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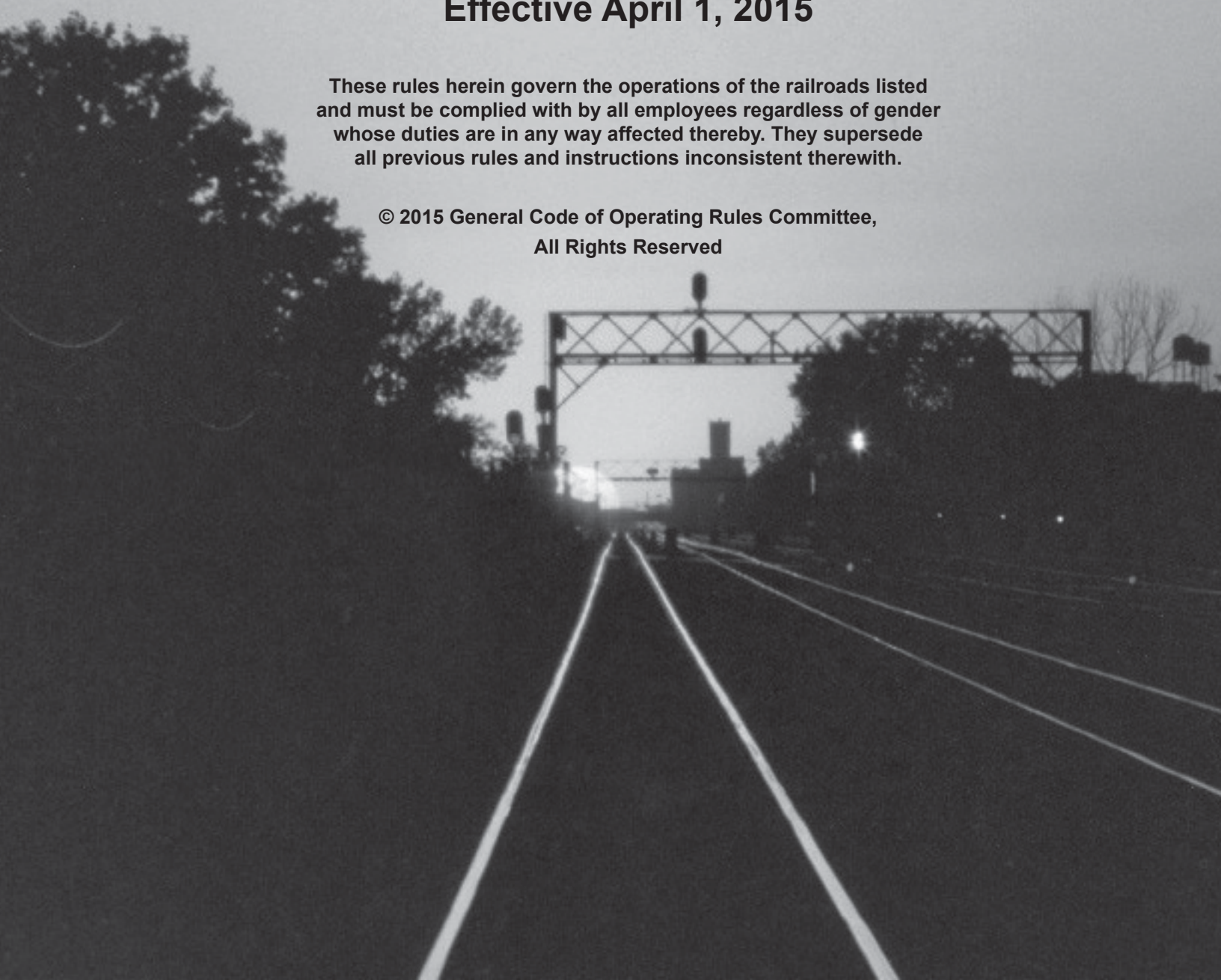
General Code of Operating Rules

Seventh Edition

Effective April 1, 2015

These rules herein govern the operations of the railroads listed and must be complied with by all employees regardless of gender whose duties are in any way affected thereby. They supersede all previous rules and instructions inconsistent therewith.

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1.0 General Responsibilities

1.1 Safety

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

1.1.1 Maintaining a Safe Course

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

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.

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.

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.

1.2 Personal Injuries and Accidents

1.2.1 Care for Injured

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

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 numbers 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 who, among the witnesses, can testify whether the signaling devices were functioning properly or if the flagman was performing his duties properly.

When possible, obtain the names of witnesses who can testify about the bell and whistle signals.

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.

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.

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 location of structures or obstructions where clearances are close.

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.

1.22 Unauthorized Persons on Equipment

Do not permit unauthorized persons on equipment.

Promptly notify the train dispatcher or supervisor when unauthorized persons or emergency responders are observed on, under or between railroad equipment.

When made aware of emergency responders on, under or between railroad equipment, train dispatcher or supervisor must arrange for a qualified employee to inspect all affected equipment to verify proper securement as soon as practical.

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.

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.

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.

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 manager.

2.21 Electronic Devices

This rule outlines the requirements for use of electronic devices. As used in this rule, the following definitions apply:

Electronic Device. An electronic or electrical device used to conduct oral, written, or visual communication; place or receive a telephone call; send or read an electronic mail message or text message; look at pictures; read a book or other written material; play a game; navigate the Internet; navigate the physical world; play, view, or listen to a video; play, view or listen to a television broadcast; play or listen to music; execute a computational function; or, perform any other function that is not necessary for the health or safety of the person and that entails the risk of distracting the employee or another employee from a safety related task.

Railroad Operating Employee. An individual who is:

- Engaged in or connected with the movement of a train including a hostler,
- A train employee providing commuter or intercity rail passenger transportation,
or
- Subject to hours of service governing train service employees.

The use of any electronic device is prohibited if that use would interfere with an employee's performance of safety-related duties.

A. Personal or Railroad Supplied Electronic Devices

Personal or railroad supplied electronic devices may be used as necessary:

- To respond to an emergency situation involving the operation of the railroad,
- To respond to an emergency encountered while on duty,
- As a communication device in the event of radio malfunction.

B. Personal Electronic Devices

Except when deadheading in other than a controlling locomotive, railroad operating employees on duty (includes supervisors) must have each electronic device turned off and stowed out of sight with any earpiece removed from the ear when:

- On moving rolling equipment or on-track equipment.
- Any member of the crew is on the ground performing safety related duties.
or
- Any employee is assisting in preparation of the train, engine(s) or on-track equipment.

A railroad operating employee may use a personal cell phone only for voice communication when:

- Rolling and on-track equipment is stopped,
- A safety briefing is conducted with all crew members to confirm that it will not interfere with any safety related or required duty,
- No member of crew will foul any track.

Cell phone must be turned off when call has been completed.

Railroad operating employees may use a digital storage and display function of an electronic device to refer to a railroad rule, special instruction, timetable, or other directive provided train is stopped and use does not interfere with any employee's performance of safety related duties and all other crew members have been briefed on its limited use. When not in use it must be turned off and stowed.

A personal stand-alone camera may be used to take a photograph of a safety hazard or a violation of a rail safety law, regulation, order, or standard, provided that:

- A job briefing is conducted among all crew members and any other individuals in the controlling cab of moving equipment,
- It is turned off immediately after the photograph has been made;
- It is not used by an employee at the controls of moving equipment.

A personal stand-alone calculator, digital watch whose only purpose is as a timepiece and medical devices that are consistent with the railroad's standards may be used as necessary in the performance of duties.

C. Railroad Supplied Electronic Devices

Railroad operating employees may use railroad supplied electronic devices to send or receive work related information with:

- Railroad supervisors.
- Railroad customers.
- Railroad dispatchers.
- Railroad customer service employees.

or

- Other railroad employees as necessary in the performance of their duties.

Railroad operating employees must not use a railroad supplied electronic device for purposes other than which it was intended or while:

- Operating the controls of a moving locomotive.
- On the ground within 4 feet of any track.
- On the ground and engaged in an active switching operation.
- Riding rolling equipment during a switching operation.
- At the controls of the locomotive and any other employee is assisting in the preparation of the train, engine(s), or on-track equipment, including testing of railroad equipment or brakes.
- Inside the controlling cab of a locomotive, train or on-track equipment, unless there has been a safety briefing and all crew members agree that it is safe to do so.
- Verbally obtaining or releasing mandatory directives when railroad radio communication is available.

Railroad authorized electronic devices may be used in the body of a business car or passenger train for railroad business when it will not interfere with an employee's performance of safety related duties.

7.0 Switching

7.1 Switching Safely and Efficiently

While switching, employees must work safely and efficiently and avoid damage to contents of cars, equipment, structures, or other property.

Do not leave equipment standing where it will foul equipment on adjacent tracks or cause injury to employees riding on the side of a car or engine.

On tracks where clearance point is indicated, leave equipment beyond the clearance point.

If the clearance point is not indicated or visible, determine the clearance point by standing outside the rail of adjacent track and extend arm towards the equipment. When unable to touch the equipment, leave equipment at least an additional 50 feet into the track to ensure equipment is beyond the clearance point.

Equipment may be left on a:

- Main track, fouling a siding switch, when the switch is lined for the main track.
 - Siding, fouling a main track switch, when the switch is lined for the siding.
 - Yard switching lead, fouling a yard track switch, when the switch is lined for the yard switching lead.
- or
- Industry track, beyond the clearance point of the switch leading to the industry.

7.2 Communication Between Crews Switching

To avoid injury or damage where engines may be working at both ends of a track or tracks, crews switching must have a clear understanding of movements to be made.

7.3 Additional Switching Precautions

The following equipment must not be unnecessarily switched or couplings made so as to damage the equipment or load:

- Passenger or outfit cars.
- Intermodal or TOFC cars.
- Cabooses.
- Multi-level loads.
- Cars containing livestock.
- Open top loads subject to shifting.

The following equipment must not be cut off in motion or struck by any car moving under its own momentum:

- Passenger cars.
- Outfit cars.
- High-value loads.
- Engines.
- Loaded depressed-center flat cars.
- Cars loaded with modular housing units.
- Articulated and solid drawbar-connected cars with more than two car bodies. However, when empty, these cars may be kicked but not humped.
- Scale test cars.
- Roadway equipment.