

Procedural Instructions Review

NUMBER: TYPE: DISPR PI SITE: ALL DISPLAY: Full

DATE	NUM	TYPE	SUBJECT
040817	034	DISPR PI	TRAIN SHEET CONSIST INFORMATION

Dispatchers must verify Train Sheet consist information, specifically train lengths, prior to meeting and passing trains.

D.T. Bittner
 AVP Transportation Systems

 033117 033 DISPR PI Crossing Protection with DOT number

Crossing Protection with DOT number

When provided, on PTC designated track, the DOT number must be used for Activation Failure or False/Partial Activation dispatcher messages.

The prepopulated milepost associated to the DOT number must not be altered.

D.T. Bittner
 AVP Transportation Systems

 092916 032 DISPR PI MANUALLY CREATED TRAIN SHEETS

Manually Created Train Sheets

1. Train Dispatchers must not create a train sheet. If a train sheet is required, it must be promptly reported to the Chief Train Dispatcher.
2. The Chief Train Dispatcher must follow divisional instruction to obtain the required train sheet.

D.T. Bittner
 AVP Transportation Systems

 071316 031 DISPR PI DIRT(Dispatcher Incident Reporting Tool)

DIRT(Dispatcher Incident Reporting Tool)

The DIRT function in CADS shall be used by the Train Dispatcher and/or Assistant Chief Train Dispatcher for reporting incidents associated to the following:

1. Locomotives
2. Cars
3. Train Delay
4. Track Issues
5. Signal Issues

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	6.	Switches	
	7.	Defect Detectors	

Reporting Party Must:

1. Report the issue using the appropriate DIRT selection,
2. Ensure the process is complete and a TCIS number was returned on all incidents other than the train delay selection,
3. Follow current division instructions for reporting incidents,

DIRT does not provide CADS track protection nor circumvent any other current rules and procedures in place.

D.T. Bittner

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071316 030 DISPR PI CLEARANCE AUTOMATION

CADS will create High and Wide Dispatcher Messages each time a clearance implicated shipment has been approved in the HIWDMAS system. Each message must be verified by the Train Dispatcher for accuracy.

1. Dispatcher messages will be created for each subdivision within the train's origin and destination:
 - a. With all restrictions, or
 - b. If the shipment has no restrictions.

Additionally, CADS will generate critical alarms for clearance implicated shipments when:

- a. A train with a High-Wide shipment is called within 14 hours of approval,
- b. Delivery of a dispatcher message has failed,
- c. Cancellation of the approval - shipment is no longer cleared,
- d. The shipment has reached destination.

D.T. Bittner

AVP Transportation Systems

071316 029 DISPR PI SIMPLIFICATION OF EQUIP. HANDLING RULE 43 03

Train crews are required to contact the Train Dispatcher with information following certain defect detector results messages.

When a train crew requests information pertaining to the results of a defect detector message, the Train Dispatcher must:

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- 1. Contact the Electronic Signal Specialist by way of AVTEC or phone and relay the information received from the train crew to obtain additional information, and
- 2. Report only the necessary additional information to the train crew.
 - a. No additional defects reported, or
 - b. Location of additional defects, or
 - c. No information available.
- 3. If no results message is received or the message is not clearly received or understood, the train dispatcher may provide the following to the crew based on information obtained from the Electronic Signal Specialist:
 - a. No defects, or
 - b. Location of reported defects, or
 - c. No information available.

The train crew must make the determination if inspection is necessary.

D.T. Bittner

AVP Transportation Systems

071316 028 DISPR PI PTC REPORTING PROCEDURES

CSX is required to document all active PTC train incidents and unusual occurrences. If your desk has PTC territory, be governed by the following:

- A. The Train Dispatcher must:
 - 1. Notify the PTC Support Desk of all issues and unusual occurrences reported by an active PTC train, and
 - 2. Enter incident in Dispatcher Incident Reporting Tool (DIRT).
- B. The Chief Dispatcher must:
 - 1. Ensure all incidents and unusual occurrences of an active PTC train are reported to the PTC Support Desk, and
 - 2. Ensure the incident was entered in the Dispatcher Incident Reporting Tool (DIRT).
- C. The Operation Center officer must:
 - 1. Ensure communication with the PTC Support Desk has taken place and the PTC Cut Out form is properly filled out if the decision to cut out has been made.

D.T. Bittner

AVP Transportation Systems

071316 027 DISPR PI CANCELLING A DISPATCHER MESSAGE VIA EC-1

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When it is necessary to cancel or annul a Dispatcher Message:

The Train Dispatcher must:

- a. Cancel the Dispatcher Message using the cancel feature of the applicable line item, or
- b. Release the EC-1 in it's entirety.

Dispatcher Messages cannot be cancelled using Line 11.

D.T. Bittner

AVP Transportation Systems

071316 026 DISPR PI 9M - DIVERGING MOVEMENT

Additional fields have been added to the 9M - Diverging Movement message to identify the route of the diverging move.

A. The Train Dispatcher must:

- 1. Enter the appropriate track identifier in the new fields.

D.T. Bittner

AVP Transportation Systems

071316 025 DISPR PI FRA SAFETY ADVISORY - DISPATCHER RESPONSIBILITIES

This Procedural Instruction prescribes Train Dispatcher responsibilities outlined by the FRA Safety Advisory 2014-02 while training student Train Dispatchers as it relates to to properly issuing authorities and maintaining protection when managing engineering work and EC-1 track authorities.

A. Emphasize the importance of the Train Dispatchers and Employee-in-Charge (EIC) required job briefings and being advised of the:

- 1. Initial work plans prior to issuing a track and/or work authority, and
- 2. Updates as work progresses.

B. A student Train Dispatcher must not modify or remove blocking protection until confirmation to do so is recieved by the supervising Train Dispatcher responsible for the desk.

D.T. Bittner

AVP Train Dispatching Systems

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DATE	NUM	TYPE	SUBJECT
071316	024	DISPR PI	SIGNAL NOT OPERATING PROPERLY

- A. When notified or it is observed by the Train Dispatcher an absolute Signal is not operating properly, the Train Dispatcher must:
 1. Code the signal to stop and apply the necessary blocking devices
 2. Notify trains to stop at the signal regardless of signal aspect
 3. Notify the Electronic Signal Specialist (ESS)
 4. Use the Signal Proceed Authority, when available, to pass the signal until the signal is reported working properly by the Signal Department

- B. When the Signal Department removes an absolute signal from service the Train Dispatcher must:
 1. Code the signal to stop and apply the necessary blocking devices
 2. Notify trains to stop at the signal regardless of signal aspect
 3. Issue the appropriate Dispatcher Message
 4. Use the Signal Proceed Authority, when available, to pass the signal until the signal has been returned to service by the Signal Department

- C. When notified an intermediate signal is not operating properly, the Train Dispatcher must:
 1. Code the controlled point signals on each side of the intermediate signal to stop and apply blocking devices
 2. Notify trains immediately affected to regard the intermediate signal as the most restrictive aspect the signal can display
 3. Notify the Electronic Signal Specialist (ESS)
 4. Prior to lining a train movement into the affected segment of track, ensure the train crew is notified to regard the intermediate signal as the most restrictive aspect the signal can display

- D. When the Signal Department removes an intermediate signal from service the Train Dispatcher must:
 1. Code the controlled point signals on each side of the intermediate signal to stop and apply blocking devices
 2. Notify trains immediately affected to regard the intermediate signal as the most restrictive aspect the signal can display
 3. Issue the appropriate Dispatcher Message
 4. Prior to lining a train movement into the affected segment of track, ensure the train crew is notified to regard the intermediate signal as the most restrictive aspect the signal can display

D.T. Bittner
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071316	023	DISPR PI	EMERGENCY ORDER 28 - DISPATCHER RESPONSIBILITIES
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This procedural instruction prescribes the responsibilities related to leaving a Key Train, or a cut of cars matching the definition of a Key Train (equipment), unattended on a controlled track outside of a yard or a terminal.

A. Leaving Equipment Unattended

- a) The Train Dispatcher must receive authorization from the Chief Train Dispatcher before granting a crew permission to leave equipment unattended.
- b) The Chief Train Dispatcher may authorize the Train Dispatcher to grant permission to leave equipment unattended in the event of an emergency situation such as: route impassible, inclement weather, derailments, mechanical or track defect, crossing accidents, natural or man-made disaster etc.
- c) It is the responsibility of the crew to provide the Train Dispatcher securement information when leaving equipment unattended.
- d) It is the responsibility of the the Train Dispatcher to verify and record the securement information. The CSX record of documenting this information is the voice recording of the conversation between the Train Dispatcher and the employee providing the securement information.

B. Identifying a Train or a Cut of Cars

Picking up or setting out hazardous material shipments may change the status of of a train or a cut of cars.

- a) It is the responsibility of the crew to promptly notify the Train Dispatcher when the status changes:
- b) It is the responsibility of the Train Dispatcher to immediately:
 - * Update the train identification
 - * Use a track block to identify a cut of cars

C. Planning

When the Train Dispatcher is notified by a crew they have three hours remaining until the expiration of their hours of service:

- a) The Train Dispatcher must inform the Chief Train Dispatcher and the Director of Train Operations.
- b) The Chief Train Dispatcher must ensure planning is in place to safely and properly secure the equipment and not exceed the crew's hours of service.

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D. Emergency Responders

When notified an emergency responder was on, under or between unattended equipment:

- a) The Train Dispatcher must inform the Chief Train Dispatcher and the Director of Train Operations.
- b) The Chief Train Dispatcher will arrange for a qualified employee to ensure the equipment is properly secured.

D.T. Bittner

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071316 022 DISPR PI REPORT BY FUNCTION - TRACK AND TRAIN AUTH ORITIES

When an EC-1 Track or Train authority has been issued, the EC-1 Report By Function may only be used when the direction of travel matches the direction of the "From" and "To" limits of the EC-1 Authority.

D.T. Bittner

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071316 021 DISPR PI ISSUANCE OF FORM EC-1 TRACK AUTHORITY

In TC/CP territory, the Train Dispatcher will issue the Form EC-1 track authorities from absolute signal to absolute signal.

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071316 020 DISPR PI FORM EC-1 PAPER INSTRUCTIONS

When Form EC-1 cannot be issued electronically, the Train Dispatcher must:

- 1. Use the prescribed paper form,
- 2. When issuing:
 - A. Circle the line number
 - B. Underscore the written instruction when repeated by the employee
- 3. Retain and provide the completed copies to the Chief Dispatcher

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071316	019	DISPR PI	TRANSFER FORM EC-1 TRAIN AUTHORITY

To transfer a Form EC-1 Train Authority, the Train Dispatcher may use one of the following methods, which must include the required information:

- A. Modify existing authority, or
- B. Create new authority and issue to the Train Dispatcher's position, or
- C. Create a Track Block

The Train Dispatcher must follow the process below:

1. If using Form EC-1 as listed in method "A" or "B" above, the:
 - a. Dispatcher's position must be listed in the Employee field, and
 - b. The authority must be issued in both directions
2. If using a Track Block Form:
 - a. Enter the train ID in the Reason Description field and issue the appropriate dispatcher message.
3. Add required information on Line 11 or in the Track Block remarks:
 - a. Specific milepost location of both ends of the equipment, and
 - b. Total number of engine units, identifying initial and number of the lead locomotive, and
 - c. Total number of cars, identifying initial and number of the cars at each end of the equipment, and
 - d. Time and date the authority is transferred to the Train Dispatcher

When the relieving crew is ready to assume responsibility of the train:

1. If using Form EC-1 Train Authority:
 - a. Update the Employee field, and
 - b. Change the authority direction as required, and
 - c. Update line 11 to show the date and time dispatcher transferred the equipment to the relieving train crew.
2. If Track Block Form was used:
 - a. Create new Form EC-1 Train Authority, and
 - b. Enter required information from the track block onto Line 11, and
 - c. Update Line 11 to show date and time the dispatcher transferred the equipment to the relieving train crew.
 - d. Annul the dispatcher message and deliver to the train via EC-1.

Train Dispatcher must confirm with the Train Crew, standing equipment has been removed.

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071316 018 DISPR PI PROCEDURES FOR FRA TRACK GEOMETRY CARS

Process for handling FRA Track Geometry Cars

- A. The Chief Dispatcher must:
 - 1. Provide the Train Dispatcher a copy of the FRA self-propelled track geometry inspection instructions (Enclosure A or B, if necessary), and
 - 2. Job brief the dispatcher
- B. The Train Dispatcher must:
 - 1. Clear the vehicle as a train with an assigned train ID, including the date, of W006, W007, W008 or W009 and will have one of the following cars DOTX 216, DOTX 217, DOTX 218, DOTX 219, DOTX 220, DOTX 221 or DOTX 223
 - 2. Ascertain the segment of track the geometry car is occupying is clear and maintained clear of all movements.
 - 3. When operating in TC/CP territory, maintain the dispatch system in manual mode.
 - 4. Prior to authorizing a track geometry car at a dispatcher boundary the Train Dispatcher must confirm the adjoining dispatcher has been job briefed and has a copy of the geometry car instructions.

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071316 017 DISPR PI PROCEED AUTHORITY FUNCTION

When the function is available, the Train Dispatcher must use the:

- A. Proceed Authority when granting permission to pass a stop signal, and
- B. Proceed Authority Cancel to cancel the Proceed Authority.

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071316 016 DISPR PI CLEARANCE IMPLICATED SHIPMENTS

High Wide Movement Authorization System (HIWDMAS) must be used in regards to

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authorizing clearance implicated shipments. HIWDMAS is accessible through
Dispatcher Connect or Internet Explorer.

The Chief Dispatcher must:

- 1. Use (HIWDMAS) to authorize and verify routing of clearance implicated shipments, and
2. Distribute a copy of authorized qualifier with appropriate train ID to affected train dispatchers.

The Train Dispatcher must ensure the appropriate dispatcher message has been issued identifying the following:

- 1. Train ID
2. Qualifier number, and
3. Operating restrictions necessary to protect the shipment

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071316 015 DISPR PI CHECK LIST FOR SIGNAL SUSPENSIONS

When a signal system is suspended and an alternate method of operation is in effect:

- 1. Obtain a job briefing to understand the limits, the alternate method of operation and any PTC requirements.
2. If necessary, instruct the first movement through the limits to stop at all power operated switches, secure the switches in hand position as outlined either by dispatcher message or special instructions.
3. Before issuing the authority:
1. Ascertain the employee was job briefed and understands the method of operation. If the employee has not been job briefed or does not understand, stop the movement and perform the necessary job briefing
2. If there are drawbridges or railroad crossings at grade within the limits of the signal suspension remind the employee to stop at these locations or be governed by the dispatcher message or special instructions
3. When a switch tender is on duty confirm they:
1. Understand the movement to be made
2. Have properly lined the switch(es), and
3. Instruct the train crew to confirm with the switch tender the

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switch(es) are properly lined for their movement

4. Issue the authority prior to lining a signal into the suspension limits.

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071316 014 DISPR PI CHIEF DISPATCHER REPORTING RESPONSIBILITIES

Updated Effective 2/26/16

A. Locomotive Data Preservation (LDP)

When the Chief Dispatcher is notified of a train or engine involved in the following:

- 1. Highway grade crossing accident, or
- 2. Any Train accident, or
- 3. Accident with injury or fatality including trespassers

The Chief Dispatcher will:

- 1. Notify the PSCC, Engineering and the Mechanical Desk of the type of incident including train ID, locomotive consist, location, and
- 2. Report the incident using the LDP system

Additionally, the incident must be reported in the Dispatcher Incident Reporting Tool (DIRT).

D.T. Bittner

AVP Transportation Systems

071316 013 DISPR PI WAYSIDE DEFECT DETECTOR NOTIFICATION PROCESSES

Guidelines for a Wayside Defect Detector notification:

A. Chief Dispatcher must:

- 1. Acknowledge "Critical Alarm"
- 2. Ensure Train Dispatcher has taken action to deliver instructions as outlined below

B. Train Dispatcher must:

- 1. Acknowledge Critical Alarm
- 2. Access wayside detector information using Dispatcher Connect,
- 3. Report wayside detector information to the train,
- 4. Confirm mutual understanding,

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5. Complete the required fields on the form.

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071316 012 DISPR PI FLASH FLOOD OR HEAT WARNING

Guidelines when notified of a Flash Flood or Heat Warning:

- 1. Chief Dispatcher
A. When notified by critical alarm:
1) Acknowledge the critical alarm
2) Review Flash Flood or Heat Information
3) Verify the Train Dispatcher has issued the appropriate message
B. Notify the engineering personnel of the specific warning that has been issued including locations.
2. Train Dispatcher:
A. When instructed by the Chief Dispatcher, the Train Dispatcher must:
1) Issue appropriate message including the limits of the alert
2) Notify affected trains
B. When notified by critical alarm
1) Acknowledge the critical alarm
2) Access Flash Flood or Heat information using Dispatcher Connect
3) Issue appropriate dispatcher message
4) Complete the required fields on the form
C. Only engineering personnel can modify or annul the dispatcher message.

Note: Track inspection must be completed and time expired prior to annulling the dispatcher message.

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071316 011 DISPR PI RAIL SAFETY ACT - HOURS OF SERVICE AND LI
MBO TIME

When notified of limited remaining Hours of Service or Limbo time for the calendar month.

Chief Dispatcher Responsibilities:
Record and make the following information part of your transfer:

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|------|-----|---|---------|
| | A. | Train ID | |
| | B. | Orgin | |
| | C. | Remaining Hours of Service and or Limbo time to work | |
| | D. | Notify the appropriate Train Dispatcher using the AVTEC communication system. | |

Train Dispatcher Responsibilities:

Record the following information in "Dispatcher Remarks" and make it part of your transfer:

- A. Train ID
- B. Orgin
- C. Remaining Hours of Service and or Limbo time to work
- D. When necessary notify the adjoining Train Dispatcher(s) using the AVTEC communications system, if train is approaching a dispatcher boundary.

Chief Dispatcher and Train Dispatcher Responsibilities:

If the train will not make it's destination within the required time limits, it is the responsibility of both the Chief Dispatcher and the Train Dispatcher to have transportation in place to meet the crew to comply with the remaining time under the Hours of Service regulation.

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 071316 010 DISPR PI CONSIST DISCREPANCY PROCESS

When a "Critical Alarm" is recieved requiring notification of a consist discrepancy.

- A. Verbal process:
Train Dispatcher is contacted regarding a discrepancy:
 1. Notify the Chief Dispatcher

- Chief Dispatcher will notify:
 1. Customer Service to determine the discrepancy, if necessary, and
 2. The appropriate Train Dispatcher of discrepancy results.

- B. Electronic process
Chief Dispatcher will:
 1. Acknowledge the critical alarm
 2. Ensure the Train Dispatcher has taken action to resolve the discrepancy

- Train Dispatcher will:
 1. Acknowledge the critical alarm
 2. Access consist discrepancy information using Dispatcher Connect,

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|------|-----|------|--|
| | 3. | | Report consist discrepancy information to the train, |
| | 4. | | Confirm mutual understanding, |
| | 5. | | Complete required fields on the form |

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 AVP TRANSPORTATION SYSTEMS

 071316 009 DISPR PI TRAIN SHEET INFORMATION

When trains, including yard jobs and foreign line trains, are authorized to occupy a controlled track, the Train Dispatcher will update the existing train sheet or create a new train sheet ensuring the following information is accurate:

- A. Crew assignment names
- B. Time on duty
- C. All locomotive numbers
- D. Loads, empties, tons and length

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 AVP Transportation Systems

 071316 008 DISPR PI FRA HOURS OF SERVICE SIGN-IN FORMS

Train Dispatchers are responsible for recording and maintaining their Hours of Service on the Hours of Service form and must:

- 1. Enter information legibly on the form when Hours of Service:
 - 1. Starts, and
 - 2. Is completed
- 2. Sign the form, which will confirm all fields are properly completed.

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 AVP Transportation Systems

 071316 007 DISPR PI DIVISION BULLETINS UPDATED IN CADS

It is the Chief Dispatcher's responsibility to review the dispatching system and update the the dispatching system with the latest Division Bulletin number issued.

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071316 006 DISPR PI IDENTIFICATION OF TRAIN ID SYMBOLS

Train ID symbols for Key, Alert, High and Wide Trains must be updated to indicate the proper train type. When notified of any of the following train types, the Train Dispatcher must:

1. Update train ID symbols with single indicators in the following manner:
 - A. Key Train - Last 2 characters of the train ID are RED, or
 - B. High & Wide Train - Last 2 characters of the train ID are YELLOW, or
 - C. Alert Train - Last 2 characters will show in reverse video

2. Update train ID symbols with multiple indicators in the following manner:
 - A. Key, High & Wide Train - Last 2 characters are RED and YELLOW respectively, or
 - B. Key and Alert Train - Last 2 characters are reverse video RED, or
 - C. Alert, High & Wide Train - Last 2 characters are reverse video YELLOW, or
 - D. Key, Alert, High & Wide Train- Last 2 characters are reverse video RED and reverse video YELLOW respectively.

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071316 005 DISPR PI NATIONAL RESPONSE CENTER (NRC)

To ensure proper reporting to the National Response Center (NRC), the Chief Dispatcher must immediately notify the PSCC at 800-232-0144 and notify the Director of Network Operations at (904) 381-2055 of any of the following:

- A. Train accident, collision or derailment
- B. Impact involving railroad on-track equipment at a grade crossing
- C. Fatality
- D. Injury
- E. Hazardous material incident
- F. Grade crossing incident involving a warning system activation failure
- G. Train accident or derailment on a main line used for passenger service
- H. Train accident that requires toxicological testing

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071316	004	DISPR PI	REPORTING INCIDENTS TO NET OPS AND PASSENGER DESK

The Chief Dispatcher is responsible for reporting the following information in a timely manner to the Director of Network Operations at Jacksonville. When involving a passenger route or passenger train you must also notify the Network Passenger Desk:

1. Track light (Track Occupancy Light)
2. Track related problem (Broken rail, rough track, etc.)
3. Signal related problems (Code line failures, etc.)
4. Mechanical related delays (Car setoff, Engine setoff, Train in Emergency)
5. Communication Issues (Radio, AVTEC System etc.)
6. Main line problems that will result in train delays
7. Injuries
8. Rule Violations
9. Dispatching System (CAD) issues
10. Trespasser incidents

D.T. BITTNER
 AVP TRANSPORTATION SYSTEMS

 071316 003 DISPR PI REPORTING OCCUPATIONAL NOISE EXPOSURE

When notified of an excessive noise condition inside a locomotive cab, the Train Dispatcher will:

- A. Ensure the reporting employee identifies the condition by verbally stating "this is an excessive noise report," and
- B. Report the condition to the Chief Dispatcher.

The Chief Dispatcher or Train Dispatcher must enter the incident into the Dispatcher Incident Reporting Tool (DIRT) using code "ENR"

D.T. Bittner
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 071316 002 DISPR PI REPORTING CADS RELATED PROBLEMS

When a problem exists with the CAD dispatching system:

1. Report the problem to the:
 - A. Chief Dispatcher, and

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	B.	Electronic Signal Specialist	(ESS).

- 2. Train Dispatcher must record the problem:
 - A. In dispatcher remarks, and
 - B. Make it part of the dispatcher transfer until the problem is resolved.

D.T. Bittner

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071316 001 DISPR PI DISPATCHER INSTR'S - RE-ISSUED JULY 13, 2
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EFFECTIVE JULY 13, 2016 ALL DISPATCHER PROCEDURAL INSTRUCTIONS HAVE BEEN MODIFIED AND RE-ISSUED.

It is the Dispatcher and Assistant Chief Dispatcher's responsibility to read and understand all Dispatcher Procedural Instructions.

Dispatcher Procedural Instructions can be found under "DISPR PI" in the TYPE drop down menu.

Procedural Instructions may be filtered by:

- 1. Number or,
- 2. Date

Dispatcher Procedural Instructions are located in the sign-on menu in the main menu bar.

Dispatcher Procedural Instructions are also located in the Dispatcher Transfer Report.

"DISPR PI" will display the most recent instruction in effect first.

D.T. Bittner

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