



EMPLOYEE OPERATING MANUAL

EFFECTIVE April 2017



Operating Rules



Notice

These rules:

- **Are effective April 1, 2017.**
- Govern conditions and actions on railroads operated by CSX in the United States.
- Supersede all previous versions of *CSX Transportation Operating Rules & Signal Aspects and Indications*.
- Are dedicated to the men and women of CSX, 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 circumstance. Therefore, where no specific rule applies, rely on good judgment and follow the safest course available.

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ISSUED TO:

NAME:	JOB TITLE:

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

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Table of Contents

- **Chapter 1 - General Requirements**
 - [100 - Application of Rules and Special Instructions](#) 1-1
 - [101 - System and Division Bulletins and Notices](#) 1-1
 - [102 - CSX Standard Time](#)..... 1-2
 - [103 - CSX Property and Interest](#) 1-2
 - [104 - Employee Behavior](#) 1-3
 - [105 - Reporting Conditions](#) 1-5
 - [106 - Drugs and Alcohol \(Rule G\)](#) 1-6
 - [107 - Use of Tobacco Products](#) 1-6
 - [108 - Certification and Licenses](#) 1-7
 - [109 - Hours of Service Act Requirements](#) 1-8
 - [110 - Trains and On-Track Equipment](#)..... 1-8
 - [111 - Sleeping and Napping While on Duty](#)..... 1-9
 - [112 - Train and Engine Service Employees](#)..... 1-11
 - [113 - Yardmasters](#)..... 1-12
 - [114 - Operators](#)..... 1-13
 - [115 - Duties When Providing Flag Protection at Work Locations](#) 1-14
- **Chapter 2 - Signals and Their Use**
 - [200 - Flagging Appliances for Providing Warning](#)..... 2-1
 - [201 - Providing Warning Against Approaching Trains](#) 2-1
 - [202 - Hand, Flag, and Lantern Signals](#) 2-3
 - [203 - Locomotive Bell and Horn](#) 2-3
 - [204 - Locomotive Lights](#) 2-5
 - [205 - End-of-Train Marker](#) 2-6
 - [206 - Two-Way Telemetry](#) 2-8
- **Chapter 3 - Movement of Trains**
 - [300 - Authorized Train Speed](#)..... 3-1
 - [301 - Control of Train Speed](#) 3-2
 - [302 - Locations That Must Be Approached Prepared to Stop](#) 3-3
 - [303 - Permanent and Temporary Track Speeds](#)..... 3-3
 - [304 - Wayside Signs](#)..... 3-4
 - [305 - Working Limits on Controlled Tracks](#)..... 3-5
 - [306 - Train Coordination](#) 3-7
 - [307 - Out-of-Service Limits](#)..... 3-7
 - [308 - Train in Emergency](#) 3-8
 - [309 - Protecting Passenger Train Station Stops](#)..... 3-11
 - [310 - Flagged Work Locations](#)..... 3-11
 - [311 - Railroad Crossings at Grade](#) 3-12
 - [312 - Highway-Rail Crossings at Grade](#) 3-12
 - [313 - Malfunction of Highway-Rail Crossings Warning Systems](#)..... 3-13
 - [314 - Providing Protection at Highway-Rail Crossings at Grade](#)..... 3-14
- **Chapter 4 - Utility Employee, Switches, Switching, Shoving, and Securement**
 - [400 - Utility Employee](#)..... 4-1
 - [401 - Operating Switches and Derails by Hand](#)..... 4-2
 - [402 - Spring Switches](#)..... 4-4
 - [403 - Electrically Locked Switches](#) 4-5
 - [404 - Releasing Hand Brakes](#)..... 4-5
 - [405 - Switching Equipment](#)..... 4-5
 - [406 - Shoving or Pushing Equipment](#) 4-7
 - [407 - Leaving Equipment in the Clear](#) 4-9
 - [408 - General Securement Requirements](#)..... 4-9
 - [409 - Securement of Cars](#) 4-10
 - [410 - Securement of Locomotives](#)..... 4-10
 - [411 - Securement of Trains](#) 4-12

◦	412 - Securement of Key Trains	4-13
◦	413 - Defective Hand Brakes	4-14
◦	414 - Fouling Equipment	4-14
•	Chapter 5 - Centralized Train Dispatching and Authorities for Movement	
◦	500 - Dispatcher Bulletins, Dispatcher Messages, and Release Forms	5-1
◦	501 - Form EC-1	5-2
◦	502 - Other than Main, Signaled, or Siding Tracks	5-4
◦	503 - Main, Signaled, and Siding Tracks	5-4
◦	504 - General Signal Rules	5-7
◦	505 - Track Warrant Control Non-Signaled (TWC-D)	5-15
◦	506 - Track Warrant Control with Automatic Block Signals (TWC-ABS)	5-19
◦	507 - Main Track Yard Limits Non-Signaled (YL)	5-21
◦	508 - Main Track Yard Limits Signaled (YL-S)	5-22
◦	509 - Current of Traffic (COT) - Track Signaled in One Direction	5-23
◦	510 - Traffic Control (TC)	5-24
◦	511 - Controlled Point (CP) Signals	5-24
◦	512 - Cab Signal System (CSS) - General	5-25
◦	513 - Cab Signal System with Wayside Intermediate	5-28
◦	514 - Cab Signal Without Wayside Intermediate	5-30
•	Chapter 6 - Train Dispatching	
◦	600 - General Train Dispatcher Rules	6-1
◦	601 - Train Dispatching System	6-2
◦	602 - Managing Dispatcher Bulletins, Dispatcher Messages, and Form EC-1	6-2
◦	603 - Managing Signals and Signal Appliances	6-3
◦	604 - Controlled Point (CP) Signals	6-4
◦	605 - Controlled Point Appliances	6-4
◦	606 - Permission to Pass a Stop Signal	6-5
◦	607 - Managing Train Movements	6-5
◦	608 - Train Authorities	6-6
◦	609 - Permission to Make a Reverse Movement	6-7
◦	610 - Protecting a Train Within Track Segment Limits	6-8
◦	611 - Blocked Sidings and Main Tracks	6-8
◦	612 - Train Stopped by Emergency Brake Application	6-8
◦	613 - Managing Engineering Work	6-9
◦	614 - Track Authorities	6-10
◦	615 - Permission for Non-Insulated On-Track Equipment to Pass a Stop Signal at a Remotely Controlled Railroad Crossing at Grade	6-11
◦	616 - Controlled Track Removed from Service	6-12
◦	617 - Highway-Rail Crossings at Grade	6-13
◦	618 - Defect Detectors Verification Process	6-14
◦	619 - Removing Defect Detectors from Service	6-14
◦	620 - Restoring Defect Detectors to Service	6-14
◦	621 - Managing Unusual Situations	6-14
◦	622 - Report of Track Irregularities or Rough Track	6-15
◦	623 - Signals Not Functioning Properly and Unexplained Occupancy Lights	6-16
◦	624 - Weather	6-16
•	Chapter 7 - Roadway Worker and On-Track Safety	
◦	700 - General Requirements of Engineering Department Employees	7-1
◦	701 - On-Track Safety and Job Briefing Requirements	7-3
◦	702 - Reserved	7-4
◦	703 - Adjacent Controlled Track On-Track Safety	7-4
◦	704 - EC-1/EC-1e Line 1 Authority	7-6
◦	705 - Individual Train Detection, Train Approach Warning, and Train Coordination	7-9
◦	706 - Working Limits on Non-Controlled Tracks	7-11
◦	707 - Working Limits on Controlled Tracks (Conditional Stop)	7-12
◦	708 - Flag Protection to Establish Emergency Working Limits	7-15
◦	709 - Maintenance Lock-Out, No-Check Functions, and Local Control	7-15

- [710 - Removing a Controlled Track from Service](#) 7-16
- [711 - Railroad Crossings at Grade and Drawbridges](#) 7-17
- [712 - Operating Machines and On-Track Equipment](#) 7-19
- [713 - Operating Cranes](#) 7-25
- **[Chapter 8 - On-Track Worker Qualifications](#)**
 - [800 - Prerequisites for Engineering Employee Qualification](#) 8-1
 - [801 - Responsibilities of Employee Seeking Qualification](#) 8-1
 - [802 - Responsibilities of Examining Employee](#) 8-2
 - [803 - Responsibilities of Supervisor](#) 8-2
 - [804 - Qualification As Employee-in-Charge](#) 8-3
 - [805 - Short-Term Project Procedure](#) 8-3
- **[Chapter 9 - Remote Control Operations](#)**
 - [900 - General Requirements](#) 9-1
 - [901 - Required Safety Tests](#) 9-1
 - [902 - Remote Control Zones](#) 9-3
 - [903 - Positive Stop Protection \(PSP\)](#) 9-4
 - [904 - Operating Remote Control Equipment](#) 9-5
- **[Chapter 10 - Electronic Devices and Radio Communication](#)**
 - [1000 - Use of Electronic and Electrical Devices, General Rules](#) 10-1
 - [1001 - Use of Electronic and Electrical Devices on Locomotives](#) 10-2
 - [1002 - Use of Electronic and Electrical Devices On or About Tracks](#) 10-3
 - [1003 - General Radio Rules](#) 10-4
 - [1004 - Radio Requirements for Trains and On-Track Equipment](#) 10-5
 - [1005 - Testing Radio Equipment](#) 10-6
 - [1006 - Positive Identification](#) 10-7
 - [1007 - Transmitting by Radio](#) 10-7
 - [1008 - Receiving, Acting Upon, and Ending Radio Transmissions](#) 10-8
 - [1009 - Information That Must Be Copied](#) 10-9
 - [1010 - Emergency Transmissions](#) 10-10
- **[Chapter 11 - Protection in Bowls and Blue Signal Protection](#)**
 - [1100 - Required Protection in Bowl Tracks](#) 11-1
 - [1101 - Blue Signal Protection General Rules](#) 11-2
 - [1102 - Establishing Blue Signal Protection](#) 11-3
 - [1103 - Remotely Controlled Switches](#) 11-4
 - [1104 - Locomotive Servicing Track Area](#) 11-4
 - [1105 - Car Shop Repair Track Area](#) 11-5
- **[Chapter 12 - Signal Aspects and Indications](#)**
 - [1280 to 1298 - Standard](#) 12-1
 - [C1280 to C1298 - Chessie](#) 12-8
 - [CR1277 to CR1295 - Conrail](#) 12-13
 - [Wayside Signs](#) 12-23
- **[Appendices and Glossary](#)**
 - [Appendix A - Transportation Good Faith Challenge](#) 13-1
 - [Appendix B - Engineering Department On-Track Safety Good Faith Challenge](#) 13-3
 - [Glossary](#) 13-4

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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. Dispatcher messages supersede special instructions and rules; and
 3. Form EC-1 instructions supersede dispatcher messages, special instructions, 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 CSX employee must be in possession of his or her own copy of the documents below. Foreign line employee operating on CSX tracks must have at least one of each of the below documents available for immediate use.
1. Rule books specified by system bulletin,
 2. Applicable timetable instructions,
 3. System bulletins, and
 4. Applicable division bulletins.
- 100.5** CSX 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 - System and Division Bulletins and Notices

- 101.1** Before beginning work, employees must determine if any bulletins or notices have been issued since their last tour of duty, and:
1. Read and comply with all of the bulletins that affect their tour of duty, and
 2. Read and comply with the information contained in notices.

101.2 The following applies to bulletins:

1. System bulletins implement changes in rules and system-wide operating practices,
2. Division bulletins implement changes in timetable special instructions, and
3. Procedural instruction manuals implement changes in train dispatching operating practices.

101.3 System and division bulletins and notices will:

1. Be numbered consecutively;
2. Expire at 2359 on the last day of March, June, September, and December; and
3. Be reissued, as necessary, effective 0001 on the first day of January, April, July, and October.

102 - CSX Standard Time

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

- a. Time displayed by the dispatching system, or
- b. Contacting the control station, or
- c. Calling RNX 388-5000 or Bell 904-381-5000.

102.2 Employees governed by timetables, dispatcher messages, or Form EC-1 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 CSX standard time before beginning work activity:

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

103 - CSX Property and Interest

103.1 Employees must keep CSX 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 CSX equipment or communication systems unnecessarily or for unauthorized personal business.

- 103.3** The unauthorized possession, removal, or disposal of any material from CSX property or from the property of customers is prohibited. Any article of value found on CSX property must be protected and turned in to a supervisor.
- 103.4** Employees must return CSX 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 CSX, or
 - b. Encroachment on CSX 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 CSX property, or
 - c. Deface or destroy CSX 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 CSX property, or when occupying facilities provided by CSX unless authorized.
- 103.8** An employee who is involved in an on-duty accident or incident must provide all issued documents and Form EC-1 to a supervisor.

104 - Employee Behavior

- 104.1** When on duty, employees must:
- 1. Devote themselves exclusively to the service of CSX,
 - 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 CSX property, or when occupying facilities provided by CSX:

- 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 CSX's reputation or that endangers CSX 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:

1. Familiar with their duties, and
2. 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 CSX:

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 CSX, or
- b. Creates a conflict of interest with or is detrimental to CSX.

104.12 An employee must submit a completed Form MD-3 (Attending Physician's Return to Work Report) to the CSX medical department by fax to 904-245-3967 and must not return to work until cleared for duty by the medical department 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 CSX 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 Public Safety Coordination Center (PSCC) via telephone at 1-800-232-0144, and
2. Provide the requested information.

105.3 Employees must provide the following applicable type of defect information to the train dispatcher 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 CSX 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 CSX property, or
- d. Operating a company vehicle, or
- e. Occupying facilities provided by CSX.

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. CSX buildings except when permitted in large mechanical shop areas, or
 - b. Locomotive cabs, or
 - c. CSX vehicles or any vehicle used to transport CSX 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 and the certification center 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 the CSX medical department, and
 2. Not perform service that requires certification until cleared to do so by the CSX medical department.

108.5 The FRA vision and hearing requirements for certification are as follows:

1. Distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses,
2. Distance viewing acuity of at least 20/40 (Snellen) in each eye without corrective lenses or separately corrected to at least 20/40 (Snellen) with corrective lenses,
3. Field vision of at least 70 degrees in the horizon meridian in each eye,
4. Ability to recognize and distinguish between colors of railroad signals, and
5. Not have an average hearing loss in the better ear greater than 40 decibels at 500Hz, 1000Hz, and 2000Hz with or without use of a hearing aid.

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 train dispatcher 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 train dispatcher 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 24 months.
 - c. Employees qualified as an engineering department employee-in-charge (EIC) must traverse the territory once every 36 months.
- 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 CSX 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.

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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. Train documents, or
- d. Dispatcher messages, or
- e. Form EC-1, 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. Limited Speed: A speed not exceeding 45 MPH.
- b. Medium Speed: A speed not exceeding 30 MPH.
- c. Slow Speed: A speed not exceeding 15 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 15 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. 25 MPH on non-sigaled sidings; or
- b. 15 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. 70 MPH for passenger trains with multi-level auto-racks or auto frame equipment, or
- b. 59 MPH for passenger trains operating within the limits of a signal suspension or against the current of traffic, or
- c. 49 MPH for freight trains operating within the limits of a signal suspension or against the current of traffic, 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 train dispatcher,
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.

- 304.7** Trains encountering wayside signs not covered by a dispatcher message or Form EC-1 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 train dispatcher. 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 train dispatcher 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 train dispatcher. Unless released by the train dispatcher, do not exceed 10 MPH until:
 - a. Two miles after the leading end of the train passes the Temporary Reduce Speed sign, or
 - b. The rear of the train passes a Temporary End Restriction sign.

305 - Working Limits on Controlled Tracks

- 305.1** Working limits are designated by dispatcher message or Form EC-1 that specifies:
1. Date and times in effect,
 2. Milepost of both ends of the working limits,
 3. Employee-in-charge, 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 to enter the limits.
- 305.3** When working 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. 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 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.

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 train dispatcher, 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,
2. Report the device to the proper authority, and
3. Tag the device as defective.

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. The normal position for hand-operated scale track switches is for movement away from scales, 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 train dispatcher.

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

- a. The movement is reported clear to the train dispatcher, 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 - Spring Switches

402.1 Special instructions designate the location and normal position of spring switches. Spring switches are identified by the letter S or letters SS on signs located on or near the switch.

402.2 Special instructions may designate aspect indications for spring switch signals. When not contained in special instructions, the following apply:

Color Position Light	Two lunar lights - switch is lined normal.
	Two red lights with a white marker light - switch is lined reversed.
	Two red lights without a white marker light - switch is not properly lined.
Color Light	Green - switch is lined normal.
	Red - switch is not properly lined.

402.3 A spring switch must not be spiked or blocked until protection for trailing movements has been provided.

402.4 Trailing movements that will spring the switch may only be made through a spring switch that is lined in the normal position.

- 402.5** When a buildup of snow or ice covers the rail and track conditions cannot be clearly observed:
- Trailing movements must not be made through a spring switch until the switch has been lined by hand for the movement, or
 - Facing point movements must stop and visually determine that the switch points fit properly before proceeding.
- 402.6** Equipment that stops while making a trailing movement through a spring switch must not make a reverse movement or allow equipment to roll back until the switch has been lined by hand into the proper position.
- 402.7** In non-signaled territory, spring switch signals govern facing point movements; approach these locations prepared to be governed by the aspect displayed.
- 402.8** When a signal governing the use of a spring switch indicates the switch is not properly lined, facing point movements must not be made until the:
- Switch is tested by completely lining the switch to the opposite position and then completely back to the original position,
 - Switch is properly lined for the intended route, and
 - Switch points fit properly.

403 - Electrically Locked Switches

- 403.1** Permission from the train dispatcher is required before operating an electrically locked switch or derail to:
- Enter a signaled track, or
 - Cross from one signaled track to another.
- 403.2** A train standing on the signaled track does not need permission from the train dispatcher 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** If an electrically locked switch or derail cannot be unlocked through normal procedures, the train dispatcher can permit the crew to break the seal and operate the emergency release feature, if equipped. The train dispatcher must notify the signal department of the occurrence.

404 - Releasing Hand Brakes

- 404.1** Do not release hand brake on:
- 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
 - Locomotives - until the main reservoir is fully charged and independent brake is cut in and fully applied.

Chapter 5 - Centralized Train Dispatching and Authorities for Movement

500 - Dispatcher Bulletins, Dispatcher Messages, and Release Forms

- 500.1** Before occupying a controlled track, the locomotive operator and conductor, if assigned, must:
1. Obtain a legible dispatcher bulletin and release form that contains the correct names, employee IDs, and 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 dispatcher bulletins on all trips during a tour of duty.
- 500.2** Contact the train dispatcher when the release form:
- 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 subdivision that is not listed on the dispatcher bulletin until the locomotive operator or conductor contacts the train dispatcher and obtains:
- a. A dispatcher bulletin containing dispatcher messages for the subdivision, or
 - b. Form EC-1 instructions for the subdivision.
- 500.4** When the train dispatcher transmits a release form verbally, the conductor or locomotive operator must:
1. Repeat the dispatcher bulletin number and total number of messages to the train dispatcher; and
 2. Record the train dispatcher's OK, effective time, and initials on the dispatcher bulletin.
- 500.5** Each dispatcher message is in effect until fulfilled or canceled, only a dispatcher message specifying the name of an employee-in-charge or a particular locomotive number may be superseded. Each dispatcher message must be in the prescribed format that includes:
1. Sequential item number,
 2. Dispatcher message number, and
 3. Total number of lines in the dispatcher message.
- 500.6** When a dispatcher bulletin does not contain the correct conductor and locomotive operator names and employee IDs, the train dispatcher must be notified to confirm the dispatcher bulletin number. Yard assignments are not required to notify the train dispatcher.

500.7 If a dispatcher bulletin has any irregularities, other than incorrect conductor and locomotive operator names and employee IDs, the conductor or locomotive operator must contact the train dispatcher to:

- a. Obtain corrected copies, or
- b. Confirm the entire contents of the dispatcher bulletin, and:
 1. Make corrections on the dispatcher bulletin;
 2. Repeat corrections to the train dispatcher;
 3. Obtain train dispatcher OK, effective time, and initials; and
 4. Record this information on the release line.

500.8 If a dispatcher bulletin is sent by means other than a dedicated bulletin printer or CSX Technofax, the conductor or locomotive operator must contact the train dispatcher, and:

1. Confirm the entire contents of the dispatcher bulletin;
2. Obtain the train dispatcher's OK, effective time, initials; and
3. Record this information on the release line.

500.9 A new dispatcher bulletin may be sent after the conductor or locomotive operator has notified the train dispatcher the original bulletin has been destroyed. The new dispatcher bulletin 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 train dispatcher to obtain any necessary instructions before proceeding.

501 - Form EC-1

501.1 Form EC-1 must:

1. Only be copied by those who are required to execute the requirement, and
2. Be read and understood by all employees affected.

501.2 Instructions on Form EC-1 must:

1. Be legible and in the correct format,
2. Have a circle around the number of the applicable line,
3. Be without erasure or alteration except as directed by the train dispatcher, and
4. Contain only authorized abbreviations.

501.3 The following abbreviations are approved for use on Form EC-1:

Abbreviation	Explanation	Abbreviation	Explanation
&	And	MW	Maintenance of Way
AVE	Avenue	NAS	Northward Absolute Signal
BTW	Between	NE	North End
C&E	Conductor and Engineer	NEDT	North End Double Track
CAN	Cancel	NO	Number
CONDR	Conductor	OHB	Overhead Bridge
CP	Control Point	OOS	Out-of-Service
CSS	Cab Signal System	OPR	Operator
DD	Defect Detector	PSGR	Passenger
DIR	Direction	SAS	Southward Absolute Signal
DISPR	Train Dispatcher	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	TTSI	Timetable Special Instructions
INT	Interlocking	WAS	Westward Absolute Signal
JCT	Junction	WE	West End
MINS	Minutes	WEDT	West End Double Track
MP	Milepost	WF	Work Force
MPH	Miles Per Hour	YL	Yard Limits

501.4 If an error is discovered on Form EC-1:

- a. Before the train dispatcher gives the OK, effective time, and initials, the train dispatcher must direct the employee to make the necessary corrections or destroy all copies; or
- b. After the train dispatcher gives the OK, effective time, and initials, Form EC-1 must be released and a new Form EC-1 issued.

501.5 Once the train dispatcher has given his or her OK, effective time, and initials, only the following updates may be made, as directed by the train dispatcher.

- a. Cancellation of a specific line item or cancellation of other instructions using line 11, or
- b. Modification of direction on lines 1A through 1D, or
- c. Extension of time on line 4, 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 on line 11, or
- g. Release of entire Form EC-1.

501.6 Once issued, Form EC-1 is in effect until fulfilled or released and must be retained and observed on all trips during a tour of duty.

501.7 A Form EC-1 is released in its entirety on the same form, as follows:

1. The employee must state his or her intent to release Form EC-1;
2. The employee must state the Form EC-1 number and date;
3. The employee must copy the release time, date, and initials given by the train dispatcher;
and
4. The receiving employee must ensure that all employees affected receive the information and mark their Form EC-1 accordingly.

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 train dispatcher or control station.

502.2 When a remote control zone is active, permission from the remote control operator foreman must be received and repeated before:

- a. Fouling tracks within the zone with any equipment, or
- b. Crossing at a highway-rail or pedestrian crossing within the zone, or
- c. Roadway worker or blue signal protection is established within the zone.

503 - Main, Signaled, and Siding Tracks

503.1 Any crewmember may obtain permission or copy authorities from the train dispatcher 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 special instructions. The train dispatcher 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 special instructions 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.

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- 503.4** Trains must not enter a siding unless authorized by:
- Signal indication, or
 - The train dispatcher.
- 503.5** Trains instructed to take siding must enter sidings at the first switch unless directed otherwise by the train dispatcher. Movement must not be made beyond the first switch unless:
- Protection has been provided by the train dispatcher, or
 - The train has authority to occupy the main track beyond the first switch.
- 503.6** A train instructed to take siding in TWC-D or TWC-ABS territory must report clear to the train dispatcher once the train has cleared the main track and switches have been restored for movement on the main track.
- 503.7** Inform the train dispatcher of any condition that affects the use of a siding. Do not leave equipment unattended on a siding without permission of the train dispatcher.
- 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:
- Signal aspect names, or
 - Yard limit signs, or
 - Warning signs, or
 - Temporary speed restrictions, or
 - Conditional Stop signs, or
 - 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.
- Signal aspect name and location, or
 - Entry into TWC authority, or
 - Departure from TWC authority after reported clear to the train dispatcher, or
 - Passenger train arrival and departure at stations, or
 - The presence of cars loaded with pulpwood or poles in the train when approaching trains and equipment on adjacent tracks, or
 - 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. Entry into working limits on controlled track.
 - b. Signal aspect name and location, or
 - c. Entry into TWC authority, or
 - d. Departure from TWC authority, or
- 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.

503.14 A sterile cab must be established when:

- a. Obtaining Form EC-1 instructions, or
- b. Receiving permission to pass a Stop signal, or
- c. Required to operate at Restricted speed, or
- d. Operating on a signal indication or by rule that requires approaching the next signal prepared to stop, or
- e. A minimum of two miles from the end limits of an authority designated on a Form EC-1, or
- f. A minimum of two miles from and maintained until the movement has cleared the following:
 1. A 25 MPH or less temporary speed restriction, or
 2. Working limits, or
 3. Location of a reported malfunction of a Highway-Rail crossing at grade.

504 - General Signal Rules

504.1 General signal rules apply where special instructions, dispatcher message, or Form EC-1 designate the following Authorities for Movement are in effect:

- a. Track Warrant Control with Automatic Block Signals (TWC-ABS), or
- b. Main Track Yard Limits Signaled (YL-S), or
- c. Current of Traffic (COT) - Track Signaled in One Direction, 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 train dispatcher 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. In cab signal territory, trains may proceed in accordance with cab signal indication after clearing limits.

- 504.35** Remove signals from service only when authorized by the proper authority and in the following circumstances:
- Storm or flood renders signal system inoperative, or
 - Prompt restoration of signal system disruption for other cause(s) cannot be effected, or
 - Construction work necessitates the signals' temporary removal from service.
- 504.36** Special instructions, dispatcher message, or Form EC-1 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:
- Approach all Absolute signals prepared to stop and not pass these signals without permission of the train dispatcher,
 - Stop at drawbridges and railroad crossings at grade and be governed by rules or special instructions in effect for that particular location,
 - Approach all public crossings at grade that are equipped with automatic grade crossing warning devices prepared to stop and provide protection,
 - Examine switch points of spring switches to confirm they are lined and switch is locked before making a facing point movement, and
 - 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 train dispatcher, 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 train dispatcher. If rails are rusted, signal maintainers must notify train dispatchers.

505 - Track Warrant Control Non-Signaled (TWC-D)

- 505.1** When the authority for movement on a controlled track is designated in special instructions, dispatcher message, or Form EC-1 as TWC-D, trains will be governed by verbal authority from the train dispatcher.
- 505.2** Trains must not enter controlled track in TWC-D territory unless authorized to do so by the train dispatcher, or as a work train working as part of the engineering work group within designated working limits.

505.3 Copy the authorities from the train dispatcher on the Form EC-1 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 Form EC-1 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 train dispatcher on Form EC-1
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 train dispatcher on Form EC-1
Other stations	The station sign

505.6 The train dispatcher may authorize a train to enter TWC-D 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 train dispatcher 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, and
- 5. The train dispatcher must not authorize other movements within the limits of the authority.

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

- 1. Must obtain authorization of the train dispatcher,
- 2. Before authorizing, the train dispatcher 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 train dispatcher. 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 train dispatcher.

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

location:

1. Complete the Switch Position Awareness Form (SPAF) in ink,
2. Report the following to the train dispatcher:
 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) until the next tour of duty.

506.6 To enter TWC-ABS territory at a hand-operated switch, the conductor or locomotive operator must receive authorization from the train dispatcher. After authority has been granted, crewmembers must take action to ensure adequate signal protection by complying with the following:

- a. At switch(es) not equipped with a bolt lock or an electric lock:
 1. A crewmember must promptly operate the switch(es) and remain at the switch(es),
 2. Wait five minutes before starting train movement, if a train is seen or heard approaching on the track to be occupied before the five minutes has elapsed, switch(es) must be locked in normal position, and
 3. Before operating the switch again, permission must be obtained from the train dispatcher to occupy the controlled track.
- b. At switch(es) equipped with a bolt lock:
 1. A crewmember must promptly operate the bolt lock and remain at the switch, and
 2. Wait five minutes before operating the switch(es).
- c. At switch(es) equipped with an electric lock, train movement may begin as soon as the switch(es) have been properly lined.

506.7 The train dispatcher may relieve crewmembers from the five minute waiting period after it has been determined that no train is moving or has been authorized to move in the direction of the switch(es) from the last controlled point. Once the switch(es) have been lined for movement, a crewmember must immediately notify the train dispatcher, who must not authorize the movement of a train from the last controlled point until this notification has been received.

506.8 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 train dispatcher 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, and
5. The train dispatcher must not authorize other movements within the limits of the authority.

506.9 A train must report by specific locations when directed by the train dispatcher. 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.

506.10 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 to the train dispatcher.

Chapter 6 - Train Dispatching

600 - General Train Dispatcher Rules

600.1 The following positions report to the chief train dispatcher and must also comply with instructions of other company officers:

1. Train dispatchers, and
2. Assistant chief train dispatchers.

600.2 The assistant chief train dispatcher has the authority of the chief train dispatcher when the chief train dispatcher is absent.

600.3 Train dispatchers and assistant chief train dispatchers 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 Train dispatchers 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 chief train dispatcher:
 - 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 train dispatcher is to provide a clear explanation. If there is a failure to reach mutual understanding, notify the chief train dispatcher 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 train dispatcher 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. Chief train dispatcher, and
 3. PSCC.

601 - Train Dispatching System

601.1 During the transfer of dispatching duties, train dispatchers must:

1. Review the CSX Procedural Instruction Manual (PIM), System Bulletins, Division Bulletins, Dispatcher Transfer Report and the reading file for updates;
2. Understand all blocking protection, the movement of trains, on-track equipment, and work forces;
3. Use the Dispatcher Transfer to sign on to the Computer Aided Dispatch (CAD) system; and when applicable, in the presence of the train dispatcher being relieved.

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

601.3 When a problem exists with the communication system or CADS, the train dispatcher must:

1. Report the problem to the:
 1. Chief dispatcher, and
 2. Electronic Signal Specialist (ESS), and
2. Record the problem in dispatcher remarks, and
3. Make it a part of the dispatcher transfer until the problem is resolved.

601.4 When applying blocking protection a detailed description of the affected area must be included in the remarks section and updated accordingly.

602 - Managing Dispatcher Bulletins, Dispatcher Messages, and Form EC-1

- 602.1** When creating an EC-1 track authority or if the editable wording on the read back of a Form EC-1 line 1 is changed:
1. Ensure proper blocking is applied, and
 2. Maintain the blocking until no longer needed.
- 602.2** To ensure accuracy of the Form EC-1 read back, the train dispatcher must:
1. Ensure that the blocking preview matches the limits being communicated,
 2. Tab through, in sequential order, the yellow highlighted data fields on the readback screen. This must be done simultaneously while the employee provides a repeat of the readback information, and
 3. Not engage in unrelated tasks.
- 602.3** Train dispatchers will give the dispatcher message number to the employee requesting a dispatcher message for the following:
- a. Temporary speed restrictions, or
 - b. Malfunction of automatic grade crossing warning devices.
- 602.4** Any dispatcher message with an effective time must be issued 14 hours prior to the requested time unless authorized by the proper authority or in the case of an emergency.
- 602.5** Only send one dispatcher bulletin and release form, consisting of two copies, to a train at any one station. If a bulletin is requested you must ensure a previous bulletin has not been sent. If necessary to send an additional set of bulletins, a release form must not be sent.
- 602.6** Send a corrected dispatcher bulletin only after the conductor or locomotive operator notifies the train dispatcher that the original dispatcher bulletin has been destroyed.
- 602.7** When a new dispatcher bulletin is created for the same designated train with the same origin and destination at any one station, take the following steps to activate the dispatcher bulletin:
1. Confirm the new dispatcher bulletin number with the train crew,
 2. Do not activate the new dispatcher bulletin until the train crew is on the train, and
 3. Verify the new dispatcher bulletin is properly activated.
- 602.8** When necessary to use one train crew to move more than one train with one dispatcher bulletin, the train dispatcher must apply the dispatcher bulletin to each train to be moved.

603 - Managing Signals and Signal Appliances

- 603.1** When a requested signal does not clear, the train dispatcher must not request the signal to Stop until it is recalled and the indication is observed on the overview.
- 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 signal appliances to protect against conflicting movements, the train dispatcher 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 signal(s) and/or switch(es).
- 603.4** When signals and signal appliances controlled by another employee are used to protect against conflicting movements, the train dispatcher will:
1. Instruct the employee to provide the proper blocking to prevent conflicting movements, and
 2. Record the following in the remarks portion of the track block form:
 1. Initials of the employee providing the blocking,
 2. Location, and
 3. Date and time blocking was applied and removed.
- 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 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 train dispatcher must ensure that:

1. Proper blocking has been applied, and
2. There are no conflicting movements, and
3. None have been authorized.

606 - Permission to Pass a Stop Signal

606.1 Before giving permission to pass the Stop signal, the train dispatcher must:

1. Determine the specified track is clear of conflicting movements and no conflicting movements have been authorized;
2. Properly position affected appliances and if any show as Out-of-Correspondence, Code Failure, or Low Air Activated, movement over the appliance must be made by;
 - a. Instructing the crew to place the switch in the "hand" position, or
 - b. Ensure affected appliance is physically secured against unintentional movement
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 train dispatcher 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 Train dispatchers must furnish information relating to the movement of trains to company officers and those authorized by the chief train dispatcher.

- 607.2** If a train passes a Stop signal without permission, the train dispatcher must immediately:
1. Stop that train and other trains affected, and
 2. Report the incident to the chief train dispatcher and Network Operations.
- 607.3** When the train dispatcher is electronically or verbally notified of information related to a train that is no longer on his or her territory, inform the chief train dispatcher and appropriate train dispatcher.
- 607.4** When notified of an alert that does not contain any information, the train dispatcher must notify the chief train dispatcher of this occurrence.

608 - Train Authorities

- 608.1** Before granting an authority, the train dispatcher must ensure the specified track:
- a. Where main track yard limits non-signaled (YL) is in effect the portion of yard limits being authorized is clear of track authorities, or
 - b. Where TWC-D is in effect, is clear and no movements have been authorized.
- 608.2** The train dispatcher 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. For PTC active subdivisions the authority must match the direction of each movement or a bi-directional authority must be used.
- 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 train dispatcher 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** The train dispatcher may grant permission for movement against the current of traffic at a control point. Before authorizing such movement on Form EC-1, the train dispatcher must determine that:
1. The specified track is clear of conflicting, or
 - a. Conflicting movements are controlled by Form EC-1
 2. Signals governing conflicting movements are in Stop position at the point of restriction and 1 signal proceeding the point of restriction.
 3. Blocking is applied to protect against opposing movements, and
 4. Blocking devices remain applied until the movement against the current of traffic is complete.
- 608.6** When a siding is occupied, the train dispatcher 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 train dispatcher 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 train dispatcher must:

1. Issue a Form EC-1 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-D), the train dispatcher must use the train dispatcher 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 the employee who operated the switch(es), and
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 train dispatcher must ensure:

1. The track is clear or conflicting movements are controlled by:
 - a. Absolute signal, or
 - b. Dispatcher message, or
 - c. Form EC-1, or
 - d. Withholding authority.
2. Proper blocking is applied, and
3. Train will remain within the authorized limits.

610 - Protecting a Train Within Track Segment Limits

610.1 Before authorizing a train to work in both directions, the train dispatcher 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. Apply track block to the affected track, including all applicable information in the track block, and
2. Include the location and the reason in the dispatcher transfer, and
3. Ensure devices controlling switches and signals are blocked and coded in proper position, and
4. Issue a Form EC-1 or dispatcher message 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 train dispatcher must inform the train crew of any adjacent tracks that cannot be protected by the train dispatcher.

612.2 When a train has an emergency brake application, the train dispatcher must notify the assistant chief dispatcher with the following information:

1. Train ID,
2. Subdivision,
3. Location, including track number,
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 chief train dispatcher will notify the engineering department to inspect the track if the train is in emergency as a result of 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 stopped by an emergency brake application only after:

1. Determining the train stopped due to the emergency brake application:
 - 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 stopped train due to the emergency brake application when other movements will pass on the adjacent track, and
3. Issuing a Form EC-1 instructing the passing train 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 a Form EC-1 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 train dispatcher, 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 train dispatcher must provide protection before granting permission to place a control point in local control, maintenance lock-out, or no-check. 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 at the control points located on each side of the requested location, and
5. Protecting train movements by issuing a Form EC-1 instruction if a control point located on each side of the requested location(s) cannot be verified by receiving indications from the field.

613.3 The train dispatcher 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 To issue and protect a track authority, the train dispatcher must:

- a. Obtain the requested limits, and
 - a. The specific milepost location of initial occupancy, or
 - b. Current milepost if making a continuous movement into a new authority, and
- b. Confirm milepost location is protected by the new or existing track authority, and
- c. Ascertain the segment of track to be used is clear of conflicting movements and authorities, and
- d. Ensure proper blocking is applied, and
- e. Maintain the authority until the employee granted the authority reports clear, even if the time has expired.

614.2 Prior to authorizing a Form EC-1 track authority at a train dispatcher boundary, the train dispatcher must contact the adjoining train dispatcher to request and confirm the controlled Absolute signals at the dispatcher boundary are coded to the Stop position and necessary blocking is applied and maintained until the protection is no longer required.

- 614.3** If the track segment to be used for a track authority is not clear and is occupied by a preceding train,
1. Notify the crew and state the intention of issuing a track authority behind the train,
 2. Confirm the entire train has passed the milepost of initial occupancy,
 3. Request the train's lead engine and current milepost,
 4. Identify the train on Form EC-1 in the following manner:
 1. Train ID,
 2. Lead locomotive number,
 3. Direction, and
 4. Ahead at milepost.
- 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 train dispatcher must:
1. Control conflicting movements by:
 - a. Applying proper blocking, or
 - b. Issuing Form EC-1 "Do not move",
 2. Confirm a clear understanding of the move to be made exists between the employee requesting the authority and the locomotive operator and other crew members, and
 3. Identify the train on Form EC-1 in the following manner:
 1. Train ID,
 2. Locomotive number, and
 3. Stopped at milepost location.
- 614.5** The train dispatcher must determine the requested limits for local control, maintenance lock-out, or no-check functions are connected with the employee granted these functions.
- 614.6** If unable to contact the employee granted authority after the expiration time of that authority, the train dispatcher may issue an EC-1 track authority or EC-1 instruction to a train to enter the limits after:
1. Stating on Form EC-1 train is to move at restricted speed due to track occupancy by _____ (employee name) between _____ (controlled location) and _____ (controlled location), and
 2. Instructing the employee with current authority to report any contact by employee with expired authority.
- 614.8** The employee with track authority must release that authority for the track to be considered clear.

615 - Permission for Non-Insulated On-Track Equipment to Pass a Stop Signal at a Remotely Controlled Railroad Crossing at Grade

615.1 The train dispatcher may grant permission to pass a Stop signal when the:

- a. Train dispatcher has control of the intersecting lines, by coding controlled Absolute signals on the intersecting line to Stop, or when it is not possible to code the signals to Stop, after determining:
 - a. There are no conflicting movements, or
 - b. Conflicting movements are under train dispatcher control.
- b. Train dispatcher does not have control of the intersecting lines, by informing the on-track equipment operator that we do not control the intersecting line and to proceed as prescribed by on-track worker rules.

616 - Controlled Track Removed from Service

616.1 A controlled track can only be removed from service, after notifying the train dispatcher 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 A track authority may be granted for out of service conditions 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 train dispatcher 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 train dispatcher must receive the defined limits from the employee making the request. The train dispatcher must issue the authority on Form EC-1 using line 11 and define the limits on the authority to the requesting employee as follows:
- Control point to control point in signal territory, or
 - Whole milepost to whole milepost in non-signal territory, or
 - Other physical characteristic.
- 616.4** Do not return track to service until the employee who received the authority notifies the train dispatcher of the following:
- Any restrictions necessary to ensure safe passage of trains or on-track equipment, and
 - That track is clear of all trains and on-track equipment.
- 616.5** In an emergency situation where track is removed from service due to an act of nature or track is disrupted for other cause and prompt restoration cannot be made, or construction work necessitates temporary removal from service, a qualified employee may be issued a 707 to take control of the out of service limits.

617 - Highway-Rail Crossings at Grade

- 617.1** When notified of an accident or malfunction at a highway-rail crossing at grade, the train dispatcher must:
- Provide necessary protection and apply blocking that will prevent trains from occupying the crossing,
 - Notify the chief train dispatcher who must notify the engineering department in the event of an accident, and
 - Create an activation failure message, unless advised otherwise by the signal department to create a false/partial activation message, and
 - Provide the message type and number to the electronic signal specialist (ESS), and
 - Issue message to affected trains.
- 617.2** The DOT number must be added to the DOT data field on Activation or False/Partial Activation dispatcher messages. The DOT number will populate the milepost field, this prepopulated milepost must not be changed.

Chapter 10 - Electronic Devices and Radio Communication

1000 - Use of Electronic and Electrical Devices, General Rules

- 1000.1** No individual shall use a personal or railroad supplied electronic or electrical device if the use would interfere with the employee's or any other employee's safety or performance of safety related duties.
- 1000.2** Personal electronic and electrical devices and all accessories must be powered off and stored out of sight except as authorized by other rule when:
- a. Within Yardmaster, Train Dispatcher, or Operator offices; or
 - b. Within the operating cab of a moving locomotive; or
 - c. Within the operating cab of a locomotive and any person is engaged in the fueling, repair, or other preparation of the train or locomotive for movement; or
 - d. At the controls of moving on-track equipment except a Hi-Rail truck less than 10,001 GVW; or
 - e. Operating mechanized equipment; or
 - f. A member of the crew or work group is on the ground or riding on equipment during a switching operation; or
 - g. Located within the defined red zone of on-track or mechanized equipment; or
 - h. Located within four feet of the nearest rail; or
 - i. When designated by rule, signage or special instructions.
- 1000.3** When a personal electronic or electrical device is required by other rule to be turned off, the digital storage and viewing functions of the device may be used to view rules, timetable special instructions, or other railroad directives when all of the following conditions are met:
1. Not at the controls of a moving locomotive or on-track equipment,
 2. Not operating mechanized equipment,
 3. All cellular and internet functionality has been disabled on the device (airplane mode), and
 4. All members of the crew or work group conduct a job briefing and all agree the use is safe and will not distract or interfere with the performance of safety related duties.
- 1000.4** Personal or railroad supplied electronic and electrical devices may be used to communicate or respond during an emergency.
- 1000.5** If railroad radio communication failure occurs, railroad supplied or personal electronic and electrical devices may be used for railroad communication after a job briefing is conducted confirming:
1. All crewmembers understand how the devices will be used, and
 2. Use will be in compliance with operating rules governing the use of railroad radios.

1000.6 The use of the following electrical and electronic devices is not restricted:

- a. A medical device that has been prescribed by a medical professional and approved for use by the csx medical department; or
- b. A digital watch whose only purpose is as a timepiece; or
- c. A stand-alone calculator; or
- d. Electronic control systems and information displays, either fixed or portable, within the cab of equipment; or
- e. Remote control transmitter necessary to operate a train or conduct switching operations; or
- f. Railroad issued radios; or
- g. Railroad approved electronic devices to monitor air quality, noise, or other environmental conditions.

1001 - Use of Electronic and Electrical Devices on Locomotives

1001.1 Personal cameras or the camera feature of a personal electronic or electrical device may only be used on a locomotive by authorized personnel when the use is necessary to document a condition or for the analysis of a locomotive system. Authorized personnel are:

- a. Supervisors, or
- b. Mechanical department employees, or
- c. Contractors assigned to perform work for CSX.

1001.2 Personal electronic and electrical devices may be used on a locomotive for minimal use when all of the following conditions are met:

1. Locomotive is stopped;
2. No crewmember is riding on equipment or on the ground during a switching operation;
3. No person is engaged in the repair, fueling, or other preparation of the train or locomotive for movement; and
4. All crewmembers conduct a job briefing and all agree the use is safe and will not distract or interfere with the performance of safety related duties.

1001.3 The employee at the controls of a locomotive may use a railroad supplied electronic or electrical device for business purposes after all of the following conditions are met:

1. Locomotive is stopped;
2. No crewmember is riding on equipment or on the ground during a switching operation;
3. No person is engaged in repair, fueling, or other preparation of the train or locomotive for movement; and
4. All crewmembers conduct a job briefing and all agree the use is safe and will not distract or interfere with the performance of safety related duties.

1001.4 Employees in the cab of a controlling locomotive and not at the controls may use a railroad supplied electronic or electrical device for business purposes after the following conditions are met:

1. Sterile Cab is not required, and
2. All crewmembers conduct a job briefing and all agree the use is safe and will not distract or interfere with the performance of safety related duties.

1001.5 Electronic and electrical devices may be used for the following business purposes on a locomotive:

- a. Receiving, reporting, or documenting railroad work; or
- b. Communicating with a customer, supervisor, or train dispatcher related to company business; or
- c. Using the digital storage and viewing functions to access railroad rules, special instructions, or other directives.

1002 - Use of Electronic and Electrical Devices On or About Tracks

1002.1 Personal cameras or the camera feature of a personal electronic or electrical device may only be used for business purposes on or about tracks and only by the following authorized personnel:

- a. Supervisors, or
- b. Mechanical department employees, or
- c. Engineering department employees, or
- d. Contractors assigned to perform work for CSX.

1002.2 Engineering and Mechanical department employees may use personal electronic and electrical devices for business purposes when all of the following conditions are met:

1. Employee is not at the controls of moving equipment or working mechanized equipment,
2. Employee is not located within the defined "red zone" of operating mechanized equipment,
3. Employee is not fouling a track unless the appropriate protection for the type of worker has been established, and
4. Use will not distract or interfere with the performance of safety related duties.

1002.3 Transportation employees may use electronic and electrical devices for business purposes when on or about tracks after the following conditions are met:

1. Employee is not fouling a track or otherwise within four feet of the nearest rail, and
2. A job briefing is held and all agree the use is safe and will not distract or interfere with the performance of safety related duties.

1002.4 Personal electronic and electrical devices may be used for minimal personal use when on or about tracks or within the operating cab of on-track or mechanized equipment after all of the following conditions are met:

1. Not at the controls of moving on-track equipment or working mechanized equipment;
2. No member of the crew or work group is riding on equipment or involved in a switching operation;
3. No employee is engaged in repair, fueling, or preparation of the equipment including cars or locomotives;
4. The employee is not located within the defined "red zone" of operating mechanized equipment;
5. The employee is not fouling a track or otherwise located within four feet of the nearest rail; and
6. A job briefing is held and all agree the use is safe and will not distract or interfere with the performance of safety related duties.

1002.5 Railroad supplied electronic and electrical devices may be used in the operating cab of on-track or mechanized equipment for business purposes after a job briefing is held and all agree the use is safe and will not distract or interfere with the performance of safety related duties.

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 train dispatcher 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 terminal, 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 dispatcher or yardmaster, 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 then spell, and
 2. 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,
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 train dispatcher 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. Give their initials to the other party.
- 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	Train Dispatcher	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	Train Dispatcher	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 train dispatcher what has been written.
5	Train Dispatcher	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 train dispatcher 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. Each 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 an X, and
2. Retain Form EC-1 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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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, Subpart 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 Manager Safety and Operating Practices (MSOP) or the Senior Road Foreman of Engines (SRFE) 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. *Continued on next page*

Transportation Good Faith Challenge *continued*

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 a collective bargaining agreement or 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

Glossary

Terms

Absolute Signal - A color light, color position light, or semaphore signal that conveys Stop as its most restrictive aspect and does not have a number plate, P marker, APP marker, C marker, or G marker.

Activation Failure - A condition when the highway-rail crossing at grade automatic warning devices fail to indicate the approach of a train.

Adjacent Controlled Track - When used for the purpose of adjacent controlled track on-track safety, it is a controlled track whose track center is spaced 19 feet or less from the track center of the occupied track.

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, dispatcher message, Form EC-1, or signal indication.

Automatic Block Signal (ABS) System - A series of consecutive blocks whose use is governed by train-actuated block signals or by certain conditions affecting the use of a block. Unless specified, such signals do not authorize the movement of trains.

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.

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.

Bolt Lock Switch - A hand-operated switch equipped with a pipe connected locking device designated to shunt the signal system before the switch points are operated.

C&E - The conductor and locomotive operator assigned to a specific train.

Cab Signal System (CSS) - The CSS interconnects with the fixed signal system to provide the locomotive operator with continuous information on the occupancy and/or condition of the track ahead.

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 train dispatcher 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.

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.

Color Positions Light (CPL) Signal - A fixed signal that displays aspects by the color or position of two or more 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.

Control Station - A designated office or location from which a designated employee authorizes and directs the movements of trains and on-track equipment by issuing mandatory directives or operating signal and switch appliances.

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 train dispatcher 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.

CSX Procedural Instruction Manual (PIM) - Written instructions issued to train dispatchers by Network Operations concerning the safety or movement of trains and employees.

CSX 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. CT-168 Report, or
- d. Clearance Bureau Instructions, or
- e. Train Listing and Hazardous Endorsement, or
- f. Hazardous Special Handling Instructions, or
- g. Hazardous Materials Radio Waybill Form.

Current of Traffic (COT) - The movement of trains on a main track, in one direction, as specified by the rules or special instructions.

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.

Dispatcher Bulletin - A computer-generated form issued by the train dispatcher containing current operating instructions that apply to the train addressed as well as information relating to the most recently issued system and division bulletins.

Dispatcher Message - Part of a dispatcher bulletin containing instructions and mandatory directives issued by the train dispatcher that govern the operations of trains.

Division - That portion of a railroad assigned to the supervision of a division manager.

Division Bulletin - Written or electronically transmitted special instructions issued by a division concerning the safety of employees and the movement of trains.

Division Notice - Written or electronically transmitted notice issued by a division containing information and instructions not affecting the movement of trains.

Drawbridge - A bridge made to be raised up or down or drawn to the side to permit or prevent passage.

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 EC-1 or EC-1e 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 train dispatcher 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 retroreflective. 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.

Form EC-1 - A form used to record specific instructions or dispatcher messages from the train dispatcher regarding movements on controlled tracks.

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.

Fouling Equipment - To be within 25 feet of the end of equipment or to extend any part of the body between or under equipment to include applying or releasing a hand brake mounted on the end of a car with or without a brake stick. It does not include:

- a. Operating a bleed rod or a cut lever, or
- b. Operating a side mounted hand brake, or
- c. A Transportation employee stationed at an EOT of his or her train for the purpose of performing a brake test.

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.

Ground Air - A device with associated air lines designed to provide a supply of air to the air brake system of rail equipment located near tracks.

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.

Hump Classification Yard - The area where cars can roll freely into tracks; i.e., the area from the crest of the hump through and including the ladder tracks at the pull-out end of the class yard including the class tracks.

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 by 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.

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, a G marker, or a P marker that conveys Restricted Proceed as the most restrictive aspect.

Inter-Track Barrier - A continuous barrier of a permanent or semi-permanent nature that spans the entire work area, that is at least four feet in height, and that is of sufficient strength to prevent a roadway worker from fouling the adjacent controlled track.

Key Train - Any train as described in either a, b, or c below:

- a. 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
- b. 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
- c. 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 train dispatcher 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.

Minor Correction - One or more repairs of a minor nature, including but not limited to welding, spiking, anchoring, hand tamping, and joint bolt replacement that is accomplished with handheld, hand supported, or hand guided power tools. The term does not include machine spiking, machine tamping, or similarly distracting repairs.

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 train dispatcher or control operator.

Occupied Track - A track occupied by authorized or permitted self-propelled or coupled equipment engaged in a common task with a roadway work group and at least one of the roadway workers is on the ground.

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.

Operator - The railroad employee who is not working a designated train dispatcher position but is in charge of a remotely controlled switch, derail, interlocking or controlled point, or a segment of controlled track.

Operator Control Unit (OCU) - A device through which a remotely controlled locomotive or platform is operated.

Operator Control Zone (OCZ) - When activated, a designated portion of track in which a remote control locomotive or remote control platform may operate without protecting the leading end of the movement. Special instructions identify an operator control zone and the control station affording protection.

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 CSX 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.

Place of Safety - When on the ground, a location that is clear of all tracks and ensures employee cannot be struck by rolling equipment. When riding on equipment, the employee is properly positioned on the equipment with three points of contact and facing the direction of movement.

Positive Stop Protection (PSP) - An electronic device that uses both GPS and physically located track mounted units that prohibit a remote control locomotive from passing a geographic point on the track.

Power-Operated Switch - A remotely controlled switch operated electrically or electro-pneumatically.

Predetermined Place of Safety (PPS) - A predetermined location identified in the job briefing that roadway workers must occupy when notified of an approaching train or on-track equipment on an adjacent controlled track. If necessary, the PPS can be the occupied track.

Primary Operator - Operator that is controlling locomotive movement. The primary OCU will have the capability to direct all functions of the locomotive.

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.

Push-Pull Train - A passenger train with a multiple unit (MU) or control car on either end.

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, or employee of a contractor, of a railroad 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 CSX 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 or yard foreman.

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.

Release Form - A computer-generated form advising of a dispatcher bulletin number and the number of train messages it must contain. Its address must correspond to the associated dispatcher bulletin.

Release Line - The last line of a dispatcher bulletin containing the:

1. Dispatcher bulletin number,
2. Total number of dispatcher's messages,
3. The train dispatcher's initials, and
4. Date and time released.

Remote Control Locomotive (RCL) - A locomotive equipped and configured to be controlled by a remote control operator utilizing an operator control unit.

Remote Control Operator (RCO) - An employee who has control of remote control locomotive or platform by means of an operator control unit.

Remote Control Operator Foreman (RCOF) - The ranking crewmember of a remote control crew.

Remote Control Platform (RCP) - A car or locomotive body equipped with remote technology and configured to be controlled by a remote control operator utilizing an operator control unit. A remote control platform does not have propelling motors and must be coupled and properly connected to a conventional locomotive to function properly.

Remote Control Zone (RCZ) - When activated, a designated portion of track in which a remote control locomotive or remote control platform may operate without protecting the leading end of the movement. Signs and special instructions identify a remote control zone.

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.

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.

Rule Book - Operating rule book, Safe Way, 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.

Secondary Operator - Operator not controlling locomotive movement who has the ability to control horn, bell, and emergency brake application and who also has tilt protection.

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. Absence a light where a color light should be, or
- c. Absence a 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 CSX procedural instruction manuals.

Spring Switch - A switch equipped to restore the switch points to normal position after having been trailed through.

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.

Sterile Cab - The operating cab of the controlling locomotive or other equipment specified by rule when employees have established and maintained an environment where their attention and conversation is restricted exclusively to the actions governing the safe movement of the equipment.

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.

System Bulletin - Written or electronically transmitted special instructions issued by the Operating Rules Department concerning the safety of employees and the movement of trains.

System Notice - Written or electronically transmitted notice issued by the Operating Rules Department containing information and instructions not affecting the movement of trains.

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 dispatcher 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 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 train dispatcher or control station 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 train dispatcher.

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 (S-105) - A tag used to indicate that equipment is out of service and should not be operated. The following are examples of warning tags and the information that must be indicated on each, if applicable:

- S 105 Rev 1-93
 - DANGER
- OUT OF SERVICE
 - EQUIPMENT/APPARATUS
 - REASON
 - NAME
 - TIME DATE
- DO NOT OPERATE
- NOTIFY OTHERS
- REVIEW PROCEDURE
- IDENTIFY ENERGY SOURCES
 - ELECTRICAL
 - HYDRAULIC
 - PNEUMATIC
 - GRAVITY OR SPRING
- NEUTRALIZE ALL ENERGY
- LOCK OUT POWER
 - Warning Tag (S-105)

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 train dispatcher 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.

Safe Way



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Safe Way

Table of Contents

- **Chapter 1 - General Safety Requirements**
 - 2000 - Safety Responsibilities 1-1
 - 2001 - Substance Abuse 1-1
 - 2002 - Job Briefing 1-1
 - 2003 - Inside an Office Environment 1-2
 - 2004 - Using Chairs 1-2
 - 2005 - Avoiding Human Remains, Blood, and Other Fluids 1-3
 - 2006 - Reporting Injuries or Incidents 1-3
 - 2007 - Riding In and Operating a Motor Vehicle 1-4
 - 2008 - Riding in Equipment Other Than a Motor Vehicle 1-5
 - 2009 - Personal Protective Equipment (PPE), Clothing, Hearing Protection, and Jewelry 1-5
 - 2010 - Fall Protection 1-9
 - 2011 - Using Life Vests 1-10
 - 2012 - Arc Flash and Electrocutation Hazard Personal Protective Equipment 1-10
 - 2013 - Flashlights and Lanterns 1-11
 - 2014 - Slip, Trip and Fall Prevention 1-12
 - 2015 - Operating Equipment Doors and Windows 1-12
 - 2016 - Adjusting Locomotive Cab Seats 1-12
 - 2017 - Lifting and Handling Objects and Materials 1-13
 - 2018 - Handling Track Skates 1-13
 - 2019 - Handling Air Hoses 1-14
 - 2020 - Handling End-Of-Train (EOT) Devices 1-15
 - 2021 - Reporting Defects in Highway-Rail Crossings at Grade Warning Devices 1-15
- **Chapter 2 - On Track and Equipment Safety , Handbrake Operation**
 - 2100 - On or About Track Safety 2-1
 - 2101 - Mounting, Dismounting, and Crossing Over Equipment 2-1
 - 2102 - Riding Equipment 2-3
 - 2103 - Adjusting a Coupler 2-4
 - 2104 - Brake Sticks and Operating Hand Brakes 2-4
- **Chapter 3 - Switch and Derail Safety**
 - 2200 - Operating Switches and Derails 3-1
- **Chapter 4 - Fusees, Fire Prevention, Hazardous Materials, Explosives, and Electrical Safety**
 - 2300 - Procedures of the Storage, Lighting, Handling and Extinguishing of Fusees 4-1
 - 2301 - Fire Protection and Prevention 4-1
 - 2302 - Handling Hazardous Materials 4-2
 - 2303 - Transporting Compressed Gas Cylinders 4-3
 - 2304 - Explosives 4-3
 - 2305 - Electrical Hazards 4-3
- **Chapter 5 - Tools, Ladders, and Crane Safety**
 - 2400 - Operating Tools 5-1
 - 2401 - Compressed Air 5-1
 - 2402 - Using Abrasive Wheels, Blades, and Grinders 5-2
 - 2403 - Using Blocks, Tackles, and Winches 5-2
 - 2404 - Using Ladders, Scaffolds and Platforms 5-3
 - 2405 - Cranes and Hoisting Equipment 5-3
- **Chapter 6 - Engineering and Mechanical Safety**
 - 2500 - Excavations, Pits and Manholes 6-1
 - 2501 - Pole Climbing and Line Safety 6-1
 - 2502 - Operating Hi-Rail Vehicles 6-1
 - 2503 - Operating Mechanized Equipment 6-2
 - 2504 - Coupling and Uncoupling Engineering Equipment 6-2
 - 2505 - Intermodal Equipment 6-2
 - 2506 - Spotting Cars Within Shop Facilities 6-2
 - 2507 - Air Brake Safety 6-3

- [2508 - Performing Work on Locomotives](#) 6-3
- [2509 - Jacking or Lifting Cars](#) 6-3
- [Appendices](#) ii

Chapter 1 - General Safety Requirements

2000 - Safety Responsibilities

2000.1 All employees are governed by the rules contained in the Safe Way and must have a copy available for use when on duty. Employees must:

1. Warn co-workers of unsafe acts and hazards;
2. Behave in a civil and courteous manner in the workplace;
3. Keep work areas and CSX property clean, orderly, and protected from hazards; and
4. Observe all local, state, and federal laws and regulations.

2000.2 When performing a task, employees must not:

- a. Use excessive force, or
- b. Place any part of the body where it could be pinched.

2001 - Substance Abuse

2001.1 The illegal use or possession of a drug, narcotic, or other substance that affects alertness, coordination, reaction, response, or safety is prohibited both on and off duty.

2001.2 An employee must not report for duty nor perform service while under the influence of nor use while on duty or on CSX 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.

2001.3 Employees must not possess, use, or be under the influence of alcoholic beverages or intoxicants when:

- a. Reporting for duty, or
- b. On duty, or
- c. On CSX property, or
- d. Operating a company vehicle, or
- e. Occupying facilities provided by CSX.

2002 - Job Briefing

2002.1 Effective job briefings at the beginning of and throughout our workday make us more aware of our surroundings and better prepared to recognize and avoid potential hazards. Employees must:

1. Remain alert for anything out of the ordinary that occurs during your shift; and
2. Report any suspicious activity to your immediate supervisor, yardmaster, or dispatcher immediately. If they are not available, report the condition or activity directly to the Public Safety Coordination Center at (800)232-0144.

2002.2 A job briefing must be conducted before beginning a work activity and when:

- a. Work activity or conditions change, or
- b. Another employee joins the crew or workgroup, or
- c. Required to operate a hand operated main track switch in non-signaled territory, or
- d. Required to secure any equipment or train, or
- e. Required to initialize Positive Train Control (PTC) equipment.

2002.3 To conduct a job briefing, employees must:

1. Discuss the sequence of job steps;
2. Identify, eliminate, contain, or communicate all potential hazards related to the task(s);
3. Identify any related close clearance locations;
4. Inspect tools and equipment before use;
5. Identify proper personal protective equipment (PPE) for the job task(s);
6. Ensure understanding of the planned sequence of events; and
7. Follow up to ensure compliance with safe work practices.

2003 - Inside an Office Environment

2003.1 When working inside an office environment, employees must:

1. Keep work areas orderly and free of slip, trip and fall hazards;
2. Use furniture for its intended purpose only;
3. Keep desk drawers, file drawers, and locker doors closed when not in use;
4. Avoid overloading the top drawers of filing cabinets; and
5. Clean up spills immediately or secure and protect the area until it can be cleaned.

2004 - Using Chairs

2004.1 Identify and label as out-of-service any defective chair. Before using a chair, employees must ensure:

1. It is free from obvious hazards and defects,
2. It is stable and supported by all legs, and
3. The seat and seatback are firmly attached to the base of the frame.