Union Pacific Rules

Train Dispatcher Rules

Includes Updates as of May 13, 2009

PB-20319

List of Rules deployed since 08/ 01/ 2008.

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20.1: Supervision

Reference: GCOR 1.45

Train dispatchers report to and receive instructions from the Corridor Director/Manager and/or proper authority.

Control operators are supervised by the train dispatcher in matters concerning train movement.

20.2: Duties of Train Dispatchers

Reference: GCOR 1.44

Train dispatcher’s responsibilities include:

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

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

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

20.4: Train Priority

Train dispatchers must be familiar with priorities, speed, and routing information of trains approaching their territory, or that are operating within their territory. Whenever possible, ensure priority trains are given preference and that no train is delayed unnecessarily.

20.5: Knowledge of Territory

Train dispatchers must:

- Be familiar with characteristics that affect safe and efficient train operation, (e.g., geographic, weather, local restrictions).
- Constantly be alert to, and inquire about, all information that affects operation of territories supervised.
- Plan as far in advance as practicable taking into consideration details which may affect train operations.
- Communicate with train dispatchers, terminal train dispatchers, supervisors of train operations and control operators of adjoining territories, giving particular attention to the movement and protection of trains and employees between territories.

20.5.1: Knowledge of Adjoining Territories

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

- Inform other railroads and terminals of train movements that affect them.
- Not issue Track Warrants, Track Bulletins, instructions, or take any actions that may affect another train dispatcher's territory until a mutual understanding is reached between the dispatchers.
- Not remove any blocking device applied to signals, switches or track placed by an adjoining dispatcher until a mutual understanding is reached between the dispatchers.

Train dispatchers, if allowed by software, may issue Track and Time to and including the next control point in the adjoining train dispatcher's territory after reaching an understanding with that train dispatcher.

20.6: Transfer

A transfer must be made to relieving train dispatcher to include the following, if applicable:

- Track Bulletins
- Absolute Blocks in effect
- Unforeseen Speed Restrictions
- Pertinent instructions and information
- All active authorities

Relieving train dispatcher must review all required items listed on transfer and General Orders, Train Dispatcher and Control Operator Bulletins and Office Notices.

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

The relieved train dispatcher must log off the train dispatching system and the relieving train dispatcher must log on to the train dispatching system before transfer is considered complete.

20.7: Proper Terms

Train dispatchers must do the following and require the same from others they communicate with:
Use terms that are clear and not in conflict with the rules.
Use proper instructions instead of rule numbers, except as otherwise provided in the rules.
Use exact words when quoting a rule.
Use only abbreviations authorized by the GCOR Glossary.

20.8: Requirements For Granting Authority

When transmitting, or accepting release of, authorities; or when transmitting any other mandatory directive or instruction in the CAD system, the train dispatcher or control operator must directly observe the screen display to ensure the employee's repeat is correct.

When transmitting authority, mandatory directive, or instruction; or when confirming the limits of authority that includes a control point, state the location as either "CP" or "Control Point," followed by the alphanumeric designation (e.g., "CP A010").

20.8.1: Requirements For Granting and Releasing Authority

The specified format must be used to grant authority.

When issuing verbal or written authorities train dispatcher must:

- Advise employee of any conditions or restrictions prior to issuing authority.
- Ensure instructions can be understood and that they are not in conflict with general orders, special instructions, or operating rules.
- Transmit authority with the precise limits and conditions that have been established in the dispatching system.
- Listen carefully while directly observing screen display during repeat of authority to ensure it is correct.
- Use only the "OK Time" on the CAD screen display.
- Guard against hazardous conditions and not create unsafe combinations.
- Void any written authorities that are not understood and reissue using a new number so they are understood by all concerned.
- Issue verbal authorities clearly, concisely and at a speed that can be received easily.
Train dispatchers must exercise caution to ensure that the employees do not misunderstand a discussion about work to be performed as being authority granted.

- When releasing authority:

  Care must be taken to ensure the correct authority is released. Train dispatchers' repeat of release must include, at a minimum, authority number, authority limits, release time, and name of employee releasing.

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**20.8.2: Confirmation of Limits Prior to Granting Authority**

Prior to verbally issuing authority, other than to a train, the train dispatcher or control operator must confirm the limits. Only the limits of authority must be confirmed, conditions of authority or other information should not be discussed at this time.

Confirmation of limits applies to Track and Time, Track Permits, Foul Time, and Track Warrants.

**A. Issuing Authority as Requested:**

1. Create the authority in the dispatching system and verify blocking is in place.

2. Using proper terminology, state the limits of the authority as they appear on the display screen.

3. Require the employee to acknowledge the confirmation of limits; for example, "That is correct, dispatcher," "Ready to copy," or "I understand you are giving me <limits>."  

4. Issue the authority with no changes in the confirmed limits.

**B: Issuing Authority When Requested Limits Are Unavailable or Specific Limits Are Not Requested:**
1. If unable to issue the authority as requested, state that those limits are not available. State the limits that can be granted and ask the employee if those limits are useable. If the employee has not requested specific limits, proceed directly to Step 2.

2. Create the authority in the dispatching system and verify blocking is in place.

3. Using proper terminology, state the limits of the authority as they appear on the display screen.

4. Require the employee to repeat the limits.

5. Once the limits are repeated correctly, the authority may be transmitted with no changes in the confirmed limits.

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**20.8.3: Hy-Rail Motor Patrol (BRONCO) Instructions**

Subdivisions authorized to operate Hy-Rail Motor Patrols (HMP) under storm protection are identified in the Area Timetable or Subdivision General Order. The Manager of Track Maintenance or his designate will notify the train dispatcher when train escort using HMP under storm protection is required.

When authorizing HMP, not on track and time, to operate during storm conditions, the train dispatcher must:

1. Issue a storm bulletin using Track Bulletin format:

   "STORM ORDER IS IN EFFECT BETWEEN (location) AND (location) SPEED WHERE VIEW OBSCURED 20 MPH UNLESS A GREATER SPEED IS AUTHORIZED BY THE HY-RAIL MOTOR PATROL OPERATOR."

2. Contact both the HMP Operator and train crew to ascertain a complete understanding of escort limits has been reached.

3. Authorize each new train escort movement with an HMP separately.
If the train and HMP operator report that they are unable to maintain communication with each other, issue joint Track and Time to both.

20.8.4: Remote Authority Instructions

20.8.4 Remote Authority Instructions

When utilizing the CAD Remote Authority System for the issuance or release of on-track authorities:

- The requirements of Rule 20.8.1 for releasing authority do not apply
- The requirements of Rule 20.8.2 pertaining to the confirmation of limits do not apply
- The requirement of Rule 24.2.6 pertaining to restating the limits does not apply

If the requested authority will be behind a train or trains, the dispatcher must know where the remote user will foul the track and verify that all trains listed on the authority are beyond this location. This requirement does not apply after the issuance of the first authority if the same train(s) are listed on subsequent contiguous authorities addressed to the same remote user.

If the remote user informs the dispatcher electronically that their work will shunt the signal circuits within a control point, or that dual control switches will be taken in hand operation, this satisfies the requirement of Rule 24.2.7 Shunting Signal Circuits to make this determination; however, the dispatcher must still provide protection.

20.9: Relaying Through Another Qualified Employee

When relaying authority through another qualified employee:

1. Give authority to third party:

   a. Transmit required authority to third party.

   b. Require third party to repeat.

   c. If correct, respond with "(Third Party ID), that is correct for relay."
2. Third party gives authority to employee requiring the authority:
   a. Instruct the third party to transmit the authority to receiving employee.
   b. Require third party to verify to train dispatcher that receiving employee has repeated correctly.

3. Give OK time and dispatcher's initials to third party:
   a. Give OK time and dispatcher’s initials to relaying employee.
   b. Instruct third party to give OK time and dispatcher's initials to receiving employee.
   c. Require that relaying employee advise train dispatcher when receiving employee has repeated OK time and dispatcher's initials.

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**20.10: Communications**

The train dispatcher’s communication console must be used for company business.

The unrecorded "side phone" must not be used to transmit or release authorities or issue instructions that affect the movement of trains, except in the event of communication failure.

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**20.11: Reports of Trespassers or Suspicious Activity**

In the event a report is received of suspicious activity, trespassers along the right of way, or unauthorized persons on equipment, obtain and forward to Corridor Director/Manager as much detailed information as possible. This should include a description, vehicles in the area, license plate numbers, or any other information that may help in a possible investigation.

If report involves suspicious activity or trespassers:

1. Protect the area, notifying trains if necessary.
2. Notify Response Management Control Center (RMCC).
If report involves vehicles on or near the track:

1. Immediately instruct all trains approaching the area to be prepared to stop short of obstruction.
2. Notify Response Management Control Center (RMCC).
3. If told that vehicle was stuck on track, verify that MW is notified to inspect track.

If report involves livestock on the right of way, advise closely approaching trains.

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20.12: Accidents, Injuries and Defects

Reference: GCOR 1.1.3

When a report is received from the field of accidents, injuries, or track or mechanical defects, the train dispatcher must ensure that the necessary safeguards are provided as soon as possible. In case of doubt as to whether operation of train(s) is safe, the train dispatcher must require train(s) to stop and examine the reported defect before proceeding.

If a defect is reported as a broken rail (including field weld failures or "pull-aparts"), movements over the defect must not be permitted until an employee qualified to inspect track has determined that the defect may be safely passed over and has prescribed an appropriate speed over defect.

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20.13: Care for Injured

Reference: GCOR 1.2.1

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

When responding to report of injuries:

1. Obtain exact location including railroad mile post and public access information.
2. Protect the location.
3. Notify Response Management Control Center (RMCC).
4. Give this priority over other duties.
20.14: Statements

Reference: GCOR 1.2.6

Train dispatcher must:

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

20.15: Rules Availability and Use

Reference: GCOR 1.3.1

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

- General Code of Operating Rules (GCOR)
- Rules Governing Train Dispatchers and Control Operators (RTDCO)
- System Special Instructions
- Timetables
- General Orders
- Safety Rules
- Air Brake and Train Handling Rules
- Form 8620-Instructions for Handling Hazardous Materials

Employees may utilize electronic media with the most recent approved versions in lieu of books. Employees must be able to access the electronic versions in a timely manner.

When any rule or instruction for train dispatchers is supplemented, modified, or canceled, the Vice-President Harriman Dispatching Center (HDC) will issue a Train Dispatcher and Control Operator Bulletin.

Train Dispatcher and Control Operator Bulletins do not supersede General Orders, Special Instructions or the General Code of Operating Rules.

Office Notices may be issued to cover territory or office specific instructions, which do not
supplement, modify or cancel a GCOR rule or RTDCO rule.

20.16: General Orders

Reference: GCOR 1.3.2

Train dispatchers must check new General Orders for items duplicated in track bulletins and must revise track bulletins to delete such items.

20.17: Irregularities

Reference: GCOR 1.4

Immediately report to the Corridor Director/Manager and, if necessary, proper authority any irregularities that pertain to:

- Train movement.
- Operation of signals or related apparatus.
- Handling or execution of track bulletins or track warrants.
- Compliance with or apparent lack of understanding of the rules.

20.18: Hours of Service Law

Reference: GCOR 1.17

A. Hours of Service Involving Trains

Plan operations to avoid violations and, if possible, prevent crews from tying up short of terminal because of hours of service. Report all violations or possible violations to the Corridor Director/Manager or proper authority.

B. Hours of Service Record for Train Dispatchers

Train dispatcher must maintain their own hours of service record with the following:
- Place (e.g., HDC Omaha, Spring, etc.), date, and name of employee.
- Occupation of employee (e.g., train dispatcher or control operator).
- Total number of consecutive hours and minutes off duty prior to going on duty. When off duty over 99 hours and 59 minutes, indicate 99+. If less than 99 hours and 59 minutes, the record must reflect actual hours and minutes.
- Date and time on duty.
- Date and time off duty.
- Total time of service.

Mandatory classes, meetings, drug tests, etc. required before or after shift are considered as commingled service and must be used in calculating consecutive hours off duty. The record should also include an explanation of commingled service.

**Note:** Time on or off duty must be recorded precisely. Transfers must be included in the time on duty. Train dispatchers must not work more than 9 hours in any 24-hour period. Report all violations to the Corridor Director/Manager or proper authority.

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**20.19: Unauthorized Persons**

**Reference: GCOR 1.22**

Unauthorized persons will not be allowed in the dispatcher’s cubicle.

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**20.20: Operation or Repair of Appliances**

**Reference: GCOR 1.23**

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

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**20.21: Fire**

**Reference: GCOR 1.28**
When report of fire is received:

1. Protect the area if the fire poses any threat to train operations or if train operations pose any threat to fire fighting personnel.
2. If a bridge or tunnel is involved, take additional precautions to prevent train movement until advised by employee in charge that movement may be resumed.
4. Record incident in Unusual Occurrences.

20.22: Handling Dimensional / Excessive Dimension Equipment

Reference: GCOR 1.36

A. Definition

In the application of this rule, the following definitions apply:

Absolute Meet

Absolute Meet is a fixed meeting point between opposing or passing trains where track centers permit safe clearance.

Dimensional Equipment

Dimensional Equipment is any car/load with a width of 11 Feet 0 inches to 12 feet 0 inches, inclusive.

Excessive Dimension Equipment

Excessive Dimension Equipment is any car/load with a width of more than 12 feet 0 inches.

Overhang

Loads that hang over the end of the car. These loads normally require idler cars placed at each end of the car.

Swingout
Swingout is the additional dimension a load may acquire when moving on a curved track (i.e. overhanging load which will "swing out" when rounding a curve).

B. Safe Movement

When moving Excessive Dimension equipment, train dispatcher must:

- Issue track bulletin:
  
  "EXCESSIVE DIMENSION EQUIPMENT (Car number) ON TRAIN (trainID) (#) FEET (#) INCHES WIDE ENROUTE (station) TO (station). BE GOVERNED BY RULE 1.36."

- Add any other restriction found on a clearance wire that affects the safe movement on that territory.
- If necessary, furnish advance information to crews concerning Absolute Meets with opposing and passing trains. Train handling equipment 13'00" or wider that requires absolute meets must be in CAD manual mode.
- Advise adjacent control areas of trains known to be handling Dimensional Equipment.
- Use appropriate CAD functions, whenever possible, to protect areas where restricted cars must not be met or passed.

Be governed by current Office Notices for instructions regarding train operations while handling any dimensional or excessive dimension equipment.

20.22.1: Close Clearance

When locations are identified that have track centers 12 feet 9 inches or less, a track bulletin must be issued to all trains using the following format:

"BETWEEN (milepost) AND (milepost) THERE IS CLOSE CLEARANCE BETWEEN (name) AND (name) TRACKS TRAINS HANDLING DIMENSIONAL OR EXCESSIVE DIMENSION LOADS MUST NOT EXCEED 30 MPH BETWEEN THESE LOCATIONS."
20.22.2: Protection of Dimensional / Excessive Dimension Equipment Staged or Setout Online

Where track centers are less than 14 feet, when a train will be staged online without a crew, the train dispatcher must ascertain, prior to releasing the crew, whether the train has a dimensional or excessive dimension load in the consist. If the trains consist contains a dimensional or excessive dimension load, a track bulletin must be issued using the following format:

"DIMENSIONAL (or excessive dimension) LOAD ON (name) TRACK AT (location) WILL NOT CLEAR EXCESSIVE DIMENSION LOADS 13 FEET 0 INCHES WIDE.

These instructions apply to dimensional or excessive dimension equipment setout online as well.

20.22.3: Overhanging Load with Swingout

Issue track bulletin to protect against overhanging loads which cause the swing out dimensions to exceed 12 feet 0 inches on the subdivision.

20.23: Reporting Engine Defects

Reference: GCOR 1.40

After receiving report of a locomotive malfunction, notify the locomotive help desk, reporting the following:

- Dispatcher position number and territory dispatched
- Train symbol and lead locomotive unit identification number
- Locomotive INITIAL AND NUMBER in trouble (if different from lead unit)
- Location of train and radio tower on which the crew can be contacted
- Problem that the locomotive is experiencing
20.24: Emergency Calls and Emergency Response

When responding to emergency calls, train dispatcher must:

- Give emergency calls priority over all other duties.
- Respond to adjacent workstations' emergency call, if unattended.
- Respond immediately, identifying that radio is being answered in response to the emergency call:

"UP (location) DISPATCHER (unique designation) RESPONDING TO EMERGENCY CALL ON (base radio location) RADIO, OVER."

- Respond a minimum of 3 times before disconnecting from an unanswered emergency call.
- Determine emergency services and support personnel needed.
- Ascertain as much information from initial contact as practical:

1. If a grade crossing / pedestrian accident:
   a. Crossing name, mile post, or other identifiable location
   b. Side of train that the vehicle ended up on
   c. Whether ambulance, or other emergency response may be needed for crew or passengers. **If not known, assume an ambulance is needed.**

2. All other emergencies:
   a. Emergency response equipment needed
   b. Other tracks blocked
   c. Other railroads or highways blocked
   d. Other threats which may exist.

- Obtain exact location of incident including railroad mile post and public access information.
- Make notification to Response Management Communications Center (RMCC) using the speed dial labeled RMCC 911 on your AVTEC or dial 8-544-7622 (company line) or 1 888-877-7267. After RMCC has been notified, inform your Corridor Director/Manager of all known information. Protect the location, if necessary.
- When necessary, secure the area of the emergency from other train movements that could cause unnecessary interference and danger.
- Monitor radio and render all possible assistance.
Gather information, determining if relief crew is needed.
Enter necessary information in Unusual Occurrences, when required.

The Corridor Director/Manager, RMCC and Service Interruption will make all subsequent notifications.

20.24.1: Passenger Train Emergency

For passenger train emergency, regulations define an emergency as:

- A derailment
- A fatality at a grade crossing
- A passenger or employee fatality, or a serious illness or injury to one or more passengers or crewmembers requiring admission to a hospital
- An evacuation of a passenger train
- A security situation (e.g., a bomb threat)

When notified of a passenger train emergency, the train dispatcher must:

- Protect the affected area from other train movements, including adjacent rail modes of transportation, that could cause unnecessary danger to passengers, crew, and emergency responders
- Notify RMCC with all known details
- Notify Corridor Director/Manager with all known details
- Monitor the situation and provide assistance, as required

20.25: Protecting Unforeseen Restrictions

Reference: GCOR 2.14

Whenever possible, create a Protective Track Tag (PTT) or Track Restriction Protection (TRP) to protect an unforeseen restriction. Verify the correct placement of a PTT with the requesting field employee, to include affected range of control points and track. Prior to finalizing the process, repeat the information from the CAD screen to the employee. The train dispatcher must not relieve the employee of providing flag protection until protection has been properly placed to prevent movement into the affected area, and all affected trains within the protected limits have received the restriction.
Use the appropriate CAD function when transmitting a restriction. If verbally transmitted: when the restriction has been correctly repeated, give the OK time from the PTT or track warrant ORS screen and dispatcher's initials.

20.25.1: Overriding PTT Protection Using Approach Hold Release

Reference: GCOR 2.14

The Approach Hold Release function may only be used to clear a signal into a PTT when:

- The CAD system cannot determine which train the signal is requested for. The train dispatcher must verify the train has the restriction prior to requesting the signal.
- CAD "Yard" train ID needs the signal for switching moves. The train dispatcher must verify the train has the restriction prior to requesting the signal.
- A Signal employee requests that the signal be cleared for testing purposes.

All other train symbols must be issued the restriction using the PTT function before allowing entry into the affected area.

20.26: Statement of Numbers in Mandatory Directives

Reference: GCOR 2.14.1

When transmitting a mandatory directive, the train dispatcher must state numbers by single digits as shown in the following examples, and may also spell or restate the numbers, if further clarification is needed:

Single Digit Numbers: State the number.

Examples:

(to transmit the number 1) "One."

(to transmit the number 8) "Eight."
Multiple Digit Numbers: State the number in single digits.

Examples:

(to transmit the number 17) - "One - Seven"

(to transmit the number 273.5) - "Two - Seven - Three - Dot - Five."

(to transmit the number 19550) - "One - Nine - Five - Five - Zero."

The numbers which must be stated by digit are as follows:

- Authority number (when applicable)
- In the address, engine number or employee ID if radio call sign includes numbers
- All numbers contained in the "body" of the mandatory directive which will be written down by the person receiving it.

The numbers which do not have to be stated by digit:

- The date
- The Box or Line number in a track warrant
- The total and individual line numbers in the track warrant summary
- The OK time.

The train dispatcher may choose to state the number and then restate the number in single digits. To prevent an employee from mistaking the last digit of the number, when transmitting a multiple digit number ending in a zero (i.e. 50, 270, 1380), extra care must be taken to place a deliberate pause between stating the number and repeating the single digits.

Examples:

"Fifty. Five - Zero", without a pause, may be mistaken by the employee as "Fifty-Five dot zero".

"Two Seventy. Two - Seven - Zero" without a pause, may be mistaken by the employee as "Two seventy two dot zero".

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20.27: Games, Reading, and Electronic Devices
Train dispatchers are prohibited from using a cellphone or other wireless communications device while on duty and located at the train dispatching workstation.

20.28: Handling Key Trains and/ or Toxic Inhalation Hazard (TIH) Cars

(Note: "TIH" refers to both Toxic Inhalation Hazard and Poison Inhalation Hazard.)

The purpose of this rule is to clarify the manner in which Key Trains or trains handling any loaded TIH cars are to be handled with regard to the use of 10 MPH sidings.

Trains handling loaded car(s) of TIH are to be dispatched in the same manner as Key Trains. In this rule the term “Key Train” refers to both Key Trains and any train handling loaded TIH cars.

Train Dispatchers must plan the operation of their territory in advance in order to keep Key Trains on the main track at meeting points when practical. At locations where the siding speed is 10 MPH or less, a Key Train must hold the main track, except under the following conditions:

- When necessary to meet another Key Train at the location of a 10 MPH (or less) siding;
- When necessary to meet a passenger train other than a business car special; or,
- When authorized by a Dispatching Center Superintendent to place a Key Train in a 10 MPH (or less) siding.

When a Key Train is placed in a 10 MPH (or less) siding to meet another train(s), the train dispatcher must instruct the first train holding the main track to stop before passing any portion of the Key Train until the Key Train is stopped in the siding, and then to proceed at restricted speed passing the Key Train in the siding until it is known that the main track is not fouled. If another employee is in a position to visually verify that the Key Train in the siding is not fouling the main track prior to the arrival of the first train to be met, the requirement to have the first train operate at restricted speed will not apply.

Updated: 5/05/2009
21.0: SIGNALS AND THEIR USE

- 21.1: Track Bulletins Where GCOR Rule 5.4.4 in Effect
- 21.2: Display of Red Flag or Red Light
- 21.3: Whistle Failure
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- 21.5: Engine Identifying Number
- 21.6: Protection of Occupied Outfit Cars
- 21.7: Blue Signal Protection of Workmen
- 21.8: Improperly Displayed Signals
- 21.8.1: Improperly Displayed Block Signals

21.1: Track Bulletins Where GCOR Rule 5.4.4 in Effect

Reference: GCOR 5.4.4

Where Rule 5.4.4 (Authorize Protection by Yellow or Yellow-Red Flag) is in effect, requests for track protection using Form A or Form B should be referred to Corridor Manager.

Exception: When restriction is less than 2 miles from a junction, terminal or another area, issue track bulletin to advise location of yellow or yellow-red flags.

21.2: Display of Red Flag or Red Light

Reference: GCOR 5.4.7

A train dispatcher must not authorize a train to pass a red flag or red light.

Note: MW rules require a red flag to be displayed on a stiff pole. Red cloth or other red objects on the ground and not displayed on a stiff pole are not to be considered as a red flag.
21.3: Whistle Failure

Reference: GCOR 5.8.3

Whistle failure must be reported to the locomotive help desk and Corridor Manager as soon as possible.

21.4: Headlight Failure

Reference: GCOR 5.9.3

Headlight failure must be reported to the locomotive help desk and Corridor Manager as soon as possible.

21.5: Engine Identifying Number

Reference: GCOR 5.11

All trains and engines will be identified by their initials and unit number when using written, verbal or electronic communication. The identifying number will be the number of the lead unit, unless changing direction during a trip or tour of duty when that unit is no longer the lead unit.

In track bulletins that advise employees about Excessive Dimension equipment, trains may be identified by train symbol and passenger trains may be identified by schedule number.

21.6: Protection of Occupied Outfit Cars

Reference: GCOR 5.12

The train dispatcher must apply blocking mechanism to prevent unauthorized movement into the protected area before informing employee that protection is provided for outfit cars.

When protecting outfit cars the train dispatcher must fill out the prescribed form and maintain
Blue signal protection of workmen.

**Reference: GCOR 5.13**

Train dispatcher must not provide blue signal protection on the main track except at locations specifically exempted by the Federal Railroad Administration.

When providing blue signal protection for other than a main track, the train dispatcher must have control of access into track where protection will be provided.

Switches must be lined to prevent access to the track being protected and control blocks applied.

Blue signal protection must be recorded on the prescribed form and kept on record for 15 days.

A form can be found in TCS user group "DIR".

IN TCS Enter SW DUP FORM25 DIR

1. Type "FORM25 – (current date)" as message name.
2. Identify appropriate location in message description area and record protection provided.
3. When protection is released, form must be completed.

When blue signal protection is authorized, use verbal format: "(Employee name) YOU ARE GRANTED BLUE SIGNAL PROTECTION ON (track)."
21.8: Improperly Displayed Signals

Reference: GCOR 5.15 and 9.4

Improperly displayed signal or the absence of a signal, flag, or sign must be reported to the Corridor Manager and/or to proper employee.

When possible, verbally notify approaching trains of the condition.

21.8.1: Improperly Displayed Block Signals

Reference: GCOR 5.15

If any irregularities are detected in the operation of a block signal appliance, display controlled signals to their most restrictive indication and place track or location in manual mode until repairs are made.

This rule applies to any block signal aspect irregularity other than a proceed indication into an occupied block or block in which a switch is open. If a proceed indication into an occupied block is reported, refer to Rule 23.7.

Updated: 8/01/2008


22.0: MOVEMENT OF TRAINS AND ENGINES

- **22.1: Initiating Movement**
- **22.2: Reverse Movement**
- **22.3: Movement of On-Track Equipment on Signal Indication**
  - **22.3.1: Movement of On-Track Equipment on Signal Indication within Cab Signal Territory**
  - **22.3.2: High-Speed Work Equipment**
- **22.4: Protection of Equipment/Train Left on Main Track**
  - **22.4.1: Employee Notification of Equipment Location**
  - **22.4.2: Removing Protection for Standing Equipment**
  - **22.4.3: Protection of Unattended Equipment/Train Left on Siding in Non-Signaled TWC Territory**
  - **22.4.4: Track Breach Protection on Adjacent Track**
- **22.5: Precautions Against Unusual Conditions**
  - **22.5.1: Heat Restrictions**
  - **22.5.2: Cold Weather Restriction**
  - **22.5.3: Tornado Instructions**
  - **22.5.4: High Wind Instructions**
  - **22.5.5: Heavy Rains and Flooding Conditions**
- **22.6: Protection Against Defects**
- **22.7: Emergency Stop or Severe Slack Action**
- **22.8: Receiving or Discharging Passengers**
- **22.9: Automatic Warning Devices**
  - **22.9.1: Automatic Warning Devices Disabled**
- **22.10: Insufficient Clearance at Road Crossings**
- **22.11: Impaired Sight Distance or Damaged Crossbucks**

**22.1: Initiating Movement**

Reference: GCOR 6.2

All trains are required to obtain a Track Warrant for Bulletins prior to initiating movement on main track.
Except: Switching or yard moves and trains that are operating on territories where Rule 5.4.4 is in effect, may determine from the train dispatcher or yardmaster if any track bulletins are in effect. If no track bulletins are in effect, advise that none are needed.

22.2: Reverse Movement

Reference: GCOR 6.4.1

Before granting permission for a reverse movement:

A. Application of this rule:

- In ABS TWC territory, paragraph "B" and "C" apply.
- In non-signaled TWC territory, only paragraph "C" will apply.
- Within CTC or manual interlocking limits, set the controlled signal providing access to the rear of train to Stop and apply blocking mechanism to prevent unauthorized movement into protected area if paragraph “B” or “C” have not been applied.
- In Rule 9.14 territory, (where Rule 9.15 is not in effect) set the controlled signal providing access to the rear of the train making reverse movement to Stop and apply blocking mechanism to prevent unauthorized movement into protected area if paragraph “B” has not been applied.

Permission for reverse movement in Rule 9.14 or 9.15 territory may only be given for a train to pass the block signal protecting the rear of the train. Any movement beyond the second signal to the rear is a movement against the current of traffic and must be protected by track bulletin or track permit.

B. Instruct first following train within the same limits to stop and remain stopped until advised reverse movement is completed. Do not grant any authority between train making reverse movement and first train stopped.

C. Issue joint authority when any of the following are in effect within the same limits behind the train making reverse movement:

- Track and Time in CTC territory
- Track Permit in Rule 9.15 territory
- Box 4 Work Between in TWC territory
22.3: Movement of On-Track Equipment on Signal Indication

While handling all self-propelled rail grinders, in-track welders and other equipment designated by the Chief Engineer to run on signal indication, the train dispatcher must provide protection against following train movements using one of the following methods:

- In CTC, auto routing and automatic clearing features must not be used to move on-track equipment. The track block feature in the dispatching system can be used or place the control points or locations in manual mode. All dual control switches over which the equipment will pass must be blocked.
- In TWC, issue track warrant using box 4 and do not issue with joint authority using box 11, 12 or 17.

22.3.1: Movement of On-Track Equipment on Signal Indication within Cab Signal Territory

On-track equipment, equipped with a working cab signal device, may operate on signal indication within cab signal territory. On-track equipment not equipped with a working cab signal device, will operate as follows:

- In CTC or Rule 9.15 ACS, CBS or ATC territory, all movement will be made on Track and Time or Track Permit authority.
- In Rule 9.14 ACS or ATS territory, all movement will be made with absolute block established in advance of the movement.

22.3.2: High-Speed Work Equipment

On-track equipment authorized by the Chief Engineer to operate at a speed higher than the normal MW work equipment speed will be identified as "high speed work equipment." This equipment will be authorized to operate at up to maximum timetable speed (not exceeding 49 MPH) and will be exempted from, among other things, the requirement to be prepared to stop and protect all road crossings at grade. The train dispatcher must ensure that all unforeseen track restrictions, including those concerning automatic crossing device failures, are delivered to the employee in charge of the high speed work equipment.
22.4: Protection of Equipment/Train Left on Main Track

Reference: GCOR 6.20

Train dispatcher or control operator must provide protection before authorizing a crew of a train to leave equipment on the main track (outside of yard limits) without flag protection.

**NOTE:** Unattended locomotive(s), not coupled into other equipment, must not be left on the main track. (ABTH Rule 32.1.3)

Protection must be provided in the following manner:

A. In CTC, manual interlocking limits, or track permit territory, apply protective track tag or track tag with block, stating “EQUIPMENT (or Train) ON (track) BETWEEN (mile post/location) AND (mile post/location).”

B. In current of traffic (Rule 9.14 territory, where Rule 9.15 is not in effect) a track bulletin (see example 1) must be issued immediately to all trains which may operate against the current of traffic on the affected track.

C. In TWC territory (non-signaled and ABS), trains or equipment tied up or left on main track must be protected by track warrant. Use the following process when protecting a train or equipment left on main track:

1. Issue a track warrant to "Dispatcher", with a Line 4 "Work Between", Line 11 "Joint with Trains...", and Line 17 "Other Specific Instructions" Limits occupied by other men or equipment. (Computer will automatically generate a Line 9 "Do not foul limits ahead of ...") (see example 2)
2. Prior to requesting and/or accepting the release of the train's warrant, verify that the train is stopped within the limits of the "dispatcher" warrant. Advise crew that train or equipment is protected and then have the train crew release their track warrant.

In addition, in non-signaled TWC territory, a track bulletin must be issued and given immediately to all trains approaching the location of the train or equipment left on main track. (see example 1)

Example 1:
"(Name) TRACK BLOCKED WITH EQUIPMENT (or Train) BETWEEN (location/milepost) AND (location/milepost). BE GOVERNED BY GCOR RULE 6.20."

Example 2:

<table>
<thead>
<tr>
<th>To: Dispatcher</th>
<th>At: Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Box (4) Work Between (location) and (location)</td>
<td></td>
</tr>
<tr>
<td>X Box (9) Do not foul limits ahead of (Train ID)</td>
<td></td>
</tr>
<tr>
<td>X Box (11) Between (location) and (location) make all movements at restricted speed. Limits occupied by train or engine.</td>
<td></td>
</tr>
<tr>
<td>X Box (17) Other Specific Instructions: - Limits occupied by other men or equipment Equipment (or Train) on (track) between (milepost/location) and (milepost/location). or Any other information that will help protect the main track.</td>
<td></td>
</tr>
</tbody>
</table>

The limits of track warrant must be as short as possible, protecting both ends of equipment left on main track.

22.4.1: Employee Notification of Equipment Location

Before granting authority to enter any protected limits where equipment has been left standing, employee receiving authority must be notified of the location of the equipment.

22.4.2: Removing Protection for Standing Equipment

The train dispatcher must confirm that the track is clear of standing equipment before removing protection.

Do not use a Box 1 on a train’s Track Warrant to VOID the Track Warrant that was issued to
22.4.3: Protection of Unattended Equipment/ Train Left on Siding in Non-Signaled TWC Territory

When trains or equipment are left unattended on sidings in non signaled TWC territory, the Train Dispatcher must issue a Line 17 "Other Specific Instructions" on all subsequent track warrants which grant authority past the occupied siding until another train crew or employee has advised that all switches are in normal position. Line 17 will state "Comply with procedure PS at (Station Name)."

After being advised that the train or employee has passed the location of the unattended equipment, the train dispatcher may discontinue the issuance of the line 17.

22.4.4: Track Breach Protection on Adjacent Track

Reference: System Special Instructions – Item 12

Note: Do not confuse Track Breach Protection with any type of authority to occupy a main track or controlled siding. If authority is required to perform work, issue the appropriate authority on the track(s) that will be occupied.

Train dispatchers may provide Track Breach Protection only on controlled track(s) adjacent to where work will be performed. Limits will be defined by control points (CP’s) or whole mileposts (MP’s), fractional mileposts must not be used.

Prior to providing Track Breach Protection, the train dispatcher must verify that:

- Requested limits are clear; or all trains within requested limits are either:
  - Beyond the location where protection will be provided, or
  - Have been instructed to stop short of the location where protection will be provided
- None of the following are in effect within the same or overlapping limits: Track and Time, Foul Time, Track Permit, Box 4 Work Between, Form B, track out of service
- The request includes train symbol, crew member’s occupation and name, limits, and track to be protected
Issuing Track Breach Protection:

1. Create the Track Breach Protection using the CAD PTT or TRP function. If using the PTT function, verify that blocking mechanism is correctly applied.
2. Issue the protection.
3. When repeated correctly, the repeat must be acknowledged as correct.
   ("OK" time and dispatcher initials are **NOT** required.)

While Track Breach Protection is in effect:

Before granting authority to trains to enter the protected limits, notify them of the condition using the appropriate CAD function.

The protection must not be removed until released by the employee whose name is on the Track Breach Protection, or that employee’s Hours of Service has expired.

22.5: Precautions Against Unusual Conditions

Reference: GCOR 6.21

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

1. Immediately warn all concerned, including trains approaching location, using the quickest means of communication available.

2. Set signals to stop in CTC territory and in TWC territory provide protection by track bulletin or other safeguard as soon as possible.
   - If available, apply a blocking mechanism to prevent unauthorized movement into the affected area. If any train or employee holds authority in the affected area in which the blocking mechanism is to be applied, the train dispatcher must advise each train or employee of the condition.

**Note:** When it is necessary to apply a blocking mechanism to protect a condition that affects more than one track at the same location, care must be taken to apply the blocking mechanism to all affected track segments over which an alternate route could be established on an adjacent track (siding, main tracks and multiple main tracks).
A non-protective blocking mechanism must not be used to protect any condition that affects the safe passage of trains or safety of employees.

3. Upon receipt of any report of severe weather conditions that may affect safe train operations, immediately advise all trains within or approaching the area.

4. In cases of extreme weather conditions such as heat, cold, or flooding, make special effort to provide maintenance employee access to track.

22.5.1: Heat Restrictions

When a track supervisor requests a track bulletin because of extreme heat, it must include:

- Necessary level of heat restriction (Level 1 or 2)
- Time and location limits.

"LEVEL (1 or 2) HEAT RESTRICTION APPLIES AS PRESCRIBED BY SYSTEM SPECIAL INSTRUCTIONS ITEM 2-D BETWEEN (time) AND (time) (location) AND (location)." (add "DAILY" if necessary)

Issue to all affected trains operating through limits.

22.5.2: Cold Weather Restriction

When a track supervisor requests a track bulletin because of extreme cold, it must include:

- Necessary level of cold restriction (Level 1 or 2)
- Location limits

Include time limits of the restriction only if requested.

"LEVEL (1 or 2) COLD RESTRICTION APPLIES AS PRESCRIBED BY SYSTEM SPECIAL INSTRUCTIONS ITEM 2-E BETWEEN (location) AND (location)." (Add "DAILY" and/or effective time if necessary)
Issue to all affected trains operating through limits.

22.5.3: Tornado Instructions

When a dispatcher receives a tornado warning:

- Protect the limits specified in the warning with a PTT, track tag and block, TRP, or dispatcher warrant.
- Advise all trains within or approaching the affected area: inform them of the geographic limits and effective start time of the warning, and instruct them to comply with Item 16 of the System Special Instructions.
- Do not transmit an expiration time of the warning.
- When a warning has expired and no additional warnings have been issued, advise trains that the tornado warning is no longer in effect.

22.5.4: High Wind Instructions

**Passenger and Commuter Trains:** Passenger trains must not be allowed to operate when actual or predicted sustained wind or gust speeds exceed the following parameters:

- Union Pacific Passenger Equipment . . . . . . . . . 80 MPH
- Amtrak Passenger and Express Car Equipment . . . . 80 MPH
  (includes Amtrak approved special trains)
- West Coast Commuter Operations . . . . . . . . . . . 80 MPH
- Chicago Commuter Operations . . . . . . . . . . . . . . 70 MPH

**Freight Trains:**

When actual or predicted sustained wind or gust speeds are greater than 50 mph, take the following actions. (These warnings may be in the form of Wind Detectors, Weather Data Warnings, or Local Observations. When reports are received from multiple sources, the highest projected wind speed must be used to determine blow over speed.)
- When actual or predicted sustained wind or gust speeds are greater than 90 mph, stop all trains.
- When actual or predicted sustained wind or gust speeds are greater than 50 mph but less than 91 mph, the corridor director/manager will follow these procedures:

1. Determine the blow over speed for each train operating within or that will enter the affected area. ITMS and -94 inquiry are two available tools.

2. Trains with cars that indicate blow over speeds less than the actual or predicted sustained wind or gust speed must do one of the following:
   - Stop immediately if within the affected area
   - Not enter the affected area
   - Be rerouted
   - Set out the car that has a blow over speed less than the wind speed

3. When a train will be held or a car will be set out the corridor director/manager must notify the Superintendent (and the Intermodal manager, if intermodal equipment is involved). The Intermodal manager should be able to determine if container information is correct and advise if it is appropriate to set out the car in question or hold the train according to customer requirements.

   - These restrictions will remain in place until the Weather Warning has expired or been cancelled, or until 30 minutes after the wind speeds decline or after the last gust, that restricted the train, was recorded. Concurrence of the Superintendent is necessary to release trains less than 30 minutes after last occurrence. The weather service may be contacted to confirm that the wind has abated.
   - Tornado warnings are governed by Special Instructions Item 16.
   - These instructions are not issued to crews because they do not normally have the means of determining the actual wind speed.

**Foreign Line Trains:**

If unable to determine the blow over speed for a foreign train, do not allow it into the affected area, or stop the train if it is operating within the affected area, until the foreign railroad can be contacted. The foreign railroad should furnish the car types on the train. Be governed by the following:

- When actual or predicted sustained wind or gust speeds are greater than 55 mph, stop all trains with loaded or empty containers, including double stack trains.
- When actual or predicted sustained wind or gust speeds are greater than 65 mph, stop all trains with loaded or empty trailers, bi-levels, tri-levels, and/or containers including
those on double stack cars.

- When actual or predicted sustained wind or gust speeds are greater than 80 mph, stop all trains except passenger trains, loaded and empty unit coal trains, and loaded unit grain trains.
- When actual or predicted sustained wind or gust speeds are greater than 90 mph, stop all trains.
- Foreign line trains may also be released from these restrictions after waiting 30 minutes since the wind speed declined or last gust was recorded.

22.5.5: Heavy Rains and Flooding Conditions

When a report (including automated weather alert) is received advising of heavy rain, flash flood or flooding conditions, be governed as follows:

1. Immediately contact all trains within or approaching the area and advise of the location or limits of the potential high water situation, adding the following verbiage: "Within these limits (or "At this location), be governed by Rules 6.21 and 6.21.2."
2. Apply blocking device to affected area.
3. Verify that track inspector is notified to proceed immediately to the area to inspect the track.
4. When the track inspector advises ready to begin inspecting, give preference to allow the track inspection, holding trains if necessary.
5. If a report is received from any source that water is over the top of the rail, instruct train (s) to stop and to remain stopped until the track has been inspected and it is determined that movement can be made safely.
6. Protection may be removed when advised it is no longer necessary, but flash flood warnings must continue to be issued until all warnings have expired.

22.6: Protection Against Defects

Reference: GCOR 6.21.1

A. Defect Reported by Train:

When crew members report a defect or condition, including rough track or thermal misalignment (could be reported by an employee as a sun kink), that might cause an accident, the train dispatcher will, if possible, provide protection and inform crew such protection has
been provided. In addition, the train dispatcher must do the following:

1. Determine location of defect.

2. Immediately advise any train approaching the reported defect on the same track using verbal format:

"(Train ID) reduce to restricted speed not exceeding 10 MPH between (location) and (location) until rear of train clears the restricted area."

If in doubt as to whether the reported track is passable, stop trains until advised by a maintenance employee qualified to inspect track that it is safe for movement.

3. Apply a blocking mechanism to prevent unauthorized movement into the affected track until all trains requiring the restriction have been advised.

4. Notify appropriate track supervisor.

Continue to require all train movements at that location to be made at restricted speed, not exceeding 10 MPH until advised by a maintenance employee qualified to inspect track that the restriction is no longer required.

B. Defect Reported by Maintenance Employees:

When maintenance employees request protection for impassable track or a track which is unsafe for normal track speed, the maintenance employee must be advised to continue providing protection until relieved by the train dispatcher.

C. Defect Reported as a Possible Broken Rail

When a report is received of a possible broken rail, the train dispatcher must:

1. Determine location of defect.
2. Immediately advise any train approaching the reported defect on the same track to stop before passing over the location and not proceed until authorized by a maintenance employee qualified to inspect track.
3. Apply a blocking mechanism to prevent unauthorized movement into the affected track until all trains requiring the restriction have been advised.
4. Notify appropriate track supervisor.

Do not authorize train to pass over broken rail until advised by a maintenance employee
qualified to inspect track that it is safe to do so.

D. Possible Defect Observed by Train Dispatcher

When the train dispatcher observes a train or on-track equipment leaving two separate track occupancies on screen display closely behind their movement, the dispatcher must stop this movement immediately. Once stopped, the train dispatcher must:

1. Advise the crew to receive a roll-by inspection of the train or equipment from qualified employees looking out for suspected flat wheels or any other defect that may cause broken rail, not exceeding 10 mph during the roll-by inspection. (Crew must make the roll-by inspection if no other qualified employees available).
2. Place the affected tracks in manual mode.
3. Notify the Signal Technician and Corridor Manager.

If no defects are found during the roll-by inspection, train or on-track equipment may proceed at normal speed.

22.7: Emergency Stop or Severe Slack Action

Reference: GCOR 6.23

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

- Know that any movement within the limits to be protected has been notified of the condition before the crew is relieved of providing protection.
- Apply blocking mechanism to prevent unauthorized movement into the protected area until trains entering are notified of train in emergency or advised that adjacent track(s) are safe for passage.
- In locations where a blocking mechanism cannot be used, verbally contact trains that may meet or pass affected train to advise of location and status of train stopped.

22.8: Receiving or Discharging Passengers

Reference: GCOR 6.30
When a passenger train or business car special is approaching a station where it will receive or discharge passengers, trains must not be allowed to proceed between the station platform and the passenger or business car special. Protection must be provided in one of two ways:

1. Blocking mechanism must be used to prevent unauthorized movement of trains or equipment on the affected track until advised that the passenger train or business car has departed the platform; or,
2. The train crew of the passenger train or business car must be instructed not to enter the station until it is known that the track(s) separating their train and the platform are clear and that no further movement will be authorized.

This rule does not prohibit meeting passenger trains at stations where passengers will be received or discharged.

22.9: Automatic Warning Devices

Reference: GCOR 6.32.2

When advised of a defective or malfunctioning automatic crossing warning device, the location must be immediately protected and reported to the signal technician.

When notified that an automatic crossing device is malfunctioning, the train dispatcher must:

1. Obtain as much detailed information as possible about malfunction.

2. Notify closely approaching trains of the malfunctioning crossing device, and instruct crew to be governed by Rule 6.32.2.

3. Contact the Harriman Dispatching Center (HDC) crossing signal technician and be governed by the technician’s instructions.

   (a) If automatic crossing device fails to operate:

       Issue the following track bulletin (XG) or, where software allows, use a blocking mechanism to prevent unauthorized movement into affected area.

       “AUTOMATIC CROSSING DEVICE HAS AN ACTIVATION FAILURE AT
If using a blocking mechanism, advise trains of location before allowing entry into the affected area using the verbal format:

"(engine ID) comply with procedure XG at (location)."

(b) If automatic crossing device is activated falsely or gate is broken:

Issue the following track bulletin (XH) or, where software allows, use a blocking mechanism to prevent unauthorized movement into affected area.

"AUTOMATIC CROSSING DEVICE NOT WORKING PROPERLY AT (______). RULE 6.32.2 PROCEDURE 2 APPLIES."

If using a blocking mechanism, advise trains of location before allowing entry into the affected area using the verbal format:

"(engine ID) comply with procedure XH at (location)."

4. Where track bulletin is used, this information may be transmitted verbally to commuter trains with engineer only in the cab.

5. Protection must remain in place until notified by signal technician that crossing protection is restored to normal operation.

NOTE: Signal technician will notify local law enforcement.

22.9.1: Automatic Warning Devices Disabled

Reference: GCOR 6.32.2

When notified that automatic warning devices are (or will be) disabled, the location must be protected by issuing the following track bulletin (XS) or, where software allows, use a blocking mechanism to prevent unauthorized movement into affected area.

"AUTOMATIC CROSSING DEVICE DISABLED AT (______). RULE 6.32.2 PROCEDURE 1 APPLIES."
If using a blocking mechanism, advise trains of location before allowing entry into the affected area using the verbal format:

"(engine ID) comply with procedure XS at (location)."

The train dispatcher can modify this format as needed to accommodate a start time, multiple crossing devices disabled within the same Form B or area, and also to specify which tracks are affected.

22.10: Insufficient Clearance at Road Crossings

Reference: GCOR 6.32.4 and 6.32.7

When notified road crossings not cut as required by Rule 6.32.4 and the road crossing will be left unattended, the location must be protected by issuing the following track bulletin (XC) or, where software allows, use a blocking mechanism to prevent unauthorized movement into affected area.

"DO NOT EXCEED 15 MPH APPROACHING CROSSING(S) AT (location) UNTIL CROSSING(S) ARE OCCUPIED."

If using a blocking mechanism, advise trains of location before allowing entry into the affected area using the verbal format:

"(engine ID) comply with procedure XC at (location)."

22.11: Impaired Sight Distance or Damaged Crossbucks

Reference: GCOR 6.32.4

When notified of impaired sight distance or damaged crossbucks at road crossings, the location must be protected by issuing the following track bulletin (XI) or, where software allows, use a blocking mechanism to prevent unauthorized movement into affected area.

"DO NOT EXCEED 15 MPH (at location) UNTIL CROSSING IS OCCUPIED."

If using a blocking mechanism, advise trains of location before allowing entry into the affected
area using the verbal format:

"(engine ID) comply with procedure XI at (location)."

Updated: 5/13/2009
23.0: SWITCHES AND BLOCK SYSTEM RULES

- 23.1: Main Track Switches in TWC Territory
- 23.2: Hotbox Signal Clear
- 23.3: Where Stop Must Be Made
- 23.4: Changing Established Route
- 23.5: Protection During Repairs
- 23.6: Authority to Proceed
- 23.7: Failure to Display Most Restrictive Indication
- 23.8: Track Occupancy Indication (TKO)
- 23.9: Intermittent Track Occupancy Indication
- 23.10: Stop Indications / CTC
- 23.11: Stop Signal / Manual Interlockings
- 23.12: Stop Signal / Automatic Interlockings
- 23.13: Stop Signal / ABS Territory
  - 23.13.1: Stop Indications / Hold Points
- 23.14: Hand Operation of Dual Control Switches
- 23.15: Rule Deleted
- 23.16: Authorizing Movement Against the Current of Traffic
- 23.17: Voiding Track Bulletin Form C For Single Track Operation
- 23.18: Issuing Track Permits
- 23.19: Clearing Track Permits
- 23.20: Signal Protection in ABS by Lining Switch
- 23.21: Electrically Locked Switches and Derails

23.1: Main Track Switches in TWC Territory

Reference: GCOR 8.3

- Do not authorize a train to leave main track switch open in non-signaled TWC territory.
- A main track switch may only be left open when authorized by track warrant in signaled TWC except when train crews are applying the 7th bullet of GCOR Rule 8.3 (Main Track Switches).
23.2: Hotbox Signal Clear

When the Stop signal linked to a hotbox detector (if equipped with radio-transmitted verbal indicators that talk on defect only) fails to clear for a train, and the hotbox detector has not notified the train dispatcher of a defect, before transmitting "Hotbox Signal Clear" for that Stop signal, the train dispatcher must ask the train crew if the detector transmitted a "No Defects" message.

If the detector transmitted a "No Defects" message, the Stop signal may be cleared for the train. The signal technician must be notified regarding the detector's failure to communicate with the CAD system.

If the detector did not transmit a "No Defects" message, contact the signal technician and ask whether any defects show on the remote readout, for this train.

1. If the signal technician reports that the remote readout indicates there are no defects, the Stop signal may be cleared and the train authorized to continue at normal speed or,
2. If the signal technician reports that a remote readout, for this train, has not been received (or can not be retrieved), the train dispatcher must consider this condition as a "DETECTOR MALFUNCTION with no defect message received". The train dispatcher must instruct the train crew to comply with the instructions found in System Special Instruction Item 13.7.1 B.

Hotbox Hold Signal Clear instructions do not apply to the EC4. The EC4 test equipment activates a hot axle defect when passing over a hotbox detector.

The train dispatcher may release the Hotbox Hold Signal clear prior to the EC4 passing the detector and disregard the detector message.

23.3: Where Stop Must Be Made

Reference: GCOR 9.5

Should a train fail to stop short of a controlled signal displaying Stop that was not “in time,” the following action must be taken immediately:

1. Instruct the train to stop and remain stopped. Stop any conflicting movements
approaching the train and warn any employees holding authorities.
2. Protect the location. Set signals governing access to the area to Stop and apply blocking mechanism to all affected tracks.
3. Notify Corridor Director/Manager.
4. Train must not be allowed to proceed until released by field management officer, Corridor Director/Manager or proper supervisor.

23.4: Changing Established Route

Reference: GCOR 9.5.1

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

23.5: Protection During Repairs

Reference: GCOR 9.5.3

Issue track and time or foul time to authorize repairs in CTC territory, unless a track bulletin Form B is in effect or the track is out of service.

A. CTC

When control of a Control Point has been transferred to a signal technician, do not authorize any movement at that location unless:

- The signal technician clearly understands the movement to be made.
- The signal technician gives train dispatcher permission to grant authority at that location or returns control to train dispatcher.

B. Manual Interlocking

Issue foul time (or track and time, if authorized by timetable) to authorize repairs within a Manual Interlocking.
23.6: Authority to Proceed

Reference: GCOR 9.5.4

Do not establish a signal route:

- To proceed against current of traffic, unless it is known the movement has been authorized by GCOR Rule 15.3 (Authorizing Movement Against the Current of Traffic), or by special instructions.
- To enter a track that has been removed from service.
- For the first train to enter a section of track in which an intermittent track occupancy has been observed.
- When a field officer requests that a signal be held at Stop position to conduct a Field Training Exercise (FTE), control operator will not attempt to clear the signal until advised by the field officer that the test has been completed.

23.7: Failure to Display Most Restrictive Indication

Reference: GCOR 9.7

When a report is received that a signal fails to display its most restrictive indication, or when a request is received from the signal department to comply with Rule 23.7:

1. Stop all movements at and between the controlled signals governing the approach to the location of reported malfunction until protection has been established.
2. Place the affected limits in manual mode and set signals to Stop.
3. Notify HDC signal technician.
4. Do not give train permission or authority to proceed unless authorized by the Corridor Director/Manager or proper supervisor.

When authorized by the Corridor Director/Manager or proper supervisor to begin train movement again:

1. Provide protection by requiring that all trains move through the limits at restricted speed until the condition is corrected.
2. Use a track bulletin to issue the following:

   “BETWEEN (CP/location) AND (CP/location) ALL MOVEMENT MUST BE MADE AT RESTRICTED SPEED.”
If using a blocking mechanism instead of issuing a track bulletin. Instructions must be issued in the same format as the track bulletin example.

3. Normal operations may be resumed when released by appropriate signal department manager.

### 23.8: Track Occupancy Indication (TKO)

Before authorizing a train to pass a signal displaying Stop indication into a track segment in which a track occupancy indication of unknown origin is present, advise the crew of the track occupancy indication.

If a TKO (track occupancy indication) remains behind a train which is following one or more other trains, before authorizing an opposing movement to pass signal displaying Stop into the TKO, train dispatcher must confirm by radio that the last train has cleared that control point. Do not depend on train tracking to make this determination.

### 23.9: Intermittent Track Occupancy Indication

When a train dispatcher observes an intermittent track occupancy indication of unknown origin in CTC (other than within Control Point), that portion of track must be protected by applying a blocking mechanism to prevent unauthorized movement into the affected area.

A track occupancy indication will be considered intermittent when it occurs more than once within one hour within the same limits without a cause being identified.

Unless the track is inspected by Signal Department or MW employee, the first train movement into the affected area must be authorized to pass signal displaying Stop indication using the following wording:

"AFTER STOPPING, (engine/direction) AT (location) HAS AUTHORITY TO PASS SIGNAL DISPLAYING STOP INDICATION (Add: Route and Direction if more than one route is available). DO NOT EXCEED RESTRICTED SPEED TO (next CP)."

Note: A train receiving this instruction must proceed at restricted speed from the signal
displaying Stop indication until the head end of the train reaches the next controlled signal regardless of the aspects displayed by any signals having number plates.

It is imperative that the Signal Technician be notified as soon as an intermittent track occupancy is identified to minimize train delay.

23.10: Stop Indications / CTC

Reference: GCOR 9.12.1

Before verbally authorizing a train by a Stop Indication, the Control Operator Must:

1. Confirm that no conflicting movement is occupying or authorized to enter the protected limits.
2. Line the dual control switches (if present) for the intended route.
3. Verify switches are lined and locked for the intended route.

If the switches show to be lined and locked for the intended route, apply Paragraph A.

If the switches are not lined and locked (out of correspondence), apply Paragraph B.
A. Stop Indication Where Dual Control Switches Show to Be Lined and Locked for Intended Route or Where There Are No Switches.

Do not authorize a train to proceed past Stop indication until:

1. It is known that crew has signal aspect in view.
2. It is verified there are no conflicting movements.
3. Blocking Mechanism has been applied to prevent unauthorized movement into the protected area.
4. It is verified that the dual control switch(s) to be passed over are lined and locked for the intended route.
5. Blocking mechanism has been applied to the dual control switch(s) to be passed over.

Use verbal format:

"AFTER STOPPING, (engine/direction) AT (location) HAS AUTHORITY TO PASS SIGNAL DISPLAYING STOP INDICATION." (Add: Route and Direction if more than one route is available)

Removal of blocking mechanisms:

1. Do not remove the blocking mechanism from the dual control switches until the train has entered the protected limits.
2. Do not remove the blocking mechanism from the protected area until the train has entered the limits and the next controlled signal has been established in direction of movement.

**B. Stop Indication with Dual Control Switches Not Lined and Locked**

The train dispatcher must conduct a job briefing with the employee:

A. Advise the employee of the route to be taken,

B. What is wrong at that location (which turnout or crossover does not show to be lined and locked),

C. Clearly instruct the employee to hand operate the switch or switches that cannot be lined and locked for movement. If movement is to be made through a crossover that must be lined by hand, instruct the employee to hand operate both switches of the crossover, as well as any moveable point frogs, if so equipped. If unable to clearly communicate exactly which switch (s) must be operated by hand, instruct the employee to hand operate all dual control switches required for their movement within the control point.

Example: "Your route will be from Main 1 to Main 2 at CP A120. I cannot get the east crossover switches to line and lock for your movement. I need you to hand operate all switches of the east crossover for your movement."

D. Only after the employee has repeated a clear understanding of which switch(s) must be operated by hand, the train dispatcher will give the employee authority to pass Stop indication and proceed in the proper direction on the assigned route using the following steps:

Do not authorize a train to proceed past Stop indication until:

1. It is known that crew has signal aspect in view.
2. It is verified there are no conflicting movements.
3. Blocking Mechanism has been applied to prevent unauthorized movement into the protected area.
4. A request has been made (if possible) for the dual control switch(s) to be passed over to be lined for the intended route.
5. Blocking mechanism has been applied to the dual control switch(s) to be passed over.
Use verbal format:

"AFTER STOPPING, (engine/direction) AT (location) HAS AUTHORITY TO PASS SIGNAL DISPLAYING STOP INDICATION."

(Add: Route and Direction if more than one route is available)

**Removal of blocking mechanisms:**

1. Do not remove the blocking mechanism from the dual control switches until the train has entered the protected limits.
2. Do not remove the blocking mechanism from the protected area until the train has entered the limits and the next controlled signal has been established in direction of movement.

**C. Conflicting Movement**

When a conflicting movement is within the limits in which a train is to be authorized to pass a Stop indication, the conflicting movement must be stopped, instructed to remain stopped, and advised of the movement to be made.

Train given authorization to pass Stop indication must be advised of the conflicting movement.

Or

Both trains may be issued joint track and time.

**D. Emergency Control Panel**

The train dispatcher may grant permission to a signal employee to take control of CTC or Manual Interlocking control point(s) for the purpose of signal testing or other signal maintenance not requiring Foul Time or Track and Time.

Signal employees must not be permitted or instructed to line switches or establish signal routes for train movements unless the CTC or Manual Interlocking site is in fail status and cannot be controlled by the train dispatcher or control operator.
E. CTC Failure

During a CTC outage the screen display is no longer an accurate depiction of where trains may be located, if signals are or are not established, or if switches are lined and locked.

Do NOT depend on what the display shows when making judgments on the status of signals, switches or trains operating within the territory.

In the event of a CTC outage, the following actions must be taken:

1. Place affected track(s) in manual mode.
2. Remove any stack route requests that were placed prior to the outage.
3. Verbally determine the location of each train within the area affected by the CTC outage and place each train symbol in the proper track segment.

Before authorizing a train to pass a signal displaying Stop indication within the limits of the CTC outage, or at a control point outside of the CTC outage for movement toward the first control point in monitor, verify there is no conflicting movement by doing the following:

- Verbally determine the location of any train(s) that may present a potential conflicting movement.
- Verbally instruct the first train that may present a potential conflicting movement, if stopped, to remain stopped, regardless of signal indication.
- Verbally instruct the first train that may present a potential conflicting movement and that is still operating on signal indication, of the point where it must stop movement, regardless of signal indication received at that point.
- Issue instructions to hand operate dual control switches.

23.11: Stop Signal / Manual Interlockings

Reference: GCOR 9.12.2

Do not authorize a train to proceed past a Stop indication at a manual interlocking until:

1. It is known that crew has signal aspect in view and that there are no conflicting movements;
2. Blocking mechanism has been applied to dual control switch(es) to be passed over. The blocking mechanism on the switch can be removed after the train has entered the
protected limits; and

3. All train dispatchers or control operators, including foreign railroads, controlling any signaled route within the manual interlocking, have been contacted to determine that no conflicting movements have been or will be authorized before granting authority to train to proceed past Stop indication.

Use verbal format:

"AFTER STOPPING, (engine/direction) AT (location) HAS AUTHORITY TO PASS SIGNAL DISPLAYING STOP INDICATION." (specify route and direction if required)

Do not authorize on-track equipment to proceed through a manual interlocking until all train dispatchers or control operators, including foreign railroads, controlling any signaled route within the manual interlocking, are contacted to determine that no conflicting movements have been or will be authorized before granting Foul Time permit.

The dispatcher or control operator may issue verbal authority for on-track equipment to proceed through manual interlocking limits if the interlocking is an end of siding control point and track authority has been issued to the employee on both sides of the interlocking limits.

Before verbally authorizing employee through a manual interlocking, route must be lined and blocked.

For example:

MW Smith has a track warrant to work between MP 1 and MP 9. The train dispatcher may verbally authorize him through the manual interlockings located at CP A002 and CP A004.
23.12: Stop Signal / Automatic Interlockings

Reference: GCOR 9.12.3

When a train reports that they are unable to get a proceed indication at an automatic interlocking within CTC territory, before authorizing the train past the stop indication, the train dispatcher must:

1. Verify that the crew has complied with instructions in the release box.
2. Ensure that train has authority to occupy track beyond the Stop signal.
3. Ascertain no conflict of authority exists.

Use verbal format:

“AFTER STOPPING (engine/direction) AT (location) HAS AUTHORITY TO PASS SIGNAL DISPLAYING STOP INDICATION.”

When reported that instructions are not in release box, or in special instructions, do not verbally authorize train movement through an automatic interlocking. Signal technician must be notified.

23.13: Stop Signal / ABS Territory

Reference: GCOR 9.12.4

On single main track, before granting permission for movement to pass Stop in ABS territory the train dispatcher must:

1. Ensure that train has authority to occupy track beyond the Stop indication.
2. Ascertain no conflict of authority exists.

Use verbal format:

“AFTER STOPPING (engine/direction) AT (location) HAS PERMISSION TO PASS SIGNAL DISPLAYING STOP INDICATION.”
23.13.1: Stop Indications / Hold Points

Do not authorize a train to proceed past a Hold Point until:

1. It is verified there are no conflicting movements.
2. Use verbal format:

"(engine/direction) AT (location) HAS AUTHORITY TO PASS (CP)."

23.14: Hand Operation of Dual Control Switches


The train dispatcher may permit a train crew member to place a dual control switch in hand position.

When a train crew member is granted permission to place a switch in hand position, the train dispatcher must:

1. Verify that there are no conflicting movements.
2. Apply blocking mechanism to switch(s) and all track segments affected in all directions to prevent unauthorized movement into the protected area.
3. Specify which tracks are authorized to be occupied and direction(s) movement is authorized.

Do not remove blocking mechanism used to protect area until advised switch has been restored to power position.

23.15: Rule Deleted

23.16: Authorizing Movement Against the Current of Traffic

Reference: GCOR 6.25 and 15.3
Before issuing authority for a train to move against the current of traffic, the train dispatcher must:

1. Know that all train and engine movements are clear of the affected track.
2. Ensure the limits of authority are designated by clearly identifiable points that allow the train or engine to access a crossover or other switch(s) to clear the limits.
3. Ensure that protection against opposing movements on the track to be occupied has been provided at or beyond the point where movement will be completed by flag protection or by a controlled signal set to display Stop indication and blocking mechanism applied.
4. Issue track bulletin to:
   - First opposing train, if any. (Verify this train will not clear main track, allowing other opposing trains to enter the limits.)
   - All trains with crews on duty, including locals and work trains that will be operating with the current of traffic within the designated limits.
5. Notify yardmasters, yard crews, and other concerned employees.
6. Issue track bulletin to train that is to move against current of traffic only after all affected trains have been issued track bulletin.

Protection for movement against current of traffic must be maintained until train is known to be clear of limits.

23.17: Voiding Track Bulletin Form C For Single Track Operation

Reference: GCOR 6.25 and 15.3

To void a track bulletin Form C for single track operation as outlined in Rule 15.3 (Authorizing Movement Against the Current of Traffic) item 2 to a specific train or trains, while leaving the track bulletin Form C in effect to other trains, issue the following:

"TRACK BULLETIN NO. (#) OF (date) IS VOID TO (Engine, direction)."

The track bulletin must also be addressed to the flagman. Provide a copy of this track bulletin to all affected.
23.18: Issuing Track Permits

Reference: GCOR 9.15.1

To issue a track permit:

A. When track permit limits are clear, track is occupied by requesting employee, or all trains moving on signal indication without track permit have passed location where track is to be fouled:
   1. Set signals to display Stop and apply blocking mechanism to controls to prevent access into the protected area.
   2. Issue track permit.

Any track permit issued behind trains must include notification that authority is granted behind such trains.

Dispatcher must know that employee in the field has identified, by initials and engine number, any train(s) without a track permit that are within the limits to be occupied, or that the train has physically passed the point where maintenance employee will foul track. The train dispatcher may assist in making this determination.

B. If a track permit is in effect within the limits:
   1. If track permit is held by a train, ensure it is not exceeding restricted speed.
   2. If previous track permit is not already joint, change first track permit to joint.
   3. Issue a joint permit.

C. On operating territories where more than one train dispatcher or control operator is responsible for providing protection at entry points into track permit limits, each train dispatcher or control operator must provide appropriate protection and record that a track permit has been established.

Track permits for maintenance employees must be issued as joint occupancy unless it is reasonably expected that the limits will not be jointly occupied or that the employee requests that the authority be issued sole.

23.19: Clearing Track Permits
Joint track permits issued to trains must not be released until train clears limits or is sole occupant.

23.20: Signal Protection in ABS by Lining Switch

When permitting a crew to cross over, foul or obstruct a main track signaled for movement in one direction train dispatcher must:

1. Ensure that no movements have been or will be authorized against the current of traffic and apply protection to affected area.
2. Not authorize movement against the current of traffic at that location until crew reports track is clear.

23.21: Electrically Locked Switches and Derails

When a seal has been broken or emergency release operated on an electric lock, a signal technician must be notified.
24.0: CTC RULES

- 24.1: Authority to Enter CTC Limits
- 24.2: Track and Time
  - 24.2.1: Protection of Limits
  - 24.2.2: Issuing Track and Time
  - 24.2.3: Track and Time within Manual Interlocking
  - 24.2.4: Joint Track and Time
  - 24.2.5: Issuing Foul Time
  - 24.2.6: Additional Time
  - 24.2.7: Shunting Signal Circuits
- 24.3: Repairing A Codeline Failure During a CTC Outage

24.1: Authority to Enter CTC Limits

Reference: GCOR 10.1

Before verbally authorizing train to enter CTC between block signals and operate in a specified direction:

1. It must be known that no conflicting movement is occupying or authorized to enter the track. If authority is to be granted behind train(s), notify train entering CTC of this condition of authority.
2. Set signals governing access into the area to be occupied to Stop and apply blocking mechanism(s) to prevent unauthorized movement into protected area.

Use verbal Format:

"(Train) AT (location) HAS AUTHORITY TO ENTER (track) AND PROCEED (direction)."

Blocking mechanism(s) must not be removed until it is known that movement has occupied the track.
24.2: Track and Time

Reference: GCOR 10.3

At locations designated in the timetable as CTC, train dispatchers may grant track and time:

- If limits are clear
- If limits are occupied by train to be granted track and time; or
- If all trains within limits have been identified by employee in the field as having passed the location where track will be occupied.

Any track and time issued behind trains must include notification that authority is granted behind such trains.

Dispatcher must know that employee in the field has identified, by initials and engine number, any train(s) without track and time that are within the limits to be occupied or that the train has physically passed the point where maintenance employee will foul track. The train dispatcher may assist in making this determination.

24.2.1: Protection of Limits

Before granting track and time authority, protect the limits as follows:

- Apply blocking mechanism(s) to prevent unauthorized movement into protected area.
- Line and lock dual control switches within the limits for the movement. If a switch within the track and time limits does not indicate locked, instruct the employee to operate that switch by hand.
- Record the Track and Time authority.

Where automated functions are available, they must be used. Where automated functions are not available, use the prescribed form.

To protect work being performed, issue track and time or foul time unless track bulletin Form B is in effect or track is out of service.

Do not reposition a "blocked switch" within track and time or foul time limits if a train or employee is closely approaching the switch until an understanding is reached as to the move to be made.
24.2.2: Issuing Track and Time

Before issuing track and time, the train dispatcher or control operator must verify that signals governing access into the limits are at Stop and apply blocking mechanism. Signals that are in time, flashing or requested are not considered at Stop.

When granting track and time, the train dispatcher must not include any track that is not within CTC territory.

On operating territories where more than one train dispatcher or control operator is responsible for providing protection at entry points into track and time limits, each must provide appropriate protection and record that a track and time authority has been established.

Do not issue a Track and Time authority to trains that include "Switch Yes" at the end of the authority limits except when the switch (or Hold signal) is at the end of CTC and the authority limits will be jointly occupied with MW.

24.2.3: Track and Time within Manual Interlocking

Reference: GCOR 10.3.1

At Manual Interlocking locations authorized by timetable, train dispatchers may grant track and time.

24.2.4: Joint Track and Time

Reference: GCOR 10.3.3

Before track and time is granted where limits will be jointly occupied, the train dispatcher must:

- Know that trains to be granted joint track and time within the limits are moving at restricted speed.
- Issue joint track and time to all trains, machines, track cars or employees within the same limits or that will enter the limits.
When trains are included, do not issue joint or overlapping limits to more than four occupants.

Track and time for maintenance employees must be issued as joint occupancy unless it is reasonably expected that the limits will be not jointly occupied or that the employee requests that the authority be issued sole.

24.2.5: Issuing Foul Time

Foul time authorizes exclusive occupancy of a control point or manual interlocking. Foul time may NOT be issued Joint. The train dispatcher or control operator must not verbally authorize trains or other employees to enter foul time limits.

When issuing foul time, verify that signals governing access into the limits are at Stop and apply blocking mechanism. Signals that are in time, flashing or requested are not considered at Stop.

If the control operator controls all routes at a control point or manual interlocking, foul time may be issued for all tracks. If all routes are not to be included, the control operator must specify which tracks or routes the foul time includes.

If the control operator does not control all routes at a control point or manual interlocking, advise the employee copying the foul time that the route is not included in their authority. They will need to obtain protection from the control operator that controls that route.

24.2.6: Additional Time

Reference: GCOR 10.3 B

If track and time / foul time has expired and the limits have not been released, the train dispatcher must continue to provide protection until the limits have been released.

When using CAD, additional time limit for track and time or foul time may be granted only once and must include a repeat of the permit number and limits.
24.2.7: Shunting Signal Circuits

When issuing track and time or foul time to employees to perform work within a control point, determine if they will shunt the signal circuits. It is not necessary to make this determination if:

- Authority is being granted to an operator of on-track equipment for the purpose of moving through the control point; or
- Blocking mechanisms have been applied to all affected track segments to prevent an unintended change of signal indications for approaching trains(s).

If work will shunt the signal circuit, or if dual control switch is to be taken off power:

- Advise trains (or equipment operating on signal indication) authorized into any affected track segment that signal indications may change.
- Apply blocking mechanism to all affected track segments.

Do not authorize movements into the protected area until affected movements are notified that signal indications may change.

24.3: Repairing A Codeline Failure During a CTC Outage

Reference: GCOR 10.3

During a CTC outage the screen display is no longer an accurate depiction of where trains may be located, if signals are or are not established or if switches are lined and locked.

Do NOT depend on what the display shows when making judgments on the status of signals, switches or trains operating within the territory.

When a CTC code line has failed and it is necessary to operate on-track equipment or Hy-Rail vehicles with track and time for the purpose of repairing the codeline, a Manager Central Train Dispatch and Manager Signal Operations must be notified and the following applies:

1. Place affected tracks in manual mode.
2. Stop any trains within outage and the first-out trains approaching limits of outage area.
and instruct them to remain stopped and to get ready to copy a track bulletin. (Ensure first approaching train at limits will not clear the main track.)

3. Issue Form C track bulletin specifying the limits of CTC failure. **Between (CP/ MP/ LOCATION) and (CP/ MP/ LOCATION) on (TRACK) movement may be made only under track and time authority.**

4. Ascertain the location of each train within the area affected by the CTC outage and place each train symbol in the proper track segment.

   **Note:** After this has been accomplished, Manager of Central Train Dispatch will notify Manager of Signal Operations to **INITIALIZE** those control points within or at the limits of any track and time to be issued. (This will clear the office display to permit track and time issuance but does not take down any field signals.)

5. Issue employee track and time, specifying joint if train in limits and instructions to hand operate all dual control switches which must be passed over specifying route.

**When it becomes necessary to issue track and time to a TRAIN within or approaching the CTC outage:**

1. Issue authority from a control point to a control point and do not include any dual-control switches.
2. Instruct trains NOT to act on any proceed indications displayed by absolute signals within the CTC outage area until contacting the train dispatcher.
3. Instruct trains to hand operate all dual control switches over which they will pass.

When restored to full operation, void track bulletin to each train OR issue a new track bulletin to cover a shortened area of outage.
25.0: CAB SIGNAL TERRITORIES

- 25.1: Cab Signals Cut Out
- 25.1.1: Reports of Cab Signal Failure
- 25.2: ATC Territory
- 25.2.1: Authority to Cutout ATC
- 25.2.2: Absolute Block Protection
- 25.3: ATS Territory
- 25.4: CCS/ACS Territory
- 25.4.1: Returning Movements in ACS Territory

25.1: Cab Signals Cut Out

Before authorizing an engineer to cut out the cab signal system, determine whether the engineer has properly acknowledged the cab signal. The engineer should do the following:

1. If the acknowledging lever is in the PARTIAL CUTOUT position (C/O), move the acknowledging lever to the NORMAL position (NOR) and leave it there for 1 second.
2. Move the acknowledging lever from the NORMAL position (NOR) to the ACKNOWLEDGE position (ACK), hold it there for 1 second, and release it back to the NORMAL position (NOR).
3. If in non-cab signal territory, move the acknowledging lever to the PARTIAL CUTOUT position (C/O) to turn off the cab signal light.
4. Reset the air brakes if a penalty brake application occurred as specified in Air Brake and Train Handling Rule 33.9 (Penalty Brake Application).

25.1.1: Reports of Cab Signal Failure

If 2 different trains report that they experience "train control" or a restricting cab signal indication where one should not have existed at the same location, signal technician must be notified.
25.2: ATC Territory

Reference: GCOR 17.7

1. ATC FAILURE with OPERATIVE CAB SIGNALS

   Establish Absolute Block in advance of movement per Rule 11.1 using verbal format:

   “(Engine and Direction) ABSOLUTE BLOCK IS ESTABLISHED IN ADVANCE OF YOUR TRAIN BETWEEN (location) and (location) GCOR RULE 11.2 GOVERNS” (Signal Indications with Absolute Block).

   ● Ensure that limits to be established with absolute block do not extend beyond crew change location or train dispatcher territory boundary in which cab signal system is in effect.
   ● Ensure the block directly ahead of train is not or will not be occupied by another train.
   ● Record in Unusual Occurrences:
     1. Time and location where ATC was cut out.
     2. Limits between which absolute block was established.

   ● Notify the locomotive help desk about inoperative ATC.

   **Note:** When absolute block is established in advance of a train, the train dispatcher must not authorize movement past any signal reported as indicating Stop or Restricting until the block governed by that signal is clear of trains.

2. ATC and CAB SIGNAL FAILURE

   A. In ATC Territory with Wayside Signals

   ● Instruct crew to cut out ATC and cab signals using verbal format:

     “(Engine and Direction) CUT OUT ATC AND CAB SIGNAL DEVICE AND OPERATE ACCORDING TO GCOR RULE 13.3.3” (Movement with an Inoperative Cab Signal Device)

   ● Establish absolute block in advance of movement per Rule 11.1 using verbal format:

     “(Engine and Direction) ABSOLUTE BLOCK IS ESTABLISHED IN ADVANCE OF YOUR TRAIN BETWEEN (location) and (location). GCOR RULE 11.2 GOVERNS” (Signal
Indications with Absolute Block).

- Ensure that limits to be established with absolute block do not extend beyond crew change location or beyond territory in which cab signal system is in effect.
- Record in Unusual Occurrences:
  1. Time and location where ATC and cab signals were cut out.
  2. Limits between which absolute block was established.

- Notify the locomotive help desk about inoperative ATC and cab signals.

**Note:** When absolute block is established in advance of a train, the train dispatcher must not authorize movement past any signal reported as indicating Stop or Restricting until the signal governing that block is clear of trains.

**B. In ATC Territory without Wayside Signals**

- Instruct crew to cut out ATC and cab signals using verbal format:
  
  "(Engine and Direction) CUT OUT ATC AND CAB SIGNAL DEVICE AND OPERATE ACCORDING TO GCOR RULE 17.7" (ATC Failure/Cut-out Enroute)

- Establish absolute block in advance of movement using verbal format:
  
  "(Engine and Direction) ABSOLUTE BLOCK IS ESTABLISHED IN ADVANCE OF YOUR TRAIN BETWEEN (location) and (location) NO TRAINS ARE OR WILL OCCUPY THESE LIMITS AHEAD OF YOUR TRAIN.

- Ensure that limits to be established with absolute block do not extend beyond crew change location or beyond territory in which cab signal system is in effect.
- Ensure the entire limits between the locations identified ahead of train is not or will not be occupied by another train.
- Record in Unusual Occurrences:
  1. Time and location where ATC and cab signals were cut out.
  2. Limits between which absolute block was established.

- Notify the locomotive help desk about inoperative ATC and cab signals.

**Note:** When absolute block is established in advance of a train, the train dispatcher must not authorize movement past any signal reported as indicating Stop or Restricting until the block
governed by that signal is clear of trains.

(To determine where wayside signals are located, refer to Subdivision General Order.)

25.2.1: Authority to Cutout ATC

In ATC territory, when it becomes necessary to operate against the current of traffic for other than a planned event, the train dispatcher cannot instruct the engineer to cut out the train control device. The ATC device must remain operative and the train must operate at restricted speed until such time as it can return to its normal route.

25.2.2: Absolute Block Protection

In areas where all of the following are in effect:

- ATC Territory without continuous fixed block signals
- Rule 9.14 and Rule 9.15

Prior to establishing and transmitting Absolute Block to train, Train dispatcher must first ensure that the route is lined for the train through the entire limits of the Absolute Block.

25.3: ATS Territory

Reference: GCOR 12.2

ATS FAILURE

Establish Absolute Block in advance of movement per Rule 11.1 using the verbal format:

“(Engine and Direction) ABSOLUTE BLOCK IS ESTABLISHED IN ADVANCE OF YOUR TRAIN BETWEEN (location) and (location). GCOR RULE 11.2 GOVERNS” (Signal Indications with Absolute Block).

- Ensure that limits to be established with absolute block do not extend beyond crew
change location or beyond territory in which ATS system is in effect.
• Ensure the block directly ahead of train is not or will not be occupied by another train.
• Record in Unusual Occurrences:

1. Time and location where ATS was cut out.
2. Limits between which absolute block was established.

• Notify the locomotive help desk about inoperative ATS.

Note: When absolute block is established in advance of a train, the train dispatcher must not authorize movement past any signal reported as indicating Stop or Restricting until the block governed by that signal is clear of trains.

25.4: CCS/ ACS Territory

Reference: GCOR 13.3.3

CAB SIGNAL FAILURE

A. While operating on territories with wayside signals:

• Instruct crew to cut out cab signals using verbal format:

  “(Engine and Direction) CUT OUT CAB SIGNAL DEVICE AND OPERATE ACCORDING TO GCOR RULE 13.3.3” (Movement with an Inoperative Cab Signal Device)

• Establish Absolute Block in advance of movement per Rule 11.1.

  “(Engine and Direction) ABSOLUTE BLOCK IS ESTABLISHED IN ADVANCE OF YOUR TRAIN BETWEEN (location) AND (location). GCOR RULE 11.2 GOVERNS” (Signal Indications with Absolute Block).

• Ensure that limits to be established with absolute block do not extend beyond crew change location or beyond territory in which cab signal system is in effect.
• In cab signal territory, ensure the block directly ahead of train is not or will not be occupied by another train.
• Record in Unusual Occurrences:

1. Time and location where cab signal device was cut out.
2. Limits between which absolute block was established.

   • Notify the locomotive help desk about inoperative cab signal device.

**Note:** When absolute block is established in advance of a train, the train dispatcher must not authorize movement past any signal reported as indicating Stop or Restricting until the signal governing that block is clear of trains.

B. While operating on territories without wayside signals:

   • Instruct crew to cut out cab signals using verbal format:

     "(Engine and Direction) CUT OUT CAB SIGNAL DEVICE AND OPERATE ACCORDING TO GCOR RULE 13.3.3" (Movement with an Inoperative Cab Signal Device in Territory without Block Signals)

   • Establish Absolute Block in advance of movement per Rule 11.1.

     "(Engine and Direction) ABSOLUTE BLOCK IS ESTABLISHED IN ADVANCE OF YOUR TRAIN BETWEEN (location) AND (location). NO TRAINS ARE OR WILL OCCUPY THESE LIMITS AHEAD OF YOUR TRAIN."

   • Ensure that limits to be established with absolute block do not extend beyond crew change location or beyond territory in which cab signal system is in effect.
   • Ensure the entire limit between the locations identified ahead of train is not or will not be occupied by another train.
   • Record in Unusual Occurrences:

     1. Time and location where cab signal device was cut out.
     2. Limits between which absolute block was established.

     • Notify the locomotive help desk about inoperative cab signal device.

C. When cause is known:

   If the cause of the cab signal failure is known (i.e. commercial power outage or storm damage).

   • Establish Absolute Block in advance of movement per Rule 11.1.

In territory with Wayside Signals:
"(Engine and Direction) ABSOLUTE BLOCK IS ESTABLISHED IN ADVANCE OF YOUR TRAIN BETWEEN (location) AND (location). GCOR RULE 11.2 GOVERNS" (Signal Indications with Absolute Block).

In territory without Wayside Signals:

"(Engine and Direction) ABSOLUTE BLOCK IS ESTABLISHED IN ADVANCE OF YOUR TRAIN BETWEEN (location) AND (location). NO TRAINS ARE OR WILL OCCUPY THESE LIMITS AHEAD OF YOUR TRAIN."

- Ensure that limits to be established with absolute block do not extend beyond crew change location or beyond territory in which cab signal system is in effect.
- In cab signal territory, ensure the block directly ahead of train is not or will not be occupied by another train.
- Record in Unusual Occurrences, limits between which absolute block was established.
- Notify the signal technician regarding the location where the inoperative cab signals have been reported.

**Note:** When absolute block is established in advance of a train, the train dispatcher must not authorize movement past any signal reported as indicating Stop or Restricting until the block that is governed by that signal is clear of trains.

**25.4.1: Returning Movements in ACS Territory**

**Reference: GCOR 13.1.3**

Before lining signals in ACS Territory to allow a lite locomotive consist to return to its train when it is not equipped or not tested for movement in that direction, establish an absolute block in advance of the returning movement as outlined in Rule 25.4.
26.0: TWC RULES

- 26.1: When Issuing Track Warrants
- 26.2: Clearing Track Warrants
- 26.2.1: Clearing Track Warrants in Non-signaled Territory
- 26.3: When Issuing Restriction by Track Warrant
- 26.4: Yard Limits in ABS-TWC Territory
- 26.5: Operating With Track Warrants
- 26.5.1: Clearing Main Track
- 26.5.2: Disjointed Authority
- 26.6: Occupying Same Track Warrant Limits
- 26.7: Protection of Trains in Non-Signaled TWC Territory
- 26.8: Protecting Men or Equipment
- 26.9: Mechanical Transmission of Track Warrants

26.1: When Issuing Track Warrants

Reference: GCOR 14.0 and GCOR 2.14

State intent to verbally issue a track warrant and determine who will copy. When the employee informs that they are ready to copy:

1. Complete input of information in all required fields on the track warrant screen.
2. When transmitting, state the box number of each box marked.
3. Read each word of the line(s) chosen, including preprinted words, but may exclude the "Date" and "At Location." Do not add, change or delete any information contained within the body of the track warrant during the verbal issuance of the track warrant.
4. Use Box 17 only to record computer-generated messages or specific instructions required to operate the train safely and efficiently. Do not use Box 17 to list track bulletins or to convey information that concerns work on line.
5. Record name of employee(s) who copies repeats, relays or reports clear.
6. Confirm that the employee's statement of the summary matches the track warrant screen and includes total number of boxes marked and names each individual box marked.
7. If all information, including the summary, is correct, say "OK" with the time and dispatcher's initials as displayed on the CAD ORS screen.
26.2: Clearing Track Warrants

Care must be taken to ensure the correct track warrant is released. Train dispatchers' repeat of release must include, at a minimum, track warrant number, track warrant limits, release time, and name of employee releasing.

26.2.1: Clearing Track Warrants in Non-signaled Territory

In non-signaled TWC territory, do not accept the release of a track warrant until it is confirmed that all main track switches operated have been restored and locked in the normal position.

If switches were operated by a train crew within the limits of a train's track warrant, confirm that the conductor and engineer have both initialed the Conductor Report Form (if required), prior to accepting the release of the track warrant.

26.3: When Issuing Restriction by Track Warrant

Reference: GCOR 14.0

When a track restriction is to be issued using Box 13, 14, or 17:

- Restriction must be included each time a track warrant is issued to that train or engine, until restriction has been passed.
- Restriction must be included on train dispatcher transfer if train or engine has not passed the restriction.

26.4: Yard Limits in ABS-TWC Territory

Reference: GCOR 14.1
Do not issue track warrants to maintenance employees through Yard Limits in ABS-TWC territory.

26.5: Operating With Track Warrants

Reference: GCOR 14.4

The use of Box 4 to authorize train movements (within limits not jointly occupied) is to be restricted to only those train crews that advise they need to work in both directions.

26.5.1: Clearing Main Track

When a train is operating with Track Warrant Box 2 authority and must clear the main track at a siding at the last named point to meet or pass a train, Track Warrant Box 10 (Clear Main Track At Last Named Point) must be used.

This rule does not apply at those locations where the end-of-siding switches are Manual Interlockings.

26.5.2: Disjointed Authority

Disjointed authorities are any set of track warrant authorities that are issued to the same train on the same main track that have a gap between the two track warrant authorities.

Example of a disjointed authority:

Within TWC Territory, disjointed track warrant authorities on the same main track must not be
issued to trains except:

1. Disjointed authorities may be issued where short sections of CTC, Current of Traffic, Manual Interlocking, Yard Limits where TWC is not in effect or other method of control exists within a TWC Territory or,
2. Disjointed authorities may be issued where the train's current track warrant contains Box 10 ("Clear Main Track At Last Named Point") and the "FROM" location on the second track warrant is the same as the "TO" location on the current track warrant.

26.6: Occupying Same Track Warrant Limits

Reference: GCOR 14.4

A. Conditional Authorities:

- Track Warrant Box 7 (Not in effect until after the arrival of):

  In non-signaled TWC territory, a train receiving a track warrant containing a Box 7 must be stopped at the meeting point prior to the issuance of the track warrant.

Note: A train stopped short of the meeting point for topographical reasons (e.g., to lay off road crossings, grade considerations, etc.) is considered as stopped at the meeting point.
B. Joint Occupancy:

Trains:

Do not use Boxes 11 and 12 to require operation at restricted speed unless it is known that the limits will be jointly occupied.

Men or Equipment:

Use Boxes 11 and 17 for men or equipment unless it is reasonably expected that the limits will not be jointly occupied or when the employee requests that the authority be issued sole.

C. Track Warrant Box 18:

Do not issue more than four joint track warrants in the same or overlapping limits.

- Train dispatcher may advise that a train or employee has cleared the limits.
- Limits of authority should be short enough to allow for radio communication between employees.

D. Overlapping Track Warrant Limits:
In non-signaled TWC territory, do not issue a track warrant Box 2 (Proceed) to a train through another train's track warrant that contains a Box 4 (Work Between).

26.7: Protection of Trains in Non-Signaled TWC Territory

Reference: GCOR 6.19 in TWC

When a train is operating in non-signaled TWC territory, train dispatcher must not authorize following movements within the same limits.

26.8: Protecting Men or Equipment

Reference: GCOR 14.5

A. Before men or equipment may be authorized in the same or overlapping limits:

- Ensure that all track warrants to men or equipment in the same or overlapping limits with other men or equipment contain instructions in Box 17, “LIMITS ARE OCCUPIED BY OTHER MEN OR EQUIPMENT.”
- When authority will not be jointly held with a train or engine, use Box 9, “DO NOT FOUL LIMITS AHEAD OF (initials, engine number, direction).”

B. Use of Box 9 is permitted only after the following conditions have been met:

Dispatcher must know that employee in the field has identified, by initials and engine number, any train(s) listed in the track warrant Box 9 or that the train has physically passed the point where maintenance employee will foul track. The train dispatcher may assist in making this determination.

26.9: Mechanical Transmission of Track Warrants

Reference: GCOR 14.13

Before mechanically transmitting a track warrant, the train dispatcher must verify it for
27.0: TRACK BULLETIN RULES

- 27.1: Track Bulletins
  - 27.1.1: Request to Issue Track Bulletins
  - 27.1.2: Issuing Track Bulletins in Territory Controlled by Terminal Train Dispatchers or Control Operators
  - 27.1.3: Track Bulletin Instructions
  - 27.2: Track Bulletin Examples
  - 27.3: Track Warrant for Bulletins
  - 27.4: Changing Address of Track Warrant for Bulletins or Track Bulletins
  - 27.5: Protection by Track Bulletin Form B
  - 27.6: Change of a Rule, General Order, or Special Instruction
  - 27.7: Voiding Track Bulletins
    - 27.7.1: Verbally Raising a Speed Restriction

27.1: Track Bulletins

Reference: GCOR 15.1

The train dispatcher is responsible for issuing and delivering track bulletins providing necessary information concerning conditions that affect safe operation. Track bulletins must be accurate, concise and in the proper format.

27.1.1: Request to Issue Track Bulletins

When a request is received to issue a track bulletin:

- Repeat information to the employee making request, ensuring that information corresponds with request and complies with the rules.
- Input information into the system, including the name of employee making the request and the date of the request.
27.1.2: Issuing Track Bulletins in Territory Controlled by Terminal Train Dispatchers or Control Operators

When track bulletins are issued that pertain to train movement in territories controlled by a terminal train dispatcher or control operator, the train dispatcher must confirm that:

- Protection is in place until all trains have been notified of the restriction, and
- The terminal train dispatcher or control operator has received the bulletin.

27.1.3: Track Bulletin Instructions

Issuance of track bulletins:

- If an unforeseen restriction will not be repaired within 12 hours, a track bulletin must be issued.
- When a crew member tells a train dispatcher of a restriction in the train's equipment that is not covered under special instructions or a general order, the train dispatcher must immediately cover the restriction by track bulletin or track warrant.
- Do not issue multiple track bulletins of the same type in the same bulletin territory, if possible.
- Third shift must review all Form A and C bulletins daily, combining A’s with A’s, C’s with C’s, where possible.
- Do not modify an existing track bulletin to eliminate overlapping speed restrictions. Overlapping restrictions must be shown in the proper sequence in the track bulletin. Sequence all restrictions as they would be encountered in one geographic direction. Restrictions of a like nature can be grouped within a Form C track bulletin, but geographic sequence must be maintained within each grouping.
- When a speed restriction cannot be placed in a Form A due to the length of text describing the limits of the restriction, issue in a Form C, separate from other Form C’s. More than one speed restriction may be contained in the same Form C track bulletin.
- Any Form C track bulletin requiring an action or active response by a crew member must not be combined with Form C track bulletins of an informational nature when it can be avoided.
  - Examples of bulletins which require action by crewmembers are speed restrictions, sounding whistle and bell frequently and preparing to stop short of a flagman.
  - Examples of informational bulletins include the condition of the right of way, track
material distributed, and tracks removed from service.

- All train dispatchers must be aware that any instructions contained within a Form C that are permanent in nature (e.g., close clearance between building and track, or walkway removed from bridge) should not stay on the Form C for an extended period of time. The Manager of Track Maintenance must be prompted to have this information issued as a Superintendent's Bulletin.

- When composing track bulletins, care must be taken to select wording that will convey a proper description of a condition. As an example, "BAD FOOTING" or "POOR FOOTING" implies a vague condition, whereas "UNEVEN FOOTING" or "TRACK MATERIAL DISTRIBUTED" describe specific conditions.

27.2: Track Bulletin Examples

Whenever possible, use CAD track bulletin high-use formats. The following are some examples of prescribed Form C wording:

A. Against the Current of Traffic:

(Engine, direction) WILL USE (name) TRACK AGAINST THE CURRENT OF TRAFFIC (point) TO (point). BE GOVERNED BY GCOR RULE 15.3.

B. Automatic Cab Signal System Temporarily Removed From Service:

FROM (time) (date) UNTIL (time) (date), CAB SIGNALS WILL BE REMOVED FROM SERVICE BETWEEN (location) AND (location). CAB SIGNAL INDICATION MUST BE DISREGARDED WHILE IN THIS AREA. ABSOLUTE BLOCK IS ESTABLISHED IN ADVANCE OF TRAINS WHILE IN THIS AREA. BE GOVERNED BY GCOR RULE 11.2.

C. Block Signal(s) Temporarily Removed From Service:

SIGNAL (id) (or NORTHWARD SIGNAL AT MP ___ ) REMOVED FROM SERVICE AND THE BLOCK EXTENDED FROM SIGNAL (id) (or NORTHWARD SIGNAL AT MP ___ ) TO SIGNAL (id) (or NORTHWARD SIGNAL AT MP ___ ).

D. Change or Cancel a General Order or Special Instruction:

- GENERAL ORDER NO. (#) (or SPECIAL INSTRUCTIONS ITEM #) WILL NOT
APPLY TO (train IDS).

- GENERAL ORDER NO. (#) (or SPECIAL INSTRUCTIONS ITEM #) IS CHANGED AS FOLLOWS: (list changes).
- GENERAL ORDER NO.(#) IS IN EFFECT AS FOLLOWS: (list).

E. Excessive Dimension Equipment Being Handled:

EXCESSIVE DIMENSION EQUIPMENT (car #) ON TRAIN (engine # or train symbol) (# of) FEET (# of) INCHES WIDE ENROUTE (location) TO (location). BE GOVERNED BY GCOR RULE 1.36.

Note: Use train symbol unless engine has been dedicated to train.

F. Notice of Timetable Change:

(Name) AREA TIMETABLE NO. (#) TAKES EFFECT AT (time and date).

Note: This track bulletin must be put into effect at least 24 hours in advance and remain in effect for 6 days after the effective date of the timetable.

G. Suspend a Block System:

BLOCK SYSTEM SUSPENDED ON (name) TRACK BETWEEN (location) AND (location). BE GOVERNED BY GCOR RULE 9.23. MAXIMUM SPEED (#) MPH.

Note: Not to exceed 59 MPH for passenger trains or 49 MPH for other trains.

Add, if applicable:

- INTERLOCKING SIGNALS AT (location) REMAIN IN SERVICE.
- AUTOMATIC CROSSING SIGNALS AT (location) ARE OUT OF SERVICE.
- SWITCH AT (location) LINED FOR (track).
- SPRING SWITCH AT (location) SPIKED FOR (track).
27.3: Track Warrant for Bulletins

Reference: GCOR 15.1

When issuing a Track Warrant for Bulletins, the train dispatcher must:

- Issue only one track warrant for bulletins. If the number of bulletins exceeds the CAD system configuration, contact the CAD manager.
- Ensure that all track bulletins in effect between the point of origin and destination of the crew are listed on the track warrant for bulletins.
- If a crew member indicates that the initial track warrant for bulletins was not received or is incorrect, or the train dispatcher is unsure if any changes in the
track bulletins have occurred since the initial track warrant for bulletins was sent:

- Instruct crew to destroy any existing copies.
- Void the original track warrant for bulletins from the system. Do not use a Box 1 on the track warrant for this purpose.
- Issue a new track warrant for bulletins.

Whenever sending a subsequent track warrant for bulletins to a remote printer or device, verify that crew received the correct set of track bulletins.

27.4: Changing Address of Track Warrant for Bulletins or Track Bulletins

Reference: GCOR 15.1.1

Train dispatchers may verbally change the train symbol, engine ID, date or direction on a track warrant for listing track bulletins only. Use the following procedure:

1. Verify that the new engine ID is the lead locomotive in the consist. The engine is not required to be in the lead locomotive consist if the train is a passenger train controlled from a cab car or train has changed direction during a trip or tour of duty.
2. Review outstanding track bulletins to ensure that the original engine number is not listed in any track bulletins, such as Form C excessive dimension equipment bulletins.
3. Contact the crew member and verbally change the engine ID using this format:
   - "Track warrant NO._____ to (engine ID) at (station) changed to read (engine ID) at (station)."
4. Ensure the information is correctly repeated.

27.5: Protection by Track Bulletin Form B

Reference: GCOR 15.2

When issuing track bulletin Form B the train dispatcher must:

- Issue a minimum of 12 hours before any part of the bulletin goes into effect, when possible
- Ensure that Form B track bulletins do not extend into a second day.
- Not issue Form B with limits that overlap another foreman/gangs limits.
If listing Form B limits of an adjacent track on a separate line, include correct milepost locations.

**Note:** When a Form B request is received for limits that extend beyond both ends of a siding and applies on both main track and siding, it is not necessary to indicate placement of yellow-red flags for siding.

- Ensure that the "flags" column contains:
  - A blank space, indicating that flags are two miles from the restriction, or
  - The mile post location(s) of flag(s) displayed less than two miles from the restriction, or
  - The word "NOT" to indicate no flags displayed.

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### 27.6: Change of a Rule, General Order, or Special Instruction

**Reference:** GCOR 15.6

When authorized by the Corridor Director or higher authority, a track bulletin may be used to issue, change or cancel rules, general orders or special instructions.

When a General Order or Superintendent Bulletin is issued which protects a restriction or conveys information contained in a track bulletin, the track bulletin may be voided.

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### 27.7: Voiding Track Bulletins

**Reference:** GCOR 15.13

The train dispatcher may not modify an active track bulletin, except as defined in GCOR Rule 15.13.1 and RTDCO 27.7.1 Verbally Raising a Speed Restriction. The only options are:

- Voiding a numbered line on a track bulletin
- Voiding a portion of a track bulletin
- Voiding a track bulletin in its entirety

When voiding a track bulletin in its entirety the dispatcher must:

- Verify that the time limits or authority granted in the track bulletin have expired before
voiding that bulletin, unless authorized by employee in charge.

- Void track bulletin and reissue under a different number if an error is discovered after the complete time has been entered.

A. Form A Track Bulletins:

When a dispatcher receives a request to change an active Form A track bulletin, the dispatcher must:

1. Issue a new Form A track bulletin.
2. Void the specific line item to be changed in the existing Form A track bulletin.

B. Form B Track Bulletins:

When a dispatcher receives a request to void a portion of an active Form B track bulletin, the dispatcher must:

1. Issue a separate Form C track bulletin using format: "Line(s) (#) of Track Bulletin (#) is (are) void."
2. Continuing delivering the Form B track bulletin to those addressed, as well as the Form C track bulletin voiding a portion of the Form B, until the latest time limit on the Form B track bulletin has expired.

C. Form C Track Bulletins:

When a dispatcher receives a request to change an item contained within an active Form C track bulletin, the dispatcher must:

1. Issue a new Form C track bulletin.
2. Void the requested portion of the existing Form C track bulletin.

27.7.1: Verbally Raising a Speed Restriction

Reference: GCOR 15.13.1

The dispatcher may verbally raise the speed on an existing restriction contained in a Form A track bulletin. The dispatcher may not lower the speed nor change the limits.

To verbally raise the speed on an existing restriction, inform the crew of the track bulletin and
the line number of the restriction to be changed. When informed that the crew is ready to copy, use the format:

"UP3985, Track Bulletin 1234, Line 2, MP 21.5 to MP 22.5, 15 MPH (adding track if necessary), speed is increased to 30 MPH."

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