



**OR**



# **OPERATING RULES**

**EFFECTIVE JANUARY 1, 2019**

# GENERAL RULES

## A. Standard Time

Standard time may be obtained from the Control Station. Standard time zones are shown in the Timetable.

## B. Watch Requirement

When reporting for duty and while on duty, employees must have a reliable watch adjusted to the correct time. The watch must:

- (a) Be in good working condition.
- (b) Display hours, minutes, and seconds.
- (c) Display hours in Arabic numbers (1, 2, 3, etc.).

## C. Rules, Bulletins, and Special Instructions

- (a) Employees whose duties are prescribed by these rules must maintain and have accessible while on duty a current copy of the following:
  - 1. The **Safety and General Conduct Rules**.
  - 2. The **Operating Rules** and **Timetable**, if their duties are affected by them
  - 3. **Rules for Equipment Operation and Handling, NS-1**, if their duties are affected by them.
  - 4. **Hazardous Materials Rules, HM-1**, and the **Emergency Response Guide Book**, if they are involved in the shipment of hazardous materials.
- (b) Employees must be conversant with and obey the rules and special instructions. If in doubt as to their meaning, employees must apply to the proper authority for an explanation.
- (c) If bulletin instructions conflict with special instructions, the instructions bearing the later date will govern.
- (d) Employees performing service on another division must comply with the special instructions of that division.
- (e) Employees performing service on a foreign railroad, and foreign railroad employees performing service on Norfolk Southern, must comply with:

## SAFETY CRITICAL RULES

### 20. Prohibited Acts

#### (a) Riding Equipment

Employees are prohibited from riding:

1. Between moving rail cars.
2. On the leading end (front) of rail cars during shove movements, unless the employee is positioned outside the gauge of the track behind a horizontal safety appliance that will prevent an employee from falling off the leading end of the rail car.

**EXCEPTIONS:** 1) Employees are permitted to ride with body positioned outside the gauge of the track on the end platform of tank cars during shove movements, maintaining a secure handhold on the horizontal safety appliance. 2) Employees are permitted to be positioned on the leading end of a rail car not equipped with a horizontal safety appliance when necessary to operate the handbrake to control the movement only at approved locations for gravity dropping equipment as listed in Timetable District Special Instructions. This rule does not prohibit an employee from riding under the slope sheet of a hopper or covered hopper.

3. In the sill step of a moving car unless equipped with a horizontal grab iron at least waist high, or two vertical grab irons at least waist high, so located that the employee can stand upright on the sill step.
4. Equipment on tracks designated by Special Instructions to be restricted account close track centers

**NOTE:** This rule does not prohibit an employee from riding on the platform of a locomotive in these tracks.

5. On close clearance side, between, or on leading end (front) of equipment moving adjacent to platform, building, or close-clearance structure. They must not stand between moving equipment and adjacent platform, building, or close-clearance structure.

6. Equipment on the side of intermodal yard tracks used for loading, unloading, or parking trailers, containers, or chassis. These areas of the track are commonly called “pad tracks” or “strips.”

**NOTE:** This rule does not prohibit an employee from riding on the platform of a locomotive in these tracks.

When riding loaded TOFC or COFC equipment, employees must not place any portion of their body in pinch points between:

- Raised bridge plates and equipment loaded on TOFC cars.
- Containers and chassis of highway vehicles loaded on TOFC cars.
- Containers and the container mounting device on COFC cars.

**NOTE:** A “pinch point” is any point at which it is possible to be caught between the moving parts of equipment, between moving and stationary parts of equipment, or between the material being worked and the moving parts of equipment.

7. The side of equipment on automotive ramp and prep yard tracks, or tracks immediately adjacent to automotive ramp and prep yard tracks, unless specifically authorized by division or terminal instructions .
8. Inside or placing arms or legs in cars, especially cars loaded with lading, except when necessary to load or unload material in cars moving no faster than 5 MPH or at locations for certain car types governed by special instructions.

**EXCEPTION:** At Lambert’s Point Coal Pier, employees are permitted to ride in loaded rail cars of coal.

9. The end of a car if a shift of lading on adjacent car can cause injury.
10. On railcars and in the steps of locomotives while traversing master and/or group retarders.