



Title: Non-Revenue Train Movements

Issued to: Rail Controller

Approved by:

[Redacted Signature]

[Redacted Signature]
General Manager, Control Center

Supersedes: None

INTRODUCTION

A Rail Controller's Operations Order must be prepared for **any and all** non-revenue vehicles operating on the Rail system.

NON-REVENUE TRAIN MOVEMENT

- Advise the person requesting the train movement that the train may **not** leave the terminal without the Rail Controller's authorization.
- Operations Orders must indicate the starting and ending location of the requested train movement.
- **Identify the routing(s) the non-revenue personnel wish to take.**
- **Insure that the desired routing/middle track/interlocking is in service.**
- Notify crews of all unscheduled trains of any and all unusual train movements on the Rail System prior to the unscheduled trains' departure from any terminal. This applies to:
 - Test trains
 - Training trains
 - Work trains
 - Transfer of cars
 - Snow plows
 - Sleet trains
 - Charter trains
 - Railborne track maintenance equipment (subject to provisions in SOP 8137, Moving Railborne Track Maintenance Equipment)
 - The Controller(s) in charge of the routes traveled must monitor and note on the Operations Order when a train crosses an interlocking and/or enters a terminal yard, side track or middle track, enters the mainline or uses crossovers.
 - Alerts must be made whenever a non-revenue train enters any of these areas.
- Notify the personnel at the scene of any reroute, turnback operation or single-track movement of any unscheduled train that will enter that section of track.

Title: Non-Revenue Train Movements

- Prior to the unscheduled train's arrival at that affected section of track, notify the following personnel early enough for corrective action to be taken, if necessary.
 - Transportation Manager
 - Supervisor (who notifies personnel under his/her jurisdiction)
 - Towerman
 - Switchman

Operation on the Skokie Route

- Authorize **only one** non-revenue train to operate on the Skokie route during the same period of time.
- If a non-revenue train is operating on the Skokie route and a second non-revenue train wants to enter the Skokie Shops, instruct the 2nd non-revenue train operating on the route to lay up until the other train's move into the shops is complete.

Note: The Route General Manager or Transportation Manager may authorize two non-revenue trains in an emergency.