

THE BELT RAILWAY COMPANY OF CHICAGO

TRAIN DISPATCHER NOTICE #2018-005

Effective 1201, Thursday, April 19, 2018

To: Train Dispatchers, Clearing

<u>Subject:</u> Revision of Train Dispatcher Rules and Instructions, Rule 62.7 Automatic Warning Devices (Supersede)

Train Dispatcher Notice 2018-D001 is void.

Failures of Automatic Warning Devices

Failures of automatic crossing warning devices are categorized under three specific conditions, as prescribed in **GCOR 6.32.2, Automatic Warning Devices**.

Crossings with failures are categorized as **MALFUNCTIONG**, **DISABLED**, or as having an **ACTIVATION FAILURE**.

When crossings are reported through the crossing hotline or other sources, it must be ascertained what the extent of the failure consists of to allow it to be categorized properly:

MALFUNCTIONING:

- False activation (gates down without a train)
- Partial activation (gates missing, lights burned out with other working or gate knocked off)

ACTIVATION FAILURE:

• Activation failure (gates fail to operate for a train), <u>this is an emergency situation, notify</u> <u>the MTO immediately.</u>

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DISABLED:

• Crossing is made inoperative by railroad personnel.

When a crossing failure is identified, trains must be notified of the failure using one of the three specific condition key words identified above, and notification must include the crossing milepost and name of crossing where applicable.

Procedure for protection of Automatic Warning Device Failures:

- When notified that a crossing is MALFUNCTIONING, has an ACTIVATION FAILURE, or is DISABLED, protect the condition immediately using effective blocking devices. Restrictive labels are permissible to be used as effective blocking devices for crossing failures.
- Notify the BRC Signal Maintainer, and note the Signal Maintainer responding to the issue.
- Notify the BRC Police Department, and, when necessary, the appropriate municipal police agency.
- Notify the MTO

Notification of Trains:

- When a crossing is MALFUNCTIONING, trains must be notified that "Automatic Crossing Warning Devices are malfunctioning at milepost _____, comply with GCOR 6.32.2"
- When a crossing is DISABLED or is having an ACTIVATION FAILURE, trains must be notified that "Automatic Crossing Warning Devices (Are Disabled) (Have an Activation Failure), Stop and Protect Crossing at Milepost _____, even if devices are seen to be working"
- When equipped flaggers are at a crossing, trains may be notified of this fact, however train dispatchers will not relay movement information between equipped flaggers and trains.

Documentation of Crossing Failure (Malfunctioning/Activation Failure):

- Crossing failures are no longer documented using the TMDS Crossing Failure Dialogue.
- Utilize the Belt Apps Crossing Failure application, in accordance with Appendix 1 of this Train Dispatcher Notice, to document the crossing failure.
- Train Dispatchers are responsible for entering information regarding the Signal Department personnel responding, and the Police Department notified.

Closeout information is entered by the Signal Department Maintainer who responds to the reported issue and closes the record in Belt Apps.

Documentation of Crossing Failure (Crossing Disabled by Railroad Personnel):

- Disabled Crossings will be protected with blocking when requested by Signal Department personnel. Restrictive Labels may be used as effective blocking devices.
- Documentation for disabled crossing protection requests is also placed in Belt Apps, however, enter any requests to protect a disabled crossing as an Operational Issue and not in the Crossing Failure application.

Note the responsible department as Signal, with the times, location, and individual requesting protection documented.

Note the start time and end time of protection for a disabled crossing being provided in the Operational Issue.

Turnover Requirements:

Open crossing failures or requests for protection of disabled crossings must be included in turnover discussions between Train Dispatchers until protection is no longer required.

Appendix 1: Belt Apps Instructions for use of Crossing Failure Application (See attached)

F.J. Izzo Superintendent Transportation

Train Dispatcher Notices in Effect:

Year of Issuance	Numbers
2016	1, 004, 005
2017	007, 008, 009, 011
2018	002, 004, 005

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Pulling Together for Change

stination: Belt Apps. The future of connectivity

Crossing Failure Training

Pulling Together for Change



Destination: Belt Apps. The future of connectivity.

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Pulling Together for Change

Destination: Belt Apps. The future of connectivity.

1. Crossing Failure Search

1.1. Belt Usage

Search, view, and edit all crossing failures entered into Belt Apps.

1.2. Access

URL: https://beltapps.beltrailway.com/Belt/crossingfailure/maintenance/index

1.3. Search

1. Navigate to the Crossing Failure Search screen

Crossie	8	Please select an optio		Ψ.	Falure Type	Please select an option	Signal	Maintainer	Please select an option				v
Create	Date From	MM/dd/yyyy			Create Date To	MM/dd/gyyy	Open	Only					
Sea	rch												
howing	g 1 to 1 of 1 ent	ries									New	Edit	Expor
	Created Date		Repair Date	Status	Crossing			Failure Type		Edit		Print	
-	02/20/2018		02/20/2018	Closed	Crossing -	Archer Avenue - 843806F		Activation Fai	lure	8		D	

NOTE: All existing crossing failure reports will appear in the grid

2. Enter Search criteria

3. Click Search

2. Crossing Failure Detail

2.1. Belt Usage

This screen is used to record any issues related to signal crossings, assign maintenance requests, and capture completeness of each crossing failure.

Section	Usage	Owner
Summary	Document the reporter's answers to all questions required for	Dispatcher
	every failure	
Reported To	Capture the police department and Belt employee informed of the failure	Dispatcher
Maintenance Detail	Record actions taken to remediate the failure	Signalman

2.2. Access

URL: https://beltapps.beltrailway.com/Belt/crossingfailure/maintenance/edit



2.3. Create new Crossing Failure

- 1. Navigate to the Crossing Failure Search screen
- 2. Click New to open a new record

Г

New Edit Export	t				
Crossing Failure Detail					
Created By SWC Technology	Created Date/Time 02/21/2018 09:30				
Summary Grossing*	Mayo other so assiss				
Did the gate operate prior to the train's arrival?*	Unknown	× v			
Is the crassing stuck down?*	Unknown	× v			
Are any of the gates not in place?*	Unknown	х т			
Are any lights burned out or hanging?*	Unknown	× v			
Failure Type*	Please select an option	Ŧ	Accident/Incident Involved?*	No i Accide	nt Definition
Failure Subtype	Please select an option				
Description of Failure (Required for Activation Failure)					
Reported To					
Maintainer*	Please select an option	*			
Police Called*	Please select an option	v			
		Save and E	it Cancel		

3. Complete the Summary section

Summary	
Crossing*	Crossing - Archer Avenue - 843806F ×
Did the gate operate prior to the train's arrival?*	<u> </u>
Is the crossing stuck down?*	Crossing - Narragansett Avenue - DOT 326915J
Are any of the gates not in place?*	Crossing - Archer Avenue - 843806F
Are any lights burned out or hanging?*	Crossing - 55th Street - 843807M
Failure Type*	Crossing - 59th Street - 843808U
Failure Subtype	Crossing - 63rd Street/Harlem - 843810V
Description of Failure (Required for Activation Failure)	Crossing - Muskegon Avenue - 869192X

NOTE: Belt Apps will automatically select the Failure Type and subtype based on your answers above. You may edit the failure type, if needed.

4. Add a Description.

Description of Failure (Required for Activation Failure)	
Testing Training Testing	

NOTE: when the Failure Type equals Activation Failure, the description field is required, otherwise, it is optional.

NOTE: The Description has a character limit of 1000 characters. This detail will be included in the FRA report to describe failure. Include the most important details.



5. Complete the Reported To section

Reported To				
Maintainer*	Adam J. Wilimczyk	×	*	
Police Called*	Chicago Police	×	w	
		Save a	nd Exit	Cancel

6. Click Save and Exit

NOTE: Clicking Cancel will not save your changes NOTE: You are returned to the Crossing Failure Search screen

2.4. Add Maintenance Details

1. Search for the crossing failure record



- 2. Click Edit
- 3. Complete the Maintenance Details

Maintenance Details					
Assigned Maintainer	Adam J. Wilimczyk	х т			
Primary Failure Reason	Human Factor	х т	Secondary Failure Reason	Please select an option	v
Action Taken	Repaired/Replaced Bell	ж . т			
Equipment Affected*	Gate	х т			
Repairs Completed	02/21/2018 09:47		Closed By	Nikolaus L. Bronder	ж т
Weather Conditions	Rain	× ×			
Track Conditions	Wet	ж			
		Save and E	xit Cancel		

NOTE: The Weather Conditions and Track Conditions fields are not reported to the FRA, data is kept to find trends and prevent future issues.

4. Click Save and Exit

NOTE: If there something is not complete, you will receive an alert. Complete the required fields and click Save and Exit

 There are validation errors while Secondary Failure Reason cannot 	processing your request. Please fix the issues be left blank.	below:
Secondary Failure Reason	Vandalism	X V



2.5. Print Audit form

- 1. Search for the crossing failure record
- 2. Click on the printer icon.

Crossing		Crossing - 59th Street - 84380	8U	ж	Failure Type	Please select an option	Ŧ	Signal Maintainer	Please select an option		
reate Da	te Fram	MM/dd/yyyy			Create Date To	MM/dd/yyyy		Open Only			
Caarch											
action											
wing 1	to 1 of 1 ent	ries								New	Edit Free
owing 1	to 1 of 1 ent	ries								New	Edit Exp
owing 1	to 1 of 1 ent	ries Rep	pair Date	Status	Crossi	ng		Failure Type		New	Edit Exp

NOTE: A PDF of the FRA audit form is generated and downloaded to your computer.

3. FRA Report

Below is an example of the report that can be generated and sent to the FRA.

	IDE DEDOD.	г			D . IN 3120.00
	RE REFUR	· · · · · · · · · · · · · · · · · · ·	fee be realized as instructions, containe within	OSI	D Approval No.: 2150-05
a splating notice wing the collection of information, multy for history to comply with a collection of inform efformation are manifatory. Send comments regarding minimumer, 1200 New Jersey Ava., S.E., Workington	Without a second part of the second part According to the Puperwork Bedan mation and/os it displays a carendy gibts barden estimate or any other a n D.C. 20340.	 Perpenses recentling over them Act of 1995, a feder y valid CMIS control name aspect of this collection, it 	100-101 (Chevrong, associations, sectorizing converge il agency may not conduct or sponsor, and a preven sectorizi (CAUE control number for this inder rachading suggestions for resideing fine barden is: In	the Sciences, generating and is not required to respond nation collection is 2130-05 demation Collection Office	to, nor shall a person be subject 54. All responses to this collect ar, Perioril Robbard
ch railroad shall submit a report of ea e Federal Railroad Administration's w	ch activation failure to F eb site at www.fra.dot.gr	RA within 15 day ov	s after the failure occurs. Copies of t	his form may be ob	tained from
 activation failure means the failure of in's arrival at the crossing, or to indica uning to highway users of approachin do so.) 	of an active highway-rail ate the presence of a train ig trains. (This failure ind	grade crossing wa 1 occupying the cr licates to the moto	ming system to indicate the approac ossing, unless the crossing is provid rist that it is safe to proceed across t	ch of a train at least ed with an alternati- the railroad tracks w	20 seconds prior to the ve means of active hen, in fact, it is not sa
train means one or more locomotives,	, with or without cars.				
		Name of Rail	road		RR Code
Mail to:		The Belt Ra Region/Divisi	ailway Company of Chicag on (Optional)	30	BRC
Federal Railroad Admin	istration	System			
Regional Administrator		Reporting Em	ployee (Signature/Title)		Date Signed
		DOT Crossing	g Number		
		843808U	i i i i MVar IV		
		Accident/Inci	dent Involved?	v0 (Defined in	49 CFR Section 225.5)
		CLASSIFI	CATION		
7 Other (Describe)		LOCA	ehts 4 Wig Wags 5	Hwy. Traffic S	iignals 6 🕱 Be
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