



# Ohio Central System Southern Lines

## Notice No. 1

Effective 0001 Hours, Friday, April 30, 2010

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1. All Ohio Central Railroad System Southern Lines General Notices are cancelled effective 0001 Hours, April 30, 2010. **Ohio Central System Southern Lines Notice No. 1** is a reissue of applicable 2010 Ohio Central Railroad System Southern Lines General Notices.

### 2. WINTER OVER BOOT POLICY

Due to the extra width of the winter over boots, the company has adopted a new policy.

- Employees are prohibited from wearing winter over boots while operating a company vehicle on public roads.
- Employees who are hi-railing may wear the boots while they are on the rail.

These boots must be worn when there is an accumulation of snow or ice.

### 3. COMMUNICATIONS WITH OHIO CENTRAL DISPATCHERS

The dispatcher turnovers occur at 0545-0600, 1345-1400, and 2145-2200. These turnover time frames are very important for the safe and expedient movement of trains. All employees should refrain from calling the dispatching office during these 15 minute periods, unless an emergency exists.

### 4. STANDARD CALL TIME

The standard call time has not changed. All crew members will be given a standard two (2) hour call for reporting on duty, at all locations.

### 5. LAY IN/ANNULMENT POLICY

The policy will be as follows if your job is annulled for any reason during a 7-day work period.

1. You will be placed first out on the extra board to protect any assignment that you are qualified to work during the same 24 hour period your normal assignment would have been crewed.

2. If you are not called during the initial 24 hour call time, you would be placed on the bottom of the extra board protecting that fifth day.
3. You must remain available on any combination of these boards to get your 5<sup>th</sup> start.
4. Once you have worked a 5<sup>th</sup> day, you will no longer be expected to protect the extra board.
5. If you miss a call, refuse an assignment, or mark off for any reason, you will forfeit your pay for that day.
6. After you have completed your 5<sup>th</sup> start, you must notify the dispatcher that you have protected your assignment. This also must be noted on your payroll sheet in order to protect your assignment rate.

## **6. MARK-OFF POLICY**

The mark-off policy will be as follows: you must call the dispatcher to request off and be put through to your respective zone supervisor. After receiving permission to mark off, you must call and repeat the same procedure to mark back up for your job. Any absence lasting over one shift will require a doctor's excuse before returning to work. If you fail to provide the proper documentation, you will be held off work pending an investigation. Excessive absenteeism, repetitive mark off patterns, and missed calls are considered unacceptable. This attendance policy is in accordance with the G&W Progressive Discipline Policy and is defined below:

- 1<sup>st</sup> offense, documented and signed Verbal Warning
- 2<sup>nd</sup> offense, documented and signed Written Reprimand
- 3<sup>rd</sup> offense, actual time served Suspension
- 4<sup>th</sup> offense, Grounds for Termination

Marking off policy consists of:

- Contacting Ohio Central Dispatcher at 740-622-0090.
- Contacting TM Tim Slusser at 740-202-0843 if you are in Newark Zone 1.
- Contacting TM Neil Youngman at 740-963-0403 or 330-767-3607 if you are in St. Regis Zone 2.
- Contacting TM John Angel at 740-207-9019 if you are in Miller Station Zone 3.
- RF Pete Poremba at 740-963-0158 will fill where needed.

No one other than your respective zone supervisor will be able to allow the absence. Failure to follow this policy can and will lead to disciplinary procedures.

Be governed accordingly...

Direct any and all questions to the Trainmaster's Office.

**Jason E. Pruitt**  
**Superintendent of Transportation**



# Ohio Central System Southern Lines

## Notice No. 2

Effective 0001 Hours, Tuesday, May 18, 2010

### 1. New CSXT Publication

CSXT has issued the following publication:

CSXT Air Brake, Train Handling &  
Equipment Handling Rule Book

Effective April 1, 2010

This publication replaces CSXT Air Brake and Train Handling Rules, Effective October 1, 2007 and CSXT Equipment Handling Rules, Effective October 1, 2007, which should be discarded.

Crew members must obtain copies of the new publication at their on-duty locations.

### 2. CSXT Operating Rules Manual

The CSXT Operation Rules Manual (blue binder) should contain the following publications:

CSXT Safe Way	Effective January 1, 2009
CSXT Operating Rules & Signal Aspects and Indications	Effective January 1, 2010
CSXT Air Brake, Train Handling & Equipment Handling Rule Book	Effective April 1, 2010
U.S. Hazardous Materials Instructions For Rail	Effective July 1, 2004
CSXT On-Track Worker Manual	Effective July 1, 1999
Great Lakes Division Timetable, No. 5 (Warwick)	Effective June 1, 2008
Huntington Division East Timetable No. 2 (Columbus)	Effective July 1, 2009

Direct any and all questions to the Trainmaster's Office.

**Jason E. Pruitt**  
Superintendent of Transportation



# Ohio Central System Southern Lines

## Notice No. 3

Effective 0001 Hours, Wednesday, May 19, 2010

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The Ohio Central Railroad is redefining its approach to the safety process. Beginning in June 2010 there will be a new Safety Council that will meet monthly at the Coshocton Headquarters on Papermill Road to discuss safety and to root out unsafe work practices and conditions. The Safety Council will consist of at least one employee from each department.

Anyone who is interested in participating, please fax your interest to 740-623-4533, attention SD Elston, by Tuesday, June 1, 2010.

Direct any and all questions to the Safety Office.

**Shannon D. Elston**  
Director of Safety