



To: All Concerned
Subject: Operating Rules
Effective: 00:01 HRS October 01, 2023

Item 1 - INTRODUCTION

Employees are only required to carry the most current system bulletins. The dispatcher bulletin will provide the highest numbered system bulletin to determine which system bulletins remain in effect and are required to be carried.

Item 1 will always include the most recent changes to this section of the employee operating manual effect 2/1/2023.

- Item 2 - Rule 100.4 modified
- Item 14 - Rule 406.2 modified
- Item 18 - Rule 407.3 added
- Item 19 - Rule 502.2 modified
- Item 23 - Rule 900.6 added

Current System Bulletins in Effect:

- Air Brake and Train Handling:** 002
- Dispatcher Rules:** 003
- Electronic Rulebooks:** 004
- Equipment Handling Rules:** 005
- HM-1:** 006
- Operating Rules:** 007
- Positive Train Control:** 008
- PTC Procedural Instructions:** 009
- Roadway Worker Rules:** 010
- Safe Way Rules:** 011

Item 2 - Rule 100.4 Date of Modification 10/1/2023

10/1/2023 - Added bullet 5

When on duty, each CSX employee must be in possession of his or her own copy of, or have electronic access to, the documents below. Foreign line employee operating on CSX tracks must have at least one of each of the below documents available for immediate use.

1. Rule books specified by system bulletin,
2. Applicable timetable instructions,
3. System bulletins,

4. Applicable subdivision bulletins, and
5. Any other documents specified by rule or special instruction.

Item 3 - Rule 104.5 Date of Modification 8/16/23

Rule stem modified - 8/16/23

When an employee with less than one year of service is assigned a trainee, a supervisor must be contacted prior to performing any work. Employees are responsible for the actions of employees under their instruction.

Employees who have been assigned a trainee must verify that those employees are:

1. Familiar with their duties,
2. Provided proper instruction, and
3. Must be in a position which provides continuous monitoring of the trainee and allows for immediate intervention and corrective action of any non-compliant or unsafe activities observed.

Item 4 - Rule 109.1 Date of Modification 5/1/2023

4/1/2023 - Bullet 3 and exception added

5/1/2023 - Exception removed

Employees whose work activities subject them to the Hours of Service Act must:

1. Have the required mandatory rest,
2. Inform the proper authority before accepting any call to work that requires reporting for duty before the completion of mandatory rest period,
3. Safely cease performing covered service prior to exceeding the hours of service unless instructed to do so by the proper authority or in case of emergency,
4. Report to the proper authority any occurrence in which the maximum limits of the Hours of Service Act are exceeded, and
5. Accurately complete Hours of Service documentation with the required information in the prescribed format.

Item 5 - Rule 109.2 Date of Modification 9/1/2023

4/1/2023 - Bullet 4 added

9/1/2023 - Bullet 3 modified

Employees whose activities place them under the requirements of train and engine Hours of Service must:

1. Report to the proper authority any interruption of mandatory undisturbed rest periods, including time rest was interrupted, name of person interrupting the rest, and circumstances of the interruption;

2. When going on duty, notify the train dispatcher if 264 total hours on duty or 25 total hours of qualifying limbo time for the calendar month have been reached;
3. Notify the train dispatcher four hours prior to the expiration of their hours of service limits. This notification must include whether or not the train is a Key train; and
4. When possible, make arrangements with the train dispatcher or yardmaster that allow for proper securement of equipment prior to the expiration of the employees hours of service.

Item 6 - Rule 109.3 Date of Modification 5/1/2023

4/1/2023 - Rule Added

5/1/2023 - Bullet 3 modified

The following process for tie-up/completing an HOS ticket is mandatory:

1. All employees must tie up at the end of their shift without exception.
2. Employees must tie up through the Hours of Service application available in CrewLife.
3. Employees must be at their designated off-duty location in order to use the HOS tie up application in CrewLife. Employees share their location on the tablet and then gain access into the tool. If they are not onsite, a map will show them the nearest location to be onsite.
4. If employees are on duty 11 hours and 57 minutes or more, they will need to perform a Quick Tie with minimal information and then complete the Certification the next time you are on duty.
5. If employees are unable to perform a tie up through CrewLife/HOS, they must call the CMC to tie up at 800-648-9374.
6. If employees come on duty and find they are still not tied up from previous work or have left work and forgot to tie up, they must call the CMC to get tied up so the accurate tie up time can be reflected.
7. Completing the Payroll ticket does NOT act as a tie up. Hours of Service/Tie-Up is a separate function from Payroll.
8. Only one member of the Crew is required to submit the Payroll ticket. But, every member of the Crew is required to perform their own HOS/Tie-Up by tablet or phone call; this includes Trainees and Qualifiers.

Item 7 - Rule 110.4 Date of Modification 1/1/2023

1/1/2023 - Rule replaced in its entirety with the following.

Employees must ride in the operating cab of the lead locomotive of freight trains unless duties require otherwise. When requesting or operating as a pilot, the requesting employee and pilot must:

1. Remain in the lead locomotive until route termination or the expiration of hours of service, and
2. Ensure that the assigned locomotive operator who is requesting a pilot remains at the controls of the locomotive.

When sufficient seating is not available for all crewmembers in the operating cab of the lead locomotive, employees must contact a supervisor for instructions.

Item 8 - Rule 110.6 Date of Addition 5/1/2023

5/1/2023 - Rule Added

Qualified pilots who are called for purposes of piloting self-propelled on-track equipment that is to be governed by signal indication must hold a current locomotive engineer certification.

Item 9 - Rule 300.5 Date of Modification 9/1/2023

9/1/2023 - Bullet C added

The following speeds must not be exceeded:

- a. 70 MPH for passenger trains with multi-level auto-racks or auto frame equipment, or
- b. 59 MPH for passenger trains operating within the limits of a signal suspension or against the current of traffic, or
- c. 30 MPH for non-CSX passenger trains with a consist, including locomotives, of less than 16 axles, or
- d. 49 MPH for freight trains operating within the limits of a signal suspension or against the current of traffic, or
- e. 10 MPH for trains operating on excepted track, or
- f. Restricted speed for 15 minutes for trains that encounter an unattended burning fusee near the track, unless the fusee is beyond the first rail of an adjacent track.

Item 10 - Rule 304.7 Date of Modification 9/1/2023

9/1/2023 - Stem modified

Trains encountering wayside signs next to the track on which the train is operating, that are not yet in effect, have expired, or are not covered by a dispatcher message or form EC-1 instruction, must proceed as follows:

- a. Warning Sign: Proceed prepared to stop in two miles and promptly report the occurrence to the train dispatcher. If no Conditional Stop sign or Temporary Reduce Speed sign is encountered in two miles, train must operate at restricted speed for an additional mile, or
- b. Conditional Stop Sign: Stop the train immediately, contact the train dispatcher and be governed by his or her instructions, or
- c. Temporary Reduce Speed Sign: As soon as sign is visible, reduce train to a speed not exceeding 10 MPH, report the occurrence to the train dispatcher. Unless released by the train dispatcher, do not exceed 10 MPH until:
 - a. Two miles after the leading end of the train passes the Temporary Reduce Speed sign, or
 - b. The rear of the train passes a Temporary End Restriction sign.

Item 11 - Rule 404.3 Date of Addition 7/1/2023

6/1/2023 - Rule Added

7/1/2023 - Stem of Rule modified

Prior to departing, conductors must visually check a minimum of the first six handbrakes in order to ensure they have been released. If applied hand brakes are found, continue to check until at least two consecutive cars are found without hand brakes applied. This must be performed after:

- a. Coupling to a train or a cut of cars that will be added to a train, or
- b. Taking charge of an unoccupied train.

Item 12 - Rule 405.6 Date of Modification 9/1/2023

9/1/2023 - Bullet 9 added

When switching, cars must only be cut off in motion (kicked) when being pushed by a locomotive; do not cut cars off in motion when being pulled by a locomotive. When kicking cars:

1. Ensure you are clear of the equipment before giving the signal to move;
2. Do not kick more than 3 cars at a time unless they are all empties in which case 4 empties may be kicked;
3. When the slack is bunched, pull the uncoupling lever from the ground, but do not attempt to hold the lever at a speed of more than walking speed (4 MPH);
4. Ensure that cars are not released at a speed that would endanger employees, equipment or contents of cars;
5. When the desired speed is reached, give the signal to stop;
6. Do not cut off a car routed to an adjacent track until it is known that the preceding car is clear and will remain clear of adjacent tracks;
7. Kicking cars uphill (or into tracks prone to rolling back foul of the lead) is prohibited;
8. Do not kick cars into a clear track,
9. Do not kick into locomotives, occupied equipment, or equipment coupled to occupied equipment, and
10. Ensure cars within track are properly secured in order to avoid inadvertent fouling of equipment or roll-outs.

Item 13 - Rule 405.10 Date of Addition 1/1/23

Rule 405.10 - added 1/1/23

Coupling/uncoupling air hoses or MU cables over an open pit within a mechanical facility is prohibited.

Item 14 - Rule 406.2 Date of Modification 10/1/2023

10/1/2023 - Bullets 1 and 2 modified

Employees directing a shoving or pushing movement must:

1. Confirm all cars to be shoved are coupled by stretching the slack,
2. Make a visual determination that cars on the track adjacent to the track being shoved are located behind the clearance point, and verbally confirm the determination via radio with other crew members, and
3. Ride the side of the leading end of the equipment or be in a position on the ground ahead and in the clear of any shoving movement that will traverse any switch, derail, public highway-rail or pedestrian crossing located on the portion of track to be shoved in order to ensure such devices are properly lined and appropriate protection is provided at crossings.

Item 15 - Rule 406.3 Date of Modification 5/15/23

5/15/23 - Rule replaced in its entirety

The leading end of shoving and pushing movements must be visually protected (eyes on it) at all times by a qualified Employee to ensure the track is clear of equipment and conflicting movements using one of the methods below:

- a. From the ground at a location clear of all tracks where the leading end of the movement can be visually observed at all times,
- b. Being positioned on the leading end of the movement in the required riding position, or
- c. Constant monitoring via technological means such as:
 - a. Shove lights, or
 - b. Cameras

Item 16 - Rule 406.5 Date of Modification 5/15/23

5/15/23 - Rule replaced in its entirety

When the equipment being shoved or pushed is moving, the employee directing the movement must be located either on the ground or riding the leading end of the equipment and comply with the following requirements:

- a. When on the ground:
 - 1. Remain clear of all tracks, and
 - 2. Maintain visual contact with the leading end of the equipment at all times, either visually or utilizing technological means.
- b. When riding the equipment:
 - 1. Be positioned on the equipment appropriately as required by SafeWay rules,
 - 2. Face the direction of movement, and
 - 3. Dismount the equipment no less than 150 ft. (3 car lengths) from a:
 - a. Obstruction fouling or potentially fouling the track, or
 - b. Coupling, or
 - c. Close clearance, or
 - d. Gate/doorway not open and secured, or
 - e. Switch not properly lined for the movement, or
 - f. Derail in the derauling position, or
 - g. Adjacent track with equipment fouling the track being shoved.

Item 17 - Rule 406.8 Date of Modification 5/15/23

5/15/23 - Modification of Item (1)

When shoving or pushing equipment for purposes other than coupling:

- 1. The movement must stop 150 feet short of:
 - A. A blue signal, or
 - B. A fixed derail, or

- C. An improperly lined switch, or
 - D. On-track equipment, or
 - E. An obstruction, or
 - F. End of the track.
2. If necessary to make any further movement to place equipment, allow the slack to adjust before moving.

Item 18 - Rule 407.3 Date of Addition 10/1/2023

10/1/2023 - Rule Added

Prior to cutting away from a car, or cut of cars, to be left standing in a track, the employee on the ground at the cut must visually confirm the equipment is clear of adjacent tracks. After visual confirmation, the employee must verbally communicate the location of equipment with other crewmembers via radio.

Item 19 - Rule 502.2 Date of Modification 10/1/2023

10/1/2023 - Bullet b modified

When a remote control zone is active, permission from the remote control operator foreman must be received and repeated before:

- a. Fouling tracks within the zone with any equipment, or
- b. Any roadway worker or Blue Signal Protection is established within the limits of the zone (An active remote control zone does not provide Roadway Worker or Blue Signal protection.)

Item 20 - Rule 503.9 Date of Modification 5/1/2023

5/1/2023 - Bullet G added

A crewmember located in the operating cab of the lead locomotive must announce by radio the following conditions or occurrences. The announcement must include the direction of travel and in multiple track territory, the track name or number.

- a. Signal aspect name and location, or
- b. Entry into TWC authority, or
- c. Departure from TWC authority after reported clear to the train dispatcher, or
- d. Passenger train arrival and departure at stations, or
- e. The presence of cars loaded with pulpwood or poles in the train when approaching trains and equipment on adjacent tracks, or
- f. Entry into a siding, or

- g. The result(s) of a defect detector message.

Item 21 - Rule 801.2 Date of Modification 4/1/2023

4/1/2023 - Bullet 6 Added

When making a qualifying trip, the employee must:

1. For practice purposes only, copy the movement authority onto the prescribed form. The authority received and copied by the employee-in-charge will be the document used to occupy and move,
2. Observe the job briefing between the train dispatcher and the employee-in-charge,
3. Conduct job briefings during the trip,
4. Demonstrate the ability to operate the on-track equipment throughout the trip,
5. Observe and receive instruction from the employee-in-charge on the physical characteristics, and
6. Demonstrate capabilities and understanding of ATAM authorities.

Item 22 - Rule 805.3 Date of Modification 5/1/2023

5/1/2023 - Bullets 1 and 3 Modified

The employee-in-charge is responsible for the following:

1. Obtaining current timetable and dispatcher bulletins for the territory,
2. Placing signs for establishing long-term working limits, and
3. Conducting a job briefing with the supervisor responsible for the territory that includes addressing the physical characteristics of the territory.

Item 23 - Rule 900.6 Date of Addition 10/1/2023

10/1/2023 - Rule Added

On RCO assignments that have been designated to have two operators, both OCU's must be linked and operational during the tour of duty, unless one OCU fails. When an OCU failure occurs on a two-person RCO assignment, the defective OCU must be replaced prior to resuming the operation. If a replacement OCU is unavailable, crewmembers must contact a supervisor for further instruction, or authorization to relink and operate as a single operator.

Item 24 - Rule 901.4 Date of Modification 3/1/2023

3/1/2023 - Bullet 2 moved to bullet 10.

To perform the Tilt Test:

1. Confirm the appropriate radios are on and set to the proper channel,

2. Use positive identification to announce by radio that a tilt test will be performed,
3. Ensure the operator control unit being tested is properly attached to the harness and the harness is properly worn,
4. Test only one operator control unit at a time by tilting the operator control unit more than 45 degrees,
5. Confirm a steady alarm is sounded by the operator control unit,
6. Confirm an emergency brake application is initiated by the remote control locomotive or platform,
7. Confirm the man-down emergency radio message is broadcast,
8. Confirm with another railroad employee that the man-down emergency radio message was received on the proper channel,
9. Repeat the test for each operator control unit linked to the remote control locomotive or platform, and
10. Use positive identification to announce by radio that the tilt test(s) is completed.

Item 25 - Rule 904.2 Date of Modification 6/1/2023

6/1/2023 - Rule replaced in its entirety

All remote control movements outside of an active RCO Zone are considered to be shoving movements, and must be protected accordingly. The RCO on the leading end of the movement must be in primary control, except when the remote control locomotive is the leading end and located within an active remote control zone.

Item 26 - Rule 904.7 Date of Modification 2/1/2023

1/1/2023 - Rule Modified

2/1/2023 - Bullet 3 modified

Remote control locomotive or platform with or without cars attached is not considered unattended if:

1. In remote mode with 3 step applied,
2. At least one crewmember maintains visual contact with the equipment, unless the employee is being immediately transported in order to reposition to facilitate the movement, and
3. Operator control unit is powered on and properly worn by the person who is maintaining visual contact with the equipment.

Item 27 - Rule 1010.2 Date of Modification 3/1/2023

3/1/2023 - Bullet 1 modified.

When making an emergency transmission:

1. The employee will immediately broadcast an emergency message on the current operating channel:
 1. Transmit the words EMERGENCY, EMERGENCY, EMERGENCY,

2. Describe the situation and location, and
 3. If no response is received, take necessary actions to ensure safety.
2. The following procedure will be used to initiate an emergency call-in to the train dispatcher:
1. Select the appropriate train dispatcher channel and when using:
 - a. Locomotive VHF Radios - Key-In DTMF digit 9 for approximately one second, or
 - b. Mobile and Portable Radios equipped with a DTMF Keypad - depress and hold the Push-To-Talk button and Key-In digit 9 for approximately one second
 2. When call-in code 9 has been transmitted an answer-back tone is provided, an emergency call indication will appear and remain on the train dispatcher's console until the call-in is acknowledged.

Item 28 - Definitions

2/1/2023 - Definition of Unattended Equipment modified

Unattended Equipment - Equipment left standing and unmanned in such a manner that the brake system of the equipment cannot be readily controlled by a qualified person.

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