EMPLOYEE OPERATING MANUAL

EFFECTIVE April 2017

Chapter 6 - Train Dispatching

600 - General Train Dispatcher Rules

600.1 The following positions report to the chief train dispatcher and must also comply with instructions of other company officers:

1. Train dispatchers, and
2. Assistant chief train dispatchers.

600.2 The assistant chief train dispatcher has the authority of the chief train dispatcher when the chief train dispatcher is absent.

600.3 Train dispatchers and assistant chief train dispatchers are accountable for the following:

1. Directing the movement of trains and on-track equipment in a safe and efficient manner in accordance with rules and special instructions,
2. Preventing any trains from going on the hours of service on single main track,
3. The accuracy of instructions and information repeated by employees,
4. The proper operation of signals and appliances,
5. Recording their hours of service properly,
6. Employees assigned under their direction, and
7. The management of the office and dispatching console.

600.4 Train dispatchers must:

1. Give clear and direct instructions,
2. Take prompt action to provide protection against any known condition that could affect safety,
3. Maintain information and records as required,
4. Keep a record of trains and on-track equipment, and
5. Record and report to the chief train dispatcher:
    a. Unsafe conditions; or
    b. Defects in locomotives, cars, track, signals, wayside detectors, and related equipment; or
    c. Delays, including trains that cannot operate at normal speed; or
    d. Other unusual occurrences.

600.5 When instructions are misunderstood or questions develop, the train dispatcher is to provide a clear explanation. If there is a failure to reach mutual understanding, notify the chief train dispatcher for definitive instructions.

600.6 When notified of an injury or illness to an employee or the public, an emergency, an unsafe condition, or a situation that compromises the security of a freight train, passenger train, or on-track equipment, the train dispatcher must:

1. Determine the nature of the emergency and identify the necessary support personnel required,
2. Use available information and determine the:
    1. Geographical area, including state and county;
    2. Specific location, including street or highway name and milepost location; and
    3. Rail lines within the area.
3. When necessary, protect and apply blocking, and
4. Notify:
    1. Trains and employees affected,
    2. Chief train dispatcher, and
    3. PSCC.

601 - Train Dispatching System

601.1 During the transfer of dispatching duties, train dispatchers must:

1. Review the CSX Procedural Instruction Manual (PIM), System Bulletins, Division Bulletins, Dispatcher Transfer Report and the reading file for updates;
2. Understand all blocking protection, the movement of trains, on-track equipment, and work forces;
3. Use the Dispatcher Transfer to sign on to the Computer Aided Dispatch (CAD) system; and when applicable, in the presence of the train dispatcher being relieved.

601.2 It is the responsibility of the train dispatcher to ensure blocking is properly applied to all routes and devices and maintained until no longer needed.

601.3 When a problem exists with the communication system or CADS, the train dispatcher must:

1. Report the problem to the:
    1. Chief dispatcher, and
    2. Electronic Signal Specialist (ESS), and
2. Record the problem in dispatcher remarks, and
3. Make it a part of the dispatcher transfer until the problem is resolved.

601.4 When applying blocking protection a detailed description of the affected area must be included in the remarks section and updated accordingly.

602 - Managing Dispatcher Bulletins, Dispatcher Messages, and Form EC-1

602.1 When creating an EC-1 track authority or if the editable wording on the read back of a Form EC-1 line 1 is changed:

1. Ensure proper blocking is applied, and
2. Maintain the blocking until no longer needed.

602.2 To ensure accuracy of the Form EC-1 read back, the train dispatcher must:

1. Ensure that the blocking preview matches the limits being communicated,
2. Tab through, in sequential order, the yellow highlighted data fields on the readback screen. This must be done simultaneously while the employee provides a repeat of the readback information, and
3. Not engage in unrelated tasks.

602.3 Train dispatchers will give the dispatcher message number to the employee requesting a dispatcher message for the following:

a. Temporary speed restrictions, or

b. Malfunction of automatic grade crossing warning devices.

602.4 Any dispatcher message with an effective time must be issued 14 hours prior to the requested time unless authorized by the proper authority or in the case of an emergency.

602.5 Only send one dispatcher bulletin and release form, consisting of two copies, to a train at any one station. If a bulletin is requested you must ensure a previous bulletin has not been sent. If necessary to send an additional set of bulletins, a release form must not be sent.

602.6 Send a corrected dispatcher bulletin only after the conductor or locomotive operator notifies the train dispatcher that the original dispatcher bulletin has been destroyed.

602.7 When a new dispatcher bulletin is created for the same designated train with the same origin and destination at any one station, take the following steps to activate the dispatcher bulletin:

1. Confirm the new dispatcher bulletin number with the train crew,
2. Do not activate the new dispatcher bulletin until the train crew is on the train, and
3. Verify the new dispatcher bulletin is properly activated.

602.8 When necessary to use one train crew to move more than one train with one dispatcher bulletin, the train dispatcher must apply the dispatcher bulletin to each train to be moved.

603 - Managing Signals and Signal Appliances

603.1 When a requested signal does not clear, the train dispatcher must not request the signal to Stop until it is recalled and the indication is observed on the overview.

603.2 Do not operate or clear signals and signal appliances for opposing or conflicting movements, except in an emergency. When necessary to change a signal or route for which signals are cleared, the affected train must be stopped unless it is confirmed the train can comply.

603.3 When using signals and signal appliances to protect against conflicting movements, the train dispatcher must:

1. Ensure the track segment is clear of other movements. The CAD may be used to determine the track segment is clear if the movement is continuously observed and there is no other practical way of identifying the location of the movement; and
2. Apply blocking after properly lining, coding, and ensuring the indication in the field corresponds with controlled Absolute signal(s) and/or switch(es).

603.4 When signals and signal appliances controlled by another employee are used to protect against conflicting movements, the train dispatcher will:

1. Instruct the employee to provide the proper blocking to prevent conflicting movements, and
2. Record the following in the remarks portion of the track block form:
    1. Initials of the employee providing the blocking,
    2. Location, and
    3. Date and time blocking was applied and removed.

603.5 Do not operate signals or control point appliances that are occupied by a train. Restore switches, derails, and movable-point frogs to the normal position only after the movement has cleared the appliances.

604 - Controlled Point (CP) Signals

604.1 Controlled point signals govern the use of the routes of a controlled point. They must be operated sufficiently in advance of approaching trains to avoid unnecessary delay.

604.2 Keep controlled absolute block signals in Stop position, except when displayed for a movement.

605 - Controlled Point Appliances

605.1 Observe indications from the field to ensure the controlled point appliances and the controlled point functions agree.

605.2 Do not use controlled point functions to provide protection if indications from the field are not observed.

605.3 When the position of controlled point appliances are unknown:

1. Apply blocking, and
2. Notify the employee in the field to properly line and secure the appliance as follows:
    a. For dual-controlled appliances, lock in hand position, or
    b. For non-dual-controlled appliances, physically secure against unintentional movement.

605.4 Before authorizing an employee to place a dual-controlled power-operated switch in hand position, the train dispatcher must ensure that:

1. Proper blocking has been applied, and
2. There are no conflicting movements, and
3. None have been authorized.

606 - Permission to Pass a Stop Signal

606.1 Before giving permission to pass the Stop signal, the train dispatcher must:

1. Determine the specified track is clear of conflicting movements and no conflicting movements have been authorized;
2. Properly position affected appliances and if any show as Out-of-Correspondence, Code Failure, or Low Air Activated, movement over the appliance must be made by;
    a. Instructing the crew to place the switch in the “hand’ position, or
    b. Ensure affected appliance is physically secured against unintentional movement
3. When conditions allow, request the signal the same as if it could be displayed to proceed;
4. Apply blocking devices;
5. After implementing the above procedures and issuing instructions concerning any power-operated switches, the train dispatcher will instruct the train:
    1. "After stopping, proceed by Stop signal at _____ (location) from track _____ to _____ track in the _____ direction, switches in motor or hand," and
    2. When permission is given to pass a Stop signal in order to couple to cars or to move to location short of a block signal, include this information in the instructions.
6. Confirm instructions to receiving employee when the employee repeats authorization correctly.

607 - Managing Train Movements

607.1 Train dispatchers must furnish information relating to the movement of trains to company officers and those authorized by the chief train dispatcher.

607.2 If a train passes a Stop signal without permission, the train dispatcher must immediately:

1. Stop that train and other trains affected, and
2. Report the incident to the chief train dispatcher and Network Operations.

607.3 When the train dispatcher is electronically or verbally notified of information related to a train that is no longer on his or her territory, inform the chief train dispatcher and appropriate train dispatcher.

607.4 When notified of an alert that does not contain any information, the train dispatcher must notify the chief train dispatcher of this occurrence.

608 - Train Authorities

608.1 Before granting an authority, the train dispatcher must ensure the specified track:

a. Where main track yard limits non-signaled (YL) is in effect the portion of yard limits being authorized is clear of track authorities, or

b. Where TWC-D is in effect, is clear and no movements have been authorized.

608.2 The train dispatcher may grant a single direction authority to enter non-signal territory in order to shove out on to the main track to clear the switch and proceed in the opposite direction of the shove movement. For PTC active subdivisions the authority must match the direction of each movement or a bi-directional authority must be used.

608.3 Before authorizing a train to enter or to foul a signaled track or controlled siding or to cross from one such track to another, the train dispatcher must ascertain that:

1. The track section is clear of any conflicting movements and no conflicting movements have been authorized, and
2. The signals or the switches or both are blocked and coded in position to prevent any conflicting movements into such track sections and remain so until the train occupies the track.

608.4 The train dispatcher may grant permission for movement against the current of traffic at a control point. Before authorizing such movement on Form EC-1, the train dispatcher must determine that:

1. The specified track is clear of conflicting, or
    a. Conflicting movements are controlled by Form EC-1
2. Signals governing conflicting movements are in Stop position at the point of restriction and 1 signal proceeding the point of restriction.
3. Blocking is applied to protect against opposing movements, and
4. Blocking devices remain applied until the movement against the current of traffic is complete.

608.6 When a siding is occupied, the train dispatcher must notify the train or on-track equipment entering the siding that the siding is occupied.

608.7 To change or cancel an authority, the train dispatcher must first:

1. Contact the train,
2. Determine the train has not entered the limits of the authority before canceling the authority, and
3. Receive acknowledgment that the locomotive operator understands the authority will change or be canceled.

608.8 Before permitting a locomotive to enter the block or authority of a standing train to assist the standing train, the train dispatcher must:

1. Issue a Form EC-1 instruction to prevent the standing train from moving, and
2. Receive confirmation that a clear understanding as to the location of the standing train exists between both crews.

608.9 When hand-operated switches are used in Track Warrant Control non-signal territory (TWC-D), the train dispatcher must use the train dispatcher radio to confirm:

1. Location of the switch(es) operated,
2. Switch(es) were restored and locked in normal position,
3. Time switch(es) were initially reversed,
4. Time switch(es) were restored and locked in normal position,
5. Name of the employee who operated the switch(es), and
6. The Switch Position Awareness Form (SPAF) was initialed by both the conductor and locomotive operator.

609 - Permission to Make a Reverse Movement

609.1 Before authorizing a reverse movement train dispatcher must ensure:

1. The track is clear or conflicting movements are controlled by:
    a. Absolute signal, or
    b. Dispatcher message, or
    c. Form EC-1, or
    d. Withholding authority.
2. Proper blocking is applied, and
3. Train will remain within the authorized limits.

610 - Protecting a Train Within Track Segment Limits

610.1 Before authorizing a train to work in both directions, the train dispatcher must determine:

1. The track segment is clear,
2. No other trains are authorized to use the limits, and
3. Signals or switches or both are blocked and coded in position to prevent any conflicting movements into the protected limits.

610.2 When authorizing multiple trains to work in both directions within established track segment limits, the authorization must require each train to operate at restricted speed and protect against each other.

610.3 Do not remove blocking until the locomotive operator or conductor of the train reports clear.

611 - Blocked Sidings and Main Tracks

611.1 When sidings or main tracks are blocked:

1. Apply track block to the affected track, including all applicable information in the track block, and
2. Include the location and the reason in the dispatcher transfer, and
3. Ensure devices controlling switches and signals are blocked and coded in proper position, and
4. Issue a Form EC-1 or dispatcher message to affected trains when controlled switches or signals or both are not available.

612 - Train Stopped by Emergency Brake Application

612.1 When notified that a train moving on a controlled track or adjacent to a controlled track has had an emergency application of the air brakes, the train dispatcher must inform the train crew of any adjacent tracks that cannot be protected by the train dispatcher.

612.2 When a train has an emergency brake application, the train dispatcher must notify the assistant chief dispatcher with the following information:

1. Train ID,
2. Subdivision,
3. Location, including track number,
4. Milepost location of the head end of the train after stopping,
5. Milepost one mile behind the rear of train when the emergency application began, and
6. The results of the train crew inspection.

612.3 The chief train dispatcher will notify the engineering department to inspect the track if the train is in emergency as a result of one of the following;

a. A road crossing accident, or

b. Drawhead failure, or

c. Train crew indicated possible track damage.

612.4 Grant permission to pass a train stopped by an emergency brake application only after:

1. Determining the train stopped due to the emergency brake application:

    a. Does not contain hazardous materials cars, or

    b. All hazardous materials cars have been inspected and found to be safe.

2. Advising the crew of the stopped train due to the emergency brake application when other movements will pass on the adjacent track, and

3. Issuing a Form EC-1 instructing the passing train to operate at restricted speed.

612.5 If necessary to move the next train over the affected track prior to the engineering department inspecting the track:

1. Issue a Form EC-1 instructing the train crew to operate at restricted speed until the leading end has reached the furthest end of the location designated,

2. Report any irregularity to the train dispatcher, and

3. Normal operations may resume if no irregularities are reported.

613 - Managing Engineering Work

613.1 When controlled point signals and appliances are undergoing repair:

1. Code controlled Absolute signals to Stop,

2. Apply blocking to signals and appliances, and

3. Keep signals in Stop position with blocking applied until the employee granted the authority reports the repairs are completed.

613.2 The train dispatcher must provide protection before granting permission to place a control point in local control, maintenance lock-out, or no-check. Provide protection by:

1. Identifying the specific control point that is being requested,
2. Identifying the control points located on each side of the requested location,
3. Ensuring that the segment of track between the control points is clear of movements and authorities not connected with the employee requesting the permission and that no additional movements or authorities are authorized to proceed into the track segment,
4. Applying blocking devices at the control points located on each side of the requested location, and
5. Protecting train movements by issuing a Form EC-1 instruction if a control point located on each side of the requested location(s) cannot be verified by receiving indications from the field.

613.3 The train dispatcher must confirm the following information with the employee-in-charge before authorizing the work authority:

1. In signal territory, whether signal system will be affected,
2. When control points are within the work limits, how trains will move through the control point,
3. In multiple track territory, which track will be occupied by work forces and which track will be used to pass trains, and
4. The use and position of switches.

614 - Track Authorities

614.1 To issue and protect a track authority, the train dispatcher must:

a. Obtain the requested limits, and

   a. The specific milepost location of initial occupancy, or
   b. Current milepost if making a continuous movement into a new authority, and

b. Confirm milepost location is protected by the new or existing track authority, and

c. Ascertain the segment of track to be used is clear of conflicting movements and authorities, and

d. Ensure proper blocking is applied, and

e. Maintain the authority until the employee granted the authority reports clear, even if the time has expired.

614.2 Prior to authorizing a Form EC-1 track authority at a train dispatcher boundary, the train dispatcher must contact the adjoining train dispatcher to request and confirm the controlled Absolute signals at the dispatcher boundary are coded to the Stop position and necessary blocking is applied and maintained until the protection is no longer required.

614.3 If the track segment to be used for a track authority is not clear and is occupied by a preceding train,

1. Notify the crew and state the intention of issuing a track authority behind the train,
2. Confirm the entire train has passed the milepost of initial occupancy,
3. Request the train's lead engine and current milepost,
4. Identify the train on Form EC-1 in the following manner:
    1. Train ID,
    2. Lead locomotive number,
    3. Direction, and
    4. Ahead at milepost.

614.4 If the segment of track to be used for a track authority is not clear and is occupied by a conflicting train, the train dispatcher must:

1. Control conflicting movements by:
    a. Applying proper blocking, or
    b. Issuing Form EC-1 “Do not move”,
2. Confirm a clear understanding of the move to be made exists between the employee requesting the authority and the locomotive operator and other crew members, and
3. Identify the train on Form EC-1 in the following manner:
    1. Train ID,
    2. Locomotive number, and
    3. Stopped at milepost location.

614.5 The train dispatcher must determine the requested limits for local control, maintenance lock-out, or no-check functions are connected with the employee granted these functions.

614.6 If unable to contact the employee granted authority after the expiration time of that authority, the train dispatcher may issue an EC-1 track authority or EC-1 instruction to a train to enter the limits after:

1. Stating on Form EC-1 train is to move at restricted speed due to track occupancy by _____ (employee name) between _____ (controlled location) and _____ (controlled location), and
2. Instructing the employee with current authority to report any contact by employee with expired authority.

614.8 The employee with track authority must release that authority for the track to be considered clear.

615 - Permission for Non-Insulated On-Track Equipment to Pass a Stop Signal at a Remotely Controlled Railroad Crossing at Grade

615.1 The train dispatcher may grant permission to pass a Stop signal when the:

a. Train dispatcher has control of the intersecting lines, by coding controlled Absolute signals on the intersecting line to Stop, or when it is not possible to code the signals to Stop, after determining:

   a. There are no conflicting movements, or

   b. Conflicting movements are under train dispatcher control.

b. Train dispatcher does not have control of the intersecting lines, by informing the on-track equipment operator that we do not control the intersecting line and to proceed as prescribed by on-track worker rules.

616 - Controlled Track Removed from Service

616.1 A controlled track can only be removed from service, after notifying the train dispatcher under one of the following conditions:

a. Track is rendered inoperative by act of nature, or

b. Track is disrupted for other cause and prompt restoration cannot be made, or

c. Construction work necessitates temporary removal from service.

616.2 A track authority may be granted for out of service conditions when:

1. The track segment is clear of all authorities,
2. Trains within the track segment are protected,
3. Signals and power-operated switches within the work limits are under control of the train dispatcher unless other arrangements are made,
4. Blocking is applied to switches and signals leading to the affected track,
5. A job briefing is completed with the EIC concerning how movements will enter the work limits and be made over power-operated switches, and
6. The protection will be maintained until the employee-in-charge advises it is no longer necessary.

616.3 Prior to removing controlled track from service, the train dispatcher must receive the defined limits from the employee making the request. The train dispatcher must issue the authority on Form EC-1 using line 11 and define the limits on the authority to the requesting employee as follows:

a. Control point to control point in signal territory, or

b. Whole milepost to whole milepost in non-signal territory, or

c. Other physical characteristic.

616.4 Do not return track to service until the employee who received the authority notifies the train dispatcher of the following:

1. Any restrictions necessary to ensure safe passage of trains or on-track equipment, and
2. That track is clear of all trains and on-track equipment.

616.5 In an emergency situation where track is removed from service due to an act of nature or track is disrupted for other cause and prompt restoration cannot be made, or construction work necessitates temporary removal from service, a qualified employee may be issued a 707 to take control of the out of service limits.

617 - Highway-Rail Crossings at Grade

617.1 When notified of an accident or malfunction at a highway-rail crossing at grade, the train dispatcher must:

1. Provide necessary protection and apply blocking that will prevent trains from occupying the crossing,
2. Notify the chief train dispatcher who must notify the engineering department in the event of an accident, and
3. Create an activation failure message, unless advised otherwise by the signal department to create a false/partial activation message, and
4. Provide the message type and number to the electronic signal specialist (ESS), and
5. Issue message to affected trains.

617.2 The DOT number must be added to the DOT data field on Activation or False/Partial Activation dispatcher messages. The DOT number will populate the milepost field, this prepopulated milepost must not be changed.

617.4 When notified of a malfunction of a highway-rail crossing at grade automatic warning device on non-controlled track:

1. Notify the appropriate transportation officer of an activation failure unless the signal department provides another type of failure;
2. When the appropriate officer is not available, notify the division superintendent of train operations;
3. Record the date, time, and name of the officer notified in the division log and maintain until no longer needed; and
4. Notify the PSCC and ESS of the malfunction.

617.5 Modification to an activation failure message may be made as directed by the signal department provided notification is made to the ESS of the modification; however, a modification to use police or other non-railroad individuals as flaggers is prohibited.

618 - Defect Detectors Verification Process

618.1 When notified by a signal employee that a defect detector needs conditioning, the train dispatcher will restrict train speeds to 30 MPH over the defect detector by issuing a:

1. Dispatcher message and providing the number to the requesting signal employee, and
2. Form EC-1 instruction to affected trains.

618.2 Upon receiving confirmation of a hot axle, hot wheel or any unsafe condition in which the equipment must be set off, the dispatcher must:

1. Ascertain from the crew whether the equipment is safe to move, and
2. Apply necessary protection, and
3. Report to the chief dispatcher all required information.

619 - Removing Defect Detectors from Service

619.1 When a signal employee contacts the train dispatcher to remove a defect detector from service and turn off all audible and visual indication equipment, the train dispatcher will issue a:

1. Dispatcher message and provide the number to the employee removing detector, and
2. Form EC-1 instruction to affected trains.

620 - Restoring Defect Detectors to Service

620.1 When a signal employee contacts the train dispatcher to restore a defect detector to service, the train dispatcher will:

1. Annul dispatcher message and provide the number to the employee restoring detector, and
2. Cancel the Form EC-1 instruction issued to take the defect detector out of service.

621 - Managing Unusual Situations

621.1 When managing the movement of equipment that may not shunt, control point signals may be cleared for movement to occupy the control point. After the movement enters the control point:

1. Code control point signals to Stop,
2. Maintain control point signals in Stop until the movement has cleared the opposing control point signal, and
3. Maintain a clear block behind the movement.

621.2 When managing rusty rail or other track conditions that could interfere with shunting the track:

1. Control point signals must be coded and maintained in Stop,
2. Movements must be granted permission to pass the Stop to occupy the affected track, and
3. A clear block must be maintained behind the movement.

621.3 When damage to track or appliances occurs, the train dispatcher must:

1. Code signals to Stop,
2. Apply blocking devices, and
3. Not permit any train movement until reported safe by the engineering department.

621.4 The train dispatcher must provide protection for a switch or derail left in other than the normal position by:

a. Issuing a dispatcher message or Form EC-1 instruction describing the condition, or

b. Applying blocking.

622 - Report of Track Irregularities or Rough Track

622.1 When notified of track irregularities, rough track, track damage or drawhead failure:

1. Prevent movements from occupying the affected track by applying blocking devices or withholding authority which must be maintained until the engineering department reports the track is safe for movement,
2. Notify the chief train dispatcher and the engineering department, and
3. If necessary to move a train over the reported track prior to the engineering department inspecting the track, issue Form EC-1 or dispatcher message to instruct the train crew to operate at restricted speed and report any irregularity to the train dispatcher.

623 - Signals Not Functioning Properly and Unexplained Occupancy Lights

623.1 When informed of an improper signal, the train dispatcher must:

1. Stop all train movements;
2. Notify the signal specialist of the location and the aspect observed by the train;
3. Not attempt to move trains beyond the location, change the signal aspect, or change signal appliances until a signal specialist arrives; and
4. Be governed by the instructions of the signal specialist.

623.2 A signal aspect that changes from one indication to another more than once is considered as functioning erratically and the train dispatcher must:

1. Discontinue operation of the signal,
2. Block control point signal, and
3. Promptly report the condition to the signal specialist.

623.3 Promptly report to the signal specialist when track occupancy lights:

a. Are unexplained, or

b. Remain on behind a train, or

c. Remain on after track or signal work.

623.4 When a train leaves two or more track occupancy lights on or the last track occupancy light on when leaving signal territory, the train dispatcher must:

1. Stop the train, and
2. Instruct the crew to make a complete inspection of both sides of the train and report the results of the inspection to the train dispatcher. Instruct the crew to inspect the train by:

    a. Walking inspection, or

    b. Roll-by inspection not to exceed 5 MPH.

623.5 When the employee responsible for inspecting or repairing the reported problem gives notification of arrival at the location, the train dispatcher must promptly issue a track authority to the employee.

624 - Weather

624.1 The train dispatcher must contact the engineering department when conditions caused by weather may interfere with switches, derails, or movable-point frogs.

624.2 When an authorized employee provides notification that he or she is ready to perform heat inspections or flash flood warning inspections, the train dispatcher must promptly issue a track authority.