BNSF Safety Vision

We believe every accident or injury is preventable. Our vision is that Burlington Northern Santa Fe will operate free of accidents and injuries. Burlington Northern Santa Fe will achieve this vision through:

A culture that makes safety our highest priority and provides continuous self-examination as to the effectiveness of our safety process and performance ...

A work environment, including the resources and tools, that is safe and accident-free where all known hazards will be eliminated or safe-guarded ...

Work practices and training for all employees that make safety essential to the tasks we perform ...

An empowered work force, including all employees, that takes responsibility for personal safety, the safety of fellow employees, and the communities in which we serve.
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1.0 General Responsibilities

1.1 Safety
Safety is the most important element in performing duties. Obeying the rules is essential to job safety and continued employment.

Empowerment
All employees are empowered and required to refuse to violate any rule within these rules. They must inform the employee in charge if they believe that a rule will be violated. This must be done before the work begins.

Job Safety Briefing
Conduct a job safety briefing with individuals involved:
• Before beginning work
• Before performing new tasks
• When working conditions change
The job safety briefing must include the type of authority or protection in effect.

1.1.1 Maintaining a Safe Course
In case of doubt or uncertainty, take the safe course.

1.1.2 Alert and Attentive
Employees must be careful to prevent injuring themselves or others. They must be alert and attentive when performing their duties and plan their work to avoid injury.

1.1.3 Accidents, Injuries, and Defects
Report by the first means of communication any accidents, personal injuries, defects in tracks, bridges, or signals, or any unusual condition that may affect the safe and efficient operation of the railroad. Where required, furnish a written report promptly after reporting the incident.

The employee on whom the responsibility most naturally falls must assume authority until the proper manager arrives.

When an accident occurs at a road crossing, do not cut trees, weeds or make any changes to the scene until representatives from the General Claims Department have investigated.

1.1.4 Condition of Equipment and Tools
Employees must check the condition of equipment and tools they use to perform their duties. Employees must not use defective equipment or tools until they are safe to use. Employees must report any defects to the proper authority.

1.1.5 Inspection After Derailment
After derailed equipment has been rerailed, employees must check the condition of the track to ensure it is safe for the equipment to proceed.

1.2 Personal Injuries and Accidents

1.2.1 Care For Injured
When passengers or employees are injured, do everything reasonable to care for them.
1.2.2 Witnesses

If equipment is involved in personal injury, loss of life, or damage to property, the employee in charge must immediately secure the names, addresses, and occupations of all persons involved, including all persons at the scene when the accident occurred and those that arrived soon after. The employee in charge must secure the names regardless of whether these persons admit knowing anything about the accident.

The employee in charge must also obtain the license numbers of nearby automobiles. When necessary, other employees can assist in obtaining this information, which must be included in reports covering the incident.

Where signaling devices are provided or a flagman is on duty, the employee in charge and assisting employees must try to determine who, among the witnesses, can testify whether the signaling devices were functioning properly or if the flagman was performing his duties properly.

When possible, obtain the names of witnesses who can testify about the bell and whistle signals.

1.2.3 Equipment Inspection

If an accident results in personal injury or death, all tools, machinery, and other equipment involved, including the accident site, must be inspected promptly by the foreman, another person in charge of the work, or other competent inspectors. The inspector must promptly forward to his manager a report of the inspection. The report must include the condition of the equipment and the names of those making the inspection.

The person in charge must secure and maintain custody of the equipment involved, until the Claims Department is contacted and determines disposition.

1.2.4 Mechanical Inspection

When engines, cars, or other equipment are involved in an accident that results in personal injury or death, the equipment must be inspected before it leaves the accident site.

A mechanical department employee must further inspect the equipment at the first terminal. This employee must promptly report inspection results to the proper manager.

1.2.5 Reporting

All cases of personal injury, while on duty or on company property, must be immediately reported to the proper manager and the prescribed form completed.

A personal injury that occurs while off duty that will in any way affect employee performance of duties must be reported to the proper manager as soon as possible. The injured employee must also complete the prescribed written form before returning to service.

1.2.6 Statements

Except when authorized by the proper manager:

- Information concerning accidents or personal injuries that occur to persons other than employees may be given only to an authorized representative of the railroad or an officer of the law.
- Information about the facts concerning the injury or death of an employee may be given only to the injured employee, an immediate relative of the injured or deceased employee, an authorized representative of the railroad, or an officer of the law.
• Information in the files or in other privileged or confidential reports of the railroad concerning accidents or personal injuries may be given only to an authorized representative of the railroad.

1.2.7 Furnishing Information
Employees must not withhold information, or fail to give all the facts to those authorized to receive information regarding unusual events, accidents, personal injuries, or rule violations.

1.3 Rules

1.3.1 Rules, Regulations, and Instructions
Safety Rules. Employees must have a copy of, be familiar with, and comply with all safety rules issued in a separate book or in another form.

Maintenance of Way Operating Rules. Employees governed by these rules must have a current copy they can refer to while on duty.

Hazardous Materials. Employees who in any way handle hazardous materials must have a copy of the instructions or regulations for handling these materials. Employees must be familiar with and comply with these instructions or regulations.

Timetable/Special Instructions. Employees whose duties are affected by the timetable/special instructions must have a current copy they can refer to while on duty.

Classes. Employees must be familiar with and obey all rules, regulations, and instructions and must attend required classes. They must pass the required examinations.

Explanation. Employees must ask their supervisor for an explanation of any rule, regulation, or instruction they are unsure of.

Issued, Cancelled, or Modified. Rules may be issued, cancelled, or modified by track bulletin, general order, or special instructions.

Engineering Instructions. Employees governed by the Engineering Instructions must be familiar with and comply with all their provisions; additionally, a copy of Engineering Instruction No. 1 must be available for reference while on duty.

1.3.2 General Orders
General orders:
• Are numbered consecutively.
• Are issued and cancelled by the designated manager.
• Contain only information and instructions related to rules or operating practices.
• Replace any rule, special instruction, or regulation that conflicts with the general order.

Before beginning each day’s work or trip, trainmen, enginemen, and any others whose duties require, must review general orders that apply to the territory they will work on.

1.3.3 Circulars, Instructions, and Notices
Circulars, instructions, notices, and other information are issued and cancelled by the designated manager. Before beginning each day’s work or trip, trainmen, enginemen, and any others whose duties require, must review those that apply to the territory they will work on.
1.4  **Carrying Out Rules and Reporting Violations**
Employees must cooperate and assist in carrying out the rules and instructions. They must promptly report any violations to the proper supervisor. They must also report any condition or practice that may threaten the safety of trains, passengers, or employees, and any misconduct or negligence that may affect the interest of the railroad.

1.5  **Drugs and Alcohol**
The use or possession of alcoholic beverages while on duty or on company property is prohibited. Employees must not have any measurable alcohol in their breath or in their bodily fluids when reporting for duty, while on duty, or while on company property.

The use or possession of intoxicants, over-the-counter or prescription drugs, narcotics, controlled substances, or medication that may adversely affect safe performance is prohibited while on duty or on company property, except medication that is permitted by a medical practitioner and used as prescribed. Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty, or while on company property.

1.6  **Conduct**
Employees must not be:
1. Careless of the safety of themselves or others
2. Negligent
3. Insubordinate
4. Dishonest
5. Immoral
6. Quarrelsome
   or
7. Discourteous
Any act of hostility, misconduct, or willful disregard or negligence affecting the interest of the company or its employees is cause for dismissal and must be reported. Indifference to duty, or to the performance of duty, will not be tolerated.

1.6.2  **Notification of Felony Conviction**
The conduct of any employee leading to conviction of any felony is prohibited. Any employee convicted of a felony must notify the proper authority of that fact within 48 hours after the employee receives notice of the conviction.

1.7  **Altercations**
Employees must not enter into altercations with each other, play practical jokes, or wrestle while on duty or on railroad property.

1.8  **Appearance**
Employees reporting for duty must be clean and neat. They must wear the prescribed uniform when required.

1.9  **Respect of Railroad Company**
Employees must behave in such a way that the railroad will not be criticized for their actions.
1.10 Games, Reading, or Electronic Devices
Unless permitted by the railroad, employees on duty, must not:
- Play games.
- Read magazines, newspapers, or other literature not related to their duties.
  or
- Use electronic devices not related to their duties.

1.11 Sleeping
Employees must not sleep while on duty, except as outlined under Rule 1.11.1 (Napping).
Employees reclined with their eyes closed will be in violation of this rule.

1.11.1 Napping
Napping is permitted under the following conditions:
- During meal period.
  or
- When employee is working outside their normal working hours or when they have worked outside their normal working hours in the last 24 hours.

The employee in charge must approve all naps. Naps may be approved when work group is waiting for authority, waiting for other work groups, etc.

EXCEPTION: Lone workers must enter the word “Nap” and the time the nap was initiated on the line captioned “time form completed” of the Statement of On-Track Safety. Before napping the employee must take the necessary precautions to protect themselves and railroad property. The nap period must not exceed 45 minutes. The period is not limited to the time sleeping but includes the advance time needed to fall asleep. The normal requirements of the MWOR, Timetable Special Instructions, MW Safety Rules, and other operating instructions are suspended for the employee taking the nap. All employees are encouraged to perform stretches prior to returning to work after taking a nap.

1.12 Weapons
While on duty or on railroad property, employees must not have firearms or other deadly weapons, including knives with a blade longer than 3 inches. Employees may possess these weapons only if they are authorized to use them to perform their duties, or if they are given special permission by the designated manager.

1.13 Reporting and Complying with Instructions
Employees will report to and comply with instructions from supervisors who have the proper jurisdiction. Employees will comply with instructions issued by managers of various departments when the instructions apply to their duties.

1.14 Employee Jurisdiction
Employees are under the jurisdiction of the supervisors of the railroad they are operating on.

When operating on another railroad, unless otherwise instructed, employees will be governed by:
- Safety rules and hazardous materials instructions of the railroad they are employed by.
- The operating rules and timetable/special instructions of the railroad they are operating on.
1.15 Duty—Reporting or Absence
Employees must report for duty at the designated time and place with the necessary equipment to perform their duties. They must spend their time on duty working only for the railroad. Employees must not leave their assignment, exchange duties, or allow others to fill their assignment without proper authority. Continued failure by employees to protect their employment will be cause for dismissal.

1.16 Subject to Call
Employees subject to call must indicate where they can be reached and must not be absent from their calling place without notifying those required to call them.

1.17 Hours of Service Law
Employees must be familiar and comply with the requirements of the federal hours of service law. Employees are expected to use off-duty time so they are prepared for work.

If an employee is called to report for duty before legal off-duty time has expired, before accepting the call to work, the employee must notify the individual making the call that off-duty time has not expired.

A. Notification
When communication is available, employees must notify the train dispatcher or another authority of the time the law requires them to be off duty. Employees must provide notification early enough that they may be relieved, or transportation provided, before they exceed the hours of service.

B. Exceeding the Law
Employees must not exceed the hours of service law without proper authority.

1.18 Unauthorized Employment
Employees must not engage in another business or occupation that would create a conflict of interest with their employment on the railroad or would interfere with their availability for service or the proper performance of their duties.

1.19 Care of Property
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.

1.20 Alert to Train Movement
Employees must expect the movement of trains, engines, cars, or other movable equipment at any time, on any track, and in either direction.

Employees must not stand on the track in front of an approaching engine, car, or other moving equipment.

Employees must be aware of location of structures or obstructions where clearances are close.

1.21 Occupying Roof
Employees whose duties require them to occupy the roof of a car or engine must do so only with proper authority and when the equipment is standing.

1.22 Not Permitted on Equipment
Unauthorized persons must not be permitted on equipment.
1.23 **Altering Equipment**
Without proper authority, employees must not alter, nullify, change the design of, or in any manner restrict or interfere with the normal function of any device or equipment on engines, cars, or other railroad property, except in the case of an emergency. Employees must report to the proper supervisor changes made in an emergency.

1.24 **Clean Property**
Railroad property must be kept in a clean, orderly, and safe condition. Railroad buildings, facilities, or equipment must not be damaged or defaced. Only information authorized by the proper manager or required by law may be posted on railroad property.

1.25 **Credit or Property**
Unless specifically authorized, employees must not use the railroad’s credit and must not receive or pay out money on the railroad account. Employees must not sell or in any way get rid of railroad property without proper authority. Employees must care for all articles of value found on railroad property and promptly report the articles to the proper authority.

1.26 **Gratuities**
Employees must not discriminate among railroad customers. Employees must not accept gifts or rewards from customers, suppliers, or contractors of the railroad unless authorized by the proper manager.

1.27 **Divulging Information**
Employees who make up, handle, or care for any of the following must not allow an unauthorized person to access them or disclose any information contained in them:
- Correspondence
- Reports
- Books
- Bills of Lading
- Waybills
- Tickets
- Statistics

1.28 **Fire**
Employees must take every precaution to prevent loss and damage by fire.

Employees must report promptly to the train dispatcher any fires seen on or near the right of way, unless the fires are being controlled. If there is danger of the fire spreading to a bridge or other structure, crew members must stop their train and help extinguish the fire.

Cause of fire, if known, must be promptly reported.

1.33 **Loading Freight Cars**
Freight cars must be loaded safely.

If width or height approaches clearance restrictions, movement must be cleared with the proper authority.
1.34 Flat Spots
If a wheel on a piece of equipment has a flat spot more than 2 1/2 inches long, or if the wheel has adjoining flat spots that are each at least 2 inches long, the equipment must not be moved faster than 10 MPH. Such equipment must be set out at the first available point.

1.35 Dump Doors
Be sure dump doors on cars are closed after a load is dumped. If car must be moved short distances with the dump doors open, make sure the doors and chains will clear tracks and crossings.

1.44 Duties of Train Dispatchers
Train dispatchers supervise train movement and any employees connected with that movement.

1.45 Duties of Bridgetenders
Bridgetenders must have a copy of and comply with instructions for control operators and bridgetenders.

1.46 Duties of Yardmasters
At locations where a yardmaster is on duty, employees must comply with the yardmaster’s instructions when the employees’ duties affect yard movement. At locations where no yardmaster is on duty, employees must comply with the instructions of the designated employee.

1.48 Encroachment
Encroachment on railroad property, including building occupancy or the unauthorized dumping or storage of material having an adverse environmental impact, is prohibited.

When observing outside parties performing work that may encroach on the right-of-way, report the location and the nature of work to the proper authority.

Livestock found on railroad property must be driven away or handled as directed.
2.0 Railroad Radio Rules

2.1 Transmitting
Any employee operating a radio must do the following:

- Before transmitting, listen long enough to make sure the channel is not being used.
- Give the required identification.
- Not proceed with further transmission until acknowledgment is received.

2.2 Required Identification
Employees transmitting or acknowledging a radio communication must begin with the required identification. The identification must include the following in this order:

- For base or wayside stations:
  - Name or initials of the railroad.
  - Name and location or other unique designation.
- For mobile units:
  - Name or initials of the railroad.
  - Train name (number), engine number, or words that identify the precise mobile unit.

If communication continues without interruption, repeat the identification every 15 minutes.

Short Identification
After making a positive identification for switching, classification, and similar operations within a yard, fixed and mobile units may use a short identification after the initial transmission and acknowledgment.

2.3 Repetition
An employee who receives a transmission must repeat it to the person transmitting the message, except when the communication:

- Concerns yard switching operations.
- Is a recorded message from an automatic alarm device.
  
or
- Is general and does not contain any information, instruction, or advice that could affect the safety of a railroad operation.

2.4 Ending Transmission
Employees using a radio for transmissions must state to the employee receiving the transmission the following as it applies to indicate that the communication has ended or is completed:

“OVER”—when a response is expected.

or

“OUT”—preceded by required identification—when no response is expected.

However, these requirements do not apply to yard switching operation.
2.6 Communication Not Understood or Incomplete

An employee who does not understand a radio communication or who receives a communication that is incomplete must not act upon the communication and must treat it as if it was not sent.

**EXCEPTION:** An employee who receives information that may affect the safety of employees or the public or cause damage to property must take the safe course. When necessary, stop movement until the communication is understood.

2.7 Monitoring Radio Transmissions

Radios in attended base stations or mobile units must be turned on to the appropriate channel with the volume loud enough to receive communications. Employees attending base stations or mobile units must acknowledge all transmissions directed to the station or unit.

2.8 Acknowledgment

An employee receiving a radio call must acknowledge the call immediately unless doing so would interfere with safety.

2.9 Misuse of Radio Communications

Employees must not use radio communication to avoid complying with any rule.

2.10 Emergency Calls

Emergency calls will begin with the words “Emergency,” “Emergency,” “Emergency.” These calls will be used to cover initial reports of hazardous conditions which could result in death or injury, damage to property or serious disruption of railroad operations such as:

- derailments
- collisions
- storms
- washouts
- fires
- track obstructions
  or
- emergency brake applications

In addition, emergency calls must be made for the following:

- overrunning limits of authority
  or
- overrunning Stop indications.

Emergency calls must contain as much complete information on the incident as possible.

All employees must give absolute priority to an emergency communication. Unless they are answering or aiding the emergency call, employees must not send any communication until they are certain no interference will result.
2.11 Prohibited Transmissions
Employees must not transmit a false emergency or an unnecessary or unidentified communication. Employees must not use indecent language over the radio. Employees must not reveal the existence, contents, or meaning of any communication (except emergency communications) to persons other than those for whom it is intended, or those whose duties may require knowing about it.

2.12 Fixed Signal Information
Employees must not use the radio to give information to a train or engine crew about the name, position, aspect, or indication displayed by a fixed signal, unless the information is given between members of the same crew or the information is needed to warn of an emergency.

2.13 In Place of Hand Signals
When the radio is used instead of hand signals, information must include the direction and distance to be traveled.

Movement must stop within half of the distance specified unless additional instructions are received.

2.14 Mandatory Directive
Mandatory directives are authorities to occupy a main track or speed restrictions that affect the movement of equipment.

Mandatory directives are:
- Track warrants
- Track bulletins
- Track and time
- Track permits

When transmitted by radio, a mandatory directive must be transmitted according to applicable operating rules and the following:
- The train dispatcher must state that a mandatory directive will be transmitted.
- The employee must inform the train dispatcher when ready to copy, stating the employee’s name, identification and location. An employee operating the controls of moving equipment may not copy a mandatory directive. In addition, a mandatory directive must not be transmitted to moving equipment if the operator of the equipment feels that the transmission could adversely affect safe operation.
- The employee receiving a mandatory directive must copy it in writing using the format outlined in the operating rules.
- Mandatory directives that have been fulfilled or canceled shall be marked in accordance with applicable operating rules and retained for the duration of that tour of duty.
- A mandatory directive may not be released by an employee at the controls of moving equipment.

2.15 Phonetic Alphabet
If necessary, a phonetic alphabet (Alpha, Bravo, Charlie, etc.) will be used to pronounce clearly any letter used as an initial, except initial letters of railroads.
2.16 **Assigned Frequencies**

The railroad must authorize any radio transmitters used in railroad service. Radio transmitters must operate on frequencies the Federal Communications Commission assigns the railroad. Employees are prohibited from using other transmitters or railroad frequencies not assigned to that particular territory.

2.17 **Radio Testing**

Test radios to be used as soon as possible before the beginning of a work assignment.

The radio test must include an exchange of voice transmissions with another radio. The test must confirm the quality of the radio's transmission.

2.18 **Malfunctioning Radio**

Malfunctioning radios must not be used. As soon as possible, notify the train dispatcher or other affected employees that the radio is not working.

2.19 **Blasting Operations**

Employees must not operate radio transmitters located less than 250 feet from blasting operations.

2.20 **Internal Adjustments**

Employees are prohibited from making internal adjustments to a railroad radio unless they are specifically authorized by the FCC or hold a current Certified Technician’s Certificate. Employees authorized to make adjustments must carry their FCC operator license, Certified Technician’s Certificate, or verification card while on duty.

2.21 **Requirement for Roadway Workers**

Maintenance of way equipment operating without locomotive assistance between work locations shall have a working radio on at least one unit in each multiple piece of maintenance of way equipment traveling together under the same movement authority. The operators of each additional piece of maintenance of way equipment shall have communications capability with each other, which can include the ability to pass and receive hand and other signals.

Each maintenance of way work group shall have intra-group communications capability upon arriving at the work site, which can include the ability to pass and receive hand and other signals.

Each employee providing protection for a work group, and each lone worker, shall maintain immediate access to a working radio, which can be a portable radio capable of monitoring transmissions from train movements in the vicinity.
3.0 Standard Time

3.1 Standard Clocks
Standard clocks will be labeled with a sign that reads "Standard Clock."
Employees responsible for setting standard clocks will make sure clocks show the correct time.
Continental time (0100 hours, 0200 hours, etc.) may be used.

3.2 Watch Requirement
While on duty, all employees who do not work in an office with a standard clock must have a watch. The watch must:
- Be in good working condition and reliable.
- Display hours, minutes, and seconds.
- Display hours in Arabic numbers (1, 2, 3, etc.).

3.3 Time Comparison
Every day before beginning work, all employees must do one of the following:
- Compare their watch with a standard clock.
- Ask the train dispatcher for the correct time.
- Compare their watch with an employee who has the correct time.
  or
- Compare their watch with the time service designated in the special instructions.
Employees must make sure their watch does not vary from the correct time by more than 30 seconds.
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4.0 Timetables

4.1 New Timetable
The moment a new timetable goes into effect, it will replace the previous one.

4.1.1 Notice of New Timetable
At least 24 hours before a new timetable goes into effect, notification will be made by general order. A track bulletin will also be issued at least 24 hours before the new timetable goes into effect and continue for 6 days after the effective date.

4.2 Special Instructions
Special instructions will replace any rule or regulation with which they conflict.

4.3 Timetable Characters
Timetable characters are letters and symbols located in the timetable station column. These letters and symbols indicate the special conditions at specific locations (such as yard limits and manual interlockings). A timetable station column may also include information on the method of operation (such as TWC, ABS or CTC). The following timetable characters are in effect:

A........Automatic Interlocking
B..........General orders, notices, and circulars
C.........Radio communication
g.........Gate, normal position against conflicting route
G.........Gate, normal position against this subdivision
J.........Junction
M.........Manual interlocking
P.........Telephone
R.........Restricted Limits
S.........Railroad crossing protected by permanent stop sign
T.........Turning facility
U.........Railroad crossing not protected by signals or gates
X.........Crossover
X(2)......Multiple crossovers
Y.........Yard Limits
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5.0 Signals and Their Use

5.1 Signal Equipment
Employees who give or display signals must have the proper appliances. Appliances must be in good condition and ready to use.

5.2 Receiving and Giving Signals
5.2.1 Looking for Signals
To recognize and follow signals correctly, employees must:
- Always be on the lookout for signals.
- Comply with the intent of the signal.
- Not act on any signal that they do not understand or that may be intended for other trains or engines.

5.2.2 Signals Used by Employees
To give clear signals during the day and at night, employees must:

A. During the Day
1. Use the correct color of flags or lights.
2. Use day signals from sunrise to sunset.

B. At Night
1. Use the correct color of reflectorized flags or lights.
2. Use night signals from sunset to sunrise or when day signals cannot be seen clearly.

Flags may be made from cloth, metal, or other suitable material.

5.2.3 Flagging Kits
All gang vehicles must carry a full railroad flagging kit in approved containers. Vehicles carrying hazardous materials must also carry the full flagging kit as long as the flagging kit is stored in a separate metal container or compartment that cannot be penetrated by the hazardous materials being transported.

If a vehicle carrying hazardous materials cannot meet this requirement, employees must carry a plastic tube with two red flags and four staffs.

A full flagging kit will consist of the following:

Gang Vehicles:

<table>
<thead>
<tr>
<th>Single Track</th>
<th>Two or More Tracks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Flag - 6</td>
<td>Red Flag - 10</td>
</tr>
<tr>
<td>Red Fusees - 12</td>
<td>Red Fusees - 12</td>
</tr>
</tbody>
</table>

One-Man Vehicles:

<table>
<thead>
<tr>
<th>Single Track</th>
<th>Two or More Tracks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Flag - 3</td>
<td>Red Flag - 5</td>
</tr>
<tr>
<td>Red Fusees - 6</td>
<td>Red Fusees - 6</td>
</tr>
</tbody>
</table>

5.3 Hand and Radio Signals

5.3.1 Hand Signals
The following diagram illustrates the hand signals for a train or engine to stop, proceed, or back up.
Description of Signal | Indication | Movement
--- | --- | ---
1. Swung at a right angle to the track | STOP | ![Diagram A.]
2. Raised and lowered vertically | PROCEED | ![Diagram A.]
3. Swung slowly in a circle at a right angle to the track | BACK UP | ![Diagram A.]

Employees may use other hand signals only if all crew members understand the signals. When employees are not giving hand signals, they must not make any gestures or movements that may resemble a hand signal.

### 5.3.2 Giving Signals

Employees who give signals must:

- Make sure signals can be plainly seen.
- Give signals clearly so they can be understood.
- Give signals on the engineer’s or operator’s side of the track when practical.

### 5.3.3 Signal Disappearance

If a person disappears who is giving the signal to back or shove, or the light being used disappears, the backing or shoving movement must stop.

### 5.3.4 Signal to Stop

Any object waved violently by any person on or near the track is a signal to stop.

### 5.3.5 Explain Stop Signal

When a flagman stops a train, the flagman must thoroughly explain to the engineer why the train was stopped before it can proceed.

### 5.3.6 Radio and Voice Communication

Employees may use radio and other means of voice communication to give information when using hand signals is not practical. Employees must make sure crew members:

- Know which moves will be made by radio communication.
- Understand that while using the radio, the operators of equipment will not accept any hand signals, unless they are Stop signals.

### 5.3.7 Radio Response

When radio communication is used to make movements, crew members must respond to specific instructions given for each movement. In addition:
Radio communications for backing and shoving movements must specify the direction and distance and must be acknowledged when distance specified is more than four cars.

Movement must stop within half of the distance specified unless additional instructions are received.

5.4 Flags for Temporary Track Conditions

5.4.1 Temporary Restrictions
Track bulletins, track warrants, or general orders may restrict or stop train movements because of track conditions, structures, men, or equipment working. Yellow flags will be used for temporary speed restrictions. Yellow-red flags will be used when a train may be required to stop. If flags cannot be immediately displayed, that information will be included in the track bulletin, track warrant or general order.

When a track condition requires protection, this protection must be established through the use of Rule 6.19 Flag Protection until track bulletin or track warrant can be issued.

Only flags or lights that meet system standards will be used with temporary track conditions to restrict or stop the movement of trains or on-track equipment.

Track Bulletins and Track Warrants
When a condition exists that requires a train to be restricted, advise the train dispatcher of the location of the restriction by using mile posts and tenths of a mile from mile posts. The location must include the station names located immediately outside the location of the restriction. Unless approved electronic method is used, a request for a track bulletin Form B must be made by providing the required information to the train dispatcher on the form entitled, “Request/Verification of Track Bulletin Form B.”

Track bulletins and track warrants that have been requested are not in effect until:

• A copy of the track bulletin or track warrant is received.

or

• The train dispatcher advises that all trains will be protected by track bulletin or track warrant.

Speed Restrictions
Speed restrictions will only be given to trains by the train dispatcher, except as outlined in Rule 5.4.7 (Display of Red Flag or Light) or Rule 15.2 (Protection by Track Bulletin Form B).

5.4.2 Display of Yellow Flag
A. Restriction Specified in Writing

Two Miles Ahead of Restricted Area. Yellow flags warn trains to restrict movement because of track conditions or structures. To make sure train movement is restricted at the right location, employees must display a yellow flag 2 miles before the restricted area.

[Diagram A.]
Less than Two Miles Ahead of Restricted Area. When the restricted area is close to a terminal, junction, or another area, employees will display the yellow flag less than 2 miles before the restricted area. This information will also be included in the track bulletin, track warrant, or general order.

[Diagram B.]

Once the Train Reaches the Restricted Area. The speed specified by track warrant, track bulletin, general order or radio speed restriction must not be exceeded until the rear of the train clears the restricted area.

B. Restriction Is Not Specified in Writing

When a yellow flag is displayed and the restriction is not specified by a track bulletin, track warrant, or general order, once the train is 2 miles beyond the yellow flag, crew members must:

1. Continue moving the train but at a speed not exceeding 10 MPH.
2. Resume speed only after the rear of the train has:
   a. Passed a green flag.
   or
   b. Traveled 4 miles beyond the yellow flag and the train dispatcher has verified that no track bulletin or track warrant is in effect specifying a temporary speed restriction at that location.

[Diagram C.]

Observe the following guidelines when using yellow flags to restrict train movement into areas that require a speed restriction.

- Notify the train dispatcher of the speed restriction as soon as possible and advise the dispatcher of the actual location of the yellow flag if it is displayed less than 2 miles from the restriction.
- Display yellow flags 2 miles in advance of the restricted area.
- When the restriction requires the yellow flag to be placed at a siding, a yellow flag must also be placed adjacent to the siding.
- When a restricted area is too close to a terminal or other area to display a yellow flag 2 miles in advance of the restriction, display the yellow flag as far in advance of the restricted area as possible.
5.4.3 Display of Yellow-Red Flag

Maintenance of Way employees may display yellow-red flags from one hour before to one hour after a Form B track bulletin is in effect. During that time, trains may accept verbal permission from the employee in charge as outlined in Rule 15.2 (Protection by Track Bulletin Form B).

The display of yellow-red flags as described does not extend the authorized working time beyond the times listed on the track bulletin Form B.

A. Restriction Specified in Writing

Two Miles Ahead of Restricted Area. Yellow-red flags warn a train to be prepared to stop because of men or equipment. To make sure the train is prepared to stop at the right location, employees must display a yellow-red flag 2 miles before the restricted area.

Less Than Two Miles Ahead of Restricted Area. When the restricted area is close to a terminal, junction, or another area, employees will display the yellow-red flag less than 2 miles before the restricted area. This information will also be included in the track bulletin, track warrant, or general order.

B. Restriction Is Not Specified in Writing

When a yellow-red flag is displayed and the restriction is not specified by a track bulletin, track warrant, or general order, crew members must be prepared to stop short of a red flag 2 miles beyond the yellow-red flag. If a red flag is displayed, proceed as outlined in Rule 5.4.7 (Display of Red Flag or Red Light). If no red flag is displayed:

1. Move at restricted speed.
2. Increase speed only after:
   a. A crew member has received permission from the employee in charge.
   or
   b. The leading wheels of movement are 4 miles beyond the yellow-red flag, and the train dispatcher has verified that no track bulletin or track warrant protecting men or equipment is in effect at that location.

Green flags must not be placed to release a train from the requirements of a yellow-red flag.
Observe the following guidelines:

- Notify the train dispatcher of the restriction as soon as possible and advise the dispatcher of the actual location of the yellow-red flag if it is displayed less than 2 miles from the restriction.
- Display yellow-red flags 2 miles in advance of the restricted area.
- When the restriction requires the yellow-red flag to be placed at a siding, a yellow-red flag must also be placed adjacent to the siding.
- When a restricted area is too close to a terminal or other area to display a yellow-red flag 2 miles in advance of the restriction, display the yellow-red flag as far in advance of the restricted area as possible.

5.4.5 Display of Green Flag

A green flag indicates the end of a speed restriction. If a series of locations requires reduced speeds, the green flags could overlap yellow flags. When this is the case, employees must:

- Place a yellow flag before each speed restriction.
- Place a green flag at the end of the last speed restriction.

![Diagram A.]

Before placing or removing green flags, an employee must communicate with the train dispatcher to determine the existence of overlapping flags.

5.4.7 Display of Red Flag or Red Light

A red flag or red light is displayed where on-track equipment or trains must stop. When approaching a red flag or red light, the train or on-track equipment must stop short of the red flag or red light and not proceed unless the employee in charge gives verbal permission. If permission to proceed is received before the train or on-track equipment stops, the train or on-track equipment may pass the red flag or red light without stopping.

If track bulletin Form B is not in effect, permission must include speed and distance. This speed must not be exceeded until the rear of the train has passed the specified distance from the red flag or red light, unless otherwise instructed by the employee in charge.

Displayed Between Rails. When a red flag or red light is displayed between the rails of a track, the train must stop and not proceed until the flag or light has been removed by an employee of the class that placed it.

Types of Red Flags and Red Lights. Use only the type of red flags or red lights specifically authorized by system standards for use in the protection of impassable track, speed restrictions, track bulletin Form B’s, working limits and for use by designated flagmen.
5.4.8 Flag Location

Flags will be displayed on all main tracks and sidings leading to the track affected.

Flags or red lights must be displayed to the right of the track as viewed from an approaching train. In multiple main track territory or where sidings are adjacent to main track(s), they will be placed on the field side of outside tracks. Red flags or red lights may be displayed between the rails as outlined in Rule 5.4.7 (Display of Red Flag or Red Light). Flags or red lights will be placed in this manner unless otherwise specified by track bulletin, track warrant, special instructions, or general order. It is not permissible to display or affix red flags or red lights to on-track equipment for the purpose of delineating working limits.

When flags are displayed beyond the first rail of an adjacent track, the flags will not apply to the track on which the train is moving.

When placing track flags, the least restrictive flag should be placed first.
(Example: Yellow-red flag then red flag, or green flag then yellow flag.)

When removing track flags, the most restrictive flag should be removed first.
(Example: Red flag then yellow-red flag, or yellow flag then green flag.)

5.5 Permanent Speed Signs

5.5.1 Permanent Speed Signs

Permanent speed restriction signs will be placed in advance of permanent speed restrictions. Speeds will be shown in the timetable or on general order.

Speed restrictions covered by a general order will be protected by permanent speed restriction signs.

Permanent speed signs are not required for trains moving against the current of traffic.

Resume Speed Signs

A permanent resume speed sign or a speed sign showing a higher speed will be placed at the end of each restriction.

Crew members must not exceed the speed shown on each permanent speed restriction sign until the rear of the train:

• Has passed a permanent resume speed sign or a sign showing a higher speed.
  or
• Has cleared the limits of the restriction.

[Diagram A.]
5.5.2 Speed Limit Signs

Diagram A.

Speeds preceded by the letter P apply to passenger trains.
Speeds preceded by the letter F apply to freight trains.
Speeds not preceded by a letter apply to all trains.

Numbers
Numbers on the face of these signs indicate the highest speed permitted over the limits of the restriction.

Two Sets of Numbers
When two sets of numbers are shown, the greater number governs trains consisting entirely of passenger equipment. The lesser number governs all other trains.

Advance Warning Signs
An advance warning sign must be placed 2 miles before the location where the lower speed is in effect.

Speed Signs
Speed signs must be placed at the location where the lower speed is in effect.

Resume Speed Signs
Resume speed signs must be placed at the location where the lower speed is no longer in effect. Normal speed signs may be used in lieu of resume speed signs.

5.6 Unattended Fusee

If a train approaches an unattended fusee burning on or near its track, the train must stop before passing the fusee, if consistent with good train handling.

Diagram A.

A train moving at restricted speed must stop before passing the fusee.

Diagram B.
After the fusee burns out, or after 10 minutes if the fusee is not visible, the train must proceed at restricted speed until the head end is 1 mile beyond the fusee.

If the unattended burning fusee is beyond the first rail of an adjacent track, the fusee does not apply to the track on which the train is moving.

![Diagram C.]

Do not place fusees where they may cause fires.

5.8 Bell and Whistle Signals

5.8.2 Sounding Whistle

When weather conditions impair visibility, sound the whistle frequently.

When other employees are working in the immediate area, sound the required whistle signal before moving.

When a horn is used as a signalling device, the signals in the following table must be used.

Sound whistle signal (7) and ring the bell when approaching roadway workers on or near the track, regardless of any whistle prohibition.

When on-track equipment is observed on adjacent track, sound whistle signal (7) approaching and passing this equipment.

The radio may be used in place of whistle signals, except signals (1) and (7). See following chart.
The required whistle signals are illustrated by “o” for short sounds and “—” for longer sounds:

<table>
<thead>
<tr>
<th>Sound</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1]</td>
<td>Use when persons or livestock are on the track at other than road crossings at grade. In addition, use to warn railroad employees when an emergency exists such as a derailment. When crews on other trains hear this signal, they must stop until it is safe to proceed.</td>
</tr>
<tr>
<td>[6]</td>
<td>Request for signal to be given or repeated if not understood.</td>
</tr>
<tr>
<td>[7]</td>
<td>Approaching public crossings at grade with the engine in front, start signal at the crossing sign. If no sign, or if movement begins between sign and crossing, start signal soon enough before the crossing to provide warning. Prolong or repeat signal until engine occupies the crossing.</td>
</tr>
</tbody>
</table>

Use this signal to warn employees when:
- Approaching men or equipment on or near the track, regardless of any whistle prohibitions.
- View is obstructed.

After this initial warning, train will continue to intermittently sound whistle signal 4 (2 shorts) until head end of train has passed the work location.

5.10 Markers

A marker of the prescribed type must be displayed on the trailing end of the rear car to indicate the rear of the train.

5.10.1 Highly Visible Markers

Display a highly visible marker at the rear of every train as follows:
- From 1 hour before sunset to 1 hour after sunrise.
- When weather conditions restrict visibility to less than 1/2 mile.
5.10.2 Alternative Markers
Display a reflector, red flag, or light fixture at the rear of the train as the marker when any of the following conditions exists:

- A highly visible marker is not required.
- A defective car must be placed at the rear for movement to a repair point.
- The rear portion of the train is disabled and cannot be moved, and a highly visible marker cannot be displayed on the rear of the portion to be moved.
  or
- The highly visible marker becomes inoperative enroute. If this occurs, notify the train dispatcher and move the train to the next forward location where the highly visible marker can be repaired or replaced.

5.11 Engine Identifying Number
Trains will be identified by initials and engine number, adding the direction when required. When an engine consists of more than one unit or when two or more engines are coupled, the number of one unit only will be illuminated as the identifying number. When practical, use the leading unit.

5.12 Protection of Occupied Outfit Cars
This rule outlines the requirements for protecting occupied outfit cars. As used in this rule, the following definitions apply:

- **Outfit Car.** Any on-track vehicle, including outfit, camp, or bunk car or modular home mounted on a flat car to house railroad employees. Such equipment is not considered an outfit car when placed in a wreck train.

- **Effective Locking Device.** When used in relation to a manually operated switch or a derail, a lock that can be locked or unlocked only by the craft or group of workmen applying the lock.

- **Rolling Equipment.** Engines, cars, and one or more engines coupled to one or more cars.

- **Switch Providing Direct Access.** A switch that if used by rolling equipment could permit the rolling equipment to couple to the equipment being protected.

- **Warning Signal.** A white sign that reads “OCCUPIED CAMP CAR” in black lettering. At night, an illuminated white light must also be used.
When occupied outfit cars are placed on a track, the employee in charge of the outfit car occupants (or a designated representative) must provide or request protection using one of the following methods:

A. On a Main Track

One of these two methods or a combination of these methods must be provided:

1. Each manually operated switch that provides direct access to that portion of the main track where occupied outfit cars are located must be lined against movement to that track, secured with an effective locking device, and spiked or clamped. Warning signals must be displayed at or near each switch.

![Diagram A.]

2. If remote control switches provide direct access to the main track where occupied outfit cars are located, the control operator will line the switch against movement to that track and apply blocking devices to the control machine to prevent movement onto that track. The control operator must complete the above tasks before informing the employee requesting protection that protection is provided.

| Blocking devices must not be removed until the employee in charge of the outfit car occupants (or a designated representative) informs the control operator that protection is no longer required. |

a. Warning signals must be displayed at or near each remote control switch.

b. In addition, a derail capable of restricting access to the portion of main track where occupied outfit cars are located must be placed at least 150 feet from the end of the occupied outfit cars. The derail must be locked in derailing position with an effective locking device. Warning signals must be displayed at each derail.

c. The control operator must maintain for 15 days a written record of each notification. The record must contain the following information:
   - Name and craft of employee requesting protection.
   - Identification of track protected.
   - Date and time employee in charge of outfit car occupants is notified that protection was provided.
   - Date, time, name, and craft of employee authorizing removal of protection.
B. On Other Than a Main Track

One of these three methods of protection or a combination of these methods must be provided:

1. Each manually operated switch that provides direct access to the track where occupied outfit cars are located must be lined against movement to that track and secured with an effective locking device. Warning signals must be displayed at or near each switch.

2. If remote control switches provide direct access to the track where occupied outfit cars are located, the control operator will line the switch against movement to that track and apply blocking devices to the control machine to prevent movement onto that track. The control operator must complete the above tasks before informing the employee requesting protection that protection is provided.

Blocking devices must not be removed until the employee in charge of the outfit car occupants (or a designated representative) informs the control operator that protection is no longer required.
a. Warning signals must be displayed at or near each remote control switch.

b. The control operator must maintain for 15 days a written record of each notification. The record must contain the following information:
   - Name and craft of employee requesting protection
   - Identification of track protected
   - Date and time employee in charge of outfit car occupants is notified that protection was provided
   - Date, time, name, and craft of employee authorizing removal of protection

3. A derail capable of restricting access to that portion of the track where occupied outfit cars are located will fulfill the requirements of protection when the derail is:
   a. Positioned at least 150 feet from the end of the occupied outfit cars.
   or
   b. Positioned at least 50 feet from the end of the occupied outfit cars where the maximum speed on that track is 5 MPH.

Warning signals must be displayed at each derail.

C. Warning Signals

When a warning signal is displayed to protect occupied outfit cars:
   1. Occupied outfit cars must not be coupled to or moved.
   2. Rolling equipment must not pass the warning signal.
   3. Rolling equipment must not be placed on the same track in a manner that would block or reduce the crew’s view of the warning signal.

When outfit cars are occupied, hand brakes must be set on each outfit car and any car coupled to outfit cars. If necessary, wheels must be blocked.
5.13 Blue Signal Protection of Workmen

This rule outlines the requirements for protecting railroad workmen who are inspecting, testing, repairing, and servicing rolling equipment. In particular, because these tasks require the workmen to work on, under, or between rolling equipment, workmen are exposed to potential injury from moving equipment.

As used in this rule, the following definitions apply:

Workmen. Railroad employees assigned to inspect, test, repair, or service railroad rolling equipment or components, including brake systems. Train and yard crews are excluded, except when they perform the above work on rolling equipment not part of the train or yard movement they are handling or will handle.

• “Servicing” does not include supplying cabooses, engines, or passenger cars with items such as ice, drinking water, tools, sanitary supplies, stationery, or flagging equipment.

• “Testing” does not include an employee making visual observations while on or along side a caboose, engine, or passenger car. Also, testing does not include repositioning the activation switch or covering the photoelectric cell of the marker when the rear of the train is on the main track. The employee inspecting the marker must contact the employee controlling the engine to confirm that the train will remain secure against movement until the inspection is complete.

Group of Workmen. Two or more workmen of the same or different crafts who work as a unit under a common authority and communicate with each other while working.

Rolling Equipment. Engines, cars, and one or more engines coupled to one or more cars.

Blue Signal. During the day, a clearly distinguishable blue flag or light, and at night, a blue light. The blue light may be steady or flashing.

The blue signal does not need to be lighted when it is attached to the operating controls of an engine and the inside of the engine cab area is lighted enough to make the blue signal clearly distinguishable.

Effective Locking Device. When used in relation to a manually operated switch or a derail, a lock that can be locked or unlocked only by the craft or group of workmen applying the lock.

Car Shop Repair Area. One or more tracks within an area where rolling equipment testing, servicing, repairing, inspecting, or rebuilding is controlled exclusively by mechanical department personnel.

Engine Servicing Area. One or more tracks within an area where engine testing, servicing, repairing, inspecting, or rebuilding is controlled exclusively by mechanical department personnel.

Switch Providing Direct Access. A switch that if used by rolling equipment could permit the rolling equipment to couple to the equipment being protected.

A. What a Blue Signal Signifies

A blue signal signifies that workmen are on, under, or between rolling equipment and requires that:

1. Rolling equipment must not be coupled to or moved, except as provided in “Movement in Engine Servicing Area” and “Movement in Car Shop Repair Area of this Rule.”

2. Rolling equipment must not pass a blue signal on a track protected by the signal.

3. Other rolling equipment must not be placed on the same track so as to block or reduce the view of the blue signal.

   a. However, rolling equipment may be placed on the same track when it is placed on designated engine servicing area tracks or car shop repair area tracks, or when a derail divides a track into separate working areas.

4. Rolling equipment must not enter a track when a blue signal is displayed at the entrance to the track.
Blue signals or remote control blue signals must be displayed for each craft or group of workmen who will work on, under, or between rolling equipment.

**Protection Removed.** Blue signals may be removed only by the craft or group who placed them. Remote control display may be discontinued when directed by the craft or group that requested the protection. When blue signal protection has been removed from one entrance of a double-ended track or from either end of rolling equipment on a main track, that track is no longer under blue signal protection.

**B. How to Provide Protection**

When workmen are on, under, or between rolling equipment and exposed to potential injury, protection must be provided as follows:

**On a Main Track.** A blue signal must be displayed at each end of the rolling equipment.

**On Other Than a Main Track.** One of these three methods of protection or a combination of these methods must be provided:

1. Each manually operated switch, including any facing point crossover switch that provides direct access must be lined against movement onto the track and secured by an effective locking device. A blue signal must be placed at or near each such switch.

   ![Diagram A.]

2. A derail capable of restricting access to the track where work will occur must be locked in derailing position with an effective locking device and:
   a. Positioned at least 150 feet from the rolling equipment to be protected.
   or
   b. Positioned at least 50 feet from the end of rolling equipment on a designated engine servicing track or car shop repair track where speed is limited to not more than 5 MPH. A blue signal must be displayed at each derail.

   ![Diagram B.]

3. Where remote control switches provide direct access, the employee in charge of the workmen must tell the switch operator what work will be done. The switch operator must then:
   a. Inform the employee in charge of the workmen that the switches have been lined against movement onto the track and devices controlling the switches have been secured.
b. Not remove the locking devices unless the employee in charge of the workmen says it is safe to do so.

c. Maintain for 15 days a written record of each notification that includes:
   • Name and craft of the employee in charge of the workmen requesting protection.
   • Identification of track involved.
   • Date and time the employee in charge of workmen is notified that protection was provided.
   • Date, time, name, and craft of the employee in charge of workmen who authorized removal of the protection.

[C] Diagram C.

C. Blue Signal Readily Visible to Engineer
In addition to providing protection as required in “On a Main Track” and “On Other Than a Main Track,” when workmen are on, under, or between an engine or rolling equipment coupled to an engine:
1. A blue signal must be attached to the controlling engine.
2. A blue signal must be visible to the engineer or employee controlling the engine.
3. The engine must not be moved.

[D] Diagram D.

D. Protection for Workmen Inspecting Markers
Blue signal protection must be provided for workmen when they are:
1. Replacing, repositioning, or repairing a marker, and the rear of the train is on any track.
   or
2. Inspecting a marker by repositioning the activation switch or covering the photoelectric cell, and the rear of the train is on other than a main track.

E. Protection for Emergency Repair Work
If a blue signal is not available for employees performing emergency repairs on, under, or between an engine or rolling equipment coupled to an engine, the employee controlling the engine must be notified and appropriate measures taken to provide protection for the employees.

F. Movement in Engine Servicing Area
An engine must not enter a designated engine servicing area until the blue signal protection is removed from the entrance. The engine must stop short of coupling to another engine.
An engine must not leave a designated engine servicing area unless the blue signal is removed from the engine and the track in the direction of movement.

Blue signal protection removed to let engines enter or leave the engine servicing area must be restored immediately after the engine enters or clears the area.

An engine protected by blue signals may be moved on a designated engine servicing area track when:

1. An authorized employee operates the engine under the direction of the employee in charge of workmen.
2. The blue signal has been removed from the controlling engine to be repositioned.
3. Workmen have been warned of the movement.

G. Movement in Car Shop Repair Area

When rolling equipment on car shop repair tracks is protected by blue signals, a car mover may reposition the equipment if:

1. Workmen have been warned of the movement.
2. An authorized employee operates the car mover under the direction of the employee in charge of workmen.

5.14 Signs Protecting Equipment

When a sign reading:

- **STOP—TANK CAR CONNECTED**
- **STOP—MEN WORKING**
- **EMPLOYEES WORKING**
- **SERVICE CONNECTIONS**

or a similar warning is displayed on a track or car, the car must not be coupled to or moved. Other equipment must not be placed on the same track in a manner that would block or reduce the view of the sign.

5.15 Improperly Displayed Signals

If a signal is improperly displayed, or a signal, flag, or sign is absent from the place it is usually shown, regard the signal as showing the most restrictive indication it can give. However, if a semaphore arm is visible, it will govern.

Promptly report improperly displayed signals or absent fixed signals, flags, or signs to the train dispatcher.
6.0 Movement of Trains, Engines and On-Track Equipment

6.1 Repeat Instructions
An employee who verbally receives instructions or information about train or engine movements must repeat them.

6.1.1 Directions and Numbers
When issuing or repeating track and time, track warrants, track bulletins, and OCS, observe the following guidelines:

Directions—Directions (North, South, East, West) must be pronounced, then spelled.

Numbers—When the figure has more than one number:
1. State the number in words. (Example: Three-hundred sixty five)
2. State each figure in the number. (Example: Three, six, five)

When the figure has only one number:
1. State the number. (Example: Three)
2. Spell the word. (Example: T, H, R, E, E)

6.2 Initiating Movement

6.2.1 Train Location
Employees who receive authority to occupy the track after the arrival of a train or to follow a train must ascertain the train’s location by one of the following methods:

- Visual identification of the train.
- Direct communication with a crew member of the train.
- Receiving information about the train from the train dispatcher or control operator.

6.2.2 Electronic Display of Authority

A. Authority Displayed on Electronic Device
Employees may receive authority via an approved electronic device such as a laptop computer, printer or other device. Written authority is not required when using this electronic device.

When received, the authority must be acknowledged using prescribed method associated with the device and remain accessible via the electronic device used to receive this authority.

B. Loss of Electronic Device Functionality
Should the electronic device become inoperable, and the granted authority text is no longer available, the vehicle must be stopped.

Employees must not continue movement until:

- The electronic device returns to normal operation and the granted authority text becomes viewable,
- or
- Train dispatcher or control operator is contacted and written authority is obtained, recording information on the prescribed form.
6.3 **Track Occupancy**

6.3.1 **Main Track Authorization**

Use one of the following on main tracks, controlled sidings or any track where a block signal system is in effect:

- Rule 6.14 (Restricted Limits)
- Rule 9.15 (Track Permit)
- Rule 10.3 (Track and Time)
- Rule 14.0 (Track Warrant)
- Rule 15.2 (Track Bulletin Form B)
- Rule 17.0 (Foul Time)
- Rule 18.0 (Occupancy Control System)

**Working Limits**

- When receiving an authority that is not “joint”, working limits are considered to be established at the limits of authority. Red flags do not need to be displayed.
- When receiving an authority that is “joint”, display red flags if working limits are established. When using “joint” authorities, all working limits (including your own working limits) must be documented on the “Working Limits” form.
- Where authority overlaps track bulletin Form B limits, make all movements under the direction of the employee in charge of the track bulletin Form B. Red flags will only be displayed at the limit of the track bulletin Form B and at main track junctions within the limits.

**Occupying or Fouling Track**

Before occupying a main track, controlled siding or any track where CTC is in effect, employees must have information concerning all track bulletin Form B’s in effect that may overlap their authority.

When employees are unable to obtain authority and it is necessary to foul or occupy a main track or controlled siding, protection must be established in both directions using Rule 6.19 (Flag Protection).

When requesting authority or establishing protection, the employee in charge must ensure that equipment and employees do not occupy or foul the track until authority is received or protection is established. The employee requesting authority must be qualified on these rules and must tell the train dispatcher or control operator exactly where the main track will be entered.

When the work group consists of two or more employees, at least one other employee (rules qualified, if available) in that work group must read, understand and initial the authority prior to equipment or employees fouling the track.

**Overlapping Authority**

When an employee receives “joint” authority, the employee must not occupy the authority limits until employees and/or trains listed on that authority are contacted. A job briefing must determine the location of all working limits. The job briefing must designate only one employee as the EIC of overlapping working limits.

When an employee receives an authority that overlaps a track bulletin Form B, the employee must not occupy the overlapping limits until the EIC of the track bulletin Form B is contacted. Make all movements within the Form B limits under the direction of the employee in charge of the track bulletin Form B. Do not display red flags within the limits of the track bulletin Form B.
When authority is granted behind a train, working limits may not be established until the employee in charge contacts the train(s) listed on the authority. The EIC will inform crew that working limits will be established behind their train. The employee in charge will also inform the train crew that no reverse movements may be made without first contacting the employee in charge.

**Multiple Work Group — Job Briefing**

When two or more work groups are using the same authority, the EIC of the authority must have a job briefing with each work group.

**Multiple Work Group — Documentation**

The employee in charge of the authority must document the following on the “Multiple Work Groups Using the Same Authority” form:

- Authority number
- Name of each work group using the authority
- Time acknowledgment received
- Time authority limits are cleared

When working limits have been established, the employee in charge of the other work group must document the following on the “Working Limits” form:

- Working limits
- EIC of the working limits
- At time
- Clear time

**Releasing Authorities**

Track and Time, Track Permits, Track Warrants, Foul Time and Occupancy Control System limits must be cleared and reported clear to the control operator or train dispatcher before time expires. Before any of these authorities are released, all equipment and employees must be clear of the limits and reported clear to the designated control operator or train dispatcher.

The employee must request any additional time before the authorized time has expired. If the employee can not clear the track before the expiration time of the authority, authority is extended until the control operator or train dispatcher is contacted.

**Train Coordination**

Employees may use a train's authority to establish working limits for track maintenance. To establish the working limits, the train must be in view and stopped. The employee in charge of working limits will communicate with a member of the train crew and determine that:

- Movements will be made only as permitted by the employee in charge until the working limits have been released to the train crew by that employee.
- The train will not release its authority within the limits until those working limits have been released by the employee in charge.

**Establish Working Limits**

Working limits may be established within a train's authority limits as follows:
A. TWC Territory
1. With a train having authority to move in either direction that is not joint.
   or
2. With a train having authority to move in one direction only, working limits must not be established:
   • Behind the train.
   • More than one block in advance of the train or beyond any location that a train or engine could enter the track between the employee in charge of the working limits and the train.

B. Rule 9.15 (Track Permit)
With a train having the only track permit authority within the limits.

C. Rule 9.14 (Current of Traffic)
With a train having authority to move with the current of traffic, working limits must not be established:
• Behind the train.
• More than one block in advance of the train or beyond any location that a train or engine could enter the track between the employee in charge of the working limits and the train.

D. CTC Territory
1. With a train having track and time authority that is not joint.
   or
2. With a train having authority to move in one direction only, working limits must not be established:
   • Behind the train.
   • More than one block in advance of the train or beyond any location that a train or engine could enter the track between the employee in charge of the working limits and the train.

E. Train Coordination - OCS territory
Employees may use a train's permission in OCS territory in the same manner as using a train's authority. Working limits may be established within a train’s OCS limits as follows:
1. With a train having permission to move in either direction that is not joint.
   or
2. With a train having permission to move in one direction only, working limits must not be established:
   • Behind the train.
   • More than one block in advance of the train or beyond any location that a train or engine could enter the track between the employee in charge of the working limits and the train.

6.3.2 Protection on Other Than Main Track
To establish protection on a track other than a main track, controlled siding or any track where a block signal system is in effect, use one or a combination of the following:
• All switches that provide direct access to the track must be:
  - Lined against movement.
  - Properly tagged.
  - Effectively spiked, clamped or locked with an effective locking device.

• A red flag or light must be placed as outlined in Rule 5.4.7 (Display of Red Flag or Light). A derail capable of restricting access to the track where work will occur must be locked in derailing position near the red flag or light with an effective locking device. The red flag or light must be placed at least 150 feet from the work location when the track speed is greater than 5 MPH and at least 50 feet from the work location when the track speed is 5 MPH or less.

• When remote control switches, including those in a hump yard, are operated by a control operator or other designated employee, employees must establish protection as outlined below:
  - The employee requesting protection must notify the employee controlling the switches that provide access from the hump to the track where the work will occur.
  - After being notified, the switch controller must line any remote control switch against movement to the affected bowl track and apply a locking or blocking device to the control for that switch.
  - The switch controller must then notify the employee that protection is provided. Protection will be maintained until the switch controller is advised that work is complete and protection is no longer required.

• Place a flagman to hold all trains and on-track equipment clear of the working limits.
• Establish discontinuity in the rail to prevent movement into the working limits. Place red flags 150 feet in advance of the working limits.
• Establish working limits on main track or controlled siding to prevent movement to other than main tracks.

When establishing protection, the employee in charge must ensure that equipment and employees do not occupy or foul the track until protection is established. The employee assigned the responsibility of yard movements must be notified of the work to be done.

**Protection Within Car Shop, Repair or Engine Servicing Areas**

Before establishing working limits, the roadway worker in charge must conduct a job briefing with the mechanical employee in charge of the Car Shop, Repair or Engine Servicing Area. When locomotives, cars or motorized on-track equipment are on the track where working limits will be established, the roadway worker in charge and the mechanical employee in charge must jointly establish safeguards to protect the working limits against other movements. The roadway worker in charge must notify the mechanical employee in charge when work is completed and working limits have been cleared.

**Protection Within Intermodal Hub Facility**

Before establishing working limits, the roadway worker in charge must conduct a job briefing with the intermodal ramp coordinator. When locomotives, cars or motorized on-track equipment are on the track where working limits will be established, the roadway worker in charge and the designated intermodal employee in charge must jointly establish safeguards to protect the working limits against other movements. The roadway worker in charge must notify the intermodal employee in charge when work is completed and working limits have been cleared.
6.3.3 Visual Detection of Trains

Authority or protection is not required when using visual detection of trains as outlined below:

A. Lone Workers

Lone workers using individual train detection must complete the form entitled, “Statement of On-Track Safety” prior to fouling a track. The completed form must be in the employee’s possession when used to establish on track safety.

**STATEMENT OF ON-TRACK SAFETY**

A lone worker using individual train detection to establish on-track safety, or an employee assigned as a lookout, must complete this form prior to fouling a track.

To complete this form:

1. Provide the following information:
   - Name: __________________ Date: __________________
   - Division: ______________ Subdivision: ____________
   - Location: From MP __________ to MP __________
   - Time form completed: __________________________

2. In the table below, place an X in the box adjacent to the maximum authorized speed of trains at the location specified above. Observe the minimum required distance between the approaching train and the employee(s) when the place of safety has been reached.

<table>
<thead>
<tr>
<th>Maximum Authorized Speed in MPH</th>
<th>Minimum Separation Upon Reaching Place of Safety in Feet</th>
<th>Maximum Authorized Speed in MPH</th>
<th>Minimum Separation Upon Reaching Place of Safety in Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>X 110 50</td>
<td>1,100</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>X 220 55</td>
<td>1,210</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>X 330 60</td>
<td>1,320</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>X 440 65</td>
<td>1,430</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>X 550 70</td>
<td>1,540</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>X 660 75</td>
<td>1,650</td>
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</tr>
<tr>
<td>35</td>
<td>X 770 80</td>
<td>1,760</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>X 880 85</td>
<td>1,870</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>X 990 90</td>
<td>1,980</td>
<td></td>
</tr>
</tbody>
</table>

Note: When the maximum authorized speed is not shown on the form, use the next higher speed.

Each employee providing protection for a work group, and each lone worker, shall maintain immediate access to a working radio, which can be a portable radio capable of monitoring transmissions from train movements in the vicinity.

**Lone Worker Responsibilities**

Lone workers must:

- Identify a place of safety prior to fouling a track.
- Position themselves in a predetermined place of safety at least 15 seconds prior to the arrival of the train moving at maximum authorized timetable speed as indicated in the Statement of On-Track Safety.
Conditions for Use

Lone workers may perform minor work or a routine inspection using individual train detection when they meet all of the following conditions:

- The work will not affect the movement of trains.
- The lone worker is able to visually detect the approach of a train moving at maximum authorized speed and position themselves in a predetermined place of safety at least 15 seconds prior to the arrival of the train as indicated on the Statement of On-Track Safety.
- Power-operated tools or roadway maintenance machines are not in use within hearing distance.
- The ability to hear and see approaching trains and other on-track equipment is not impaired by background noise, lights, precipitation, fog, a passing train or other physical condition.
- The work is performed outside the limits of a control point or a remotely controlled hump yard facility. Automatic interlockings are not control points.

B. Lookouts

Work groups may use a lookout to perform minor work or a routine inspection using train approach warning.

Lookout Responsibilities

Lookouts must adhere to the following:

- Be trained and rules qualified.
- Identify a place of safety where they and employees they are protecting can go when a train approaches.
- Communicate the place of safety to the other employees prior to the track being fouled.
- Devote their full attention to detecting the approach of trains and warning employees.
- Warn employees and have them positioned in a predetermined place of safety at least 15 seconds prior to the arrival of the train moving at maximum authorized speed as indicated in the Statement of On-Track Safety.
- Use a method to warn employees of the approach of a train or on-track equipment that:
  - Is distinctive, clear and unquestionable.
  - Does not require employees to be looking in any particular direction.
  - Can be detected by employees regardless of noise or work distractions.
  - Is identified in the job safety briefing.

Employees who depend upon a lookout for protection must always remain in a position that allows them to receive warnings communicated by the lookout.

Conditions for Use

Work groups may use a lookout to perform minor work or a routine inspection using train approach warning when they meet all of the following conditions:

- The work will not affect the movement of trains.
- Lookouts must be able to visually detect the approach of a train moving at maximum authorized speed. They must position themselves and the members of the work group in a predetermined place of safety at least 15 seconds prior to the arrival of the train as indicated on the Statement of On-Track Safety.
• The ability to communicate a warning to all members of the work group upon the approach of trains and other on-track equipment is not impaired by background noise, lights, precipitation, fog, a passing train or other physical condition.

6.4 Reverse Movements
Make reverse movements on any main track at restricted speed and only within the limits on-track equipment has authority to occupy the track.

6.5 Handling Cars Ahead of Engine
When cars or engines are shoved and conditions require, a crew member must take an easily seen position on the leading car or engine, or be ahead of the movement, to provide protection. Cars or engines must not be shoved until the equipment operator knows who is protecting the point of the movement and how protection will be provided. Cars or engines must not be shoved to block other tracks until it is safe to do so.

When cars are shoved on a main track or controlled siding in the direction authorized, movement must not exceed:
• 20 MPH for freight trains and on-track equipment.
• Maximum timetable speed for snow service unless a higher speed is authorized by employee in charge.

6.8 Stopping Clear for Meeting or Passing
When stopping in the clear to be met by a train and the length of track permits, on-track equipment must stop 400 feet from the signal or the clearance point of the facing point switch.

6.13 Use of Yard Limits
6.13.1 Movements Through Yard Limits
Before entering or occupying a main track within yard limits, the operator of on-track equipment must do one of the following:
• Verify that movements in or movements about to enter yard limits will not conflict. The operator of on-track equipment must communicate directly with trains or engines when conflicting movements are known to be present.
• Secure track and time within CTC
• Secure a track permit within Rule 9.15 (Track Permit)
• Secure OCS within Rule 18.0 (Occupancy Control System)
• Place a track bulletin Form B per Rule 15.2 (Track Bulletin Form B)
• Establish flag protection in accordance with Rule 6.19 (Flag Protection)

6.13.2 Maintenance in Yard Limits
Maintenance work performed on a main track within yard limits must be protected by one of the following:
• Secure track and time within CTC
• Secure a track permit within Rule 9.15 (Track Permit)
6.14 Restricted Limits
Between designated points specified by signs and in the special instructions, trains, engines and on-track equipment may use the main track not protecting against other trains, engines and on-track equipment. All movement must be at restricted speed.

Men or equipment may perform maintenance in restricted limits only under the provisions of Rule 6.19 (Flag Protection) or Rule 15.2 (Track Bulletin Form B). On-track equipment may move within restricted limits without displaying a red flag or light.

6.17 Switches at Junctions
The normal position for a junction switch is for through movement on the main track where the junction is an intermediate station.

6.19 Flag Protection
When flag protection is provided to protect on-track equipment, employees or track conditions, flagmen must immediately go at least the distance prescribed by the special instructions or other instructions for that territory and protect all possible access to the restriction. When reaching the correct distance, the flagman must remain there until he or she stops a train or is recalled. Where trains are required to move at restricted speed or under the provisions of Rule 6.28 (Movement on Other Than Main Track), flag protection may be provided by a single flagman located at the obstruction or point to be protected. Flagman must remain at the job site to watch for approaching trains. When a train approaches from either direction, flagman must go toward the approaching train and flag it with a red flag.

Flagmen must:
- Be rules qualified.
- Be sent in both directions to provide protection, unless there is a current of traffic and the train dispatcher has relieved the employee of flagging against the current of traffic. When relieved of flagging against the current of traffic, the flagman must notify the train dispatcher when he or she is clear of the track.
- Never rely on others for information about approaching trains.
- Never estimate the nature, speed or probable time of the next approaching train.
- Each individual flagman should carry a minimum of:
  - Six red fusees.
  - By day, a red flag.
  - By night, a white light.
• If only one flagman is available, the flagman must immediately provide protection in the direction from which the first train is expected. Then they should provide protection in the opposite direction.

6.19.2 Protection of On-Track Equipment
Do not depend on rail detectors and on-track equipment, other than engines or cars, to actuate block signals, interlocking signals, or highway crossing signals or to be under the protection of such signals. Provide flag protection when required.

6.19.3 Acknowledgment of Flagging
When flagged, the engineer must acknowledge stop signals promptly. The flagman must continue giving stop signals until the engineer acknowledges them and reacts to them. After stopping, the engineer must be told why the train was flagged and act accordingly.

6.19.4 Fouling Double Track
In double track or other areas where a current of traffic is in effect, flag protection must be provided against movements against the current of traffic, unless the train dispatcher advises that no movements have been or will be authorized. Employees who receive this advice must notify the train dispatcher when protection is no longer required.

6.19.5 Protection in ABS by Lining Switch
When employees or on-track equipment are within ABS limits and require flag protection, the protection may be provided by lining and locking main track switches (facing or trailing point switches) against movement at or beyond the point where the train or engine will stop movement or clear the main track. When conditions permit, notify the train dispatcher of your intention to employ Rule 6.19.5 prior to lining the switch.

If the switch is located within a block other than the one occupied, do not make movements under this protection until 5 minutes after the switch has been lined. Also, make sure no train or engine is between the switch and the train or engine being protected or is within or closely approaching the block where the switch is located.

Employees and on-track equipment in ABS limits may be protected by lining and locking main track switches. When providing this type of protection, follow these steps for each switch to be lined and locked:

1. Reverse the switch.
2. Remain at the switch for 5 minutes to ensure a train or engine is not approaching.
   Note: If a train or engine approaches:
   a. Immediately restore the switch to normal position.
   b. After the train or engine is no longer a factor, reverse the switch again.
   c. Remain at the switch for another 5 minutes to ensure a train or engine is not within the limits.
3. To prevent movement from another track, lock the switch with an effective locking device or remain at the switch while protection is required.
4. Place a red flag or light at the switch and at the other end of the working limits.

6.19.6 Protection of Equipment Left on Main Track
Equipment left on a main track or controlled siding does not need flag protection if the train dispatcher gives verbal relief.
The train dispatcher must know that protection is provided. All crews that use the main track at that point must be notified of the equipment location and must move at restricted speed when approaching the location.

6.21 Precautions Against Unusual Conditions

Protect trains, engines and on-track equipment against any known condition that may interfere with their safety. Advise the train dispatcher of such conditions by the first available means of communications.

In unusually heavy rain, storm, or high water, on-track equipment must approach bridges, culverts, and other potentially hazardous points prepared to stop. If they cannot proceed safely, they must stop until it is safe to resume movement.

![Diagram A.]

6.21.2 Water Above Rail

Do not operate trains and engines over tracks submerged in water until the track has been inspected and verified as safe.

Operate engines at 5 MPH or less when water is above the top of the rail. If water is more than 3 inches above the top of the rail, a mechanical department supervisor must authorize the movement.

6.24 Movement on Double Track

On double track, trains must keep to the right unless otherwise instructed.

6.26 Use of Multiple Main Tracks

Unless otherwise indicated in individual subdivision special instructions, multiple main tracks will be designated as follows:

- When using main tracks in a northward or eastward timetable direction, they will be numbered from left to right, beginning with Main 1.
- When using main tracks in a southward or westward timetable direction, they will be numbered from right to left, beginning with Main 1.

6.27 Movement at Restricted Speed

When required to move at restricted speed, movement must be made at a speed that allows stopping within half the range of vision short of:

- Train.
- Engine.
- Railroad car.
- Men or equipment fouling the track.
- Stop signal.
  or
- Derail or switch lined improperly.

When a train or engine is required to move at restricted speed, the crew must keep a lookout for broken rail and not exceed 20 MPH.

Comply with these requirements until the leading wheels reach a point where movement at restricted speed is no longer required.

6.28 **Movement on Other Than Main Track**

Except when moving on a main track or on a track where a block system is in effect, trains, engines and on-track equipment must move at a speed that allows them to stop within half the range of vision short of:

- Train.
- Engine.
- Railroad car.
- Men or equipment fouling the track.
- Stop signal.
  or
- Derail or switch lined improperly.

6.28.3 **Cars or Equipment Left on Siding**

Avoid leaving cars or equipment on sidings unless authorized by the train dispatcher, except in an emergency. In this case, notify the train dispatcher immediately.

Do not perform maintenance on sidings, unless approved by the train dispatcher, except in an emergency. In case of an emergency, notify the train dispatcher immediately.

6.28.4 **Storing Equipment on Other Than Main Track**

When on-track equipment is stored on other than a main track or controlled siding, all switches that provide direct access to the track must be:

- Lined against movement.
- Spiked, clamped or locked with an effective locking device.
- Properly tagged.

When unable to line a switch away, place a red flag or light and derail to prevent movement onto the track protected and protect on-track equipment as outlined in Rule 15.4 (Protection When Tracks Removed from Service). Lock derails with an effective locking device and notify the train dispatcher or yardmaster.

When tying-up on-track equipment, observe the following requirements:

- Set brakes and secure booms or other extensions to prevent fouling adjacent tracks
- For machines with rotating cabs, engage the house lock (drop pin) to prevent movement
- Lower devices attached to booms, such as clam shells or magnets so they rest on the ground or the bottom of the car
- Ensure that the equipment is properly enclosed to prevent theft or vandalism. If necessary, notify railroad police to provide protection of company equipment.
6.29  Inspecting Trains

6.29.1  Inspecting Passing Trains

Except as provided in Engineering Instruction 1.1.4(E), employees must inspect passing trains. If they detect any of the following conditions, they must notify crew members on the passing train by any available means:

- Overheated journals
- Sticking brakes
- Sliding wheels
- Wheels not properly positioned on the rail
- Dragging equipment
- Insecure contents
- Signs of smoke or fire
- Headlight or marker improperly displayed
- Any other dangerous condition

Inspect passing trains from both sides if there are enough employees available and if conditions permit. However, keep clear of other tracks on which train or other movements may be made.

When possible, advise crew members of the condition of their train.

When trains or engines are passing, remain clear of tracks to prevent being struck by objects that may fall or protrude from the train.

**Note:** Take articles that fall from cars to a secure area and report them to the supervisor and/or train dispatcher.

6.30  Receiving or Discharging Passengers

**Responsibilities of Approaching Movements**

When notified that a passenger train will be at a station, do not pass between station platform and a passenger train until assured that all passengers and employees have cleared the track between the passenger train and the station platform. Movement may then pass when preceded by an employee walking ahead of the movement.

**Other than Main Track Movements**

A movement must not pass between a passenger train and the station platform being used unless safeguards are provided.

6.32  Road Crossings

6.32.1  Cars Shoved

When cars are shoved over road crossings at grade, an employee must be on the ground at the crossing to warn traffic until the crossing is occupied. Make any movement over the crossing only on the crew member’s signal.

Such warning is not required when it is clearly seen that no traffic is approaching or stopped at the crossing.

MW employees must not kick or drop cars.
6.32.2 Automatic Crossing Devices

Employees must observe all automatic crossing warning devices and report any that are not operating properly to the train dispatcher or proper authority by first available means of communication. Notify all affected trains as soon as possible.

A. Automatic Warning Devices Malfunctioning

Under any of the following conditions, a movement must not foul a crossing equipped with automatic warning devices until the device has been operating long enough to provide warning and the crossing gates, if equipped, are fully lowered:

- Movement has stopped within 3,000 feet of the crossing.
- Movement is within 3,000 feet of the crossing and speed has increased by more than 5 MPH.
- Movement is closely following another movement.
- Movement is on other than the main track or siding. or
- Movement enters a main track or siding within 3,000 feet of the crossing.

Use the following table to properly complete movement over the crossing:
### Movement When Notified that Automatic Warning Devices have an Activation Failure, are Disabled or Malfunctioning

<table>
<thead>
<tr>
<th>If ...</th>
<th>Then ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>The crew is notified that the crossing warning system has an activation failure or that the crossing warning system has been disabled and an equipped flagger is not at the crossing to provide warning.</td>
<td>Stop before occupying the crossing. After a crew member is on the ground at the crossing to warn highway traffic, proceed over the crossing on hand signals from that crew member. Then proceed at normal speed.</td>
</tr>
<tr>
<td>The crew is notified that the crossing warning system is malfunctioning, and an equipped flagger is not at the crossing to provide warning.</td>
<td>Stop before occupying the crossing. After a crew member is on the ground at the crossing to warn highway traffic, proceed over the crossing on hand signals from that crew member, or If devices are seen to be working or when instructed by the train dispatcher or proper authority, proceed over the crossing at 15 MPH without stopping until the head end of the train completely occupies the crossing. Then proceed at normal speed.</td>
</tr>
<tr>
<td>The crew is notified that the crossing has one equipped flagger who is unable to provide warning in all directions of approaching traffic.</td>
<td>Proceed over the crossing at 15 MPH without stopping until the head end of the train completely occupies the crossing. Then proceed at normal speed.</td>
</tr>
<tr>
<td>The crew is notified that the crossing has one or more equipped flaggers who are able to provide warning in all directions of approaching traffic.</td>
<td>Proceed over the crossing at normal speed without stopping.</td>
</tr>
</tbody>
</table>

**NOTE:** An equipped flagger is a person other than a crew member who is equipped with an orange vest, orange shirt or orange jacket. At night, the vest, shirt or jacket must be fluorescent. The flagger must have a red flag or stop paddle by day and a light at night.

---

**B. Whistle for Crossing**

When notified that automatic warning devices are malfunctioning, sound whistle signal 5.8.2(7) regardless of any prohibition.

**C. Train Dispatcher and Yardmaster Responsibilities**

When notified that automatic warning devices are malfunctioning, the train dispatcher or yardmaster must:

- Notify all trains.
- Contact the Signal Maintenance Desk to ensure that local law enforcement agents are contacted.

**D. Power Off Indicators**

When the power off indicators on the side of signal housings at highway crossings are not illuminated, immediately notify the Train Dispatcher.
E. Flagger Responsibilities

If assigned the duties of a flagger when automatic crossing devices are malfunctioning, observe the following requirements:

- If protection can be provided for each direction of highway use, instruct the train to proceed at normal speed.
- When unable to provide protection for each direction of highway use, instruct the train to:
  - Proceed through the crossing at a speed not to exceed 15 MPH.
  - Resume normal speed after the lead engine is through the crossing.

6.32.3 Standing Equipment Near Crossings

If on-track equipment or cut of cars is parted to clear a road crossing or is standing near the crossing, when possible, an employee must be on the ground to warn traffic against trains or engines approaching on adjacent tracks.

6.32.4 Clear of Crossings and Signal Circuits

Leave cars, engines, or equipment clear of road crossings and crossing signal circuits. When practical, avoid leaving cars, engines, or equipment standing closer than 250 feet from the road crossing when there is an adjacent track.

![Diagram A.]

6.32.5 Actuating Automatic Warning Devices Unnecessarily

Avoid actuating automatic warning devices unnecessarily by leaving switches open or permitting equipment to stand within the controlling circuit. If this cannot be avoided and if the signals are equipped for manual operation, a crew member must manually operate the signal for movement of traffic. A crew member must restore signals to automatic operation before a train or engine occupies the crossing or before it leaves the crossing.

6.32.6 Blocking Public Crossings

When work is performed on or near a crossing protected by an automatic warning device, and if the work performed affects automatic warning device, provide protection.

6.33 Familiar with Territory

Employees must be familiar with the territory they are operating on or be accompanied by an employee who is.

6.50 Movement of On-Track Equipment

On-track equipment must move at a speed that will allow stopping within half the range of vision short of:

- Train.
- Engine.
• Railroad car.
• Men or equipment fouling the track.
• Stop signal.
  or
• Derail, moveable point frog or switch lined improperly.

6.50.1 Maximum Authorized Speed
On-track equipment must not exceed the manufacturer’s recommended speed or any of the following speeds, whichever is less:

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hy-rail vehicles over 15,000 GVW</td>
<td>25 MPH</td>
</tr>
<tr>
<td>Bridge Inspection/Hy-rail vehicles 15,000 GVW or under</td>
<td>45 MPH</td>
</tr>
<tr>
<td>Locomotive Cranes (with or without cars)</td>
<td>30 MPH</td>
</tr>
<tr>
<td>Trackmobile without Cars</td>
<td>20 MPH</td>
</tr>
<tr>
<td>Trackmobile with Cars</td>
<td>10 MPH</td>
</tr>
<tr>
<td>Other on-track equipment</td>
<td>30 MPH</td>
</tr>
<tr>
<td>On-track equipment towed by other on-track equipment</td>
<td>20 MPH</td>
</tr>
</tbody>
</table>

**Exception:** Speed of on-track equipment designed for high speed travel will be governed by the System Special Instructions.

When determining the proper speed, take into consideration the following:
• Track conditions, such as grade, curvature and rail condition.
• Load.
• Sight distance.
• Visibility.
• Other conditions that might adversely affect the safe operation of on-track equipment.

6.50.2 Approaching Road Crossings
On-track equipment must approach all grade crossings prepared to stop and must yield the right of way to vehicular traffic. If necessary, flag the crossing to protect movement of on-track equipment.

6.50.3 Equipment Components Clear
Before passing over crossings, switches, derails and frogs, be sure all equipment components will clear.

6.50.4 Hy-Rail Vehicle Movement Over Spring Frogs and Self-Guarded Frogs
Do not move hy-rails through the spring side of spring rail frogs or make a facing point move through self-guarded frogs, except as outlined below:
• The hy-rail must stop before moving through the spring-rail frog, spring or self-guarded frog.
• When available, an employee must remain on the ground to guard against derailment and direct the hy-rail operator through the spring side of the frog.

Spring switches must be lined and locked for the route to be used before moving through the switches.
Hy-rail operators must look to ensure that switches are properly lined for movement before passing through the switches. When operating a hy-rail over a power operated switch, power operated derail or self guarded frog, do not exceed 5 MPH. Additionally, hy-rails must reduce to one half of their maximum authorized speed when operating over all other hand operated switches and frogs.

When operating a hand operated switch for hy-rail movement, return and lock it in the normal position after the hy-rail has passed the switch. When the train dispatcher or control operator is unable to line a dual-control switch for the desired route, hy-rail operators must first receive permission to operate the switch by hand as outlined in Rule 9.13.1 (Hand Operation of Dual Control Switches).

6.51 Maintaining a Safe Braking Distance
On-track equipment operators are responsible for maintaining a safe braking distance between their on-track equipment and other on-track equipment, trains and engines.

For purposes of this rule:
Working mode will apply to on-track equipment stopped or moving slowly in the performance of maintenance activities.

Traveling mode will apply to on-track equipment moving to and from a work location or performing inspection activities.

On-track equipment operators must:
- Insure that on-track equipment remains at least 300 feet behind a train or engine while in working or traveling mode, except when it has been determined by a job briefing that the train or engine is stopped and will not move.

- Insure that on-track equipment remains at least 300 feet behind other on-track equipment while in traveling mode. Exception: On-track equipment may be “bunched” to make movements over short segments of track such as crossings at grade, moveable structures and control points. A job briefing must establish the procedure with all involved employees. Machines must be at least 50 feet apart during such movements.

If machines will be “bunched” when stopped, all employees must remain clear of the track until the entire movement has stopped, unless otherwise instructed by the employee in charge. After stopping, the lead machine operator must do the following:
- Dismount the machine.
- Assume a position that is visible to a following machine operator and anyone who could step into the path of the next approaching machine.
- Spot the following machine using hand signals.

Each successive operator must follow this procedure to spot the next machine.

- Use radio or hand signals to notify the operator of the following machine when slowing or stopping on-track equipment during traveling mode. If the following machine operator does not acknowledge the radio or hand signal, stop, dismount the on-track equipment and proceed, clear of the track, toward the following machine giving stop signals.

- Maintain at least 50 feet between on-track equipment while in working mode unless job briefing establishes a shorter distance due to existing working conditions. While in working mode, it is the responsibility of all machine operators to maintain a safe distance between their machine and other men and on-track equipment.

- Ascertain that a back-up alarm is activated and/or the appropriate whistle signal has been sounded and that the distance to be traveled is clear of workers and machines before making a back-up move.
Follow these procedures when equipment is being tied up:

- Secure all brakes, booms, locks and hooks.
- Dismount the machine on the field side of the track away from traffic. If the track is between two live tracks, dismount on the side designated by the job briefing.
- Stand beside the machine and direct the next roadway machine to a stop.
- Do not go between machines until all machines have come to a stop or the employee in charge has given permission.

6.53 Getting On and Off Equipment
Employees must not get on or off work equipment while it is moving.

Exception: In an emergency, or where designated by special instructions or general order, employees may get on or off work equipment while it is moving. In addition, employees may get on and off the following equipment while it is moving in work mode: Tie Laying Machines, High Speed Undercutters, and Rail Heaters. Work mode means when the equipment is engaged in its normal operation, moving less than 1 MPH, and not while traveling to a work site.

6.54 Display of Lights
If equipped with lights, on-track equipment will display a white light to the front and a red light to the rear.

6.55 Handling Emergency Situations
When there is an emergency, employees must not attempt to remove on-track equipment at the risk of their own safety.

6.56 Replacing Displaced Signals
Employees operating on-track or off-track equipment must replace signals such as flags, fixed signals and signs if they are displaced or disturbed.

6.58 Railroad Crossings, Moveable Bridges, Gates and Interlockings

Moveable Bridges
On-track equipment must stop at least 50 feet from the nearest end of a moveable drawbridge span and not proceed until it has been determined that there is no conflicting movement.

Railroad Crossings
At railroad crossings not protected by gates, on-track equipment must stop and not move over the crossing until it is known that there are no conflicting movements.

Railroad Crossings Equipped with Gates
When a railroad crossing is equipped with a gate, and when the gate is lined against the route to be used, on-track equipment must stop at least 50 feet before the gate and line the gate against the conflicting route. Where required, gates must be restored to normal position after the on-track equipment has passed the crossing.

Manual Interlockings
Employees may obtain track and time, foul time or be governed by the instructions of the control operator to proceed through, or perform maintenance within the confines of a manual interlocking. Employees must contact the control operator before occupying the limits of a manual interlocking and they must advise the control operator when the manual interlocking limits have been cleared.
Automatic Interlockings

Automatic interlockings may be equipped with a maintenance of way release box. Comply with the instructions in the maintenance of way release box at these locations before entering the limits of the interlocking.

A signalman may authorize movement through an automatic interlocking by providing proper protection on all routes. If a signalman does not provide protection, comply with the following.

At locations not equipped with a maintenance of way release box, comply with the following:

If on-track equipment shunts the track and the automatic interlocking displays a proceed indication:
- Stop before passing the signal.
- If the signal continues to display a proceed indication, proceed if there is no conflicting movement.

If the on-track equipment shunts the track and the automatic interlocking displays a red or dark aspect:
- Stop before passing the signal.
- Remain at the signal while the employee in charge or an employee qualified on these rules operates the time release according to the instructions posted in the release box.

If, after operating the time release, the signal displays a proceed indication, on-track equipment may proceed through the interlocking if there is no conflicting movement. If the signal displaying a proceed indication changes to an indication requiring a stop, stop at once.

If, after operating the time release, the signal does not clear, on-track equipment must not proceed through the interlocking until an employee ensures that there are no conflicting movements.

When more than one piece of on-track equipment that shunts the track is involved in the movement, each piece of on-track equipment must apply this rule separately.

If the on-track equipment does not shunt the track at an automatic interlocking:
- Stop before passing the signal.
- Move through the automatic interlocking only after determining that there are no conflicting movements. If necessary, an employee must go to the crossing and protect the movement.

Working within Automatic Interlocking Limits

On-Track Safety must be provided while working within the limits of an automatic interlocking by:

- Obtaining authority or establishing protection on all routes into and out of the interlocking limits. A MW key release may be used, according to the instructions posted inside the release box, to provide protection against movements on the conflicting route(s) only.
  or
- Obtaining protection within the limits of the interlocking from a signalman who will ensure that signals on all routes into the interlocking limits display a STOP indication.
7.0 Switching

7.1 Switching Safely and Efficiently
While switching, employees must work safely and efficiently and avoid damage to contents of cars, equipment, structures, or other property.

Do not leave cars or on-track equipment where they will foul equipment on adjacent tracks or cause injury to employees riding on the side of a car, engine or on-track equipment.

7.4 Precautions for Coupling or Moving Cars or On-Track Equipment
Before coupling to or moving cars or on-track equipment, verify that the cars or on-track equipment are properly secured and can be coupled and moved safely.

Make couplings at a speed of not more than 4 MPH. Stretch the slack to ensure that all couplings are made.

7.5 Testing Hand Brakes
Employees must know how to operate the type of brakes they are using. When hand brakes must control or prevent car or on-track equipment movement, test the brakes to ensure that they are operating properly before using them.

7.6 Securing Cars or On-Track Equipment
Do not depend on air brakes to hold cars or on-track equipment in place when left unattended.

Insure that equipment left unattended is properly secured and that sufficient hand brakes are applied to prevent movement. If hand brakes are not adequate, block the wheels.

Do not release the hand brakes until the air brake system is fully charged.

When cars or on-track equipment are moved from any track, apply enough hand brakes to prevent any remaining cars from moving.

7.7 Kicking or Dropping Cars
MW employees must not kick or drop cars.

7.8 Coupling or Moving Cars on Tracks Where Cars are Being Loaded or Unloaded
Before coupling to or moving cars on tracks where cars are being loaded or unloaded, employees must be sure that all of the following have been removed or cleared:

• Persons in, on, or about cars.
• Platforms.
• Boards.
• Tank car couplings and connections.
• Conveyors.
• Loading or unloading spouts and similar appliances or connections.
• Vehicles.
• Other obstructions.

In addition:
• Be careful to avoid damage to freight of partly loaded cars.
• Do not handle cars that are improperly or unevenly loaded if load could shift or fall from the car, or if the car could derail or overturn.
• Return any car placed for loading or unloading to the location it was found if it has not been released for movement.
• Do not pull empty cars from an unloading facility until any major accumulation of debris is removed.
• Ensure plug-type and swinging doors on cars are properly closed or secured.

7.10 Movement Through Gates or Doorways
Before moving cars or on-track equipment through gates, doorways, or similar openings, stop to ensure that the gates, doorways, or openings are completely open and secure. When overhead or side clearances are close, make sure movement is safe.

7.11 Charging Necessary Air Brakes
Do not handle cars without charging the air brake system, unless the cars can be handled safely and stopped within the required distance. If necessary, couple the air hoses and charge the brake systems on a sufficient number of cars to control movement.

7.12 Movements Into Spur Tracks
When shoving cars into a spur track, control movement to prevent damage at the end of the track, and do the following:
• Stop movement 150 feet from the end of the track.
• Apply hand brakes, when necessary, to control slack.
• Have an employee precede any further movement when it can be done safely.
• Move only on the employee’s signal.

7.13 Protection of Employees in Bowl Tracks
During humping operations, before a train or yard crew member goes between engines or cars on a bowl track to couple air hoses or adjust coupling devices, or before an employee performs maintenance on a bowl track, protection must be provided against cars released from the hump into the track as follows:
• The employee requesting protection must notify the employee controlling the switches that provide access from the hump to the track where the work will occur.
• After being notified, the switch controller must line any remote control switch against movement to the affected bowl track and apply a locking or blocking device to the control for that switch.
• The switch controller must then notify the employee that protection is provided. Protection will be maintained until the switch controller is advised that work is complete and protection is no longer required.
8.0 Switches

8.1 Hand Operation of Switches
Spring or dual control switches operated by hand are considered hand-operated switches, and all rules governing hand-operated switches apply to them, except that cars must not be dropped over the switches.

8.2 Position of Switches
The employee handling the switch or derail is responsible for the position of the switch or derail in use. The employee must not allow movement to foul an adjacent track until the hand-operated switch or derail is properly lined.

Do not operate a switch that is tagged. If a switch is spiked, do not remove the spike unless authorized by the craft or group that placed it.

Employees handling switches and derails must make sure that:
- The switches and derails are properly lined for the intended route.
- The points fit properly and the target, if so equipped, corresponds with the switch’s position.
- When the operating lever is equipped with a latch, they do not step on the latch to release the lever except when throwing the switch.
- After locking a switch or derail, they test the lock to ensure that it is secured.

When possible, employees must see that the switches and derails near on-track equipment are lined properly.

When the position of a derail or main track switch is changed by hand operation, the employee in charge must record the location of the derail and/or main track switch used and the time the derail is secured in derailing position and/or the main track switch is returned to normal position. This record must be retained for at least 48 hours after tour of duty is completed.

In non-signaled TWC or Double Track ABS Territory, when a main track switch is operated for any reason, on track equipment shall:
- Stop short of switch until activity is completed when possible.
- When activity is completed, if authority allows, make a facing point movement over the switch to ensure switch is lined properly for the main track.
- If authority does not allow for a facing point movement over the switch, make a walking inspection of the switch points to ensure proper fit and route.

When a main track switch is operated for any reason and on-track equipment is not being used in non-signaled TWC or Double Track ABS Territory, a walking inspection of the switch points must be made to ensure proper fit and route.

8.3 Main Track Switches
The normal position of a main track switch is for main track movement, and it must be lined and locked in that position.

However, the main track switch may be left open:
- Within ABS limits, as outlined in Rule 6.19.5 (Protection in ABS by Lining Switch).
- When temporarily lined for immediate movement.

or
- Within TWC territory, when authorized by track warrant. Track warrant protection must be provided for this condition. The switch must not be considered restored to normal position until the train dispatcher is notified by an employee at that location.
On main track switches (if equipped), the target will be red and perpendicular to the track if the switch is lined in other than its normal position.

In addition to the provisions of this rule, at points where double track begins, the normal position of a spring switch is for movement with the current of traffic.

MW employees may leave a main track switch open when applying Rule 6.19.5 (Protection in ABS by Lining Switch).

Before reporting clear of a track warrant, track and time, track permit or OCS in a siding or other track, main track switches must be lined and secured in the normal position.

Do not open main track hand-operated switches, except as instructed by the employee in charge. The employee in charge should avoid transferring authority or responsibility to handle main track hand-operated switches whenever possible. When it is necessary to transfer such authority or responsibility, the employee in charge must ensure that the switch is lined and secured in normal position before releasing main track authority.

The position of the switch must be determined by the employee in charge by making a visual inspection or by communicating with the employee operating the switch. When communicating the position of the switch, the information must be acknowledged and repeated by the employee in charge.

Lone workers who operate main track switches must observe the position of the switch and ensure that the switch is lined and secured in the normal position before leaving the area.

### 8.5 Clearing Main Track Before Restoring Switch

Do not return a main track switch to the normal position until movement is clear of the main track.

### 8.7 Clear of Main Track Switches

Except in switching movements, when a train, engine, or on-track equipment is approaching or passing on a main track, employees must not go nearer than 20 feet to any main track switch.

![Diagram A.]

When a train, engine or on-track equipment that will be met or passed is on a siding or other track, the employee attending the switch must not be nearer than 150 feet to the switch when the train is closely approaching.

![Diagram B.]

### Inspecting Hand-Operated Switches in Non-Signaled Territory

In non-signaled territory, if the expected train is not closely approaching, a crew member will inspect facing point, hand-operated switches the train will pass over to determine that the:

- Switches are lined for the intended route.
- Switch points fit properly.
- Switch lever is secured.
8.8 **Switches Equipped with Locks, Hooks, or Latches**

When not in use, switches must be locked, hooked, or latched if so equipped. Before making movements in either direction over these switches, make sure that the switch is latched or secured by placing the lock or hook in the hasp. However, when making train movements in facing point direction, lock the switches equipped with a lock.

Replace any missing or defective switch locks. If they cannot be replaced, report the condition at once to the train dispatcher, yardmaster, or supervisor in charge, and spike the switch if possible.

8.9 **Movement Over Spring Switches**

Spring switches are identified by the letters S or SS, special targets, signs, and/or lights. A spring switch that is spiked must be protected.

8.10 **Switch Point Indicator**

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Switch points fit properly in normal position.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Switch points fit properly in reverse position.</td>
</tr>
<tr>
<td>Red or Dark</td>
<td>Stop and inspect switch.</td>
</tr>
</tbody>
</table>

8.11 **Switches in Sidings**

The normal position of switches connecting any track, except the main track, to a siding is lined and locked or secured for movement on the siding.

![Diagram A.]

8.12 **Crossover Switches**

The normal position of crossover switches is for other than crossover movement. The switches must be left lined in normal position, except when they are in use for crossover movement.

Both switches of a crossover must be opened before a crossover movement starts, and movement must be complete before either switch is returned to normal position.

**EXCEPTIONS:** On non-signaled track, both switches of a crossover not connected to a main track or siding must be left lined either for normal movement or for movement through the crossover. Dual control switches may be returned to power as prescribed by Rule 9.13 (When Instructed to Operate Dual Control Switches by Hand).

![Diagram A.]
8.13 Scale Track Switches
When scales are not in use, line switches for dead rails where provided.

8.14 Conflicting Movements Approaching Switch
When conflicting movement is closely approaching a switch, the track must not be fouled or the switch operated.

Crossover switches must not be unlocked or lined for crossover movement when another movement is approaching or passing over either switch.

8.16 Damaged or Defective Switches
Report a switch that is damaged or defective to the train dispatcher, yardmaster, or supervisor in charge. Tag the switch, spike the switch if it is necessary unless the trackman or other competent employee takes charge. If the switch cannot be made safe, provide protection at once.

8.18 Variable Switches
On-track equipment must not trail through a variable switch unless the switch is lined for such movement.

8.19 Automatic Switches
The location of automatic switches will be designated in the timetable. Unless the switch is in normal position when operating on a main track, employee must stop and hand operate the automatic switches before moving over them.

To operate an automatic switch by hand, do the following:
- Unlock the switch lock.
- Operate the hand throw lever until the switch points move when the lever is moved.
- Line the switch for the intended route.
- Do not return the selector lever to the POWER position until the entire movement has passed over the switch.

When the switch is in the POWER position, the switch will automatically return to its normal position.

When on-track equipment is operating on a siding, the equipment must be stopped before it fouls an adjacent track or passes an overlap sign, if equipped, and automatic switch must be hand operated. The switch must not be returned to POWER position until all on-track equipment has passed over the switch.

When automatic switches are operated by hand, all rules governing hand operated switches apply.
8.20 Derail Location and Position

Employees must know the location of all fixed derails.

Do not make a movement over a derail in derailing position.

Sidings having hand-thrown derails will have derail locked off rail, except when engines or cars are left unattended on siding. On auxiliary tracks other than siding, except when derails are placed in non-derailing position to permit movement, make sure they are always in derailing position regardless of whether cars are on the track they are protecting. Lock all derails equipped with a lock.

Derails dedicated for use in conjunction with Rule 5.12 (Protection of Occupied Outfit Cars), Rule 5.13 (Blue Signal Protection of Workman), and roadway worker protection must be in the derailing position only when their use is required for such protection. When their use is not required for their protection:

• Remove portable derails
  or
• Lock fixed derails in non-derailing position with an effective locking device.
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9.0 Block System Rules

9.5 Track or Signal Appliances Damaged or Under Repair

9.5.2 Protection If Signal Appliance or Track is Damaged
If a signal or signal appliance functions improperly or the track is damaged, signals that govern movements on affected routes must display a Stop indication. No movements on such routes may be permitted until track and signal appliances are examined and movement can occur safely.

9.5.3 Protection During Repairs
Within CTC limits or within manual interlocking limits (unless track bulletin Form B is in effect), when a switch, movable point frog, derail, or signal is under repair or is disconnected, or when the track is obstructed or removed from service, display Stop indications for all affected routes. In addition, block or mark any controls to prevent their operation.

Maintenance forces must contact the control operator before beginning repairs, disconnecting equipment, obstructing the track, or removing the track from service. Switches, movable point frogs, and derails must be spiked or secured in the required position if any movement over them occurs before repairs are complete.

9.13 When Instructed to Operate Dual Control Switches by Hand

If the control operator cannot line the dual control switch to the desired position, or the control machine does not indicate that the switch is lined and locked, the control operator must instruct the employee to operate the switch by hand.

Before passing over the switch, the movement must stop and the employee must operate the switch by hand as outlined in Rule 9.13.1 (Hand Operation of Dual Control Switches). After the entire movement has passed over the switch points, the employee must return the switch to power unless otherwise instructed by the control operator.

9.13.1 Hand Operation of Dual Control Switches
An employee must get permission from the control operator to operate a dual control switch by hand. Operate the switch as follows:

- Unlock the switch lock.
- Place the selector lever in the HAND position or remove the hand crank from the holder.
- Operate the hand throw lever until the switch points are seen to move when the lever is operated, even if the switch is lined for the intended route.
- Line the switch for the intended route, or insert the crank on the shaft and turn the crank as far as it will turn until the switch is in the desired position. Remove the crank from the shaft, but do not return it to the crank holder.
- 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 control operator after power to the switch is restored.

9.14 Movement with the Current of Traffic
On tracks designated in the timetable, trains will run with the current of traffic, if the train dispatcher give verbal authorization or a controlled signal indicates proceed.
9.14.1 Reporting Clear of a Track Having a Current of Traffic
A train without a crew member on the rear and operating on a track having a current of traffic may report clear of the limits or report having passed a specific location only when it is known the train is complete. This must be determined by one of the following ways:

- The rear of the train has a rear-end telemetry device, and air pressure on the head-end device indicates brake pipe continuity.
- An employee verifies the marker is on the rear of the train.
- A crew member can observe the rear car of the train on which the marker is placed.
- The train is stopped and an inspection verifies that the marker is on the rear car of the train.
- A trackside warning detector transmits an axle count for the train, and axle count duplicates the axle count transmitted by the previous trackside warning detector.

In addition, a train clearing in a siding or other track must comply with requirements outlined in Rule 8.3 (Main Track Switches) before reporting clear of the limits.

9.15 Track Permits
On tracks designated in the timetable, a track permit will authorize a train, on-track equipment, or employee to occupy the main track or tracks between specific points. The track permit must be issued by a designated control operator under the direction of the train dispatcher. Within these limits, movements may be made in either direction without flag protection.

Limits designated by a switch extend only to the signal governing movement over the switch unless otherwise designated.

9.15.1 Issuing Track Permits
The track permit may only be issued when:

- Limits are clear.
- Limits are occupied by the train, on-track equipment or employee that will receive the track permit.
- Limits are occupied by a train, on-track equipment or employee holding a track permit.
- All trains moving on signal indication without a track permit have passed the location where the track will be fouled.

The track permit limits must be protected by controlled signals. The designated control operator must know the following before issuing a track permit:

- Each controlled signal protecting the limits displays a Stop indication.
- Marking or blocking devices prevent displaying signals for movement into the limits.
- The designated control operator and each control operator who controls signals to protect the limits understand the limits, have provided protection, and have recorded the track permit on the prescribed form.

Track Permit Wording
Track permits will be granted in the words, “Track permit authority (number), granted on (track), between (point) and (point), (time) until (time).”

The employee requesting a track permit must repeat the permit and receive acknowledgment before acting upon it.
Track permit authority must be recorded on and repeated from form provided for that purpose.

**More than One Track Permit**

If more than one track permit is in effect at any time within the same limits, all affected trains or employees must be notified.

Trains must move at restricted speed within these limits.

**9.15.2 Clearing Track Permits**

Marking or blocking devices must not be removed until the track permit has been released to the control operator. Other movements must not be authorized into the limits unless also granted a track permit.

Employees reporting clear of track permit authority must state:

- Their name or other identification.
- Track permit number being released.
- Limits being released.

**9.18 Electrically Locked Switches and Derails**

Special instructions or instructions posted near the switch will govern the operation of switches and derails equipped with electric locks.

To enter a track within manual interlocking or CTC limits, employees must not open the case door or unlock an electrically locked switch or derail without authority from the control operator.

**Emergency Release**

If the electric lock includes an emergency release, do not break the seal on the release or operate the release without permission from the control operator or train dispatcher. However, when communication has failed, the seal may be broken and/or the release operated:

- To permit a train or on-track equipment to leave the main track.
  
  or

- To permit a train or on-track equipment that has authority to enter the main track. Train or on-track equipment must not enter the main track until 5 minutes after the seal is broken and/or the release operated.

Notify the control operator or train dispatcher when the seal has been broken and/or the emergency release operated.

**9.19 Leaving Equipment in Interlockings**

Engines, cars, or on-track equipment must not be detached and left standing entirely between the opposing interlocking signals that govern movements at a railroad crossing at grade.
9.20 Clear Track Circuits
A train, engine, car, or on-track equipment left standing on sidings or other tracks must be clear of insulated joints at clearance points.

9.21 Overlap Circuits
Overlaps may be identified by overlap signs. On-track equipment on the main track at a meeting point must not pass an overlap sign location or open a switch within the overlap until the opposing train has entered the block.

[Diagram A.]
10.0  **Rules Applicable Only in Centralized Traffic Control (CTC)**

10.3  **Track and Time**

The control operator may authorize people or equipment to occupy a track or tracks within specified limits for a certain time period. Authority must include track designation, track limits, and time limit. The people or equipment may use the track in either direction within the specified limits, until the limits are verbally released, without providing flag protection.

Limits designated by a switch extend only to the signal governing movement over the switch unless otherwise designated.

![Diagram A.]

**Track and time does not authorize maintenance of way employees and on-track equipment to occupy the main track within automatic interlocking limits.**

**Releasing Track and Time**

Only the employee who receives track and time can release it.

An employee releasing track and time must state the following:

- The employee’s name.
- The track and time limit number being released.
- The track limits being released.

**10.3.2 Protection of People or Equipment Following a Train**

Employees may be issued track and time limits to follow a train or trains that have not been granted track and time as follows:

“Behind (train).”

**10.3.3 Joint Track and Time**

Before track and time is granted for on-track equipment or employees in the same limits with a train, each employee in charge and a crew member of each train must be notified of each other.

Trains must move at restricted speed within joint track and time limits.
Before joint track and time is granted
Crew member notified about men and machines

Each foreman in charge notified about engines

Diagram A.

When track and time is granted to protect maintenance or repair work, trains must not be allowed into the work limits unless the trains and foreman in charge of the work understand the conditions and movements that will be made.

If a track is not safe for trains to move at a speed of at least 20 MPH, employees must protect the track with red flags or lights as outlined in Rule 5.4.7 (Display of Red Flag or Light).

10.3.4 Record Track and Time

The employee requesting track and time will state his or her name, occupation, exact location and train or other identification. The employee will copy the authority granted on the form provided for the purpose, and repeat from the form the authority granted. If the authority is repeated correctly, the control operator will acknowledge with, “That is correct.” The train can make no movement until the engineer understands the track and time granted. The control operator must maintain a record of authority granted, including the time the track and time was released.

When requesting track and time, if communication is lost or an incomplete message is received while the control operator is issuing track and time, or if after repeating the authority to the control operator, the employee does not hear the response from the control operator “That is correct,” the employee must not occupy the track. The employee requesting track and time must contact the control operator as soon as possible and confirm with the control operator that the track and time was not received.

10.3.5 Using Track and Time Authority

Except as provided in Rule 10.3.3 (Joint Track and Time) track and time authority may be granted to an employee only after all trains moving within the limits have passed the location where the track is to be first occupied.

When using track and time authority, know the following:

- When the limits are designated by a control point and the authority includes “SWITCH NO,” the limits extend only to the signal governing movement through the control point. However, when the track and time authority includes “SWITCH YES,” the limits will include that switch (or switches) and the track in the direction lined between absolute signals governing movement through the control point.

- When the limits are designated by a switch, the limits extend only to the signal governing movement over the switch. However, when track and time is granted ON A SWITCH, the limits will include that switch (or switches) and the track in the direction lined between absolute signals governing movement over that switch.
14.0 Rules Applicable Only Within Track Warrant Control (TWC) Limits

14.1 Authority to Enter TWC Limits
Where designated by the timetable, a track warrant will authorize main track use under the direction of the train dispatcher or as prescribed by Rule 6.14 (Restricted Limits). Track warrant instructions must be followed where restricted limits are in effect.

Track warrants do not authorize main track occupancy for MW employees within Rule 6.13 (Use of Yard Limits) or Rule 6.14 (Restricted Limits).

Within yard limits, MW employees and equipment may only perform maintenance under the protection of Rule 6.13.2 (Maintenance in Yard Limits). When moving through yard limits, proceed as prescribed by Rule 6.13.1 (Movements through Yard Limits).

14.2 Designated Limits
Track warrant limits must be designated by specifying track, where required, and exact points such as switches, mile posts, or identifiable points. However, station names may be used as follows.

A. First Named Point
When a station name designates the first named point, authority extends from and includes the last siding switch. Authority extends from the station sign if no siding exists.

B. Last Named Point
When a station name designates the last named point, authority extends to and includes the first siding switch. Authority extends to the station sign if no siding exists.

14.3 Operating With Track Warrants
A track warrant authorizes a train, employee or equipment to occupy the main track within designated limits. However, a train, employee or equipment must not foul a switch at either end of the limits where an opposing train may use the same switch to clear the main track.
The train, employee or equipment must move as follows:

1. Proceed from one point to another in the direction the track warrant specifies. When an employee informs the train dispatcher that the on-track equipment has passed a specific point, track warrant authority is considered void up to that point. When the train dispatcher instructs an employee to report passing a designated station or mile post, if the station has a siding, the report must be made after the on-track equipment passes over the last siding switch or mile post. If the designated station does not have a siding, the report must be made when the on-track equipment passes the station sign.

or

2. If authorized to “WORK BETWEEN” two specific points, a train, employee or equipment may move in either direction between those points without flag protection.

### 14.5 Protecting Men or Equipment

Men or equipment may receive a track warrant in the same manner as trains to occupy or perform maintenance on the main track without other protection.

A track warrant must not be issued to protect men or equipment within the same or overlapping limits with a train unless:

1. All trains are authorized to proceed in one direction only, and the track warrant specifies that people or equipment do not foul limits ahead of these trains.

or

2. All trains authorized are notified of the men or equipment and have been instructed to move at restricted speed. Also, a track warrant must inform the employee in charge of people or equipment about trains. If the track is not safe for trains to move at a speed of at least 20 MPH, employees must protect the track with red flags or lights according to Rule 5.4.7 (Display of Red Flag or Red Light).

When authority is granted in the same limits with the train, all train movements must be made at restricted speed.

### 14.7 Reporting Main Track Switches Restored to Normal

Within TWC limits, when notified by track warrant that main track switch(es) may be in the reverse position, if the main track switch is found to be in reverse position, restore the main track switch to the normal position and advise the train dispatcher.

### 14.8 Track Warrant Requests

An employee requesting a track warrant must inform the train dispatcher of the following:

- The subdivision.
- The exact location where the track will be entered.
- The limits to be occupied.
- Tracks to be used.
- How much time is required.

### 14.9 Copying Track Warrants

The employee in charge must have a copy of the track warrant issued and must read and understand it. The copy must show the date, location and name of the employee who copied it. The following must occur when a track warrant is transmitted verbally:
A. Transmitting Track Warrants

1. The train dispatcher will transmit the track warrant, followed by a summary of the total number of boxes and individual box numbers included by stating: “This warrant has (total number) boxes marked (Individual box numbers).”

2. An employee will enter all of the information transmitted by the train dispatcher, except the summary. As the summary is transmitted, the employee will check the total number of boxes and individual box numbers copied to ensure all items are included.

3. The employee will repeat the information to the train dispatcher, followed by a summary of the total number of boxes and individual box numbers included by stating: “This warrant has (total number) boxes marked: (Individual box numbers).”

4. The train dispatcher will check the repeat and, if all information including the summary is correct, will state the following: “Warrant (number) OK (time) (dispatcher initials).” The employee will enter the OK time and the train dispatcher’s initials on the track warrant and repeat them to the train dispatcher.

   or

   If the track warrant includes Box 7, “Not in Effect Until After Arrival of ______ at_______,” the dispatcher will state the following:

   “Warrant (Number) with after arrival of (train) at (location) OK (time) (dispatcher initials).” The employee will enter the OK time and the train dispatchers initials on the track warrant and repeat the “After Arrival” information, OK time and dispatcher’s initials to the train dispatcher.

   Note: The summary information in Items 1, 2 and 3 above will be exempt from pronouncing and spelling numbers as indicated in MWOR 6.1.1, Directions and Numbers.

B. In Effect

1. The track warrant is not in effect until the “OK” time is shown on it.

2. If the track warrant restricts movement or previously granted authority, it cannot be considered in effect by the train dispatcher until acknowledgment of the “OK” has been received.

Employees may relay track warrants.

14.10 Track Warrant in Effect

A track warrant is in effect until the employee who copied it reports that people and equipment have cleared the limits or that the track warrant is made void.

14.11 Changing Track Warrants

Employees must not add to or alter a track warrant in any manner.

When a track warrant must be changed, a new track warrant must be issued showing, “Track Warrant No. __________ is void” and the number of the track warrant being changed. When a track warrant of a previous date is voided, the date must be included. The previous track warrant will no longer be in effect.
14.12 **Voiding Track Warrants**

An employee must inform the train dispatcher when people and equipment have cleared the limits. An employee releasing a track warrant must state the following:

- The employee’s name.
- The track warrant number being released.
- The track limits being released.
- The time that track warrant limits were cleared.

Employees must write “VOID” across each copy of the track warrant when reported clear of the limits or when the track warrant has been made void.

14.13 **Mechanical Transmission of Track Warrants**

Repetition is not required when track warrants are transmitted mechanically. The “OK” time will be given when the track warrant is issued. The space for the name of the copying employee may be left blank.

Track warrants that restrict the authority or movement of people or equipment must not be transmitted mechanically, unless the people or equipment being restricted will not leave the point without receiving the track warrant.
15.0 Track Bulletin Rules

15.1 Track Bulletins
The train dispatcher will issue track bulletin restrictions as required. Track bulletins will contain information on all conditions that affect safe train or engine movement. Form A restrictions will be used for speed restrictions. Form B restrictions will be used as a authority for MW employees. Forms other than track bulletin restrictions Forms A and B may be used when necessary.

15.2 Protection by Track Bulletin Form B
Display yellow-red flags as specified in Rule 5.4.3 (Display of Yellow-Red Flag).
A crew member must attempt to contact the employee in charge of a track bulletin Form B by radio, to avoid delay before entering the limits, giving the train's location and track being used.
While trains are within the limits during the time stated in track bulletin Form B, they must move at restricted speed until leading wheels have cleared the limits unless instructed otherwise by employee in charge as stated in Item A (Verbal Permission).
Before occupying a main track, controlled siding or any track where CTC is in effect, employees must have information concerning all Form B track bulletins in effect that may overlap their authority.

A. Verbal Permission
When granting verbal permission, begin the communication using the following words:
“Foreman (name and/or Gang No.) _____ using Form B restriction No. _____ between MP ______ and MP ______ (specifying subdivision when necessary).”
1. To permit a train to pass a red flag without stopping, add the following:
   • “(Train) may pass red flag located at MP _____ without stopping (specifying track when necessary).”
     Unless otherwise restricted, the train may pass the red flag at restricted speed without stopping.
2. To permit a train to proceed at other than restricted speed, add one of the following:
   • “(Train) may proceed through the limits at _____ MPH (or at maximum authorized speed) (specifying track when necessary).”
     Unless otherwise restricted, the train may proceed at speed specified.
   • “(Train) may proceed through the limits at _____ MPH (or at maximum authorized speed) but not exceeding _____ MPH between/at (specifying location) (specifying track when necessary).”
     Unless otherwise restricted, the train may proceed at the speeds specified. Not more than two speeds may be authorized.
3. To require the train to move at restricted speed, but less than 20 MPH, add the following:
   • “(Train) must proceed at restricted speed but not exceeding _____ MPH (specifying distance and track when necessary).”
     The above will apply when movement is to be made at restricted speed, but less than 20 MPH. Unless otherwise restricted, the train must proceed at restricted speed and not exceed the speed specified.

B. Repeat Instructions
A crew member must repeat the above instructions, and the employee giving the instructions must acknowledge them before they can be followed.
Once instructions are received from employee in charge, if the track route changes from previous instructions received, contact employee in charge to determine that original instructions received are valid on new track route before proceeding on the new route.

C. Stop Column

“Stop” must always be written in the stop column. Trains and employees must not enter the limits unless instructed by the employee in charge.

A red flag must be displayed at the beginning of the limits and at main track junctions within the limits.

On-track equipment authorized under the provisions of Rule 15.2.1 (Authorization for On-Track Equipment) is not required to display red flags when traveling. When establishing working limits, red flags must be displayed at the location of the working limits.

A train within the limits at the time the track bulletin Form B takes effect, must not make further movement until instructed by employee in charge.

D. Entering Within Limits

Before entering the track governed by the track bulletin Form B from any location other than at the beginning of the Form B limits, obtain permission from the employee in charge.

E. Control Points

When Form B track bulletin restriction limits contain a dual control switch(es), a job briefing must be held with the control operator to determine if switches need to be blocked.

The job briefing must include the following:

• What track(s) will be occupied or fouled,
• Which, if any, of the dual control switch(es) in the limits will be occupied or fouled,
• What, if any, routing restrictions exist for movements through the limits,
• What, if any, MW activity will be affected by the change of position of any dual control switch(es) within the Form B limits.

The employee in charge must inform the control operator of any MW activity that would be affected by the change of position of any dual control switch(es) within the limits of the track bulletin Form B. When a MW activity will be affected by the change of position of a dual control switch(es), the employee in charge must ascertain that blocks have been applied by the control operator prior to occupying the track.

F. Crossovers

Outside of CTC or interlocking limits, when track bulletin Form B limits contain a crossover from the other main track, the employee in charge of the track bulletin Form B must ensure that all crossover switches providing access to the track segment to be occupied are:

• Lined in normal position.
• Spiked, clamped or locked with an effective locking device.
• Properly tagged.

G. Verifying Track Bulletin Form B

Employees must verify with the train dispatcher that the Form B is in effect. Additionally, the employee must record or cross-check all of the verification information on the form entitled, “Request/Verification of Track Bulletin Form B.” This form must be retained until the track bulletin Form B has expired and track flags have been removed.
15.2.1 Authorization for On-Track Equipment

Track bulletin Form B may be used to authorize on-track equipment, such as rail detector cars, without using yellow-red flags. Identify authorized equipment in the track bulletin.

While trains, engines, and authorized equipment are in track bulletin limits, they will otherwise be governed by Rule 15.2 (Authorization by Track Bulletin Form B). The same track bulletin must not authorize other gangs and equipment.

15.2.2 Time Limits Expire

If track bulletin Form B limits cannot be cleared prior to the expiration of time shown on Form B, obtain other authority from the train dispatcher to remain within the limits.

If the train dispatcher cannot be contacted, immediately provide protection as outlined in Rule 6.19 (Flag Protection).

15.2.3 Protection for Non-Railroad Employees

Railroad employees who observe work being performed within the boundaries of railroad right-of-way without notification as outlined below should report this information to the train dispatcher or proper authority for further action.

A. Protection using Form B Track Bulletin Without Flags

Track Bulletin Form B may be used for protection on non-railroad employees, such as contractors, without the use of flags as specified in Rule 5.4.3 (Display of Yellow-Red Flags) under the following conditions:

- A qualified railroad employee will be assigned to communicate with trains and perform other Form B requirements.
- Work performed by non-railroad employees may be foul of the track, but must not be performed on-track.

B. Other Forms of Protection

Depending on the work to be performed and the distance from the track, the following applies:

When non-railroad employees are working:

- Within 10 feet of the track, protection will be afforded by use of track bulletin Form B with display of flags, track and time, track permit, track warrant or other means of protection.
- Between 10 feet and 25 feet of the track, trains will be notified by issuance of a track bulletin. In addition, a watchman will be provided whose duty will be to ensure non-railroad employees remain clear of the track. The track bulletin will read:

  “Non-railroad contractors, under the direction of a watchman, are working at least 10 feet from the track at the following location (locations identified at mile post or between mile posts)."

- Beyond 25 feet of the track, trains will be notified by issuance of a track bulletin reading:

  “Non-railroad contractors are working at least 25 feet from the track at the following location (locations identified at mile post or between mile posts)."
15.4 Protection When Tracks Removed from Service

Before a track is removed from service, it must be protected.

This rule does not relieve MW employees or on-track equipment of their responsibility of obtaining authority or establishing protection as prescribed by Rules 6.3.1 and 6.3.2.

A track bulletin may protect tracks removed from service by designating the track and naming the points at each end of the track. Trains must not use this track, unless the track bulletin states the name or title of an employee who may authorize use, and this person directs all movement.

When required, the train dispatcher must advise crews of alternate routes and switch positions.

The train dispatcher, yardmaster, or other designated employee must be notified when the track can be returned to service.

15.5 Protection When Tracks Blocked with Equipment

Notify the train dispatcher when main tracks, controlled sidings, or other tracks that are normally clear are blocked with equipment and cannot be cleared.

When the main track or controlled siding is blocked, provide protection as specified by Rule 6.19.6 (Protection of Equipment Left on Main Track).

15.6 Change of a Rule, General Order or Special Instruction

When authorized by the designated manager, a track bulletin may be used to issue, change, or cancel rules, general orders, or special instructions.

General orders or special instructions cancelled by track bulletins must not be reinstated. The track bulletin must remain in effect until the general order that contains the change is posted.
17.0 Rules Applicable in Foul Time

17.1 Foul Time

On-track equipment or employees may occupy a manual interlocking or control point within the specified limits and time periods verbally authorized by the train dispatcher or control operator.

17.2 Requesting Foul Time

Employees requesting foul time must:

1. State their name, occupation, and exact location.
2. Specify the control point or manual interlocking to be occupied, including track or route if necessary.
3. Repeat the foul time granted back to the train dispatcher or control operator.
4. The train dispatcher or control operator must apply blocking devices to the traffic control system to prevent authorizing any other movement into the foul time limits.

Foul time is not in effect until the “OK” time is received. Copy the information on a track and time form.

Employees must take special care when requesting, copying and repeating foul time authority. Do not enter information, other than your name, date and subdivision, on the form until transmitted by the train dispatcher or control operator.

17.3 Using Foul Time

Foul time may be granted to an employee only after all trains moving within the limits have passed the control point or manual interlocking to be occupied. When using foul time, know the following:

1. Track may be used in either direction within the control point or manual interlocking without providing protection against either trains or other on-track equipment.
2. Foul time limits will include only the track in the direction switches are lined between absolute signals governing movement through the control point, unless specific authority is issued for the entire control point, or authority is specified for a particular route within the control point or interlocking.
3. Foul time also may be issued between specific switches or signals of a manual interlocking, if the train dispatcher or control operator can lock or block the switch or signal to prevent other movements into those limits.
4. Foul time may not be issued “joint.”
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18.0 Occuancy Control System (OCS)

18.1 OCS for Men and On-Track Equipment

Within yard limits at locations designated under individual subdivision special instructions, OCS or other authority must be used to occupy the track.

Occupying the Main Track

Before occupying or fouling the main track, employees or equipment must obtain authority from the train dispatcher.

The employee requesting OCS will state the employee’s name, occupation and location. The employee will repeat the authority granted. OCS must be copied on the prescribed form. If the authority is repeated correctly, the train dispatcher will acknowledge with “OK” and give time and initials. The employee who requests OCS must then retain the written OCS record until OCS is released.

Employee must advise the train dispatcher when they are clear of the limits. An employee releasing OCS must state the following:

• Their name.
• The OCS number being released.
• The track limits being released.
• The time the OCS limits were cleared.

Designated Limits

OCS limits must be designated by specifying track, where required, and exact points such as switches, mile posts or other identifiable points.

Direction of Movement

When employees receive authority to proceed from one point to another, they must move only in the direction specified. When employees receive authority to work between two specific points, they move in either direction between those points.

Same Limits with a Train or Engine

Before employees or equipment receive authority to occupy the same limits with a train or engine, the employee in charge and a crew member of the train or engine must be notified. When notified, all train movements must be made at restricted speed.
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Glossary

Abbreviations

Use only the following abbreviations:

ABS .......... Automatic Block Signal System
AMTK ....... Amtrak
AS ............ Absolute Signal
AUTH ........ Authority
BRN .......... Branch
C ............. Center
C & E ....... Conductor and Engineer
CNT ........ Connection
COFC ...... Container on Flat Car
CONDR .... Conductor
CP ......... Control Point
CTC ........ Centralized Traffic Control
DISPR ...... Dispatcher
DIST ........ District
DIV .......... Division
dt ............ Double Track
e ............ East
EBCS ....... Eastbound Controlled Signal
EE .......... East End
ENG .......... Engine
ENGR ....... Engineer
ESS ......... East Siding Switch
EWD ....... Eastward
EXO ......... East Crossover
FRT .......... Freight
HER ........ Head End Restriction
IM ............ Intermodal
JCT ........ Junction
MAX ........ Maximum
MMT ....... Multiple Main Track
MP ......... Mile Post
MPH ....... Miles Per Hour
MT .......... Main Track
MW ........ Maintenance of Way
N .......... North
NA .......... Not Applicable
NBCS ...... Northbound Controlled Signal
NE .......... North End
NO .......... Number
NSS ......... North Siding Switch
NWD ....... Northward
NXO ......... North Crossover
OK .......... Correct
OPR ........ Operator
ORIG ........ Originating
PSGR ...... Passenger
RC ........... Radio Channel
RECD ....... Received
RE .......... Region
RESTRN ... Restriction
RL ............ Restricted Limits

S ............ South
SBCS ...... Southbound Controlled Signal
SDG .......... Siding
SE ........ South End
SS .......... Station Sign
SSS ......... South Siding Switch
SUB .......... Subdivision
SUBDIV .... Subdivision
SUPT ...... Superintendent
SW .......... Switch
SWD ...... Southward
SXO ....... South Crossover
TOFC ...... Trailer on Flat Car
TRK ...... Track
TRN ........ Train
TWC ...... Track Warrant Control
W ............. West
WBCS ...... Westbound Controlled Signal
WE .......... West End
WSS ........ West Siding Switch
WWD ...... Westward
WXO ........ West Crossover
XO ........ Crossover
YL .......... Yard Limits
YM .......... Yardmaster

Use the normal abbreviations for names of months.

ABS
See Automatic Block Signal System.

Absolute Block
A length of track that no train is permitted to enter while the track is occupied by another train.

Absolute Signal
A block or interlocking signal without a number plate, or designated by an A marker.

Adjacent Tracks
Two or more tracks with track centers spaced less than 25 feet apart.

Automatic Block Signal System (ABS)
A series of consecutive blocks governed by block signals, cab signals, or both. The signals are activated by a train or by certain conditions that affect the block use.

Automatic Switch
A switch that, when movement over the switch is complete, will automatically return to its normal position.

Block
A length of track between consecutive block signals or between a block signal and the end of block system limits.

Block Signal
A fixed signal at the entrance of a block that governs trains entering and using that block.
Block System
A block or series of consecutive blocks within ABS, ACS, CTC, or interlocking limits.

Cars
Railroad cars.

Centralized Traffic Control (CTC)
A block system that uses block signal indications to authorize train movements.

Conductor
Employee in charge of train or yard movement (See also Remote Control Operators).

Control Operator
Employee assigned to operate a CTC or interlocking control machine or authorized to grant track permits.

Control Point
The location of absolute signals controlled by a control operator.

Controlled Siding
A siding within CTC or interlocking limits where a signal indication authorizes the siding’s use. Rules applicable in CTC apply on these sidings.

Controlled Signal
An absolute signal controlled by a control operator.

Crossings at Grade
Crossings that intersect at the same level.

Crossover
A combination of two switches that connect two adjacent tracks.

CTC
See Centralized Traffic Control.

Current of Traffic
The movement of trains in one direction on a main track, as specified by the rules.

Distant Signal
A fixed signal outside a block system that governs the approach to a block signal, interlocking signal, or switch point indicator. A distant signal does not indicate conditions that affect track use between the distant signal and block or interlocking signals or between the distant signal and switch point indicator. A distant signal is identified by a D.

Double Track
Two main tracks where the current of traffic on one track is in a specified direction and in the opposite direction on the other.

Dual Control Switch
A power-operated switch, moveable point frog, or derail that can also be operated by hand.

Effective Locking Device
When used in relation to a manually operated switch or derail, a lock that can be locked or unlocked only by the craft or group of workers applying the lock.

Electric Switch Lock
An electrically controlled lock that restricts the use of a hand-operated switch or derail.

Employee in Charge (EIC)
A rules qualified MW employee who is assigned the duty of being responsible for the protection and direction of his/her self and his/her co-workers in any engineering work activity.

Engine
A unit propelled by any form of energy or more than one of these units operated from a single control. Engines are used in train or yard service. Rules that apply to engines also apply to cab control cars.

Engineer
Also includes student engineers, firemen, and hostlers (See also Remote Control Operators).

Equipment
Railroad equipment.

Escort
An employee familiar with the territory and assigned by the employee in charge to assist the movement of equipment operated by employees, contractors, or other outside personnel unfamiliar with the territory.

Fixed Signal
A signal that is fixed to a location permanently and that indicates a condition affecting train movement.

Flagger
A person providing warning for malfunctioning crossing devices.

Flagman
Any rules qualified employee providing flag protection.

Foreman
Employee in charge of work.

Foul of Track
Within four feet of the nearest rail of a track.

General Track Bulletin
A notice containing track bulletin restrictions and other conditions affecting train movement.

Interlocking
Signal appliances that are interconnected so that each of their movements follows the other in a proper sequence. Interlockings may be operated manually or automatically.

Interlocking Limits
The tracks between outer opposing absolute signals of an interlocking.
Interlocking Signals
The fixed signals of an interlocking that govern trains using interlocking limits.

Lone Worker
A rules-qualified person not engaged in a common task with another person or group.

Lookout
A rules qualified employee assigned to warn roadway workers of approaching trains or on-track equipment.

Machine Operators
Operators of on- and off-track equipment.

Main Track
A track extending through yards and between stations that must not be occupied without authority or protection.

Men
Railroad employees.

Men and Equipment
A term referring to Engineering Department employees and their related equipment.

Minor Work
Work being performed which could not derail a train.

Multiple Main Tracks
Two or more main tracks that are used according to the timetable.

Off-Track Equipment
Machines that may be operated on the right-of-way foul of track. Off-track equipment includes tractors, scrapers, graders, cranes, trucks, and similar equipment.

On-Track Equipment
Machines that may be operated on the rails. On-track equipment includes motor cars, push cars, trailers, hy-rail vehicles, cranes, tampers, power jacks, ballast shapers, brooms, trucks, and similar equipment.

Overlap Sign
A sign that indicates the limits of a block.

Pilot
An employee assigned to a train to assist an engineer or conductor who is unfamiliar with the rules or the portion of railroad the train will operate on.

Proceed Indication
Any block signal indication that allows a train to proceed without stopping.

Radio
As used in these rules, the term ‘radio’ also applies to wireless communication devices when used in radio operation.

Remote Control Operator (RCO)
Trainman operating Remote Control Locomotive (RCL) equipment

Reverse Movement
A movement opposite the authorized direction.

Siding
A track connected to the main track and used for meeting or passing trains. Location of sidings are shown in the timetable.

Signal Aspect
The appearance of a fixed or cab signal.

Signal Indication
The action required by the signal aspect.

Single Track
A main track where trains are operated in both directions.

Special Instructions
Instructions contained in the timetable or other publication.

Spring Switch
A switch with a spring mechanism that returns the switch points to the original position after they are trailed through.

Station
A place designated by name in the timetable station column.

Switch Point Indicator
A light type indicator used during movement over certain switches to show that switch points fit properly.

Timetable
A publication with instructions on train, engine, or equipment movement. It also contains other essential information.

Track Bulletin
A notice of conditions affecting train movement.

Track Occupancy Indicator
An indicator that tells whether a length of track is occupied or not.

Trackside Warning Detector
A device that indicates conditions such as overheated journals, dragging equipment, excess dimensions, shifted loads, high water, or slides.

Track Warrant Control (TWC)
A method to authorize train movements or protect men or machines on a main track within specified limits in a territory designated by the timetable.

Train
One or more engines coupled, with or without cars, displaying a marker, and authorized to operate on a main track. A term that when used in connection with speed restrictions, flag protection, and the observance of all signals and signal rules also applies to engines.
**Train Coordination**
Working limits established by a roadway worker through the use of a train’s authority on a main track or other track where specific authority is required from a control operator or train dispatcher.

**Trainmen**
Conductors, assistant conductors, brakemen, yard engine foremen, switchmen, and yard helpers.

**TWC**
See Track Warrant Control.

**Variable Switch**
A switch identified by a “V” or a bowl painted yellow. When trailed through, the switch points remain lined in the position they were forced.

**Yard**
A system of tracks, other than main tracks and sidings, used for making up trains, storing cars, and other purposes.

**Yard Limits**
A portion of main track designated by yard limit signs and timetable special instructions or a track bulletin.
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