



Ohio Central System Southern Lines

Notice No. 5

Effective 0001 Hours, Saturday, June 05, 2010

Locomotive Work Reports

Many Locomotive Engineers have been consistent in the proper filing of Locomotive Work Reports. These reports are vital to the upkeep of our locomotive fleet. This is an important part of your responsibility every tour of duty. However, some Locomotive Engineers are not properly completing or not turning in Locomotive Work Reports on a timely basis. Due to this, the Transportation Department has incurred servicing delays. Accordingly, the following procedure must followed:

1. All Locomotive Engineers must fax their completed Locomotive Work Reports to the Dispatcher at the end of their tour of duty.
2. The Dispatcher will check each report and send properly completed reports to the Locomotive Department.
3. For any crew not turning in a report or for reports found not properly completed, the Dispatcher will send an email to Zone Supervisor or Road Foreman of Engines indicating the Locomotive Inspection Report was incorrectly completed or missing.
4. The supervisor will then follow up with the Locomotive Engineer for instruction on the proper procedure for completing these reports.

Properly completed reports include the ***actual*** Fuel Level of each unit in the locomotive consist at the end of each trip or tour of duty, as well as the Reported Defects/Repairs Needed Section filled in at the bottom of the page.

Note: Engineers on trains with locomotives positioned on both ends are responsible for inspecting and reporting only locomotives on the end of the train they operate. However, they are responsible for the proper air brake set up and running condition of all locomotives in the train.

Address any questions to the Trainmasters or Road Foreman.

J. E. Pruitt
Superintendent of Transportation