

Caltrain System General Order No.33

Effective: March 10, 2022 at 0001

Purpose: To amend the following

Timetable and Special Instructions

- Changes to TI-01
- Changes to page 21- (Table of Key Mileposts)
- Changes to TI-04 Passenger – Maximum Speed Tables
- Changes to TI-04 Freight Train – Maximum Speed Table
- Changes to TI-05 Other Speed Restrictions
- Changes to TI-07 Other Tracks Not Shown as Stations or Sidings
- Changes to TI-08 Misc. Instructions (Hold out stations) (Whistle microphones)
- Changes to TI-11 Territory Maps/Physical Characteristics
- Changes to Track Defect Detectors
- Changes to Freight Train Operations
- Changes to 1.19
- Changes to 1.36
- Changes to 1.47
- Changes to 2.21
- Changes to 6.3.2

- Changes to 6.5
- Changes to 7.1
- Changes to 15.2
- Changes to 18.2
- Changes to 18.4
- Changes to 18.6
- Changes to 18.11
- Changes to 18.12
- Changes to Rule 18.13

Air Brake and Train Handling

- Changes to 31.1
- Changes to 35.1

Safety Rules

- Changes to 301.7

Caltrain Train Service Employees Policy and Procedures Manual

- Adjustment to numbering: Chapter 2 A.4; Chapter 5 Q.; Chapter 5 R.
- Changes to Chapter 2A.4
- Changes to Chapter 2B.1
- Changes to Chapter 4.B.1
- Changes to Chapter 4.D
- Changes to Chapter 5.C.2.
- Changes to Chapter 7.A
- Changes to Chapter 7. D

Changes to Chapter 7.M.

Changes to Definitions and Abbreviations

On-Track Safety Manual

- Changes to project list
- Changes to Opening Statement
- Changes to 1.19
- Changes to 2.21
- Changes to Rule 6.3.3
- Changes to 8.3
- Changes to 9.13.1
- Changes to Rule 11.1
- Changes to Rule 11.2
- Changes to Rule 11.3
- Changes to Rule 15.2.3
- Changes to Rule 16.0
- Changes to Exhibit F

Maintenance of Equipment – GCOR

- Changes to 1.19

This order cancels all previous Caltrain General Orders

Timetable

Important Numbers (page i)

- Manager, Train Operations
- Emergency Line
- Crew Management/Family Emergency calls
- South Dispatcher Desk
- North Dispatcher Desk
- Director, Safety, Training & Compliance

TI-01 Territory and Track Layout

Change South San Francisco Station Milepost from 9.10 to 9.16

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TI-04 Passenger Train – Maximum Speed Table

Change all reference of MP .47 to .43

Maximum Speed PASSENGER TRAINS Between:

MP 0.43 and North Limit CP Lick and between CP Coast and North Limit CP Lick (UP MT-1)
 Except as noted below, the maximum authorized speed for passenger trains is 79 MPH

MP LOCATION	MT-4	MT-2	MT-1	MT-3	
0.43 and 0.53		25	25	25	
0.53 and 0.79		40	40	35	
0.79 and 1.13		75	75		
1.13 and 2.14		79	79		
2.14 and 4.67		65	65		
4.67 and 5.03		70	79		70
5.03 and 6.78		70	70		
6.78 and 7.23		79	79		
7.23 and 7.94		65	65		
7.94 and 10.57		79	79		
10.57 and 10.98		75	75		
10.98 and 13.58		79	79		
13.58 and 14.07		70	79	79	
14.07 and 39.34		70	79	79	70
39.34 and 41.38					
41.38 and 43.27					
MT-2 becomes MT-3; MT-1 becomes MT-2					
MP Location	MT-3	MT-2			
43.27 and 43.88	79	79			
43.88 and 45.58	79	79			
45.58 and 45.66	40	40			
45.66 and 45.99	40	40			
45.99 and 46.38	40	40			
46.38 and 46.48	15	15			
46.48 and 46.58	10	15			
46.58 and 46.74	15	15			
46.74 and 47.00					
47.00 and 47.10		15			
47.10 and 47.34		15			
47.34 and 48.67		35			
48.67 and 49.00		79			
49.00 and 50.94		79			

MT1 uses Union Pacific's Milepost #

MP Location	MT-1 (UP)
44.6 and 44.8	40
44.8 and 46.3	70
46.3 and 47.1	40
47.1 and 48.05	15
48.05 and 49.4	35
49.4 and 51.6	79

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TI-04 Freight Train – Maximum Speed Table

Maximum Speeds FREIGHT TRAINS between:

MP 0.43 and North Limit CP Lick and between CP Coast and North Limit CP Lick (UP MT-1)

The JPBX 503 and JPBX 504 are required to follow the speeds below.

Replace UP MT-1 Table with table below:

MP Location			MT-1 (UP)
44.6	and	44.8	30
44.8	and	46.3	40
46.3	and	47.1	30
47.1	and	48.05	15
48.05	and	49.4	35
49.4	and	51.6	60

Except as noted below, the maximum authorized speed for freight trains is 50 MPH.

MP LOCATION	MT-4	MT-2	MT-1	MT-3
0.43 and 1.13		10	10	10
1.13 and 5.03		40	40	
5.03 and 6.78	40	50	50	40
6.78 and 18.38		50	50	
18.38 and 21.58		45	45	
21.58 and 24.68		50	50	
24.68 and 25.38		45	45	
25.38 and 37.98		50	50	
37.98 and 38.18		45	45	
38.18 and 39.34		50	50	
39.34 and 41.38	40	50	50	40
41.38 and 43.27		50	50	

MT-2 becomes MT-3; MT-2 becomes MT-1

MP Location	MT-3	MT-2	MP Location	MT-1 (UP)
43.27 and 43.88	50	50	44.6 and 46.4	40
43.88 and 45.58	40	40	46.4 and 46.7	25
45.58 and 46.38	25	25	46.7 and 47.8	15
46.38 and 46.48	15	15	47.8 and 48.05	15
46.48 and 46.58	10	15	48.05 and 49.4	35
46.58 and 46.74	15	15	49.4 and 51.6	60
46.74 and 47.10				
47.10 and 47.34		15		
47.34 and 49.00		35		
49.00 and 50.94		50		

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Table of Key Mile Posts

Delete the following:

Atherton

Change:

South San Francisco Station Milepost from 9.10 to 9.16

Special Instructions

Train Defect Detector:

Replace Table 1 with Table below:

MP Location	Type	Main Tracks
10.23	F-2: Talk on Defect Only	MT-1 and MT-2
28.15	F-2: Talk on Defect Only	MT-1 and MT-2
42.28	F-2: Talk on Defect Only	MT-1 and MT-2

Change Decision Table:

Remove first row stating, "No verbal transmission received."

Freight Train Operations on Caltrain Territory

Change the 5th Paragraph to Read:

With the exception of the JPBX 503 and the JPBX 504, freight trains are prohibited from the following locations:

- **San Francisco:** Station Tracks 1 through 12, Pocket Track and Yard tracks 22 through 46.
- **North of CP Army** unless authorized by Train Dispatcher – see Rule 1.20
- **San Jose:** Station Tracks 2, 3, 4, 6, 7, 8 and 9.
- **Tamien:** Tamien Controlled Siding

1.19 Care of Property

Change Rule to Read:

Employees are responsible for properly using and caring for railroad property. Employees must return the property when the proper authority requests them to do so. Employees must not use railroad property for their personal use. Basic PPE such as hardhat, glasses, globes, and boots are an exception to this rule.

Railroad property also includes pieces of Caltrain uniform, radio, keys, Railroad Supplied Electronic Device, crew lists, track warrants and bulletins, and all other operating documents. These items are not to be distributed to any unauthorized person or member of the public. Any documents that are no longer needed are to be disposed of in Caltrain receptacles only. Company issued keys shall not be left unattended anywhere on the train (i.e., door control station, P.A. box, end door, etc.) or along the right of way (gate locks, switch locks, etc.). Keys will be considered unattended if the employee is not in close proximity to prevent them from being stolen or misplaced.

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1.47 Duties of Crewmembers

A. Conductors Responsibilities

7. Communications Prior to Departing a Station

Change paragraph a. to remove reference to Atherton:

Conductors on Bullet and Limited trains are required to communicate via radio to the Engineer their train's next scheduled stop. The Engineer must repeat via radio and confirm the next scheduled station stop. Local trains are only required to comply with 1.47 A.7.a when stopping at the following stations: College Park, Stanford, Broadway, and South San Francisco.

Rule 2.21 Electronic Devices

B. Railroad Supplied Electronic Devices

Change 3rd, 4th, and 5th paragraphs to read:

Railroad Supplied Electronic Devices may be used in the body of a business car or passenger train for railroad business when it will not interfere with an employee's performance of safety related duties and may be used to communicate the following information:

- Train delays.
- Passenger/Bike/PNA counts.
- Passengers Needing Assistance (PNA's).
- Customer Service requests.
- Unusual Occurrences.
- Mechanical issues.
- Radio Communication failure.
- Reporting of any unsafe conditions.
- Any emergency situation.

Incoming communications from the CCF will be used to keep the Conductors/Assistant Conductors updated with operational information and any unusual occurrences.

6.30 Receiving and Discharging Passengers

Change paragraph H. to remove reference to Atherton:

When there is no scheduled service at the designated hold out stations (College Park, Broadway, and Stanford on nonevent days), Rule 6.30 does not apply. Rule 6.30 will apply to those trains making scheduled stops at designated hold out stations and any other trains making an unscheduled stop.

6.32.2 Crossing Warning Devices (Highway/Pathway – Rail Grade Crossing)

Add item F.:

Due to the replacement of the constant warning Equipment at grade crossings, trains traveling less than 20 MPH must visually verify that crossing gates are down prior to entering the crossing.

6.5 Shoving Movements CalTrain Application

The Conductor must be the Employee providing visual Protection unless working as the Pinup Crew within CEMOF or otherwise instructed by Train Dispatcher or Management.

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7.1 Switching Safely and Efficiently

Caltrain Application:

When leaving a train set on the South Lead and the permanent derail at the south end of S&I 1 is up, park the train such that the window of the cab of the locomotive is lined up with the switch stand of the South Shop Lead.

15.2 Protection by Track Bulletin Form B

Add a Part D to rule:

D. It is the responsibility of the crew to know and understand the limits of a Form B. Crews are not to rely on PTC to enforce Form B limits.

18.2 Taking Charge of PTC Equipped Trains

Change rule to read:

When taking charge of a train in PTC territory, or before entering PTC territory, the train must not depart until the engineer confirms:

1. The PTC circuit breaker and cut out switches are in the appropriate position.
2. The PTC system on the controlling locomotive is initialized **and active**.

If initialization of the PTC System is unsuccessful, movements are governed by RULE 18.11 (Movements with inoperative PTC System.)

18.4 PTC Cut out

Add another paragraph:

Unauthorized disabling of a PTC system or circumventing PTC enforcement by manually cutting out the automatic brake valve when not authorized is a revocable event for the locomotive engineer or conductor responsible and subjects any other crewmember responsible to individual liability proceedings, including disqualification and/or civil penal ties. SEE 49 CFR 240.117(E)(5) , 240.305(A)(5), AND 242.403(8) AND (E)(5).

18.6 Consist Data

Change entire rule to read:

PTC consist data must reflect accurate train make-up. If any value in the PTC consist changes while en route, the train dispatcher must be notified, and the train consist must be updated prior to the resuming movement.

18.11 Movements with Inoperative PTC System

Replace entire rule with:

Immediately notify the train dispatcher when the controlling locomotive's PTC System fails to initialize or becomes inoperative en route, unless operating where PTC is suspended by mandatory directive.

When the PTC System on the controlling locomotive becomes inoperative en route, or is not in the PTC "active" state, the following speeds will be govern in signaled territory unless otherwise restricted:

FREIGHT TRAINS TRANSPORTING ONE OR MORE LOADED CARS CONTAINING TIH/PIH: 40MPH

FREIGHT TRAINS NOT TRANSPORTING LOADED CARS CONTAINING TIH/PIH: 49 MPH

PASSENGER/COMMUTER TRAINS 59 MPH

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18.12 Movement without PTC

Add Rule:

A train may operate in PTC territory without the controlling locomotive being PTC equipped or initialized, providing the movement is engaged in the freight switching, transfer train service (including yard, local, and industrial) hostling, work train service, or the assembling or disassembling of trains, under any of the following conditions:

1. The dispatcher authorizes the movement to be made without operational PTC.
2. The movement must not exceed restricted speed.

Rule 18.13 Initiated Brake Application

Add Rule:

When experiencing a PTC (I-ETMS) initiated brake application:

Train crews will not regulate locomotive brake cylinder pressure with the independent brake valve when operating freight trains with 15 cars or less, or passenger and commuter trains of any length. In addition, train crews will not reduce dynamic braking once PTC (I-ETMS) has initiated a brake application on any train. These apply to all freight, passenger and commuter trains on all tracks between San Francisco (MP 0.00) and CP Lick (MP 50.94).

Air Brake and Train Handling

31.1 Air Pressure Regulating Devices

Add the following under the Locomotive row:

CALTRAIN PASSENGER	Pressure in Pounds Per Square Inch (PSI)		
	Brake Pipe	Brake Cylinder	Main Reservoir
EQUIPMENT	Locomotives		
F/40 & M/36	110	72	130 - 140
MP 1500	110	45	130 – 140
If the main reservoir pressure falls below 100 PSI, immediately bring the train to a safe stop.			
	Cab Cars		
Bombardier	110	45	130 – 140
Nippon Sharyo	110	50	130 – 140

35.1 Automatic Brake Valve Initiated

Insert the following language before the list:

If the brake pipe pressure falls below 50 psi, you will not be able to transmit an emergency application of the brakes.

1. Full emergency brake effort must be allowed to apply.
2. Leave handle in emergency until stopped.
3. Move throttle to idle.

NOTE: It is not acceptable to regulate locomotive brake cylinder pressure with the independent brake valve.

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Safety Rules

Caltrain Safety Rules 301.7: Footwear

Replace in its entirety:

Employees are required to wear footwear that affords support and protection.

Footwear must:

- A. Have soles that provide good traction and thick enough to withstand punctures.
- B. Be a lace up boot of 6 inches or more in height.
- C. Have a defined heel of less than 2 inches. A “defined heel” means that the back of the heel is at an approximate right angle from the sole of the shoe and from the ground when standing. The front of the heel must not be at an angle of less than 45 degrees from the sole of the shoe to the ground. Footwear with heels commonly called “riding heels” are not appropriate footwear and do not satisfy this requirement.
- D. Have safety toes with electrical hazard protection.
- E. Conductors and Assistant Conductors must have black leather boots that are well polished.

NOTE: Do not wear excessively worn footwear or footwear with loose soles or heels.

Caltrain Safety Rules 301.7.1

Replace in its entirety:

Exceptions for Office Workers

Employees who work in an office setting may wear high-heeled shoes, sandals, athletic (sports) shoes or similar footwear. Office workers are exempt from having footwear with a defined heel. Before going into the field, office workers must wear footwear as set forth in 301.7.

Caltrain Safety Rules 301.7.2 through 301.7.5

Delete in their entirety

Caltrain Train Service Employees Policy and Procedures Manual

Chapter 2 – Crew Functions and Facilities

A. Crew Functions

4. All Crew Members – General Responsibilities

Subheadings j through n should read a through e

Chapter 2 – Crew Functions and Facilities A.

Crew Functions

4. All Crew Members – General Responsibilities

a. All Employees – Reporting for Duty

Change 4th bullet under item (1) to read:

- If applicable the employee’s radio and Railroad Supplied Electronic Device is charged and ready for use

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Chapter 2 – Crew Functions and Facilities

A. Crew Functions

4. All Crew Members – General Responsibilities

a. All Employees – Reporting for Duty

Change item (6) to read:

Carry all tools necessary to properly perform job duties, including all paperwork and operations rule books/manuals (GCOR, Current Caltrain Air Brake and Train Handling, current Caltrain Timetable and Special Instructions, any bulletins pertaining to the movement of their train), Clipper reader, Railroad Supplied Electronic Device, and fare enforcement Turbo Data System (TDS) Unit.

Chapter 2 – Crew Functions and Responsibilities

Conductor and Assistant Conductors

1. Conductor – General Responsibilities

d. Revenue

Change item (4) to read:

The 2-digit daily code. Utilize items 1 through 3 to verify proper mobile ticket validation first. If item 4 is needed, contact the MTO via Railroad Supplied Electronic Device to request the 2-digit code for that day.

Chapter 2 – Crew Functions and Responsibilities

Conductor and Assistant Conductors

1. Conductor – General Responsibilities

Change j. to read:

All train crews will receive notifications from San Jose Control during service interruptions. Conductors should utilize these notifications to make announcements on their trains updating passengers during any service interruptions. It is imperative that all train crews have their Railroad Supplied Electronic device charged and powered on, while on duty.

Chapter 4 Uniform and Grooming

B. Uniform Standards

1. Proper Uniform Consists of:

Delete item g.

Chapter 4 Uniform and Grooming

D. Footwear and Accessories

Change title of D. to Accessories

Remove all of item 1. Footwear

Chapter 5 – Assisting Customers with Disabilities

C. Ask Destination

Change item 2. to read:

2. A communication, by the Conductor or Engineer, must be made either via radio or Railroad Supplied Electronic Device to the Dispatcher or MTO providing the following information:

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- a. A passenger with a disability has been boarded on the train and whether or not the passenger was in a wheelchair.
- b. If the manual lift or ramp was needed to board or detrain the passenger.
- c. The intended disembarkation point of the passenger.

Chapter 5 – Assisting Customers with Disabilities

Q. Safe Use of The On-Board Lift

Subheadings 6 through 14 should read 1 through 9

Chapter 5 – Assisting Customers with Disabilities

R. Using the Lift to Safety Assist Standees

Subheadings 15 through 21 should read 1 through 7

Chapter 7 – Policies and Procedures

A. Door Operation and Boarding Procedures

Change Item 2-A to read:

a. Conductors and assistant conductors must be positioned by an open door on the station platform at every station stop unless unloading a PNA.

D. Equipment Operation

Change bullet 3 to bullet 1:

Change bullet 4 to bullet 2:

Delete this portion of Crew Key Micro Switch rule:

1. Wheel-chair Lifts for Gallery Cars

2. Crew Key Micro Switch

The crew key micro switch is to be used only when the train is stopped and to exit the train or to close the door after you entered the train by using the micro switch on the outside of the train to enter. Using the crew key micro switch and not closing the circuit will cause the engine to not load. You can close the circuit by using the push close button on the door station or use the interior micro switch key hold on the bottom of the door panel to close the door. Do not mistake the crew door button on the door station with the crew micro switch at the bottom of that panel. ~~The crew door button will allow you to open the door (this will not unload the engine, your crew door will be open with you in the door passage) by using the crew door to open when arriving at stations to view passengers and blue PNA squares on the platform. The crew door should be used so the engine will load and stay loaded.~~

M. Communication

Change item 1. to read:

Business Purposes Only. All Railroad Supplied Electronic Devices are to be used for authorized business only. Any questions should be referred to a Transportation Supervisor.

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M. Communication (cont.)

Change item 3. to read:

3. Railroad Supplied Electronic Devices

- a. Conductors and Assistant Conductors will be required to have Railroad Supplied Electronic Devices on their person, fully charged, and turned on when reporting for duty. The MTO and/or management designee may send pertinent messages to crews concerning service disruptions, announcements to be made, etc., to the employees' Railroad Supplied Electronic Device. Only railroad radios will be used to give or receive any type of authority or instructions pertaining to train movement.
- b. If any Crew Member has a problem with a Railroad Supplied Electronic Device, please contact a Transportation Supervisor at the next available opportunity.

Definitions and Abbreviations

Delete definition for Nextel

On-Track Safety Rules

The changes to the MOW-OTS below are now in effect for PCEP, 25th Avenue Grade Separation, and South San Francisco projects only. A TASI manager will inform MOW employees when other projects are included in these changes and can operate between 15 feet to 4 feet under these rules.

Opening Statement (page i)

Change first paragraph to read:

The Maintenance of Way On-Track Safety Manual (MOW-OTS Manual) has been developed to ensure the safety of all workers who enter the Caltrain right-of-way. All roadway workers on the Caltrain right-of-way must comply with these rules and all applicable Federal, State, and local regulations.

Change last paragraph to read:

On-Track Safety must be provided to any individual or item of equipment prior to fouling a track. Third party contractors to the JPB are responsible for ensuring On-Track Safety has been provided if they intend on fouling the track or have the potential to foul the track. Unless otherwise authorized by the JPB, if the third party contractor is working with 15' of the nearest rail, a TransitAmerica Services, Inc. roadway worker must be present, even if On-Track Safety is not required.

1.19 Care of Property

Change Rule to Read:

Employees are responsible for properly using and caring for railroad property. Employees must return the property when the proper authority requests them to do so. Employees must not use railroad property for their personal use. Basic PPE such as hardhat, glasses, globes, and boots are an exception to this rule.

Railroad property also includes pieces of Caltrain uniform, radio, keys, Railroad Supplied Electronic Device, crew lists, track warrants and bulletins, and all other operating documents. These items are not to be distributed to any unauthorized person or member of the public. Any documents that are no longer needed are to be disposed of in Caltrain receptacles only. Company issued keys shall not be left unattended anywhere on the train (i.e., door control station, P.A. box, end door, etc.) or along the right of way (gate locks, switch locks, etc.). Keys will be considered unattended if the employee is not in close proximity to prevent them from being stolen or misplaced.

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2.21 Electronic Devices

D. Railroad Supplied Electronic Devices

Change 2. To read:

2. Railroad authorized electronic devices may be used in the body of a business car of a passenger train for railroad business when it will not interfere with a roadway worker's performance of safety-related duties. They may be used to communicate the following information:
 - a. Train delays.
 - b. Passenger/Bike/PNA counts
 - c. Passengers Needing Assistance (PNA's).
 - d. Customer Service requests.
 - e. Unusual Occurrences.
 - f. Mechanical issues.
 - g. Radio Communication failure.
 - h. Reporting of any unsafe conditions.
 - i. Any emergency situation.

Rule 6.3.3 Visual Detection of Trains

Change Rule C.1.b to read.:

Complete the form entitled, Statement of On-Track Safety Form prior to fouling a track or allowing others to foul the track. The completed form must be in the roadway worker's possession when used to establish on-track safety. Work groups may use an advanced watchman to perform minor work or routine inspection using **Train Approach Warning (TAW)**. The operation of work equipment (i.e., backhoes, loaders) is not considered "minor work or routine inspection." Positive protection must be established.

Change Rule D.1.b to read:

Complete the form entitled, Statement of On-Track Safety Form prior to fouling a track or allowing others to foul the track. The completed form must be in the roadway worker's possession when used to establish on-track safety. Work groups may use an advanced watchman to perform minor work or routine inspection using **Train Approach Warning (TAW)**. The operation of work equipment (i.e., backhoes, loaders) is not considered "minor work or routine inspection." Positive protection must be established.

8.3 Main Track Switches

Change Paragraph A. and Paragraph E. to Read:

A. The normal position of a main track switch is for main track movement, and it must be lined and locked in that position. Authority to throw a main line switch must be granted by the Train Dispatcher.

E. Before reporting clear of track and time all switches must be lined and secured in the normal position with a switch lock or an effective securing device. This must be communicated, repeated, and verified as "THAT IS CORRECT" to the Train Dispatcher.

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9.13.1 Hand Operation of Dual Control Switches

Change Paragraph E. to Read:

E. Return the switch to power by restoring the selector lever to the POWER or MOTOR position and lock. Or, return the crank to the holder and secure it with the switch lock. Notify the Train Dispatcher after power to the switch is restored, lined, and locked for normal movement. This must be communicated, repeated, and verified as "THAT IS CORRECT" to the Train Dispatcher.

Rule 11.1 MOW-OTS Manual Training and Qualification

Change C.1.f. to read:

Subgroup coordinators working with large-scale maintenance and construction crews.

Delete Rule C.1.g.

Change Rule C.3 to read:

Territory qualification is required for each employee who will request track and time or run a Form B. Territory qualification is both a written and field exam. Additionally, Hy-rail operators must be territory qualified or under the supervision of a territory qualified Roadway Worker in Charge or Subgroup Coordinator.

The details are as follows for each stage:

- a. Stage 1 – Employee will take the annual written territory qualification exam. The passing score is 90%.
- b. Stage 2 – Employee will need to make three trips from one end of the territory to the other by Hy-rail.
- c. Stage 3 – Employee will need to ride 1 train each direction from one end of the territory to the other.
- d. Stage 4 – The employee will take one final trip across the territory with a supervisor and answer a verbal exam that the supervisor will fill out while Hy-railing. The employee will need to be able to identify control points ahead of the track and time limits, and behind. They will also need to know where the next station is, and the previous station. The employee should have an idea of the road crossing names; however this is not a disqualifier.
- e. Qualification – Once the employee has completed the previous steps, the completed Hy-rail territory qualification form will be completed by the employee's manager and submitted to the Deputy General Manager of Maintenance of Way (DGMMOW) for final approval.

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Rule 11.1 MOW-OTS Manual Training and Qualification

Change Rule F to read:

F. Training for Employees in Assignments Not Require MOW-OTS Manual Qualification

Initial and recurrent training once every calendar year is also required for roadway workers who do not require MOW-OTS Manual qualification and will not perform duties as lone worker, watchman, escort, subgroup coordinator, or RWIC. Such employees will be provided RWP training. This review is followed by a test, and a passing score must be obtained. However, there is no limitation to the number of times the test may be taken.

Change Rule H to read:

H. Written Examinations

Employees whose assignments require MOW-OTS Manual qualifications must pass initial qualification and requalification examinations. Failure to obtain a passing score on the MOW-OTS Manual qualification or requalification exam does not rescind an existing RWP qualification, nor does it preclude employees from performing duties that do not require MOW-OTS Manual qualification.

Rule 11.2 Requirements for Operating Roadway Machines

Change C.2 to read:

A new machine operator or relief machine operator who has not operated the type of equipment to which he or she will be assigned within the past year must be qualified competent by their employer before operating the machine, except during supervised training.

Change C.3. to read:

The training qualification of the roadway machine operator shall be documented by their employer. Evidence of this qualification by way of a card or sticker shall be provided by the employer and held on the machine operator's person while performing such duties.

Rule 11.3 Fouling the Track

Change C to read:

Unless otherwise authorized by the JPB, roadway workers aside from the JPB, TASI or qualified lone workers require supervision when they are within 15' of the nearest rail. This is referred to as the safety envelope. Unless otherwise authorized by the JPB, a fully qualified MOW-OTSM employee provided by the contract operator must be on-site to ensure that such an employee is protected appropriately. On-track safety is required, prior to fouling a track. The operation of equipment with the potential to foul or in any case within the 15' safety envelope must be discussed at the job briefing and will be closely monitored by the RWIC or a designated Subgroup Coordinator to determine if OTS is required.

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Rule 15.2.3 Subgroup Coordinators

Change D to read:

D. Subgroup Coordinator Notifies RWIC

The Subgroup Coordinator notifies the RWIC when all subgroup members have:

1. Acknowledged an understanding that a train is approaching
2. Stopped work that is foul of the track or work that will foul the track
3. Been positioned to a place of safety and it is safe for a train to pass the subgroup.

Rule 16.0 Third Party Contractors on Caltrain Property

Change first paragraph to read:

Third party contractors will frequently be required to work on Caltrain property to perform duties incidental to the railroad. All third-party contractors will be required to comply with the safety requirements of Exhibit F – Third Party Contractors on Caltrain Property. This document is an exhibit of the MOW OTSM. The purpose of this document is to identify the responsibilities for third party contractors working on the Caltrain ROW. Each job site on Caltrain property must have a copy of the MOW OTSM as well as the exhibit. The MOW OTSM is the operating rules and instructions primarily for the contract operator as they are responsible for providing On-Track safety for the third-party contractors. The exhibit provides the minimum expectations of Caltrain for third party contractors. This document does not restrict employers from adopting and enforcing additional or more stringent expectations of their employees. It is strongly encouraged that a copy of this exhibit is given to each and every third-party contractor working on Caltrain property. At a minimum a complete copy is required at each job site and can be audited by Caltrain or the contract operator at any time during working hours.

Exhibit F Third Party Contractors on Caltrain Property

Change paragraph 1 on page F-3 to read:

Third party contractor will frequently be required to perform work incident to the railroad on the Caltrain right-of-way.

Exhibit F – Section Three - Roadway Worker Protection/On-Track Safety

Change Rule A.3.c. to read:

For the purpose of these requirements, all "third party contractors" who will be within 15' of the nearest main track/controlled siding/other live track, will be considered as Roadway Workers, and will be required to meet RWP requirements.

Change Rule G to read:

G. Options When Not Working Foul of Track

For the purpose of this section, the "foul of track" zone has no vertical limit. When involved in the construction of an overpass, for example, and when working above the immediate track area, the same requirements apply as if working "foul of track" at ground/track level. Common sense dictates, however, that when an overpass is complete except for minor tasks, and there is no potential for material, equipment or personnel fouling the track, it is not necessary for workers, upon notification of the approach of a train, to leave the overpass area above the "foul of track" zone and move to a place of safety. The Caltrain/TASI project representative and RWIC needs to concur with such a plan, and expectations need to be clearly communicated during the job safety briefings.

Caltrain System General Order No. 33

Effective: March 10, 2022

Glossary

Add the following definitions:

Roadway Worker

Any employee of a railroad, or of a contractor to a railroad, whose duties include inspection, construction, maintenance or repair of railroad track, bridges, roadway, signal and communication systems, electric traction systems, roadway facilities or roadway maintenance machinery on or near track or with the potential of fouling a track, and flagmen and watchmen/lookouts.

Third Party Contractor

Any contractor working on or adjacent to the railroad right-of-way on non-railroad related work.

Change definition to read:

Foul of Track

The placement of an individual or item of equipment in such proximity to a track that the individual or equipment could be struck by a moving train or on-track equipment, or in any case is within four feet of the field side of the near running rail.

Maintenance of Equipment – GCOR

1.19 Care of Property

Change Rule to Read:

Employees are responsible for properly using and caring for railroad property. Employees must return the property when the proper authority requests them to do so. Employees must not use railroad property for their personal use. Basic PPE such as hardhat, glasses, gloves, and boots are an exception to this rule.

Railroad property also includes pieces of Caltrain uniform, radio, keys, Railroad Supplied Electronic Device, crew lists, track warrants and bulletins, and all other operating documents. These items are not to be distributed to any unauthorized person or member of the public. Any documents that are no longer needed are to be disposed of in Caltrain receptacles only. Company issued keys shall not be left unattended anywhere on the train (i.e., door control station, P.A. box, end door, etc.) or along the right of way (gate locks, switch locks, etc.). Keys will be considered unattended if the employee is not in close proximity to prevent them from being stolen or misplaced.

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