



# CENTRAL PENNSYLVANIA RAILROAD

## TRAIN CREW PROCEDURES-LOCAL-FREIGHT

-REVIEW PROCEDURES FOR THE THROTTLE YOU WILL BE USING THEN PROGRAM THE LOCO ADDRESS.

-ACCEPT TRAIN AND ORDERS FROM YARDMASTER OR DISPATCHER & REVIEW BEFORE PROCEEDING.  
--BE SURE LOCOMOTIVE HEADLIGHT IS ON.

-REQUEST CLEARANCE FROM DISPATCHER WHEN READY TO DEPART.  
--PROVIDE TRAIN SYMBOL, LOCATION, AND DESTINATION (EXAMPLE: YM, READY TO DEPART YORK YARD FOR MIDWAY, OVER), AND WAIT FOR CLEARANCE.

-WHEN CLEARED PROCEED AS DIRECTED BY DISPATCHER. REPORT ARRIVAL AT EACH STATION (OS), FOR EXAMPLE YM OS JIMVILLE AND WAIT FOR CLEARANCE TO PROCEED.

-WHEN SWITCHING, ALWAYS LEAVE THE MAIN OR PASSING SIDING CLEAR. BEFORE TAKING MAIN, OBTAIN PERMISSION FROM DISPATCHER. NOTIFY DISPATCHER WHEN MAIN LINE TRACK IS CLEARED.

-FOULING POINTS INDICATE ELECTRICAL OR CLEARANCE AND ARE INDICATED BY A WHITE POLE OR OTHER WHITE MARK TRACKSIDE OR BETWEEN DIVERGING TRACKS.

-CHECK WAYBILLS IN EACH TOWN'S BOX. SPOT CARS AS INDICATED ON WAYBILLS. PICK UP CARS IF DESTINATION (**TO**) IS OTHER THAN THE LOCATION YOU ARE AT. AFTER PICKING UP CARS, IF YOU HAVE ONLY ONE ENGINE AND YOUR TRAIN EXCEEDS EIGHT CARS LEAVE EMPTY CARS FOR PICKUP ON RETURN RUN. IF DOUBLE HEADED, TRAIN LIMIT IS 10 CARS. WHEN READY TO RETURN TO YARD, CONTACT DISPATCHER TO REQUEST ADDITIONAL POWER IF NECESSARY.

-IF YOU ENCOUNTER A **BLUE** FLAG, DON'T MOVE THE CAR. CALL THE DISPATCHER FOR INSTRUCTIONS.

-SPOT INCOMING CARS AS DIRECTED BY WAYBILL & REMOVE OUTGOING CARS

--PLACE CAR CARD/WAYBILL FOR INCOMING CARS IN PROPER BOX.

--TAKE CAR CARD/WAYBILL FOR OUTGOING CARS WITH YOU.

--IF THERE ARE MORE THAN 10 CARS, LEAVE AND PICK UP ON THE WAY BACK. IF THERE ARE STILL MORE THAN 10 CARS, TAKE LOADED CARS TO THE YARD AND LEAVE EMPTY CARS BEHIND.

**-DO NOT TURN WAYBILLS!**

**-ALL CARS PICKED UP MUST BE RETURNED TO THE YARD FROM WHICH YOU DEPARTED!**

-WHEN READY TO DEPART ANY STATION OR PREVIOUS TRACK WARRANT LIMIT, CONTACT DISPATCHER AND PROVIDE TRAIN NUMBER, LOCATION AND DIRECTION.

-TURNS (MIDWAY, POTTER & HIGHTOWN) DO NOT USE ROAD POWER TO SWITCH.

--POTTER JOB PARKS ROAD ENGINE ON HOUSE TRACK AND USES LOCAL YARD SWITCHER.

--HIGHTOWN & MIDWAY ROAD CREW EXCHANGE INBOUND CARS FOR OUTBOUND CARS ONLY.

-ALL LOCOMOTIVES RUNNING IN REVERSE MUST HAVE A REAR HEADLIGHT.

-REMOVE BAD ORDER CAR FROM THE LAYOUT AND GIVE IT & CAR CARD TO THE SUPERINTENDENT.

-COMMUNICATE WITH DISPATCHER BY RADIO. USE PROPER RADIO PROTOCOL.