, as follows:

1. The employee must inform Rail Traffic Controller which Mandatory Directive requesting to be released,
2. Rail Traffic Controller will inform the employee when ready for the release of the Mandatory Directive,
3. The employee releasing the Mandatory Directive will state;
    a. Their name or identification
    b. Authority number
    c. Limits being released
    d. Main track switch report, if applicable
4. Rail Traffic Controller will repeat the Mandatory Directive being released confirming the information given by the employee,
5. Rail Traffic Controller will give a release time and the Rail Traffic Controller's initials, and
6. The employee will state;
    a. The authority number
    b. The release time
    c. The Rail Traffic Controller initials
    d. Who released the authority.

502 - Other than Main, Signaled, or Siding Tracks

502.1 Tracks other than main, signaled, or sidings may be used without permission or authority from the Rail Traffic Controller.

502.2 Omitted

503 - Main, Signaled, and Siding Tracks

503.1 Any crewmember may obtain permission or copy authorities from the Rail Traffic Controller when under the direct supervision of the conductor or locomotive operator.

503.2 Controlled tracks and the authority for movement on those tracks is designated in timetables. The Rail Traffic Controller supervises and grants authority for movement for trains and on-track equipment on controlled tracks. The following track types are controlled tracks:

1. Main tracks,
2. Signaled tracks, and
3. Sidings.

503.3 Sidings are designated in timetables and are used for the purpose of meeting and passing trains. The following siding designations apply:

a. Controlled Siding: A track designated in Special Instructions as a controlled siding. In signal territory, signals do not govern movement on the siding. Entrance and exit signals only authorize trains to enter or leave the siding, or
b. Signaled Siding: A track designated in Special Instructions as a signaled siding where movement on the siding is authorized by block signals and signal rules apply to movement on the siding.

503.4 Trains must not enter a siding unless authorized by:

a. Signal indication, or
b. The Rail Traffic Controller.

503.5 Trains instructed to take siding must enter sidings at the first switch unless directed otherwise by the Rail Traffic Controller. Movement must not be made beyond the first switch unless:

a. Protection has been provided by the Rail Traffic Controller, or
b. The train has authority to occupy the main track beyond the first switch.

503.6 A train instructed to take siding in TWC territory must report clear to the Rail Traffic Controller once the train has cleared the main track and switches have been restored for movement on the main track.

503.7 Inform the Rail Traffic Controller of any condition that affects the use of a siding. Do not leave equipment unattended on a siding without permission of the Rail Traffic Controller.

503.8 Employees in the operating cab of the lead locomotive must communicate to each other the following conditions that govern the movement of their train when seen and confirm the actions to be taken by the locomotive operator when passing:

a. Signal aspect names, or
b. Yard limit signs, or
c. Warning signs, or
d. Temporary speed restrictions, or
e. Conditional Stop signs, or
f. Burning fusees.

503.9 A crewmember located in the operating cab of the lead locomotive must announce by radio the following conditions or occurrences. The announcement must include the direction of travel and in multiple track territory, the track name or number.

a. Signal aspect name and location, or
b. Entry into TWC authority, or
c. Departure from TWC authority after reported clear to the Rail Traffic Controller, or
d. Passenger train arrival and departure at stations, or
e. The presence of cars loaded with pulpwood or poles in the train when approaching trains and equipment on adjacent tracks, or
f. Entry into a siding.

503.10 The employee at the controls of the equipment must announce by radio the following conditions or occurrences. The announcement must include the direction of travel, and in multiple track territory, the track name or number.

a. Signal aspect name and location of any signal that requires the train to approach the next signal prepared to stop, or
b. Signal aspect name and location of any signal that requires operating at restricted speed, or
c. Entry into work limits.

503.11 If a train stops on a controlled track, a crewmember must announce by radio:

1. Train has stopped,
2. Reason for the stop,
3. Location of the head end, and
4. The above information every 15 minutes.

503.12 Other crewmembers not in the operating cab of the lead locomotive:

a. Must acknowledge the announcement of:
    a. Signal aspect name and location, or
    b. Entry into TWC authority, or
    c. Departure from TWC authority, or
    d. Entry into working limits on controlled track.
b. If other crewmembers fail to acknowledge these announcements, a job briefing must be conducted at the next stop.

503.13 A train that is required to stop on a main track, signaled track, or siding to be met or passed must:

1. Stop a minimum of 500 feet from the clearance point, and
2. After stopping, if additional room is required to clear, the train may move past the 500 foot location but must not foul the clearance point.

504 - General Signal Rules

504.1 General signal rules apply where timetables, General Orders, Current Operating Bulletins, or Mandatory Directives designate the following Authorities for Movement are in effect:

a. Track Warrant Control, or
b. Omitted, or
c. Omitted, or
d. Traffic Control (TC), or
e. Control Point (CP) Signals.

504.2 Trains must approach the beginning of signaled territory prepared to comply with the first signal in service.

504.3 Movements not governed by fixed signal indication must receive authorization from the Rail Traffic Controller then proceed at restricted speed to the:

a. Next signal, or
b. End of signaled territory if the movement is to enter non-signal territory, or
c. Omitted.

504.4 Trains may operate according to the indication of the next fixed signal governing the movement when:

1. The next governing signal can be plainly seen,
2. The rear of the movement has passed through all crossovers and turnouts, and
3. The train is not required to operate at restricted speed.

504.5 A signal indication requiring restricted speed applies until the leading end of the train reaches the next governing signal. When a signal aspect requiring restricted speed is displayed by a signal governing movements into non-signaled territory, it will apply until:

1. The entire movement clears turnouts and crossovers, and
2. Leading end of the train reaches the end of signaled territory.

504.6 Employees must observe block signals. When a train fails to actuate a signal properly:

1. Stop the train immediately,
2. Attempt to stop other trains affected, and
3. Notify the Rail Traffic Controller.

504.7 When the leading end of a train stops less than one locomotive length on either side of an Absolute signal, the train must not proceed again without receiving permission from the Rail Traffic Controller.

504.8 If a train enters a block on a signal indication that does not require restricted speed then stops, the train must:

a. In TC and CP Territory - Proceed prepared to stop at the next signal, and not exceed 40 MPH unless governed by a slower speed. The train must not exceed 40 MPH until the next signal is visible, that signal displays a proceed indication, and the track to that signal is clear.
b. Omitted.
c. Omitted.

504.9 If a train enters a block on a signal indication that does not require restricted speed, and the train:

a. Reduces speed to 15 MPH or less after passing a distant signal governing either the approach to a railroad crossing at grade or the beginning of signaled territory, the train must approach the home signal prepared to stop until:
    1. The leading end of the movement reaches the home signal, and
    2. It can be seen that the indication of the home signal permits the train to proceed.
b. Passes a distant signal and reduces speed to 10 MPH or less approaching a home signal not at a railroad crossing at grade:
    1. In other than cab signal territory, the train must:
        1. Approach the home signal prepared to stop,
        2. Not exceed 40 MPH unless governed by a slower speed, and
        3. Resume the speed authorized by the distant signal when the home signal is seen to display a proceed indication.

504.10 When switching at a point where signal indication governs the movement, provide sufficient room, when feasible, for the locomotive to recouple to the train behind the leaving signal. The train must not proceed except by signal indication or as authorized by the Rail Traffic Controller.

504.11 A train may occupy a specific track segment and move in both directions when authorized by the Rail Traffic Controller under the following conditions:

1. The train must be clear of the track segment before the time limit expires and the Rail Traffic Controller must be advised,
2. The authority to work does not relieve the crew of complying with block signal indications, and
3. A train that has reported clear must not occupy the track segment again without receiving a new authority.

504.12 Trains or equipment on sidings and other tracks must be left standing clear of the insulated joints at the clearance point.

504.13 Do not open a switch that provides access to a signaled track unless authorized by signal indication or permission of the Rail Traffic Controller. Permission of the Rail Traffic Controller is required to:

a. Unlock an electrically locked switch, or
b. Break the seal to operate the emergency release of an electrically locked switch, or
c. Place a dual-controlled power-operated switch in hand position or operate in hand position, or
d. Spike a non-dual-controlled power-operated switch, or

504.14 When necessary to place a dual-controlled power-operated switch in hand position:

1. Unlock the switch lock,
2. Place selector lever in hand position,
3. On pneumatic power-operated switches, unlock the small lever at the end of the machine and pull out a full stroke,
4. Operate the hand-throw lever until the switch points are completely lined to the opposite position and then back to ensure the points are controlled by the operation of the hand throw lever. This must be done whether or not the switch points appear to be lined for the desired route,
5. Line the switch for the route to be used and lock the switch lever,
6. When making a facing point movement, the entire movement must clear the switch points before the selector lever may be restored to motor/power position,
7. When making a trailing point movement, restore the selector lever to motor/power position after the leading wheels of the movement have moved onto the switch points,
8. The same employee who places a dual-controlled switch in hand position must restore the switch to motor/power position unless other arrangements are made,
9. When restored to motor/power, lock the selector lever in motor/power, and
10. Notify the Rail Traffic Controller and the locomotive operator when the switch has been restored to motor/power position.

504.15 During the time a dual-controlled switch is in hand position, switching movements may pass signals that govern the switch indicating Stop at restricted speed without permission of the Rail Traffic Controller. After restoring the switches to motor or power position, a train may proceed on signal indication or permission of the Rail Traffic Controller.

504.16 If a train has the permission of the Rail Traffic Controller to make a reverse movement within the limits of the same block, the movement must be made at restricted speed with a crewmember located on the rear of the movement unless all of the following conditions are met:

1. Move will not exit the block,
2. Move will not exceed 10 MPH,
3. Move will not exceed one train length up to one mile,
4. Move will not occur in or enter main track yard limits,
5. Move will not occur on or enter a drawbridge,
6. Move will not occur in or enter working limits, and
7. There are no intervening highway-rail or pedestrian crossings at grade.

504.17 A train may make a reverse movement within the limits of the same block without the permission of the Rail Traffic Controller, if all of the following conditions are met:

1. The movement must be made at restricted speed, and
2. A crewmember or other qualified employee is positioned on the ground ahead of the leading end prepared to stop any opposing movement.

504.18 Permission of the Rail Traffic Controller is required for a train to make a reverse movement outside the limits of the block. Before granting permission, the Rail Traffic Controller must determine that the designated track is clear and there are no authorized opposing movements. The train must move at restricted speed until the leading end reaches a more favorable signal.

504.19 Promptly notify the Rail traffic Controller when a signal displays a Stop aspect unless the reason for such aspect is apparent.

504.20 A train approaching a fixed signal requiring a stop must stop before any part of the movement passes the signal. If a train passes a Stop signal without permission:

1. Notify the Rail Traffic Controller, and
2. Provide warning against approaching trains.

504.21 To pass a Stop signal, a train must have permission of the Rail traffic Controller. The conductor or locomotive operator must contact the Rail traffic Controller and follow his or her instructions. A Stop signal may be passed at restricted speed without permission of the Rail Traffic Controller when necessary to recouple to own train located immediately beyond the signal and no power operated switches are involved.

504.22 After permission has been confirmed, the train must operate at restricted speed until the entire train has cleared all controlled point switches and the leading wheels have:

a. Passed a more favorable fixed signal, or
b. Entered non-signaled territory, or
c. Omitted.

504.23 When a train is stopped at a Stop signal at a remotely controlled railroad crossing at grade and the Rail Traffic Controller has control of the intersecting line, the train must receive permission to pass the Stop indication.

504.24 When a train is stopped at remotely controlled railroad crossing at grade in which Rail Traffic Controller does NOT have control over the intersecting line and no immediate conflicting movement is evident, comply with Special Instructions. If there are no Special Instructions:

a. If equipped with a time release:
    1. The leading end of train must not be more than 250 feet from signal and remain at that location during the time-release interval,
    2. Operate time release,
    3. If signal changes; proceed, and
    4. If signal does not change by the expiration of the time-release interval, receive permission from the Rail Traffic Controller to pass the Stop signal. Then, pull by signal at least 30 feet, stopping clear of the intersecting line. After waiting a period of time equal to the time-release interval, the train may proceed at restricted speed to the next signal, or if no next signal, until the entire train clears turnouts and crossovers and leading end of train reaches the opposing Absolute signal.

b. If not equipped with a time release:
    1. Receive permission from the Rail Traffic Controller to pass the Stop signal,
    2. Pull by Stop signal at least 30 feet, stopping clear of the intersecting line,
    3. Wait 10 minutes, and
    4. If no conflicting movement, then proceed at restricted speed to the next signal, or if there is no next signal, until the entire train clears turnouts and crossovers and leading end of train reaches the opposing Absolute signal.

504.25 When a train is stopped at an automatic railroad crossing at grade and no conflicting movement is evident, comply with Special Instructions. If no Special Instructions:

1. The leading end of train must be stopped not more than 250 feet from the Stop signal and it must remain at that location during the time-release interval,
2. Operate the time release in accordance with instructions posted at the location or found in timetable Special Instructions,
3. If signal changes; proceed, and
4. If the signal does not change at the expiration of the time-release interval:
    1. Receive permission from the Rail Traffic Controller to pass the Stop signal,
    2. If no conflicting movement is evident, the train must pull by the Stop signal at least 30 feet, stopping clear of the intersecting line,
    3. Train must wait a period of time equal to the time-release interval, and
    4. If no conflicting movement is evident, the train may then proceed at restricted speed to the next signal or, if there is no next signal, to a point in which the entire train is through turnouts and crossovers and until the leading end of the movement reaches the opposing Absolute signal.

504.26 Trains may use return to train indicators to return to a train left standing immediately beyond a railroad crossing at grade. The indicator conveys no information as to the position of power operated switches; however, when indicator light displays a white light, the movement may pass the signal displaying Stop and return to the train provided:

a. Permission is received from the Rail Traffic Controller to operate in hand position any power switches that are not lined for the desired route, or
b. The movement may be made over power switches in motor or power position when the switches are lined for the desired route, or
c. A release located on the side of a signal at the railroad crossing at grade, if so equipped, is operated and a signal for a reverse movement over the crossing is received.

504.27 If a train operating on a signal indication more favorable than Approach encounters a Stop signal or a signal requiring restricted speed, the train must:

1. Comply with the signal indication consistent with good train handling unless conditions require an emergency brake application, and
2. Report the incident to the Rail Traffic Controller.

504.28 Promptly report a signal imperfectly displayed to the Rail Traffic Controller and regard the signal as the most restrictive indication that can be conveyed by that signal. When a fixed signal is absent from the place where it is usually displayed, the most restrictive indication that can be given by that signal governs the movement. Immediately report the absence of the signal to the Rail Traffic Controller.

504.29 Train crews observing an improper signal aspect permitting a train to proceed must:

1. Bring train to a safe and normal stop before passing the signal,
2. Notify the Rail Traffic Controller and be governed by his or her instructions, and
3. Provide warning for approaching trains until relieved by the Rail Traffic Controller.

504.30 Obtain permission from the Rail Traffic Controller to assist a standing train. After receiving permission from the Rail Traffic Controller, a locomotive may be permitted in the same block to assist a standing train provided:

1. Rail Traffic Controller is informed that a clear understanding exists between all crewmembers as to the location of the standing train,
2. A crewmember of the standing train provides warning against the assisting locomotive, and
3. The crew of the assisting locomotive perform the following:
    1. Stop one-quarter mile from the standing train,
    2. Approach the location at restricted speed,
    3. Stop prior to coupling,
    4. Conduct a job briefing with a crewmember of the standing train,
    5. Couple to the standing train and provide needed assistance,
    6. Contact the Rail Traffic Controller and provide location of detachment,
    7. Obtain permission from the Rail Traffic Controller to detach, and
    8. Detach from the train and stop. Remain stopped until obtaining permission from the Rail Traffic Controller to proceed.

504.32 Obtain permission from the Rail Traffic Controller before leaving equipment unattended on a controlled track and provide the following information to the Rail Traffic Controller for the operating record:

1. Specific locations of both ends of the equipment,
2. Identifying initials and number of the locomotive or the car at each end of the equipment,
3. Total number of locomotives and cars, and
4. The information provided is confirmed to be correct by all crewmembers.

504.33 The Rail Traffic Controller may grant authority to a train to remove unattended equipment from a controlled track once the Rail Traffic Controller verifies that a clear understanding exists among crewmembers as to the location of the standing equipment. The train must:

1. Stop one-quarter mile from the standing equipment, and
2. Approach the location of the standing equipment at restricted speed.

504.34 When removing unattended equipment from a controlled track, advise the Rail Traffic Controller of:

1. The number of locomotives or cars moved, and
2. The identifying initials and number of the locomotive or car at each end of such equipment.

504.35 Remove signals from service only when authorized by the proper authority and in the following circumstances:

a. Storm or flood renders signal system inoperative, or
b. Prompt restoration of signal system disruption for other cause(s) cannot be effected, or
c. Construction work necessitates the signals' temporary removal from service.

504.36 General Order, Current Operating Bulletins, or Mandatory Directives may temporarily remove block signals and signal rules from service. When signal system is suspended, establish an alternate method of operation and notify all trains affected.

504.37 Unless otherwise specified, when signals are temporarily removed from service, trains must:

1. Approach all Absolute signals prepared to stop and not pass these signals without permission of the Rail Traffic Controller,
2. Stop at drawbridges and railroad crossings at grade and be governed by rules or Special Instructions in effect for that particular location,
3. Approach all public crossings at grade that are equipped with automatic grade crossing warning devices prepared to stop and provide protection,
4. Omitted
5. Operate switches and derails in accordance with rules governing operating switches and derails by hand.

504.38 Under certain conditions, a single car or a single light locomotive unit may fail to activate the block signals or the highway-rail crossing at grade warning devices. These movements must not be stopped on sand. If it is necessary to use sand to stop, the locomotive or car must be moved clear of the sanded portion of the rails immediately after stopping.

504.39 Trains occupying rusty rails, or rails covered with sand, oil, or other matter may also fail to shunt the track circuits. Employees must be especially vigilant to detect and report such conditions and, unless otherwise instructed by the Rail Traffic Controller, they must provide proper protection.

504.40 If rails are rusted or cars have been left standing and wheels are rusted, crewmembers must confer with the Rail Traffic Controller. If rails are rusted, signal maintainers must notify the Rail Traffic Controller.

505 - Track Warrant Control Non-Signaled (TWC)

505.1 When the authority for movement on a controlled track is designated in General Orders, Current Operating Bulletins, or Mandatory Directives as TWC, trains will be governed by verbal authority from the Rail Traffic Controller.

505.2 Trains must not enter controlled track in TWC territory unless authorized to do so by the Rail Traffic Controller, or as a work train working as part of the engineering work group within designated working limits.

505.3 Copy the authorities from the Rail Traffic Controller on the Track Warrant in the prescribed format. Where more than one main track is in service, the track number or name will be designated in the authority.

505.4 The limits of the authority must be designated on Track Warrant by:

a. Station names, or
b. Mileposts, or
c. Switch, or
d. Signal, or
e. Control point

505.5 The following table describes the limit of the authority:

When the Location is:	The End of the Authority is:
A controlled point	The home signal or controlled point signal.
A passenger station	The point specified by the Rail Traffic Controller on Track Warrant.
A hand-operated switch	The fouling point of the switch.
Multiple hand-operated switches	The fouling point of the first switch unless otherwise specified by the Rail Traffic Controller on Track Warrant.
Other Stations	The station sign.

505.6 The Rail Traffic Controller may authorize a train to enter TWC territory at a hand-operated switch in order to clear the switch and proceed in the opposite direction.

505.7 When a train is authorized to operate in both directions:

1. It may operate in either direction,
2. Switches within the designated limits may be left as instructed by the Rail Traffic Controller during the time the authority is in effect,
3. The authority remains in effect until canceled,
4. Before the authority is released, a crewmember must ensure that all switches are locked in normal position.

505.8 To make a reverse movement, trains authorized to move in one direction:

1. Must obtain authorization of the Rail Traffic Controller,
2. Before authorizing, the Rail Traffic Controller must determine that the track to be used is clear and no opposing movements have been authorized, and
3. Once authorized, the train may make a reverse movement within the limits.

505.9 A train must report by specific locations when directed by the Rail Traffic Controller. Once a train has reported by a specific location, the train must not re-enter that section of track unless a new authority is obtained.

505.10 A Track Warrant authority is fulfilled when a train operating in a specified direction clears the limits. After a train clears the limits of its Track Warrant authority, the conductor or the locomotive operator must promptly release the authority unless otherwise directed by the Rail Traffic Controller.

505.11 A train must not release an authority or report by a specific location until:

a. A crewmember or other employee observes the rear end marker or verifies the rear car's initials and number, or
b. The train passes a defect detector that gives an axle count that agrees with the count of a previous defect detector or an actual count made by a crewmember, or
c. The train clears the controlled track at a hand-operated switch and the switch (and derail, if equipped) has been restored and locked in normal position, or
d. A train equipped with properly functioning telemetry:
    1. Indicates the rear of the train is intact,
    2. The display indicating air pressure on the rear of the train gives the expected reading, and
    3. The distance traveled by the leading end of the train is:
        a. The train's length, as determined by the use of the odometer on the HTD, or
        b. Three miles beyond the clearing point.

505.12 When hand-operated switches are used, before releasing an authority or reporting by a specific location:

1. Complete the Switch Position Awareness Form (SPAF) in ink,
2. Report the following to the Rail Traffic Controller:
    1. Location of the switch operated,
    2. Switch(es) restored and locked in normal position,
    3. Time switch was initially reversed,
    4. Time switch was restored and locked in normal position, and
    5. Name of employee who operated the switch.
3. Retain the Switch Position Awareness Form (SPAF) for 7 days.

505.13 Obtain permission from the Rail Traffic Controller to assist a standing train. After receiving permission from the Rail Traffic Controller, a locomotive may assist a standing train provided:

1. Rail Traffic Controller is informed that a clear understanding exists between all crewmembers of the location of the standing train,
2. A crewmember of the standing train provides warning against the assisting locomotive, and
3. The crew of the assisting locomotive perform the following:
    1. Stop one-quarter mile from the standing train,
    2. Approach the location at restricted speed,
    3. Stop prior to coupling,
    4. Conduct a job briefing with crewmember of the standing train,
    5. Couple to the standing train and provide needed assistance,
    6. Contact the Rail Traffic Controller and provide location of detachment,
    7. Obtain permission from the operating to detach from the train, and
    8. Detach from the standing train then remain stopped until obtaining a new authority from the Rail Traffic Controller.

505.14 Obtain permission from the Rail Traffic Controller before leaving equipment unattended on a controlled track and provide the following information to the Rail Traffic Controller:

1. Specific locations of both ends of the equipment,
2. The identifying initials and number of the locomotive or car at each end of the equipment,
3. Total number of locomotives and cars, and
4. The information provided is confirmed to be correct by all crewmembers.

505.15 The Rail Traffic Controller may grant authority to a train to remove unattended equipment from a controlled track once the Rail Traffic Controller verifies that a clear understanding exists among crewmembers as to the location of the standing equipment. The train must:

1. Stop one-quarter mile from the standing equipment, and
2. Approach the location of the standing equipment at restricted speed.

505.16 Advise the Rail Traffic Controller of the following when unattended equipment is removed from a controlled track:

1. The identifying initials and number of the locomotive or car at each end of the equipment, and
2. The total number of locomotives and cars removed.

505.17 If a train overruns an authority:

1. Notify the Rail Traffic Controller, and
2. Provide warning against approaching trains.

506 – Section Omitted

507 - Main Track Yard Limits Non-Signaled (YL)

507.1 When the authority for movement on a controlled track is designated in Timetable, General Order, Current Operating Bulletins, Mandatory Directives as YL, verbal authority from the Rail Traffic Controller governs trains.

507.2 Trains must not enter a controlled track in YL territory unless authorized to do so by the Rail Traffic Controller or as a work train working as part of the engineering work group within designated working limits.

507.3 Copy authorities from the Rail Traffic Controller on the Track Warrant in the prescribed format. Where more than one main track is in service, the track number or name will be designated in the authority.

507.4 All movements must be made at a speed that permits stopping within one-half the range of vision, stopping short of a train, a car, an obstruction, on-track equipment, an improperly lined switch, or a Stop signal, not exceeding 20 MPH until the leading end reaches the far limits.

507.5 When a train completes the use of main track yard limits, the conductor or locomotive operator must contact the Rail Traffic Controller and state:

a. If main track is clear of equipment, or
b. If unattended equipment is left within the limits.

508 – Section Omitted

509 – Section Omitted

510 - Traffic Control (TC)

510.1 When the authority for movement on controlled tracks is designated in Timetable, General Order, Current Operating Bulletins, or Mandatory Directives as TC, general signal rules are also in effect and signal indication authorizes and governs train movements in either direction.

510.2 Trains must not enter or make an initial movement on controlled tracks in TC territory unless authorized by signal indication or verbal authority from the Rail Traffic Controller.

510.3 The conductor or locomotive operator must have authority from the Rail Traffic Controller to enter a controlled track at a hand-operated switch and must promptly operate the switch(es) once authorized to do so.

510.4 A train must not clear at a hand-operated switch unless:

a. Equipped with a signal or electric lock, or
b. Permanent authorized speed over the switch does not exceed 20 MPH, or
c. On a signaled siding with no intermediate signals and authorized speed does not exceed 30 MPH.

510.5 A train, using a track on which it is not permitted to clear, must leave part of the train on the connecting signaled track or leave the switch open until the work is completed.

510.6 When a train clears the track at a hand-operated switch and the switch(es) have been restored to normal position:

1. The conductor or locomotive operator must report clear to the Rail Traffic Controller, and
2. The train must not re-enter that block without authorization of the Rail Traffic Controller.

511 – Control Point (CP) Signals

511.1 When the authority for movement on controlled tracks is designated in Timetable, General Order, Current Operating Bulletins, or Mandatory Directives as CP, general signal rules are also in effect and signal indication authorizes and governs train movements in either direction.

511.2 Trains must not enter or make an initial movement on controlled tracks in CP territory unless authorized by signal indication or verbal authority from the Rail Traffic Controller.

511.3 When the rear of the movement is stopped between the home signals of a controlled point or railroad crossing at grade, signal indication or permission of the Rail Traffic Controller is required to:

a. Make a reverse movement, or
b. To make a forward movement after making a reverse movement.

511.4 If a signal aspect permitting a train to proceed changes to a Stop signal before it is reached, the train crew must:

1. Stop using safe train handling techniques unless conditions require an emergency brake application, and
2. Report the signal change to the Rail Traffic Controller.

511.5 If the Rail Traffic Controller stops a train while it is moving through a control point, the train must not move in either direction until receiving:

a. A proper signal, or
b. Authorization from the Rail Traffic Controller.

511.6 When the leading end of a train stops less than one locomotive length on either side of a signal associated with a control point, the train must not proceed again without receiving permission from the Rail Traffic Controller.

512 – Section Omitted

513 – Section Omitted

514 – Section Omitted

Chapter 6 – Rail Traffic Control

600 - General Rail Traffic Controller Rules

600.1 The following position report to the Manager of Rail Traffic Control and must also comply with instructions of other company officers:

1. Rail Traffic Controllers.
2. Omitted

600.2 The Lead Rail Traffic Controller has the authority of the Manager of Rail Traffic Control when the Manager of Rail Traffic Control is absent.

600.3 Rail Traffic Controllers and Lead Rail Traffic Controller are accountable for the following:

1. Directing the movement of trains and on-track equipment in a safe and efficient manner in accordance with rules and Special Instructions,
2. Preventing any trains from going on the hours of service on single main track,
3. The accuracy of instructions and information repeated by employees,
4. The proper operation of signals and appliances,
5. Recording their hours of service properly,
6. Employees assigned under their direction, and
7. The management of the office and dispatching console.

600.4 Rail Traffic Controllers must:

1. Give clear and direct instructions,
2. Take prompt action to provide protection against any known condition that could affect safety,
3. Maintain information and records as required,
4. Keep a record of trains and on-track equipment, and
5. Record and report to the Manager of Rail Traffic Control:
    a. Unsafe conditions; or
    b. Defects in locomotives, cars, track, signals, wayside detectors, and related equipment; or
    c. Delays, including trains that cannot operate at normal speed; or
    d. Other unusual occurrences.

600.5 When instructions are misunderstood or questions develop, the Rail Traffic Controller is to provide a clear explanation. If there is a failure to reach mutual understanding, notify the Manager of Rail Traffic Control for definitive instructions.

600.6 When notified of an injury or illness to an employee or the public, an emergency, an unsafe condition, or a situation that compromises the security of a freight train, passenger train, or on-track equipment, the Rail Traffic Controller must:

1. Determine the nature of the emergency and identify the necessary support personnel required,
2. Use available information and determine the:
    1. Geographical area, including state and county;
    2. Specific location, including street or highway name and milepost location; and
    3. Rail lines within the area.
3. When necessary, protect and apply blocking, and
4. Notify:
    1. Trains and employees affected,
    2. Manager of Rail Traffic Control,
    3. Other mangers and/or agencies outlined in the Rail Traffic Controllers Manual

601 – Rail Traffic Controller System

601.1 Before assuming duties, the Rail Traffic Controller must:

1. Review the BBRR Bulletins, General Orders, and Manager Notes for updates;
2. Understand the movement of trains, on-track equipment, and work forces;
3. Unless authorized by the proper authority, use the Dispatchers Transfer to sign on to the dispatching Computer Aided Dispatch (CAD) system; and
4. Enter his or her identification into the computer system, and, when applicable, in the presence of the Rail Traffic Controller being relieved.

601.2 It is the responsibility of the Rail Traffic Controller to ensure blocking is properly applied to all routes and devices and maintained until no longer needed.

601.3 When a requested signal does not clear, the Rail Traffic Controller must not request the signal to Stop until it is recalled and the indication is observed on the overview.

601.4 The Rail Traffic Controller must not log off the system unless authorized by the proper authority.

601.5 Before going off duty, the Rail Traffic Controller must verify the relieving Rail Traffic Controller understands the movement of trains, on-track equipment, and work forces.

602 – Managing Current Operating Bulletins, En route Restrictions, Mandatory Directives

602.1 When creating a track authority and the editable wording on the read back of a track authority is changed:

1. Cancel the read back, and
2. Edit the track authority, and
3. Start read back.

602.2 To ensure accuracy of the Mandatory Directive read back, the Rail Traffic Controller must clear and restore, in sequential order, the red highlighted data fields to their normal background state.

602.3 Rail Traffic Controllers will give the en route restriction or Current Operating Bulletin number to the requesting employee for the following:

a. Temporary speed restrictions, or
b. Malfunction of automatic grade crossing warning devices.

602.4 Any Form B with an effective time must be issued 12 hours prior to the requested time unless in the case of an emergency.

602.5 Only send one Current Operating Bulletin and Initial Track Warrant, consisting of two copies, to a train at any one station.

602.6 Send a corrected Initial Track Warrant only after the conductor or locomotive operator notifies the Rail Traffic Controller that the original Initial Track Warrant has been destroyed.

602.7 When a new Initial Track Warrant is created for the same designated train with the same origin and destination at any one station, take the following steps to activate the Initial Track Warrant:

1. Confirm the new Initial Track Warrant number with the train crew,
2. Omitted.
3. Omitted.

602.8 When necessary to use one train crew to move more than one train with Initial Track Warrant, the Rail Traffic Controller must apply Initial Track Warrant to each train to be moved.

603 - Managing Signals and Signal Appliances

603.1 Operate switches, electric locks, and block signals only if no delay of trains results from these actions.

603.2 Do not operate or clear signals and signal appliances for opposing or conflicting movements, except in an emergency. When necessary to change a signal or route for which signals are cleared, the affected train must be stopped unless it is confirmed the train can comply.

603.3 When using signals and signals appliances to protect against conflicting movements, the Rail Traffic Controller must:

1. Ensure the track segment is clear of other movements. The CAD may be used to determine the track segment is clear if the movement is continuously observed and there is no other practical way of identifying the location of the movement; and
2. Apply blocking after properly lining, coding, and ensuring the indication in the field corresponds with controlled Absolute signals(s) and/or switch(es).

603.4 Omitted

603.5 Do not operate signals or control point appliances that are occupied by a train. Restore switches, derails, and movable-point frogs to the normal position only after the movement has cleared the appliances.

604 – Controlled Point (CP) Signals

604.1 Controlled point signals govern the use of the routes of a controlled point. They must be operated sufficiently in advance of approaching trains to avoid unnecessary delay.

604.2 Keep controlled absolute block signals in Stop position, except when displayed for a movement.

605 – Controlled Point Appliances

605.1 Observe indications from the field to ensure the controlled point appliances and the controlled point functions agree.

605.2 Do not use controlled point functions to provide protection if indications from the field are not observed.

605.3 When the position of controlled point appliances are unknown:

1. Apply blocking, and
2. Notify the employee in the field to properly line and secure the appliance as follows:
    a. For dual-controlled appliances, lock the selector lever in hand position, or
    b. For non-dual-controlled appliances, physically secure against unintentional movement.

605.4 Before authorizing an employee to place a dual-controlled power-operated switch in hand position, the Rail Traffic Controller must ensure that:

1. There are no conflicting movements on the track section,
2. There are no authorized conflicting movements, and
3. The devices controlling signals or switches or both are blocked and coded (where code controlled) in position to prevent any conflicting movements.

606 - Permission to Pass a Stop Signal

606.1 Before giving permission to pass the Stop signal, the Rail Traffic Controller must:

1. Determine the specified track is clear of opposing and conflicting movements and no opposing or conflicting movements have been authorized;
2. Properly position affected appliances and if any show as Out-of-Correspondence, Code Failure, or Low Air Activated, give instructions to the crew to hand operate or spike the appliance when issuing permission to pass the Stop signal;
3. When conditions allow, request the signal the same as if it could be displayed to proceed;
4. Apply blocking devices;
5. After implementing the above procedures and issuing instructions concerning any power-operated switches, the Rail Traffic Controller will instruct the train:
    1. “After stopping, proceed by Stop signal at _____ (location) from track _____ to _____ track in the _____ direction, switches in motor or hand.” and
    2. When permission is given to pass a Stop signal in order to couple to cars or to move to location short of a block signal, include this information in the instructions.
6. Confirm instructions to receiving employee when the employee repeats authorization correctly.

607 - Managing Train Movements

607.1 Rail Traffic Controllers must furnish information relating to the movement of trains to Managers and those authorized by the Manager of Rail Traffic Control.

607.2 If a train passes a Stop signal without permission, the Rail Traffic Controller must immediately:

1. Attempt to stop that train and other trains affected, and
2. Report the incident to the Manager of Rail Traffic Control.

607.3 When a Rail Traffic Controller is electronically or verbally notified of information related to a train that is no longer on his or her territory, inform the appropriate Rail Traffic Controller.

607.4 When notified of an alert that does not contain any information, the Rail Traffic Controller must notify the Manager of Rail Traffic Control of this occurrence.

608 - Train Authorities

608.1 Omitted

608.2 The Rail Traffic Controller may grant a single direction authority to enter non-signal territory in order to shove out on to the main track to clear the switch and proceed in the opposite direction of the shove movement.

608.3 Before authorizing a train to enter or to foul a signaled track or controlled siding or to cross from one such track to another, the Rail Traffic Controller must ascertain that:

1. The track section is clear of any conflicting movements and no conflicting movements have been authorized, and
2. The signals or the switches or both are blocked and coded in position to prevent any conflicting movements into such track sections and remain so until the train occupies the track.

608.4 Omitted

608.5 Omitted

608.6 When a siding is occupied, the Rail Traffic Controller must notify the train or on-track equipment entering the siding that the siding is occupied.

608.7 To change or cancel an authority, the Rail Traffic Controller must first:

1. Contact the train,

2. Determine the train has not entered the limits of the authority before canceling the authority, and
3. Receive acknowledgment that the locomotive operator understands the authority will change or be canceled.

608.8 Before permitting a locomotive to enter the block or authority of a standing train to assist the standing train, the Rail Traffic Controller must:

1. Issue an en route restriction instruction to prevent the standing train from moving, and
2. Receive confirmation that a clear understanding as to the location of the standing train exists between both crews.

608.9 When hand-operated switches are used in Track Warrant Control non-signal territory (TWC), the Rail Traffic Controller must use the Rail Traffic Controller radio to confirm:

1. Location of the switch(es) operated,
2. Switch(es) were restored and locked in normal position,
3. Time switch(es) were initially reversed,
4. Time switch(es) were restored and locked in normal position,
5. Name of employee that operated switches.
6. The Switch Position Awareness Form (SPAF) was initialed by both the conductor and locomotive operator.

609 - Permission to Make a Reverse Movement

609.1 Before authorizing a reverse movement ensure proper blocking is applied and:

1. The track is clear of conflicting movements,
2. No conflicting movements are authorized, and
3. Possible conflicting movements are controlled by:
    a. Absolute signal, or
    b. En route restriction, or
    c. Mandatory Directive, or
    d. Withholding authority.

610 - Protecting a Train Within Track Segment Limits

610.1 Before authorizing a train to work in both directions, the Rail Traffic Controller must determine:

1. The track segment is clear,
2. No other trains are authorized to use the limits, and
3. Signals or switches or both are blocked and coded in position to prevent any conflicting movements into the protected limits.

610.2 When authorizing multiple trains to work in both directions within established track segment limits, the authorization must require each train to operate at restricted speed and protect against each other.

610.3 Do not remove blocking until the locomotive operator or conductor of the train reports clear.

611 - Blocked Sidings and Main Tracks

611.1 When sidings or main tracks are blocked:

1. Include the location and the reason in the operating transfer,
2. Determine devices controlling switches and signals are blocked and coded in proper position, and
3. Issue an en route restriction or Current Operating Bulletin to affected trains when controlled switches or signals or both are not available.

612 - Train Stopped by Emergency Brake Application

612.1 When notified that a train moving on a controlled track or adjacent to a controlled track has had an emergency application of the air brakes, the Rail Traffic Controller must inform the train crew of any adjacent tracks that cannot be protected by the Rail Traffic Controller.

612.2 When a train has an emergency brake application, the Rail Traffic Controller must record the following information:

1. Train ID,
2. Subdivision,
3. Location,
4. Milepost location of the head end of the train after stopping,
5. Milepost one mile behind the rear of train when the emergency application began, and
6. The results of the train crew inspection.

612.3 The Rail Traffic Controller will notify the Track Department to inspect the track if the train in emergency results from one of the following:

a. A road crossing accident, or
b. Drawhead failure, or
c. Train crew indicated possible track damage.

612.4 Grant permission to pass a train in emergency only after:

1. Determining the train in emergency:
    a. Does not contain hazardous materials cars, or
    b. All hazardous materials cars have been inspected and found to be safe.
2. Advising the crew of the train in emergency other movements will pass on the adjacent track, and
3. Issuing an en route restriction instructing the passing train crew to operate at restricted speed.

612.5 If necessary to move the next train over the affected track prior to the engineering department inspecting the track:

1. Issue an en route restriction instructing the train crew to operate at restricted speed until the leading end has reached the furthest end of the location designated,
2. Report any irregularity to the Rail Traffic Controller, and
3. Normal operations may resume if no irregularities are reported.

613 - Managing Engineering Work

613.1 When controlled point signals and appliances are undergoing repair:

1. Code controlled Absolute signals to Stop,
2. Apply blocking to signals and appliances, and
3. Keep signals in Stop position with blocking applied until the employee granted the authority reports the repairs are completed.

613.2 The Rail Traffic Controller must provide protection before granting permission to place a control point in local control. Provide protection by:

1. Identifying the specific control point that is being requested,
2. Identifying the control points located on each side of the requested location,
3. Ensuring that the segment of track between the control points is clear of movements and authorities not connected with the employee requesting the permission and that no additional movements or authorities are authorized to proceed into the track segment,
4. Applying blocking devices or withhold authority at the control points located on each side of the requested location, and
5. Protecting all train movements by withholding authority to proceed or by issuing an en route restriction instruction if a control point located on each side of the requested location is not indicating.

613.3 The Rail Traffic Controller must confirm the following information with the employee-in-charge before authorizing the work authority:

1. In signal territory, whether signal system will be affected,
2. When control points are within the work limits, how trains will move through the control point,
3. In multiple track territory, which track will be occupied by work forces and which track will be used to pass trains, and
4. The use and position of switches.

614 - Track Authorities

614.1 Prior to issuing track authority, the Rail Traffic Controller must obtain the limits and the specific milepost location of initial occupancy, or location if a continuous movement will enter a new authority, and ascertain the segment of track to be used is clear, no movements have been authorized, and conflicting movements are prevented from entering the segment of track by:

a. Applying the proper blocking and maintaining it until the employee granted the authority reports clear, even if the time has expired, or
b. Issuing en route restriction, or
c. Withholding authority.

614.2 Omitted

614.3 If the segment of track to be used for a track authority is not clear and is occupied by a preceding train, the Rail Traffic Controller must:

1. Confirm with the crew the train has passed the point of initial track occupancy or location, if a continuous move will enter a new authority, and
2. Identify the train on track authority in the following manner:
    1. Omitted
    2. Locomotive number and,
    3. Direction.
    4. Omitted

614.4 If the segment of track to be used for a track authority is not clear and is occupied by a conflicting train, the Rail Traffic Controller must:

1. Control conflicting movements by:
    a. Applying proper blocking, or
    b. Issuing track authority, or
    c. Withholding authority.
2. Confirm a clear understanding of the move to be made exists between the employee requesting authority and the conductor or locomotive operator, and
3. Identify the train on Track authority in the following manner:
    1. Train ID,
    2. Locomotive number, and
    3. Stopped at milepost location.

614.5 The Rail Traffic Controller must determine the requested limits for local control are connected with the employee granted these functions.

614.6 If unable to contact the employee granted of a Form B authority after the expiration time of that authority, the Rail Traffic Controller may issue a Mandatory Directive instruction to a train or employee to enter the limits after:

1. The Rail Traffic Controller has communicated with the employee granted authority or Manager of Track & Structures, and
2. Issue a Mandatory Directive to train to move at restricted speed between _____ (location) and _____ (location), and
3. Instructing the employee with current authority to report any contact by employee with expired authority.

614.7 Once issued, an employee granted an authority may report by a specific location.

614.8 The employee with track authority must release that authority for the track to be considered clear.

615 – Section Omitted

616 - Controlled Track Removed from Service

616.1 A controlled track can only be removed from service on the authority from the Rail Traffic Controller under one of the following conditions:

a. Track is rendered inoperative by act of nature, or
b. Track is disrupted for other cause and prompt restoration cannot be made, or
c. Construction work necessitates temporary removal from service.

616.2 An authority may be granted when:

1. The track segment is clear of all authorities,
2. Trains within the track segment are protected,
3. Signals and power-operated switches within the work limits are under control of the Rail Traffic Controller unless other arrangements are made,
4. Blocking is applied to switches and signals leading to the affected track,
5. A job briefing is completed with the EIC concerning how movements will enter the work limits and be made over power-operated switches, and
6. The protection will be maintained until the employee-in-charge advises it is no longer necessary.

616.3 Prior to removing controlled track from service, the Rail Traffic Controller must receive the defined limits from the employee making the request. The Rail Traffic Controller must issue the authority on Form C and define the limits on the authority to the requesting employee as follows:

a. Control point to control point in signal territory, or
b. Whole milepost to whole milepost in non-signal territory, or
c. Other physical characteristic.

616.4 Do not return track to service until the employee who received the authority notifies the Rail Traffic Controller of the following:

1. Any restrictions necessary to ensure safe passage of trains or on-track equipment, and
2. That track is clear of all trains and on-track equipment.

617 - Highway-Rail Crossings at Grade

617.1 When notified of an accident or malfunction at a highway-rail crossing at grade, the Rail Traffic Controller must:

1. Provide necessary protection and apply blocking that will prevent trains from occupying the crossing,
2. Notify the engineering department in the event of an accident, and
3. Notify all affected trains of the activation failure.

617.2 The mile post number must be added to the data field on Activation or False/ Partial Activation operating messages.

617.3 When notified of a malfunction of a highway-rail crossing at grade automatic warning device on any track:

1. Provide necessary protection and apply blocking that prevents trains from occupying the crossing,
2. Unless advised otherwise by the signal department, create an activation failure message,
3. Provide the message type and number to signal department.

617.4 Omitted.

617.5 Modification to an activation failure message may be made as directed by the signal department of the modification; however, a modification to use police or other non-railroad individuals as flaggers is prohibited.

618 - Defect Detectors Verification Process

618.1 When notified by a signal employee that a defect detector needs conditioning, the Rail Traffic Controller will restrict train speeds to 30 MPH over the defect detector by issuing a:

1. En route restriction and providing the number to the requesting signal employee, and
2. En route restriction/or Form C instruction to affected trains.

619 - Removing Defect Detectors from Service

619.1 When a signal employee contacts the Rail Traffic Controller to remove a defect detector from service and turn off all audible and visual indication equipment, the Rail Traffic Controller will issue a:

1. En route restriction and provide the number to the employee removing detector, and
2. En route restriction/ or Form C instruction to affected trains.

620 - Restoring Defect Detectors to Service

620.1 When a signal employee contacts the Rail Traffic Controller to restore a defect detector to service, the Rail Traffic Controller will:

1. Annul en route restriction/or Form C and provide the number to the employee restoring detector, and
2. Void the line in the Form C instruction issued to take the defect detector out of service.

621 - Managing Unusual Situations

621.1 When managing the movement of equipment that may not shunt, control point signals may be cleared for movement to occupy the control point. After the movement enters the control point:

1. Code control point signals to Stop,
2. Maintain control point signals in Stop until the movement has cleared the opposing control point signal, and
3. Maintain a clear block behind the movement.

621.2 When managing rusty rail or other track conditions that could interfere with shunting the track:

1. Control point signals must be coded and maintained in Stop,
2. Movements must be granted permission to pass the Stop to occupy the affected track, and
3. A clear block must be maintained behind the movement.

621.3 When damage to track or appliances occurs, the Rail Traffic Controller must:

1. Code signals to Stop,
2. Apply blocking devices, and
3. Not permit any train movement until reported safe by the engineering department.

621.4 The Rail Traffic Controller must provide protection for a switch or derail left in other than the normal position by:

a. Issuing an en route restriction or Form C instruction describing the condition, or
b. Withholding authority, or
c. Applying blocking.

622 - Report of Track Irregularities or Rough Track

622.1 When notified of track irregularities or rough track:

1. Prevent movements from occupying the affected track by applying blocking devices or withholding authority which must be maintained until the engineering department reports the track is safe for movement,
2. Notify the engineering department, and
3. If necessary to move a train over the reported track prior to the engineering department inspecting the track, issue en route restriction or Form C to instruct the train crew to operate at restricted speed and report any irregularity to the Rail Traffic Controller.

623 - Signals Not Functioning Properly and Unexplained Occupancy Lights

623.1 When informed of an improper signal, the Rail Traffic Controller must:

1. Stop all train movements;
2. Notify the signal department of the location and the aspect observed by the train;
3. Not attempt to move trains beyond the location, change the signal aspect, or change signal appliances until a signal department arrives; and
4. Be governed by the instructions of the signal department.

623.2 A signal aspect that changes from one indication to another more than once is considered as functioning erratically and the Rail Traffic Controller must:

1. Discontinue operation of the signal,
2. Block control point signal, and
3. Promptly report the condition to the signal department.

623.3 Promptly report to the signal department when track occupancy lights:

a. Are unexplained, or
b. Remain on behind a train, or
c. Remain on after track or signal work.

623.4 When a train leaves two or more track occupancy lights on or the last track occupancy light on when leaving signal territory, the Rail Traffic Controller must:

1. Stop the train, and
2. Instruct the crew to make a complete inspection of both sides of the train and report the results of the inspection to the Rail Traffic Controller. Instruct the crew to inspect the train by:
    a. Walking inspection, or
    b. Roll-by inspection not to exceed 5 MPH.

623.5 When the employee responsible for inspecting or repairing the reported problem gives notification of arrival at the location, the Rail Traffic Controller must issue authority to the employee.

624 - Weather

624.1 The Rail Traffic Controller must contact the engineering department when conditions caused by weather may interfere with switches, derails, or movable-point frogs.

624.2 When an authorized employee provides notification that he or she is ready to perform heat inspections or flash flood warning inspections, the Rail Traffic Controller must promptly issue an authority.

Chapter 7 - Roadway Worker and On-Track Safety

Introduction

This sections defines procedures to prevent cars, locomotives, on-track equipment, or other equipment from striking roadway workers (including contractors) performing their duties. The rules in this section comply with the relevant regulations contained in the Code of Federal Regulations (CFR) Title 49, Part 214.

700 - General Requirements of Engineering Department Employees

700.1 BBRR has overall responsibility for ensuring employees understand and comply with the rules governing on-track safety. The following are the responsibility of each roadway worker:

1. Compliance with operating rules,
2. Remaining clear of tracks until required by job task, and
3. Determining that the appropriate on-track safety has been established before fouling a track.

700.2 Only one qualified roadway worker, referred to as the employee-in-charge, establishes and controls working limits for the purpose of on-track safety.

700.3 Do not perform any work that:

a. Interferes with the safe passage of trains, or
b. Is not properly protected, or
c. Is not in accordance with operating rules, or
d. Interferes with the proper functioning of switch machines or code apparatus, or
e. Interferes with the proper functioning of signal control machines or code apparatus.

700.4 Do not operate any switch or derail on a controlled track without the permission of the Rail Traffic Controller.

700.5 An employee must obtain the required permission from the Rail Traffic Controller before taking a controlled location off line and maintain communication with the Rail Traffic Controller after receiving permission.

700.6 When no designated supervisor is on site and in cases of emergency, comply with the instructions of the Rail Traffic Controller.

700.7 Upon discovery of damage to a facility, make the necessary repairs then report the occurrence to the designated supervisor and the Rail Traffic Controller.

700.8 When applying or removing temporary speed restrictions, make certain to pronounce all numbers digit by digit and comply with the following:

Step	Responsible Party	Action
1	Engineering	Make the request to the Rail Traffic Controller.
2	Rail Traffic Controller	Repeat the entire request and issue the restriction.
3	Engineering	Make certain that the proper signs are displayed.

700.9 When handling gasoline or other flammables, make certain to keep material away from the following:

a. Operating internal combustion engines, or
b. Smoking, or
c. Open flames.

700.10 All parked or secured equipment and vehicles must remain a minimum of seven feet from the nearest rail of any track unless protected by the appropriate track protection.

700.11 A train list or train line up provided by the Rail Traffic Controller must be recorded in writing by the receiving employee. It is for informational purposes only and does not authorize any employee to foul a track.

700.12 Work performed by contractors must be monitored to ensure:

1. No work, activity, or equipment interferes with the safe passage of trains, and
2. Neither contractors nor their equipment fouls a track unless protection has been provided.

700.13 Employees operating switches or derails are responsible for the position of the devices and must:

1. Visually determine switches and derails are properly lined for the intended route, and
2. Obtain permission from the Rail Traffic Controller or other designated employee before switches and derails are spiked.

700.14 When hand-operated main track switches in non-signal territory (TWC) are used, before releasing an authority or reporting by a specific location, the employee holding the authority or the employee-in-charge of a work group must:

1. Complete the Switch Position Awareness Form (SPAF) in ink,
2. Report the following to the Rail Traffic Controller:
    1. Location of the switch operated,
    2. Switch restored and locked in normal position,
    3. Time switch was initially reversed,
    4. Time switch was restored and locked in normal position, and
    5. Name of employee who operated the switch.
3. Retain the Switch Position Awareness Form (SPAF) for 7 days.

701 - On-Track Safety and Job Briefing Requirements

701.1 A Roadway Work Group is any group of workers, regardless of class or craft, working on a common task that involves fouling a track. One designated roadway worker in each group, referred to as the employee-in-charge, provides on-track safety for all members of the group. The employee-in-charge is responsible for ensuring the working group receives a job briefing on the type of on-track safety to be established.

701.2 Prior to starting work that will require an employee to foul a track, the employee-in-charge or other designated employee must perform a job briefing with the group to discuss:

1. Tasks to be performed,
2. Sequence of basic job steps,
3. Potential hazards,
4. Requirement to inspect tools and equipment before use,
5. Personal protective equipment required, including fall protection,
6. Type of on-track safety provided,
7. Roadway maintenance machine(s) that will foul any adjacent track,
8. Adjacent tracks or adjacent controlled tracks to include the type of on-track safety for those tracks if deemed necessary by the employee-in-charge,
9. Pre-determined place of safety (PPS) when required,
10. Track or tracks protected,
11. Time limits of protection,
12. Rules governing protection being provided, and
13. Confirmation that all members of the group understand the job briefing.

701.3 Before any member of a Roadway Work Group fouls a track, the employee-in-charge must inform each roadway worker:

1. Of the on-track safety protection established at the work location, and
2. That there will be no change in the type of on-track safety protection without notification of the change to each roadway worker.

701.4 At the beginning of each tour of duty, or when communications are not immediately available, a lone worker must conduct a job briefing and communicate his or her work plan and intended procedures for on-track safety as soon as possible with:

a. His or her designated supervisor, or
b. An employee designated by the supervisor.

702 - Reserved

703 – Adjacent Controlled Track On-Track Safety

703.1 On-track safety is required for each adjacent controlled track by establishing working limits or train approach warning when:

a. Deemed necessary by the employee-in-charge, consistent with adjacent controlled track on-track safety rules, or
b. A roadway work group is on an occupied track and one or more roadway workers are on the ground engaged in a common task with on-track self-propelled or coupled equipment.

Note: Self-propelled equipment does not include automated inspection cars, Hi-Rail Vehicles, or rail-bound vehicles engaged in a common task for inspection or minor correction purposes, provided that no vehicle is coupled to one or more railcars.

703.2 When multiple Hi-Rail or Rail-Bound vehicles are engaged in a common task for inspection or minor repairs, the on-track safety job briefing must include discussion of addressing the nature of the work that will be performed to determine if adjacent controlled track on-track safety is required.

703.3 The employee-in-charge with adjacent controlled track protection may permit other on-track equipment movements not associated with the roadway work groups onto the occupied track within the working limits after:

1. Conducting on-track safety job briefing with the employee-in-charge of the requesting on-track equipment, and
2. Recording onto the proper form the name of the employee-in-charge of the other roadway work group and the nature of work to be performed.

703.4 When notified that trains or on-track equipment are authorized to move on an adjacent controlled track at speeds greater than 25 MPH for freight trains and on-track equipment or greater than 40 MPH for passenger trains and passenger on-track equipment movements, each roadway worker must:

1. Ensure all work is stopped on the occupied track, including equipment movements, and between the occupied track and the adjacent controlled track that movement is authorized, and
2. Move to the predetermined place of safety (PPS).

703.5 When notified that trains or on-track equipment are authorized to move on an adjacent controlled track at 25 MPH or less for freight trains and on-track equipment or 40 MPH or less for passenger trains and passenger on-track equipment movements, each roadway worker must move to a predetermined place of safety (PPS). Work may only continue:

a. On the side of the occupied track with no adjacent track, or
b. On the side nearest an adjacent controlled track with established on-track safety and no authorized movement, or
c. Between the rails of the occupied track when all of the following conditions are met:
    1. On-track equipment on the occupied track will not foul the adjacent controlled track movement is authorized,
    2. Roadway workers performing on-ground work exclusively between the rails of the occupied track do not break the plane of the rail nearest the adjacent controlled track movement is authorized, and
    3. No on-ground work is performed within 25 feet in front of or behind any on-track self-propelled equipment or coupled equipment permitted to move on the occupied track.

703.6 In territories with an occupied track between two adjacent controlled tracks, each roadway worker must ensure all work is stopped and move to the predetermined place of safety (PPS) when either adjacent controlled track has one or more trains permitted for speeds greater than 25 MPH for freight trains or on-track equipment of greater than 40 MPH for passenger trains and passenger on-track equipment movements.

703.7 Roadway workers required to stop work must not resume work and equipment movements until the trailing end of all trains or other on-track equipment moving on the adjacent controlled track has passed and remains ahead of that roadway worker.

703.8 When a train or on-track equipment stops on an adjacent controlled track before its trailing end has passed all of the affected roadway workers, work must not be performed ahead of the trailing end of the train or on-track equipment until:

a. On-track safety through train approach warning has been established on the adjacent controlled track, or
b. The employee-in-charge has directed the locomotive or on-track equipment operator that no further movements will be made until authorized by the employee-in-charge.

703.9 Adjacent controlled track on-track safety is not required when all of the on-ground roadway workers are performing work while exclusively positioned on a side of the occupied track as follows:

a. Side with no adjacent track, or
b. Side with one or more adjacent tracks provided that it has an inter-track barrier between the occupied track closest adjacent tracks on that side.

703.10 Adjacent controlled track on-track safety is not required when one or more roadway workers are performing maintenance or repairs alongside a roadway maintenance machine or coupled equipment when:

a. The machine or equipment would effectively prevent the worker from fouling the adjacent controlled track on the other side of such equipment, or
b. The maintenance or repairs are performed while positioned on the side of the occupied track as follows:
    a. Side with no adjacent track, or
    b. Side with one or more adjacent tracks when it has an inter-track barrier between the occupied track and the closest adjacent track on that side.

703.11 A component of a roadway maintenance machine must not foul an adjacent controlled track unless:

1. Working limits have been established on the adjacent controlled track, and
2. No movements are permitted within the working limits on the adjacent controlled track.

704 –Track Authority

704.1 Before occupying or fouling a controlled track to perform short-term work or move on-track equipment, the employee-in-charge must:

1. Have a copy of the current day operating bulletins for the territory involved, and
2. Receive authority to occupy or foul track and copy the authority onto track authority form.

704.2 Use radio communication, if possible, when requesting track authority and provide the following to the control station:

1. Your name,
2. Specific location and milepost of initial occupancy,
3. Specific track name or number,
4. Beginning and ending limits of the request,
5. Direction of travel needed, and
6. Length of time necessary to complete work and clear the track.

704.3 Copy track authorities onto the prescribed form in the prescribed format.

704.4 A track authority may be issued in cases of emergency when a conflicting train is stopped within the required limits provided the Rail Traffic Controller confirms that the train is stopped. The employee requesting authority must:

1. Hold a job briefing with the crewmembers of the stopped train, and
2. Identify the train ID, locomotive number, and location and record that information on Track Warrant.

704.5 When receiving and copying track authority, copy the following into the form:

1. Required information not contained in Current Operating Bulletin, and
2. The following required information on any preceding train:
    1. Locomotive number,
    2. Omitted
    3. Direction of travel, and
    4. Location.

704.6 After receiving and copying track authority:

1. Conduct a job briefing with all employees who will operate or work under the authority,
2. In multiple track territory, ensure all employees covered by the protection acknowledge the specific track to be occupied or fouled,
3. Ensure all occupants of on-track equipment initial the copied Track Warrant , and
4. If it has been 30 minutes or more between the initial job briefing and time the track will be occupied or fouled, read Track Warrant aloud and conduct another job briefing.

704.7 When issued a track authority to follow a preceding train, do not foul or occupy the track until confirming the preceding train has passed the initial point of occupancy by:

a. Visually identifying the train by locomotive number, or
b. Verbal confirmation from the train crew or Rail Traffic Controller.

704.8 When issued a track authority with the same or overlapping limits:

1. The Rail Traffic Controller will designate the first employee-in-charge,
2. Employees must receive permission of the employee-in-charge before entering limits, and
3. Movements must be made under the direction of the employee-in-charge.

704.9 Do not operate into any authority issued to another employee until that employee gives permission to occupy the track within the authority. If granted permission of opposing limits within the authority, operators of opposing equipment must:

1. Announce passing all mileposts, and
2. Confirm understanding of any do not pass limit.

704.10 When operating within the limits of a track authority, employees must:

1. Stop at each control point and conduct a job briefing to verify authority extends beyond the control point before proceeding,
2. Not pass a preceding train without the permission and protection of the Rail Traffic Controller,
3. Not occupy or foul any track not covered by the authority,
4. Not move in a direction other than the one authorized, and
5. Not occupy a section of track after that section has been released or reported by.

704.11 Employees operating within the limits of track authority must make radio announcements:

1. Stating initial occupancy location prior to fouling or occupying the track,
2. Prior to passing a control point, and
3. In non-signal territory, prior to passing each end of siding locations.

704.12 When making required radio announcements, employees must use positive identification and state:

1. Track name or number,
2. Direction of travel, and
3. Name and milepost of location.

704.13 When instructed by the Rail Traffic Controller to report by specific locations, make sure:

1. The entire movement is clear of the location in the specified direction before reporting by the location, and
2. To receive a new authority for those limits prior to occupying any portion of track reported by.

704.14 When releasing track authorities to the Rail Traffic Controller:

1. A job briefing must be conducted with any remaining work group to establish a new employee-in-charge , and
2. The name of the new employee-in-charge must be given to Rail Traffic Controller, and
3. Promptly release track authorities to the Rail Traffic Controller after the entire movement clears the limits of the authority. Make every effort to clear the limits before the expiration of the time authorized and do not consider the authority clear until the Rail Traffic Controller acknowledges his or her understanding.

704.15 If unable to clear the limits of an authority before the time limit expires, contact the Rail Traffic Controller and request a time extension. If unable to contact the Rail Traffic Controller or if the Rail Traffic Controller does not grant a time extension, do not exceed restricted speed until the authority is cleared.

705 - Individual Train Detection, Train Approach Warning, and Train Coordination

705.1 A lone worker may use Individual Train Detection for on-track safety when he or she:

1. Knows the required sight distance and has completed a Statement of On-Track Safety (SOTS1) before fouling the track;
2. Has access to a working radio;
3. Is performing routine maintenance or minor repairs that will not affect the safe passage of trains or on-track equipment;
4. Has completed a required job briefing, when communication is available;
5. Is not performing work in an interlocking, control point, or remotely controlled hump yard;
6. Has established a place of safety;
7. Has the ability to see and hear the approach of a train or on-track equipment and that ability is not impaired by noise, lights, weather conditions, passing equipment on adjacent tracks, or any other condition;
8. Is not prevented from hearing the approach of a train or on-track equipment and no power-operated tools or roadway maintenance machinery is in use; and
9. Maintains the required sight distance and has the unrestricted ability to reach the predetermined place of safety at least 15 seconds before a train moving at the maximum authorized track speed reaches his or her location.

705.2 When using Individual Train Detection:

1. Do not perform any work that interferes with the ability to see or hear the approach of a train or on-track equipment,
2. Maintain a constant lookout for approaching trains and on-track equipment,
3. Keep the completed SOTS1 form in your possession at all times when fouling the track, and
4. When a train or on-track equipment approaches, move to the designated place of safety at least 15 seconds before the train or on-track equipment reaches the location.

705.3 Use Train Approach Warning for on-track safety only if:

1. At least two qualified roadway workers are working together and one of the employees is designated as the watchman,
2. All employees can reach an established place of safety at least 15 seconds before a train or on-track equipment reaches the location,
3. A method of communicating the approach of a train is established,
4. Employees hold a job briefing and all confirm their understanding and responsibilities,
5. Employees are performing routine maintenance or minor repairs that will not affect the safe passage of trains or on-track equipment,
6. Watchman/lookout knows and maintains required sight distance,
7. Watchman/lookout has unrestricted ability to see and hear approaching trains or on-track equipment, and
8. Watchman/lookout has access to a working radio.

705.4 The employee protected by Train Approach Warning must:

1. Remain in a position that allows receiving a train approach warning from the watchman, and
2. Immediately move to the predetermined place of safety when a warning is received.

705.5 When Train Approach Warning is used to protect more than one employee, the watchman must be equipped with and use the following devices to provide warning:

1. Whistle or air horn,
2. White disc or flag when visibility is good, and
3. White light or red fusee when visibility is poor.

705.6 When Train Approach Warning is used to protect only one employee, audible and visual warnings are not required when:

1. Advanced watchman is not required, and
2. Watchman can physically touch the employee being protected.

705.7 The employee providing watchman duties for Train Approach Warning must:

1. Not foul any track unless necessary to provide warning,
2. Not perform any tasks unrelated to providing warning or that interfere with providing warning to the employee being protected,
3. Provide warning as if every train or on-track equipment movement is approaching at the maximum authorized speed allowed, and
4. Provide warning sufficiently in advance to allow all workers and watchman to reach the predetermined place of safety at least 15 seconds before the train or on-track equipment reaches the location.

705.8 When necessary to establish on-track safety on controlled tracks with Train Coordination, the employee-in-charge must:

1. Visually determine the train is stopped,
2. Conduct a job briefing with the crew of the train,
3. Determine the limits of the train's authority,
4. Determine which method of operation and related rules are in effect,
5. Instruct the train crew not to move unless directed by the employee-in-charge, and
6. Instruct the train crew not to release any authority until notified by the employee-in-charge that it is safe to do so.

705.9 Once Train Coordination is established, the employee-in-charge must ensure no members of the working group foul any track outside of the train's authority.

705.10 When Train Coordination on-track safety is no longer required:

1. Ensure all roadway workers are clear of the track, and
2. Inform the train crew that protection is no longer required and the instructions of the Rail Traffic Controller will govern their movements.

706 - Working Limits on Non-Controlled Tracks

706.1 To establish working limits on non-controlled tracks:

1. Make prior arrangements with the employee responsible for the track or tracks involved,
2. Ensure the tracks are not occupied by any equipment not under the control of the employee in-charge, and
3. Make the tracks inaccessible to all trains, locomotives, and on-track equipment.

706.2 Make non-controlled tracks inaccessible to all trains, locomotives, and on-track equipment by one of the following methods:

a. A flagman posted with instructions and the capability to hold all movements clear of the limits, or
b. Lining and locking switches with an effective locking device in a position that prevents movement into the tracks, or
c. Applying a derail that is locked with an effective locking device at a location that prevents movement into the working limits, or
d. Discontinuity of the rail to prevent movement into the working limits.

706.3 When remotely controlled switches provide access to non-controlled tracks, the employee-in-charge must verify all of the following with the employee responsible for operating the remotely controlled switches:

1. Switches are lined in a position that prevents access into the tracks,
2. Locking devices or blocking has been applied to the switches to prevent operation, and
3. Locking or blocking will not be removed until permission has been granted by the employee-in-charge.

706.4 Working limits are not required on non-controlled tracks when moving on-track equipment from the clearing location to the work site or back. When moving equipment on non-controlled tracks:

1. Make prior arrangements with the employee who is responsible for movement on the tracks, and
2. Make all movements prepared to stop within one-half the range of vision, not exceeding 10 MPH.

707 - Working Limits on Controlled Tracks (Conditional Stop), Form B

707.1 When long-term working limits will be necessary, the responsible party must request a Form B to be issued. The request must be made at least 12 hours in advance and include:

1. Subdivision;
2. Date;
3. Time limits;
4. Name and initials of the flagman;
5. Specific track limits of either milepost, control point, or main track yard limits; and
6. Any instructions related to the posting of signs.

707.2 Before any member of the working group fouls or occupies the track within the working limits, the flagman must:

1. Obtain a current operating bulletin that contains the Form B governing the working limits for that day;
2. Contact the Rail Traffic Controller and confirm the Current Operating Bulletin date and Form B number for the working limits;
3. Inform the Rail Traffic Controller if the signal system will be affected;
4. When control points are within the work limits, confirm with the Rail Traffic Controller how trains will move through the control point;
5. In multiple track territory, confirm with the Rail Traffic Controller which track will be occupied by work forces and which track will be used to pass trains;
6. Confirm with the Rail Traffic Controller the use and position of switches within the work limits;
7. Receive from the Rail Traffic Controller and copy on the Current Operating Bulletin an authority number, Rail Traffic Controller OK and initials, and time authorized; and
8. Ensure signs are properly posted.

707.3 Signs are required in conjunction with long-term working limits and must be:

1. Clean and easily recognizable, and
2. Posted no more than 1 hour in advance of the effective time, as long as the flagman has the ability to communicate with any train or equipment that approaches the working limits.

707.4 If permanent conditions prevent the display of wayside signs as directed by rule:

1. Rail Traffic Controller must be notified, and
2. A Form B must be issued stating how signs are displayed.

707.5 Unless stated otherwise in a Form B wayside signs will be placed at the beginning and end of the restriction as indicated by the chart below:

Number of Tracks	Sign Placement
One	Place signs next to the affected track.
Two	Place signs on the field side (outside) of the affected area.
Three or more	Place signs to the field side of the affected track for the outside track(s) and next to the affected track for middle tracks(s).

707.6 Place Warning signs at least two miles, but not more than two and one-half miles, from the beginning of the working limits on each end.

707.7 Place Conditional Stop signs in the following locations:

1. The beginning of the limits on each end,
2. Each junction point, and
3. Other locations as specified in Form B.

707.8 The flagman is responsible for all train and on-track equipment movements within the working limits and must make a written record on the prescribed form of all movements permitted to enter and move within the working limits.

707.9 Before granting permission for movements not part of the working group to enter or move within the working limits, the flagman must:

1. Ascertain that all men and equipment of the working group are clear of the limits or that portion of the limits on which the movement will be authorized to operate, and
2. Notify affected roadway work groups the speed at which trains or on-track equipment will be authorized to operate through the working limits, and
3. Determine the track or portion of track is safe for movement.

707.10 The flagman must communicate the following information when granting permission for a train or on-track equipment to enter long-term working limits using the following verbiage:

1. Locomotive number of a train or name of on-track equipment operator,
2. Name of the flagman of the working limits,
3. Milepost location of the working limits or specific portion of the working limits the train or on-track equipment may occupy, and
4. Permitted operating speed of the train or on-track equipment that must be one of the following:
    a. Restricted speed, or
    b. A specific speed, or
    c. Authorized speed.

707.11 The flagman may permit a train or on-track equipment to proceed to one intermediate location within the working limits and stop. When safe to do so, the flagman must clear the movement through the entire remaining limits.

707.12 After granting permission to a train or on-track equipment that is not part of the working group to enter and move in the working limits, the flagman must not allow men and equipment in the working group to foul the track until the trailing end of all trains or other on-track equipment has passed and remains ahead of the affected roadway workers.

707.13 The flagman must plan to have all employees and equipment clear of the working limits before the expiration time. Before clearing the authority, make certain:

1. All men and equipment of the working group are clear of the limits,
2. The track is safe for normal operation or the Rail Traffic Controller has been advised of any necessary restrictions for movement,
3. All trains and on-track equipment that were cleared to enter and move within the limits have cleared the limits, and
4. Promptly remove signs after the work authority expires or is canceled.

707.14 When flagman determines the track cannot be cleared before the expiration time, he or she must take one of the following actions at least five minutes before the expiration:

a. Obtain a new authority from the Rail Traffic Controller, or
b. Post a flagman at each Warning sign.

708 - Flag Protection to Establish Emergency Working Limits

708.1 If unable to contact the Rail Traffic Controller to establish working limits, use flag protection in the following circumstances:

a. In emergency situations; or
b. To protect defects in track, bridge, culvert, or other track structure; or
c. In unusual situations such as being unable to clear an authority before it expires.

708.2 Do not use flag protection when weather conditions obstruct or affect visibility, except in an emergency.

708.3 When using flag protection, maintain it in both directions until:

a. The condition is corrected, or
b. Notified by the Rail Traffic Controller that protection has been provided and all affected trains have been notified.

708.4 Do not allow trains and on-track equipment to proceed beyond the point flagged until:

1. The employee-in-charge provides the flagman with written instructions, and
2. The flagman shows the instructions to the locomotive operator or equipment operator.

709 - Local Control

709.1 Omitted

709.2 Omitted

709.3 Omitted

709.4 The Rail Traffic Controller must give permission to place a control point in local control. When making the request for permission, provide the following information:

1. Title and name of employee requesting the permission,
2. Track designation,
3. Track limits, and
4. Time limits.

709.5 Before testing and inspecting the control point in local control:

1. The receiving employee must repeat the permission to the Rail Traffic Controller,
2. The Rail Traffic Controller must confirm the repeated information is correct, and
3. Proper on-track safety must be provided before fouling the track.

709.6 Once provided, maintain protection for local control until the employee who received the protection releases it to the Rail Traffic Controller. Before removing blocking devices:

1. The employee must communicate the following to the Rail Traffic Controller:
    a. Employee title and name,
    b. Track designation, and
    c. Limits being released.
2. The Rail Traffic Controller must repeat the information and the employee releasing the protection must confirm it.

710 - Removing a Controlled Track from Service

710.1 Remove a controlled track from service only after receiving an authority from the Rail Traffic Controller under the following conditions:

a. Track is rendered inoperative by act of nature, or
b. Track is disrupted for other cause and prompt restoration cannot be made, or
c. Construction work necessitates temporary removal from service.

710.2 If necessary to take a controlled track out of service, a qualified employee must request from the Rail Traffic Controller an authority with defined limits.

710.3 All train and on-track equipment movements must obtain permission from the employee-in-charge of the out-of-service limits before fouling or occupying the limits.

710.4 The employee-in-charge of the out-of-service limits directs all train and on-track equipment movements within the limits. When granting permission for trains or equipment to enter and move within the limits, the employee-in-charge must make a written record of the following:

1. Name of employee operating the locomotive or the employee in charge of the equipment,
2. Time permission was granted, and
3. Time train or equipment cleared the limits.

710.5 Prior to returning track to service, the employee-in-charge must:

1. Notify the Rail Traffic Controller of any restrictions necessary to ensure safe passage of trains or on-track equipment,
2. Ensure track is clear of all trains and on-track equipment, and
3. If track is not clear of trains or on-track equipment, be governed by the Rail Traffic Controller's instructions before returning the track to service.

711 – Section Omitted

712 - Operating Machines and On-Track Equipment

712.1 Employees who operate roadway maintenance machines must:

1. Pass a test certifying the employee understands how to apply proper on-track safety procedures for roadway maintenance machines,
2. Receive training, and
3. Be qualified as a roadway maintenance machine operator or as an employee-in-charge. Anyone not meeting this requirement must only operate the machine under the direct supervision of a qualified operator.

712.2 On-track equipment must be inspected before it is operated to make certain it is safe and in compliance with BBRR standards and federal regulations.

712.3 Each on-track roadway maintenance machine and hi-rail vehicle must:

1. Be inspected each calendar day before use, and
2. Have the operator's manual located on the equipment.

712.4 When inspecting on-track roadway maintenance machines and hi-rail vehicles, make certain each is equipped with the following:

1. Effective brakes;
2. Operable horns/audible devices and change-of-direction alarms;
3. Operable headlights and strobe lights;
4. Fire extinguisher, first aid kit, and flagging kit;
5. Safety glass and operable windshield wipers;
6. Locking pins, if it is equipped with turntables; and
7. Operable heater and ventilation system.

712.5 When inspecting on-track equipment that is not a roadway maintenance machine or a hi-rail vehicle, make certain it is equipped with the following:

1. Effective brakes,
2. Lock-up devices that are in place, and
3. Audible warning device unless operator is equipped with a whistle.

712.6 The following roadway maintenance machines must have a pressurized cab:

1. Tampers,
2. Ballast regulators,
3. Tie bed scarifiers, and
4. Undercutters.

712.7 If a component listed as an FRA safety required component is defective and the condition will not make the equipment unsafe to operate, then:

1. Complete and attach an exception tag to the defective machine or hi-rail vehicle at or near the operator's control panel,
2. Report the condition to the employee-in-charge, and
3. Document the defect on the daily inspection form.

712.8 If a defective condition makes the machine unsafe to operate:

1. Do not operate the equipment until repaired,
2. Affix an out-of-service tag to the ignition switch or similar device, if the equipment cannot be repaired, and
3. Report the condition to the employee-in-charge and document on the daily inspection report.

712.9 If a defective condition does not make the machine unsafe to operate, the machine may be operated for up to seven days with the defect.

712.10 When machine repairs are completed:

1. Document repairs in the machine's logbook.

712.11 Any piece of equipment or vehicle large enough to carry its instructional manual must have the document(s) on the equipment or vehicle.

712.12 Before occupying a controlled track, the leading and trailing pieces of on-track equipment working or traveling together as a group must have the flagging devices listed below. A single piece of on-track equipment operating independently, including hi-rail vehicles, must also have these flagging devices:

1. Four red fusees,
2. Two red flags, and
3. One white light.

712.13 On-track equipment required to have operable lights must have those lights on when the equipment is moving.

712.14 On-track equipment not equipped with lights must have a white light to the front and a red light on the rear when operating:

a. At night, or
b. In tunnels, or
c. In fog or other weather conditions that limit visibility.

712.15 When operating on-track equipment, employees must:

1. Ensure all occupants are seated in permanently installed seats,
2. Instruct occupants to look out in both directions,
3. Specify each employee's duties when the equipment must be removed from the track,
4. Apply brakes gradually unless a condition requires stopping in the shortest possible distance,
5. Communicate to workers on or about tracks before getting closer than 15 feet to them, and
6. Perform required maintenance, tests, and other adjustments in accordance with the manufacturer's recommendations.

712.16 When operating on-track equipment, employees MUST NOT:

a. Use the equipment for any purpose other than company business, or
b. Permit tools or materials to obstruct the operation of the brakes or warning devices, or
c. Restrict or interfere with the intended function of any device or equipment, or
d. Permit employees to ride in or on the equipment unless authorized to do so by the proper authority and the employees are riding as part of their assigned duties, or
e. Apply any device to any on-track equipment unless approved by the Chief Engineer, or
f. Tow equipment if doing so exceeds the braking capacity of the towing machine, or
g. Operate equipment that is loaded beyond its maximum capacity.

712.17 When operating on-track equipment, operate at a speed that permits stopping within one-half the range of vision. Do not exceed the speed authorized for trains on the same track or listed in the table below, whichever is less.

Type of Equipment or Operation	Must Not Exceed
Rail Detector Car	40 MPH
Rail-Highway vehicle less than 10,001 GVW	Forward – 40 MPH
	Reverse – 20 MPH
Rail-Highway vehicle more than 10,000 GVW	Forward – 30 MPH
	Reverse – 10 MPH
Type of Equipment or Operation	Must Not Exceed
Rail Grinders	50 MPH
Ballast shoulder cleaner and Loram Ditcher	40 MPH
Tampers, ballast regulators, and other self-propelled on-track equipment not previously designated	30 MPH
Burro Cranes	20 MPH
When pulling a push car	30 MPH
When pushing a push car	Straight Track – 10 MPH
	Curves – 5 MPH
All on-track equipment moving over self-guarded frogs or through the spring rail side of the frog	1 MPH
Type of Equipment or Operation	Must Not Exceed
Operating through the limits of long-term working limits or when more than one vehicle is operating within the limits of a single Form B, Tack Warrant, Track and Time	20 MPH unless a higher speed is authorized by the employee-in-charge
Operating through turnouts, over facing point hand-operated switches or facing point frogs, over power-operated switches, over RR crossings at grade, passing people working around the tracks, passing passengers waiting for trains at passenger stops	5 MPH

712.18 When using push carts:

1. Do not load beyond rated capacity, and
2. Unload before ramping on or off flat cars.

712.19 Transport heavy materials only on push cars or trailer cars coupled behind self-propelled on-track equipment. Do not permit riders on push cars loaded with heavy materials except in cases of emergency and only after taking the necessary safeguards.

712.20 Omitted

712.21 Maintain the following minimum distances between the machine you are operating and the machine ahead for the described activity, when:

a. Working: 40 feet unless a different distance is specified. Ballast regulators must maintain
b. 200 feet, or
c. Traveling: 200 feet. Ballast regulators must maintain 400 feet, or
d. Bunching: 40 feet unless speed is 5 MPH or less, then maintain sufficient distance to prevent an accident.

712.22 The Red Zone for on-track equipment that does not have extendible parts is as follows:

1. From 15 feet in front of the equipment to 15 feet behind the equipment, and
2. From the sides of the equipment as defined in the job briefing.

712.23 Red Zone for on-track equipment that has extendible parts is as follows:

a. From 15 feet in front of the equipment to 15 feet behind the equipment, or
b. A minimum of 15 feet beyond the maximum reach of the extendible parts of the equipment on all sides.

712.24 Employees must not enter the Red Zone of other equipment until the operator:

1. Notifies employees that it is safe to enter the Red Zone,
2. Establishes eye contact, and
3. Receives verbal notification that employees wish to enter the Red Zone.

712.25 Operators of on-track equipment must not resume work when employees are located within the Red Zone of the equipment until holding a job briefing to establish safe work procedures.

712.26 Employees and backhoe operators must take the following actions before employees enter the Red Zone of the backhoe:

1. The operator and the employee(s) must establish eye contact,
2. The backhoe operator must receive verbal communication from the employee(s) stating that the employee(s) wish to enter the Red Zone,
3. The backhoe operator must notify the employee(s) when it is safe to enter the Red Zone and employee(s) must not enter until it is safe to do so,
4. The backhoe operator must stop all movement of the equipment and place the backhoe in neutral, and
5. Backhoe operator must remove and raise hands from controls of the boom and bucket.

712.27 When operating on-track equipment and it is necessary to inspect a switch:

1. Stop before reaching the switch,
2. Inspect the switch,
3. Restore the switch to the normal position,
4. Make certain switch points fit properly,
5. Lock the switch, and
6. Then proceed over the switch.

712.28 When a main track switch has been lined for movement of on-track equipment or for other reasons, the switch must be:

1. Restored to the normal position,
2. Locked and the lock tested, and
3. Omitted

712.29 When approaching a highway-rail crossing at grade:

1. Be prepared to stop short of the crossing,
2. Do not operate on-track equipment over the crossing unless the way is known to be clear, and
3. If necessary, use a flagman wearing a lime yellow vest to stop highway traffic.

712.30 Do not operate on-track equipment between a passenger train that is receiving or discharging passengers and the station or station platform.

712.31 When operating behind a train, employees must not:

a. Follow a moving train closer than 600 feet, or
b. Approach a standing train closer than 200 feet unless necessary to clear the track.

712.32 When operating equipment or hi-rail vehicles on a track that will be passed by a train on an adjacent track:

a. If safe to do so, stop and exit the vehicle, or
b. If it is not safe or practical to stop and exit the vehicle, reduce speed to 10 MPH and maintain a lookout for objects falling or swinging from the train.

712.33 When a train is approaching a work location on an adjacent track:

1. Ensure all employees and equipment are clear of the adjacent track,
2. Secure rotating machinery to prevent it from fouling the adjacent track, and
3. Lower all buckets and boom attachments to rest with the boom parallel to the track and load line tightened.

712.34 When being passed by a train on an adjacent track, inspect the passing train for defects as follows:

1. Stand at least 30 feet from the passing train when possible,
2. If two or more employees are present, position at least one employee on each side of the train, and
3. Promptly notify the train crew of the results of the inspection.

712.35 When handling railcars, make certain to:

1. Only handle two cars at a time unless using a Brandt-type vehicle or car mover, and
2. Test the rail car air brakes when required as specified by BBRR Air Brake and Train Handling Rules.

712.36 A qualified BBRR employee must directly supervise and instruct any non-BBRR person operating equipment on BBRR track. The BBRR employee is responsible for establishing on-track safety, obtaining required authorities, and complying with all rules.

713 - Operating Cranes

713.1 When operating cranes, employees must not:

a. Operate a crane the employee is not qualified to operate unless under the direct supervision of a qualified operator, or
b. Move a load over people, or
c. Permit anyone to be under a load or between a load and a magnet attachment.

713.2 The following signals must be given before a crane is moved:

a. Two short blasts of the whistle before making a forward move, or
b. Three short blasts of the whistle before making a reverse move.

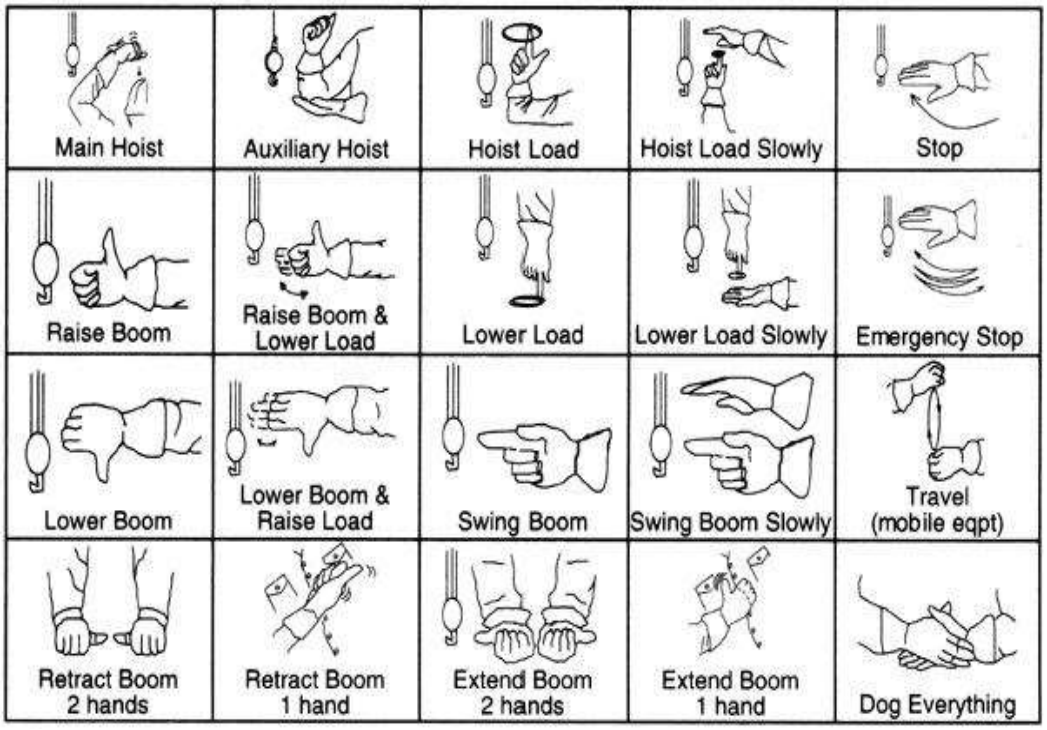
713.3 Do not allow any part of the boom, cable, or equipment to come within 12 feet of any power line or other overhead aerial cables until all of the following safety precautions have been taken. Signal, communications, and cable lines may remain in operation at the discretion of the responsible and qualified person on-site after precautions have been taken to protect the lines from physical damage.

1. The owner of the power lines is present on-site and:
    1. Determines the voltage and required procedure to de-energize and ground the lines,
    2. De-energizes and grounds the lines, and
    3. Verifies the power lines are de-energized and it is safe to work.
2. After the power lines are de-energized, grounded, and verified to be safe by the qualified person on-site, the work may continue provided all other safety aspects are covered, and
3. After the work has been completed, make certain all booms, cables, and equipment are at least 12 feet clear of power lines before power is restored to the lines.

713.4 Only the designated employee is allowed to give signals to the crane operator. When giving signals:

1. Use standard crane and derrick signals,
2. Have a clear understanding with the crane operator regarding the meaning of signals to be used, and
3. Remain in position that is in clear view of the crane operator.

713.5 Use the following hand signals when directing crane movements:



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Chapter 8 - On-Track Worker Qualifications

800 - Prerequisites for Engineering Employee Qualification

800.1 Prior to seeking qualification, engineering employees must:

1. Have a valid driver's license appropriate for the vehicle to be operated, and
2. Attend an engineering department operating rules class and successfully complete all requirements.

801 - Responsibilities of Employee Seeking Qualification

801.1 Employees must be qualified on the physical characteristics of the territory. To become qualified, the employee must make a minimum of one trip:

1. With an employee who is qualified on the territory, and
2. Over the entire territory on which employee is to be qualified. If qualifying on the complete subdivision, the trip must be over the complete subdivision. If qualifying on a portion of a subdivision, the trip must include a minimum of four control points.

801.2 When making a qualifying trip, the employee must:

1. For practice purposes only, copy the movement authority onto the prescribed form. The authority received and copied by the employee-in-charge will be the document used to occupy and move,
2. Observe the job briefing between the Rail Traffic Controller and the employee-in-charge,
3. Conduct job briefings during the trip,
4. Demonstrate the ability to operate the on-track equipment throughout the trip, and
5. Observe and receive instruction from the employee-in-charge on the physical characteristics.

801.3 The employee seeking qualification must demonstrate knowledge and ability on the following procedures:

1. Basic operation of hi-rail equipment and on-track equipment,
2. Electronically requesting an authority for long-term working limits,
3. Obtaining the authority using a current operating bulletin and Form B,
4. Conducting a job briefing with the Rail Traffic Controller,
5. Placing signs,
6. Conducting a job briefing with the working group,
7. Complying with operating rules governing the operation of switches on controlled tracks,
8. Managing others using long-term working limit protection, and
9. Clearing trains and on-track equipment movements through working limits.

801.4 During the qualification trips, the employee must demonstrate proficiency and knowledge of timetable and Special Instructions and physical characteristics of the territory.

802 - Responsibilities of Examining Employee

802.1 The examining employee must obtain an Initial Operating Rules Qualification Form and Territory Qualification Form before beginning a qualification trip. He or she must also make certain the qualifying employee demonstrates proficiency on:

1. Electronically requesting an authority for long-term working limits, and
2. Properly requesting and copying an authority from the Rail Traffic Controller.

802.2 The examining employee must verbally test the qualifying employee on his or her knowledge of the:

1. Timetable and method of operation on the territory,
2. Operating rules, and
3. On-track worker rules.

802.3 During the qualification trip, the examining employee must:

1. Permit the employee to operate the on-track equipment, and
2. Record the employee's performance against the criteria contained on the Initial Operating Rules Qualification Form.

802.4 During the qualification trip, the examining employee must confirm the employee's ability to:

1. Properly apply the operating and on-track worker rules,
2. Communicate effectively with the Rail Traffic Controller,
3. Apply understanding of the applicable rules and procedures for obtaining authorities,
4. Conduct a job briefing with the team regarding the method of on-track safety, and
5. Describe the sign placement requirements.

803 - Responsibilities of Supervisor

803.1 Only an engineering department manager or supervisor qualified on rules and the territory may determine if an employee is qualified on a territory. The manager must accompany the employee on a trip over the territory and supervise the employee's performance of the following:

1. Identifying the specific method(s) of operation for the territory,
2. Obtaining the movement authority from the Rail Traffic Controller,
3. Operating the on-track equipment, and
4. Demonstrating knowledge of the physical characteristics of the territory.

803.2 An engineering department manager or supervisor qualified on rules and the territory must verbally test the qualifying employee on timetable Special Instructions and physical characteristics for the desired territory. After the employee has successfully demonstrated knowledge of the territory and proficiency in the application of the appropriate operating and on-track worker rules, the manager must complete the Territory Qualification Form, file it with the employee's supervisor, and provide a copy to the employee.

803.3 If the qualifying employee successfully completes all the requirements, the manager or supervisor will complete the Initial Operating Rules Qualification Form and forward to the training department.

804 - Qualification as Employee-in-Charge

804.1 Do not perform service as an employee-in-charge unless all of the following conditions are met:

1. Employee has attended an engineering department operating rules class and successfully completed all requirements,
2. Employee has been qualified as an employee-in-charge, and
3. Employee has completed a trip over the territory in the previous 36 months. If the employee has not completed a trip over the territory in the previous 36 months, the employee must be re-qualified.

805 - Short-Term Project Procedure

805.1 If necessary to provide short-term qualification for an employee-in-charge or flagmen, the designated supervisor or track inspector is responsible for:

1. Qualifying the employee-in-charge or flagman on the required portion of the territory,
2. Entering the qualification of the person in the appropriate system, and
3. Removing the qualification when the project ends.

805.2 The employee-in-charge or flagman of a short-term project must be qualified on:

1. The physical characteristics of the specific work location to include a minimum of two additional control points or, in TWC territory, a minimum of two additional miles on each side of the project limits; and
2. BBRR operating rules and on-track safety rules.

805.3 The employee-in-charge or flagman is responsible for the following:

1. To obtain current timetable and operating bulletins for the territory,
2. Placing signs for establishing long-term working limits, and
3. Conducting a job briefing with the appropriate supervisor or track inspector responsible for the territory that includes addressing the physical characteristics of the territory.

Chapter 9 - Remote Control Operations

Chapter Omitted

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Chapter 10 - Electronic Devices and Radio Communication

1000 - Use of Electronic and Electrical Devices by Railroad Operating Employees

1000.1 No individual shall use an electronic or electrical device if that use would interfere with the employee's or a railroad operating employee's performance of safety-related duties.

1000.2 Personal or railroad provided electronic devices may be used in the event of emergency or for redundancy in case of radio or other communication failure.

1000.3 Railroad operating employees must not use railroad supplied electronic and electrical devices for personal use.

1001 - Use of Personal Electronic and Electrical Devices

1001.1 Power off and store all personal electronic and electrical devices, including earpieces, when:

a. Train or locomotive is moving, or
b. Any member of the crew is on the ground during a switching operation, or
c. Any railroad employee is assisting in the preparation of a train for movement, or
d. Located within BBCC.

1001.2 Railroad operating employees must not use personal cameras while on duty and may only use other personal devices for minimal personal voice or text communication when all of the following conditions are met:

1. Train or locomotive is stopped,
2. No member of the crew is on the ground during a switching operation,
3. Any crewmember not located on the lead locomotive is in a place of safety not closer than 25 feet from the nearest rail,
4. No other employee is on the ground assisting in the preparation of the train, and
5. All crewmembers hold a job briefing and all agree the use of the electronic or electrical device is safe.

1001.3 The use of the following personal electronic devices is not restricted provided they do not interfere with the performance of safety related duties:

a. A medical device prescribed by a medical professional and approved for use by human resource department, or
b. A digital watch whose only purpose is as a timepiece, or
c. A stand-alone calculator.

1002 - Use of Railroad Supplied Electronic and Electrical Devices

1002.1 No individual located in the cab of a controlling locomotive shall use a railroad supplied electronic or electrical device unless all crewmembers hold a job briefing and all agree the use is safe. The only authorized use of these devices is to perform railroad business functions directly related to the duty of employees. Special Instructions specify the purposes of the device and its authorized business.

1002.2 No employee operating the controls of a train or locomotive shall use a railroad supplied electronic or electrical device when:

a. Train or locomotive is moving, or
b. Any member of the crew is on the ground during a switching operation, or
c. Any railroad employee is assisting in preparation of the train for movement.

1002.3 A railroad operating employee outside the cab of a controlling locomotive may use a railroad supplied electronic or electrical device only when all of the following conditions are met:

1. All crewmembers hold a job briefing and all agree the use of the device will not interfere or distract from safety or performance of duties,
2. The employee is not engaged in a switching operation,
3. The employee is not fouling a track, and
4. The employee is not within four feet of the nearest rail.

1002.4 No part of this rule restricts the use of the following devices:

a. Electronic control systems and information displays, either fixed or portable, within the locomotive cab, or
b. Omitted
c. Railroad issued radios, or
d. Railroad approved electronic devices to monitor air quality, noise, or other environmental conditions.

1003 - General Radio Rules

1003.1 Use radios only:

a. To perform company business, or
b. To contribute to safety.

1003.2 Employees must not knowingly transmit any:

a. False emergency communications; or
b. Obscene, indecent, or profane remark; or
c. Unnecessary, irrelevant, or unidentified communication.

1003.3 Do not use radio communications to convey instructions that would have the effect of overriding the indication of a fixed signal, except in the case of a Rail Traffic Controller providing permission to pass a Stop indication in accordance with the operating rules.

1003.4 Only a member of the same crew may transmit information about the position or aspect displayed by a fixed signal to train and engine employees.

1003.5 Employees must keep radios:

1. In the ON position with volume adjusted to receive communications, and
2. Set for the proper channel.

1003.6 Special Instructions designate:

1. Location of base and wayside stations,
2. Hours of operation, and
3. Channels assigned to stations.

1003.7 If non-railroad communication interferes with radio or other wireless communications, the employee must attempt to determine the origin or identity of the interference and report the occurrence to the proper authority. The report must include:

1. Exact date and time,
2. Nature of the interference, and
3. Origin or identification of the interference.

1003.8 Only persons authorized by the Federal Communications Commission (FCC) can make internal adjustments to a radio.

1003.9 Employees must permit FCC representatives to inspect radio equipment and required FCC documents.

1004 - Radio Requirements for Trains and On-Track Equipment

1004.1 Before departing an originating station, each train must be equipped with the following:

1. A working radio in the occupied controlling locomotive, and
2. One of the following:
    a. Working radio on another locomotive in the consist, or
    b. Other means of wireless communications.

1004.2 When roadway workers are present and trains have access to work locations or adjacent tracks, the following apply:

a. Each employee-in-charge and lone worker must:
    1. Have immediate access to or be equipped with a working radio, and
    2. Monitor transmissions from train movements in the vicinity.
b. Maintenance of way equipment traveling together under the same authority without locomotive assistance must have:
    1. A working radio on at least one piece of equipment,
    2. Capability to communicate between the equipment traveling together, and
    3. Intra-group communications capability upon reaching the work site.

1005 - Testing Radio Equipment

1005.1 Test each radio and wireless voice communication device prior to beginning a work assignment by:

1. Initiating a voice transmission with another radio, and
2. Receiving a confirmation of clarity.

1005.2 When a radio or wireless voice communication device fails a required test, the employee must:

1. Remove the device from service,
2. Report the failure to the Rail Traffic Controller or supervisor, and
3. Establish other means of communication to ensure safety and reduce delay.

1005.3 If a working radio on an occupied, controlling locomotive fails en route, the train can continue until the earlier of the following:

a. Next calendar day inspection is performed, or
b. Reaching the next forward location where facilities are available to repair or replace the radio.

1006 - Positive Identification

1006.1 When required to provide positive identification, the employee must provide the name or initials of the railroad and:

a. Name and location of base or wayside station, yard office, or unique designation, or
b. Mobile radio unit by:
    1. Words that identify the precise mobile unit,
    2. Individual's title and name, and
    3. If applicable, the location of the equipment, including track.
c. Train by:
    1. Train number,
    2. The word locomotive followed by its initials and number, and
    3. Location of the equipment, including track.
d. On-track equipment by:
    1. The letters OTE,
    2. Initials and number, and
    3. Location of the equipment, including track.

1006.2 Employees may use short identification, including the locomotive number, in switching, classification, and similar operations when wholly within a yard and after establishing positive identification.

1006.3 If an exchange of communications using short identification continues without interruption, positive identification must be repeated every 15 minutes.

1007 - Transmitting by Radio

1007.1 Before transmitting by radio:

1. Listen to ensure the channel is not being used,
2. Use positive identification procedures to identify the station calling from and to, and
3. Receive acknowledgment before proceeding with the transmission.

1007.2 To clarify pronunciation, use the appropriate procedure below:

a. Words:
    1. Pronounce,
    2. Spell directional points, and
    3. If needed, spell again using the phonetic alphabet table.
b. Initials:
    1. Pronounce, and
    2. If needed, use phonetic alphabet.

Letter	Phonetic Word	Letter	Phonetic Word	Letter	Phonetic Word	Letter	Phonetic Word
A	Alpha	H	Hotel	O	Oscar	V	Victor
B	Bravo	I	India	P	Papa	W	Whiskey
C	Charlie	J	Juliet	Q	Quebec	X	X-ray
D	Delta	K	Kilo	R	Romeo	Y	Yankee
E	Echo	L	Lima	S	Sierra	Z	Zulu
F	Foxtrot	M	Mike	T	Tango		
G	Golf	N	November	U	Uniform		

1007.3 State numbers by:

1. Digit, spelling single digits,
2. Decimal point by the word point or dot, and
3. Exact multiples of hundreds and thousands.

1008 - Receiving, Acting Upon, and Ending Radio Transmissions

1008.1 Do not act on a radio communication if:

a. Misunderstood, or
b. Not completed, or
c. Not in compliance with operating rules.

1008.2 Promptly acknowledge radio transmissions by using positive identification unless doing so would interfere with safety. Repeat the transmission, except when it:

a. Relates to yard switching operations, or
b. Is a recorded message from an automatic alarm device, or
c. Is general in nature and does not contain any information, instructions, or advice affecting railroad safety or train movement.

1008.3 Repeat radio communications from the Rail Traffic Controller that govern the movement of trains or on-track equipment on controlled tracks. Before acting upon any instructions, both parties must:

1. Confirm their mutual understanding of the communication, and
2. Confirm the Rail Traffic Controller's initials.

1008.4 End all radio transmissions not related to yard switching with the following:

a. The word OVER when a response is required, or
b. Positive identification followed by the word OUT when a response is not required.

1009 - Information That Must Be Copied

1009.1 Employees operating moving trains or equipment must not copy or repeat copied information.

1009.2 Information that is required to be copied must only be transmitted to moving equipment when:

1. It can be received and copied without impairing safety,
2. Receiving employee is not operating the controls of the equipment, and
3. Restriction is not within 3 miles unless:
    1. Movement has been stopped, and
    2. Employee operating the controls of the equipment has been advised of the situation and can comply.

1009.3 Follow the procedure below for transmitting and repeating Mandatory Directives:

Step	Responsible Party	Action
1	Rail Traffic Controller	Call the employee or train addressed and state the intention to transmit a Mandatory Directive.
2	Receiving Employee	State title, name and location. Confirm being prepared to receive Mandatory Directive.
3	Rail Traffic Controller	State name of person copying Mandatory Directive. Transmit the Mandatory Directive.
4	Receiving Employee	Copy the Mandatory Directive in writing on the prescribed form and in the prescribed format. Read back to the Rail Traffic Controller what has been written.
5	Rail Traffic Controller	Ensure accuracy of repeated directive. State time and initials of employee authorized to issue Mandatory Directives.
6	Receiving Employee	Record the time and initials given. Acknowledge the Rail Traffic Controller by repeating that information. State receiving employee's initials.

1009.4 Only those addressed by Mandatory Directives may act on them. Before acting on a Mandatory Directive, the employees affected must:

1. Have a written copy, and
2. Make certain all members of the crew or work group read and understand it.

1009.5 When Mandatory Directives have been fulfilled, annulled, or canceled, employees must:

1. Clearly mark the directive with "void"; and
2. Retain track authority form for a period of 7 days.

1010 – Emergency Transmissions

1010.1 Emergency transmissions have priority over all other transmissions. Employees not involved in transmitting or responding to emergency transmissions must keep the channel clear for the duration of the emergency communications.

1010.2 When making an emergency transmission:

1. Transmit the words EMERGENCY, EMERGENCY, EMERGENCY,
2. Describe the situation and location, and
3. If no response is received, take necessary actions to ensure safety.

1010.3 Use emergency transmissions to report:

1. Accidents;
2. Emergency applications of the air brakes;
3. Storms, washouts, or flooding that affect safe rail operations;
4. Fires on the right-of-way, bridges, or track structure;
5. Obstructions to the track; and
6. Any other conditions that could cause:
    a. Injury to employees or the public, or
    b. Derailment or damage to property.

1010.4 The station transmitting the emergency message must broadcast the words EMERGENCY MESSAGE TERMINATED when normal radio communications can resume.

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Chapter 11 - Blue Signal Protection

1100 – Section Omitted

1101 - Blue Signal Protection General Rules

1101.1 When using the following terms in reference to blue signal protection, the associated definitions below apply:

a. **Blue Signal**: A clearly distinguishable blue flag or blue light by day and blue light at night. When attached to the operating controls of a locomotive, it need not be lighted if the inside of the locomotive cab area is sufficiently lighted so as to make the blue signal clearly distinguishable.

b. **Car Shop Repair Track Area**: One or more tracks within an area in which the testing, servicing, repair, inspection, or rebuilding of railroad rolling equipment is under the exclusive control of mechanical department personnel.

c. **Effective Locking Device**: When used in relation to a manually operated switch or a derail, means one that is vandal resistant, tamper resistant, and capable of being locked and unlocked only by the class, craft, or group of employees for whom the protection is being provided. When used in relation to a remotely controlled switch, means a blocking device that effectively prevents the lever or button controlling the switch from being operated.

d. **Group of Workmen**: Two or more workmen of the same or different crafts assigned to work together as a unit under a common authority and who are in communication with each other while the work is being done.

e. **Locomotive**: A self-propelled unit of equipment designed for moving other equipment in revenue service, including a self-propelled unit designed to carry freight or passenger traffic or both, and may consist of one or more units operated from a single control.

f. **Locomotive Servicing Track Area**: One or more tracks within an area in which the testing, servicing, repair, inspection, or rebuilding of locomotives is under the exclusive control of mechanical department personnel.

g. **Rolling Equipment**: Locomotives, railroad cars, and one or more locomotives coupled to one or more cars.

h. **Switch Providing Access**: A switch which if traversed by rolling equipment could permit that rolling equipment to couple to the equipment being protected.

(continued)

i. **Workmen**: Railroad employees assigned to inspect, test, repair, or service railroad rolling equipment or their components, including brake systems. Train and yard crews are excluded except when assigned to do such work on railroad rolling equipment that is not part of the train or yard movement they have been called to operate.

Note: Testing does not include visual observations made by an employee positioned inside or alongside a locomotive or passenger car, or marker inspection when the rear of the train is on a main track and the employee making the inspection has personally contacted the employee at the controls of the locomotive to verify that the train is and will remain secure against movement until the inspection has been completed.

Note: Servicing does not include supplying locomotives or passenger cars with items such as ice, drinking water, tools, sanitary supplies, stationery, or flagging equipment.

1101.2 Establish blue signal protection before workmen go on, under, or between rolling equipment except in the case of train and yard crews assigned to the equipment.

1101.3 Blue signals indicate that workmen are on, under, or between rolling equipment. When blue signals are displayed:

1. They may only be removed by an employee of the same craft or group that displayed them,
2. Equipment must not pass a blue signal,
3. Do not couple to or move equipment protected by blue signals, except as provided for in the rules that govern designated locomotive servicing track areas and car shop repair track areas, and
4. Do not place other rolling equipment on the same track if doing so reduces or blocks the visibility of blue signals, except as provided for in the rules that govern designated locomotive servicing track areas and car shop repair track areas.

1102 - Establishing Blue Signal Protection

1102.1 To establish blue signal protection on a main track, display blue signals:

1. At each end of the equipment, and
2. On the controlling locomotive in a location readily visible to the locomotive operator, if a locomotive is attached.

1102.2 To establish blue signal protection on other than a main track:

1. Display a blue signal at or near each manually operated switch that provides access to the track;
2. Line each switch that provides access to the track against movement and lock with an effective locking device or place a derail capable of restricting access to that portion of the track, provided that the derail is positioned no less than 150 feet from the end of the equipment and is locked in a derailing position with an effective locking device and a blue signal is displayed;
3. If remotely controlled switches are involved, the employee in charge of the workmen must notify the operator of remotely controlled switch(es) that work is scheduled and receive confirmation from the switch operator that each remotely controlled switch that provides access into the track on which the equipment is located has been lined against movement to that track and locked;
4. If rolling equipment is on a track equipped with one or more crossovers, line both switches of each crossover against movement through the crossover toward that rolling equipment and line the switch of each crossover that provides coupling access to the rolling equipment against movement to that track and lock with an effective locking device; and
5. Attach a blue signal to the controlling locomotive, if any, in a location readily visible to the locomotive operator at the controls of that locomotive.

1102.3 When emergency repair work must be performed and blue signals are not available, the locomotive operator must be notified and effective measures taken to protect the workmen. This does not apply within designated locomotive servicing track areas or car shop repair track areas.

1103 - Remotely Controlled Switches

1103.1 When notified that blue signal protection is required for workmen on tracks equipped with remotely controlled switches, the operator of the switches must take the following actions:

1. Line each switch connected to the affected track(s) against movement and apply an effective locking device,
2. Inform the employee in charge of the workmen that protection has been provided only after the switches have been lined and locked, and
3. Remove the locking device only when informed by the employee in charge of the workmen that it is safe to do so and all employees are clear of affected tracks.

1103.2 The operator of remotely controlled switches must record the following information and retain the information for 15 days:

1. Name and craft of employee requesting protection,
2. Number or name of track(s) involved,
3. Date and time the employee in charge of the workmen was notified that protection was established,
4. Date and time the operator of the switch(es) was informed that protection was no longer required, and
5. Name and craft of employee who notified the operator that protection was no longer required.

1104 - Locomotive Servicing Track Area

1104.1 To establish blue signal protection in a designated locomotive servicing track area:

1. Display a blue signal at or near each switch that provides entrance to or departure from the area;
2. Line each switch that provides entrance to or departure from the area against movement and lock with an effective locking device, or if the authorized speed within the area is not more than 5 MPH, a derail capable of restricting access to that portion of a track, provided it is positioned at least 50 feet from the end of the equipment to be protected by the blue signal, is locked in a derailing position with an effective locking device, and displays a blue signal; and
3. Attach a blue signal to each controlling locomotive in a location readily visible to the locomotive operator at the controls of that locomotive.

1104.2 To move a locomotive onto a locomotive servicing track displaying blue signal protection, remove the blue signal from the entrance switch to the area before granting permission to the employee controlling the locomotive, and then restore blue signal protection immediately after the locomotive clears the switch.

1104.3 To move a locomotive off a locomotive servicing track displaying blue signal protection, remove the blue signal from the controlling locomotive and the switch of the track the locomotive will exit before granting permission to the employee operating the locomotive. Restore blue signal protection immediately after the locomotive clears the switch.

1104.4 When operated by an authorized employee under the direction of the person in charge of the workmen, a locomotive protected by blue signals may be repositioned within a locomotive servicing track area only after the blue signal has been removed from the locomotive to be repositioned and the workmen on the affected track have been notified of the movement.

1104.5 Train or yard crews may couple locomotives inside a locomotive servicing track area only after:

1. Blue signal has been removed from the entrance switch to the area; and
2. The employee responsible for the workmen has informed the locomotive operator that no workman is on, under, or between equipment on the affected track(s) and blue signals have been removed from the affected locomotives.

1105 - Car Shop Repair Track Area

1105.1 To establish blue signal protection in a designated car shop repair track area:

1. Display a blue signal at or near each switch providing entrance to or departure from the area; and
2. Line each switch providing entrance to or departure from the area against movement to the area and lock with an effective locking device, or if the authorized speed within the area is not more than 5 MPH, a derail capable of restricting access to that portion of a track, provided it is positioned at least 50 feet from the end of the equipment to be protected by the blue signal, is locked in a derailing position with an effective locking device, and displays a blue signal.

1105.2 When operated by an authorized employee under the direction of the employee in charge of the workmen, a car mover may be used to reposition rolling equipment within a car shop repair track area after workmen on the affected track have been notified of the movement.

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Chapter 12 - Signal Aspects and Indications

Chapter Omitted

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Appendices and Glossary

Appendix A - Transportation Good Faith Challenge

TR-GFC Transportation Good Faith Challenge

Employees have the right to challenge in good faith any directive which would, in the employee's good faith, violate federal regulations found in 49 CFR, Part 218, Subpart F governing:

a. Shoving or pushing equipment, or
b. Leaving equipment in the clear, or
c. Hand-operated switches and crossovers, or
d. Hand-operated fixed derails.

Making a Good Faith Challenge

An employee makes a good faith challenge by informing his or her supervisor of the employee's determination that a supervisor's directive would cause the employee to violate federal regulations in 49 CFR, Part 218, Sub part F.
Until the good faith challenge is resolved, the employee is not required to comply with the directive; however, the supervisor may assign the employee to other duties until resolution. The supervisor may direct another employee to perform the work under challenge before resolution of the challenge provided the other employee:

1. Is informed of the challenge,
2. Is provided a synopsis of the challenge, and
3. Does not make a good faith challenge to the directive.

Resolving a Good Faith Challenge

When an employee makes a good faith challenge, the supervisor works with the employee to resolve the matter promptly and equitably in conformity with the relevant rules and regulations. The challenge is resolved by:

a. Supervisor acceptance that the directive would cause the employee to violate relevant rules and regulations and agreement of an acceptable alternative that is in compliance with relevant rules and regulations, or
b. Employee acceptance that the directive does not violate relevant rules and regulations and agreement to perform the task.

When a good faith challenge is not resolved after discussion due to supervisor's determination that challenge was not in good faith or when no reasonable alternative to the directive exists, the supervisor must contact the Superintendent of Operation or the Road Foreman of Engines for the division for immediate review of the challenge.

The reviewing officer may resolve the challenge by:

a. Acceptance that the directive would cause the employee to violate relevant rules and regulations and agreement of an acceptable alternative that is in compliance with relevant rules and regulations, or
b. Employee acceptance that the directive does not violate relevant rules and regulations and agreement to perform the task, or
c. Determining that the challenge is not valid and, if applicable, directing the employee to perform the challenged task. The reviewing officer must explain to the employee that federal law may protect the employee from retaliation if the employee refuses to do the work and if the employee's refusal is a lawful, good faith act.

The reviewing officer's decision is not subject to further immediate review. The supervisor must give the employee the opportunity to fill out and keep a copy of the Good Faith Challenge Form, located in current system notices, before going off duty. The employee uses the form to document any protest to the reviewing officer's decision.
Upon written request of the employee by means of the Good Faith Challenge Form and within 30 days after the expiration of the month of the challenge, the appropriate Division Manager must review the original reviewing officer's decision and issue a written decision to the employee. The decision must verify the proper application of the regulation, procedure, or rule in question and provide enough background information to understand the challenge, cite applicable rules and procedures, and provide an in-depth explanation.
A good faith challenge is not intended to abridge any rights or remedies available to the employee under any federal law, including but not limited to the anti-retaliation protections in 29 USC 651 ET SEQ., 6 USC 1142, or 49 USC 20109.405.1

Appendix B - Engineering Department On-Track Safety Good Faith Challenge

EN-GFC Engineering Department On-Track Safety Good Faith Challenge

BBRR employees have the absolute right to challenge, in good faith, whether:

a. The On-Track Safety procedures applied at the job location comply with BBRR Rules, or
b. Roadway maintenance machine or hi-rail vehicle in use complies with FRA regulations or has a condition that prevents its safe operation.

Making a Good Faith Challenge

Prior to initiating a challenge, the employee shall discuss the issue at the job location with the employee-in-charge to clarify any misunderstanding that may exist.
When making a good faith challenge:

1. Do not foul the track or operate the equipment until resolution of the challenge,
2. Refuse any directive to violate any on-track worker rule or FRA regulation, and
3. Notify the employee-in-charge (or the employee's immediate supervisor) of the challenge.

Receiving a Good Faith Challenge

When an employee makes a good faith challenge, the employee-in-charge must:

1. Instruct all employees to not foul the track, if on-track protection is the basis for the challenge,
2. Instruct the operator of the equipment not to operate the equipment, if an unsafe roadway maintenance machine or hi-rail vehicle is the basis for the challenge; and
3. Attempt to resolve the challenge.

If the employee-in-charge agrees with the concerns expressed, take the appropriate steps to correct the situation before permitting employee(s) to foul the track or operate the machinery.
If the employee-in-charge does not agree with the concerns expressed, inform the employee that there is no agreement and instruct employee to complete a BBRR Good Faith Challenge Form.

Resolving a Dispute Involving a Good Faith Challenge

In the event the roadway worker maintains the good faith challenge, the employee-in-charge must submit the completed BBRR Good Faith Challenge Form to the appropriate Manager and request resolution. Submit challenges concerning:

a. On-track safety procedures to Manager of Safety, or
b. Roadway maintenance machine or hi-rail vehicle to the Manager of Track & Structure.

The officer with jurisdiction determines the outcome of the challenge and takes the following action:

a. If the challenge is valid, instruct the employee-in-charge to make whatever corrections are necessary, inform the employee(s) of the corrections, and instruct the employee(s) to return to work, or
b. If the challenge is not valid, instruct the employee(s) to return to work.

Glossary

Absolute Signal – A color light that conveys Stop as its most restrictive aspect and does not have a number plate or APP marker.

Activation Failure - A condition when the highway-rail crossing at grade automatic warning devices fail to indicate the approach of a train.

Adjacent Tracks - Two or more tracks with track centers spaced less than 25 feet apart.

Authority for Movement - The means by which a train or on-track equipment is granted the right to occupy a portion of track and is protected against other movements.

Authorized Speed - The maximum speed a train or on-track equipment is authorized to operate. The speed will be designated by rule, Special Instruction, train documentation, operating bulletins, or signal indication.

Automatic Railroad Crossing - A railroad crossing at grade protected by signals that are actuated automatically by the approach of a train.

Auxiliary Track - A track other than a main track.

BBRR Train Documentation - A computer-generated or hand-written document consisting of some or all of the following:

a. Tonnage Graph, or
b. Restricted and Special Handling List, or
c. Clearance Bureau Instructions, or
d. Train Listing and Hazardous Endorsement, or
e. Hazardous Special Handling Instructions, or
f. Hazardous Materials Radio Waybill Form.

Block - A track section of defined limits. In signaled territory, a block is the track section between two consecutive block signals governing movements in the same direction. It is also the track section from a block signal to the end of signaled territory.

Block Signal - A fixed signal displayed to trains at the entrance of a block to govern use of the block.

Blocking Device - A lever, plug, ring, or other method of control that restricts the operation of switch or signal.

Blue Signal - A clearly distinguishable blue flag or blue light by day and blue light at night. When attached to the operating controls of a locomotive, it need not be lighted if the inside of the cab area of the locomotive is sufficiently lighted to make the blue signal clearly distinguishable.

C&E - The conductor and locomotive operator assigned to a specific train.

Car Shop Repair Track Area - One or more tracks within an area in which the testing, servicing, repair, inspection, or rebuilding of railroad rolling equipment is under the exclusive control of mechanical department personnel.

Centralized Train Dispatching System (CTDS) - A system by which controlled signals or instructions of a Rail Traffic Controller from a centralized location or both govern train and on-track equipment movements.

Chock - A wedge or block placed against a wheel to prevent movement.

City Ordinance - A speed restriction enacted by municipal authorities and identified in Special Instructions that defines the authorized speed and how the speed applies.

Clearance Point - The location near a turnout beyond which it is unsafe for passage on an adjacent track and unsafe for an employee to ride the side of equipment on the adjacent track.

Close Clearance - A permanent or temporary object or structure that prevents the safe passage of an employee riding the side of the equipment.

Current Operating Bulletin (COB) – A document containing Mandatory Directives, Special Instructions, track bulletins and other information that affect movements on/occupation of the track.

Color Light Signal - A fixed signal that displays aspects by the color of a light. It may also display aspects by a combination of colored lights.

Conductor - An employee who is certified as a conductor and works in a designated conductor position.

Constant Warning Time Devices - Shall be capable of monitoring the speed of an approaching train and predicting the arrival of the train at a crossing to provide a relatively uniform warning time at various speeds. Trains must not accelerate in the approach of a crossing equipped with a grade crossing predictor.

Controlled Point or Control Point (CP) - A station designated in the timetable where signals are remotely controlled from the control station.

Controlled Point System (CPS) - A signal system consisting of controlled points in which controlled point rules are in effect.

Controlled Siding - A track designated as a controlled siding in Special Instructions used for the purposes of meeting and passing trains. In signal territory, signals do not govern movement on the siding. Entrance and exit signals only authorize trains to enter or leave the siding.

Controlled Signal - A fixed signal operated from a control station used to govern the movement of trains.

Controlled Track - A track designated in Special Instructions where a Rail Traffic Controller authorizes all movements.

Crossover - A track connection between two adjacent, but not necessarily parallel, tracks consisting of two switches whose primary purpose is to allow crossing from one track to the other.

Crossing Island Circuit - That portion of the highway-rail crossing at grade where the highway directly crosses the railroad tracks. For detection purposes, a train is considered to be occupying the island when it is a minimum of 100 feet from either edge where the highway crosses the tracks. Island may or may not be defined by insulated joints. Crossing will not recover if a train is occupying this circuit.

Defect Detector - A wayside device used to detect mechanical malfunctions of equipment or equipment that is too high or wide to move safely.

Derail - A track safety device designed to guide equipment off the rails at a selected spot as a means of protection against collisions or other accidents.

Division - That portion of a railroad assigned to the supervision of a division manager.

Dual-Controlled Switch - A power-operated switch also equipped for hand operation.

Effective Locking Device - Manually Operated Switch or Derail - A device that is:

1. Vandal resistant,
2. Tamper resistant, and
3. Designed to be applied, secured, uniquely tagged, and removed only by the class, craft, or group of employees for whom protection is being provided.

Effective Locking Device - Remotely Controlled Switch - A blocking device that effectively prevents the lever or button controlling the switch from being operated.

Electric Lock - An electrical locking device applied to a hand-operated switch, derail, or gate.

Electric Lock Switch - A hand-operated switch with an electric locking device applied.

Emergency Inspection or Repairs - Inspection or repairs required to ensure the safe movement of trains and on-track equipment due to unforeseen circumstances such as, but not limited to, a derailment or forces of nature.

Employee-In-Charge (EIC) - A designated roadway worker qualified on Operating and On-Track Worker Rules and physical characteristics who is responsible for all movements and on-track safety for a roadway work group within working limits.

End-of-Train Device (EOT) - A portable sensory transmitter unit mounted on the last car of a train.

Engine - A term that is synonymous with locomotive. See also Locomotive.

Equipment - When used in the operating rules this refers to locomotives, railroad cars, and any maintenance of way equipment designed to be placed on or operate on the rail.

Excepted Track - A segment of track that is identified in Special Instructions, where:

a. No train shall be operated at speeds more than 10 MPH, or
b. No revenue passenger train shall be operated, or
c. No freight train shall be operated that contains more than five cars required to be placarded by the Hazardous Materials Regulations (49 CFR).

Exclusive Authority to Move - A condition that exists when a train or on-track equipment is the only movement authorized to occupy and move within a block or within the limits of an track authority.

Exclusive Track Occupancy - A method of establishing working limits on a controlled track in which movement authority of trains and other equipment is withheld by the Rail Traffic Controller or, in case of emergency, restricted by flagman.

False Activation - A condition when the highway-rail crossing at grade automatic warning devices indicate to motorists that it is not safe to cross when, in fact, it is safe to do so.

Field Side of Rail - The face pointing away from the track or the outside face.

Fixed Signal - A permanent signal or sign indicating a condition affecting train movement.

Flagger (Crossing) - A person other than a train crewmember who is equipped with a vest, shirt, or jacket of a color appropriate for daytime flagging such as orange, yellow, strong yellow, green, or fluorescent versions of these colors or other generally accepted high visibility colors. For nighttime flagging, similar outside garments shall be retro-reflective. Acceptable hand signal devices for daytime flagging include STOP/SLOW paddles or red flags. For nighttime flagging, a flashlight, lantern, or other lighted signal shall be used.

Flagman - A designated employee whose only responsibility is to direct or restrict the movement of trains at a specific point to provide on-track protection for roadway workers.

Fouling a Connecting Track - When equipment is standing so that the end of the equipment is between the clearance point of the track and the switch points of a connecting track, or when an individual is within four feet of the field side of the nearest rail or between the rails of a track.

Fouling an Improperly Lined Switch - When equipment is standing or proceeds past the clearance point of an improperly lined switch.

Frog - A device made of rail section constructed and assembled to permit the wheels on one rail of a track to cross another rail of an intersecting track. When viewed from above, it resembles an X.

General Order - Written or electronically transmitted Special Instructions issued by a division concerning the safety of employees and the movement of trains.

Group of Workmen - Two or more workmen of the same or different crafts assigned to work together as a unit under a common authority and who are in communication with each other while working.

Hand-Operated Switch - Any type of switch when operated by manual manipulation. Push button or radio control operated switches are governed by the rules for hand operated switches if the switches are not equipped with a signal or switch position indicator light.

Head-of-Train Device (HTD) - A device on a locomotive that receives information from and transmits to an end-of-train device.

Highway-Rail Crossing at Grade - A location where a highway, road, street, or pedestrian walkway crosses one or more railroad tracks at grade.

Hi-Rail Vehicle - A roadway maintenance machine that has been:

1. Equipped with retractable, flanged wheels to permit operation on highways or railroad tracks, and
2. Manufactured to meet federal motor vehicle safety standards.

Home Signal - An absolute fixed signal, capable of displaying a Stop indication, governing the entrance to a route, block, or interlocking.

Immediate Access to a Radio - When a radio is sufficiently close to an employee to allow him or her to make and receive radio transmissions.

Improper Signal Aspect - A signal aspect that permits a train to proceed when the condition of the block does not justify such an aspect.

Inaccessible Track - A non-controlled track where entry to the track by trains or on-track equipment has been physically prevented as a method of establishing working limits.

Individual Train Detection - An on-track safety procedure where a lone worker has the ability to see approaching trains and the ability to leave the track before they arrive.

Industry - A customer that is serviced by the railroad.

Initial Track Warrant - A Track Warrant advising of a warrant number and the operating bulletins in effect.

Inspection - A careful review or examination for conditions that affect safe movement. Inspections may be:

a. **Visual** - An inspection performed by a qualified employee using sense of sight to look for readily visible defects or damage.
b. **Roll-by** - An inspection performed by a qualified employee located on the ground in which the train pulls by the employee not exceeding the designated speed.
c. **Walking** - An inspection of a standing train performed by a qualified employee on the ground who walks the required portion of the train.

Interlocking - An arrangement of interconnected signals and signal appliances that succeed each other in proper sequence and for which interlocking rules are in effect.

Interlocking Limits - The tracks between the opposing home signals of an interlocking.

Interlocking Signals - Fixed signals of an interlocking.

Intermediate Signal - A block signal equipped with a number plate that conveys Restricted Proceed as the most restrictive aspect.

Key Train - Any train as described in either a, b, or c below:

1. One or more loads of spent nuclear fuel (SNF) or high level radioactive waste (HLRW) moving under the following Hazardous Materials Response Codes 4929142, 4929143, 4929144, or 4929147, or
2. One or more loaded tank cars containing materials that require the phrase POISON/TOXIC - INHALATION HAZARD on the shipping papers (Hazard Zone A, B, C, or D), anhydrous ammonia (UN 1005), or ammonia solutions (UN 3318), or
3. Twenty or more loaded hazardous materials shipments or intermodal portable tank loads having a combination of materials that require the phrase POISON/TOXIC - INHALATION HAZARD on the shipping papers (Hazard Zone A, B, C, or D), anhydrous ammonia (UN 1005), ammonia solutions (UN3318), flammable gas (2.1), Class 1.1 or 1.2 explosives, or environmentally sensitive chemicals (see Table 3 in United States Hazardous Materials Instructions for Rail).

   Exception: Do not count box cars, trailers, containers carrying mixed loads of hazardous materials when determining Key train status.

Limited Speed - A speed not exceeding 45 miles per hour.

Locomotive - A self-propelled unit of equipment designed for moving other equipment in revenue service, including a self-propelled unit designed to carry freight or passenger traffic or both, and may consist of one or more units operated from a single control.

Locomotive Consist - A locomotive or combination of locomotives properly coupled for multiple unit operation and operated from a single control.

Locomotive Operator - An employee who is certified as a locomotive engineer or remote control operator and works in a designated locomotive operator, engineer, or remote control operator position.

Locomotive Servicing Track Area - One or more tracks within an area in which the testing, servicing, repair, inspection, or rebuilding of locomotives is under the exclusive control of mechanical department personnel.

Lone Worker - An individual roadway worker who is not:

1. Being afforded on-track protection by another employee,
2. A member of a roadway worker group, and
3. Engaged in a common task with another employee.

Main Track - A controlled track designated in Special Instructions as a main track. Main tracks extend through yards and between stations.

Mandatory Directive - Any instruction issued by the Rail Traffic Controller or control station required to be recorded in writing that grants authority for occupancy of a controlled track or requires a train or on-track equipment to take a defined action.

Medium Speed - A speed not exceeding 30 miles per hour.

Motion Detection Equipment - Shall provide sensitivity capable of assuring a warning time of 20 second minimum for constant train speeds of 2 MPH or greater.

Non-Controlled Track - Any track not designated as a controlled track upon which trains are permitted by rule or Special Instruction to move without receiving authorization from a Rail Traffic Controller or control operator.

On-Track Equipment - Vehicles equipped with hi-rail attachments, rail detector cars, or other engineering equipment.

On-Track Equipment Operator - The operator of on-track equipment or the employee-in-charge of on-track equipment.

On-Track Roadway Maintenance Machine - A self-propelled, rail-mounted maintenance machine whose light weight exceeds 7,500 pounds. An on-track roadway maintenance machine is not designed for highway use or for use in rail inspection.

On-Track Safety - A state of freedom from the danger of being struck by a train or other equipment provided by operating and safety rules that govern track occupancy by personnel, train, and on-track equipment.

Operating Bulletin - A computer-generated form issued by the Rail Traffic Controller containing current operating instructions that apply to the train addressed as well as information relating to the most recently issued system and division bulletins.

Operating Message - Part of an operating bulletin containing instructions and Mandatory Directives issued by the Rail Traffic Controller that govern the operations of trains.

Partial Activation - A condition when the highway-rail crossing at grade automatic warning devices indicate the approach of a train; however, the full, intended warning is not provided.

Passenger Station - A location identified in Special Instructions where passengers are loaded and unloaded from passenger trains.

Personal Electronic or Electrical Devices - Any electronic or electrical device not provided to employees by BBRR for authorized business purposes.

Pilot - An employee assigned to a train or track car when the locomotive operator, conductor, or track car driver is not qualified on the physical characteristics or the operating rules of the territory to be traversed.

Power-Operated Switch - A remotely controlled switch operated electrically.

Private Highway-Rail Crossing at Grade - A highway-rail crossing at grade which does not meet the definition of a public highway-rail crossing.

Public Highway-Rail Crossing at Grade - A highway-rail crossing at grade where the highway, road, street, or pedestrian walkway is maintained on both sides by a public authority.

Qualified Employee - An employee who has successfully completed all required training for, demonstrated proficiency in, and is authorized to perform the duties of a particular position or function.

Quiet Zone - A segment of track identified in Special Instructions that contains consecutive highway rail crossings at grade where the locomotive horn is not routinely sounded.

Railroad Bridge Worker - An employee of a railroad, or employee of a contractor, who is responsible for the construction, inspection, or maintenance of a bridge and whose assigned duties, if performed on the bridge, include inspection, testing, maintenance, repair, construction, or reconstruction of the:

a. Track; or
b. Bridge structural members; or
c. Operating mechanisms and water traffic control systems; or
d. Signal, communication, or train control systems integral to that bridge.

Railroad Operating Employee - Any employee engaged in or connected with the movement of a train, including a hostler or engine mover, or any employee subject to the hours of service requirements governing train service employees.

Railroad Supplied Electronic and Electrical Devices - Any electronic or electrical device provided or reimbursed by BBRR for authorized business purposes.

Ranking Employee - The member of the train crew who is responsible for the administration of the train. When more than one employee is assigned to a crew, the ranking employee is the conductor.

Red Zone - The area surrounding working equipment, employees using tools, and lifting operations which, if entered by an individual(s), creates the potential for injury as a result of being struck by equipment, tools, or material. A red zone may be specifically defined by rule.

Remotely Controlled Railroad Crossing - A railroad crossing at grade operated by a control station.

Restricted Speed - A speed that permits stopping within one-half the range of vision. It also permits stopping short of a train, a car, on-track equipment, an obstruction, a Stop signal, a derail, or an improperly lined switch. It permits looking out for broken rail. It is not to exceed 15 MPH.

Roadway Maintenance Machine - Powered equipment, other than by hand, in use on or near the track for maintenance, repair, construction, or inspection of track, bridges, roadway, or signal, communication, or electric traction systems. These machines may have road or rail wheels or may be stationary.

Roadway Maintenance Work Train - A train operated within working limits in conjunction with roadway maintenance, construction, or repairs, under the direction of a designated employee-in-charge.

Roadway Work Group - Two or more roadway workers working together on a common task.

Roadway Worker - Any employee of a railroad, or a contractor to a railroad, whose duties include and who is engaged in the inspection, construction, maintenance, or repair of the following:

a. Railroad track, or
b. Bridge, or
c. Roadway, or
d. Signal and communications systems, or
e. Electric traction systems, or
f. Roadway facilities, or
g. Roadway maintenance machinery on or near the track or with the potential of fouling a track.
h. Roadway worker also includes any employees responsible for on-track protection, flagmen, and watchmen/lookouts.

Roll-by Inspection - An inspection performed by a qualified employee, located on the ground, where the train pulls by such employee not exceeding the designated speed.

Rolling Equipment - Locomotives, railroad cars, and one or more locomotives coupled to one or more cars.

RTC Manual - Written instructions issued to Rail Traffic Controllers concerning the safety or movement of trains and employees.

Rule Book - Operating rule book, Safety book, Air Brake Train Handling and Equipment Handling Rule Book or the corresponding books of a foreign carrier.

Safety Stop - A stop of at least 50 feet, but not more than 250 feet, made prior to coupling to equipment.

Shoving Platform - A rail car that has been modified for the purpose of providing employees a means to ride the leading end of equipment on a shoving move.

Siding - An auxiliary track designated in Special Instructions for meeting or passing trains.

Signal Aspect - The appearance of a fixed signal as viewed from the direction of an approaching train.

Signal Imperfectly Displayed - A block or interlocking signal, displaying lights that are:

a. Not in conformity with the rules, or
b. Absent light where a color light should be, or
c. Absent signal at a place where a signal is usually displayed, or
d. A high color light signal displaying more than one light per signal unit.

Signal Indication - The information conveyed by the aspect of a signal.

Signaled Siding - A siding equipped with block signals that govern train movements on the siding.

Signaled Track - A track equipped with block or interlocking signals that govern train movements.

Single Track - A main track upon which trains operate in both directions.

Slow Speed - A speed not exceeding 15 miles per hour.

Special Instructions - Information contained in timetables, system bulletins, division bulletins, and BBRR procedural instruction manuals.

Static Drop - Where gravity provides sufficient energy to move equipment without any assistance from a locomotive or other equipment when hand brakes are released.

Station - A place designated in Special Instructions by name and milepost location.

Steep Grade - A section of controlled track where the average grade is 1% for three continuous miles or 2% for two continuous miles.

Subdivision - A portion of the railroad designated by timetable.

Switch - A device consisting of necessary rails and connections designed to change the direction of a movement from the track on which it is moving to another track.

Switch Providing Access - A switch which if traversed by rolling equipment could permit that rolling equipment to couple to the equipment being protected.

Tangent Track - Straight track.

Telemetry - The combination of a head-of-train device (HTD) on the controlling locomotive and an end-of-train device (EOT) mounted on the rear car of the train that has the ability to communicate train-related information to and from the controlling locomotive.

Temporary Speed Restriction - A portion of a controlled track with defined limits where the authorized speed has been reduced as specified by operating message, Form EC-1, Special Instruction, or verbal notification by an engineering department employee.

Three-Step Protection - A procedure using the following steps that provides protection for employees before they foul equipment:

1. Apply the brake,
2. Center the reverser, and
3. Put the generator field switch in the OFF or OPEN position.

Thru Truss Bridge - A bridge span in which the steel framework extends above and over the top of the rail.

Timetable - A publication containing instructions and other essential information relating to the movement of trains or equipment.

Track and Time - Authorization to use a controlled track in signaled territory, received in writing or copied on the prescribed forms and repeated at the direction of the Rail Traffic Controller using radio or other communication.

Track Barricade - A designated sign or obstruction fastened to a track that prevents access to the track.

Track Centers - The distance from the centerline of one track to the centerline of an adjacent track.

Track Warrant - Authorization to use a controlled track received in writing or copied on the prescribed forms and repeated at the direction of the Rail Traffic Controller using radio or other communication.

Track Warrant Control (TWC) - A method of authorizing movements or protecting employees or on-track equipment in signaled or non-signaled territory on controlled track within specified limits. Movement within TWC territory is under the jurisdiction of the Rail Traffic Controller.

Train - A locomotive, with or without cars, displaying a marker.

Train Approach Warning - An on-track safety procedure where one or more watchmen/lookouts warn roadway workers performing routine inspections or minor corrections of the approach of trains in ample time to move to a place of safety.

Train Coordination - A method of establishing working limits on tracks where the crew of a train that holds exclusive authority to move yields that authority to a roadway worker to perform materials distribution with a work train, snow duty, or track work at a derailment site.

Turnout - An arrangement of a switch and a frog with closure rails by which equipment can be diverted from one track to another.

Unattended Equipment - Equipment left standing and unmanned in such a manner that a qualified employee cannot readily control the brake system of the equipment.

Unmanned - Locomotives or on-track equipment left standing with no assigned employee located within the operating cab.

Utility Employee - An employee who must be attached to a single crew to perform duties specified by rule or may perform work independently of a train crew when properly protected by blue signal protection when required.

Warning Tag - A tag used to indicate that equipment is out of service and should not be operated.

Watchman/Lookout - An employee designated to provide warning to roadway workers of approaching trains or on-track equipment.

Work Train - A train assigned to serve the maintenance-of-way department in track repair and maintenance.

Working Limits - A segment of track with definite boundaries established in accordance with the rules upon which trains, locomotives, and on-track equipment may move only as authorized by the roadway worker having control over that defined segment of track.

Working Radio - A radio that can communicate with the Rail Traffic Controller of the railroad, or the host railroad if in joint operations (through repeater stations if necessary), from any location within the rail system, except:

1. In tunnels or other localized places of extreme topography, and
2. During temporary lapses of coverage due to atmospheric or topographic conditions.

Workmen - Railroad employees assigned to inspect, test, repair, or service railroad rolling equipment, or their components, including brake systems. Train and yard crews are excluded except when assigned to do such work on railroad rolling equipment that is not part of the train or yard movement they have been called to operate.

Yard - A system of tracks other than main tracks and sidings. A yard is used for making up trains, for storing cars, and for other purposes.

Yard Engine - A locomotive being used in yard service.

Yard Limits - A portion of main track designated in Special Instructions and defined by signs.