

Mechanical Department

General Rules

MECH-1



Effective 0001

January 1, 2017

Mechanical General Rules

The following rules are applicable to all employees performing service in the BRC Mechanical Department.

Safety Rules, formerly contained within these instructions, are now contained in System Safety Publication SAF-1, effective 0001, January 1, 2017.

Changes to these rules, when necessary, will be communicated thru the issuance of Mechanical General Orders under the signature of the Superintendent-Mechanical.

H. J. Simon

Superintendent-Mechanical

H.T. Kirman

Director-Rules and Compliance

M 1.0 Vehicles

M1.1 Personal Vehicle Parking

Personal vehicles, including automobiles and motorcycles are not to be parked inside buildings, including Car and Locomotive Shop structure. Vehicles must be parked in designated vehicle spaces located outside buildings.

M1.2 Use of Mechanical Department Company Vehicles

Mechanical Department (Car) vehicles are not allowed to be driven off of company property without permission from proper authority. This does not include vehicles in use by the East or West Marker Man, while performing air tests, which may be driven off company property only as needed to perform these tasks.

M2.0 Duty – Absence from Duty and Mark-Off Procedures

M2.1 Protection of Assigned Work Shift

Mechanical employees are required to work their scheduled 8-hour work shift unless authorized by proper authority. Leaving the workplace in less than 8 hours may be considered abandonment of job responsibility, and a conduct related issue. When employees are required to work overtime, this requirement also applies as instructed by the supervisor in charge of the employee work group.

M2.2 Duty, Reporting or Absence

Employees must report for duty at the designated time and place with the necessary equipment to perform their duties. Required PPE must be on at start time to allow work to commence without delay.

They must spend their time on duty working only for the railroad. Employees must not leave their assignment, exchange duties, or allow others to fill their assignment without proper authority. Continued failure by employees to protect their employment will be cause for dismissal.

Mechanical employees needing to lay off from duty, whether sick, or for personal business, FMLA, or other sufficient reason must contact the on duty supervisor:

- Car Department – (708) 496-4091
- Locomotive Department – (708) 496-4067

Calls for layoff requests must be made not less than 2 hours prior to scheduled start time.

M3.0 Hours of Service Regulations

M3.1 Complying with Applicable Regulations

Employees subject to Federal Hours of Service Regulations must ensure they comply with the law. Employees are expected to use off-duty time so they are prepared for work.

If an employee is called to report for duty before legal off duty time has expired, before accepting the on-duty call, they must notify the proper authority what time the law requires them to be off duty. Employees must provide notification early enough that they may be relieved, or transportation provided, before they exceed the hours of service.

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

M4.0 Reporting and Complying with Instructions

M4.1 Instructions

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

M4.2 Rule Violations

Employee must cooperate and assist in carrying out rules and instructions. They must immediately report any violation, or alleged violation, to the proper supervisor. They may also report any condition or practice that may threaten the safety of trains, passengers, the public, or employees, and any misconduct or negligence they observe that may affect the interest of the company.

M4.3 Reporting

Employees must report all injuries, no matter how minor, to proper authority prior to leaving the property. Employee instructions related to injury reporting, codified in the BRC Safety Rules govern all Mechanical Department employees.

M4.4 Statements and Files

Employee must not withhold information, or fail to give all the facts to those authorized by the BRC to receive information regarding unusual events, incident and accidents, personal injuries, or rule violations.

Information contained in files or other sources, and other privileged and/or confidential reports of the railroad concerning accidents, personal injuries, or alleged rule violations may only be provided to an authorized representative of the railroad.

M4.5 Divulging Information

Employees who make up, handle, or care for any of the following information, or who have access to same, must allow any unauthorized person to access them or disclose any information contained within them.

These items of information include, but are not specifically limited to:

- Correspondence, written or electronic
- Reports
- Books
- Bills of Lading or Waybill Information
- Statistics

M5.0 Conduct

M5.1 Conduct of Mechanical Employees

Mechanical Department employees must not be:

Careless of the safety of themselves or others

1. Negligent
2. Insubordinate
3. Dishonest
4. Immoral
5. Quarrelsome

Or

6. Discourteous

Any act or hostility, misconduct, or willful disregard or negligence affecting the interests of the company or its employees is sufficient cause for dismissal, and must be reported.

Indifference to duty, or the performance of duty will not be condoned nor tolerated.

M5.2 Felony Convictions

The conduct of any employees leading to conviction of any felony is prohibited. Any employee convicted of a felony must notify their supervisor of that fact not later than the end of the first business day immediately following receiving notice of conviction.

M5.3 Altercations

Employees must not enter into altercations, play practical jokes, wrestle while on duty or on company property.

M5.4 Cellular Phones, Electronic Devices, Games or Reading,

Unless permitted by the railroad, employees on duty must not:

Play Games

Use electronic devices not related to their duties. The use of ear buds, head phones, or any Bluetooth communication device is prohibited.

Mechanical Department Employees must not use a personal cellular phone while performing duties in any shop facility. Cellular Phones are not allowed within work areas of the Locomotive Shop, Car Shop or Service Track. Cellular phones are to be stowed in personal lockers, prior to on duty time. It is permissible to use these items during break periods, and only in this area. They must be stowed before resuming duty.

Mechanical Department Employees performing duties in the train yard may use cellular phones for minimal voice communication when:

- When employees are in a place of safety and discontinue all work activities
- When it will not interfere or distract them from safety or the performance of duties
- While driving any company vehicle or operating equipment

Foreman are permitted to use phones only for work related calls, and then only when such use can be performed safely.

M5.5 Sleeping

Employees must not sleep while on duty.

Employees observed in a reclined, or partially reclined, position with eyes closed, will be considered as sleeping in the application of this rule.

M5.6 Weapons

Mechanical employees must not have firearms or other deadly weapons in their possession while on duty or on company property. This includes knives with blades longer than 3 inches. These knives can only be used with the specific permission of the Superintendent-Mechanical.

M5.6 Employment

Mechanical employees must not engage in any other business or occupation that would create a conflict of interest or interfere with their availability for service or proper performance of their duties.

M5.7 Company Equipment

Care for company issued equipment, including, but not limited to radios, gauges, lanterns, tools, etc. is the sole responsibility of the employee.

Employees who lose any company issued equipment, must immediately report the loss to proper authority.

Employees are financially responsible for lost company issued equipment.

M5.8 Use of Lanterns

Employees working in periods of reduced visibility must have a company issued, and illuminated lantern. The use of Focus Control LED Head Lamps is permissible, but only as a supplement, not as a replacement for, the use and possession of a lantern.

M5.9 Respect of Railroad Property

Employees must ensure that their behavior is proper and that it does not result in the railroad being criticized for their statements or actions.

M5.10 Credit, Property and Gratuities

Unless authorized by proper authority, employees must not use the railroad's credit and must not receive nor pay out monies on the railroad account. Employees must not sell or in any way dispose of railroad property without proper authority.

Mechanical employees finding articles of value on railroad property must promptly report the articles to proper authority, and make a report if so requested of the circumstances involved.

Mechanical employees must not discriminate among other railroads or railroad customers. Employee must not accept gifts or rewards from customers, suppliers, owner or non-owner railroads, or contactors to the railroad.

M6.0 Railroad Radio Rules

M6.1 Use of Railroad Radio

Use of railroad radios is governed by the Federal Railroad Administration under the provisions of 49 CFR Part 220. Mechanical employees using railroad radios while on duty must comply with railroad radio rules.

M6.2 Possession of Assigned Railroad Radio

Mechanical Department employees issued a radio must have the radio in their possession and tuned to the designated radio channel while on duty.

M6.2 Transmitting

Mechanical Department employees operating a radio must:

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

M6.3 Required Identification

Mechanical employees transmitting or acknowledging a radio transmission must begin with the required identification. This identification must include:

For Base Radio Units:

- Name or initials of the railroad
- Name and location or other unique designation

For Mobile Units:

- Name or initials of railroad
- Train Number, engine number or other words that identify the precise mobile unit.

Examples:

“BRC Diesel Shop to CP 8767, over”.

“BRC Car Foreman to Carman Jones, over”.

“BRC Carman White to the Car Foreman, over”.

“BRC West Marker Man to CP Train 289, over”.

If communication continues without interruption, repeat identification as needed or at least every 15 minutes.

Short Identification: Short Identification is used by train crews when switching under specific circumstances, the BRC Mechanical Department will not use short identification.

M6.4 Repetition

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

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

M6.5 Over

The employee transmitting must say; “Over” to the employee receiving the transmission when the communication is complete and a response is expected.

M6.6 Out

The employee transmitting must give the required identification and say, “Out” to the employee receiving the transmission when the communication is complete and no response is expected.

M6.7 Monitoring Radio Transmissions

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

M6.8 Acknowledgement

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

M6.9 Emergency Calls

Emergency calls will begin with the words "Emergency", "Emergency", "Emergency". These calls will only be used to cover initial reports of derailments, collisions, storms, washouts, fires, track obstructions, property damage or injury to employees or the public. Emergency calls must contain as much complete information on the incident as possible.

All employees must give absolute priority to an emergency communication. Unless they are answering or aiding the emergency call, employees must not send any communication until they are certain not interference will result.

M6.10 Prohibited Transmissions

Employees must not transmit a false emergency or an unnecessary or unidentified radio communication.

Employees must not use profanity, or other indecent language, over the radio.

Employees must not reveal the existence, contents, or meaning of any communication, except emergency communication, to persons other than those it was intended for, or those whose duties may require them knowing about it.

M6.11 Fixed Signal Information

Mechanical Department employees must not use the radio to give information to train crew about the name, aspect, or indication displayed by a fixed signal unless the information is needed to warn of an imminent emergency.

M6.12 Phonetic Alphabet

If necessary for clarity, a phonetic alphabet will be used to clearly pronounce any letter used as an initial, except the initials of a railroad.

M6.13 Malfunctioning Radio Equipment

Malfunctioning radio equipment must not be used. Notify proper authority when radio equipment is not working properly as soon as possible.

M6.14 Internal Adjustments

Mechanical employees may not make internal adjustments to railroad radio equipment, unless they are specifically authorized by the Federal Communication Commission (FCC) and only with permission of proper authority. Employees with FCC authorization must carry their FCC credentials with them while on duty or on company property.

M7.0 Blue Signal Protection

M7.1 Protection of Workmen

Workmen who are inspecting, testing, repairing, and servicing rolling equipment are required to comply with this rule. In particular, because these tasks require the workmen to work on, under, or between rolling equipment, workmen are exposed to potential injury from moving equipment.

As used in this rule the following definitions apply:

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

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

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

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

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

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

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

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

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

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

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

A. What a Blue Signal Signifies

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

1. Rolling equipment must not be coupled to or moved, except as provided in “**Movement in Engine Servicing Area**” and “**Movement in Car Shop Repair Area**” of this rule.
2. Rolling equipment must not pass a blue signal on a track protected by the signal.
3. Other rolling equipment must not be placed on the same track so as to block or reduce the view of the blue signal.
 - a. However, rolling equipment may be placed on the same track when it is placed on designated engine servicing area tracks or car shop repair area tracks, or when a derail divides a track into separate working areas.
4. Rolling equipment must not enter a track when a blue signal is displayed at the entrance to the track.

Blue signals or remote control blue signals must be displayed for each craft or group of workmen who will work on, under, or between rolling equipment.

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

M7.2 How to Provide Blue Flag Protection

B. How to Provide Protection

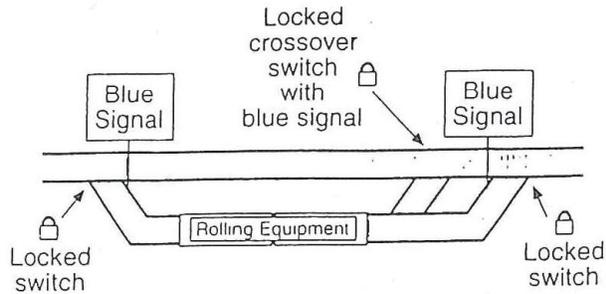
When workmen are on, under, or between rolling equipment and exposed to potential injury, protection must be provided as follows:

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

On Other than a Main Track – One of these three methods of protection or a combination of these methods must be provided:

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

Diagram A.



2. A derail capable of restricting access to the track where work will occur must be locked in derailing position with an effective locking device and:

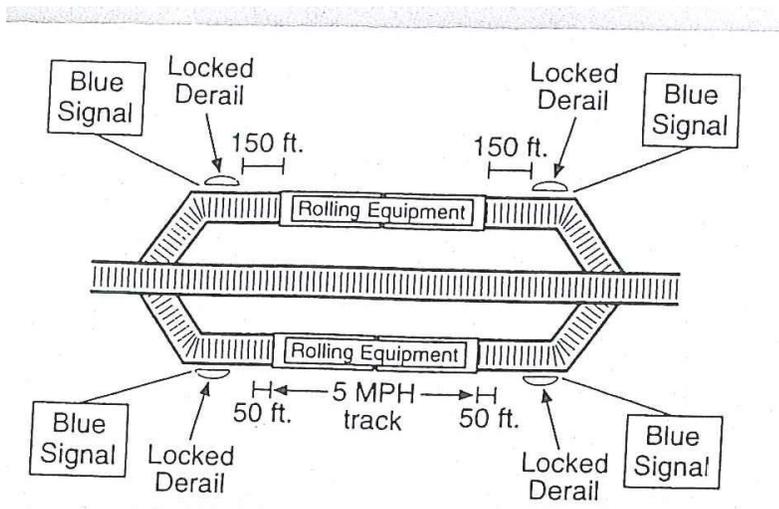
- a. Positioned at least 150 feet from the rolling equipment to be protected.

Or

- b. Positioned at least 50 feet from the end of rolling equipment on a designated engine servicing track or car shop repair track where speed is limited to not more than 5 MPH. A blue signal must be displayed at each derail.

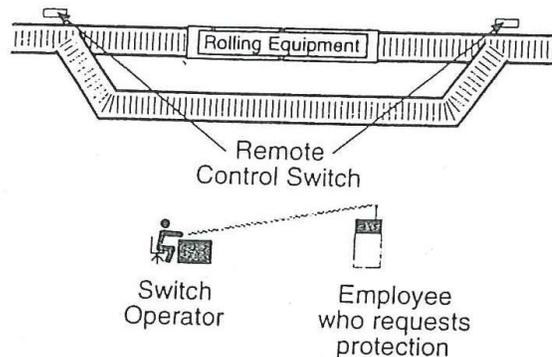
- c. On the Repair Track, the derails closest to the building must be applied at all times when working on freight cars in the shop.

Diagram B.



3. Where remote control switches provide direct access, the employee in charge of the workmen must tell the switch operator what work will be done. The switch operator must then:
 - a. Inform the employee in charge of the workmen that the switches have been lined against movement onto the track and devices controlling the switches have been secured.
 - b. Not remove the locking devices unless the employee in charge of the workmen says it is safe to do so.
 - c. Maintain for 15 days a written record of each notification that includes:
 - Name and craft of the employee in charge of the workmen requesting protection.
 - Identification of track involved.
 - Date and time the employee in charge of workmen is notified that protection was provided.
 - Date, time, name, and craft of the employee in charge of workmen who authorized removal of the protection.

Diagram C.

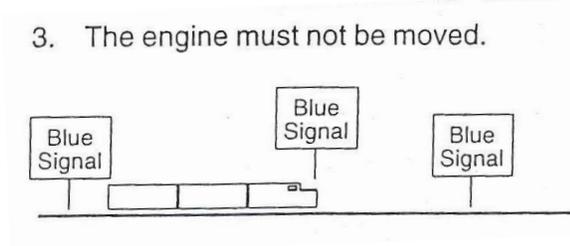


C. Blue Signal Readily Visible to Engineer

In addition to providing protection as required in **“On a Main Track”** and **“On Other than a Main Track,”** when workmen are on, under, or between an engine or rolling equipment coupled to an engine:

1. A blue signal must be attached to the controlling engine.
2. A blue signal must be visible to the engineer or employee controlling the engine.
3. The engine must not be moved.

Diagram D.



D. Protection for Workmen Inspecting Markers

Blue signal protection must be provided for workmen when they are:

1. Replacing, repositioning, or repairing a marker and the rear of the train is on any track.

Or

2. Inspecting a marker by repositioning the activation switch, or covering the photo-electric cell, and the rear of the train is on other than a main track.

E. Protection for Emergency Repair Work

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

F. Movement in Engine Servicing Area

An engine must not enter a designated engine servicing area until the blue signal protection is removed from the entrance. The engine must stop short of coupling to another engine.

An engine must not leave a designated engine servicing area unless the blue signal is removed from the engine and the track in the direction of movement.

Blue signal protection removed to let engines enter or leave the engine servicing area must be restored immediately after the engine enters or clears the area. Derails located on east and west side of Diesel Shop are to be up at all times and locked, as well as derails west of Central Avenue Yard Access Crossing, and east of the Diesel Shop, specifically the Ladder Lead and the Turntable Lead.

When making a locomotive move in Diesel Shop limits the following procedures will be followed:

- Before approaching an **APPLIED** fixed derail, a **50-foot Safety Stop** is required.
- After stopping and **Before** the fixed derail is removed, a **Radio Transmission** must be initiated to personnel working the service track that the derail and blue flag protection is being removed.
- **Radio Acknowledgement** of the removal of protection from Service Track Personnel **Must** take place.
- All personnel on the service track must remain in the clear until move is completed.
- The fixed Derail and Blue Flag can then be **Removed** and the locomotive movement may then proceed to the location of the fixed derail.
- After locomotive is stopped and secured, the fixed derail and blue flag protection can be restored.
- **A Radio Transmission** to Service Track personnel that the fixed derail and blue flag protection is restored must then take place.
- **Radio Acknowledgement** that protection is restored from Service Track Personnel **Must** take place.

NOTE:

If Service Track is not occupied by locomotives at the time of movement, the fixed derail and blue flag protection must still be removed prior to approaching the fixed derail, but radio transmissions do not have to take place.

G. Movement in Car Shop Repair Area

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

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

M8.0 Operating Fixed and Portable Derails

Derails vary in type, various types encountered include:

- Stationary hand-throw derails (Fixed Derails)
- Portable Derails
- Power Automatic Derails (Fixed Derails)

Employees must follow these general rules when handling derails.

M8.1 Precautions When Handling Derails

When handling fixed or portable derails, apply the following Safety Guidelines:

- Note that derails have different physical operating characteristics, and employees must be familiar with the procedures for properly operating each type of derail.
- Always remember that the ease with which a derail operates will change depending on weather, temperature, maintenance, and other operating conditions.

M8.2 Hand Throw Fixed Derails

When operating a fixed hand throw derail, Mechanical Department employees must:

1. Before operating a derail, employees must make an obvious attempt to inspect the area for foreign debris and other tripping hazards.
2. Inspect the derail for obvious defects or obstructions that may prevent operation.
3. Remove the lock from the derail.
4. Keep hands, feet, and body, clear of the range of travel of derail.
5. Bend at the knees and position their body in a manner that protects them from falling or putting excessive pressure on their back when moving derail on top of rail. Be aware of pinch points that might be present.
6. Lock derail in place with blue lock.
7. Reverse the above steps when removing derail.

M8.3 Portable Derails

When operating a portable hand throw derail, Mechanical Department employees must:

1. Before applying the derail employees must make an obvious attempt to inspect the area for foreign debris and other tripping hazards.
2. Inspect the derail for obvious defects or obstructions that may prevent proper installation.
3. Bend at the knees and position their body in a manner that protects them from falling or putting excessive pressure on their back when applying derail on top of rail and be aware of pinch points that might be present.
4. Secure and lock derail in place with blue lock.
5. Reverse the above steps when removing the portable derail.

M8.4 Powered Automatic Fixed Derails

When operating an automatic fixed derail, Mechanical Department employees must:

1. Before operating a derail employee must make an obvious attempt to inspect the area for foreign debris and other tripping hazards.
2. Inspect the derail for obvious defects or obstructions that may prevent operation.
3. Keep hands, feet, and body, clear of the range of travel of derail.
4. Push control button to operate derail into the applied position. After derail moves on top of rail, make sure it is in proper position.
5. Reverse the above steps when lowering derail.

M9.0 Yard Inspections

M9.1 Train Inspection – General Requirements

Unless otherwise instructed by proper authority, all trains will be worked in the order they are either received (Receiving yards) or pulled down (Departure Yards).

The practice of waiting for another pull down, another inbound, and the separating of personnel working the so called high side/low side of a particular yard is inefficient and not permissible.

M9.2 Prevention of Bad Order Cars

Attempts will be made by the yard inspectors to repair all bad orders of the light classification before cars are tagged and set out.

Examples of correctable conditions include:

- brake shoes
- air hoses
- side and end doors
- bent safety appliances
- missing bolts and cotter keys

- bottom rod safety supports etc.

Brake shoe crates will be placed throughout the yards.

All additional parts needed for yard repairs are available at the Repair Track.

Specialty tools to perform these tasks are in place in the yard inspector's assigned vehicles.

M9.3 Bad Order Car Process

All Carmen encountering conditions that will result in a bad order designation being placed on a car(s) must completely fill out the bad order ticket(s) with all the pertinent information (date, time, Load or Empty, defect with specific location, car initial, car number, track, yard, and signature) on ***Both Sides of the Car***.

In addition, it is imperative that additional blank bad order tickets be applied directly to any defective safety appliance to insure that it isn't used and possibly cause a personal injury; this is critical to the safety of all employees that the additional tag be applied as a warning.

M9.4 Inbound Wheel Inspection

When inspecting inbound trains, Carmen must attention to any foreign substances observed on the wheels.

When any obvious substance is found on wheels, notify the Car Foreman and Humpmaster. The car must be properly coded according to the table in the Belt Utilities program, "VW" or "ZW".

In the event foreign substances are found on wheels during an inbound inspection, the Humpmaster must be notified prior to releasing the train to them. Radio communication is required, particularly in those instances where inspection continues prior to data being input into the computer system.

M10.0 Inbound Inspection Process

M10.1 Inbound Inspection

Mechanical Department Employees conducting inbound inspections must:

1. Provide blue flag protection on the tracks involved prior to initiating any inspection
2. Apply hand brakes as noted below:

On long tracks, which are spotted additionally with cars on the Hump Approach Tracks:

- West Receiving 9WREC up 2WAPP or 8WREC up 3WAPP
- East Receiving 16EREC, 17EREC, 18EREC, up 2EAPP or 8EREC up 3 EAPP

Additional procedures are in place for securement of tracks.

Long Tracks will be secured with 10 hand brakes on the head end of the train by the inbound crew. These hand brakes will be moved by the Carmen during the inspection, and 10 hand brakes will be applied at the rear end of the track, additionally, air hoses will be separated on the 10th rear car of these tracks, and the angle cock turned, to allow 10 cars of air to be used while shoving these cuts over the hump.

On other tracks, three hand brakes will be placed on the head end of the tracks by the inbound crew. The Carmen will arrange to remove these hand brakes during inspection, separate air hoses and close the angle cock on the 8th rear car of these tracks, and restore hand brakes to the three rear cars in preparation for humping the track.

3. Inspect both sides of all cars in accordance with 49 CFR Parts 215, 231, and applicable AAR Rules and Standards.
4. Ensure all air brakes are fully released.
5. Perform any necessary repairs to avoid cars being placed in Bad Order status and required set out.
6. Identify any inbound car found with air cut out and do the following:
 - a. Inspect the cut out cock for signs of damage
 - b. If no damage is identified, cut the air in and release the brakes
 - c. Place the car in Bad Order Status
7. Upon completion of inspection, release the track to the applicable Humpmaster, notify the Humpmaster of any cars in Bad Order Status, and record all information in the Belt Apps Computer System as soon as possible.
8. After unlocking the switches at the east or west end of the track, ensure the switch is restored to power operation.

M 11.0 Outbound Inspection Process

M11.1 Conducting Outbound Inspection

Mechanical Department Employees conducting outbound inspections must do the following:

1. Provide Blue Flag Protection before conducting any inspection on the track.
2. Inspect both sides of all cars in accordance with 49 CFR 215, 231, 232 and applicable AAR Rules and Standards.
3. Perform any necessary repairs to avoid the need to place a car into Bad Order Status and require a set out.
4. Apply Class I Air Brake Test Tags to the head car in each track, these tags must be completed in their entirety and legible.
5. Upon completion of the inspection, notify the Humpmaster, inform the Humpmaster of any cars in Bad Order Status, and report all information in the Belt Apps computer system as soon as possible.
6. When Carmen identify a car to be placed in Bad Order status, notification must be made to the Car Foreman prior to informing the Humpmaster.
7. All required FRA documentation of Class I Air Brake Tests must be completed in their entirety and retained in the Yard Office to be retrieved by the on duty Car Foreman.

M12.0 Shoving Movements

M12.1 Precautions Before Shoving Movement

When necessary to protect shoving movements, Mechanical Department employees must:

Ensure that equipment must not be shoved until the engineer and the employee protecting the movement have completed a job briefing concerning how protection will be provided.

The employee protecting the shoving movement must be in position, provide visual protection of the equipment being shoved and must not engage in unrelated tasks while providing protection.

Equipment must not be shoved until it is visually determined that:

- Portion of track to be used is clear of equipment or conflicting movements.
- The track will remain clear to the location where movement will be stopped.
- Switches and derails are properly lined.

Employees may be relieved from providing visual protection when:

- Local instructions specify tracks involved and how shoving movement will be protected, such as shove light or monitored cameras.

- A track has been pulled and an equivalent amount or less cars or equipment will be immediately shoved back into that track has remained clear to the location where the movement will be stopped.
- Immediately prior to shoving, a movement is made on an adjacent track providing the employee the ability to visually determine the track to be shoved is clear and route is properly lined.

M12.2 Speed When Shoving

When shoved on a main track or controlled siding, speed of movement must not exceed:

- 20MPH for freight trains

M13.0 Switching Safely and Efficiently

When switching, employees must work safely and efficiently and avoid damage to contents or cars, equipment, structures, or other property.

Do not leave equipment standing where it will foul equipment on adjacent tracks or cause injury to employees riding on the side of a car or locomotive. On tracks where clearance point is indicated, leave equipment beyond the clearance point.

If clearance point is not indicated or visible, determine clearance point by standing outside the rail; of the adjacent track and extending arm towards the equipment. When unable to touch equipment leave the equipment at least an additional 50 feet into the track to ensure equipment is beyond the clearance point. Equipment may be left on a:

- Main track, fouling a siding track switch, when the switch is lined for the main track.
- Siding, fouling a main track switch, when the switch is lined for the siding.
- Yard switching lead, fouling the yard track switch, when the switch is lined for the yard switching lead.
- Industry track beyond the clearance point of the switch leading to the industry.

M14.0 Utility Employees

The use of Utility Employees as a temporary member of a train crew is governed by 49 CFR Part 218.

Definition:

UTILITY EMPLOYEE:

A railroad employee assigned to and functioning as a temporary member of a crew, whose primary function is to assist the train or yard crew in the assembly, disassembly, or classification of rail cars, or operation of trains

The Utility Employee shall be subject to the Hours of Service Act, and the requirements for training and testing, control of alcohol and drug use, and hours-of-service record keeping.

A Utility Employee shall perform service as a member of only one train or yard crew at any given time.

Service with more than one crew may be sequential, but not concurrent.

No more than three (3) Utility Employees may be attached to one train or yard crew at any given time.

A Utility Employee becomes attached to a crew by identifying himself or herself to the ranking member of the crew, who then will notify all other crew members of the Utility Employee's presence and identity. Once this notification is completed, the utility employee can assume his or her assigned duties. When the Utility Employee has ceased all work in connection with that crew, and is no longer on, under, or between the equipment, the utility employee shall notify the ranking crew member who then will notify all other crew members that the utility employee is being released. At that time, the Utility Employee is released.

The Utility Employee will work under the direction of the Car Foremen, Humpmasters, and Train Dispatchers.

The following examples of the application of the train or yard crew exclusion from required blue signal protection for utility employees are provided to clarify FRA's enforcement policy.

In the first four examples the utility employee is properly attached to and functions as member of a train or yard crew and is excluded from blue signal protection, provided all the conditions specified in 218.22 are met:

Example 1: (Proper use of Utility Employee):

A Utility employee assists a train crew by adding or reducing railroad cars to or from the train. The utility employee may perform any duties which would normally be conducted by members of the train crew, i.e., setting or releasing handbrakes, coupling air hoses and other connections, prepare rail cars for coupling, and perform air brake tests.

Example 2: (Proper use of Utility Employee):

A utility employee is assigned to assist a yard crew for the purpose of classifying and assembling railroad cars. The yard crew onboard their locomotive arrives at the location in the yard where the work is to be

performed. At that time, the utility employee may attach himself to the yard crew and commence duties as a member of that yard crew.

Example 3: (Proper Use of Utility Employee):

A utility employee is assigned to inspect, test, remove and replace if necessary a combination rear end marking device/end of train device on a through freight train. The utility employee attaches himself to the train crew after the arrival of the train and its crew at the location where this work is to be conducted. He may then perform duties as a member of that crew.

Example 4: (Proper Use of Utility Employee):

A railroad manager, who properly attaches himself as a utility employee to a train or yard crew in accordance with 218.22, may then function as a member of the train or yard crew under the exclusion provided for train and yard crews.

NOTE: In the final four examples, 5 thru 8, any railroad employee, including regularly assigned crew members, would need blue signal protection to perform the described function.

Example 5: (Blue Flag Protection Required):

Prior to the arrival of a through freight train, a utility employee installs an end-of-train device on one end of a block of railroad cars that are scheduled to be picked up by the freight train.

Example 6: (Blue Flag Protection Required):

A railroad employee attaches himself to a train or yard crew while the crew is in the ready room preparing to take charge of their train. Prior to the train crew leaving the ready room and taking charge of the equipment, the employee couples air hoses and other connections between the locomotives.

Example 7: (Blue Flag Protection Required):

A railroad employee is attached to a train crew after the train crew has taken charge of the train. It is necessary for the employee to perform a repair on a railcar, such as replacing a brake shoe, in addition to those duties normally performed by train or yard crew members.

Example 8: (Blue Flag Protection Required):

A train or yard crew, supplemented by three utility employees, has an assigned locomotive and train. The regular crew, including the engineer, has left the train to eat lunch. The utility employees have remained with the train and are coupling air hoses between rail cars in the train.