Train Dispatcher Rules & Instructions

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60.1: Supervision

Train dispatchers report to and receive instructions from the Manager of Train Operations.

60.2: Duties of Train Dispatchers

Train dispatcher's responsibilities include:

- Supervising the movement of trains.
- Using proper protection and authorities for employees as prescribed by the rules.
- Complying with the rules and requiring others do the same.
- Cooperating with field personnel conducting efficiency tests by not divulging any information that would interfere with or affect the outcome of the tests.
- Communicating with supervisors regarding conditions that affect the safe and expedient movement of trains.

Do not issue instructions that are in conflict with rules. Train dispatchers must be aware that, because of their authority, employees might follow the dispatcher's instructions, even if rules might be violated.

60.3: Records Kept

All written records must be kept in a neat and legible manner on a timely basis. All computerized records must be kept up-to-date and accurate. These records may be produced in a court of law. Accuracy is critical.

60.3.1: Notification Clerical Dept

When trains are yarded or departing an outlying yard, Dispatcher must notify the clerical department of train symbol, track and set-over or pick-up. Information on set-over and pick-up must specify cut number, number of cars and track on which movement was made.

60.4: Train Priority (Train Protocols)

Train dispatchers must be familiar with priorities, speed, and routing information of trains approaching their territory or that are operating within their territory. Whenever possible, ensure trains are given preference in the following order:

- Passenger trains
- Intermodal trains
- Automotive trains
- Freight trains
60.5: Knowledge of Territory

Train dispatchers must:

- Be familiar with characteristics that affect safe and efficient train operations.
- Constantly be alert to and inquire about all information that affects operation on their territory.
- Plan as far in advance as practicable, taking into consideration details which may affect train operations.
- Communicate with Manager of Train Operations; train dispatcher of adjoining territory; yardmasters; humpmaster; train dispatchers and control operators of adjoining railroads.

60.5.1: Knowledge of Adjoining Territories

Knowledge of territory must extend beyond the limits supervised by the train dispatcher for safe and efficient operation as well as proper application of rules.

Train dispatchers must:

- Keep other railroad’s dispatchers or control operators informed of train movements affecting their railroad.
- Not issue authorities, instructions, or take any actions that may affect another train dispatchers territory or yardmasters territory until a mutual understanding is reached.
- Not remove any blocking device requested by an adjoining dispatcher or control operator until a mutual understanding is reached between the dispatchers or control operators.

60.5.2: BNSF East End Tower

Dispatchers must contact BNSF East end tower 2 hours and 30 minutes in advance of all trains that are destined to be recrewed and depart the BRC at the BNSF 26th Street connection

All trains departing CSXT Bedford Park destined for the BNSF 26th St. connection must be immediately reported to East End tower once train is reported ready to depart Bedford Park.

60.6: Transfer / Turnover

Relieving train dispatcher must review General Orders, Train Dispatcher Bulletins, Mainline Bulletins, Notices, and Daily Operating Bulletin.

A verbal exchange of information must be made with the relieving train dispatcher.

The relieved train dispatcher must log off the Digicon and the relieving dispatcher must log on to the Digicon before the transfer is considered complete.
60.7: **Proper Terms**

Train dispatchers must do the following and require the same from others they communicate with:

- Use terms that are clear and not in conflict with the rules.
- Use exact words when quoting a rule.
- Use only abbreviations authorized by the GCOR Glossary.

60.8: **Requirements for granting and releasing authority**

The specified format must be used to grant authority.

When issuing verbal or written authorities the train dispatcher must:

- Advise employee of any conditions or restrictions prior to issuing authority.
- Ensure instructions can be understood and that they are not in conflict with general orders, special instructions, or operating rules.
- Listen carefully during repeat of authority to ensure it is correct.
- Guard against hazardous conditions.
- Issue verbal authorities clearly, concisely and at a speed that can be received easily.

Train dispatchers must exercise caution to ensure that the employees do not misunderstand a discussion about work to be performed as being the authority granted.

When releasing authority, care must be taken to ensure the correct authority is released. Train dispatchers’ repeat of release must include, authority number, name of employee releasing, authority limits, and release time.

60.8.1: **Form H Authority**

When issuing a Form H the train dispatcher must:

- Have a clear understanding with the requesting employee of the limits to be occupied.
- Know that no trains are authorized to enter the requested limits.
- Know that no trains are within the requested limits unless those trains have passed the location where the requesting employee is to enter the limits and the authority is issued with the wording “behind (train id)” listing all trains within the limits.
- Know that no other Form H authority is in effect within the requested limits.
- Protect the limits by Digicon Quickblock unless the Quickblock unnecessarily blocks out tracks that are not within the authority limits. When Quickblock cannot
be used, the dispatcher must apply device blocks to signals and switches to prevent any signals from being cleared into the authority limits. When using device blocking, it may become necessary to remove some device blocks to route a train around the protected limits. Before removing any blocking apply adequate blocking to the new switch configuration to prevent entry into the limits.

- When using “Quickblock”, enter the Form H number in the “Enter ID” field. Since the system will not accept duplicate “ID’s”, if more than one “Quickblock” is needed to protect a Form H, use a space or spaces as required between the letter and number of the Form H. (Example: S1, S 1, S 1, S 1)

- When listening to the employee repeat the Form H, underline the entries on the office copy (except pre-printed information) as it is repeated to insure correctness.

**HEAR WHAT IS BEING REPEATED, NOT WHAT YOU EXPECT TO HEAR!!**

Form H will be used for both foul time and the movement of on track equipment.

Main tracks will be designated:
- “MT1”
- “MT2”
- “WL” for Wabash Lead
- “SR” for South Runner
- “MT3” for Belt 3

Before issuing Form H, limits must be properly protected by use of blocking.

If necessary to modify a Form H, a new Form H must be issued and the previous one released. Exception: an employee may be instructed to make their authority “joint with __________” without issuing another authority.

**Use of columns on Form H:**

*Unit number:* equipment identifying number.
*Name:* person in charge of the equipment
*Auth. No.* will be in sequence beginning at 1201am daily, prefaced by the letter “N” for North dispatcher, or “S” for South dispatcher.

*Behind engine/ train:* when train(s) still in the limits to be issued.

*Between And*  
*From To*  
*At*  
“Between ____ and _____” or “At ______” authorizes on-track workers.
“From ____ to______” authorizes movement of a hi-rail vehicle.

*Until Time:* advises employee of time the dispatcher needs the track back. Even though a time is shown the employee must release Form H with dispatcher before track may be
used. If dispatcher does not desire to show a time, enter “Call” meaning employee will not call back until releasing authority.

Y/N indicates whether the authority is “joint” with another employee.

**Joint With:** designates the employee the authority is joint with.

**“Correct” at Disp/ Control Opr initials** After employee repeats Form H information correctly, dispatcher will acknowledge with “That is correct”, time and initials.

**Release time** is used to record time the employee releases the Form H Authority.

### 60.9: Daily Operating Bulletin (DOB)

Train dispatcher must verify crew members are in possession of current the DOB prior to authorizing movement onto the BRC. DOB number must be verified.

The DOB may be updated at any time. The DOB program automatically assigns the sequence number. The North Dispatcher will perform all updates to the DOB. Maintenance of Way will advise the North Dispatcher regarding changes or updates by 17:00 daily. The DOB must be completed no later the 19:00, daily. The DOB is to be reissued by 19:00 even if no changes are necessary in the preceding DOB.

Instructions for DOB entry:

- Start web browser and go to: [http://10.10.32.9/BRCCGlP/DOBENTRY.PGM](http://10.10.32.9/BRCCGlP/DOBENTRY.PGM)

- The program will copy the last DOB for you to edit. Review and edit each section then click the “Submit” button.

- Repeat Step 2 for all sections.

- The last item of the section selector is “Finalize”. Enter the latest General Order Number and your initials before clicking the “Finalize” button. A copy of the modified DOB will print on the MTO printer.

- The MTO will review the printed copy and have dispatcher correct any errors by starting at Step1. (Restarting the program will not lose any pending changes.)

- The MTO after reviewing the final copy, will approve the document by going to [http://10.10.32.9/BRCCGlP/DOBAPPROVE.PGM](http://10.10.32.9/BRCCGlP/DOBAPPROVE.PGM).

- MTO’s is to enter his/her initials and click the “Submit” button. The new version of the DOB will be automatically placed on the BRC website ([http://BeltRailway.com/dob.html](http://BeltRailway.com/dob.html)), Chicago Rail Carriers Bulletin Board ([http://qpraillinc.com](http://qpraillinc.com)) and will be forward to preprogrammed email and fax distribution lists.
60.10: Communications

Company business must not be conducted on personal communication equipment.

Company communication equipment must only be used for company business.

60.11: Accidents, Injuries and Defects

Reference: GCOR 1.1.3

When a report is received of accidents, injuries, or track or mechanical defects:

- Ensure that the necessary safeguards are provided as soon as possible.
- Notify the Manager of Train Operations.
- In case of doubt as to whether operation of trains is safe, require trains to stop and examine the reported defect before proceeding.

Immediately report any of the following to the Manager of Train Operations:

- Personal injuries
- Derailments
- Grade crossing collisions
- Trespassers
- Vandalism
- Theft
- Environmental Issues
- Hazardous Material Issues
- Signal Problems
- Track Defects
- Mechanical problems

60.12: Care for injured

Reference: GCOR 1.2.1

When advised of an injury, ascertain if emergency services are required.

When responding to report of injuries:

- Obtain exact location.
- Protect the location.
- Notify the Manager of Train Operations.
- Give this priority over other duties.
60.13: Statements

Reference: GCOR 1.2.6

Train dispatcher must:

• Require identification before divulging information that relates to the operation of the railroad.
• Only release information to employees of the railroad or others that are authorized to receive the information.

60.14: Rules Availability and Use

Reference: GCOR 1.3.1

Train dispatchers must have a current copy of the following available for reference while on duty.

• General Code of Operating Rules
• Train Dispatcher Rules and Instructions
• Current Time Table and Special Instructions
• Safety Rules
• Air Brake and Train Handling Rules
• Instructions for Handling Hazardous Materials

60.15: Hours of Service

Reference GCOR 1.17

60.15.1 Hours of Service Involving Trains

Plan operations to avoid violations and, if possible, prevent crews from tying up short of terminal because of hours of service. All violations or possible violations must be immediately reported to the Manager of Train Operations.

60.15.2 Hours of Service Record for Train Dispatchers

• Train dispatchers must maintain the office Hours of Service Record.
• Mandatory classes, meetings, drug tests, etc. required before or after shift are considered as commingled service and must be used in calculating consecutive hours off duty.
• Time on or off duty must be recorded precisely. Transfers must be included in the time on duty. Train dispatchers must not work more than 9 hours in any 24 hour period. Report all violations to the Manager of Train Operations. Random Drug tests will be schedule to avoid a Hours of Service violation.
60.16: Unauthorized Persons

Reference GCOR 1.22

Unauthorized persons will not be allowed in the dispatcher's office.

60.17 Operation or Repair of Dispatcher Office Equipment

Reference GCOR 1.23

The train dispatcher must not make or allow any unauthorized equipment repairs, alterations, or additions. Equipment must be operated only by those authorized to do so.

60.18: 911 Crossings

Notify the Manager of Train Operations and the City of Chicago Office of Emergency Communications if trains are stopped on, or anticipated to be obstructing the 911 Crossings listed in the timetable for ten (10) minutes or longer.

Maintain the City of Chicago Office of Emergency Communications call log.

60.19: Handling Dimensional / Excessive Dimension Equipment

Reference GCOR 1.36 and Timetable Special Instructions

Be governed by instructions on Pink Message.

Communicate with connecting train dispatchers to insure safe movement of shipment.

60.20: Reporting of Engine and Rear End Device Defects

Reference: GCOR 1.40

Notify the Manager of Train Operations and connecting train dispatchers of any locomotive or rear end device defect.
60.21: Emergency Calls and Emergency Response

Reference: GCOR 2.10

When responding to emergency calls, the train dispatcher must:

- Give emergency call priority over all other duties.
- Respond to adjacent workstation’s emergency call if unattended.
- Respond immediately, identifying that radio is being answered in response to the emergency call.
- Determine emergency services and support personnel needed.
- Ascertained as much information from initial contact as practical.
- Notify Manager of Train Operations.
- When necessary, protect the area of the emergency from other train movements that could cause unnecessary interference and danger.
- Monitor radio and render all possible assistance.
- Enter necessary information in Unusual Occurrences.

60.21.1 Grade crossing / pedestrian accident

- Crossing name, mile post, or other identifiable location.
- Side of train that vehicle ended up on
- Whether ambulance, or other emergency response may be needed for crew or passengers. If not known, assume an ambulance is needed.

60.21.2 All other emergencies

- Emergency response equipment needed
- Other tracks blocked
- Other railroads or highways blocked
- Other threats which may exist.
- Obtain exact location of incident and public access information.

60.22: Games, Reading, and Electronic Devices

Reference: GCOR 1.10

Train dispatchers are prohibited from using a cell phone or other wireless communications device while on duty and located at the train dispatcher workstation.
60.23: Whistle or Headlight Failure

Reference GCOR 5.8.3 and 5.9.3

Whistle and headlight failures must be reported to the Manager of Train Operations and connecting train dispatchers.

60.24: Reverse Movement

Reference: GCOR 6.4.1

Before granting permission for a reverse movement:

- Have a definite understanding with the crew of the limit of the reverse movement.
- Stop any movements already authorized into the limit of the reverse movement.
- Set the controlled signal providing access to the limit of the reverse movement to Stop and apply blocking device to prevent following movement.

60.25: Reverse Movement within Interlocking Limits

Reference: GCOR 6.4.2

Before granting permission for a reverse movement within interlocking limits:

- Apply blocking devices to prevent movement of switches in the route.
- Apply blocking devices to prevent clearing of signals on conflicting routes.

60.26: Protection of Cars/Train Left on Main Track

Reference: GCOR 6.20, 7.6 and Timetable Special Instructions 7.6

Train dispatcher must apply Digicon restrictive label when cars or unattended train are left on main tracks or sidings.

Label must not be removed until cars become part of a train or unattended train is recrewed.

60.27: Precautions against Unusual Conditions

Reference GCOR 6.21

When conditions arise that could jeopardize safety of trains, engines or employees:

- Immediately warn all concerned, including trains approaching location.
- Set signals authorizing movements into the area at stop and apply Digicon restrictive label to track segment being protected.
60.28: Protection Against Defects

Reference: GCOR 6.21.1

When the train dispatcher receives a report of a defect or condition, including rough track or thermal misalignment (could be reported by an employee as a sun kink); the train dispatcher will provide protection and inform crew that protection has been provided.

Train dispatcher will:

- Determine location of defect precisely as possible.
- Immediately advise any approaching train of the defect. If defect is reported as a possible broken rail, or "pull apart" or if in doubt as to whether the track is passable, stop trains until advised by a maintenance employee qualified to inspect track that it is safe for movement.
- Apply restrictive blocking to prevent movement into the affected area until trains have been advised.
- Notify Manager of Train Operations.

60.29: Emergency Stop or Severe Slack Action

Reference: GCOR 6.23

Provide protection on adjacent track(s) for a train that reports an emergency application of the brakes or severe slack action while stopping.

- Know that any movement within the limits to be protected has been notified of the condition before the crew is relieved of providing protection.
- Apply blocking to prevent unauthorized movement into the protected area until trains entering are notified of train in emergency or advised that adjacent track(s) are safe for passage.

60.30: Automatic Warning Devices

Reference: GCOR 6.32.2

When advised of a defective or malfunctioning automatic crossing warning device, trains must be advised and the location must be immediately protected by restrictive label. Report must be made to the Manager of Train Operations and signal maintainer.
**60.31: Stop Location**

Reference: GCOR 9.5

Should a train fail to stop short of a controlled signal displaying Stop, the following action must be taken immediately:

- Instruct the train to stop and remain stopped.
- Stop any conflicting movements approaching the train.
- Warn any employees holding authorities protected by the stop signal.
- The next controlled signal in advance and behind the one which was passed without authority must be set to display Stop and blocking mechanism applied.
- Notify Manager of Train Operations.
- Train must not be allowed to proceed until released by Manager of Train Operations.

**60.32: Changing Established Route**

Reference: GCOR 9.5.1

Any signal once requested must be considered as a proceed signal regardless of screen display.

**60.33: Failure to Display Most Restrictive Indication**

Reference: GCOR 9.7

When a report is received that a signal fails to display its most restrictive indication,

- Stop all movements at and between the controlled signals governing the approach to the location of reported malfunction until protection has been established.
- Set signals to stop at and between the controlled signals governing the approach to the location of reported malfunction.
- Do not give train permission or authority to proceed unless authorized by the Manager of Train Operations.
60.34: Stop Indications

Reference: GCOR 9.12.1

Before authorizing movement past a Stop signal the train dispatcher must:

- Know that there are no conflicting movements.
- Protect the movement by using the Digicon “Proceed past stop signal” feature if possible. If not possible to use the “Proceed past stop signal” feature, apply adequate blocking to protect against conflicting movements and unintentional switch operation. Do not remove the blocking until the train has entered the protected limits.
- If switch(es) in the route are not properly lined and locked for the movement, instructions to operate the switches by hand must be given. The train dispatcher will inform the employee of the route to be taken, what is wrong at that location (which turnout or crossover does not show lined and locked), what the employee must do (which turnout or crossover to hand operate).
- Know that crew has signal aspect in view.

60.35: Code Failure

During code failure the Digicon display is no longer an accurate depiction of train location, signal status or switch position.

In the event of a code failure:

- Remove any stack route requests that were placed prior to code failure.
- Verbally determine the location of each train within the affected area and place each train symbol in the proper track segment.
- Before authorizing a train to pass a signal displaying Stop indication within the code failure area, or into the code failure area, verify that there are no conflicting movements by verbally determining the location of any train that may present a potential conflicting movement.
- Report the Code Failure to the MTO.

60.36: Electrically Locked Switches and Derails

Reference: GCOR 9.18

Notify the Manager of Train Operations and the signal maintainer when a seal has been broken or emergency release operated on an electric lock.
60.37: Authority to Enter CBS Limits

Before verbally authorizing a train to enter CBS limits at a hand operated switch it must be known that no conflicting movement is occupying or authorized to enter the track and that signals governing access into the area to be occupied are blocked at Stop.

60.38: Protecting Other Railroads

When the train dispatcher or control operator of another railroad requests a “block”, apply a Quickblock to provide the protection. In the “Enter ID” field, enter the ID and time of the person requesting the block. (Example: “TD4 1030”)

60.39: Rail Security

Notify the Manager of Train Operations when reports are received of unusual circumstances such as:

- Trespassers.
- Lost, confused or suspiciously dressed individuals.
- Unfamiliar or suspicious vehicles.
- Company property that has been tampered with.
- Unlocked fence gates.
- Bomb threats.
- Take bomb threats seriously. If you receive a bomb threat:
  - Keep the caller on the line.
  - Ask him or her to repeat the message.
  - Ask the location of the bomb and the time of possible detonation.