

Railtown 1897 State Historic Park



RAILTOWN 1897
State Historic Park
Jamestown, California

**PROGRAM FOR THE
CERTIFICATION OF
RAILROAD CONDUCTORS
49 CFR-PART 242**

9/17/12

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SECTION 1: General Information and Elections

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The **Railtown 1897 State Historic Park Railroad** elects to educate previously untrained persons to be certified Conductors.

The **Railtown 1897 State Historic Park Railroad** will issue certificates for **Conductor**.

SECTION 2: Training Persons Previously Certified

The **Railtown 1897 State Historic Park Railroad** shall provide for the continuing education of certified Conductors to ensure that each Conductor maintains the necessary knowledge concerning railroad safety and operating rules and compliance with all applicable Federal regulations.

Re-certification for all certified Conductors will occur on an interval of not greater than 36 months and incorporate formal training and testing. The railroad will keep appropriate records for each Conductor's formal training and testing.

Formal training sessions, including periodic refresher training for loss of knowledge and changed circumstances, will be required of all certified Conductors. Familiarization training will be required when a Conductor has been absent from the territory for a period of 24 months or more. The minimum training duration requirements are 8 hours.

Persons shall be considered to have maintained physical characteristics familiarity by traversing a territory at least once in the preceding 24 months.

Aforementioned training sessions may include documented company safety meetings and periodic rules training. Training environments may include classroom training, film or multi-media presentations, and use of on-job-training.

The 36 month certification period will include training on the following mandatory topics:

- Safety Rules
- Operating Rules
- Timetable Instructions
- Applicable Federal Regulations
- Physical Characteristics (Territory Specific)
- Use of Applicable Job Aids
- Hazardous Materials (when applicable)

Subject matter shall emphasize new rules, new regulations, and those rules that when violated, have caused or are likely to cause the most accidents or incidents.

This training shall include: GCOR and operations training, on-the-job training, documented self-study materials and exams, and daily review of the rules as part of job briefing (ie: 'Rule of the Day').

Training of Conductors with Expired Certificates

Conductors whose certifications have lapsed will be required to satisfy all the components required for certification specified in Sections 2 & 3 of this certification program. Certification will require a period of on-the-job training and territorial familiarization based on the evaluation of a qualified instructor. Prior experience and unique characteristics of the territory must be considered by the Program Administrator or designated supervisor prior to certification.

SECTION 3: Testing and Evaluating Persons Previously Certified

This section details the manner in which knowledge & skills concerning operating rules, practices, familiarization with physical characteristics of the territory, relevant Federal safety rules, and vision and hearing acuity are tested and evaluated.

Knowledge Testing

Conductors will be required to participate in written examinations of at least 40 questions and to obtain a minimum passing score of 80%. Examination questions concerning track authority and signal identification/definitions must be passed with a score of 100%. These examinations will be given in written or electronic form and conducted without open reference books or other materials except to the degree that the person is being tested on his or her ability to use such reference books or materials.

These examinations will include the following subject matter:

- Safety Rules
- Operating Rules
- Timetable Instructions (if applicable)
- Applicable Federal Regulations
- Physical Characteristics (Territory Specific)
- Use of Applicable Job Aids
- Hazardous Materials (where applicable)

Person(s) being tested will be provided the opportunity to consult with a supervisory employee possessing territorial qualifications to explain a question.

A Conductor failing to obtain a minimum passing score of 80% on a re-certification final written examination will not be permitted to work as a Conductor pending a successful reexamination.

Vision and Hearing Acuity Testing

The Medical Examiner of the railroad or designated medical facility will be responsible for the administration of required vision and hearing acuity testing prior to the Conductor's recertification date. Notification of results that fall within the approved limits of §242.117 (Vision and Hearing Acuity) will be made by means of vision/hearing approval form.

Conductors whose hearing or vision acuity does not meet the standards required by §242.117 (Vision and Hearing Acuity) may request further medical evaluation to determine that person's ability to safely perform as a Conductor. Ophthalmologic referral, field testing, or other practical color testing may be utilized depending on the experience of the examinee. The railroad will provide its medical examiner with a copy of applicable regulation, including all appendices and all pertinent information regarding the testing. After consultation with a railroad officer, the medical examiner may conclude that, despite not meeting the required threshold(s), the person has the ability to safely perform the duties as a Conductor and may be certified as a Conductor and such certification conditioned on any special restrictions the medical examiner determines in writing to be necessary.

Training and testing described in this section may be provided by a contractor. The railroad will ensure that training provided by a contractor meets the minimum requirements of this section.

Records

Records of each Conductor's knowledge and vision/hearing acuity test results will be maintained and available upon request.

SECTION 4: Training, Testing and Evaluating Persons Not Previously Certified

The Railroad will provide a program of classroom and on-the-job training for persons seeking certification as a Conductor who have had previous rail industry experience (Train Service, MOW, Mechanical, etc.) and will provide additional training for candidates with no previous rail experience. The program administrator or designee will evaluate each candidate as to previous training and experience and adjust the training requirements accordingly. Records on each candidate's training will be maintained and available upon request.

With Previous Rail Industry Experience

1. The railroad will conduct hearing and vision acuity testing on candidates with previous rail industry experience. Results of hearing and vision acuity testing that has been conducted within 366 days of the railroad's certification decision may be used to comply with this requirement. (Note: Persons with previous rail industry experience are allowed by regulation to use hearing acuity results from testing within 450 days of the railroad's certification decision).
2. Prior safety conduct and other pertinent data from employee's personnel file will be reviewed to determine safe working habits. The employee's driving record will also be reviewed for signs of substance abuse.
3. Employees who have extensive experience in train service will be required to satisfy all the components required for certification specified in Sections 2 through 4 of this certification program. Certification will require a period of on-the-job training and territorial familiarization based on the evaluation of a qualified instructor. Prior experience and unique characteristics of the territory must be considered by the instructor prior to certification.

Without Previous Rail Industry Experience

1. Selected candidates will participate in the following Conductor Training Program:
 - A. Classroom Training
 - i. Classroom training will be conducted by Railroad-selected Instructors.
 - ii. Candidates must participate in final written examinations of not less than 40 questions and are required to obtain a passing score of 80%. Examination questions concerning track authority and signal identification/definitions must be passed with a score of 100%.
 - iii. Classroom training will include the following subject matter (see Appendix B):
 1. Safety Rules
 2. Operating Rules
 3. Timetable Instructions
 4. Applicable Federal Regulations
 5. Physical Characteristics (Territory Specific)
 6. Use of Applicable Job Aids

7. Hazardous Materials (where applicable)

Examinations may be conducted periodically during each segment of instruction. In addition to the successful completion of each segment, a final examination will be required.

B. On-the-job Training (see Appendix).

- i. On-the-job training will be conducted by a Qualified Instructor (Peer Trainer). The training will be of sufficient duration to enable the student to safely perform the duties required.
 - ii. The minimum training requirements are 80 hours. It is expected that most students will require a minimum of 10 shifts under the direction of a Qualified Instructor to obtain the experience required to demonstrate competency. At the end of each shift an evaluation will be completed and discussed with the student to identify progress and areas requiring additional training.
2. Task Check-Off sheets (see Appendix) will be utilized to track the Student's training and proficiency level for each task performed in the field. A final evaluation by a railroad officer will be required.

Successful completion of all final examinations and field evaluations will allow for the issuance of a certificate and promotion of candidate to the position of Conductor. Candidates failing to obtain a passing score of 80% will not be permitted to work as a Conductor pending a successful re-examination.

PRIOR SAFETY CONDUCT AS AN EMPLOYEE OF A DIFFERENT RAILROAD

The railroad will provide training for previously uncertified Conductors with extensive operating experience, previously certified Conductors who have had their certification expire, and previously certified Conductors hired from another railroad.

A railroad relying on another railroad's certification must determine that:

- 1) The prior certification is still valid.
- 2) The prior certification was for the same type of service as the certification being issued.
- 3) The person has received training on the physical characteristics of the new territory.
- 4) The person has demonstrated the necessary knowledge concerning the railroad's operating rules.

SECTION 5: Monitoring the Operational Performance of Certified Conductors

Certified Conductors will be given a minimum of one (1) unannounced operating rules compliance test each calendar year that monitors one or more of the following:

1. Handling hand operated switches and fixed derails, including:
 - Main track switches
 - Crossover switches
 - Yard and Industry switches
2. Securing equipment
3. Leaving equipment in the clear
4. Shoving or pushing movement protection

Certified Conductors who are not given an unannounced compliance test in a calendar year at a minimum will receive an unannounced compliance test within 30 days of a return to Conductor service; and

The railroad will maintain a written record indicating:

- The date that the Conductor stopped performing service that requires certification
- The date that the Conductor returned to performing service that requires certification, and
- The date that the unannounced compliance test was performed

In the event that it finds deficiencies with a Conductor's performance during an unannounced compliance test, the railroad will take one or more of the following actions:

- Revocation of Federal certification when applicable
- Application of company discipline/remedial training as appropriate

SECTION 6: Procedures for the Routine Administration of the Conductor Certification Program

The Conductor Certification Program will be administered by the Program Administrator or designee, who will be responsible for implementation, management of the training and testing programs, and for maintaining appropriate records for each certified Conductor. The Program Administrator or designee does not have to be a Certified Conductor.

The railroad will address the following subjects prior to making certification decisions on Conductors. All records and results are maintained by the railroad and kept on file:

- Evaluation of prior safety conduct (including motor vehicle operator records)
- Vision & hearing acuity testing
- Substance abuse compliance
- Knowledge testing

- Certification determinations made by other railroads
- Qualification requirements of other countries (if applicable)
- Time limitations for certification
- Criteria for certification denial
- Training requirements
- Territorial qualification requirements

Motor Vehicle Operator Records

Conductors who have not been issued a drivers license will be required to apply for driving records from the State in which they reside and must produce a document indicating that there is no record of a license being issued.

Use of Contractors

This railroad does not elect to use contractors.

Requirements for Territorial Qualification

The railroad will not permit or require a person to serve as a Conductor unless the railroad determines that the person is certified as a Conductor and possesses the necessary territorial qualifications for the applicable territory, including working in joint operations territory.

Each person who is called to serve as a Conductor will:

- Meet the territorial qualification requirements on the segment of track upon which he or she will serve as a Conductor; and
- Immediately notify the railroad if he or she does not meet the required territorial qualifications

Persons shall be considered to have achieved physical characteristics familiarity by traversing a territory in any capacity at least once in the preceding 24 months

A Conductor who was previously qualified on main track physical characteristics, but whose territorial qualification has been expired for one year or less and who regularly traversed the territory prior to the expiration of the qualification, may be assisted by any person, including an assigned crew member, who meets the territorial qualification requirements for main track physical characteristics.

A Conductor whose territorial qualification has been expired for one year or less but who has not regularly traversed the territory prior to the expiration of the qualification, or a conductor whose territorial qualification on main track has been expired for more than one year, may be assisted by any person, including an assigned crew member other than the locomotive engineer, so long as serving as the assistant would not conflict with that crew member's other safety sensitive duties, who meets the territorial qualification requirements for main track physical characteristics.

A Conductor that has never been qualified on main track physical characteristics of the territory over which he or she is to serve as a Conductor will be assisted by a person who is certified as a Conductor, meets the territorial qualification requirements for main track physical characteristics, and is not an assigned crew member.

A Conductor that lacks territorial qualification on other than main track physical characteristics, where practicable, will be assisted by a person who is a certified Conductor and meets the territorial qualification requirements for other than main track physical characteristics. Where not practicable, the Conductor shall be provided an appropriate up-to-date job aid §242.7 (Definitions).

In all cases, an assistant is not required if:

- The movement is on a section of main track with an average grade of less than 1% over 3 continuous miles, and
- The maximum distance the locomotive or train will be operated does not exceed one mile; or
- The maximum authorized speed for any operation on the track does not exceed 20 miles per hour; or
- Operations are conducted under operating rules that require every locomotive and train to proceed at a speed that permits stopping within one half the range of vision of the locomotive engineer.

New Territory or New Startup Operations

In situations where there is no available means to afford Conductors the opportunity to obtain physical characteristics familiarization of a new territory or startup operation on main track, the railroad may elect to use hi-rail or lite locomotive to satisfy the requirement for physical characteristics familiarization.

If a Conductor lacks territorial qualification on other than main track physical characteristics, the railroad will provide the Conductor an appropriate up-to-date job aid §242.7 (Definitions).

Issuance of Certificates

The railroad will issue certificates to all individuals meeting the requirements of this program.

Certificates will at a minimum:

- Identify the railroad or parent company that is issuing it;
- Indicate that the railroad has determined that the person to whom it is being issued has been determined to be eligible to perform as a Conductor or as a passenger Conductor;
- Identify the person to whom it is being issued (including the person's name, employee identification number, the year of birth, and either a physical description or photograph of the person);

- Identify any conditions or limitations, including the type of service or conditions to ameliorate vision or hearing acuity deficiencies, that restrict the person's operational authority;
- Show the effective date of each certification held;
- Be signed by an individual designated in accordance with paragraph (b) of this section; and
- Be of sufficiently small size to permit being carried in an ordinary pocket wallet.

The railroad authorizes the following individuals to sign certificates:

- Designated Supervisors of Locomotive Engineers
- Program Administrator

Replacement of Certificates

In the event a certificate is lost, stolen or mutilated prior to or during a tour of duty, the Conductor will be required to inform the supervisor of the loss. The Conductor must obtain a temporary replacement certificate if a permanent replacement is not immediate, which identifies the individual to whom it is issued. Temporary replacement certificates may be issued electronically under the authority of a designated supervisor. It will not be valid for more than 30 days.

Revocation of Certificate

The railroad will comply with the requirements of §242.407 (Process for Revoking Certification) concerning revoking a person's Conductor certificate when the railroad acquires reliable information regarding the following violation(s) of §242.115(e) or §242.403(e):

1. Failure to take appropriate action to prevent the locomotive engineer of the train the Conductor is assigned to from failing to adhere to the following limitations concerning train speed:

When the Conductor is located in the operating cab and the speed at which the train was operated exceeds the maximum authorized limit by at least 10 miles per hour. Where restricted speed is in effect, railroads shall consider only those violations of the conditional clause of restricted speed rules (*i.e.*, the clause that requires stopping within one half of the locomotive engineer's range of vision), or the operational equivalent thereof, which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data" under §225.5.

When not in the operating cab, the Conductor is deemed to have taken appropriate action when in compliance with all applicable Railroad Operating Rules and Special Instructions.

2. Failure to perform or have knowledge that a required brake test was performed pursuant to the Class I, Class IA, Class II, Class III, Transfer Train or Running Brake Test provisions of §232 (Brake System Safety Standards for Freight and Other Non-Passenger Trains Equipment; End-of-Train Devices) or §238 (Passenger Equipment Safety Standards).

3. Failure to take appropriate action to prevent the locomotive engineer of the train the Conductor is assigned to from occupying main track or a segment of main track without proper authority or permission.
4. Failure to comply with prohibitions against tampering with locomotive mounted safety devices; knowingly fail to take appropriate action to prevent the locomotive engineer of the train the Conductor is assigned to from failing to comply with prohibitions against tampering with locomotive mounted safety devices; or knowingly fail to take appropriate action to prevent the locomotive engineer of the train the Conductor is assigned to from operating or permitting to be operated a train with an unauthorized disabled safety device in the controlling locomotive.
5. Failure to comply with the requirements for shoving or pushing movements. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
6. Failure to comply with the requirements for leaving rolling and on-track maintenance-of-way equipment in the clear. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
7. Failure to comply with the requirements for hand-operated switches, including crossover switches. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
8. Failure to comply with the requirements for additional operational requirements for hand-operated main track switches. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
9. Failure to comply with the requirements for additional operational requirements for hand-operated crossover switches. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
10. Failure to comply with the requirements for hand-operated fixed derails. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
11. Failure to comply with the requirements of §219.101 (Alcohol and Drug Use Prohibited).

Selection of Qualified Instructors

The railroad will ensure that only Qualified Instructors, as defined below, are used during the on-the-job training of Conductors. The instructors must demonstrate to the railroad that they possess an adequate knowledge of the subjects under instruction and, where applicable, have the necessary operating experience to effectively instruct in the field.

Qualified Instructor means a person who has demonstrated, pursuant to the railroad's written program, an adequate knowledge of the subjects under instruction and, where applicable, has the

necessary operating experience to effectively instruct in the field and has the following qualifications:

1. Is a certified Conductor.
2. Has been selected as such by a designated RR officer, in concurrence with the designated employee representative, where present, or,
3. In absence of concurrence provided in paragraph two of this definition, has a minimum of twelve months service working as a train service employee.

APPENDIX : Training Curriculum

Core Elements for Class Room Training

- GCOR 6th Edition
- UP Safety Rules
- UP Hazmat
- Sierra Northern Railway Timetable and Special Instructions -Oakdale
- General Orders applicable to Railtown (both SNRR and Railtown)
- Railtown Safety Rules
- ABTH Manual, Railtown 1897 State Historic Park
- FRA 219 Plan Railtown Drug and Alcohol
- FRA Part 240 Railtown July 2010 Qualifications for Engineers
- FRA Part 217 Railtown Crew Testing manual

Initial Field Training by Subject Matter Expert – Core Work Practice Training Elements

Getting on and off equipment (mounting, dismounting, crossing through, riding, etc.)

Rail car and equipment inspections

Signaling (night/day)

Radio Procedures

Identification, inspection and use of switches

Identification, inspection and use of derails

Walking or standing foul of track

Air brake system (inspection and tests)

Coupling air hoses (changing air hoses, gaskets, etc.)

Identification, inspection and use of handbrakes

Adjusting draw bars

Opening, closing and replacement of knuckles and pins

Switching and handling cars

Securement of unattended equipment

Red Zone/Three point protection/Set and Centered

Protecting shoves

Identification and application of fouling points

Passenger Equipment Safety Standards

Passenger Train Emergency Preparedness

Guest relations & management

Crew resource management & supervision

Railtown 1897 State Historic Park Student Conductor Evaluation

Student's Name: _____ Date: _____

Instructor Name: _____

Consist description: _____

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Job Briefing for Train Operations				
Pre-inspection of cars				
Situational Awareness- Rail safety				
Attitude- Teamwork				
Attitude- Taking Instruction				
Mounting/dismounting equipment.				
3 point contact/climbing ladders & steps				
Crossing through equipment				
Equipment securement/operating handbrakes				
Leaving equipment to clear/foul				
Operating Switches				
Coupling air hoses/operating angle cocks				
Radio use				
Hand signals				
Protecting shoving movements				
Copying/repeating mandatory directives				
Hours of service documentation				
Job Briefing/Switching				
Air Brake tests				
Leadership- Crew Issues				
Leadership- Visitor Issues				

Qualified Instructor Signature _____

Recommend for advancement

Student Signature _____

Please Use Reverse for additional notes