Buckingham Branch Railroad

Rail Traffic Control Manual

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Chapter One - SAFETY

100 Avoid Dangerous Conditions

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

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

101 Hazardous Materials

Immediately report any cars or containers of hazardous commodities that are damaged, leaking, or involved in a fire or derailment, to your supervisor.

Be familiar with and understand any Hazardous Materials Emergency Response Plan in effect on your territory.

HazMat EMERGENCY CONTACT (W.E.L. Environmental Recovery)
1-800-847-2455

Be familiar with and understand the use of Hazardous Material Inquiry Programs such as the little orange 'Emergency Response Guidebook".

102 Reporting Rules Violations
When Rail Traffic Controllers or employees in the field may be involved in a rules violation, immediately report the violation to your direct supervisor.
Call list and form is provided in FRA Crossing binder on RTC desk and the RTC Folder on Google Drive.

103 Giving Information
Before giving information concerning trains or train movements to any employee, require them to identify themselves and their location.

104 Office Environment Rules and Regulations
In addition to other rules requirements, comply with the following when you are inside an office environment:

- Keep work areas orderly and free of slip, trip, and fall hazards.
- Keep desk drawers, file drawers, and locker doors closed when not in use.
- To maintain balance, do not overload the top drawers of filing cabinets.
- Clean up spills immediately. If the spill cannot be cleaned up right away, secure the area until the spill can be cleaned.
- Use furniture only for its intended purpose.

Using Chairs
Never use a chair as a step stool or ladder.

A. Inspecting a Chair

Before sitting in a chair make certain that the chair:

- Is free from obvious defects.

- Is stable and supported by all legs.
- Has at a minimum a seat and seatback firmly attached to the base or frame.

B. Using a Chair

- While using a chair:
- When sitting down, lower yourself into the chair in a slow, controlled manner holding the
- chair in place to prevent it from moving.
- Keep all chair legs or casters on the floor at all times.
- Do not put your feet above the level of the seat.
- Do not lean out beyond the area covered by the legs.
- When exiting a chair, rise in a slow, controlled manner. Use the armrest or seat to push off, if necessary.
- Where appropriate, push the chair under the desk or table so that it does not obstruct
- Walkways or present a tripping hazard.

Smoking

- Smoking is not permitted in any building or any company owned vehicle.
- Compliance with the smoke-free workplace policy is mandatory for all employees and persons visiting the company, with no exceptions.
- Buckingham Branch Railroad encourages all smoking employees to quit smoking, and take advantage of opportunities to do so with the welfare benefits program offered as part of the employee benefit package.
- Smoking is permitted when an RTC deems the railroad operational without RTC involvement for at a minimum of ten minutes. Smoking is to be done just off the bottom step of the deck with the door open so that the RTC can hear any emergency call or tone. No smoke break shall last longer than 15 minutes.

Lunch

- An RTC may eat anytime throughout the day without delaying railroad operation. If railroad operations are so busy that an RTC cannot eat, notify the RTC Supervisor/Manager for relief.

Authorized Personnel

- RTC's must keep doors locked at all times and only allow familiar people into the control center. RTC's may refuse entry to anyone who does not have a key to the control center.

105 Rail Security

Notify the proper authorities after experiencing, witnessing or notified about any of the following:

- Lost, confused or suspiciously dressed individuals.
- Unfamiliar or suspicious vehicles.
- Company property that has been tampered with.
- Unlocked fence gates.
- Bomb threats.
- Take bomb threats seriously. If you receive a bomb threat: Keep the caller on the line.
- Ask him or her to repeat the message. Ask the location of the bomb and the time of possible detonation.

106 Reports of Trespassers

- Protect the area, notifying applicable trains.
- Notify authorities.

107 Emergency Calls and Response

When responding to emergency calls, the train dispatcher must:

- Give emergency call priority over all other duties.
- Respond to adjacent workstation's emergency call if unattended.
- Respond immediately, identifying that radio is being answered in response to the emergency call.
- Determine emergency services and support personnel needed.
- Ascertain as much information from initial contact as practical.
- When necessary, protect the area of the emergency from other train movements that could cause unnecessary interference and danger.
- Enter necessary information into Unusual Occurrences doc. on computer.

Chapter Two - GENERAL REQUIREMENTS AND INSTRUCTIONS

200 Required Rule Books, Circulars and Notices

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

· BB Operating Rules
· Rail Traffic Controllers Manual

- Track and Structures On Track Safety Rules
- Timetable
- Special Instructions
- Safety Rules and General Responsibilities for All Employees
- Air Brake and Train Handling Rules
- Hazardous Material Instructions
- Emergency Response Guidebook
- General Orders
- Manager of Rail Traffic Controllers Notices and MRTC Notes

201 Hours of Service Log

RTC Hours of Service are to be entered into the RTC Hours of Service Log notebook on a daily basis.

202 Issuing Instructions and Authorities

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

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

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

When rules or instructions specify exact wording for issuing or releasing movement authority, use the exact wording specified.

The use of the terms “all right” or any other word or phrase that might be taken as an affirmative reply to a question must not be used in general conversations. In exchange use the words: positive, negative, understand etc.

203 Proper Terms

- Use terms that are clear and do not conflict with the rules.

- Use proper instructions instead of rule numbers, except as otherwise provided by the rules.
- Use exact words when quoting a rule.
- Use only approved abbreviations.

204 Train Priority

Rail Traffic Controller must be familiar with train priorities, speed and routing information of trains on or approaching their territory. Whenever possible, ensure priority trains are given preference and that trains are not delayed unnecessarily.

- Passenger Trains
- CSX Overhead Freight Trains
- Any other foreign Railroad Trains
- Buckingham Branch Local Trains

205 Knowledge of Territory

Rail Traffic Controller must:

- Be familiar with physical characteristics of the territory, particularly grade conditions, locations of sidings, yard tracks, signals, yard limits, restricted limits, and territory where special instructions may require specific actions.
- Be alert and inquire about information that affects territory.
- Plan as far in advance as practicable taking into consideration details which may affect train operations.
- Be current on the territory being worked. RTC must be re-qualified on territory not worked in the previous 180 days. To be considered re-qualified you must work the territory under the supervision of a qualified RTC for a minimum four hours.

206 Knowledge of Adjoining Territories

Knowledge of territory must extend beyond the limits supervised by the RTC for safe and efficient operation, as well as proper application of rules. Train dispatchers must:.

- Keep other railroad's dispatchers or control operators informed of train movements affecting or will affect their railroad.
- Not issue authorities, instructions, or take any actions that may affect another train dispatchers territory or yardmasters territory until a mutual understanding is reached.
- Not remove any blocking device requested by an adjoining dispatcher or control operator until a mutual understanding is reached between the dispatchers or control operators.

207 Required Identification

When issuing authority or conveying information that relates to train movement, follow proper identification and radio procedures.

Examples include:

"BBCC" over

"BB CONTROL CENTER" over

"BBRTC" over

208 Repeated Correctly

Do not engage in other duties while listening to employees repeating mandatory directives.

Be certain that you hear what is being repeated, not what you EXPECT to hear. Listen attentively. If you are distracted during repeat process, require employee to repeat again, verifying that all required information is correct.

After issuing any instruction or authority, and it has been repeated back correctly, or the OK has been acknowledged, respond with:

"THAT IS CORRECT"

Verify read backs from the field by comparing the read back to the dialogue box or written record as the authority is being repeated by field personnel.

209 Relaying Instructions

When direct communication is not available, track authority and instructions regarding movement may be relayed through a qualified employee.

Such instructions must be given to the relaying employee who will relay the information to the destination employee. After the destination employee receives the information, it will be repeated to the relaying employee who will then repeat the information to the Rail Traffic Controller and, if correct,

Rail Traffic Controller will give:

"OK, the time and their initials"

Relay this in the same manner.

210 On Duty – Rail Traffic Controller

While on duty, Rail Traffic Controller must not leave the vicinity of RTC workstation without notifying supervisor, unless an emergency condition exists.

211 Verbal Transmission
When verbally transmitting using a prescribed form:

- Ascertain who is copying the document before transmitting (train ID or employee).
- Regulate speed of transmission to ensure that receiving employee can copy it.
- Record required information on form provided, and read aloud all applicable pre-defined and written instructions.
- Make certain employee copying repeats all applicable pre-defined and written instructions.
- When using handwritten forms, underscore or check above each written word and figure as it is repeated.(Example: PTB)
- Give OK time and Rail Traffic Controller initials **only after** confirming information repeated is correct.
- Enter name of employee copying the track warrant in space provided.
- Use the word “dot” when issuing a fractional number verbally. Do not use decimal point, decimal, point. Ex. MP 137.2 is verbalized as MP 137”dot”2.

Chapter Three - FRA REQUIREMENTS

300 Accidents at Grade Crossings
When an accident occurs at a grade crossing equipped with an automatic crossing device (flashers, bells, or gates),

- Immediately protect the area with track block and PTB.
- Notify appropriate law enforcement agencies
- Contact the appropriate managers and signal maintainer
- Contact the appropriate Track personnel.
- Complete Grade Crossing System Malfunction Report.
- Phone all individuals on call list that is provided in Crossing Binder on RTC desk and RTC Folder in the Google Drive.

301 Malfunctioning Crossing Device or Disabled Crossing Device
When notified that crossing warning is malfunctioning (flashers, bells or gates malfunctioning) the following will apply:

1. Issue a Crossing Malfunction or Crossing Disabled PTB.
2. Determine the trains that will be affected by the PTB. Give immediately to any train in close proximity.
3. Notify proper authorities of the crossing malfunction. If a crossing is disabled for Maintenance of Way work, authorities do not have to be notified.
4. Notify proper Signal Maintainer.

5. On CTC Territory, the PTB must be given to trains manually before selecting a route through the area.
6. On TWC Territory, the PTB will auto-populate within the track warrant as a box 17.

Note: The crossing restriction is only active if the track warrant is still active. If a train must move through the area in both directions be sure the restriction is on each and every warrant that moves through the affected area.

Type	Definition
Activation Failure	Grade Crossing failed to activate within 20 seconds prior to a train's arrival at the crossing. **(Notify the Signal Supervisor, do not contact the territories regular signal maintainer.)**
False Activation	Grade Crossing activated with no train in the area.
Partial Activation	A part of the activation process is unresponsive to a train's arrival at the crossing.

A crossing with damaged or missing crossbucks is to be treated as a malfunction unless a signal department employee advises otherwise.

Do not consider the warning devices to be functioning as intended until notified by a Signal Department employee. Although any qualified employee can remove a crossing from service, a Signal Department employee must put a crossing back in service.

302 FRA Track Geometry Inspection Car Instructions
Specific instructions for the T2000 and T10 Cars will be issued by the FRA.

303 Operations Testing
The Federal Railroad Administration mandates and requires operations testing of specific groups of railroad employees. Divulging information to field personnel about testing activities or any other information that would interfere with or affect the outcome of such tests is prohibited.

Chapter Four - INTERNAL FORMS AND REPORTS

400 General Requirements

All forms and reports must be filled out as required. Handle all reports with care, keeping clean and neat.

401 Forms and Required Reports with Instructions

Forms and required reports along with necessary instructions are located at the back of this manual.

Commented [1]: be sure to put forms at appendix

403 Emergency Situations

Treat emergency situations affecting trains and employees with the utmost priority. Ascertain as much information from initial caller as possible and report to emergency personnel:

- Type of incident, including equipment and damage.
- Exact location and nearest crossings.
- Number of people involved, and/or injured.

Protect the incident and area with track block.
Call list is provided in Crossing Binder on RTC desk.
Completed forms are to be forwarded to Manager/Supervisor of RTC.

404 Near Miss Reports

Commented [2]: appendix

When a near miss report is received from a train crew, the following will apply:

- Complete the form, if information is called in from the field Call the local law enforcement agency and supply them with the information as reported.
- Record who was called and the time.
- Forward completed forms to Manager/Supervisor of RTC.

405 Rail Traffic Controller Training and Evaluations

Student RTC will receive appropriate classroom and on the job training provided by the designated employee along with territory familizaration ride alongs.

RTC in training or RTC qualifying or requalifying on a position are not to leave the vicinity of the RTC workstation without permission from their Supervisor.

RTC will be monitored closely during their first 90 days after qualification to ensure rules compliance and understanding of train operations.

When a student RTC is qualifying on a position, use only the initials of the RTC responsible for the territory on all records.

Chapter Five - RAIL TRAFFIC CONTROLLER TRANSFERS

500 Responsibilities of RTC Being Relieved

□ Ascertain that the electronic train sheet is up-to-date and accurate.
□ Generate a computer transfer on the prescribed form prior to being relieved.
□ Un-assign territory.
□ Log off.

501 RTC Transfer
Find the report I wrote.

Chapter Six - RAIL TRAFFIC CONTROLLER RECORDS

600 Maintain Records
Maintain neat, accurate, clean and legible records.

601 Retain and Archive Daily Records
Third shift RTC is responsible for archiving daily records(FRA requirement)
Documents must be collected, sorted and archived in the following order:
From Top to Bottom sort accordingly:

1. Cover Sheet
2. Speed Restrictions PTB's in numerical order
3. Voided Speed Restrictions
4. Crossing PTB's in numerical order
5. Voided crossing restrictions and other voided COBS.
6. Form B Requests
7. Other transmitted or handwritten documents
8. Miscellaneous

602 Numbering
Computer generated authorities and documents will be assigned specified number ranges. Information Technology has capability to define number ranges.

Chapter Seven - TRAIN SHEET RECORDS

700 FRA Required Information

Keep train sheet current and accurate. Attempt to secure and enter missing information.

The Code of Federal Regulations (CFR) mandates the following information on the train movement record:

- Identification of the RTC and their times on and off duty.
- Weather conditions at 6 hour intervals.
  (Weather conditions will be recorded for Staunton, VA)
- Identification of engineer and conductor and their times on duty.
- Identification of trains and engines.
- Station Names.
- Unusual events affecting movement of trains and identification of trains affected.

701 Other Required Information

Other required information that must be included:

- Number of loaded cars, empty cars, total tonnage and foot length (if applicable) at the origin and destination station.
- Information for any bad order car set out on line.
- “OS” information.
- All crew members including trainees and brakemen.

702 Crew Relieved at Other than Designated Terminal(Recrews)

When the Hours of Service Law causes a crew to be relieved at other than a designated terminal, make notation of train, time, and location on train delay report within the train sheet.

Commented [3]: Recrew instructions

Chapter Eight - RAIL TRAFFIC CONTROL INSTRUCTIONS

800 Warning of Hazard

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

801 Track Conditions

When report of unusual track condition is received:

- Immediately provide protection for the condition with track block or PTB.
- Immediately report the condition to the Manager/Supervisor of Track&Structures.

- Maintain protection to the affected area until advised by track personnel what actions to take.

802 Weather Conditions

Obtain information about any threatening storms. When weather conditions restrict visibility, consult with your supervisor or a field officer to decide whether positive protection is necessary. When trains are stopped waiting for track inspection, they must not be released until conditions are known to be safe.

Rail Traffic Controller should monitor weather conditions on their territory through the use of internet weather web sites.

803 Notified of Adverse Weather Conditions

When notified of weather conditions that could adversely affect railroad operations, relay the following information:

- Time weather warning was received.
- Type of warning or watch (such as tornado, flash flood, severe thunderstorm).
- Territory affected.

Once notified, the RTC must provide proper protection for all trains affected.

804 Snow Removal Equipment

When a train is using snow removal equipment to plow snow, protect the train with Absolute Block protection. (No other train or engine may be permitted within the same limits. In CTC, you must not let a following train past the last control point to the rear, and must not line snow plow to follow train ahead without at least one control point at stop behind train ahead).

805 Bad Order Cars/Engines

All affected employees must be notified of bad order cars/engines that are not fit to move, or those having safety appliance defects. Document the bad order car numbers and report to Manager/Supervisor of RTC. Consult appropriate supervisor before moving such cars/engines.

Notify Track Department when engines or cars are set out due to ***flat spots****.*
Protect Bad Order equipment with block on CTC siding tracks.
Protect Bad Order equipment left on main track with a PTB(Equipment on Main).

806 Reverse Movements

A train may make a reverse movement within the limits of the same block without 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. (Rule 504.17)

All other reverse movements that do not satisfy the conditions above, the RTC must grant permission to the train. When granting permission for a reverse movement be sure there is no track authority within the same limits of the reverse movement.

*Note: If a train must make several reverse movements within a block, the RTC can give the train permission to make **multiple** reverse movements between control points.*

807 Back Up Move/Picking Up Crew Member

Permission for a back up move will be granted **only** to pick up a crew member.

RTC must ascertain that no authority has been granted behind train requesting backup move that included Box 9 “DO NOT FOUL LIMITS AHEAD OF (train)”

808 Admit Train to Occupied Siding

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

809 Train Left on Main Track

When necessary to leave train on main track, roll up or reissue track warrant so that rear of train is protected, but unnecessary track authority is not left in force.

If necessary, issue a track warrant with boxes 4 and 11 or 12.

810 Equipment Left on Main Track

Provide protection before allowing a crew of a train to leave equipment on the main track or to protect an impassable main track situation such as a derailment.

Where CTC is in use provide protection in the following manner:

- Main Track: Place a PTB(Equipment on Main) Issue PTB to any train that will move through area.
- Siding Track: Place Block on Siding (Specify in track block comments that equipment is on siding.)

Where TWC is in use provide protection in the following manner:

- Place a PTB (Equipment on Main) the PTB information will auto-populate into any track warrant issued over the area.

PTB must remain in effect until condition is repaired or removed.

811 Track Removed from Service or Impassable Main Track

Provide protection for track removed from service or impassable main track conditions. Following is a list of possible examples, but is not all inclusive:

- Bridge out
- Derailment
- Washout
- Broken rail
- Obstruction on track
- Track Construction

When CTC is in use, provide protection in the following manner:
1. MOW employee will request to take track Out of Service with RTC.
2. RTC will choose PTB titled, “Issue PTB (Tracks OOS with Foreman)”
3. RTC will designate the employee removing track from service as the EIC.
4. If MOW has a Track&Time, have employee release it.
5. RTC will print-out PTB.
6. RTC will issue the PTB to the train that will occupy the OOS limits, notifying them who
the EIC is.
7. RTC will then line signal if able or talk train by signal into OOS limits. Train crew must receive permission from EIC before entering OOS limits.
8. If train clears limits first, issue MOW a Track&Time before allowing them to put track back in service. If MOW clears limits first, have MOW put track back in service and void PTB with train.

On CTC Territory OOS limits must be from Control Point to Control Point

Trains are to move at restricted speed when operating on OOS limits.

PTB must remain in effect until condition is repaired or removed.

When TWC is in use, provide protection in the following manner:
1. MOW employee will request to take track Out of Service with RTC.
2. RTC will choose PTB titled,”Issue PTB (Tracks OOS with Foreman)”
3. RTC will designate the employee removing track from service as the EIC.

4. Any Track Warrant issues within the OOS limits will auto-populate into the track warrant with the exact limits that are OOS. The RTC must verify the EIC of the OOS limits to the employee/train copying.
Note: There must be an EIC of any controlled track that is 'Out of Service'. Non-controlled track can have and EIC, but it is not mandatory.

812 Blocking Devices
When rules require, use blocking devices to provide protection. The following are some instances when blocking devices may be applied:

- To prohibit movements on routes where a signal or signal appliance is malfunctioning or if damage occurs to the track
- To prevent movement into track and time limits
- To provide absolute block protection behind Sperry Rail Detector cars.
- To protect equipment left on track
- To protect adjacent track when train stopped in emergency.
- To protect segments of CTC, where fixed signals fail or are missing.
- To protect a block when a signal is reported as failing to display its most restrictive indication when the block is occupied or a switch protected by the signal is changed from its normal position.
- In CTC, to protect track segments where restrictions have been placed and trains have already received their initial track warrants and are not required to secure an additional track warrant or track bulletin before reaching the location of the restriction.
- To protect track segments affected by weather warnings.
- To protect track that has rusty rail conditions.
- Switch on hand operation
- Equipment protection
- Foreign Railroad protection.

Note: Signals that have been changed to display Stop indications must not be "in time" when advising that protection is provided. ***(this includes track and time)***

Signals normally come out of time within 1-2 minutes, switches take 7-10 minutes to run time.

Indicate at transfer the purpose of any blocks still remaining at change of shift.

813 Permissive Track Bulletins (PTB)
Permissive Track Bulletins (PTB) include the following:

Informational	Any information received that could affect train traffic or MOW employees. Also can be used as a reminder for RTC.
Speed Restriction	Mandatory Directive that states a reduction in speed at/between locations.
AWD Malfunction	Mandatory Directive that states a train must come to a road crossing prepared to stop.
AWD Disabled	Mandatory Directive that states a train must stop and flag a road crossing.
Equipment on Main	Cars left on main or siding track unattended.
Tracks OOS with Foreman	Qualified MOW employee finds it necessary to remove track from service. The MOW employee must be named EIC.

- PTB's are intended to protect against any type of critical information that is not listed on the Current Operating Bulletins any train may possess.

814 Crossing Disabled Overnight

- Any main track crossing that will be disabled overnight must be put on a Form C bulletin separate from the Current Operating Bulletins unless instructed otherwise by the Supervisor of RTC. Be sure all active trains have been issued the Crossing Disabled PTB before removing it.

815 Private/Public Crossings Blocked

- A public crossing must not be blocked without movement for no longer than five minutes. Anytime the train moves the time restarts.
- Anytime a crossing is blocked due to train, track, bridge, etc issue for an extended period of time notify the local law enforcement of the area.
- Remain poised and polite when dealing with public complaints about the crossing. Be honest with the caller on an estimated time the situation will be resolved.
- Although private crossings have no law about blockage, it is important to be mindful of them and keep them clear if at all possible. (In some instances it is the only access road home owners have to their homes.)

816 Bridge Impacts

- When notified of a bridge impact immediately issue a PTB information or block to protect the area.

- Do not allow any train traffic to pass until the bridge has been inspected by a qualified MOW employee, unless authorized otherwise by a Track&Structures Supervisor or Manager.
- Attempt to get a Police Report Number to give to T&S Supervisor.

817 Emergency Brake Application

- The following information must be recorded:
  1. Train ID,
  2. Subdivison,
  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,
  6. The results of the train crew inspection if air did not restore.
- Notify the track department to inspect track if the train in emergency results from one of the following:
  1. A road crossing accident,
  2. Drawhead failure,
  3. Train crew indicated possible track damage.
- 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.

818 Decimal Point Language

- Decimal points will be pronounced as dots. Ex: 127.5 = 127(dot) 5. Not 127 (decimal, point or decimal point) 5

Chapter Nine - BLOCK SYSTEM INSTRUCTIONS

900 Equipment that May Not Shunt Track

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

- Single unit light engine, (reduced speed to 30 mph)
- Short wheelbase equipment that shunts the track.
- FRA test equipment.

Do not utilize “stacked routes” for above movements.

901 “OS” Indications on CTC Screen

“OS” indications on a CTC screen that are used with proceed signal indications at control points can be used as follows:

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

This information cannot be used to issue track warrants.

902 Track Indications

When a track indication (intermittent or continuous) appears on your CTC screen:

- Notify the signal maintainer.
- If multiple track indications appear behind a train, instruct the train crew to stop and inspect their train. (Track indications appearing behind a train movement are a warning of possible bad order equipment on the train.)
- Discontinue train movement when signal maintainer and/or section personnel arrive to inspect the condition and immediately give time to inspect the condition, unless otherwise advised by on-site personnel.

903 Lining Controlled Signals/Switches

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

After movement is complete, return dual control switches to normal position.

904 Dual Control Switches/Correspondence

Use switch correspondence indication to verify that the switch is lined and locked for the route that will be used. A solid switch indicates the switch is mechanically locked and properly lined. A flashing switch indicates the switch is out of correspondence. If any of the following is observed, the switch at that location cannot be considered lined and locked unless otherwise advised by signal personnel or by other qualified employee at the location:

- The switch does not respond properly to requests.
- The control display indicates the field location is out of correspondence.
- The track display does not indicate a known occupancy.
- The code system is not functioning properly, and the switch is not known to lined and locked.

RTC must not tell crew members or track department personnel that the control machine indicates that the switch is lined and locked for route that will be used.

905 Dual Control Switches / Out of Correspondence

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

- Block all other switches at the location to ensure switch control requests are not initiated.
- If opposing signals at adjacent control points indicate proceed on any track that can be accessed through the out of correspondence switch, arrange to place those signals in Stop position and apply blocking, or, advise the opposing train of movement to be made and wait until opposing train has taken the opposing signal before authorizing movement and instructing hand operation of the out of correspondence switch. When authorizing movement past a Stop indication and instructing employee to operate dual control switch(es) by hand, do so with a single statement as follows:

AFTER STOPPING, (train) AT (location) proceed by SIGNAL DISPLAYING STOP INDICATION AND HAND OPERATE (switch) and line it FOR YOUR ROUTE, (specifying route where applicable), (direction) .

Note:Trains are to be talked by signals one at a time.

906 Dual Control Switches / Hand Operation

At a control point:

- A train or engine's authorized limits will extend to adjacent control points in all directions on all connected tracks unless specifically instructed otherwise.

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

- Block all other dual control switches that are accessible by the train or engine in the limits described above.
- Apply blocking to affected tracks and/or signals.

Tip: Block any track segment the switch touches.

Grant permission as follows:

(train) AT (location) HAS PERMISSION TO OPERATE (specific dual control switch) BY HAND (for switching moves, to double train together, etc.)

(train) after taking proper signal indication AT (location), (train) HAS PERMISSION TO TAKE (specific dual control switch) ON HAND (for switching moves, to double train together, etc.)

Note: Do not grant a train crew permission to operate a dual control switch by hand if it allows access to a track where Track and Time is in effect.

907 Before CTC Is Suspended

Before suspending CTC, notify track department and signal employees in the affected territory. Release all track and time before CTC is suspended.

908 Relinquish Control of CTC

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

Prior to using signal commands that will affect signals, switches, or blocking, CTC Signal Maintainers will contact you. Prior approval is not required to use commands that do not affect signals, switches, or blocking.

909 Hold a Controlled Signal at Stop

RTC will hold an absolute signal at Stop and verbally authorize movement beyond the signal at the request of a BBRR manager.

RTC must provide proper blocking of all affected switches and signals.

910 Verbal Authority / Permission to Pass a Stop Signal

Before granting a train verbal authority to pass a signal displaying a Stop indication

- Verify from the train crew that the Stop indication is visible.
- Block switch(es). Blocking must be maintained until movement is clear of the switch(es).
- Apply blocking on the track segment beyond the affected control point and maintain until all trains authorized have occupied the track segment beyond the affected control point or have reached the end of CTC.

The RTC may then give the train authority to pass the signal in the following words:

“(train) AFTER STOPPING, AT (location) PROCEED BY SIGNAL DISPLAYING STOP INDICATION, (TRACK) TO (TRACK) if applicable, (DIRECTION), (SWITCH

ON POWER) if applicable, (LOOKING OUT FOR CARS OR TRAIN AHEAD) if applicable.

Grant authority for trains to pass Stop indications one signal at a time.

911 Relaying Authority / Permission to Pass a Stop Signal

When direct radio communication is possible, do not allow another employee to relay the authority/permission to pass a signal displaying a Stop indication. When another employee must relay this information, the employee must be qualified on BBRR operating rules.

912 Train Entering Track Within CTC

When a train is authorized to enter a track within CTC territory, verify that there are no conflicting movements.

If there are no conflicting movements protect the movement by applying a block on the track segment between the two absolute signals, then authorize the train to enter controlled track by stating the following:

"(train), (location) HAS PERMISSION TO ENTER MAIN TRACK BETWEEN (Absolute signal) and (Absolute signal) adding, FOR MOVEMENT (direction)" if applicable.

Note: Steps above must be complete anytime a train is opening a switch to enter controlled track territory. Not exclusive to the main track only.

Ex. Goshen Industrial Lead(uncontrolled) opens up to the Goshen siding track(controlled).

Require train crews to confirm a train past their point of entry prior to granting them permission to enter main track if there is another train within the block.

Do not grant authority contingent upon a condition.

Example: After arrival of (train). ***All contingencies are prohibited***!

Protect the movement by applying blocking to the affected limits until the movement has entered the track and is protected by block signals.

Chapter 10 - TRACK AND TIME

1000 Issuing Track and Time Control Points

When authorizing limits, read directly from dialogue box.
If you would like track and time to include limits between outer opposing absolute signals at specified location, check box:
□ Includes switch.

Granting Track and Time

- Before granting track and time, ascertain that no conflicting signals/movements are lined into affected area. If a signal is lined and you need to put signal to stop, you must not issue track and time until signal has finished running time.
- Do not issue "do not foul limits ahead of____" until employee requesting track and time has identified the train and verified that the train is completely past their location. If the employee cannot verify train past point of entry, contact train by radio to ascertain head-end location or wait until train clears the requested limits.

1001 Declaring an Employee in Charge

- Any Track and Time that is marked joint roadway workers or a Track Warrant marked with a box 12 must have an Employee in Charge(EIC).
  TWC Territory: Employee and Train (Employee EIC), Employee and Employee (First Authority holder EIC), Train and Train (No EIC).
- The first authority holder will be declared the EIC of the limits. RTC must add identifier to represent who the EIC is on Railcomm drawing. Ex. (Shifflett EIC)
- All subsequent authorities holders of the same or overlapping limits will be notified by RTC who the EIC is after completion of Track and Time/TW form.
- RTC must add identifier to represent any other employees who have Track and Time limits within the same limits as the EIC. Ex. (Shifflett) *Note: No two ID's can be the exact same*.
- If an EIC must clear before other employees who have the same limits or overlapping limits, the EIC must appoint another employee who has all or partially the same Track and Time limits as the new EIC. Employee will report who the new EIC to the RTC upon releasing their Track and Time/TW.

1002 MOW/RTC Operating Dual-Control Switches

- MOW employees must ask RTC for permission to hand-operate dual control switches.
- In the event a switch is hand-operated without permission notify RTC Manager/Supervisor.
- RTC may line switches to satisfy MOW requests, but must do so prior to issuing the Track and Time. Notify the MOW employee that the switch appears to be lined for the requested movement.

1003 Communication(COM) Failure

- Track and Time is prohibited during a (COM) failure at any control point that is being requested.
- Any Track and Time issued prior to the (COM) failure remains valid.

1004 Reporting Clear of Track and Time

When an employee reports clear of track and time, repeat information in summary form, stating track and time number, employee name, track(Main, Siding, All Tracks), limits, time reported cleared, RTC Initials and releasing employee last name.

1005 Automatic/Semi-Automatic Interlocking

Norfolk Southern (Charlottesville Diamond, MP 182.3)

- Signal requests will lock in contingent upon which Railroad's train is closer to the absolute signal. The signal will pulse until the train reaches the approach.
- Norfolk Southern employees with shunting on-track equipment will contact the NS Dispatcher to request blocking across the Charlottesville Diamond from BB RTC. After confirming there are no conflicting movements, the RTC must apply the block giving the NS employee a time and RTC initials. Print the block form with the NS employee's name in the comments box for record-keeping.
  Note: If the NS employee's name is not in the Avtec Radio phonebook, a contact number must be requested.
- All Buckingham Branch employees must contact BBRTC to request protection across the Charlottesville Diamond. BBRTC then must contact the appropriate NS Dispatcher to request a block on the Charlottesville Diamond. After NS grants the block, **never prior,** the RTC can then issue an ***exclusive*** Track and Time to the BB mow employee. Immediately after MOW clears the Charlottesville Diamond they must release their Track and Time. BBRTC then must contact the NS Dispatcher promptly to confirm the Charlottesville Diamond is clear and okay the removal of the block.

CSX (Baltimore Division Diamond MP 111.7 & MP 111.9)

- CSX Dispatcher has full control of any movement that will foul the diamond. They will line signals and grant MOW authorities.
- BB Employees will contact the appropriate CSX Dispatcher to request blocking across the diamond, BB RTC has no authority to grant authority that will foul the diamond, Number Four Track, or Connection Track.

1006 Track and Time with Cars

- Track and Time may be issued with cars occupying the limits.
- RTC must specify in the additional instructions/comments section of the Track and Time form that the authority is occupied by cars.

Chapter 11 - TRACK WARRANT CONTROL

1100 Track Warrant Address

Initial Track Warrant Delivery (ITW)

Designate trains by symbol and other types by full name or Track and Structures. Recrews are to have the train symbol they are re-crewing followed by the letter R to represent re-crew. If the re-crew plans to re-crew multiple trains they must receive permission from the RTC to change the “addressed to” box to reflect the train they will re-crew next or send crew new ITW.

Examples:
Trains: **E64603, Z63103**
Other: **Bill Mitchem or Track & Structures**
Re-Crews: **E65603-R**

- **Single Direction Authority**

Designate trains authorized to proceed in one direction only (Box 2) by railroad initials, engine number and direction.

- **Work Between Authority**

Designate trains authorized to “work between” (Box 4) by railroad initials and engine number.

All other:

- **Single Direction Authority**

Designate employees when authorized to proceed in one direction only (Box 2) by employees’ name, specifying direction.
Use first name **and** last name when necessary for identification.

- **Work Between Authority**

Designate employees when authorized to “work between” (Box 4) by employees’ name.
Use first **and** last name when necessary for identification.

1101 Initial Track Warrant

Issue Initial Track Warrant for all trains/crews called on duty to perform service.

Initial Track Warrant must include:

- Bulletins for all subdivisions where operation may be required.

1102 Initial Track Warrant Ready for Delivery

When practical, have Initial Track Warrant with bulletins ready for delivery to avoid train delays.

1103 Verbally Changing Address on Initial Track Warrant

- Before verbally granting permission to change address on initial track warrant for bulletins, verify that the track warrant in question is the correct track warrant for the train. Grant verbal permission with the following format:

PERMISSION TO CHANGE TRACK WARRANT (number) TO READ (train ID) AT (time) (RTC initials).

- If bulletins listed on the Initial Track Warrant are not current and it is practical to do so, issue a new Initial Track Warrant.
- ITW's that are initially received four or more hours after system generated OK time on ITW, the employee must call RTC to confirm ITW is okay for use. Give employee a new OK time and initials.

1104 Issuing Track Warrant Authorities

When issuing track warrants:

- Use Train Engine ID for trains: use employee name for all other authorities.
- Ascertain employee or train head end location and enter as "AT LOCATION".
- Use the term "Check or Mark Box".
- Transmit each line checked/marked in its entirety.
- State the total number of boxes checked/marked.
- State each box that is checked/marked.
- Require the employee copying the track warrant to repeat each line checked/marked.
- If correct, give "OK, time and RTC initials"
- Ascertain name of employee copying the track warrant, and enter in space provided.
- All directions and single digit numbers must be spelled out in full.

Void and Re-issue of Track Warrant Authorities

- All of the **"Issuing Track Warrant"** rules apply.
- Box 1 will be predefined with the number of the track warrant that will be voided in the process of void and re-issuing.

- To void and re-issue the trains limits must not fall within a MOW employee's box 9 "do not foul", the system will not allow the re-issue. Simply have the train OS a milepost that clears the limits of the mow employees limits. If that is not possible, give the train a separate warrant that adjoins the current one.

1105 Reporting Clear of Track Warrant

When train or employee reports clear of a track warrant:

- Determine and select the correct track warrant to be reported clear from the Track Warrant Summary or the active Track Warrant listed with Train Engine ID on left of screen.
- Confirm that all main track switches that have operated have been restored to normal position and SPAF has been completed, OR, that no main track switches have been used.
- Fill in field that shows reported clear "By _____" with employee releasing.
- Repeat and confirm the following information from the

"Report Limits Clear Track Warrant" screen.

1. Track Warrant Number
2. Issued to
3. Limits
4. Report Clear Time and RTC initials

- The confirmation process should take place only when the information on the "Report Limits Clear Track Warrant" screen has been reviewed and determined to be correct. If the information is not correct, you still have the opportunity to cancel and repeat the process from this screen.

1106 Partial Track Release (Complete by Confirmation, OS train, Roll-Up)

TRAINS: When a crew member reports to the RTC that the rear of the train has passed a specific point:

- Confirm all main track switches are restored to normal position and SPAF has been completed, OR, that no main track switches have been used.
- Give time track release confirmed.

OTHER EMPLOYEES: When employee reports that all equipment has passed a specific point:

- Confirm all main track switches are restored to normal position and SPAF has been completed, or, that no main track switches have been used.
- Give time track release confirmed.

Note: Partial Track Release is only capable on single-direction authorities(box 2).

1107 Track Warrant Protection for Open Switch

Main track switches in track warrant control territory may be left in the reverse position only when the condition is protected by a computerized track warrant system and when the authorization to leave a switch in reverse position does not conflict with previously authorized train movements.

Track Warrant Control Territory:

- Issuing a track warrant with a box 19 states, “expect to find the following switch(es) lined and locked in the reverse position”. Issuing a track warrant with a box 20 states, “the following switch(es) may be left lined and locked in the reverse position”. While issuing a track warrant including a box 19 or box 20 the RTC must spell out what switch is to be left or found in the reverse position.

For Example: “the following switch(es) may be left lined and locked in the reverse position”: East Atlee , E-A-S-T A-T-L-E-E, West Louisa, W-E-S-T L-O-U-I-S-A.

- The RTC may issue a track warrant through a box 19, however the RTC must instruct the train or mow to notify them once the switch has been restored to normal position. They must report what time switch was restored and who restored it. The RTC must then either go to the protection summary and find the SPAF authority and void it or select the switch on the Railcomm drawing and select release SPAF authority.

Box 20 switch left lined and locked in the reverse position

- During the release of any track warrant that includes a box 20 the train or mow must report to the RTC during the SPAF report the time the switch was lined reverse and the employee who lined it.

Switches must never be restored to normal position at a later time or through the use of memory or notes. If the report of restoring a switch to normal position is not made as required above, the switch must remain in reverse position in the computerized system.

1108 Track Warrant Restrictions and Instructions

When a track warrant that authorizes movement (Boxes 2 or 4) also contains a restriction or other specific instructions. Include that restriction on subsequent track warrants until train is no longer affected by the restriction.

Tip: If possible wait for a train to clear by a restriction location until voiding and re-issuing, this will prevent you from having to give the same restriction multiple times.

1109 Transferring Track and Signal personnel Track Warrants

Except in emergency, transferring a track warrant from one track or signal personnel to another track or signal personnel is prohibited.

1110 Overlapping Limits

Maintenance of Way and Trains

- Box 11 and 12 will be used for trains or men and equipment when occupying overlapping limits with trains or men and equipment. Anytime a track warrant with a box 12 is issued there must be a designated EIC. The maintenance of way will be the EIC. In cases where the train will be getting a track warrant anticipating MOW getting a track warrant later, advise the train that once the MOW gets their track warrant they will be contacting the train to have a job briefing and establish his/herself as the EIC.

Trains and Trains

- Box 11 limits will be used for two trains occupying the same limits. There is no EIC of the limits. Although it is not required, it is courteous to inform the trains of what other train will occupy their box 11 limits.

1111 Pushing a Train

When necessary to have a following train push the train ahead, the following will apply:

First train:

- Receive a head-end location and a milepost the train is complete by. Perform a void & re-issue with the train adding a box 11 into the new Track Warrant where the next train will need to occupy.

Second train:

- Issue a box 4 and box 11 within the same box 11 limits as the first train. Make this a separate warrant from the warrant the may already have.

1112 Track Warrant Other Specific Instructions – Box 17

Do not use track warrant Box 17 to grant authority or to issue instructions that may conflict with another rule or instruction.

1113 Track Warrant Control Data Base

Inform your supervisor when notified of a change to a railroad identifiable point that could affect the TWC data base.

Chapter 12 - TRACK BULLETIN INSTRUCTIONS

1200 Issuing Track Bulletins
Issue only on territory on which restriction or condition physically exists.

1201 Voiding Track Bulletins
Write VOID on track bulletin.

When voided verbally to trains, indicate on the hard copy of track bulletin affected:

- Trains to which Track Bulletin was made void.
- Date, time, and employee who voided track bulletin.
- RTC initials.

When applicable, date, time and reason for change should be noted on the hard copy of all voided track bulletins. Record name of employee requesting change. (Not necessary for track bulletins made void by fulfillment, such as Form B).

1203 General Instructions

RTC is responsible for issuing initial track warrants to all crews going on duty.

When it is known that a condition has been (or will probably be) on a track bulletin for more than 30 days, notify the Supervisor/Manager of RTC to consider placing it on a general order.

Designate locations by specifying track, where required, and identifiable points.

Use only BBRR approved abbreviations.

Form A, B and C Chart

Form A	Speed Restrictions
Form B	Long-term working limits that may foul the tracks and is direct control of a flagger on jobsite not RTC.
Form C	Informational Restrictions

1204 Voiding Track Bulletins within Current Operating Bulletins (COB)
If a line is to be voided:

Computer Copy

1. Have the MOW employee tell you what COB No. the line to be void is on.
2. Pull up the COB through the protection summary.
3. After the COB is displayed have the employee read through the entirety of the Item/Line number that will be void.
4. Repeat the Item/Line number in its entirety back to the employee confirming that it is the correct line.
5. After completing the above steps select→ Void and give employee time and initials to repeat.

Note: If the employee's COB No. is different from the COB that is most recent, notify the employee that the COB No.'s are not the same and no COB No. or Line/Item No. should be repeated. Cross-check by location and information only.

Paper Copy

Write the word VOID in the LINE VOID column. Draw a line or highlight through the entire line of the restriction. Write the time and date, foreman's name, and RTC initials on the form (where space is available). Where space is provided write down what trains will need the voided line.

1205 Track Bulletin Form A

Form A Bulletins are speed restrictions.

1206 Track Bulletin Form B

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. Between the hours of;
4. Name and initials of the flagman(EIC);
5. Specific track limits including mileposts and what tracks will be fouled.
6. Any instructions related to the posting of signs

Any and all Form B shall be reviewed during the transfer of RTC's to be sure all information is correct. A copy of the request with date/time, RTC Initials, and who requested must be stored in the Current Operating Bulletins binder behind the Current Operating Bulletins and any other forms.

Form B's will be kept separate from the COB's due to their nature of change.

1207 Track Bulletin Form C

Track Bulletins form C are informational type items. Example include but not limited to:

- Main track out of service.
- Walkways on bridges removed, damaged or out of service.
- Change or cancel general orders.
- Notice of timetable change.
- Slide detector removed from service.
- Cars or equipment.
- Location of derailed cars.
- Track materials distributed.
- Watch your footing items along.
- AWD malfunctioning.

When entering "Watch your footing" items, show why there is a footing problem, such as rail alongside track, ties scattered, icy conditions, etc. Use the phrase "Watch your footing". Do not use "Bad footing" or "Dangerous footing", etc.

Most Form C items will be kept within the COB. Special circumstances such as Daylight Saving Time or Crossing Disables overnight will be put on a separate Form C.

Form C verbiage includes but not limited to the following:

Special Instruction or Rule:

SPECIAL INSTRUCTION ITEM (number) or RULE (number) IS CANCELED.

SPECIAL INSTRUCTION ITEM (number) or RULE (number) IS CHANGED AS FOLLOWS: (list changes)

Notice of Timetable Change:

BBRR TIMETABLE (number) TAKES EFFECT AT (time and date)

Whistle Warning Request:

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

WHISTLE FREELY BETWEEN (MP) AND (MP) FROM (time) UNTIL (time) FOR (reason).

Bad Order Cars :

When necessary to set out a bad order car on line issue a track bulletin as follows:

AT (location) (car initial and number) BAD ORDER ACCOUNT (defect). DO NOT COUPLE TO OR MOVE WITHOUT AUTHORITY.

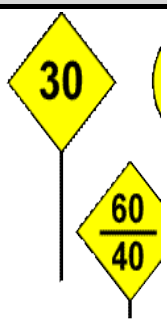
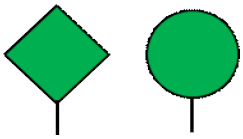
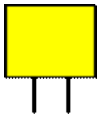
Track Material Distributed:
(At location) or (between location and location) TRACK MATERIAL DISTRIBUTED.

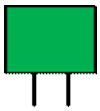
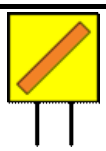
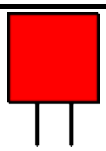
Walkway Removed or Damaged:
AT (MP) BRIDGE WALKWAY (North/South/East/West) SIDE (damaged / removed from service / OOS / other).

Grade Crossing Malfunction
Use the following example when an automatic crossing device is malfunctioning:

AUTOMATIC WARNING DEVICES ARE MALFUNCTIONING AT (MP) PROVIDE WARNING PER RULE 314

Chapter 13 - FLAGS AND SIGNALS

SIGN	NAME	INDICATION
	**PERMANENT REDUCE SPEED SIGN**	**Reduce speed as required in special instructions. When one speed is show, it indicates the speed for all trains. When two speeds are shown, the higher speed indicates the speed permitted for passenger trains and the lower speed indicates the speed permitted for other trains. If the same speed restriction applies to all tracks only one sign may be used.**
	**PERMANENT END RESTRICTION SIGN**	**Resume speed after rear of train has passed.**
	**TEMPORARY REDUCE SPEED SIGN**	**Reduce speed as required.**

	**TEMPORARY END RESTRICTION SIGN**	**Resume speed after rear of train has passed.**
	**WARNING SIGN**	**Prepare to stop or reduce speed as required.**
	**CONDITIONAL STOP SIGN**	**Stop before entering limits unless permission to enter limits is obtained.**

1300 Improperly Displayed or Missing Track Flags

When told that track flags are improperly displayed or missing, notify the Track and Structures supervisor.

1301 Flags Placed Less than Required Distance

When notified that yellow or yellow-red flags are placed less than 2 miles from the restriction, indicate the actual location of the flags in the “FLAGS AT MP” column of the track bulletin. Leave the column blank when flags are properly placed.
(Flags must NEVER be place more than 2 miles from the restriction).

1302 When a Signal is Disregarded or it is Apparent a Train has Overrun a Stop Indication:

Provide protection against trains that may be approaching the location where adjacent tracks or conflicting routes may be fouled.

Notify your supervisor of the facts.

Hold the train until your supervisor provides handling instructions.

1303 Failure of Signals
Immediately notify the signal maintainer when block system fails or any of the following are missing:

- Fixed signals

- Signal appliances

When fixed signals fail or are missing, place block and issue instructions to approaching trains as follows:

Within CTC territory, apply blocking devices per RTC Manual. Keep these instructions in effect until signal conditions are corrected, and all functions of the signal system are working as intended.

Entering Signals that fail to display a clear signal for train crew. Refer them to R&A Timetable special instructions. RTC may not instruct a train to pass a entering signal.

1304 Signal Aspects

When notified that a signal displays a more favorable aspect than required (for example, false clear or false proceed), (Failure to Display Most Restrictive Indication), immediately require train movements in the affected area to stop.
The following will apply:

- Issue track and time to RTC to protect movement into track.
- Notify the signal maintainer and Manager of Operating Practices and Safety.
- Request further instructions concerning train movement from the Supervisor/Manager of RTC.

Within CTC limits, you may route traffic through the siding until repairs are made, if the affected signal is located at the siding switch, and it displays a proper aspect when lined for the siding.

Unless the reason or conditions surrounding a change of signal indication are definitely known, do not speculate with train crews as to the reason for the change.

1305 POWER OFF INDICATORS

When Power Off Indicator (red POK) is indicated on DOC screen, notify appropriate signal maintainer. Notify them of any train traffic in the area.

1306 SERIOUS ACCIDENTS INVOLVING INTEGRITY OF SIGNAL SYSTEM

1. Immediately protect train movements in the area of the accident by any means available when a report of a serious accident is received and the integrity of the signal system may be implicated or involved.
2. Notify Supervisor/Manager of RTC and do not change any signal line-up without authority from appropriate operating officer.

3. The Supervisor/Manager of RTC will immediately notify the appropriate managers (Operating and Signal) to seal the signal equipment associated with the accident.
4. The Manager of Safety and Operating Rules will be responsible for notifying the local FRA inspector of the accident, advising him/her that the signal equipment has been sealed pending their arrival to participate in a joint inspection of the signal system. If the local FRA inspector is not available, the Signal an Communications Supervisor should call the FRA toll-free number for reporting serious accidents (1-800-424-8802).
5. All train and engine crew members and any other employees involved should be interviewed as soon as possible to develop their knowledge of the accident with respect to the function of the involved signal system.
6. An Operations Manager will be responsible for advising you to call the signal maintenance personnel that will be required to protect the signal equipment. SIGNAL MAINTENANCE PERSONNEL ARE NOT TO BE CALLED UNLESS AUTHORIZED BY an operations manager.

1307 Local Control

Signal Maintainers are responsible for requesting permission from the RTC to take a control point into local control.

Chapter 14 - Appendix (Verbiage Sheet, Train Holding Locations, Forms, etc)

Verbiage Sheets
External
Holding Locations
External
Forms
External.

Glossary of Railroad Terms and Railroad Slang

AAR

Association of American Railroads

AEI

AEI readers are installed at strategic points to read AEI tags on cars. Also, known as Rail Car Identification tags.

ASLRRA
American Shortline and Regional Railroad Association. *ASLRRA* represents more than 400 short line and regional railroads. Provides support, education, and network opportunities.

Adhesive Weight
The weight on the driving wheels of a locomotive, which determines the frictional grip between wheels and rail, and hence the drawbar pull which a locomotive can exert.

Air Brake
A power braking system with compressed air as the operating medium.

All Weather Adhesion
The adhesion available during traction mode with 99% reliability in all weather conditions.

Angle Cock
A valve affixed to each end of a piece of rolling stock that, when opened, admits compressed air to the brake pipe.

Approach Signal
A fixed signal used in conjunction with one or more signals to govern the approach speed.

Automatic Train Control (ATC)
A general class of train protection systems for railways that involves a speed control mechanism in response to external inputs.

Automatic Train Protection (ATP)
Either of two implementations of a train protection system installed in some trains in order to help prevent collisions through a driver's failure to observe a signal or speed reduction.

Automated Track Inspection Program (ATIP)

ATIP cars conduct operational surveys of the United States rail transportation network determining railroad compliance with Federal Track Safety Standards (FTSS).

Bad Order

A tag or note applied to a defective piece of equipment. Generally, equipment tagged as bad order is not to be used until repairs are performed and the equipment is inspected and approved for use.

Ballast

Stone or gravel placed in a roadbed to provide a sturdy surface for the track and to facilitate drainage.

Bare Table

Intermodal flat cars moving empty, with no vans or containers on them.

Bay Platform

A platform and track arrangement where the train pulls into a siding, or dead-end, when serving the platform.

Blocking or Bracing

Wooden, metal, or other approved support to keep shipments in place on railcars or within containers and trailers.

Blue Flag

A metal sign placed on equipment which signifies that employees are working on, under, or between equipment.

Boom Barrier

A pivoted road barrier at a level crossing.

Box Car

An enclosed car that has doors. It is used for general service and particularly for freight that must be protected from weather.

Brake Pipe

The main air pipe of a train's air brake system.

Buffer

A device that cushions the ends of rail vehicles against each other.

Buffer Stop or Buffer Post

The barrier installed at the end of a dead-end track to prevent rail vehicles from proceeding further.

Building Trains

Assembling sorted cars in proper sequence for outbound departure.

Bulkhead Flatcar

An open-top flatcar with a wall at each end.

Bulk Freight

Loose freight, such as coal, sand and grain handled in its natural state, and not packaged, or boxed in individual units or containers.

Cab

The control room of a locomotive housing the engine crew and their control consoles.

Caboose

A railroad car attached usually to the end of a train.

Car Set Out

Bad order in a train that has a mechanical defect and must be "set out" on line for repairs by mechanical road truck.

Centerbeam

A bulkhead flatcar with a braced beam bisecting its length, used to transport lumber products.

Conductor

Person responsible for the safe and proper management of the train.

Controlled Siding

A siding where switches and signals are remotely controlled by a dispatcher.

Combined Power Handle

A handle or lever which controls both the throttle and the dynamic braking on the locomotive.

Connecting Carrier

Carrier that has a direct physical connection with another or forming a connecting link between two or more carriers.

Continuous Welded Rail (CWR)

A form of track in which the rails are welded together by utilizing the thermite reaction or flash butt welding to form one continuous rail that may be several kilometers long.

Constructive Placement

Car that cannot be placed for loading or unloading due to some disability on the part of the shipper or receiver.

Coupling Rods

Rods between crank pins on the wheels, transferring power from a driving axle to a driven axle of a locomotive.

Crank Pin

A pin protruding from a wheel into a main or coupling rod.

Cross-Over

Track that joins two main tracks. When a train moves from one main track to another, it "crosses over."

Crossing (Grade Crossing)

The place where highways and railroad tracks meet.

Cut

To uncouple one or more cars from a train.

Cut Lever

A manual lever which releases the pin of an automatic coupler when pulled to separate cars or locomotives.

Cycle Braking

Making repeated service brake reductions in short succession to maintain a constant speed on short but steep grades.

Dark Signal

A block signal that is displaying no discernible aspect, often due to burned out lamps or local power failure.

Deadhead

Movement of a crew from one point to another or to a train by vehicle transportation or by train.

Derailer

A safety device that will derail vehicles passing it, often used to prevent rolling stock from unintentionally entering the mainline from a siding.

Derailment

Term used when rolling equipment leaves the rail tracks.

Distributed Power

The addition of a locomotive at the back of a train. A practice employed to move large trains through the mountains.

Double Heading

A configuration in which two steam locomotives are coupled head to tail in order to haul a heavy train up a long or steep hill.

Drag

A long, heavy freight train moving at low speed.

Dynamic Braking

The use of traction motors' output, working as generators, to slow train speed without relying solely on the air brakes.

Embankment

A bank, usually of earth but sometimes of stone, constructed to form a level or minimally graded trackbed for a line of railway needing to pass over a depression in the terrain or another pre-existing surface feature.

Engineer

Person who operates the train.

Equalizing Reservoir

A small air reservoir in a locomotive control stand. When the automatic brake valve is operated, this reservoir responds by reducing or increasing the air pressure in the brake pipe.

Event Recorder

A device that continuously captures analog and digital train systems information and stores that data. This data is used to evaluate incidents and accidents.

Fall Plate

A heavy, hinged steel plate attached in a horizontal position to the rear of the locomotive footplate or front of a locomotive tender. When the tender is attached to its locomotive, the plate is allowed to fall to cover the gap in the "floor" between the two units. The sliding edge is not fixed and has a smooth chamfer so as to avoid a trip hazard.

Federal Railroad Administration (FRA)

The FRA is the branch of the Department of Transportation (DOT) that establishes safety standards for rail equipment. The FRA deals specifically with transportation policy as it affects the nation's railroads and is responsible for enforcement of rail safety laws.

Feed Valve or Regulating Valve

A valve which controls the amount of air pressure being channeled from the locomotive's main reservoir to the brake pipe, in accordance with the set pressure in the equalizing reservoir.

Flat

A wheel defect where the tread of a wheel has a flat spot and is no longer round. They can be heard as a regular clicking or banging noise.

Flat Car

Freight car that has a floor without any housing or body above. Frequently used to carry containers and/or trailers or oversized/odd shaped commodities.

Fouling Point

The point of a switch turnout where a car or locomotive on one track will obstruct movement on the adjacent track.

Frog

The area of the track through a switching point that allows for the wheel flange to pass through it (otherwise the wheel would snag the track and derail). Switches are numbered according to the angle of their frogs (so the sharper the curve the less speed it can be taken at).

Gauge

The width between the inner faces of the rails. Standard U.S gauge measurement is
4 feet 8 ½ inches.

Gladhand Connector

A quick coupling and uncoupling connector at the end of a train line air hose that resembles a pair of shaking hands when hoses are connected.

Gondola

A freight car with sides and no roof.

Grade

The slope or angle of the railroad right-of-way. It is based on percentages, so if the ruling grade for a rail line or section of railroad track is 2% than this means that the right-of-way rises roughly two feet per every one-hundred feet traveled.

Harmonic Rock

The condition of locomotives and cars swaying in opposite directions when traversing depressions on the roadbed. This can cause coupler damage, load damage or derailments at slower speeds.

Headstock

A transverse structural member located at the extreme end of a rail vehicle's underframe. The headstock supports the coupling at that end of the vehicle, and may also support buffers, in which case it may also be known as a "buffer beam".

Hopper Car

Freight car with its floor sloping to one or more doors designed for unloading the contents by gravity.

Hump Yard

Railroad classification yard in which the classification of cars is accomplished by pushing them over a summit, known as a hump, beyond which they run by gravity.

Interchange

Any track or yard where rail cars are transferred from one carrier to another.

Joint Bar or Rail Joiner

A metal plate that joins the ends of rails in jointed track.

Jointed Track

Track in which the rails are laid on lengths of around 20 m and bolted to each other end to end by means of fishplates or joint bars.

Junction

The area where two or more rail lines meet or intersect.

Knuckle

The articulating part of a coupler that locks automatically in its closed position to join rail cars; so named because its movement resembles that of a human finger.

Local Freight Train

Train with an assigned crew that works between predesignated points. Local trains handle the switching outside the jurisdiction of a yard switcher.

Local Move

Traffic originating and terminating on a railroad's lines without any interchange.

Main Generator

The electric generator in a diesel-electric locomotive that is coupled directly to the prime mover and feeds electrical energy to the traction motors.

Main Reservoir

The compressed-air tank of a locomotive containing source air for the brakes and other pneumatic appliances.

Maintenance of Way (MOW)

The repair and maintenance of a railroad right-of-way.

Narrow Gauge

Railroad track where the rails are spaced less than 4ft 8 ½ inches apart, often found in mountainous terrain.

Per Diem

Latin for "per day". A specific amount of money per day to cover living expenses when traveling for work.

Piggyback

Transportation of a highway trailer on a railroad flat car.

Pilot Engine

The leading locomotive during a double-heading operation.

Placard

Sign affixed to a rail car or truck, indicating the hazardous designation of the product being transported in the vehicle.

Recrew

Crew used to bring a train into a terminal when the original crew has insufficient time to complete the trip and a second crew is necessary.

Right-of-Way

Roadway property owned by a railroad over which tracks have been laid.

Shortline

Small railroad that originates or terminates traffic and participates in division of revenue.

Sideloader

Lift equipment used in intermodal ramps. Sideloaders lift containers and trailers from the side of inbound or outbound trains rather than overhead.

Siding

Track Adjacent to a main or secondary track for meeting or passing trains.

Signal House

The housing for signals and communications computers that control switches, crossings, and other such controls, relaying information to and from the RTC.

Spot

To spot a car, position a car in a designated position or location usually for loading or unloading. Usually at a customer location.

Spur

A short stretch of track splitting from the main line. Normally used to serve customers or store equipment.

Storage Charge

Charge assigned to the shipper or consignee for holding containers or trailers at an intermodal terminal beyond the free time allotted to them.

Storage Track

Auxiliary track used for storage or cars.

Switching

Movement of freight cars between two close locations. Typically involves moving cars within a yard or from specific industry locations to a yard for placement on a train or vice versa.

Tamper

A machine for compacting ballast under the ties.

Tank Car

Any car used only for transporting liquids, liquefied gases, compressed gases or solids that are liquefied or compressed prior to loading.

Tie

The component of railroad infrastructure that holds the rails in place and supported by the surrounding ballast. Ties are usually made of either wood or concrete.

Tied Down

Trains holding on line for relief crews, Maintenance of Way curfew, slot/spacing into a terminal. Power usually is still on the trains.

Turnout

Another term for a railroad track switch.

Unit Train

Freight trains moving great tonnages of a single bulk product between two points without intermediate yarding and switching.

UDE

Undesired Emergency Brake Application

Yard

System of tracks with defined local boundaries, which provides for the making up of trains, storing of cars and other related functions.

Yard Move

Train or rail cars ordered to move from one location to another in a rail yard.

Railroad Slang

Bend the Iron
Bend the Rust
Bend the Rail
Change the position of a switch.
Brass Hat
A term applicable to railroad officials**.**
Canned
To be taken out of service.
Diamond
The point where two tracks cross each other.
Dog Catch
A crew sent to relieve a crew that has worked the legal limit.
Dump the air
To release as much air pressure as quickly as possible and thereby apply brakes to bring the train to an emergency stop.
Gate
A Switch
Goat
A yard engine
Helper
An extra locomotive(s) used to assist trains up steep grades.
Highball
When a train has been relieved of performing scheduled work**.**
To Hog
Train crew fails to make it back or to their days start goal destination within their HOS**.**
Hole
Passing track enabling one train to pass another.
Hot Shot
Fast train of any class.
LAP
Term used to describe a Train Dispatchers accidental issuance of overlapping authorities.
Master Mind
Could apply to trainmaster, conductor or dispatcher.

On the ground
Derailment of train or car(s).
OS'ing
Reporting by a train by station or milepost.

Outlawed or Running from the law

Train crew that has expired there HOS or is desperate to make their destination before HOS expires.

Penguin

Company official.

Plant

Control Point or OS

Early Quit

To go off duty prior to posted quit time.

Rip Track

Repair track.

Roll by

Making a check of trains or cars as they pass.

Solid Track

Track full of cars.

STRETCH 'EM OUT

Take out slack in couplings and drawbars of train

Trick

Shift or hours of duty