

**This Printing of the SVRy Rules and Regulations and Safety Instructions supersedes all previous printings.**

**Approved by the SVRy Operations Committee,  
May 1, 2021.**

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**Code of Conduct  
For Members of  
Sumpter Valley Railroad Restoration, Inc.**

Purpose: An aspect of the success of any organization is the close interaction and cooperation among its membership with the objective being a harmonious operation. The Board of Directors, through this document, establishes a policy outlining what is expected of each member whether that member be fully qualified in all positions and a life-long member, or a novice to railroading and just starting out as a member. All members, regardless of sex or stature, have some special talent(s) or skill(s) to contribute towards the success of the organization and, as such will be treated with equal respect.

Therefore, the following rules of conduct, in conjunction with General Rules A – T and General Regulation 201, shall apply to all members:

1. If a member's job performance, regardless of position or work being performed comes into question, only that individual's project supervisor, department head, or the Manager of Operations will tactfully, in a private setting, offer constructive criticism and then solely to correct the particular deficiency noted.

2. The matter of privacy may be circumvented if immediate action is required due to the commitment of a flagrant safety violation during operations that would create an imminent danger to personnel and/or equipment (e.g. by an Engineer, Fireman, Conductor, Brakeman, heavy equipment operator, etc.) in accordance with Safety Instructions of the Transportation Department (SVRy). In such cases, the Road Foreman of Engines, the Trainmaster, and/or the Operations Manager would review the incident and make recommendations for corrective actions.

3. The intentional, public denunciation of other members, or of policies and procedures established by the Board of Directors and its committees, is unacceptable behavior and will not be tolerated. The proper procedures for resolving such incidents are provided for under the adopted Policies for Handling Infractions of the Rules and Regulations and Safety Instructions of the Operations Department (SVRy) attached to the By-Laws of the Sumpter Valley Railroad Restoration, Inc. and are expected to be followed in an orderly manner.

4. The SVRR organization values all members' contributions from whatever source. There shall be no differentiation between individuals whether they are yard equipment operators, mechanics, train crew members, restoration specialists, depot staffers, administrative clerks, etc. Also, there shall be

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no differentiation between individuals based upon their time as a member of the organization. All active members form an integral part of a team whose goal is the success of the railroad.

5. At the first sign of a personnel conflict, the Operations Committee may advise the individuals involved to make an attempt to personally settle their differences. Failure to do so will cause an objective inquiry to be launched by the Manager of Operations, or the Operations Committee, to ascertain the factual circumstances involved. Each situation will be handled individually on its own merits, working towards a plausible and workable solution (see para 3 above). Continued dissention between individuals will require the Board of directors to take some form of disciplinary action, up to and including being denied the privilege and opportunity to perform volunteer duties.

6. This Code of Conduct shall apply to all members of the SVRR no matter what their status or position within the organization.

# Think Safety

# Work Safely

# Stay Alive

### GENERAL RULES

**A** Obedience to the rules is essential to the safety of passengers, members and employees and to the protection of property. Safety is the most important item in the discharge of duty.

**B** No one is above the rules and regulations of this railroad.

**C** To volunteer for work on the railroad is commitment to obey the rules, and to understand the Code of Conduct of members and disciplinary policy.

**D** SVRR Employees and volunteers are operating a railroad and must realize the dangers and hazards to themselves and passengers and operate safely at all times.

**E** Members and employees whose duties are prescribed by these rules will be provided with a copy of these rules. It is the members and employees' duty to familiarize themselves with these rules.

**F** Accidents, personal injuries, defects in track, equipment, or any unusual condition which may affect the safe and efficient operation of the railroad, must be reported by the first means of communication.

**G** Members and employees must report for duty at the time specified; fit to perform the duties they have been assigned. The use of illegal drugs, narcotics, marijuana or controlled substances, by members or employees subject to duty, when on duty or on railroad property is prohibited. Members and employees must not report for train duty, operate machinery or perform any job requiring physical stability or mental alertness while using prescription drugs or over-the-counter drugs that can cause dizziness, drowsiness, impair alertness or otherwise impair physical or mental ability. The use of intoxicating substances is prohibited 8 (eight) hours prior to duty or on railroad property during operating hours. Operating hours are defined as anytime equipment is operating or being prepared for operation.

**H** Members and employees must be conversant with and obey the rules and special instructions. If in doubt as to their meaning they must apply to the proper authority for an explanation.

**I** Members and person employed in any service on trains are subject to the rules and special instructions. Members and employees must render every possible assistance in their power in carrying out the rules and special instructions.

**J** Employees and members must be qualified for the job in which they are employed or assigned. The operations manager, or road foreman of engines may make exceptions.

**K** Employees and members must expect the movement of trains, engines, cars or other movable equipment at any time, on any track, in either direction.

**L** All problems encountered with the train, whether

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they have been corrected or not, will be recorded by the conductor or engineer in the appropriate log book located in the McEwen Yard Office. The conductor is responsible for recording all findings on the cars or the day's operations in the Conductor's Log Book. The engineer is responsible for recording all findings on the engine or tender in the engine log.

**M** Members must exercise care to prevent injury to themselves and others.

**N** Employees and members must conduct themselves in such a manner that the SVRy will not be subject to criticism or loss of good will. The public judges a railroad by the appearance and conduct of its employees and volunteers, its quality of service and the condition of the property. Courteous, considerate treatment of patrons is of utmost importance in retaining and increasing the volume of business.

**O** No one is allowed to ride the running or foot boards of the engine or other operating equipment that face the direction of travel.

**P** Members boarding or disembarking moving equipment must do so on the engineer's side unless otherwise approved by the engine crew.

**Q** The train crew, regardless of duties, must be alert for track side activities that may require slowing or stopping to ensure the safety of others.

**R** Any violation of the rules or special instructions must be reported. See Code of Conduct for members and Disciplinary Policy.

**S** Members and employees on duty must be neat in appearance.

**T** All train crew persons will check the bulletin board in the McEwen Yard Office for new orders and notices before beginning each work day.

**U** All train crew persons are required to carry with them, or have easy access to SVRy Rules & Regulations, SVRy Safety Instructions, the current Time Table and a radio.

### **OPERATING RULES**

**1** The conductor is in charge of the train.

**2** The engineer is in charge of the engine.

**3** The engine crew will report for duty in time to safely prepare the engine for operation:

<b>Engine</b>	<b>Minimum Report Time</b>
<b>3</b>	2 hours 30 minutes before first run.
<b>19</b>	6 hours before first run (cold fire up). 3 hours 30 minutes before first run (warm (used the previous day) fire-up).

**A-4 (Fire Train)** 1 hour before first run.

**3a Engine Special Instructions**

**3** Maximum speed is 10MPH.  
The engine must be fired as lightly as possible in order to prevent throwing sparks when operating between MP25 (Highway 7) and MP25.2, MP25.4 (Rock Cut) and MP26.2 (Powder River curve), 26.8 (Bad Water) and MP27 (east Iron Horse), MP 27.3 (west Iron Horse) and 27.5 (Sawmill Gulch Rd).

**19** Maximum speed is 12MPH. Maximum speed is further restricted to 10 MPH between MP 25 (Highway 7) and MP 27.4 (Sawmill Gulch Road).

**4** The conductor, brakeman, station agent and fire train crew will report to their duty location a minimum of 90 minutes before the first run of the day.

**5** All public runs will be made with at least an engineer, fireman and conductor, on steam powered trains, and engineer, head end brakeman, and conductor on diesel powered trains.

**6** If safe passage between the cars is not possible, or if the train being operated is a freight or mixed train, a crew member must be on the last car of the train, if occupied by passengers.

**7** During all moves especially in the shop and depot areas, the train must not be moved until the engineer is positive that no person or object is on the track or around the train where they may be in harm's way. Rule 28 must be observed.

**8** Only qualified engineers may operate the locomotive. The fireman may operate the locomotive if closely supervised by a qualified engineer.

**9** All firemen must be aware of how to stop the locomotive or train in an emergency.

**10** Under special circumstances the engineer may allow another qualified person to operate the locomotive, under close supervision. Non-qualified persons such as "Engineer for Day" may operate the locomotive when approved by the proper authority.

**11** When a train or engine is required to move at restricted speed, movement must be made at a speed which allows stopping within half the range of vision of the obstruction or stop signal. Comply with these requirements until the last car in the train passes the point where movement at restricted speed is no longer required.

**12** It is the responsibility of all train crew persons to bring the train to a stop by any means available if the train fails to stop where required, fails to slow down where required, or if an emergency exists on the train.

#### **AIR BRAKES TESTS & INSPECTION**

**15 Pre-trip Locomotive Air Brake Test.** Prior to leaving the service facility at the beginning of the day, an application and release test of the locomotive brakes must be made in the following order.

**15.1** Brake pipe is charged to the prescribed pressure (usually 70 psi).

**15.2** Independent brake is fully applied and it is observed that brakes apply on the locomotive and tender. Independent brake is released and it is observed that brakes release on the locomotive and tender.

Note: Rules 15.3 and 15.4 (below) do not apply to the Heisler.

**15.3** A 10 psi reduction with the automatic brake valve is made and it is observed that brakes apply on the locomotive and tender. The independent brake is bailed (actuated) and it is observed that brakes release on the locomotive and tender.

**15.4** An additional 10 psi reduction is made with the automatic brake valve and it is observed that the brakes apply on the locomotive and tender. The automatic brake valve is released and it is observed that brakes release on the locomotive and tender.

**15.5** Locomotive brake pipe leakage shall be tested at the beginning of each day the locomotive is used and shall not exceed 5 psi per minute.

**16. Initial Terminal Air Brake Test and Inspection.** Whenever a train is made up or an existing train is being prepared for service for the day, an Initial Terminal Air Brake



Test and Inspection must be performed.

**16.1** Crew assembles consist, including air hoses connected, and making sure angle cocks are in the proper position. All trains with operable air brakes must have an operating and accurate air pressure gauge at the end of the consist.

**16.2** Handbrakes on cars should all be released.

**16.3** Engineer charges the brake pipe and allows the entire consist to become fully charged as indicated by gauge on the rear car. (Note: a portable air gauge may be used on the brake pipe if there is no gauge on the rear car.)

**16.4** On signal from trainman, engineer makes a 20-pound reduction with the automatic brake valve and gives one short whistle signal or otherwise notifies trainmen that the brakes have been applied.

**16.5** After brake pipe exhaust ceases, crew waits one minute to allow brake pipe to equalize.

**16.6** Trainmen inspect train to determine that the brakes are applied to each car, brake rigging does not bind or foul and all parts of the brake equipment are properly secured.

**16.7** Engineer checks brake pipe leakage for one minute.

**16.8** If brake pipe leakage exceeds five pounds in one minute, engineer will notify trainmen to inspect the train for leaks. Engineer will then release brakes.

**16.9** After leakage has been corrected, re-do the test starting at step 1.

**16.10** When inspection and leak test have been completed, a signal to release the brakes will be given. The engineer will place the automatic brake valve in the release position and sound two short blasts on the whistle or otherwise notify train crew that the brakes have been released.

**16.11** Trainmen inspect each brake to see that it releases properly.

**16.12** While making the Initial Terminal Air Brake Test, train must be inspected on both sides prior to departure. Inspection of train when train brakes are set per 16.4 (above) will qualify for the inspection of one side of the train. The other side may be inspected at any time after train is made up, whether brakes are set or not. Release inspection per 9 (above) may be utilized as the inspection of the opposite side

of the train. Items to be observed, all from ground level, are:

- A. Piston travel of between 6" and 8" as measured when brakes are applied
- B. Condition of wheels; broken or cracked
- C. Protruding, hanging or dragging objects
- D. Brake rigging that is not secure
- E. Cars that are leaning
- F. Cars that are sagging
- G. Cars that are not on the truck center plate
- H. Insecurely attached doors
- I. Broken or missing safety appliances
- J. Contents leaking from car
- K. Insecure coupling devices
- L. Overheated wheel or journal
- M. Any apparent hazard that could cause an accident
- N. Open loads including logs, ties, lumber, trailers and equipment on flat cars must be safely loaded and secured

16.13 If height or width approaches clearance restrictions, consult with proper authority.

16.14 Any car that fails its brake test and/or has another defect noted during the inspections AND cannot be repaired in a reasonable period of time must be set out of the consist.

16.15 All cars on a train equipped with air brakes, must have operable air brakes when train leaves the initial terminal. If the train is to fall below 85% operable air brakes while away from McEwen, then the train must operate at restricted speed (7MPH or less) until it returns to McEwen and the situation is corrected by either adding more cars, cutting out the defective ones, or repairing the defect.

<b>Total Number of Cars in Train</b>	<b>Maximum Number of Cars Without Functioning Brakes</b>
0-6	0
7-14	1
15-20	2
21-26	3

17. **Set and Release Test.** Whenever the train line is broken a Set and Release Test must be performed. Reasons for requiring this test include:

- A. Completion of a run around move where no cars are added to the consist
- B. A car is removed from the consist
- C. Train has become uncoupled for any reason
- D. The air line has separated for any other reason.

**17.1** The engineer will charge the brake pipe while the crew inspects the consist to assure that all angle cocks are in the proper position.

**17.2** Sufficient time will be given that the brake pipe is fully charged as shown by air gauge on the rear car.

**17.3** On signal from trainman the engineer will make a 20-psi reduction with the automatic brake valve. Engineer will sound one short toot or otherwise notify trainman that the brakes have been applied.

**17.4** Trainman will inspect rear car to ensure that the brakes apply on that car.

**17.5** Trainman will signal engineer to release the brakes; engineer will sound two short toots or otherwise notify trainman that the brakes have been released.

**17.6** Trainman will inspect rear car to ensure that the brakes release on that car.

**17.7** Trainman will notify engineer that the brake test is complete.

**18. Road Train Air Brake Test.** A Road Train Air Brake Test will be performed where cars are added to the consist after the Initial Terminal Air Brake Test.

**18.1** After one or more cars are added to the train, engineer charges the brake pipe to allow the entire consist to become fully charged as indicated by gauge on the rear car.

**18.2** On signal from trainman, engineer makes a 20-pound reduction on the automatic brake valve and sounds one short toot or otherwise notifies trainmen that the brakes have been applied.

**18.3** After brake pipe exhaust ceases, crew waits one minute to allow brake pipe to equalize.

**18.4** Trainmen inspect added cars to determine that the brakes are applied to each car, brake rigging does not bind or foul and all parts of the brake equipment are properly secured.

**18.5** Engineer checks brake pipe leakage for one minute.

- A. If brake pipe leakage exceeds five pounds in one minute, engineer will notify trainmen to inspect the train for leaks. Engineer will then release brakes.
- B. After leakage has been corrected, re-do the test

starting at step 1.

**18.6** When inspection and leak test have been completed, a signal to release the brakes will be given. The engineer will place the automatic brake valve in the release position and sound two short blasts on the whistle or otherwise notify train crew that the brakes have been released.

**18.7** The brake on each added car as well as the last car of the train must be inspected to see that it sets and releases properly.

**18.8** Added car or cars will be inspected as per 16.12 of the Initial Terminal Air Brake Test.

**18.9** Upon successful completion of air test and inspection train crew will notify engineer.

**19 Running Air Brake Test.** Upon leaving a depot and when the train has reached sufficient speed to confirm that the brakes are working, the engineer will make an automatic brake reduction sufficient to slow the train while the locomotive remains under power. If the automatic brake does not slow the train, the train must stop and determine the problem. The automatic brakes must operate properly before the train can proceed.

### SIGNAL RULES

**20** Signals must be used in accordance with these rules.

**21** Members whose duties require them to give or receive signals must understand how to give and receive them.

**22** Members and employees whose duties may require them to give signals, must provide themselves with the proper appliances, keep them in good order and ready for immediate use. Flags of the prescribed color must be used by day and light of the prescribed color by night.

**24** Any object waved violently by any person on or near the track must be regarded as a signal to stop.

**25** When a red flag or light is found on or near the track, the train must be stopped until it has been determined that it is safe to pass.

**26** Except where the stop and start is part of a switching movement the engine bell must be rung when:

- a. An engine is about to move.
- b. Passing through stations.

- c. Approaching public and private crossings
- d. Passing other trains or cut of cars, or whenever vision is impaired within 15 ft. of the track.

The bell ringing should begin sufficiently in advance to afford ample warning, and continue until:

- a. The engine has begun to move.
- b. The engine has cleared the station.
- c. The engine has cleared the crossing.
- d. The engine has cleared the other train or cut of cars.

**27a** A yellow flag or yellow light displayed along trackside indicates that the train or engine must slow to a maximum speed of 7 MPH and be prepared to stop at a possible red signal  $\frac{1}{4}$  mile from the yellow signal unless otherwise provided for by special instruction or bulletin.

**27b** Speed must not be increased until entire train has passed a green flag or green light displayed to the right of the track indicating the end of the restriction. A verbal "green light" from a work foreman over the radio can also clear a train of a yellow restriction.

**27c** When a red flag or red light is displayed between the rails of the track, the train must stop and not proceed until the flag or light has been removed by an employee of the class that placed it. The incident must be reported at the end of the shift.

**27d** When a red flag or red light is displayed to the right of the track, in the direction of travel, the train must stop and not proceed until a proceed signal is received as provided in **Rule 40b**, or verbal permission is received. If an employee eligible to remove the red flag or red light cannot be located, contact the Trainmaster, Operations Manager or Road Foreman of Engines for further instructions.

**28** A blue flag by day and a blue light by night, displayed at one or both ends of an engine, car, or train, indicates that workmen are under or about it. When thus protected it must not be coupled to or moved, nor other equipment be placed so as to obstruct the view of flags or lights. A blue flag or blue light at night must be placed between the train, car, or engine being worked on, and the nearest switch. A Blue Lock must be set and locked on the nearest switch or a derail set when a locomotive or train is being serviced on any Backshop track.

**29** Before going between cars for lining up coupler, lifting pins, connecting air hoses, or electrical wires, the trainman shall signal the engineer by pointing his hand at the area between the cars where he intends to go and wait for the engineer to acknowledge with like hand signal and visual

contact once the locomotive is secure to prevent movement. In the event visual contact between the engineer and the trainman is not possible, the trainman will radio his intentions, and wait for a radio response, before proceeding.








**VISIBLE SIGNALS**

**40**      Color Signals.

<b>Color</b>	<b>Indication</b>
(A) Red	Stop
(B) Green	Proceed and for other uses prescribed by the rules.
(C) Yellow	Proceed with caution, and for other uses prescribed by the rules.
(D) Blue	See <b>Rule 28</b> .

**41** Hand, Flag and Lamp Signals.

Note: The hand, or a flag, moved the same as the lanterns illustrated in the following diagrams, give the same indication.

Rule	Description	Signal	Indication
41a	Swung horizontally at right angle to track.	Stop	
41b	Moved slowly with arm extended horizontally.	Reduce Speed	
41c	Raised and lowered.	Proceed	
41d	Swung in a circle at right angles to the track.	Back	
41e	Swung horizontally above the head.	Apply air brakes.	
41f	Held at arm's length above the head.	Release air brakes.	
41g	Extended and retracted once per car length	Car count	

**42** The whistle must be sounded where required by rule or law. In case of whistle failure, speed of train must be reduced and the bell rung continuously when approaching and passing through stations, yards, or over public grade crossings.

**42a** Whistle blowing in or near Sumpter must be limited to only those whistles required by operating rules. No excessive whistle blowing is permitted.

**42b** When a flagman is on duty at a grade crossing in or near the town of Sumpter, whistle blowing at that grade crossing is not to be blown, unless to avoid imminent collision.

**43** The following engine whistle signals shall be used:

**Note:** The signals prescribed are illustrated by "0" for short sounds; "-" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

Sound	Indication
(A) 0	Stop. Apply brakes.
(B) -	When standing, air brakes applied.
(C) - -	Release brakes. Proceed, and Answer to <b>41C</b> .
(D)- 0 0 0	Flagman protect rear of train.
(E) 0 0 0 -	Flagman protect ahead of train.
(F) - - - -	Flagman return from the west or south.
(G) - - - -	Flagman return from the east or north.
(H) 0 0	Answer to any signal not otherwise given.
(I) 0 0 0	When train is standing, back up. Answer to <b>41d</b> .
(J) 0 0 0 0	Call for signals.
(K) - - 0 -	Approaching public crossing at grade. Standard sign will designate point at which signal must begin, to be prolonged for at least 10 seconds or repeated until crossing is occupied by engine or cars. This signal must also be used frequently to warn trackmen and other members when view is restricted by weather, obscure curves, or other conditions. Also, as alarm for persons or livestock on the track.
(L) -----	Approaching stations.
(M) - - 0	Approaching a waiting or meeting point.
(N) 0 -	Inspect train for air leak.
(O) 00 00 00	Inspect train for brake sticking.
(P) Succession of short sounds	When an emergency exists and it is necessary to use engine whistle to call for brakes to be applied on moving train or cars, or when necessary to use engine whistle to signal some other movement to stop.

**44** Rules **43h** or **43k** should be the only whistle signals used to acknowledge or "say hello" to persons standing along the tracks. Any other signal may be interpreted by other members as a situation that does not exist.

**46** Conductor and engine crew should have properly



operating radios. Cab crews should have a backup radio.

**47** If radio communications fail, arrangements must be made for the engineer to receive hand signals. (See Safety Instruction 5410.)

#### USE OF A SIGNAL

**50** A signal imperfectly displayed, or the absence of a signal where a signal is usually shown, must be regarded as a stop signal.

**51** When a signal is given to stop a train, it must, unless otherwise provided, be acknowledged as prescribed by **Rule 43a** or **43h**.

#### SUPERIORITY OF TRAINS

**60** A train is superior to another train by right, class or direction. Right is confirmed by train order and is superior to class and direction.

**61** Extra trains are inferior to regular trains.

#### MOVEMENTS OF TRAINS

**80** Any work being performed on any engine, car or train, must be protected as prescribed by **Rule 28**.

**81** When repair work or servicing is to be done under or about an engine, car, or train, the engineer, fireman and conductor will be notified (if they are present). **Rule 28** must also be observed.

**82** Only the workman installing the blue signal can authorize its removal.

**83a** If a blue signal is left in place by a workman, the Trainmaster, Operations Manager or Road Foreman of Engines, if present, must inspect the entire train, all sides, to determine if the blue signal can be removed. Only after a thorough examination of the entire train can the Operations Manager, Trainmaster, or Road Foreman of Engines remove a blue flag.

**83b** If the Trainmaster, Operations Manager, or Road Foreman of engines is not present, the conductor and engineer together must inspect the entire train, including all sides, to determine if the blue signal can be removed. Only after a thorough examination of the entire train can the conductor and engineer remove a blue flag.

**84** A train must not start until proper signal is given.

**86** An inferior train, and extra trains, must clear the main track 5 (five) minutes ahead of regular trains unless otherwise provided.

**87** An inferior train must keep out of the way of opposing superior trains. Failing to clear the main track by the time required by rule must be protected as prescribed in **Rule 99**.

**88** Within all yard limits, and for all trains and equipment, the maximum allowed speed is 7 MPH.

**88a** McEwen Yard limits are posted from MP 22.8 east to end of track, sidings and spurs.

**88b** Sumpter Yard limits are posted from MP 27.4 (Sawmill Gulch Road) west to end of track, encompassing all tracks, sidings, spurs and loop.

**91** Trains must approach all stations at a rate of speed that will enable them to stop quickly should an emergency arise.

**93** Within yard limits the main track may be used protecting against first class trains.

**94** Second class and extra trains may move within yard limit and must be prepared to stop short of any train or equipment, unless the main track is seen or known to be clear.

**98** When a train is backing across a crossing, trains must approach grade crossings and be prepared to stop unless:

- (a) A proceed signal is given by the conductor.
- (b) A clear view of the crossing is available.
- (c) The crossing is protected by functioning lights or lights and gates.

**99** When a train stops or is delayed under circumstances in which it may be overtaken by another train, the conductor must send a flagman back with stop signals a sufficient distance to insure full protection and alert all trains by radio of the situation.

**100** When a train is flagged, the engineman must obtain a thorough explanation of the cause, stopping if necessary.

**101** Conductors are responsible for the full protection of their trains in both directions and under all conditions.

**102** When cars are pushed by an engine, a flagman or pilot must take a conspicuous position at the front side of the leading car and remain visible to the engineer at all times.

**102a** When shoving cars across Sawmill Gulch Road, the crossing must be flagged.

**102b** When the lights or lights and gates of a protected crossing are not working, all trains, engines, and work equipment must stop and flag the crossing.

**102c** When operations require a pushing movement to Sumpter Station, a crew member must take a position on the rear end of the train, remaining in visible contact with the engine, and pilot the train to the station stop. Extreme attention must be made to protect all persons near the track while the pushing movement is made.

**103** Messages or orders concerning the movement of trains or conditions of track or bridges must be in writing.

**104** Switches must be left in proper position after being used.

**104a** All mainline switches must be left lined and locked for the mainline.

**104b** Dredge Spur switch must be left lined for Dredge Siding.

**104c** Hawley Siding must be left lined and locked for the mainline.

**104d** McEwen Tail of the Wye switch must be left lined for the west leg of the wye.

**104e** All main line switches and those required by rule and special instruction to be locked must be left in that condition.

**104f** If an engine or car is run partially through a split switch the entire movement must be continued, to reverse would result in derailment. A split switch must be immediately repaired by the crew. If it is not possible to repair, it must be spiked in place before proceeding through the switch and be reported to the operations manager and roadmaster. A crew bulletin must be posted in the yard office identifying the switch and the defect.

**104g** Enginemen must know that switches are properly set before they pull or push in or out of sidings or other

tracks.

**104h** When a train backs in on a siding to be met or passed by another train, the enginemen, when his engine is clear, must see that the switch is properly set for the main track. This does not relieve the trainmen from responsibility as to proper position of the switch.

**104i** Spring switches are identified by the "S" on the switch target.

**104j** A train or engine trailing through or stopping on a spring switch must control slack. If a train stops on a spring switch, the switch must be lined by hand before making a reverse movement or taking slack.

**104k** When a trailing movement is to be made through a spring switch, and the initial movement of the switch points is not to be actuated by the engine, the switch must be lined by hand for the movement and not returned to the normal position until the movement has been completed.

**104l** When operating any equipment under 2,000 pounds through any spring switch, the switch must be lined by hand.

**104m** When not in use, switches must be locked, hooked, or latched if so equipped. Before making movements in either direction, make sure the switch is latched or secured with a lock or hook.

**105** Both conductors and enginemen are responsible for the safety of their trains and under conditions not provided for by the rules, must take every precaution for their protection.

**106** In all cases of doubt or uncertainty, the safe course must be taken and no risks run.

**107** Unless otherwise provided, before any train (engine, speeder, etc.), other than a regular scheduled train, may use the main track, the conductor or engineman (if the conductor is not available) of the regular scheduled train must give his approval. An extra train order form must be completed. For clarity, the "Fire Train" is considered an "extra train". Even though it may have an assigned crew, it is not a regular train. The scheduled crew of the fire train must adhere to **Rules 107, 108, 108a**.

**108** The Station Agent issuing an extra train order shall provide a copy to the engineer and conductor of the regular train and the engineer of the "extra train", The Station Agent must also keep a file in the records of the issuing station and give a copy to any succeeding engineman and conductor

unless said order has been fulfilled, superseded or annulled. This "extra train order" may also be done via radio, so long as clear transmission is sent and received, and is acknowledged by conductor/engineer of the regular train.

**108a** The extra train order shall be addressed to the Conductor and Engineer of all trains involved, and must show order number, date of issue, name of station where issued, and time during which order is in effect. If order requires a train to be held at a certain point, the order must be signed by receiving Conductor. Conductor shall discuss order with the Engineer to be sure they both understand.

**109** Close clearance exists on all tracks of shops. Do not ride on the sides of engines or cars through the shops.

**110** Steep grade exists on all shop storage tracks. All cars stored on these tracks must have hand brakes set and/or wheels fully chocked.

**111** McEwen yard shall have ½ of all handbrakes set except at tie up when all handbrakes shall be set. All cars at Hawley Spur shall have handbrakes set and the leading wheelset on the downhill end car chocked. Two handbrakes will be set while parked at Sumpter with the locomotive, and all handbrakes will be set during the runaround at South Sumpter.

#### GENERAL REGULATIONS

**201** Members and employees who are careless of the safety of themselves or others will not be continued in the service.

**202** No appointment or promotion to the position of conductor or engineman will be made until after the applicant has been examined as to knowledge and understanding of all rules which relate to his/her duties and has received a certificate of qualifications signed by the proper official.

**202a** All hostlers, firemen, and engineers must pass a knowledge test for the position and locomotives being operated.

**203** All other persons in train service must, before being assigned to duty, pass a satisfactory examination of the rules governing the duties of the position in which they are to be placed.

**203a** Members in training may occupy positions under supervision of qualified persons.

**204** Persons under the age of 18 must have written approval from a parent or guardian to be an operating crew member.

**205** Members and employees must possess a valid state vehicle driver's license while operating on any SVRR moving equipment while in motion. This includes all train rolling stock, locomotives, loaders, forklifts, Fire Train and other SVRR equipment and vehicles. All persons must possess a valid driver's license while operating any private vehicle on SVRR property. SVRR property includes all yards and right-of-ways owned or leased by SVRR.

**206** Members and employees must notify SVRR officials within 48 hours if their state drivers' license is revoked for any reason.

**STATEMENT OF SAFETY POLICY**

It is the policy of the Sumpter Valley Railroad Restoration, Inc., that its operations will be conducted in a safe manner. As integral parts of this policy, the Board of the Sumpter Valley Railroad Restoration believes that:

- All injuries can be prevented.
- Volunteers and employees at all levels are responsible for maintaining safe working conditions and preventing personal injuries, carrying out work functions in a safe manner is equally as important as meeting deadlines, production schedules and other non-safety criteria.
- It is important to commit the necessary resources to provide safe working conditions.

Rules cannot be written to cover every possible situation that may arise in connection with each and every individual task connected with your work, therefore; certain responsibilities rest upon each member. Namely:

- A) Protection of one's self.
- B) Protection of fellow volunteers and employees.
- C) Protection of the public.
- D) Reporting to those in authority any dangerous condition or unsafe practice where such is found to exist.

The operating authorities of the Sumpter Valley Railroad Restoration, Inc. are the persons serving in the following capacities:

- President
- Vice-President
- Manager of Operations or designated member
- Trainmaster
- Chief Mechanical Officer
- Road Foreman of engines
- Roadmaster

Suggestions from volunteers and employees intended to promote safety, economy, improve service, or to better clarify the rules and regulations of the Operating Department, are solicited and will receive proper consideration. All constructive comments can be sent to the Operating Committee. The Operating Committee members are the Trainmaster, Road Foreman of Engines, Manager of Operations, Safety Officer and the Vice-President and others as appointed by the Board of Directors.

#### **SAFETY INSTRUCTIONS, GENERAL**

**4000** In case of doubt or uncertainty, the safe course must be taken. In all cases, the safest available methods must be followed.

**4001** Workers must take every precaution to prevent injury to themselves and other persons under conditions not provided for by the rules. Workers must not rely upon the carefulness of others but must protect themselves when their own safety is affected.

**4002** Defective equipment or tools must be put in safe condition or removed from service, and a report made to proper authority.

**4003** Anything that might cause a fire, injury to persons or damage to equipment or property (except lighted fusees) must not be dropped or thrown from an engine, train or other equipment. When a situation warrants the dropping of a lighted fire from a locomotive, care must be taken to contain the fire on the ground. The dumped fire must be extinguished before the operating crew leaves the area.

**4004** All injuries on railroad property, either on or off duty, regardless of extent, must be reported immediately to a foreman, or any board member. Necessary first aid or medical attention must be obtained as soon as possible.

**4005** Workers must not work so close together as to constitute a hazard, or within striking distance of a person who is using a sledge, hammer, axe, pick, or other swinging tool, except when assisting them.

**4006** When working in groups, workers must have an understanding of all moves to be made. When unloading ties, timber, or other material from cars, workers must not be permitted to work on the ground in the vicinity of the cars. Workers handling such material must be alert to know there is no one on the ground alongside of cars where material is being unloaded.

Before moving heavy or bulky freight, tools, or material, all persons so engaged must have proper understanding of how the work is to be done. They must

have firm handholds and footing, and as far as practicable, all parts of their body must be kept in the clear.

When handling tie plates, rail or other heavy objects workers must use care to avoid injury to hands or feet.

Suitable equipment must be used to lift or move large or heavy objects.

**4007** Protruding nails and screws must be pulled out or turned down when boards or timbers are removed or when nails or screws are found protruding.

#### **WORKING ABOUT ENGINES AND CARS**

**4100** Workers making inspections, records, applying or removing placards, or performing other duties requiring them to climb about cars must endeavor to do all such work while cars are under blue flag protection, (See **Rule 28** of the "Rules and Regulations of the Operations Department") and must not move about on cars being switched. When practicable, they must notify trainmen of their presence on or about cars in yards.

**4101** Before going under or between cars, workers must look in both directions to see if engines or cars are approaching.

**4102** Workers must keep hands and fingers out of journal boxes. A packing hook must be used to remove, replace or adjust brass, wedges or packing.

**4103** When using wedges or other means to take weight off drivers, rail and wedges must be cleaned to avoid injury from flying wedges or blocking.

**4104** Workers must not remove any of the appliances of an engine or car that would endanger the safety of themselves or others, nor follow other dangerous practices.

**4105** Before opening dump doors on a car, workers must see that all persons are clear on both sides and that no one is inside the car.

**4106** Workers must not go on top of any car that is not equipped with roof walks, except to make repairs or to load tank cars, and then only when the car is standing.



**GUARDING AGAINST TRAINS, ENGINES AND CARS**

**4200** Workers must not stand, sit, or walk on track except when necessary in the performance of duties.

When necessary to stand or walk on track, workers must face against the current of traffic where practicable.

On any track, workers must keep a careful lookout for trains or engines in both directions.

**4201** When trains or engines are passing workers must not remain near the track where they are liable to be struck by any articles that may protrude or fall from engines or cars.

When standing, walking, or working on cars or locomotives between tracks in the yard, or between main track and sidings, workers must keep a careful lookout for trains, locomotive or cars, and expect trains, locomotives or cars to move at any time, on any track, in any direction.

Workers must not rely on others to notify them of the approach of a train or engine.

**4202** Workers must not cross or step afoul of the tracks when moving equipment is near. Workers must walk ten feet past the end of standing locomotive, cars or trains before crossing the tracks, to guard against sudden and unexpected movements.

**4203** After giving the signal to stop, workers must keep clear of track until engine or cars have stopped.

**4204** Unless their duties require it, workers must not get on, climb over, crawl, sit or lie under cars. Regardless of whether cars are standing or moving, and are less than 30 feet apart, workers must not go between them.

**4205** Workers must not walk through escaping steam, which obscures the vision.

**4206** Job foremen must take necessary precautions to see that workers under their supervision receive ample warning of approaching trains in time to clear the track.

**4207** In handling train orders up to a worker on a moving train, operators must keep close lookout for approaching trains and must stand a sufficient distance from all tracks to avoid being struck by train or any projecting object.

**CLOSE CLEARANCES**

**4300** When necessary to extend any part of the body beyond side line of engine or car, a careful lookout must be maintained in both directions for trains, engines or cars on adjacent track, and for other close clearances. Riding on top of cars is prohibited except when necessary to operate hand brakes, and then only if train brakes are inoperative. When riding on top of a car, worker must face in the direction of movement when practicable, and careful lookout must be maintained for close overhead clearances.

**4400** Unless their duties require it, workers must not get on and off moving equipment, engine or caboose, except in space provided.

**4401** When duties require workers to get on moving equipment, the worker must place the trailing foot on the step first, then grip a grab iron with both hands. If the engine or train is moving too fast for safe boarding, the engine or train must be stopped for boarding. Boarding should be done at the leading end of the cars.

**4402** Workers must always get on moving equipment on the engineer's side of the engine or train.

**4403** When duties require workers to get off moving equipment, the worker must face the engine or car, lower the trailing foot to the ground. Once contact is made with the ground, the worker must then let go of grab irons. Disembarking should be done at the leading end of the car.

**4404** Workers must always get off moving equipment on the engineer's side of the engine or train, unless given permission by the Engineer to exit the Fireman's side.

**4405** Before getting on or off equipment workers must guard against unsafe footing, obstructions, or equipment moving on the other tracks and must not get on or off equipment that is moving at a speed that would make the action unsafe.

**4406** When practicable, workers must get on or off equipment at the rear and on the side away from the main track or close clearances. Getting on or off equipment at the instant it couples to other equipment, and by means other than the appliances provided, is prohibited.

**4407** When getting off equipment, workers must not alight between the rails nor on end of the ties and must alight to clear engines or car. When getting off standing equipment, workers must retain grip on hand hold until foot is firmly placed on the ground or other support.

When necessary to get on or off moving flat cars or tank cars, extreme care must be taken.

**4408** Workers must face ladder in entering or leaving cab of engines, must have secure handhold on grab irons and must not encumber hands with tools or material.

**4409** It is the responsibility of the conductor and rear brakeman (if on duty) to ensure that step boxes are level and balanced on the ground, and footing around the platform area is reasonably clear of obstructions, before allowing passengers to alight from a passenger car.

**4410** The Conductor and Rear Brakeman (if on duty) should stand at the step box or depot platform at the gangway of any passenger car that is loading or unloading to assist passengers.

#### **RIDING ON TRAINS, ENGINES OR EQUIPMENT**

**4500** Workers must NOT ride in or on engines or cars as follows:

On leading footboard of engine;

On footboard between engine and cars.

On sill step of flat cars;

On end ladder on front end of car that is being pushed, or on rear tender sill when backing;

On engine pilot, except those equipped with footboards;

On inside, side or end of car containing load which may shift;

On the side of engine or car while being moved in or out of shop, engine house, or at other locations where close clearances exist.

**4501** Workers riding trailing footboard of engine must stand on both feet, have grip on handhold and must not move from one side to the other by swinging around the face of coupler. Workers must not sit on footboard of engine or tender, nor sit in gangway of engine.

**4502** When riding on or in moving equipment, workers must protect themselves from injury that may be caused by rough starts and stops, slack action, curve motion, couplings or any other unexpected motion.

Brake clubs must not be inserted between handhold or stirrup and body of car or engine for any

purpose. Proper handhold and stirrup must be used at all times.

**4503** When riding on top of freight car, workers must take position on running board near center of car except when required to be otherwise located, in which case, extreme care must be taken to avoid injury.

Workers must not jump from the top of one car to the top of another car on adjacent track.

Stepping from one car to another while coupling or after cut has been made between cars is prohibited.

When applying or releasing hand brakes, workers must not step directly from the side ladder to the brake step, nor from the brake step to the side ladder without first placing foot firmly on end of ladder tread.

**4504** Workers must not stand between tender and back wall of cab while engine is moving on sharp curves, not on apron between engine and tender when moving through turnouts. Workers must guard against toes being caught or pinched by apron or under back boards at all times.

**4505** When riding on flat cars or other equipment, workers must not sit with feet projecting over sides or ends of cars.

**4506** Workers riding on a train, engine or car must guard against being struck by objects that may protrude or fall from a train on adjacent track and be on lookout for other impaired clearances.

### **BRAKES**

**(For Further Instructions See Rules 16 – 19)**

**4600** Workers operating hand brakes must note condition of pawl, ratchet, and brake wheel to detect any defect. They must secure firm footing and handhold to prevent slipping, falling strain, sprain or other injuries. Defective pawl, ratchet or brake wheels must be reported at the end of the shift.

**4601** Check condition of brake clubs before operating trains. The use of non-standard or dangerously worn brake clubs is prohibited. At least two brake clubs must be on a train of two or more cars. Before applying heavy stress on brake club, worker must first make sure it is firmly placed in the brake wheel. Brake club stress must be steady. When unable to release brake with steady stress, help must be obtained. Stress on hand brakes must not be made at moment of coupling as impact may move car.

**4602** Hand brakes must be carefully released, and care must be taken to avoid being struck by brake wheel or club

when pawl is released and to avoid having clothing caught in brake wheel.

**4603** Holding brake tension by hand with the use of pawl and ratchet on a moving car is prohibited.

**4604** When overheated wheels are found, train must be stopped and held a sufficient time to permit heat to equalize throughout wheels. At least 10 minutes is recommended.

**4605** Before applying hand brakes, worker must test hand brake to make sure the brake is functioning properly.

**4606** Never depend on air brakes to hold an unattended train, engine or car. Hand brakes and/or wheel chocks are the only acceptable means of holding unattended equipment. "Bottling" train air is prohibited.

### COUPLING AND UNCOUPLING

**4700** Workers must not go between or in front of a moving engine or car to uncouple, open, close or arrange knuckles or couplers, or to manipulate other appliances, when the moving equipment is within 30 feet. In making cut between moving equipment employees must watch footing carefully and guard against stumbling hazards.

**4701** The use of hands or feet to adjust couplers, knuckles, or lock pins while cars or engines are moving or about to couple is prohibited. Movement must be stopped and cars spaced a safe distance of at least 30 feet before coupler, knuckles or lock pins are adjusted.

**4702** An uncoupling lever must be used to uncouple cars. Operating uncoupling lever on car or engine while riding on another car or engine is prohibited.

**4703** Engineer must reduce brake pipe pressure by 20 PSI before uncoupling cars. Lead car of stationary consist must have brake pipe valve (angle cock) left open, and trailing car of moving consist must have brake valve closed. Brake pipe hoses must be allowed to disconnect by uncoupling to insure "bottled" air is not left in the brake pipe.

**4703a** Workers must walk away from, and face away from cars being uncoupled to avoid debris created by uncoupling hoses. Workers must make certain no other persons are within 15 feet of cars being uncoupled. Once uncoupled, brake hoses must be secured to prevent damage.

**4704** When connecting air or steam hoses between cars, worker must place only one foot between the rails,

keeping one foot outside of rails to allow a quick escape in the event the cars should suddenly move.

### SWITCHES

**4800** Switches must not be handled by unauthorized persons.

**4801** Workers must have secure footing when exerting stress on switch lever, body must be firmly braced and a steady pull must be exerted on lever. Workers must keep clear of switch lever travel to avoid being struck. Hands and feet must be kept in position where they will not be caught by lever or ball. The use of feet on switch lever for purpose of operating switch is prohibited.

**4802** When necessary to operate a spring switch by hand, the switch must be operated slowly, keeping a steady pressure on handle. When a spring switch must be operated by hand and springs are compressed by wheels, workers must keep clear of handle when released.

Workers should step back from switch stands when trains are moving through the switch.

### MOVEMENT OF CARS

**4900** A car that is unsafely loaded or otherwise unsafe must not be moved except to clear track, and only then if movement can be made without damage or personal injury.

**4901** When dump doors are being closed, permission must be obtained from the worker in charge before car is coupled to or moved.

**4902** To avoid danger of derailment of cars, conductor and foremen must see that material is not loaded on or removed from one side of car in such a manner to cause an uneven load.

### TRAIN, ENGINE AND YARD SERVICE

**5000** On steam locomotives, water columns, water glasses and gauge cocks, where present, must be blown out at frequent intervals to determine that proper water level is maintained in boiler at all times.

Water blow-out cocks, water glasses and gauge cocks, where present, must also be tested at frequent intervals while locomotives are in service to determine that proper water level in boiler is maintained at all times. Any

defect must be reported by engineer at end of trip or day's work.

Do not operate locomotives with strong leaks in water glass fittings. Leaks in water glass fittings can cause false readings.

**5001** Hooks, scrapers, shovels, and other equipment on engine must be so placed that they cannot fall or project over side to interfere with movement of workers.

**5002** While taking fuel, water or sand, engines brakes must be applied, cylinder cocks opened and reverse lever latched in center notch. In addition, chains must be placed under a driver wheel when taking on fuel.

Worker must take position where they will not be struck by apron of chute or spout, should engine move unexpectedly.

**5003** Engine must be brought to full stop before water spout is moved and must not be moved again until spout has been returned to normal out of the way position. Care must be used to avoid waste of water.

**5004** Engines must not be left without a worker in charge, except at designated places and under authorized conditions, and must not be left standing so they will block or foul adjacent tracks.

**5005** Engineers or firemen must not change adjustment of safety valves or allow boiler pressure to be above the limit at which valves are set. Engine must be fired in a manner that will prevent escape of steam from safety valves.

**5006** Before opening blow-off cocks, operating air pump, opening cylinder cocks, operating water injectors, or initiating reversing valve motion, or water injectors, it must be determined that no person is in the zone of danger.

**5007** Blow-off cock must not be used at any point where liable to cause personal injury or obstruct vision of pedestrians or traffic.

Blow-off cock or blow down valves must not be used:

- Moving through stations;
- Near cars on adjacent tracks;
- Passing water columns, or other track side equipment;
- On curves or near highways;
- Fireman must not open blow-off cock unless so instructed by engineer.

**5008** When practicable, flues must not be sanded while passing dry fields or places where fire might result. So far as practicable, flues must be sanded at locations where

there are other employees or volunteers at work, so that in the event of fire, workers will be available to extinguish fire.

**5009** A train departing a station with inadequate steam pressure to safely operate air pump, dynamo, and other safety appliances, is prohibited.

#### **PASSENGER SAFETY ANNOUNCEMENTS**

**5100** The conductor, or any crew person so appointed by the conductor, must make safety announcements to the passengers over the public-address system (PA) of the train either before departure from any station, or shortly after departure. In the event of PA failure, announcement must be made in each car.

**5101** The following safety rules must be read to the passengers on any passenger train. The PA announcer is encouraged to paraphrase the required announcements to add a personal touch, so long as the basic content of the safety rules is relayed to the public.

-Passengers are not allowed to ride upon platforms of cars, the roofs of cars, not to occupy places where safety would be endangered;

-Passengers must not freely pass between cars of the train, unless the conductor feels safe passage can be made;

-Passengers must not reach outside the car line for any reason;

-Passengers must not run in the train while it is moving;

-Smoking is prohibited on board the train due to fire dangers. Throwing burning items from the train is prohibited and is in violation of state law.

#### **EMERGENCY PROCEDURES INJURIES / ILLNESSES**

**5200** In the event of any accident involving a passenger, freight or work train, or any accident on railroad property, regardless of nature or seriousness, all operating members and employees of the Sumpter Valley Railroad Restoration have a responsibility to ascertain if any passenger or fellow worker is injured, and to render assistance where needed.

**5201** Any injury or illness to a passenger or crew person, regardless of nature or seriousness, must be reported. In all cases of injury, all pertinent information on the injured person should be recorded including: Name, address, phone



number description of injury, description of how injury occurred, and any other pertinent information.

#### GRADE CROSSING ACCIDENTS OR INCIDENTS

**5203** All grade crossing accidents will be reported to the Oregon State Police, regardless of nature or seriousness, by whatever means available.

The proper grade crossing number and name must be given to any emergency agency in the event of an accident. Grade crossing numbers and names are:

FRA Crossing #	Mile Post #	Name
921667 C	22.5	Huckleberry Loop (Mc Ewen)
921668 J	22.8	Chipmunk Trail
921669 R	25.0	Whitney Hwy. (Ore. Hwy. 7)
921670 K	25.9	Huckleberry Loop (Sumpter)
921671 S	26.4	Ballast (Private)
921672 Y	26.65	Bad Water (Private)
921673 F	27.0	S-Wye, Iron Horse Village (Private)
921674 M	27.4	Sawmill Gulch Road
927293 U	27.57	Austin Street

**5204** The train should not be moved in any way from the scene of an accident before police officers arrive, unless it is a matter of life and death. If the train crew feels the train must be moved to protect or save life, extreme care must be taken to prevent further injury or damage.

**5205** The train crew must assist the police officers in any way possible with the accident investigation. The train crew must be careful to make no statement to any person during the investigation realizing that any comment made may be used in subsequent court actions. The press or media should be referred to SVRR president, Vice President or Secretary.

**5205a** Train crew must show police officer(s) only their SVRR ID card. Crossings are railroad right-of-way. Vehicle driver's licenses must not be shown to or yielded to police officers.

**5206** The train crew should get a copy of the police report for SVRR records, or the case number and the reporting officer's name.

**5207** After the train is released by a police officer, a thorough inspection of the train must be made before the train is moved, making sure that no damage could interfere with the safe operation of the train. This inspection must include a standing air brake test.

A thorough inspection of the track must be made before the train is moved, making sure that no damage could interfere with the safe operation of the railroad.

If no one on the train crew feel qualified to make such inspection, or if no one wishes the responsibility of such inspections, then members with proper qualifications must be called to the scene to make the inspections before operations continue.

**5208** In the event a motorist leaves the scene of an accident, the train crew should take note of the license plate tags, record a description of the vehicle, and report the incident to the police. If possible, the incident should be relayed to the station agent via radio or other means. The station agent shall then phone in the report.

**5209** Once the emergency is past, and within reasonable time, proper authority of the SVRR must be notified of the accident by telephone and be briefed about the situation. Preferably, the engineer should make this phone call. If unable to reach proper authority any board member must be contacted.

### DERAILMENTS

**5210** The safety and well being of passengers and fellow workers are the responsibility of all crew personnel.

**5211** The conductor and brakemen (if on duty) must immediately check on all passengers on the train for any injuries.

**5212** Any engine or cars not derailed must have the hand brakes immediately set to protect against runaway.

**5213** If evacuation of the train is required, it is the conductor and brakemen (if on duty) responsibility to ensure quick and safe departure of the train and to ensure that all passengers are escorted a safe distance from the train.

**5214** If passengers are vacating a car that is leaning, or tipped over, all personal belongings, including baby bags, strollers, et al, must not be removed by the passenger. The passengers must have both hands free to leave the train. Train crew members will retrieve personal items once all passengers are safely off the train, safe conditions permitting. Human life comes first, then pets and animals, inanimate objects come last.

**5215** If the engine is derailed or disabled, the engineer and fireman must immediately determine if the boiler of the locomotive is safe and secure.

**5216** If the boiler of the locomotive is found to be unsafe due to tank or boiler water loss, uncontrollable steam escape, or any other unsafe condition, the fire must immediately be shut down or dumped, and water must immediately be injected into the boiler until full or until steam pressure expires. However, if the water level in the boiler is extremely low (below sight in the sight glass), or empty, water should not be injected into the boiler due to possible boiler explosion.

**5217** If the engine is derailed or disabled, and the boiler of the locomotive is found to be unsafe, and control of the situation is not obtainable, then the area must be immediately evacuated of all persons for protection against a boiler explosion.

**5218** If the engine or train is derailed or disabled, and the boiler of the locomotive is in a safe condition, the engineer and brakemen (if on duty) must make themselves available to the conductor to assist with passenger needs. The fireman must remain with the locomotive.

**5219** Once the emergency has passed in a derailment or breakdown situation, the engine crew must determine if the locomotive will be able to proceed to fuel and water sources within reasonable time. If fuel and water will not be obtainable within reasonable time, the fire must be allowed to completely extinguish before the onboard water supply expires.

#### **MAINTENANCE OF WAY EQUIPMENT**

**5300** Track motor cars, platform cars and roadway machinery must be inspected daily before being used to ensure that all bolts, nuts and cotters are in place and tight, that gasoline tank feed pipes and connections do not leak, that brakes are in good condition and adjustment, and that wheel gauge is correct. They must be kept in good order, and bearings and machinery well oiled.

**5301** Setting motorcars on and off track while engine is running is prohibited.

**5302** Turning motor cars around while engine is running is permitted.

**5303** All persons riding on motor cars or trailers must be seated while car is in motion and so placed that an unobstructed view may be had by the operator of the car.

No one must get on or off motor cars while in motion except those necessary to start the car.

**5304** All tools, appliances and material must be placed on all machines and work equipment cars in such manner as to insure against accident or personal injury or falling from equipment while in motion.

**5305** Trailers shall not be attached to motor cars except by standard couplings. Workers must not ride on trailers except when absolutely necessary.

**5306** Drivers must test motor car brakes immediately after starting cars.

**5307** Motor cars, and other self-propelled track machines, must be operated within maximum allowed speed limits. Speed must be reduced over switches and frogs, and while passing other trains, station grounds, or where pedestrians are likely to be struck. Speed must also be reduced when approaching all grade crossings so that a positive stop can be made before entering crossing if occasion demands.

**5308** Motor car operators must watch for stones or other obstructions in flange ways of frogs, switches, and highway crossings.

**5309** Gasoline tanks must not be filled on motor cars, trucks or any other gasoline engine powered machine while engine is running. Smoking or using an open flame or any type of oil burning lantern where gasoline tanks are being filled, or gasoline is being handled or stored, is prohibited.

**5310** Cleaning, touching, or placing hands on or about friction drives or belts of motor cars or other mechanical equipment while in motion is prohibited.

**RADIO AND ELECTRONICS DEVICES RULES**

**5400** Radio communications systems are under the jurisdiction of the Federal Communications Commission (FCC). All workers, except those specifically authorized to do so, are prohibited from making any adjustments to a railroad radio set. If a radio transmitter is not operating properly, its use shall be discontinued and the proper authority notified as soon as possible.

**5401** No worker shall knowingly transmit any false distress communication, any unnecessary, irrelevant or unidentified communication; nor utter any obscene, indecent or profane language via radio.

**5402** Before transmitting, any worker operating a radio transmitting set shall listen a sufficient interval to be sure that the circuit is not already in use, particularly for distress traffic.

**5403** A distress call will be preceded by the word "Emergency" repeated three times. Such calls shall be used only to cover initial reports of derailments, washout, fires, obstructions to tracks, or other matters that would cause serious delay to traffic, damage to property, injury to workers or the passengers, and shall contain as complete information thereon as possible. All workers shall give absolute priority to communications from any station in distress, and except in answering or aiding a station in distress shall refrain from sending any communications until there is assurance that no interferences will result to the station in distress.

**5404** Any worker shall permit inspection of the radio equipment in his or her charge and all pertaining FCC documents by a duly accredited representative of the FCC.

**5405** Worker must clearly identify the station, train or engine and worker transmitting or responding to a radio communication and must preface calls with railroad name or station call letters (if any).

**5406** Radio communication must not be used to avoid compliance with any operating rule. Radio communication may be used instead of hand signals or communicating signal to convey required information when necessary.

**5407** When train or engine movements are to be made in response to radio communications, such as in switching operations picking up or setting out cars, specific instructions must be given for each movement. When backing or shoving train, engine or cars, distance of movement must be specified and movement must be stopped in one-half the remaining distance unless additional instructions are received.

**5410** Personal cell phones and other electronic devices usage for texting, voice, photos or any other communication purpose, are not allowed by train crew members while on duty and operations are under way or pending and must be turned off. Loading and unloading passengers is a part of operations. Likewise, cell phones usage is not allowed while operating any powered yard and fire prevention equipment.

Cell phone or other electronic devices usage is allowed: Anytime for emergencies if radio contact cannot be established; if radio or visual contact is not possible and agreed by crew members in advance as necessary; if approved in advance by the Operations Committee; by crew members if relieved of duty, leaves the area and does not foul operations or interfere with work; if all crew members have been briefed that operations are suspended. Hearing

aids must not be connected to cell phones or other audio devices. GPS units may be used to indicate speed, time and other useful information mounted in direct view of crew members. Cameras may be used to document incidents.

**CLOTHING AND ACCESSORIES**

**5500** All workers are urged to wear cotton or other non-flammable or low-flammable clothing. Locomotive cab workers must not wear synthetic clothing. Workers must not dress in a manner that will interfere with vision, hearing or free use of hands or feet. They must wear shoes suitable for duties in engaged and are urged to wear safety shoes when handling heavy material. Cuffs on overalls and trousers, and jacket sleeves, must be securely sewed to prevent catching on projections or moving machinery.

**5501** Workers should use proper protective gear when appropriate including, but not limited to:

- Hearing protection.
- Vision protection.
- Hard hats.
- Safety Vests.

**Disciplinary Procedures of Operating  
Personnel of the SVRy**

Violations of Safety Instructions and Operating Rules and Regulations of the SVRy by its members will be subject to disciplinary review by the Operations Committee. Sanctions up to and including loss of operating privileges may be imposed depending on the frequency or severity of violations. Members will be given the opportunity to appeal any disciplinary decision made by the Operations Committee to the Board of Directors.