



# THE BELT RAILWAY COMPANY OF CHICAGO

Office of the Director, Rules and Compliance

## ENGINEERING NOTICE

### #2018-002

Effective 0001, Monday, January 1, 2018

**To: ALL CONCERNED**

**Subject: Engineering Department – Summary Notice 2018**

BRC Engineering Notices issued prior to 0001, January 1, 2018 are void.

#### **BRC Rules and Compliance Information – Website Access**

BRC employees have access to all available rulebooks, general orders, notices and other information pertaining to rules and safety thru an employee portal on the BRC website.

Employees are able to access information that pertains to Engineering, Mechanical, and Transportation rules and instructions using this portal from any computer, on or off the BRC network.

This portal will be used to post general orders, notices, and instructions from all three departments.

#### Access to the Portal:

Employees can access the portal from any computer connected to the Internet.

Access the BRC website at [www.beltrailway.com](http://www.beltrailway.com).

Once on the BRC Website select from the top menu entitled, "**EMPLOYEES**". This menu will present several options.

Select the one entitled "**OPERATING DEPARTMENT**".

Once on the Operating Department page, an option entitled "**OPERATING DEPARTMENT BULLETIN BOARD**" will be selected.

Once the **OPERATING DEPARTMENT BULLETIN BOARD** option is selected, the user will be directed to a password-protected access page.

To enter the password protected section of the website, enter a lower case "a" followed by your employee number.

All previous passwords for this system were reset at 2359 on Wednesday, September 21, 2016.

Your initial password is a lower case "a" followed by your employee number; you will then be prompted to change your password.

Password must be changed no less than 89 days after initial password selection, and no less than every 89 days after that.

The following information is available on the website:

<u>Engineering</u>	<u>Mechanical</u>	<u>Transportation</u>	<u>System</u>
Rule Books	Rule Books	Rule Books	General Orders
Engineering General Orders	Mechanical General Orders	Transportation General Orders	BRC Policies
Engineering Notices	Mechanical Notices- Car	Transportation Notices	Hazardous Materials Information
Engineering Safety Bulletins	Mechanical Notices – Locomotive	CORA Updates	Emergency Information
	Mechanical Safety Bulletins	Transportation Safety Bulletins	

Note: Individual Departmental Notices pertaining to job bids, except for Car Operations Notices, will be posted thru existing bulletin boards, according to existing department practices.

This website will contain notices pertaining to rules, safety information, and work instructions only.

Rules Structure Documents:

As information, the following document structure exists on the BRC:

- Department General Orders are issued by individual departments to modify rulebooks and special instructions, as needed, for the use of that department's employees
- Department Notices are issued by individual departments to provide instructions for employee work, and to communicate other information, as deemed necessary by the department head, to a specific employee group
- CORA Updates are issued to modify instructions for carriers using the CORA Operating Guide to operate trains on the BRC, and for crews operating BRC trains on other carriers

- System Policies are issued by the Human Resources Department as necessary, these apply to all employees

Employees encountering issues with access to the system should contact their supervisor for assistance.

**Vehicle Fueling Station**

Each BRC vehicle is assigned a chip key. Chip keys must only be used with their assigned vehicle.

New Fuel Station:

- Pump 3- Unleaded Fuel
- Pump 4- Diesel Fuel
- Pump 5- Diesel Fuel

Instructions for use:

1. Turn off vehicle engine.
2. Insert vehicle’s assigned chip key into the Fuel Master Reader. Then remove chip key.
3. Enter current miles on vehicle.
4. Reinsert chip key. Remove chip key.
5. Enter fuel pump number to be used for the vehicle in which you are driving.
6. Remove nozzle.
7. Lift nozzle hook to “on” position.
8. After fueling, lower hook and replace nozzle.

Do not lower fuel nozzle prior to the completion of fueling.

Please direct all inquiries to Juan Morales at (708) 372-4950 or John Oliver at (708) 259-4312.

**Employee Meal Periods**

Meal periods for Track Department employees working Monday through Friday are from 1100 until 1130, and must be taken unless specifically authorized by the Roadmaster, or Assistant Roadmaster. Employees working a Wednesday through Sunday work week will gain authorization to work through a meal period from the on-call Engineering Department Manager on call.

The current collective bargaining agreement, Rule 35(b) requires a 20-minute meal period. Provisions for wash up time are included in the 20 minutes.

M. A. Ferguson  
 Chief Engineer  
 Belt Railway Company of Chicago

Engineering Notices in Effect:

<b>Year of Issuance</b>	<b>Numbers</b>
<b>2018</b>	<b>001, 002</b>

