



General Notice No. 2-52

Effective 5:01 PM
Wednesday, January 4, 2017

**(A) Entire Railroad
Timetable Special Instruction**

Employees must make the following changes in ink:
On Page I-26, above Special Instruction 1035-A, add **"1033 – See, General Notice 2-52 Paragraph (A)"** referencing the following:

1033 - APPROACHING STATIONS WITH CONDUCTOR AND ENGINEER ON LEADING END

The Conductor or qualified crewmember authorized by the Conductor must be positioned on the head end of the train with the Engineer when approaching the following passenger stations, with passengers on board:

Mainline:	Long Island City Greenport
Montauk Branch:	Montauk
Atlantic Branch:	Atlantic Terminal
Far Rockaway Branch:	Far Rockaway
Long Beach Branch:	Long Beach
Port Washington Branch:	Port Washington
Hempstead Branch:	Hempstead
West Hempstead Branch:	West Hempstead

If an Engineer is operating a multiple unit or a push pull train from the cab car, the following procedure must be adhered to:

After departing from the passenger station immediately before the final terminal, the Conductor or qualified crewmember authorized by the Conductor must be positioned on the head end of the train with the Engineer. The Conductor or qualified crewmember, authorized by the Conductor, must be in position prior to entering a yard or Interlocking upon which the passenger station is located.

If the Engineer is operating from a diesel or dual mode locomotive, the Conductor or qualified crewmember authorized by the Conductor must board the locomotive at the last station stop prior to entering the yard or Interlocking upon which the passenger station is located.

While on the head end, the Conductor will assist the Engineer in complying with all applicable rules and/or special instructions including but not limited to calling out signals, checking switch points for proper positioning, and to confirm the Engineer is in compliance with the maximum authorized speed for the train.

If for any reason the Conductor or qualified crewmember authorized by the Conductor is not positioned on the head end of the train with the Engineer at the required location, the Engineer must stop the train prior to entering the yard or Interlocking upon which the passenger station is located and contact the Conductor to ascertain the cause.