



THE BELT RAILWAY COMPANY OF CHICAGO

TRAIN DISPATCHER NOTICE

#2017-D011

Effective 0001, December 1, 2017

To: Train Dispatchers, Clearing

Subject: Puller Service and Landing Fee Data Entry Applications

Effective 0001, December 1, 2017, the handling of documentation for both BRC Puller Service and documentation of landing fees will be automated using the Belt Applications Suite. This will eliminate the need to use paper forms to record the required information for billing.

When using these functions, enter all known information and press Save. The record will then indicate PENDING.

Use the edit function to complete the individual record in the system which will show COMPLETE when the record is properly completed.

PENDING records must be covered in Dispatcher Turnovers until they are COMPLETE.

Puller Service:

Puller Service is divided into two specific types:

- Puller Service (BRC service on behalf of another railroad)
- CN Puller Service (Glenn Yard Transfer Service, when operated)

Landing Forms:

Landing Forms are used whenever direct movements from other railroads traverse the BRC to affect a handoff from one railroad's crew to another railroad's crew.

Accuracy in capturing data for these functions is critical.

Job Aids for Puller Service, CN Puller Service, and Landing Form Entry

Puller Service Screen:

Puller

Date* 06/21/2017 Date/Time Service Ended* MM/dd/yyyy HH:mm

Road* BRC Locomotive* NO

Authorized By* Engineer*

Date/Time Service Began* MM/dd/yyyy HH:mm Conductor*

Load* Status* Pending

Empty*

Description of Service*

Locomotives

Number +

Save Cancel

To complete the Puller Service Screen, complete all required fields, noted with an asterisk (*).

Additionally, if the assignment uses BRC Power, this will need to be documented. Select YES or NO, and then enter the number of the BRC locomotive, where applicable, and then select the plus sign (+). When multiple locomotives are used, add additional units in the same manner.

To delete a locomotive, select the Trash Can Icon next to the line.

When all information has been entered, select SAVE.

CN Puller Service Screen:

To complete the CN Puller Service Screen, complete all required fields, noted with an asterisk (*).

Note that this screen is only used for Glenn Yard Transfer Service.

Additionally, if the assignment uses BRC Power, this will need to be documented as additional charges apply. Select YES or NO, and then enter the number of the BRC locomotive, where applicable, and then select the plus sign (+). When multiple BRC locomotives are used, add additional units in the same manner.

To delete a locomotive, select the Trash Can Icon next to the line.

When BRC crews in CN Puller Service incur meal penalties, these are, in many cases, billable to the CN.

If the crew incurs a meal penalty, determine who authorized the penalty payment, and if they are a BRC or a CN employee, and notate.

When all information has been entered, select SAVE.

Landing Form Screen:

To complete the Landing Form Screen, complete all required fields, noted with an asterisk (*).

To add a locomotive, enter the locomotive number and select the plus sign (+).

When multiple locomotives are used, add additional units in the same manner.

To delete a locomotive, select the Trash Can Icon next to the line.

When all information has been entered, select SAVE.

A Search/Print Screen is available that will allow for viewing items that have been entered. Select the type of item to view or print from the search screen. Individual items can then be viewed or printed.

Note it is not necessary to print and archive these forms, as all billing work will be done electronically.

F. J. Izzo
Superintendent-Transportation

Train Dispatcher Notices in Effect:

<u>Year of Issuance</u>	<u>Numbers</u>
2016	002, 003, 004, 005
2017	006, 007, 008, 009, 010