

Train Conductor Activities

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1. Procedures For Train Operations
 - a. Before approaching train
 - i. Review rules
 - ii. Attend Safety Meeting
 - iii. Clarify responsibilities
 1. Brakemen
 2. Locomotive Engineers
 3. Car Hosts
 - b. In Yard Initial Brake Testing – “Terminal Test”
 - i. Ensure locomotive brake line is attached to car brake system and all car air lines are connected
 - ii. During in yard brake test, brake function as assessed by piston movement on all cars must be visually inspected to ensure all brakes are working on all cars
 - iii. Call - Conductor/Brakeman to engineer (locomotive number)
 1. Ready for brake test
 2. Brakes released - apply brakes
 3. Each car brake piston is inspected and reported
 4. The brakes must remain applied for at least 2 minutes
 5. Brakes applied - release brakes
 6. Each car brake piston is inspected and reported
 7. Brakes released - good test
 - b. Brake Testing - Subsequent Runs
 - i. Ensure locomotive brake line is attached to car brake system
 - ii. Test brakes on last car only
 - iii. Call - Conductor to engineer (locomotive number)
 1. Ready for brake test
 2. Brakes released - apply brakes
 3. Brakes applied - release brakes
 4. Brakes released - good test
 - c. Preparation To Depart
 - i. Check with Superintendent – receive OK to leave
 - ii. Ask engineer to sound the horn/whistle 2 minutes prior to planned departure
 - iii. Tell Car Hosts to:
 1. Pull up loading ramp boards and entryway plates
 2. Close car gates

3. Release hand brakes
4. Receive confirmation of handbrake release from each car
- iv. *Check to make sure the "blue light" is OFF.*
- v. Prior to departure check to make sure last car in the train is isolated from and uncoupled from rear engine after lead locomotive hookup - If not arrange with brakeman to uncouple during departure
- vi. Ensure crossing grade is protected and crossing signal is on
- vii. Notify engineer OK to proceed
- viii. Make sure the last car uncouples from other equipment while departing
- d. At Bonsal Yard Limit
 - i. Call dispatcher
 - ii. Notify dispatcher of train departure from yard and time
- e. Collect Passenger Count Totals from each Car Host
 - i. Current configuration includes the following cars:
 1. #100
 2. #101
 3. #200
 4. #201
 5. #308
- f. At Midway Crossing
 - i. Call dispatcher
 - ii. Notify dispatcher of crossing Midway and time
 - iii. Relay to dispatcher car passenger counts
- g. At New Hill Yard
 - i. Notify dispatcher of arrival and time
 - ii. Receive notification of handbrakes applied to all cars
 - iii. Then notify engineer OK to proceed
 - iv. After engine has departed open brake cock on end car
 - v. Following switching maneuvers, as engine approaches:
 1. Conductor or brakeman moves to the side of the track corresponding to the cab of the engineer – Diesel East side, Steam Engine, West Side
 2. Locomotive stops 10 +/- feet from caboose.
 3. Engineer gives one toot of the whistle indicating it is safe to move between cars
 4. Check locomotive coupler alignment
 5. Ensure locomotive coupler is open and pin is pulled up
 - vi. Using hand signals conductor or brakeman signals engineer to move locomotive to couple and then pullback
 - vii. If couplers don't engage, then have the engineer to pull away and try the procedure again.
 - viii. After successful coupling and pullback:

1. Engineer gives one toot on the whistle/horn to indicate it is safe to go between cars
 2. Attach brake hoses
 3. Open brake hose cock on the engine very slowly, head turned away and legs outside of the rail
 4. If there is air leaking from the brake hose, then close the hose cock on the engine and have the engineer pull the engine forward.
 5. Be sure to stand clear.
 6. Check the rubber seal in the hose and if torn replace.
 - a. Remove the seal by pulling out
 - b. Place a new one with the wide rim inside the hose opening
 7. Proceed to re-couple the train and check for any air leaks
 8. When brake line pressure is adequate the rear brakeman should proceed with brake test on rear car
 9. After completion of successful brake test notify Car Hosts to release all hand brakes and report
 10. Conductor moves to rear of train – talking along the way with the passengers
 11. Notify engineer when it is OK to proceed
- ix. After passing New Hill Yard marker notify Dispatcher that train has left New Hill Yard and the time
- h. At Midway Crossing
- i. Call dispatcher
 - ii. Notify dispatcher of crossing Midway and time
- i. At Mile Post 1 (One):
- i. Call Dispatcher
 - ii. Request permission to enter the Bonsal Yard
 - iii. Ensure that
 1. Crossing is protected
 2. Switches are set
 3. Track is clear
- j. In Bonsal Yard
- i. Talk with engineer as needed to place the passenger cars at the loading ramps
 - ii. Loading ramp spotting for Car #200 is crucial, aligning car to ramp
- k. When stopped
- i. Engineer gives one toot on the whistle/horn to indicate it is safe to proceed to unload cars
 - ii. Notify Car Hosts to set handbrakes and open gates
 - iii. Assist in emptying cars where needed
 - iv. Ask Car Hosts to report when cars are empty
- l. To reload the train for next trip

- i. Notify North Brakeman to proceed to couple engine to train
 - ii. Once engine is coupled and air is placed on train, notify south brakeman to uncouple engine from the train and have the engineer move the engine away
 - iii. Notify Car Hosts to proceed to load the train
 - iv. Go to Step B above to ready train for departure
- 2. Special Circumstances and Procedures as They Apply
 - a. Locomotive Switching Last Ride of the Day
 - i. Lead locomotive stops short of switch
 - ii. Car hosts set hand brakes
 - iii. Locomotive uncouples and departs
 - iv. Switch is reset
 - v. Replacement locomotive approaches
 - 1. Coupling procedures is done as in above routines including last car brake test.
 - 2. When coupling and brake testing is complete
 - a. Car Hosts release handbrakes
 - b. Approach into Bonsal Yard as above procedures.
 - b. Backing up across Daisy Street
 - i. The locomotive engineer needs to know
 - 1. Is the crossing protected?
 - 2. Is crossing signal on?
 - 3. Is signal man in position?
 - 4. Is the switch aligned and lock's hasp in correct place?
 - 5. Tell engineer how many car lengths to crossing
 - 6. Tell the engineer how many car lengths to the stop position
 - 7. Keep engineer apprised of progress
 - ii. After moves completed
 - 1. use standard tie down procedures on the passenger cars and engine
 - 2. Brakes on the cabooses are not set
 - c. NHVR Radio Communications
 - i. Identify yourself as "Conductor (locomotive number) to ..."
 - ii. Identify who you are calling "... to Engineer (locomotive number)"
 - iii. Speak clearly and distinctly
- 3. Miscellaneous Circumstances
 - a. Unusual Stops
 - i. Whenever a train is stopped for any reason other than usual stops notify dispatcher
 - ii. When train is ready to move again notify dispatcher