



Train Dispatcher Manual

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Spokane, Spangle & Palouse Railway

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Spokane, WA 99224

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20.0 General Instructions for Train Dispatchers

20.1 Safety

Safety is the most important aspect of your profession. Taking short cuts to save time will impact the safe performance of your duties.

All unsafe or unusual conditions are to be reported to your immediate supervisor.

20.1.1 Avoid Dangerous Conditions

- Set up conditions that provide for the safe movement of trains, engines, and maintenance of way equipment.
- Deviation from any rule or accepted safe practice is not acceptable.

20.1.2 Hazardous Materials

Haz Train Operation

When a Haz Train is required to operate on a siding at meeting or passing points, opposing or passing trains meeting the Haz Train must not proceed until it is known the Haz Train is stopped on the siding.

Inform affected train(s) of this requirement when a Haz Train has been instructed to take the siding to be met or passed.

Leaking or Damaged Cars

Immediately report any cars or containers of hazardous commodities that are damaged, leaking, or involved in a fire or derailment to your supervisor. Be familiar with and understand the use of hazardous material inquiry programs.

Emergency Plans for Handling Loaded Hazardous Material Trains

Spokane, Spangle & Palouse Railway has instituted this Plan for allowing trains / vehicles carrying hazardous materials listed in Appendix A of Emergency Order 28 to be left unattended on mainline track or mainline sidings outside of yards or terminals. The following plan applies to any train consists with one or more loaded TIH / PIH cars or 20 or more loaded cars placarded Hazardous Materials. In each of the cases listed below by location and circumstance, Spokane, Spangle & Palouse Railway has analyzed and considered risks to railroad operational safety and the safety of our employees and the public. In each case listed below, analysis has shown that there have been no prior incidents in connection with leaving these specified trains unattended on the mainline track or mainline sidings, nor have there been incidents involving vandalism or unauthorized tampering that have resulted in unintended movements of these trains/vehicles. In the cases where there is a known history of vandalism or unauthorized tampering or other incidents, an analysis has been performed and effective countermeasures have been put in place, to greatly reduce the risk of future incidents.



Spokane, Spangle & Palouse Railway has securement rules and procedures in place to prevent unauthorized movement as follows:

- Spokane, Spangle & Palouse Railway has a total of **eleven (11) mainline sidings located on the Dublin Subdivision located between milepost 0.0 and milepost 134.5. The most severe ruling grade is 1.5 at Waples siding.**
- **Every siding has a derail located on the low end of the ruling grade.**
- **Our securement plan for all mainline sidings will be based on a 1.5 ruling grade. Train crew employees will be required to apply a minimum of three (3) handbrakes and one (1) additional hand brake for every ten (10) cars. Example: 100 car loaded unit train carrying hazardous materials will have a minimum of thirteen (13) hand brakes.**
- **All locomotive cabs must be locked and the reverser removed and secured, employees must communicate to the SSP Train Dispatcher or other designated railroad official the number of hand brakes applied, tonnage and length of the train or vehicle, relevant weather conditions, and type of equipment secured. The SSP Train Dispatcher or designated official must record the information; and the dispatcher or other qualified railroad employee must verify and confirm with the train crew that the securement meets the railroad's requirements.**
- Spokane, Spangle & Palouse Railway currently has had Job Briefing requirements in place since our inception. Spokane, Spangle & Palouse Railway will adjust the Job Briefing requirements and components to specifically include securement and securement requirements in all Job Briefings where the scope of work includes the securement of unattended equipment.

It is neither the intent nor the desire to leave trains or equipment on the mainline track or mainline sidings unattended, and measures will be taken to avoid this action whenever operational constraints allow. However, on the occasion when circumstances require this action, unattended trains will only be left on the mainline track or mainline sidings at the following locations:

Spokane, Spangle & Palouse Railway will use **eight (8) siding locations on the Dublin Subdivision:**

1. **Primrose** MP 7.4 to MP 8.9
2. **Waples** MP 29.9 to MP 31.4
3. **Tolar** MP 45.5 to MP 47.0
4. **Immermere** MP 61.4 to MP 62.9
5. **Stephenville** MP 72.8 to MP 74.4
6. **Proctor** MP 93.9 to MP 95.4
7. **Blanket** MP 120.3 to MP 121.8
8. **Delaware** MP 126.9 to 128.5

Spokane, Spangle & Palouse Railway recognizes that there may be unforeseen situations where it may be necessary to leave a train unattended on mainline track or mainline sidings not described in this plan, such as break-a-parts or in-joint operations when the receiving railroad is not able to take the train due to unforeseen circumstances. In those situations, in addition to complying with the securement rules and procedures outlined above,

Spokane, Spangle & Palouse Railway has developed policies/procedures and the necessary rule changes to address specifically the inspection of any train or equipment by a qualified employee that may have the securement compromised by an emergency responder, when the railroad has knowledge of this event.



20.2 Rule Books Required

A current copy of the following documents will be kept at each position:

- General Code of Operating Rules (GCOR)
- Train Dispatcher's Manual
- SSP Timetable
- Special Instructions
- Safety Practices Rule Book
- Air Brake and Train Handling Rules

20.2.1 Duties of Train Dispatchers

Reference: GCOR 1.44

Train dispatcher's responsibilities include:

- Supervising the movement of trains.
- Using proper protection and authorities for employees as prescribed by the rules.
- Complying with the rules and requiring that others do the same.
- Cooperating with field personnel conducting efficiency tests by not divulging any information that would interfere with, or affect the outcome of, the tests.
- Communicating with supervisors regarding conditions that affect the SAFE AND EXPEDIENT movement of trains.

Do not issue instructions that are in conflict with the rules. Train dispatchers must be aware that, because of their authority, employees might follow the dispatcher's instructions, even if rules might be violated.

When issuing verbal or written authorities train dispatcher must:

- Advise employee of any conditions or restrictions prior to issuing authority.
- Ensure instructions can be understood and that they are not in conflict with general orders, special instructions, or operating rules.
- Transmit authority with the precise limits and conditions that have been established in the dispatching system.
- Listen carefully while directly observing screen display during repeat of authority to ensure it is correct.
- **Use only the "OK Time" on the CAD screen display.**
- Guard against hazardous conditions and not create unsafe combinations.
- Void any written authorities that are not understood and reissue using a new number so they are understood by all concerned.
- Issue verbal authorities clearly, concisely and at a speed that can be received easily.



Train dispatchers must exercise caution to ensure that the employees do not misunderstand a discussion about work to be performed as being authority granted.

- When releasing authority: Care must be taken to ensure the correct authority is released.
- Train dispatchers' repeat of release must include, at a minimum, authority number, authority limits, release time, and name of employee releasing.

20.3 Giving Information

Before giving information on trains or train movements to others, require them to identify themselves and their location.

20.4 Signals

20.4.1 Red Flags

A train dispatcher may not grant permission for a train to pass a red flag. A train dispatcher may relay this information from the employee in charge of the red flag.

20.4.2 Where Stop Must Be Made

When a signal is disregarded or it is apparent a train has overrun a Stop indication:• Provide protection against trains which may be approaching the location where adjacent tracks or conflicting routes may be fouled.

- Notify supervisor of the facts.
- Hold the train until supervisor provides handling instructions.

20.4.3 Signal Aspects

When notified that a signal displays a more favorable aspect than required (for example, false clear or false proceed), as outlined in GCOR Rule 9.7 (Failure to Display Most Restrictive Indication). immediately require train movements in the affected area to stop. Do the following:

- Provide blocking or restrictive label to protect train movement into the affected area.
- Notify the controlling railroad and request signal supervisor and signal maintainer notification.
- Request further instructions concerning train movement from the General Manager.

Unless the reason or conditions surrounding a change of signal indication are definitely known, **do not speculate** with train crews as to the reason for the change.



20.4.4 Crossing Warning

Accidents at Automatic Crossings

When an accident occurs at a crossing with an automatic crossing device, immediately Contact **the Signal Maintainer** and request signal maintainer notification. Notation of contact with **Signal Maintainer** will be made on train sheet with time and name of person notified.

Malfunctioning Crossing Warning

When notified that crossing warning is malfunctioning (i.e. flashers or gates are malfunctioning, or crossbucks missing), do the following:

Notify all affected trains or engines that "Crossing warning is malfunctioning at (Crossing Name) and (MP if known)." This notification may be done verbally or in writing.

Make notation on the train sheet of verbal notification to trains or engines with job number and name of person notified. If crossing warning is removed from service, issue Form C Track Bulletin to cover stop and flag requirements.

Notify **Signal Maintainer**. Make notation of report on train sheet with time, name of person reporting, crossing name and DOT number. Make notation on train sheet of notification to **Signal Maintainer** with time and name of person notified.

Also update the Crossing Malfunction log!

20.5 Instructions and Authorities

20.5.1 Issuing Instructions and Authorities.

Direct the movement of trains and issue the necessary authority and/or instructions to provide for such movements, planning as far in advance as practical, and take into consideration all details which may affect train operation.

To the extent possible, give priority trains preference, and delay no trains unnecessarily. Communications must be brief, concise and explicit. Any superfluous conversation and use of terms conflicting with or deviating from those prescribed by the rules must be avoided. Instructions and information issued to employees must not place them in a position requiring or suggesting a rule infraction. If instructions or authorities are not commonly understood, or if there is any doubt concerning the instructions, reword and reissue them. When rules or instructions specify exact wording for issuing or releasing movement authority, use the exact wording specified.



The use of the terms "all right" or any other word or phrase that might be taken as an affirmative reply to a question must not be used in general conversations.

When issuing authorities or conveying information relating to train movement using the Mobile Radio Access System, follow proper identification and radio procedures as outlined in Chapter 2 of the General Code of Operating Rules.

20.5.2 Repeated Correctly

After issuing any instruction or authority, and it has been repeated back correctly, or the OK has been acknowledged, respond with, "That is correct." Verify read backs from the field by comparing the read back to the "dialog box" or written records as the authority is being repeated by field personnel.

20.5.3 Relaying Instructions

When direct communication is not available, track authority and instructions regarding movement may be relayed through a qualified employee.

Such instructions must be given to the relaying employee who will relay the information to the destination employee. After the destination employee receives the information, it should be repeated to the relaying employee who will then repeat the information to the train dispatcher and, if correct, the words "O.K. , the time and dispatcher's initials" should then be relayed in the same manner.

20.6 Reverse Movements

Before granting permission for a reverse movement where overlapping authorities exist, do the following:

- Stop all other trains within the overlapping limits that will be affected by the move.
- Provide protection against conflicting movements.

20.7 Authorizing Return Movement to Detached Portion of Train

When a train leaves part of its train on the main track, where a movement may enter the main track between the detached portion and the returning portion, as provided by GCOR Rule 6.20 (Portion of Train Left on Main Track), do not verbally relieve the protection. Issue authority to protect the return movement.



20.8 Protection of Equipment Left on Main Track

Provide protection before authorizing a crew of a train to leave equipment on the main track without flag protection. Provide protection in the following manner:

Before granting authority to a train or engine to enter any protected limits where equipment has been left standing, notify a crew member of the location of the equipment using the following format:

"EQUIPMENT ON (track) BETWEEN (milepost) and (milepost)."

Remove protection only after the track has been cleared of standing equipment.

20.9 Inoperative Highly Visible Marker

Do not allow a train with an inoperative highly visible marker to leave a location when a replacement marker is available or if the location is a repair point for markers.

20.10 General Orders, Notices and Chief Dispatcher Bulletins

General Orders, Notices, and Chief Dispatcher Bulletins are posted at dispatcher's office. Remove any that are canceled.

Review these documents before commencing each day's work.

20.11 Bad Order Cars

All affected employees must be notified of bad order cars, which are unsafe to move, or those having safety appliance defects. Consult supervisor before moving such cars. Notify maintenance of way when engines or cars are set out because of flat spots.

20.12 Call Signals

When riding in control compartment of an engine, comply with GCOR Rule 5.16 (Observe and Call Signals).



20.13 FRA T-10 Instructions

The following is quoted from Appendix C – FRA T-10 operating rules and will govern on SSP Railroad.

T-10 is a modified SPV-2000 rail diesel car, which measures track geometry for compliance with Federal regulations. Each carrier is governed by the following when T-10 is operated in the self-propelled mode.

- (1) Each train dispatcher handling T-10 must be furnished with a copy of this appendix.
- (2) T-10 must be operated in compliance with Federal regulations and the rules and instructions of the railroad over which it is being operated.
- (3) The railroad must provide a qualified engineer pilot for the vehicle. T-10 must not be operated on a main track, inside or outside of yard limits, unless the qualified engineer is piloting the movement. The pilot must notify the T-10 operator of the limits of movement authority and authorized speeds a sufficient distance in advance of any movement or speed restrictions.
- (4) T-10 must be operated as a train except that automatic signals must not be relied upon to provide protection against following movements. Alternate methods of protection including controlled signals where feasible, must be utilized to provide protection against following movements. When the method of operation can provide for absolute block protection against following movements, it must be provided. When the method of operation cannot provide for absolute block protection the railroad must determine and provide the maximum level of protection available against following movements.
- (5) T-10 must not be operated by lineups or other track car authorities and must be governed by signal indications in signal system territory.
- (6) T-10 is prohibited from making a reverse movement, regardless of distance, unless the movement is fully protected and made in accordance with the railroad's operating rules.
- (7) Traffic control machines must be operated manually for T-10 movements. Automatic clearing and automatic routing features must not be used. The control machine operator must be kept informed of the progress of T-10 from one control point to another. Where provided, electrical or mechanical blocking devices must be used on switch and signal controls.



- (8) Interlocking machines must be operated manually for T-10 movements. Automatic clearing and automatic routing features must not be used. The operator of an interlocking must not change the position of any switch or indication of any signal until informed that T-10 is clear of the interlocking or a section thereof. Where provided, electrical or mechanical blocking devices must be used on switch and signal controls.
- (9) The T-10 must approach all interlockings prepared to stop until route is known to be clear.
- (10) If T-10 is stopped within the limits of any interlocking, the control operator or dispatcher must be notified of the stop and the precise location.
- (11) T-10 should not be stopped within the limits of an automatic interlocking or a non-interlocked railroad crossing at grade.

If such a stop cannot be avoided, T-10 must be fully protected against conflicting movements at once. Flag protection will be provided unless other positive methods of protection are available or T10 is relieved of this responsibility by the train dispatcher.

- (12) In automatic block system or traffic control system territory, T-10 should not be stopped on sand. If such a stop cannot be avoided, T-10 must be moved immediately a sufficient distance to clear the sanded portion of the rails.
- (13) T-10 must approach all highway grade crossings equipped with automatic protection prepared to stop until it is determined that the protection is working and continues to work as T-10 passes over the crossing. Flag protection against highway vehicles must be provided when automatic protection does not operate properly or when required by railroad rules or instructions.
- (14) T-10 may be operated within the confines of a yard provided the movement is approved by proper railroad authority and is piloted by a railroad employee qualified on the physical characteristics of the yard.
- (15) Except within a locomotive servicing area or car shop area, T-10 may be repositioned at any time on a track or portion of a track, which is exclusively occupied by T-10 and protected by blue signals.
Within a locomotive servicing area or car shop area, T-10 may be repositioned only after the railroad employee in charge of the workmen authorizes the movement. Blue signal requirements must be complied with.



- (16) No more than four persons are permitted to occupy the control cab of T-10. These four persons are the vehicle operator, forward observer, engineer pilot and either the FRA Operating Practices Inspector or carrier supervisor.

20.14 Crews Relieved on Hours of Service

When train and engine crews are relieved on line because of the Hours of Service law, do the following:

- Tell the crew that they are relieved as the crew of the train and will have no further duties with respect to the train.
- Inform the crew of the location where their deadhead transportation will pick them up.

20.15 Knowledge of Territory

Train dispatchers must:

- Be familiar with characteristics that affect safe and efficient train operation, (e.g.) geographic, weather, local restrictions).
- Constantly be alert to, and inquire about, all information that affects operation of territories supervised.
- Plan as far in advance as practicable taking into consideration details which may affect train operations.
- Communicate with train dispatchers, terminal train dispatchers, supervisors of train operations and control operators of adjoining territories, giving particular attention to the movement and protection of trains and employees between territories.

Familiarize yourself with physical characteristics of the territory to which you are assigned, particularly grade conditions, locations of sidings, yard tracks, signals, yard limits, restricted limits, and territory where special instructions may require specific actions.

Before working a position where trains and/or maintenance of way are authorized under rules that have not been worked with for more than 180 days, inform your supervisor so refamiliarization can be arranged.

20.16 Student Dispatcher Evaluations

Submit a completed "Student Dispatcher Evaluation Form" for any student dispatcher that has not completed their 60-day probationary period.

Submit the form to your supervisor before the end of each shift on the day a student is training on your district. The form may be submitted in a sealed envelope.



Responsibility for delivering a blank form to the training dispatcher, rests with the student dispatcher.

Review of these evaluations will assist in development of new dispatchers. The identity of dispatchers completing these evaluations will be kept confidential.

20.17 Operations Testing

The Federal Railroad Administration mandates and requires operations testing of specific groups of railroad employees. Divulging information to field personnel about testing activities or any other information which would interfere with or affect the outcome of such tests is not permitted.

20.18 Rule Violations

When it becomes apparent that you or employees in the field may be involved in a rules violation, immediately report the violation to your supervisor.

20.19 Passenger Train Operation

20.19.1 Delays and Reporting

Do not delay passenger trains for freight trains or maintenance work unless authorized by your supervisor.

When authority is received to delay a passenger train, include the initials of the authorizing supervisor in the delay reporting.

Plan your work sufficiently in advance to avoid delay to passenger trains while minimizing freight train delays and maximizing maintenance activities.

20.19.2 Schedules

Keep current copy of the passenger train schedule at the dispatcher's desk.

When operation of additional passenger trains becomes necessary, or when regular passenger train schedules are changed, you will be provided with schedules sufficiently in advance to plan your work accordingly.



21.0 Track Warrant and Track Bulletin Instructions for Train Dispatchers

21.1 Ready for Delivery

Have track warrants and track bulletins ready for delivery to avoid train delays.

21.2 Addresses

Address track bulletins and track warrants as follows:

Single Direction Authority

Designate trains authorized to proceed in one direction only (Box 2) by initials, engine number and direction.

Example: SSP 2000 West

Work Between Authority

Designate trains authorized to "work between" (Box 4) by initials and engine number.

Example: SSP 2000

Yard Engines

Designate engines confined to yard tracks and/or portions of main track(s) where authorized by GCOR Rule 6.13 or 6.14 as "Yard Eng. (initials & No) " when verbally transmitted.

Example: SSP 2000

Designate engines in the previous paragraph, when verbally authorized to enter TWC limits by Box 2 , by initials, engine number and direction. If verbally authorized by Box 4 to enter TWC limits, by initials and engine number.

Example:

Box 2 : SSP 2000 East

Box 4: SSP 2000



Yardmasters

When issuing a track warrant for delivery by a yardmaster or MTO, address the track warrant as follows:

- Y Yard I (date) at (location) YM (or MTO)

or

- Y (Job symbol) (date) at (location) MTO (or YM)

The number after the word Yard should reflect the shift in which the track warrant was issued (1,2).

21.3 Track Bulletins in Effect

At their initial station, issue the conductor and engineer a track warrant that lists:

- Track bulletins in effect.

or

- "None or No" if no track bulletins are in effect.

Make sure that all track bulletins which are in effect between point of origin and final destination for a train or engine are listed on the track warrant received at the initial station.

Convey track bulletins placed in effect at a later time by one of the following:

- List them on a subsequent track warrant.
- Verbally transmit them.

or

- Fax them to the crew.

When track bulletins are faxed in this manner, verify with a crew member of the affected train that the faxed track bulletins have been received.

Make a notation to the train sheet for that train as follows:

Fax Bulletin No. _____ received at _____ by (Crew member's name)."

Refer to TDM 21.5 regarding restrictive track bulletins.



21.4 Track Bulletins in Yards

Yardmaster on Duty

At the beginning of each yardmaster's shift, issue a track warrant addressed to the yardmaster that lists:

- Track bulletins in effect.

or

- "None or No" if no track bulletins are in effect.

Note: At specific locations identified by your supervisor, track warrants will be issued directly to the switch engines.

Yardmaster Not On Duty

Issue a track warrant to the switch engine that lists:

- Track bulletins in effect.

or

- "None or No" if no track bulletins are in effect.

21.5 Restrictive Track Bulletin

Do not issue a track bulletin electronically if it restricts the train's movement and the train has received authority to leave that station.

Exception

Issuing a track bulletin electronically is permitted if.

- the train dispatcher informs the crew member that the track bulletin will be issued electronically.
- A crew member assures the dispatcher that the train will not leave without the track bulletin.



21.6 Duplicated Mile Post

When a track warrant or track bulletin references a mile post that is duplicated on the same subdivision, include the station names between which the duplicate mile post exists.

21.7 No Longer in Effect

When a track warrant or track bulletin is no longer in effect, write VOID across it in red. If a track warrant has only track bulletins listed (item 16), mark it VOID after the crew has received the track warrant.

Maintain a file of all track warrants and track bulletins. If made void by subsequent track warrant, show that track warrant number also (Void by track warrant no. ____).

21.8 Track Warrant and Track Bulletin Examples

Use the following examples in track bulletins and track warrants:

21.8.1 Timetable, Special Instructions, or General Order Modifications use the following examples to change the timetable, special instructions, or a general order:

1. _____ TIMETABLE NO. _____ TAKES EFFECT AT (time and date)
2. GENERAL ORDER NO. _ 1S CANCELED
3. _____ TIMETABLE NO _____ SUBDIVISION (ALL SUBDIVISIONS) ITEM NO. _____ IS CANCELED.

21.9 Failed Equipment Detectors and Signals

Use the following examples when detectors and signals are not in service or out of order.

1. SIGNAL(S) _____ TEMPORARILY OUT OF SERVICE AND BLOCK EXTENDED SIGNAL _____ TO SIGNAL _____.
2. SIGNAL _____ OUT OF ORDER AND MUST BE REGARDED AS DISPLAYING ITS MOST RESTRICTIVE INDICATION.
3. AT MP _____ (name of detector) OUT OF SERVICE.
4. (Time) UNTIL (Time) CAB SIGNALS WILL BE INOPERATIVE BETWEEN _____ AND _____ .



21.10 Speed Restrictions

Use the following examples when track bulletin Form A is not in use.

1. DO NOT EXCEED ____ MPH ON _____ TRACK BETWEEN MP ____ AND MP ____ .
2. DO NOT EXCEED ____ MPH AT _____ .
3. (PSGR) (FRT) TRAINS DO NOT EXCEED ____ MPH (ON ____ TRACK) BETWEEN MP ____ AND MP ____ .

Add the following if necessary:

- a. (Time) UNTIL (Time)
- b. TRACK FLAGS NOT DISPLAYED
- c. BETWEEN (station) and (station)

21.11 Switches

Spring Switches

Protect spring switches that have been damaged or spiked, by track bulletin, track warrant, or flagman.

Spiked Switches

Notify affected trains when a switch is spiked, by track bulletin or track condition message, whichever is applicable.

21.12 Flags Placed Less than Required Distance

When notified that yellow and yellow-red flags are placed less than 2 miles from the restriction, show the actual location of the flags in the "Flags at MP" column of the track bulletin.

Leave the column blank when flags are placed at the required 2 mile distance.

21.13 Whistle Warning Request

When a whistle warning is requested, use the following example:

WHISTLE FREELY BETWEEN MP _ AND MP _ FROM (time) UNTIL (time) FOR

Note: Confer with supervisor before granting whistle warning to evaluate if appropriate protection is provided.



21.14 Track Removed From Service

Double Track

When one track of double track is removed from service due to an interruption or repairs to track, issue instructions by track bulletin as follows:

EFFECTIVE (time), (track) OUT OF SERVICE BETWEEN (location) AND (location).

These instructions may be modified by adding:

ENGINES AUTHORIZED BY (NAME OR TITLE OF EMPLOYEE) MAY USE OUT OF SERVICE TRACK WITHOUT TRACK WARRANT OR TRACK PERMIT AUTHORITY. ALL OTHER APPLICABLE RULES AND SPECIAL INSTRUCTIONS AT THIS LOCATION REMAIN IN EFFECT. ENGINES AUTHORIZED TO USE OUT OF SERVICE TRACK MUST MOVE AT RESTRICTED SPEED UNLESS OTHERWISE DIRECTED BY (NAME OR TITLE OF EMPLOYEE).

Single Track

On single track territory, except where CTC is in effect, when main track is removed from service and siding or other track is used instead, issue instructions by track bulletin as follows:

AT (location) AFTER (time), MAIN TRACK OUT OF SERVICE BETWEEN (siding, house track, etc.) SWITCHES. SWITCHES WILL BE LEFT LINED AND LOCKED FOR MOVEMENT THROUGH (track).

or

AT (location) AFTER (time), MAIN TRACK OUT OF SERVICE BETWEEN (siding, house track, etc.) SWITCHES. ENGINES AUTHORIZED BY (name or title of employee). MAY USE OUT OF SERVICE TRACK WITHOUT OTHER TRACK WARRANT AUTHORITY. ALL OTHER APPLICABLE RULES AND SPECIAL INSTRUCTIONS AT THIS LOCATION REMAIN IN EFFECT. ENGINES AUTHORIZED TO USE OUT OF SERVICE TRACK MUST MOVE AT RESTRICTED SPEED UNLESS OTHERWISE DIRECTED BY (name or title of employee). SWITCHES WILL BE LEFT LINED AND LOCKED FOR MOVEMENT THROUGH (track).

Switch tender

If arrangements are made for switches to be handled by a switch tender, modify the Double track example by adding the following, and replace that part of the Single track example referring to switches being left lined and locked for movement through the siding or other track with the following:



SWITCHES IN CHARGE OF SWITCHTENDER.

Within ABS limits, you may add the following:

WHEN COMPLYING WITH THE PROVISIONS OF GCOR RULE 9.12.4, THE FIVE MINUTE WAITING PROVISION OF GCOR RULE 9.17 IS SUSPENDED AT THIS LOCATION.

22.0 Track Warrant Control Instructions for Train Dispatchers

22.1 Issuing Track Warrants

Issuing Track Warrants: (GCOR 14.1, 14.8, 14.9, 14.10) RAILCOMM (DOC) SYSTEM will be the primary method of dispatching and providing protection while issuing authority for train (s) movement.

Request from and determine who is copying the track warrant before issuing and making sure a proper Job briefing has been done. State and spell numbers by number and digits. Also state and spell Direction.

Unless transmitting electronically, issue and relay track warrants directly to only employees qualified on the GCOR.

When issuing track warrants verbally:

- use the term "X box."
- transmit each entire line marked with an "X."
- require the employee copying the track warrant to repeat each entire line marked with an "X."

Example:

Track Warrant No. 10, September 13, 1999, to SSP 2000 East at Hope

X box 2 Proceed from Hope to Faye on Main Track.

Obtain and record names of employees copying or relaying track warrants.

22.2 Track Warrant Authority With Restriction

When a track warrant that authorizes movement (items 2 or 4) also contains a restriction, include that restriction on subsequent track warrants until the train is no longer affected by the restriction.



When a track warrant that does not authorize movement contains a restriction, the restriction does not have to be included on track warrants issued later.

22.3 Maintenance of Way in Yard Limits

Do not issue maintenance of way employees track warrant authority to occupy the main track within yard limits.

22.4 Protection Against Conflicting Movements

When issuing authority, provide protection against conflicting movements.

22.5 Use of Boxes 8 and 10

Boxes 8 and 10

Use Box 8 only when there is a designated siding at the station.

Use Box 10 only when there is a switch at the last named point that can be used to clear the main track.

Do not use Boxes 8 and 10 on a track warrant that also uses Box 4.

22.6 Relieve Flag Protection

When trains are authorized by Box 2 in non-signaled TWC territory, relieve trains of providing flag protection against following trains on the same track.

22.7 Voiding Track Warrants

22.7.1 Voiding Existing Track Warrants

When changing the limits of an existing track warrant:

- Issue a new track warrant with an 'X' in box 1.
- Consider both track warrants in effect until the OK time is acknowledged for the second track warrant.
- Make sure that the new track warrant limits include the entire train.

22.7.2 Time Limits Expire



Expiration of time limits in a track warrant does not make the track warrant void. Consider the track warrant in effect until the employee has actually reported clear of the limits.

22.7.3 Box 17 Instructions

When it becomes necessary to void a track warrant with Box 17 Instructions, reissue these instructions on subsequent track warrants if it is desired that they remain in effect.

22.7.4 Clear of Main Track

If a train reports clear of the main track under circumstances not normally requiring the train to report clear, and you want the train to remain in the clear, void the train's track warrant.

Promptly call to the attention of your supervisor, any employees who fail to report clear on track warrants.

22.8 Changing Track Warrants

You may verbally change the initial, engine number, direction, or date of a track warrant that does not contain authority (Box 2 or 4).

If the track warrant contains authority (Box 2 or 4), void and reissue the track warrant to change any information.

22.09 Track Warrant Other Specific Instructions (Item 17)

Do not use track warrant item 17 to grant authority, to issue instructions that may conflict with another rule or instruction, or when another item can be used.

22.11 Reporting Clear of Track Warrant That Authorizes Movement

When a maintenance of way employee or train reports clear of a track warrant with movement authority (Box 2 or 4), state the following:

- Track warrant number being reported clear.
- Name of the maintenance of way employee or train reporting clear of the track warrant.
- Track warrant limits that were authorized.
- Time track warrant was reported clear.



22.12 Proceed Authorities With After Arrivals

Do not issue a proceed authority (Box 2) with an after arrival on an opposing train (Box 7) from a location where the opposing train cannot clear the main track (such as mile posts or stations without sidings).

22.13 Specifying Limits

When specifying the limits of a track warrant, use the mile post location of “Locations Not Shown as Stations” as shown in the timetable. Do not use names of “Locations Not Shown as Stations”.

22.14 Maintenance of Way Equipment

22.14.1 Contingent Authorities

Do not issue track warrant authority contingent upon a condition (i.e. “after arrival of” or “following”). Issue only after the train movement(s) authorized by Box 2 is physically by the location where the track will be entered.

If the authority issued to MW forces contains overlapping authority with the train, use Box 9 “Do not foul limits ahead of” to instruct the employee that authority is granted behind the train movement(s) If track warrant authority cannot be granted for immediate use, instruct employees to call back at a given time.

22.14.2 Same limits with Train

Maintenance of Way Instructions limit some types of on-track equipment from receiving authority in the same or overlapping limits with a train.

Issue joint track warrant authority to the following types of on-track equipment, only when it is required by the nature of the work to be performed:

- Production Rail Grinders
- Sperry Railbound Detector Cars
- Ballast Undercutters/Cleaners
- P811s
- Shoulder Ballast Cleaners
- Production Ditching Machines
- Diesel Electric Locomotive Cranes
- Rail-Max Weed Sprayers



Responsibility to accept or reject joint authority rests with the Maintenance of Way employee requesting authority.

22.14.3 Maintenance of Way Equipment Operated as a Train

When maintenance of way work equipment is operated as a train, precede the identification on track warrants by “MW”.

22.14.4 Pushing a Train

When necessary to have a following train “push” a train ahead due to stalling on grade, power failure, etc., do the following in the order stated:

First train: track release as close to the rear of the train as possible, and issue a new track warrant with the following boxes:

- Box 1 (void previous track warrant)
- Box 2 (issue new limits)
- Box 11 (specify limits over which the “push” will occur)
- Second train:
- Issue new authority to point of track release of first train.
- Build a supply sheet for second train as a work train over entire subdivision.
- Issue Box 4 and 11 within the same limits contained in Box 11 of the train needing to be “shoved” to whatever point the “shove” will occur. Light engines may return to their train with this track warrant.

Note: As light engines return to their train, it is permissible to track release the first train and reissue a Box 4 track warrant without Box 11 (restricted speed) checked to the second train in order to minimize delay.

22.14.5

When Box 12 is used in a track warrant, you must show the title, name and working limits of the person in charge within those limits in Box 17. For example:

Foreman George MP 10.0 to MP 14.0
Flagman George MP 10.0 to MP 14.0
Tamper Operator Wall MP 12.0 to MP 15.0
Roadmaster Baker MP 13.0 to MP 17.0

Whoever requires working limits will need to inform the Operations Center the previous day what limits will be required to perform their work. If this information is not received the previous day for routine maintenance, flagging or inspection, then working limits may not be authorized at the discretion of



the train dispatcher. If this is an emergency situation, then the train dispatcher must do everything possible to protect the working limits.

23.0 Track Bulletin and Track Condition Message Instructions for Train Dispatchers

23.1 When Track Bulletin is Requested

When asked to place a track bulletin, issue the track bulletin to cover the condition, unless otherwise instructed by your supervisor.

Make sure that information issued on track bulletins:

- Corresponds with the request for the track bulletin.
- Is in accordance with the rules.
- When received verbally from the field, is recorded on the prescribed form.

23.2 Condition Permanent

When issuing a track bulletin for a permanent track condition:

- Verify with maintenance of way that the condition is permanent.
- Show the track condition followed by “THIS CONDITION BECOMES PERMANENT ON (date).”
 - The condition has been covered by track bulletin for 60 days.
 - Your supervisor approves its removal.

Timetable and rules changes cannot be made permanent by track bulletin.

23.3 Overlapping Green Flags

When a series of restricted areas are so close that the green flags could overlap the yellow flags, as outlined by GCOR Rule 5.4.5 (Display of Green Flag), when placing or removing green flags, advise those requesting the restriction of the overlapping areas. Then, they will place only one green flag at the end of the last restricted area in each direction.

23.4 Issue Track Bulletin Verbally

When verbally issuing a track bulletin, record the time repeated next to the location where it was copied.

When issuing a track bulletin Form A verbally, record speed restrictions in milepost sequence or tenths of a mile from a milepost. Show the restrictions in ascending or descending order.



23.5 Track Bulletin Record

23.5.1 Track Bulletin Numbers

Number track bulletins consecutively, with the number series assigned to the specific subdivision.

After reaching the highest number in the series, start again with the lowest number.

Do not have duplicate numbers in effect at the same time.

23.6 Separating Restrictions

Separate speed restrictions from advice of track conditions.

Record speed restrictions in milepost sequence using milepost or tenths of a mile from a milepost. If using one track bulletin, show speed restrictions first.

23.7 Delivering Track Bulletins

Deliver track bulletin restrictions to all trains affected by the restrictions.

23.8 Improperly Displayed or Missing Track Flags

When told that track flags are improperly displayed or missing, immediately notify the maintenance of way employee in charge or the employee's supervisor.

When train crews ask about yellow or yellow-red flags displayed in the field, only give information about track bulletins which are in effect at that location. Do not speculate about the reasons for the presence of these flags.

When no track bulletins are in effect at that location, respond with " I have no track bulletins restricting movement at that location."

23.9 Permanent Speed Signs in Place

When a speed restriction has been issued on a general order, the track bulletin covering that speed restriction must not be made void until maintenance of way forces report that permanent speed signs are in place to protect the restriction.



23.10 Easily Identifiable Locations

Designate locations in track bulletins by specifying track, where required, and exact points, such as switches, mile posts, or identifiable points.

23.11 Written Instructions

Advice of speed restrictions issued by the train dispatcher must be in writing.

Only give verbal instructions in lieu of track bulletins when the affected trains are in the immediate vicinity of the restriction when you first learn of the restriction.

23.12 Voiding Track Bulletins

When voiding a track bulletin verbally or with a track warrant or a track bulletin, write one of the following phrases across the face of the track bulletin being voided:

- "Void verbally."
- "Void by track warrant (No.)."

or

- "Void by track bulletin (No.)."

If voided verbally (complete bulletin, line or part of bulletin), indicate employee name and train whose track bulletin, or portion thereof, was voided, and the date and time voided on:

- the track bulletin affected.

or

- the computer generated list of affected trains (which must then be filed with the affected bulletin).

If an error is discovered in a track bulletin after the OK time has been given, void the track bulletin as prescribed by GCOR Rule 15.13 and reissue with a different number.



23.13 Track Condition Messages

Issue track condition messages to cover any condition that is not normally covered by a track bulletin.

Protect restrictions that affect train movements on main tracks or sidings with a track bulletin.

Protect contractor's equipment working near main tracks with a track bulletin. If contractor's equipment is on or foul of the main track or siding, protect the equipment per GCOR Rule 6.3.1.

Protect "Watch your footing" items along main track with a track condition message.

When entering "Watch your footing" items, show why there is a footing problem, i.e. rail alongside track, ties scattered, icy conditions, etc.

List Track Condition Messages in station sequence.

Monitor and update track condition messages daily, keeping all information current. Consult your supervisor if in doubt as to whether information should be covered by track bulletin or track condition message.

23.14 Form A and Form C Track Bulletins

Form A track bulletins contain speed restrictions only on lines 1 through 10 in ascending or descending order. Use Line 11 on the Form A track bulletin for anything that pertains to a main track or siding that is not a speed restriction.

The Form C track bulletin is actually a continuation of Line 11 on the Form A track bulletin. It is a freelance field that may include the following items:

- main track out of service.
- walkways on bridges out of service.



23.15 Protection by Track Bulletin Form B

Reference: GCOR 15.2

When issuing track bulletin Form B the train dispatcher must:

- Issue a minimum of 12 hours before any part of the bulletin goes into effect, when Possible
- Ensure that Form B track bulletins do not extend into a second day.
- Not issue Form B with limits that overlap another foreman/gangs limits.
- If listing Form B limits of an adjacent track on a separate line, include correct milepost locations.

Note: When a Form B request is received for limits that extend beyond both ends of a siding and applies on both main track and siding, it is not necessary to indicate placement of yellow red flags for siding.

- Ensure that the "flags" column contains: A blank space, indicating that flags are two miles from the restriction, or The mile post location(s) of flag(s) displayed less than two miles from the restriction.

No Overlapping Form B Authorities: (GCOR 15.2) Do not issue Form B track bulletin restrictions with limits that overlap other Form B track bulletin restriction limits and no track out of service within those limits, one or the other.

24.0 Train Dispatcher Transfers

24.1 Responsibilities of Dispatcher Being Relieved

The dispatcher being relieved will make a transfer to the relieving dispatcher on a separate page in the train location lineup book or on the form provided. The dispatcher being relieved will include the following information on the transfer:

- The date.
- The word "Transfer."
- Any information that would benefit the relieving dispatcher.
- Unusual conditions.
- Track bulletins issued but not delivered to trains that have already departed.
- A written transfer by control operators which includes any condition that could affect train movements.

The dispatcher being relieved will sign and time the transfer at the exact time duties are relinquished.



After signing and timing the transfer, the dispatcher being relieved will not issue any instructions and will remain until the relieving dispatcher accepts the position.

On the transfer page, include the following information:

- Handwritten track warrants that have been issued.
- Notation of any unusual conditions.
- Track bulletins issued but not delivered to trains.
- Explanation of any restrictive labels that exist at time of transfer.
- Any information that would benefit the relieving dispatcher.

After signing the transfer, you will be responsible for the position until the relieving dispatcher signs and times the transfer page. Remain until the relieving dispatcher accepts the transfer. File the transfer page.

24.2 Responsibilities of Relieving Dispatcher

24.2.1 Review Instructions

Before beginning work each day, review General Orders, Notices, Chief Dispatcher Bulletins, and other instructions for the territory being handled.

24.2.2 Understand Instructions

The relieving dispatcher will read, then initial to indicate understanding, the following that are in effect at the time of the transfer:

- Track warrants
- Track bulletins
- Reference hard copies against the train sheet
- Train location lineups
- Instructions such as:
 - Blue flag and occupied outfit car protection
 - Other pertinent instructions

24.2.3 Sign and Time

To accept responsibility for the position, the relieving dispatcher will sign and time the transfer directly under the signature of the dispatcher being relieved. The relieving dispatcher will sign and time the transfer at the exact time the position is accepted.



24.2.4 RailComm Dispatching System

The relieving dispatcher is required to log on to the RailComm Dispatching System before the relieved dispatcher can leave the dispatcher workstation.

25.0 Train Dispatcher Records

25.1 Maintain Records

Maintain neat, accurate, and legible records.

25.2 Separate Records Maintain separate records of the following:

- Track warrants
- Track bulletins

Record all records in ink immediately. Never record them from memory or memorandum. Altering these records is prohibited.

25.3 Date and Initials

Show the date at the top of each page. In the space provided, show the initials of the dispatcher.

When a dispatcher is breaking in on a position, use only the initials of the dispatcher responsible for the territory on all records.

25.4 Track Bulletin OK

The dispatcher who makes the track bulletin OK, if other than the issuing dispatcher, will place his initials with the time in the "OK (time)" column.

25.5 Verbal Transmission

When verbally transmitting track bulletins and track warrants, do the following:

- Write or input the information as transmitted.
- Regulate the speed of the transmission to ensure the receiving employee can copy it.
- Record the required information on the form provided and read aloud all applicable preprinted and written instructions.
- Make sure the employee copying repeats all applicable preprinted and written instructions.



25.6 Authority Issued and Movement Complete

After issuing authority for train or maintenance of way movement, immediately draw a red diagonal line in the appropriate column on the "TRAIN" line.

When the movement is complete, draw another red diagonal line to form an "X."

25.7 Transfer to Next Day's Sheet

Transfer trains to the next day's sheet if they are entered on the train sheet before midnight but do not depart the initial station or turnaround point until after midnight. When transferring these trains, write the following:

Transferred to sheet of (date).

25.8 Crew Relieved at Other than Designated Terminal

When the Hours of Service Law causes a crew to be relieved at other than a designated terminal, note the information on the train sheet and indicate the time and location.

25.9 Track Bulletins in Effect

In the space designated "Engines" or "Track Bulletin Nos." of the train sheet station column, write the track bulletin number(s) in effect for each train.

Maintain current records of track bulletins to indicate which ones to list on track warrants and deliver to trains. If no track bulletins are in effect, write "None."

Track bulletins delivered to trains will be listed below the engine(s) for each train.

25.10 Issue Initial Track Warrant

When issuing an initial track warrant, including in CTC territory, to a train, as outlined in GCOR Rule 15.1 (Track Bulletins), draw a circle that contains the track warrant number in the "Train" column.



25.11 TWC Territory

In TWC territory, when a crew member reports to the train dispatcher the exact time the rear of the train has passed a specific point, do the following:

- Repeat the specific point and time back to the train crew, followed by, "is that correct?"
- Include the information on the train sheet.

25.12 Train Sheets in TWC Territory

Before giving the OK for track warrants issued to trains or maintenance of way employees in TWC territory, enter the following train sheet information:

Movement Authorized in One Direction

To indicate the limits of authority for trains and maintenance of way employees authorized to move in one direction only (by item 2), draw a vertical line between the stations authorized. Also, between the limits authorized, draw a circle that contains the track warrant number.

A horizontal line in the column at the last named point indicates "Hold main track" at that point

An arrow in the column at the last named point indicates "Clear main track" at that point.

Single Track. To indicate the limits of authority for a maintenance of way employee or train authorized to move in both directions, draw a diagonal line between the stations authorized under the entry for the maintenance of way employee or train. Do this on both sides of the column.

Between the limits authorized, draw a circle that contains the track warrant number.

Double Track. If a maintenance of way employee or train is authorized to move in both directions, show the limits of authority only on the side of the train sheet that corresponds to the track authorized.

25.12.1 Track Warrant Void or Reported Clear

When a track warrant has been made void or reported clear, draw a red "X" through the track warrant number on the train sheet.

25.12.2 Locations Not Shown in Station Column

If track warrant limits are other than the stations shown in the station column (such as MP, DT, XO, or YL), indicate the location in the appropriate column.



26.0 Track and Weather Conditions

26.1 Unsafe Conditions

26.1.1 Warning of Hazard

Use the quickest means of communication available to give immediate warning to all concerned, when any condition or practice may endanger the safety of employees or others, or may present a hazard to safe operation of trains.

26.1.2 Stop Trains Immediately

When a report of a dangerous condition is received, leaving doubt as to whether or not the location is passable, require trains to stop and examine track before passing over the location.

Issue the following instructions by track bulletin to cover defects other than a broken rail on main track or siding:

" (Defect description) " between MP ____ and MP ____ . Stop and inspect before passing over unless verbal authority to pass over, including speed permitted, is received from train dispatcher or employee at the location."

Passing over a broken rail on the main track or siding requires permission from a qualified MW employee at the location.

26.1.3 Unsafe Weather Conditions

Obtain additional information about any threatening storms. When weather conditions restrict visibility, consult with your supervisor or an officer to decide whether positive protection is necessary.

When trains are stopped waiting for track inspection, they must not be released until conditions are known to be safe.

26.2 Weather Monitors

If the railroad furnishes weather monitoring devices, maintain the devices to receive emergency broadcast weather information. Comply with manufacturer's instructions furnished with the monitoring devices.



If the railroad furnishes televisions as weather monitors, set them to the weather channel at all times.

Notified of Unsafe Weather Conditions

The employee receiving information on weather conditions that could adversely affect railroad operations will immediately notify the train dispatcher on the affected territory. The person assigned to monitor weather conditions will relay the following information to the train dispatcher:

- Time weather warning was received.
- Type of warning or watch (such as tornado, flash flood, severe thunderstorm, etc.).
- Area affected.

WATCH indicates where and when severe weather may occur.

WARNING means severe weather has been reported or will occur at any time; be prepared to take necessary precautions.

26.3 Snow Removal Equipment

When a train is using snow removal equipment to plow snow, protect the train with absolute protection against following trains.

When authorizing MW in the same limits and the MW personnel are on the train handling the snow removal equipment, one common authority may be given to the train for both the train and the MW personnel.



27.0 Emergency Response Requirements

27.1 Emergency Events Involving Freight or Passenger Trains

It is our policy to treat emergency situations affecting freight or passenger trains with the utmost priority and emphasis to reduce the potential of the emergency and minimize personal suffering and inconvenience of all concerned. In such cases, the following instructions will apply.

1. Ascertain as much information from initial notifier as practical.
 - a. What emergency response equipment is needed?
 - b. Are any other tracks blocked?
 - c. Are other railroads or highways blocked?
 - d. Are there other adjacent railroads that could be affected?
 - e. What other threats exist, if any?
2. Secure the area of the emergency from other train movements that could cause unnecessary interference and danger.
3. Make telephone notification to the Service Interruption List as soon as possible.

27.2 Reports of Trespassers or Suspicious Activity

In the event a report is received of suspicious activity, trespassers along the right of way, or unauthorized persons on equipment, obtain and forward to Director/Manager as much detailed information as possible. This should include a description, vehicles in the area, license plate numbers, or any other information that may help in a possible investigation.

If report involves suspicious activity or trespassers:

1. Protect the area, notifying trains if necessary.
2. Notify Response Management Control Center (RMCC).

If report involves vehicles on or near the track:

1. Immediately instruct all trains approaching the area to be prepared to stop short of obstruction.
2. Notify Response Management Control Center (RMCC).
3. If told that vehicle was stuck on track, verify that MW is notified to inspect track.

If report involves livestock on the right of way, advise closely approaching trains.



27.3 Accidents, Injuries and Defects

Reference: GCOR 1.1.3

When a report is received from the field of accidents, injuries, or track or mechanical defects, the train dispatcher must ensure that the necessary safeguards are provided as soon as possible. In case of doubt as to whether operation of train(s) is safe, the train dispatcher must require train(s) to stop and examine the reported defect before proceeding.

If a defect is reported as a broken rail (including field weld failures or "pull-aparts"), movements over the defect must not be permitted until an employee qualified to inspect track

has determined that the defect may be safely passed over and has prescribed an appropriate speed over defect.

27.4 Care for Injured

Reference: GCOR 1.2.1

When advised of an injury, ascertain if emergency services are required.

When responding to report of injuries:

1. Obtain exact location including railroad mile post and public access information.
2. Protect the location.
3. Notify Response Management Control Team (RMCT).
4. Give this priority over other duties.

