

Genesee & Wyoming
Central Region
49 CFR PART 217.9(C)
OPERATIONAL TESTS AND
INSPECTIONS PROGRAM

F O R :

Arkansas, Louisiana & Mississippi Railroad (ALM)
Arkansas Midland Railroad (AKMD)
Bauxite & Northern Railway (BXN)
Dallas, Garland & Northeastern Railroad (DGNO)
Fordyce & Princeton Railroad (FP)
Kiamichi Railroad (KRR)
Kyle Railroad (KYLE)
Little Rock and Western Railway (LRWN)
Missouri & Northern Arkansas Railroad (MNA)
Texas Northeastern Railroad (TNER)
Rapid City, Pierre and Eastern Railroad (RCPE)
Prescott and Northwestern Railroad (PNW)
Warren and Saline River (WSR)

EFFECTIVE: September 1, 2014
Updated: October 1, 2017

I. 49 CFR PART 217.9(6) IMPLEMENTATION OFFICER(S)

The individual/s listed below are responsible for ensuring the program of operational tests and inspections are properly implemented and includes, but not limited to, ensuring that the railroad's testing officers are directing their efforts in an appropriate manner to reduce accidents/incidents and that all required reviews and summaries are completed.

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II. PURPOSE

This program is prepared to ensure periodic tests and inspections are conducted to determine compliance with the following:

G&W Transportation Safety Rules & Procedures
General Code of Operating Rules
United States Hazardous Materials Instructions for Rail
G&W Air Brake & Train Handling Rules
G&W Engineering Safety Rules & Procedures
G&W Mechanical Safety Rules & Procedures
G&W Contractor Safety Rules & Procedures
G&W Roadway Worker Protection, Roadway Maintenance Machines, and On-Track Safety Rules
G&W Office & Administrative Safety Rules
Railroad Timetable and Special Instructions
Railroad General Orders

III. EFFICIENCY TESTING OBJECTIVES

The objects of Operational Testing and Inspections are as follows:

- A. To eliminate human failure accidents/incidents.
- B. To improve employee compliance with operating rules and regulations.
- C. To determine the degree of compliance or failure with the operating rules and regulations.
- D. To determine what rules and in what areas concentration is needed to improve employee's knowledge of the operating rules and special instructions.
- E. To improve and maintain the alertness of employees.

IV. EMPLOYEES SUBJECT TO OPERATIONAL TESTS AND INSPECTIONS

A. A description of employees subject to efficiency tests are:

Train and Engine Service Employees, Dispatchers, Utility Employees, Mechanical Department(Car and Locomotive) Employees, Signal Department Employees, Maintenance of Way Employees and Clerical Department Employees.

V. METHOD OF OPERATIONAL TESTS AND INSPECTIONS

A. Observation

Observations will be the routine observation by an Officer/ Supervisor during normal functions for an employee's compliance with rules and instructions. **The test must be unannounced.**

This type of test stresses the daily supervisory role of observing employees, in their working environment, for rules compliance without the employee's knowledge of the officer's presence.

Officers cannot be indifferent to violations or employees. Officers are expected to take time to bring to the attention of the employee any violation observed and the corrective measures the employee must take to avoid future violations.

B. Set Up

A set up test is a planned procedure, conducted by one or more qualified Officers, to evaluate compliance with rules and instructions, without the employee's knowledge.

These types of tests may involve, but are not limited to, factors such as the burning of fusees, the placement of banners or the placement of Track Signal Shunts to bring certain Operating Rules into effect.

The normal functioning of any safety device shall not be interfered with in testing.

Testing of signal compliance and detectors on foreign railroads may be done jointly with a qualified supervisor or representative of that railroad.

Tests must not be set up as to ensure a violation of an employee regardless of their skills (**no entrapment tests**).

VI. Corrective Actions

When an efficiency test results in non-compliance with an applicable rule, a test failure will be noted and recorded. Immediate action will be taken to determine the reason for the failure and steps taken to remedy the situation.

Based on the severity of the failure, one or more of the following disciplinary actions will be taken.

1. Verbal Reprimand
2. Written Reprimand
3. Investigation or Hearing
4. Days off W/O pay and Training
5. Dismissal of Employment

Officers will provide positive feedback to employees who have successfully passed a test(s).

VII. 49 CFR PART 217.9(5) FREQUENCY OF OPERATIONAL TESTS AND INSPECTIONS

Tests must be conducted under all of the various operating conditions and must be conducted during the various operating hours (distributed throughout our normal working hours of each railroad covered by this program). Tests must be performed at different locations and times as to ensure unpredictability for actual employee performance.

VIII. YEARLY 49 CFR PART 217.9 (c)(2) PART 218, SUBPART F REQUIREMENTS

Listed below are the minimum number of tests and inspections required per year covering the requirements of part 218, subpart F for the railroads covered by this program.

IX.

RAILROAD NAME	Number of tests and inspections required
Arkansas, Louisiana & Mississippi Railroad	25
Arkansas Midland Railroad	150
Bauxite & Northern Railway	25
Dallas, Garland & Northeastern Railroad	150
Kiamichi Railroad	150
Kyle Railroad	100
Little Rock & Western Railway	25
Missouri & Northern Arkansas Railroad	275
Y Rapid City, Pierre and Eastern Railroad	300

Y

EARLY 49 CFR PART 217.9 (c)(2) PART 220 SUBPART C REQUIREMENTS

Listed below are the minimum number of tests and inspections required per year covering the requirements of part 220 Subpart C for the railroads covered by this program. While conducting this test, the manager is prohibited from calling the personal electronic device or railroad supplied electronic device used by the railroad operating employee while the manager knows or should have known that:

1. The train to which the employee assigned is moving.
2. The employee is;
 - i. on the ground
 - ii. riding with equipment during switch operations
 - iii. assisting in preparation of the train to which the employee is assigned for movement.

RAILROAD NAME	Number of tests and inspections required
Arkansas, Louisiana & Mississippi Railroad	12
Arkansas Midland Railroad	50
Bauxite & Northern Railway	12
Dallas, Garland & Northeastern Railroad	50
Kiamichi Railroad	50
Kyle Railroad	40
Little Rock & Western Railway	12
Missouri & Northern Arkansas Railroad	100
Rapid City, Pierre and Eastern Railroad	100

X. ADDITIONAL REQUIREMENTS

In addition to the requirements listed in items VIII, listed on page 4 is the additional minimum number of tests and inspections required per year for the railroads covered by this program.

RAILROAD NAME	Number of tests and inspections required
Arkansas, Louisiana & Mississippi Railroad	50
Arkansas Midland Railroad	300
Bauxite & Northern Railway	50
Dallas, Garland & Northeastern Railroad	300
Kiamichi Railroad	300
Kyle Railroad	200
Little Rock & Western Railway	50
Missouri & Northern Arkansas Railroad	550
Rapid City, Pierre and Eastern Railroad	600

XI. RAILROAD AND TESTING OFFICER RESPONSIBILITY

Each railroad officer who conducts operational tests and inspections shall:

- Be qualified on the railroad's operating rules.
- Be qualified on the operational testing and inspection requirements relevant to the operational testing and inspections the officer will conduct.
- Receive appropriate field training as necessary to achieve proficiency.
- Conduct operational tests and inspections in accordance with the railroad's program of operational tests and inspections.

XII. RECORD KEEPING

- A. Each railroad shall keep a record of the date, time, place and the result of each operational test and inspection that was performed in accordance with this program. Each record shall specify the officer administering the test and inspection and each employee tested. The records will be retained for a minimum of one year after the end of the calendar year to which they relate, and made available to representatives of the FRA during normal business hours.
- B. Each railroad to which this program applies is authorized to retain by electronic recordkeeping provided the conditions of 49 CFR 217.9(g) (1-5) are met.

XIII. 49 CFR 217.9(c) (3) (4) TYPE, MEANS AND PROCEDURES, AND PURPOSE OF EACH TYPE OF OPERATIONAL TESTS AND INSPECTIONS

The type, means and procedures, and purpose of each type of operational test and inspection can differ from department to department. The types of operational tests and inspections are listed by department on the following pages:

- Transportation – Pages 7 thru 25
- Engineering – Pages 26 thru 46
- Mechanical – Pages 47 thru 67
- Dispatcher/Clerical – Pages 68 thru 79



Transportation EFFICIENCY TESTING FORM

DATE: _____ (E-1=Engr.) NAME: _____

TIME: _____ (E-2=Cond.) NAME: _____

LOCATION: _____ (E-3=Other) NAME: _____

ENGINE #: _____ TRAIN ID: _____

Name of Manager Completing Test(s): _____

Test	Test Description	Pass (P) / Fail (F)			Comments
		E1	E2	E3	
01	T-218.99-Shoving or Pushing Movements				
02	T-218.101-Leaving Equipment in the Clear				
03	T-218.103-Hand-operated Switches including Crossover Switches				
04	T-218.105-Hand-operated Main Track Switches				
05	T-218.107-Additional Require. Hand-operated crossover switches				
06	T-218.109-Hand-operated Fixed Derails				
07	T- Use of Electronic Devices GCOR 2.21				
08	T-Speed Limit Compliance				
09	T-Main Track Authority				
10	T-Leaving Locomotive Unattended				
11	T-Proper Radio Procedure				
12	T-Locomotive Air Brake Test				
13	T-Class 1 Air Brake Test				
14	T-Class 2 Air Brake Test				
15	T-Class 3 Air Brake Test				
16	T-Transfer Train Air Test				
17	T-Locomotive Daily Inspection				
18	T-Grade Crossing Warning Compliance				
19	T-Hazardous Materials Compliance				
20	T-Securing Equipment				
21	T-Ready For Duty				
22	T-Drug & Alcohol Compliance				
23	T-Job Briefing				
24	T-"3 Step Protection" Compliance				
25	T-Separation Of Equipment				
26	T-PPE				
27	T-Getting On/Off Equipment				
28	T-Applying/Releasing Handbrakes				
29	T-Remote Control Setup				
30	T-Remote Control Operation				
31	T-Precautions Around Tracks/Equipment				
32	T-Driving Requirements				
33	T-Seat Belts				
34	T-Coupling/Uncoupling Equipment				
35	T-Other Operating Rules				
36	T-Other Safety Rules				
37	T-Other ABTH Rules				

ENTER COMMENTS ON REAR OF FORM

1-T-218.99 SHOVING OR PUSHING MOVEMENTS

Procedures:

1. Be in position to observe employees who are required by condition, rule, or regulation to protect a shoving or pushing movement on any track.

Purpose of test:

1. To ensure employees are properly protecting shoving or pushing movements required by rule, condition, or regulation.

Applicable Conditions for Testing:

1. Job Briefing
2. Means of communication
3. No unrelated task
4. Point protection
5. Distance to go
6. Remote control movements
7. Remote control zones

Employee Requirements:

1. Job briefing must be conducted and the engineer participating in the move briefed by the employee who will direct the move.
2. Means of communication to be used between the engineer and the employee directing the move is provided.
3. Employee directing the movement shall not engage in any task unrelated to the oversight of the shoving or pushing movement.
4. Point protection shall be provided by a crewmember or other qualified employee.
5. Employees must comply with the communication requirements used and stop the movement in accordance with the applicable rules.
6. Remote control operator initiating the movement or a member of the crew will visually determine the direction the equipment moves.
7. Employees must make a determination that the track is clear before the initial shoving or pulling movement is made in an activated remote control zone and meets the requirements before making subsequent shoving or pushing movements.

2- T-218.101-LEAVING ROLLING AND ON-TRACK MAINTENANCE-OF-WAY EQUIPMENT IN THE CLEAR.

Procedures:

1. Be in position to observe employees leaving standing equipment.

Purpose of test:

1. To ensure equipment left standing in a track is beyond the clearance point.
2. To ensure when equipment is left standing fouling a switch the switch is lined for the track the equipment is standing on.

Applicable Conditions for Testing

1. Leaving equipment left out of foul.
2. Equipment standing on main track and fouling siding switch.
3. Equipment standing on siding track and fouling main track switch.
4. Equipment standing on yard switching lead and fouling lead tracks
5. Equipment left on industry tracks.

Employee Requirements:

1. Employee must not leave equipment where it will foul a connecting track unless allowed by FRA regulation.
2. The main track switch must be lined for the main track when the equipment standing on the main track is fouling a siding track switch.
3. The siding track switch must be lined for the siding track when the equipment standing on the siding track is fouling a main track switch.
4. When equipment is standing on a yard switching track lead, the yard track switch that the equipment is fouling is lined for the yard switching lead track on which the equipment is standing.
5. Equipment left standing on an industry track is left beyond the clearance point of the switch leading to the industry.

3 –T-218.103-HAND-OPERATED SWITCHES, INCLUDING CROSSOVER SWITCHES.

Procedures:

1. Be in position to observe employees handling hand-operated switches.
2. Be in position to observe equipment approaching and stopping at switches.
3. Be in position to observe when lining the switch after equipment enters a track.

Purpose of test:

1. To ensure that employees handling switches are operating them according to rules and regulations.
2. To ensure that equipment approaching and stopping at switches to be operated stop the distance required by rules and regulation from the switch.
3. To ensure switch is not lined after equipment enters a track until the rear piece of equipment is beyond the clearance point.

Applicable Conditions for Testing:

1. Job Briefing
2. Switch lined for intended route and route is clear
3. Switch points fits properly and target corresponds
4. Ensure switch is secured
5. Switch is clear before operation
6. Switch is locked, hooked, or latched
7. Switch is properly lined before fouling
8. Switch not lined until equipment passes the clearance point

Employee Requirements:

1. Employees must conduct a job briefing before work is begun, each time a work plan is changed, and at the completion of the work.
2. Employee must visually determine that switches are properly lined for the intended and know equipment is fouling the switches.
3. Employee must visually determine that the points fit properly and the Target, if so equipped, corresponds with the switch's position.
4. Employee must ensure the switch is secured from unintentional movement of the switch points before making movement over the switch.
5. Employee must ensure switch is not operated while equipment is fouling the switch, or standing or moving over the switch.
6. Employee must ensure switch is locked, hooked, or latched, if so equipped, after operating switch.
7. Employee must ensure when equipment entering the track has passed the clearance point of the track before the switch is lined away from the track.

4 –T-218.105- HAND-OPERATED MAIN TRACK SWITCHES.

Procedures:

1. Observer employee leaving main track switch after use.
2. Monitor radio to ensure the position of main track switch is confirmed by all crew members.
3. Observe roadway worker receiving authority to operate main track switch from EIC.
4. Verify employee makes report to dispatcher after operating main track switch.
5. Be in position to ensure dispatcher confirms the main line switches operated are returned to their designated position.

Purpose of test:

To ensure that hand-operated main track switches in non-signaled territory are returned to designated position after use or that proper protection is provided for hand-operated left in other than designated position.

Applicable Conditions for Testing

1. Switch left in designated position
2. Switch left in other then designated position
3. Confirmation of switch position
4. EIC permission
5. Releasing authority limits in non-signaled territory
6. Dispatcher responsibilities

Employee Requirements:

1. Employees must leave main track switches in designated position except when directed by the dispatcher and protection is provided or the switch is left in charge of a crewmember of another train, a switchtender, or a roadway worker in charge.
2. All crewmembers must verbally confirm the position of switches operated before leaving the location.
3. A qualified roadway worker must be granted permission by the EIC to operate a main line switch and must report the position of such switch operated to the EIC upon expiration of the authority limits.
4. Employees must report to the dispatcher that main track switches have restored to normal position and locked by releasing limits in non-signaled territory.
5. The dispatcher receiving the switch position report from the employee releasing the limits must ask whether the report is correct and the employee must confirm the dispatcher that the information is correct.

5 –T-218.107-ADDITIONAL OPERATION REQUIREMENTS FOR HAND-OPERATED CROSSOVER SWITCHES.

Procedures:

1. Be in position to observe employee operating hand-operated crossover.

Purpose of test:

1. To ensure both hand-operated switches are properly lined before movement begins and completed.
2. To ensure both switches of a hand-operated crossover are restored to normal position after use.
3. To ensure hand-operated crossover switches are not left in other than corresponding position unless permitted or protected in accordance with FRA regulation.

Applicable Conditions for Testing

1. General hand-operated crossover switches use
2. Leaving crossover switches in corresponding position
3. Leaving crossover switches in other than corresponding position

Employee Requirements:

1. Employees must ensure that both hand-operated switches of a crossover are properly lined before a crossover movement begins and completed before either switch is restored to normal position.
2. Employees operating hand-operated crossover switches must restore switches to normal position.
3. Employee may leave hand-operated crossover switches in other than corresponding position used to provide blue signal protection, used for inaccessible track protection, performing maintenance, testing or inspection in TCS territory, or one crew is using both tracks for continuous switching.

6-T-218.109 HAND-OPERATED FIXED DERAILS.

Procedures:

1. Be in position to observe employees handling hand-operated derails.
2. Be in position to observe equipment approaching and stopping at derails to be handled.

Purpose of test:

1. To ensure that employees handling derails are operating them according to rules and regulations.
2. To ensure that equipment approaching and stopping at derails to be operated stop the distance required by rules and regulation from the derail.

Applicable Conditions for Testing

1. Job Briefing
2. Derail in derailing position
3. Derail target corresponds with derail position
4. Derail is secured
5. Derail is locked, hooked, or latched

Employee Requirements:

1. Employees must conduct a job briefing before work is begun, each time a work plan is changed, and at the completion of the work.
2. Derail are kept in derailing position whether not equipment is on the track they protect unless allowed by FRA regulation, operating rule, or special instruction.
3. Employee must ensure derail target corresponds with the derail's position.
4. Employee must ensure the derail is secure by placing the throw lever in the latch stand, if so equipped; placing the lock or hasp, if so equipped; and testing such latches, locks, and hooks.
5. Employees must ensure when not in use, derails are locked, hooked, or latched in normal position if so equipped.

7- T-USE OF ELECTRONIC DEVICES PER GCOR 2.21

Procedures:

1. Be in position to observe the use of electronic and electrical devices by employees in the cab of both a standing and moving locomotive.
2. Be in position to observe the use of electronic and electrical devices by employees performing the switching and classification of railcars on the ground.

Purpose of test:

1. To ensure employees do not use personal electronic and electrical devices while on duty.
2. To ensure employees use company provided electronic and electrical devices in accordance with applicable rules and regulations.

Applicable Conditions for Testing:

1. Proper use of electronic and electrical devices by locomotive operator (including a remote control operator) on a standing locomotive.
2. Proper use of electronic and electrical devices by locomotive operator (including a remote control operator) on a moving locomotive.
3. Proper use of electronic and electrical devices by employees other than locomotive operator in the cab of a moving locomotive.
4. Job briefing is held before employees other than locomotive operator in the cab of a moving locomotive talk on a cell phone.
5. Proper use of electronic and electrical devices by employees conducting switching and classification duties from the ground.
6. Proper use of electronic and electrical devices by employees within the body of a passenger train or railroad business car.

Employee Requirements:

1. Locomotive operator (including a remote control operator) is prohibited from using an electronic and electrical device while on a moving locomotive.
2. Locomotive operator (including a remote control operator) is prohibited from using an electronic and electrical device when a duty requires any member of the crew to be on the ground.
3. Locomotive operator (including a remote control operator) is prohibited from using an electronic and electrical device when a duty requires any member of the crew to ride rolling equipment during a switching operation.
4. Locomotive operator (including a remote control operator) is prohibited from using an electronic and electrical device during any period when another employee is assisting in preparation of the train.
5. Employees other than locomotive operator in the cab of a moving locomotive may not use a railroad-supplied mobile phone or remote computing device until after a job briefing and it is agreed it is safe to do so.
6. Employees within the body of a passenger train or railroad business car are prohibited from using a railroad-supplied electronic and electrical device if it interfere with the performance of other safety-sensitive duties.
7. Freight train crewmembers may not use railroad-supplied electronic and electrical device until the follow conditions are met:
 - (a) The employee is not fouling the track.
 - (b) No switching is underway.
 - (c) No other safety duties are presently required.
 - (d) All members of the railroad have been briefed the operations are suspended.

8 – T-SPEED LIMIT COMPLIANCE

Procedures:

Speed to be determined by use of a radar device or event recorder data.

Purpose of Test:

To determine compliance with the following requirements:

1. Permanent speed signs
2. Temporary speed restrictions

3. M of W flag protection
4. Maximum authorized speed
5. Speed through turnouts
6. Speed within Yard/Restricted Limits

Applicable Conditions for Testing:

1. Permanent speed signs
2. Temporary speed restrictions
3. Handling cars ahead of locomotive
4. Equipment restrictions
5. Timetable/Special instructions
6. Speed required by signal indication

Employee Requirements:

Speed must not be in excess of the speed restrictions in effect at a specific location.

9 – T-MAIN TRACK AUTHORIZATION

Procedures:

Performed by direct observation of the employee(s) obtaining proper authority prior to entering main track or when main track is already occupied and movement is stopped, by inspection of the authority.

Purpose of Test:

To determine the movement has proper authority to occupy main track.

Applicable Conditions for Testing:

Main Track Authorization

Employee Requirements:

Employee must obtain proper authority before initiating movement on a main track.

10 – T-LEAVING LOCOMOTIVE UNATTENDED

Procedures:

Observe crew when preparing to leave locomotive(s) unattended.

Purpose of Test:

To ensure there is no undesired movement of unattended locomotive(s).

Applicable Conditions for Testing:

Air Brake and Train Handling Rules and local instructions pertaining to unattended locomotive(s).

Employee Requirements:

Employees must ensure that the locomotive controls are properly positioned as per the rules, handbrakes are applied, cab doors are locked when equipped with locks and wheels are blocked when required.

11 – T-RAILROAD RADIO AND COMMUNICATION RULES

Procedures:

Monitor communications between employees (include contractors using railroad frequencies).

Purpose of Test:

Determine that any employee who communicates via radio or other wireless means of communication issue and/or repeats information using the required format.

Applicable Conditions for Testing:

Operating rules references to radio use and formats to be used.

Employee Requirements:

Employees must use the proper format when transmitting via wireless communications.

12 – T-LOCOMOTIVE AIR BRAKE TEST

Procedures:

Observe crew when required to make a standing locomotive air brake test to ensure rule compliance.

Purpose of Test:

Determine that crew members taking charge of a locomotive(s) perform a locomotive air brake test per rule requirement.

Applicable Conditions for Testing:

When Air Brake and Train Handling rules require a Standing Locomotive Air Brake Test.

Employee Requirements:

Employees must comply with Air Brake and Train Handling rule requirements for taking charge of a locomotive(s) and are required to perform this test.

13 – T-CLASS I BRAKE TEST

Procedures:

1. Be in a position to observe employees performing this test.
2. Be in a position to observe the employee at the locomotive controls.

Purpose of Test:

To ensure employees are performing a Class 1- Initial Terminal Air Brake Test as required by rule.

Applicable Conditions for Testing:

Observe these conditions wherever is required to make a Class 1- Initial Terminal Air Brake Test by rule.

Employee Requirements:

Employees must comply with the requirements of ABTH rules. Inspection on both sides of the train is required whenever all brake equipment cannot be seen from one side of the equipment.

14–T-CLASS 2 AIR BRAKE TEST**Procedures:**

1. Be in a position to observe employees performing this test.
2. Be in a position to observe employee at the locomotive controls.

Purpose of Test:

To ensure employees are performing a Class 2 – Intermediate Air Brake Test as required by rule.

Applicable Conditions for Testing:

Observe these conditions whenever a Class 2 - Intermediate Air Brake Test is required by rule.

Employee Requirements:

Employees must comply with the requirements of ABTH rules. Test may be performed using calibrated HTD & ETD or by employee on rear of cars being added or train with air gauge.

15 –T-CLASS 3 AIR BRAKE TEST**Procedures:**

1. Be in a position to observe employees performing this test.
2. Be in a position to observe employee at the locomotive controls.

Purpose of Test:

To ensure employees are performing an Application and Release/Class 3 Air Brake Test as required by rule.

Applicable Conditions for Testing:

Observe these conditions whenever a Class 3 Air Brake Test - Application and Release Test is required by rule.

Employee Requirements:

Employees must comply with the requirements of ABTH rules. Test may be performed using calibrated HTD & ETD or by employee on rear of train with air gauge.

16 – T-TRANSFER TRAIN AIR BRAKE TEST

Procedures:

1. Be in a position to observe employees performing this test.
2. Be in a position to observe the employee at the locomotive controls.

Purpose of Test:

To ensure employees are performing a Transfer Train Air Brake Test as required by rule.

Applicable Conditions for Testing:

Observe these conditions wherever an Transfer Train Air Brake Test is required by rule.

Employee Requirements:

Employees must comply with the requirements of ABTH Rules. Inspection on both sides of the train is required whenever all brake equipment cannot be seen from one side of the equipment.

17 – T-LOCOMOTIVE DAILY INSPECTION

Procedures:

1. Be in a position to observe employees performing this test.
2. Be in a position to ensure compliance with written documentation.

Purpose of Test:

To ensure employees are performing a Locomotive Daily Inspection as required by rule.

Applicable Conditions for Testing:

Observe that employees are performing a Locomotive Daily Inspection when conditions require.

Employee Requirements:

Employees must :

1. Perform this inspection when required by rule.
2. Make appropriate notations on the locomotive cab card.
3. Fill out the required locomotive inspection form.

18 – T-GRADE CROSSING WARNING COMPLIANCE

Procedures:

Be in a position to observe that the required warning equipment is displayed, sounded, and/or provided before a highway grade crossing is occupied by any rail equipment.

Purpose of Test:

1. To ensure that all required headlights, ditch lights, whistle and bell are utilized as required by rule until the crossing is occupied when a locomotive is in the lead.
2. To ensure that highway grade crossings are properly protected as per the rules if a locomotive is not in the lead of the movement.

Applicable Conditions for Testing:

1. Warning as required by rule must start at least 15 seconds but not more than 20 seconds from the crossing unless train speed is in excess of 45 MPH then warning must start at the whistle board and continue until the crossing is occupied.
2. When shoving movements are made, employees must protect the crossing as required by rule.

Employee Requirements:

Compliance is required for protecting all public grade crossings when the movement is headed by locomotive, on-track equipment or shoving equipment over a highway crossing.

19 – T-HAZARDOUS MATERIALS COMPLIANCE**Procedures:**

1. Be in a position to observe train crews while switching hazardous materials railcars.
2. Be in a position to observe train crews while inspecting and/or picking up hazardous materials railcars at industries or interchange points.
3. Observe train consist documentation provided by clerical or industry personnel to ensure it is properly provided and has the required entries.

Purpose of Test:

1. To ensure that hazardous materials railcars are switched and handled in accordance with the rules.
2. To ensure that the required documentation is provided before hazardous materials cars are handled.
3. To ensure that hazardous materials shipments are properly inspected before accepting them for movement.

Applicable Conditions for Testing:

Switching, handling, inspection of hazardous materials, including the requirements for shipping papers and emergency response information.

Employee Requirements:

Employees are required to comply with instructions contained in the US Hazardous Material Instructions For Rail or the instructions of the railroad they are operating on, if those instructions are more restrictive.

20 – T-SECURING EQUIPMENT

Procedures:

1. Be in a position to observe employees leaving equipment unattended or unoccupied.
2. Inspect equipment immediately after employees have left the area.

Purpose of Test:

To ensure rules pertaining to proper securement of equipment are complied with when equipment is left unattended.

Applicable Conditions for Testing:

1. Inspecting equipment left unattended.
2. Observation of crews preparing to leave equipment unattended.

Employee Requirements:

Employees are required to properly secure all equipment left unattended.

21 – T-READY FOR DUTY

Procedures:

Be in a position to closely observe employees reporting for duty.

Purpose of Test:

To ensure employees report for duty on time, have the required PPE, equipment, tools and rule books necessary for their job.

Applicable Conditions for Testing:

Ensure employees are prepared for work at the designated time and place.

Employee Requirements:

Employees are required to report for duty at the designated time and place and be properly prepared for immediate work at that time.

22 – T-DRUG & ALCOHOL COMPLIANCE

Procedures:

Be in a position to closely observe employees.

Purpose of Test:

To ensure that employees are not under the influence of drugs or alcohol.

Applicable Conditions for Testing:

Meet employees as they report for duty and during the tour of duty to ensure drug and alcohol rule compliance.

Employee Requirements:

1. Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty or while on company property.
2. 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.

23 – T-JOB BRIEFINGS**Procedures:**

1. Be in a position to closely observe employees reporting for duty.
2. Be in a position to observe changes in job procedures.

Purpose of Test:

1. To ensure employees hold job briefing before a task is begun and anytime during the duty tour that job procedures change.
2. To ensure that all members affected are included in the job briefings.
3. To ensure that job briefing plans are followed exactly by all members of the group.

Applicable Conditions for Testing:

1. Be present when job briefings are conducted, when job briefings are supposed to be conducted.
2. Listen to communications within the work group to ensure plans include all members and are followed exactly.

Employee Requirements:

1. Employees are required to hold job briefings before any task is begun and whenever plans change.
2. Employees are responsible to follow the briefing plans and ask questions if anything is unclear.

24 – T- "3 STEP PROTECTION" COMPLIANCE**Procedures:**

1. Be in a position to clearly observe employees who are required to foul equipment to perform their duties.
2. Be in a position to monitor communications that are used or should be used in connection with "3 Step Protection" requirements.
3. Be in a position to observe locomotive operator response and controls manipulations when "3 Step Protection" is required.

Purpose of Test:

1. To ensure employees comply with "3 Step Protection" requirements before fouling equipment.
2. To ensure that locomotive operators properly provide "3 Step Protection" when it is requested.

Applicable Conditions for Testing:

1. Observe ground employees when they are going in between, under or on equipment that is attached to an occupied locomotive.
2. Observe locomotive operators to ensure they correctly respond to a request to foul equipment.

Employee Requirements:

1. Employees are required to request "3 Step Protection" before going in between, under or on equipment that is attached to an occupied locomotive.
2. Locomotive operators are required to properly respond to a request to foul equipment.

25 – T-SEPARATION OF EQUIPMENT**Procedures:**

Be in a position to clearly observe employees walking around or between uncoupled equipment.

Purpose of Test:

To ensure employees allow 50 feet of distance between uncoupled equipment before going in between for any purpose.

Applicable Conditions for Testing:

Observe ground employees when they are going in between uncoupled equipment.

Employee Requirements:

Employees are required to ensure that there is no less than 50 feet of clear space between uncoupled equipment before entering this area.

26 – T-PPE**Procedures:**

Be in a position to clearly observe employees when working out of doors.

Purpose of Test:

To ensure employees wear the appropriate personal protective equipment when required by rule.

Applicable Conditions for Testing:

Observe employees when they are in areas that require the use of personal protective equipment.

Employee Requirements:

1. Employees are required to wear specific personal protective equipment in specified areas.
2. Transportation employees must not wear rings while working in non-office environment.

27 – T-GETTING ON/OFF EQUIPMENT

Procedures:

Be in a position to clearly observe employees when working around moving and standing equipment.

Purpose of Test:

1. To ensure employees mount and/or dismount standing equipment as prescribed by the rules.
2. To ensure that employees do not get on or off moving equipment except in an emergency.

Applicable Conditions for Testing:

Observe employees when they are mounting or dismounting standing equipment.

Employee Requirements:

1. Employees are required to mount and dismount standing equipment using the sill steps; ladders and handhold provided using three-point contact.
2. Employees are prohibited from mounting or dismounting moving except in an emergency.

28 – T-APPLYING/RELEASING HANDBRAKES

Procedures:

Be in a position to clearly observe employees when applying or releasing handbrakes.

Purpose of Test:

To ensure employees apply or release handbrakes in compliance with the safety rules.

Applicable Conditions for Testing:

Observe employees when they are applying or releasing handbrakes to ensure compliance.

Employee Requirements:

Employees are required to properly position themselves on the car to apply or release handbrakes except those cars that have handbrakes designed to be operated from a position on the ground.

29 – T-REMOTE CONTROL SETUP

Procedures:

Be in a position to observe the setup and testing of remote control equipment.

Purpose of Test:

To ensure the compliance with Remote Control Rules for the setup and testing of equipment prior to operation.

Applicable Conditions for Testing:

Observe employee(s) when assigned to operate remote control equipment.

Employee Requirements:

Employees are required to setup equipment and perform tests as per rules prior to operation of remote control equipment.

30 – T- REMOTE CONTROL OPERATION**Procedures:**

Be in a position to observe employees operating remote control equipment.

Purpose of Test:

To ensure employees safely operate remote control equipment.

Applicable Conditions for Testing:

Observe employees while operating remote control equipment.

Employee Requirements:

Employees are required to comply with the remote control rules while operating remote control equipment.

31 – T-PRECAUTIONS AROUND TRACKS/EQUIPMENT**Procedures:**

Be in a position to observe employees as they work around tracks or equipment.

Purpose of Test:

1. To ensure that employees are alert to train and equipment movements.
2. To ensure that employees comply with rules pertaining to sufficient distance from standing equipment, staying clear of the track when required, etc...

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

1. Employees are required to be alert for movements.
2. Employees are required to allow a distance of 50 feet between themselves and the end of standing equipment.
3. Employees are required to not foul any track unless duties require.

32 – T-DRIVER REQUIREMENTS**Procedures:**

Be in a position to closely observe employees while they are driving vehicles.

Purpose of Test:

To ensure employees are complying with the rule requirements for driving company vehicles.

Applicable Conditions for Testing:

Observe employees while they are driving vehicles

Employee Requirements:

1. Employees must know and observe all local, state, and federal laws concerning vehicle operation.
2. Employees must possess a current valid driver's license or CDL.
3. Employees must secure vehicle if left unattended i.e. remove keys, lock vehicle, etc.

33 – T-USE OF SEAT BELTS**Procedures:**

Be in a position to observe or inspect drivers of vehicles.

Purpose of Test:

To ensure the proper use of seatbelts in vehicles.

Applicable Conditions for Testing:

Observe and/or inspect vehicles occupied by employees to ensure compliance with rules concerning the use of seat belts.

Employee Requirements:

Employees are required to use seat belts in moving vehicles.

34 – T-COUPLING/UNCOUPLING EQUIPMENT**Procedures:**

Be in a position to observe employees while coupling/uncoupling equipment.

Purpose of Test:

To ensure that employees coupling/uncoupling equipment are complying with rule requirements.

Applicable Conditions for Testing:

Observe employees while coupling/uncoupling equipment.

Employee Requirements:

1. Employees are prohibited from going between or in front of moving equipment to operate coupling mechanisms.
2. Employees are prohibited from placing part of their body on or between a coupler and the end sill of equipment.
3. Employees coupling air hoses must ensure that all movement has stopped, equipment separated by at least 50 feet, "3 Step Protection" protection provided and keep one foot outside the rail.
4. Employees must ensure equipment to couple into is secure and coupling speed must not exceed 4 MPH.

35 – T-OTHER OPERATING RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with operating rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all operating rules.

36 – T-OTHER SAFETY RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with safety rules and procedures rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all safety rules and procedures.

37 – T-OTHER AIR BRAKE AND TRAIN HANDLING RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with air brake and train handling rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all air brake and train handling rules.



**Engineering
EFFICIENCY TESTING FORM**



DATE: _____	E1 NAME: _____
TIME: _____	E2 NAME: _____
LOCATION: _____	E3 NAME: _____
	E4 NAME: _____
ENGINE #: _____	TRAIN ID: _____

Name of Manager Completing Test(s): _____

Test	Test Description	Pass (P) / Fail (F)				Comments
		E1	E2	E3	E4	
01	E-218.99-Shoving or Pushing Movements					
02	E-218.101-Leaving Equipment in the Clear					
03	E-218.103-Hand-operated Switches, including Crossovers					
04	E-218.105-Hand-operated Main Track Switches					
05	E-218.107-Add. Require. for Hand-operated Crossover Switches					
06	E-218.109-Hand-operated Fixed Derails					
07	E- Use of Electronic Devices per GCOR 2.21					
08	E-Roadway Maintenance Speed					
09	E-On-Track Equipment Speed over Crossing/Switches					
10	E-Controlled Track Authority					
11	E-Required On-Track Protection (Inaccessible Track)					
12	E-Required On-Track Protection (TAW)					
13	E-Required On-Track Protection (ITD)					
14	E-Required On-Track Protection (Train Coordination)					
15	E-Proper Radio Procedures					
16	E-Ready for Duty					
17	E-Drug & Alcohol Compliance					
18	E-Job Briefing					
19	E-PPE					
20	E-Getting On/Off Equipment					
21	E-Displaying Flags/Signals					
22	E-Safe Traveling Distances					
23	E-Reading Authority Aloud					
24	E-Working With On-Track Equipment					
25	E-Storing On-Track Equipment					
26	E-Lone Worker Required SOTS-1					
27	E-Precautions Around Standing Equipment					
28	E-Safety Devices					
29	E-Vehicle Inspection					
30	E-Driving Requirements					
31	E-Proper Placement of Tools in Vehicles					
32	E-Seat Belts					
33	E-Backing Vehicles					
34	E-Servicing Machines					
35	E-Using Proper Tools					
36	E-Transporting Gas Cylinders					
37	E-Gas Cylinder Storage					
38	E-Lifting and Moving Materials					
39	E-Other Operating Rules					
40	E-Other Safety Rules					
41	E-Other Engineering Department Rules					

ENTER ADDITIONAL COMMENTS ON REAR OF FORM

1-E-218.99 SHOVING OR PUSHING MOVEMENTS

Procedures:

1. Be in position to observe employees who are required by condition, rule, or regulation to protect a shoving or pushing movement on any track.

Purpose of test:

1. To ensure employees are properly protecting shoving or pushing movements required by rule, condition, or regulation.

Applicable Conditions for Testing:

1. Job Briefing
2. Means of communication
3. No unrelated task
4. Point protection
5. Distance to go
6. Remote control movements
7. Remote control zones

Employee Requirements:

1. Job briefing must be conducted and the engineer participating in the move briefed by the employee who will direct the move.
2. Means of communication to be used between the engineer and the employee directing the move is provided.
3. Employee directing the movement shall not engage in any task unrelated to the oversight of the shoving or pushing movement.
4. Point protection shall be provided by a crewmember or other qualified employee.
5. Employees must comply with the communication requirements used and stop the movement in accordance with the applicable rules.
6. Remote control operator initiating the movement or a member of the crew will visually determine the direction the equipment moves.
7. Employees must make a determination that the track is clear before the initial shoving or pulling movement is made in an activated remote control zone and meets the requirements before making subsequent shoving or pushing movements.

2 - E-218.101-LEAVING ROLLING AND ON-TRACK MAINTANANCEOF-WAY EQUIPMENT IN THE CLEAR.

Procedures:

1. Be in position to observe employees leaving standing equipment.

Purpose of test:

1. To ensure equipment left standing in a track is beyond the clearance point.
2. To ensure when equipment is left standing fouling a switch the switch is lined for the track the equipment is standing on.

Applicable Conditions for Testing

1. Leaving equipment left out of foul.
2. Equipment standing on main track and fouling siding switch.
3. Equipment standing on siding track and fouling main track switch.
4. Equipment standing on yard switching lead and fouling lead tracks
5. Equipment left on industry tracks.

Employee Requirements:

1. Employee must not leave equipment where it will foul a connecting track unless allowed by FRA regulation.
2. The main track switch must be lined for the main track when the equipment standing on the main track is fouling a siding track switch.
3. The siding track switch must be lined for the siding track when the equipment standing on the siding track is fouling a main track switch.
4. When equipment is standing on a yard switching track lead, the yard track switch that the equipment is fouling is lined for the yard switching lead track on which the equipment is standing.
5. Equipment left standing on an industry track is left beyond the clearance point of the switch leading to the industry.

3 - E-218.103-HAND-OPERATED SWITCHES, INCLUDING CROSSOVER SWITCHES.

Procedures:

1. Be in position to observe employees handling hand-operated switches.
2. Be in position to observe equipment approaching and stopping at switches.
3. Be in position to observe when lining the switch after equipment enters a track.

Purpose of test:

1. To ensure that employees handling switches are operating them according to rules and regulations.
2. To ensure that equipment approaching and stopping at switches to be operated stop the distance required by rules and regulation from the switch.
3. To ensure switch is not lined after equipment enters a track until the rear piece of equipment is beyond the clearance point.

Applicable Conditions for Testing:

1. Job Briefing
2. Switch lined for intended route and route is clear
3. Switch points fits properly and target corresponds
4. Ensure switch is secured
5. Switch is clear before operation
6. Switch is locked, hooked, or latched
7. Switch is properly lined before fouling
8. Switch not lined until equipment passes the clearance point

Employee Requirements:

1. Employees must conduct a job briefing before work is begun, each time a work plan is changed, and at the completion of the work.
2. Employee must visually determine that switches are properly lined for the intended and know equipment is fouling the switches.

3. Employee must visually determine that the points fit properly and the Target, if so equipped, corresponds with the switch's position.
4. Employee must ensure the switch is secured from unintentional movement of the switch points before making movement over the switch.
5. Employee must ensure switch is not operated while equipment is fouling the switch, or standing or moving over the switch.
6. Employee must ensure switch is locked, hooked, or latched, if so equipped, after operating switch.
7. Employee must ensure when equipment entering the track has passed the clearance point of the track before the switch is lined away from the track.

4 - E-218.105- HAND-OPERATED MAIN TRACK SWITCHES.

Procedures:

1. Observer employee leaving main track switch after use.
2. Monitor radio to ensure the position of main track switch is confirmed by all crew members.
3. Observe roadway worker receiving authority to operate main track switch from EIC.
4. Verify employee makes report to dispatcher after operating main track switch.
5. Be in position to ensure dispatcher confirms the main line switches operated are returned to their designated position.

Purpose of test:

To ensure that hand-operated main track switches in non-signaled territory are returned to designated position after use or that proper protection is provided for hand-operated left in other than designated position.

Applicable Conditions for Testing

1. Switch left in designated position
2. Switch left in other then designated position
3. Confirmation of switch position
4. EIC permission
5. Releasing authority limits in non-signaled territory
6. Dispatcher responsibilities

Employee Requirements:

1. Employees must leave main track switches in designated position except when directed by the dispatcher and protection is provided or the switch is left in charge of a crewmember of another train, a switch tender, or a roadway worker in charge.
2. All crewmembers must verbally confirm the position of switches operated before leaving the location.
3. A qualified roadway worker must be granted permission by the EIC to operate a main line switch and must report the position of such switch operated to the EIC upon expiration of the authority limits.
4. Employees must report to the dispatcher that main track switches have restored to normal position and locked be releasing limits in non-signaled territory.

5. The dispatcher receiving the switch position report from the employee releasing the limits must ask whether the report is correct and the employee must confirm the dispatcher that the information is correct.

5 - E-218.107-ADDITIONAL OPERATION REQUIREMENTS FOR HAND-OPERATED CROSSOVER SWITCHES.

Procedures:

1. Be in position to observe employee operating hand-operated crossover.

Purpose of test:

1. To ensure both hand-operated switches are properly lined before movement begins and completed.
2. To ensure both switches of a hand-operated crossover are restored to normal position after use.
3. To ensure hand-operated crossover switches are not left in other than corresponding position unless permitted or protected in accordance with FRA regulation.

Applicable Conditions for Testing

1. General hand-operated crossover switches use
2. Leaving crossover switches in corresponding position
3. Leaving crossover switches in other than corresponding position

Employee Requirements:

1. Employees must ensure that both hand-operated switches of a crossover are properly lined before a crossover movement begins and completed before either switch is restored to normal position.
2. Employees operating hand-operated crossover switches must restore switches to normal position.
3. Employee may leave hand-operated crossover switches in other than corresponding position used to provide blue signal protection, used for inaccessible track protection, performing maintenance, testing or inspection in TCS territory, or one crew is using both tracks for continuous switching.

6- E-218.109 HAND-OPERATED FIXED DERAILS.

Procedures:

1. Be in position to observe employees handling hand-operated derails.
2. Be in position to observe equipment approaching and stopping at derails to be handled.

Purpose of test:

1. To ensure that employees handling derails are operating them according to rules and regulations.
2. To ensure that equipment approaching and stopping at derails to be operated stop the distance required by rules and regulation from the derail.

Applicable Conditions for Testing

1. Job Briefing
2. Derail in derailing position
3. Derail target corresponds with derail position
4. Derail is secured
5. Derail is locked, hooked, or latched

Employee Requirements:

1. Employees must conduct a job briefing before work is begun, each time a work plan is changed, and at the completion of the work.
2. Derail are kept in derailing position whether not equipment is on the track they protect unless allowed by FRA regulation, operating rule, or special instruction.
3. Employee must ensure derail target corresponds with the derail's position.
4. Employee must ensure the derail is secure by placing the throw lever in the latch stand, if so equipped; placing the lock or hasp, if so equipped; and testing such latches, locks, and hooks.
5. Employees must ensure when not in use, derails are locked, hooked, or latched in normal position if so equipped.

7- E-USE OF ELECTRONIC DEVICES PER GCOR 2.21

Procedures:

1. Be in position to observe the use of electronic and electrical devices by employees in the cab of both a standing and moving locomotive.
2. Be in position to observe the use of electronic and electrical devices by employees performing the switching and classification of railcars on the ground.

Purpose of test:

1. To ensure employees do not use personal electronic and electrical devices while on duty.
2. To ensure employees use company provided electronic and electrical devices in accordance with applicable rules and regulations.

Applicable Conditions for Testing:

1. Proper use of electronic and electrical devices by locomotive operator (including a remote control operator) on a standing locomotive.
2. Proper use of electronic and electrical devices by locomotive operator (including a remote control operator) on a moving locomotive.
3. Proper use of electronic and electrical devices by employees other than locomotive operator in the cab of a moving locomotive.
4. Job briefing is held before employees other than locomotive operator in the cab of a moving locomotive talk on a cell phone.
5. Proper use of electronic and electrical devices by employees conducting switching and classification duties from the ground.
6. Proper use of electronic and electrical devices by employees within the body of a passenger train or railroad business car.

Employee Requirements:

1. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device while on a moving locomotive.
2. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device when a duty requires any member of the crew to be on the ground.
3. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device when a duty requires any member of the crew to ride rolling equipment during a switching operation.
4. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device during any period when another employee is assisting in preparation of the train.
5. Employees other than locomotive operator in the cab of a moving Locomotive may not use a railroad-supplied mobile phone or remote computing device until after a job briefing and it is agreed it is safe to do so.
6. Employees within the body of a passenger train or railroad business car are prohibited from using a railroad-supplied electronic and electrical device if it interfere with the performance of other safety-sensitive duties.
7. Freight train crewmembers may not use railroad- supplied electronic and electrical device until the follow conditions are met:
 - (a) The employee is not fouling the track.
 - (b) No switching is underway.
 - (c) No other safety duties are presently required.
 - (d) All members of the railroad have been briefed the operations are suspended.

8 – E-ROADWAY MAINTENANCE MACHINE (RMM) SPEED

Procedures:

Speed to be determined by use of a radar device.

Purpose of Test:

To determine compliance with the following requirements:

1. Permanent Speed signs
2. Temporary speed restrictions
3. Maximum authorized speed
4. Maximum RMM speed

Applicable Conditions for Testing:

1. Permanent Speed signs
2. Temporary speed restrictions
3. Timetable/Special Instructions
4. MOW Rules for RMM Speed

Employee Requirements:

Speed must not be in excess of the speed restrictions in effect at a specific location.

9 – E-ROADWAY MAINTENANCE MACHINE (RMM) OVER CROSSINGS/SWITCHES

Procedures:

1. Be in a position to observe RMM'S operate over a road crossing at grade.
2. Be in a position to observe RMM'S operating over switches.

Purpose of Test:

1. To ensure that employees are operating RMM'S according to the rules when moving over a road crossing at grade.
2. To ensure that employees are operating RMM'S according to the rules when moving over switches.

Applicable Conditions for Testing:

Observing RMM'S moving over road crossings at grade or over switches.

Employee Requirements:

1. Employees are required to operate RMM'S according to the rules when moving over road crossings at grade.
2. Employees are required to operate RMM'S according to the rules when moving over switches.

10 – E-CONTROLLED TRACK AUTHORIZATION

Procedures:

Performed by direct observation of the employee(s) obtaining proper authority prior to entering controlled track or when controlled track is already occupied and movement is stopped, by inspection of the authority.

Purpose of Test:

To determine the movement has proper authority to occupy main track.

Applicable Conditions for Testing:

Controlled Track Authorization

Employee Requirements:

Employee must obtain proper authority before initiating movement on a controlled track.

11 – E-REQUIRED ON TRACK PROTECTION (INACCESSIBLE TRACK)

Procedure:

Verify an employee's method of On-Track Safety and inspect the appliances used to establish On-Track Safety using Inaccessible track for non-controlled track.

Purpose of Test:

1. To ensure the employee establishes proper protection while working on non-controlled track.
2. To ensure the employee properly establishes On-Track Safety using Inaccessible track for non-controlled track.

Applicable Conditions for Testing:

Working limits have been established on non-controlled track or protection is required for adjacent tracks which are controlled track".

Employee Requirements:

Employees are required to establish On-Track safety per RWP requirements for non-controlled track.

12– E-REQUIRED ON TRACK PROTECTION (TRAIN APPROACH WARNING)

Procedure:

Verify an employee's method of On-Track Safety using Train Approach Warning.

Purpose of Test:

1. To ensure the employee establishes proper protection while using Train Approach Warning.
2. To ensure that lookouts are performing their job function properly.

Applicable Conditions for Testing:

On-Track Safety has been established using Train Approach Warning or protection has been established for adjacent track using Train Approach Warning.

Employee Requirements:

1. Employees establishing protection using Train Approach Warning must discuss method of warning the lookouts will use.
2. Employees performing duties of lookout must not perform any other duties.
3. Employees fouling the track must be able to receive Train Approach Warning from lookout and be completely in the clear not less than 15 seconds before the arrival of a train, engine or RMM.
4. Employees establishing protection using Train Approach Warning must not do anything that would make the track unsafe for trains, engines or RMM.
5. Employee must not use power tools or anything else that would affect the ability to be notified of an approaching train, engine or RMM.

13 – E-REQUIRED ON-TRACK PROTECTION (INDIVIDUAL TRAIN DETECTION)

Procedure:

Verify an employee's method of On-Track Safety using Individual Train Detection.

Purpose of Test:

To ensure On Track Safety is established properly using Individual Train Detection.

Applicable Conditions for Testing:

On Track Safety has been established using Individual Train Detection.

Employee Requirements:

1. Employee establishing protection using Individual Train Detection must have proper sight distance to be in the clear 15 seconds before train arrives.
2. Employee establishing protection is a Lone Worker.
3. Employee establishing protection must not do anything that would make the track unsafe for trains engine or RMM'S.
4. Employee establishing protection must not use power tools or anything that would affect his ability to see/hear approaching trains engines or RMM'S.
5. Employee has properly filled out a statement of: On Track Safety Form.

14 – E-REQUIRED ON-TRACK PROTECTION TRAIN COORDINATION

Procedure:

Verify an employee's method of On-Track Safety using Train Coordination.

Purpose of Test:

To ensure working limits are established properly using Train Coordination.

Applicable Conditions for Testing:

Working limits have been established using Train Coordination.

Employee Requirements:

1. Employees establishing protection using Train Coordination must be able to see the train and know that it is stopped.
2. Employees establishing protection using Train Coordination must have a job briefing with the train crew.
3. The train crew will not relinquish their exclusive track authority until the Employee In Charge has released the working limits back to the train crew.

15 – E-PROPER RADIO PROCEDURES

Procedures:

Monitor communications between employees (include contractors using railroad frequencies).

Purpose of Test:

Determine that any employee who communicates via radio or other wireless means of communication issue and/or repeats information using the required format.

Applicable Conditions For Testing:

Operating rules references to radio use and formats to be used.

Employee Requirements:

Employees must use the proper format when transmitting via wireless communications.

16 – E-READY FOR DUTY

Procedures:

Be in a position to closely observe employees reporting for duty.

Purpose of Test:

To ensure employees report for duty on time, have the required PPE, equipment, tools and rule books necessary for their job.

Applicable Conditions for Testing:

Ensure employees are prepared for work at the designated time and place.

Employee Requirements:

Employees are required to report for duty at the designated time and place and be properly prepared for immediate work at that time.

17 – E-DRUG & ALCOHOL COMPLIANCE

Procedures:

Be in a position to closely observe employees.

Purpose of Test:

To ensure that employees are not under the influence of drugs or alcohol.

Applicable Conditions for Testing:

Meet employees as they report for duty and during the tour of duty to ensure drug and alcohol rule compliance.

Employee Requirements:

1. Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty or while on company property.
2. 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.

18 – E-JOB BRIEFINGS

Procedures:

1. Be in a position to closely observe employees reporting for duty.
2. Be in a position to observe changes in job procedures.

Purpose of Test:

1. To ensure employees hold job briefing before a task is begun and anytime during the duty tour that job procedures change.
2. To ensure that all members affected are included in the job briefings.
3. To ensure that job briefing plans are followed exactly by all members of the group.

Applicable Conditions for Testing:

1. Be present when job briefings are conducted, when job briefings are supposed to be conducted.
2. Listen to communications within the work group to ensure plans include all members and are followed exactly.

Employee Requirements:

1. Employees are required to hold job briefings before any task is begun and whenever plans change.
2. Employees are responsible to follow the briefing plans and ask questions if anything is unclear.

19 – E-PPE

Procedures:

Be in a position to clearly observe employees when working out of doors.

Purpose of Test:

To ensure employees wear the appropriate personal protective equipment when required by rule.

Applicable Conditions for Testing:

Observe employees when they are in areas that require the use of personal protective equipment.

Employee Requirements:

1. Employees are required to wear specific personal protective equipment in specified areas.
2. Employees must not wear finger rings while working with or operating machinery.

20 – E-GETTING ON/OFF EQUIPMENT

Procedures:

Be in a position to clearly observe employees when working around moving and standing equipment.

Purpose of Test:

1. To ensure employees mount and/or dismount standing equipment as prescribed by the rules.
2. To ensure that employees do not get on or off moving equipment except in an emergency.

Applicable Conditions for Testing:

Observe employees when they are mounting or dismounting standing equipment.

Employee Requirements:

1. Employees are required to mount and dismount standing equipment using the sill steps; ladders and handhold provided using three-point contact.
2. Employees are prohibited from mounting or dismounting moving except in an emergency.

21 – E-DISPLAYING FLAGS/SIGNALS

Procedure:

Be in a position to observe placement of flags or signals.

Purpose of Test:

To ensure that that flag or signals are placed properly in accordance with operating rules.

Applicable Conditions for Testing:

Observation of employees placing flags or signals.

Employee Requirements:

Employees are required to place flags and signals properly to provide a clear view to an approaching train and meet the requirements of Operating rules.

22 – E-SAFE TRAVELING DISTANCES

Procedures:

Be in a position to observe the distance between RMM'S while traveling in a convoy or between RMM'S and a train or engine.

Purpose of Test:

To determine compliance with maintaining sufficient distance between RMM'S when traveling in a convoy or between RMM'S and a train or engine.

Applicable Conditions For Testing:

1. Observation of RMM'S moving in a convoy.
2. Observation of RMM'S moving near or with a train or engine.

Employee Requirements:

1. Employees are required to maintain a sufficient distance between RMM'S to avoid an accident.
2. Employees must not approach within 300 feet of a train or engine with RMM'S.

23 – E-READING AUTHORITY ALOUD**Procedures:**

Be in a position to hear the EIC reading Main Track Authority aloud to all employees in the work group.

Ask each operator if they understand the limits of their authority.

Purpose of Test:

To ensure that the EIC is reading the Main Track Authority aloud to all employees in the work group and that everyone in the work group understands their limits..

Applicable Conditions For Testing:

Observation of all employees performing job briefing prior to fouling Main Track using a written authority.

Employee Requirements:

Employee in charge must read aloud any written authority to occupy the main track to all employees working under the authority.

24 – E-WORKING WITH ROADWAY MAINTENANCE MACHINES**Procedures:**

Be in a position to observe employees operating with RMM'S.

Purpose of Test:

1. To ensure that employees working with RMM'S observe the safe work zones around RMM'S.
2. To ensure that employees operating RMM'S maintain the required safe working distance between other RMM'S.
3. To ensure that employees operating RMM'S maintain the required safe working distance from trains or engines.

Applicable Conditions for Testing:

1. Observation of employees who are working with RMM'S.
2. Observation of employees operating RMM'S in the vicinity of other RMM'S.
3. Observation of employees operating RMM'S in the vicinity of trains or engines.

Employee Requirements:

1. Employees are required to maintain 50 feet from working RMM'S unless a different understanding is established through a job briefing.

2. Minimum working distance between machines is 50 feet unless a different understanding is established through a job briefing.
3. Minimum distance RMM'S must maintain from a standing train or engine is 200 feet unless a job briefing is held with the train crew.

25 – E-STORING ON-TRACK EQUIPMENT

Procedures:

1. Be in a position to observe employees securing RMM'S.
2. Inspect RMM'S immediately after employees have left the area.

Purpose of Test:

To ensure that rules pertaining to the securement and protection of RMM'S are followed when RMM'S is stored on the track.

Applicable Conditions for Testing:

1. Observation of employees preparing to leave RMM'S unattended.
2. Inspecting RMM'S left unattended.

Employee Requirements:

1. Employees are required to properly secure RMM'S left unattended.
2. Employees are required to provide protection for RMM'S left unattended.

26 – E-LONE WORKER REQUIRED STATEMENT OF ON TRACK SAFETY.

Procedures:

Ask the employee to produce his SOTS for inspection.

Purpose of Test:

To ensure that a Lone Worker has possession of a properly completed SOTS.
A standard form is not required as long as all the necessary information is recorded.

Applicable Conditions For Testing:

Observation of a Lone Worker fouling the track.

Employee Requirements:

Lone Workers are required to complete a (SOTS) prior to fouling the track and must be able to produce it upon request.

27 – E-PRECAUTIONS AROUND TRACKS/EQUIPMENT

Procedures:

Be in a position to observe employees as they work around tracks or equipment.

Purpose of Test:

1. To ensure that employees are alert to train and equipment movements.
2. To ensure that employees comply with rules pertaining to sufficient distance from standing equipment, staying clear of the track when required, etc...

Applicable Conditions For Testing:

Observe employees when they are working in their environment.

Employee Requirements:

1. Employees are required to be alert for movements.
2. Employees are required to allow a distance of at least 50 between themselves and the end of standing equipment without blue signal/flag protection.
3. Employees are required to not foul any track unless duties require.

28 – E-SAFETY DEVICES**Procedures:**

1. Inspect all tools and equipment to ensure that all safety guards, shields, locks and all other safety devices are in place and used for their intended purpose.
2. Be in a position to observe and employee using safety equipment associated with the tool or equipment being operated.

Purpose of Test:

1. To ensure that employees are using all safety equipment associated with tools and equipment.
2. To ensure that employees have not tampered with or defeated any safety device associated with tools or equipment.

Applicable Conditions for Testing:

1. Observation of all employees who handle tools or equipment.
2. Inspection of tools or equipment.

Employee Requirements:

1. Employees are prohibited from any act which defeats the purpose of a safety device.
2. Employees are required to use safety equipment associated with all tools and equipment.

29 – E-VEHICLE INSPECTIONS**Procedures:**

Be in a position to closely observe employees while they are inspecting their company vehicle.

Purpose of Test:

To ensure employees are complying with the rule requirements for inspecting company vehicles.

Applicable Conditions for Testing:

Observe employees while they are inspecting company vehicles

Employee Requirements:

1. Employees must inspect their company vehicle as required prior to use.
2. Employees must complete vehicle inspection report as required.

30 – E-DRIVER REQUIREMENTS**Procedures:**

Be in a position to closely observe employees while they are driving vehicles.

Purpose of Test:

To ensure employees are complying with the rule requirements for driving company vehicles.

Applicable Conditions for Testing:

Observe employees while they are driving vehicles

Employee Requirements:

1. Employees must know and observe all local, state, and federal laws concerning vehicle operation.
2. Employees must possess a current valid driver's license or CDL.
3. Employees must secure vehicle if left unattended i.e. remove keys, lock vehicle, etc.

31 – E-PROPER PLACEMENT OF TOOLS IN VEHICLES**Procedures:**

1. Observe employees placing tools in vehicles in preparation for movement.
2. Inspect vehicles to ensure rule compliance.

Purpose of Test:

To ensure employees are placing and securing tools and equipment properly in vehicles.

Applicable Conditions for Testing:

1. Direct observation of occupied or soon to be occupied vehicles to ensure proper tool placement.
2. Inspection of unoccupied vehicles to ensure proper tool placement and securement.

Employee Requirements:

Employees are required to place tools in a vehicle where they will not interfere with safe driving or personal safety.

32 – E-USE OF SEAT BELTS

Procedures:

Be in a position to observe or inspect drivers of vehicles.

Purpose of Test:

To ensure the proper use of seatbelts in vehicles.

Applicable Conditions for Testing:

Observe and/or inspect vehicles occupied by employees to ensure compliance with rules concerning the use of seat belts.

Employee Requirements:

Employees are required to use seat belts in moving vehicles.

33 – E-BACKING UP VEHICLES

Procedures:

Be in a position to closely observe employees that are operating vehicles while backing up.

Purpose of Test:

To ensure that employees are compliant with the rules concerning the backing up of a vehicle.

Applicable Conditions for Testing:

Observe employees preparing to back up a vehicle.

Employee Requirements:

1. Employees must make sure the vehicle is safe to move before operating.
2. When backing up, the operator must look in the direction of movement.
3. Employees must sound the horn once if their vehicle does not have an audible backup warning device.

34 – E-SERVICING MACHINES

Procedures:

Be in a position to closely observe employees while they are servicing machinery.

Purpose of Test:

To ensure employees are complying with the rule requirements for safely servicing any type of machinery.

Applicable Conditions for Testing:

Observation of employees who are servicing machinery.

Employee Requirements:

1. Employees are required to follow manufacturer's recommendations.
2. Employees are not allowed to place hands or dressings on moving belts.
3. Employees are not allowed to operate machinery without safety guards, if equipped.

35 – E-USING PROPER TOOLS**Procedures:**

Be in a position to closely observe employees using tools.

Purpose of Test:

1. To ensure that employees are using the proper tools for the task.
2. To ensure that employees use tools properly.

Applicable Conditions for Testing:

Observe employees in their working environment while performing tasks that require the use of tools.

Employee Requirements:

1. Employees are prohibited from pitching or throwing tools to another employee.
2. Employees must follow the rules concerning tool guidelines.
3. Employees must follow the rules concerning the use of wrenches.
4. Employees must follow the rules concerning the use of grinding wheels.

36 – E-TRANSPORTING GAS CYLINDERS**Procedures:**

Observe and inspect vehicles carrying cylinders.

Purpose of Test:

To ensure that cylinders are transported in compliance with the rules.

Applicable Conditions For Testing:

Observe and inspect vehicles carrying cylinders.

Employee Requirements:

Employees must transport cylinders with gauges and regulators removed when traveling on the highway.

37 – E-GAS CYLINDER STORAGE

Procedures:

Inspect M of W cylinder storage areas.

Purpose of Test:

To ensure the rules compliance concerning cylinder storage.

Applicable Conditions for Testing:

Inspect areas where M of W cylinders are stored.

Employee Requirements:

1. Employees must store and secure cylinders in an upright position in approved racks or by holding chains.
2. Gas cylinders must be separated 20 feet or by a wall meeting OSHA standards.

38 – E-LIFTING AND MOVING MATERIALS

Procedures:

Be in a position to observe employees who lift and carry/move materials.

Purpose of Test:

To ensure rule compliance when lifting/moving materials.

Applicable Conditions for Testing:

Observe employees who lift and carry/move materials.

Employee Requirements:

1. When lifting/moving materials, employees must not lift beyond their normal capabilities.
2. Employees must follow the principles of safe lifting as described in the rules.

39 – E-OTHER OPERATING RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with operating rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all operating rules.

40 – E-OTHER SAFETY RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with safety rules and procedures rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all safety rules and procedures.

41 – E-OTHER ENGINEERING DEPARTMENT RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with Engineering Department rules and procedures or rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all Engineering Department rules and procedures.



**Mechanical
EFFICIENCY TESTING FORM**



DATE: _____	(E-1) - NAME: _____
TIME: _____	(E-2) - NAME: _____
LOCATION: _____	(E-3) - NAME: _____
ENGINE #: _____	TRAIN ID: _____

Name of Manager Completing Test(s): _____

Test	Test Description	Pass (P) / Fail (F)			Comments
		E1	E2	E3	
01	M-218.99-Shoving or Pushing Movements				
02	M-218.101-Leaving Equipment in the Clear				
03	M-218.103-Hand-operated Switches, including Crossover Switches				
04	M-218.105-Hand-Operated Main Track Switches				
05	M-218.107-Additional Req. for Hand-operated Crossover Switches				
06	M-218.109-Hand-operated fixed Derails				
07	M-Use of Electronic Devices per GCOR 2.21				
08	M-Speed Limit Compliance				
09	M-Leaving Locomotive Unattended				
10	M-Proper Radio Procedures				
11	M-Class 1 Air Brake Test				
12	M-Class 3 Air Brake Test				
13	M-Transfer Air Brake test				
14	M-Locomotive/s Air Brake Test				
15	M-Securing Equipment				
16	M-Ready For Duty				
17	M-Drug & Alcohol Compliance				
18	M-Blue Signal/Flag Compliance				
19	M-Job Briefing				
20	M-"3 Step Protection" Compliance				
21	M-PPE				
22	M-Getting On/Off Equipment				
23	M-Operation of Handbrakes				
24	M-Precautions Around Tracks/Equip.				
25	M-Safety Devices				
26	M-Vehicle Inspections				
27	M-Driving Requirements				
28	M-Proper Placement Of Tools In Vehicles				
29	M-Use Of Seat Belts				
30	M-Backing Vehicles				
31	M-Servicing Machines				
32	M-Using Proper Tools				
33	M-Transporting Cylinders				
34	M-Cylinder Storage				
35	M-Signals For Movement				
36	M-Coupling/Uncoupling Equipment				
37	M-Electrical Cord Safety				
38	M-Lifting And Moving Materials				
39	M-Other Operating Rules				
40	M-Other Safety Rules				
41	M-Other ABTH Rules				

ENTER COMMENTS ON REAR OF FORM

1-M-218.99 SHOVING OR PUSHING MOVEMENTS

Procedures:

1. Be in position to observe employees who are required by condition, rule, or regulation to protect a shoving or pushing movement on any track.

Purpose of test:

1. To ensure employees are properly protecting shoving or pushing movements required by rule, condition, or regulation.

Applicable Conditions for Testing:

1. Job Briefing
2. Means of communication
3. No unrelated task
4. Point protection
5. Distance to go
6. Remote control movements
7. Remote control zones

Employee Requirements:

2. Job briefing must be conducted and the engineer participating in the move briefed by the employee who will direct the move.
2. Means of communication to be used between the engineer and the employee directing the move is provided.
3. Employee directing the movement shall not engage in any task unrelated to the oversight of the shoving or pushing movement.
4. Point protection shall be provided by a crewmember or other qualified employee.
5. Employees must comply with the communication requirements used and stop the movement in accordance with the applicable rules.
6. Remote control operator initiating the movement or a member of the crew will visually determine the direction the equipment moves.
7. Employees must make a determination that the track is clear before the initial shoving or pulling movement is made in an activated remote control zone and meets the requirements before making subsequent shoving or pushing movements.

2 - M- 218.101-LEAVING ROLLING AND ON-TRACK MAINTENANCE-OF-WAY EQUIPMENT IN THE CLEAR.

Procedures:

1. Be in position to observe employees leaving standing equipment.

Purpose of test:

1. To ensure equipment left standing in a track is beyond the clearance point.
2. To ensure when equipment is left standing fouling a switch the switch is lined for the track the equipment is standing on.

Applicable Conditions for Testing

1. Leaving equipment left out of foul.
2. Equipment standing on main track and fouling siding switch.
3. Equipment standing on siding track and fouling main track switch.
4. Equipment standing on yard switching lead and fouling lead tracks
5. Equipment left on industry tracks.

Employee Requirements:

1. Employee must not leave equipment where it will foul a connecting track unless allowed by FRA regulation.
2. The main track switch must be lined for the main track when the equipment standing on the main track is fouling a siding track switch.
3. The siding track switch must be lined for the siding track when the equipment standing on the siding track is fouling a main track switch.
4. When equipment is standing on a yard switching track lead, the yard track switch that the equipment is fouling is lined for the yard switching lead track on which the equipment is standing.
5. Equipment left standing on an industry track is left beyond the clearance point of the switch leading to the industry.

3 - M-218.103-HAND-OPERATED SWITCHES, INCLUDING CROSSOVER SWITCHES.**Procedures:**

1. Be in position to observe employees handling hand-operated switches.
2. Be in position to observe equipment approaching and stopping at switches.
3. Be in position to observe when lining the switch after equipment enters a track.

Purpose of test:

1. To ensure that employees handling switches are operating them according to rules and regulations.
2. To ensure that equipment approaching and stopping at switches to be operated stop the distance required by rules and regulation from the switch.
3. To ensure switch is not lined after equipment enters a track until the rear piece of equipment is beyond the clearance point.

Applicable Conditions for Testing:

1. Job Briefing
2. Switch lined for intended route and route is clear
3. Switch points fits properly and target corresponds
4. Ensure switch is secured
5. Switch is clear before operation
6. Switch is locked, hooked, or latched
7. Switch is properly lined before fouling

8. Switch not lined until equipment passes the clearance point

Employee Requirements:

1. Employees must conduct a job briefing before work is begun, each time a work plan is changed, and at the completion of the work.
2. Employee must visually determine that switches are properly lined for the intended and know equipment is fouling the switches.
3. Employee must visually determine that the points fit properly and the Target, if so equipped, corresponds with the switch's position.
4. Employee must ensure the switch is secured from unintentional movement of the switch points before making movement over the switch.
5. Employee must ensure switch is not operated while equipment is fouling the switch, or standing or moving over the switch.
6. Employee must ensure switch is locked, hooked, or latched, if so equipped, after operating switch.
7. Employee must ensure when equipment entering the track has passed the clearance point of the track before the switch is lined away from the track.

4 - M-218.105- HAND-OPERATED MAIN TRACK SWITCHES.

Procedures:

1. Observer employee leaving main track switch after use.
2. Monitor radio to ensure the position of main track switch is confirmed by all crew members.
3. Observe roadway worker receiving authority to operate main track switch from EIC.
4. Verify employee makes report to dispatcher after operating main track switch.
5. Be in position to ensure dispatcher confirms the main line switches operated are returned to their designated position.

Purpose of test:

To ensure that hand-operated main track switches in non-signaled territory are returned to designated position after use or that proper protection is provided for hand-operated left in other than designated position.

Applicable Conditions for Testing

1. Switch left in designated position
2. Switch left in other than designated position
3. Confirmation of switch position
4. EIC permission
5. Releasing authority limits in non-signaled territory
6. Dispatcher responsibilities

Employee Requirements:

1. Employees must leave main track switches in designated position except when directed by the dispatcher and protection is provided or the switch is left in charge of a crewmember of another train, a switchtender, or a roadway worker in charge.

2. All crewmembers must verbally confirm the position of switches operated before leaving the location.
3. A qualified roadway worker must be granted permission by the EIC to operate a main line switch and must report the position of such switch operated to the EIC upon expiration of the authority limits.
4. Employees must report to the dispatcher that main track switches have restored to normal position and locked before releasing limits in non-signaled territory.
5. The dispatcher receiving the switch position report from the employee releasing the limits must ask whether the report is correct and the employee must confirm the dispatcher that the information is correct.

5 - M-218.107-ADDITIONAL OPERATION REQUIREMENTS FOR HAND-OPERATED CROSSOVER SWITCHES.

Procedures:

1. Be in position to observe employee operating hand-operated crossover.

Purpose of test:

1. To ensure both hand-operated switches are properly lined before movement begins and completed.
2. To ensure both switches of a hand-operated crossover are restored to normal position after use.
3. To ensure hand-operated crossover switches are not left in other than corresponding position unless permitted or protected in accordance with FRA regulation.

Applicable Conditions for Testing

1. General hand-operated crossover switches use
2. Leaving crossover switches in corresponding position
3. Leaving crossover switches in other than corresponding position

Employee Requirements:

1. Employees must ensure that both hand-operated switches of a crossover are properly lined before a crossover movement begins and completed before either switch is restored to normal position.
2. Employees operating hand-operated crossover switches must restore switches to normal position.
3. Employee may leave hand-operated crossover switches in other than corresponding position used to provide blue signal protection, used for inaccessible track protection, performing maintenance, testing or inspection in TCS territory, or one crew is using both tracks for continuous switching.

6- M-218.109 - HAND-OPERATED FIXED DERAILS.

Procedures:

1. Be in position to observe employees handling hand-operated derails.
2. Be in position to observe equipment approaching and stopping at derails to be handled.

Purpose of test:

1. To ensure that employees handling derails are operating them according to rules and regulations.
2. To ensure that equipment approaching and stopping at derails to be operated stop the distance required by rules and regulation from the derail.

Applicable Conditions for Testing

1. Job Briefing
2. Derail in derailing position
3. Derail target corresponds with derail position
4. Derail is secured
5. Derail is locked, hooked, or latched

Employee Requirements:

1. Employees must conduct a job briefing before work is begun, each time a work plan is changed, and at the completion of the work.
2. Derail are kept in derailing position whether not equipment is on the track they protect unless allowed by FRA regulation, operating rule, or special instruction.
3. Employee must ensure derail target corresponds with the derail's position.
4. Employee must ensure the derail is secure by placing the throw lever in the latch stand, if so equipped; placing the lock or hasp, if so equipped; and testing such latches, locks, and hooks.
5. Employees must ensure when not in use, derails are locked, hooked, or latched in normal position if so equipped.

7- M-USE OF ELECTRONIC DEVICES PER GCOR 2.21

Procedures:

1. Be in position to observe the use of electronic and electrical devices by employees in the cab of both a standing and moving locomotive.
2. Be in position to observe the use of electronic and electrical devices by employees performing the switching and classification of railcars on the ground.

Purpose of test:

1. To ensure employees do not use personal electronic and electrical devices while on duty.
2. To ensure employees use company provided electronic and electrical devices in accordance with applicable rules and regulations.

Applicable Conditions for Testing:

1. Proper use of electronic and electrical devices by locomotive operator (including a remote control operator) on a standing locomotive.
2. Proper use of electronic and electrical devices by locomotive operator (including a remote control operator) on a moving locomotive.
3. Proper use of electronic and electrical devices by employees other than locomotive operator in the cab of a moving locomotive.
4. Job briefing is held before employees other than locomotive operator in the cab of a moving locomotive talk on a cell phone.
5. Proper use of electronic and electrical devices by employees conducting switching and classification duties from the ground.
6. Proper use of electronic and electrical devices by employees within the body of a passenger train or railroad business car.

Employee Requirements:

1. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device while on a moving locomotive.
2. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device when a duty requires any member of the crew to be on the ground.
3. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device when a duty requires any member of the crew to ride rolling equipment during a switching operation.
4. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device during any period when another employee is assisting in preparation of the train.
5. Employees other than locomotive operator in the cab of a moving Locomotive may not use a railroad-supplied mobile phone or remote computing device until after a job briefing and it is agreed it is safe to do so.
6. Employees within the body of a passenger train or railroad business car are prohibited from using a railroad-supplied electronic and electrical device if it interfere with the performance of other safety-sensitive duties.
7. Freight train crewmembers may not use railroad- supplied electronic and electrical device until the follow conditions are met:
 - (a) The employee is not fouling the track.
 - (b) No switching is underway.
 - (c) No other safety duties are presently required.
 - (d) All members of the railroad have been briefed the operations are suspended.

8 – M-SPEED LIMIT COMPLIANCE

Procedures:

Speed to be determined by use of a radar device or event recorder data. Compliance will be noted. Failures will be recorded with specific comments concerning the nature of the failure in the database.

Purpose of Test:

To determine compliance with the following requirements:

1. Permanent speed signs
2. Temporary speed restrictions
3. M of W flag protection
4. Maximum authorized speed
5. Speed through turnouts

Applicable Conditions for Testing:

1. Permanent speed signs
2. Temporary speed restrictions
3. Handling cars ahead of locomotive
4. Equipment restrictions
5. Timetable/Special instructions
6. Speed required by signal indication

Employee Requirements:

Speed must not be in excess of the speed restrictions in effect at a specific location.

9 – M-LEAVING LOCOMOTIVE UNATTENDED

Procedures:

Observe crew when preparing to leave locomotive(s) unattended.

Purpose of Test:

To ensure there is no undesired movement of unattended locomotive(s).

Applicable Conditions for Testing:

Air Brake and Train Handling Rules and local instructions pertaining to unattended locomotive(s).

Employee Requirements:

Employees must ensure that the locomotive controls are properly positioned as per the rules, handbrakes are applied, cab doors are locked when equipped with locks and wheels are blocked when required.

10 – M-PROPER RADIO PROCEDURES

Procedures:

Monitor communications between employees (include contractors using railroad frequencies).

Purpose of Test:

Determine that any employee who communicates via radio or other wireless means of communication issue and/or repeats information using the required format.

Applicable Conditions for Testing:

Operating rules references to radio use and formats to be used.

Employee Requirements:

Employees must use the proper format when transmitting via wireless communications.

11 – M-CLASS I BRAKE TEST**Procedures:**

1. Be in a position to observe employees performing this test.
2. Be in a position to observe the employee at the locomotive controls.

Purpose of Test:

To ensure employees are performing a Class 1- Initial Terminal Air Brake Test as required by rule.

Applicable Conditions for Testing:

Observe these conditions wherever is required to make a Class 1- Initial Terminal Air Brake Test by rule.

Employee Requirements:

Employees must comply with the requirements of ABTH rules. Inspection on both sides of the train is required whenever all brake equipment cannot be seen from one side of the equipment.

12 – M-CLASS 3 AIR BRAKE TEST**Procedures:**

1. Be in a position to observe employees performing this test.
2. Be in a position to observe employee at the locomotive controls.

Purpose of Test:

To ensure employees are performing an Application and Release/Class 3 Air Brake Test as required by rule.

Applicable Conditions for Testing:

Observe these conditions whenever an Application and Release/Class 3 Air Brake Test is required by rule.

Employee Requirements:

Employees must comply with the requirements of ABTH rules. Test may be performed using calibrated HTD & ETD or by employee on rear of train with air gauge.

13 – M-TRANSFER TRAIN AIR BRAKE TEST

Procedures:

1. Be in a position to observe employees performing this test.
2. Be in a position to observe the employee at the locomotive controls.

Purpose of Test:

To ensure employees are performing a Transfer Train Air Brake Test as required by rule.

Applicable Conditions for Testing:

Observe these conditions wherever an Transfer Train Air Brake Test is required by rule.

Employee Requirements:

Employees must comply with the requirements of ABTH Rules. Inspection on both sides of the train is required whenever all brake equipment cannot be seen from one side of the equipment.

14 – M-LOCOMOTIVE AIR BRAKE TEST

Procedures:

1. Be in a position to observe employees when performing this test.
2. Be in a position to observe the employee at the locomotive controls.

Purpose of Test:

To ensure that employees responsible to perform this test are complying with ABTH requirements for a locomotive air brake test.

Applicable Conditions for Testing:

Ensure compliance with ABTH requirements for a locomotive air brake test.

Employee Requirements:

Employees are required to comply with ABTH requirements for a locomotive air brake test.

15 – M-SECURING EQUIPMENT

Procedures:

1. Be in a position to observe employee's equipment unattended.
2. Inspect locomotives and/or equipment immediately after employees have left the area.

Purpose of Test:

To ensure rules pertaining to proper securement of equipment are complied with.

Applicable Conditions for Testing:

1. Inspecting equipment left unattended.
2. Observation of crews preparing to leave equipment unattended.

Employee Requirements:

Employees are required to properly secure all equipment left unattended.

16 – M-READY FOR DUTY**Procedures:**

Be in a position to closely observe employees reporting for duty.

Purpose of Test:

To ensure employees report for duty on time, have the required PPE, equipment, tools and rule books necessary for their job.

Applicable Conditions for Testing:

Ensure employees are prepared for work at the designated time and place.

Employee Requirements:

Employees are required to report for duty at the designated time and place and be properly prepared for immediate work at that time.

17 – M-DRUG & ALCOHOL COMPLIANCE**Procedures:**

Be in a position to closely observe employees.

Purpose of Test:

To ensure that employees are not under the influence of drugs or alcohol.

Applicable Conditions for Testing:

Meet employees as they report for duty and during the tour of duty to ensure drug and alcohol rule compliance.

Employee Requirements:

1. Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty or while on company property.
2. 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.

18 – M-BLUE SIGNAL/FLAG COMPLIANCE

Procedures:

Be in a position to observe employees working around/near or applying/removing blue signal/flag protection.

Purpose of Test:

1. To ensure that employees apply/remove blue signals/flags as required by rule.
2. To ensure that employees react to blue signal/flag application as required by rule.

Applicable Conditions for Testing:

1. Observation of employees working around tracks/equipment protected by blue signal/flag.
2. Observation of employees applying or removing blue signal/flag protection.

Employee Requirements:

1. Employees are required to apply blue signal/flag protection in the prescribed manner before performing work on, under, or around rolling equipment.
2. Only the craft or group that placed the blue signal/flag may remove it.

19 – M-JOB BRIEFING

Procedures:

1. Be in a position to closely observe employees reporting for duty.
2. Be in a position to observe changes in job procedures.

Purpose of Test:

1. To ensure employees hold job briefing before a task is begun and anytime during the duty tour that job procedures change.
2. To ensure that all members affected are included in the job briefings.
3. To ensure that job briefing plans are followed exactly by all members of the group.

Applicable Conditions for Testing:

1. Be present when job briefings are conducted, when job briefings are supposed to be conducted.
2. Listen to communications within the work group to ensure plans include all members and are followed exactly.

Employee Requirements:

1. Employees are required to hold job briefings before any task is begun and whenever plans change.
2. Employees are responsible to follow the briefing plans and ask questions if anything is unclear.

20 – M- “3 STEP PROTECTION” COMPLIANCE

Procedures:

1. Be in a position to clearly observe employees who are required to foul equipment to perform their duties.
2. Be in a position to monitor communications that are used or should be used in connection with “3 Step Protection” requirements.
3. Be in a position to observe locomotive operator response and controls manipulations when three-step protection is required.

Purpose of Test:

1. To ensure employees comply with “3 Step Protection” requirements before fouling equipment.
2. To ensure that locomotive operators properly provide “3 Step Protection” when it is requested.

Applicable Conditions for Testing:

1. Observe ground employees when they are going in between, under or on equipment that is attached to an occupied locomotive.
2. Observe locomotive operators to ensure they correctly respond to a request to foul equipment.

Employee Requirements:

1. Employees are required to request “3 Step Protection” before going in between, under or on equipment that is attached to an occupied locomotive.
2. Locomotive operators are required to properly respond to a request to foul equipment.

21 - M-PPE

Procedures:

Be in a position to clearly observe employees when working out of doors.

Purpose of Test:

To ensure employees wear the appropriate personal protective equipment when required by rule.

Applicable Conditions for Testing:

Observe employees when they are in areas that require the use of personal protective equipment.

Employee Requirements:

1. Employees are required to wear specific personal protective equipment in specified areas and performing specific duties.
2. Employees must not wear rings in non-office environments.

22 – M-GETTING ON/OFF EQUIPMENT

Procedures:

Be in a position to clearly observe employees when working around moving and standing equipment.

Purpose of Test:

1. To ensure employees mount and/or dismount standing equipment as prescribed by the rules.
2. To ensure that employees do not get on or off moving equipment except in an emergency.

Applicable Conditions for Testing:

Observe employees when they are mounting or dismounting standing equipment.

Employee Requirements:

1. Employees are required to mount and dismount standing equipment using the sill steps; ladders and handhold provided using three-point contact.
2. Employees are prohibited from mounting or dismounting moving except in an emergency.

23 – M-APPLYING/RELEASING HANDBRAKES

Procedures:

Be in a position to clearly observe employees when applying releasing handbrakes.

Purpose of Test:

To ensure employees apply or release handbrakes in compliance with the safety rules.

Applicable Conditions for Testing:

Observe employees when they are applying or releasing handbrakes to ensure compliance.

Employee Requirements:

Employees are required to properly position themselves on the car to apply or release handbrakes except those cars that have handbrakes designed to be operated from a position on the ground.

24 – M-PRECAUTIONS AROUND TRACKS/EQUIPMENT

Procedures:

Be in a position to observe employees as they work around tracks or equipment.

Purpose of Test:

1. To ensure that employees are alert to train and equipment movements.
2. To ensure that employees comply with rules pertaining to sufficient distance from standing equipment, sufficient distance between equipment, staying clear of the track when required, etc...

Applicable Conditions For Testing:

Observe employees when they are working in their environment.

Employee Requirements:

1. Employees are required to be alert for movements.
2. Employees are required to allow a distance of at least 50 feet between themselves and the end of standing equipment without blue signal/flag protection.
3. Employees are required to allow 50 feet of space between uncoupled equipment without blue signal/flag protection.
4. Employees are required to not foul any track unless duties require.

25 – M-SAFETY DEVICES

Procedures:

1. Inspect all tools and equipment to ensure that all safety guards, shields, locks and all other safety devices are in place and used for their intended purpose.
2. Be in a position to observe and employee using safety equipment associated with the tool or equipment being operated.

Purpose of Test:

1. To ensure that employees are using all safety equipment associated with tools and equipment.
2. To ensure that employees have not tampered with or defeated any safety device associated with tools or equipment.

Applicable Conditions for Testing:

1. Observation of all employees who handle tools or equipment.
2. Inspection of tools or equipment.

Employee Requirements:

1. Employees are prohibited from any act which defeats the purpose of a safety device.
2. Employees are required to use safety equipment associated with all tools and equipment.

26 – M-VEHICLE INSPECTIONS

Procedures:

Be in a position to closely observe employees while they are inspecting their company vehicle.

Purpose of Test:

To ensure employees are complying with the rule requirements for inspecting company vehicles.

Applicable Conditions for Testing:

Observe employees while they are inspecting company vehicles.

Employee Requirements:

1. Employees must inspect their company vehicle as required prior to use.
2. Employees must complete vehicle inspection report as required.

27 – M-DRIVER REQUIREMENTS

Procedures:

Be in a position to closely observe employees while they are driving vehicles.

Purpose of Test:

To ensure employees are complying with the rule requirements for driving company vehicles.

Applicable Conditions for Testing:

Observe employees while they are driving vehicles.

Employee Requirements:

1. Employees must know and observe all local, state, and federal laws concerning vehicle operation.
2. Employees must possess a current valid driver's license or CDL.
3. Employees must secure vehicle if left unattended i.e. remove keys, lock vehicle, etc.

28 – M-PROPER PLACEMENT OF TOOLS IN VEHICLES

Procedures:

1. Observe employees placing tools in vehicles in preparation for movement.
2. Inspect vehicles to ensure rule compliance.

Purpose of Test:

To ensure employees are placing and securing tools and equipment properly in vehicles.

Applicable Conditions for Testing:

1. Direct observation of occupied or soon to be occupied vehicles to ensure proper tool placement.
2. Inspection of unoccupied vehicles to ensure proper tool placement and securement.

Employee Requirements:

Employees are required to place tools in a vehicle where they will not interfere with safe driving or personal safety.

29 – M-USE OF SEAT BELTS**Procedures:**

Be in a position to observe or inspect drivers of vehicles.

Purpose of Test:

To ensure the proper use of seatbelts in vehicles.

Applicable Conditions for Testing:

Observe and/or inspect vehicles occupied by employees to ensure compliance with rules concerning the use of seat belts.

Employee Requirements:

Employees are required to use seat belts in moving vehicles.

30 – M-BACKING UP VEHICLES**Procedures:**

Be in a position to closely observe employees that are operating vehicles while backing up.

Purpose of Test:

To ensure that employees are compliant with the rules concerning the backing up of a vehicle.

Applicable Conditions For Testing:

Observe employees preparing to back up a vehicle.

Employee Requirements:

1. Employees must make sure the vehicle is safe to move before operating.
2. When backing up, the operator must look in the direction of movement.

31 – M-SERVICING MACHINES**Procedures:**

Be in a position to closely observe employees while they are servicing machinery.

Purpose of Test:

To ensure employees are complying with the rule requirements for safely servicing any type of machinery.

Applicable Conditions For Testing:

Observation of employees who are servicing machinery.

Employee Requirements:

1. Employees are required to follow manufacturer's recommendations.
2. Employees are not allowed to place hands or dressings on moving belts.
3. Employees are not allowed to operate machinery without safety guards, if equipped.

32 – M-USING PROPER TOOLS**Procedures:**

Be in a position to closely observe employees using tools.

Purpose of Test:

1. To ensure that employees are using the proper tools for the task.
2. To ensure that employees use tools properly.

Applicable Conditions for Testing:

Observe employees in their working environment while performing tasks that require the use of tools.

Employee Requirements:

1. Employees are prohibited from pitching or throwing tools to another employee.
2. Employees must follow the rules concerning tool guidelines.
3. Employees must follow the rules concerning the use of wrenches.
4. Employees must follow the rules concerning the use of grinding wheels.

33 – M-TRANSPORTING CYLINDERS**Procedures:**

Observe and inspect mechanical department vehicles carrying cylinders.

Purpose of Test:

To ensure that cylinders are transported in compliance with the rules.

Applicable Conditions for Testing:

Observe and inspect vehicles carrying cylinders.

Employee Requirements:

Employees must transport cylinders with gauges and regulators removed when traveling on the highway.

34– M-CYLINDER STORAGE

Procedures:

Inspect cylinder storage areas.

Purpose of Test:

To ensure the rules compliance concerning cylinder storage.

Applicable Conditions for Testing:

Inspect mechanical department areas where cylinders are stored.

Employee Requirements:

1. Employees must store and secure cylinders in an upright position in approved racks or by holding chains.
2. Gas cylinders must be separated 20 feet or by a wall meeting OSHA standards.

35 – M-SIGNALS FOR MOVEMENT

Procedures:

Be in a position to closely observe employees who provide signals for movement of equipment.

Purpose of Test:

To ensure rules compliance concerning signals for movement.

Applicable Conditions for Testing:

Observe employees who are providing signals, either by hand or wireless means of communication.

Employee Requirements:

Employees must not give a signal to move equipment if that employee is between the equipment to be moved.

36 – M-COUPLING/UNCOUPLING EQUIPMENT

Procedures:

Be in a position to observe employees while coupling/uncoupling equipment.

Purpose of Test:

To ensure that employees coupling/uncoupling equipment are complying with rule requirements.

Applicable Conditions for Testing:

Observe employees while coupling/uncoupling equipment.

Employee Requirements:

1. Employees are prohibited from going between or in front of moving equipment to operate coupling mechanisms.
2. Employees are prohibited from placing part of their body on or between a coupler and the end sill of equipment.
3. Employees must separate equipment by at least 50 feet before going in between to adjust coupler mechanisms.
4. Employees coupling air hoses must ensure that all movement has stopped provide "3 Step Protection" or blue signal/flag protection and keep one foot outside the rail.

37 – M-ELECTRICAL CORD SAFETY**Procedures:**

Inspect work areas to ensure compliance with electrical cord safety rules.

Purpose of Test:

To ensure that electrical cords are used as the rules require.

Applicable Conditions for Testing:

Inspect work areas to ensure compliance with electrical cord safety rules.

Employee Requirements:

1. Employees must use electrical cords in the approved manner.
2. Employees must not remove the grounding prong from electrical cords.
3. Employees must not overload electrical circuits.
4. Repairs to electrical cord insulation must be as good as or better than the original insulation.

38 – M-LIFTING AND MOVING MATERIALS**Procedures:**

Be in a position to observe employees who lift and carry/move materials.

Purpose of Test:

To ensure rule compliance when lifting/moving materials.

Applicable Conditions For Testing:

Observe employees who lift and carry/move materials.

Employee Requirements:

1. When lifting/moving materials, employees must not lift beyond their normal capabilities.
2. Employees must follow the principles of safe lifting as described in the rules.

39 – M-OTHER OPERATING RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with operating rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all operating rules.

40 – M-OTHER SAFETY RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with safety rules and procedures rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all safety rules and procedures.

41 – M-OTHER AIR BRAKE AND TRAIN HANDLING RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with air brake and train handling rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all air brake and train handling rules.



Dispatcher / Clerical EFFICIENCY TESTING FORM

DATE: _____ (E-1) - NAME: _____

TIME: _____ (E-2) - NAME: _____

LOCATION: _____ (E-3) - NAME: _____

ENGINE #: _____ TRAIN ID: _____

Name of Manager Completing Test(s): _____

Test	Test Description	Pass (P) / Fail (F)			Comments
		E1	E2	E3	
01	D-218.105 –Hand-operated Main Track Switches				
02	D-Proper Radio Procedures				
03	D-Hazardous Materials Compliance				
04	D-Ready for Duty				
05	D-Drug & Alcohol Compliance				
06	D-Job Briefing				
07	D-Use of Electronic Devices per GCOR 2.21				
08	D-PPE				
09	D-Recording Track Bulletin Requests				
10	D-Overlapping Authorities				
11	D-Precautions Around Tracks/Equipment				
12	D-Vehicle Inspection				
13	D-Driver Requirements				
14	D-Use Of Seat Belts				
15	D-Backing Up Vehicles				
16	D-Servicing Office Machines				
17	D-Electrical Cord Safety				
18	D-Lifting And Moving Materials				
19	D-Closing Drawers When Not In Use				
20	D-Portable Ladders				
21	D-Other Operating Rules				
22	D-Other Safety Rules				
23	D-Other Dispatcher Rules				

COMMENTS ON REAR OF FORM

1 –D-218.105- HAND-OPERATED MAIN TRACK SWITCHES.**Procedures:**

1. Observer employee leaving main track switch after use.
2. Monitor radio to ensure the position of main track switch is confirmed by all crew members.
3. Observe roadway worker receiving authority to operate main track switch from EIC.
4. Verify employee makes report to dispatcher after operating main track switch.
5. Be in position to ensure dispatcher confirms the main line switches operated are returned to their designated position.

Purpose of test:

To ensure that hand-operated main track switches in non-signaled territory are returned to designated position after use or that proper protection is provided for hand-operated left in other than designated position.

Applicable Conditions for Testing

1. Switch left in designated position
2. Switch left in other than designated position
3. Confirmation of switch position
4. EIC permission
5. Releasing authority limits in non-signaled territory
6. Dispatcher responsibilities

Employee Requirements:

1. Employees must leave main track switches in designated position except when directed by the dispatcher and protection is provided or the switch is left in charge of a crewmember of another train, a switchtender, or a roadway worker in charge.
2. All crewmembers must verbally confirm the position of switches operated before leaving the location.
3. A qualified roadway worker must be granted permission by the EIC to operate a main line switch and must report the position of such switch operated to the EIC upon expiration of the authority limits.
4. Employees must report to the dispatcher that main track switches have restored to normal position and locked by releasing limits in non-signaled territory.
5. The dispatcher receiving the switch position report from the employee releasing the limits must ask whether the report is correct and the employee must confirm the dispatcher that the information is correct.

2 – D-PROPER RADIO PROCEDURES

Procedures:

Monitor communications between employees (include contractors using railroad frequencies).

Purpose of Test:

Determine that any employee who communicates via radio or other wireless means of communication issue and/or repeats information using the required format.

Applicable Conditions for Testing:

Operating rules references to radio use and formats to be used.

Employee Requirements:

Employees must use the proper format when transmitting via wireless communications.

3 – D-HAZARDOUS MATERIALS COMPLIANCE

Procedures:

Inspect hazardous materials documents provided to train crews.

Purpose of Test:

To ensure rules compliance concerning the transportation of hazardous materials.

Applicable Conditions For Testing:

Observe employees who are providing and inspect documentation of hazardous materials shipments provided to train crews.

Employee Requirements:

1. Train consists containing hazardous materials shipments must contain the required entries.
2. No hazardous materials may be shipped without the required shipping papers.

4 – D-READY FOR DUTY

Procedures:

Be in a position to closely observe employees reporting for duty.

Purpose of Test:

To ensure employees report for duty on time, have the required PPE, equipment, tools and rule books necessary for their job.

Applicable Conditions for Testing:

Ensure employees are prepared for work at the designated time and place.

Employee Requirements:

Employees are required to report for duty at the designated time and place and be properly prepared for immediate work at that time.

5 – D-DRUG & ALCOHOL COMPLIANCE

Procedures:

Be in a position to closely observe employees.

Purpose of Test:

To ensure that employees are not under the influence of drugs or alcohol.

Applicable Conditions for Testing:

Meet employees as they report for duty and during the tour of duty to ensure drug and alcohol rule compliance.

Employee Requirements:

1. Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty or while on company property.
2. 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.

6 – D-JOB BRIEFING

Procedures:

1. Be in a position to closely observe employees reporting for duty.
2. Be in a position to observe changes in job procedures.

Purpose of Test:

1. To ensure employees hold job briefing before a task is begun and anytime during the duty tour that job procedures change.
2. To ensure that all members affected are included in the job briefings.
3. To ensure that job briefing plans are followed exactly by all members of the group.

Applicable Conditions for Testing:

1. Be present when job briefings are conducted, when job briefings are supposed to be conducted.
2. Listen to communications within the work group to ensure plans include all members and are followed exactly.

Employee Requirements:

1. Employees are required to hold job briefings before any task is begun and whenever plans change.
2. Employees are responsible to follow the briefing plans and ask questions if anything is unclear.

7- D-USE OF ELECTRONIC DEVICES PER GCOR 2.21

Procedures:

1. Be in position to observe the use of electronic and electrical devices by employees in the cab of both a standing and moving locomotive.
2. Be in position to observe the use of electronic and electrical devices by employees performing the switching and classification of railcars on the ground.

Purpose of test:

1. To ensure employees do not use personal electronic and electrical devices while on duty.
2. To ensure employees use company provided electronic and electrical devices in accordance with applicable rules and regulations.

Applicable Conditions for Testing:

1. Proper use of electronic and electrical devices by locomotive operator (including a remote control operator) on a standing locomotive.
2. Proper use of electronic and electrical devices by locomotive operator (including a remote control operator) on a moving locomotive.
3. Proper use of electronic and electrical devices by employees other than locomotive operator in the cab of a moving locomotive.
4. Job briefing is held before employees other than locomotive operator in the cab of a moving locomotive talk on a cell phone.
5. Proper use of electronic and electrical devices by employees conducting switching and classification duties from the ground.
6. Proper use of electronic and electrical devices by employees within the body of a passenger train or railroad business car.

Employee Requirements:

1. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device while on a moving locomotive.
2. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device when a duty requires any member of the crew to be on the ground.
3. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device when a duty requires any member of the crew to ride rolling equipment during a switching operation.
4. Locomotive operator (including a remote control operator) are prohibited from using an electronic and electrical device during any period when another employee is assisting in preparation of the train.
5. Employees other than locomotive operator in the cab of a moving Locomotive may not use a railroad-supplied mobile phone or remote computing device until after a job briefing and it is agreed it is safe to do so.
6. Employees within the body of a passenger train or railroad business car are prohibited from using a railroad-supplied electronic and electrical device if it interfere with the performance of other safety-sensitive duties.
7. Freight train crewmembers may not use railroad- supplied electronic and

electrical device until the follow conditions are met:

- (a) The employee is not fouling the track.
- (b) No switching is underway.
- (c) No other safety duties are presently required.
- (d) All members of the railroad have been briefed the operations are suspended.

8 – D-PPE

Procedures:

Be in a position to clearly observe employees when working out of doors.

Purpose of Test:

To ensure employees wear the appropriate personal protective equipment when required by rule.

Applicable Conditions for Testing:

Observe employees when they are in areas that require the use of personal protective equipment.

Employee Requirements:

Employees are required to wear specific personal protective equipment in specified areas.

9 – D-RECORDING TRACK BULLETIN REQUESTS

Procedures:

Be in a position to clearly listen to the dispatcher when receiving a request for a DOB or track bulletin item to be issued.

Purpose of Test:

To ensure employees comply with Rules Governing Train Dispatchers

Applicable Conditions for Testing:

Observe and listen to employees when they are receiving a request for a DOB or track bulletin item to be issued.

Employee Requirements:

1. Dispatchers are required to repeat the information to the employee making the request.
2. Dispatchers are required to make sure the information is recorded in writing, including the name of the employee making the request.
3. Dispatchers are prohibited from voiding a bulletin item unless authorized by the employee who requested it, his representative or supervisor or the time limits have expired.

10 – D-OVERLAPPING AUTHORITIES

Procedures:

1. Be in a position to observe dispatchers as authorities are being issued.
2. Inspect authorities issued to ensure rule compliance.

Purpose of Test:

To ensure that a dispatcher does not allow overlapping authorities to be issued without rule protection.

Applicable Conditions for Testing:

1. Be in a position to observe dispatchers as authorities are being issued.
2. Inspect authorities issued to ensure rule compliance.

Employee Requirements:

1. Dispatchers must not use lines 11 or 12 to protect against possible later joint authority.
2. Dispatchers must not issue a track warrant for a train with joint limits or overlapping authority with a train unless the track warrant for the men and equipment indicates the train will occupy the same limits.

11 – D-PRECAUTIONS AROUND TRACKS/EQUIPMENT

Procedures:

Be in a position to observe employees as they work around tracks or equipment.

Purpose of Test:

1. To ensure that employees are alert to train and equipment movements.
2. To ensure that employees comply with rules pertaining to sufficient distance from standing equipment, sufficient distance between equipment, staying clear of the track when required, etc...

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

1. Employees are required to be alert for movements.
2. Employees are required to allow a distance of at least 50 feet between themselves and the end of standing equipment without blue signal/flag protection.
3. Employees are required to allow 50 feet of space between uncoupled equipment without blue signal/flag protection.
4. Employees are required to not foul any track unless duties require.

12 – D-VEHICLE INSPECTIONS

Procedures:

Be in a position to closely observe employees while they are inspecting their company vehicle.

Purpose of Test:

To ensure employees are complying with the rule requirements for inspecting company vehicles.

Applicable Conditions for Testing:

Observe employees while they are inspecting company vehicles.

Employee Requirements:

1. Employees must inspect their company vehicle as required prior to use.
2. Employees must complete vehicle inspection report as required.

13 – D-DRIVER REQUIREMENTS

Procedures:

Be in a position to closely observe employees while they are driving vehicles.

Purpose of Test:

To ensure employees are complying with the rule requirements for driving company vehicles.

Applicable Conditions for Testing:

Observe employees while they are driving vehicles

Employee Requirements:

1. Employees must know and observe all local, state, and federal laws concerning vehicle operation.
2. Employees must possess a current valid driver's license or CDL.
Employees must secure vehicle if left unattended i.e. remove keys, lock vehicle, etc.

14 – D-USE OF SEAT BELTS

Procedures:

Be in a position to observe or inspect drivers of vehicles.

Purpose of Test:

To ensure the proper use of seatbelts in vehicles.

Applicable Conditions for Testing:

Observe and/or inspect vehicles occupied by employees to ensure compliance with rules concerning the use of seat belts.

Employee Requirements:

Employees are required to use seat belts in moving vehicles.

15 – D-BACKING UP VEHICLES**Procedures:**

Be in a position to closely observe employees that are operating vehicles while backing up.

Purpose of Test:

To ensure that employees are compliant with the rules concerning the backing up of a vehicle.

Applicable Conditions for Testing:

Observe employees preparing to back up a vehicle.

Employee Requirements:

1. Employees must make sure the vehicle is safe to move before operating.
2. When backing up, the operator must look in the direction of movement.

16 – D-SERVICING OFFICE MACHINES**Procedures:**

Be in a position to closely observe employees while they are servicing office machines.

Purpose of Test:

To ensure employees are complying with the rule requirements for safely servicing any type of machinery.

Applicable Conditions for Testing:

Observation of employees who are servicing office machines.

Employee Requirements:

1. Employees are required to follow manufacturer's recommendations.
2. Employees are not allowed to place hands on moving or hot parts.
3. Employees are not allowed to operate machinery without safety guards, if equipped.

17– D-ELECTRICAL CORD SAFETY

Procedures:

Inspect office areas to ensure compliance with electrical cord safety rules.

Purpose of Test:

To ensure that electrical cords are used as the rules require.

Applicable Conditions for Testing:

Inspect office areas to ensure compliance with electrical cord safety rules.

Employee Requirements:

1. Employees must use electrical cords in the approved manner.
2. Employees must not remove the grounding prong from electrical cords.
Employees must not overload electrical circuits.

18– D-LIFTING AND MOVING MATERIALS

Procedures:

Be in a position to observe employees who lift and carry/move materials.

Purpose of Test:

To ensure rule compliance when lifting/moving materials.

Applicable Conditions for Testing:

Observe employees who lift and carry/move materials.

Employee Requirements:

1. When lifting/moving materials, employees must not lift beyond their normal capabilities.
2. Employees must follow the principles of safe lifting as described in the rules.

19 – D-CLOSING DRAWERS WHEN NOT IN USE

Procedures:

Inspect office areas for compliance.

Purpose of Test:

To ensure rules compliance concerning closing drawers when not in use.

Applicable Conditions for Testing:

Inspect office areas for compliance.

Employee Requirements:

Employees must close all drawers when not using them.

20 – D-PORTABLE LADDERS

Procedures:

Observe office areas when portable ladders are being used.

Purpose of Test:

To ensure rules compliance concerning the use of portable ladders

Applicable Conditions for Testing:

Observe employees using portable ladders.

Employee Requirements:

1. Employees must inspect portable ladders before use.
2. Portable ladders must be equipped with spikes or non-slip bases.
3. Employees must not carry any object that prevents a secure handhold.

21 – D-OTHER OPERATING RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with operating rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all operating rules.

22 – D-OTHER SAFETY RULES

Procedures:

Be in a position to clearly observe employees in their work environment.

Purpose of Test:

To ensure employees comply with safety rules and procedures rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment.

Employee Requirements:

Employees are required to comply with all safety rules and procedures.

23 – D-OTHER DISPATCHER RULES

Procedures:

Be in a position to clearly observe employees in their work environment and/or by monitoring dispatcher wireless transmissions.

Purpose of Test:

To ensure employees comply with dispatcher rules not otherwise categorized in this program.

Applicable Conditions for Testing:

Observe employees when they are working in their environment and/or by monitoring dispatcher wireless transmissions.

Employee Requirements:

Employees are required to comply with all dispatcher rules.