

## Union Pacific Rules

# **UPRR** - General Code of Operating Rules

Sixth Edition
Effective April 7, 2010
Includes Updates as of July 2, 2013
PR-20280

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**GLOSSARY:** Glossary

## **Union Pacific Rules**

UPRR - General Code of Operating Rules

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# **1.1: Safety**

Safety is the most important element in performing duties. Obeying the rules is essential to job safety and continued employment.

## **Rule Updated Date**

April 7, 2010

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# 1.1.1: Maintaining a Safe Course

In case of doubt or uncertainty, take the safe course.

### **Rule Updated Date**

April 7, 2010

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## 1.1.2: Alert and Attentive

Employees must be careful to prevent injuring themselves or others. They must be alert and attentive when performing their duties and plan their work to avoid injury.

#### **Rule Updated Date**

April 7, 2010

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# 1.1.3: Accidents, Injuries, and Defects

Report by the first means of communication any accidents; personal injuries; defects in tracks, bridges or signals; or any unusual condition that may affect the safe and efficient operation of the railroad. Where required, furnish a written report promptly after reporting the incident.

### **Rule Updated Date**

April 7, 2010

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# 1.1.4: Condition of Equipment and Tools

Employees must check the condition of equipment and tools they use to perform their duties. Employees must not use defective equipment or tools until they are safe to use. Employees must report any defects to the proper authority.

## **Rule Updated Date**

April 7, 2010

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# 1.2: Personal Injuries and Accidents

## **Rule Updated Date**

April 7, 2010

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# 1.2.1: Care for Injured

When passengers or employees are injured, do everything reasonable to care for them.

## **Rule Updated Date**

April 7, 2010

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## 1.2.2: Witnesses

If equipment is involved in personal injury, loss of life, or damage to property, the employee in charge must immediately secure the names, addresses and occupations of all persons involved, including all persons at the scene when the accident occurred and those that arrived soon after. The employee in charge must secure the names regardless of whether these persons admit knowing anything about the accident.

The employee in charge must also obtain the license number of nearby automobiles. When necessary, other employees can assist in obtaining this information, which must be included in reports covering the incident.

Where signaling devices are provided or a flagman is on duty, the employee in charge and assisting employees must try to determine whom, among the witnesses, can testify whether the signaling devices were functioning properly or if the flagman was performing his duties properly.

### **Rule Updated Date**

April 7, 2010

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# 1.2.3: Equipment Inspection

If an accident results in personal injury or death, all tools, machinery, and other equipment involved, including the accident site, must be inspected promptly by the foreman, another person in charge of the work, or other competent inspectors. The inspector must promptly forward to his manager a report of the inspection. The report must include the condition of the equipment and the names of those making the inspection.

The equipment inspected must be marked for identification and placed in custody of the responsible manager or employee until the claims department is contacted and determines disposition.

## **Rule Updated Date**

April 7, 2010

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# 1.2.4: Mechanical Inspection

When engines, cars or other equipment are involved in an accident that results in personal injury or death, the equipment must be inspected before it leaves the accident site.

A mechanical department employee must further inspect the equipment at the first terminal. This employee must promptly report inspection results to the proper manager.

### **Rule Updated Date**

April 7, 2010

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# 1.2.5: Reporting

All cases of personal injury, while on duty or on company property, must be immediately reported to the proper manager and the prescribed form completed.

A personal injury that occurs while off duty that will in any way affect employee performance of duties must be reported to the proper manager as soon as possible. The injured employee must also complete the prescribed written form before returning to service.

All cases of occupational illness must be immediately reported to the proper manager and the prescribed form completed.

Because railroads are required by Federal regulations to report injuries and occupational illnesses that meet certain medical treatment criteria, employees must report to their manager any medical treatment they receive that was directly related to their injury or illness, including any follow-up visits. Below are examples of the types of medical treatments and instructions that employee's must report to their manager if they were given in relation to an injury or occupational illness:

- Medical treatments provided or recommended
- Physical therapy or chiropractic treatments
- Prescriptions and other medications issued or recommended, including dosages
- Lost time instructions
- Work restriction instructions

## **Rule Updated Date**

April 7, 2010

## **System Special Instructions**

Effective Date: April 20, 2012

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# 1.2.6: Statements

Except when authorized by the proper manager:

- Information concerning accidents or personal injuries that occur to persons other than employees may be given only to an authorized representative of the railroad or an officer of the law.
- Information about the facts concerning the injury or death of an employee may be given only to a person in interest such as the injured employee, an immediate relative of the injured or deceased employee, an authorized representative of the railroad, or an officer of the law.
- Information in the files or in other privileged or confidential reports of the railroad concerning accidents or personal injuries may be given only to an authorized representative of the railroad.

#### **Rule Updated Date**

April 7, 2010

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# 1.2.7: Furnishing Information

Employees must not withhold information, or fail to give all the facts to those authorized to receive information regarding unusual events, accidents, personal injuries, or rule violation.

## **Rule Updated Date**

April 7, 2010

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## **1.3: Rules**

#### **Rule Updated Date**

April 7, 2010

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# 1.3.1: Rules, Regulations, and Instructions

**Safety Rules.** Employees must have a copy of, be familiar with, and comply with all safety rules issued in a separate book or in another form.

**General Code of Operating Rules.** Employees governed by these rules must have a current copy they can refer to while on duty.

**Hazardous Materials.** Employees who in any way handle hazardous materials must have a copy of the instructions or regulations for handling these materials. Employees must be familiar with and comply with these instructions or regulations.

**Air Brakes.** Employees whose duties are affected by air brake operation must have a copy of the files and instructions for operating air brakes and train handling. Employees must know and obey these rules and instructions.

**Timetable and Special Instructions.** Employees whose duties are affected by the timetable and special instructions must have a current copy they can refer to while on duty.

**Train Dispatchers and Control Operators.** The train dispatchers and control operators must have a copy of rules and instructions for train dispatchers and control operators. They must be familiar with and obey those rules and instructions.

**Rules, Regulations and Instructions.** Employees must be familiar with and obey all rules, regulations, and instructions and must attend required classes. They must pass the required examinations. Examinations are required to be passed biennially or more often when necessary to insure employees are familiar with all rules, regulations and instructions.

**Explanation.** Employees must ask their supervisor for an explanation of any rule, regulation, or instruction they are unsure of.

**Issued, Cancelled, or Modified.** Rules may be issued, canceled, or modified by track bulletin, general order, or special instructions. When there is a conflict, subdivision special instructions takes precedence over system special instructions.

#### **Application:**

Examinations are required to be passed biennially or more often when necessary to ensure employees are familiar with all rules, regulations and instructions.

### Issued, Canceled, or Modified

When there is a conflict, subdivision special instructions takes precedence over system special instructions.

### **Rule Updated Date**

April 20, 2012

## **System Special Instructions**

Effective Date: April 20, 2012

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## 1.3.2: General Orders

General Orders:

- Are numbered consecutively.
- Are issued and cancelled by the designated manager.
- Contain only information and instructions related to rules or operating practices.
- Replace any rule, special instruction, or regulation that conflicts with the general order.

Before beginning each day's work or trip, crew members and any others whose duties require, must review general orders that apply to the territory they will work on. Employees must each have a current copy of system general orders and subdivision general orders they can refer to while on duty.

## **Rule Updated Date**

April 7, 2010

### **System Special Instructions**

Effective Date: April 20, 2012

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# 1.3.3: Circulars, Instructions, and Notices

Circulars, instructions, notices, and other information are issued and canceled by the designated manager. Before beginning each day's work or trip, crew members and any others whose duties require, must review those that apply to the territory they will work on.

## **Rule Updated Date**

April 7, 2010

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# 1.4: Carrying out Rules and Reporting Violations

Employees must cooperate and assist in carrying out the rules and instructions. They must promptly report any violations to the proper supervisor. They must also report any condition or practice that may threaten the safety of trains, passengers, or employees, and any misconduct or negligence that may affect the interest of the railroad.

## **Rule Updated Date**

April 7, 2010

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# 1.4.1: Good Faith Challenge

### A. Right to Challenge

Federal Regulations have provisions that allow an employee the right to challenge a directive which, based upon the employee's good faith determination, would violate a railroad operating rule relating to:

- Shoving movements.
- Leaving equipment foul of an adjacent track.
   or
- Handling of hand-operated switches or fixed derails.

## **B.** Good Faith Challenge Procedure

- 1. An employee may inform a supervisor issuing a directive that a good faith determination has been made that the directive would violate a railroad operating rule relating to:
  - Shoving movements.
  - Leaving equipment foul of an adjacent track.
  - Handling of hand-operated switches or fixed derails.
- 2. The supervisor will not require the employee to comply with the directive until the challenge is resolved. The supervisor may:
  - Require the challenging employee to perform other tasks not related to the challenge until the challenge is resolved.
  - Direct an employee, other than the challenging employee, to perform the challenged task before the challenge is resolved. Employee so directed will be informed of the challenge, and determine that the challenged task does not violate the rules.

### C. Resolving Good Faith Challenge

- 1. A challenge may be resolved by one of the following:
  - The supervisor's acceptance of the employee's request.
  - An employee's acceptance of the directive.
  - An employee's agreement to a compromise solution acceptable to the person issuing the directive.

- 2. If the challenge cannot be resolved because the supervisor issuing the directive has determined that the employee's challenge has not been made in good faith or there is no alternative to the direct order, the railroad will:
  - Provide immediate review by at least one manager, which must not be conducted by the supervisor issuing the challenged directive or that supervisor's subordinate.
  - Resolve the challenge using the same options available for resolving the challenge as the initial supervisor.
- 3. If the manager making the final decision concludes that the challenged directive would not cause the employee to violate any requirement of the involved rules, the reviewing manager's decision shall be final and not subject to further immediate review.
  - The manager will inform the employee that Federal law may protect the employee from retaliation, if the employee's refusal to do the work is a lawful, good faith act.
  - The employee making the challenge will be afforded an opportunity to document, in writing or electronically, any protest to the manager making the final decision before the employee's tour of duty is complete. The employee will be afforded the opportunity to retain a copy of the protest.

## D. Request for Review and Verification of Decision

Upon written request, at the time of the challenge, the employee has the right for further review by the Designated Review Manager. Within 30 days after the expiration of the month during which the challenge occurred, the Designated Review Manager will verify the proper application of the rule in question. The verification decision shall be made in writing to the employee.

## E. Employee Rights and Remedies

The 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.

### **Rule Updated Date**

April 7, 2010

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# 1.5: Drugs and Alcohol

The use or possession of alcoholic beverages while on duty or on company property is prohibited. Employees must not have any measurable alcohol in their breath or in the bodily fluids when reporting for duty, while on duty or while on company property.

The use or possession of intoxicants, over-the-counter or prescription drugs, narcotics, controlled substances, or medication that may adversely affect safe performance is prohibited while on duty or on company property, except medication that is permitted by a medical practitioner and used as prescribed. Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty, or while on company property.

#### **Application:**

Also refer to the UPRR Drug and Alcohol Policy which governs all employees. Access the policy by using the link:

http://home.www.uprr.com/emp/operating/op\_prac/dap/index.shtml

## **Rule Updated Date**

July 2, 2013

### **System Special Instructions**

Effective Date: December 5, 2012

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## 1.6: Conduct

Employees must not be:

- 1. Careless of the safety of themselves or others
- 2. Negligent
- 3. Insubordinate
- 4. Dishonest
- 5. Immoral
- 6. Quarrelsome or
- 7. Discourteous

Any act of hostility, misconduct, or willful disregard or negligence affecting the interest of the company or its employees is cause for dismissal and must be reported. Indifference to duty or to the performance of duty will not be tolerated.

## **Rule Updated Date**

April 7, 2010

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# 1.6.1: Motor Vehicle Driving Records

A certified conductor, engineer, employee seeking initial certification or employees qualified to drive commercial motor vehicles must report any arrest, citation or conviction to an employee assistance representative within 48 hours for:

- Operating a motor vehicle while under the influence of or impaired by alcohol or a controlled substance.
- Refusal to undergo such testing when a law enforcement official seeks to find out whether a person is operating under the influence of alcohol or a controlled substance.

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

## **Rule Updated Date**

July 2, 2013

### **System Special Instructions**

Effective Date: August 31, 2012

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# 1.6.2: Notification of Felony Convictions

The conduct of any employee leading to conviction of any felony is prohibited. Any employee convicted of a felony must notify the proper authority of that fact within 48 hours after the employee receives notice of the conviction.

### **Rule Updated Date**

April 7, 2010

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# 1.6.3: Notification of Deteriorating Vision or Hearing

A certified conductor, engineer or employee seeking initial certification who has knowledge that their hearing or vision has deteriorated and cannot be corrected to the minimum acceptable requirement as outlined in federal regulations (20/40 distant visual acuity, 70 degree field of vision, ability to recognize/distinguish between railroad color signals, hearing loss no greater than 40 decibels) must report that fact immediately to the proper authority or the medical department.

Note: A certified conductor, engineer or employee seeking initial certification who has knowledge that a restriction listed on their FRA Certificate has been corrected or improved to meet the minimum acceptable requirement as outlined in federal regulations must report that fact immediately to the proper authority or the medical department (402-544-5234).

#### **Rule Updated Date**

July 2, 2013

#### **System Special Instructions**

Effective Date: August 31, 2012

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## 1.7: Altercations

Employees must not enter into altercations with each other, play practical jokes, or wrestle while on duty or on railroad property.

## **Rule Updated Date**

April 7, 2010

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# 1.8: Appearance

Employees reporting for duty must be clean and neat. They must wear the prescribed uniform when required.

## **Rule Updated Date**

April 7, 2010

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# 1.9: Railroad Company

Employees must behave in such a way that the railroad will not be criticized for their actions.

### **Rule Updated Date**

April 7, 2010

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# 1.10: Games, Reading, or other Media

Employees on duty must not:

- Play games.
  - or
- Read magazines, newspapers, or other literature not related to their duties when:
  - o On a train or engine,
  - o Performing safety related activities,
  - OI
  - o It would delay or interfere with required duties.

This does not prohibit employees from having such material enclosed in their personal luggage.

## **Rule Updated Date**

January 28, 2011

## **System Special Instructions**

Effective Date: April 20, 2012

## ^Top

# 1.11: Sleeping

Employees must not sleep while on duty, except as outlined under Rule 1.11.1(Napping). Employees reclined with their eyes closed will be in violation of this rule.

## **Rule Updated Date**

April 7, 2010

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# **1.11.1: Napping**

Napping is permitted by train crews, except crews in passenger, commuter or yard service, under the following conditions:

- The crew is waiting for departure of their train.
- The train is stopped enroute waiting to be met or passed by a train, waiting for track work, waiting for helper locomotive, or similar conditions.

### **Restrictions are as follows:**

- A job briefing must be conducted, with agreement reached as to who will nap and who must remain awake. Each crew
  member has the right and responsibility to refuse to allow another crew member to take a nap if doing so could
  jeopardize the personal safety of employees, the train, or the public.
- One crew member must remain awake at all times.
- The nap period must not exceed 45 minutes, which includes the time needed to fall asleep. The napping employee is relieved of all duties.
- Train must not be delayed for an employee to take a nap. When conditions allow the train to move, the employee who is to remain awake must immediately waken the napping employee.
- Before napping, waiting for the arrival of their train, employees must ensure all other duties have been completed. These duties include reviewing all general orders and general notices; securing and reviewing track warrants, track bulletins, and other paperwork, if available.
- Before napping is allowed enroute, the employee in charge of the locomotive controls must:
- 1. Make at least a 10 pound brake pipe reduction.

- 2. Place generator field switch in the "OFF" position.
- 3. Center and remove the reverser, if removable.
  - The employee who is to remain awake must remain on the locomotive while others on the locomotive are napping, except when inspecting passing trains.
  - If waiting for the arrival of or make-up of train, one crew member must remain awake while waiting for their train's arrival or make-up at their initial terminal unless arrangements have been made with a third party to wake up all crew members.

Crews that are deadheading or otherwise relieved of duties may nap.

# **Rule Updated Date**

April 7, 2010

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# 1.12: Weapons

While on duty or on railroad property, employees must not have firearms or other deadly weapons, including knives with a blade longer than 3 inches. However, railroad police are authorized to possess firearms in the course of their work.

## **Application**:

Also refer to UPRR Policy to Address Violence & Abusive Behavior in the Work Place. Access the policy by using the link: <a href="http://home.www.uprr.com/emp/ec/policy/violence.shtml">http://home.www.uprr.com/emp/ec/policy/violence.shtml</a>

### **Rule Updated Date**

July 2, 2013

## **System Special Instructions**

Effective Date: February 12, 2013

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# 1.13: Reporting and Complying with Instructions

Employees will report to and comply with instructions from supervisors who have the proper jurisdiction. Employees will comply with instructions issued by managers of various departments when the instructions apply to their duties.

### **Rule Updated Date**

April 7, 2010

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# 1.14: Employee Jurisdiction

Employees are under the jurisdiction of the supervisors of the railroad they are operating on. When operating on another railroad, unless otherwise instructed, employees will be governed by:

- Safety rules, air brake and train handling rules and hazardous materials instructions of the railroad they are employed by.
- The operating rules, timetable and special instructions of the railroad they are operating on.

## **Rule Updated Date**

April 7, 2010

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# 1.15: Duty - Reporting or Absence

Employees must report for duty at the designated time and place with the necessary equipment to perform their duties. They must spend their time on duty working only for the railroad. Employees must not leave their assignment, exchange duties, or allow others to fill their assignment without proper authority.

Continued failure by employees to protect their employment will be cause for dismissal.

# **Rule Updated Date**

April 7, 2010

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# 1.16: Subject to Call

Employees subject to call must indicate where they can be reached and must not be absent from their calling place without notifying those required to call them.

### **Rule Updated Date**

April 7, 2010

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# 1.17: Hours of Service Law

Employees must be familiar and comply with the requirements of the federal hours of service law. Employees are expected to use off-duty time so they are prepared for work.

If an employee is called to report for duty before legal off-duty time has expired, before accepting the call to work the employee must notify the individual making the call that off-duty time has not expired.

### A. Notification

When communication is available, employees must notify the train dispatcher or another authority of the time the law requires them to be off duty. Employees must provide notification early enough that they may be relieved, or transportation provided, before they exceed the hours of service.

# B. Exceeding the Law

Employees must not exceed the hours of service law without proper authority. However, they must not leave trains, engines, or cars on the main track without proper protection. Employees must secure trains properly and, if possible, before they exceed the hours of service. Except as provided by this paragraph, employees are then relieved of all duties.

## **Rule Updated Date**

April 7, 2010

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# 1.18: Unauthorized Employment

Employees must not engage in another business or occupation that would create a conflict of interest with their employment on the railroad or would interfere with their availability for service or the proper performance of their duties.

### **Rule Updated Date**

April 7, 2010

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# 1.19: Care of Property

Employees are responsible for properly using and caring for railroad property. Employees must return the property when the proper authority requests them to do so. Employees must not use railroad property for their personal use.

#### **Rule Updated Date**

April 7, 2010

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## 1.20: Alert to Train Movement

Employees must expect the movement of trains, engines, cars or other movable equipment at any time, on any track and in either direction.

Employees must not stand on the track in front of an approaching engine, car or other moving equipment.

Employees must be aware of the location of structures or obstructions where clearances are close.

## **Rule Updated Date**

April 7, 2010

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# 1.21: Occupying Roof

Employees whose duties require them to occupy the roof of a car or engine must do so only with proper authority and when the equipment is standing.

## **Rule Updated Date**

April 7, 2010

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# 1.22: Not Permitted on Equipment

Unauthorized persons must not be permitted on equipment.

### **Rule Updated Date**

April 7, 2010

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# 1.23: Altering Equipment

Without proper authority, employees must not alter, nullify, change the design of, or in any manner restrict or interfere with the normal function of any device or equipment on engines, cars, or other railroad property, except in the case of an emergency. Employees must report to the proper supervisor changes made in an emergency.

### **Rule Updated Date**

April 7, 2010

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# 1.23.1: Locomotive-Mounted Safety Devices

## A. Tampering with or Disabling

Employees are prohibited from:

- Tampering with or disabling any locomotive mounted safety device.
- Knowingly operating a train when the controlling locomotive of that train is equipped with a disabled safety device, except as provided in part C of this rule.

Safety devices include crew alertness devices, automatic cab signal devices, automatic train control/train stop devices, and audio, video and other recording devices concerning operations.

#### **B.** Inspection of Locomotive-Mounted Safety Devices

The engineer must make a visual inspection of accessible safety devices in the controlling locomotive cab, nose or vestibule, or in the cab control car when taking charge of a locomotive or train to ensure that:

- Nothing interferes with their intended function.
- Switches and breakers controlling the devices are in proper position.
- Seals, as appropriate, are properly applied.
- There is no apparent damage to the device.

If any exceptions are detected, immediately report them to the train dispatcher.

# C. Operation of Trains with Defective or Disabled Locomotive-mounted Safety Devices

Locomotives or cab control cars with defective or disabled safety devices must not be operated as the controlling unit unless:

- Provided for in the operating rules,
- Authorized by the train dispatcher.

#### **Rule Updated Date**

October 26, 2012

#### **System Special Instructions**

Effective Date: April 20, 2012

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# 1.24: Clean Property

Railroad property must be kept in a clean, orderly, and safe condition. Railroad buildings, facilities, or equipment must not be damaged or defaced. Only information authorized by the proper manager or required by law may be posted on railroad property.

# **Rule Updated Date**

April 7, 2010

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# 1.25: Credit or Property

Unless specifically authorized, employees must not use the railroad's credit and must not receive or pay out money on the railroad account. Employees must not sell or in any way get rid of railroad property without proper authority. Employees must care for all articles of value found on railroad property and promptly report the articles to the proper authority.

### **Rule Updated Date**

April 7, 2010

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## 1.26: Gratuities

Employees must not discriminate among railroad customers. Employees must not accept gifts or rewards from customers, suppliers, or contractors of the railroad unless authorized by the proper authority.

### **Rule Updated Date**

April 7, 2010

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# 1.27: Divulging Information

Employees who make up, handle, or care for any of the following must not allow an unauthorized person to access them or disclose any information contained in them:

- Correspondence
- Reports
- Books
- Bills of lading
- Waybills
- Tickets

#### Statistics

Employees are responsible for all activity with their assigned User ID's and are responsible for protecting the confidentiality of information accessed. Sharing passwords is prohibited. Unauthorized use of another person's User ID and password is prohibited.

### **Rule Updated Date**

July 2, 2013

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### 1.28: Fire

Employees must take every precaution to prevent loss and damage by fire.

Employees must report promptly to the train dispatcher any fires seen on or near the right of way, unless the fires are being controlled. If there is danger of the fire spreading to a bridge or other structure, crew members must stop their train and help extinguish the fire.

Cause of fire, if known, must be promptly reported.

#### **Rule Updated Date**

April 7, 2010

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# 1.29: Avoiding Delays

Crew members must operate trains and engines safely and efficiently. All employees must avoid unnecessary delays.

When possible, train or engine crews wanting to stop the train to eat must ask the train dispatcher at least one hour and thirty minutes before the desired stop.

#### **Rule Updated Date**

April 7, 2010

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# 1.30: Riding Engine

When possible, crew members on the head end of freight trains must ride in the control compartment of the engine.

When riding on the head end, the conductor will ride in the control compartment.

## **Rule Updated Date**

April 7, 2010

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# 1.31: Repairs to Foreign Cars

Crew members who repair foreign cars must report the repairs on the prescribed form.

## **Rule Updated Date**

April 7, 2010

# ^Top

## 1.32: Overheated Wheels

When overheated wheels are found on a train, the train must be stopped and held a minimum of 10 minutes to allow the heat to equalize through the wheel.

## **Rule Updated Date**

April 7, 2010

## ^Top

# 1.33: Inspection of Freight Cars

When personnel are not on duty primarily to inspect freight cars, each car placed in the train may be moved after it receives a safety inspection as follows:

- Cars must be checked for:
- Leaning.
- Sagging.
- Improper position on the truck.
- Objects hanging or dragging from the car or extending from the side.
- Insecurely attached doors.
- Broken or missing safety appliances.
- Contents leaking from placarded hazardous material car.
- Insecure coupling device.
- Overheated wheel or journal.
- Broken or cracked wheel.
- Brake that fails to release.

- Staff type brake not in fully raised position.
- Any apparent hazard that could cause an accident
  - Open top loads, including trailers and containers on flat cars, must be loaded safely.
  - If width or height approaches clearance restrictions, movement must be cleared with the proper authority.

A freight car with any defect that makes movement unsafe must be corrected or set out of the train. When a defect is discovered enroute, note the type of defect on proper tag and attach a tag on each side of the car.

A freight car with three bad order tags indicating that the car is safe to move may be moved to the nearest car repair point. The conductor will remove one bad order tag from the side with two tags. The conductor will use the written information from the tag to inform other crew members of the restrictions.

## **Application:**

- 1. When a defect is discovered, note the type of defect on proper tag and attach a tag on each side of the car.
- 2. Open top rail equipment loaded with wood chips or bark must be covered with approved netting.
- 3. When applicable, inspections required by Hazardous Materials Instructions must be completed.

### **Rule Updated Date**

April 20, 2012

## **System Special Instructions**

Effective Date: April 20, 2012

^Top

# 1.34: Flat Spots

If a wheel on a piece of equipment has a flat spot more than 2-1/2 inches long, or if the wheel has adjoining flat spots that are each at least 2 inches long, the equipment must not be moved faster than 10 MPH. Such equipment in a train must be set out at the first available point.

## **Rule Updated Date**

April 7, 2010

^Top

# 1.35: Dump Doors

Be sure dump doors on cars are closed after a load is dumped. If cars must be moved short distances with the dump doors open, make sure the doors and chains will clear tracks and crossings.

### **Rule Updated Date**

April 7, 2010

^Top

# 1.36: Excessive Dimension Loads

Place excessive dimension loads on or near the head end of trains.

Instructions will be issued to trains handling excessive dimension loads. If no instructions have been issued regarding handling the car, the conductor will immediately notify the train dispatcher.

Crew members handling excessive dimension equipment must ensure that the equipment will clear nearby objects, including equipment on adjacent tracks. If the train cannot reach a point with enough clearance, crew members must make sure protection is provided against movements on adjacent tracks.

### **Rule Updated Date**

April 7, 2010

^Top

# 1.37: Open Top Loads

Flat cars, open top cars, and open top TOFCs/COFCs with loads that are likely to shift must not be placed in trains next to the following if train length and makeup permit:

- Occupied outfit car
- Passenger car
- Occupied control cab of an engine or occupied caboose.
- Shipment of automotive vehicles and machinery that is not fully enclosed

This restriction does not apply to cars with permanent tie-downs.

## **Rule Updated Date**

July 2, 2013

## **System Special Instructions**

Effective Date: April 20, 2012

^Top

# 1.38: Shipments Susceptible to Damage

Shipments with painted or finished surfaces susceptible to damage, such as automobiles, trucks, tractors, combines, and other similar equipment or machinery, must not be placed closer than the fifth car behind open top cars loaded with commodities such as coal, sand, gravel, lime, soda ash, etc. subject to wind, vapor or fume action on adjacent cars. Exceptions include shipments susceptible to damage that are:

- Loaded in cars that fully enclose the shipments.
- Fully protected by a covering.

An open top car loaded with sand, gravel, lime, soda ash, etc., subject to wind, vapor, or fume action in other than a solid unit train must not be placed immediately ahead of an occupied caboose.

### **Rule Updated Date**

April 7, 2010

^Top

# 1.39: Accuracy of Speed Indicator

The engineer must verify speed indicator accuracy as soon as possible after taking charge of the engine. If the speed indicator is not accurate to within 3 MPH plus or minus at speeds of 10 to 30 MPH and to within 5 MPH plus or minus at speeds above 30 MPH, the engineer must immediately report the variance to the train dispatcher.

## **Rule Updated Date**

April 7, 2010

^Top

# 1.40: Reporting Engine Defects

The engineer will report any engine defect on the proper form and notify the relieving engineer, when needed.

## **Rule Updated Date**

April 7, 2010

^Top

# 1.41: Engines Coupled to Occupied Passenger Cars

Engines coupled to equipment that includes occupied passenger cars must not be left without an authorized employee in charge.

## **Rule Updated Date**

April 7, 2010

# ^Top

# 1.42: Trains Detoured

When trains are detoured over another railroad, the engineer of the detoured train will operate the engine, unless otherwise approved by a manager of the railroad the train is being detoured over.

The pilot will inform the engineer of speed restrictions, signals, sidings, etc. to make sure the train detours over the railroad safely.

#### **Rule Updated Date**

April 7, 2010

# ^Top

# 1.43: Stopped in Tunnels

## A. Engine or Train Stopped in Tunnel

When an engine is stopped in a tunnel and cannot move promptly, crew members must:

- 1. Shut down diesel engine at once.
- 2. Shut down Waukesha or similar type engine.
- **3.** Make a full service air brake application.
- **4.** Apply hand brakes to prevent movement in case the air brakes leak off.

## B. Passenger Train Stopped in Tunnel or Deep Snow

Crew members of a passenger train stopped in a tunnel or deep snow must:

- 1. Shut off any air circulating systems including:
  - a. Air conditioning
  - **b.** Ice Machines
  - c. Generators
- 2. Shut air intake shutters.
- 3. Turn off blower fans.

# C. Notification if Stopped in Tunnel or Deep Snow

The train dispatcher should be notified immediately so that proper arrangements can be made to protect persons and equipment.

# D. When These Requirements Will Not Apply

These requirements will not apply if air currents carry the exhaust gases away from the train. Safety of passengers and crew members must be the first consideration.

## **Rule Updated Date**

April 7, 2010

^Top

# 1.44: Duties of Train Dispatchers

Train dispatchers supervise train movement and any employees connected with that movement.

## **Rule Updated Date**

April 7, 2010

^Top

# 1.45: Duties of Control Operators and Operators

Control Operators and operators are under the direction of the train dispatcher when their duties concern handling track warrants, track bulletins, lineups, the movement of trains, and any other instructions issued by the train dispatcher.

## **Rule Updated Date**

April 7, 2010

^Top

# 1.46: Duties of Yardmasters

The yardmaster is responsible for and shall directly supervise yard crews, clerks, and all other employees working in the yard. The yardmaster must see that they work in a safe, efficient, and economical manner, according to the rules, regulations, and instructions of the railroad. Yardmasters must ensure the prompt and regular movement of cars, especially the proper makeup of trains and their movement into and out of the yard.

At locations where yardmasters are on duty, employees in train, engine, and yard service must comply with the yardmaster's instructions. At locations where no yardmaster is on duty, these employees will work according to the instructions of designated employees.

### **Rule Updated Date**

April 7, 2010

^Top

## 1.47: Duties of Crew Members

## Change rule to read:

The conductor and the engineer are responsible for the safety and protection of their train and observance of the rules. They must ensure that their subordinates are familiar with their duties, determine the extent of their experience and knowledge of the rules, and instruct them, when necessary, on how to perform their work properly and safely. If any conditions are not covered by the rules, they must take precautions to provide protection.

When the conductor is not present, other crew members must obey the instructions of the engineer concerning rules, safety, and protection of the train.

## A. Conductor Responsibilities

#### 1. Supervises the Operation

The conductor supervises the operation and administration of the train (if trains are combined with more than one conductor on board, the conductor with the most seniority takes charge). All persons employed on the train must obey the conductor's instructions, unless the instructions endanger the train's safety or violate the rules. If any doubts arise concerning the authority for proceeding or safety, the conductor must consult with the engineer who will be equally responsible for the safety and proper handling of the train.

#### 2. Restrictions on Equipment

The conductor must advise the engineer and train dispatcher of any restriction placed on equipment being handled.

#### 3. Calling Attention to Restrictions

The conductor must remind the engineer that the train is approaching an area restricted by:

- Limits of authority
- Track warrant
- Radio speed restriction

or

• Track bulletin.

The conductor must inform the engineer after the train passes the last station, but at least 2 miles from the restriction.

#### 4. Freight Conductors

Freight conductors are responsible for the freight carried by their train. They are also responsible for ensuring that the freight is delivered with any accompanying documents to its destination or terminals. Freight conductors must maintain any required records.

### 5. Conductor Report Form

UPRR crews operating on a foreign railroad are required to properly complete a UPRR form or a foreign railroad form as required by UPRR rules. Foreign railroad crews operating on the UPRR are governed by that railroads rule concerning awareness forms.

"Conductor Report Form" (FORM 20849) must be maintained as follows(also see Item 10-K):

a. Road freight conductors, including locals and switchers but not including yard or passenger conductors, are required to complete the Conductors Report. However, yard conductors performing road service on the main track (transfer, relief service, etc.) will be required to complete the Conductors Report Form.

Remote control operators are not required to maintain a Conductor Report Form except when required by Item 10-K.

The report will include:

- The name of other than Clear signals, speed of the train as head end passes and, as appropriate, a "Z" or "X". However, after passing an Approach or Diverging Approach signal the next signal must be entered regardless of signal indication including the speed of the train (even if the signal is Clear).
- Train defect detector results from all detectors (except "%" detectors) and mile post. "X" will identify in cab communication of results.
- Approaching radio speed restrictions.
- Approaching the end of authority unless additional authority has been granted to continue on the main track. If the additional authority contains a Box 7 (after arrival) it must be included on the form.
- Train delays.
- Restricted Speed documentation. Every 2 miles that the train is operating at Restricted Speed, enter mile post location, time, train speed, a "Z" to indicate that the information was communicated between crew members and amount of air brake application if any, (None, Minimum, 10#, etc.).
- On the main track in non-signaled territory, the time, train's milepost location, and speed every 5 miles and record an "X" to indicate that the information was communicated between crew members. (Comply with bullet 6 if operating at Restricted Speed).

Entries will be made when head end of train is at or about the mile post location of required entry. Entries will be sequential and legible.

#### **EXAMPLES:**

LOCATION	SIGNAL NAME OR TDD ANNOUNCEMENT	TIME	COMMENTS & DELAYS
87.3	AA	0535	X - 52 MPH
89.1	A	0543	Z - 33 MPH

Y091	S	0558	X - Stop - 8" delay
92.5	RP	0617	Z - 12 MPH
94.5	RS	0625	Z - 8 MPH - None
101.3	RSR	0643	Z - 30 MPH
103.3	ND	0657	X
115.0	ХН	0715	Z - 15 MPH
129.0		0755	PU - 8 cars - 30"
135.0	EA	0840	Z

#### Note:

- 1. Abbreviations may be used. e.g. (Advance Approach = AA; Diverging Clear =
- DC; Diverging Approach = DA; Approach = A; Approach Diverging = AD; Restricting = R; Restricted Proceed = RP; Stop = S; Speed Restriction (received enroute) = RSR; End of Authority = E/A; Crossing Restrictions (received enroute) = XG, XH, XS; Cab Red Zone = Z; In-Cab Communication = X; ND = No Defects; Restricted Speed = RS.
- 2. Enter MP location where cab red zone begins and/or in-cab communication takes place when other entries are required. However, entry may be made with signal entry when passing signal.
- 3. Enter delays.
- b. The conductor's report must be completed (and signed to signify report is complete and accurate) on each trip or tour of duty. If the form is not available, record the information as required. Reports of the last 5 round trips (a minimum of 5 days) must be kept in your possession while on duty, and presented to a Manager upon request.
- c. Do not erase information entered on the form. If an error is made, cross out the entry and write the correct entry.
- d. Conductors with a valid Class 1 "Certificate to Operate Locomotives": When conductors with a valid Class 1 "Certificate to Operate Locomotives" are allowed to operate the engine the time and location (beginning and ending) will be noted on the conductors report form. Entries on the form will not be required during this time period except entries required by Item 10 K.

### **B.** Engineer Responsibilities

## 1. Operating the Engine

The engineer is responsible for safely and efficiently operating the engine. Crew members must obey the engineer's instructions that concern operating the engine. A student engineer or other qualified employee may operate the engine only under the direct and immediate supervision of the engineer. The engineer must closely monitor the employee's performance. The engineer must be in a position to take immediate action as necessary. Employee that operates an engine must have a current certificate in their possession.

#### 2. Special Handling

The engineer must check with the conductor to determine if any cars or units in the train require special handling.

## C. All Crew Members' Responsibilities

### 1. Crew Members in Control Compartment

Crew members in the control compartment must communicate to each other any restrictions or other known conditions and required actions that affect the safe operation of their train sufficiently in advance of such condition to allow the engineer to

take proper action. If proper action is not being taken, crew members must remind engineer of such condition and required action.

Crew members in the control compartment must be alert for signals. Crew members must:

- Communicate clearly to each other the name of signals affecting their train as soon as signals become visible or audible.
- Continue to observe signals and announce any change of aspect until the train passes the signal.
- Communicate clearly to each other the speed of the train as it passes a signal with an indication other than Clear.
- Immediately remind the engineer of the rule requirement if the signal is not complied with.

#### 2. Radio Transmission

Except when switching a crew member must transmit the engine number, direction, location and signal name (include track number in multiple main track CTC territory) when the head end of the train:

A. Passes a signal that requires:

- Being prepared to Stop at the next signal.
- Being prepared to pass next signal at Restricted Speed.
   or
- Restricted speed.

or

B. Stops for a signal that requires stopping.

However, instructions may be issued to identify locations where this radio transmission is not required.

## 3. Proper Action

If engineer and/or conductor fail to comply with a signal indication or take proper action to comply with a restriction or rule, crew members must immediately take action to ensure safety, using the emergency brake valve to stop the train, if necessary.

#### 4. Performing Work

Before work is performed at a location, the crew must discuss how the work will be performed, which switches/derails will be used, what method will be used to pass signals, close clearances and any other safety related concerns. When work is completed, the crew will confirm that work was completed as planned, switches and derails are in proper position and any unforeseen safety concerns are properly reported.

#### **Rule Updated Date**

July 2, 2013

### **System Special Instructions**

Effective Date: August 31, 2012

#### **General Order**

Effective Date: July 2, 2013

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## 1.47.1: Cab Red Zone

To ensure the train is operated safely and rules are observed, all crew members must act responsibly to prevent accidents or rule violations. A "Cab Red Zone" (CRZ) exists during critical times when multiple tasks are occurring such as:

- Copying mandatory directives.
- Approaching a Form B restriction.
- Approaching a radio speed restriction.
- Approaching the end of the train's authority.
- Except when switching, operating at restricted speed.
   or
- Except when switching, operating on signals that require the train to be prepared:
  - To stop at next signal. Cab Red Zone requirements continue to apply until leading end of train passes or stops at the next signal, even if the next signal is Clear.
  - To pass next signal at restricted speed.

During a cab red zone, an environment must be created in the control compartment that focuses exclusively on controlling the train and complying with the rules. The conductor must be in the control compartment unless required by other duties to leave (i.e. to operate switches, be at a road crossing, passenger train duties, etc).

The following restrictions or conditions must be met:

- Cab communication is restricted to immediate responsibilities for train operation.
- A crew member other than the employee operating the controls will be required to handle radio communications when another crew member is in the control compartment except when operating with manned helper(s), Rule 33.6.1 (Operating Responsibilities with Manned Helper). Radio communication must be limited to the train's immediate movement and complying with the rules (road crossing protection, Form B instructions, etc).
- If proper action is not being taken, crew members must remind each other of the cab red zone condition.

### **Rule Updated Date**

July 2, 2013

### **System Special Instructions**

Effective Date: October 26, 2012

## ^Top

# 1.47.2: Training and Familiarization

Employees assigned to a position for the purpose of training or familiarization must be under the direct and immediate supervision of a qualified employee at all times. The qualified employee must closely monitor the employee's performance and must be in a position to take immediate action as necessary. Any employee requiring certification must have a current certificate in his possession.

## **Rule Updated Date**

April 7, 2010

# **System Special Instructions**

Effective Date: April 20, 2012

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## 1.48: Time

While on duty, crew members must have a watch. Other employees must have access to a watch or clock.

The watch or clock must:

- Be in good working condition and reliable.
- Display hours, minutes, and seconds.
- Not vary from the correct time by more than 30 seconds.
- Be compared with the time source designated in special instructions.

## **Rule Updated Date**

April 7, 2010

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# 2.0: RAILROAD RADIO AND COMMUNICATION RULES

## **Chapter Introduction**

Change Chapter 2.0 title to read:

#### **Railroad Radio and Communication Rules**

- 2.1: Transmitting
- 2.2: Required Identification
- 2.3: Repetition
- 2.4: Ending Transmission
- 2.5: Communication Redundancy
- 2.6: Communication Not Understood or Incomplete
- 2.7: Monitoring Radio Transmissions
- 2.8: Acknowledgment
- 2.9: Misuse of Radio Communications
- 2.10: Emergency Calls
- 2.11: Prohibited Transmissions
- 2.12: Fixed Signal Information
- 2.14: Transmission of Mandatory Directives
- 2.14.1: Verbally Transmitting and Repeating Mandatory Directives
- 2.15: Phonetic Alphabet
- 2.16: Assigned Frequencies
- 2.17: Radio Testing
- 2.18: Malfunctioning Radio
- 2.19: Blasting Operations
- 2.20: Internal Adjustments
- 2.21: Electronic Devices

# 2.1: Transmitting

Any employee operating a radio must do the following:

- Before transmitting, listen long enough to make sure the channel is not being used.
- Give the required identification
- Not proceed with further transmission until acknowledgment is received .

### **Application:**

### **Normal Dispatcher Call-in Procedure**

To contact the train dispatcher from the field:

- 1. Ensure that you are on the correct dispatcher radio channel for the area you are in. The radio channel is identified in timetable subdivision instructions under Radio Display (SI-RD).
- 2. On the radio key pad, dial "\*" plus the 2-digit code for the dispatcher you wish to call. (For example, "\*20").

**Note**: After dialing the "\*XX" digits, you should receive an acknowledgment tone on your radio indicating the call-in has been detected and processed. If you do not hear the acknowledgment tone you will need to re-dial the code.

## **Rule Updated Date**

July 2, 2013

## **System Special Instructions**

Effective Date: April 20, 2012

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# 2.2: Required Identification

Employees transmitting or acknowledging a radio communication must begin with the required identification. The identification must include the following in this order:

- For base or wayside stations:
  - Name or initials of the railroad
  - Name and location or other unique designation
- For mobile units:
  - Name or initials of the railroad
  - Train name (number), engine number, or words that identify the precise mobile unit.

If communication continues without interruption, repeat the identification every 15 minutes.

#### **Short Identification**

After making a positive identification for switching, classification, and similar operations within a yard, fixed and mobile units may use a short identification after the initial transmission and acknowledgment.

## **Application:**

During switching operations, short identification must be unique enough to ensure no misunderstanding as to whom the communication is intended for or could be misinterpreted. Job numbers alone could be misinterpreted as car counts, track number or other equipment etc. "10 back up 5" must not be used. Instead use "Job 10 back up 5 cars; Yard Job 10 back up 5 cars" or "DY10 back up 5 cars".

# **Rule Updated Date**

April 20, 2012

## **System Special Instructions**

Effective Date: April 20, 2012

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# 2.3: Repetition

An employee who receives a transmission must repeat it to the person transmitting the message, except when the communication:

- Concerns yard switching operations.
- Is a recorded message from an automatic alarm device.
- Is general and does not contain any information, instruction, or advice that could affect the safety of a railroad operation.

When a mandatory directive or instruction concerning train movement has been repeated correctly, the repeat must be acknowledged as correct.

# **Rule Updated Date**

April 7, 2010

# **System Special Instructions**

Effective Date: April 20, 2012

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# 2.4: Ending Transmission

Employees using a radio for transmissions must state to the employee receiving the transmission the following as it applies to indicate the communication has ended or is completed:

"OVER" - when a response is expected

or

"OUT" preceded by required identification - when no response is expected.

However, these requirements do not apply to yard switching operations.

# **Rule Updated Date**

# ^Top

# 2.5: Communication Redundancy

The controlling unit of any train that requires an air brake test must be equipped with an operative radio, unless relieved by Rule 2.18 (Malfunctioning Radio). In addition, these trains must have a second means of communication, which may include:

- An operative radio on any unit in the consist.
- A portable radio
- Other wireless communication device.

# **Rule Updated Date**

April 7, 2010

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# 2.6: Communication Not Understood or Incomplete

An employee who does not understand a radio communication or who receives a communication that is incomplete must not act upon the communication and must treat it as if it was not sent.

**EXCEPTION**: An employee who receives information that may affect the safety of employees or the public or cause damage to property must take the safe course. When necessary, stop movement until the communication is understood.

### **Rule Updated Date**

April 7, 2010

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# 2.7: Monitoring Radio Transmissions

Radios in attended base stations or mobile units must be turned on to the appropriate channel with the volume loud enough to receive communications. Employees attending base stations or mobile units must acknowledge all transmissions directed to the station or unit.

### **Rule Updated Date**

April 7, 2010

# ^Top

# 2.8: Acknowledgment

An employee receiving a radio call must acknowledge the call immediately unless doing so would interfere with safety.

### **Rule Updated Date**

April 7, 2010

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# 2.9: Misuse of Radio Communications

Employees must not use radio communication to avoid complying with any rule.

### **Rule Updated Date**

April 7, 2010

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# 2.10: Emergency Calls

Emergency calls will begin with the words "Emergency, Emergency, Emergency". These calls will be used to cover initial reports of hazardous conditions which could result in death or injury, damage to property or serious disruption of railroad operations such as:

- Derailments
- Collisions
- Storms
- Washouts
- Fires
- Track obstructions

or

• Emergency brake applications.

In addition, emergency calls must be made for the following:

- Overrunning limits of authority
- Overrunning Stop indications.

Emergency calls must contain as much complete information on the incident as possible.

All employees must give absolute priority to an emergency communication. Unless they are answering or aiding the emergency call, employees must not transmit until they are certain no interference will result.

# **Application:**

# **Emergency Call-in Procedure**

The Emergency call-in code is "911" throughout the entire UPRR system. To contact the train dispatcher in case of an emergency:

- 1. Ensure that you are on the dispatcher's radio channel for the area you are in. The radio channel is identified in timetable subdivision instructions under Radio Display (SI-RD).
- 2. Dial DTMF digits "911" on the radio key pad.

**Note:** After dialing the "911" digits, you should receive an acknowledgment tone on your radio indicating the emergency call-in has been detected and processed. If you do not hear the acknowledgment tone you will need to resend the "911" code.

# **Rule Updated Date**

April 20, 2012

# **System Special Instructions**

Effective Date: April 20, 2012

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# 2.11: Prohibited Transmissions

Employees must not transmit a false emergency or an unnecessary or unidentified communication. Employees must not use indecent language over the radio. Employees must not reveal the existence, contents, or meaning of any communication (except emergency communications) to persons other than those it is intended for, or those whose duties may require knowing about it.

### **Rule Updated Date**

April 7, 2010

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# 2.12: Fixed Signal Information

Employees must not use the radio to give information to a train or engine crew about the name, position, aspect, or indication displayed by a fixed signal, unless the information is given between members of the same crew or the information is needed to warn of an emergency.

#### **Rule Updated Date**

# ^Top

# 2.14: Transmission of Mandatory Directives

When transmitted by radio, mandatory directives must conform to applicable operating rules and the following:

- The train dispatcher must state which mandatory directive will be transmitted.
- The employee must inform the train dispatcher when ready to copy stating the employee's occupation (ex. conductor, engineer, foreman, maintainer), name and location on the main track or where the main track will be entered. An employee operating the controls of a moving engine may not copy mandatory directives. In addition, mandatory directives must not be transmitted to the crew of a moving train if the conductor, engineer or train dispatcher feels that the transmission could adversely affect the safe operation of the train.
- The employee receiving a mandatory directive must copy it in writing using the format outlined in the operating rules.
- Before a mandatory directive is acted upon, the conductor and engineer must each have a written copy and each crew member must read and understand it.
- When transmitting a track restriction directly to a train, the restriction will be issued using the following format: (Train ID) do not exceed (speed) between (location) and (location) (add track when necessary). If no flags are displayed, the words "No flags are displayed" will be added to the format.

# **Rule Updated Date**

April 7, 2010

### **System Special Instructions**

Effective Date: April 20, 2012

### ^Top

# 2.14.1: Verbally Transmitting and Repeating Mandatory Directives

When transmitting and repeating mandatory directives, numbers must be spoken by digit (zero, one, two, three, etc.). However, exact multiples of hundreds and thousands may be stated as such (600 = six hundred). A decimal point must be spoken as "point", "dot", or "decimal".

### **Rule Updated Date**

April 7, 2010

# **System Special Instructions**

Effective Date: April 20, 2012

### Union Pacific Rules

UPRR - General Code of Operating Rules

# 4.0: TIMETABLES

- 4.1: New Timetable
- 4.1.1: Notice of New Timetable
- 4.2: Special Instructions
- 4.3: Timetable Characters

# 4.1: New Timetable

The moment a new timetable goes into effect, it will replace the previous one.

# **Rule Updated Date**

April 7, 2010

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# 4.1.1: Notice of New Timetable

At least 24 hours before a new timetable goes into effect, notification will be made by general order. A track bulletin will also be issued at least 24 hours before the new timetable goes into effect and continue for 6 days after the effective date.

# **Rule Updated Date**

April 7, 2010

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# **4.2: Special Instructions**

Special instructions will replace any rule or regulation with which they conflict.

# **Rule Updated Date**

April 7, 2010

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# 4.3: Timetable Characters

Timetable characters are letters and symbols located in the timetable station column. These letters and symbols indicate the special conditions at specific locations (such as yard limits and manual interlockings). A timetable station column may also include information on the method of operation (such as TWC, ABS, CTC, or DTC). Explanation of characters will be shown in the timetable.

# **Rule Updated Date**

April 7, 2010

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### Union Pacific Rules

UPRR - General Code of Operating Rules

# 8.0: SWITCHES

- 8.1: Hand Operation of Switches
- 8.2: Position of Switches
- 8.3: Main Track Switches
- 8.4: Lining Main Track Switch
- 8.5: Clearing Main Track Before Restoring Switch
- 8.6: Restoring Switch to Normal Position
- 8.7: Clear of Main Track Switches
- 8.8: Switches Equipped with Locks, Hooks, or Latches
- 8.9: Movement Over Spring Switches
- 8.9.1: Testing Spring Switch
- 8.9.2: Trailing Through and Stopping on a Spring Switch
- 8.9.3: Hand Operating a Spring Switch Before Making a Trailing Movement
- 8.9.4: During Snow or Ice Storms
- 8.9.5: Spiking Spring Switch
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- 8.10: Switch Point Indicator
- 8.11: Switches in Sidings
- 8.12: Hand-Operated Crossover Switches
- 8.13: Scale Track Switches
- 8.14: Conflicting Movements Approaching Switch
- 8.15: Switches Run Through
- 8.16: Damaged or Defective Switches
- 8.17: Avoid Sanding over Movable Parts
- 8.18: Variable Switches
- 8.19: Automatic Switches
- 8.19.1: Radio Controlled Switches
- 8.20: Derail Location and Position

# **8.1: Hand Operation of Switches**

Spring or dual control switches operated by hand are considered hand-operated switches, and all rules governing hand-operated switches apply.

### **Rule Updated Date**

# ^Top

# **8.2: Position of Switches**

The employee operating the switch or derail is responsible for the position of the switch or derail in use. The employee must not allow movement to foul an adjacent track until the hand-operated switch is properly lined.

Do not operate a switch that is tagged. If the switch is spiked, do not remove the spike unless authorized by the same craft or group that placed it.

Employees operating switches and derails must make sure:

- The switches and derails are properly lined for the intended route.
- The points fit properly and the target, if so equipped, corresponds with the switch's position.
- After locking a switch or derail, they test the lock to ensure it is secured.
- When the operating lever is equipped with a latch, they do not step on the latch to release the lever except when throwing the switch.
- The switch is not operated while equipment is fouling, standing on, or moving over the switch.
- When equipment has entered a track, the switch to that track is not lined away until the equipment has passed the clearance point of the track.

When possible, crew members on the engine must see that the switches and derails near the engine are properly lined.

### **Rule Updated Date**

May 10, 2011

# **System Special Instructions**

Effective Date: April 20, 2012

# ^Top

# 8.3: Main Track Switches

The normal position of a main track switch is for main track movement, and it must be lined and locked in that position. At points where double track begins, the normal position of a spring switch is for movement with the current of traffic.

However, the main track switch may be left open:

- In CTC territory within track and time limits.
- When attended by a crew member or switch tender.
- During switching operations when it is certain that no other train or engine will pass over the switch.
- For another train or engine when the switch is attended by a member of that crew.

- Within ABS limits when instructed by the train dispatcher at:
  - The entering switch of a siding in Rule 9.14 (Movement with the Current of Traffic) territory.
  - Either switch of a siding in Rule 16.1 (Authority to Enter DTC Limits) territory.
- Within TWC territory when authorized by track warrant. Track warrant protection must be provided for this condition. The switch must not be considered restored to normal position until the train dispatcher is notified by an employee at that location.

01

- Within ABS-TWC, ABS-DTC, or Rule 9.14 (Movement with the Current of Traffic) territory at the entering switch of a siding after the following has been done:
  - 1. Communication has been established between crews of trains meeting or passing.
  - 2. An understanding has been reached that the train on the main track will stop and restore the switch to the normal position. A crew member must not report clear of the limits until it is known the switch is lined and locked in the normal position.

On main track switches (if equipped), the target will be red if the switch is lined in other than its normal position.

Before leaving the location where a hand-operated main track switch was operated:

- Crew members must confirm the position of the switch with each other.
- Engineering Department employees granted authority to enter working limits must confirm the position of the switch with the employee in charge or a designated employee who will notify the employee in charge.

# **Rule Updated Date**

April 7, 2010

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# 8.4: Lining Main Track Switch

When an employee lines the switch to let a train enter or leave the main track, the employee must then go to the opposite side of the main track and not return to the switch stand until movement is complete. If unable to go to the opposite side of the track, the employee must stand at least 20 feet from the switch stand.

# **Rule Updated Date**

April 7, 2010

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# 8.5: Clearing Main Track Before Restoring Switch

Do not return a main track switch to the normal position until movement is clear of the main track.

# **Rule Updated Date**

April 7, 2010

# ^Top

# 8.6: Restoring Switch to Normal Position

An employee getting off moving equipment to return the main track switch to normal position must, when possible, get off the equipment on the opposite side from the switch stand.

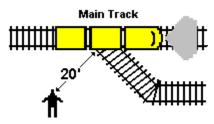
# **Rule Updated Date**

April 7, 2010

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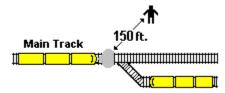
# 8.7: Clear of Main Track Switches

Except in switching movements, when a train or engine is approaching or passing on a main track, employees must not go nearer than 20 feet to any main track switch.



[Diagram A]

When a train or engine that will be met or passed is on a siding or other track, the employee attending the switch must be in a safe location. The employee must not be nearer than 150 feet, if possible, from the switch when the train is closely approaching and passing.



[Diagram B]

# **Inspecting Hand-Operated Switches in Non-Signaled Territory**

In non-signaled territory, if the expected train is not closely approaching, a crew member will inspect facing point, hand-operated switches the train will pass over to determine that the:

- Switches are lined for the intended route.
- Switch points fit properly.
- Switch lever is secured.

### **Rule Updated Date**

April 7, 2010

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# 8.8: Switches Equipped with Locks, Hooks, or Latches

When not in use, switches must be locked, hooked, or latched if so equipped. Before making movements in either direction over these switches, make sure the switch is latched or secured by placing the lock or hook in the hasp. However, when making train movements in facing point direction, lock the switches equipped with a lock.

Replace any missing or defective switch locks. If they cannot be replaced, report the condition at once to the train dispatcher, yardmaster, or supervisor in charge, and spike the switch if possible.

### **Rule Updated Date**

April 7, 2010

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# 8.9: Movement Over Spring Switches

Spring switches are identified by the letters S or SS, special targets, signs, and/or lights.

### **Rule Updated Date**

April 7, 2010

^Top

# 8.9.1: Testing Spring Switch

A crew member tests the switch by lining the switch over and back by hand and examining the switch points to see that they fit properly.

Before a train or engine makes a facing point movement over a spring switch, the switch must be tested when any of the following conditions exist:

- 1. A block signal governing movement over the switch indicates:
  - Stop.
  - Stop and Proceed.

or

Restricted Proceed.

# **Union Pacific Rules**

UPRR - General Code of Operating Rules

# 14.0: RULES APPLICABLE ONLY WITHIN TRACK WARRANT CONTROL (TWC) LIMITS

- 14.0: RULES APPLICABLE ONLY WITHIN TRACK WARRANT CONTROL (TWC) LIMITS
- 14.1: Authority to Enter TWC Limits
- 14.2: Designated Limits
- 14.3: Operating with Track Warrants
- 14.3.1: Leaving the Main Track
- 14.4: Occupying Same Track Warrant Limits
- 14.4.1: Radio Blocking
- 14.5: Protecting Men or Equipment
- 14.6: Movement Against the Current of Traffic
- 14.7: Reporting Clear of Limits
- 14.8: Track Warrant Requests
- 14.9: Copying Track Warrants
- 14.9.1: Duplicating Track Warrants
- 14.10: Track Warrant in Effect
- 14.11: Changing Track Warrants
- 14.12: Not Used
- 14.13: Mechanical Transmission of Track Warrants

# 14.0: RULES APPLICABLE ONLY WITHIN TRACK WARRANT CONTROL (TWC) LIMITS

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CONVEY AUTHORITY TO OCCUPY THE MAIN TRACK.	THIS WARRAN	IT IS USED TO DELIVE	R TRACK BULL	ETINS ONLY AND	DOES NOT
	CONVEY AUTI	HORITY TO OCCUPY THE	MAIN TRACK.		
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OK (time) DISPATCHER ABC RELAYED TO: COPIED BY:					

# **Rule Updated Date**

July 23, 2010

**System Special Instructions** 

Effective Date: April 20, 2012

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# 14.1: Authority to Enter TWC Limits

Where designated by the timetable, a track warrant will authorize main track use under the direction of the train dispatcher or as prescribed by Rule 6.13 (Yard Limits) or 6.14 (Restricted Limits). Track warrant instructions must be followed where yard limits or restricted limits are in effect.

### **Rule Updated Date**

April 7, 2010

# ^Top

# 14.2: Designated Limits

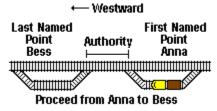
Track warrant limits must be designated by specifying track, where required, and specific locations such as switches, mile posts, or railroad identifiable points. However, station names may be used as follows:

### A. First Named Point

When a station name designates the first named point, authority extends from and includes the last siding switch. Authority extends from the station sign if no siding exists.

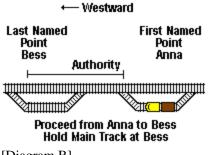
### **B.** Last Named Point

When a station name designates the last named point, authority extends to and includes the first siding switch. Authority extends to the station sign if no siding exists.



[Diagram A]

At the last named point, authority extends to but does not include the last siding switch when the track warrant states, "Hold main track at last named point."



[Diagram B]

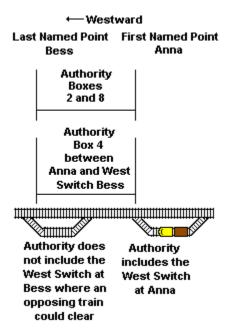
### **Rule Updated Date**

April 7, 2010

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# 14.3: Operating with Track Warrants

A track warrant authorizes a train or engine to occupy the main track within designated limits. However, the train or engine must not foul a switch at either end of the limits where an opposing train may use the same switch to clear the main track.



[Diagram A]

The train or engine must move as follows:

1. Proceed from one point to another in the direction the track warrant specifies. When a crew member informs the train dispatcher that the entire train has passed a specific point, track warrant authority is considered void up to that point. or

2. If authorized to 'WORK BETWEEN' two specific points, the train or engine may move in either direction between those points. When a crew member informs the train dispatcher that the authority is released between two specific points, the authority is considered void between those points. This track release must begin at the outer limit of the authority.

### **Rule Updated Date**

April 7, 2010

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# 14.3.1: Leaving the Main Track

A train authorized to proceed in one direction must inform the train dispatcher when it leaves the main track before reaching the last named point, unless a crew member is left to prevent a following movement from passing.

### **Rule Updated Date**

April 7, 2010

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# 14.4: Occupying Same Track Warrant Limits

A track warrant must not be issued to a train within the same or overlapping limits with another train unless:

- 1. In signaled territory, all trains are authorized to proceed in the same direction.
- 2. In non-signaled territory, all trains are authorized to proceed in the same direction and are instructed to move at restricted speed.
- 3. Two or more trains are authorized to "WORK BETWEEN" two specific points at restricted speed within the overlapping limits.
- 4. Trains are authorized to proceed through the limits of another train authorized to "WORK BETWEEN" two specific points, and track warrants instruct all trains to move at restricted speed within the overlapping limits. When station name(s) designate the overlapping limits, refer to Rule 14.2 (Designated Limits) for limits where trains are required to move at restricted speed.

or

5. Radio Blocking is authorized as outlined by Rule 14.4.1 (Radio Blocking).

Where track warrant authority includes yard limits or restricted limits, the terms of Rule 6.13 (Yard Limits) or Rule 6.14 (Restricted Limits) apply, but track warrant instructions must be followed.

### **Rule Updated Date**

April 7, 2010

# ^Top

# 14.4.1: Radio Blocking

Where designated by special instructions, in non-signaled territory, more than one train may be authorized to proceed in the same direction within the same or overlapping limits, provided the following train:

- Is notified on the track authority of the identity of the preceding train.
- Does not occupy the limits ahead of the preceding train.
- Notifies the crew of the preceding train that radio blocking has been authorized stating the limits.
- Is notified by the preceding train that the entire train has passed a specific location. Location specified must not be beyond limits indicated. The following words must be used: "(Train) clear of (location)".
- Does not proceed beyond the last location the preceding train has reported to have passed.

All instructions between the trains must be written, repeated, and acknowledged with "THAT IS CORRECT" before being acted on. These written instructions between the trains must be retained until the end of tour of duty.

Notify the train dispatcher if communication cannot be established between the two trains. If necessary, radio blocking information may be relayed only by the train dispatcher.

The last named point of the following train's authority must not extend beyond the last named point of the preceding train's authority.

In the application of Rule 6.4 (Reverse Movements) and Rule 6.6 (Picking Up Crew Member), the movement must not go beyond the last specific location reported to the following train.

Written Instructions Between Trai	ns				
(Suggested Form)					
(Following Train ID) is authorized R	adio Blocking from _	to	)b	ehind (Preceding	Train ID).
	LOCATION		TIME		CREW MEMBER
(Preceding Train ID) clear of		at		reported by	
		at		reported by	
		at		reported by	
		at		reported by	
		at		reported by	

### **Rule Updated Date**

April 7, 2010

# ^Top

# 14.5: Protecting Men or Equipment

Men or equipment may receive a track warrant in the same manner as trains to occupy or perform maintenance on the main track without other protection.

A track warrant must not be issued to protect men or equipment within the same or overlapping limits with a train unless:

- All trains are authorized to proceed in one direction only, and the track warrant specifies that men or equipment do not occupy limits ahead of these trains.
   or
- 2. All trains authorized are notified of the men or equipment and have been instructed by track warrants to move at restricted speed within overlapping limits. When station name(s) designate the overlapping limits, refer to Rule 14.2 (Designated Limits) for limits where trains are required to move at restricted speed. Also, a track warrant must inform the employee in charge of men or equipment about the trains. If the track is not safe for trains to move at restricted speed, the employee must protect the track with red flags according to Rule 5.4.7 (Display of Red Flag or Red Light).

### **Rule Updated Date**

April 7, 2010

# ^Top

# 14.6: Movement Against the Current of Traffic

When a track warrant authorizes a train to move against the current of traffic, the train must use only the track designated within the specified limits. This train must not allow a train following on the same track to pass, unless the train dispatcher instructs it to pass.

### **Application:**

This rule does not apply on UPRR unless designated in the timetable.

### **Rule Updated Date**

April 20, 2012

### **System Special Instructions**

Effective Date: April 20, 2012

### ^Top

# 14.7: Reporting Clear of Limits

Before reporting clear of the limits or reporting having passed a specific location, confirm with the dispatcher that the conductor and engineer have discussed their location and are in agreement with limits or warrant being released. Communication must include the track warrant number when releasing track warrants.

A train without a crew member on the rear and operating in non-signaled or double track territory may report clear of the limits, report having passed a specific location, or release the track between two specific locations only when it is known the train is complete. This must be determined by one of the following ways:

- 1. The rear of the train has a rear-end telemetry device, and air pressure on the head-end device indicates brake pipe continuity.
- 2. An employee verifies the marker is on the rear of the train.
- 3. A crew member can observe the rear car of the train on which the marker is placed.
- 4. The train is stopped, and an inspection verifies that the marker is on the rear car of the train.
- 5. A trackside warning detector transmits an axle count for the train, and the axle count duplicates the axle count transmitted by the previous trackside warning detector.

In non-signaled territory comply with the requirements outlined in Rule 8.3 (Main Track Switches) and advise the train dispatcher:

- All main track switches operated have been restored and locked in normal position.
- The crew has completed the job briefing.
- The conductor report form is properly initialed.

When a hand-operated switch is used to clear the main track, except where Rule 6.13 (Yard Limits) or Rule 6.14 (Restricted Limits) are in effect, advise the train dispatcher of the position of the switch and that the switch is locked when reporting clear of track warrant limits. Train dispatcher shall repeat the reported switch position and employee releasing the limits shall confirm to the train dispatcher this information is correct.

# **Application**

Engineer and conductor are jointly responsible to ascertain and agree on the exact location their entire train has passed before reporting past a specific location or clearing their track warrant limits.

# "Roll-up"

When the train dispatcher requests a crew to report a train's location to shorten up or "Roll-up" an active track warrant the following communication will apply:

Train dispatcher: "I need to roll-up track warrant (number). What will protect the rear of your train, over?"

When reporting past a specific location:

- Engineer and conductor will job brief and agree on train's location and location entire train is past.
- When using a milepost location, communication with the train dispatcher will include a whole milepost number (not tenths) the entire train is past.
- When using railroad identifiable points that include a direction, such as a siding switch, state and spell direction i.e. "North (N O R T H) siding switch at Dora".

Conductor: "Milepost (number) covers the rear of our train, dispatcher. Conductor (Name) ready to copy, over

After initial communication the train dispatcher will initiate "Roll-up":

Sample radio transmissions:

Train Dispatcher: "Track Warrant #4655, UP 2467 is clear of MP 362, over."

Conductor: "Track Warrant #4655, UP 2467 is clear of MP 362, over."

Train Dispatcher: "That is correct at 0817, dispatcher BAF, copied by Smith, over."

Conductor: "Correct at 0817, dispatcher BAF, Smith, over."

Train Dispatcher: "That's correct, Dispatcher Out."

# **Rule Updated Date**

April 20, 2012

### **System Special Instructions**

Effective Date: April 20, 2012

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# 14.8: Track Warrant Requests

An employee who requests a track warrant must inform the train dispatcher what movements will be made and, when necessary, which tracks will be used and how much time is required.

### **Rule Updated Date**

April 7, 2010

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# 14.9: Copying Track Warrants

The conductor and the engineer must each have a copy of the track warrant issued to their train, and each crew member must read and understand it. The copy must show the date. The following must occur when transmitted verbally:

# **A. Transmitting Track Warrants**

1. The train dispatcher will transmit the track warrant. The train dispatcher will not transmit the summary.

- 2. An employee will enter all of the information transmitted by the train dispatcher. The employee will then check the information copied to ensure all items are correct and enter in the summary the total number of boxes marked and individual box numbers.
- **3.** The employee will repeat the preprinted and information transmitted by the train dispatcher including what has been entered in the summary, "This track warrant has (total number) boxes marked: (individual box numbers)."
- **4.** The train dispatcher will check the repeat and summary. If all information, including the summary, is correct, the train dispatcher will say "OK" and give the time and his/her initials.

The employee will enter the OK time and the train dispatcher's initials on the track warrant and repeat them to the train dispatcher.

### B. In Effect

- 1. The track warrant is not in effect until the "OK" time is shown on it.
- **2.** If the track warrant restricts movement or previously granted authority, it cannot be considered in effect by the train dispatcher until acknowledgment of the "OK" has been received.

Employees may relay track warrants.

# **Rule Updated Date**

April 7, 2010

### **System Special Instructions**

Effective Date: April 20, 2012

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# 14.9.1: Duplicating Track Warrants

Employees who reproduce track warrants with a duplicating machine do not need to repeat them to the train dispatcher.

Duplicated track warrants must not be delivered or used until they are checked and verified as:

- Legible
- Duplicated in their entirety.

# **Rule Updated Date**

April 7, 2010

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# 14.10: Track Warrant in Effect

A track warrant is in effect until a crew member reports the train has cleared the limits, or the track warrant is made void. The crew member must inform the train dispatcher when the train has cleared the limits.

Employees reporting clear of track warrant limits must state:

- Their name or other identification.
- Track warrant number being released.
- Limits being released.

### **Time Limit Shown**

If the track warrant shows a time limit, the train must clear the limits by the time specified, unless another track warrant is obtained. If an employee cannot contact the train dispatcher and the time limit expires, authority is extended until the train dispatcher is contacted.

### **Rule Updated Date**

April 7, 2010

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# 14.11: Changing Track Warrants

Employees must not add to or alter the track warrant in any manner, except as specified by Rule 15.1.1 (Changing Address of Track Warrants or Track Bulletins).

When the limits or instructions of a track warrant must be changed, a new track warrant must be issued showing, "Track Warrant No. \_\_\_\_\_\_\_ is void" and the number of the track warrant being changed. The previous track warrant will no longer be in effect.

**Note:** This does not prohibit additions or changes authorized by the rules (e.g. Rule 14.7).

### **Rule Updated Date**

January 28, 2011

# **System Special Instructions**

Effective Date: April 20, 2012

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### 14.12: Not Used

### **Rule Updated Date**

April 7, 2010

# ^Top

# 14.13: Mechanical Transmission of Track Warrants

Repetition is not required when track warrants are transmitted mechanically. The "OK" time will be given when the track warrant is issued.

Track warrants that restrict the authority or movement of a train must not be transmitted mechanically, unless the train being restricted will not leave the point without receiving the track warrant.

The crew must verify the designated limits and any conditions of track warrants that convey authority with the train dispatcher before initiating movement on main track.

# **Rule Updated Date**

November 9, 2011

# **System Special Instructions**

Effective Date: April 20, 2012

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# **Union Pacific Rules**

UPRR - General Code of Operating Rules

# 15.0: TRACK BULLETIN RULES

- 15.0: TRACK BULLETIN RULES TRACK CONDITION SUMMARY
- 15.1: Track Bulletins
- 15.1.1: Changing Address of Track Warrants or Track Bulletins
- 15.2: Protection by Track Bulletin Form B
- 15.2.1: Protection for On-Track Equipment
- 15.2.2: Protection of Non-Railroad Contractors
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- 15.10: Retaining Track Bulletins
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- 15.12: Relief of Engineer or Conductor During Trip
- <u>15.12.1: Relief of Engineer or Conductor at Crew Change</u>
- 15.13: Voiding Track Bulletins
- 15.13.1: Verbally Raising a Speed Restriction
- 15.14: Delivering Track Bulletins

# 15.0: TRACK BULLETIN RULES - TRACK CONDITION SUMMARY

Form B's will have asterisks before and after the bulletin. When flags are displayed in less than the prescribed distance, the milepost and direction will be shown. If flags are not displayed, "NOT" will be shown.

NO: <u>(</u>	Track Wa						ition Sum	imary				
Subdi	vision	(000)										
42683	3(2) 425	54(3)	42276	(2)	4203	4						
	LI FROM MP	TO MP	MPH	AFFE	CTED	FLAG	FLAG AT MP		DATE			
	FORM A N											
1. 	43.9	44	40	MT	2		43	WWD	05/07	/09 12 	20	
2.	46.6	47.1	40	MT	2				05/11	/09 13	18	
	ORM A NO 51			MT	2				05/10		02	
2.	55.5								05/10		00	
	LI	MITS	FRO	TIME M UNT	IL :	TRACK(S	) FLAG	FOR P DIR	NO		MAN	
ON 05		RULE 15	.2 AP	PLIES	WIT		FOLLOWI 112			3 GUT	z	
2.	113	118	0700	1900	1	MT 2	112	WWD	476	3 GUT	Z	
		TO MP	MPH	AFFE	CTED	FLAG	FLAG AT MP	DIR	DATE			NTIL TIME
. 1	ORM A NO 114.4 ORM C NO	. 4255 116.3	4 60	МТ	2			0 ate 0	5/10/0 5/03/0	9		
						AGE 1 C	n= 1					

For Train Movements in the Opposite Direction.

	livisi			-													
	76(2)																
								TRACK(S									
NO.								AFFECTE						) /E	OREM	AN	
		FOR	M B	MO	422	75+++											
	5/14/6	) 9 F	ULE	15.	2 APE	LIES	NIT:	HIN THE									
								MT 1									_
						1900	1	MT 2		112	W	WD	47	63	GUT	Z	
	 E					TRACK	(S)		FLA	 G	FOR		FF	ROM			- NTIL
NO.	FROM 1	MP	TO N	1P	MPH	AFFEC	TED	FLAG	AT	MP	DIR	DA	ΤE	TIM	E D	ATE	TIM
	FORM A																
	116.3											05,					
2.	55.	6	55.	5	40	MT							/10/	09	0100		
1.	51.2						2					05,	/10/	09	1102		
	FORM 2																
2.	47.1											05,	/11/	09	1318		
1.												0	5/07	/09	122	0	
1	FORM C	NO.	420	34								DATE	05/	03/	09		
1 0	SIDING	AΤ	WILI	OU C	T OF	SERVI	CE	SWITCHE	S AR	E SP	IKED	AND	TAGG	ŒD			

Below the last line of data there will be a blank line then the page number. Nothing should be printed below the page number.

OK times and Train Dispatchers initials are not shown.

### Form A and Form B Track Bulletins

On the subdivision summary page, the track bulletin number for Form A and Form B bulletins will have, in parenthesis, the number of line items for that track bulletin. Because of the sorting by milepost, any particular Form A or Form B bulletin may be split by another Form A or Form B in the body of the Track Condition Summary.

#### Form C Track Bulletins

Form C track bulletins for a particular subdivision will be listed after the Form A and Form B bulletins for that subdivision with two exceptions.

- Listed first on the Track Condition Summary will be Form C bulletins that apply to the entire system. The subdivision heading will be "System Bulletin All Subdivisions".
- Form C bulletins issued on multiple subdivisions will be listed next. These will only be listed once; the subdivision heading will show all the subdivisions that the bulletin has been issued on.

# **Rule Updated Date**

July 2, 2013

### **System Special Instructions**

Effective Date: April 20, 2012

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# 15.1: Track Bulletins

```
Example Track Warrant for Bulletins
NO: (Track Warrant)
                      FROM: (Location)
                                          TO: (Location)
                                                               DATE:
6/25/2008
TO: (Train ID)
                     (Train Symbol)
                                                    AT: (Location)
ON: Subdivision (000)
16.(X) 4 TRACK BULLETINS IN EFFECT: 42034 42683 42554 42276
17.(X) OTHER SPECIFIC INSTRUCTIONS:
       THIS WARRANT IS USED TO DELIVER TRACK BULLETINS ONLY AND DOES NOT
       CONVEY AUTHORITY TO OCCUPY THE MAIN TRACK.
OK (time) DISPATCHER ABC RELAYED TO:
                                                    COPIED BY:
```

#### 15.1 Track Bulletins

### Change first sentence to read:

Track bulletins or track warrants must not be changed unless authorized by the rules.

### Change fifth paragraph; add note as follows:

At locations where track warrants listing track bulletins are received by printer or fax, crew members must verify that route description, if printed, covers the intended route of their train and that the track warrant includes the correct train ID and train symbol of their train. If it does not, contact the train dispatcher and determine if the track warrant is valid. Also, crew members must check the date and "OK" time on the track warrant and if the track warrant is over 4 hours old, contact the train dispatcher and determine if additional track bulletins are needed.

**Note:** After receiving track warrant, if crew is assigned to operate a train with a train symbol different than the one listed on their track warrant, the above applies.

#### **Application:**

Having a copy of the "Track Condition Summary" meets the requirement of having a copy of the bulletins listed.

### **Rule Updated Date**

July 2, 2013

### **System Special Instructions**

Effective Date: April 20, 2012

# ^Top

# 15.1.1: Changing Address of Track Warrants or Track Bulletins

If the address must be changed on a track warrant used to deliver track bulletins only or a track bulletin that does not grant authority according to Rule 15.3 (Authorizing Movement Against the Current of Traffic), the train dispatcher may verbally change the train symbol, engine identification, direction, or date. However, crews performing yard or hostling service, using the main track at a yard or terminal, may change the engine number or train symbol on track warrants or track bulletins received from the train dispatcher without communicating with the train dispatcher.

April 7, 2010

# **System Special Instructions**

Effective Date: April 7, 2010

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# 15.2: Protection by Track Bulletin Form B

Display track flags as specified in Rule 5.4.3 (Display of Yellow-Red Flag) and Rule 5.4.7 (Display of Red Flag or Red Light).

A train must not enter the limits unless instructed by the employee in charge. A train within the limits at the time the track bulletin Form B takes effect must not make further movement until instructed by the employee in charge.

A crew member must attempt to contact the employee in charge of a track bulletin Form B sufficiently in advance to avoid delay, giving the train's location and track being used. The crew member must inform the employee in charge if there are any excessive dimension loads in the train. The employee in charge will use the following format to establish communication with the train:

Foreman (name and/or gang number) using	Track Bullet	in No	(specifying line	
number when necessary) between MP	and MP	(specifying	subdivision whe	n
necessary).				

Trains within the limits of a track bulletin Form B, unless otherwise restricted, must move at the speed(s) specified by the employee in charge as stated in Item A (Instructions).

# **Application:**

When two Form B track bulletins meet at adjoining subdivisions resulting in a continuous Form B restriction with the same employee in charge and the same time limits the employee in charge may grant permission and give instructions to the train concerning both Form B's at the same time. The communication will begin using the following format:

Foreman (name)	using 2 track bull	etins. Track Bulletin N	o Line N	o Subdivision	and Track Bulletin No.
Line No	Subdivision	between MP	_ and MP	_ (outer mileposts).	

# A. Instructions

After communication with the train has been established, the employee in charge will use the following format to grant a train permission to proceed through the Form B limits:
• (Train ID) may pass the red flag (or red light) at MP (without stopping) and proceed at (one of the following), (specifying track when necessary):
- "Maximum Authorized Speed"
- "Restricted Speed"
- A speed specified by the employee in charge
Two additional speeds may be given to restrict a train's movement through a portion of the limits, by adding the following:
• Do not exceedMPH between/at MP and MP (or other location).
To require a train to stop at a designated location within the limits, add the following:
• Stop at MP (or other location) until additional instructions are received.
When men or equipment foul adjacent track(s), add the following:
• Men or equipment fouling (specify track).
B. Repeat Instructions
A crew member must repeat the above instructions, and the employee giving the instructions must acknowledge them before they can be followed.
Once instructions are received from employee in charge, if the track route changes from previous instructions received, contact employee in charge to determine that original instructions received are valid on new track route before proceeding on the new route. The movement must not change direction without permission from the employee in charge.
Application:  When two Form B track bulletins meet at adjoining subdivisions resulting in a continuous Form B restriction with the same employee in charge and the same time limits the employee in charge may grant permission and give instructions to the train concerning both Form B's at the same time. The communication will begin using the following format:  Foreman (name) using 2 track bulletins. Track Bulletin No Line No Subdivision and Track Bulletin No.
Line No Subdivision between MP and MP (outer mileposts).  Rule Updated Date
April 20, 2012

**System Special Instructions** 

Effective Date: April 20, 2012

# 15.2.1: Protection for On-Track Equipment

Track bulletin Form B may be used to protect on-track equipment, such as rail detector cars, without using yellow-red flags. Identify protected equipment in the track bulletin.

While trains, engines, and protected equipment are in track bulletin limits, they will otherwise be governed by Rule 15.2 (Protection by Track Bulletin Form B). The same track bulletin must not protect other gangs and equipment.

# **Rule Updated Date**

April 7, 2010

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# 15.2.2: Protection of Non-Railroad Contractors

When authorized non-railroad employees or non-railroad contractors are working near a main track or controlled siding, protection will be provided as outlined below.

• When working within 10 feet of the track, protection will be provided by use of a track bulletin, track and time, track permit, track warrant, or other means of protection. Except in California or when work will be performed foul of the track, a Form C track bulletin may be used:

"EFFECTIVE ON (DATE) FROM (TIME) UNTIL (TIME) BETWEEN MP\_\_\_ AND MP\_\_\_ PROCEED PREPARED TO STOP SHORT OF MENAND EQUIPMENT NOT TO EXCEED 20 MPH UNLESS INSTRUCTED OTHERWISE BY FOREMAN (NAME)."

Train receiving track bulletin must proceed within the limits prepared to stop short of men and equipment and not exceed 20 MPH until leading wheels have cleared the limits unless instructed otherwise by the employee in charge. Whistle signal 5.8.2 (8) will be sounded.

• When working between 10 and 25 feet of the track, trains will be notified of their presence by issuance of a Form C track bulletin that reads:

"CON	TRACTORS ARE	WORKING AT LE	AST 10 FEET	FROM THE TR	ACK AT	THE
FOLLO	OWING LOCATION	N(S): (IDENTIFIE	D AT MP	OR BETWEEN	MP an	d
MP	)."					

A watchman must ensure workers and equipment remain at least 10 feet from the track.

Railroad employees who observe work being performed within the boundaries of railroad right-of-way without notification as outlined above should report this information to the train dispatcher for further action.

# **Rule Updated Date**

# **System Special Instructions**

Effective Date: April 7, 2010

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# 15.3: Authorizing Movement Against the Current of Traffic

Where Rule 9.14 (Movement with the Current of Traffic) is in effect, a track bulletin may authorize movement against the

urre	ent of traffic as follows:
1	"(Train) will use track against the current of traffic (point) to (point)."  The train must use only the track specified between these points. Opposing trains must not leave the last point until the train arrives. The train dispatcher must not authorize a following train to move against the current of traffic until the previous train has cleared the last point.
,	The example may be modified as follows:
	a. "After (opposing train) arrives at (point) (train) will use track against the current of traffic (point) to (point)."
	The train that will move against the current of traffic must not leave the first point until the opposing train arrives.
	Trains directly affected in both directions must receive this track bulletin and must not:
	• Clear the main track.
	<ul> <li>Allow a following train to pass.</li> <li>OR</li> </ul>
	<ul> <li>Pass a preceding train, unless authorized by the train dispatcher.</li> </ul>
	"(Time) until (time) (date) all trains use track between (point) and (point). All trains must stop before fouling track between these points unless directed to proceed by employee in charge of switches or by train dispatcher."
	This bulletin may also contain information on public crossing protection, switches spiked, intermediate flagman, and so forth.
]	Following Movement. A train may not follow another train against the current of traffic until the previous train has

cleared the limits, passed a designated location, or passed a flagman located at the next intermediate point. Flag protection is not required against following trains.

Flagman Provided. When flagmen are provided, the example will be modified by adding:

"Intermediate flagman located at (point). Trains moving against the current of traffic must stop short of flagman unless directed to proceed."

**Extending Time.** Time may be extended by issuing another track bulletin as follows:

• "Track bulletin No. \_\_ is extended until (time)."

This bulletin will be used when one or more tracks will be removed from service, and all trains in both directions must use the remaining track as directed by the train dispatcher or an employee in charge of switches at each end of the designated limits.

The train dispatcher will authorize movement between the designated points and issue the track bulletin and necessary instructions to the employee in charge of switches. This employee may verbally direct movement or use hand signals. Also, the train dispatcher may use a controlled signal indication to authorize movement.

All affected trains must receive a copy of the track bulletin.

### **Rule Updated Date**

April 7, 2010

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# 15.4: Protection when Tracks Removed from Service

Before a track is removed from service it must be protected.

A track bulletin may protect tracks removed from service by designating the track and naming the points at each end of the track. Trains must not use this track unless the track bulletin states the name or title of an employee who may authorize use. This person will direct all movements. Movements must be made at restricted speed unless instructed otherwise by the employee in charge. Movements may then proceed as instructed and in accordance with signal indications.

The control operator must grant authority to pass an absolute signal displaying a Stop indication at control points at either end of the out of service track. Except at interlockings, after stopping, movements may pass Stop indications within the out of service track. When required, the train dispatcher must advise crews of alternate routes and switch positions.

# **Rule Updated Date**

April 7, 2010

# **System Special Instructions**

Effective Date: April 20, 2012

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# 15.5: Protection When Tracks Blocked With Equipment

Notify the train dispatcher when main tracks, sidings, or other tracks that are normally clear are blocked with equipment and cannot be cleared.

When the main track is blocked, provide protection as specified by Rule 6.20 (Equipment Left on Main Track).

# **Rule Updated Date**

April 7, 2010

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# 15.6: Change of a General Order, Special Instruction, or Rule

When authorized by the designated manager, a track bulletin may be used to issue, change, or cancel general orders, special instructions, or rules.

General orders or special instructions cancelled by track bulletins must not be reinstated. The track bulletin must remain in effect until the general order that contains the change is posted.

### **Rule Updated Date**

April 7, 2010

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# 15.7: Copying Track Bulletins

The conductor and the engineer must each have a copy of the track bulletins issued to their train, and each crew member must read and understand them. The copy must show the date. The following must occur when track bulletins are transmitted verbally:

- 1. An employee will enter all of the information on the track bulletin.
- **2.** The employee will repeat the information to the train dispatcher.
- 3. The train dispatcher will check it and, if correct, will say "OK" and give the time and his initials.
- **4.** The employee will enter the "OK" time and the train dispatcher's initials on the track bulletin and repeat them to the train dispatcher.

Employees may relay track bulletins.

### **Rule Updated Date**

April 7, 2010

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# 15.8: Duplicating Track Bulletins

Employees who reproduce track bulletins with a duplicating machine do not need to repeat them to the train dispatcher.

Duplicated track bulletins must not be delivered or used until they are checked and verified as:

- Legible.
- Duplicated in their entirety.

# **Rule Updated Date**

April 7, 2010

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# 15.9: Mechanical Transmission of Track Bulletins

Repetition is not required when track bulletins are transmitted mechanically. The "OK" time will be given when the track bulletin is issued.

# **Rule Updated Date**

April 7, 2010

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# 15.10: Retaining Track Bulletins

Employees must keep and comply with track bulletins on all trips during the tour of duty when track bulletins were received.

When directed by the train dispatcher, track bulletins may be retained for use during the next tour of duty. Before initiating movement on the main track on the next tour of duty, a crew member must verify from the train dispatcher that no additional track bulletins are needed.

### **Rule Updated Date**

April 7, 2010

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# 15.11: Not Used

# **Rule Updated Date**

April 7, 2010

# ^Top

# 15.12: Relief of Engineer or Conductor During Trip

When being relieved before a trip is finished, contact the train dispatcher and comply with instructions concerning the handling of track warrants, track bulletins, and other instructions.

When crew members are called to relieve a train at other than the initial station, crew members must contact the train dispatcher before leaving the initial station and determine if any track warrants, track bulletins, or other instructions must be obtained.

# **Comparison of Information**

The relieving conductor and engineer must compare:

- Track warrants, track bulletins, instructions, and pertinent information with each other.
- Their track warrant for bulletins number with the train dispatcher. The train dispatcher will verify that the warrant includes all required track bulletins and will provide any additional restrictions required for the route.

# **Rule Updated Date**

April 20, 2012

# **System Special Instructions**

Effective Date: April 20, 2012

### ^Top

# 15.12.1: Relief of Engineer or Conductor at Crew Change

When making a crew change, relieving crew members must determine from the inbound crew if there are any unforeseen restrictions issued that have not been fulfilled/traversed or tasks in progress (e.g. air test). When not relieved by another crew, the inbound crew must leave this information in writing for the relieving crew and notify the dispatcher of tasks not completed. In addition, at locations where a yardmaster is on duty, the yardmaster must also be notified.

# **Rule Updated Date**

July 2, 2013

# **System Special Instructions**

Effective Date: November 6, 2012

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# **15.13: Voiding Track Bulletins**

To void a numbered line on a track bulletin, a part of a track bulletin, or an entire track bulletin, the train dispatcher may do one of the following:

# A. Voiding Track Bulletins Verbally

Void the track bulletin by verbally using one of the following examples:

- 1. "Line (number) of track bulletin No. reading (quote the line to be voided) is void."
- 2. "That part of track bulletin No. reading (quote the part to be voided) is void."
- 3. "Track bulletin No. is void."

Employee must repeat the information to the train dispatcher. If correct, the word "VOID" will be entered to indicate that portion is no longer in effect.

### B. Issue Track Bulletin or a Track Warrant to Void a Track Bulletin

Issue a track bulletin or use the line designated "OTHER SPECIFIC INSTRUCTIONS" on a track warrant using one of the following examples:

1	"I ine	(number)	of trac	k hulle	etin No	is void.'
	i. Line	cuumben	OI HAG	K DHIII	SIIII INO.	IS VOIG.

- 2. "That part of track bulletin No. \_\_ reading (quote the part to be voided) is void."
- 3. "Track bulletin No. \_\_\_ is void."

Where paper copies are used, employee will keep a copy of the track warrant or track bulletin that made it void and the word "VOID" will be entered to indicate that portion is no longer in effect.

The track bulletin or the part of the track bulletin indicated will no longer be in effect.

### **Rule Updated Date**

April 7, 2010

### ^Top

# 15.13.1: Verbally Raising a Speed Restriction

The train dispatcher may verbally raise the speed on an existing speed restriction, Rule 2.14 (Mandatory Directive) applies. The train dispatcher must identify the existing speed restriction; e.g., Form A 1234, line 2. After a crew member informs the train dispatcher they have located the speed restriction and are ready to copy, the train dispatcher will use the following format:

(Train ID) Track Bulletin	, Line No MP	_ to MP	,MPH (adding track if necessary), speed is increased to
MPH.			

The employee will draw a line through the existing speed on the track condition summary form, write the new speed adjacent to the old speed, and then repeat the information to the train dispatcher. If the information is correct, the train dispatcher will state "OK", with the time and the train dispatcher's initials, which must be repeated by the employee.

The new speed must not be acted upon until the train dispatcher states "OK", and gives the time and the train dispatcher's initials.

# **Rule Updated Date**

July 2, 2013

# **System Special Instructions**

Effective Date: April 7, 2010

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# 15.14: Delivering Track Bulletins

Employees who copy track bulletins for delivery must deliver copies to all those addressed, unless the track bulletin is voided or transferred to a relieving employee. When employees have delivered copies to all addressed, they must keep a copy on file.

# **Rule Updated Date**

April 7, 2010

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### Union Pacific Rules

UPRR - General Code of Operating Rules

**GLOSSARY: Glossary** 

• 19.GL: GENERAL CODE OF OPERATING RULES GLOSSARY

# 19.GL: GENERAL CODE OF OPERATING RULES GLOSSARY

#### **Abbreviations**

Use only the following abbreviations:

ABS Automatic Block Signal System

ACS Automatic Cab Signal System

**AMTK** Amtrak

**ATC** Automatic Train Control

ATS Automatic Train Stop

**AUTH** Authority

**BO** Bad Order

**BRN** Branch

**BRT** Block Register Territory

C Center

C & E Conductor and Engineer

**COFC** Container on Flat Car

**CONDR** Conductor

**CP** Control Point

CTC Centralized Traffic Control

DCS Dual Control Switch

**DISPR** Dispatcher

**DIST** District

**DIV** Division

**DT** Double Track

DTC Direct Traffic Control

E East

**ENG** Engine

**ENGR** Engineer

ESS East Siding Switch

**EWD** Eastward

FRT Freight

**HER** Head End Restriction

**IM** Intermodal

**JCT** Junction

**MAX** Maximum

**MMT** Multiple Main Track

MP Mile Post

**MPH** Miles Per Hour

MT Main Track

MW Maintenance of Way

N North

**NO** Number

NSS North Siding Switch

**NWD** Northward

**OK** Correct

OOS Out of Service

**OPR** Operator

**ORIG** Originating

**PSGR** Passenger

**RC** Radio Channel

**RCO** Remote Control Operator

RCZ Remote Control Zone

**RECD** Received

**RE** Region

S South

**SDG** Siding

SI Special Instructions

**SSI** System Special Instructions

SSS South Siding Switch

**SUB** Subdivision

**SUBDIV** Subdivision

**SUPT** Superintendent

SW Switch

**SWD** Southward

**TOFC** Trailer on Flat Car

TRK Track

TRN Train

TWC Track Warrant Control

W West

WSS West Siding Switch

WWD Westward

**XO** Crossover

YD Yard

YL Yard Limits

YM Yardmaster

Use the normal abbreviations for names of months.

### ABS

See Automatic Block Signal System.

### **Absolute Block**

A length of track that no train is permitted to enter while the track is occupied by another train.

# **Absolute Signal**

A block or interlocking signal without a number plate, or designated by an A marker.

#### **ACS**

See Automatic Cab Signal System.

# **Adjacent Track**

Parallel tracks that are not separated by a single lane roadway or similar distance are considered adjacent tracks.

**Note:** This definition only applies when determining if Track Breach Protection is required.

#### **Articulated**

Permanently connected multiple unit cars that share a common truck.

#### **ATC** actuator

An ATC brake applying apparatus.

#### ATS

See Automatic Train Stop System.

### **Automatic Block Signal System (ABS)**

A series of consecutive blocks governed by block signals, cab signals, or both. The signals are activated by a train or by certain conditions that affect the block use.

### **Automatic Cab Signal System (ACS)**

A system that allows cab signals and the cab warning whistle to operate automatically.

# **Automatic Train Control (ATC)**

A system to enforce compliance with cab signal indications. If the train exceeds a predetermined speed for a given cab signal indication and speed is not reduced at a sufficient rate, brakes are automatically applied.

# **Automatic Train Stop System (ATS)**

A system activated by wayside inductors positioned to apply the brakes automatically until the train stops.

#### **Block**

A length of track:

- Between consecutive block signals
- Between a block signal and the end of block system limits
  or
- In ATC limits, the use of which is governed by cab signals and/or block signals.

# **Block Register Territory (BRT)**

A method of operation in non-signaled territory where trains, men, and equipment are authorized to occupy the main track in limits designated by the timetable.

### **Block Signal**

A fixed signal at the entrance of a block that governs trains entering and using that block.

### **Block System**

A block or series of consecutive blocks within ABS, ACS, CTC, or interlocking limits.

#### **Breach**

To enter an area between two adjacent tracks.

#### **BRT**

See Block Register Territory.

#### Cab Red Zone

A "Cab Red Zone" (CRZ) exists during critical times or when multiple tasks are occurring. During a cab red zone, an environment must be created in the control compartment that focuses exclusively on controlling the train and complying with the rules.

### Cab Signal

A signal in the engineer's compartment or cab that indicates a condition affecting train movement. Cab signals are used with interlocking or block signals or without block signals.

#### Cars

Railroad cars.

# **Centralized Traffic Control (CTC)**

A block system that uses block signal indications to authorize train movements.

#### **Clearance Point**

The location closest to a switch where it is safe for equipment, and a person riding the side of equipment unless prohibited, to pass equipment on an adjacent track.

#### Conductor

Employee in charge of train or yard movement.

# **Control Operator**

Employee assigned to operate a CTC or interlocking control machine or authorized to grant track permits.

#### **Control Point**

The location of absolute signals controlled by a control operator.

### **Controlled Siding**

A siding within CTC or interlocking limits where a signal indication authorizes the siding's use.

#### **Controlled Signal**

An absolute signal controlled by a control operator.

#### **Crew Member**

Conductors, assistant conductors, brakemen, engineers, remote control operators, yard engine foremen, switchmen, and yard helpers.

# **Crossings at Grade**

Crossings that intersect at the same level.

### Crossover

A combination of two switches that connect two adjacent tracks, normally used for crossover movements.

#### **CTC**

See Centralized Traffic Control.

#### **Current of Traffic**

The movement of trains in one direction on a main track, as specified by the rules.

### **Direct Traffic Control (DTC)**

A DTC block or a series of DTC blocks where the train dispatcher authorizes track occupancy.

# **Distant Signal**

A fixed signal outside a block system that governs the approach to a block signal, interlocking signal, or switch point indicator. A distant signal does not indicate conditions that affect track use between the distant signal and block or interlocking signals or between the distant signal and switch point indicator. A distant signal is identified by a D.

#### **Double Track**

Two main tracks where the current of traffic on one track is in a specified direction and in the opposite direction on the other.

#### **Dual Control Switch**

A power-operated switch, moveable point frog, or derail that can also be operated by hand.

#### DTC

See Direct Traffic Control.

### **DTC Block**

A length of main track specified by name. DTC block name and limits are identified by wayside signs reading, Begin (name) Block and End (name) Block and by mile post location in the timetable.

# **Electric Switch Lock**

An electrically controlled lock that restricts the use of a hand-operated switch or derail.

# **Engine**

A unit propelled by any form of energy or more than one of these units operated from a single control. Engines are used in train or yard service. Rules that apply to engines also apply to cab control cars.

### **Engineer**

Also includes student engineers, firemen, hostlers, and remote control operators.

### **Equipment**

Railroad equipment.

#### **Equipment Fouling a Track**

The end of rolling equipment or on-track maintenance of way equipment left between the clearance point and the switch points leading to the track on which the equipment is standing.

#### **Fixed Signal**

A signal that is fixed to a location permanently and that indicates a condition affecting train movement.

#### Flagman

Any employee providing flag protection as outlined in Rule 6.19 (Flag Protection) and for other purposes as outlined in the rules.

#### Foreman

Employee in charge of work.

### **Gravity Switch**

A switching process using gravity to reposition cars on the opposite end of a locomotive, without using locomotive to start movement of cars. See Rule 7.7.1.

### **Humping Cars**

Allowing cars to roll under their own momentum during cresting operations at a hump yard.

### **Interlocking Limits**

The tracks between outer opposing absolute signals of an interlocking.

# **Interlocking Signals**

The fixed signals of an interlocking that govern trains using interlocking limits.

### **Jump Frog**

A main track frog designed for use with low traffic turnouts. The main track side is made up of an unbroken rail and the turnout side carries the wheel over the main track rail by supporting the flange of the wheel.

### **Kicking Cars**

To shove a car a short distance and uncouple it in motion.

#### **Main Track**

A track extending through yards and between stations that must not be occupied without authority or protection.

# Men or Equipment

A term referring to Engineering Department employees and their related equipment.

# **Multiple Main Tracks**

Two or more main tracks that are used according to the timetable.

### Pilot

An employee assigned to a train to assist an engineer or conductor who is unfamiliar with the rules or the portion of railroad the train will operate on.

### **Proceed Indication**

Any block signal indication that allows a train to proceed without stopping.

#### Radio

As used in these rules it also applies to wireless communication devices when used in railroad operations.

### **Radio Blocking**

A method to establish an absolute block for a following train in non-signaled territory by direct communication with a preceding train.

### **Radio Speed Restriction**

A speed restriction received from the train dispatcher while enroute.

#### **RCO**

See Remote Control Operator

#### **RCZ**

See Remote Control Zone

# Remote Control Operator (RCO)

An employee who may operate an engine with or without cars by means of a remote control transmitter.

#### **Remote Control Transmitter**

A device that gives the remote control operator control of a remote control engine.

#### Remote Control Zone (RCZ)

A portion of track(s) within definite limits designated in the timetable special instructions.

#### Reverse

Movement

A movement opposite the authorized direction.

### **Siding**

A track connected to the main track and used for meeting or passing trains. Location of sidings are shown in the timetable.

### **Signal Aspect**

The appearance of a fixed or cab signal.

### **Signal Indication**

The action required by the signal aspect.

### Single Track

A main track where trains are operated in both directions.

### **Special Instructions**

Instructions contained in the timetable or other publication.

### **Spring Switch**

A switch with a spring mechanism that returns the switch points to the original position after they are trailed through.

### **Spur Track**

A track connected to another track at only one end, also referred to as a stub track.

### Station

A place designated by name in the timetable station column.

#### Stowed

When required by rule 2.21, electronic devices including cell phones, laptops, cameras, DVD's, etc., must be turned off and placed out of sight in the employee's grip, luggage, back pack, etc. Electronic devices placed in pockets or device holsters are not considered as being stowed.

# **Switch Point Indicator**

A light type indicator used during movement over certain switches to show that switch points fit properly.

### **Switch Providing Direct Access**

A switch that if used by rolling equipment could permit the rolling equipment to enter the track and couple to equipment.

#### **Timetable**

A publication with instructions on train, engine, or equipment movement. It also contains other essential information.

### **Track Bulletin**

A notice of conditions affecting train movement. It may also authorize movement against the current of traffic where Rule 9.14 (Movement with the Current of Traffic) is in effect.

### **Track Occupancy Indicator**

An indicator that tells whether a length of track is occupied or not.

### **Trackside Warning Detector**

A device that indicates conditions such as overheated journals, dragging equipment, excess dimensions, shifted loads, high water, or slides.

### Track Warrant Control (TWC)

A method to authorize train movements or protect men or machines on a main track within specified limits in a territory designated by the timetable.

#### **Train**

One or more engines coupled, with or without cars, displaying a marker, and authorized to operate on a main track. A term that when used in connection with speed restrictions, flag protection, and the observance of all signals and signal rules also applies to engines.

### **Train Coordination**

Working limits established by a roadway worker through the use of a train's authority on a main track or other track where specific authority is required from a control operator or train dispatcher.

### **Train Dispatcher**

Employee assigned to operate a CTC or interlocking machine, transmit or deliver orders affecting train movements, and supervise train movements and any employees connected with that movement, including control operators.

### **Train ID**

Trains will be identified by initials and engine number, adding the direction when required. When an engine consists of more than one unit or when two or more engines are coupled, the number of one unit only will be illuminated as the identifying number. The identifying number will be the number of the lead unit, unless changing direction during a trip or tour of duty when that unit is no longer the lead unit.

# **TWC**

See Track Warrant Control.

#### Variable Switch

A switch identified by a V or a bowl painted yellow. When trailed through, the switch points remain lined in the position they were forced.

### Whistle Quiet Zone

A designated portion of track, that includes road crossing(s) at grade where whistle signal (7) is not regularly sounded.

### **Working Limits**

A segment of track within definite boundaries on which movements may be made only as permitted by the employee in charge. Boundaries may be established using mile posts, station signs, timetable locations, or clearly identifiable points.

### Yard

A system of tracks, other than main tracks and sidings, used for making up trains, storing cars, and other purposes.

# **Yard Access Crossing**

A grade crossing that is located within the physical confines of a railroad yard and is either:

- Open to unrestricted public access;
- Open to persons other than railroad employees going about their normal duties, e.g., business guests or family members.

### **Yard Limits**

A portion of main track designated by yard limit signs and timetable special instructions or a track bulletin.

# **Rule Updated Date**

July 2, 2013

# **System Special Instructions**

Effective Date: April 23, 2013

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