



**Rochester & Genesee
Valley
Railroad Museum**

RAILROAD OPERATIONS POLICY

Rochester & Genesee Valley Railroad Museum

**Board of Trustees
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Crew Qualification

Classroom Training

Operating Rules Class & Examination

- Curriculum
 - General Code of Operating Rules
 - Safety procedures
 - Hours of service
 - Physical characteristics
- Passing score is an 85%
- Offered annually

Air Brake and Train Handling Rules Class & Examination

- Curriculum
 - Air Brake and Train Handling Rules
 - Air brake concepts
 - Inspection & tests
 - Train handling concepts
- Passing score is an 85%
- Offered annually

Requirements by Craft

Trainman (formerly Car Host)

A Trainman is a qualified crew member under the supervision of a Conductor. Trainmen assist passengers on and off trains, help to ensure their safety, and interpret the history of museum equipment and operations.

To become a Trainman, one must:

- Be at least 16 years old
- Be a member of the RGVRRM
- Pass the Operating Rules class
- Have a reasonable knowledge of the museum and its history

In order to remain a qualified Trainman, one must:

- Pass the Operating Rules class annually

Assistant Brakeman

An Assistant Brakeman is a student crew member under the direct supervision of a Conductor. Assistant Brakemen directly assist the Conductor in his duties.

To become an Assistant Brakeman, one must:

- Be a member of the RGVRRM

Brakeman

A Brakeman is a qualified crew member under the supervision of the Conductor. Brakemen assist the Conductor in his duties and perform duties as prescribed by operating rules.

To become a Brakeman, an Assistant Brakeman must:

- Be at least 18 years old
- Pass the Operating Rules class
- Pass the written exam(s) required for becoming a Brakeman
- Complete a minimum of 5 hours of on the job training
- Demonstrate a working knowledge of the rules and signals of the railroad on a qualifying ride with a Road Foreman of Engines after fulfilling the required hours of on the job training

In order to remain a qualified Brakeman, one must:

- Pass the Operating Rules class annually
- Perform service at least once a year

Conductor

A Conductor is a qualified crew member in charge of a train. Conductors are in charge of their train (and its crew members when pertaining to the movement of the train) and are responsible for the safety of passengers and crew who ride on their trains. Conductors must have a working knowledge of how the equipment in their charge functions and fill out any paperwork that is required. Conductors will also perform duties as prescribed by the operating rules.

In order to become a Conductor, a Brakeman must:

- Be at least 18 years old
- Hold a valid driver's license (any state)
- Pass the Operating Rules class
- Pass the Air Brake and Train Handling class
- Pass the written exam(s) required for becoming a Conductor
- Complete a minimum of 10 hours of on the job training
- Demonstrate a working knowledge of the train, air brakes, rules, signals and physical characteristics of the railroad on a qualifying ride with a Road Foreman of Engines after serving the required hours of on the job training

In order to remain a qualified Conductor, one must:

- Hold a valid driver's license (any state)
- Pass the Operating Rules class annually
- Pass the Air Brake and Train Handling class and Conductor exam(s) annually
- Complete at least one qualifying ride over the entire the railroad annually

Assistant Fireman

An Assistant Fireman is a student crew member under the direct supervision of an Engineer. An Assistant Fireman directly assists the Engineer in his duties.

To become an Assistant Fireman, one must:

- Be a member of the RGVRRM

Hostler

A Hostler is a qualified mechanical person that is authorized to move engines within servicing facilities, as defined by the time table or bulletins, for the purpose of testing and maintenance and perform other duties prescribed by the rules. To become a Hostler, one must:

- Be at least 18 years old
- Be a member of the RGVRRM
- Hold a valid driver's license (any state)
- Pass the Operating Rules class
- Pass the Air Brake and Train Handling class and written exam(s) required for becoming an Engineer (only if moving equipment with air brakes)

In order to remain a qualified Hostler, one must:

- Hold a valid driver's license (any state)
- Pass the Operating Rules class annually
- Pass the Air Brake and Train Handling class and written exam(s) required for becoming an Engineer annually (only if moving equipment with air brakes)
- Perform service as a Hostler at least once a year

Fireman

A Fireman is a crew member under the supervision of an Engineer. Firemen must have a working knowledge of the locomotive(s) in their charge and be able to make basic repairs. Fireman will ensure that the locomotive(s) they are using are furnished with the necessary supplies and relay signals to the engineer when necessary. Fireman may operate a locomotive at the discretion of the engineer and perform other duties as prescribed by the operating rules.

In order to become a Fireman, an Assistant Fireman must:

- Be at least 18 years old
- Hold a valid driver's license (any state)
- Pass the Operating Rules class
- Pass the Air Brake and Train Handling class and Engineer exam(s)
- Complete a minimum of 15 hours of hands on mechanical work on locomotives
- Complete a minimum of 15 hours of on the job training
- Demonstrate a working knowledge of the locomotive, train handling (slack and air brakes), rules, signals and physical characteristics of the railroad as it pertains to their job on a qualifying ride with a Road Foreman of Engines after serving the required hours of on the job training

In order to remain a qualified Fireman, one must:

- Hold a valid driver's license (any state)
- Pass the Operating Rules class annually
- Pass the Air Brake and Train Handling class and Engineer exam(s) annually
- Complete at least one qualifying ride over the entire the railroad annually

Engineer

An Engineer is a qualified crew member in charge of a locomotive and the engine crew. Engineers must have a full working knowledge of their engine and be able make basic repairs. Engineers must fill out required paper work and may perform other duties as prescribed by the operating rules.

In order to become an Engineer, a Fireman must:

- Be at least 18 years old
- Hold a valid driver's license (any state)
- Pass the Operating Rules class
- Pass the Air Brake and Train Handling class
- Pass the written exam(s) required for becoming an Engineer
- Complete a minimum of 40 hours of on the job training
- Complete a minimum of 40 hours of hands on mechanical work on locomotives
- Demonstrate a working knowledge of the locomotive, train handling (slack and air brakes), rules, signals and physical characteristics of the railroad as it pertains to their job on a qualifying ride with a Road Foreman of Engines after serving the required hours of on the job training

In order to remain a qualified Engineer, one must:

- Hold a valid driver's license (any state)
- Pass the Operating Rules class annually
- Pass the Air Brake and Train Handling class and Engineer exam(s) annually
- Complete at least one qualifying ride over the entire the railroad annually

Notes

- Time spent in on the job training and mechanical work counts towards total training hours. In other words, minimum time requirements refer to cumulative time spent.
- On the job training for engine service includes both time spent working in the craft and time spent in non-rules classroom training.
- Those who have previously operated a locomotive in passenger service will be exempted (“grandfathered”) from written exams and minimum on-the-job training and mechanical work requirements.

Operator

An Operator is a student under the direct supervision of a Dispatcher. Operators directly assist the Dispatcher in his duties.

To become an Operator, one must:

- Be a member of the RGVRRM

Dispatcher

A Dispatcher is in charge of one or more sections of the railroad and the trains that operate on it. Dispatchers also perform duties as prescribed by the operating rules.

In order to become a Dispatcher, an Operator must:

- Be at least 18 years old
- Pass the Operating Rules class
- Complete a minimum of 5 hours of on the job training
- Pass the written exam(s) required for becoming a Dispatcher

In order to remain a qualified Dispatcher, one must:

- Pass the Operating Rules class annually
- Perform service as a Dispatcher at least once a year

Chief Dispatcher

A Chief Dispatcher is in charge of railroad operations in the absence of the Operations Superintendent. Chief Dispatchers:

- Ensure only one Dispatcher issues orders for a given section track
- Are in charge of all Yardmasters and Stationmasters
- Must ensure all those performing service are fit to do so
- Report any conditions that adversely affect railroad operations and report such problems to the Operations Superintendent or Manager of Operations
- Must be accessible by phone or radio at all times or delegate to the Dispatcher in his stead
- Must be familiar with the duties of all volunteers governed under their supervision
- Ensures that all clerks or agents are familiar with their duties and that all required paperwork is complete and properly filed

In order to become/remain a Chief Dispatcher, one must:

- Be at least 18 years old
- Pass the Operating Rules class annually
- Be a qualified Conductor, Engineer, or Dispatcher
- Be aware of the qualifications of all personnel in the Railroad Operating Department

Rules Examiner

Rules Examiners deliver classroom training and facilitate testing.

In order to become/remain a Rules Examiner, one must:

- Be at least 18 years old
- Pass the Operating Rules class annually
- Be familiar with all current rules and bulletins
- Achieve a 90% or better on all tests

Road Foreman of Engines (RFE) / Designated Supervisor Locomotive Engineers (DSLE)

Designated Supervisor Locomotive Engineers (DSLE), also to be known as Road Foreman of Engines (RFE), have the ability to test and evaluate the knowledge and skills of a locomotive engineer, or candidate, seeking to obtain or retain certification and can prescribe appropriate remedial action for any deficiency.

To become an RFE/DSLE, one must:

- Be at least 18 years old
- Be an FRA-certified Locomotive Engineer, or an RGVRRM-certified Engineer
- Have experience as a railroad supervisor in train operations or who has demonstrated supervisory capability to the railroad management
- Have successfully completed the examinations and skills test being employed to certify and recertify Locomotive Engineers
- Receive training on the requirements certifying Engineers with emphasis placed on those actions that are identified as prohibited and/or illegal, the requirements of performance skills testing and operational performance monitoring, remedial actions, and all requirements concerning the issuing and replacement of an Engineer Certificate
- Obtain a passing score of 90% on a written examination of not less than 25 questions based on the 49 CFR 240 program. The Program Administrator (an RGVRRM Manager) will keep appropriate records of training and tests.
- Make a sufficient number of qualifying trips over the territory under his/her responsibility to ensure his/her ability to instruct and evaluate engineers to be qualified
- Pass a written test on instructions and physical characteristics of that territory

In order to remain a RFE/DSLE, one must:

- Be an FRA certified Locomotive Engineer, or a certified engineer of the RGVRRM
- Take a re-qualifying ride over that territory to re-qualify (if the DSLE does not operate a minimum of once each year in his/her territory)
- Be aware of current regulations pertaining to railroad operations

Train Movement Policy

Authorization for Train Movements

All train movements must be authorized by the Operations Superintendent or the Chief Dispatcher.

The Operations Superintendent or Chief Dispatcher who authorizes the movement(s) will be responsible for ensuring that the movement will not conflict with any other moves or work including but not limited to track cars, or maintenance-of-way work as well as ensuring the movement is executed by qualified personnel. If there is any question as to whether a particular movement can be done properly, other superintendents should be consulted before the movement is made.

The Operations Superintendent or Chief Dispatcher will also be responsible for all associated documentation of the movement as necessary including hours of service, passenger counts, trips made, and incident reports when appropriate.

Motive Power Availability

Locomotives that are not fit for service must be clearly tagged on the control stand and status posted on the equipment status bulletin board. If any engine requires special handling or care to be used, a general notice must be posted on the operations bulletin board and the control stand must be clearly tagged to inform the engineer of the bulletin in effect.