

# NEVADA NORTHERN RAILWAY

NATIONAL HISTORIC LANDMARK



## Rulebook

Effective February 1, 2022 at 12:01 AM  
(Version 21.0 © 2022)

No. \_\_\_\_\_.

THIS BOOK IS THE PROPERTY

OF THE

# NEVADA NORTHERN RAILWAY COMPANY

AND IS LOANED TO

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**Who hereby agrees to return it to the proper official when called for, or upon leaving the service, or forfeit one dollar.**

The rules herein govern all operations of the Nevada Northern Railway Foundation. These rules apply to all departments and all staff and volunteers regardless of position. They take effect February 1, 2022, superseding all previous, and instructions inconsistent therewithin.

Special instructions may be issued by proper authority.

M.S. BASSETT,  
President, NNRy

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## Introduction

**Welcome aboard!** You are about to undertake a highly unusual and dangerous responsibility - historic railroading. You will be using historic locomotives and equipment to demonstrate to the public what railroading was like in the last century. There are no push buttons. This is hard, demanding, physical work that requires your full attention at all times.

Our program is unusual, we use paid staff with volunteers to create a team that operates and preserves the equipment and buildings of this National Historic Landmark.

This combination allows us to provide a gateway into America's and Ely's past for our visitors. This is a real time; hands-on experience and it does have its dangers. This rulebook is our bible. When you join our team, in any position, you are committing to follow our rules and policies. This is not a guidebook; **it is a rulebook**. It is designed to put into practice procedures and policies that will keep everyone safe. It doesn't matter if you're a staff member, a new volunteer or an old hand. If you have a question that is not answered here, **ASK!** If you are not comfortable doing something, **STOP** and inform the rest of the crew. **EVERYONE** has the right to **STOP** any action.

### **SAFETY IS OUR OVERRIDING CONCERN.**

This rulebook includes the Policies, General Rules and the Operating Rules which govern all employees of the railroad, paid staff, interns or volunteers. There are additional safety rules that apply while working on track or in the shop.

Unless you have a railroad background, the terms, equipment, and hand signals will be foreign to you. That's okay; we all started the same way. Ask questions, take advantage of training opportunities, and most of all - always be safe.

This rulebook only covers the basics. There are other resources listed in the appendix that you will find helpful. The more you know, the more interesting you will find your time working at the Nevada Northern Railway. **Again, welcome aboard!**



Mark S. Bassett, President

# Operating Rules

The following rules are applicable to all personnel. including tour guides, track, shop, engine, depot, administrative staff and train service, whether part-time, full-time, intern or volunteer status, are subject to these rules and are considered an employee of the railroad. Railroad is defined as any physical property that is owned and or operated by the Nevada Northern Railway Foundation for use in the operations of the Nevada Northern Railway Museum.

## **Section 1.0 - Responsibilities and Training**

**1.1 Safety** - Safety is the first order of business to perform in all work situations. Obeying the rules is essential to job safety and continued employment.

**1.1.1 Job Briefing** – Whenever two or more employees meet, a job safety briefing must be completed prior to any work being performed.

**1.2 Employee Responsibilities** - It is the responsibility of every employee to know and understand the rules, operating practices and the chain of command of the NNRy. If an employee fails to understand something, it is their responsibility to ASK a responsible manager for clarification.

**1.2.1 Definition** - An employee is defined as paid staff, unpaid volunteer or intern.

**1.3 Departments and Responsibilities** - The NNRy works under the following departments:

A. Administration – Oversees all aspects of the railroad including personnel, operations, funding, marketing and training.

B. Operations - Oversees the operation of the railroad including all trains, programs, events and charters.

C. Mechanical - Oversees the restoration and maintenance of all mechanical equipment including locomotives, cars, machines, and tools.

D. Track/Grounds - Oversees the maintenance and condition of the track. Also, this is the lead department on the condition of the grounds in the East Ely Yard.

E. Curation and Archives - Oversees all historical aspects of the historic equipment, buildings, artifacts, records, tours, narration, publications and paperwork to ensure that historical standards are being maintained.,

F. Guest Services - Oversees all reservations, ticketing, visitor orientation, concessions, gift shop and resolving guest issues.

**1.3.1** - The operations department has final authority over all aspects of train operations, programming and on-board services.

**1.3.2** - The locomotive will remain under the mechanical department's control until the locomotive leaves the servicing area when it then falls under the control of the operations department. It is the responsibility of the mechanical department to ensure the locomotive is ready on time.

**1.4 Responsible Managers** - The COO is the overall manager of all departments and operations. The Superintendent is the Deputy COO and assists in the overall management of all departments and operations. The responsible managers of the individual departments are:

A. Administration - COO/Superintendent

B. Operations - Trainmaster

C. Mechanical - Master Mechanic

D. Track/Grounds - Roadmaster

E. Curation and Archives - Curator/Archivist

F. Guest Services - Guest Services Manager

**1.4.1 Delegation** - The responsible managers may, at their discretion, designate responsibilities to other employees but must, at all times, supervise any delegated work.

**1.5 Chain of Command** - Issues within a department must be brought to the attention of the responsible manager. If the issue concerns the responsible manager or the issue is not satisfactorily resolved, the employee should go to the next level higher in the chain of command.

**1.6 Interdepartmental Cooperation** - The NNRy is a small railroad accomplishing big things. Departments must cooperate and assist each other when and if needed to provide a high level of service and professionalism to our customers. Departments wishing for the assistance of another department will request such assistance from the responsible manager, who will do their best to provide assistance. If the responsible managers cannot resolve the issue, the issues must be brought to the attention of the COO.

**1.7 Training** - Training for any position may consist of classroom instruction, assigned reading, on the job training and/or online instruction. There are no time restrictions on the length of training for positions. A safe, qualified, employee is more valuable than someone rushed through training. The employee is expected to communicate with trainers and responsible managers to ensure that the pace and style of training is adequate.

**1.8 Qualified Trainers** - Qualified trainers are designated by the COO, Superintendent, Trainmaster or Master Mechanic. Those being assigned to train other employees should have a minimum of six months in the position prior to being assigned as a trainer for the position. The trainer will report on all training provided and progress to a responsible manager.

**1.9 Certifications** - All employees must recertify annually for all positions that they hold a certification in. Failure to recertify within twelve (12) consecutive months will result in the loss of certification for that position.

**1.9.1 Required Hours to Maintain Certification** -

Employees must maintain a minimum of 20 hours for each half of the year (January to June, and July to December) to retain their certifications in each position that they have certifications in. For steam and diesel engineers, the engineer must complete 10 hours on each type of locomotive for a total of 20 hours. Hours for brakeman can be split between head and rear brakemen.

Hours will be tracked through the Hours of Service forms.

**1.9.2 Recertification** - Employees that do not maintain the minimum number of hours will be required to receive a briefing from a responsible manager and undergo a check ride to regain their certification.

**1.9.3 Proof of Certification** - Railroad issued I.D. cards will be updated to reflect all current certifications. This card must be carried at all times while in service and must be readily available if requested.

**1.10 DSLE Responsibilities** - The DSLE's are responsible for administering written and oral testing and all check rides. They report recommendations for certification to the Superintendent and Trainmaster who will issue the certification.

**1.10.1 Minimum Hours** - To maintain DSLE certification, the employee must be certified in both steam and diesel and complete 40 hours in the cab of the locomotives, which is split between each type of locomotive.

**1.11 Check Rides** - Check rides will be performed by a responsible manager for the following positions: steam locomotive engineer, diesel locomotive engineer, steam locomotive fireman, conductor and brakemen.

**1.11.1 Initial Check Rides** - All locomotive positions will require a check ride that encompasses a full trip on the Keystone Route. Conductors and brakemen can complete a check ride on either route.

**1.11.2 Recertification Check Rides** - All individuals will be required to take an annual check ride for all positions that they are qualified for. In the case of conductors, they will not be required to also complete a brakeman check ride.

**1.12 Loss of Certification** - The COO, Superintendent, Trainmaster, Master Mechanic or a DSLE may revoke an employee's certification at any time, due to unsafe operating practices or violation of the rules. Following such revocation, disciplinary action, termination, or retraining and re-certification may occur depending on the severity of the infraction under the rules set forth in Section 3.3.

**1.13 Annual Safety Training** - All employees are required to attend the annual safety class and pass a written examination, failure to attend annual safety training will result in the suspension of certifications until attending an annual safety class and passing the written exam. It is the employee's responsibility to ensure they attend annual safety training.

**1.13.1 Student Brakemen** - Student brakemen may work under the supervision of a qualified employee after passing an open book safety test. A student brakeman cannot be promoted to a brakeman until they have attended the annual safety training and passed the written examination.

**1.13.2 Other Positions** – All other positions are required to take an open book safety test at the start of employment. These employees may be promoted in positions outside of train service but will also be required to attend annual safety training.

**1.14 Additional Training or testing** - Employees will be required to complete any continuing education training or testing as required by the responsible managers.

## **Glossary of Railroad Terms**

**AAR** - Association of American Railroads, the central coordinating and research agency for North American railroads.

**ADA** - Americans with Disabilities Act, a Federal law that requires businesses to provide reasonable accommodations to members of the public with disabilities.

**A End of Car** - The opposite end from which the handbrake is mounted.

**Alco** - American Locomotive Company

**All Black** - Indication that there are no issues spotted on the train.

**Archivist** - The responsible manager for the railroad's paper record and history collection.

**Bad Order** - A rail car that has mechanical defects and cannot be used until repairs are made. Cars that are bad ordered are marked "B.O."

**Bank** - Coal placed in a steam locomotive firebox that will keep the locomotive hot and under pressure between operating days.

**BLW** - Baldwin Locomotive Works

**COO** - Chief Operating Officer, the overall responsible manager for all operations and departments of the NNRy.

**Curator** - The responsible manager for the NNRy collection.

**Deadhead** - Movement of the train crew from one point to another or to a train by vehicle or other train.

**Doubleheading** - Using two locomotives independently to move a train, done on occasion with the steam locomotives.

**DSLE** - Designated Supervisory Locomotive Engineer, a designated engineer that is responsible for the safe operations, testing and check rides of employees.

**Emergency Brake Application** - Also known as dynamiting the brakes, big holing it or dumping the air.

**Fouling** – Anything or anybody that is within the designated clear distance. ie, person standing too close to the track, car in a crossing, train on a switch.

**FRA** - Federal Railroad Administration, the Federal regulatory agency responsible for railroad operations and safety.

**Guest Services Manager** - The responsible manager for the guest services department.

**Handcar** – A railroad cart that is propelled by operators working a hand pump.

**Highball** - The signal to operate the train at maximum authorized speed.

**Hi-Rail** – A motor vehicle fixed with retractable steel wheels allowing it to operate on the highway or railroad tracks. Typically used by track inspection or maintenance workers.

**Hot Box** - An overheated axle, caused by a lack of oil in the bearing box or a bearing failure.

**In the Clear** – Persons or equipment are outside of the designated clear distance.

**Iron** – The rail, as in “don’t stand between the iron.”

**Johnson Bar** – The manually operated reverse lever found on locomotive 40.

**Kangaroo Court** – An official hearing or investigation held wherever is most convenient.

**KCC NMD** - Kennecott Copper Company, Nevada Mines Division

**Ladder Track** – Main track of a rail yard which individual tracks lead off.

**Light Engine** – A train comprised of just the locomotive.

**MM** - Master Mechanic, the responsible manager for the mechanical department.

**NCC** - Nevada Consolidated Copper

**NNRy** - Nevada Northern Railway

## **NTSB** – National Transportation Safety Board

**On the Carpet** – To be called to the managers office, typically for disciplinary action, so called as the General Manager’s office was the only one on the railroad to have carpeted floors.

**PPE** – Personal Protective Equipment (ie safety glasses, earplugs, gloves, etc.).

**Point Protection** - When moving a train or cars, this is the visual check by a designated crewmember that the track is clear in the direction of movement and a continual check to ensure that it remains clear.

**Popping Off** - The release of excess steam from the safety valves of a steam locomotive.

**PUC** - The Nevada Public Utilities Commission which has authority over railroads within Nevada.

**Responsible Manager** - The head of the department or their designated representative responsible for the work being performed.

**Right of Way** - Includes all the track, property and roadbed of a railway line.

**Roadmaster** - The responsible manager of the track department.

**Roadway Worker** - A track maintenance worker.

**Set Out** - Taking cars out of a consist.

**Speeder** – A self-propelled cart typically used by track inspectors or maintenance workers.

**STB** - Federal Surface Transportation Board controls all Class 1, 2 and 3 railroads.

**Superintendent** - Is the Deputy to the COO and is the overall responsible manager for all operations and departments of the NNRy.

**TM** - Trainmaster, the responsible manager for the operating department.

**Tying Down a Train** - Setting enough handbrakes to hold the train.

**Velocipede** – A three-wheeled rail vehicle similar in shape to a bicycle that is propelled by the operator.

**Waiver** – Permission granted by the FRA to operate freight equipment 50 years or older under conditions outlined in the waiver. Such equipment must have a waiver to be operated outside of yard limits.

**Qualified Operator** - An employee that has the proper certifications and authorization to use equipment.

**Wye** – Arrangement of track that is used to turn locomotives or trains.

## **Section 2.0 - General Rules**

All employees are subject to the rules, regulations and operating timetable of the Nevada Northern Railway Museum. An employee is defined as paid staff, unpaid volunteer or intern. All operating personnel, including interns and volunteers, will be required to pass examinations and check rides. These rules are necessary for the safe and efficient operation of the Nevada Northern Railway. Violations of these rules may lead to termination of your relationship with the Nevada Northern Railway.

**A.** Safety is of first importance in the discharge of duty. In the case of doubt or uncertainty, the safest course must be taken. Employees are responsible for their own safety. Constant presence of mind to ensure safety to themselves and others is the primary duty of all employees and they must exercise care to avoid injury to themselves or others. They must observe the condition of the equipment and the tools which they use in performing their duties and, when found defective, will put them in a safe condition, reporting defects to the proper authority. Obedience to the rules by each employee is essential for safety and remaining in service. EVERY employee, regardless of responsibility or position, retains the right of stop work authority and the right to speak to a responsible manager before work resumes in a safe manner.

**B.** Employees whose duties are prescribed by these rules must have a copy immediately available for reference while on duty. Employees, whose duties are affected by the timetable and special instructions, must have a current copy available for reference while on duty.

**C.** Employees must be conversant with, and obey all rules and instructions. If in doubt as to the meaning of any rule or instruction, they must apply to the responsible manager for an explanation. The Chief Operations Officer (COO) reserves the right to modify or change these rules at any time by due notice. The Chief Operations Officer's decision regarding any of these rules is final.

**D.** Employees must attend required classes and pass required examinations.

**E.** All employees must cooperate and assist in carrying out the rules and instructions and must promptly report to the responsible manager any violation of these rules or instructions, any condition or practice which may endanger the safety of trains, passengers, or employees and any misconduct or negligence affecting the interest of the railroad.

**F.** Employees must report by the first means of communication any accident, personal injuries, defects in track, bridges, or signals, or any unusual condition which may affect the safe and efficient operation of the railroad. Written reports must follow promptly when required.

**G.** The use or possession of alcohol beverages while on duty is prohibited. Employees must not have any measurable alcohol in their breath or in their bodily fluids when reporting for duty, while on duty or while on company property with the exception of rule 20.7.3.

The use or possession of intoxicants, over the counter or prescription drugs, narcotics, controlled substances or medications that may adversely affect safe performance is prohibited while on duty or on museum property. Employees must not have any prohibited substances in their bodily fluids when reporting for duty, while on duty or while on museum property. The complete Drug Policy is in Section 20.

**H.** Employees reporting for duty must be clean and neat in appearance. They must be courteous and orderly while on duty. Uniform and badge when prescribed must be worn while on duty. Employees must refrain from using coarse and vulgar language while on duty. The use of tobacco by employees on our property is prohibited except in designated areas. Smoking, chewing tobacco and vaping is prohibited in all buildings, locomotives, rolling stock, trucks, rail equipment and on the grounds, except in designated areas. Beards and mustaches must be neatly trimmed; otherwise personnel must be clean-shaven daily prior to their shift. Hair styles should reflect a professional manner and hair should be

well kept on the job. Your personal representation should be as professional as your job performance. Therefore, there are basic appearance standards that apply to all employees regardless of their job function, uniform requirements, and personal style.

**I.** Employees must conduct themselves in such a manner that the railroad will not be subject to criticism or loss of goodwill. They must not discriminate between patrons of the railroad.

**J.** Employees must expect the movement of trains, engines, cars, or other movable equipment at any time, on any track, and in either direction. They must not stand on the track in front of an approaching engine, car, or other moving equipment and must inform themselves as to the location of structures or obstructions where clearance is close.

**K.** Employees must be familiar with and comply with the requirements of the Federal Hours of Service Laws if and where applicable. Those affected by such laws shall be in compliance and are admonished to use their off-duty time in such a manner as to make them fit for safe, prompt, and efficient performance of their duties.

**L.** Employees whose duties require service on another railroad are under the jurisdiction of the officers of the other railroad on which the service is being performed. When performing service on another railroad and unless otherwise instructed, employees shall be governed by the safety, air brake, and train handling rules and timetable of the railroad upon which they are operating or serving.

**M.** Employees are strictly prohibited from removing property belonging to the Nevada Northern Railway Foundation and/or Nevada Northern Railway Museum. They may not remove or consume food items, beverages, supplies or equipment except as authorized by management in accepted practice. Theft of any property is cause for immediate discharge from the NNRy. Equipment owned by the NNRyF and/or NNRy is to only be used for official railroad business unless authorized by a responsible manager.

**N.** Employees are strictly prohibited from damaging property or equipment belonging to the Nevada Northern Railway Foundation and/or Nevada Northern Railway Museum. The grounds and equipment are a National Historic Landmark District and must be treated as such by all personnel. Failure to adhere to this policy is cause for immediate discharge from the NNRy.

**O.** Employees igniting any type of fuel burning equipment in an enclosed space where explosive mixtures of vapors can accumulate, must ensure that the equipment is purged or adequate ventilation is provided so that any possible explosive mixture or vapor will be removed (for example, a firebox, a stove or a steam generator).

**P.** Engineers and conductors must see that first aid kits, fire extinguishers, cell phones, safety equipment, and two-way radios are operational and supplied on all equipment carrying personnel or passengers for whom they are responsible.

**Q.** Employees are prohibited from having firearms or other deadly weapons including knives with a blade in excess of three inches in their possession while on duty or while on railroad property except those authorized to have them in the performance of their duty or those given special permission by the Chief Operating Officer.

**R.** Employees must report for duty at the designated time and place. They must devote themselves exclusively to the service of the railroad while on duty. They must not absent themselves from duty, exchange duties or substitute other personnel in their place without notifying the responsible manager.

**S.** Employees must not be negligent, insubordinate, dishonest, immoral, or quarrelsome. They must not enter into altercations, play practical jokes, scuffle, or wrestle while on duty, or while on railroad property.

**T.** Employees are responsible for the proper care and use of all railroad property entrusted to them. Upon demand or request of a responsible manager, employees must return such property. Employees issued switch keys are responsible that such keys be

used only by them in the proper performance of their duties. They must not appropriate railroad property for their personal use.

U. Employees must not allow unauthorized persons on trains, engines, or cars.

V. Employees are prohibited from altering, nullifying, changing design of or in any manner restricting or interfering with the normal intended function of any device or equipment on locomotives, cars, or other railroad property. Permission from a responsible manager is required, except in the case of emergency in which case a full report must be made.

W. Employees must not put soiled linen or sacks of trash in the aisles at any time the train is in operation or open to the public. Employees must keep their duty station clean at all times. They must assist other employees in keeping the complete train clean, especially all restrooms and other areas subject to soiling by the public. Employees must be attentive to guests boarding or alighting from the train or bus to ensure that no accidents occur. Employees must assist elderly, handicapped, or other guests in need of assistance in boarding, alighting or moving about the interior of the train. Employees should be familiar with the location of and the use of the wheelchair-loading device. All employees on the train should be informed as to the seating location of such passengers in order to promptly assist them in the case of an emergency.

X. All regularly scheduled trains will operate regardless of passenger load. It is imperative that the conductor ensure that we maintain our standards of operation regardless of the passenger load or weather conditions. In cases of severe weather refer to the Emergency Procedures. The conductor has the authority to close the open car to passengers in the case of severe weather.

**Y. TO AVOID INJURY, NEVADA NORTHERN EMPLOYEES ARE PROHIBITED FROM GETTING ON OR OFF MOVING EQUIPMENT EXCEPT IN AN EMERGENCY.**

Z. Your personal safety is **your** responsibility. You are also responsible for the safety of your coworkers. Do not come to work or sign in unless you are physically and mentally able to work. If you are not at 100% physically and mentally, you are a hazard to yourself and your coworkers.

## **Section 3.0 - General Responsibilities**

**3.1 Safety** - Safety is the first order of business to perform in all work situations. Obeying the rules is essential to job safety and continued employment.

**3.1.1 Maintaining a Safe Course** - In case of doubt or uncertainty, take the safest course, safety first. EVERY employee, regardless of responsibility or position, retains the right of stop work authority and the right to speak to a responsible manager before work resumes in a safe manner.

**3.1.2 Job Briefing Meetings** – Prior to performing any task requiring the coordination of two or more employees, those employees involved must hold a “job briefing” to ensure that all involved employees have a clear understanding of the work to be performed and the individual responsibility of each employee. The job briefing must include a discussion of:

- A.** The authority to occupy the main track for the train, or method of protection for roadway workers.
- B.** Specifics of the work to be performed or moves made.
- C.** The responsibility of each employee.
- D.** Any unusual situations.
- E.** Specific reminders of hazardous conditions or unusual practices that the job will require.
- F.** A check that all personal electronic devices are off and stowed away.
- G.** The equipment to be used including the number of cars and length of train.

**3.2 Personal Injuries and Accidents** - All accidents with or without injuries must be reported immediately to a supervisor and must be recorded in writing by those involved either directly or as a witness. All accident reports shall be submitted within the period of no more than 24 hours after the time of the accident to the reporting supervisor. All medical reports must be copied and filed also.

**3.2.1 Care for Injured** - When passengers or employees are injured, everything must be done for their proper care.

**3.2.2 Witnesses** - In case of accident, personal injury, loss of life, or damage to property in which a train is involved, the conductor must immediately secure the names, addresses, phone numbers, and occupations of all persons involved, including all persons at the scene when the accident occurred. License numbers of automobiles nearby or involved must be obtained. This information, obtained with the assistance of other employees, when necessary, should be included in reports covering such occurrences. In the event of an accident which may include personal injury, property damage, or death, employees are not to speak to any member of the media or to any other person including passengers or witnesses regarding anything that happened in any way, shape or form. In such cases the railroad will designate a spokesperson to make comments on behalf of the railroad. Crewmembers must not make public comments or speak to representatives of the media without authorization by a responsible manager. Crewmembers are instructed to gather information in writing and keep such information until it is to be turned over to railroad authorities for proper investigation. Where signaling devices are provided or when a crossing flagman is on duty, a special effort should be made to determine who among the witnesses can testify whether the signaling devices were functioning properly or if the crossing flagman was properly performing his duty. Form E must be used for documenting this information.

**3.2.3 Equipment Inspection** - If an accident causes personal injury or death, all tools, machinery, and other equipment involved, including premises where such an accident occurred, must be promptly secured from tampering, thus allowing inspection by a responsible manager or employee. Such inspection should be made by at least two employees as appointed by the COO. A report of such inspection, stating the conditions found, names of persons making the inspection must be forwarded to the responsible manager. Such equipment must, if possible, be marked for identification and placed in custody of the responsible manager or employee and held subject to the order of the COO regardless of whether or not the

inspection reveals any defects. Form E must be used for documenting this information. In the event the incident is investigated by a regulatory agency, no employee must tamper with the secured property until cleared by that agency.

**3.2.4 Mechanical Inspection** - When engine or cars or other rolling stock including track machines or any other vehicle is involved in an accident resulting in personal injury or death, an inspection of the equipment must be made before such equipment is moved as appointed by the COO. A competent employee of the mechanical department must make a further inspection at the East Ely terminal.

**3.2.5 Statement** - Except when authorized by a responsible manager:

**A.** Information concerning any accident, personal injury, or loss of life must not be given to anyone except authorized representatives of the railroad or an officer of the law.

**B.** Information as to the facts incident to the injury or death of an employee must not be furnished to anyone except authorized representatives of the railroad, the injured employee, or to an officer of the law.

**C.** Information contained in the files or in the privileged or confidential reports of the railroad concerning accidents or personal injuries must not be divulged except to an authorized representative of the railroad.

**D.** Inquiries about accidents, personal injuries, loss of life, policies, and procedures of the railroad pertaining to safety and maintenance standards and the actions of regulatory agencies shall be referred to an authorized representative of NNRY.

**3.3 Rules, Regulations, and Instructions** - Breaking any rule and/or regulation in any way, shape or form can and will result in one or more forms of acknowledgment and/or actions listed below and is not limited to the terms set below. Any rule violation resulting in punishment or reprimand is at the discretion of the

COO whose decision is final. Rules violations can threaten your life as well as the lives of those around you and will not be tolerated.

**3.3.1 Minor Violation to Rule** - In the event that an employee is caught breaking any rule that involves his/her own personal safety and does not include loss or damage to railroad property, the employee will be given a verbal warning for the violation and will be asked to make a change in his/her approach as it relates to the violated rule. After one verbal warning the employee will receive a written warning which will be placed in the employees file.

**3.3.2 Minor Violation to Rule Causing Damage** - Minor violation to a rule that includes the damage or loss of railroad property, but does not result in personal injury to the employee or a guest, will result in a written reprimand. The written reprimand will be placed in the employees file. In such cases where damage to equipment is incurred, the employee may lose his/her authorization to operate such equipment. Offenses may include misuse or abuse of a locomotive.

**3.3.3 Blatant Violation** - A blatant violation to these rules will result in an automatic removal from whatever job is being performed. In the event that an employee willfully abuses a locomotive, rolling stock, track equipment, truck or any other railroad vehicle in any way, shape or form, the employee will be removed from the piece of equipment and his/her authorization to operate any piece of equipment will be removed. The employee may be removed from his/her job for a specified amount of time or indefinitely depending on the severity of the situation. Violations to this rule include tampering with or modifying any safety device including brakes, brake systems, locomotives appliances, or rolling stock appliances that relate to the safe and effective operation of the equipment.

**3.3.4 Injuries** - In the event that an employee injures another employee or passenger in an accidental situation, the employee will be removed from the equipment and an investigation will be held. If the cause of the accident was not the fault of the employee in question, the employee will be allowed to return to his/her job. Investigations may be

held by third party groups or any other state or federal agency before the employee may be allowed to return to work.

**3.3.5 Loss of Life** - In the event that an employee is involved in an accident that results in the loss of life, either of an employee or a passenger, the employee will be released from duty until the cause of the accident is determined. In the event that the accident was caused by a willful action of the employee in question, that employee may face criminal charges as a result of his/her actions. Investigations may be run by a third-party agency(s) or any other State or Federal agency. In the event that the employee in question is found to have broken any rule, the employee may be accountable for any loss of life, damage claims or other punitive damages, or criminal charges.

**3.3.6 Employee Review** - In the instance that a responsible manager receives reports about rules violations, unsafe conduct, unsafe practices etc, the manager will submit such reports to the COO, Superintendent, Trainmaster and Master Mechanic who will determine the need for a review of the employee's actions. Such a review may involve additional check rides, oversight or testing to determine the employee's compliance with the rules and standard operating practices. Employee's may be placed back into student status for additional training. Testing and a check ride will need to be completed to regain full status and the employee may be placed in a probationary period.

**3.4 Rule Changes** - The COO reserves the right to change, modify, nullify, or alter any rule in the rule book at any time by posting the new rule, or by rewriting and reprinting the rule book. Permanent rules changes will be posted 24 hours prior to the change in a statement from the COO.

The COO may in case of an emergency, which may involve a life or death situation, major property damage or serious safety concerns make verbal temporary rule changes. Such temporary changes expire at midnight of the day the rule was made.

**3.5 Drugs and Alcohol** - The use or possession of alcoholic beverages while on duty is prohibited. Employees must not have any measurable alcohol in their breath or in their bodily fluids when reporting for duty, while on duty or while on company property.

The use or possession of intoxicants, over the counter or prescription drugs, narcotics, controlled substances or medications that may adversely affect safe performance is prohibited while on duty or on museum property. Employees must not have any prohibited substances in their bodily fluids when reporting for duty or while on duty. See Section 15 for the complete Drug and Alcohol Policies.

**3.6 Conduct** - Employees must not be:

- A. Careless of the safety of themselves or others.
- B. Negligent.
- C. Insubordinate.
- D. Dishonest.
- E. Immoral.
- F. Quarrelsome.
- G. Discourteous.

**3.7 Games or Readings** - Unless permitted by the railroad, employees on duty must not play games, read magazines, newspapers, or other literature not related to their duties.

**3.8 Appearance** - Personnel shall be dressed in suitable clothing that provides adequate protection and general comfort while in the performance of his/her duties. We are a National Historic Landmark, the time period we have chosen to represent is the 1930's through the 1940's.

**3.8.1** All train personnel are to wear period appropriate clothing. Clothing requirements for the various job positions are as follows:

- A. Bib overalls, blue denim or hickory stripe.
- B. Historical accurate, long sleeve 100% natural fiber shirt. The shirt must be worn with the sleeves fastened at the wrist while in the cab of a steam locomotive. Sleeve protectors are allowed. Diesel crews are allowed short sleeve shirts.

- C. Boots that go over the ankle.
- D. An engineer's cap or other historically appropriate headgear, no ball caps.
- E. Natural fiber gloves (cotton or leather).
- F. Watch with a second hand.

For conductors the uniform is:

- A. Black dress pants and vest.
- B. White shirt.
- C. Tie
- D. Boots that go over the ankle.
- E. Conductor's hat
- F. Leather gloves
- G. Watch with a second hand.

**3.9 Duty – Reporting or Absence** - Employees must report for duty at the designated time and place with the necessary equipment to perform their duties. 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 notifying the responsible manager. When unable to report for duty, you must notify your immediate supervisor at least two hours before the scheduled time to report for duty.

**3.9.1 - Steam Engineers** - Will report the engine house three (3) hours before train time to hostile their locomotive when they are scheduled for the first train of the day. If it is not the first trip of the day, they will report one (1) hour before train time to where the locomotive is located.

**3.9.2 - Diesel Engineers** - Will report the engine house two (2) hours before train time to hostile their locomotive when they are scheduled for the first train of the day. If it is not the first trip of the day, they will report one (1) hour before train time to where the locomotive is located.

**3.9.3 - Conductors and Brakeman**- Will report to the initial terminal two (2) hours before train time to prepare their train for departure when they are scheduled for the first train of the day. If it is not the first trip of the day, they will report one (1) hour before train time to where the train is located and ensure that it is ready for departure.

**3.9.4 - Narrators and Concessionaires** - Will report to the initial terminal thirty (30) minutes before train time to prepare their train for departure.

**3.10 Hours of Service Law** – Employees must be familiar with, and comply with, the requirements of the federal hours of service law. When an employee gets to ninety minutes before their legal hours of service expiration, it is the employee’s responsibility to notify a responsible manager that they will be expiring under the hours of service law. See Section 4 for the complete Hours of Service Section.

**3.10.1** Employees are expected to use off duty time so that they are prepared for work. If an employee is called to report for duty before legal off duty time has expired, before accepting the call to work, the employee must notify the individual making the call that off duty time has not expired.

**3.11 Alert to Train Movement** – Employees should expect the movement of trains, engines, cars or other movable equipment at any time, on any track, and in any direction. Employees must not stand on the track in front of an approaching engine, car, or other moving equipment.

Employees are also responsible to ensure that the general public is at least six feet to the side away from approaching equipment. If a member of the train crew sees that a person is either on the track or within six feet of the track, the equipment must not approach closer than fifty feet to the offending individual.

**3.11.1 Distance from Standing Equipment** - All employees must stay at least 25 feet away from the end of any standing train, engine, or cars when crossing the track. All employees are also responsible to inform the general public who might be on the property of this rule.

**3.11.2 Distance Between Equipment** - All employees must ensure that there is at least 50 feet between any standing train, locomotive, or cars before they go in between equipment. The only exception to this rule is making connections between cars; the cars must be coupled before going in between equipment.

**3.11.3 Moving Equipment** – Before moving any equipment, in any direction, all employees, especially the engineer and conductor must ascertain that there are no persons fouling the direction of movement.

**3.12 Roofs and Footboards** - Train and engine service employees may only occupy the roof or footboards of rolling stock when the equipment is standing still and when their duties require them to do so. Train and engine service employees may ride on the steam locomotive pilot foot boards during trailing movements only. Other employees whose duties require them to occupy the roof of rolling stock may do so only when equipment is standing and is protected by a blue signal.

**3.13 Jumping off or on Equipment** - Jumping off or on, rolling or standing equipment, is prohibited at all times.

**3.14 Stepping Between Cars** - Under no circumstance shall any person step between cars or locomotives while they are moving.

**3.15 Riding Between Cars** - Riding between cars or locomotives is prohibited at all times.

**3.16 Not Permitted on Equipment** - Non-employees are not allowed on a locomotive or other piece of equipment when it is in motion at any time unless permission has been granted by the COO, Superintendent, Trainmaster, Master Mechanic or the person is ticketed or is part of a formal program. Non-employees are allowed to be in the cab of a standing locomotive or piece of equipment when there is a qualified train crew member present or the equipment has been blue flagged and is set up for self-guided tours. Engineers have the final authority on whether passengers are to be allowed on the locomotive during a movement.

**3.16.1** Only two non-NNRy employees are allowed in a locomotive cab while the locomotive is in motion.

**3.16.2** At no time are more than five people allowed in a locomotive cab while the locomotive is in motion, except locomotive 40, in which the maximum occupancy is four people. Exceptions can be made with the permission of the COO, Superintendent, or Trainmaster and with the

concurrence of the Locomotive Engineer, five people may be allowed in the cab of Locomotive 40 and six people may be allowed in the cabs of Locomotives 81 and 93.

**3.16.3** The minimum age to ride on a locomotive is 12 years old with a supervising adult 18 years or older.

**3.17 Altering Equipment** – Without the authorization of a responsible manager, employees must not alter, nullify, change the design of or in any manner restrict or interfere with the normal function or appearance of any device or equipment on engines, cars, or other railroad property except in the case of an emergency. Employees must report to the responsible manager changes made in an emergency.

**3.18 Clean Property** - Railroad premises must be kept in a clean orderly and safe condition. Railroad buildings, facilities, or equipment must not be marred or defaced. Only such information as authorized by the responsible manager or required by law may be posted in or upon railroad property.

**3.18.1 Cab Cleanliness** - It is the responsibility of the engine crew to ensure that the locomotive cab is clean at the end of every working day. All trash and rags must be removed from the cab and disposed properly and the cab swept. On steam locomotives, coal must be raked down for the next day's run and the deck cleared of all chunks of coal and dust.

**3.18.2 Train Cleanliness** - It is the responsibility of the conductor and rear brakeman to make sure that the train cars are clean and properly stocked with train supplies (toilet paper, fuel, propane, etc.) for each trip. Guest services will help with the cleaning of the cars if and when they have the personnel available. Community service workers are allowed to help with the cleaning under direct supervision of authorized train service members. It is the responsibility of guest services to ensure that the concessions and register are properly stocked one (1) hour before train departure.

**3.19 Credit or Property** – Unless specifically authorized, employees must not use the museum’s credit and must not receive or pay out money on the museum’s account. Employees must not sell or in any way get rid of museum property without the expressed written permission of the President or Curator. Employees must care for all articles of museum property and report any vandalism or other misdeeds to the responsible manager immediately.

**3.20 Gratuities** – Employees must not discriminate among museum customers. Employees must not accept gifts or rewards from customers, suppliers, or contractors of the museum unless authorized by the responsible manager. Employees can accept donations on behalf of NNRy and deposit them in donation boxes.

**3.21 Overheated Wheels** – When overheated wheels are found on a train, the train must be stopped and held for a minimum of ten minutes to allow the heat to equalize throughout the wheel. The source of the overheating needs to be ascertained and corrected before the train proceeds and temperatures must be recorded. This must be reported to a responsible manager.

**3.22 Flat Spots** – If a wheel on a piece of equipment has a flat spot more than 2.5 inches long, or if the wheel has adjoining flat spots that are each at least 2 inches long, the equipment must not be moved faster than 10 mph. Such equipment must be set out at East Ely and the Master Mechanic, or his designee, notified.

**3.23 Accuracy of Speed Indicator** – The engineer must verify speed indicator accuracy as soon as possible after taking charge of the engine. If the speed indicator is not accurate to within plus or minus three miles an hour at a speed of 10-30 mph and within plus or minus 5 mph above 30 mph, the Engineer must immediately report the variance to the mechanical department.

Speedometers on NNRy locomotives shall not be tampered with, turned off, or reset by engineer or trainmen for any reason. In the case of GPS speedometers, the engineer or trainman may turn the speedometer off and on to reset it, but in no instance shall they tamper with it.

**3.24 Electronic Devices** – The following are our policies concerning electronic devices:

**3.24.1 Personal Devices** - Railroad operating employees must have all personal electronic devices turned off and any ear pieces removed from the ear (with the exception of hearing aids) and placed in their locker, grip, or personal vehicle before train service personnel sign in for duty. As part of the crew meeting, this will be reviewed by the supervisory employee, for all operating crew members.

**3.24.2 Railroad Supplied Electronic Devices** - Train crew members except the engineer may use a railroad supplied or a personal electronic device as authorized. Engineers are prohibited from using any electronic device (except railroad radios or hearing aids) while on a moving train or when a duty requires any member of the crew to be on the ground or to ride rolling equipment and during any period when another employee of the railroad is assisting in preparation of the train.

**3.24.3 Emergency Uses** - Train service personnel may use a personal or railroad supplied electronic communication device as necessary to respond to an emergency situation.

**3.24.4 Railroad Radio** - This rule does not restrict the use of the railroad radio nor does it affect the working wireless communications under 49 CFR part 220.

**3.24.5 Camera Use** - The use of cameras by non-crew members is allowed in the cab of a moving locomotive as long as the use of the camera does not distract the engine crew in the performance of their duties. The engineer can order the cameras to be turned off and stored if they become a distraction. A cell phone can be used as a camera, as long as the cell phone is in airplane mode, and a crew member visually confirms it.

**3.25 Additional Manuals** – The following manuals are considered part of the rulebook.

**3.25.1** - The NNRy Museum Personnel Policy book, in its entirety, will constitute Rule 3.25.1

**3.25.2** - The NNRy Museum Conductor/Brakeman Handbook, will constitute Rule 3.25.2

**3.25.3** - The NNRy Engineer and Fireman Training Manual, will constitute rule 3.25.3

**3.25.4** - The NNRy Museum 214 Handbook, will constitute rule 3.25.4.

**3.25.5** - The NNRy Museum part 217 Handbook, will constitute rule 3.25.5.

**3.25.6** - The NNRy Museum Emergency Procedures Handbook will constitute rule 3.25.6

**3.25.7** - The NNRy Museum Volunteer Handbook will constitute rule 3.25.7

**3.26 Duties of Trainmen and Enginemen** – The conductor and the engineer are responsible for the safety and the protection of their train and observance of the rules. If any conditions are not covered by the rules, they must take every precaution for protection. If any crew member feels conditions are unsafe or that another crew member is causing unsafe conditions, that crewmember has the authority to stop all work until all safety concerns are addressed.

**3.27 Conductor's Responsibilities** - In areas of safety, train movement, and crowd control, the train conductor has the final authority. However, if a responsible manager is present on the train, the supervisor may exercise their authority and overrule the conductor. All train conductors on all trains shall fill out trip reports at the end of their shift and file them at the designated crew office.

**3.27.1 Consist Report** - With the exception of the regular excursion or rental train, the conductor is to report to the engineer at the crew briefing the number of cars in the train. The engineer and conductor will check the length of the train against the orders to ensure that train length will not affect operations. In such cases that the train is made up of cars other than the regular excursion or rental train, the conductor will include a list of the cars used in their conductor's report.

**3.27.2 Rear Brakeman** – The rear brakeman shall be accountable to the conductor at all times during the operation of the train and its appliances.

**3.28 Engineer's Responsibilities** - The locomotive engineer is responsible for the safe operation and handling of the locomotive and train. The engineer has final authority for the crew members in the cab and operation of the locomotive, however, if the operations or mechanical supervisor is present, the supervisor may exercise their authority and overrule the engineer.

**3.28.1 Firemen** - Locomotive firemen shall be accountable to the engineer at all times during the operation of the locomotive and its appliances.

**3.28.2 Head Brakeman** – Head brakeman shall be accountable to the engineer at all times during the operation of the locomotive and its appliances.

**3.29 Safe and Efficient Operation** - The engineer is responsible for the safe and efficient operation of the engine in his charge and all persons employed thereon must obey his instructions with regard to the operation of the engine. A student engineer with a Class 3 designation may handle the engine under the close supervision of the engineer. Locomotives will be inspected prior to the beginning and at the end of each day of operation with proper documentation filed appropriately.

**3.30 Absent from Locomotive-** The engineer and fireman or steam qualified crew member must not, at the same time, absent themselves from a steam engine under pressure. The only exception is when the locomotive is under the mechanical department's charge and it is left in compliance with 3.37.3. When diesel locomotives are left unattended, they must comply with Rule 3.37.1.

**3.31 Care with Water** - Great care must be exercised to prevent water being thrown from the smokestack of a steam locomotive when starting and when priming conditions exist. Under these conditions, prudent use of cylinder cocks must be observed.

**3.32 Avoid Smoke** - Firing a steam locomotive must be done in such a manner as to avoid dense smoke particularly at any station.

**3.33 Diligence at All Times** – Firemen and/or head brakemen are responsible for view and vision when a train or locomotive is turning toward the fireman’s side in the leading and trailing directions.

**3.34 Rail Safety** - Before entering any track footprint, look both ways to verify the track is clear. Don’t step or stand on the head of the rail at any time. The track footprint is defined as the area four feet off of each rail, the width of the footprint is 12 feet 8 ½ inches.

**3.35 Engines Coupled to Passenger Equipment** – Engines coupled to equipment that include occupied passenger cars must not be left without an authorized employee in charge. The employee must be properly qualified to operate the air brakes.

**3.36 Reporting Engine Defects** – The engineer will report any engine defect on the Daily Locomotive Inspection form and notify the relieving engineer, when needed.

**3.37 Locomotive Standing Unattended** - When a locomotive is standing unattended, if practical, it should be placed on a work track that is protected by a derail or coupled to a car or cars with hand brakes applied. Equipment controls should be positioned as follows:

**3.37.1 Diesel**

1. Throttle in 'IDLE'.
2. Reverse lever in 'NEUTRAL', handle removed and secured.
3. Generator field switch open or 'OFF'.
4. Independent brake fully applied.
5. Automatic brake valve reduction of 20 psi.
6. Isolation switch to ‘START’ or engine control switch to ‘IDLE’.
7. Hand brakes applied.
8. Headlights off.

**3.37.2 Chocking Locomotive 204** – From November 1st through March 31st or when snow is on the ground, Locomotive 204 shall be chocked while not in operation.

### **3.37.3 Steam Locomotive**

1. Throttle closed and locked.
2. Reverse lever centered.
3. Independent brake fully applied.
4. Automatic brake valve reduction of 20 psi when coupled to cars. When there are no cars, automatic in 'HOLD'.
5. Chains, metal or wooden chocks, properly placed under front and rear of the engineer side rear drive wheel.
6. Cylinder cocks left open.
7. Steam chest relief valve left open.
8. Headlights off.

NOTE: The above rules are not the guidelines for shutting a steam or diesel locomotive down.

**3.38 Starting and Moving a Locomotive** - Locomotives are only to be started and moved under the following conditions:

- A. When authorized by Timetable or Train Order;
- B. When authorized by the Chief Operating Officer, Superintendent, Trainmaster or Master Mechanic.
- C. Every locomotive will have its radio turned on, tested and confirmed to be working before moving.

**3.39 Hand Brakes** – Rolling stock should never be moved with any hand brakes applied.

**3.40 Traction Motors** - To prevent burning of traction motors and other electrical equipment damage to diesel locomotives, power shall not be used to hold the train while standing.

**3.41 Qualified to Operate** - All employees either operating, signaling, or assisting in the operation of any railroad equipment, rolling stock, or machinery must be cleared and qualified by the responsible manager to do such work on such equipment.

**3.42 Permission to Operate** - Employees shall be properly trained and have permission from the responsible manager before using any railroad equipment, tools, rolling stock or track machines and trucks.

**3.43 Positions** - The following positions shall require training and testing before persons are allowed to participate and operate within the limits of the job description:

- A. Student Brakeman then Brakeman
- B. Student Hostler then Hostler
- C. Student Conductor then Train Conductor
- D. Student Fireman then Fireman
- E. Student Engineer then Locomotive Engineer
- F. Equipment Operator (clearance to operate MOW machinery)
- F. Dispatcher

These positions are under the jurisdiction of the COO who shall authorize certificates of qualification to be issued by either the Superintendent or Trainmaster for the above described positions after training and testing has been completed.

**3.43.1 Other Positions** - Positions other than train service positions also require training, testing or other qualifications before persons are allowed to participate and operate within the limits of the job description including but not limited to:

- A. Gift Shop
- B. Narrator
- C. Tour Guides
- D. Mechanics
- E. Groundskeepers
- F. Track Workers

These positions are under the jurisdiction of the COO who shall authorize the designated manager to issue qualifications.

**3.44 Hostling Duties** - Hostlers are allowed to move diesel or steam locomotives as listed in these rules as long as they passed the Hostling test, demonstrated their qualifications and received a Class 2 Certification. The following rules shall apply to all hostlers of the NNRy.

**3.44.1 Movement of Locomotives** - Hostlers are allowed to move locomotives into and out of the locomotive shop and within the Service Area under the authorization of the Chief Operating Officer, Superintendent, Trainmaster or Master Mechanic.

**3.44.2 Making Joints** - Hostlers are not allowed to make or break joints between locomotives and cars for any reason at any time.

**3.44.3 Brakeman Required** - Hostlers are only allowed to move locomotives when a brakeman is present. Making a movement without a brakeman is forbidden.

**3.44.4 Intention to Move** - Hostlers shall communicate their intent to move a locomotive to everybody who will be affected by that movement prior to moving a locomotive.

**3.44.5 Blue Flag** - Hostlers shall not move a locomotive protected by a blue signal.

**3.44.6 Lose of Certification** - The responsible manager may revoke hostling certification at any time for any reason.

**3.45 Whistle in buildings** - Hostlers and engineers shall not blow the whistle or horn inside of a building unless switching operations are being conducted. The bell shall be rung prior to all movements.

**3.46 Minimum Age for Heavy Equipment** - No person under the age of 18 years shall be allowed to operate any heavy equipment that is owned or operated by the railroad. This includes the Hi-railers, trucks and any other motorized machinery including speeders.

**3.46.1 Minimum Requirements** - To operate Hi-Rail Vehicles or Motorcars you must:

- A. Be properly qualified and tested.
- B. Have a state issued driver's license.
- C. Minimum age to operate a Handcar or Velocipede is thirteen, with adult supervision.

**3.47 Minimum Age for Train Service** - The minimum age of a student brakeman is 16 years of age. The minimum age for student fireman or student mechanic is 18 years of age. The minimum age for student hostler, student conductor or student engineer is 18

years of age. The minimum age for a student mechanic is 18 years of age unless enrolled in approved education courses or holding approved education certifications.

**3.48 Proof of Qualification** - Employees shall be issued an identification card by the Superintendent or Trainmaster and have their records updated as it relates to ongoing qualification. The identification card shall have the name of the qualified employee; his/her job title and qualification, the length of time and expiration date of the qualification and the signature of the designated managers and other appointed officers.

**3.49 Proof of Identification** - Employees are required to have their identification card on their person at all times. Identification cards need not be visible at all times; however, employees should be prepared to present their identification card at any time while on railroad property, whether they are on duty or not.

**3.50 Deceased** - In the case of death, or where a corpse is found on railroad property, proper railroad authority and police authority must be notified at once. The body must not be moved and in all cases a report must be made.

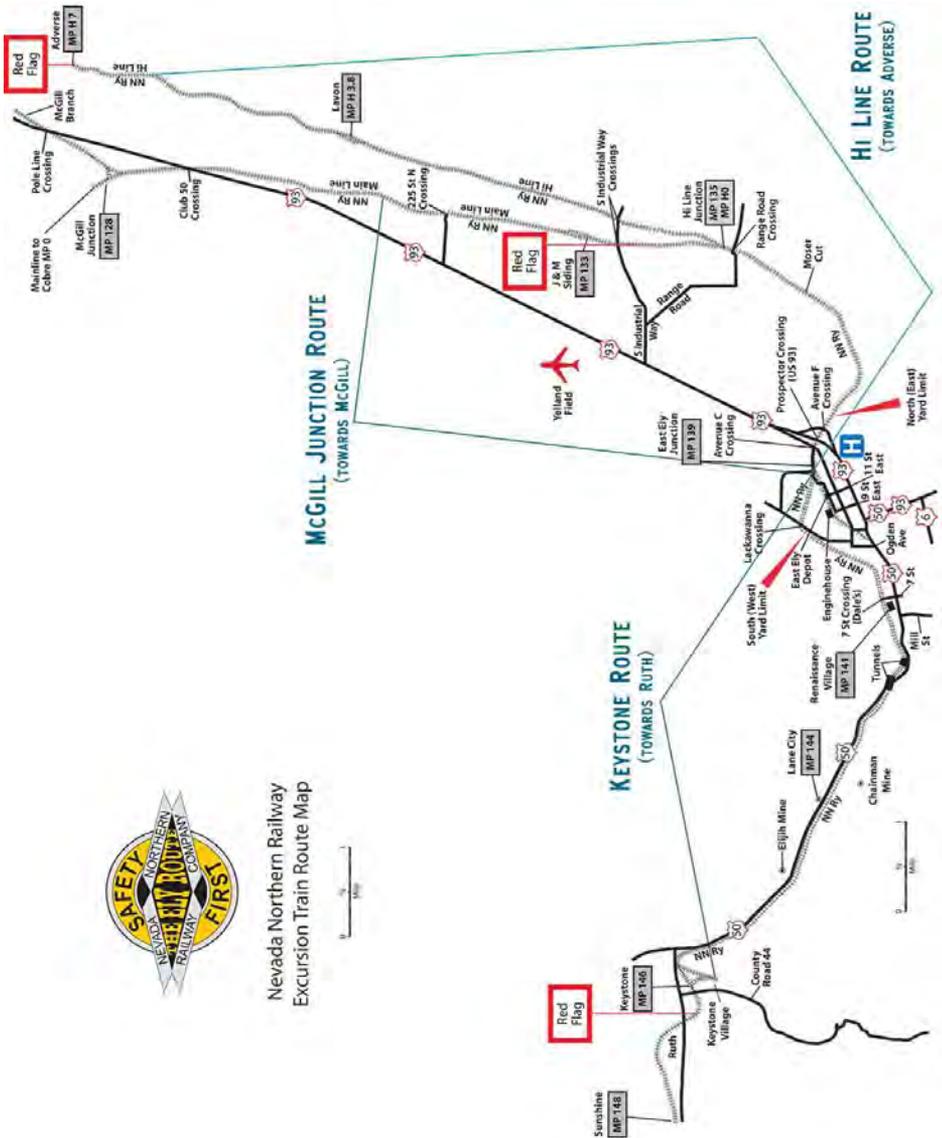
**3.51 Livestock** – When livestock are present on the track or right of way and are potentially in the path of the train, the engineer must react by reducing speed and operate as if a speed restriction is in place.

**3.51.1 Ring Bell for Livestock** – When livestock are near the track, ring the bell and proceed at a slow speed. Repeated usage of the whistle is not recommended for livestock encounters.

**3.51.2 Report Livestock** - Livestock that are loose on the track must be reported as soon as possible to a responsible manager. Location and animal type are also needed.

**3.51.3 Injured Livestock** - All livestock struck or killed must be immediately reported to a responsible manager.

**3.52 End of Track** - Trains are prohibited from going past the red flag on the Keystone Route, HiLine Route, or the McGill Junction Route.



## **Section 4.0 - Hours of Service Rules**

**4.1 Hours of Service** - In accordance with federal regulations, employees, both certified and students, performing the following duties are covered by the hours of service rules: engineers, firemen, hostlers, conductors, brakemen, dispatchers, and signal maintainers. The hours of service rules cover service both on the line and within yard limits including switching activities or shop switching. All employees must sign into service prior to any operations being commenced.

**4.2 Length of Duty** - Total time worked during one tour of duty may not exceed 12 consecutive hours.

**4.3 Rest Breaks** - Time worked during one tour of duty may be broken by one rest period which may be between 4 and 8 hours in length. But at no time may the on-duty time exceed 12 hours.

**4.4 Time Off Between Tours of Duty** – It is the employees' responsibility to take the appropriate time off between tours of duty.

**4.4.1** - If 12 consecutive or total hours are worked during one tour of duty, the employee must remain off duty for at least 10 hours before returning to work.

**4.4.2** - If the period worked is less than 12 consecutive or total hours, the employee must remain off duty for at least 8 hours before returning to work.

**4.4.3** - Once an employee has been off duty for 8 or 10 hours depending on the situation, a new tour of duty is started when the employee reports for duty.

**4.4.4** - Employees are expected to use off duty time so that they are to become rested so they can return to work.

**4.4.5** - If an employee is called to report for duty before legal off duty time has expired, before accepting the call to work, the employee must notify the individual making the call that off duty time has not expired.

**4.5 Employee's Responsibility** - It is each employee's responsibility to maintain their own Hours of Service Log and ensure that they will be able to complete their assigned duties

within the limits of the NNRV hours of service rules. If an employee has been scheduled for a length of time which may violate the NNRV hours of service rules, it is the responsibility of each employee to notify the crew scheduler.

Once on duty, if an employee discovers that he/she may not be able to complete their assigned duties without violating NNRV hours of service rules, he/she must notify the dispatcher as soon as possible, but no later than 90 minutes before the conclusion of 12 total working hours.

**4.6 Commingled Service** - Any employee of the NNRV who spends a portion of any day engaged in an activity which is covered by hours of service, that employee, is then covered by hours of service for the entire day. This is considered commingled service. Such an employee is then subject to the hours of service rules regarding commingled service. For example, if an employee works 2 hours as a brakeman at the beginning of his/her work day, the balance of his/her work day may not exceed 10 hours, regardless of the activity.

**4.6.1 Driving Times** - Driving times of more than 1 hour are covered by the commingled service section of the hours of service rules. For example, under the rule, if an employee were to drive for 5 hours he/she will only be permitted to work 7 hours or the balance of a 12-hour tour of duty, in any form of covered service. This rule only applies to circumstances when driving times of more than one hour precede train service.

**4.6.2 Commingled Rest Breaks** - Before reporting for duty to an assignment covered by hours of service, each employee must have had the appropriate amount of rest since the previous work day, regardless of the activity performed. For example: if an employee works in the machine shop (an activity which is not covered by hours of service rules) for 15 hours, he/she must have at least 10 hours off duty before reporting for an assignment which is covered by hours of service rules.

**4.7 Deadheading** - Deadheading is defined to be time spent in transit from East Ely to a duty assignment. If assigned duties begin at East Ely then no deadheading is involved. If an assignment is

to begin at a place other than East Ely, time spent in deadhead transportation will be considered on duty time and will be recorded as such on the hours of service log.

**4.7.1** If deadheading occurs after an assignment has been completed, the deadhead transportation time will not be considered on duty time nor will it be considered off duty time. For example, if a train crew is relieved of duty at a place on the NNRy other than East Ely, all time in transit to East Ely will be considered deadhead time and should be recorded as such on the hours of service log. Off duty time for this crew will begin after they have been transported back to East Ely and are released to leave the property.

**4.8 Hours of Service Report** - The following information must be recorded on the hours of service report:

**A. Signing in:** Each Employee should list his/her name, the month, year and sheet number at the top of each hours of service sheet.

**B. Occupation:** Each employee should list his/her assigned duty for that day as the occupation. If more than one type of job will be performed that day, please list each job. If travel time greater than one hour occurs prior to reporting for duty, please include “travel” in the occupation column.

**C. Prior time off:** If time off duty is less than 36 hours, the time must be recorded to the nearest minute. If time off duty is less than 72 hours but greater than 36 hours, the time should be recorded to the nearest hour. If time off duty is greater than 72 hours, the time should be recorded as 72+, or greater than 72 hours. Time off duty should be measured from the last time an employee engaged in any service for the NNRy.

**D. On Duty:** Starting date and time should be filled out before going on duty.

**E. Relieved:** If an employee takes a break during his/her train service day this break time should be recorded under relieved.

**F. Released:** Released time is the recorded date and time that an employee is off duty.

**G. Time:** Definitions of time terms for use on the Hours of Service Form.

**Total time on duty:** Should only be filled when an employee is going off duty. This time should be recorded to the nearest minute.

**Time Over Twelve hours:** Is the time recorded if an employee goes over his/her 12-hour duty time.

**Total Time Calendar Month:** Is the duty time for every day worked during that month.

**Monthly Limbo Time:** Limbo time means a period of time treated as neither time on duty nor time off duty, and any other period of service for the railroad that does not qualify as either covered service or commingled service.

**Consecutive Days on Duty:** Number of days spend consecutively on duty.

**H. Totals:** Totals is the full amount of time spent on duty during that month, Time spent in limbo that month, and the highest number of consecutive days during that month.

**I. Activity:** This part of the form is for comingled service, training, and other activities. *Example; If you drive in from Las Vegas, then brake on an excursion train, the driving time should be reported in the activity log as comingled service.*

**J. Signature:** Each employee must sign the bottom of his/her hours of service report. The report can be signed when you fill out the form at the beginning of each month.

**4.8.1 Submittal** – Hours of service forms must be filled out completely, signed and submitted to the superintendence within seven (7) calendar days after the last day of the month. This may be done by leaving the form in the designated crew books, in person, by post or electronically.

ATTN: Superintendent [tm@nnry.com](mailto:tm@nnry.com)  
Nevada Northern Railway  
1100 Ave A  
Ely, NV 89310

## Section 5.0 - Operations

**5.1 Steam Locomotive Operation** – Steam locomotives will be operated in such a manner as to promote the safest course of action. The engine crew will be responsible for ensuring that adequate fuel, water, oil and other supplies are on the locomotive and must coordinate with the shop for fueling.

**5.1.1 Excessive Smoke** - Excessive or repetitive smoke and safety valve lifting is not allowed at any time including photo shoots or charter. Excessive smoke from the locomotive is highly discouraged and is viewed as either a mechanical problem with the combustion system or a lack of knowledge and skill by the engine crew members. Thick or heavy smoke is not allowed at any station. Repetitive offences both at a station or on the line can result in a review of certification and possible action.

**5.1.2 Water in Tenders** – The tender must have 5,000 gallons on locomotives 81 and 93 or 4,000 gallons on locomotive 40 prior to leaving on their trip. If the water level in the tender falls below 2,500 gallons, the engine crew will direct that the train must return to the East Ely Yard to take on water.

**5.1.3 Blow Outs** – At no time shall a locomotive be blown out on the machine shop or enginehouse bay tracks in the direction of the building. The preferred location for blow outs are on the railroad north side of the RIP building on the enginehouse lead track. If this is not a viable option, crews will ensure that tracks are clear from the enginehouse along the RIP and may do a blow out away from the enginehouse.

**5.2 Idling Diesel Locomotives** - Diesel locomotives must not be left to idle in any building. When the locomotive is initially started in a building, as soon as sufficient air is available, the unit is to be moved outside.

**5.3 Slipping Wheels** - Excessive slipping or sliding of the locomotive or rolling stock wheels and unnecessarily hard braking are not allowed.

**5.4 Speeding** - Speeds in excess of the allowed limits will not be tolerated. Engineers who are found to be speeding at any time shall be subject to disciplinary action and if repeated, may suffer loss of running rights and/or employment status.

**5.5 Non-Employees in the Locomotive Cab and on the Train** - Non-employees are not allowed on a locomotive when it is in motion at any time unless permission has been granted by the COO, Superintendent, Trainmaster, or Master Mechanic or the person is ticketed or is part of a formal program. Non-employees are allowed to be in the cab of a standing locomotive when there is a qualified train crew member in the cab. Cab tours can only be authorized by a qualified train crew member in the cab, other train crew members or employees are not authorized to grant cab tours. Non-employees are allowed on the train at the conductor's discretion, such as for caboose tours. Passengers will not be allowed to board the train until the conductor authorizes it. Engineers have the final authority on whether passengers are to be allowed on the locomotive during a movement.

**5.5.1** - Only two non-NNRy employees are allowed in a locomotive cab while the locomotive is in motion.

**5.5.2** - At no time are more than five people allowed in a locomotive cab while the locomotive is in motion. In Locomotive 40, the maximum is 4 people. With the permission of the COO, Superintendent, Trainmaster or Master Mechanic and with the concurrence of the Locomotive Engineer, six people may be allowed in the cab of Locomotives 81 and 93 and five people may be allowed in the cab of Locomotive 40.

**5.5.3** The minimum age to ride on a locomotive is 12 years old with a supervising adult 18 years or older from the same family.

**5.6 Cab Rides by Employees** - Employees other than qualified and registered crew members that desire to ride any locomotive must have verbal authority from the COO, Superintendent, Trainmaster or Master Mechanic. The engineer, fireman, conductor, and dispatcher do not have the authority to grant cab

rides. And at no time shall there be more people on the locomotive than the rules allow.

**5.7 Locomotive Operation** - An engineer assigned to a particular locomotive or train is the only person allowed to operate said locomotive or train. Student engineers will only operate under the direction of an engineer when such training is scheduled by the COO, Superintendent, Trainmaster or Master Mechanic.

Renter engineers will only operate under the conditions set under the applicable train order and only for the trip that they are designated to take. Both student engineers and renter engineers will follow all instructions of the engineer of record at all times. The student engineers or renter engineers will immediately relinquish control of the locomotive when told to do so by the engineer of record.

**5.7.1 Emergency** – In the event of an unusual situation or an emergency, such as a derailment, collision or any other incident, the engineer is to stay in the cab of the locomotive, unless it is unsafe to do so.

**5.8 Communication Preference** – Before all movements begin, the engineer will indicate, at the crew briefing, his preferred method of communications, be it either radio signals or hand and lantern signals.

**5.9 Inspection on the Road** - All train crew members must inspect the engine, cars and other equipment they are assigned to at the direction of the mechanical department. All defects are to be reported to the mechanical department. It is the engineer’s and/or conductor’s responsibility to ensure the inspection was completed and any corrective action needed was taken.

**5.10 Trip Reports** -All locomotive engineers and conductors shall fill out a trip report and file it at the end of their shift on their assigned locomotives and trains.

**5.11 Uncoupling from Train** - When a train has arrived at a point where the locomotive is to be uncoupled from the train, the engineer must stop the train at the prescribed spot and make at least a 50-psi brake pipe reduction of the train line to apply the brakes

and blow one stop whistle. If the train is to be uncoupled outside of the East Ely Yard, handbrakes must be set and the engineer must release the brakes to test them before making a 50-psi reduction.

### **5.12 Do Not Move Rolling Stock with Hand Brakes Applied -**

At no time shall rolling stock be moved with hand brakes applied.

**5.13 Missed Stopping Point -** If a train misses the normal stopping point, passengers will be discharged after the train stops. The only allowable exception is when the train has stopped in an area where there was no smooth surface for the passengers to disembark. Then the train will need to be moved to a suitable area.

After the passengers disembark and the area is clear, then it is permissible to move the train to the normal stopping point after the head end brakeman and conductor verify the track is clear at both ends of the train. If the normal stopping point is missed and there is a smooth surface for the passengers to disembark, it is not necessary to move the train.

**5.14 Assisted Boarding –** When possible, board disabled passengers 30 minutes before departure. Inform the passenger that they will be first on and last off for safety purposes. Not all trains are handicap accessible. Coaches 7 and 8, combine 06 and baggage 20 are all handicap accessible. If none of these are coupled to the train, the train is not handicap accessible. The East Ely and McGill depots are the designated handicap accessible points. All employees, both train crew and guest services, should be advised of the seating location of such passengers so that they may be quickly assisted in the case of an emergency.

**5.15 Passengers with Disabilities –** Passengers with mobility concerns are boarded using the ADA lift as necessary. Conductors and brakemen must be able to safely operate this piece of equipment and be able to train others in the safe operation of the ADA lift. After using the lift, ensure that the life is clear of the train prior to departure. Disabled passengers should be advised that the East Ely Depot is the only spot on the line to provide this service.

## Operation of the ADA lift:

### A. To Move Lift.

1. In the parked position, the wheels should be retracted.
2. Crank the elevator up to lower the wheels.
3. Pull the handle to release the brake to move the unit.
4. Push lift into position needed.

### B. To lift a passenger.

1. Crank the handle 4 turns to raise the elevator platform.
2. Push the wheel lever to fold the wheels up.
3. Crank the handle down to lower the elevator platform to ground level.
4. Unlatch the ground ramp to load the passenger. If the passenger is standing, ensure that they hold onto the handrail. If in a wheelchair, ensure that the wheelchair brakes are on.
5. Crank the elevator up to car level.
6. Unlatch the bridge ramp and lower onto the car vestibule.
7. Unload the passenger.

### C. After Loading a passenger.

1. Raise and latch the bridge ramp.
2. Stop eight inches above the ground; use the wheel lever to unfold the wheels.
3. Once completely lowered, pull the brake handle to release the brake to move the unit.
4. Push lift to a position where it is clear of the train.

### D. Storage of the lift.

1. Store the lift with its wheels retracted.

The instructions for operation are also on the lift itself. Before operating the lift, take a moment to familiarize yourself with the proper procedures.

**5.16 Bicycles** - Bicycles will be allowed on the train only for ticketed programs or designated events. Bicycles will be stored in such a way as to not block the aisles or doorways. Passengers under these programs will be allowed off the train at designated areas where the conductor feels it is safe to do so.

**5.17 Hours of Service** - In accordance with federal regulations, employees, both certified and students, performing the following duties are covered by the hours of service rules: engineers, firemen, hostlers, conductors, brakemen, dispatchers, and signal maintainers. The hours of service rules cover service both on the line and within yard limits including switching activities or shop switching. All employees must sign into service prior to any operations being commenced.

## Section 6.0 - Air Brakes

**6.1 Initial Pre-Departure Locomotive Air Brake Test** – The initial pre-departure locomotive air brake test will be done as part of the locomotive daily inspection and should be completed before leaving the servicing area.

**6.1.1 Procedure for Locomotive Air Brake Test** – Secure the locomotive(s) with either hand brakes or with ground chains before proceeding with this test. Before commencing the air brake test, ensure that the air system is charged. When the handbrake is set on a diesel locomotive, the piston will always be extended. For diesel locomotives the reverser **MUST BE** centered and the Generator Field turned **OFF**. From the ground, observe that the locomotive brakes apply and release during this procedure:

### A. Independent Brakes

1. Put the independent and automatic brake valves in 'RUNNING'. Apply the independent brake.
2. After observing that the brakes apply on each locomotive, release the independent brakes and observe that the brakes are released.

### B. Automatic Brakes

1. Ensure that the brake pipe pressure is 90 psi.
2. When the brakes are released on all locomotives, make a 10-psi brake pipe reduction and observe that the locomotive brakes have applied.
3. After the brakes apply on all locomotives, 'ACTUATE/BAIL' and observe that the brakes release.
4. Reduce brake pipe pressure by an additional 10 psi to reapply the brakes.
5. Determine that all brakes apply on all locomotives.
6. Observe gauges and verify that the brake pipe leakage does not exceed 3 psi per minute. (If the leakage is greater than 3 psi

per minute, the locomotives have failed the test and the mechanical shop must be alerted).

7. Move the automatic brake valve to 'RUNNING' position.

8. Determine that all brakes are released.

**6.2 Initial Terminal** – The initial terminal on the Nevada Northern Railway is the East Ely Depot when the train is originally assembled.

**6.3 Operative Brakes** - A passenger or freight train will not depart from a location where an initial terminal air brake test has been performed, unless 100% of the brakes on the train are working.

**6.3.1 Operative Brakes En Route on a Passenger Train**

- On a passenger train, if more than 50% of the brakes fail en route, the train must stop and have repairs made. If 50% or more of the brakes operate on a passenger train, it may continue en route.

**6.3.2 Operative Brakes En Route on Freight Train** - A

freight train en route must have at least 85% of its brakes operating. If not, the train must either set out the cars or stop and have repairs made.

**6.4 Initial Terminal Air Brake Test** - Each train must be inspected and tested as specified in this rule by a qualified person at points:

A. Where the train is originating from.

B. Where the consist of the train has been altered by adding cars or locomotives to the consist or changing locomotive. Example: Putting the passenger train and work train together for the January fireworks train and switching from steam to diesel in preparation for a star train both require a terminal air brake test. (Note: Cutting off the locomotive and running around the train and coupling again does not require an Initial Terminal Air Brake Test.)

**6.5 Procedures Initial Terminal Air Brake Test** - Train air brake system must be charged to the required air pressure, angle cocks and cut out cocks must be properly positioned, air hoses must be properly coupled and must be in condition for service. An examination must be made for leaks and necessary repairs made to reduce leakage to a minimum. If there are Blue Flags on the train, a brake test must NOT be performed without the approval of the mechanical person in charge of the blue flag. The initial terminal air brake test procedure is as follows:

**A.** Once the controlling unit has been coupled to a consist, the air shall be pumped up for no less than 10 minutes prior to a brake test. It is suggested that 20 minutes be allowed for an entire consist to charge with air prior to a brake test. During cold weather and long trains, more time will be needed to pump up the train.

**B.** A brake test shall only be performed when the brake pipe pressure shows 90 psi and the main air reservoir must show no less than 105 psi.

**C.** Brake pipe leakage test - When the ground crew member signals for an initial terminal brake test, the engineer or his designee shall:

**1.** Make sure the airbrake system is charged to the appropriate pressure.

**2.** When the engine crew member receives the signal, reduce brake pipe pressure by 20 psi and give one short whistle.

**3.** Allow the brake pipe exhaust to stop.

**4.** Wait sixty seconds.

**5.** The brake pipe pressure reading at this time is the initial reading to measure leakage. Now time the brake pipe leakage for sixty seconds. At the end of the sixty seconds, take another brake pipe pressure reading measurement. The difference between your initial reading and second reading is the leakage.

**6.** Make sure the leakage does not exceed 5 psi during the sixty second test.

**7.** Do not release the brakes until the leakage test is complete and the ground crewmember signals for a release, then release the brakes.

8. When the engineer releases the brakes, he must give one short whistle.

D. The ground crewmembers will use the initial terminal air brake test to inspect the train. The ground crew member shall inspect the train and verify that there are no major leaks in the air brake system. The brake cylinder pistons on each car in the train shall be checked to see that all car brakes apply and release. At this stage of the test, the ground crew member shall check to see that the car brakes apply. The ground crew member must observe the travel of body mounted brake cylinder's piston travel on all cars. The piston travel must not be less than 7 inches or more than 9 inches. If the piston travel does not meet these requirements, notify the mechanical department. Brake shoe thickness must be more than 3/8 of an inch. Any defects must be reported to the mechanical supervisor for further inspection and repair. Trains will not leave until these repairs have been made.

**6.6 Notification of Completed Tests** - The ground crew member shall notify the engineer that the initial terminal train air brake test has been satisfactorily performed. The ground crew member shall notify the engine crewmember of the following information:

A. The number of cars in the train.

B. A verbal confirmation that all hand brakes are released, and that all wheel chocks and chains have been removed.

C. Any special considerations such as freight cars in the train or other abnormal situations. This notification can be done either in person, by radio, or in writing.

**6.7 Application and Release Brake Test** - This test is to be done whenever cars or locomotives have been removed from the train and set out or put back on at the other end of the train. The test is to be done as follows:

A. A brake test shall only be performed when the brake pipe pressure shows 90 psi and the main air reservoir must show no less than 105 psi.

B. When the engineer or designee receives the signal, reduce brake pipe pressure by 20 psi, and give one whistle signal.

**C.** It must be determined that the brakes apply on the rear car as indicated by visual inspection.

**D.** Upon proper request or other signal to release the train brakes, the engineer will put the automatic brake valve in 'RUNNING' position. One short whistle signal must be sounded. It must be determined that brakes release on rear car as indicated by gauge or device. In the absence of gauge or device, brakes must be seen to release.

**6.8 Running Brake Test** - A running test of air brakes on all trains must be made in the following situations:

**A.** Must be performed on all trains leaving the East Ely Depot within the first mile.

**B.** When leaving the point where the locomotive was added to or detached from the train.

**C.** When engine crew or train crew has been changed.

**D.** When designated by special instruction.

**E.** Where the train consists has been changed by adding, removing or rearranging cars.

**6.9 Running Test Procedure** - Test must be made as soon as speed of train is sufficient to prevent stalling. The following procedure will govern running air brake test:

**A.** While using sufficient power to keep the train stretched, apply train brakes with enough force to ascertain whether or not train brakes are operating properly. Locomotive brakes must be kept released when performing a running air brake test. If train brakes are operating properly, brakes must be released and the train may proceed.

**B.** If train brakes are not operating properly, the train must be stopped and an inspection made to determine the cause, and the problem must be corrected before the train is allowed to proceed. In this case, the engineer must inform the mechanical department that there is a brake problem.

**6.10 Cutting-off the Locomotive** – Before cutting off the locomotive, the ground crew will set a sufficient number of handbrakes on the train to prevent movement. At points outside the East Ely Yard, the engineer will release all the brakes to test the hand brakes. The engineer will make **at least a 50-psi reduction**

in the brake pipe pressure and place the automatic brake valve in the 'LAP' position, and then give one long whistle signal to indicate the brakes are applied. The conductor or brakeman will close the angle cock on the locomotive while the angle cock on the train will remain open to prevent bottling of the air on the train. When a movement signal is given by the ground crew, the engineer will place the automatic brake valve in the running position. When the locomotive disconnects from the train, the conductor or brakeman shall allow the brakes on the standing portion of the train to apply in emergency. The angle cock on the standing portion of the train should remain in the open position to prevent bottling of the air in the train line. Hook up the air hoses. If provided, chains and/or dummy couplings shall be connected to the unused locomotive or car air hose glad hand to prevent damage.

**6.11 Charge Time** - Sufficient time must be allowed for the air to charge before a standing brake test is performed.

**6.12 Double Heading** - When two engines are coupled together to pull a train, the second engine shall close the double heading cock and the lead locomotive shall control all braking needs. The second engine will not close the double heading cock until the lead locomotive has coupled, air hoses tied in and direction has been given from the lead engineer to do so. The lead locomotive is also the 'controlling' locomotive in regard to train handling and speed.

**6.13 Use of Engine Brake** - Except in emergency cases, use of engine brake is prohibited to control the train on down grades.

**6.14 Emergency Application** - When a train is stopped with an emergency application of the brakes, whether from the train or at an emergency rate of reduction from the train, the engineer will not move the locomotive until informed by a member of the crew that an inspection of the entire train has been completed and that it is safe to do so, except in such cases when a bridge or other obstructions prevent crew members from walking the length of the train. In such a case, the portion of the train that can be inspected must be inspected; and at such point the train can be moved to inspect the remaining portion of the train. When moving the train under such conditions, it will not be moved at a speed any faster

than 4 mph. If the brakes on the train are applied in an emergency from any source, the engineer's brake valve must be moved to emergency position and left in this position until the train has stopped and the equalizing reservoir pressure has vented to zero psi. Upon full discharge from the train brake line, place the train brake in the 'LAP' position. Once the problem has been located and corrected, the conductor or brakeman shall contact the engineer. Once the engineer has been notified that the problem is corrected, the engineer may put the train brake in the 'RUNNING' position.

**6.15 Bottling Air** – Bottling of the air is **NOT** allowed at the Nevada Northern Railway.

**6.16 Moving Freight Cars Without Air** – It is permissible to switch freight cars without connecting the airbrake system; but before moving the cars, every car must be inspected to ensure that the brakes are released and/or bled off.

**6.17 Moving Passenger Cars** – Passenger cars are to have the airbrake system connected and charged prior to any movement. The open excursion cars are considered passenger cars. The cabooses are considered freight cars unless used on the excursion train in which case they are considered passenger cars.

**6.17.1 Locomotive 310** - The exception is while using locomotive 310 as a switch engine because it does not have train air. Locomotive 310 can be used to switch passenger cars under the following conditions:

1. It has been verified there are no passengers on board the train, and
2. The switching takes place only within the East Ely yard limits.

**6.18 Cutting Out the Brakes** – If it is determined that a car needs to have its brakes cut out during a trip, the cut-out cock will be used to cut out the air brakes for that car. Prior to movement after being cut out, the air will be bled off from the car and the brakes checked to ensure they are released.

## Air Brake Terms

**“A” End of Car:** The end opposite from the one on which the hand-brake is mounted or where stenciled “A” end on articulated equipment.

**Accelerated Emergency Release:** A release feature of a modern freight car’s e control valve (except AB) that allows the brake cylinder and auxiliary reservoir air to flow into the brake pipe during release after an emergency brake application.

**Accelerated Service Release:** A feature of a modern freight car’s control valves (except type AB) that allows the emergency reservoir air to flow into the brake pipe for a faster service release.

**Actuating;** Depressing the independent brake valve handle charges the actuating pipe from the main reservoir and releases the automatic brakes on each locomotive unit in the consist. Sometimes referred to as bailing off.

**Aftercooler:** A radiator unit for cooling compressed air after it has been heated by compression

**Air Brake;** A system of compressed air devices, controlled manually or pneumatically, that make the car or locomotive slow down or stop.

**Air Brake Hose:** The flexible hose at each end of a car or locomotive unit which includes a coupling (glad hand) that fits into an identical coupling on the adjoining car or locomotive unit.

**Air Brake System:** All of the devices for operating the air brakes to control the speed of or stopping a locomotive or train. The system includes the operating devices, pipes, hoses, fittings and foundation brake gear.

**Air Compressor:** A device on the locomotive which compresses air for operating the air brakes and all other air-operated devices on locomotive units and cars. On steam locomotives the air compressor is powered by steam.

**Air Compressor Control Switch:** A device that loads and unloads the air compressor at the proper main reservoir pressures and includes a latch or cutout cock to manually unload the air compressor.

**Air Flow Indicator (AFI):** An instrument that indicates the speed of the air flowing through the automatic brake valve into the brake pipe. An AFI is commonly called a flow meter.

**Air Gauge:** A duplex or single-pointer gauge which indicates air pressure in pounds per square inch.

**Angle Cock:** A two-position valve located on the brake pipe at each end of cars or locomotives; opening it allows the passage of air through the brake pipe into connecting cars or engines.

**Automatic Air Brake:** An arrangement of air brakes whereby air is stored in reservoirs on cars and locomotive units. An operating valve such as a control valve that causes the brakes to apply and release by changes in the brake pipe pressure, whatever the cause. A reduction in brake pipe pressure results in a brake application; an increase in brake pipe pressure results in a brake release.

**Automatic Brake Cut Off Valve:** A device on locomotive units that can cut out the charging and service functions of the automatic brake valve. This valve also properly positions the brake valve for passenger or freight operation.

**Automatic Brake Valve:** A manually operated device used by the engineer to control the flow of compressed air into and out of the brake pipe.

**Automatic Drain Valve:** A device which automatically drains condensation from main reservoirs.

**Automatic Slack Adjuster:** A device that automatically maintains brake cylinder piston travel at a predetermined length.

**Auxiliary Reservoir:** A storage volume, charged from the brake pipe, to receive and store air to apply brakes on a car or locomotive unit. In freight car equipment, the auxiliary reservoir and emergency reservoir are combined in one unit.

**“B” End (of car):** The end of a car that the hand-brake is mounted or where stenciled “B” end on articulated equipment.

**Back-Up Valve:** A device, either portable or permanently connected to the brake pipe, for the purpose of controlling air brakes from the car to which it is attached.

**Bleed or Bleed Off:** Venting air pressure to the atmosphere, such as venting air pressure from the brake cylinder of individual cars by using the release valve.

**Bleed Valve (Rod):** A valve located on railroad cars used to release air pressure from the car’s air brake system, which in turn releases the air brakes on that car.

**Brake Application:** A reduction of brake pipe pressure, no matter how made, sufficient to cause the control valve to move to service or emergency position.

**Brake Cylinder:** A cylinder containing a piston. Compressed air forces the piston outward to apply the brakes. When the air pressure is released, the piston returns to its normal position by a release spring coiled around the piston rod inside the cylinder.

**Brake Pipe:** The section of air brake piping of a car or locomotive unit that supplies the reservoirs. It also connects the piping and is 1 ¼ inches in diameter and extends from one end of the car to the other. At the ends, flexible hoses connect the cars. When a train is made up and all brake pipes on the cars are joined together, the entire pipe line is called the brake pipe.

**Brake Pipe Gradient:** The difference in brake pipe pressure between the locomotive (or source of supply) and the rear car of the train. Brake pipe gradients may be:

1. **Normal Gradient:** The gradient that exists when the system is fully charged.

2. **False Gradient:** The temporary gradient that exists when the system is less than fully charged (for example, the exaggerated difference between the head end and rear end after a release).

3. **Inverse Gradient:** The temporary condition when the brake pipe pressure is higher at the rear end of the train than at the head end of the train (for example, during a service brake application).

**Brake Pipe Pressure:** The amount of pressure, in pounds per square inch (psi), in the brake pipe (commonly expressed in pounds).

**Brake Pipe Vent Valve:** An appliance to ensure propagation of an emergency application of air brakes.

**Branch Pipe:** The connecting pipe between the brake pipe and the control valve.

**Branch Pipe Cutout Cock:** A device used to cut out the control valve on a car.

**Caboose Valve:** A device placed in the caboose for applying air brakes at either a service or emergency rate of reduction.

**Clasp Brake:** A braking arrangement in which two brake shoes are used on each wheel, opposite to each other.

**Control Valve:** A device on locomotive units or cars that charges the reservoirs and applies or releases brake cylinder pressure when the brake pipe pressure reduces or increases.

**Cutout Cock:** A hand operated valve that isolates the brake valve of a car from the brake pipe.

**Double Heading Cock:** See Automatic Brake cut-out valve.

**Dynamic Brake:** An electrical device that converts some of the energy developed by a moving diesel locomotive unit into an effective slowing force.

**Dynamic Brake Interlock (DBI):** A device installed on some diesel locomotive units that will automatically keep the locomotive brakes from applying when automatic brakes are applied during periods of dynamic brake use.

**Dynamite:** Emergency application of the train and/or engine air brakes.

**Emergency Application:** A rapid reduction of brake pipe pressure that causes the control valves to move to the emergency position and the vent valves to open, which equalizes auxiliary reservoir, emergency reservoir, and brake cylinder pressures.

**Emergency Brake Valve:** A manually operated device on equipment that initiates an emergency brake application.

**Emergency Reservoir:** A storage volume for compressed air on each car, charged by the brake pipe, to provide air pressure for use in emergency applications and certain recharge features.

**Emergency Stop:** A stop which necessitates stopping in the shortest possible distance.

**Equalization:** A term used to describe the condition that exists when brake cylinder pressure and auxiliary reservoir pressure become equal.

**Equalizing Reservoir:** A small reservoir which acts as a reference volume between the position of the automatic brake valve handle and the brake pipe pressure.

**Foundation Brake Gear:** The levers, rods, brake beams, etc. that connect the brake cylinder piston rod to the brake shoes so that air pressure forces the piston out and brake shoes are forced against the wheels.

**Full Service Application:** An automatic air brake that is applied until the auxiliary reservoir and brake cylinder pressures equalize is a full-service application. Any further reduction in the brake pipe

pressure, except in an emergency application, (if the car has an emergency reservoir) will not affect the amount of pressure in the brake cylinder. Therefore, air is being wasted from the brake pipe by making an over reduction. An over reduction is anything over 26 pounds.

Initial Brake Pipe Pressure	Maximum Application	Service Equalization Pressure	Emergency Equalization Pressure
90 psi	26 psi	64 psi	77 psi

**Gasket:** Fitted rubber gasket inserted into the glad hand to effect a high pressure seal to prevent air leaks. (Carry one on your person for replacement, as they fatigue occasionally.)

**Glad Hand:** The metal fitting attached to the free end of an air hose used for connection of the hose.

**Hand Brake:** Hand operated brake device mounted on cars and locomotives, which when applied prevents movement when air brakes are released.

**Independent Brake Valve:** A device used to apply and release the independent (locomotive) brake.

**Independent Brake Valve Cutout Cock:** A device to cut in or cut out the independent brake.

**Intercooler:** An arrangement of pipes used for cooling compressed air between stages of compression.

**Lap:** All ports on the brake valve (locomotive or cars) are closed.

**Main Reservoir:** An air reservoir on the locomotive unit for storing and cooling compressed air.

**Minimum Reduction:** An initial brake pipe reduction of six to eight psi which causes a minimum brake application.

**Overcharge:** Brake equipment charged to a higher pressure than the regulating valve is adjusted to or can maintain. In such a condition, brakes on a portion of the train may not release.

**Over Reduction:** A reduction of brake pipe pressure in excess of full service. **WARNING; EXCESSIVE OVER REDUCTION CAN RESULT IN LOSS OF ABILITY TO OBTAIN AN EMERGENCY BRAKE APPLICATION.**

**Power (Stretch) Braking:** The application of the automatic brakes while the locomotive is working in a throttle position 3 or higher.

**Pressure Differential:** The differential between two pressures acting on a piston or diaphragm causing it to move toward the lower pressure.

**Pressure Maintaining:** A feature of the automatic brake valve which maintains brake pipe pressure against brake pipe leakage.

**Pressure Maintaining Braking:** Controlling train speed by making enough of a brake pipe reduction to stabilize speed on a grade, then allowing the automatic brake valve pressure maintaining feature to hold the brake application constant.

**Propagation of Air:** The serial action of transmitting a brake application from car to car through a train.

**Recharge Time:** Time needed to replenish the air in each car reservoir system.

**Regulating Valve:** The valve that reduces air pressure from the locomotive unit's main reservoir to the desired pressure in the brake pipe. The regulating valve will automatically maintain that pressure when the automatic brake valve is in the RUNNING position.

**Relay Valve:** A valve that receives a controlling pressure from a source and operated to deliver and maintain a corresponding

pressure. Through differential diaphragms of different sizes a lesser or greater pressure may be delivered.

**Release Valve:** A device on the control valve that permits air on an individual car to bleed to atmosphere from the brake cylinder, auxiliary and emergency reservoirs, individually or together.

**Retainer:** A valve through which brake cylinder air can be completely exhausted, or predetermined brake cylinder pressure can be retained.

**Service Application:** A reduction of brake pipe pressure at a controlled rate to cause an application of brakes. It may consist of one or more service reductions.

**Service Lap Position:** The condition obtained on the cars, when two different volumes of air become equalized and a connection them is closed.

**Service Rate Reduction:** A rate of reduction of the air in the brake pipe that will cause the brakes to apply with a service application.

**Split Service Reduction:** A term describing a method of making an air brake application in two or more steps to produce more uniform applications.

Main Reservoir High pressure governor	130 lbs.
Main Reservoir Low pressure governor	115 lbs.
Distributing valve	50 lbs.
Brake Pipe	90 lbs.
Independent Brake Valve	45 lbs.

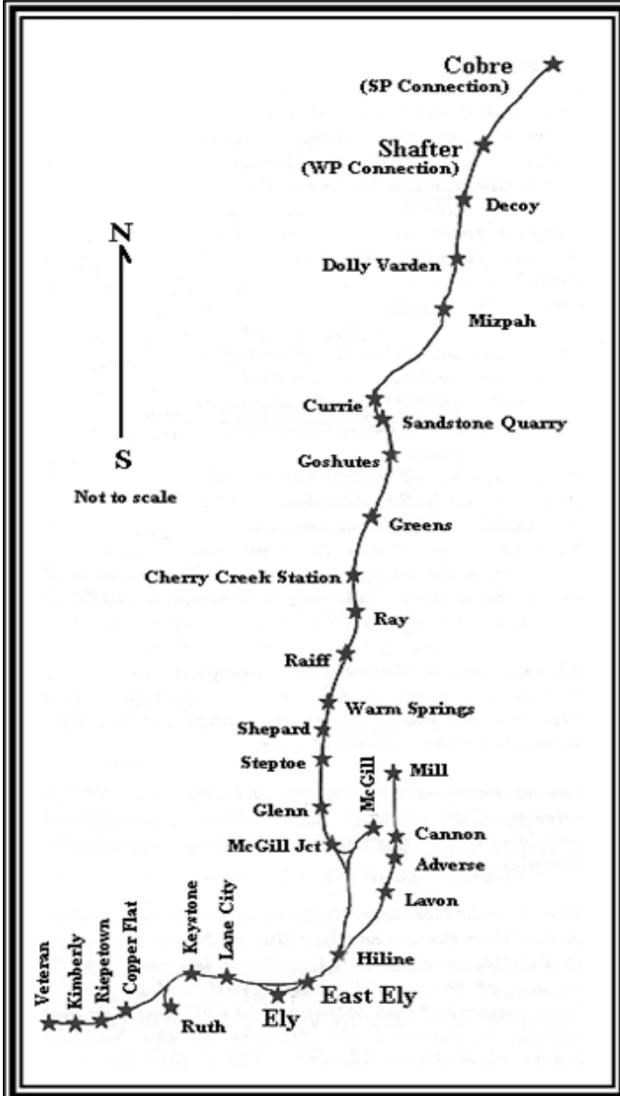
**Surprise Stop:** The shortest stop possible without using an emergency application.

**Undesired Emergency (UDE):** A service application that results in an unintentional emergency application. Also referred to as a dynamiter.

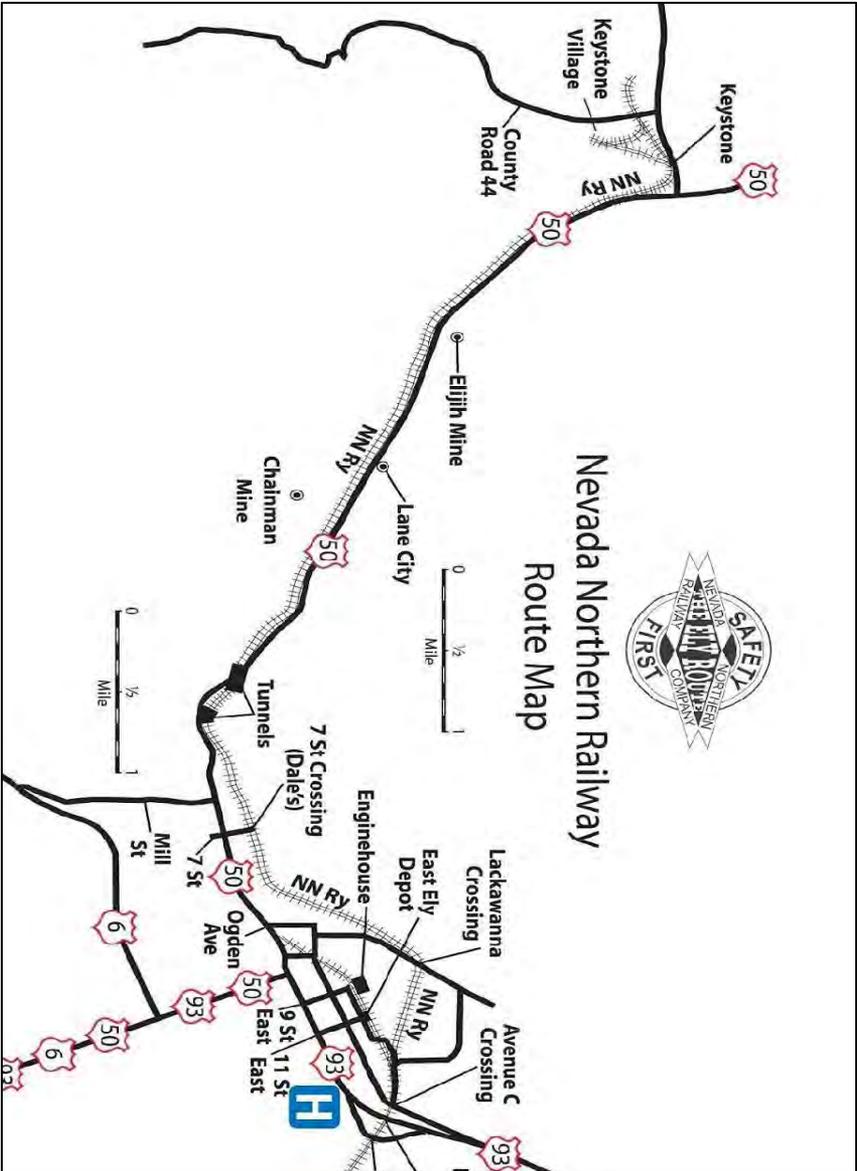
## Section 7.0 – System Maps

**7.1 Maps** – It is the responsibility of all Nevada Northern Railway train crews to know the railroad and refer to different destinations by their railroad approved names.

Nevada Northern Railway Map



# Nevada Northern Railway Keystone Route



# Nevada Northern Railway Hiline Route



## **Section 8.0 – Standard Time**

**8.1 Standard Clocks** – Standard Clocks will be labeled with a sign that reads “Standard Clock”. Employees responsible for setting standard clocks will make sure clocks show the correct time. For time keeping purposes this railroad uses AM and PM.

**8.2 Watch Requirements** - All employees are required to carry a timepiece of any make that must be set and compared daily with the designated standard clocks. The watch must display hours, minutes and seconds. Time calibrations must be within one minute of a designated standard clock.

**8.2.1 Cell Phones/Smart Watches** – Cell phones/smart watches cannot be used as a timepiece.

**8.3 Time Comparison** - After signing-in for duty, each employee must compare his timepiece with the standard clock. Before each departure of a train, the conductor and engineer must confirm time settings with each other and the master clock. This may be done in person or by radio.

## **Section 9.0 - Signals and Their Use**

**9.1 Hand Signals** – Where practical, hand or lantern signals are the preferred method of communicating between the train crewmembers. Employees who give or display signals must have the proper appliances. Appliances must be in good condition and ready to use. When either hand, lantern signals or radio signals are used, all crew members must know which system of communication is being used. Understand that while using the radio, the engineer will not accept any hand or lantern signals unless they are stop signals. To change to hand or lantern signals, the change must be radioed or verbally communicated to the engineer and acknowledged. See Figure 9.1 for Hand and Lantern Signals and Figure 9.2 for Day Only Hand Signals.

**9.2 Knowing Signals** - All train, track and shop service personnel must know, understand and be able to perform the required hand signals for switching prior to being released for any train service duties.

**9.3 Looking for Signals** – To recognize and follow signals correctly, the employees must always be on the lookout for signals. Do not act on any signal that is not understood.

**9.3.1 Signals by Designated Crew Member** – Only a designated crew member gives hand signals. All crew members must be notified when changing the designated signaler.

**9.3.2 Stop Signals by Employees** - A stop signal can be given by any employee at any time and must be acted upon regardless if the employee is the designated crew member or not.

**9.4 Signal to Stop** – Any object waved violently by any person on or near the track is a signal to stop.

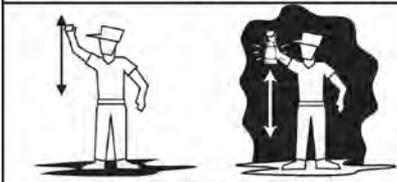
**9.5 Preferred Signal Side** - When hand signals are used, either by day or by night, they must be performed in view of the locomotive engineer. In the event that switching signals must be relayed through the fireman's side of the engine, the ground crew must

communicate this action with the engine crew and each other and the fireman must relay signals clearly and audibly.

**9.5.1 Relaying Signals** - In the event that the designated crew member will not remain visible to the engineer, additional crew members can be used to relay the designated crew members signals. The person relaying signals should relay them exactly as given with the exception of a stop signal. Both signalers and engine crews must factor a delay into all movements.

**9.6 Visibility** – When using hand signals during switching operations at least one train crew member must be in full view of the engineer, or next relay ground crew member, during the entire move. All crew members must have a clear understanding of the movements to be made. When using radio signals, the ground crew member does not need to be in view.

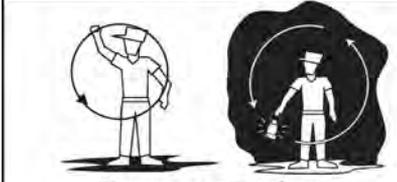
Hand & Lantern Signals – Figure 9.1



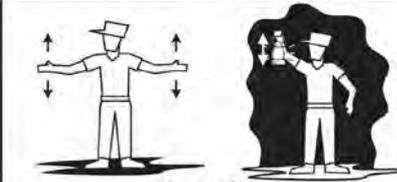
Forward or Proceed



STOP



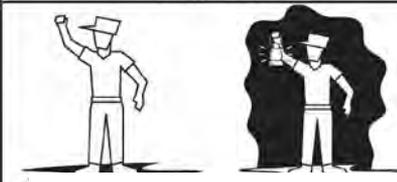
Reverse or Back up



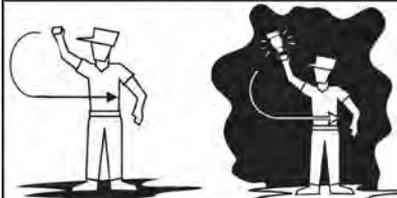
Easy slow



Set the brakes



Release the Brakes/Highball



Going between

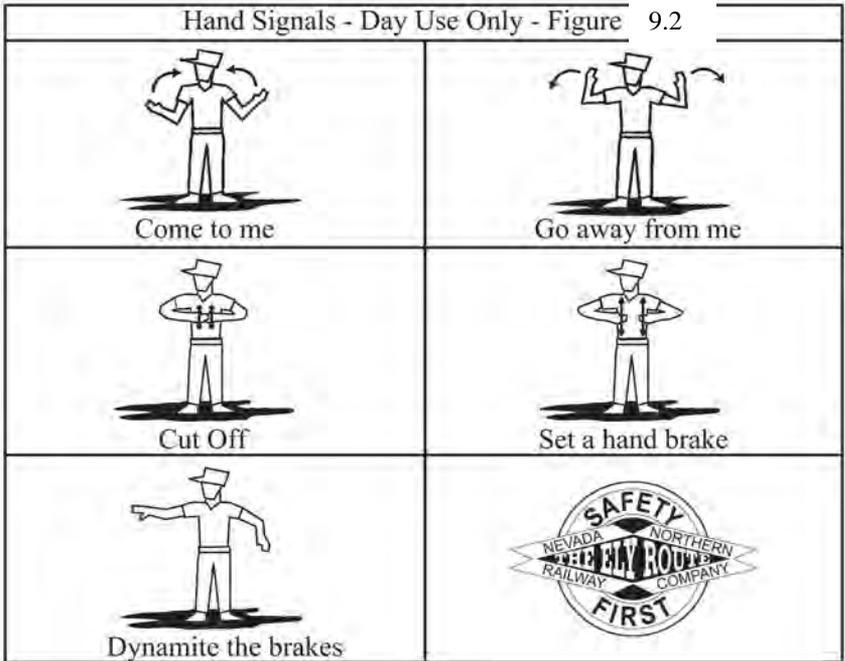


Car lengths to a stop



Give me a pin





**9.7 Disappearance of Signals - When backing or shoving a train, engine, or cars in response to hand signals, disappearance from the engine crew's view of the employee giving the signals must be regarded as a stop signal.**

**9.8 Use of Signals-** Day (hand) signals or radio signals must be used from sunrise to sunset. Night (lantern) signals or radio signals must be used from sunset to sunrise and when day signals cannot be plainly seen.

**9.9 Flagman Signals:** The following signaling appliances must be carried on the train.

- A. Four Red flags, two in the locomotive and two in the caboose/passenger cars;
- B. Two white lights or brakeman's lanterns;
- C. A minimum of six (6) chemical light stick fuses; and
- D. Two blue flags.
- E. The railroad will now use chemical light stick fuses. Fusee flares are no longer an appropriate signaling device.

It is the conductor's responsibility to ensure this equipment is on the train. It is the engineer's responsibility to ensure the proper equipment is on the locomotive.

**9.9.1 Flag Protection** – Flag protection is required against following trains when:

**A. Stopped on a main track** - When a train stops on a main track unless authorized to do so under special orders or track warrant (ie. photo shoots, special events, etc), a flagman must immediately go back at least ¼ mile, leave one lighted fusee and may then return half the distance to the train. Flagman must remain there until stopping a following train or until recalled. If the flagman is recalled and safety permits, the flagman must leave a lighted fusee and return to the train. If recalled before reaching the prescribed distance, the flagman must leave a lighted fusee. While returning to the train, the flagman must also place single lighted fusees at intervals shorter than the burning time of the fusee. When the train departs, a crew member must leave one lighted fusee. In addition, until the train is moving at least half the maximum authorized timetable speed for any train at that location, a crew member must drop off single lighted fusees at intervals shorter than the burning time of the fusee.

**9.10 Other Signals** - Other signals may be used for other purposes, providing they are understood by all crewmembers. When not involved in giving signals, employees must avoid making motions, which might be construed as a signal. Radio may be used instead of hand or lantern signals to convey information when the use of such signals is not practical. While a radio is being used to control movement of a train or engine, it must be understood by all crew members exactly which moves will be made under radio control and during that time hand or lantern signals will not be given to the engineer nor acted upon with the exception of stop signals. Any object waved violently, at any time, by any person on or near the track, is a signal to stop. A stop signal given by an employee at any time must be acted upon.

**9.11 Unattended Fusee** - With the exception of grade crossings, a train finding an unattended fusee burning on or near its track must stop short of the fusee, if consistent with good train handling. A train at restricted speed must stop before passing the fusee. After the fusee burns out or after 10 minutes if the fusee is not visible, the train must proceed at a restricted speed for a distance of one mile from the point where the fusee was placed.

If the unattended fusee is beyond the first rail of the adjacent track, the fusee does not apply to the track on which the train is operating.

**9.12 Engine Bell:** Except when making momentary stop and start switching movements, the engine bell must be rung when the engine is about to be moved, while passing through the tunnels, and while approaching grade crossings. Ringing must be commenced sufficiently in advance to afford warning and continued until crossing is occupied. The bell must be rung elsewhere when necessary as a warning signal.

**9.13 Required Whistle Signals** - Whistle signals should be distinct, with intensity and duration proportionate to the distance the signal is to be conveyed. See figure 9.13, their use is prescribed as follows:

**9.13.1 Whistles at Night** - Whistles shall not be blown within the East Ely Yard between the hours of 9 PM and 7 AM, unless doing so would interfere with safe operations. The exception is any public grade crossings within yard limits and the Wig Wag Crossing.

**9.13.2 Whistles in the Yard** – Whistles shall be blown for each starting movement made by a light engine or train within the East Ely Yard. Whistles must be blown in the yard to warn pedestrians and equipment which are close to the track.

**9.13.3 Road Crossings in the Yard** – When moving in the East Ely yard the whistle is to be blown at each private road crossing. See Rule 4.13.7

**9.13.4 Whistles in Buildings** – Whistles shall not be blown while the locomotive is inside any building unless switching operations are being done.

**9.13.5 Whistle Failure** – Locomotives with an inoperative whistle shall not leave the East Ely Yard and shall not cross any public crossings within the East Ely Yard limits. In the event of whistle failure outside of yard limits, the bell shall be rung continuously while moving. A locomotive or train with an inoperative whistle must not proceed across any road crossing unless a crew member or other equipped flagman is positioned at the crossing to warn traffic.

**9.13.6 Poor Visibility** – When visibility is reduced to less than 200 feet due to poor weather conditions or other factors the whistle must be sounded frequently, especially in areas where people or equipment may be on or near the track.

**9.13.7 Public Grade Crossings** – The whistle signal prescribed in Figure 4.13 H must be sounded before crossing a public grade crossing. The whistle signal shall be commenced not less than 20 seconds prior to entering the crossing. The whistle signal must not end until the leading edge of the movement has completely passed the crossing. This rule must be adhered to regardless of time of day or any other whistle signal restrictions. The whistle signals are listed on Figure 9.13.

Whistle Signals – Figure 9.13

Long Whistle 	Short Whistle 
 (Repeated)	A. Emergency Warning Signal. When this signal is heard by crews on another train or engine, stop all movements until it has been determined that it is safe to proceed.
	B. 1) Acknowledgment of signal during an air test at night; 2) permission to go in between cars; 3) Movement has stopped.
	C. 1) When standing, air brakes are applied and pressure equalized; 2) Making an unscheduled stop.
	E. 1) When standing - proceed; 2) when running, acknowledgment of any signal not otherwise provided for.
	F. When standing, Back up.
	G. Call for signals. Train Crew must contact the engineer by radio or by visual contact at once. If not reachable by radio, it must be assumed that the radio is out of service and the conductor must proceed to the car nearest the locomotive and contact the engineer by verbal means.
	H. 1) Crossing Signal. Must be sounded not less than 20 seconds prior to entering the crossing. It must not end until the movement has completely occupied the crossing. (NRS 705.430) 2) Approaching roadway workers
	I. Inspect brake system for leaks.
	J. Approaching meeting and/or waiting point.
	K. Approaching tunnel, cut, in giving distant warning or arriving at depot or station.
	L. Recall flagman.

**9.14 Engine Lights and Markers** - The headlight must be displayed bright to the front of every train by day and by night, except that it is extinguished on the end coupled to cars. Headlight must be extinguished when a train has stopped clear of the main track to meet a train at the end of multiple main tracks or sidings. When moving without cars, diesel engines must display a headlight or markers to the front and rear by day and by night.

**9.14.1 Shoving Movement at Night** – Trains will have a bright white light displayed in the direction of movement at night. When the movement is led by equipment other than the locomotive, the conductor or brakeman will use equipped back up lights or spotlights.

**9.15 Headlight Failure** - At night, if the headlight or tender light fails, a white light must be used in its place while moving; the bell must be rung continuously, the whistle sounded frequently, and the responsible manager notified at the first opportunity. At least one flagman and the use of fusee at each crossing shall protect crossings.

**9.16 Dimming Headlight** - Headlights must be dimmed under the following conditions except when approaching and passing over public crossings at grade.

- A.** At stations and yards where switching is being done.
- B.** When standing close behind another train.
- C.** While standing on a main track awaiting the arrival of an approaching train that is to take the siding.
- D.** Approaching and passing head or rear end of train on adjacent track.
- E.** At other times to permit passing of signals or when safety of employees so requires.

**9.17 Markers** - The use of markers will be required at the end of every train. By day, the marker shall be a red flag, by night, red lamps. When equipped, the red flag shall be placed in the bracket that would hold the marker lamps, if unequipped the flag shall be placed in the coupler or other bracket for this purpose. Highrails or speeders equipped with taillights are considered markers by day or by night.

**9.18 Number Boards** - Locomotives are required to display number boards or number lights. When an engine consists of more than one unit or when two or more engines are coupled, the number of only one unit will be illuminated as the identifying number. When practical, use the leading unit.

**9.19 Ditch Lights** – When a leading locomotive is not equipped with ditch lights, it cannot cross a public grade crossing faster than 20 mph.

**9.20 Observe and Call Signals and Conditions-** Crew members in the cabs of engines must be alert for, and communicate to, each other in a clear and audible manner the name or aspect of each signal affecting the movement of their train as soon as it becomes visible or audible. They must continue to observe signals and call any change of indication until passed. If prompt action is not taken to the respective signal, crew members must remind the engineer of the rule requirement. They must also observe and call out conditions of the track ahead including the state of tunnels, cuts, crossings, etc.

**9.21 Shoving** - When shoving occupied passenger equipment, a back-up valve is required.

**9.22 Cars Shoved** - When cars are shoved over road crossings at grade, a crew member must be on the ground at the crossing to warn traffic until the crossing is occupied. The movement can only enter the crossing on the crew member's signal.

**9.22.1** Such warning is not required when:

- A. Crossing gates are in the fully lowered position or
- B. It is clearly seen that no traffic is approaching or it is already stopped at the crossing.

**9.23 Automatic Warning Devices** - Under any of the following conditions, a movement must not foul a crossing equipped with automatic warning devices until the device has been operating long enough to provide warning and the crossing gates, if equipped, are fully lowered:

- A. Movement has stopped within 3,000 feet of the crossing.

- B. Movement is within 3,000 feet of the crossing and speed has increased by more than 5 mph.
- C. Movement is closely following another movement.
- D. Movement is on other than the main track or siding.
- E. Movement enters a main track or siding within 3,000 feet of the crossing.

Employees must observe all automatic warning devices and report any that are malfunctioning to the train dispatcher or responsible manager by the first available means of communication. Notify all affected trains as soon as possible.

### **9.23.1 Automatic Warning Devices Malfunctioning –**

**A. IF** the crew is notified that the crossing warning system has an activation failure or that the crossing warning system has been disabled, and an equipped flagger is not at the crossing to provide warning.

**THEN** Stop before occupying the crossing. After a crew member is on the ground at the crossing to warn highway traffic, proceed over the crossing on hand signals from that crew member. Then proceed at normal speed after picking up crew member.

**B. IF** The crew is notified that the crossing has one or more equipped flaggers who are able to provide warning in all directions of approaching traffic.

**THEN** Proceed over the crossing at normal speed without stopping.

**NOTE:** An equipped flagger is a person other than a crew member who is equipped with an orange vest, orange shirt or orange jacket. At night, the vest, shirt or jacket must be reflective. The flagger must have a red flag or stop paddle by day and a light at night.

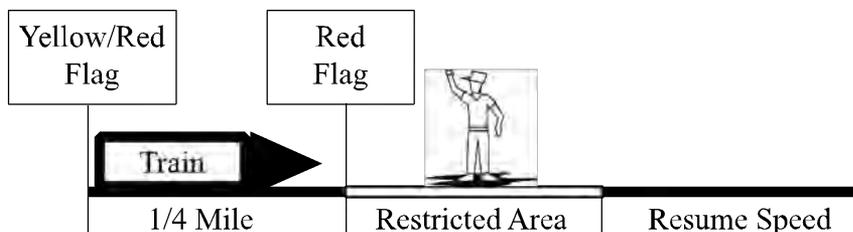
When advised by the train dispatcher or responsible manager that the automatic warning devices are repaired or returned to service, these restrictions no longer apply.

**9.23.2. Whistle for Crossing** – When notified that automatic warning devices are malfunctioning, sound whistle signal regardless of any prohibition.

**.24 Display of Yellow Flag** – Yellow flags warn trains to restrict movement because of track conditions or structures. To make sure that train movement is restricted at the correct location, employees must display a yellow flag a ¼ mile before the restricted area. When a yellow flag is displayed and the restriction is not specified by a track bulletin, track warrant, train order or general order, before the leading edge of the movement is a ¼ mile beyond the yellow flag, the speed must not exceed 10 mph. Resume speed only after the rear of the movement has passed a green flag.



**9.25 Display of Yellow-Red Flag** – Yellow-red flags warn the train to be prepared to stop because of men or equipment. To make sure the train is prepared to stop at the correct location; employees must display a yellow red flag ¼ mile before the restricted area.



**9.26 Display of Red Flag** - A red flag will be displayed at locations where trains must stop as required on a track warrant, train order, track bulletin, general order or due to other conditions. Trains must stop short of the red flag and may not proceed unless authorized by the employee in charge. If authority to proceed is received before stop is made, trains may pass the red flag without stopping.

**9.27 Torpedoes** - Unless further directed, the use of torpedoes as a signaling device or for any other reason will not be an accepted form of signaling on this railroad.

**9.28 Fusee Flare** - Unless further directed, the use of fusee flares as a signaling device or for any other reason will not be an accepted form of signaling on this railroad. Chemical light stick fusees will be used in place of fusee flares.

**9.29 East Ely Wig-Wag Signals** - The Wig-Wag signals in the East Ely yard are radio controlled. All base or hand-held radios will activate the wig-wag signals by keying the radio's mic button three times on channel 1. All trains, hi-rail vehicles, speeders and handcars going through that crossing will activate the signals before entering the crossing. Once the wig-wag signal has activated, it will run for 90 seconds and then turn off.

**9.29.1** Before entering the wig-wag crossing, it is the engineer's responsibility to key the locomotive's radio mic three times before blowing the whistle for the crossing. Locomotive radios have a longer transmitting distance than handheld radios. If necessary, a brakeman or conductor can activate the wig-wag signals with their radios.



## **Section 10.0 - Railroad Radio Rules**

**10.1 Accepted Communication Methods** - Radio communication between train crew members is an accepted method of communication. When either hand, lantern signals or radio signals are used, all crew members must know which system of communication is being used. Understand that while using the radio, the engineer will not accept any hand or lantern signals unless they are stop signals. When changing between hand or lantern signals and radio signals, all crew members involved must acknowledge the change prior to using that form of communication.

**10.1.1 Radio Communications** – All radio communications shall be kept as short of possible using a minimum of words.

**10.1.2 Acknowledgment** – Engineers will not use the whistle to acknowledge radio signals.

**10.2 Prohibited Transmissions** - No employees shall knowingly transmit any false emergency communication, any unnecessary, irrelevant, or unidentified communication, nor utter any obscene, indecent, or profane language via the radio.

**10.2.1** - The use of ten codes is prohibited.

**10.2.2** - The use of the word “Copy” is prohibited.

**10.3 Emergency Calls** - Any emergency call will be preceded by the word 'Emergency' repeated three times. Such calls shall be used only to cover initial reports of derailments, collisions, storms, washouts, fires, obstructions to track, or other matters which would cause serious delay to traffic, damage property, or injury to employees or the public, and shall contain as complete information thereon as possible. All employees shall give absolute priority to communications to a station or radio location in distress and, except in answering or aiding that station, shall refrain from sending any communication until there is assurance that no interference will result.

**10.4 Transmitting** - Before transmitting, employees operating the radio must listen a sufficient interval to be sure the channel is not already in use, give required identification and listen for acknowledgement from the employee for whom the transmission is intended and must not proceed with the transmission until such acknowledgment is secured. Always speak slowly, clearly and audibly when using the radio.

**10.5 Repetition** – An employee who receives a transmission must repeat it to the person transmitting the message, except when:

1. The communication concerns yard operations or is general and does not contain any information, instruction or advice that could safely affect the safety of the railroad operation.
2. If it is a continuous movement of four cars or less.

**10.6 Identification** - Employees transmitting or acknowledging a radio communication must begin with the required identification. In radio communication the first transmission is made to identify who is transmitting and then to whom the transmission is intended. Example: "Smith to Anderson, over." Smith is the transmitting employee calling for Anderson.

Initiation: "NN 93 to NN Conductor 93, Over" (for example)

Response: "NN Conductor 93, answering NN 93, Over"

Termination: "Conductor 93, Out" and "93, Out"

**10.6.1** - Engine number must be included in every transmission.

**10.7 Over** - To indicate to the receiving employee the transmission is ended and that a response is expected. The transmitting employee must say the word 'over'.

**10.8 Out** - To indicate to the receiving employee that the exchange of transmissions is complete and that no response is expected. The transmitting employee must state his identification followed by the word 'out'.

**10.9 Misuse** - Radio communication must not be used to avoid compliance with any rule or hand signal.

**10.10 Communication Not Understood or Incomplete** – An employee who does not understand a radio communication or who receives a communication that is incomplete must not act upon the communication and must treat it as if it were not sent.

**EXCEPTION: An employee who receives information that may affect the safety of employees, the public or cause damage to property must take the safe course. When necessary, stop movement until the communication is understood.**

**10.11 Monitoring Radio Transmissions** – Radios in attended base stations or mobile units must be turned on to the appropriate channel with volume loud enough to receive communication. Employees attending base stations or mobile units must acknowledge all transmission directed to the station or unit.

**10.12 Acknowledgement** – An employee receiving a radio call must acknowledge the call immediately, unless doing so would interfere with safety.

**10.13 Testing** – All radios on either equipment or personnel must be tested prior to beginning any operations. The test must include the ability to contact one of the Nevada Northern Railway base stations either the shop or the dispatcher.

**10.14 Blasting Operations** - Radio transmission must not be made when located less than 500 feet from blasting operations.

**10.15 Movement by Radio** - When train or engine movements are to be made in response to radio communication, such as in switching operations or picking up or setting out cars, specific instructions must be given for each movement.

**10.15.1 Direction and Distance** - When controlling a movement by radio, direction and distance must be given. Direction must refer to either the locomotive direction or geographic direction but ***not*** both in the same transmission. Refer to rules 14.1 through 14.6.

**10.15.2 Geographic Direction** - Is either railroad north or south.

**10.15.3 Car Length** - When a distance to be given is greater than fifty feet, the distance should be given in car lengths. One car length equals fifty feet.

**When backing or shoving trains, engines or cars, the direction and distance of the movement must be specific and movement must be stopped within one half of the specified distance unless additional instructions are received. Failure to maintain radio contact with the employee directing the movement must be considered a stop signal.**

**10.16 Phonetic Alphabet** – If necessary, a phonetic alphabet (Alpha, Bravo, Charlie, etc) will be used to clearly pronounce any letter used as an initial.

**10.16.1 The Phonetic Alphabet**

A – Alpha	H – Hotel	O – Oscar	V - Victor
B – Bravo	I – India	P – Papa	W - Whiskey
C – Charlie	J – Juliet	Q – Quebec	X - X-Ray
D – Delta	K – Kilo	R – Romeo	Y – Yankee
E – Echo	L – Lima	S – Sierra	Z – Zulu
F – Foxtrot	M – Mike	T- Tango	
G – Golf	N – November	U - Uniform	

**10.17 Mandatory Directive** – Mandatory directives are written authorities for occupying a main track or speed restrictions which affect the movement of equipment. Mandatory directives are:

- A. Track Warrants
- B. Train Orders
- C. Track Bulletins
- D. Timetable
- E. Radio Speed Restrictions

When transmitted by radio, mandatory directives must be transmitted according to applicable operating rules and the following:

1. The train dispatcher must state which mandatory directive will be transmitted.
2. The employee must inform the train dispatcher when ready to copy stating the employee's name, identification, and exact location on the main track or where the main track will be entered. An employee operating the controls of a moving engine may not copy mandatory directives. In addition, mandatory directives must not be transmitted to the crew of a moving train if the conductor, engineer, or train dispatcher feels that the transmission could adversely affect the safe operation of the train.
3. The employee receiving a mandatory directive must copy it in writing using the format outlined in the operating rules.
4. Before a mandatory directive is acted upon, the conductor and engineer must each have a written copy and each crew member must read and understand it.
5. Mandatory directives that have been fulfilled or canceled shall be marked in accordance with applicable operating rules and retained for the duration of that crew's tour of duty.

**10.18 Assigned Frequencies** - NNRy must authorize any radio transmitters used in railroad service. Radio transmitters must operate on frequencies the Federal Communications Commission assigns the railroad. Employees are prohibited from using other transmitters or railroad frequencies not assigned to that particular territory.

**10.18.1 Channels** – The assigned channels are as follows:

Channel 1: Road, ARR Channel 84-84

Channel 2: Aux./Emergency, ARR Channel 10-10

Channel 3: Repeater, not used

Channel 4: Yard/Auxiliary, ARR Channel 73-73

**10.19 Malfunctioning Radio** – Malfunctioning radios must not be used. As soon as possible, notify each crew member and the train

dispatcher or other affected employees that the radio is not working. If a radio fails on the controlling locomotive en route, the train may continue until the earlier of:

- A.** The next calendar day inspection or;
- B.** The nearest forward point where the radio can be repaired or replaced.

## **Section 11.0 Blue Signal Protection of Workmen**

This rule outlines the requirements for protecting railroad workmen who are inspecting, testing, repairing, and servicing rolling equipment. 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 crews 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, engine, 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.

**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, or light. At night, a blue light. The blue light may be steady or flashing. 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. A general service lock is not an effective locking device.

**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.

**11.1 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 **Section 11.7 Movement in Engine Servicing Area** and **Section 11.8 Movement in Car Shop Repair Area**.
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. 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 track, 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.
5. Caboose 22 will be blue flagged when there are caboose lodgers staying. Guest services will place the flag when checking the guest in and will remove the flag during check out. When there is a rental with train, they are responsible for ensuring the guest has checked out and vacated the caboose one hour prior to the scheduled departure time.

**11.2 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.

**11.3 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:

**A.** Each manually operated switch, including any facing point crossover 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.

**B.** 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:

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.

**11.4 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:

**A.** A blue signal must be attached to the controlling engine and be visible to the engineer or employee controlling the engine.

**B.** The engine must not be moved.

**11.5 Protection for Workmen Inspecting Markers** - Blue signal protection must be provided for workmen when they are:

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

**11.6 Protection for Emergency Repair Work on a Main Track**

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

**11.7 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. An engine protected by blue signals may be moved on a designated engine servicing area track when:

- A. Workmen have been warned of the movement
- B. The blue signal has been removed from the controlling engine to be repositioned.
- C. An authorized employee operates the engine under the direction of the employee in charge of workmen.

**11.8 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:

- A. Workmen have been warned of the movement.
- B. An authorized employee operates the car mover under the direction of the employee in charge of workmen.

**11.9 Repair Tracks** - A blue signal must be placed at the entrance of the switch to a repair track or a car shop when workers are working on, under or between rolling equipment. Each manually operated switch providing access to the track must be lined against

movement to the track and secured with an effective locking device. Rolling equipment protected by a blue signal on a car shop or repair tracks which are under exclusive control of the operating forces may be repositioned with a car mover when operated by an authorized employee under the direction of the Mechanical Supervisor in charge of the workers, after the workers on the track have been notified and are clear of the movement. Rolling equipment must not be placed on repair tracks or in car shops until it is known that all employees are clear of the track on which the movement is to be made. The derail frog on the repair or engine house tracks must also be placed in the derail position with the locking flag inserted in the derail whenever blue signal protection is being used in this area. If no blue flags are displayed on a track in the servicing area, the derail on that track may be removed.

**11.10 Nevada State Flag** – At times the Nevada state flag may be flown on the train for ceremonial or decorative purposes. The state flag will not be considered a blue flag under this section. All crew members must familiarize themselves with the appearance of the state flag.

## **Section 12.0 - Dispatching**

**12.1 Duties of Train Dispatchers** – Train dispatchers supervise train movement and any employees connected with that movement. Dispatchers report directly to the Superintendent and Trainmaster. Dispatchers are allowed to write and authorize train orders, track warrants, track bulletin Form A and Form B, assign crews to trains, authorize switch moves, and make switching assignments.

**12.2 Dispatcher's Duties** - Dispatchers shall comply with all museum rules, policies, and procedures. Dispatchers are not allowed to make or change company policy, make exceptions to the rules, allow others to make exceptions to the rules, or in any way endanger the image or reputation of the museum except under the authority of the responsible manager. Dispatchers are considered 'operating practices managers.' As such, dispatchers are allowed to make decisions regarding the everyday operation of trains and equipment on the museum right of way without altering company policies, rules, or procedures. Employee-related issues are not to be taken to the dispatchers, nor shall dispatchers entertain employee related issues as they pertain to company policies, rules, or procedures. Dispatchers are not part of the 'core chain of command.'

**12.3 Dispatching Duties** - The dispatcher is charged with the duty of making sure that train movements are made safely and in a manner that will keep our employees, guests, and equipment safe at all times. Dispatchers shall fill out the Dispatchers Check List every day.

**12.4 Dispatchers Direct Train Movements** - Dispatchers must direct all train and track crew movements. Each movement shall be recorded daily in the Dispatcher's Record of movement form. In the absence of a dispatcher, dispatching duties will then be assigned to the COO, Superintendent or the Trainmaster.

**12.5 Crew Assignments** - The COO, Superintendent or Trainmaster will make all crew and operating assignments. If a crew change needs to be made while the COO, Superintendent or

Trainmaster are off the property, dispatchers can assign replacement crew members, if such member is qualified for that position. Dispatchers are allowed to contact crews to inform them of their call times.

**12.6 Dispatcher's Instructions** - Train crews are to follow all instructions as given by the dispatchers.

**12.7 Hours of Service** - Dispatchers shall sign in on the Hours of Service Log and shall abide by all hours of service rules.

**12.8 Interpretation of Rules** - Dispatchers are not rules officials and shall not interpret rules. Rule interpretations shall be made by the COO, Superintendent or Trainmaster.

## **Section 13.0 - Timetables, General Orders, Notices, Safety Bulletins and Track Warrants**

**13.1 Timetables** - Each Timetable supersedes the preceding Timetable from the moment the new timetable takes effect and a General Order is posted. General Orders informing of new Timetable, Timetable supplements or special instructions must be posted at least 24 hours prior to the effective time. All Operating Department crewmembers are required to carry, understand, and comply with the current Timetable at all times while aboard their assigned locomotive and/or train.

**13.1.1 Movements** - All trains leaving East Ely will be governed by timetable or train order authority. All trains must be issued a track warrant. All conductors and engineers must have a copy of all track bulletins referenced on their track warrant.

**13.2 Effective Life** - Timetable schedules are effective unless fulfilled or annulled by train orders or abolished by special instruction for the life of the timetable.

**13.3 Rule Changes** - Rules may be issued, canceled, or modified by General Order as posted by the COO.

**13.4 Schedule Time** - Each regularly scheduled, numbered train has an outbound and an inbound schedule in the Timetable. The trains are paired. Northbound trains are odd numbered. Southbound trains are even numbered.

**13.5 Train Departure** - A train must not leave the station in advance of its scheduled leaving time for any reason unless directed to by dispatcher or orders. Conductors authorize the departure of the train from the station and notify the dispatcher of their departure time.

**13.6 General Orders, General Notices, Safety Bulletins and Shop Bulletins-** Will be posted in crew areas, all employees must review these before beginning their shift. These will be posted in all crew areas and must be initially by employees prior to starting their service.

**13.6.1 General Orders** - General Orders change, add to, or annulled operating rules and/or instructions. They will be issued and canceled over the signature of the Chief Operations Officer or designated authority. General Orders will be posted in books and/or on bulletin boards. Enginemen, trainmen, and others whose duties require, must review them before commencing each day's work or trip. General Orders will be numbered consecutively beginning January 1 of each year and will be issued and canceled by the COO or designated authority and will expire within the calendar year. General Orders supersedes any rule or regulation with which they conflict.

**13.6.2 General Notices** - General notices are issued as needed to update crews on qualified persons, changes in personnel, or other pertinent information on operations. General Notices will be numbered consecutively beginning January 1 of each year and will be issued and cancelled by the COO or designated authority and will expire within the calendar year.

**13.6.3 Safety Bulletins** - Safety bulletins contain a rule review, safety tip and advice of any safety concerns. The bulletins will be reviewed at staff meetings and posted in books with the Orders and Notices. It is the responsibility of every employee to review the bulletins and initials in the margins that they have read them. Safety Bulletins will be issued by the Superintendent and/or Trainmaster and will be numbered consecutively beginning January 1 of each year and will expire within the calendar year. The responsible manager will conduct the weekly rule review with all train crews during the crew meetings.

**13.6.4 Shop Bulletins** – Shop bulletins contain mechanical and operational announcements and instructions. It is the responsibility of every employee to review the bulletins and initials in the margins that they have read them. Shop Bulletins will be issued by the Master Mechanic and will be numbered consecutively beginning January 1 of each year and will expire within the calendar year.



**13.9 Checking Accuracy** - Immediately upon receipt of Operating Forms, they must be carefully checked for accuracy by those addressed and then by other crewmembers. It must be known that they are properly addressed and that the clearance corresponds with the Operating Form received. All crewmembers are responsible for complying with the requirements of all Operating Forms and reminding each other of their content. Any errors, omissions, or misunderstanding of Operating Forms must be immediately corrected. If crewmembers are uncertain regarding the meaning of any order, the crew must call an officer in charge for a re-confirmation of the order.

**13.10 Retaining Operating Forms** - Operating Forms must be retained by the Dispatcher. The crew can discard their operating forms at the end of their tour of duty once they have released their track warrants.

**13.11 Relieved During Trip** - When a conductor or engineer or both is relieved before completion of a trip, all Operating Forms held by them must be delivered to the relieving party. Relieving crewmembers before proceeding must compare such Forms.

**13.12 Required Authority** - A train must not leave its initial station without required authority which can be timetable authority or train order and a track warrant.

**13.13 Operating Forms** - Operating Forms must be filled out in duplicate by the dispatcher, showing thereon, without erasure or alteration. Operating Form number, date, station and the numbers of each Operating Form, if any, are addressed to that train. If correct, the responsible manager will give OK time and his initial. Any line not used will be left blank. A copy of each Operating Form must be retained for the office file.

**13.14 Train Orders in Effect** - Train Orders continue in effect until fulfilled, superseded, or annulled. Any part of a Train Order specifying a particular movement may be suspended or annulled. Complying with its requirements fulfills a train order. A Train Order may cancel, modify, or issue a special instruction.

**13.15 Siding Meeting Point** - At meeting points established by Train Orders, the Order must specify which train will take the siding and which train will hold the main line.

**13.16 Track Warrant Control** –When trains are being dispatched under track warrant control (TWC), the dispatcher shall give this warrant. All track moves on the mainline shall be made under Track Warrant Control.

**13.17 Authority to Enter TWC Limits** - Where designated by the timetable or train order, a track warrant will authorize main track use under the direction of the train dispatcher. Track warrant instructions must be followed in yard limits.

**13.18 Designated Limits** - Track warrant limits must be designated by specifying tracks, where required, and exact points such as switches, mile posts, or identifiable points. However, station names may be used as follow:

**A. First Named Point** - When a station name designates the first named point, authority extends from and includes the last siding switch. Authority extends from the station sign if no siding exists.

**B. Last Named Point** - When a station name designates the last named point, authority extends to and includes the first siding switch. Authority extends to the station sign if no siding exists.

**13.19 Operating with Track Warrants** - A track warrant authorizes a train or engine to occupy the main track within designated limits. However, the train or engine must not foul a switch at either end of the limits where an opposing train may use the same switch to clear the main track. See figure 9.19

The train or engine must move as follows:

**1.** Proceed from one point to another in the direction the track warrant specifies. When a crew member informs the train dispatcher that the entire train has passed a specific point, track warrant authority is considered void up to that point or;

2. If authorized to “WORK BETWEEN” two specific points, the train or engine may move in either direction between those points.

**13.19.1 Leaving the Main Track-** A train authorized to proceed in one direction must inform the train dispatcher when it leaves the main track before reaching the last named point, unless a crew member is left to prevent a following movement from passing.

**13.20 Occupying Same Track Warrant Limits -** A track warrant must not be issued to a train within the same or overlapping limits with another train unless:

1. In non-signaled territory, all trains are authorized to proceed in the same direction and are instructed to move at restricted speed.

2. Two or more trains are authorized to “WORK BETWEEN” two specific points at restricted speed within the overlapping limits or;

3. Trains are authorized to proceed through the limits of another train authorized to “WORK BETWEEN” two specific points, and track warrants instruct all trains to move at restricted speed within the overlapping limits. Where track warrant authority includes yard limits, the terms of Yard Limits apply, but track warrant instructions must be followed.

**13.21 Protecting Men or Equipment -** Men or equipment may receive a track warrant in the same manner as trains to occupy or perform maintenance on the main track without other protection. A track warrant must not be issued to protect men or equipment within the same or overlapping limits with a train unless:

1. All trains are authorized to proceed in one direction only, and the track warrant specifies that men or equipment do not foul limits ahead of these trains or;

2. All trains authorized are notified of the men or equipment and have been instructed to move at restricted speed. Also, a track warrant must inform the employee in charge of men or equipment about the trains. If the track is not safe for trains to move at restricted speed, the

employee must protect the track with red flags according to Rule 9.26 (Display of Red Flag).

**13.22 Reporting Clear of Limits** - A train must report clear of the limits or report having passed a specific location only when it is known the train is completely clear. This must be determined by a crew member who can observe the rear car of the train. In addition, a train clearing in a siding or other track must comply with requirements outlined in Rule 16.9 (Main Track Switches) before reporting clear of the limits.

Figure 13.19

# NNRy TRACK WARRANT

NO: \_\_\_\_\_ DATE: \_\_\_\_\_  
TO: \_\_\_\_\_ AT: \_\_\_\_\_

1.  TRACK WARRANT NO(S) \_\_\_\_\_ IS/ARE  
VOID

2.  PROCEED FROM \_\_\_\_\_ TO  
\_\_\_\_\_

AND RETURN TO \_\_\_\_\_

3.  PROCEED FROM \_\_\_\_\_ TO  
\_\_\_\_\_

4.  WORK BETWEEN \_\_\_\_\_ AND  
\_\_\_\_\_

5.  NOT IN EFFECT UNTIL \_\_\_\_\_

6.  THIS AUTHORITY EXPIRES AT \_\_\_\_\_

7.  NOT IN EFFECT UNTIL AFTER ARRIVAL OF \_\_\_\_\_

AT \_\_\_\_\_

8.  HOLD MAIN TRACK AT LAST NAMED POINT

9.  DO NOT FOUL LIMITS AHEAD OF \_\_\_\_\_

10.  CLEAR MAIN TRACK AT LAST NAMED POINT

11.  THIS TRACK WARRANT REQUIRES A MEET WITH \_\_\_\_\_

AT \_\_\_\_\_

12.  BETWEEN \_\_\_\_\_ AND  
MAKE

ALL MOVEMENTS AT RESTRICTED SPEED. LIMITS OCCUPIED BY TRAIN

13.  DO NOT EXCEED \_\_\_\_\_ MPH BETWEEN \_\_\_\_\_

AND \_\_\_\_\_

14.  DO NOT EXCEED \_\_\_\_\_ MPH BETWEEN  
\_\_\_\_\_

AND \_\_\_\_\_

15.  FLAG PROTECTION NOT REQUIRED AGAINST FOLLOWING TRAINS  
ON THE SAME TRACK

16.  TRACK BULLETINS IN EFFECT \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

17.  OTHER \_\_\_\_\_ SPECIFIC \_\_\_\_\_ INSTRUCTIONS:  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL BOXES USED \_\_\_\_\_.

BOXES MARKED ARE: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

OK \_\_\_\_\_ DISPATCHER \_\_\_\_\_

RELAYED TO \_\_\_\_\_ COPIED BY: \_\_\_\_\_

LIMITS REPORTED CLEAR AT \_\_\_\_\_ BY \_\_\_\_\_

**(MARK "X" IN BOX FOR EACH ITEM INSTRUCTED)**

**13.23 Train Order and Track Warrant Requests** - An employee who requests a train order and/or track warrant must inform the train dispatcher what movements will be made and, when necessary, which tracks will be used and how much time is required.

**13.24 Copying Track Warrants** - The conductor and the engineer must each have a copy of the track warrant issued to their train and each crew member must read and understand it. The copy must show the date, location, and name of the employee who copied it. The following must occur when transmitted verbally:

**A. Transmitting Track Warrants**

1. An employee will enter all of the information and instructions on the track warrant.
2. The employee will repeat the information to the train dispatcher.
3. The train dispatcher will check it and, if correct, will say “OK” and give the time and his initials.
4. The employee will enter the “OK” time and the train dispatcher’s initials on the track warrant and repeat them to the train dispatcher.

**B. In Effect**

1. The track warrant is not in effect until the “OK” time is shown on it.
2. If the track warrant restricts movement or previously granted authority, it cannot be considered in effect by the train dispatcher until acknowledgment of the “OK” has been received.

**13.25 Duplicating Track Warrants** - Employees who reproduce track warrants with a duplicating machine do not need to repeat them to the train dispatcher.

Duplicated track warrants must not be delivered or used until they are checked and verified as legible and duplicated in their entirety.

**13.26 Track Warrant in Effect** - A track warrant is in effect until the conductor reports the train has cleared the limits, or the track warrant is made void. The conductor must inform the train dispatcher when the train has cleared the limits.

**13.26.1 Time Limit Shown** - If the track warrant shows a time limit, the train must clear the limits by the time specified, unless another track warrant is obtained.

**13.27 Changing Track Warrants** - Employees must not add to or alter the track warrant in any manner, unless instructed to do so by the on-duty dispatcher.

The only items that can be changed on a track warrant are:

1. Locomotive number
2. Time and Date
3. Speed

When the limits or instructions of a track warrant must be changed, a new track warrant must be issued showing, “Track Warrant No. \_\_\_\_\_ is void”. When a track warrant of a previous date is voided, the date must be included. The previous track warrant will no longer be in effect.

**13.28 Voiding Track Warrants** - A crew member must write “VOID” ACROSS EACH COPY OF THE TRACK WARRANT WHEN THE TRAIN HAS REPORTED CLEAR OF THE LIMITS OR THE TRACK WARRANT HAS BEEN MADE VOID.

**13.29 Mechanical Transmission of Track Warrants** - Repetition is not required when track warrants are transmitted mechanically. The “OK” time will be given when the track warrant is issued. The space for the name of the copying employee may be left blank. Track warrants that restrict the authority or movement of a train must not be transmitted mechanically, unless the train being restricted will not leave the point without receiving the track warrant.

## Section 14.0 – Locomotive Direction, Terms and Movement of Trains, Engines and Other Equipment

Locomotive Direction is defined as “On diesel locomotives, the front of the locomotive is designated by the letter ‘F’ and steam locomotives are designated by the pilot.”

**14.1 Locomotives 105, 109, 201, 310 and 801** – On Locomotives 105, 109, 201 and 801 the long hood is forward. When the “proceed” signal is given, these locomotives will move towards the right side of the photo.



**14.2 Locomotive 204 and 401** – On Locomotive 204 and 401 the short hood is forward. When the “proceed” signal is given, these locomotives will move towards the right side of the photo.



**14.3 Locomotive 35 -**  
On Locomotive 35  
front is designated by  
the letter F.



**14.4 Steam Locomotives** – On steam locomotives, the front is designated by the steam locomotive's pilot. When the "proceed" signal is given, a steam locomotive will move towards the viewer of the photo.



**14.5 Directional Terms for Forward** - Moving a locomotive or train in a forward direction as defined by the locomotive front - F on a diesel pilot or the pilot on a steam locomotive, acceptable terms are:

- a) Ahead
- b) Forward
- c) Proceed

**14.6 Directional Terms for Reverse** - To move a locomotive or train backwards or in reverse as defined by the locomotive front, acceptable terms are:

- a) Back
- b) Reverse
- c) Shove
- d) Push

**14.7 Main Track Authorization** - Main tracks must not be occupied unless authorized by proper Form and Authority.

**14.7.1 Initiating Movement** – Before initiating movement on a main track, a train must have the following authority:

- a. Timetable or Train Order and
- b. Track warrant (See figure 13.19) and any track bulletins that are required.

**14.7.2 Train Location** - Trains or maintenance of way employees who receive authority to occupy the main track after the arrival of a train or to follow a train must ascertain the train's location by one of the following methods:

- a. Visual identification of the train.
- b. Direct communication with a crew member of the train.
- c. Receiving information about the train from the train dispatcher or control operator.
- d. Observing chemical light stick fuses or flagmen from leading trains.

**14.8 Yard Limit** – The yard limits of the East Ely terminal are designated with the existing chevron shaped yard limit signs. Within the East Ely yard limit, trains, engines, track equipment, hi-rail vehicles, motorcars, railbikes, handcars and velocipedes may use the main track. A passenger or freight train operating in the East Ely Yard is superior to all other equipment and must not be delayed.

**14.8.1 Designated Service Area** – Is defined as starting at the north switch of the ladder track, the engine house lead (south of this switch,) the ladder track, and the mainline south of the south ladder track switch and all tracks heading south off the ladder track and the ashpit track.

**14.9 Engine** – A locomotive propelled by any form of energy.

**14.10 Train** – An engine, with or without cars, hi-rail vehicle, MOW equipment, speeder or handcar, operating under timetable or train order authority with a track warrant.

**14.11 Direction of Movement** – Dictated by either the direction of the locomotive or geographic direction.

**14.11.1 Locomotive Direction** - On diesel locomotives, the front of the locomotive is designated by the letter ‘F.’ On steam locomotives, the front is designated by the pilot.

**14.11.2 Geographic Direction** – Is either railroad north or south.

**14.12 Direction of Railroad** – The Nevada Northern Railway is a north – south railroad. Trains heading away from Sunshine (Keystone) are northbound. Trains heading toward Sunshine (Keystone) are southbound.

**14.13 Speed Limits** – The following are the maximum speed limits allowed on this railroad. Conductors and engineers are jointly responsible for the operation of their train or engine and the speed limits must be followed. When conditions require, it is the responsibility of the conductor and the engineer to operate at a slower speed that is safe for the existing conditions.

**14.13.1 Coupling and Building Speed** - Speed is no greater than 2 mph for coupling or moving inside a building or within 250 feet of any gate or doorway.

**14.13.2 Main Yard, East Ely Wye, and Designated Service Area** –speed is restricted to no greater than 5 mph, except for the close clearance point on the northeast corner of the RIP and on the team track from the railroad north end of the parking lot to the railroad south end of the freight barn where the speed is restricted to no greater than 2 mph.

**14.13.3 North Yard Speed** – The yard tracks railroad north (east) of the gravel service road crossings is 10 mph.

**14.13.4 Close Clearance Speed** – Tunnel #1 and Highline Cut: Approach and enter at no greater than 8 mph until the leading edge of the movement is clear of the close clearance.

**14.13.5 Keystone Branch Speed** – Keystone Branch is defined as starting at switch 11, speed is no greater than 15 mph for passenger trains. For freight or mixed trains, the speed limit is no greater than 10 mph. Keystone wye speed is 10 mph including the track between the wye switches.

**14.13.6 Mainline Speed** –The mainline is defined as starting at the Avenue F crossing, speed is no greater than 15 mph for passenger trains. For freight or mixed trains, the speed limit is no greater than 10 mph. From the Avenue C crossing to the Avenue F crossing (Bath Lumber), the speed limit is restricted to no greater than 10 mph.

**14.13.7 Adverse Branch Speed** – Adverse Branch is defined as starting at Hiline Junction, speed is no greater than 15 mph for passenger trains. For freight or mixed trains, the speed limit is no greater than 10 mph.

**14.13.8 Engine House Track at RIP Building** – Track speed will not exceed 2 mph when passing the northeast corner of the RIP building.

**14.14 Protect Trains** - Trains and engines must be protected against any known condition which may interfere with their safety. When conditions exist which may impair visibility or affect the condition of track or structure, speed must be regulated to ensure safe passage and to ensure observance and compliance with signal indications. In case of unusually heavy rain, snow, storm or high water, trains and engines approaching bridges, culverts, and other such points likely to be affected by such conditions must be prepared to stop. If unable to proceed safely, movement must be stopped and not resumed until safe. The responsible manager must be advised of such conditions by the first available means of communication.

**14.15 Protection Against Defects** - If any defect or condition which might cause an accident is discovered in track, bridges, culverts, tunnels or if any member of a train or engine crew has reason to believe that their train or engine has passed over a dangerous defect, a stop must be made at once, flag protection provided, and responsible manager notified.

**14.16 Water on Tracks** - Trains and engines shall not be operated over track submerged in water until track has been inspected by a responsible manager and known to be safe. Engines must not be operated in excess of 5 MPH through water above the top of the rail unless the responsible manager dictates a slower speed. Diesel

locomotives are restricted to rail that has no more than three (3) inches of water covering the rail.

**14.17 Handled Safely** - Crew members must be aware of speed of train or engine, grade conditions and indication of air gauge to determine that the train or engine is being handled safely and under control. If necessary, they must take immediate action to bring the train under control.

**14.18 Equipment Restrictions** - The conductor must advise the engineer of any restriction placed on equipment being handled. Likewise, the engineer must inform other crew members of defective equipment prior to train movement.

**14.19 Repeat Instructions** – An employee who verbally receives instructions or information about train or engine movements must repeat them to the person giving the instructions.

**14.20 Stopping Clear for Meeting or Passing** - A train that may be met or passed must stop at least 400 feet from the clearance point of the facing point the other train will pass over, if train length permits.

**14.21 Calling Attention to Restrictions** – At the crew briefing prior to the movement, the conductor must inform the train crew that the train may enter an area that is restricted by limits of authority, train order or track bulletin. The conductor may remind the engineer at least 1 mile before the restriction is approached. After passing through the restriction, the conductor or brakemen will inform the engineer that the train is clear of the restriction. If the engineer fails to comply with the restrictions on a movement, the conductor must contact the engineer and order compliance with the limits of authority, train order or track bulletin.

**14.22 Operating Speed Limits** – Pursuant to 49 CFR 213.9 Classes of Track: Operating Speed Limits - the following maximum allowable operating speeds are:

- A. Excepted Track- freight 10 mph; passenger-not allowed.
- B. Class 1 track- freight & mixed trains 10 mph; passenger 15 mph.

- C. Class 2 track- freight and mixed trains 25 mph;  
passenger 30 mph.
- D. Class 3 track – freight and mixed trains 40 mph;  
passenger 60 mph.

**14.22.1 Equipment Restrictions** – Historic freight equipment under FRA waivers are restricted to no greater than 25 mph.

**14.23 Movement at Restricted Speed** – When a train or engine is required to move at restricted speed, movement must be made at a speed that allows stopping within half the range of vision short of train, engine, railroad car, men or equipment fouling the track, stop signal or derail or switch lined improperly. Speed will not exceed 15 mph complying with these requirements until the leading wheels reach a point where movement at restricted speed is no longer required.

**14.24 Inspecting Trains** – Employees must periodically inspect their train and any passing trains. If they detect any of the following conditions, they must notify crew members by any available means:

- A. Overheated journals;
- B. Sticking brakes;
- C. Sliding wheels;
- D. Wheels not properly positioned on the rail;
- E. Dragging equipment;
- F. Insecure contents;
- G. Signs of smoke or fire;
- H. Headlight or marker lights improperly displayed;
- I. Any other dangerous condition.

**14.25 Blocking Public Crossings** – If possible, a standing train or switching movement must avoid blocking a public crossing longer than 10 minutes.

**Employees must observe all automatic warning devices and report any that are malfunctioning to the train dispatcher or responsible manager by the first available means of communication. Notify all affected trains as soon as possible.**

**14.26 Derail Location and Position** - Employees in train, engine, and yard service must know the location of all fixed derails. Train or engine moving on or entering tracks where fixed derails are located, must stop at least 50 feet from derail in derailing position. Movement must not continue until the derail is placed in the non-derailing position. However, the distance restriction will not apply in engine servicing areas. Do not make a movement over a derail in the derailing position. Sidings having hand-thrown derails will have the derail locked in non-derailing position, except when engines or cars are left unattended on siding. Lock all derails equipped with a lock. Derails that are used in conjunction with Section 11.0 (Blue Signal Protection of Workmen) or roadway worker protection must be in the derailing position only when their use is required for such protection. When their use is not required for protection:

1. Remove portable derails or
2. Lock fixed derails in non-derailing position with an effective locking device.

**14.27 Coupling to Passenger Equipment** – All locomotives must stop at least 50 feet from all passenger equipment before coupling to any passenger equipment. Before coupling to the passenger equipment, the brakeman will notify any persons on the passenger equipment that a coupling is about to be made. When coupling to passenger equipment to make up a scheduled passenger train, the conductor’s permission must be secured.

**14.28 Coupling Locomotive to Train** – Locomotives are to be coupled to their train or ready to depart on a Be the Engineer 45 minutes before train time.

**14.28.1 Mechanical Department Notification** - If at 70 minutes before train time it is determined that the locomotive cannot leave the engine house in time to couple to the train or depart on a rental, the responsible manager of the mechanical department is to immediately notify the responsible manager of the operating department. The notification should include the reason for

the delay and estimated time before the locomotive will be to the train.

**14.28.2 Operating Department Notification** - Upon notification from the mechanical department, the responsible manager of the operating department will notify the gift shop, dispatcher and the train's conductor.

**14.28.3 Passenger Notification** - The responsible manager of the operating department will develop a passenger message regarding the delay. The responsible manager will then assist the gift shop and train crew in relaying the message to passengers.

**14.29 Winter Operations** – Snow and ice create special problems in operation. When snow and ice are present the following rules must be followed.

**14.29.1 Unplowed Track** – In snow depths greater than 12 inches, no equipment will operate on a track until it has been plowed. Some pieces of equipment are wider than the plow on locomotive 204, open car 23 is the widest pieces of operating equipment.

**14.29.2 Switches** – When snow is present, all switches will be cleared of snow before equipment goes through the switch. Switches may be covered by a tarp. If uncovered by the train crew they should be re-covered when the train or engine has cleared the switch unless instructed by the track department not to recover the switch.

## Section 15.0 - Track Bulletins

**15.1 Track Bulletins** - The train dispatcher will issue track bulletins as required. Track bulletins will contain information on all conditions that affect safe train or engine movement. Track Bulletins may provide protection when main tracks, sidings, or other tracks which are normally cleared for movement are blocked with equipment or when hazardous footing, clearance, construction, or mechanical conditions exist or when a track is to be removed from service. Forms other than track bulletin Forms A and B may be used when necessary. See Figure 15.1

**15.1.1 Changing Track Bulletins** - Track bulletins must not be changed.

**15.1.2 Receipt and Comparison of Track Bulletins** - The conductor and engineer must receive a track warrant at their initial station unless otherwise instructed by the train dispatcher. All track bulletins that affect their train's movement must be listed on the track warrant, unless the track warrant shows "NONE" or "NO". The conductor and engineer must have copies of all track bulletins listed, and each crew member must read and understand them. At the initial station, when outbound crew members receive track warrants and track bulletins from inbound crew members, the conductor and engineer must compare the track warrants and track bulletins with each other and with the train dispatcher before proceeding.

**15.2 Protection by Track Bulletin Form B** - Display yellow-red flags as specified in Rule 4.25 (Display of Yellow-Red Flag). A crew member must attempt to contact the employee in charge of a track bulletin Form B by radio to avoid delay before entering the limits, giving the train's location and track being used.

While trains are within the limits during the time stated in track bulletin Form B, they must move at restricted speed until leading wheels have cleared the limits unless instructed otherwise by employee in charge as stated in item A (Verbal Permission).

**A. Verbal Permission** - When granting verbal permission, begin the communication using the following words:

“Foreman (name and/or Gang No.) \_\_\_\_\_ using track bulletin No.\_\_\_\_ (and/or Line No.\_\_\_\_) between MP\_\_\_\_and MP\_\_\_\_\_”.

**1.** To permit a train to pass a red flag (or red light) without stopping, add the following:

“(Train) may pass a red flag (or red light) located at MP\_\_\_\_ without stopping (specifying track when necessary)”.

Unless otherwise restricted, the train may pass the red flag (or red light) at restricted speed without stopping.

**2.** To permit a train to proceed at other than restricted speed, add one of the following:

“(Train) may proceed through the limits at \_\_\_\_\_MPH (or at maximum authorized speed) (specifying track when necessary)”.

Unless otherwise restricted, the train may proceed at speed specified.

“(Train) may proceed at \_\_\_\_\_MPH between MP \_\_\_\_ and MP \_\_\_\_ and then proceed at \_\_\_\_MPH (or at maximum authorized speed) (specifying track when necessary) until entire train has passed through the limits”.

Unless otherwise restricted, the train may proceed through the limits at the speeds specified. Not more than two speeds may be authorized. The second speed authorized must not be less than the first speed.

**3.** To require the train to move at restricted speed, but less than 20 MPH, add the following:

“(Train) must proceed at a restricted speed but not exceeding \_\_\_\_\_ MPH (specifying distance and track when necessary)”.

The above will apply when movement is to be made at restricted speed, but less than 20 MPH. Unless otherwise restricted, the train must proceed at restricted speed and not exceed the speed specified.

**B. Repeat Instructions** - A crew member must repeat the above instructions, and the employee giving the instructions must acknowledge them before they can be followed.

Once instructions are received from the employee in charge, if the track route changes from previous instructions received, contact the employee in charge to determine that original instructions received are valid on the new track route before proceeding on the new route.

**C. Stop Column** - When “STOP” is written in the Stop column, the train must not enter the limits unless instructed by the employee in charge. A red flag or red light may be displayed at the beginning of the limits. A train within the limits at the time the track bulletin Form B takes effect, must not make further movement until instructed by the employee in charge.

**D. Entering Within Limits** - Before entering the track governed by the track bulletin Form B from any location other than at the beginning of the Form B limits, obtain permission from the employee in charge.

**15.3 Protection for On-Track Equipment** - Track bulletin Form B may be used to protect on-track equipment, such as rail detector cars, without using yellow-red flags. Identify protected equipment in the track bulletin.

While trains, engines, and protected equipment are in track bulletin limits, they will otherwise be governed by Rule 11.2 (Protection by Track Bulletin Form B). The same track bulletin must not protect other gangs and equipment.

**15.4 Protection When Tracks Removed from Service** - Before a track is removed from service it must be protected.

A track bulletin may protect tracks removed from service by designating the track and naming the points at each end of the track. Trains must not use this track, unless the track bulletin states the name or title of an employee who may authorize its use, and this person directs all movement.

When required, the train dispatcher must advise crews of alternate routes and switch positions.

**15.5 Protection When Tracks Blocked with Equipment -** Notify the train dispatcher when main tracks, sidings, or other tracks that are normally clear are blocked with equipment and cannot be cleared. When the main track is blocked, provide protection.

**15.6 Change of a Rule, General Order, or Special Instruction -** When authorized by the designated manager, a track bulletin may be used to issue, change, or cancel rules, general orders, or special instructions.

General orders or special instructions canceled by track bulletins must not be reinstated. The track bulletin must remain in effect until the general order that contains the change is posted.

**15.7 Copying Track Bulletins -** The conductor and the engineer must each have a copy of the track bulletin(s) issued to their train, and each crew member must read and understand them. The copy must show the date, location, and name of the employee who copied it. The following must occur when track bulletins are transmitted verbally:

1. An employee will enter all of the information on the track bulletin.
2. The employee will repeat the information to the train dispatcher.
3. The train dispatcher will check it and, if correct, will say “OK” and give the time and his initials.
4. The employee will enter the “OK” time and the train dispatcher’s initials on the track bulletin and repeat them to the train dispatcher.

Figure 15.1 Track Bulletins Forms A & B

NEVADA NORTHERN RAILWAY TRACK BULLETIN FORM A

NO. \_\_\_\_\_ DATE: \_\_\_\_\_ TO: \_\_\_\_\_ AT: \_\_\_\_\_

LINE VOID	LINE NO	LIMITS:			SPEED MPH	FLAGS
		MP	TO	MP		
	1					
	2					
	3					
	4					
	5	OTHER CONDITIONS _____				
		_____				
		_____				
		_____				

TOTAL LINES USED \_\_\_\_\_ OK \_\_\_\_\_ DISPATCHER \_\_\_\_\_ COPIED BY \_\_\_\_\_ RELAYED TO \_\_\_\_\_

NEVADA NORTHERN RAILWAY TRACK BULLETIN FORM B (April 06)

NO. \_\_\_\_\_ DATE: \_\_\_\_\_ TO: \_\_\_\_\_ AT: \_\_\_\_\_

ON (date): \_\_\_\_\_ BE GOVERNED BY RULE 11.2 WITHIN THE FOLLING LIMITS:

LINE VOID	LINE NO	LIMITS:			FROM	FLAGS	FOREMAN	STOP
		MP	TO	MP				
	1				:			
	2				:			
	3				:			
	4	THIS TRACK BULLETIN IN ACCORDANCE WITH RULE 11.2 PROTECTS.						
		_____						
		_____						

TOTAL LINES USED \_\_\_\_\_ OK \_\_\_\_\_ DISPATCHER \_\_\_\_\_ COPIED BY \_\_\_\_\_ RELAYED TO \_\_\_\_\_

**15.8 Duplicating Track Bulletins** - Employees who reproduce track bulletins with a duplicating machine do not need to repeat them to the train dispatcher.

Duplicated track bulletins must not be delivered or used until they are checked and verified as:

- A. Legible
- B. Duplicated in their entirety

**15.9 Mechanical Transmission of Track Bulletins** - Repetition is not required when track bulletins are transmitted mechanically. The “OK” time will be given when the track bulletin is issued. The space for the name of the copying employee may be left blank.

**15.10 Retaining Track Bulletins** - Employees must keep and comply with track bulletins on all trips during the tour of duty when track bulletins are received.

**15.11 Restriction to Crew Members** - The train dispatcher will not transmit a restricting track warrant or track bulletin to a train near a point where the restriction applies, until the engineer or conductor confirms that they can comply with it.

**15.12 Relief of Engineer or Conductor During Trip** - When a conductor, engineer, or both are relieved before a trip is finished; they must deliver all track warrants, track bulletins, and instructions to the relieving conductor or engineer.

If they cannot personally deliver the track warrants or track bulletins to the relieving crew, the conductor will leave them at a location designated by the train dispatcher.

If track warrants and track bulletins have not been received, the relieving crew must attempt to contact the train dispatcher before departing from their originating terminal.

**15.12.1 Comparison of Information** - The relieving conductor and engineer must compare track warrants, track bulletins, instructions, and pertinent information with each other and with the train dispatcher before proceeding.

**15.13 Voiding Track Bulletins** - To void a numbered line on a track bulletin, a part of a track bulletin, or an entire track bulletin, the train dispatcher may do one of the following:

**A. Voiding Track Bulletins Verbally** - Void the track bulletin by verbally using one of the following examples:

1. “Line (number) of track bulletin No. \_\_\_ reading (quote the line to be voided) is void.”

An employee must repeat this information to the train dispatcher.

If the information is correct, the employee must write “VOID” in the margin to the left of the line made void.

2. “That part of track bulletin No. \_\_\_ reading (quote the part to be voided) is void.”

An employee must repeat this information to the train dispatcher.

If the information is correct, the employee must draw a line through the portion made void.

3. "Track bulletin No. \_\_\_\_\_ is void."

An employee must repeat this information to the train dispatcher.

If the information is correct, the employee must write "VOID" across each copy of the track bulletin being voided.

**B. Issue Track Bulletin or a Track Warrant to Void a Track Bulletin** - Issue a track bulletin or use the line designated "OTHER SPECIFIC INSTRUCTIONS" on a track warrant using one of the following examples:

1. "Line (number) of track bulletin No. \_\_\_\_ is void."

The employee will keep a copy of the track warrant or track bulletin that made it void and will write "VOID" in the margin to the left of the line made void.

2. "That part of track bulletin No. \_\_\_\_\_ reading (quote the part to be voided) is void."

The employee will keep a copy of the track warrant or track bulletin that made it void and will draw a line through the portion made void.

3. "Track bulletin No. \_\_\_\_\_ is void."

The employee will keep a copy of the track warrant or track bulletin that made it void and will write "VOID" across each copy of the track bulletin being voided.

The track bulletin or the part of the track bulletin indicated will no longer be in effect.

**15.14 Delivering Track Bulletins** - Employees who copy track bulletins for delivery must deliver copies to all those addressed, unless the track bulletin is voided or transferred to a relieving employee. When employees have delivered copies to all addressed, they must keep a copy on file.

## **Section 16.0 - Switches and Switching**

**16.1 Position of Switches** - The position of switches or derails being used is the responsibility of the employee handling the switch or derail. When possible, crewmembers on the engine must see that switches and derails near the engine are properly lined. Employees handling switches and derails must see that they are properly lined for the route to be used. It must be seen that the points fit properly and that the indication of the target or lamp, if so equipped, corresponds with the position of the switch. When an operating lever is equipped with a latch, employees must not step on the latch to release the operating lever except when throwing the switch. After locking a switch or derail, the lock must be tested to know that it is secure.

**16.2 Rigid Switches** - All switches not labeled as spring switches shall be presumed to be rigid switches and must not be run through.

**16.2.1 Variable Switches** – Are considered to be rigid switches and must not be run through.

**16.3 Spring Switch** - Spring switches are identified by the letters 'SS' placed on the target or by other sign posts at the location. A train or engine trailing through or stopping on a spring switch must control slack. The switch must be lined by hand before making a reverse movement or taking slack. When practicable, trainmen should ascertain that the spring switch has returned to its original position. During times when snow is on the ground, heavy rain, or other conditions that may prevent a spring switch from functioning properly, a movement must not be made through the spring switch until it has been lined by hand for the movement.

**16.4 Scale Track Switches** – When scales are not in use, line switches for dead rails.

**16.5 Switches Run Through** – Do not run through switches, other than spring switches. If a rigid type switch is run through, it is unsafe and must be protected by spiking the switch, unless the Roadmaster or other competent management employee takes charge.

An engine or train that partially runs through a switch must continue the movement over the switch. The engine or car must not change direction on a damaged switch until it has been spiked or repaired.

In the event that a switch has been run through against the points, the switch cannot be used in any direction until repairs have been made or the points are spiked and the gauge of the points is checked. Immediate reporting is necessary and protection of traffic is required. If there is a delay in reporting a run through switch, measures must be taken to protect the switch from future traffic moves by either a flagger being posted or a red flag being placed. Every crew member is responsible for reporting a run through switch.

**16.6 Damaged or Defective Switches** – Report a switch that is damaged or defective to the train dispatcher, or supervisor in charge. Spike the switch unless the track foreman or other competent management employee takes charge. If the switch can not be made safe, provide protection at once.

**16.7 Spiked Switch** - Do not operate a switch that is tagged. If the switch is spiked, do not remove the spike unless authorized by Roadmaster or designee.

**16.8 Avoid Sanding Over Movable Parts** – When possible, avoid using sand over moveable parts of any switch.

**16.9 Derail Location and Position** – Employees in train, engine, and yard service, must know the location of all fixed derails. The train or engine moving on or entering tracks where fixed derails are located, must stop at least 50 feet from derail in derailing position. Movement must not continue until the derail is placed in the non-derailing position. Do not make a movement over a derail in derailing position.

Sidings having hand thrown derails will have derail locked in non-derailing position, except when engines or cars are left unattended on the siding.

**16.10 Mainline and Yard Track Switches** – The normal position of a mainline or yard switch is for the main track movement, and it must be lined and locked in that position. The normal position of a spring switch is for movement with the current traffic. When authorized by track warrant, train order, or track bulletin, mainline switches may be left lined in either position.

**16.11 Switching Safely and Efficiently** – While switching, employees must work safely and efficiently and avoid damage to contents of cars, equipment, structures, or other property. Do not leave cars or engines where they will foul equipment on adjacent track or cause injury to employees riding on the side of a car or engine. Train crewmembers must always be on the lookout for people who may foul their movement.

**16.12 Crewmember in View of Engineer** – When using hand signals during switching operations, at least one train crewmember must be in full view of the engineer or next relay ground crew member during the entire move. All crewmembers must have a clear understanding of the movements to be made. When using radio signals, the ground crew member does not need to be in view.

**16.13 Coupling Speed** - Speeds for coupling shall never exceed two miles per hour.

**16.14 Operating Switches** - Switches are to be operated only by qualified train service and maintenance personnel that are on record with the Nevada Northern Railway.

**16.15 Throwing Switches** - Switches will not be thrown or reset while rail equipment is moving through the switch or is standing over the points of the switch at any time.

**16.16 Switching Clearance Distance** - Locomotives and cars must be no closer than 25 feet to the switch points of any switch that is to be thrown when it is safe to do so.

**16.17 Switchman Clearance Distance** - When a person throws a switch and the move is to commence, the same switchman shall step back at least 5 feet from the stand while the move is made and

shall not touch the stand again until the traveling train or track vehicle clears the switch.

**16.18 Securing Switches During Movement** - If the switch stand is equipped with a lock or hook, it must always be slung in the lock loop during a switch move.

**16.19 Securing Switches** - Switch stands must be locked, if equipped, at all times, except when the switch is continuously manned during switching operations.

**16.20 Checking Switches** - During switch operations, all switchmen must visually check the points for proper contact and alignment. Points that do not make contact or leave gaps are a hazard. Such conditions must be reported immediately to the track department or train dispatcher for repairs before further switch moves can be made.

**16.21 Point Protection** – Point protection shall be provided by a crewmember or other qualified train service employee on the leading end of the movement of rolling equipment or light locomotive consist by:

1. Visually determining that the track is clear.
2. Giving signals or instructions necessary to control the movement.

**16.22 Movement Toward Switch Points** - Under no circumstance shall a switch be thrown while any movement is made toward the points of the switch.

**16.23 Boarding Equipment** - When boarding at the steps, ladders, stirrups, or foot boards, all personnel must face the center of the unit. The same holds true for getting off railroad rolling stock, locomotives, or track equipment.

**16.24 Stepping Between Equipment** - Stepping between locomotives or cars is only to be done when the train is in a full stop position. Before entering into such a situation, crew members must notify the engineer and receive permission before a crew member steps between a locomotive, cars or other rolling stock.

**16.25 Qualified to Be Between Equipment** - Stepping between locomotives or cars is to be done only by qualified train service or maintenance personnel who have been assigned to perform the required task. Prior to coupling to a scheduled passenger train, permission to do so must be granted by that train's conductor.

**16.26 Precautions for Coupling and Moving** - Before coupling to or moving cars or engines, it must be known that they are properly secured, and can be coupled to and moved safely. The cut of cars must be stretched so all of the slack between the cars is out and to ensure that all couplings are made.

**16.27 Movement through Gate or Doorways** - Before engines or cars are moved through gates, doorways or similar openings, a stop must be made 50 feet in advance, and it must be ascertained that gates, doorways or openings are completely open and secured. When overhead or side clearances are close, it must be known that movement can be made safely.

**16.27.1 Shop Doors** - Shop doors are to be opened or closed all the way. However, it is permissible to open a door only 4 feet and leave it there. Whenever opening a door, the employee must stay at the control panel until the door has stopped completely. No movement shall be made towards a door until the door is fully opened and stopped.

**16.27.2 Locomotives Spotted Outside of Buildings** – In service locomotives must not be spotted closer than 50 feet to any building, gateway or door. Out of service locomotives, including locomotives undergoing maintenance, may be spotted closer than 50 feet providing that proper protection has been placed on the equipment including blue flag protection.

**16.28 Testing Handbrakes** – Train Service or maintenance personnel must know how to operate hand brakes on the equipment they are using. When hand brakes must control or prevent car movement, test the brakes to ensure that they are operating before using them. Prior to drawing down and uncoupling, handbrakes

must be tested by the engineer fully releasing all the brakes on the train to ensure enough handbrakes have been applied.

**16.29 Securing Cars and Engines** – Do not depend on air brakes to hold a train, engine, or cars in place when left unattended. Apply a sufficient number of handbrakes to prevent movement. If handbrakes are not adequate, block the wheels.

When the engine is coupled to a train or cars, do not release the hand brakes until the airbrake system is fully charged. When cars are moved from any track, apply enough handbrakes to prevent any remaining cars from moving. Prior to drawing down, the locomotive should do a full release to test the handbrakes.

**16.30 Switching Passenger Equipment** – Before switching passenger equipment:

1. Stop the movement 50 feet from the passenger equipment before the coupling is made.
2. Have an employee on the ground to direct the coupling.
3. Ensure couplers are fully stretched to check that knuckles are locked before making air, steam and electrical connections.
4. Couple air hoses.
5. Fully charge the brake system and do a set and release.
6. Use the automatic brake valve when braking.

The exception is while using locomotive 310 as a switch engine because it does not have train air. Locomotive 310 can be used to switch passenger cars under the following conditions:

1. It has been verified there are no passengers on board the train, and
2. The switching takes place only within the East Ely yard limits.

**16.31 Do Not Drop or Kick Cars** – The dropping or kicking of cars is prohibited.

## **Section 17.0 – Hi-Rail Vehicles, Motorcars, Railbikes, Handcars & Velocipedes**

**17.1 Policy** – Hi-Rail Vehicles, Motorcars, Railbikes, Handcars and Velocipedes are allowed to operate on the Nevada Northern Railway track under the direction of qualified personnel.

**17.2 Rules** – Operators of Hi-Rail Vehicles, Motorcars, Railbikes, Handcars and Velocipedes must obey the rules as stated in the Nevada Northern Railway Rulebook. Operators are required to take and pass the Safety Exam and Practical Tests before they are allowed to operate any equipment.

**17.2.1 Minimum Requirements** - To operate Hi-Rail Vehicles or Motorcars you must be:

1. Be properly qualified and tested.
2. Have a state issued driver's license.
3. Be 18 at least years old.

**17.2.2 Minimum Requirements** – To operate Railbikes, Handcars and Velocipedes you must be:

1. Be properly qualified and tested.
2. Minimum age to operate a Railbike, Handcar or Velocipede is 13 years old, with adult supervision.

**17.2.3 License** – Operators of Hi-Rail Vehicles, Motorcars, Railbikes, Handcars and Velocipedes must have a license to operate their respective piece of equipment. Additional, operators of motorized equipment must have a valid vehicle license issued by their home state,

**17.2.4 Operational Status** - Hi-Rail Vehicles, Motorcars, Railbikes, Handcars and Velocipedes operating outside the East Ely Yard are considered a train operating under timetable, train order and track warrant authority.

**17.2.5 Operations in the East Ely Yard** – Before moving any equipment in the East Ely Yard, operators will have an operational briefing with the on duty Dispatcher as to the location and movements of all scheduled trains.

**17.2.6 Communications** - All Hi-Rail Vehicles, Motorcars, Railbikes, Handcars and Velocipedes will have a railroad radio on while they operate. Additionally,

operators will give their cell phone number to the Dispatcher as a backup.

**17.2.7 Loss of Certification** - The Chief Operating Officer or the Trainmaster may revoke an operator's certification and license at any time, for any reason.

**17.3 Main Track Authorization** - Main tracks must not be occupied unless authorized by proper Form and Authority.

**17.3.1 Initiating Movement** – Before initiating movement on a main track, a train must have the following authority:

- a. Timetable or Train Order and
- b. Track warrant (See figure 13.19) and any track bulletins that are required.

**17.3.2 Train Location** - Trains or maintenance of way employees who receive authority to occupy the main track after the arrival of a train or to follow a train must ascertain the train's location by one of the following methods:

- a. Visual identification of the train.
- b. Direct communication with a crew member of the train.
- c. Receiving information about the train from the train dispatcher or control operator.

**17.4 Yard Limit** – The yard limits of the East Ely terminal are designated with the existing chevron shaped yard limit signs. Within the East Ely yard limit, trains, engines, track equipment, hi-rail vehicles, motorcars, railbikes, handcars and velocipedes may use the main track. A passenger or freight train operating in the East Ely Yard is superior to all other equipment and must not be delayed.

**17.5 Direction of Movement** –The Nevada Northern Railway is a north – south railroad. Trains heading away from Sunshine (Keystone) are northbound. Trains heading toward Sunshine (Keystone) are southbound.

**17.6 Speed Limits** – The following are the maximum speed limits allowed on this railroad. Operators are responsible for the safe operation of their equipment. The speed limits must be followed. When conditions require, it is the responsibility of the operator to

operate at a slower speed that is safe for the existing conditions. Operators will determine their speed with a GPS device.

**17.6.1 Coupling and Building Speed** - Speed is no greater than 2 mph for coupling or moving inside a building or within 250 feet of any gate or doorway.

**17.6.2 Main Yard, East Ely Wye, and Designated Service Area** –speed is restricted to no greater than 5 mph, except for the close clearance point on the northeast corner of the RIP and on the team track from the railroad north end of the parking lot to the railroad south end of the freight barn where the speed is restricted to no greater than 2 mph.

**17.6.3 North Yard Speed** – The yard tracks railroad north (east) of the gravel service road crossings is 10 mph.

**17.6.4 Close Clearance Speed** – Tunnel #1 and Highline Cut: Approach and enter at no greater than 8 mph until the leading edge of the movement is clear of the close clearance.

**17.6.5 Keystone Branch Speed** – Keystone Branch is defined as starting at switch 11, speed is no greater than 15 mph for passenger trains. For freight or mixed trains, the speed limit is no greater than 10 mph. Keystone wye speed is 10 mph including the track between the wye switches.

**17.6.6 Mainline Speed** –The mainline is defined as starting at the Avenue F crossing, speed is no greater than 15 mph for passenger trains. For freight or mixed trains, the speed limit is no greater than 10 mph. From the Avenue C crossing to the Avenue F crossing (Bath Lumber), the speed limit is restricted to no greater than 10 mph.

**17.6.7 Adverse Branch Speed** – Adverse Branch is defined as starting at Hiline Junction, speed is no greater than 15 mph for passenger trains. For freight or mixed trains, the speed limit is no greater than 10 mph.

**17.6.8 Engine House Track at RIP Building** – Track speed will not exceed 2 mph when passing the northeast corner of the RIP building.

**17.7 Observation of Defects** - If any defect or condition which might cause an accident is discovered in track, bridges, culverts or tunnels a responsible manager must be notified immediately.

**17.8 Handled Safely** - Operators must be aware of the speed of their equipment and grade conditions. Equipment must be handled safely and under control at all times.

**17.9 Stopping Clear for Meeting or Passing** – On track equipment that may be met or passed must stop at least 400 feet from the clearance point of the facing point the other train will pass over, if train length permits.

**17.10 Movement at Restricted Speed** – When conditions require movement at restricted speed, movement must be made at a speed that allows stopping within half the range of vision short of train, engine, railroad car, men or equipment fouling the track, stop signal, derail or switch lined improperly. Speed will not exceed 15 mph when complying with these requirements until the leading wheels reach a point where movement at restricted speed is no longer required.

**17.11 Blocking Public Crossings** – On track equipment must not stop on or block any public road crossing.

**17.12 Velocipede and Railbikes Rules** – Operators must obey these rules.

- A. Velocipedes and railbikes can only be operated under the supervision of a qualified operator.
- B. No scarves, loose clothing, or camera straps around the neck are allowed while riding on a velocipede or railbike.
- C. A velocipede or railbike shall be kept chained and locked when not in use.
- D. The operator must ensure that non-riders are at least 10 feet back from the track.
- E. Maximum speed of the velocipede or railbike shall be carefully regulated; maximum speed should not exceed allowable limits as stated in Rule 17.6.
- F. Under no circumstances shall the velocipede or railbike movement interfere with a regularly scheduled train.
- G. Before operating a velocipede or railbike, the operator

will get an audible warning device from the dispatcher. Excessive or unnecessary use of the audible warning device is not allowed.

- H. A first aid kit is to be carried on velocipedes and railbike.

**17.13 Handcar Rules** – Operators must ensure that all passengers on the handcar obey these rules.

- A. Everyone must always face the direction of travel.
- B. Children under 14 must be accompanied by an adult.
- C. Handcars can only be operated under the supervision of a qualified operator.
- D. No scarves, loose clothing, or camera straps around the neck are allowed while riding on the handcar.
- E. The handcar shall be kept chained and locked when not in use.
- F. When the car is in use the primary operator shall be on the brake side of the car.
- G. Brakes shall be applied whenever a passenger is boarding or alighting.
- H. Standing passengers must keep their hands on the pump handles at all times.
- I. Sitting passengers must sit on the side of the handcar and hold onto the A-frame or the seat back.
- J. The operator must ensure that non-riders are at least 10 feet back from the track.
- K. Maximum speed of the handcar shall be carefully regulated; maximum speed should not exceed allowable limits as stated in Rule 17.6.
- L. No more than seven persons shall be allowed on the handcar at any one time.
- M. Under no circumstances shall the handcar movement interfere with a regularly scheduled train.
- O. The handcar is equipped with a bell as an audible warning device. Excessive or unnecessary use of the bell is not allowed.
- P. A first aid kit is to be carried on the handcar.

**17.14 Motorcar and Hi-Rail Rules** – Operators must ensure that all passengers on motorcars and hi-railers obey these rules.

- A. Everyone must always face the direction of travel.
- B. Children under 14 must be accompanied by an adult.
- C. Motorcars and hi-railers can only be operated under the supervision of a qualified operator.
- D. The motorcars and hi-railers shall be kept chained or locked when not in use.
- E. Brakes shall be applied whenever a passenger is boarding or alighting.
- F. The operator must ensure that non-riders are at least 10 feet back from the track.
- G. Maximum speed of the motorcars and hi-railers shall be carefully regulated; maximum speed should not exceed allowable limits as stated in Rule 17.6.
- H. Under no circumstances shall the motorcars and hi-railers movement interfere with a regularly scheduled train.
- I. The motorcars and hi-railers are equipped with a horn as an audible warning device. Excessive or unnecessary use of the horn is not allowed.
- J. A first aid kit is to be carried on motorcars and hi-railers.

**17.15 Prohibited Behavior** – It is the operator’s responsibility to ensure that all passengers engage in safe behavior. In the event that a passenger engages in unsafe behavior or becomes unruly the operator will stop the movement and contact a responsible manager for assistance.

## **Section 18 - Motor Vehicles**

**18.1 Vehicle Use** - Motor vehicles owned by the NNRy will only be used for railroad work unless otherwise authorized by a responsible manager.

**18.2 Authorized Operators** - Motor vehicles may be operated by an employee holding a state issued driver's license, be 18 years of age or older and qualified to operate said vehicle and is designated as an operator by a responsible manager.

**18.3 Seatbelts** - All persons riding in a motor vehicle must have a seat and appropriate seat belt fastened. Individuals will not ride in the cargo areas of any vehicle.

**18.4 Non-Employees in Vehicles** - Non-employees are not allowed to ride in motor vehicles unless authorized by the COO, Superintendent, Trainmaster or Master Mechanic or the person is part of a program or ticketed experience.

**18.5 Fueling** - Employees will use the fuel card and fuel railroad motor vehicles under the fuel card guidance.

**18.6 POV Use** - Personally Owned Vehicles (POVs) can be used for railroad business when authorized by the COO, Superintendent, Trainmaster or Master Mechanic. A submitted trip report will have mileage paid under current IRS rates.

**18.7 Maintenance and Inspection** - Motor vehicles will be inspected daily before use by the operator and any mechanical issues found will be reported to the vehicle department.

**18.8 Vehicle Keys** - Keys are not to be left in any unattended vehicle. When in use the keys must be in the custody of the designated operator. When not in use, the keys must be stored in their designated location. A designated location will be selected by the responsible manager and must be in a location where there is restricted access.

## **Section 19 – Bunkhouse**

**19.1 Bunkhouse Usage** – Volunteers can stay in the Bunkhouse for free, if they work for at least 6 hours per day that they are staying at the Bunkhouse. The exception is on days that the museum is closed during the volunteer's stay. Example: When the museum is closed on holidays, the volunteer is not expected to work.

**19.2 Volunteer Code of Conduct** – The public does have access to the Bunkhouse either as Bunkhouse guests or as Caboose 22 guests. Volunteers staying in the Bunkhouse serve as ambassadors of the railroad. Because public has access to the Bunkhouse, volunteers staying in the Bunkhouse or Caboose 22 must adhere to the following Code of Conduct:

1. Volunteers must be presentable when exiting their room or when using the common areas.
2. Volunteers will not use vulgar, rude or offensive language while in the Bunkhouse.
3. Volunteers will not leave their toiletries in the bathrooms when they are not present. Additionally, they must leave the sinks and showers clean.
4. Volunteers must keep the common areas clean and neat.
5. Volunteers must clean up after themselves immediately after using the kitchen, dining area, BBQ area or sitting area.
6. Because of the dirty nature of steam railroading, volunteers should remove their steam railroading clothes at the engine house and not at the bunkhouse.
7. Volunteers are allowed to have guests at the bunkhouse, if your guest is going to stay overnight, please inform the gift shop.
8. Volunteers will maintain a quiet time from 9:00 p.m. until 8:00 a.m. No loud noises, music, videos or conversations will be allowed during this period.
9. Volunteers will remove all of their personal items when they check out of the bunkhouse including any food items.

**19.3 Bunkhouse Cleanliness** - Volunteers that stay in the bunkhouse are required to keep it clean. Volunteers need to leave the bunkhouse clean with all garbage put in the dumpster. The cleaning does count as volunteer hours. Before departing remove all of your food and drink from your room and common refrigerators. Strip your bed and leave all the linens on the bed.

**19.4 Personal Items Storage** – Personal items that are too big to fit in a bedroom can be stored in other areas on the railroad. Items of high value can be secured in the safe or in one of the railroad’s offices. It is your responsibility to coordinate with staff for storage of your oversized or high value items.

**19.5 Lock Sleeping Room Doors** - Lock your sleeping room door when you are not in the room. The railroad is not responsible for personal items left in the rooms or vehicles.

**19.6 Parking** - Park your vehicle on the east side of the building, perpendicular to the building.

**19.7 Alcohol, Drugs and Other Controlled Substances** - Bringing alcohol, legal or illegal drugs, and other substances which may impair the safety or welfare of employees or the public onto any premises controlled by the Nevada Northern Railway is strictly prohibited except when an employee or guest is staying at the Bunkhouse or at Caboose 22 (See Rule 19.7.3)

**19.7.1** Only beer and wine are allowed at the bunkhouse or on Caboose 22. No other alcoholic beverages are allowed.

**19.7.2** No one under the age of 21 is allowed to consume alcohol while staying in or visiting the bunkhouse. Persons allowing a minor to consume alcohol will be subject to suspension, termination, and/or prosecution to the fullest extent of the law.

**19.7.3** While staying in the bunkhouse all alcohol must be kept in your assigned room with the door locked. Alcohol can only be consumed at or within 25 feet of the bunkhouse or Caboose 22. Consumption of alcohol anywhere else on railroad property is strictly prohibited.

**19.7.4** Do not leave any alcohol or empty alcohol containers behind when checking out.

**19.8 Marijuana** - The federal government classifies marijuana as a Schedule I drug.

**19.8.1** The Nevada Northern Railway operates under the Code of Federal Regulations. Having marijuana or using marijuana while on railroad property is illegal and strictly forbidden under federal law.

**19.8.2** In accordance with Nevada state law, the Nevada Northern Railway prohibits the use, cultivation, processing, manufacture, sale, delivery, or transfer of marijuana on any property owned or controlled by the railroad. Having marijuana or using marijuana while on railroad property is illegal and strictly forbidden under Nevada state law.

**19.9 Smoking** – Smoking and vaping is only allowed in the designated smoking area outside of the Bunkhouse or Caboose 22.

**19.10 Unacceptable Behavior** - Any unacceptable behavior of a volunteer or guest may result in that volunteer or guest being asked to leave the Bunkhouse or Caboose 22 immediately. Furthermore, the volunteer or guest may also lose their privilege to stay in either facility in the future.

**19.11 Emergencies** – The railroad’s policy is that if you think emergency service may be needed, **Call 911 Immediately** We can always turn emergency services back.

**19.11.1** In case of fire, notify all people in the Bunkhouse and leave immediately, Call 911. **DO NOT** attempt to put the fire out, get everyone out of the building.

## **Section 20.0 - Drug and Alcohol-Free Workplace**

**20.1 Policy** – The Nevada Northern Railway is committed to maintaining a safe and healthy workplace for all employees. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills.

**20.2 Prohibited Behavior** - The Nevada Northern Railway strictly prohibits the following behavior; the use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of legal or illegal drugs by an employee at any time and in any amount.

This prohibition includes the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription.

**20.2.1** An employee is allowed to have an open container of an alcoholic beverage only when they are off duty and staying at the bunkhouse. See Rule 19.7.3

**20.2.2** If an employee has a blood-alcohol level of .02% or more at any time, they will be ordered off the property.

**20.2.3** If an employee has a blood-alcohol level greater than .04%, they are terminated from the railroad.

**20.2.4** A positive test result for alcohol or drugs will be grounds for disciplinary action, up to and including possible termination.

**20.3 Alcohol, Drugs and Other Controlled Substances** - Bringing alcohol, legal or illegal drugs, and other substances which may impair the safety or welfare of employees or the public onto any premises controlled by the Nevada Northern Railway is strictly prohibited except when an employee is staying at the Bunkhouse (See Rule 19.7.3)

**20.3.1** The federal government classifies marijuana as a Schedule I drug. The Nevada Northern Railway operates under the Code of Federal Regulations. Having marijuana or using marijuana while on railroad property is illegal and strictly forbidden under federal law.

**20.3.2** In accordance with Nevada state law, the Nevada Northern Railway prohibits the use, cultivation, processing, manufacture, sale, delivery, or transfer of marijuana on any property owned or controlled by the railroad. Having marijuana or using marijuana while on railroad property is illegal and strictly forbidden under Nevada state law.

**20.4 Reporting Requirements** - Any employee or supervisor who receives information or is a witness to any use of drugs or alcohol by an employee which violates Nevada Northern Railway policies or the law, is required to report this information to his/her Department Head, Superintendent, or the President immediately. The information reported must include:

- A.** The persons(s) involved, including all witnesses;
- B.** Any information gathered, such as actual observation of drug or alcohol use, the presence of paraphernalia, observation of any unusual physical signs or behaviors;
- C.** A written record of specific conversations held with the accused and any witnesses;
- D.** All pertinent facts, including date(s), time(s), and locations(s).

**20.4.1** An employee who witnesses or obtains information regarding illegal drug/alcohol use by his/her immediate supervisor is required to report the incident to that individual's supervisor.

**20.5 Employee Responsibilities** - Each employee is responsible for meeting standards for work performance and safe on-the-job conduct. Employees shall not report to work under the influence of alcohol, illegal drugs, or misused prescription or over-the-counter drugs.

**20.5.1** Employees must not consume alcohol eight (8) hours before they are required for duty. In the event they are called for duty during their time off, they must inform the caller that they are not available for duty until it has been eight (8) hours since they have consumed alcohol and when that time will be.

**20.5.2** It is the employee's responsibility and obligation to determine, by consulting a physician if necessary, whether or not a legal drug she/he is taking may or will affect his/her

ability to safely and efficiently perform his/her job duties. An employee whose impairment may affect job performance must contact his/her supervisor and not report for duty or take other steps consistent with the advice of a physician. If an employee reports to work under the influence of prescription medication and, as a result, endangers himself/herself or others, the employee will be disciplined, up to and including termination.

**20.5.3** Each employee must report the facts and circumstances of any criminal drug or alcohol conviction that occurred while on or off duty or which may impact the employee's ability to perform the duties of his/her job. The employee must report to his/her supervisor a conviction for driving under the influence (DUI), and/or revocation or suspension of their driver's license pending adjudication. Notification must occur before resuming work duties.

**20.6 Random Drug and Alcohol Testing** – All employees working for the railroad are subject to random drug and alcohol testing as provided in this policy.

**20.6.1** An employee selected for random testing shall proceed immediately to the test site. An employee who engages in conduct which does not lead to testing as soon as possible after notification may be considered to have refused to be tested

**20.6.2** Employees selected for a random test but absent due to vacation, sick leave, other leave, or on urgent employer business approved by their department head will not be notified to take the random test until the first day they return to work after random selection. Random selection may result in some employees being tested more than once each year; some may not be tested at all

**20.7 Supervisor Responsibilities** - Supervisors are responsible for determining if reasonable suspicion exists to warrant drug and/or alcohol testing and detailing, in writing, the specific facts, symptoms, or observations that are the basis for the reasonable suspicion.

**20.8 Reasonable Suspicion Testing** - When any supervisor has a reasonable suspicion that an employee may be under the influence of alcohol or drugs, the employee in question will be directed by the department head or designee to submit to drug and/or alcohol testing.

The supervisor shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing and shall be required to document, in writing, the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the department head or designee to authorize the drug and/or alcohol test of an employee.

The department head or designee shall direct an employee to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee is in violation of this policy. The employee will be suspended pending results of the test

Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

- A. Information provided either by reliable and credible sources or independently corroborated,
- B. Direct observation of drug or alcohol use,
- C. Drug or alcohol paraphernalia possibly used in connection with illicit drugs or alcohol found on the employee's person or at or near the employee's work area may trigger a request for testing,
- D. Evidence that the employee has tampered with a previous drug and/or alcohol test,
- E. The supervisor observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, odor, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.

**20.9 Post-Accident Testing** - Each employee involved in an FRA recordable accident will be tested for drugs and/or alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. In the event an employee is so seriously injured that she/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable the railroad to obtain hospital records or other documents that indicate whether there were drugs or alcohol in the employee's system when the accident occurred

In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing the railroad to obtain the test results from such officials

An employee who is subject to a post-accident test must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test. Further, the employee, subject to a post-accident test, must refrain from consuming alcohol for eight (8) hours following the accident or until the employee submits to an alcohol test, whichever comes first

For safety reasons, an employee required to submit to post-accident testing may be placed on leave of absence with or without pay pending receipt of the post-accident testing results and any related investigation

**20.10 Pre-Employment Testing** - All applicants being considered for employment by the railroad will be required to submit to a urinalysis test for the detection of illegal drugs as part of a post-offer, pre-employment drug test. All such offers of employment are conditioned upon the ability to pass this drug test.

An applicant refusing to complete any part of the drug testing will not be considered a valid candidate for the railroad

When an employee applies for a position with the railroad, the employee will be subject to drug testing in accordance with the procedures contained in this policy before the employee will be considered a valid candidate for the job opening. An employee who tests positive for illegal drugs will no longer be considered an applicant for that position. Such employee will also be subject to discipline under this policy, up to and including termination. Once an employee is scheduled for pre-employment testing, if that employee refuses to submit to the test, she/he will be disqualified for consideration for the position and subject to discipline, up to and including termination

**20.11 Consequence of Refusal to Submit to Testing/Adulterated Specimen** - An employee who refuses to submit to testing for drugs and/or alcohol will be subject to disciplinary action, up to and including termination. An employee who consents to a drug or alcohol test but fails to appear timely at the collection site, or who fails to give his/her urine sample after reasonable opportunity to do so, will be treated as a refusal to submit to a drug or alcohol test.

Submission of an altered or adulterated specimen or substitution of a specimen by a specimen donor will be considered a refusal to comply with this policy and subject the employee to disciplinary action, up to and including termination.

**20.12 Testing Guidelines** - The railroad will test for the following types of substances:

- A. Marijuana
- B. Cocaine, including crack
- C. Opiates, including heroin and codeine
- D. Amphetamines, including methamphetamines
- E. Phencyclidine (PCP)
- F. Alcohol

Other drugs may be added to this list. Where applicable, the railroad will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be amended from time to time.

**20.13 Option for Drug Retest** - No later than seventy-two (72) hours after receipt of a positive drug test, an employee who tests positive may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice.

Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.

The employee will be required to authorize the laboratory to provide the railroad with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis.

**20.14 Searches** - If the railroad suspects that an employee or on-site contractor is in possession of illegal drugs, alcohol, or contraband in violation of this policy, the railroad may request the individual to submit to a search of his/her person, personal effects, vehicles, lockers, desks, work area, baggage, and employee quarters. By entering into or being present at a job site while on railroad time or representing the railroad in any way, an individual is deemed to have consented to such searches. If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate.

Searches will be conducted by management personnel and may or may not be conducted in the presence of the person whose property or work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by the railroad's representative conducting the search.

**20.15 Discipline Related to Abuse** - Employees in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.

**20.16 Confidentiality** - All medical and rehabilitation records are confidential medical records and may not be disclosed without the prior written consent of the patient, authorizing court order, or otherwise as permitted by state and federal law. Positive test results may only be disclosed to the employee; the appropriate medical and substance abuse treatment providers; the railroad's attorney; an railroad's representative necessary to respond to an alleged violation of this policy; individuals within the railroad who have a need-to-know of drug and/or alcohol testing results; and a court of law or administrative tribunal in any adverse personnel action.

**20.17 Definitions** – The following are the definitions for this section.

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

**Alcohol Use:** The drinking or swallowing of any beverage, liquid mixture, or preparation (including any medication) containing alcohol.

**Applicant:** A person, including a current employee, applying for any position with the employer (may also be referred to as the candidate).

**Contraband:** Any item such as illegal drugs, drug paraphernalia, or other related items whose possession is prohibited by this policy.

**Conviction:** A finding of guilt, including a plea of no contest or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug or alcohol statutes.

**Drug Test:** A urinalysis (urine) test that includes specimen collection and testing by a Department of Health and Human Services (DHHS) certified laboratory. Both a screening test and a confirmation test must be used to establish a positive test result.

**Railroad Premises:** All railroad property and facilities, the surrounding grounds and parking lots, leased space, employer-motor driven equipment/vehicles, offices, desks, cabinets, closets, etc.

**Released:** To release personnel from duty.

**Relieved:** To give personnel a break during his/her service hours.

**Illegal Drugs:** Any controlled substance or drug, the sale, possession, cultivation, transfer, use, purchases, or distribution of which is illegal. Illegal drugs include prescription drugs not legally obtained and/or prescription drugs not being used in the manner, combination, or quantity prescribed, or by the individual for whom prescribed.

**Legal Drugs:** Prescription drugs and over-the-counter drugs that have been legally obtained and are being used in the manner, combination, and quantity for which they were prescribed or manufactured.

**Positive Drug or Alcohol Test:** Any detectable level of drugs or its metabolite (in excess of trace amounts attributable to secondary exposure) in an employee's urine or blood. With respect to alcohol, a blood alcohol concentration of 0.02 or higher constitutes a positive test.

**Substance Abuse Professional (SAP):** A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with the knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.

**Supervisor:** An employee or an elected official who has been authorized to select, train, schedule, and evaluate the work of other employees, and to make decisions or effectively recommend actions related to the hiring, evaluation, and discipline of assigned employees. This person may also serve as the department head.















