

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.

BNSF



Train Dispatcher's, Operator's and Control Operator's Manual

IN EFFECT AT 0001
Central, Mountain and Pacific
Continental Time

November 1, 2001

These rules and instructions for train dispatchers, operators, and control operators supplement the General Code of Operating Rules (GCOR) and are effective November 1, 2001. All previous instructions are cancelled.

Employees using Computerized Track Warrant Control (CTWC) and CTC/CAD/TSS systems must also be familiar with and are governed by instructions issued concerning those systems.

These rules and instructions are designed to establish uniform methods and practices over the entire system. These rules and instructions must be reviewed frequently and referred to when necessary to insure compliance.

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40.0 GENERAL INSTRUCTIONS FOR TRAIN DISPATCHERS

40.1 Safety

Safe work practices are the most important aspects of your profession. Taking short cuts to save time will impact the safe performance of your duties.

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

40.1.1 Avoid Dangerous Conditions

Set up conditions that provide for the safe movement of trains, engines, and maintenance of way equipment.

Deviation from any rule or accepted safe practice is not acceptable.

40.1.2 Computer Systems

Enter only correct information into the computer systems.

40.1.3 Hazardous Materials

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

40.2 Rule Books Required

A current copy (printed or electronic) of the following documents must be maintained at each position:

- General Code of Operating Rules (GCOR)
- Train Dispatcher's, Operator's, and Control Operator's Manual (TDOCOM)
- Maintenance of Way Operating Rules (MWOR)
- Timetable
- Special Instructions
- Safety Rules and General Responsibilities for All Employees
- Air Brake and Train Handling Rules
- Hazardous Material Instructions
- Emergency Response Guidebook

40.3 Giving Information

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

40.4 Signals / Trackside Warning Detectors

40.4.1 Red Flags

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

40.4.2 Blue Signal Protection of Workmen

When a request is received to protect a Mechanical Department employee by providing blue signal protection on a track into which access can be gained through dual control switches, line the switches to prevent entry to the track and apply switch blocks.

A control operator must not provide blue signal protection on a main track.

After dual control switches are lined and switch blocks applied, make entry on the form provided.

Protection is to be issued using the following format:

“(Employee name) You are granted blue signal protection on (track).”

When the Mechanical Department employee completes work and releases the protection, make entry on the form provided.

40.4.3 Where Stop Must Be Made

When a signal is disregarded or it is apparent a train has overrun a Stop indication:

- Provide protection against trains that may be approaching the location where adjacent tracks or conflicting routes may be fouled.
- Notify your supervisor of the facts.
- Hold the train until your supervisor provides handling instructions.

40.4.4 Verbal Authority to Pass a Stop Signal.

Before granting a train verbal authority to pass a signal displaying a Stop indication, as outlined in GCOR Rule 9.12.1 (CTC Territory) and Rule 9.12.2 (Manual Interlockings):

- Verify from the train crew that the Stop indication is visible.
- Block switches and derails to prevent movement requests (use device or switch block on DigiCon equipment and be sure the switch block indicates in solid blue). Blocking must be maintained until movement is clear of the switch.
- Apply blocking or restrictive label on the track segment beyond the affected control point and maintain until all trains authorized under provisions of Rule 9.12.1 or 9.12.2 have occupied the track segment beyond the affected control point or have reached the end of CTC or Manual Interlocking limits.

Authorize trains to pass Stop indications one signal at a time.

40.4.5 Relaying Authority to Pass a Stop Signal

When direct radio communication is possible, do not allow another employee to relay the authority to pass a signal displaying a Stop indication. When another employee must relay this information, the employee must be qualified on the General Code of Operating Rules.

40.4.6 Failure of Signals

Immediately notify the signal call desk and request signal maintainer or signal supervisor notification when block system fails or any of the following are missing:

- Fixed signals
- Signal appliances

When fixed signals fail or are missing issue instructions to approaching trains as follows:

“Signal (location or number) out of order and must be regarded as displaying its most restrictive indication”.

In single track ABS territory, address the instructions listed above to trains moving in the opposite direction, covering the next opposing signal beyond the signal reported out of order. This will assure that all movements in both directions within the affected block are at restricted speed.

Within CTC territory, apply blocking or marking devices per TDOCOM Rule 44.2.

Keep these instructions in effect until signal conditions are corrected, and all functions of the signal system are normal.

40.4.7 Signal Aspects

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

- Block signals governing access to the affected signal at adjacent control points in all directions or use Restrictive Labels in areas that would prevent signals at adjacent control points from clearing into limits.
- Notify the signal call desk and request signal supervisor and signal maintainer notification.
- Request further instructions concerning train movement from the General Superintendent Transportation.

Within CTC limits, you may route traffic through the siding until repairs are made, if the affected signal is located at the siding switch, and it displays a proper aspect when lined for the siding.

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

40.4.8 Crossing Warning / Power Off Indicators

Accidents at Crossings

When an accident occurs at a crossing equipped with an automatic warning device (flashers, bells, or gates), immediately contact the signal call desk and request signal maintainer notification.

Malfunctioning Crossing Warning

When notified that crossing warning is malfunctioning (flashers, bells or gates), do the following:

- Notify all affected trains that “**Crossing warning is malfunctioning at (MP)**”. This notification may be done verbally or in writing.
- Restrict access to the crossing until all affected trains are notified, as follows:
 - When available, apply a restrictive label.
 - When restrictive label is not available, use a quick block, signal block or track block.
 - When using CTWC, enter a temporary speed restriction (TSR) using the crossing location for both MP entries and 0 (zero) as speed, and indicate on the comments line that the crossing warning is malfunctioning. Do not actually issue this TSR to a train. However, do not edit out the TSR unless notification will occur in Box 17 of that track warrant or the train has already been notified.
- Notify the signal call desk.

Do not consider the warning devices to be functioning properly until so notified by a signal department employee.

Out of Service Crossing Warning

When notified by a Signal Supervisor or other Signal Officer that crossing warning signals are temporarily out of service, do the following:

- Notify all affected trains as follows: **Crossing warning signals at MP (___) out of service. Stop and protect movement over crossing even if devices are seen to be working.** This notification may be done verbally or in writing.

(Note: If initial notification is by a signal maintainer, verify that a signal officer has approved the removal from service.)

(Note: If notified by an authorized employee, such as a signal maintainer or maintenance foreman, that the crossing will be blocked off from use by vehicular traffic, this notification will not be necessary and trains may operate normally over this crossing.)

- Restrict access to the crossing until all affected trains are notified, as follows:
 - When available, apply a restrictive label.
 - When restrictive label is not available, use a quick block, signal block or track block.
 - When using CTWC, enter a temporary speed restriction (TSR) using the crossing location for both MP entries and 0 (zero) as speed, and indicate on the comments line that the crossing warning

system is out of service. Do not actually issue this TSR to a train. However, do not edit out the TSR unless notification will occur in Box 17 of that track warrant or the train has already been notified.

- Notify the signal call desk.

Maintain this process until a signal department employee advises the crossing warning signals are back in service.

Damaged or Missing Crossbucks

When notified that crossbucks are damaged or missing at crossings not equipped with automatic warning devices, do the following:

- Notify all affected trains that “**Crossbucks damaged or missing at (MP). Protect this crossing as if automatic warning devices were malfunctioning.**” This notification may be done verbally or in writing.
- Provide notification in order for Maintenance of Way personnel to investigate and repair the crossbucks.

Power Off Indicators

When notified that the lights are not illuminated on the Power Off Indicators installed on the side of signal housings at highway crossings, immediately notify the signal call desk. (This indicates commercial power has been lost.)

40.4.9 Bridges Protected by Absolute Signals

When unable to provide a proceed indication at the entrance to a bridge that opens to allow water traffic to pass, do not grant authority to proceed until one of the following has inspected the bridge unless specific instructions state otherwise:

Bridgetender
B&B foreman
Track foreman
or
Signal maintainer

One of the above must inspect the bridge to determine if the rails are properly aligned and the wedges are secured in place.

40.4.10 Trackside Warning Detector Stops / Reportable Messages

Provide timely notification to the signal call desk of all trackside warning detector (TWD) stops and reportable messages that do not require stops (“integrity failure”, “maintenance required”, etc.). (Note: It is not necessary to call the signal call desk in addition to inputting the information into the CAD train sheet.)

Provide the following information for all TWD stops:

- Time of stop
- Train ID
- Direction of travel

- Track the train is traveling on
- Number of locomotives at head end of train
- Number of axles in train, if available
- TWD Number
- Alarm type (dragging equipment, hot journal, hot wheel, shifted load, too slow, integrity failure, excessive alarms, etc.)
- Inspection results (air leak, brakes sticking, dragging equipment, hand brake, hot journal, nothing found, power off, retainer up, system failure, shifted load, set and release, etc.)

In addition, if the train crew finds a valid problem when inspecting train and sets out a car, provide the car identification to the signal call desk.

40.5 Informed of Train Movement

Record calls or finals to terminals. Include cars of excess dimension and any cars picked up on line. Update or cancel the call or final if it becomes apparent that a train will be 30 minutes or more later than indicated.

40.6 CTWC Data Base

Inform your supervisor when notified of a change to a railroad identifiable point, and the change could affect the CTWC data base (such as switch moved, restricted limit sign, or yard limit sign moved).

40.7 Instructions and Authorities

40.7.1 Issuing Instructions and Authorities.

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

To the extent possible, give priority trains preference, and delay no trains unnecessarily.

Communications must be brief, concise and explicit. Any superfluous conversation and use of terms conflicting with or deviating from those prescribed by the rules must be avoided.

Instructions and information issued to employees must not place them in a position requiring or suggesting a rule infraction. If instructions or authorities are not commonly understood, or if there is any doubt concerning the instructions, reissue them until an understanding is reached.

When rules or instructions specify exact wording for issuing or releasing movement authority, use the exact wording specified.

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

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

40.7.2 Repeated Correctly

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

40.7.3 Relaying Instructions

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

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

40.8 Picking Up Crew Member

Before granting permission for a back up to pick up a crew member where overlapping authorities exist, do the following:

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

Do not grant permission for a back up movement where MW authorities exist that will be affected without job briefing with the MW employee. For example, if MW authority was granted behind 3 trains, it would be permissible to allow the first two trains to back up without job briefing the MW, but not the third train.

The "authority" in GCOR Rule 6.6 (Picking Up Crew Member) part 1a includes train location lineups and track car operator lineups.

40.9 Reverse Movements

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

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

40.10 Authorizing Return Movement to Detached Portion of Train

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

40.11 Protection of Equipment Left on Main Track

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

- Within CTC, OCS, manual interlocking limits, or Track Permit territory, apply a restrictive label or quick block to the section of track where equipment is left on the main track.
- Within double track territory where Track Permit or TWC is not in effect, provide protection by placing a restrictive label or quick block within or at the entrance of the limits of double track.

Note: If restrictive label or quick block is not available, set the signals governing entrance to the limits to display Stop indication and apply blocking devices to prevent signals from lining into the limits.

When CTWC is in use, provide protection in the following manner:

- Report the train clear of their track warrant, clear of the subdivision.
- Create a supply sheet of a train; Lead eng ID should read DISP 1
- Create track warrant issued to DISP 1 with Box 11 and Box 12 X'd listing the limits the track is occupied. (This will allow subsequent authorities to be issued for either trains or maintenance personnel.)

Before granting authority to enter any protected limits where equipment has been left standing, notify employee being authorized of the location of the equipment using the following format:

“Equipment on (track) between (milepost) and (milepost)”

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

40.12 Inoperative Highly Visible Marker

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

40.13 General Orders, Superintendent's Notices & Dispatcher's Notices

General Orders (System & Division), Superintendent's Notices and Dispatcher's Notices are available electronically at each dispatcher's workstation with hard copy posted at each Chief Dispatcher's desk.

Review these documents before commencing each day's work.

40.14 Bad Order Cars

All affected employees must be notified of bad order cars that are not fit to move, or those having safety appliance defects. Consult your supervisor before moving such cars.

Notify maintenance of way when engines or cars are set out because of flat spots.

40.15 Call Signals

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



40.16 FRA Track Geometry Inspection Car Instructions

40.16.1 FRA T-10 Car

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

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

1. Each train dispatcher handling T-10 must be furnished with a copy of this appendix
2. T-10 must be operated in compliance with Federal regulations and the rules and instructions of the railroad over which it is being operated.
3. The railroad must provide a qualified engineer pilot for the vehicle. T-10 must not be operated on a main track, inside or outside of yard limits, unless the qualified engineer is piloting the movement. The pilot must notify the T-10 operator of the limits of movement authority and authorized speeds a sufficient distance in advance of any movement or speed restrictions.
4. T-10 must be operated as a train except that automatic signals must not be relied upon to provide protection against following movements. Alternate methods of protection including controlled signals where feasible, must be utilized to provide protection against following movements. When the method of operation can provide for absolute block protection against following movements, it must be provided. When the method of operation cannot provide for absolute block protection the railroad must determine and provide the maximum level of protection available against following movements.
5. T-10 must not be operated by lineups or other track car authorities and must be governed by signal indications in signal system territory.
6. T-10 is prohibited from making a reverse movement, regardless of distance, unless the movement is fully protected and made in accordance with the railroad's operation rules.
7. Traffic control machines must be operated manually for T-10 movements. Automatic clearing and automatic routing features must not be used. The control machine operator must be kept informed of the progress of T-10 from one control point to another. Where provided, electrical or mechanical blocking devices must be used on switch and signal controls.
8. Interlocking machines must be operated manually for T-10 movements. Automatic clearing and automatic routing features must not be used. The operator of an interlocking must not change the position of any switch or indication of any signal until informed that T-10 is clear of the interlocking or a section thereof. Where provided, electrical or mechanical blocking devices must be used on switch and signal controls.
9. The T-10 must approach all interlockings prepared to stop until route is known to be clear.
10. If T-10 is stopped within the limits of any interlocking, the control operator or dispatcher must be notified of the stop and the precise location.
11. T-10 should not be stopped within the limits of an automatic interlocking or a non-interlocked railroad crossing at grade.
If such a stop cannot be avoided, T-10 must be fully protected against conflicting movements at once. Flag protection will be provided unless other positive methods of protection are available or T-10 is relieved of this responsibility by the train dispatcher.
12. In automatic block system or traffic control system territory, T-10 should not be stopped on sand. If such a stop cannot be avoided, T-10 must be moved immediately a sufficient distance to clear the sanded portion of the rails.

13. T-10 must approach all highway grade crossings equipped with automatic protection prepared to stop until it is determined that the protection is working and continues to work as T-10 passes over the crossing. Flag protection against highway vehicles must be provided when automatic protection does not operate properly or when required by railroad rules or instructions.
14. T-10 may be operated within the confines of a yard provided the movement is approved by proper railroad authority and is piloted by a railroad employee qualified on the physical characteristics of the yard.
15. Except within a locomotive servicing area or car shop area, T-10 may be repositioned at any time on a track or portion of a track which is exclusively occupied by T-10 and protected by blue signals.
Within a locomotive servicing area or car shop area, T-10 may be repositioned only after the movement is authorized by the railroad employee in charge of the workmen. Blue signal requirements must be complied with.
16. No more than four persons are permitted to occupy the control cab of T-10. These four persons are the vehicle operator, forward observer, engineer pilot and either the FRA Operating Practices Inspector or carrier supervisor.

40.16.2 FRA T-2000 Car

The following is the FRA's "ENCLOSURE A" regarding "SELF-PROPELLED TRACK GEOMETRY INSPECTION CAR INSTRUCTIONS" and will govern on BNSF Railroad.

Federal Railroad Administration (FRA), Office of Safety manages a high-speed railbound track geometry inspection car (identified as FRA T-2000) that measures track geometry for compliance with the *Federal Track Safety Standards*.

1. Each Train Dispatcher and Locomotive Engineer/Pilot will be furnished with a copy of this enclosure.
2. Prior to each day's survey, the contractor will conduct a safety briefing to all occupants of the FRA T-2000 on general safety, applicable operating and protection procedures.
3. Whenever the FRA T-2000 is operated, including through a designated "yard or restricted" limits and 'other than main track' territories, the railroad will provide either a Locomotive Engineer/Pilot, Traveling Engineer or Road Foreman to pilot the vehicle. FRA T-2000 will be governed by applicable operating rules when operating in either signal or non-signal system territories (except that auto routing and automated clearing features will not be used and all dual control switches will be blocked). Absolute block protection or alternate protection methods, controls or authority (including within "yard or restricted" limit territory), will be applied to protect the FRA T-2000 against following and opposing trains or on-track equipment.
4. FRA T-2000 will be operated as a train. Authorization will not be issued to the FRA T-2000 within the same or overlapping limits of another train or on-track equipment, except to facilitate the FRA T-2000's disabled movement, if necessary, and in accordance with the railroads operating rules. The FRA T-2000 will not be operated by lineup, movement of track cars' or similar on-track equipment authorities.
5. The FRA Operating Practices (OP) inspector, prior to the FRA T-2000 operation, will communicate directly with the train dispatcher and Locomotive Engineer/Pilot, to insure that all operating rules, in effect on the route to be traveled, are understood and confirm the FRA T-2000 is being dispatched as a train. Reference to applicable operating documents will be made to

- confirm such information. The FRA T-2000 OP inspector will be stationed in the immediate vicinity where the FRA T-2000 method of operation, procedures and movement can be monitored.
6. All mandatory directives will be transmitted and received in compliance with railroad rules and instructions. For purposes of this instruction, all references to assigned crew-members apply only to the Locomotive Engineer/Pilot. The FRA T-2000 operator relies on the Locomotive Engineer/Pilot to identify relevant railroad physical characteristics, movement authority limits and authorized speeds, a sufficient distance in advance.
 7. The maximum operating speed of this vehicle is 90 MPH, when self-propelled and 110 mph when towed by a locomotive. The vehicle is not equipped with automatic cab signal, automatic train stop, or automatic train control systems.
 8. Interlocking machines will be operated manually for the FRA T-2000 movements (automatic clearing and routing features will not be used). The control machine operator will be kept informed of the progress of the FRA T-2000 from one control point to another. An interlocking control operator will not change the position of any switch or indication of any signal, until informed that the FRA T-2000 is clear of the interlocking or a section thereof. Where provided, electrical or mechanical blocking devices will be used on switch and signal controls. If the FRA T-2000 is stopped within the limits of any interlocking, the control operator or dispatcher will be notified of the stop and the precise location. The FRA T-2000 will not be stopped within the limits of automatic interlocking or a non-interlocked, at grade, railroad crossing.
 9. The FRA T-2000 is equipped with operating controls at either end. When appropriate, instructions will be given to the FRA T-2000 operator to change ends and operate from the rear of the FRA T-2000. Any reverse movement will be conducted, in accordance with the railroad's operating rules.
 10. In the event the FRA T-2000 operator is to be relieved for any reason, the Locomotive Engineer/Pilot may be utilized (if agreeable) to continue FRA T-2000 operations to the day's final tie-up point. If the Locomotive Engineer/Pilot is not willing or prohibited from operating the FRA T-2000, the survey should be stopped at a suitable point short of the scheduled tie-up or a locomotive will be requisitioned for tow-in. This contingency is one that will be addressed at the beginning of the survey to allow ample planning.
 11. The FRA T-2000 will approach all highway-rail grade crossings equipped with automatic warning devices prepared to stop, until it is determined that the warning devices activate and the FRA T-2000 occupies the crossing. On ground protection against highway vehicles will be provided when automatic warning devices fail to fully activate, the FRA T-2000 interferes with the normal function, or when prescribed by railroad rules or instructions.
 12. In automatic block signal system or traffic control system territory, the FRA T-2000 should not be stopped on sand or other similar rail surface conditions affecting the shunting of the track circuit. If such a stop cannot be avoided, the FRA T-2000 will be moved immediately a sufficient distance to clear that affected portion of the rail.
 13. Neither FRA nor contractor employees will operate a railroad switch or derail and will rely upon a railroad employee to perform that function. Protective devices (i.e., blue signal, derails and locking devices, owned by FRA) will be applied by contractor employees after receiving authority for placement from the appropriate railroad representative. A 'blue signal' will be displayed on or near the FRA T-2000 control stand at a readily visible location and the 'key' removed when on ground instrument verification (i-v's) checks are made. Similarly, positive protection (brakes placed in emergency position and surrendering of the locomotive reverser) will be imposed by FRA when the FRA T-2000 is towed by a locomotive.

14. Except within a locomotive servicing area or car shop area, the FRA T-2000 may be repositioned by the FRA, at anytime on a track or portion of a track that is exclusively occupied by the FRA T-2000 and protected by FRA owned devices. Within a locomotive servicing area or car shop area a 'railroad's blue signal rules' will be in place and complied with, to protect 'anyone' on, under or about the FRA T-2000. The FRA T-2000 may be repositioned, only after the movement is authorized by the railroad employee-in-charge of the workmen and approved by the FRA.
15. When unoccupied and at the request of FRA, FRA T-2000 protection will be provided by the railroad. Additionally, the FRA T-2000 will not be relocated or coupled to other rolling equipment without permission by the FRA. To prevent undesirable access, a remotely controlled or manually operated switch providing entrance to the track occupied by the FRA T-2000, will be aligned against movement to that track. Where provided, electrical or mechanical blocking devices will be used on the switch and signal controls. Additionally, the switch will be secured with an effective locking device, exclusive to FRA. The switch stand's operating mechanism will be equipped with a visible all-weather display tag warning any user, "Out of Service-Do Not Operate."

If a switch cannot be aligned and locked, as described, derails capable of restricting access will be used instead of an effective locking device. The placement of front and rear "portable train control" signs will be displayed in the center of the track, adjacent to derails, marking the presence of the FRA T-2000. The warning sign will consist of 16x24-inch red metal reflectorized placard, affixed to a metal post, signifying rolling equipment cannot pass. A FRA T-2000 wheel will be securely chocked to prohibit movement on its own.

40.17 Crews Relieved on Hours of Service

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

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

40.17.1 Ordering Relief Crews

When it is necessary to order a relief crew, call the relief crew and/or transportation in sufficient time to allow the crew being relieved to arrive their final tie-up point before exceeding their hours of service.

40.17.2 Track Warrants and Bulletins for Relief and Short Turn Crews

When relief and short turn crews are called, arrange to furnish these crews with a fresh set of track warrants and bulletins before they leave their initial terminal whenever possible.

It is also preferable to have the crews being relieved take their old warrants or bulletins with them and not leave them on the train.

40.18 Knowledge of Territory

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

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

Before working a position that uses CTC and/or CTWC equipment you have not worked with for more than 180 days, inform your supervisor so that refamiliarization can be arranged.

When possible, when refamiliarization on equipment is necessary, coordinate with your supervisor in order to post on the district you are to work.

40.19 Student Dispatcher Evaluations

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

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

Responsibility for delivering a blank form to the dispatcher providing on-the-job training rests with the student dispatcher.

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

40.20 Operations Testing

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

40.21 Rule Violations

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

40.22 Passenger Train Operation

40.22.1 Delays and Reporting

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

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

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

40.22.2 Schedules

Keep a current copy of the “BNSF Passenger Train Schedule” at each dispatcher’s desk handling passenger trains. A current copy will be provided by the BNSF Passenger Services Unit. Included in these schedules are all regular passenger trains except the Chicago Division Suburban trains. In addition to the BNSF Passenger Train Schedule, dispatching districts working the Chicago Division must have the current Suburban train schedules at their desk.

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

40.23 On Duty - Dispatchers and Probationary Dispatchers

Dispatchers assigned to work a dispatching district must not leave company property without notifying their supervisor unless an emergency condition exists.

Probationary dispatchers and dispatchers qualifying or requalifying on a dispatching position are not to leave company property without permission from the chief dispatcher responsible for that territory.

Dispatchers who are training and probationary dispatchers are required to be present for both beginning of shift transfer and end of shift transfer.

40.24 Hy-Rail Limits Compliance System (HLCS)

On territories where Hy-Rail Limits Compliance System (HLCS) is in effect, a warning display will indicate that GPS and HLCS equipped vehicles associated with an authority have exceeded their authority limits. This warning will be a snapshot of the tracking information, presented to the dispatcher in the form of a box with red background, displaying the foreman’s name, vehicle identification number, subdivision and current milepost information.

| GPS Vehical ID Acknowledge | | | | |
|---|--------|-------------|----------|-----------|
| Warning!!! GPS Indication Outside Authority Limits WARNING!!! | | | | |
| Foreman | Veh ID | Subsivision | Milepost | Rpt Time |
| SMITH | 96056 | JAMEST | 46.20 | 10:31:20C |

When this warning is displayed:

- Immediately check for opposing or conflicting authorities, providing protection against conflicting movements.
- Contact the employee or vehicle number that was reported in the Warning Box to verify their location.

If it is determined that the employee or vehicle has exceeded the limits of the authority:

- Instruct the employee to stop the movement.
- Protect the movement.
- Report the incident to the Chief Dispatcher.

If it is determined that the employee or vehicle has not exceeded the limits of authority, report this information to T.N.O.C. through the pre-programmed number on your Penta or Avtec screen, or at 593-5900, at the earliest opportunity. The TNOC Call Center will start a Trouble Ticket and process the incident information for proper resolution.

41.0 TRACK WARRANT AND TRACK BULLETIN INSTRUCTIONS FOR TRAIN DISPATCHERS

41.1 Ready for Delivery

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

41.2 Addresses

Address track warrants and general track bulletins as follows:

Trains:

Single Direction Authority

Designate trains authorized to proceed in one direction only (Box 2 or 3) by initials, engine number and direction.

Example:

BNSF 528 West

Work Between Authority

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

Example:

BNSF 3650

Initial Bulletin Delivery

Designate trains by train symbol, initials and engine number.

Example:

Z WSPNBY9 10 BNSF 528

Engine Unknown

When transmitting electronically and engine number is unknown, use “**Eng Unknown**” in place of initial and engine number.

Example:

Z WSPNBY9 10 Eng Unknown

Yard Engines:

Initial Bulletin Delivery

Designate engines confined to yard tracks and/or portions of main track(s) where authorized by GCOR Rule 6.13 or 6.14 as “Yard Eng (Initials & No)” when verbally transmitted. Add the job symbol and date, or “Y Yard” or “Y Eng” followed by shift number and date when transmitted electronically within TSS.

Examples:

Verbal: Yard Eng BNSF 3650

Electronically: Y SB101 26 Yard Eng (Initials & No. Optional)
 Y Yard1 26 Yard Eng (Initials & No. Optional)
 Y Eng2 26 Yard Eng (Initials & No. Optional)

Authority Track Warrant

Designate above engines, when verbally authorized to enter TWC limits by Box 2 or Box 3, by initials, engine number and direction. If verbally authorized by Box 4 to enter TWC limits, by initials and engine number.

Example:

Box 2 or Box 3: BNSF 2812 East
 Box 4: BNSF 2812

Yardmasters

When delivery will be made by a yardmaster or ATM, address the track warrant as follows

- **Y Yard1 (date) at (location)**
- **Y (job symbol) (date) at (location)**
- or**
- **YM and Yard Engines**

The number after the word Yard in first example should reflect the shift for which the track warrant was issued (1,2, or 3).

Address verbally delivered track bulletins as follows:

By initials and engine number with direction optional.

Example: BNSF 4978

BNSF 4978 WEST

41.3 Track Bulletins in Effect

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

- Track bulletins in effect
- or**
- “None or No” if no track bulletins are in effect

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

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

- list them on a subsequent track warrant or general track bulletin
- verbally transmit them
- or**
- send them electronically to a printer or a fax

Verify receipt of track bulletins delivered electronically without a track warrant.

Refer to TDOCOM Rule 41.5.3 regarding restrictive track bulletins.

41.3.1 “Lost” Track Warrant or General Track Bulletin

When a track warrant or general track bulletin is transmitted electronically in TSS, and is subsequently “lost” or never received at destination, do the following.

- Run TSS “Track Warrant Check” (direct command TWCCHK) or “General Track Bulletin Check” (direct command GTBCHK) to display the lost track warrant or general track bulletin information.
- Use the “Resend” option to send an exact copy of the lost track warrant or general track bulletin to the same or different location as necessary.
- Do not use the “Resend” function if current track bulletins are different than originally issued unless the change does not affect the train involved. Instead, issue a new track warrant or general track bulletin.

41.4 Track Bulletins in Yards

Yardmaster and Yard Engines

At the beginning of each yard engine and yardmaster’s shift, issue a track warrant or general track bulletin addressed to the yardmaster and yard engines that lists:

- Track Bulletins in effect
- **or**
- “None or No” if no track bulletins are in effect.

Note: At specific locations identified by your supervisor, track warrants or general track bulletins will be issued directly to the switch engines but in all cases a reference to yard engines must be included in the address.

41.5 Delivered Electronically

41.5.1 VMS System Delivery

The following will apply to the use of the Voice Mail System (VMS) to deliver track warrants and track bulletins:

- Three digit location codes can be added or deleted upon request by the System Administrator or Manager of Dispatching Practices and Rules.
- When building a supply sheet for a train, be sure to input the train symbol accurately. VMS will read the train symbol to the crew exactly the way it was entered on the supply sheet.
- If a crew retrieves the wrong track warrant and track bulletins, instruct them to destroy what they retrieved. After verifying documents have been destroyed, resend track warrant and track bulletins.
- Only one track warrant per CTWC district can be sent for a particular train symbol.
For example: A turn around local that would normally be issued an item 7 track warrant on

themselves at their turning point, cannot receive both of their authority warrants via VMS under the same train symbol. It is permissible to send a train warrants under separate train symbols as long as the crew is informed by the dispatcher that both warrants are in VMS system under two different train symbols.

- Dogcatch crews can receive their track warrants and bulletins via VMS. However, be sure GCOR Rule 15.12 is complied with. Guard against the possibility that the original track warrants and track bulletins were left on the train by the original crew.

If the information on a track bulletin changes prior to the crew retrieving the information from VMS and it becomes necessary to reissue a track warrant and bulletins to the train, the following instructions must be complied with:

- Determine the voice mail system the location is on (Seattle, Denver or Springfield). Some dispatching districts utilize more than one voice mail system. Dial the numbers associated with the correct VMS from the list below:
 - Seattle 8-625-6100 after voice prompt dial 625-0127
 - Denver 8-480-7400 after voice prompt dial 480-0106
 - Springfield 8-864-2300 after voice prompt dial 864-0602

Note: Do not press the pound (#) key prior to entering the number following the voice mail prompt.

- Enter the identification code - 12345 (for all districts).
 - A series of voice prompts will lead you through canceling delivery of the track warrant and track bulletins. Enter the three digit location code that the track warrant and track bulletins were sent to, and the four digit district I.D. number when prompted to do so.
 - Once you have canceled delivery of the information, you can now send new track warrant and track bulletins.

Note: If you try to cancel delivery of a track warrant and track bulletins, but are unable to identify that they are still in VMS, then they must be considered retrieved by a field employee. Give the crew any changes by another method as provided by the rules.

41.5.2 Restrictive Track Warrant

Do not issue a track warrant electronically if it restricts the train's movement and the train has received authority to leave that station. Issue the restriction directly to a crew member. Do not use the second paragraph of GCOR Rule 14.13 (Mechanical Transmission of Track Warrant).

41.5.3 Restrictive Track Bulletin

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

Exception

Issuing a track bulletin electronically is permitted if:

- Before issuing, the train dispatcher informs the crew member that the track bulletin will be issued electronically.

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

41.5.4 Delivered Electronically and Void

When necessary to void a track warrant or track bulletin delivered electronically, void it directly to the conductor, engineer, or an employee qualified on the GCOR or MWOR.

41.5.5 Track Warrant Containing Authority

Track warrants granting authority (Box 2, 3, or 4) may only be issued electronically through CTWC.

Note: When using the CTWC system to issue track warrants granting authority (Box 2, 3 or 4) for delivery directly to a printer or fax not dedicated to authority track warrants or not under direct supervision, do so only when the employee who is to receive the track warrant is physically at the location of the printer or fax.

41.6 (Left Blank Intentionally)

41.7 No Longer in Effect

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

Maintain a file of all Non-CTWC/Non-TSS track warrants and track bulletins. If made void by subsequent track warrant, show that track warrant number also (Void by track warrant No.__).

41.8 Track Warrant and Track Bulletin Examples

Use the following examples in track bulletins and track warrants:

41.8.1 Timetable, Special Instructions, or General Order Modifications

Use the following examples to change the timetable, special instructions, or a general order:

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

41.8.2 Suspend Block System Signals per GCOR Rule 9.23 (Suspension of Block System)

Use the examples below only if the Division Superintendent authorizes a block system or a section of it removed from service. Specify the exact locations between which the block system is suspended:

1. EFFECTIVE time and date , BLOCK SYSTEM IS SUSPENDED (ON _____ TRACK) BETWEEN _____ AND _____ BE GOVERNED BY RULE 9.23 TWC IS IN EFFECT
MAXIMUM AUTHORIZED SPEED _____ MPH
or
PASSENGER TRAINS _____ MPH AND OTHER TRAINS _____ MPH

Add the following if necessary:

- a. AT _____ INTERLOCKING SIGNALS REMAIN IN SERVICE
- b. AT _____ CROSSING WARNING IS MALFUNCTIONING BE GOVERNED BY RULE 6.32.2
- c. AT _____ SWITCH LINED FOR _____ TRACK
- d. AT _____ SPRING SWITCH SPIKED FOR _____ TRACK
- e. AT _____ AUTOMATIC SWITCHES (OUT OF SERVICE) or (REMAIN IN SERVICE)

41.8.3 Trackside Warning Detectors and Signals

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

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

Note: Dispatchers may issue instructions verbally to remove trackside warning detectors from service. These instructions may be delivered in the same manner as malfunctioning crossing signals. It is the dispatcher's responsibility to protect the condition.

41.8.4 Speed Restrictions

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

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

Add the following if necessary:

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

41.8.5 Switches

Spring Switches

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

Spiked Switches

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

41.8.6 Flags Placed Less than Required Distance

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

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

Insert "RULE 15.2.1" in the flags columns when issuing a Rule 15.2.1 Form B.

41.8.7 Whistle Warning Request

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

WHISTLE FREELY BETWEEN MP ____ AND MP ____ FROM (time) UNTIL (time) FOR
(_____)

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

41.8.8 Occupied Outfit Cars Are Set Out

When occupied outfit cars have been set out, use the following example:

AT _____ OCCUPIED OUTFIT CARS ON (track) MUST NOT BE COUPLED TO OR
MOVED WITHOUT AUTHORITY OF THE EMPLOYEE IN CHARGE

41.8.9 Track Removed From Service***Double Track***

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

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

These instructions may be modified by adding:

ENGINES MUST BE AUTHORIZED PER RULE 6.3 AND DIRECTED BY (name or title of employee) TO USE OUT OF SERVICE TRACK.

MAKE ALL MOVEMENTS ON OUT OF SERVICE TRACK AT RESTRICTED SPEED UNLESS OTHERWISE DIRECTED BY (name or title of employee).

Single Track

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

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

or

AT (location) AFTER (time) MAIN TRACK OUT OF SERVICE BETWEEN (siding, house track, etc.) SWITCHES.

ENGINES MUST BE AUTHORIZED PER RULE 6.3 AND DIRECTED BY (name or title of employee) TO USE OUT OF SERVICE TRACK.

MAKE ALL MOVEMENTS ON OUT OF SERVICE TRACK AT RESTRICTED SPEED

UNLESS OTHERWISE DIRECTED BY (name or title of employee).

SWITCHES WILL BE LEFT LINED AND LOCKED FOR MOVEMENT THROUGH (track).

Switchtender

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

SWITCHES IN CHARGE OF SWITCHTENDER.

Within ABS limits, you may add the following:

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

42.0 TRACK WARRANT CONTROL INSTRUCTIONS FOR TRAIN DISPATCHERS

42.1 Issuing Track Warrants

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

When issuing track warrants verbally:

- Ascertain who is copying the track warrant before issuing
- Use the term “X box”
- Transmit each entire line marked with an “X”
- Require the employee copying the track warrant to repeat each entire line marked with an “X”

42.2 Track Warrant Restrictions and Instructions

When a track warrant that authorizes movement (boxes 2, 3, or 4) also contains a restriction, include that restriction on subsequent track warrants until the train is no longer affected by the restriction.

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

When a track warrant that contains Box 17 instructions is voided, reissue those instructions on subsequent track warrants if it is desired that they remain in effect.

42.3 Trains Occupying Overlapping Limits with Trains (Box 11)

ABS Territory – Box 11 may be used for trains occupying overlapping limits with other trains with no restrictions.

Non-ABS Territory - Box 11 may be used for trains occupying overlapping limits with other trains with the following restrictions:

1. Train(s) authorized by Box 2 through the limits of a train(s) authorized by Box 2, Box 11, must receive a track warrant with a Box 11 restriction, only after departing the last station prior to the overlapping limits, and Box 2 authority must begin at the same location where the overlapping limits begin (i.e. the train's previous authority must not extend into the overlapping limits).
2. Train(s) authorized by Box 2 which will move through the limits of a train(s) authorized by Box 4 must receive a track warrant with a Box 11 restriction, only after departing the last station prior to the overlapping limits, and Box 2 authority must begin at the same location where the overlapping limits begin (i.e. the train's previous authority must not extend into the overlapping limits).
3. Train(s) which will be authorized by Box 4 must receive a track warrant with a Box 11 restriction, only after passing the last station prior to the overlapping limits, and Box 4 authority must begin at the same location where the overlapping limits begin and must include the entire overlapping limits (i.e. the train's previous authority must not extend into the overlapping limits, and the new Box 4 authority must not extend beyond the overlapping limits).

42.4 Maintenance of Way in Yard Limits/Restricted Limits

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

42.5 Movement on Another District

Do not issue authority that affects movement on another train dispatcher's district.

42.6 Protection Against Conflicting Movements

When issuing authority, provide protection against conflicting movements.

42.6.1 Use of Boxes 7, 9, and 10

Box 7

Use Box 7, 'NOT IN EFFECT UNTIL AFTER ARRIVAL OF _____ AT _____', for opposing train movements authorized by Box 2 or 3.

Do not use Box 7 when authorizing a train, if the opposing train is authorized by Box 4, 'WORK BETWEEN'.

Box 9

Use Box 9, 'DO NOT FOUL LIMITS AHEAD OF ____' for following movements.

Box 9 must not be used when authorizing a 'WORK BETWEEN' to follow a movement authorized in one direction without also using Box 11 for the overlapping limits for all involved trains.

Boxes 9 and 10

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

Do not use Box 9 or 10 to provide meeting or passing points for trains authorized by Box 3.

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

42.7 (Left Blank Intentionally)

42.8 Voiding Track Warrants

42.8.1 Voiding Existing Track Warrants

When changing the limits of an existing track warrant:

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

42.8.2 Voiding a Track Warrant to an Operator

To void a track warrant copied by an operator but not delivered to a train:

- If the track warrant includes movement authority, issue to the operator a second warrant addressed to the train voiding the first track warrant.

or

- If the track warrant does not include movement authority, do not issue a second warrant. Instead, instruct the operator to write VOID across the track warrant and file it.

42.8.3 (Left Blank Intentionally)

42.8.4 (Left Blank Intentionally)

42.8.5 (Left Blank Intentionally)

42.8.6 Clear of Main Track

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

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

42.9 Changing Track Warrants or General Track Bulletins

You may verbally change the train symbol, initial, engine number, direction, or date of a track warrant or general track bulletin that does not grant authority (Box 2, 3, or 4).

Before verbally granting permission to change track warrant address:

- Verify that the track warrant in question is the correct track warrant for the train, and
- Ascertain that all required track bulletin restrictions in effect on territory you control have been or will be issued to train.

Grant verbal permission with the following format:

“(_____) has permission to change track warrant (or general track bulletin) (number) of (date) to read (_____) instead of (_____).”

If bulletins are not current and it is practical to do so, issue a new general track bulletin or track warrant electronically with all required information.

If you verbally change the train symbol on a computer generated general track bulletin or track warrant that delivers track bulletins, notify other dispatchers within the route code used as TWCCCHK and TSS “lists of trains affected” generated by future bulletin issuance will be affected.

42.10 Track Warrant Other Specific Instructions (Item 17)

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

42.11 Handwritten Track Warrants

Issue handwritten track warrants only when authorized by your supervisor. The decision to use handwritten track warrants to grant authority will be made between the AGST, Chief Dispatcher and Manager of Dispatching Practices and Rules.

42.12 CTWC Entry Point

When using CTWC and issuing movement authority to a train to work between two locations, make the "entry point" the exact location where the train will enter the limits. Automated conflict checks depend on this information.

42.13 Reporting Clear of Track Warrant that Authorizes Movement

When a maintenance of way employee or train reports clear of a track warrant with movement authority (Box 2, 3, or 4) state the following:

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

42.14 Track Release Time

This track release time may not be the time the information was received.

When using CTWC and an employee reports that the train or on-track equipment has passed a specific point within the authorized limits, as outlined in GCOR or MWOR Rule 14.3 (Operating with Track Warrants), enter the track release time in the system as the exact time the train or on-track equipment passed the specific point.

State the track release information followed by, "Is that correct?" as follows:

"(ID) clear of (location) at (time); Is that correct?"

42.15 Overlap Circuits

Train dispatcher may instruct a train to pass an overlap sign on a siding when the train is not authorized to proceed, if necessary to accomplish train meets or when unforeseen conditions arise.

Before issuing this instruction, notify the engineer(s) of any opposing train(s) authorized to move out of the next station of your intent and reach a clear understanding concerning movements that will be made.

42.16 Equipment that May Not Shunt the Track (ABS)

In ABS limits, unless authorized to move in both directions (Box 4 or yard limits), establish absolute protection against following trains for the following:

- Single unit light engines
or
- Short wheelbase equipment that shunts the track

42.17 Permission to Pass Stop Indication in ABS

When a train requests permission to pass a Stop indication in ABS under GCOR Rule 9.12.4 (ABS Territory), do the following:

- Verify that the train has authority beyond the Stop indication.
- Attempt to verify that no opposing train has violated its authority.

The train dispatcher may then give the train permission to pass the signal in the following words:

After stopping, (train) at (location) has permission to pass signal displaying Stop indication.

42.18 Back Over Moves in Double Track Territory

Make back over moves in Double Track territory under the provisions in the second paragraph of GCOR Rule 6.3 only when not possible to authorize the move with a track warrant.

When a back over move is being made, instruct the train crew to make all movements at restricted speed.

42.19 Protect Open Switch

 Main track switches in track warrant control territory may be left in the reverse position only when the condition is protected by a computerized track warrant system and under the following provisions.

In ABS Territory:

Track warrant Box 2 or 3 authority for trains may be issued with no restrictions.

Track warrant Box 4 authority for trains must end at any open main track switch. Authority may be issued beyond the open switch only after employee has restored the switch to normal position.

Track warrant Box 2, 3 or 4 authority for maintenance of way employees may be issued with no restrictions.

Non-signaled Territory:

Track warrant Box 2 or 3 authority for trains must end at any open main track switch. Box 2 or 3 authority may be issued beyond the open switch only after the train has departed the previous station to the open switch.

Exception: If the last station previous to the open switch has no siding and is less than 7 miles from the open switch, authority may be issued beyond the open switch when the train is within 7 miles of the open switch.

Track warrant Box 4 authority for trains must end at any open main track switch. Authority may be issued beyond the open switch only after employee has restored the switch to normal position.

Track warrant Box 2, 3 or 4 authority for maintenance of way employees may be issued with no restrictions.

In Any Territory:

When a crew member reports that a switch has been restored to normal position as required by the last bullet of GCOR Rule 8.3 (Main Track Switches), the switch must not be considered returned to normal until the dispatcher verifies that:

- the crew member is physically at the switch
- or
- the train or engine is occupying the switch.

When using CTWC, before issuing a track warrant with Box 7 and Box 21 X'd, you must have issued the opposing train's authority beyond the switch to be left open.

NOTE: If this procedure is not followed, the train that is later authorized beyond the switch to be left open will receive a Box 20 to stop and restore a switch that has not yet been left in the reverse position.

42.20 CTC Locations

You may issue a track warrant that includes CTC territory within its designated limits. Use valid TWC locations for the "From" and "To" locations. Where CTC is in effect, CTC rules will govern.

42.21 Specifying Limits

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

42.22 Maintenance of Way Equipment

42.22.1 Contingent Authorities

Do not issue track warrant authority contingent upon a condition (i.e. "after arrival of" or "do not foul limits ahead of"). Issue only after the train movement(s) authorized by Box 2 or Box 3, is physically by the location where the track will be entered.

If the authority issued to MW forces contains overlapping authority with the train:

- Use Box 9 "Do not foul limits ahead of" to instruct the employee that authority is granted behind the train movement(s) for a following movement in the same direction.
- Use Box 7 "Not in effect until after arrival of" to authorize movement in the opposite direction of the train.

If track warrant authority cannot be granted for immediate use, instruct employees to call back at a given time.

42.22.2 Overlapping Limits with Train

ABS and Non-ABS Territory – Box 12 may be used for trains occupying overlapping limits with men or equipment with the following restrictions:

1. Train(s) authorized by Box 2 which will move through the limits of men or equipment authorized by track warrant must receive a track warrant with a Box 12 restriction, only after departing the last station prior to the overlapping limits, and Box 2 authority must begin at the same

location where the overlapping limits begin (i.e. the train's previous authority must not extend into the overlapping limits). Men or equipment must receive Box 11 for the entire overlapping limits.

2. Train(s) which will be authorized by Box 4 working in the limits of men or equipment authorized by track warrant must receive a track warrant with a Box 12 restriction, only after departing the last station prior to the overlapping limits, and Box 4 authority must begin at the same location where the overlapping limits begin and must include the entire overlapping limits (i.e. the train's previous authority must not extend into the overlapping limits, and the new Box 4 authority must not extend beyond the overlapping limits). Men or equipment must receive Box 11 for the entire overlapping limits.

42.22.3 Maintenance of Way Equipment Operated as a Train

When maintenance of way work equipment is operated as a train (piloted by TY&E personnel), build the supply sheet as a train and use MW as the engine initials on the supply sheet.

Do not issue track warrant to TY&E personnel handling MW equipment with supply sheet built as foreman. Likewise, do not issue track warrant to MW personnel with supply sheet built as a train.

42.22.4 Form B and Crossovers

Outside 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 will ensure that the crossover switches are:

- lined in normal position
- spiked, clamped or locked with an effective locking device
- properly tagged

Prior to authorizing movement through one of these crossovers, the employee in charge of the Track Bulletin Form B must be notified of the intent to use the crossover and arrangements made for this employee to facilitate removal of the tags and spikes, clamps or effective locking devices.

42.23 Pushing a Train

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

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

- **Box 1** (void previous track warrant)
- **Box 2** (issue new limits)
- **Box 11** (specify limits over which the "push" will occur)

Second train :

- Issue new authority to point of track release of first train.
- Build a supply sheet for second train as a work between train over entire subdivision.
- Issue Box 4 and 11 within the same limits contained in Box 11 of the train needing to be "shoved" to whatever point the "shove" will occur. Lite engines may return to their train with this track warrant.

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

43.0 TRACK BULLETIN AND TRACK CONDITION MESSAGE INSTRUCTIONS FOR TRAIN DISPATCHERS

43.1 (Left Blank Intentionally)

43.2 When Track Bulletin is Requested

When notified of a track condition on a main track, siding or controlled track or asked to place a track bulletin, issue a track bulletin to cover the condition, unless otherwise instructed by your supervisor.

Make sure that information issued on track bulletins:

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

43.2.1 Issue Track Bulletin Electronically

When issuing a track bulletin Form A or Form B, enter the restrictions in only one direction. Do not issue one line with mileposts entered from east to west, then the next from west to east.

When issuing a track bulletin Form C, if using mileposts as locators, enter the mileposts in only one direction.

43.3 Condition Permanent

When issuing a track bulletin for a permanent track condition:

- Verify with maintenance of way that the condition is permanent.
- Show the track condition followed by **“This condition becomes permanent on (date).”**
- Make sure the permanent track conditions is carried on the track bulletin until:
 - The condition has been covered by track bulletin for 60 days.
 - Your supervisor approves its removal.

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

43.4 Overlapping Green Flags

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

43.5 Issue Track Bulletin Verbally

Before issuing a track bulletin verbally, ascertain name of copying employee.

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

When issuing a track bulletin Form A verbally, record speed restrictions in milepost sequence or tenths of a mile from a milepost. Show the restrictions in one direction only.

43.6 (Left Blank Intentionally)

43.7 Separating Information – Form C and Track Condition Message

Use location or milepost fields in TSS to separate information in Form C track bulletins and track condition messages. (This correctly aligns the information and enables the route code system to display information properly.)

43.8 Delivering Track Bulletins

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

In the TSS system, track bulletins may be delivered by assigning route codes. Ensure that the necessary route codes are assigned for all train movements when used. If a train's route or destination changes from original expectation, check and if necessary deliver any additional track bulletin restrictions needed. (Note: Do not depend on train symbol only; check that correct route code for new destination was used. When schedules are annulled at stations short of normal destination, the route codes will reflect the new destination station, but the symbol will be unchanged.)

43.9 Improperly Displayed or Missing Track Flags

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

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

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

43.10 Track Bulletin Form B

Track bulletin Form B may be issued for one day only except when using general track bulletin.

43.10.1 Switches Included in CTC

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

Ascertain the following:

- What track(s) will be occupied or fouled,
- Where work will be performed,

- Which, if any, of the dual control switch(es) in the limits will be occupied or fouled,
- What, if any, routing restrictions exist for train movements through the limits.

Until job briefing determines otherwise, all dual control switches within Form B limits must have blocking or marking devices applied during the effective time of the track bulletin Form B.

Dual control switches that will be occupied or fouled must have blocking or marking devices applied during the effective time of the track bulletin Form B.

Routing restrictions must be protected by blocking dual control switches away from the restricted route or by applying restrictive labels in restricted area during the effective time of the track bulletin Form B.

Do not operate these blocked switches without first notifying the employee in charge of the track bulletin Form B and determining it is safe to do so. Maintain record of time blocking is placed and removed. Include in your transfer any blocking or marking devices in use for this purpose.

43.10.2 Cutoff Time for Issuance of Form B

Do not issue track bulletin Form B after 2359 hours for the next calendar day unless approved by your supervisor.

43.10.3 Rule 15.2.1 Form B

Insert "RULE 15.2.1" in the flags columns when issuing a Rule 15.2.1 Form B.

43.10.4 No Overlapping Form B Authorities

Do not issue Form B track bulletins containing lines with limits that overlap other line limits in the same or other Form B track bulletins.

43.11 Permanent Speed Signs in Place

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

43.12 Easily Identifiable Locations

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

43.13 Written Instructions

Advice of speed restrictions issued, raised, or lowered by the train dispatcher must be in writing.

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

43.14 Rules Not in Effect

Do not use GCOR Rule 15.3 (Authorizing Movement Against the Current of Traffic) on the Burlington Northern Santa Fe Railway.

43.15 Voiding Track Bulletin Restrictions

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

- “Void verbally”
- “Void by track warrant (No.) “
 or
- “Void by track bulletin (No.) “

If voided verbally (complete bulletin, line or part of bulletin), indicate trains voided to on:

- the track bulletin affected
 or
- the computer generated list of affected trains.

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

43.16 Track Condition Messages

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

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

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

Protect “Watch your footing” items along main tracks and sidings with a track condition message.

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

When entering “Watch your footing” items, use the phrase “Watch your footing”. Do not use “Bad footing” or “Dangerous footing”, etc.

List Track Condition Messages in station sequence.

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

43.17 Use of Form A, B and C Track Bulletins

Form A track bulletins contain speed restrictions only on the numbered lines in ascending or descending order. The comment line (PF9 “Dtls” in TSS Create Bulletin) should be used for exceptions or information associated with the numbered line speed restriction. The flag exceptions line (PF6 “Fflg” in TSS Create Bulletin) should be used for flags that are located on a subdivision different from the subdivision the restriction is located on. (These comment and flag exception lines will display below the numbered line they reference.)

Form B track bulletins contain information about employees or equipment working on main tracks, controlled siding and other controlled tracks. The comment line (PF9 “Dtls” in TSS Create Bulletin) should be used for information pertaining to the employees or equipment shown in the associated numbered restriction. The flag exceptions line (PF6 “Fflg” in TSS Create Bulletin) should be used for flags that are located on a subdivision different from the subdivision the employees or equipment is located on. (These comment and flag exception lines will display below the numbered line they reference.)

Form C track bulletins are freeform bulletins that may include the following items:

- Main track out of service
- Walkways on bridges out of service
- Items affecting movement on main tracks or sidings other than restrictions shown in track bulletin Forms A or B

44.0 INSTRUCTIONS FOR CONTROL OPERATORS

44.1 OS Indications on CTC Machine

“OS” indications on a CTC machine that are used with proceed signal indications at control points can be used as follows:

- To determine the location of train movements in CTC
- As proof that a train has left CTC

This information cannot be used to issue track warrants or train location lineups.

44.2 Blocking or Marking Devices

When rules require blocking or marking devices to provide protection, use marking devices only when the machine is not equipped with blocking devices.

Following are some instances when blocking or marking devices are to be applied to control machine to prevent movement into the limits protected.

Provide restrictive label, quick block or track block:

- To prohibit movements on routes where a signal or signal appliance is functioning improperly or if damage occurs to the track (GCOR Rule 9.5.2).
- To prevent displaying signals for movement into track permit limits (GCOR Rule 9.15.1).
- To prevent movement into track and time limits (GCOR Rule 10.3.1).
- To provide absolute protection behind Sperry Rail Detector cars (System Special Instructions, TDOCOM Rule 44.5).
- To provide absolute protection behind FRA Track Inspection cars (TDOCOM Rules 40.16.1, 40.16.2 and 44.5).
- To protect reverse movements in CTC (GCOR Rule 6.4.1, TDOCOM Rules 40.9 and 44.12).
- To protect back up movements in CTC (GCOR Rule 6.6, TDOCOM Rule 40.8).
- To protect equipment left on track (GCOR Rules 6.20(B) & 15.5, TDOCOM Rule 40.11).
- To protect adjacent track in CTC territory when train stopped in emergency (GCOR Rule 6.23).
Note: Signals that have been changed to display Stop indications must not be “in time” when advising crew that protection is provided.
- To protect segments of CTC where fixed signals fail or are missing (TDOCOM Rule 40.4.6).
- To protect a block when a signal is reported as failing to display its most restrictive indication when the block is occupied or a switch protected by the signal is changed from its normal position (GCOR Rule 9.7, TDOCOM Rule 40.4.7).
- To protect track removed from service (GCOR Rule 15.4, TDOCOM Rule 44.3).

- To protect blocks governed by signals reported as pumping or working erratically (GCOR Rule 9.6). Note: Instruct trains to move at restricted speed in the block governed by the affected signal if moving on signal indication.
- To protect track segments where restrictions have been placed that must be protected to trains that have already received their initial track warrants and are not required to secure an additional track warrant or track bulletin before reaching the location of the restriction. Note: If the restriction is between CTC and TWC territory, place the blocking on the approach circuit to CTC.
- To protect track segments affected by weather warnings. (TDOCOM Rule 53.2)

Indicate on the transfer, the purpose of any blocks or restrictive labels still remaining at change of shift.

44.3 Track Out of Service

When track is out of service, do the following:

- Provide blocking or markers on the control machine to prevent movement onto the track that will be protected.

Do not establish a signal route to allow train movement into a track that has been removed from service.

44.4 Admit Train to Occupied Siding

Before allowing opposing trains to enter the same siding, notify the engineer of each train in advance.

44.5 Equipment that May Not Shunt the Track (CTC or Manual Interlocking)

In CTC or manual interlocking limits, unless track and time has been issued, establish absolute protection against following trains for the following:

- Single unit light engines
 or
- Short wheelbase equipment that shunts the track

Do not utilize “stacks” for opposing moves at control points in advance of these type movements if signals are not cleared through the control point for the movement.

44.6 Lining Controlled Signals/Switches

Display controlled signals at their most restrictive indication; however, display proceed signals well before movement to avoid giving an unnecessary restrictive indication.

As soon as possible after movement is complete, return dual control switches to their normal position.

44.7 Hold a Controlled Signal at Stop

Control operators will hold an absolute signal at Stop and verbally authorize movement beyond the signal at the request of a railroad supervisor.

44.8 Authority to Pass a Stop Signal

44.8.1 Verbal Authority

Before granting a train verbal authority to pass a signal displaying a Stop indication, as outlined in GCOR Rule 9.12.1 (CTC Territory) and Rule 9.12.2 (Manual Interlockings):

- Verify from the train crew that the Stop indication is visible.
- Block switches and derails to prevent movement requests (use device or switch block on DigiCon equipment and be sure the switch block indicates in solid blue). Blocking must be maintained until movement is clear of the switch.
- Apply blocking or restrictive label on the track segment beyond the affected control point and maintain until all trains authorized under provisions of Rule 9.12.1 or 9.12.2 have occupied the track segment beyond the affected control point or have reached the end of CTC or Manual Interlocking limits.

Authorize trains to pass Stop indications one signal at a time.

44.8.2 Relaying Authority to Pass a Stop Signal

When direct radio communication is possible, do not allow another employee to relay the authority to pass a signal displaying a Stop indication. When another employee must relay this information, the employee must be qualified on the General Code of Operating Rules.

44.9 CTC Control Equipment

When you experience trouble in the functions of a code line, do not depend on any indications affected by that code line until the malfunction in code line has been corrected except as advised by signal personnel.

44.9.1 Switch Correspondence

Use switch correspondence indication to verify that the switch is lined and locked for the route that will be used. A solid switch indicates the switch is mechanically locked and properly lined. A flashing switch indicates the switch is out of correspondence. If any of the following is observed, the switch at that location cannot be considered lined and locked unless otherwise advised by signal personnel or by other qualified employee at the location:

- The switch does not respond properly to requests.
- The control display indicates the field location is in FAILURE, MAINTENANCE, or LOCAL CONTROL mode on machines so equipped.
(In the DigiCon system, when the control display indicates the field location status is unknown, the control point color turns dark brown and this condition is referred to as “Code Brown”.)
- The “locked” indication is not displayed after the signal has been requested on machines so equipped.
- The track display does not indicate a known occupancy.
or
- The code system is not functioning properly.

Control operators must not tell crew members or MW personnel that the control machine indicates that the switch is lined and locked for route that will be used.

44.9.2 Track Indications

When a track indication (intermittent or continuous) appears on your CTC screen:

- Immediately notify the signal call desk with the location of the indication. (Control operator must immediately notify local Signal Maintainer.)
- If multiple track indications appear behind a train, instruct the train crew to stop and inspect their train. (Track indications appearing behind a train movement are a warning of possible bad order equipment on the train.)
- Advise the chief dispatcher at first opportunity.
 - Do not authorize trains or light engine consists into an unknown track indication between control points unless authorized by Chief Dispatcher. Chief Dispatcher authority is not required if the track indication is within control point limits or track has been inspected and determined safe by signal or maintenance personnel.
 - Do not issue track and time to maintenance of way where an unidentified track indication exists without first ascertaining that no trains are in the affected track.
- If authorized by Chief Dispatcher, continue train movement, authorizing train movement(s) to pass signal(s) displaying Stop indication as outlined in TDOCOM Rules 40.4.4 and 44.8.1 (Note: this applies to any type of “tie” territory - concrete, wood, steel, etc.).
- Discontinue train movement when signal maintainer and/or section personnel arrive to inspect the condition and immediately give time to inspect the condition, unless otherwise advised by on-site personnel.

44.10 Dual Control Switches

44.10.1 “Out of Correspondence” Switches

When dual control switch or switches in a control point do not indicate to be lined and locked, movement must be authorized past the Stop indication and employee instructed to operate dual control switch(es) by hand. Before doing so:

- Block all other switches at the location to ensure switch control requests are not initiated.
- If opposing signals at adjacent control points indicate proceed on any track that can be accessed through the out of correspondence switch, arrange to place those signals in Stop position and apply blocking, or, advise the opposing train of movement to be made and wait until opposing train has taken the opposing signal before authorizing movement and instructing hand operation of the out of correspondence switch.

When authorizing movement past a Stop indication and instructing employee to operate dual control switch(es) by hand, do so with a single statement as follows:

“After stopping, (train) at (location) has authority to pass signal displaying Stop indication and is instructed to operate (switch(es)) by hand for your route,” specifying route where applicable.

When multiple switch machines are involved, include each switch machine in the instruction statement. For example, “...operate both switches of east crossover by hand...”, or “...operate east and west switches of east crossover by hand ...”, etc.

Note: This rule does not apply to power-operated switches not equipped for hand operation. These switches are not dual control switches. Instructions for granting authority to proceed over out of correspondence power-operated switches not equipped for hand operation will be included in individual subdivision special instructions in the timetable of the affected territory if the practice is allowed.

44.10.2 Hand Operation of Dual Control Switches

A train or engine's authorized limits will extend to adjacent control points in **ALL** directions on all connected tracks when granted permission to operate a dual control switch by hand at a control point or manual interlocking unless specifically instructed otherwise.

Do the following before granting permission to operate a dual control switch by hand:

- Block all other dual control switches that are accessible by the train or engine in the limits described above.
- Apply restrictive label, quick block or track block to affected tracks. Note: If these blocking devices are not available, set the signals governing entrance to the limits to display Stop indication and apply available blocking devices.

Grant permission as follows: **(Train) at (location) has permission to operate (specific dual control switch(es)) by hand (for switching moves only, to double train together, etc.-OPTIONAL).**

Note: Do not grant a train crew permission to operate a dual control switch by hand that allows access to a track where Track and Time is in effect without first giving the train Track and Time on that track also.

Establish conflicting routes and authorize conflicting movements only as follows:

- Communicate with train or engine crew first authorized to place the dual control switch in hand operation
- Issue track and time to both trains
- Issue track and time first to the train that has the switch in hand operation

Code Brown

Include instructions to hand operate all the dual control switches for the route for each individual movement when CTC control equipment is not receiving indications from the field (the state referred to as "Code Brown"), and movements are being authorized verbally.

44.11 Instructions in Release Box

In CTC territory, when a train is stopped at a signal displaying a Stop indication at an automatic interlocking with supervisory control and a crew member communicates with the train dispatcher or control operator, if no conditions exist to prevent doing so, instruct train crews to comply with instructions in the release box and authorize them to pass the signal as follows: **"After stopping and complying with instructions in release box, (train) at (location) has authority to pass signal displaying Stop indication"**, specifying the route where applicable).

GCOR Rule 10.3 states "Track and time does not authorize trains to occupy the tracks within automatic interlocking limits".

MWOR Rule 10.3 states “Track and time does not authorize maintenance of way employees and on-track equipment to occupy the main track within automatic interlocking limits.

When track car operator requests protection within automatic interlocking limits with supervisory control in CTC territory, state the following:

“Be governed by instructions in the MW release box.”

44.12 Permission for Reverse Movements

Permission for a reverse movement within CTC or manual interlocking limits may be granted to a train only if one of the following conditions is satisfied:

- The next controlled signal to the rear for a following movement is set to display a Stop indication, blocking devices are applied to the signal and the track is clear of trains to the controlled signal.
- A following train which has passed the last controlled signal to the rear has been stopped and instructed to remain stopped until the reverse movement is completed.

44.13 Before CTC Is Suspended

Before suspending CTC, as outlined in Rule 41.8.2 [Suspend Block System Signals per GCOR Rule 9.23 (Suspension of Block System)], notify maintenance of way employees in the affected territory. Release all track and time before CTC is suspended.

44.14 (Left Blank Intentionally)

44.15 Relinquish Control of CTC Machine

When requested and as time permits, give control of CTC commands to the signal technicians for testing/cutover purposes.

Prior to using signal commands that will affect signals, switches, or blocking, CTC Signal Supervisors/Technicians will contact you.

Use of commands that do not affect signals, switches, or blocking do not require prior approval.

44.16 Protection for Occupied Outfit Cars

When providing protection for occupied outfit cars, as outlined in GCOR Rule 5.12 (Protection of Occupied Outfit Cars), make a record on the form provided.

44.17 Protection for Employee Near Moving Equipment

When providing protection on other than a main track for an employee on, under, or between moving equipment, as outlined in GCOR Rule 5.13 (Blue Signal Protection of Workmen), make a record on the form provided.

44.18 Movements Within Control Points or Manual Interlockings

44.18.1 Change of Direction

Before granting permission to change direction to a train that has stopped while the trailing end of the train is between the outer opposing absolute signals of a control point or manual interlocking, cancel all programmed switch movements (Stacks/Meet Passes) and block all affected switches.

44.18.2 Maintenance of Way

Issue track and time for all Maintenance of Way movements or work within manual interlocking limits (including foreign line tracks and maintenance of way employees).

Exceptions:

- A Form B is used
or
- Division specific instructions are issued which explain the method in which maintenance of way employees will be protected within the specified interlocking.

44.19 Dual Control Derails

Keep dual control derails in the derailing position, except when they are placed in non-derailing position to permit movement.

44.20 Control Tower Emergency Bypass Switches / Devices

Emergency bypass switches and devices should be locked or sealed at all times. Immediately notify the signal call desk when the seal must be broken in cases of emergency.

Inform the signal call desk that signal maintenance personnel should be called to examine the signal appliances and reseal the emergency bypass switches and devices.

44.21 Train Delayed Within a Block

In CTC, when a train is delayed within a block and you desire to allow another train to enter the main track from auxiliary track, between the delayed train and the next controlled signal, for purposes other than switching the delayed train:

- Verbally instruct the crew of the delayed train to stop their train if not already stopped and not move their train until authorized to do so by you.
- Do not allow the crew of the delayed train to move their train until the other train has passed the next governing signal.

44.22 Train Entering Track Within CTC or Manual Interlocking

Except as provided in Rule 44.21, when a train is authorized to enter a track within CTC territory or Manual Interlocking limits, verify that there are no conflicting movements before granting authority. Do not grant authority contingent upon a condition.

(Note: See GCOR Rules 9.17 and 10.1)

Protect the movement by applying blocking to the affected limits until the movement has entered the track and is protected by block signals.

44.23 Identifying Engine Set Out on Line

In CTC territory, when a train sets out the identifying engine, Train Dispatcher must instruct the crew to change the address of their initial Box 16 track warrant to the new identifying engine number.

45.0 TRACK AND TIME

45.1 Recording Non-Computerized Track and Time

When issuing non-computerized track and time, record the required information on the form provided.

When using a computerized track and time system, an automatic record is generated and paper form is not required.

45.1.1 Extend Time Limits

To extend the time limits on the track and time form:

- Use a red pencil to draw a line through the until time.
- Write the new time in Time Extended column.
- If time is extended by someone other than the issuing control operator, write the initials of the control operator who issues the new time next to the extended time.

When extending track and time, use the following words:

- “(Name or Equipment), authority number (number) is extended until (time).”

45.1.2 Boundary Limits

Do not change the boundaries authorized. Issue a new track and time.

45.2 Issuing Track and Time

45.2.1 Request Track and Time

Require the individual requesting track and time state the following:

- Name
- Occupation
- Exact location
- Train or other identification

Instruct employee requesting track and time to call back at a given time if track and time cannot be granted for immediate use.

45.2.2 Protect Movement

Confirm Blocking

Before transmitting track and time, confirm blocking or markers have been applied on the control machine to prevent movement into the authorized limits while track and time is in effect.

On track segments where another control operator provides any part of the blocking, get confirmation that control operator has applied blocking before transmitting track and time.

Shunting Signal Circuits

Before granting track and time to employees for protection in a control point, determine if their work will be shunting the signal circuits.

If their work will not shunt the signal circuits, it is only necessary to block off the control point (OS section).

If their work will shunt the signal circuit:

- Apply blocking or marking devices to the adjacent track segment in both directions.
- Allow no movements into the adjacent track segments unless under track and time or advice of the work being performed in the affected control point is given.
- When permission to operate dual control switches is included, apply blocking or marking devices to all track segments affected in both directions.

45.2.3 Control Points

When authorizing limits, use control points.

When a switch is used to designate a point, the switch is not included in the limits (Switch/No).

For example:

Between WSS WALKER and ESS BILL
(between West siding switch Walker, Switch/No
and East siding switch Bill, Switch/No).

When a signal is used to designate a point, the switch is included in the limits (Switch/Yes).

For example:

Between WB CS JANE and EB CS MITCHELL (between Westbound Controlled signal Jane,
Switch/Yes and Eastbound Controlled signal Mitchell, Switch/Yes).

45.2.4 Granting Track and Time

When granting track and time, use the following words:

“(Name or Equipment), authority number (number) granted on (track) between (point)(switch y/n) and (point)(switch y/n), until (time).”

When employee has repeated the above correctly, respond with the following:

“(Number) is OK at (time), (Control Operator initials).”

45.2.5 Loss of Communication

When an employee requests track and time, after issuing the authority, if communication is lost before the employee repeats the authority or if incomplete message is received during repeat, the control operator must consider the authority is in effect until communication is restored. The control operator must complete the track and time and blocking must be maintained on the control machine. When communication is reestablished between the control operator and field employee, the track and time must be repeated, or released. When the field employee repeats the track and time, the control operator must access the track and time record and use this information to verify the repeat is correct.

45.2.6 Contingent Authorities

Do not issue track and time authority contingent upon a condition. Issue only after the train movement(s) authorized are physically by the location where the track will be entered.

If the authority issued to MW forces contains overlapping authority with a train, use “Behind” (train) to instruct the employee that authority is granted behind the train movement(s).

If track and time authority cannot be granted for immediate use, instruct employees to call back at a given time.

45.2.7 CTC Outage, Issuing Track and Time

If a CTC outage occurs and trains are in or authorized through the affected territory, do not issue any track and time until the limits can be protected.

Before granting track and time, consider that the control machine display of the affected control point and the signal indications in the field may not correspond.

If possible, utilize the CTC control equipment to issue track and time in normal manner.

If unable to issue track and time in normal manner, do the following:

- Ensure no train movements are within or authorized through the affected territory unless granted joint track and time.
- Use the quick block or track block feature at adjacent CPs to protect access.
- Issue track and time using form provided.
- Number consecutively, beginning with authority No. 1 on each district.
- When all authorities are released, form must be filed at end of calendar day.

Note: If train movements are authorized through the affected territory and it is necessary to issue track and time to a MW employee, contact each affected train, inform crew of the situation and advise each train to immediately reduce to restricted speed confirming when they have complied. Place blocking devices and issue joint track and time to each of the affected trains. After issuing joint track and time to each train, place blocking devices and issue joint track and time to the MW employee.

45.3 Joint Track and Time

45.3.1 Same or Overlapping Limits

Non-computerized Track and Time

If more than one track and time authority is issued in the same or overlapping limits, all track and time authorities in those limits must be joint. This applies regardless of whether the track and time is for trains, MW, or any combination (trains & trains, trains & MW, MW & MW).

45.3.2 Notification of Joint Status

First Authority Holder

When issuing track and time authority in limits where no track and time authority currently exists, but in which other authorities are anticipated in the same or overlapping limits, make the first authority “joint”. Do so by issuing in the following manner:

“(Name or Equipment), authority number (number) granted on (track) between (point)(sw y/n) and (point)(sw y/n) joint until (time).”

If the track and time authority already exists as a sole authority and other authorities need to be issued in the same or overlapping limits, contact the holder of the first authority and modify the sole authority to joint status by issuing the following:

“(Name or Equipment), authority number (number) is now joint.”

Additional Authority Holders in the Same or Overlapping Limits

When issuing track and time authority in the same or overlapping limits where “joint” authorities already exist, advise the new authority holder of each party already occupying the limits. Do so by including in the new track and time authority the name or equipment ID of each party already occupying the limits as follows:

“(Name or Equipment), authority number (number) granted on (track) between (point)(sw y/n) and (point)(sw y/n) joint with (party 1), (party 2), and (party 3), until (time).”

45.4 Reporting Clear

When an employee or train reports clear of track and time, state the following:

“(Name or equipment), authority number (number) is released between (point) (sw y/n) and (point)(sw y/n) at (time).”

45.5 Releasing Track and Time to Move on Signal Indication

When a train is released to move in a specific direction, governed by signal indication as outlined in GCOR Rule 10.3 (Track and Time), issue the following instructions:

“(Engine), authority number (number) is released for movement (direction) between (point)(sw y/n) and (point)(sw y/n) at (time).”

45.6 Switch Lined and Locked

If a switch within track and time does not indicate to be lined and locked for the route, instruct the train or employee to operate the affected switch by hand for the route.

45.7 Automatic Interlocking

GCOR Rule 10.3 states “Track and time does not authorize trains to occupy the track(s) within automatic interlocking limits”.

MWOR Rule 10.3 states “Track and time does not authorize maintenance of way employees and on-track equipment to occupy the main track within automatic interlocking limits.

When track car operator requests protection within automatic interlocking limits in CTC territory, state the following:

“Be governed by instructions in the MW release box.”

45.8 Call Letters

When recording track and time, office call letters may be used as shown in the timetable or on the train movement record.

46.0 RULE 9.14 / TRACK PERMIT INSTRUCTIONS FOR TRAIN DISPATCHERS

46.1 Issuing Track Permits (Outside of DTB ABS)

Before issuing a track permit as if the limits are clear, verify the limits are clear by doing one of the following:

- Contact the last train to move with the current of traffic through the limits and verify the train is complete per GCOR Rule 9.14.1 (Reporting Clear of a Track Having a Current of Traffic).
- Verify the track is clear by visual inspection of the track by an employee.

46.2 Verbal Authority – 9.14 Territory

Include train, location, track to be used and direction of movement when verbally authorizing train movements per Rule 9.14 (Movement with the Current of Traffic), specifying the route where applicable.

For example, one may state:

“BNSF 3700 at west siding switch Walapai has authority to enter Main 1 and proceed westward.”.

46.2.1 Verbal Authority in Double Track Bi-Directional (DTB) ABS Signaling (9.14 Territory)

Before granting verbal authority to run with or against the current of traffic, apply blocking devices that will prevent an opposing signal being lined at next control point in advance of the movement being authorized.

Leave these blocks in place until lining signals for the protected movement at the next control point in advance or until a following movement is authorized by proceed indication of controlled signal at the previous control point.

46.3 Opposing Movements Between Control Points in Double Track Bi-Directional (DTB) ABS Signaling (9.14/9.15 Territory)

Authorize opposing movements between control points only by track permit.

46.3.1 Crossover Movements (DTB ABS) (9.14/9.15 Territory)

If a train crosses over from one main to another between control points, determine that the train is clear of the original main track before authorizing any opposing movements on that track unless both movements are issued joint track permits.

46.4 Loss of Communication

When an employee requests track permit, after issuing the authority, if communication is lost before the employee repeats the authority or if incomplete message is received during repeat, the control operator must consider the authority is in effect until communication is restored. The control operator must complete the track permit and blocking must be maintained on the control machine. When communication is re-established between the control operator and field employee, the track permit must be repeated, or released. When the field employee repeats the track permit, the control operator must access the track permit record and use this information to verify the repeat is correct.

47.0 OCCUPANCY CONTROL SYSTEM (OCS) U.S.A. VERSION

47.1 In Effect

Locations where OCS is in effect will be shown under item 3 of the individual subdivisions in the division timetables. OCS permission is in addition to GCOR Rule 6.13 (Yard Limits), which also applies.

47.1.1 (Left Blank Intentionally)

47.2 Records

When issuing OCS, record the required information on the train movement record or in the book provided.

47.2.1 Extend Time Limits

When item J is checked on the OCS form, to extend the time limit:

- Use a red pencil to draw a line through the time.
- Write the new time above the old time.
- If time is extended by someone other than the issuing dispatcher, write the initials of the dispatcher who issues the new time next to the extended time.

47.2.2 Distance Limits

Do not change the distance limits permitted. Issue a new OCS.

47.3 Issuing OCS

47.3.1 Request OCS

Insist that the individual requesting OCS state the following:

- Engine number (if train or engine)
- Name (if maintenance of way employee)
- Direction if applicable
- Exact location
- Track or tracks to be used

47.3.2 Designated Limits

Use exact points such as switches, mile posts, or identifiable points when designating OCS limits.

47.3.3 Protect Movement

If applicable, before transmitting OCS, protect the movement by providing blocking or markers on the control machine to prevent movement into the authorized limits while OCS is in effect.

47.4 Same Limits

47.4.1 Train or Engine Occupying Same Limits

When a train or engine is to occupy the same limits with a train or engine working between two locations, check Box F on the OCS form for each train or engine.

47.4.2 Train or Engine Occupying Same Limits with Maintenance of Way

When a train or engine is to occupy the same limits with maintenance of way, all trains or engines and all maintenance of way must be notified of each other.

For each train or engine OCS:

- Check Box G on the OCS form.
- Check Box L on the OCS form and write in “Joint with: (each MW employee holding an OCS permit)”.

For each maintenance of way OCS:

- Check Box F on the OCS form.
- Check Box L on the OCS form and write in “Joint with: (each train holding an OCS permit)”.

47.4.3 Maintenance of Way Occupying Same Limits with Maintenance of Way

When maintenance of way is to occupy the same limits with maintenance of way, all MW employees issued an OCS must be notified of each other.

For each maintenance of way OCS:

- Check Box L on the OCS form and write in “Joint with (each MW employee holding an OCS permit)”.

47.4.4 Contingent Authorities

Issue OCS authority contingent upon a condition (i.e. “Do not proceed until” or “following”), only after the train movement(s) authorized by Box B.1 or Box B.2, are physically by the location where the track will be entered.

If the authority issued to MW forces contains overlapping authority with the train, use Box E “Following” to instruct the employee that authority is granted behind the train movement(s).

If OCS authority cannot be granted for immediate use, instruct employees to call back at a given time.

47.5 Clear of the Limits

47.5.1 Employee or Train Clear of the Limits

When an employee or train crew member reports clear of OCS, state the following:

OCS number being reported clear

Name of employee or engine number of train reporting clear of OCS

Track limits that were permitted

Time OCS was reported clear

47.6 Call Letters

When issuing OCS, office call letters may be used as shown in the timetable or on the train movement record.

48.0 TRAIN LOCATION LINEUP INSTRUCTIONS FOR TRAIN DISPATCHERS

48.1 Requirements for Train Location Lineups

48.1.1 Abbreviations

Use only abbreviations authorized by the GCOR Glossary.

48.1.2 More than One Lineup in One Day

If issuing more than one lineup during a normal workday, do not leave a time gap between lineups.

For example: 0800 to 1300 and 1300 to 1700.

48.1.3 Inquiry of Time on Lineup

When someone inquires about the time of train(s) on a lineup, record the information given in the lineup book or on the lineup.

48.2 Direct Communication Between Maintenance of Way and Trains

MWOR Rule 11.5 (Clearing Track for Trains) permits maintenance of way forces to communicate directly with train(s) specified by the dispatcher to determine the trains' locations and clear the trains accordingly. Avoid any possible misunderstanding concerning which train(s) may be contacted and the order in which they are moving.

Grant permission only to maintenance of way forces to communicate with the specified trains. Then, record the information in the "lineup update" column of the lineup book as follows:

MWOR RULE 11.5 TO (name)

MWOR Rule 11.5 (Clearing Track for Trains) permission may be added at the end of the body of the lineup when not more than two trains are shown, as follows:

THIS IS PERMISSION TO COMMUNICATE WITH THESE TRAINS PER RULE 11.5

48.3 Trains Listed Separately

List trains separately for each direction, showing the time of the train at the initial location and at two or more intermediate locations and turning points, when applicable. List:

- Trains within the limits
- Trains ordered or expected in the limits while the lineup is in effect

When listing trains, specify the train(s)' engine number(s), when known, and type of train:

- Freight train
- Light engine
- Local

- Log
- Passenger
- Work train
- Cab hop
- Coal loads
- Coal empties, etc.

Do not show train symbol only to identify trains.

48.4 Against the Current of Traffic

When trains operate against the current of traffic, include this information on the lineup.

Once issued, a lineup must not be changed.

48.5 Train Location Lineup in Effect

48.5.1 Train Location Lineup Restrictions

When a train location lineup is in effect, do not allow trains to:

- Leave locations before the time on the lineup.
- Operate if not on the lineup, except as outlined in Rule 48.5.2 (Not on Lineup) or Rule 48.5.3 (Substituting Trains).
- Operate against the current of traffic if not specified on the lineup, except as outlined in Rule 48.5.2 (Not on Lineup) or Rule 48.5.3 (Substituting Trains).

48.5.2 Not on Lineup

When approved by General Superintendent Transportation, operate a train not on the lineup by issuing the following on a track warrant or track bulletin:

TRACK FORCES BETWEEN _____ AND _____ HAVE NO NOTICE OF YOUR TRAIN ON LINEUP PROCEED AT RESTRICTED SPEED SOUNDING WHISTLE SIGNAL 11 FREQUENTLY

48.5.3 Substituting Trains

A train may operate in another train's lineup position if:

- The train will not exceed the maximum authorized speed of the train it is replacing.
- The trains originate at the same location.
- The train is not authorized beyond the destination point of the train it is replacing until the lineup expires or is reissued.
- The train receives the same authority indicated on the lineup.

Notify all those who request lineup updates of this change.

48.6 Recopied Lineups

Record the time, name, and location of the person repeating recopied lineups.

48.7 Lineups Issued on Recording Device

Where authorized, use a recording device to issue lineups according to instructions from the chief dispatcher. When issuing lineups with a recording device:

- Transmit the lineup on the tape-recorded telephone.
- Underscore the lineup when played back.

48.8 Showing Time on Lineup

When showing time on a lineup, use the specific location (such as E, YL, MP, ESS, etc.) to identify where the train's time applies. When using track bulletin or track warrant item 17 to protect lineup time, specify the same location.

49.0 TRACK CAR OPERATOR LINEUP INSTRUCTIONS FOR TRAIN DISPATCHERS

49.1 Requirements for Track Car Operator Lineups

49.1.1 Time Period

Issue a lineup for track car operators (TCO) or those in charge of roadway machines, covering stated limits and periods of time that must not exceed four (4) hours.

49.1.2 Record and Repeat

Record each lineup transmitted in ink in TCO book.

TCO lineups must be given in the same words to all and must be repeated by each person copying it.

49.1.3 Train Ahead of, Not on Lineup, or Against the Current of Traffic

When a train is operated in advance of time shown on lineup, or when a train is operated that is not included on the lineup, use any means available to notify track car operators. In addition, the following instructions must be issued to the affected train by a track bulletin:

“Between (location) and (location) until (time) (train) proceed prepared to stop short of track cars gangs or machines but not exceeding 30 MPH.”

When it becomes necessary to operate a train against the current of traffic, use any means available to notify track car operators. In addition, the above track bulletin instructions must be issued to trains authorized to move against the current of traffic.

49.2 TCO Not to Be Used

49.2.1 Where CTC is in Effect

Do not use TCO lineups to authorize track cars where CTC is in effect. Track cars other than Hy-Rail Inspection Vehicles may be authorized by Track and Time or by Track Bulletin Form B. Hy-Rail Inspection Vehicles must be authorized by Track and Time where CTC is in effect.

49.2.2 Roadway Equipment

Do not use TCO lineups for authority for roadway equipment that cannot easily set off and on track. Track warrant or Form B track bulletin must be used in this instance.

50.0 TRAIN DISPATCHER TRANSFERS

50.1 Responsibilities of Dispatcher Being Relieved

Generate a transfer page prior to being relieved.

On the transfer page, include the following information:

- Handwritten track warrants that have been issued
- Notation of any unusual conditions or restrictions in effect needing protection
- A list of all malfunctioning crossing warning devices, affected trains not notified and how protection is being provided
- Reference to blocking or marking devices in use at dual control switches in track bulletin Form B limits
- Track bulletin restrictions not delivered to trains that have already received an initial track warrant. Indicate these restrictions by:
 - listing trains needing the restrictions, or
 - reference to computer generated list of trains affected (list to have trains marked off that have or won't need the bulletin)
- Explanation of any restrictive labels that exist at time of transfer
- Any information that would benefit the relieving dispatcher

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

Log off the CTC control equipment and TSS prior to relinquishing dispatching duties. The relieving dispatcher will log the dispatcher being relieved off the CAD system.

50.2 Responsibilities of Relieving Dispatcher

50.2.1 Review Instructions

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

At least once during each shift, review your electronic mail for new messages. Do this at the first opportunity as job briefings and other pertinent instructions are delivered in this medium.

50.2.2 Understand Instructions

Take transfer as follows:

- Review and understand all instructions and authorities in effect at the time of transfer.
- Read and initial any handwritten instructions or authorities such as:

- handwritten track warrants or track bulletins that have been issued
 - train location lineups
 - blue flag and occupied outfit car protection
 - OCS limits
 - other pertinent instructions (one set of initials for all other pertinent instructions)
- File the transfer page.

50.2.3 Understand Track and Time/Track Permit

The relieving dispatcher will read all handwritten track and time/track permits in effect. To indicate understanding of all handwritten track and time/track permits in effect, write initials on the line directly below the last authority issued.

Signing and timing of the transfer will indicate understanding of all computerized track and time/track permits in effect.

50.2.4 CTWC Transfer

When CTWC is used, the relieving dispatcher must make the CTWC transfer before issuing any instructions. A signature on hard copy is not required.

When transferring from workstation to workstation, all TSR's must be printed out, referenced on transfer and reentered on new workstation after transfer.

50.2.5 Sign and Time

To accept responsibility for the position, the relieving dispatcher must sign and time the transfer page at the exact time the transfer is started. Log the dispatcher being relieved off the CAD system at the same time you log on. The time you log on must match the time written on the computer generated transfer page as acceptance of the position.

Student and qualifying dispatchers must sign and enter time on the transfer indicating on and off duty times.

All times entered will be used for Federal Hours of Service records. Time off duty before showing on duty must be entered. Time off up to 99 hours must be precise (15 hours 5 minutes for example). Time off over 99 hours may be shown as 99+.

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

51.0 TRAIN DISPATCHER RECORDS

51.1 Maintain Records

Maintain neat, accurate, and legible records.

51.2 Retain and Archive

Documents that must be retained and archived are:

- Train Movement Records (handwritten)
- Track Bulletins (handwritten)
- Track Warrants (Non-CTWC, Non-TSS)
- Track and Time / Track Permit records (handwritten)
- Train Location Lineup books,
- Track Car Operator's Lineups
- Dispatcher transfers
- Trains Affected Lists referred to in Dispatcher transfers
- Dual Control Switch Block record

51.3 Date and Initials

When a student or dispatcher is qualifying on a position, use only the initials of the dispatcher responsible for the territory on all records.

51.4 (Left Blank Intentionally)

51.5 Verbal Transmission

When verbally transmitting track bulletins, track warrants, train location lineups, track car operator lineups, track and time, track permits and OCS, do the following:

- Ascertain who is copying the document before transmitting.
- Regulate the speed of the transmission to ensure that the receiving employee can copy it.
- Record the required information on the form provided, and read aloud all applicable preprinted and written instructions.
- Make sure the employee copying repeats all applicable preprinted and written instructions.
- Confirm information repeated is correct.
- Underscore each written word and figure each time it is repeated when using handwritten forms.

51.6 Numbering

Number the following handwritten instructions, beginning at midnight:

- Track bulletins
- Train location lineups
- Track warrants
- Track and time
- Track permits
- OCS

Use the unique series of numbers created by adding two digits to your workstation number, beginning with 01 each day. For example, the Ft Worth West dispatcher workstation number is 55. The first handwritten instruction number of the day would be 5501.

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

51.7 No Longer in Effect

51.7.1 Track and Time

Do the following when track and time is no longer in effect:

- Write your initials legibly across the number with a red pencil, and draw a red line through the entire entry.
- Draw a red diagonal line across the page to indicate that all items on that page are no longer in effect.
- Draw a red X across the entire page when all items to and including that page are no longer in effect.

This rule does not apply when track and time is automated.

51.7.2 Train Location Lineup

Do the following when the train location lineup is no longer in effect:

- Write your initials across the body with a red pencil.
- Draw a red diagonal line across the page to indicate that all items on that page are no longer in effect.
- Draw a red X across the entire page when all items to and including that page are no longer in effect.

51.7.3 Track Car Operator Lineup

Do the following when the track car operator lineup is no longer in effect:

- Write your initials across the body with a red pencil.
- Draw a red diagonal line across the page to indicate that all items on that page are no longer in effect.
- Draw a red X across the entire page when all items to and including that page are no longer in effect.

52.0 DISPATCHER TRAIN MOVEMENT RECORDS

52.1 Current Train Movement Record

Keep the train movement record current. Carefully check entries made on the train movement record, including entries made by preceding dispatchers. Secure and enter missing information on the train movement record, even if the event occurred on a previous tour of duty. Where written train movement records are maintained, enter all information in a neat and orderly manner in ink and sign the train movement records.

52.2 Train Movement Record Information

The Code of Federal Regulations (CFR) and BNSF internal requirements mandate the inclusion of certain information on the train movement record.

Include the following information on the train movement record:

- Identification of timetable
- Location and date
- Identification of dispatcher
- Dispatcher on duty time (This will be the same time shown on the transfer.)
- Dispatcher off duty time (This will be the same time shown on the transfer and is to be entered by relieving dispatcher.)
- Track bulletins delivered to trains.
- Identification of engineer and conductor and their times on duty and times due off on hours of service.
- Identification of trains and engines
- Direction of movement
- Connection (if applicable) and departure times at origin and arrival time at destination for each crew district
- Number of loaded cars, empty cars, and total tonnage at the origin and destination station on each crew district for each train
- Set out information for any bad order car set out on line.
(Input fields for the required information are presented by CAD function “Detector Stop” (DS) for bad order set outs associated with a trackside warning detector (TWD) stop and by “Other Mechanical Stop” (OT) for bad order set outs not associated with a TWD. Proper completion of these functions provides automatic notification to Resource Protection and the Mechanical Desk.)

In the event of a catastrophic loss of the electronic system of train movement records (CAD), the preceding information must be hand recorded on paper and filed for archival.

52.3 Authority Issued and Movement Complete

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

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

When using the CAD system, this rule does not apply.

52.4 Transfer to Next Day's Train Movement Record

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

- Transferred to train movement record of (date).

When using the CAD system, this rule does not apply.

52.5 Crew Relieved at Other than Designated Terminal

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

In the CAD system, this information is generated when relief crew is applied to train movement record.

52.6 (Left Blank Intentionally)

52.7 Issue Initial Track Warrant or General Track Bulletin

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

In the CAD system, this function is not required.

52.8 TWC Territory

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

- State the track release information followed by, “Is that correct?” as follows:
“(ID) clear of (location) at (time); Is that correct?”
- Include the information on the train movement record.

52.9 Train Movement Records in TWC Territory Not Protected by CTWC

Before giving the OK for track warrants issued to trains or maintenance of way employees in TWC territory not protected by CTWC, enter the following train movement record information:
Movement Authorized in One Direction

To indicate the limits of authority for trains and maintenance of way employees authorized to move in one direction only (by items 2 or 3), draw a vertical line between the stations authorized. Also between the limits authorized, draw a circle that contains the track warrant number.

A horizontal line in the column at the last named point indicates “Hold main track” at that point.

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

Movement Authorized Against Current of Traffic

In double track, when authorizing movement against the current of traffic, draw horizontal red lines in the “MW employee” or “Train” column to indicate between which stations movement is being made.

Movement Authorized in Both Directions

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

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

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

52.9.1 Track Warrant Void or Reported Clear

When a track warrant has been made void or reported clear, draw a red “X” through the track warrant number on the train movement record.

52.9.2 Locations Not Shown in Station Column

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

53.0 TRACK AND WEATHER CONDITIONS

53.1 Adverse Conditions

53.1.1 Warning of Hazard

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

53.1.2 Track Conditions

When report of unusual track condition is received:

- Immediately provide protection for the condition by placing a TSR, restrictive label, marking or blocking device to the area where the condition exists.
- Immediately report the condition to the Roadmaster or MW employee in charge of the territory.
- Unless the reported condition is impassable, until other instructions are received from the Roadmaster or MW employee in charge of the territory, verbally instruct trains to proceed at restricted speed but not exceeding 20 MPH until entire train has passed through the location indicated.
- Maintain protection to the affected area until condition is repaired or Roadmaster or MW employee in charge provides other operating instructions.

Passing over a broken rail requires permission from a qualified MW employee at the location.

53.1.3 Weather Conditions

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

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

53.2 Weather Monitors

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

WATCH indicates where and when severe weather may occur.

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

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

Notified of Adverse Weather Conditions

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

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

Once notified, the train dispatcher must apply blocking to affected tracks and protect condition to all affected trains.

53.3 Snow Removal Equipment

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

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

54.0 RULES ONLY FOR NEW WESTMINSTER DISPATCHERS OFFICE

54.1 Rules and Instructions

The rules and instructions in this Train Dispatcher's Manual supplement the Canadian Rail Operating Rules.

54.1.1 Terms

The following table contains terms common to BNSF employees working in the U.S.A. and the associated terms used in Canada:

| U.S.A. | Canada |
|-----------------------|------------------------------------|
| Train Dispatcher..... | Rail Traffic Controller (RTC) |
| Chief Dispatcher..... | Superintendent Canadian Operations |
| CTWC..... | Computerized OCS |
| Track Bulletin..... | General Bulletin Order (GBO) |
| TWC Territory..... | OCS Territory |

54.2 Delivered Electronically and Canceled

Cancel an OCS clearance or GBO delivered electronically directly to the conductor, engineer, or qualified employee.

54.2.1 OCS Clearances Granting Authority

OCS clearances granting authority (items B or C) will not be issued electronically except at locations designated by RTC bulletin.

54.3 OCS Clearance Authority with Restriction

If the OCS clearance has been transmitted electronically and the receiving employee does not get the OCS clearance, do not re-transmit the OCS clearance unless authorized by the Superintendent of Canadian Operations.

When an OCS clearance with movement authority (items B or C) also contains a restriction, include the restriction on clearances issued later until the train is no longer affected by the restriction.

54.4 No General Bulletin Orders in Effect

If no GBOs are in effect, show "NIL" in item I on the train's initial clearance.

54.5 Canceling OCS Clearance of Previous Date

When canceling an OCS clearance of a previous date when computerized OCS is used, issue a GBO as follows:

OCS CLEARANCE NO ___ REFERRED TO IN ITEM
A OF OCS CLEARANCE NO ___ IS DATED _____

54.6 Maintenance of Way Equipment Operated as a Train

When maintenance of way work equipment is operated as a train, precede the identification on OCS clearances by "TU."

54.7 Computerized OCS Entry Point

When using computerized OCS and issuing item C authority, make the "entry point" the exact location where the train will enter the limits.

54.8 OCS Clearances in Effect

If an OCS clearance is cancelled with item A, consider both clearances in effect until the complete time is acknowledged.

54.9 Canceling OCS Clearances with Authority

When an employee releases an OCS clearance with movement authority (items B or C), state the following:

- OCS clearance number being cancelled
- Name of the employee releasing the OCS clearance
- Track limits that were authorized
- Time OCS clearance was cancelled

54.10 Track Release Time

In computerized OCS territory, when a crew member reports to the RTC that the train has passed a specific point within the authorized limits, enter the track release time in the system as the exact time the train passed the specific point.

Repeat the specific point followed by, "Is that correct?"

54.11 Proceed Authority with After Arrivals

If item D is checked, do not issue item B authority at points where the opposing train(s) cannot clear the main track (such as mile posts or stations without sidings).

54.12 CTC/ABS Instructions

When the CTC machine is blocked for any reason not covered by items 1 through 12 on the CTC/ABS Authorization form, do the following:

- Record the reason for blocking the CTC machine under the item captioned "Other Specific Instructions" on the CTC/ABS Authorization form.
- Do not remove blocking until after the CTC/ABS authority has been cancelled.

54.13 Train Sheet Records

When an employee compares time with the RTC, record the comparison on the train sheet.

54.14 RTC's Record

To check off CTC/ABS authorizations and non-computerized OCS clearances not in effect, legibly write initials across the number with a red pencil. When all items on that page are no longer in effect, draw a red diagonal line across the page. When all items to and including that page are no longer in effect, draw a red "X" across the page.

54.15 RTC Transfers

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

- OCS clearances
- General bulletin orders
- CTC/ABS authorizations
- Other pertinent instructions

54.16 Other Items

Except as shown under item 54, RTCs will comply with all other items that apply.

55.0 GENERAL INSTRUCTIONS FOR OPERATORS

55.1 Safety

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

55.1.1 Avoid Dangerous Conditions

Set up conditions that provide for the safe movement of trains, engines, and maintenance of way equipment.

Deviation from any rule or accepted safe practice is not acceptable.

55.1.2 Computer Systems

Enter only correct information into the computer systems.

55.1.3 Hazardous Materials

Immediately report any cars or containers of hazardous commodities that are damaged, leaking, or involved in a fire or derailment to the train dispatcher.

Be familiar with and understand the use of hazardous material inquiry programs.

55.2 Rule Books Required

A current copy (printed or electronic) of the following documents must be maintained at each position:

- General Code of Operating Rules (GCOR)
- Train Dispatcher's, Operator's, and Control Operator's Manual
- Maintenance of Way Operating Rules (MWOR)
- Timetable
- Special Instructions
- Safety Rules and General Responsibilities for All Employees
- Air Brake and Train Handling Rules

55.3 Giving Information

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

55.3.1 Train Information for Maintenance of Way

Employees governed by the Maintenance of Way Operating Rules must not be given information about the location of trains unless the information is obtained by the operator from the train dispatcher. This information includes:

- Arrival times
- Departure times
- Time that a train passes a station
- Anticipated time of a train at a station

55.4 Station Duties

Be thoroughly familiar with the duties of the station to which assigned, including:

- Location of track and switches.
- Location of flagging equipment and how to use it.
- Assisting in assigned clerical and station work.

55.5 Communication Facilities

Give preferred attention to communication with the train dispatcher and remain within hearing distance of the communication facilities at assigned station, unless properly relieved.

55.6 Reporting

Promptly and accurately record and report to the train dispatcher the following:

- Time of train arrival
- Time of train departure
- Time of all trains passing station

The operator must report these times unless relieved of this duty.

55.7 Relaying Documents

When verbally relaying track warrants, track bulletins, train location lineups, track and time, track permits, and OCS, do the following:

- Regulate the speed of the transmission to ensure that the receiving employee can copy it.
- Record the required information on the form provided, read aloud all applicable preprinted and written instructions.
- Make sure the employee copying repeats all applicable preprinted and written instructions.
- Underscore each written word and figure each time it is repeated.

55.8 Delivering Documents

When delivering documents to crew members on moving trains:

- Stand a safe distance from the train.
- After delivery to the head end, step back from the train until necessary to make delivery to the caboose or passenger carrying car.

55.9 Destroying Documents

When it is necessary to destroy train location lineups, track warrants, or track bulletins, tear them in two or more parts and deposit them in a waste receptacle.

55.10 Handling Documents

Operator will make sure that nothing interferes with safe methods or practices when handling:

- Lineups
- Track and Time
- Track warrants
- Track bulletins
- OCS
- Other Instructions

These documents must be copied in ink exactly as issued by the train dispatcher.

Deliver neat, legible, and accurate copies of documents.

55.10.1 Filing Documents

Files will be kept for:

- Daily station and transfer records
- Track warrants
- Track bulletins
- Track and time
- Lineups

Keep these files separate from other office records. Each month's records are to be contained in one package or envelope.

55.11 Delivering Messages

Messages will be promptly :

- Accepted
- Transmitted
- Delivered

If the message cannot be delivered to the addressed person, the person or office from which the message originated must be notified without delay.

55.12 Inspecting Passing Trains

When required, inspect passing trains from a position outside that station building unless directed otherwise by the train dispatcher.

Operator will have a fusee in their possession to give stop signals if necessary.

55.13 Operator's Transfer

55.13.1 Written Transfer Information

The operator being relieved from duty must make a written transfer on the prescribed form, filling in all the required information, including:

- All undelivered track warrants, track bulletins, and messages
- CTC Instructions
- Condition of communication
- Hours of Service information
- Any other instructions and information with which the relieving operator must be advised.

55.13.2 Acceptance of Transfer

The relieving operator must not handle the following until transfer has been completed:

- Track warrants
- Track bulletins
- Lineups
- Control machine

Each operator must sign the transfer.

Where shifts are continuous, the operator being relieved will remain until the relieving operator understands, accepts, and signs the transfer.

55.14 Signals

55.14.1 Failure of Signal

Immediately report to the signal maintainer or signal supervisor when any of the following fail or are missing:

- 
- Crossing warning
 - Fixed signals
 - Signal appliances
 - CTC
 - or
 - Interlocking

In addition, notify the train dispatcher.

Malfunctioning Crossing Warning

When notified that crossing warning is malfunctioning (flashers, bells or gates), do the following:

- Notify all affected trains that “**Crossing warning is malfunctioning at (MP)**”. This notification may be done verbally or in writing.

- Restrict access to the crossing until all affected trains are notified, as follows:
 - When available, apply a restrictive label.
 - When restrictive label is not available, use a quick block, signal block or track block.
 - When using CTWC, enter a temporary speed restriction (TSR) using the crossing location for both MP entries and 0 (zero) as speed, and indicate on the comments line that the crossing warning is malfunctioning. Do not actually issue this TSR to a train. However, do not edit out the TSR unless notification will occur in Box 17 of that track warrant or the train has already been notified.

- Notify the signal call desk

Do not consider the warning devices to be functioning properly until so notified by a signal department employee.

Out of Service Crossing Warning

When notified by a Signal Supervisor or other Signal Officer that crossing warning signals are temporarily out of service, do the following:

- Notify all affected trains as follows: **Crossing warning signals at MP (___) out of service. Stop and protect movement over crossing even if devices are seen to be working.** This notification may be done verbally or in writing.

(Note: If initial notification is by a signal maintainer, verify that a signal officer has approved the removal from service.)

(Note: If notified by an authorized employee, such as a signal maintainer or maintenance foreman, that the crossing will be blocked off from use by vehicular traffic, this notification will not be necessary and trains may operate normally over this crossing.)

- Restrict access to the crossing until all affected trains are notified, as follows:
 - When available, apply a restrictive label.
 - When restrictive label is not available, use a quick block, signal block or track block.
 - When using CTWC, enter a temporary speed restriction (TSR) using the crossing location for both MP entries and 0 (zero) as speed, and indicate on the comments line that the crossing warning system is out of service. Do not actually issue this TSR to a train. However, do not edit out the TSR unless notification will occur in Box 17 of that track warrant or the train has already been notified.

- Notify the signal call desk.

Maintain this process until a signal department employee advises the crossing warning signals are back in service.

Damaged or Missing Crossbucks

When notified that crossbucks are damaged or missing at crossings not equipped with automatic warning devices, do the following:

- Notify all affected trains that “**Crossbucks damaged or missing at (MP). Protect this crossing as if automatic warning devices were malfunctioning.**” This notification may be done verbally or in writing.
- Provide notification in order for Maintenance of Way personnel to investigate and repair the crossbucks.

Power Off Indicators

When notified that the lights are not illuminated on the Power Off Indicators installed on the side of signal housings at highway crossings, immediately notify the signal call desk. (This indicates commercial power has been lost.)

55.14.2 Signal Aspects

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

- Notify the signal supervisor, signal maintainer and train dispatcher.
- Request further instructions concerning train movement from the signal supervisor.
- Do not allow train movement in the affected area until the signal supervisor gives instructions.

55.14.3 Automatic Crossing Warning

When an accident occurs at a crossing with an automatic crossing device, notify the signal maintainer immediately.

55.14.4 Bridges Protected by Absolute Signals

When unable to provide a proceed indication at the entrance to a bridge that opens to allow water traffic to pass, do not grant authority to proceed until one of the following has inspected the bridge:

- Bridgetender
- B&B Foreman
- Track Foreman
- or
- Signal Maintainer

One of the above must inspect the bridge to determine if the rails are properly aligned and the wedges are secured in place.

55.15 Informed of Train Movements

Keep terminals and adjoining dispatching districts informed of train movements that concern them.

55.16 Authorizing Return Movement to Detached Portion of Train

In CTC, when a train leaves part of its train on the main track, where a movement may enter the main track between the detached portion and the returning portion, as provided by GCOR Rule 6.20 (Portion of Train Left on Main Track), the control operator must not verbally relieve the protection. Track and time must be issued.

55.17 Operating Switches

Operate switches and signals for test or adjustment only when it will not interfere with train movements.

Switches may be operated for movements of on-track equipment.

55.18 CTC or Interlocking

Promptly report any defect or malfunction in the operation of interlocking or CTC to the train dispatcher and signal maintainer or signal supervisor.

Unauthorized repairs or alterations to interlocking or CTC control machine are not permitted.

Unauthorized persons are not permitted to enter stations or offices where interlocking or CTC machines are located.

55.19 Radio

55.19.1 Information Given to Train or Engine Crews

The operator must not use the radio to give information to train or engine crews regarding the contents of track warrants or track bulletins. However, this may be done in an emergency to stop a train or to provide safe movement of a train.

55.19.2 Form B Information

The operator must not relay information between the foreman in charge of a track bulletin Form B (Rule 15.2 Protection by Track Bulletin) and train or engine crews.

55.20 Repeated Correctly

After issuing any instruction or authority, and it has been repeated back correctly, or the OK has been acknowledged, respond with, "That is Correct".

56.0 TRACK WARRANT AND TRACK BULLETIN INSTRUCTIONS FOR OPERATORS

56.1 Voiding a Track Warrant to an Operator

To Void a track warrant copies by an operator but not delivered to a train:

- If the track warrant includes movement authority, the train dispatcher will issue to the operator, a second track warrant addressed to the train voiding the first track warrant.
- or**
- If the track warrant does not include movement authority, the train dispatcher will instruct the operator to write “VOID” across the track warrant and file it.

56.2 Delivering Track Warrants and Track Bulletins

Do not accept a track warrant or track bulletin for delivery to a train if there is a possibility the train has already passed the station. When in doubt, ask the train dispatcher for the location of the train.

56.3 Placement of Track Warrants and Track Bulletins

Track warrants and track bulletins will not be placed on ledges, shelves, or other similar places for crew members to pick up, unless approved by the Division Superintendent. They must be delivered directly to a crew member

56.4 Designated Area

Track bulletins will be kept separate from other documents and placed in a designated area.

57.0 TRAIN LOCATION LINEUP INSTRUCTIONS FOR OPERATORS

57.1 Copying Lineup

Lineup must be copied as follows:

- On the proper form
- Exactly as given by the train dispatcher
- Without alteration

57.2 Repeating Lineup

Lineup will be repeated by one or more of those copying it.

Each person copying the lineup must immediately call attention to any errors made by the person repeating the lineup.

57.3 Additional Copies of Lineup

Additional copies of the lineup may be mechanically reproduced, as outlined in Rule 58.0.

58.0 MECHANICAL REPRODUCTION OF DOCUMENTS INSTRUCTIONS FOR OPERATORS

58.1 Copy Machine Requirements

When making copies of original documents, only use a copy machine which produces black letters and figures on white paper.

When the copy machine fails to make legible copies of track warrants, track bulletins, or lineups, it must not be used until repaired.

58.2 Reproduction of Documents

58.2.1 Repeated to Train Dispatcher

Track warrants, track bulletins and train location lineups that are recopied manually, (for example: handwritten, typewritten) must be repeated to the train dispatcher.

58.2.2 Checking Copies

Each copy that is made must be checked to see that all words and figures are legible and that no part of the original is missing.

The copies that are not legible or do not contain the entire original must be destroyed immediately by tearing them in two or more parts and depositing them in a waste receptacle.

58.2.3 File Copy for Track Bulletins

When more than two copies of a track bulletin are made, the operator will file one copy and show on it the following:

- The operator's initials
- The date the copies were made

59.0 ELECTRONIC TRANSMISSION OF DOCUMENT INSTRUCTIONS FOR OPERATORS

59.1 Federal Hours of Service Act

Employees are covered by the Hours of Service Act if they do any of the following:

- Transmit track warrants or track bulletins
- Receive track warrant or track bulletins and are required to:
 - repeat them
 - or**
 - acknowledge their receipt.

59.2 Facsimile Machines

When copying track warrants, track bulletins, or lineups from the train dispatcher that will be delivered using a facsimile machine, the following forms on white paper must be used:

- Track Warrant
- Track Bulletin

59.2.1 Resolution

Facsimile machines must be set to the resolution that produces the best copy.

59.2.2 Error Correction Feature

Refer to manufacturer's operating manual to determine if the facsimile machine is equipped with an error correction feature.

On machines equipped with this feature, it must be activated when transmitting the following:

- Track Warrants
- Track bulletins
- Lineups

These documents must be inserted vertically. They may be inserted horizontally (sideways) only if the receiving facsimile machine is using 10 inch wide white paper.

59.3 Track Warrants and Track Bulletins

59.3.1 Track Warrants with Movement Authority

Track warrants granting movement authority (items 2, 3, or 4), that are sent electronically to crew members must be sent only upon the specific request of the crew involved.

59.3.2 Additional Set of Documents

Only one complete set of documents, including the track warrant and track bulletins, need to be sent electronically to a location where a copy machine is available.

The receiving employee will examine the track warrant and track bulletins to make sure they are complete and legible.

The examined set will be used to make additional copies, for delivery to crew members.

Only the receiving employee is allowed to make additional copies, for delivery to crew members.

59.3.3 Voiding Track Warrants and Track Bulletins

When a track warrant or track bulletin that has been delivered electronically is to be made void, the train dispatcher must void the track warrant or track bulletin directly to a crew member, or an employee qualified on the General Code of Operating Rules

59.4 Electronically Delivered Train Location Lineups

Receiving employees must examine the lineup to make sure it is complete and legible.

60.0 EMERGENCY RESPONSE REQUIREMENTS

60.1 Emergency Events Involving Freight or Passenger Trains

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

1. Ascertain as much information from initial notifier as practical.
 - a. What emergency response equipment is needed?
 - b. Are any other tracks blocked?
 - c. Are other railroads or highways blocked?
 - d. Are there other adjacent railroads that could be affected?
 - e. What other threats exist, if any?
2. Secure the area of the emergency from other train movements that could cause unnecessary interference and danger.
3. Make telephone notification to the Service Interruption Desk (SID) as soon as possible. If unable to contact the Service Interruption Desk by phone, advise the Chief Dispatcher or personally notify the Service Interruption Desk. Once notified, the Service Interruption Desk will handle subsequent notifications.

If dispatchers at BNSF's dispatching centers outside of Ft Worth experience any problem, such as telephone outage, etc., in making immediate telephone contact with the Service Interruption Desk, they will notify their Chief Dispatcher. The Chief Dispatcher will then immediately issue a telephone page to the Service Interruption Desk (817-824-0144 or Alpha Page), keying in the telephone number which Service Interruption is to call. The Chief Dispatcher will also notify the Resource Operations Center at 817-234-7200 or 800-832-5452 who in turn will contact the Service Interruption Desk. The Chief Dispatcher will also take whatever other immediate actions are necessary in establishing communications with the Service Interruption Desk, continuing to do so until that communication link has been established and Service Interruption has been notified of the emergency.

60.2 Earthquake Instructions for Dispatchers in Addition to System Special Instructions

After contacting all affected trains as required by System Special Instructions, the train dispatcher must then contact the following:

1. Chief Dispatcher
2. Service Interruption Desk at 234-6164.

Note: The Service Interruption Desk will contact the seismographic center to determine the magnitude and epicenter. They will also contact all State and Governmental agencies that require notification.

3. Resource Operation Center at 234-7002
4. Signal Call Desk at 234-6137 or 6138

60.3 Serious Accidents Involving the Integrity of the Signal System

It is our policy to provide the opportunity for the FRA to participate in joint tests with our signal personnel in cases where a serious accident (fatality or collision) occurs and the integrity of the signal system be implicated or involved. In such cases, the following instructions will apply:

1. Immediately protect train movements in the area of the accident by any means available when a report of a serious accident is received and the integrity of the signal system may be implicated or involved.
2. Immediately report the accident to the Service Interruption Desk after train movements in the area are known to be protected.

When CTC or manual interlockings are involved, the Assistant Vice President-Transportation or his/her representative must authorize any change in the signal lineup.

3. The Service Interruption Desk will immediately notify the appropriate managers (Operating and Signal) to seal the signal equipment associated with the accident.
4. The General Supervisor of Signals will be responsible for notifying the local FRA inspector of the accident, advising him/her that the signal equipment has been sealed pending their arrival to participate in a joint inspection of the signal system. If the local FRA inspector is not available, the General Supervisor of Signals should call the FRA toll-free number for reporting serious accidents (1-800-424-0201).
5. All train and engine crew members and any other employees involved should be interviewed as soon as possible to develop their knowledge of the accident with respect to the function of the involved signal system.
6. The General Supervisor of Signals will be responsible for having the signal maintenance personnel called that will be required to protect the signal equipment.

SIGNAL MAINTENANCE PERSONNEL ARE NOT TO BE CALLED UNLESS AUTHORIZED BY THE GENERAL SUPERVISOR OF SIGNALS.

If the General Supervisor of Signals is not available, the Supervisor of Signals for the territory where the accident occurs will be responsible.

60.4 Report to Service Interruption

All accounts of accidents, injuries, failure of signals and other unusual occurrences involving on-rail equipment are to be immediately reported to the Service Interruption Desk. These accounts are to include the time, location and identification of affected trains along with any other pertinent information.