

THE  
BELT RAILWAY COMPANY  
OF  
CHICAGO



**Train Dispatcher Rules  
&  
Instructions  
No. 3**

EFFECTIVE 12:01 A.M. - April 3, 2009

## TABLE OF CONTENTS

<p><b>60 General Duties</b></p> <p>60.1 - Supervision 3</p> <p>60.2 - Duties - Train Dispatcher 3</p> <p>60.3 - Records Kept 3</p> <p>60.4 - Notification of Car Ops 3</p> <p>60.5 - Train Priorities 4</p> <p>60.6 - Knowledge of Territory 4</p> <p>60.7 - Transfer / Turnover 5</p> <p>60.8 - Proper Terms 5</p> <p>60.9 - Authority Requirements 5</p> <p>60.10 - Communication 6</p> <p>60.11 - Trespassers/Suspicious Activity 6</p> <p>60.12 - Rail Security 6</p> <p>60.13 - Accidents, Injuries, Defects 7</p> <p>60.14 - Care for Injured 7</p> <p>60.15 - Statements 7</p> <p>60.16 - Rules Availability 7</p> <p>60.17 - Irregularities 7</p> <p>60.18 - Hours of Service Law 8</p> <p>60.19 - Unauthorized Persons 8</p> <p>60.20 - Repair of Office Eqpt 8</p> <p>60.21 - 911 Crossings 8</p> <p>60.22 - Dimensional Equipment 8</p> <p>60.23 - Engine / Rear End Defects 8</p> <p>60.24 - Emergency Calls 9</p> <p>60.25 - Games, Reading, Devices 9</p> <p>60.26 - RSSM Shipments 10</p> <p><b>61 Signals and Their Use</b></p> <p>61.1 - Red Flag, Red Light, or Banner 11</p> <p>61.2 - Blue Signal Protection 11</p> <p>61.3 - Whistle Failure 11</p> <p>61.4 - Headlight Failure 11</p> <p>61.5 - Engine ID Number 11</p> <p>61.6 - Improperly Displayed Signal 11</p> <p><b>62 Movement of Trains and Engines</b></p> <p>62.1 - Reverse Movement 12</p> <p>62.2 - Protection of Trains on Main 12</p> <p>62.3 - Setting out Haz Mat Cars 12</p> <p>62.4 - Unusual Conditions 12</p> <p>62.5 - Unusual Occurrences 12</p> <p>62.6 - Emg. Stop / Slack Action 13</p> <p>62.7 - Automatic Warning Devices 13</p> <p>62.8 - BNSF 31<sup>st</sup> Street 13</p> <p>62.9 - BNSF Nerska 13</p> <p>62.10 - Argo Industrial Lead 13</p> <p>62.11 - Bl. Island Sub Commuter Window 13</p>	<p><b>63 Switches and Block System Rules</b></p> <p>63.1 - Where Stop Must Be Made 14</p> <p>63.2 - Changing Established Route 14</p> <p>63.3 - Authority to Proceed 14</p> <p>63.4 - Repairs w/i Manual Interlock 14</p> <p>63.5 - Electric Lock Switches 14</p> <p>63.7 - Failure to Display Most Restrictive Indication 14</p> <p>63.8 - Stop Indications 15</p> <p>63.9 - Code Failure 15</p> <p>63.10 - Track Occupancy Indication 15</p> <p>63.11 - Intermittent Track Occupancy 15</p> <p>63.12 - Belt Junction Protocol 16</p> <p>63.13 - Cragin Junction Protocol 18</p> <p><b>64 CTC Rules</b></p> <p>64.1 - Authority to enter CTC 19</p> <p>64.2 - Protection of Limits 19</p> <p>64.3 - Track and Time 19</p> <p>64.4 - Additional Time 21</p> <p>64.5 - Handling Hi-Rail or M/W Eqpt through Manual Interlocking 21</p> <p>64.6 - Verbally Transmitting Track Restriction 22</p> <p>64.7 - Protecting Other Railroads 22</p> <p><b>65 Daily Operating Bulletin</b></p> <p>65.1 - Possession of DOB 23</p> <p>65.2 - Issuance of DOB 23</p> <p>65.3 - Instructions for entry of DOB 23</p> <p><b>NOTES -</b></p>
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## 60 General Duties of the Train Dispatcher

### 60.1 Supervision

Train dispatchers report to and receive instructions from the Manager Train Operations.

### 60.2 Duties of Train Dispatchers

Train dispatcher's responsibilities include:

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

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

### 60.3 Records Kept

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

- All Locomotive Initials and numbers must be entered in their entirety in Digicon.
- Train consist (loads, empties, tons, and footage) entered in Digicon.
- Train Dispatcher must verify with train the aforementioned are correct.

### 60.3.2 Overhead Trains

Overhead trains must be identified by flagging the "Highlight Train" field in the train sheet with a "Y". Train symbol will flash once highlighted.

Dispatcher must review Tabular Overview on a regular basis to ensure that the symbols of overhead trains are flashing.

### 60.3.3 Hazardous Material - RSSM

RSSM trains must be identified by flagging the "Key Train" field in the train sheet with a "Y". Train symbol will be preceded with a red X once flagged.

*Note:* To be done in connection with verifying the DOB number with the train crew.

### 60.4 Notification of Car Operations

When trains are yarded or departing an outlying yard, Dispatcher must notify the clerical department of train symbol, track and set-over or pick-up. Information on set-over and pick-up must specify cut number, number of cars and track on which movement was made.

Train Dispatchers are responsible in connection with keeping outlying yard inventories accurate and current.

### AS-400 Format Instructions

- The following are the instructions for reviewing and entering data into the AS-400 Outlying Yards formats. The AS-400 outlying yards reports displays, the total cars in yard inventory for a requested yard.

- The AS-400 icon is located on the Train Dispatcher Computer Desk Top. To gain access to the AS-400 system, double left click the AS-400 Icon. A prompt will appear asking for user ID and password. Complete the requested fields and depress the enter key. A Menu of options will appear.
- Viewing Yards. Enter the corresponding yard number on the command line and hit enter.
- Comments. The comment section is a free format area. Use this area to note special instructions, hot cars, reminders, etc. Move the cursor to the comment area by using the Tab key or mouse. Depressing the **F5** key to save comments.
- Train list. A train list of the track may be displayed by moving the cursor to the desired track number and hit the **F1** key. Use this feature to make certain the clerical department has made the correct double over.
- Car Movement Record. Car movement records may be viewed by placing cursor (tab key or mouse) on the desired car and depressing **F1**. Scroll the list by pressing the Page Down or Page Up key.
- **F9** will refresh the screen.
- History. Yard status history may be recalled any time by pressing the **F11** key. Enter the desired date by entering the year, month, and date. Select the desired time to view.
- Use the **F3** key to exit the application.

## 60.5 Train Priorities (Train Protocol)

Train dispatchers must be familiar with priorities, speed, and routing information of trains approaching their territory or that are operating within their territory. Whenever possible, ensure trains are given preference in the following order:

- Passenger trains
- Intermodal trains
- Automotive trains
- Freight trains

## 60.5.1 Train Delays

All delays to passenger and freight trains must be noted in the Digicon notes section. MTO must also be notified of delays associated with passenger trains.

## 60.6 Knowledge of Territory

Train dispatchers must:

- Be familiar with characteristics that affect safe and efficient train operations.
- Constantly be alert to and inquire about all information that affects operation on their territory.
- Plan as far in advance as practicable, taking into consideration details which may affect train operations.
- Communicate with Manager Train Operations; train dispatcher of adjoining territory; yardmasters; humpmaster; train dispatchers and control operators of adjoining railroads.

### 60.6.1 Knowledge of Adjoining Territories

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

Train dispatchers must:

- Keep other railroad's dispatchers or control operators informed of train movements affecting their railroad.
- Not issue authorities, instructions, or take any actions that may affect another train dispatchers territory or yardmasters territory until a mutual understanding is reached.
- Not remove any blocking device requested by an adjoining dispatcher or control operator until a mutual understanding is reached between the dispatchers or control operators.

## 60.7 Transfer / Turnover

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

- DOB in effect
- General lineups
- Unforeseen Speed Restrictions
- Pertinent instructions and information
- All active authorities
- RSSM Trains

Relieving train dispatcher must review General Orders, Train Dispatcher Bulletins, Mainline Bulletins, Notices, and Daily Operating Bulletin.

Trains handling a RSSM Shipment / Alert Car must be documented on the written turnover and reviewed between dispatchers during the turnover process.

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

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

## 60.8 Proper Terms

Train dispatchers must do the following and require the same from others they communicate with:

- Use terms that are clear and not in conflict with the rules.
- Use exact words when quoting a rule.
- Use only abbreviations authorized by the GCOR Glossary.

## 60.9 Requirements for Granting and Releasing Authority

The specified format must be used to grant authority.

## 60.9.1 Granting Authority

When issuing verbal or written authorities the train dispatcher must:

- Advise employee of any conditions or restrictions prior to issuing authority.
- Ensure instructions can be understood and that they are not in conflict with general orders, special instructions, or operating rules.
- State the limits exactly as displayed on the Digicon screen, or as recorded on the proper form. (The stated limits may be different than the requested limits.)
- The format used must be specific as to the limits of authority.
- Issue authorities clearly, concisely and at a speed that can be easily received.
- Listen carefully during repeat of authority to ensure it is correct.
- Employees repeating authority must do so in the same format as received from the Train Dispatcher.
- Guard against hazardous conditions.

Train dispatchers must exercise caution to ensure that the employees do not misunderstand a discussion about work to be performed as being authority granted.

Use the **employee's LAST name** in the Digicon system as identification. Leave balance of fields blank.

**NAME: Jones**  
ID No.: -  
TITLE: -  
CRAFT: -

Main tracks will be designated:

- "MT1"
- "MT2"
- "WL" for Wabash Lead
- "SR" for South Runner
- "Belt 3" for Belt 3

### 60.9.2 Releasing Authority

When releasing authority, care must be taken to ensure the correct authority is released.

Employee, when releasing authority granted, must include the authority number and authority limits.

Train dispatchers' repeat of release must, at a minimum, include authority number, name of employee releasing, authority limits, and release time.

### 60.9.3 Relaying Authority Through Qualified Employee

When relaying authority through another qualified employee:

- 1) Give authority to third party:
  - a) Transmit required authority to third party.
  - b) Require third party to repeat.
  - c) If correct, respond with "(Third Party ID), that is correct for relay."
- 2) Third party gives authority to employee requiring the authority:
  - a) Instruct the third party to transmit the authority to receiving employee.
  - b) Require third party to verify to train dispatcher that receiving employee has repeated correctly.
- 3) Give OK time and dispatcher's initials to third party:
  - a) Give OK time and dispatcher's initials to relaying employee.
  - b) Instruct third party to give OK time and dispatcher's initials to receiving employee.
  - c) Require that relaying employee advise train dispatcher when receiving employee has repeated OK time and dispatcher's initials.

### 60.10 Communication

The train dispatcher's communication console must be used for company business. The use of personal communication equipment is prohibited.

Company communication equipment must only be used for company business.

### 60.11 Reports of Trespassers or Suspicious Activity

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

If report involves suspicious activity or trespassers:

- 1) Protect the area, notifying trains if necessary.
- 2) Notify Belt Police.

If report involves vehicles on or near the track:

- 1) Immediately instruct all trains approaching the area to be prepared to stop short of obstruction.
- 2) Notify Belt Police.
- 3) If told that vehicle was stuck on track, notify MW to inspect track.

### 60.12 Rail Security

*Reference: Special Instructions – Item 13*

Notify the Manager Train Operations when reports are received of unusual circumstances such as:

- Trespassers.
- Lost, confused or suspiciously dressed individuals.
- Unfamiliar or suspicious vehicles.
- Company property that has been tampered with.
- Unlocked fence gates.
- Bomb threats.
- Take bomb threats seriously. If you receive a bomb threat:
  - Keep the caller on the line.
  - Ask him or her to repeat the message.

Ask the location of the bomb and the time of possible detonation.

### 60.13 Accidents, Injuries, and Defects

*Reference: GCOR 1.1.3*

When a report is received of accidents, injuries, or track or mechanical defects:

- Ensure that the necessary safeguards are provided as soon as possible.
- Notify the Manager Train Operations.
- In case of doubt as to whether operation of trains is safe, require trains to stop and examine the reported defect before proceeding.

Immediately report any of the following to the Manager Train Operations:

- Personal injuries
- Derailments
- Grade crossing collisions
- Trespassers
- Vandalism
- Theft
- Environmental Issues
- Hazardous Material Issues
- Signal Problems
- Track Defects
- Mechanical problems

### 60.14 Care for Injured

*Reference: GCOR 1.2.1*

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

When responding to report of injuries:

- Obtain exact location.
- Protect the location.
- Notify the Manager Train Operations.
- Give this priority over other duties.

### 60.15 Statements

*Reference: GCOR 1.2.6*

Train dispatcher must:

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

### 60.16 Rules Availability and Their Use

*Reference: GCOR 1.3.1*

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

- General Code of Operating Rules
- Train Dispatcher Rules and Instructions
- Current Time Table and Special Instructions
- Safety Rules
- Air Brake and Train Handling Rules
- Instructions for Handling Hazardous Materials
- Passenger Train Emergency Preparedness Plan

### 60.17 Irregularities

*Reference: GCOR 1.4*

Immediately report to the Manager Train Operations and, if necessary, proper authority any irregularities that pertain to:

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

## **60.18 Hours of Service Law**

*Reference GCOR 1.17*

### **60.18.1 Hours of Service Involving Trains**

Plan operations to avoid violations and, if possible, prevent crews from tying up short of terminal because of hours of service. All violations or possible violations must be immediately reported to the Manager Train Operations.

### **60.18.2 Hours of Service Record for Train Dispatchers**

Train dispatchers must maintain the office Hours of Service Record.

Mandatory classes, meetings, drug tests, etc. required before or after shift are considered as commingled service and must be used in calculating consecutive hours off duty.

Time on or off duty must be recorded precisely. Transfers must be included in the time on duty. Train dispatchers must not work more than 9 hours in any 24 hour period. Report all violations to the Manager Train Operations. Random Drug tests will be schedule to avoid an Hours of Service violation.

## **60.19 Unauthorized Persons**

*Reference GCOR 1.22*

Unauthorized persons will not be allowed in the dispatcher's office.

### **60.20 Operation or Repair of Dispatcher Office Equipment**

*Reference GCOR 1.23*

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

All repairs must be coordinated through the MTO office.

## **60.21 911 Crossings**

Notify the Manager Train Operations and the City of Chicago Office of Emergency Communications if trains are stopped on, or anticipated to be obstructing the 911 Crossings listed in the timetable for ten (10) minutes or longer.

Maintain the City of Chicago Office of Emergency Communications call log.

### **60.22 Handling Dimensional / Excessive Dimension Equipment**

*Reference: GCOR 1.36 and Timetable Special Instructions*

Be governed by instructions on Pink Message.

Communicate with connecting train dispatchers to insure safe movement of shipment.

### **60.23 Reporting of Engine and Rear End Device Defects**

*Reference: GCOR 1.40*

Notify the Manager Train Operations and connecting train dispatchers of a locomotive or rear end device defect.

## 60.24 Emergency Calls and Emergency Response

*Reference: GCOR 2.10*

When responding to emergency calls, the train dispatcher must:

- Give emergency call priority over all other duties.
- Respond to adjacent workstation's emergency call if unattended.
- Respond immediately, identifying that radio is being answered in response to the emergency call.
- Determine emergency services and support personnel needed.
- Ascertain as much information from initial contact as practical.
- Notify Manager Train Operations.
- When necessary, protect the area of the emergency from other train movements that could cause unnecessary interference and danger.
- Monitor radio and render all possible assistance.
- Enter necessary information in Unusual Occurrences.

### 60.24.1 Grade Crossing / Pedestrian Accidents

In the event of a grade crossing or pedestrian accident the Train Dispatcher must obtain:

- Crossing name, mile post, or other identifiable location.
- Side of train that vehicle ended up on

Whether ambulance, or other emergency response may be needed for crew or passengers. If not known, assume an ambulance is needed

### 60.24.2 Passenger Emergency Response

Upon notification by the crew member or other party that a Passenger emergency situation has occurred, the dispatcher must take immediate and appropriate actions for a proper response and to minimize the potential for escalation of the emergency situation.

In the event of any passenger emergency, the dispatcher will make telephone notification and communicate to the following:

- Dispatcher notifies the BRC police who will then notify the first responders.
- Dispatcher will notify the Manager of Terminal Operations.
  - MTO to contact the Passenger agency (Metra or Amtrak).
- Dispatcher to communicate with response team and Passenger train to assist in handling emergency situation.
- Dispatcher to notify adjoining railroads that are affected by the emergency situation.

Dispatchers must be familiar with PASSENGER TRAIN EMERGENCY PREPAREDNESS MANUAL guide located at each workstation along with their responsibility in handling an emergency situation.

### 60.24.3 All Other Emergencies

Train Dispatcher must obtain the following information in the event of all other emergencies:

- Emergency response equipment needed
- Other tracks blocked
- Other railroads or highways blocked
- Other threats which may exist.
- Obtain exact location of incident and public access information.

### 60.25 Games, Reading, and Electronic Devices

*Reference: GCOR 1.10*

Train dispatchers are prohibited from using a cell phone or other wireless communications device while on duty and located at the train dispatcher workstation.

Company issued cell phones, when authorized by the Manager of Train Operations, may be used in the event of an emergency or power outage.

## 60.26 RSSM Shipments / Alert Cars

Reference: GCOR 6.2.3, TT Haz Mat Instructions

### 60.26.1 Trains entering BRC Trackage

- Train Dispatcher must verify with the train crew if the train includes or does not include a RSSM Shipment / Alert Car prior to or immediately after granting permission to enter BRC Trackage.

### 60.26.2 Train Relieved by Carriers due to HOS tie-up

- Train Dispatcher must verify the train includes or does not include a RSSM Shipment / Alert Car with the relieving crew in the event of a recrew or HOS tie up.

*Note:* Special attention should be given when the recrew involves a train leaving Clearing previously under Yardmaster's authority.

### 60.26.3 Trains performing interchange

- Train Dispatcher must verify Positive Chain of Custody took place by confirming "Document the Transfer" was completed with the Receiving Carrier train crew.
- Dispatcher must review Tabular Overview on a regular basis to ensure that the symbols of RSSM trains are properly identified.

### 60.26.4 Attendance

- Train Dispatcher must ensure attendance is maintained, where required, while train is en-route and under his/her control.
- Provide instructions to train crew if Positive Chain of Custody requirements are not met.

## 60.26.5 Foreign Carrier Unable to Meet Positive Chain of Custody Requirements

If a train crew arrives at an interchange location where positive chain of custody is required and the foreign carrier is not able to meet the requirement, the dispatcher must provide directions to the crew.

1. Dispatchers will take the following steps:
  - a. Obtain the following details from the Conductor:
    - i. Attendance
    - ii. Document the Transfer
    - iii. Security Inspection
    - iv. Shipment details including:
      - Car initials and numbers of all RSSM Shipments / Alert cars
      - First and last name of any foreign carrier representative that has been contacted
      - Date and time (format mm/dd/yy hh:mm)
      - Transfer location (including station, track and train ID)
  - b. What component(s) of Positive Chain of Custody can not be met:
2. If Positive Chain of Custody arrangements can not be met by the foreign carrier in a reasonable time, dispatchers will contact the MTO for further instructions.

## 61 Signals and Their Use

### 61.1 Display of Red Flag, Red Light Or Banner

*Reference: GCOR 5.4.7*

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

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

*Note:* A Banner may be displayed by a manager in connection with an Efficiency Test Event only. Train Dispatcher must be notified prior to the Banner being displayed on the track.

### 61.2 Blue Signal Protection of Workman

*Reference: GCOR 5.13*

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

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

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

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

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

### 61.3 Whistle Failure

*Reference GCOR 5.8.3 and 5.9.3*

Whistle and headlight failures must be reported to the Manager Train Operations and connecting train dispatchers.

### 61.4 Headlight Failure

*Reference: GCOR 5.9.3*

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

### 61.5 Engine Identifying Number

*Reference: GCOR 5.11*

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

### 61.6 Improperly Displayed Signals

*Reference: GCOR 5.15 and 9.4*

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

When possible, verbally notify approaching trains of the condition.

#### 61.6.1 Improperly Displayed Block Signals

*Reference: GCOR 5.15*

If any irregularities are detected in the operation of a block signal appliance, display controlled signals to their most restrictive indication until repairs are made. This rule applies to any block signal aspect irregularity other than a proceed indication into an occupied block or block in which a switch is open. If a proceed indication into an occupied block is reported, refer to Rule 63.15 Failure to Display Most Restrictive Indication.

## 62 Movement of Trains and Engines

### 62.1 Reverse Movement

*Reference: GCOR 6.4.1*

Before granting permission for a reverse movement:

- Have a definite understanding with the crew of the limit of the reverse movement.
- Stop any movements already authorized into the limit of the reverse movement.
- Set the controlled signal providing access to the limit of the reverse movement to Stop and apply blocking device to prevent following movement.

#### 62.1.1 Reverse Movement within Interlocking Limits

*Reference: GCOR 6.4.2*

Before granting permission for a reverse movement within interlocking limits:

- Apply blocking devices to prevent movement of switches in the route.
- Apply blocking devices to prevent clearing of signals on conflicting routes.

### 62.2 Protection of Cars/Train Left on Main Track

*Reference: GCOR 6.20, 7.6 and Timetable Special Instructions.*

Train dispatcher must apply Digicon restrictive label when cars or unattended train are left on main tracks or sidings.

Label must not be removed until cars become part of a train or unattended train is recrewed.

### 62.3 Setting out of Hazardous Material Cars

Belt Police, in addition, to other requirements, must be notified if a car containing Hazardous Material is set out on line.

- Exception: Hazardous Material Cars left at South Chicago by regular assignments and/or interchange deliveries.

### 62.4 Precautions against Unusual Conditions

*Reference GCOR 6.21*

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

- Immediately warn all concerned, including trains approaching location.
- Set signals authorizing movements into the area at stop and apply Digicon restrictive label to track segment being protected.

### 62.5 Protection Against Defects or Unusual Occurrences

*Reference: GCOR 6.21.1*

When the train dispatcher receives a report of a defect or unusual condition, including rough track or thermal misalignment (could be reported by an employee as a sun kink); the train dispatcher will provide protection and inform crew that protection has been provided. Train dispatcher will:

- Determine location of defect precisely as possible.
- Immediately advise any approaching train of the defect.
- ***If defect is reported as a possible broken rail, or "pull apart" or if in doubt as to whether the track is passable,***

***stop trains until advised by a maintenance employee qualified to inspect track that it is safe for movement.***

- Apply restrictive blocking to prevent movement into the affected area until trains have been advised.
- Notify Manager Train Operations.

## **62.6 Emergency Stop or Severe Slack Action**

*Reference GCOR 6.23*

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

- Know that any movement within the limits to be protected has been notified of the condition before the crew is relieved of providing protection.
- Apply blocking to prevent unauthorized movement into the protected area until trains entering are notified of train in emergency or advised that adjacent track(s) are safe for passage.

## **62.7 Automatic Warning Devices**

*Reference: GCOR 6.32.2*

When advised of a defective or malfunctioning automatic crossing warning device, trains must be advised and the location must be immediately protected by restrictive label.

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

Report must be made to the Manager Train Operations and signal maintainer.

## **62.8 BNSF 31<sup>st</sup> Street**

Dispatchers must contact BNSF East end tower 2 hours and 30 minutes in advance of all trains that are destined to be recrewed and depart the BRC at the BNSF 26<sup>th</sup> Street connection

All trains departing CSXT Bedford Park destined for the BNSF 26<sup>th</sup> St. connection must be immediately reported to East End tower once train is reported ready to depart Bedford Park.

## **62.9 BNSF Nerska**

The BRC Train Dispatcher cannot clear a signal for the BNSF on the BNSF without concurrence from the BNSF dispatcher. Said change in connection with allowing BNSF to issue track/time on their railroad.

## **62.10 Argo Industrial Lead Authority and Notification**

BRC North Dispatcher must contact IRSS/CPI Argo Railroad Office (708-563-5338) - Cell (708-293-8287) for authority, before allowing BRC Crews entering Argo Industrial lead.

IRSS/CPI Argo Railroad must contact BRC North Dispatcher (708-496-4105) for authority before IRSS/CPI Railroad crews.

## **62.11 Blue Island Subdivision Commuter Window**

Northward trains exceeding 2300' en-route CSXT Blue Island Subdivision at Forest Hill via New Connection must not be moved through Belt Jct. during the following time periods:

- 04:30 to 09:30
- 15:30 to 18:35

## 63 Switches and Block System Rules

### 63.1 Where Stop Must Be Made

*Reference: GCOR 9.5*

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

1. Instruct the train to stop and remain stopped. Stop any conflicting movements approaching the train and warn any employees holding authorities.
2. The next controlled signal in advance and behind the one which was passed without authority must be set to display Stop and blocking mechanism applied and location placed in manual.
3. Notify Manager Train Operations
4. Train must not be allowed to proceed until released by a senior Transportation Manager

### 63.2 Changing Established Route

*Reference: GCOR 9.5.1*

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

### 63.3 Authority to Proceed

*Reference: GCOR 9.5.4*

Do not establish a signal route:

- To enter a track that has been removed from service.
- For the first train to enter a section of track in which an intermittent track occupancy has been observed.
- When a field officer requests that a signal be held at Stop position or place a BRC Banner on the Track to conduct a Field

Efficiency Test, Train Dispatcher will not attempt to clear the signal until advised by the field officer that the test has been completed.

### 63.4 Performing repairs within Manual Interlocking

M/W employees performing track work within manual interlocking must be issued track and time authority.

Foreign roads performing maintenance on their owned trackage dispatched by BRC must receive BRC issued track and time authority prior to performing maintenance.

### 63.5 Electrically Locked Switches and Derails

*Reference: GCOR 9.18*

Notify the Manager Train Operations and the signal maintainer when a seal has been broken or emergency release operated on an electric lock.

### 63.7 Failure to Display Most Restrictive Indication

*Reference: GCOR 9.7*

When a report is received that a signal fails to display its most restrictive indication, or when a request is received from the signal department.

1. Stop all movements at and between the controlled signals governing the approach to the location of reported malfunction until protection has been established.
2. Set signals to Stop.
3. Notify the Signal Maintainer.

4. Do not give train permission or authority to proceed unless authorized by Manager Train Operations or proper supervisor.

When authorized by the Manager Train Operations or proper supervisor to begin train movement again:

1. Provide protection by requiring that all trains move through the limits at restricted speed until the condition is corrected.

2. Advise train:

“BETWEEN (location) AND (location) ALL MOVEMENT MUST BE MADE AT RESTRICTED SPEED.”

If using a blocking mechanism instead of issuing a track bulletin. Instructions must be issued in the same format as the track bulletin example.

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

### **63.8 Stop Indications**

*Reference: GCOR 9.12.1*

Before authorizing movement past a Stop signal the train dispatcher must:

- Know that there are no conflicting movements.
- Protect the movement by using the Digicon “Proceed past stop signal” feature if possible. If not possible to use the “Proceed past stop signal” feature, apply adequate blocking to protect against conflicting movements and unintentional switch operation. Do not remove the blocking until the train has entered the protected limits.
- If switch(es) in the route are not properly lined and locked for the movement, instructions to operate the switches by hand must be given. The train dispatcher will inform the employee of the route to be taken, what is wrong at that location (which turnout or crossover does not show lined and locked), what the employee

must do (which turnout or crossover to hand operate).

Know that crew has signal aspect in view.

### **63.9 Code Failure**

During code failure the Digicon display is no longer an accurate depiction of train location, signal status or switch position.

In the event of a code failure:

- Remove any stack route requests that were placed prior to code failure.
- Verbally determine the location of each train within the affected area and place each train symbol in the proper track segment.
- Before authorizing a train to pass a signal displaying Stop indication within the code failure area, or into the code failure area, verify that there are no conflicting movements by verbally determining the location of any train that may present a potential conflicting movement.

Report the Code Failure to the Manager Train Operations

### **63.10 Track Occupancy Indication**

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

### **63.11 Intermittent Track Occupancy Indication**

When a train dispatcher observes an intermittent track occupancy indication of unknown origin in CTC that portion of track must be protected by applying a blocking

mechanism to prevent unauthorized movement into the affected area. A track occupancy indication will be considered intermittent when it occurs more than once within one hour within the same limits without a cause being identified. Unless the track is inspected by Signal Department or MW employee, the first train movement into the affected area must be authorized to pass signal displaying Stop indication using the following wording:

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

(Add: Route and Direction if more than one route is available). DO NOT EXCEED RESTRICTED SPEED TO (next interlocking)."

Note: A train receiving this instruction must proceed at restricted speed from the signal displaying Stop indication until the head end of the train reaches the next controlled signal regardless of the aspects displayed by any signals having number plates. It is imperative that the Signal Maintainer be notified as soon as intermittent track occupancy is identified to minimize train delay.

### 63.12 Belt Junction Protocol

The following protocol is to be followed in connection with train movements, movement of on-track equipment, or Hi-rail vehicles through BRC Belt Junction.

#### A. Trackage

1. NS Landers Operator controls
  - a. Metra Main Tracks 74<sup>th</sup> Street to Belt Junction
  - b. Belt Junction (to Forest Hill) to Manhattan
2. Metra SWS Dispatcher controls
  - a. CP 74<sup>th</sup> Street (including) to CP 518 (not including)
  - b. NS connection to the end of property at 76th Street

3. BRC South Dispatcher controls movement through Belt Junction Interlocking.

#### B. Train movements

1. Discussions between BRC and Metra may take place for information only. Metra dispatcher is not to issue instructions to BRC regarding movement of traffic between Forest Hill and Belt Junction or between Belt Junction and CP 74<sup>th</sup> Street.
  - a. The Metra Dispatcher is currently advising the BRC South Dispatcher which track to operate trains, i.e.: a Metra train may be coming up #2 between Forest Hill and Belt Junction, Metra advises BRC to cross train over to #1 to operate between Belt Junction and 74<sup>th</sup> Street. This instruction must come from the NS Landers Operator.
  - b. An intermodal train currently operates via BRC-NS to 74<sup>th</sup> Street-Metra to Canal Street. BRC is currently obtaining the route directly from the Metra SWS Dispatcher. This instruction must come directly from the NS Landers Operator.
2. Handling Train Movements - BRC to Metra
  - a. The BRC South Dispatcher is to contact the NS Landers Operator for a route between Belt Junction and CP 74<sup>th</sup> Street.
  - b. NS Landers Operator will thereafter contact the Metra SWS Dispatcher for route on Metra.
  - c. Once the final route is confirmed, the NS Landers Operator will furnish the final route to the BRC South Dispatcher. BRC South Dispatcher controls the signal to NS en route to 74<sup>th</sup> Street.

3. Handling Train Movement – Metra to BRC
  - a. The Metra SWS Dispatcher is to contact the NS Landers Operator for a route between Belt Junction and CP 74<sup>th</sup> Street.
  - b. NS Landers Operator will thereafter contact the BRC South Dispatcher for a route through Belt Junction.
  - c. Once the final route is confirmed, the NS Landers Operator will advise the Metra SWS Dispatcher of the route. Metra SWS Dispatcher controls the signal at CP 74<sup>th</sup> Street to the NS.

**C. On-Track Equipment / Hi-Rail Vehicle movement through Belt Junction.**

1. The following sequence must be followed:
  - a. NS Landers Operator advises BRC of the movement and requests BRC to block designated tracks.
  - b. BRC South Dispatcher to block designated track(s) preventing movement between:
    - i. Belt Junction-Forest Hill and
    - ii. Belt Junction-74<sup>th</sup> Street.
  - c. BRC South Dispatcher to advise NS Operator time tracks are blocked.
    - i. NS Landers operator to document time tracks blocked on prescribed form (Metra Train Sheet).
2. NS Landers Operator will contact the Metra SWS Dispatcher and request protection be applied at CP 74<sup>th</sup> Street.
  - i. NS Landers operator to document time track blocked on prescribed form (Metra Train Sheet).

3. NS Landers operator to issue on-track equipment / Hi-Rail vehicle two (2) separate Track & Time Authorities. Each authority must be on an individual form with a separate authority number. Authority to be issued:
  - a. Between 74<sup>th</sup> Street and Belt Junction and
  - b. Between Belt Junction and Forest Hill.
4. On-Track Equipment / Hi-Rail Vehicles must comply with the follow procedures in connection with proceeding through Belt Junction.
  - a. Request permission to pass signals displaying stop from BRC South Dispatcher to proceed through Belt Junction Interlocking.
  - b. Track Equipment / Hi-Rail Vehicle must advise Belt Dispatcher upon clearing Belt Junction Interlocking as information only. Blocks are not to be released.
  - c. Track Equipment / Hi-Rail Vehicle must advise NS Landers Operator upon clearing Belt Junction Interlocking.
  - d. NS Landers Operator to request Belt Dispatcher to release blocks preventing movement.
    - i. Blocks may be released individually as on-track equipment clears the territory specified in the separate Track & Time Authorities. For example, it may be necessary to release the block protecting Belt Junction to CP 74<sup>th</sup> Street while the on-track equipment / hi-rail vehicle continues to occupy Belt Junction to Forest Hill.

### **63.13 Cragin Junction Protocol**

#### **A) Trains From CP to BRC**

- 1) CP Elgin Sub Dispatcher will contact BRC North Dispatcher for instructions on the routing southbound trains. This information is not be relayed through train crews.
  - a) CP Elgin dispatcher will handle all communication with the METRA dispatcher regarding the route and position of switches.
- 2) CP Elgin Sub Dispatcher should be advised to prioritize run through trains over Clearing terminating trains to minimize delays.

#### **B) Trains From BRC to CP**

- 1) BRC North Dispatcher will contact the Elgin Dispatcher when train is at 14th Street to determine final routing

### 64.1 Authority to enter CTC Limits

*Reference: GCOR 10.1*

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

1. It must be known that no conflicting movement is occupying or authorized to enter the track.
2. Set signals governing access into the area to be occupied to Stop and apply blocking mechanism(s) to prevent unauthorized movement into protected area.

Use verbal Format:

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

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

### 64.2 Protection of Limits

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

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

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

If track or signal maintenance work is to be performed within manual interlocking, track and time must be issued unless track is out of service at that location.

If a train or maintenance employee operating within track and time is closely approaching a “Blocked Switch” which the dispatcher has been requested to reposition, it may only be done after an understanding has been reached with the employee as to the move to be made.

### 64.3 Track and Time

*Reference: GCOR 10.3*

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

- If limits are clear.
- If limits are occupied by train to be granted track and time.

Or

- If all trains within limits have been identified by employee in the field as having passed the location where track will be occupied.

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

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

### 64.3.1 Issuing Track and Time

Before issuing track and time, the train dispatcher must (if to MW, confirm limits) observe the screen display and verify that signals governing access into the limits are at Stop. (Signals that are in time, flashing or requested are not considered at Stop).

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

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

### 64.3.2 Track and Time Authority Form

#### A. DIGICON SCREEN

Example:

JONES, AUTHORITY NUMBER 1182  
GRANTED ON M.T. 1 BETWEEN  
HAWTHORNE AND CRAGIN UNTIL  
CALLED.

*(Dispatcher must transmit the authority exactly as shown on the Digicon Screen)*

OVER

(continue with authority? y/n)

Employee in the field repeats the authority exactly as issued.

#### B. FIELD FORM

- Name: person in charge of the equipment
- ID Number: vehicle number
- Authority No. will be in sequence beginning at 1201 a.m. daily, prefaced by the letter "N" for North dispatcher, or "S" for South dispatcher.

- Behind engine/ train: when train(s) still in the limits to be issued.

- (Between / And) | (From / To) | (At)

"Between \_\_\_\_ and \_\_\_\_" or "At \_\_\_\_" authorizes on-track workers.

"From \_\_\_\_ to \_\_\_\_" authorizes movement of a hi-rail vehicle.

- Until Time: advises employee of time the dispatcher needs the track back. Even though a time is shown the employee must release the authority with Train Dispatcher before track may be used. If dispatcher does not desire to show a time, enter "Call" meaning employee will not be governed by a stipulated release time and will retain the authority as long as deemed necessary.
- Y/N indicates whether the authority is "joint" with another employee.
- Joint With: designates the employee the authority is joint with.
- "Correct" at" Dispatcher/ Control Operator initials" After employee repeats the authority information correctly; dispatcher will acknowledge with "That is correct", time and initials.
- Release time is used to record time the employee releases the authority.

### 64.3.3 Modifying Track and Time Authority

If necessary to modify a Track and Time Authority, a new authority must be issued and the previous one released.

Exception: an employee may be instructed to make their authority "joint with \_\_\_\_\_" without issuing another authority.

### 64.3.4 Joint Track and Time

*Reference: GCOR 10.3.3*

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

- Know that trains to be granted joint track and time within the limits are moving at restricted speed.
- Issue joint track and time to all trains, machines, track cars or employees within the same limits or that will enter the limits.

When trains are included, do not issue joint or overlapping limits to more than four occupants.

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

#### **64.3.5 Track and Time within Manual Interlocking**

*Reference: GCOR 10.3.1*

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

#### **64.3.6 Shunting Signal Circuits**

Before granting track and time to employees for protection in a control point, determine if their work will be shunting the signal circuits. If their work will not shunt the signal circuits, it is only necessary to block off the control point (OS section).

If their work will shunt the signal circuit:

- Apply blocking mechanism to all track segments affected in both directions.
- Allow no movements into all track segments affected unless under track and time or advice of the work being performed in the affected control point is given.

When permission to operate dual control switches is included, apply blocking mechanism to all track segments affected in both directions.

#### **64.4 Additional Time**

*Reference: GCOR 10.3 B*

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

**HEAR WHAT IS BEING REPEATED  
NOT WHAT YOU EXPECT TO HEAR**

#### **64.5 Handling of Hi-Rail or M/W Equipment through Manual Interlockings**

Hi-Rail or M/W equipment making a through movement through an interlocking may be granted authority to flag through the interlocking.

Before verbally authorizing the Hi-rail or M/W equipment by the Stop Indication, the Train Dispatcher must:

- Confirm that no conflicting movement is occupying or authorized to enter the protected limits.
- Line and lock dual control switches (if present) for the intended route.
- Blocking Mechanism has been applied to prevent unauthorized movement into the protected area.
- Use verbal format:

"(Hi-Rail / RWIC) AT (location) HAS AUTHORITY TO PASS SIGNAL DISPLAYING STOP INDICATION."

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



## 65 Daily Operating Bulletin (DOB)

### 65.1 Possession of DOB

Train dispatcher must verify crew members are in possession of current the DOB prior to authorizing movement onto the BRC. DOB number must be verified.

### 65.2 Issuance of DOB

The DOB may be updated at any time. The DOB program automatically assigns the sequence number. The North Dispatcher will perform all updates to the DOB. Maintenance of Way will advise the North Dispatcher regarding changes or updates by 17:00 daily. The DOB must be completed no later the 19:00, daily. The DOB is to be reissued by 19:00 even if no changes are necessary in the preceding DOB.

### 65.3 Instructions for DOB Entry

- Start web browser and go to: <http://10.10.32.9/BRCCGIp/DOBENTRY.PGM>
- The program will copy the last DOB for you to edit. Review and edit each section then click the "Submit" button.
- Repeat Step 2 for all sections.
- The last item of the section selector is "Finalize". Enter the latest General Order Number and your initials before clicking the "Finalize" button. A copy of the modified DOB will print on the MANAGER TRAIN OPERATIONS printer.
- The MANAGER TRAIN OPERATIONS will review the printed copy and have dispatcher correct any errors by starting at Step1. (Restarting the program will not lose any pending changes.)
- The MANAGER TRAIN OPERATIONS, after reviewing the final copy, will approve the document by going to <http://10.10.32.9/BRCCGIp/DOBAPPROVE.PGM>.
- MANAGER TRAIN OPERATIONS is to enter his/her initials and click the "Submit" button. The new version of the DOB will be automatically placed on the BRC website (<http://BeltRailway.com/dob.html>), Chicago Rail Carriers Bulletin Board (<http://qpraillinc.com>) and will be forward to preprogrammed email and fax distribution lists.

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