



New Hire Conductor

# Phase II Training Guidebook 2023

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## SECTION 1

# Transition from Phase I to Phase II

# Transition from Phase I to Phase II

## Checklist

- Successful completion of the Phase 1 training program with an overall score of 85, 100% successful completion of required signals exams, and demonstrated proficiency of field training performance evaluation exercises as determined by the Phase 1 training requirements.
- Reporting instructions will be provided by the local management team to the Phase 1 training team by no later than Friday of Week 2.
- The training center will provide a new hire trainees with the following equipment prior to departing in Week 4. Remaining equipment and supplies will be provided locally. (See Figure A for a full list)
  - Duffle Bag
  - Radio/Charger and Accessory Kit
  - Switch and Engine Keys – Dark territory keys are NOT provided.
  - Temple Stick
  - Lantern w/ battery
- Trainees will be assigned to an orientation day in TQT by the mentor before departure from Phase 1 training.
- Trainees will attend a 1 day Orientation with their local manager at their home terminal on the Monday following departure from Phase 1 training. This orientation is also attended by the mentor to assist and provide direction with a local management representative.



## SECTION 2

# Phase II Training Agenda

# Phase II Training Agenda

This agenda should be used as a guideline only. If the location has a training plan that does not conform to the template shown meetings should be conducted monthly to allow sufficient follow up with each trainee to ensure they are aligned with the training plan and are meeting the local management's expectations in regards to territory knowledge and rules compliance.

**Example:** A location that has a 10 week training plan should have 2 meetings and 1 final meeting before promotion.

- Meeting 1 at or around the Week 4 mark.
- Meeting 2 at or around the Week 8 mark.
- Final meeting before promotion.

You can review location specific training plans on the Phase II Transportation Training Team Site. If the training plan needs to be updated please reach out to Kyle Campbell to update these plans at [Kyle\\_P\\_Campbell@csx.com](mailto:Kyle_P_Campbell@csx.com) or by phone at 864-979-5575.

Item	Timeframe
Orientation	Day 1
Classroom Meeting for Trainees with Local Manager/Mentor	Monthly
Field Observation/Train Ride – RQS Observation	Monthly
RCO Training (if applicable)	Any time after Week 4
Successful Completion of RCO Training /Meeting with Local Manager/Mentor	Monthly
Field Observation/Train Ride – RQS Observation	Monthly
Final Meeting with Local Manager/Mentor	Week of Promotion



## SECTION 3

# Phase II Orientation

# Orientation Agenda

Utilize the orientation presentation found on Teams. [Phase II Orientation Guide \(1\).pptx](#)

Time	Activity
0800 - 0815	Job Briefing
0815 - 0845	Introductions and Expectations
0845 - 0915	Issue Equipment
0915 - 0930	Break
0930 - 1100	Introduction to Mainframe / System and Subdivision Bulletin Review / Job and Pool Review / Contact Info Update in TECS
1100 - 1200	Introduction to TQT – Schedule Review
1200 - 1300	Lunch
1300 - 1400	Payroll
1400 - 1500	Evaluations / Incident Reviews
1500 - 1515	Break
1515 - 1600	Yard and/or Facility Tour
1600 - 1700	Timetable Introductions
1715 - 1730	Questions and Depart



# Figure A - Orientation Equipment Checklist

Trainee Name: \_\_\_\_\_

Trainee ID: \_\_\_\_\_

## Checklist

- Radio
- Radio Charger
- Belt Clip
- Radio Batteries
- Lantern
- Hot Box/Air Brake Cut Out Tags
- Temple Stick
- Air Gauge
- Air Hose Gaskets
- Switch Keys – Engine Keys), Dark Territory if needed.
- Ear Plugs
- Additional Resource Guides and Materials
- Signal Sheets
- Spike Boots if required



## SECTION 4

# Meeting Overview and Agendas

# Meeting Overview

Local Managers and Mentors should arrange to meet with trainees a minimum of once per month to review understanding of the following:

**Note:** The final meeting before promotion is shown below and is included as a guideline to assist with promotion requirements (See Figure B).

## Requirements

### Meetings should include the following at a minimum:

- Working Knowledge of Territory Covered
- What customers are worked and how
- Address, approve and update any payroll and schedule Issues
- Verify trainees possess all current system and subdivision bulletins and understand them
- Verify trainees possess all required timetables for the territory covered
- Verify trainees have an understanding of Critical Rules and 400 Rules
- Verify trainees have an understanding of how they play a part in terminal operations

# Meeting Agendas

## Meeting 1

Time	Activity
0800 - 0815	Job Briefing
0815 - 1015	Review Training Schedules / Territory Knowledge Review
1015 - 1100	Payroll/HOS Review
1100 - 1200	Lunch
1200 - 1300	Subdivision Bulletin Review for Territory Covered
1300 - 1320	Break
1320 - 1520	400 Rules Review
1520 - 1600	Final Schedule Review / Depart

## Meeting 2

Time	Activity
0800 - 0815	Job Briefing
0815 - 1015	Review Training Schedules / Territory Knowledge Review
1015 - 1100	Payroll/HOS Review
1100 - 1200	Lunch
1200 - 1300	Subdivision Bulletin Review for Territory Covered
1300 - 1320	Break
1320 - 1520	Mainline Rules Review
1520 - 1600	Final Schedule Review / Depart

# Meeting Agendas

## Meeting 3

Time	Activity
0800 - 0815	Job Briefing
0815 - 1015	Review Training Schedules / Territory Knowledge Review
1015 - 1100	Payroll/HOS Review
1100 - 1200	Lunch
1200 - 1300	Subdivision Bulletin Review for Territory Covered
1300 - 1320	Break
1320 - 1520	Airbrake / Equipment Handling Rules Review
1520 - 1600	Final Schedule Review / Depart

## Figure B - Meeting Agendas

### Final Meeting

Time	Activity
	Job Briefing
	Schedule Review / Payroll HOS
	Complete Phase 2 Testing Requirements <i>(Trainees are afforded 3 attempts to pass these exams)</i>
	<ul style="list-style-type: none"><li>• New Hire Phase II Final – <b>85%</b></li><li>• Physical Characteristics – <b>90%</b> (if completed in RCO training this is not required)</li><li>• Review 24 item observation checklist to ensure all items have been properly observed and documented</li></ul>
	Incident Reviews and Discussion
	Territory Review and Discussion
	Bid Card Completion (if applicable)/Payroll
	Questions and Depart



## SECTION 8

# Phase II Conductor Trainee Promotion Requirements

# Requirements for Conductor Trainee Promotion

## Checklist

Trainees are assigned the appropriate Phase II curriculum before they leave the REDI. This will give them access to all the required testing.

### Complete the following:

- Exams completed in Direct Access - Learning
- New Hire Conductor Phase 2 Final
- Physical Characteristics Certification Exam
- Conductor New Hire Qualification Checklist complete in the Regulatory Qualification System (RQS). (See Section 3 for how to guide)
- Promote in TQT



# Requirements for Conductor/RCO Trainees promotion

## Checklist

### Complete the following:

- Exams completed in Direct Access - Learning
- New Hire Conductor Phase 2 Final
- RCO Initial Qualifying Exam
- Physical Characteristics Certification Exam
- Conductor New Hire Qualification Checklist complete in the Regulatory Qualification System (RQS). (See Section 3 for how to guide)
- Completed RCO 25 Training Log showing minimum 80 hours total, 40 hours operation
- Completed RCO26N form
- Promote in TQT



## SECTION 9

# Regulatory Qualification System Guide (RQS)

# How to Finalize the Checklist

Follow these steps to finalize the checklist.

## Step 1

The screenshot shows a web browser window with the URL [https://rqs.csx.com/rg\\_rqs/pages/checklist/qualification/qualificationChecklist.faces](https://rqs.csx.com/rg_rqs/pages/checklist/qualification/qualificationChecklist.faces). The page title is "RQS - Regulatory Qualification System". The navigation menu includes "Home", "Checklists", "Reports", and "Help". The main content area is titled "Conductor New Hire Qualification" and shows a list of tasks for "Miller, S (298950) Conductor | Selkirk, NY".

Task Category	Tasks Completed	Tasks Not Completed	Thumbs Up
General Requirements	1	0	1
Railroad Communications	3	0	3
Actions On or About Tracks	3	0	3
Getting On, Off, or Fouling Equipment	4	0	4
Shoving Movements	1	0	1
Operation of Railroad Switches and Derails	2	0	2

A blue callout box is overlaid on the "Actions On or About Tracks" row, containing the text: "When you have completed all 24 tasks you will have a thumbs up next to each topic."



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