

NJ TRANSIT Rail Operations

Summary Bulletin Order

No. 8-S924

Effective: 12:01 A.M. Saturday, September 24, 2016

System Timetable in effect: No. 8

SIBO in effect: None

Schedules in effect 5/15/16

SB in effect: S-8

TTSB in effect: Refer to the current Supplemental BO for TTSB's in effect.

RFN in effect: 2-16

TMN in effect: 3-14, 5-16, 7-16

This Summary Bulletin Order contains current information and supersedes all previous Bulletin Orders

TRANSPORTATION DEPARTMENT SAFETY RULES OF THE WEEK
SAFETY FOCUS:

OPERATING TRACK SWITCHES MANUALLY
and
WORKING ON OR ABOUT EQUIPMENT

Saturday
652 (g)

Sunday
370 (h)

Monday
370 (i)

Tuesday
370 (j)

Wednesday
370 (k)

Thursday
370 (l)

Friday
360

These SAFETY RULES of the WEEK are listed at the back of this Bulletin Order.
 In accordance with Safety Rule 50, employees must know the Safety Rule of the Day.

SAFETY HOTLINE – 1-877-806-8283

(1) STATION CONSTRUCTION SIGNS – SI 278-1 IN EFFECT

Special Instruction 278-1 is in effect at the following stations until further notice. The west or east end, or north and south end (AC Line), of platforms that are out of service for all trains (OOS), are marked with an X in their respective column.

Ltr.	Location	Trk 1		Trk 2	
		West	East	West	East
A	ML: Passaic Station (Effective 5/30/13) (120 feet out-of-service on the East end; 360 feet in-service on the West end.)		X		
B	CR: Roselle Park Station (Effective 7/21/16) (150 feet out-of-service on the East end; 700 feet in-service on the West end.)		X		
C	RV: Cranford Station (Effective 10/12/12) (251 feet out-of-service on the East end - including east stairway access; 404 feet in-service on the west end.)		X		

(2) SPEED RESTRICTIONS – PERMANENT CHANGES

The following are permanent changes to Speed Restrictions with changes shown ***bolded and italicized***.

Line/Timetable/Page/Effective Date	Between or At	Single/Other	Trk 3	Trk 1	Trk 2
NC: Page 93 System Timetable No. 8 (7/29/16)	MP 0.0 and <i>western limits of Essay</i>			35/20	35/20
	<i>Western limits of Essay</i> and Rare			40/20	40/20
	MP 22.0 and <i>MP 23.0</i>			25/10	25/10

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***** MORRISTOWN LINE ITEMS *****

- (3) **ALP-45 DP TRAINS – MODE CHANGE – BROAD ST** (Effective 12/5/12)
Until further notice, trains operating with an ALP-45DP in the consist and destined to or from Hoboken **must operate in diesel mode only between Hoboken and Broad St Station Newark. They must not depart Broad St Station until a mode change has been made as follows**, unless otherwise instructed by the Dispatcher:

Electric to Diesel:
Eastbound: Broad St Station

Diesel to Electric:
Westbound: Broad St Station

A crew member must, at the time of any mode change, confirm the position of the pantograph and relay that information to the Engineer. **A crew member must also relay the position of the pantograph to the Dispatcher before departing Broad St Station.** If operational conditions prevent the mode change, the Dispatcher must be notified.

- (4) **HOBOKEN TERMINAL DISTRICT – MULTI-LEVEL RESTRICTIONS** (Revised 7/9/12)
Until further notice, the following Multi-Level restrictions are in effect:

- a. Multi-Level cars are prohibited from operating on Hoboken Terminal Depot Tracks 1 and 14.
- b. Multi-Level cars are prohibited from entering or exiting Yard Track B13 (via Terminal Int).

- (5) **HOBOKEN TERMINAL – B YARD – TRACK B-1 OUT OF SERVICE**
Until further notice, Track B1 in B Yard is out of service but may be used under the authority of the Track Supervisor – Hoboken. Rusty rail conditions apply on B1 and employees must report clear of the interlocking switches and signals to the Terminal Dispatcher.

***** GLADSTONE LINE ITEMS *****

- (6) **FAR HILLS INTERLOCKING – SIDING– MULTI-LEVEL CARS PROHIBITED** (Effective 11/9/11)
Until further notice, all Multi-Level cars are prohibited from using the siding at Far Hills Interlocking.

***** MONTCLAIR LINE ITEMS *****

- (7) **ALP-45DP TRAINS – MODE CHANGE – MONTCLAIR STATE UNIVERSITY STATION** (Effective 10/31/13)
Until further notice, trains operating with an ALP-45DP in consist and destined to and from Montclair State University Station **must operate in electric mode between Montclair State University Station and Broad St Station Newark via the Montclair Line. They must not depart Montclair State University Station unless a mode change has been made as follows**, unless otherwise instructed by the Dispatcher:

Electric to Diesel:
Westbound: Montclair State University Station

Diesel to Electric:
Eastbound: Montclair State University Station

A crew member must, at the time of any mode change, confirm the position of the pantograph and relay that information to the Engineer. **A crew member must also relay the position of the pantograph to the Dispatcher before departing Montclair State University Station.** If operational conditions prevent the mode change, the Dispatcher must be notified.

***** NORTHEAST CORRIDOR ITEMS *****

- (8) **COUNTY YARD – BACK LEAD – OUT OF SERVICE** (Effective 10/3/15)
Until further notice, the Back Lead within County Yard is out of service.

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***** NORTH JERSEY COAST LINE ITEMS *****

(9) **SI NC 138 – GRASSMERE AVE MP 27.0 – REVISED**

Grassmere Ave MP 27.0 in Allenhurst as shown on page 97 of Special Instruction NC 138 in System Timetable No. 8 is revised with changes shown **bolded and italicized**.

MP	Location	SI
ALLENHURST		
27.0	Grassmere Ave	138-5, 138-9, 138-14

(10) **ALP-45DP TRAINS – MODE CHANGE – BAY HEAD TRAINS – REVISED 5/17/15**

(Effective 7/7/14)

The following instructions went in effect on July 7, 2014 and are revised on **May 17, 2015**, with changes shown **bolded and italicized** as follows:

Until further notice, unless otherwise instructed by the Dispatcher, trains operating with an ALP-45DP in the consist must operate in the following manner:

Trains originating in Bay Head operating EAST of Long Branch will make a mode change in Long Branch Station and operate in ELECTRIC mode. Exception: Eastward Hoboken bound train 2312 will make a mode change back to DIESEL mode at Newark Penn Station. Trains originating in Penn Station New York or Hoboken and operating WEST of Long Branch will make a mode change in Long Branch Station and operate in DIESEL mode. Trains originating in Hoboken in DIESEL mode will make a mode change to ELECTRIC mode at Newark Penn Station, then back to DIESEL mode at Long Branch Station.

A crew member must, at the time of any mode change, confirm the position of the pantograph and relay that information to the Engineer. **A crew member must also relay the position of the pantograph to the Dispatcher before departing Long Branch Station.** If operational conditions prevent the mode change, the Dispatcher must be notified.

(11) **RIVER DRAWBRIDGE MP 0.0 – BRAKING**

(Effective 11/21/12)

Until further notice, in conjunction with the RB, brakes must not be applied while operating over the Raritan River Drawbridge MP 0.0, except when required by signal indication or in an emergency.

As a reminder, per Special Instruction NC 1008 Letter D No. 1, Engineers are prohibited from drawing power over the movable span. However, if necessary to comply with a RB item, in order to stay moving, Engineers may draw a minimum amount of power in the first notch only if a possible stall may occur. This should only be done as a last resort.

While operating over the bridge from the control car, Engineers should use proper judgment by looking back and observing their train to determine where their hind end is in order to build proper momentum to avoid a stall situation with the locomotive on the moveable span.

(12) **ESSAY INTERLOCKING – DIVERGING ROUTES – MULTI-LEVEL CARS PROHIBITED**

(Effective 11/9/11)

Until further notice, all Multi-Level cars are prohibited from using diverging routes within Essay Interlocking.

(13) **LONG BRANCH YARD – TRACK 10**

(Effective 10/10/12)

Until further notice, an AC Motor Stop Sign has been erected approximately 30 feet west of the bumping block on Yard Track 10 in Long Branch Yard.

(14) **BAY HEAD – HAND CROSSOVER MP 38.0 – OUT OF SERVICE**

(Effective 10/10/12)

Until further notice, the hand crossover at MP 38.0 in Bay Head is out of service.

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***** RARITAN VALLEY LINE ITEMS *****

- (15) **RV SPEED RESTRICTIONS – REVISED** (Effective 8/16/16)
 Please revise the following speed restriction on page 107 of System Timetable 801. Changes are shown **bolded and italicized**.

SPEED RESTRICTIONS

Between or At	Single/ Other	Trk 1	Trk 2
Signal R288 and Cedar Ave (Eastward, head end only)		70/40	70/40

- (16) **SI 714 – RARITAN VALLEY LINE DISPATCHER PHONE NUMBER OUT OF SERVICE** (Effective 7/9/15)
 Until further notice, the Raritan Valley Line Dispatcher phone number **201-246-2787** on page 190 of System Timetable No. 7 is out of service.
- (17) **RV: RARITAN VALLEY LINE TRAINS DEPARTING FROM NEW YORK PENN STATION** (Effective 1/24/15)
 Until further notice, all Raritan Valley Line Trains departing New York Penn Station must open all doors on all open cars in accordance with below:
 6:00 A.M. to 2:00 P.M. – minimum 4 East cars
 2:00 P.M. to 10:00 P.M. – minimum 5 East cars
 10:00 P.M. to 2:00 A.M. – minimum 3 East cars
- (18) **RV MIDDLEBROOK INDUSTRIAL – STAVOLA QUARRY – TEMPORARY LOADING AREA** (Effective 8/4/12)
 Until further notice, Stavola Quarry on the Middlebrook Industrial Track is out of service. A new temporary ballast loading area is in place on the Middlebrook Industrial Track between the private road crossing for Active Disposal Company and Main St. The temporary loading area can accommodate 14 cars. Cars must be spotted west of the crossing activation insulated joint for Main Street and east of the driveway to Active Disposal.
- (19) **GARWOOD IND TRK – MULTI-LEVEL RESTRICTION** (Effective 12/7/11)
 Until further notice, all Multi-Level cars are prohibited from occupying the Garwood Ind Trk.

***** ATLANTIC CITY LINE ITEMS *****

- (20) **PENNSAUKEN STATION – PASSENGER COUNTS** (Effective 10/30/13)
 Until further notice, all Atlantic City Line crews must provide the number of passengers boarding and detraining at Pennsauken Station for each train. The Pennsauken Station passenger counts must be noted on the TRO-1155 form. In addition to the total passenger count, which can be found on the front of the TRO-1155, crewmembers are required to note the Pennsauken Station counts on the back of the TRO-1155 form in the Comment/Delay section, and submit as prescribed in the TRO-12 item 1.1.22.

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***** ALL LINES *****

(21) **TRO-4 – 17.1 SECURING TRAINS – REVISED** (Effective 9/14/16)

17.1. Securing Trains as shown in section 17 on page 67 of the TRO-4 Air Brake and Train Handling Instructions manual dated 2009 is revised in its entirety as follows:

17.1. Securing Trains

- 17.1.1. Dependence must never be placed on air brakes to hold equipment left standing and unattended.
- 17.1.2. **Employees must not rely on “Hand Brake Applied” light to determine the status of handbrake application or release.**
- 17.1.3. A sufficient number of hand brakes (**minimum of 2**) must be applied beginning at the lowest level of grade.
- 17.1.4. Before cutting off cars or locomotives from the train, ensure that the HEP (Head End Power) AC Contactor is **OPEN** and circuits are de-energized. Disconnect jumpers and control cables.
- 17.1.5. When passenger cars are to be uncoupled for any purpose, both openings must be protected with end gates, chains, or bars where equipped.
- 17.1.6. Equipment with locomotive detached must have an angle cock left open so that brake pipe is vented to atmosphere. If a single car is left unattended, chocks, in addition to sufficient handbrakes, must be placed to prevent unintentional movement.
- 17.1.7. When ready to proceed, sufficient hand brakes must remain applied until the air brake system is charged and the required brake test is completed.
- 17.1.8. Hand brakes must be released starting from highest level of grade.
- 17.1.9. On all trains operating with Push-Pull equipment, the Conductor must ensure that arrangements have been made to secure the train with a minimum of two handbrakes prior to leaving the train unattended. A crewmember must notify the Engineer when one handbrake has been applied, thus allowing the cutout process to begin. The crewmember must promptly notify the Engineer when all required handbrakes are applied. This procedure is required whether the train is operated from a locomotive or cab car.

(22) **TRO-4 – 17.2 SECURING LOCOMOTIVES – REVISED** (Effective 9/14/16)

17.2. Securing Locomotives as shown in section 17 on page 68 of the TRO-4 Air Brake and Train Handling Instructions manual dated 2009 is revised in its entirety as follows:

17.2. Securing Locomotives

Lite locomotives or locomotives in non Push-Pull service will be secured as prescribed in this section. Locomotives in Push-Pull service, or attached to cars in preparation for Push-Pull service, will be left secured as prescribed by rules 17.5.1 – 17.5.10. For the purpose of securing equipment, Cab Control Cars are considered locomotives only when in Push-Pull service and will be left secured as prescribed by rules 17.4.1 – 17.4.7.

- 17.2.1. When a locomotive is left unattended in non-revenue or yard service:
 - 1) Place the throttle to **IDLE**.
 - 2) **FULLY APPLY** the Independent Brake. Trailing units of a multiple unit consist may remain cut out.
 - 3) Apply the Automatic Brake and allow brake pipe pressure to completely deplete to zero psi.
NOTE: Where equipped, analog and digital brake pipe gauges should both show 0 psi. If a brake pipe gauge settles at a value above 0 psi, wait 7 seconds to ensure that brake pipe is completely depleted. **CUT OUT** the Automatic Brake.
 - 4) Place reverser in **NEUTRAL** (GP/F40, MP20 or **ISOLATE** (ALP-45/46, PL42) and then **REMOVE** handle. Ensure that the control stand is deactivated.
 - 5) If equipped, place the Generator Field and Engine Run switches to **OFF** position.
 - 6) Place the Isolation Switch (on diesel-electric locomotives) in **ISOLATE**.
 - 7) Close all doors and windows.
 - 8) Apply the **HAND/PARKING BRAKE** on locomotive(s).
 - 9) On Lite Engines, **CHOCK** both sides of one wheel, or opposite sides of two wheels on the same truck.

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(23) **TRO-4 – 17.4 CHANGE OF OPERATING STATIONS PROCEDURE PUSH-PULL TRAINS – CAB CAR TO LOCOMOTIVE – REVISED** (Effective 9/14/16)

17.4. Change of Operating Stations Procedure Push-Pull Trains Cab Car to Locomotive as shown in section 17 on page 69 of the TRO-4 Air Brake and Train Handling Instructions manual dated 2009 is revised in its entirety as follows:

17.4. Change of Operating Stations Procedure Push-Pull Trains:

CAB CAR TO LOCOMOTIVE

NOTE: Before cutting EPIC/Fast Brake equipped locomotives or cab cars OUT or IN, clear any fault indications present on the ALERTER, ADU (Aspect Display unit / SDU (Speed Display Unit), or EPIC display screen.

- 17.4.1. Apply the Automatic Brake by moving the Automatic Brake handle to **HANDLE OFF (HO)**.
- 17.4.2. Allow brake pipe pressure to completely deplete as indicated by movement of the brake pipe pressure gauge.
NOTE: Where equipped, analog and digital brake pipe gauges should both show 0 psi. If a brake pipe gauge settles at a value above 0 psi, wait 7 seconds to ensure that brake pipe is completely depleted.
- 17.4.3. **CUT OUT** the Automatic Brake only after notification by a crewmember that sufficient handbrakes are applied as described by 17.1.3. Ensure that the **OUT** button is not blinking before leaving the cab.
- 17.4.4. Position the Electro Pneumatic (EP) circuit breaker/switch to **OFF**.
- 17.4.5. Place the reverser in **ISOLATE** and remove the handle.
- 17.4.6. Turn the headlight **OFF**; turn the marker lights **ON**.
- 17.4.7. The train must be secured if left unattended as prescribed by rule 17.1.
- 17.4.8. Physically see that the headlight and auxiliary lights are off and the marker lights are lit. When practical, inspect the train from the ground while walking to the opposite end.
- 17.4.9. When boarding the engine ensure that the proper pantograph is raised and visually inspect, if applicable.
- 17.4.10. If applicable, insert independent Brake Valve handle. Fully apply the Independent Brake. Ensure that the Independent Brake is cut in and set up as described by Section 27.
- 17.4.11. Insert the reverser and place it in an active position, acknowledge the SDU (Speed Display Unit) or ADU (Aspect Display Unit), and wait for the SDU display to become fully active, if equipped.
- 17.4.12. If applicable, insert the Automatic Brake handle and move to **RELEASE**. Allow Equalizing Reservoir to charge to 110 PSI, then **CUT IN** the Automatic Brake and allow system to charge.
NOTE: On EPIC/Fast Brake equipment, move the AB handle to LAP, then press the IN button. The IN button will be lit steadily when the AB is cut in.
- 17.4.13. Turn marker lights **OFF**; turn headlight **ON**.
- 17.4.14. Perform the required brake test.
- 17.4.15. Move the Electro Pneumatic circuit breaker/switch to **ON**.
- 17.4.16. Release all handbrakes/parking brakes.

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(24) **TRO-4 – 17.5 CHANGE OF OPERATING STATIONS PROCEDURE PUSH-PULL TRAINS – LOCOMOTIVE TO CAB CAR – REVISED** (Effective 9/14/16)

17.5. Change of Operating Stations Procedure Push-Pull Trains Locomotive to Cab Car as shown in section 17 on page 70 of the TRO-4 Air Brake and Train Handling Instructions manual dated 2009 is revised in its entirety as follows:

17.5. Change of Operating Stations Procedure Push-Pull Trains:

LOCOMOTIVE TO CAB CAR

NOTE: Before cutting EPIC/Fast Brake equipped locomotives or cab cars OUT or IN, clear any fault indications present on the ALERTER, ADU (Aspect Display Unit)/SDU (Speed Display Unit), or EPIC display screen.

- 17.5.1. Apply the Automatic Brake by moving the Automatic Brake handle to **HANDLE OFF (HO)**.
- 17.5.2. Allow brake pipe pressure to completely deplete as indicated by movement of the brake pipe pressure gauges. **NOTE:** Where equipped, analog and digital brake pipe gauges should both show 0 psi. If a brake pipe gauge settles at a value above 0 psi, wait 7 seconds to ensure that brake pipe is completely depleted.
- 17.5.3. CUT OUT the Automatic Brake only after notification by a crewmember that sufficient handbrakes are applied as described by 17.1.3.
NOTE 1: On 26C and 26E-1 equipment, remove the Automatic Brake handle.
NOTE 2: On EPIC equipment, press the **OUT** button. The controller is cut out when the **OUT** button is lit steadily. Ensure that the **OUT** button is not blinking before leaving the cab.
- 17.5.4. Move the Electro Pneumatic breaker/slide switch to **OFF**.
- 17.5.5. If applied, release the Independent Brake. If equipped, leave the MU-2A or dual ported cut out cock in **LEAD, DEAD** or **IN**. Remove the Independent Brake handle (On EPIC/Fast Brake equipped locomotives, handles are not removable).
NOTE: Ensure that there has been no release of brake cylinder pressure during this step.
- 17.5.6. Turn headlight **OFF**; turn marker lights **ON**.
- 17.5.7. Place reverser in **NEUTRAL** (GP/F40, MP20) or **ISOLATE** (ALP 45/46 & PL42) and remove. Place any removable handles in their proper receptacle and ensure the control stand is deactivated.
- 17.5.8. If equipped, move the Engine Run and Generator Field switches to **OFF**.
NOTE: Isolation Switch, if equipped, remains in **RUN**.
- 17.5.9. Ensure that the proper pantograph is raised and visually inspect, if applicable.
- 17.5.10. The train must be secured if left unattended prescribed by rule 17.1.
- 17.5.11. Physically see that the headlight and auxiliary lights are off and the marker lights are lit. When practical, inspect the train from the ground while walking to the opposite end.
- 17.5.12. When getting on the cab car, insert the reverser and place it in an active position, acknowledge the SDU (Speed Display Unit), and wait for the SDU display to be fully active.
- 17.5.13. Place the Automatic Brake handle in **LAP**. Press the **IN** button. The **IN** light will be lit steadily when the AB is cut in. After Automatic Brake is cut in, move the handle to **RELEASE** and allow the system to charge.
- 17.5.14. Turn marker lights **OFF**; turn headlight **ON**.
- 17.5.15. Perform the required brake test.
- 17.5.16. Release all handbrakes.
- 17.5.17. Move the Electro Pneumatic circuit breaker/switch to **ON**.

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(25) **SI T-3 ABSENTEEISM POLICY FOR DISPATCHERS AND T&E EMPLOYEES– REVISED** (Effective 9/15/16)
Special Instruction T-3 on pages 147 and 148 of System Timetable No. 8 is revised in its entirety.

T-3. ABSENTEEISM POLICY FOR DISPATCHERS and T&E EMPLOYEES

Good attendance contributes to better service, improved employee morale, lower operating expenses, and it improves productivity. In order to control absenteeism and remain consistent, a policy must be established which is uniform for everyone who is impacted by it. The objective of this policy is to assure good attendance performance through motivating employees by maintaining proper and continuing supervision in order to minimize unauthorized absence. Employees who are unable to attend work must mark off in accordance with their contract rules. This policy does not change those rules or any other rule that governs attendance such as NORAC Rule T.

In this program, an employee's attendance will be monitored based on the number of occurrences an employee is absent.

The definition of an occurrence is:

An absence, which is not outlined in the employee's contract or covered by State or Federal regulation or law. These absences include sick leave and personal business. Absences such as scheduled vacation, personal/optional holiday, optional day for extra list employees, bereavement, approved leave of absence, company court, rules classes, jury duty, military leave, and etc. will not be considered as an occurrence. However, once you have been medically certified to return to work after a work related injury, any further absence will be considered an occurrence. An occurrence can be one day or a period of consecutive days.

The discipline assessed after repeated occurrences within certain time frames will be in accordance with contractual agreements and is described as follows:

1. Any 3 occurrences within any 6 month period dictates that the employee receives a letter of reinstruction from the Office the General Superintendent, Manager Train Operations, or designee.
2. Any subsequent occurrence within 6 months of the letter of reinstruction dictates that the employee receives a letter of caution from the Office of the General Superintendent or designee.
3. A subsequent occurrence within 6 months from the date the employee receives his/her letter of reinstruction would dictate that the employee would be scheduled for a hearing and investigation. The employee may proceed with the formal investigation or waive investigation in accordance with contractual disciplinary rules.
4. A subsequent occurrence within 6 months of the previous occurrence would dictate that the employee would be scheduled for a hearing and investigation.
5. An employee who has completed 6 months of active service without an occurrence will revert to the previous level of the policy, and continue to revert with each with each subsequent 6 month period without an occurrence until they reach the first level.

Any six-month period discussed in this policy will be extended by the equivalent amount of time the employee is off duty due to sickness, temporary disability, authorized leave of absence, or disciplinary action.

NOTE: "It is common and acceptable, unless expressly prohibited by contract, for a carrier to charge an employee with excessive absenteeism even when some of the absences are due to illness. The carrier, in general, has the right to expect reasonably regular attendance from its employees. Constantly recurring, relatively short periods of absence which establish a pattern of chronic absenteeism over a period of time need not be tolerated by an employer even though notice has been given for each of the absences and even though the reasons tendered appear to be credible" (NATIONAL RAILROAD ADJUSTMENT BOARD).

(26) **SI 1003-1 SPECIAL OPERATING SPEEDS – ADDITION** (Effective 8/20/16)
Please add the following information for private car "Crystal Stream" to SI 1003-1 on page 205 of System Timetable 801.

1003-1	MPH
Hickory Creek (Pullman car)	80
Tavern Lounge (Pullman car).....	80
Ohio River.....	80
Alexander Hamilton.....	80
Mount Vernon.....	80
Kitchi Gammi Club	80
Crystal Stream.....	80

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(27) CAB SIGNAL TO ENFORCE SPEED RESTRICTIONS AT CURVES AND BRIDGES – REVISED 2/2/16 (Effective 5/26/15) (latest revision 5/6/16)

The Signal Department will be making changes to the signal system on various lines over the next few months. This change will use the fixed signals and cab signal system to enforce speed restrictions when entering certain curves and bridges. Engineers are reminded of the requirements of NORAC Rule 553. New additions are shown below bolded and italicized.

To date, the following territory has been modified to enforce speed restrictions prior to reaching these curves and bridges:

Morristown Line MP 8.9 and MP 9.1
Morristown Line MP 35.9D and MP 34.1
Morristown Line MP 45.3 and MP 45.7 (A Track Only)

Gladstone Line MP 37.1 and 37.9 (westbound only)
Gladstone Line MP 38.5 and 37.9 (eastbound only)

Montclair Line MP 15.5 and MP 16.4
Montclair Line MP 17.3 and MP 17.8
Montclair Line MP 21.2 and MP 21.5

Bergen County Line Automatic Signal C45 and Automatic Signal C57 (westbound trains only)
Bergen County Line Automatic Signal C66 and Eastward Home Signal at Laurel MP 4.5 (eastbound trains only)
Bergen County Line MP 8.9 and MP 9.2

Main Line MP 14.9 and MP 15.1
Main Line MP 30.7 and MP 30.8

North Jersey Coast Line Automatic Signal L59 and MP 0.7 (westbound trains only)
North Jersey Coast Line Eastward Home Signal at Essay and MP 0.0 (eastbound trains only)
North Jersey Coast Line MP 6.4 and MP 6.8
North Jersey Coast Line Automatic Signal L187 and the eastward Home Signal at Oceanport MP 19.8 (westbound trains only)
North Jersey Coast Line Automatic Signal L208 and the westward Home Signal at Oceanport MP 19.8 (eastbound trains only)
North Jersey Coast Line MP 22.0 and MP 22.9
North Jersey Coast Line Automatic Signal L282 and Automatic Signal L272 on Track 2 (eastbound trains only)
North Jersey Coast Line Westward Home Signal at Brielle MP 36.0 and MP 36.2 (westbound trains only)
North Jersey Coast Line MP 36.4 and MP 35.8 (eastbound trains only)

Atlantic City Line MP 1.2 and MP 3.0
Atlantic City Line MP 5.8 and MP 6.0
Atlantic City Line MP 6.0 and MP 7.0
Atlantic City Line MP 56.7 and MP 57.4

(28) HOBOKEN AND NEWARK DIVISION ELECTRIC TRAINS – PANTOGRAPHS AND CATENARY INSPECTION

Until further notice, the following will apply when operating electric equipment on the Hoboken and Newark Divisions or on AMTRAK Territory:

- a. The Engineer must inspect the catenary enroute and report any exceptions to the appropriate Train Dispatcher or on the AMTRAK territory they are operating on.
- b. Engineers operating ALP electric locomotives on the leading end of movement must inspect the pantograph when making station stops and report any exceptions to the appropriate Train Dispatcher on the territory they are operating on.
- c. Conductors and Assistant Conductors on Arrow III equipment or on equipment with ALP electric locomotives trailing must inspect the pantographs when making station stops and report any exceptions to the appropriate Train Dispatcher on the territory they are operating on.

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CONSTRUCTION ACTIVITIES

Contractors or others performing work as indicated at the following locations Monday through Friday, except Holidays unless otherwise noted. Engineers must be alert to personnel or equipment adjacent to or near track and sound the required warning signal. (NORAC Rule 19 d)

Hoboken Division

	<u>Name of Location</u>	<u>MP</u>	<u>Time</u>	<u>Reason</u>	<u>Note</u>
ME:	Croxtan Connecting UG Br	1.89	9:00 A.M. to 3:00 P.M.	steel repairs; flange angles	
	Meadows Int	4.3	7:30 A.M. to 4:00 P.M.	digging trench for electrical cable	
MC:	Rockaway River UG Br	29.43	8:00 A.M. to 4:00 P.M.	timber deck replacement and steel repairs	
BC:	Various Locations	Varying	7:00 A.M. to 6:30 P.M.	fiber optic cable construction	*Sat only 7 A.M. to 4 P.M.
	Curtis-Wright (Wood-Ridge)	10.5	7:00 A.M. to 5:00 P.M.	Wesmont Station project	
ML:	Passaic Station	10.6	7:30 A.M. to 4:00 P.M.	platform repairs	
ST:	Single Track	32.74JS	7:00 A.M. to 4:00 P.M.	Tuxedo Sewer Project	
	Moodna Viaduct	55.0 JS	9:00 A.M. to 4:00 P.M.	bridge inspection	

Newark Division

	<u>Name of Location</u>	<u>MP</u>	<u>Time</u>	<u>Reason</u>	<u>Note</u>
PR:	Princeton Station	2.6	7:00 A.M. to 5:00 P.M.*	cleanup work	*including weekends
NC:	Laurel Ave UG Br	11.09	7:00 A.M. to 5:00 P.M.*	girder repair	*including weekends
RV:	Watchung Ave UG Br	22.99	7:00am to 3:30pm	bridge rehabilitation	
	Park Ave UG Br	23.13	7:00am to 3:30pm	bridge rehabilitation	
	Bound Brook	30.2	7:00am to 300pm	working on flood gates	
AC:	Garden State Parkway OH Br	49.47	7:00 A.M. to 4:00 P.M.	bridge widening project	

THE FOLLOWING ITEMS ARE OF A PERMANENT NATURE AND WILL APPEAR IN THE NEXT SYSTEM TIMETABLE

- *****
- NEC PSCC PHONE NUMBER CORRECTION (Effective 7/21/16)**
 The phone number for PSCC (Penn Station Central Control) as listed on pages 71 and 195 of System Timetable No. 8, on page 3 of the Hoboken Division Employee Schedule, and page 3 of the Newark Division Employee Schedule is incorrect and should read as follows:
PSCC 212-630-6308/6309
- NE 1000-1 DISPATCHER NOTIFICATION – CORRECTION (Effective 8/2/16)**
 Special Instruction NE 1000-1 as listed on page 78 of System Timetable No. 8 is incorrect, and should read as follows:
NE 1000-1. DISPATCHER NOTIFICATION
 Crews of westbound trains departing Hamilton Station carrying handicapped passengers for Trenton Station, or when the train consist exceeds eight cars must notify the CETC-7 Dispatcher.
- NE 1000-2 ELEVATOR SERVICE, PENN STATION NY – REVISED (Effective 8/2/16)**
 Special Instruction NE 1000-2 ELEVATOR SERVICE, PENN STATION NY as listed on page 79 of System Timetable No. 8 is revised with changes shown **bolded and italicized** as follows:
NE 1000-2. ELEVATOR SERVICE, PENN STATION NY
 Conductors of trains carrying passengers that will be needing elevator service in New York must advise **SECTION A DISPATCHER** to ensure that the train is routed to a track with a working elevator.
- NE 1000-9 BRAKE TEST – PENN STATION NEW YORK (Effective 6/25/16)**
 New Special Instruction NE 1000-9 – Brake Tests – Penn Station New York is in effect as follows:
NE 1000-9. BRAKE TEST – PENN STATION NEW YORK
 When the head end of westbound equipment located on tracks 8 through 15 in Penn Station New York is in close proximity to a Stop Signal, the Engineer must contact PSCC and ascertain if the train is occupying the circuit west of the signal. If the train is reported east of the circuit, prior to charging the train, the Engineer must request that a proceed indication be displayed.
 If PSCC is unable to comply with the request, the brake test will be performed prior to departure once the signal has been displayed.

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NC 138 **WASHINGTON AVE – POINT PLEASANT - REVISION** (Effective 6/3/16)
 Special Instruction NC 138 on page 98 of System Timetable No. 8 is revised with the addition of 138-14 for Washington Avenue MP 37.5 in Point Pleasant. Changes are shown ***bolded and italicized***.

MP	Location	SI
POINT PLEASANT		
37.5	Washington Ave	138-5, <i>138-14</i>

NC 138 **MONMOUTH ST MP 16.4 – NOTE K – REVISED** (Effective 7/8/16)
 Note K for Monmouth St MP 16.4 as listed in SI NC 138 is revised in its entirety as follows:

K) All eastward trains making a station stop at Red Bank Station will arrange to stop clear of Monmouth Street, which will allow the gates to rise. When the train is ready to depart the station, if the gates have risen, a crew member will lower the crossing gates by operating either one of two key boxes located on each high level platform. Once the gates have fully lowered cab signals will change from Restricting to a more favorable aspect. A key box is located 90 feet from the east end of the platform and a second key box is located 80 feet west of that location.

To lower gates a crew member must turn their coach key in either direction. To raise gates a crew member must go the outside of the bungalow located at Monmouth Street and using a 104 key unlock the key box for the track that their train is on and use the box to raise the gates.

SI R-1 **NJ TRANSIT RAIL APPROVED OFFSITE MEDICAL FACILITIES – REVISED** (Effective 7/19/16)
 That portion of SI R-1 on page 144 of System Timetable No. 8 that list approved offsite medical facilities is revised.

Listed below are the NJ Transit approved offsite medical facilities for obtaining periodic medical examinations only.

Note: CDL medical examinations will not be performed at these facilities.

Any personal physician medicals are not acceptable.

Please call first for an appointment (if required) at the numbers listed for the following locations:

AFFILIATED PHYSICIANS
 18 E. 48th Street, 2nd Floor (between 5th/Madison)
 New York, NY 10017
 [Redacted] on 2
 [Redacted] on 2
 Fax: 212-935-8854
 Monday thru Friday
 6:30 am to 4:00 pm

**PRIMARY CARE MEDICAL GROUP
 MEDICAL & SURGICAL ASSOCIATES**
No Appointment Required
 450 Bergen Street
 Harrison, NJ 07029
 [Redacted]

Monday thru Friday
 8:00 am to 3:00 pm

ROBERT WOOD JOHNSON – HAMILTON
 Two Hamilton Health Place
 Hamilton, NJ 08690
 [Redacted]

Monday thru Friday
 7:00 am to 3:30 pm (physicals)

SHORE OCCUPATIONAL MEDICINE
 3200 Sunset Avenue, Suite 100
 Ocean, NJ 07712
 [Redacted]

Monday thru Friday
 8:30 am to 4:30 pm
 Closed Thursday

URGENT CARE MEDICAL ASSOCIATES

600 Mt. Pleasant Avenue, Suite B
 Dover, NJ 07801
 [Redacted]

Monday OR Tuesday – call to verify
 8:00 am to 7:00 pm
 Wednesday thru Friday
 8:00 am to 4:00 pm
 Saturday: 9:00 am to 1:00 pm
 Sunday: Closed

URGENT CARE NOW

Formerly: Occupational Medicine South
 [Redacted]

Monday - Friday
 11:00 am to 5:00 pm
 Saturday and Sunday
 8:00 am only

- (1) 712 E. Bay Ave., Suite 22B (Motor Vehicle Plaza)
 Manahawkin, NJ 08050
- (2) 539 Rt. 9 North Lanoka Harbor, NJ 08734 (Across from
 WalMart)
- (3) 970 Hooper Ave, Suite 2 Toms River, NJ 08753
 (Across from Ocean 1 Bank)

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104-1

POSITION OF FIXED DERAILS

(Effective 7/6/16)

New Special Instruction 104-11 Position of Fixed Derails in effect as follows:

104-11. POSITION OF FIXED DERAILS

In the application of **NORAC Rule 104**, paragraph (f), fixed derails that are used in yard locations on Yard Tracks will be left in the non-derailing position provided it is known that the track is clear of equipment. Derails must be locked, hooked, or latched in the appropriate position when not in use.

J. A. SINCAGLIA
DEPUTY GENERAL MANAGER – TRANSPORTATION

SPECIAL INSTRUCTION OF THE WEEK REVIEW

L-9. CODE BLACK

Code BLACK: INITIAL RESPONSE TO A CONFIRMED DETONATION OF AN EXPLOSIVE DEVICE

A "**Code BLACK**" transmitted via railroad radio, public address system, or other authorized means of communication, indicates that a confirmed detonation of an explosive device has occurred on a transportation mode in the United States that could indicate a potential threat to NJ TRANSIT.

Engineers and Conductors of revenue trains who hear the radio transmission "**Code BLACK**" are to stop at the next station platform, even if not scheduled to do so. Trains on tracks that are not adjacent to station platforms, will still stop opposite the platform at the next forward station. When stopping, revenue trains will spot the last door at the far end of the platform for the direction of travel (i.e. east end of platform for eastbound trains or west end of platform for westbound trains), so as to leave room for following trains to also platform. If no room is available on the platform, following trains will align their doors as closely as possible to those of the train occupying the platform so as to facilitate the transfer of passengers.

Crewmembers must make appropriate PA announcements as instructed by SI L-9.

*If the train is not to be evacuated, the crew is to make the following announcement: "**Ladies and Gentlemen, as a security precaution, this train has been directed to stop. I will update you as soon as I receive further information.**"* Crew members will then walk through the train and inspect for suspicious activity or items. They will also observe the platform through the train windows for suspicious packages.

*If an evacuation is required, the crew is to make the following announcements as soon as the train has made a safe stop: "**As a security precaution, we are being asked to evacuate the train at this station. Please exit the train quickly and calmly, moving away from the platform, making room so everyone is at least 300 feet away from the train and await further instructions. Thank you for your cooperation.**"* Crew members must follow current instructions as listed in the Emergency Evacuation Procedures section of the Special Instructions.

Once evacuated, the Engineer will leave the train spotted at its current location unless otherwise instructed. The Conductor must ensure that **all hand brakes** are applied before the crew departs the train. All doors should be closed except for one end door to provide access for emergency responders.

As soon as a safe evacuation point has been reached, the Conductor will contact Operations Communications via portable radio or cell phone (a personal cell phone can be used for emergency communication if radio or railroad supplied cell phone is unavailable). The Conductor will provide the following information: train number, number of passengers evacuated and the location to which they were evacuated. Conductors will then standby for further instructions from Operations Communication.

Freight-crews operating on NJ TRANSIT, upon hearing the radio transmission "**Code BLACK**" must also take immediate action to stop their trains in a safe area, clear of tunnels and bridges, unless otherwise instructed by the ROC. If the freight train is in a location where it is more expedient to continue movement off NJ TRANSIT property, it will be directed to do so. All trains must stop clear of public crossings at grade.

A "**Code BLACK**" means a shutdown of the NJ Transit system, which must begin within minutes of initial notification that an explosion has been confirmed. Station employees must prepare for the orderly evacuation of stations and other facilities, if directed, pending security sweeps. All standing equipment in stations and facilities during the system shutdown must be inspected and secured.

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Once standing en route trains and the infrastructure ahead have been inspected and cleared, trains may receive instruction to proceed or to evacuate passengers to alternate transportation. Such instructions will be authorized by the NJ TRANSIT Chief of Police or his designee, and communicated through the ROC via the Train Dispatcher.

During a "Code BLACK," no train may depart an initial terminal until all equipment and infrastructure inspections have been completed, and authorization to proceed has been received from the ROC via the Train Dispatcher.

In the event of the detonation of an explosive device on board a NJ TRANSIT train, any employee who is able must notify the Train Dispatcher or the NJ TRANSIT Police at **800-242-0236** immediately. When initiating a radio call from a train on which an explosion has occurred, the transmission must begin with the words "Emergency, Emergency, Emergency. Train No. ____ is in "Code BLACK." Dispatchers hearing this radio message must promptly respond in order to obtain further information regarding the situation.

During job briefings, Conductors must ensure that their crews are thoroughly briefed on the requirements of this instruction.

TRANSPORTATION DEPARTMENT SAFETY RULES OF THE WEEK

OPERATING TRACK SWITCHES MANUALLY
and
WORKING ON OR ABOUT EQUIPMENT

- | | | |
|------------------|-------------|--|
| | 652. | To operate a back saver switch: |
| Saturday | (g) | When equipped with a latch, push down on the switch lever to determine the amount of tension on the lever. |
| | 370. | To close the engineer's seat on Arrow III cars, employees must: |
| Sunday | (h) | Lower the seat assembly. |
| Monday | (i) | As the seat support pins engage the lower track of the "J" hook slot, remove their right hand from the seat assembly brace and continue to lower the seat. |
| Tuesday | (j) | Remove any obstructions in the seat assembly pocket. |
| Wednesday | (k) | Keep their fingers away from the edge of the seat door while pushing the door closed avoid pinch points. |
| Thursday | (l) | Check to see that the two side latches are properly latched. |
| Friday | 360. | Employees must step to the ground in order to transfer from uncoupled equipment on different tracks. |