



# BLET UP CENTRAL REGION TRIP REPORT – DEPARTURE CHECK LIST

UPON COMPLETION OF THIS FORM PLEASE FAX IT TO  
314-895-0104

Item #		Time											
1	Train ID		<b>Pre-Departure Checklist</b> <ol style="list-style-type: none"> <li>1. Finish Previous Tie Ups</li> <li>2. =ON Check               <ol style="list-style-type: none"> <li>a. System General Orders</li> <li>b. Subdivision General Orders</li> <li>c. Superintendents Notices</li> <li>d. MTO Circular Books (if available)</li> </ol> </li> <li>3. Track Warrants and Bulletins               <ol style="list-style-type: none"> <li>a. Date and Time (within four hours)</li> <li>b. Start and End Destinations</li> <li>c. Engine number and train symbol</li> <li>d. Subdivision numbers for operating</li> <li>e. Compare Track Bulletin numbers with those listed on Warrant</li> <li>f. Verify accuracy of Bulletins</li> </ol> </li> <li>4. Train Consist               <ol style="list-style-type: none"> <li>a. Check TPOB and/or platform tons</li> <li>b. Key train status</li> <li>c. Location of hazardous cars in train</li> <li>d. Proper train make-up (SSI 5 and 5A)</li> </ol> </li> <li>5. Job Briefing with all Crew Members               <ol style="list-style-type: none"> <li>a. Compare Track Warrant numbers</li> <li>b. Track bulletin restrictions</li> <li>c. Heat Level Restrictions</li> <li>d. Train Speed</li> <li>e. Special handling cars in train (High, Wide, Heavy, etc.)</li> <li>f. Health and wellness discussion</li> </ol> </li> </ol>										
2	Time Called												
3	Time Reported for Duty												
4	Time Finished Previous tie ups												
5	Time Finished checking General Orders – Sys – Sub – Sup – MTO												
6	Time finished checking Track Warrants and Bulletins												
7	Time finished checking train consists												
8	Time finished job briefing with all crew members												
9	Time called for a ride to train												
10	Time departed depot to train												
11	Time on train												
12	Time train departed												
13	Were you rushed by a manager?	Y / N											
14	How many times were you talked to?												
15	Who were the managers that rushed you through your Pre-Departure Check List?		<b>Departure Check List</b> <ol style="list-style-type: none"> <li>1. Compare engine number on Track Warrant and lead unit number lights on</li> <li>2. EOT properly functioning</li> <li>3. HEU Certification (annual inspection)</li> <li>4. Proper Air Certifications</li> <li>5. Engine Inspection dates</li> <li>6. Equipment and tools [air hose, E and F knuckles, chisel, wrench, hammer, First Aid kit, flagging kit (6 fusee, 1 red flag)]</li> <li>7. Headlight and Ditch lights on</li> <li>8. Whistle and Bell Functions</li> <li>9. Isolation switch on run</li> <li>10. Hand brakes released</li> <li>11. Yardmaster and/or dispatcher instructions</li> <li>12. Any active RCL zones</li> <li>13. Reverser in and Generator Field switch up</li> <li>14. First slow order and/or Form B</li> </ol>										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">NAME</th> <th style="width: 50%;">TITLE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>			NAME	TITLE								
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	The below space is provided for notes and observations												
16	Who were the members of your Crew?	THIS IS A WRITTEN PROTEST FOR BEING INSTRUCTED TO LEAVE THE ON DUTY POINT PRIOR TO BEING ABLE TO HAVE A PROPER JOB BRIEFING AND ALSO READ AND UNDERSTAND THE NUMEROUS DOCUMENTS NECESSARY TO PERFORMING MY JOB IN A SAFE AND EFFICIENT MANNER. NOT ONLY IS THIS A VIOLATION OF COMPANY RULES, IT COMPROMISES MY PERSONAL SAFETY. I AM COMPLYING WITH INSTRUCTIONS OF THE BELOW MANAGER UNDER PROTEST											
	Eng												
	Con												
	Bkm												
	Fit												
	Other	Crew Signatures											
17	(If the manager refuses to sign the protest, print the name of the manager and make note of refusal with an RF beside the name.)	Manager Signatures											

