## BNSF Railway Safety Vision

We believe every accident or injury is preventable. Our vision is that BNSF Railway will operate free of accidents and injuries. BNSF Railway will achieve this vision through:

**A culture** that makes safety our highest priority and provides continuous self-examination as to the effectiveness of our safety process and performance...

**A work environment,** including the resources and tools, that is safe and accident-free where all known hazards will be eliminated or safe-guarded...

**Work practices and training** for all employees that make safety essential to the tasks we perform...

**An empowered work force,** including all employees, that takes responsibility for personal safety, the safety of fellow employees, and the communities in which we serve.


# System Special Instructions

## All Subdivisions No. 6

In Effect at 0001
Central, Mountain and Pacific
Continental Time

**April 1, 2015**

# Table of Contents

In timetable individual subdivision special instructions, the number at the bottom of the station table column entitled “Miles to Next Station” denotes total miles on the subdivision.

**1. Speeds**

All speeds are subject to modification by speed restrictions indicated in timetable individual subdivision special instructions.

Passenger trains will be governed by freight train speed if passenger train speed is not specified under timetable individual subdivision special instructions.

All trains consisting entirely of passenger equipment as well as locomotives without cars (light engines) will be considered passenger trains and may operate at passenger speeds where provided. This includes Amtrak, commuter trains, business cars and passenger equipment modified to serve as track inspection, track geometry or similar test cars. Refer to 1(B) regarding maximum authorized speed of engines (locomotives).

Unless defined differently in the timetable individual subdivision special instruction, tons per operative brake (TOB) is defined as the gross trailing tonnage of the train divided by the total number of control valves.

| | MPH |
|---|---|
| Freight trains under 100 TOB | 60 |
| Freight trains 100 TOB and over | 45 |
| Freight trains handling empty cars | 55 |
| Exception: Intermodal Equipment, see SSI 1(C) | |
| Empty coal trains (if train list indicates no speed restricted equipment) | 60 |
| Key trains | 50 |
| Trains with any combination of 20 or more loads of “Petroleum Crude Oil” or “Alcohols, N.O.S.” and one or more of these loads is a tank car identified with SCHI code “TN” (or SCHI code is unavailable) operating within HTUA limits | 40 |
| Inhalation Hazard (IH) trains as defined in SSI item 38 | 35 |
| Solid consist of military equipment | 55 |
| Trains with welded rail loaded in open end gondolas | 45 |
| Non-signaled territory | 49 |
| Against the current of traffic | 49 |
| Through turnouts | 10 |
| Tracks governed by GCOR / MWOR 6.28 | 10 |
| Within Mechanical Department limits | 5 |
| Movements on or off turntables | 1 |

Foreign railroad locomotives - Speed restrictions posted inside the locomotive cab of foreign railroad locomotives which are less than that listed above only apply when locomotive is utilized as a lead, controlling locomotive.

| Equipment | Main | Branch |
|---|---|---|
| Air dump cars, loaded | 45 | 45 |
| AMTK 1400-1569 (material handling cars) | 60 | 60 |
| Balfour Beatty machines, RKCX 103, 104, 105, 106, 467, 476, 3005 | 45 | 45 |
| Boeing cars, loaded, BNSF 800100-800135, MTTX 978384, 978576, 978596, 978644, 978649, 978660, 978781, 979162, 980855, 981187, 981218 | 45 | 45 |
| Clay cars, RARW 3801-4199 | 45 | 45 |
| Flatcars, empty, NP 580400-580739 | 50 | 50 |
| Flatcars, empty, bulkhead wallboard: BN 616475-616674, CS 616375-616474 DJTX 9300-9398, SOU 115250-115274 | 45 | 45 |
| Flatcars, empty, bulkhead, Picked up enroute and not on conductor’s wheel report or work order | 45 | 45 |
| Flatcars, empty or loaded, OTTX 93561, 97852, 97861, 97914, 97920 | 45 | 45 |
| Flatcars, loaded with track panels, ATSF 190298, 209144, 209149 | 35 | 35 |
| Gondolas, empty, KCS 801011-802930, CR 576026-579245 | 45 | 45 |
| Gondolas, empty, Picked up enroute and not on conductor’s wheel report or work order | 50 | 50 |
| Gondolas, empty or loaded, PC 598500-598999 CR 598500-598990, SP 345000-345699 | 45 | 45 |
| Herzog clip cars, HZGX 153, 154, 155 | 50 | 50 |
| Herzog MPM Machines, HZGX 164-207 | 55 | 55 |
| Hopper cars, covered, empty, (unless no speed restriction is indicated by train documentation) ASGX 1-50, BCAX 50-149, CGLX 4200-4249, CHTT 200400-200499, CRDX 3000-3014, CRDX 9905-9989, CRDX 9755-9904, CRDX 20100-20199, CRDX 20200-20209, CRDX 20300-20324, CRDX 20525-20724, CSXT 242000-242299, DME 29000-29324, DJLX 97300-97319, DJLX 97800-97999, ERCX 9400-9699, FLOX 3200-3241, FLOX 983400-983414, GACX 3000-3139, GACX 3150-3196, GACX 3202-3359, GACX 3486-3510, GACX 7959-8008, GCCX 55000-55099, GPIX 9900-9999, HS 1301-1331, IMRL 9200-9299, LCEX 801-820, LCEX 824-898, NAHX 21000-21054, NAHX 29700-29867, NAHX 320000-320399, NCUX 20001-20050, NCUX 20106-20130, NRLX 32500-32605, NRLX 32706-32725, NVCX 9500-9619, NS 294220-294319, RGCX 650-899, RGCX 902-1067, RGCX 1069-1142, RGCX 1183-1222, RGCX 5100-5102, RGCX 20051-20100, SDWX 9700-9919, SDWX 10000-10333, SDWX 11000, SHPX 132001-132056, SHPX 432118-432137, SHPX 432057-432116, TILX 2900-2904, WW 7001-7300 | 40 | 40 |
| Hopper cars, empty, WFAX 84654-84700 TUGX 36001-36125 | 45 | 45 |

**GCOR 2.14.1 Verbally Transmitting and Repeating Mandatory Directives**

**Supplemental Instruction**

Apply the following when verbally transmitting and repeating a mandatory directive identified by numbers separated with a hyphen:

- State the first number, then state or spell each digit separately for that number.
- State the hyphen as "dash".
- State the second number, then state or spell each digit separately for that number.

Example: Authority number 407-15; "407; 4, 0, 7 dash 15; 1, 5."

Employees repeating the initial transmission of the mandatory directive must repeat the number in this same format.

**Supplemental Information**

When authorities are repeated precisely as they are transmitted, the Control Operator / Train Dispatcher is able to follow the words when checking the repeat for accuracy. When authorities are not repeated properly, it is more difficult for the Control Operator / Train Dispatcher to follow the repeat process.

Employees are expected to repeat authority precisely as it is recorded on the authority form. All words which are on the form or shown in the examples must be repeated in the proper order and without adding or deleting words.

Employees will be given three chances to repeat an authority properly. If unable to repeat properly after three attempts, the Control Operator / Train Dispatcher will stop the authority and the employee will not be given additional authority until a supervisor has been contacted.

**GCOR 2.14.2**—The following rule is added:

**GCOR 2.14.2 Before Reporting Clear of Authority Limits**

Before a field employee reports clear or releases a portion of authority limits, and the Train Dispatcher/Control Operator accepts the information, the following must occur:

- The employee will provide their name or other identification and the authority number to the Train Dispatcher/Control Operator.
- The Train Dispatcher/Control Operator will have the required form or computer screen displayed for data entry and confirmation.
- The Train Dispatcher/Control Operator and employee will carefully match the verbally transmitted information against the authority form to ensure the information matches and is correct.

**GCOR 2.21**—is changed to read:

**GCOR 2.21 Electronic Devices**

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

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

**Railroad Operating Employee**—means an individual who is:

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

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

**A. Personal or Railroad-Supplied Electronic Devices**

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

- To respond to an emergency situation involving the operation of the railroad
- To respond to an emergency encountered while on-duty
- As a communication device in the event of radio malfunction
- To refer to a railroad rule, special instruction, timetable or other directive using the digital storage and display function while inside the controlling cab of a locomotive, train or on-track equipment after there has been a job safety briefing and all crew members agree that it is safe to do so.

Other than railroad operating employees may use electronic devices in the body of a business car or passenger train when it will not interfere with an employee's performance of safety-related duties.

**B. Personal Electronic Devices**

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

- On moving rolling equipment or on track equipment unless device is being used to reference a railroad rule, special instruction, timetable or other directive,
- Any member of the crew is on the ground performing safety-related duties,
  or
- Any employee is assisting in preparation of the train, engine(s) or on-track equipment.

A railroad operating employee may use an electronic device only for voice communication, texting or emailing when:

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

When communication has been completed turn device off and stow out of sight.

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

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

**GCOR 14.7 Reporting Clear of Limits**—the following paragraph is deleted:

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

**GCOR 14.7 Reporting Clear of Limits, Supplemental Instruction**

**Reporting Clear/Releasing Track Warrants**

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

When reporting past a specific location:
- Engineer and conductor will job brief and agree on train's location.
- Engineer and conductor will communicate with the train dispatcher.
- Communication will use the following format:

Conductor will state: "Conductor (Name), locomotive initial, number, (direction), regarding track warrant (Number), reports clear of (Milepost/location) (Provide switch briefing when required) - Over."

Dispatcher will then check information against computer system information and if correct, will restate track release information followed by the question, "Is that correct? - Over."

Engineer will state: "Engineer (name), that is correct. - Over."

**GCOR 14.9 Copying Track Warrants**

**Item A. Transmitting Track Warrants**—is changed to read:

1. The train dispatcher will transmit the track warrant, followed by a summary of the total number of boxes and individual box numbers included by stating:

   "(total number) boxes marked:

   (Individual box numbers)."

2. An employee will enter all of the information transmitted by the train dispatcher, except the summary. As the summary is transmitted, the employee will check the total number of boxes and individual box numbers copied to ensure all items are included.

3. The employee will repeat the preprinted and written information transmitted by the train dispatcher, followed by a summary of the total number of boxes and individual box numbers included by stating:

   "(total number) boxes marked:

   (Individual box numbers)."

4. The train dispatcher will check the repeat and, if all information including the summary is correct, will state the following:

   "Track Warrant (number) to (engine ID) (direction) is OK at (time)(dispatcher initials)"

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

   or

   If the track warrant includes after arrival, the dispatcher will state the following:

   "Track Warrant (number), to (engine ID) (direction) with after arrival of (engine ID) (direction) at (location) is OK at (time) (dispatcher initials)"

   The employee will enter the OK time and the train dispatcher's initials on the track warrant and repeat the "After Arrival" information, OK time and dispatcher's initials to the train dispatcher.

   Note: The summary information in Items 1, 2, 3 and the after arrival information in Item 4 will be exempt from pronouncing and spelling numbers as indicated in GCOR 2.14.1, Verbally Transmitting and Repeating Mandatory Directives.

**Item B. In Effect**—the last sentence is changed to read:

Rules qualified employees may relay track warrants.

**GCOR 14.10 Track Warrant in Effect**—is changed to read:

A track warrant is in effect until a crew member reports the train has cleared the limits, or the track warrant is made void. The crew member must inform the train dispatcher when the train has cleared the limits. Before a train reports clear of a track warrant, the track warrant is made void or a portion of track warrant limits are released, a crew member must restore hand operated main track switches to normal position unless relieved by track warrant.

Employees reporting clear or releasing a portion of track warrant limits must state:
- Their name or other identification
- Track warrant number being released
- Limits being released

In non-signaled territory or double track ABS territory (outside of restricted limits or yard limits), a crew member will job brief with the train dispatcher about the position of main track switches and those switches operated are locked within the limits being released, referencing completion of the Position of Switch form or stating no entries required.

**Time Limit Shown**

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

**GCOR 14.11 Changing Track Warrants**—the last paragraph is changed to read:

When the limits or instructions of a track warrant must be changed, a new track warrant must be issued showing, "Void Authority _____" and the number of the track warrant being changed.

**GCOR 14.13 Mechanical Transmission of Track Warrants, Supplemental Instruction**

**Mechanical Issuance**

Track warrants issued mechanically through printer or fax print only items checked. The item numbers checked will be listed on the bottom of the track warrant. Notify the dispatcher if:

- The track warrant does not contain all items listed on the bottom,
- Computer generated line on the bottom listing the items checked is missing,
  or
- Track warrant is missing text or is otherwise not legible.

When contacted, train dispatchers will arrange to provide crews with complete, legible copies and report incident to their supervisor.

**GCOR 15.1 Track Bulletins, Supplemental Instruction**

BNSF Railway may use a general track bulletin instead of a track warrant to deliver track bulletin restrictions. All rules that apply to track bulletins apply to general track bulletins. Additionally, conductor and engineer may receive a general track bulletin instead of a track warrant listing all restrictions affecting their train movement.

**GCOR 15.2 Protection by Track Bulletin Form B**—the following are added:

**C. Stop Column**

When "STOP" is written in the Stop column, the train must not enter the limits unless instructed by the employee in charge. A red flag may be displayed at the beginning of the limits. A train within the limits at the time the track bulletin Form B takes effect, must not make further movement until instructed by the employee in charge.

**D. Entering Within Limits**

Before entering the track governed by the track bulletin Form B from any location other than the beginning of the Form B limits, obtain permission from the employee in charge.

**GCOR 15.9 Mechanical Transmission of Track Bulletins, Supplemental Instruction**

Mechanically transmitted track bulletins from TSS provide summary information indicating the total number of lines or restrictions issued. Employees who receive these documents must cross reference the summary with the document to ensure all items are listed.

**GCOR 15.13.1**—The following rule is added:

**GCOR 15.13.1 Voiding General Track Bulletins or Restrictions**

A bulletin or restriction or an entire GTB may be voided by the train dispatcher communicating the following:

1. "Restriction (number) ____ reading ____ is void."

   An employee must repeat this information to the train dispatcher. If the information is correct, the employee must write "Void" in the margin to the left of the restriction made void.

2. "General track bulletin No. ____ is void."

   An employee must repeat this information to the train dispatcher. If the information is correct, the employee must write "Void" across the first page of the general track bulletin being voided.

**GCOR Abbreviations**—the following abbreviations are added:

| | |
|---|---|
| AS | Absolute Signal |
| CNT | Connection |
| EBCS | Eastbound Controlled Signal |
| EE | East End |
| EXO | East Crossover |
| ICS | Independently Controlled Switch |
| NA | Not Applicable |
| NBCS | Northbound Controlled Signal |
| NE | North End |
| NXO | North Crossover |
| POS | Protect Open Switch |
| RCPS | Remote Control Power Switch |
| RESTRN | Restriction |
| RL | Restricted Limits |
| RP | Release Point |
| SBCS | Southbound Controlled Signal |
| SE | South End |
| SPMS | Switch Point Monitoring System |
| SS | Station Sign |
| SW-N | Switch No |
| SW-Y | Switch Yes |
| SXO | South Crossover |
| TFND | Track Flags Not Displayed |
| TIWS | Track Integrity Warning System |
| WBCS | Westbound Controlled Signal |
| WE | West End |
| WXO | West Crossover |

**GCOR Glossary**—the following glossary term is added:

**General Track Bulletin**
A notice containing track bulletin restrictions and other conditions affecting train movement.

**15. Currently Not Used**

**16. Currently Not Used**

**17. Currently Not Used**

**18. Currently Not Used**

**19. Currently Not Used**

**20. Currently Not Used**

**21. Currently Not Used**

**22. Remote Control Operations**

- Employees assigned to a remote control crew are governed by the BNSF Remote Control Operating Instructions and must have a current copy accessible while on duty.
- Only certified operators or students who have been trained in remote control operations may operate an Operator Control Unit of a Remote Control Locomotive.
- Division Timetable Special Instructions will designate areas of Remote Control Operations.
- Division Timetable Special Instructions will designate limits of Remote Control Zones (RCZ). RCZ signs may also be posted at zone access locations.
- The Remote Control Operator in control of a Remote Control Locomotive must be notified of any track removed from service or working limits established for the protection of another craft.
- When a remote control operations system radio broadcasts "Operator Down", movements on adjacent tracks must move prepared to stop in half the range of vision until the safety of all members of the remote control crew is confirmed.

Example:


These banners will be placed between the rails of the track and are considered a stop signal and a simulation of on-track equipment. Whenever required by an operating rule, stop all train, engine, and on-track equipment movements short of the "STOP OBSTRUCTION" banner.

Examples of operating rules where the "STOP OBSTRUCTION" banner may be used are:
- GCOR & MWOR 6.27 Restricted Speed,
- GCOR 6.28 Movement On Other Than Main Track, or
- MWOR 6.50 Movement of On-Track Equipment.

Expect to find the "STOP OBSTRUCTION" banner erected at any location, or at any time the rules above restrict movement.

**49. Responsibilities and Certification**

**Engineers**

In the application of the following guidelines, the term "engineer" applies to Train Service Engineers, Student Engineers, Locomotive Servicing Engineers/Hostlers, Remote Control Operators (RCO), and Student Remote Control Operators.

Before beginning each shift or tour of duty, all engineers must ensure their CFR Part 240 certificate is in their possession and that it is valid. If there is any doubt about the validity of their certificate, certified employees must contact a supervisor before operating a locomotive.

**1. General Responsibilities**

Engineers are responsible for and must maintain their certification.

a. Engineers must be certified in the appropriate class of service to operate a locomotive.
b. Engineers must certify according to federal regulations (49 CFR Part 240) and BNSF Railway certification requirements and programs.
c. Engineers must possess their class of service certificate and display it at the request of a company manager or FRA representative while on duty.
d. Engineers must report any conviction for a motor vehicle DUI, DWI, or refusal to test by calling the DUI Reporting Hotline at 913-319-3990 within 48 hours of conviction. The following must be reported:
   - Conviction for operating a motor vehicle while under the influence or impaired by alcohol or a controlled substance. This includes DUI, DWI, DWAI convictions, etc.
   - Conviction for refusal to undergo testing when requested by a law enforcement officer, who suspects the individual is operating a motor vehicle while under the influence of alcohol or a controlled substance.

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

   If unsure whether a conviction should be reported, engineer must call the DUI Hotline for verification.

   After reporting, employee will receive a letter of referral to the Employee Assistance Program (EAP) via certified mail. If the referral is not received within ten business days of the report of conviction, please contact the Manager of Certification at 913-319-2612.
e. FRA certified employees must report changes in their hearing and/or vision status before working in certified service to the Medical Department, Fort Worth, TX and the Technical Training Certification Group, Overland Park, KS.

   Changes must be reported when:
   1. Hearing or vision has deteriorated and no longer meets the minimum requirements or now requires a medical device (corrective lenses or hearing aid) to meet the minimum requirement
   2. Employees with a current hearing aid or corrective lens restriction attain permanent improvement to the extent that their hearing and/or vision now meets the minimum requirements without any corrective device.

   The minimum hearing and vision requirements are:
   1. The average hearing threshold at 500 Hz, 1,000 Hz, and 2,000 Hz in the better ear is less than or equal to 40 decibels
   2. Distant vision acuity is 20/40 or better in each eye
   3. Field of vision in the horizontal meridian is 70 degrees in each eye
   4. Ability to recognize and distinguish between railroad color signals

**2. Engineer Certification Requirements for Operating Locomotives**

Certified engineers may operate locomotives under the following conditions:

a. A certified locomotive servicing engineer may not operate locomotives coupled to cars.
b. A certified locomotive servicing engineer may operate locomotives within a yard or terminal area for hostling purposes.
c. Only certified Train Service Engineers, Student Train Service Engineers, Remote Control Operators, and Student Remote Control Operators may operate locomotives coupled to cars.

d. Certified student Engineers and Student Remote Control Operators utilizing a Remote Control Transmitter may operate locomotives within the limits of their class of service under the direct supervision of an Engineer Instructor or Remote Control Operator Instructor. Before operating a locomotive in a yard or over a road territory for the first time, a certified Engineer or Remote Control Operator must have made at least one trip observing the territory. Engineer Instructors must have a minimum of six months of experience on the road territory over which they are supervising Certified Student Engineers.

e. Certified Student Remote Control Operators may operate a locomotive using a Remote Control Transmitter under the direct supervision of a Remote Control Operator Instructor.
Note: An RCO Operator must have a minimum of 30 tours of duty as a Certified Remote Control Operator before training a student.

f. Certified Train Service Engineers and Locomotive Servicing Engineers, including Train Service Engineers/Locomotive Servicing Engineers that have been cutback to train service, and Remote Control Operators who have not had their evaluation and certificate signed before October 1 of each year, must advise their respective Road Foreman of Engines or Designated Supervisor of Remote Control Operators (DSRCO) of this fact. Should a new Road Foreman or DSRCO be assigned or a Engineer or Remote Control Operator change work locations after October 1; the Train Service Engineer/Locomotive Servicing Engineer or Remote Control Operator must again report to the new Road Foreman of Engines or DSRCO that certification evaluation is due.

**3. Maintaining Locomotive Engineer Proficiency for Skills, Route Familiarization and Special Equipment**

Certified employees must maintain proficiency as an engineer as it pertains to:
- Skills Proficiency,
- Route familiarization, and
- Special or unique equipment.

**a. Skills Proficiency**
An Engineer who has not operated a locomotive in the last 6 months, including under the provisions of Rule 1.47, Item B, Engineer Responsibilities, of the General Code of Operating Rules, must inform crew management of this fact when called to perform service as an engineer and that he/she may only be used as an Engineer/RCO if another qualified Engineer/RCO acts as a mentor (this includes a member of the crew who is qualified as an engineer/RCO or a supervisory engineer/RCO). If seniority limitations or any situation results in a qualified locomotive Engineer not performing the skills of an Engineer for a period of 6 months, that individual must immediately contact his/her Road Foreman of Engines or Supervisory Remote Control Operator (DSRCO) or other supervisor to determine the number of trips required, if any, and routes, for the purpose of maintaining the Engineer's skills proficiency.

Exception: The period is extended to 12 months for RCO if they are also certified as a train service engineer.

**b. Route Familiarization**
Route familiarization is required in order to perform service as a certified train service engineer without the assistance of a pilot. Once initially qualified on a specific route by making the required number of familiarization trips as specified by the Road Foreman of Engines, route familiarization is maintained by observing the route when performing service in any capacity (engineer or trainman) every 12 months. Other methods of maintaining route familiarization may also be available as specified by the Road Foreman of Engines.

**Exception:** Route familiarization as outlined above on the heavy and/or mountain grades of the subdivisions listed below, in any capacity, is required every six months:

Cajon, Mojave, Gateway, Scenic, Stampede, Glorieta, Raton, Pikes Peak and Hi Line subdivisions.

Train service engineers assigned to new routes or who become unqualified on current assigned routes are required to contact their Road Foreman of Engines (or other supervisor) who will advise the number of trips, if any, required to qualify or requalify on that route. If and when an engineer is qualified at the completion of these trips, the Road Foreman of Engines or other supervisor will then authorize the train service engineer to perform service on that route without a pilot. Route familiarization (and the use of a pilot) is not required when the movement to be made does NOT include a section of track with an average grade of greater than 1% over 3 continuous miles and:

1. The train is on other than main track, or
2. The maximum distance the locomotive or train will be operated will not exceed one mile, or
3. The maximum authorized speed for any operation on the track does not exceed 20 MPH, or
4. Operations are conducted under operating rules that require all movements to proceed at a speed that permits stopping within one half the range of vision of the locomotive engineer.

**Note:** Remote Control Operators must check local yard instructions for yard familiarization requirements.

**4. Special Equipment Proficiency**
Distributed power and electronically controlled pneumatic brake systems require the engineer to have continued experience in order to maintain an adequate level of proficiency. If after the engineer is initially qualified on this equipment and a period of 12 months occurs without any experience operating this equipment (whether or not as assigned engineer), the Road Foreman of Engines or other supervisor must be contacted and the engineer must be governed by his/her instructions concerning requirements to become re-qualified on this equipment.

There are several systems of RC equipment. A certified RCO must receive initial training on unfamiliar equipment before operating it. Once initial training is received the operator only needs to maintain qualification as an RCO on any system.

**5. Route Familiarization Pilots**

A person acting as a route familiarization pilot may not be an assigned member of the crew. In addition,

a. Train Service Engineers:
   1. When a pilot is required account engineer has NO previous experience on the route, the pilot must be a certified train service engineer.
   2. When a pilot is required account engineer requires re-familiarization on a route where previously qualified, any person with route familiarization may be used as a pilot.

b. Remote Control Operators:
   1. When a pilot is required account the Remote Control Operator has NO previous experience on the Main Track, the pilot must be a Remote Control Operator.
   2. When a pilot is required account the Remote Control Operator requires re-familiarization on a Main Track where previously qualified, a Remote Control Operator member of the same crew with route familiarization may be used as a pilot. In addition this crew member must be positioned at the same location as the individual requiring re-familiarization.

**Exception:** A pilot is not required if the Remote Control Operator has operated over the territory in another certified class of service.

**Note:** The requirements for the sections 'Skills Proficiency, Route Familiarization, and Special Equipment Proficiency' do not apply to any individual restricted to yard service as a train service locomotive engineer or locomotive servicing engineer unless otherwise instructed.

**Conductors**

In the application of the following guidelines, the term "conductor" applies to a crew member in charge of a train or yard crew and passenger conductor who has received emergency preparedness training.

Before beginning each shift or tour of duty, all conductors must ensure their CFR Part 242 certificate is in their possession and that it is valid. If there is any doubt about the validity of their certificate, certified employees must contact a supervisor performing service as a conductor.

**1. General Responsibilities (applies to any person with certification as a Conductor)**

Any person certified as a Conductor is responsible for and must maintain their certification.

a. Conductors must certify according to federal regulations (49 CFR Part 242) and BNSF Railway certification requirements and programs.

b. Conductors must possess their certificate and display it at the request of a company manager or FRA representative while on duty.

c. Conductors must report any conviction for a motor vehicle DUI, DWI, or refusal to test by calling the DUI Reporting Hotline at 913-319-3990 within 48 hours of conviction. The following must be reported:
   - Conviction for operating a motor vehicle while under the influence or impaired by alcohol or a controlled substance. This includes DUI, DWI, DWAI convictions, etc.
   - Conviction for refusal to undergo testing when requested by a law enforcement officer, who suspects the individual is operating a motor vehicle while under the influence of alcohol or a controlled substance.

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

   If unsure whether a conviction should be reported, conductor must call the DUI Hotline for verification.

   After reporting, employee will receive a letter of referral to the Employee Assistance Program (EAP) via certified mail. If the referral is not received within ten business days of the report of conviction, please contact the Manager of Certification at 913-319-2612.

d. FRA certified employees must report changes in their hearing and/or vision status before working in certified service to the Medical Department, Fort Worth, TX and the Technical Training Certification Group, Overland Park, KS.

   Changes must be reported when:
   1. Hearing or vision has deteriorated and no longer meets the minimum requirements or now requires a medical device (corrective lenses or hearing aid) to meet the minimum requirement.
   2. Employees with a current hearing aid or corrective lens restriction attain permanent improvement to the extent that their hearing and/or vision now meet the minimum requirements without any corrective device.

   The minimum hearing and vision requirements are:
   1. The average hearing threshold at 500 Hz, 1,000 Hz, and 2,000 Hz in the better ear is less than or equal to 40 decibels
   2. Distant vision acuity is 20/40 or better in each eye
   3. Field of vision in the horizontal meridian is 70 degrees in each eye
   4. Ability to recognize and distinguish between railroad color signals

**2. Maintaining Conductor Route Familiarization**

Certified employees must maintain proficiency as a conductor as it pertains to route familiarization.

**Route Familiarization**

Route familiarization is required in order to perform service as a certified conductor without the assistance of a pilot. Once initially qualified on a specific route by making the required number of familiarization trips as specified by local supervisor, route familiarization is maintained by observing the route biennially based on the calendar year when performing service in any capacity (engineer or trainman). If the route has not been observed once in a 24 month period, qualification will expire at the end of the calendar year. Other methods of maintaining route familiarization may also be available as specified by local supervisor.

Conductors assigned to new routes or who become unqualified on current assigned routes are required to contact their local supervisor who will advise the number of trips required to qualify or re-qualify on that route. If and when a conductor is qualified at the completion of these trips, a supervisor will then authorize the conductor to perform service on that route without a pilot. Route familiarization (and the use of a pilot) is not required when the movement to be made does not include a section of main track with an average grade of greater than 1% over 3 continuous miles and:

1. The maximum distance the locomotive or train will be operated will not exceed one mile, or
2. The maximum authorized speed for any operation on the track does not exceed 20 MPH, or
3. Operations are conducted under operating rules that require all movements to proceed at a speed that permits stopping within one half the range of vision.

**3. Route Familiarization Pilots**

Employees will be assisted by a pilot if called to perform service as a conductor on a route lacking territory qualification:

a. When a conductor lacks main track territory qualification, the pilot must be a certified employee and meets the territory qualification requirements for the main track physical characteristics and is not an assigned member of the crew.
b. When a conductor was previously qualified on the main track, but qualifications have expired, the pilot can be an assigned member of the crew, other than the locomotive engineer who meets the territorial qualification requirement for main track physical characteristics.

If a conductor is called and lacks territorial qualification on other-than-main track and the assistance of a certified employee pilot is not practicable, the conductor must reference an appropriate job aid to satisfy this requirement.

**50. Rail Security Sensitive Material (RSSM) Instructions**
**Chain of Custody Documentation for Rail Security Sensitive Material**

When RSSM shipments in BNSF custody are set out en route due to mechanical defect, the Resource Operations Center, Fort Worth must be promptly notified at 817-593-7200 or 800-832-5452, Option 3, who will arrange for attendance. The PBX/MRAS radio system may be used for this communication.

Federal regulations require Chain of Custody documentation for Rail Security Sensitive Material (RSSM) in the cases described below.

Rail Security-Sensitive Material (RSSM) includes a shipment of one or more of the categories and quantities listed below:

1. Rail car containing more than 5,000 lbs (2,268 kg) of a Division 1.1, 1.2, or 1.3 (explosive) material.
2. Loaded tank car containing a material poisonous by inhalation, including anhydrous ammonia, Division 2.3 gases poisonous by inhalation, and Division 6.1 liquids assigned to hazard zone A or hazard zone B.
3. Rail car containing a highway route-controlled Class 7 (radioactive) material.

These materials are identified with the Special Car Handling Code “RC”, Restricted Commodity , and /or “RSSM HAZMAT” in the starred box that identifies hazmat shipments.

Except at locations identified by Division General Order, employees must execute and document Positive Transfers of Custody any time a loaded rail car identified by SCHI code “RC” is:

1. Pulled from or spotted to an industry
2. Delivered or received in interchange

Employees can make a positive transfer of custody when:

1. Physically located on site in reasonable proximity to the rail car.
2. Capable of responding to unauthorized access or activity at or near the rail car, including immediately contacting law enforcement or other authorities.
3. They immediately respond to unauthorized access or activity at or near the rail car by contacting law enforcement or other authorities.

This requirement applies both to BNSF employees and representatives of shippers, consignees, and interchange carriers making positive transfers of custody. A positive transfer of custody can take place only if representatives of both companies are present.

When a representative of an interchange carrier is not available where required, “RC” shipments must not be delivered, but may be received if proper paperwork can be obtained per Hazardous Material Instructions Item II. Contact a supervisor for disposition of “RC” shipments when a representative is not available to accept delivery.

If an RSSM shipment is delivered by connecting carrier and left on the interchange transfer unattended, transfer of custody information must show connecting carrier employee’s name as “unattended”.

Any car identified an RSSM shipment will require “Chain of Custody” documentation. Empty “residue” cars will not be identified with this code.

BNSF employees must confer with the customer or interchange road representative to ensure both of their documentation records contain the same information. The chain of custody documentation must include the following:

1. The first six digits of the employee’s ID (e.g. b123456)
2. The date and time of the actual custody transfer.
3. The station at which the “RC” cars are transferred.
4. The person’s first and last name to or from whom custody is being transferred.
5. The car initials and numbers.

Completing the chain of custody documentation:

1. TSS, TSS Xpress, or Renegade are the preferred methods for documentation.
2. Utilize the Chain of Custody Form on the back of the GTB or work order when TSS, TSS Xpress, or Renegade is not available due to work performed on line.
    a. When documenting a written chain of custody, employees must enter the information in TSS or TSS Xpress when access to a computer system becomes available.
    b. If a computer system is not available, utilize the FAX number at top of printed chain of custody form.
    c. Hours of service employees must complete the chain of custody documentation before expiring from duty under the hours of service.
    d. When documenting the chain of custody in printed form, employees must deliver the chain of custody documentation to a relief crew or supervisor for entry in to the system via TSS, TSS Xpress, or fax prior to the completion of the tour of duty when possible. This delivery must also be documented on the chain of custody form.
    e. When not possible to deliver the printed chain of custody documentation to a relief crew or supervisor prior to completion of the tour of duty, employees must enter the chain of custody documentation into the system via TSS, TSS Xpress, or fax when returning for next tour of duty.