

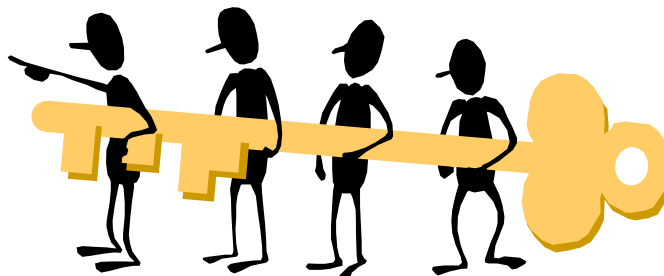


**UNION PACIFIC RAILROAD**

# **ELECTRONIC HOURS OF SERVICE REPORTING GUIDE FOR TRANSPORTATION EMPLOYEES**

*Your KEY to proper Hours of Duty Reporting*

Rev. 07/16/09



PB-22265

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## INTRODUCTION

**PURPOSE:** A guideline for TE&Y employees to assist them in the proper Hours of Service Reporting. The Guide will walk the employee through scenarios that they encounter in their daily reporting.

**EXPLANATION:** The guide is organized with a Table of Contents which contains the title of each of the scenarios. On page 2 is a blank FRA screen with 22 fields displayed. Each field is numbered. The right column has corresponding numbers that will explain what inputs are required for proper reporting. There are 16 different scenarios that are commonly used. A Quick Reference Guide for proper reporting is found on page 24. Page 25 lists the Activity Reporting (ACT) and Mode of Transportation (MT) codes.

### HOW TO USE THE GUIDE

1. Use the Table of Contents to find the scenario you need for your FRA Reporting.
2. Use the scenarios and look at the numbered field. Look for the same number on the right column for an explanation.
3. There are two sections on the FRA screen, the 1st section A through D Covered Service (Steel Wheels). This section is used when reporting Covered Service on a train. DEADHEADS DO NOT GO ON COVERED SERVICE LINES A through D.

4. **Activity Reporting** - Deadheads, Commingled Service and other activities are reported in the lower (Rubber Wheels) section on lines E through L.
5. Lines A through D are for reporting ONE Employee for the first train handled.
6. Lines E through L are for reporting Deadheads or Multiple Deadheads and Commingled Service ONLY!
7. The **F8** key opens a new reporting page to report Multiple Trains or Dog Catches. The **F7** key will page you backward to the previous Hours of Duty Reporting page.
8. **Duplication Reporting** - To duplicate a line or field of data the Equal Key (=) copies the data from the line above. Move the cursor to the Train field and press the equal key (=) once at the start of each field, or hold the equal key (=) down and let it jump from field to field. When it gets close to the end of the line slow down. Fields that **can not** be duplicated on the Covered Service Lines and the Activity Lines are the **CREW POS, PTO** and **CM (commingle)**.

### **UNION PACIFIC 24 - hour Assistance Desk.**

*Company* 8-544-5555 option #7 then option #4.

*Outside Line* 1-800-621-8953 option #7 then option #4.

# REVIEW FRA HOURS OF SERVICE REPORTING SCREEN

07/16/09 17:27-CDT      EMPLOYEE HOURS OF DUTY REPORTING      PSTS04H  
 LOC: MX283    JOB/TRAIN: MKCNP 17    DATE/TIME: 071609 0600    PAGE: 01 OF 01  
 CON - D KELLY      PTO: 12:30

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.			
CREW	PTO	TRAIN	TR	START	START	D/T	RLVD	RLVD	D/T	RLSD	RLSD	D/T	C
POS			DY	LOC	MMDD/HHMM	LOC	MMDD/HHMM	LOC	MMDD/HHMM	M			

A  
B  
C  
D

**CON**  
  
*STEEL WHEELS*

## ACTIVITY REPORTING

12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	
CREW	PTO	ACT	M	START	START	D/T	END	END	D/T	C
POS			T	LOC	MMDD/HHMM	LOC	MMDD/HHMM	M	COMMENTS	

E  
F  
G  
H  
I  
J  
K  
L

*RUBBER WHEELS*

22.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

# EXPLANATION OF DATA FIELDS

## COVERED SERVICE REPORTING

1. CREW POS: Your Position code. This field is Computer Generated.
2. PTO: Prior Time Off is from the time of the final release from your previous job to the on duty time of the current job. This Field can also be adjusted.
3. Train/Job: Type the Train I.D. or Job Number you worked.
4. TR/DY: Enter the 2 digit Train Date portion of the Train Symbol.
5. START LOC: The Starting *Circ-7 (AH001)* of your job or run. If you did not tie up at this location on the previous FRA record, you will need to report a deadhead line E. This will relocate you to the correct start location.
6. START D/T: Type the Employees on-duty Date (MMDD) and Time (HHMM) for the Train /Job.
7. RLVD LOC: The *Circ-7 (AH066)* or *Mile Post (123MP)* Location you are relieved at.
8. RLVD D/T: Enter the Date and Time the employee STOPS performing Covered or Commingled service. If you worked 12 hours, enter the date and time cover service and/or commingled service ended.
9. RLSD LOC: A *Circ-7(AH108)* is always used for the final release location, except when reporting Multiple Trains worked. (See pages 7-9)
10. RLSD D/T: The Date MMDD and Time HHMM the employee is released from all mandatory railroad related activities and begins a statutory off-duty period.
11. CM = Commingled Service N or Y, **N** = no commingled service. **Y** = an activity other than a deadhead.

## ACTIVITY REPORTING

12. CREW POS: Enter the Position Code used for the assignment in this field.
13. PTO (Prior Time Off): for Front end deadheads enter your PTO displayed at the top of the page. For Embedded deadheads or Rear end deadheads the PTO could be 0000.
14. ACT: (Activity code) Use DT-Deadhead to Work BEFORE the end of the 12<sup>TH</sup> hour on duty. Use DF-Deadhead from Work only AFTER the 12<sup>TH</sup> hour on duty.
15. MT = Mode of Transportation. A full list of MT codes is on page 21.
16. START LOC: the *Circ-7* where the activity began.
17. START DATE/TIME: Date and Time activity started.
18. END LOC: The *Circ-7* where the activity ended.
19. END DATE TIME: Date and time that the activity ended.
20. CM = Commingled service enter a Y or N.
21. COMMENTS: Optional when deadheading, required for other activities.
22. F7/F8 keys: use the **F8** key to access another reporting screen for each additional Train Id(s) worked. Use the **F7** key to page backward.

# REPORT A TERMINAL TO TERMINAL DEADHEAD

07/19/09 10:14-C EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH108 JOB/TRAIN: DH21 19 DATE/TIME: 071909 0600 PAGE: 01 OF 01  
 CON - D KELLY PTO: 12:30

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.			
CREW	PTO	TRAIN	TR	START	START	D/T	RLVD	RLVD	D/T	RLSD	RLSD	D/T	C
POS			DY	LOC	MMDD/HHMM	LOC	MMDD/HHMM	LOC	MMDD/HHMM	LOC	MMDD/HHMM	M	

A  
B  
C  
D

STEEL WHEELS ONLY

## ACTIVITY REPORTING

12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
CREW	PTO	ACT	M	START	START	D/T	END	END	D/T
POS		T	LOC	MMDD/HHMM	LOC	MMDD/HHMM	M	COMMENTS	
CON	1230	DT	X	AH108	07190600	AH001	07191015	N	DH

E  
F  
G  
H  
I  
J  
K  
L

RUBBER WHEELS

22.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7/ F8=PREV / NEXT TRAIN ID

**NOTE:** The above scenario indicates a crew called to deadhead AH108 Hope to AH001 Anna Terminal to Terminal with no Covered Service involved.

Separate and Apart deadheads are ONLY entered on line "E".

**Do not report a Deadhead Activity on line "A".**

Remember: Time spent waiting the arrival of transportation or time spent in transportation is considered **LIMBO TIME (Neither on or off Duty).**

**See Appendix A on page 19.**

# EXPLANATION OF DATA FIELDS

## COVERED SERVICE REPORTING

**Note: Fields 1. Through 11. have no entries. Deadheads are reported under Activity Reporting section on Lines E Through L ONLY!**

## ACTIVITY REPORTING

- CREW POS: Type the Crew Position Code. (ENG, CON, BR1, BIT, etc.)
- PRIOR TIME OFF: From the final release of the previous job to the on duty time of the current job. This is "Computer generated" at the top of the screen.
- ACT: (Enter the type of *Activity*) DT Deadhead to, DF Deadhead from. You can only deadhead from if you exceeded the 12 hr law.
- MT: (Mode of *Transportation*) A-For Auto, X-For Taxi, see page 21 for a list of MT codes.
- START LOC: A Terminal to Terminal DH always starts at a *CIRC-7 (AH108)*.
- START DATE/TIME: Type the Date and Time the Deadhead was called to report. *Ex. 07190600.*
- END LOC: When reporting Terminal to Terminal DH Always enter the Tie-Up *CIRC-7 (AH001)* in the End Location field.
- END DATE/TIME: Enter the Date and Time you tie-up the Deadhead. *EX 07191015.*
- CM: (*Commingle*) Enter N for NO or Y for YES. N means there was no commingled service. Y means that you have another activity, a recertification class or something that commingled with your working trip.
- COMMENTS: This field is open for comments you would like to make.
- F7/F8 keys: use for multiple train reportings only. F7 pages back, F8 pages forward.

# COMPLETE THE HOURS OF DUTY CERTIFICATION

07/19/09 10:18-C EMPLOYEE HOURS OF DUTY CERTIFICATION PSTS04K  
 LOCATION: AH108 JOB/TRAIN: DH21 19 DATE/TIME: 071909 0600

1.	2.	3.	4.	5.	6.	7.	8.
CREW	RLVD DUTY	RLSD DUTY	TOTAL	LIMBO	CONSECT	STARTS	
POS NAME	MMDD/HHMM	MMDD/HHMM	TTOD	HHMM	HHMM	STARTS	
CON KELLY, D	07190600	07191015	0000	02705	00000	03	

9.  
 DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT? (Y/N) Y  
 (ANSWER NO TO RETURN TO ACTIVITY ENTRY SCREEN)

10.  
 OPTIONAL PRINTER LATA: I123456

11.  
 F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE

**NOTE:** Terminal to Terminal deadheads calculate 0000 for Total Time On-duty unless deadhead attaches to a Covered Service trip.

The deadhead time does count toward the employees' monthly maximum total of 276 hours of service.

When called, if you have had a statutory off duty period (RESTED), the deadhead would not attach to a Covered Service trip.

**NOTE:** If you close your mainframe window, or turn off the computer before hitting F5 on your certification screen, you are not tied up and will still show on duty. If you do not see the message "Tie-up Complete Please Log Off" or "Quick Tie Complete Please Log off", **You are not tied up.**

## EXPLANATION OF DATA FIELDS

1. CREW POS: The Crew Position Code is computer generated.
2. NAME: Employee Last Name and Initials, computer generated.
3. RLVD DUTY MMDD/HHMM: Displays the employees' reported *Relieved from Duty Date and Time*.
4. RLSD DUTY MMDD/HHMM: Displays the employees' reported *Released from Duty Date and Time*.
5. TTOD: A Terminal to Terminal Dead Head is neither on duty nor off duty and calculates a *Total Time On-Duty* of 0000 hours and minutes.
6. TOTAL HHHMM: This field indicates the current *Total Hours and Minutes* the employee currently has accumulated toward the maximum monthly total of 276 hours of railroad services.
7. LIMBO HHMM: This field indicates the employees' current *Total Hours and Minutes of Limbo Time accumulated after 12 consecutive hour's on-duty* and is applied toward the monthly maximum 40 hours to be reduced to 30 hours on October 16, 2009 As defined by the RSIA .
8. CONSECT STARTS: This field indicates the employees' current number of *Consecutive Days Starts* being applied toward the 6<sup>th</sup> and 7<sup>th</sup> consecutive days rule.
9. CERTIFICATION: DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT (Y/N). If you believe the information you entered is correct enter a Y.
10. PRINT LATA: This field is Optional. If you want a copy of your FRA Hours of Duty Report enter a LATA, if not leave blank.
11. F5 = UPDATE: When all information is entered press the F5 key to update the information and complete the tie-up

# REPORT A DEADHEAD WITHIN A DUTY TOUR

09/01/09 17:00-C EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH001 JOB/TRAIN ZSEME 11 DATE/TIME: 09/01/09 0600 PAGE: 01 OF 01  
 CON KELLY D PTO: 13:00

## EXPLANATION OF DATA FIELDS

	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
A	CREW	PTO	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
B	POS		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHM	M	
C	CON	1300	ZSEME	11	AH001	09010600	AH108	09011700	AH108	09011700	N
D.											

## COVERED SERVICE REPORTING

1. CREW POS: Computer Generated.
2. PTO: In this scenario the PTO is 1300.
3. TRAIN: The Train in this scenario is ZSEME 11.
4. TR/DY: Is 11.
5. START LOC: ANNA AH001.
6. START DATE/TIME: 09010600.
7. RLVD LOC: Hope AH108.
8. RLVD DATE/TIME: 09011700.
9. RLSD LOC: Hope AH108.
10. RLSD DATE/TIME 09011700.
11. CM: N = Not commingled service

ACTIVITY REPORTING										
	12.	13.	14	15.	16.	17.	18.	19.	20.	21.
E	CREW	PTO	ACT	M	START	START D/T	END	END D/T	C	
F	POS		T	LOC	MMDD/HHMM	LOC	MMDD/HHMM	M	COMMENTS	
G	CON	0000	DT	X	AH066	09011615	AH108	09011645	N	Admin duties
H										
I										
J										
K										
L										

## ACTIVITY REPORTING

12. CREW POS: Enter The Crew Position code.
13. PTO (Prior Time Off): The employee entered 0000.
14. ACT: DT = Deadheaded To.
15. MT: Mode of Transportation X = Taxi. Other Modes of Transportation on page 21 of this guide.
16. START LOC: Faye AH066.
17. START DATE / TIME: 09011615.
18. END LOC: Hope AH108.
19. END DATE/TIME: 09011645.
20. CM: N = Not commingled service
21. COMMENTS: From the time the deadhead ended 09011645 to the final release on line "A" 09011700 the employee was doing Administrative Duties.
22. F5 = UPDATE: When all information is entered press the F5 key to update.

22.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

**NOTE:** The above scenario indicates a crew that went on duty at AH001 Anna at 6:00 AM, and was relieved off the train at AH066 at Faye 16:15 and deadheaded to AH108 Hope.

Notice that on line A the **RLVD/RLSD locations, dates and times are the same, and should always be the same when on duty 12 hours or less.** The deadhead in this situation becomes embedded into the covered service trip.

# COMPLETE A DELAYED REPORT

09/04/09 08:07-C DELAYED EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH108 JOB/TRAIN CCJBT 11 DATE/TIME: 09/03/09 0600 PAGE: 01 OF 01  
 CON - D KELLY PTO: 12:00

	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
	CREW	PTO	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
	POS		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M	
A	CON	1200	CCJBT	11	AH108	09030600	AH012	09031800	AH001	09031915	N
B											
C											
D											

## ACTIVITY REPORTING

	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.
	CREW	PTO	ACT	M	START	START D/T	END	END D/T	C	
	POS		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS	
E	CON	0000	DF	X	AH012	09031845	AH001	09031915	N	WAIT FOR RIDE
F										
G										
H										
I										
J										
K										

12.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7/F8=PREV / NEXT TRAIN ID

**NOTE:** The above scenario indicates a crew that went on duty at AH108 Hope at 06:00, relieved on the Hours of Service at AH012 Bess at 18:00 and waited until 18:45 for transportation to deadhead to AH001 Anna. Notice that the RLVD time line "A" is on the Hours of Service and the start time on line "E" is the time transportation started (The difference is considered **LIMBO TIME** waiting on transportation). The end Location, Date and Time on line "E" is equal to the RLSD Location, Date and Time on line "A".

**REMEMBER** Time spent waiting the arrival of transportation or time spent in transportation is considered **LIMBO TIME**. After completing a QUICK TIE UP the RLVD/RLSD times are Frozen to History and used when completing Delayed Reporting OPTION 2 and may not be changed.

# EXPLANATION OF DATA FIELDS

## COVERED SERVICE REPORTING

1. CREW POS: Employees Occupation ( CON ) Computer Generated.
2. PRIOR TIME OFF: 1200. The amount of time Employee had off from final release of previous job.
3. TRAIN: CCJBT.
4. TR/DY: 11.
5. START LOC: Location Employee reported for work at Hope AH108.
6. START DATE/TIME: The date and time job started 09030600.
7. RLVD LOC: Location employee reached Hours of Service at Bess AH012.
8. RLVD DATE/TIME: Date and time Employee reached Hours of Service limit 09031800 12<sup>TH</sup> hour.
9. RLSD LOC: Final Release Location Anna AH001.
10. RLSD DATE/TIME: (D/T) Date / Time of final release of tour of duty 09031915 will start the off duty period of 10 hours.
11. CM: N = No Commingled.
12. ( F7/ F8 ) Multiple trains.

## ACTIVITY REPORTING

13. CREW POS: Employee must enter Occupation ( CON )
14. PREV OFF: 0000 or Employee may enter amount of time waiting for ride from the RLVD DATE/TIME line A to the START DATE/TIME line E of the ride. ( TIME WAITING IS **LIMBO TIME**, Neither on or off Duty.)
15. ACT: ( DF ) Deadhead From. Employees Only Deadhead From after working 12 hours.
16. MT = Mode of Transportation, page 21 of this guide. X = Taxi.
17. START LOC: The location at which employee was RELIEVED at on line A. RLVD LOC. Bess AH012.
18. START DATE/TIME: The Date/Time the Deadhead ride started to move 09031845.
19. END LOC: The location employee will be for his or her final release Anna AH001.
20. END DATE/TIME: Account employee is over the Hours of Service the Ending Time of the Deadhead and the Final Release line A will be the same 09031915.
21. CM: N = Not commingled service
22. COMMENT: Optional



# REPORTING MULTIPLE TRAINS PAGE 1 OF 3

08/13/09 17:22-C DELAYED EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH108 JOB/TRAIN ZSEME 11 DATE/TIME: 08/13/09 0640 PAGE: 01 OF 01  
 CON - D KELLY PTO: 13:00

## EXPLANATION OF DATA FIELDS

	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
	CREW	PTO	TRAIN	TR	START	START	D/T	RLVD	RLVD	D/T	RLSD
	POS		DY	LOC	MMDD/HHMM	LOC	MMDD/HHMM	LOC	MMDD/HHMM	LOC	MMDD/HHMM
A	CON	0000	ZSEME	11	AH049	08130730	AH108	08130915	AH108	08130915	N
B											
C											
D											

### ACTIVITY REPORTING

1. This scenario will start on line E under Activity Reporting. CREW POS: Enter your occupation.
2. PTO: 1300.
3. ACT: DT Deadhead To.
4. MT (Mode of Transportation): X = Taxi. Other MT are on page 21 of this guide.
5. START LOC: The Start Location of this trip is Hope AH108.
6. START DATE /TIME: The on duty date and time to start deadhead 08130640.
7. END LOC: The End Location of the deadhead is Eden AH049.
8. END DATE/TIME: The end date and time of the deadhead is 08130730
9. CM: N = Not commingled service
10. COMMENT: Optional.

	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
	CREW	PTO	ACT	M	START	START	D/T	END	END	D/T
	POS		T	LOC	MMDD/HHMM	LOC	MMDD/HHMM	M	COMMENTS	
E	CON	1300	DT	X	AH108	08130640	AH049	08130730	N	DH TO TRAIN
F										
G										
H										
I										
J										
K										
L										

### COVERED SERVICE REPORTING

11. CREW POS: This field is Computer Generated.
  12. PTO: 0000 Account the duty tour started with an Activity on line E.
  13. TRAIN: The train ID ZSEME Employee was called for. Computer Generated at top of screen.
  14. TR/DY TRAIN DAY: The Date of that Train, 11 Computer Generated at the top of screen.
  15. START LOC: The Location Employee deadheaded to train. Eden AH049.
  16. START DATE /TIME: Date and Time employee took charge of train ZSEME 11 08130730.
  17. RLVD LOC: Hope AH108.
  18. RLVD DATE/TIME: 08130915.
  19. RLSD LOC: AH108.
  20. RLSD DATE/TIME: 08130915.
  21. CM: N = Not commingled service.
  22. F7/F8: Multiple Trains or Dog Catching
- NOTE:** Relieved Date and Time and Released Date and Time are the same. DO NOT UPDATE (F5) ! Press ( F8 ), upper number keys at top of keyboard. This will take the employee to second FRA page 2 of 2.

22.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

**NOTE:** The above scenario indicates page 1 of 1 of multiple trains or dog catch, where the individual went on duty at AH108 Hope at 0600 and was RLVD/RLSD off the first train (ZSEME 11) at 0640. Report the Deadhead information first on line "E". PREVIOUS OFF = 1300. ACT = DT. M/T = X. START LOCATION AH108 Anna. START DATE/TIME 08130640, END LOCATION AH049 Eden, END DATE/TIME 08130730 when DH ended. Reporting Covered Service on Line "A", PREV OFF = 0000, TRAIN ID (ZSEME), TR DATE 11, START LOCATION, DATE/TIME IS AH049, 08130730 same as the End Location Date/Time entered on line "E". RLVD/RLSD Location, Date/Time are the same. AH108, 08130915 when service ended on ZSEME train less than 12 hours on duty.

# REPORTING MULTIPLE TRAINS PAGE 2 OF 3

08/13/09 17:25-C DELAYED EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH108 JOB/TRAIN ZSEME 11 DATE/TIME: 08/13/09 0640 PAGE: 02 OF 02  
 CON - D KELLY PTO: 13:00

	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
	CREW	PTO	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
	POS		DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M	
A	CON	0000	MESNP	11	123MP	08131025	AH108	08131230	AH108	08131230	N

B  
C  
D

## ACTIVITY REPORTING

	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
	CREW	PTO	ACT	M	START	START D/T	END	END D/T	C	
	POS		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS	
E	CON	0030	DT	X	AH108	08130945	123MP	08131025	N	DH to MESNP

F  
G  
H  
I  
J  
K  
L

22.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

LINE \*A\* TRNID NOT=CMS CALL ID. IF CORRECT HIT ENTER. IF NOT, REENTER CORRECT ID

**NOTE:** After completing the input on screen 1 of 1 you press F8 to report the second deadhead and train on screen 2 of 2. Notice that the train ID at the top of the screen is the same as screen one. Enter the correct ID you actually handled on your second train on line "A" (MESNP).

Enter the deadhead information on line "E". Previous off is 0030, DT for activity code (ACT) and X for the mode of transportation. Start Location is AH108. The Date/Time is the time DH started. The end location is 123MP a Mile Post Location, where you pick up MESNP 11 at 1025.

Report the covered service on line "A" with 0000 as the PTO, Start Location 123MP, Start Date and time 08131025 and the RLVD/RLSD Location is AH108, Date/Time is 08131230.

# EXPLANATION OF DATA FIELDS

## ACTIVITY REPORTING

1. CREW POS: Enter Occupation ( CON ). This is an open field.
2. PTO: 0030, That tells the FRA you waited for the other train or went to eat.
3. ACT: DT Deadhead To Employee is less than 12 hours. DF when over 12 hours.
4. MT = Mode of Transportation. Other modes are on page 21 of this guide.
5. START LOC: Hope AH108.
6. START DATE/TIME: 08130945 *NOTE:* The final release on page 1 of 1 was 08130915. That tells the FRA you waited for the other train or went to eat.
7. END LOC: In this scenario the location is a Mile Post 123MP. The Employee always enters the mile post Number first then the Initials. That way our system does not recognize it as a Circ-Z.
8. END DATE/TIME: The date and time the deadhead ended.
9. CM=N: Not commingled service.
10. COMMENTS: Optional.

## COVERED SERVICE REPORTING

11. CREW POS: This field is Computer Generated.
12. PTO: Enter the time
13. TRAIN: *NOTE:* The train ID at the top of the page is the first train on page 1 of 1 ZSEME 11. The second train is the MESNP and goes under TRAIN.
14. TR/DY 11
15. START LOC: 123MP. The Mile Post the Employee Deadheaded out to.
16. START DATE/TIME: 08131025 when employee arrived at the Mile Post.
17. RLVD LOC: Hope AH108.
18. RLVD DATE/TIME: 08131230
19. RLSD LOC: Hope AH108.
20. RLSD DATE/TIME: 08131230
21. CM: N=Not commingled service.
22. ( F7/F8 ) Multiple Trains or Dog Catching

**NOTE:** Relieved Date and Time and Released Date and Time are the same DO NOT UPDATE (F5)! Press (F8), upper number keys at top of keyboard. This will take the employee to third FRA page 3 of 3.

# REPORTING MULTIPLE TRAINS PAGE 3 OF 3

08/13/09 17:28 EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH108 JOB/TRAIN ZSEME 11 DATE/TIME: 08/13/09 0640 PAGE: 03 OF 03  
 CON - D KELLY PTO: 13:00

	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.
	CREW	PTO	TRAIN	TR	START	START D/T	RLVD	RLVD D/T	RLSD	RLSD D/T	C
	POS			DY	LOC	MMDDHHMM	LOC	MMDDHHMM	LOC	MMDDHHMM	M
A	CON	0000	CRDRM	10	AH025	08131600	AH108	08131730	AH108	08131730	N
B											
C											
D											

## ACTIVITY REPORTING

	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
	CREW	PTO	ACT	M	START	START D/T	END	END D/T	C	
	POS		T	LOC	MMDDHHMM	LOC	MMDDHHMM	M	COMMENTS	
E	CON	0000	DT	X	AH108	08131230	AH025	08131600	N	
F										
G										
H										
I										
J										
K										
L										

22. 23.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7/F8=PREV / NEXT TRAIN ID

**NOTE:** After completing the input on screens 1 of 1 and 2 of 2 you enter F8 to report the third deadhead and train on page 3 of 3. Notice that the train ID at the top of the page is the same as page 1 of 1. Enter the correct train ID that you worked on page 3 of 3 on line "A" (CRDRM).

### REMEMBER:

When on duty 12 Hours or Less, RLVD/RLSD Locations, Dates and Times are always the same.

When on duty over 12 hours, RLVD/RLSD Locations may or may not be the same. The RLSD Time will be later than RLVD Time, also enter a DF Activity Report.

## EXPLANATION OF FIELD DATA

### ACTIVITY REPORTING

1. CREW POS: Enter Crew Position (CON).
2. PTO: 0000
3. ACT: DT Deadhead To. Other codes are on page 21.
4. MT Mode of Transportation X = Taxi. Other codes are on page 21.
5. START LOC: Hope AH108.
6. START DATE/TIME: 08131230.
7. END LOC: Cloy AH025.
8. END DATE/TIME: 08131600.
9. CM = N No Commingled.
10. COMMENTS: Optional.

### COVERED SERVICE REPORTING

11. CREW POS: (CON) Computer Generated.
12. PTO: 0000
13. TRAIN: CRDRM.
14. TR/DY: 10.
15. START LOC: Cloy AH025.
16. START DATE/TIME: 08131600.
17. RLVD LOC: Hope AH108.
18. RLVD DATE/TIME: 08131730.
19. RLSD LOC: Hope AH108.
20. RLSD DATE/TIME: 08131730.
21. CM: N=No Commingled.
22. When all reporting is completed press the **F5** key to update and continue with Tie-Up.
23. F7/F8 Prev/Next: Use F8 to go to the next FRA Hours of Duty page; F7 goes to the previous FRA page.

# COMPLETE AN EXCESS SERVICE DELAYED REPORT

09/04/09 16:07-C DELAYED EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: KX148 JOB/TRAIN MNLCH 13 DATE/TIME: 09/02/09 0600 PAGE: 01 OF 01

CON - D KELLY PTO: 10:30  
 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.  
 CREW PTO TRAIN TR START START D/T RLVD RLVD D/T RLSD RLSD D/T C  
 POS DY LOC MMDDHHMM LOC MMDDHHMM LOC MMDDHHMM M  
 A **CON 1030 MNLCH 13 AH108 09020600 AH012 09021815 AH001 09021905 N**

B  
C  
D

## ACTIVITY REPORTING

12. 13. 14. 15. 16. 17. 18. 19. 20. 21.  
 CREW PTO ACT M START START D/T END END D/T C  
 POS T LOC MMDDHHMM LOC MMDDHHMM M COMMENTS  
 E **CON 0000 DF X AH012 09021830 AH001 09021905 N WAIT ON RIDE**

F  
G  
H  
I  
J  
K  
L

22.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

**NOTE:** The above scenario indicates a crew that went on duty at AH108 Hope at 06:00. Train stopped at Bess AH012 at 17:55 and crew was instructed to secure train. Crew finished securing train at 18:15 and transportation arrived at 18:30. After transporting to AH001, Anna, they completed a =TE Quick Tie Up showing a RLVD time of 18:15 when train was secured at Bess and a RLSD time of 19:05 at Anna. Option 2 Delayed Report was completed on the next tour of duty.

**NOTE:** If you are required to change your Train ID you will receive an error message. The message will read at the bottom of the screen LINE \*A\* TRNID NOT=CMS CALL ID. IF CORRECT HIT ENTER. IF NOT, REENTER CORRECT ID. If the Train ID is correct press **F5 (Update)**. If incorrect Re-enter Correct Train ID and press F5 (Update).

**NOTE:** When Employee arrived at the tie up terminal he or she reported a Quick Tie up. Remember Dates and Times entered on a Quick tie up CAN NOT be changed After Entered. They are Frozen in History. The following tour of duty the Employee will report his or her Delayed Report Option 2. When the Employee is relieved on line by securing a train or just sitting on a train, this is called **LIMBO TIME**. When not performing any type of service, sitting and waiting for transportation is **LIMBO TIME**, neither on or off Duty

# EXPLANATION OF FIELD DATA

## COVERED SERVICE REPORTING

1. CREW POS: Occupation ( CON ). This field is Computer Generated
2. PTO: 1030 From the Final Release of the previous Job to the On Duty time of the current Job.
3. TRAIN: Enter the TRAIN ID you were called for MNLCH. If the Employee is instructed to be Switched to another TRAIN, then enter that TRAIN ID.
4. TR/DY: This is the TRAIN ID DATE 13.
5. START LOC: The Circ-7 Location the Employee started on duty from AH108 Hope.
6. START DATE/TIME: Start Date/Time Employee started service 09020600.
7. RLVD LOC: The Location Employee was relieved, Can be a *Mile Post* or *Circ-7* AH012 Bess.
8. RLVD DATE/TIME: The date and time Employee was relieved of covered service 09021815.
9. RLSD LOC: The Circ-7 Location that Employee had his or her Final Release AH001 Anna.
10. RLSD DATE/TIME: THE DATE/TIME Employee Released from Duty Tour. 09021905.
11. CM: N=No Commingled.

## ACTIVITY REPORTING

12. CREW POS: Enter Occupation ( CON ).
13. PTO: 0000
14. ACT DF Deadhead From, ONLY when over 12 Hours on Duty.
15. MT = X Mode of Transportation see page 21 of this guide.
16. START LOC: AH012 Bess Circ-7 or Mile Post Location when Deadhead started.
17. START DATE/TIME: 09021830 The actual time the Deadhead started.
18. END LOC: Location Deadhead ended AH001 Anna.
19. END DATE/TIME: The Date/Time the Deadhead ended 09021905.
20. CM: N=No Commingled.
21. COMMENTS: Optional.
22. F7/F8 = Prev / Next Train Id: use to enter Multiple Train reports.

# COMPLETE AN EXCESS SERVICE CERTIFICATION

1. 09/03/09 11:00-C DELAYED EMPLOYEE HOURS OF DUTY CERTIFICATION PSTS04K  
 LOCATION: AH108 JOB/TRAIN: DH21 11 DATE/TIME: 090209 0600  
 2. 3. 4. 5. 6. 7. 8. 9.  
 CREW RLVD DUTY RLSD DUTY TOTAL LIMBO CONSECT  
 POS NAME MMDD/HHMM MMDD/HHMM TTOD HHHMM HHHMM STARTS  
**CON KELLY, D 09021815 09021905 1215 9325 00215 3**

10. DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT? (Y/N) **Y**  
 (ANSWER NO TO RETURN TO ACTIVITY ENTRY SCREEN)

11. YOU ARE SHOWING AN EXCESS SERVICE VIOLATION IS THIS CORRECT? (Y/N) **Y**  
 12. REMARKS:

Train came to rest at 17:55 and crew was instructed to secure train.

13. NAME OF MANAGER INVOLVED IN EXCESSIVE SERVICE DECISION: **DTO JAM**  
 14. OPTIONAL PRINTER LATA: **I123456**

15. F1=HELP F3=EXIT F4= SCREEN CAPTURE **F5=UPDATE**

**NOTE:** REMARKS ARE REQUIRED WHEN AN EXCESS OF SERVICE IS REPORTED.

**NOTE:** Should an error occur on the Quick Tie Up that creates a report of excess HOS, account the incorrect time was entered in the relieved field, complete the record as is and show in remarks: INCORRECT RLVD TIME 1815 ENTERED ON Q/T, CORRECT RLVD TIME IS 1800.

**NOTE:** NAME OF MANAGER: **N/A=Not Applicable.**

**NOTE:** Crew was RLVD at 18:15 when train was secure and all Covered Service was completed. Time spent waiting the arrival of transportation or time spent in transportation is considered **LIMBO TIME**, neither on or off duty 18:15 to 19:05.

## EXPLANATION OF FIELD DATA

1. Observe date and time in left hand corner of screen. 09/03/09 11:00-C. The FRA knows this was a Delayed Report.
2. POS: CON. Computer Generated.
3. NAME Computer Generated.
4. RLVD Time: Train secured at 18:15 limo arrived Bess AH012 at 18:30.
5. RLSD Time: Transported to AH001 Anna and released at 19:05
6. TTOD: 1215.
7. TOTAL HHHMM: This field indicates the current Total Hours and Minutes the employee currently has accumulated toward the maximum monthly total of 276 hours of railroad services.
8. LIMBO HHMM: This field indicates the employees' current Total Hours and Minutes of Limbo Time accumulated after 12 consecutive hour's on-duty and is applied toward the monthly maximum 40 hours to be reduced to 30 hours on October 16, 2009.
9. CONSECT STARTS: This field indicates the employees' current number of Consecutive Day Starts being applied toward the 6<sup>th</sup> and 7<sup>th</sup> consecutive days rule.
10. CERTIFICATION: DO YOU CERTIFY ENTERED INFORMATION TO BE CORRECT ( Y/N ) If you believe the information you entered is correct enter a **Y**.
11. YOU ARE SHOWING AN EXCESS SERVICE VIOLATION IS THIS CORRECT? (Y/N) **Y**
12. When you feel that you have been instructed to Violate Hours of Service enter a ( Y ) and explain in REMARKS. Train came to rest at 17:55 and crew was instructed to secure train.
13. NAME OF MANAGER INVOLVED IN EXCESSIVE SERVICE DECISION: Be sure to include the Co Officers Name, involved in the decision to exceed the Hours of Service.
14. OPTIONAL PRINTER LATA: Enter Lata number for a copy of the report.
15. Press the F5 key (Update): This completes the Certification.

**\*\*\*\* Be very specific when entering REMARKS, the information is IMPORTANT. You are creating an official record as required by Federal Regulations.\*\*\*\***

# REPORT A CALL AND RELEASE

## EXPLANATION OF FIELD DATA

09/02/09 19:50-C FRA CALL AND RELEASE - EMPLOYEE PSTS07V

CONDUCTOR AH108 ABCDE 01 09/02 20:00

| 1.  | 2.            | 3.                     | 4.                 | 5.                         | 6.                       |
|-----|---------------|------------------------|--------------------|----------------------------|--------------------------|
| POS | EMPLOYEE NAME | TRAVEL START DATE/TIME | TIME END DATE/TIME | NOTIFIED RELEASE DATE/TIME | ACTUAL RELEASE DATE/TIME |
| CON | FA VERNA      | 09021900               | 09021945           | 09021950                   | 09021955                 |

### REMEMBER:

1. POS: (CON) Occupation Computer Generated.
2. Name: Computer Generated.
3. Travel Start Date/TIME 09021900. The date/time you started your travel from home or away from home.
4. Time End Date/Time 09021945. The date/time arrived at work site.
5. Notified Released Date/Time 09021950. The date/time you were notified of release.
6. Actual Release Date/Time 09021955. The actual date/time you were released from duty.

**NOTE: A call and release is reported when notified prior to job start time, and after arrival at the job start location that you are released or your call has been "busted."**

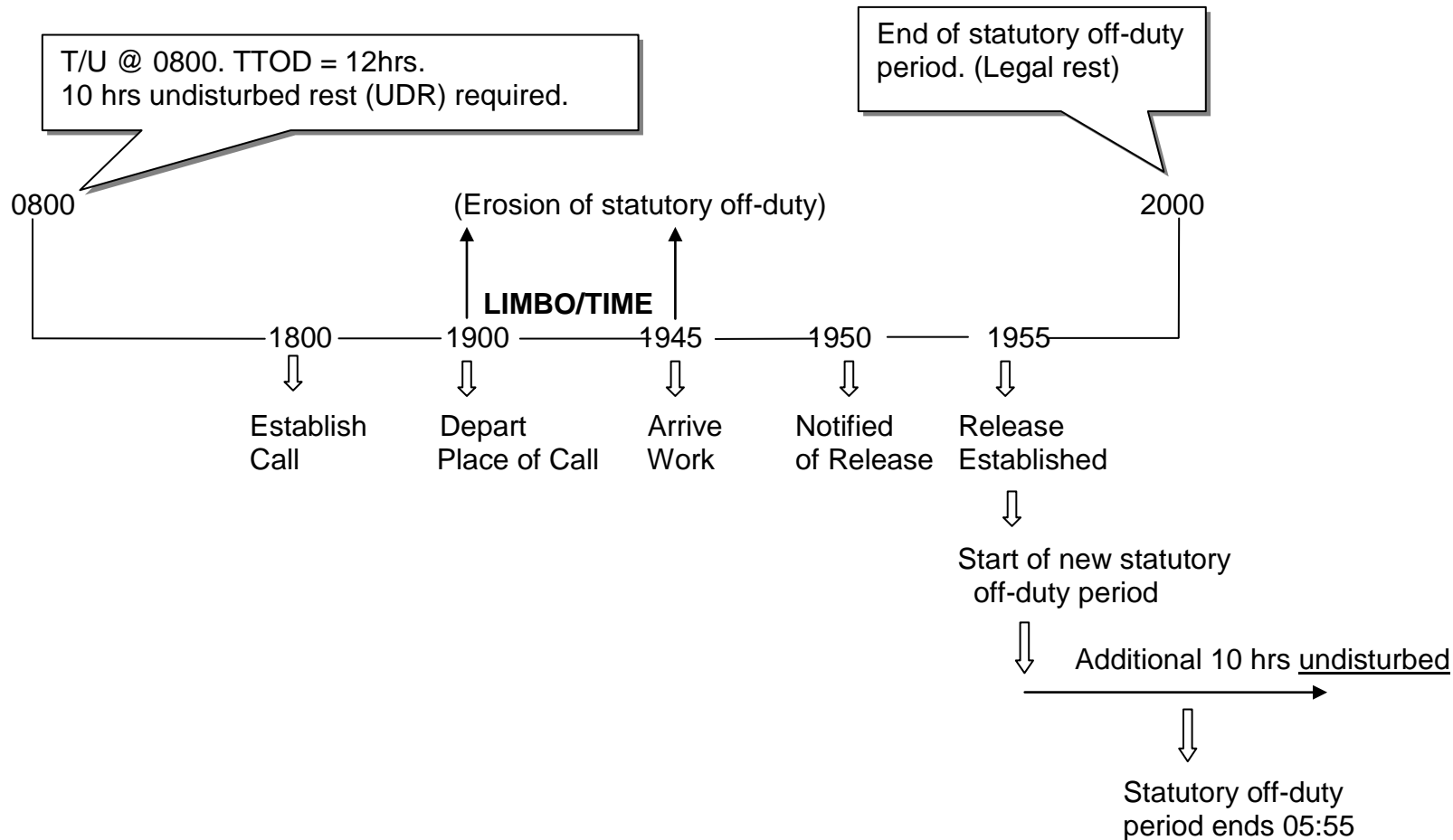
PRINT LATA: I791164

## 49 USC Chapter 211 (OPAI-98-01) HOURS OF SERVICE

### PART A: CALL AND RELEASE

CALL AND RELEASE is the railroad act of issuing an employee a Report-for-Duty Time, then Releasing the employee from the requirement to report PRIOR to the report-for Duty Time.

## REVIEW A CALL AND RELEASE TIME LINE



- **Explanation:** The above time line indicates a tie-up @ 0800 with 12 hours total time on duty. This requires a 10 hour undisturbed statutory off-duty period (legal rest) before next service.
- A call from CMS to establish a report for duty time of 2000 is received at 1800 (the phone call is not a disruption of off-duty period). You depart place of call; home or crew lodging facility at AFHT @ 1900 and arrive at the job start location @ 1945.
- After arriving at the job work site, you are notified at 1950 that your call has been busted and you will not be needed for this call. This is considered a call and release and must be reported through **option 3**. A new release time is established at 1955.
- Because you were notified of a call and release and because you started your travel from home prior to the completion of your statutory off-duty period, the travel time becomes a material disruption of your off-duty period. Therefore, you have not received 10 consecutive undisturbed hours off duty as required by the Hours of Service Law.
- A new statutory off-duty period must begin at the new release time and must consist of 10 consecutive undisturbed hours off duty.

# REPORT A MISSING HOURS OF DUTY RECORD

09/18/09 12:01-C  
PAGE 01 OF 01

00053 D7737 HOURS OF DUTY REPORTING

AH108 ABCDE 18 09/18 0400  
PTO 57:35

| ENG-NAME | 11. | 12.   | 13.   | 14.      | 15.       | 16.      | 17.      | 18.      | 19.      | 20.      | 21. |
|----------|-----|-------|-------|----------|-----------|----------|----------|----------|----------|----------|-----|
| CREW     | PTO | TRAIN | TR    | START    | START D/T | RLVD     | RLVD D/T | RLSD     | RLSD D/T |          | C   |
| POS      |     | DY    | LOC   | MMDDHHMM | LOC       | MMDDHHMM | LOC      | MMDDHHMM | LOC      | MMDDHHMM | M   |
| A        | ENG | 3600  | ABCDE | 18       | AH108     | 09180400 | AH001    | 09181200 | AH001    | 09181200 | N   |
| B        |     |       |       |          |           |          |          |          |          |          |     |
| C        |     |       |       |          |           |          |          |          |          |          |     |
| D        |     |       |       |          |           |          |          |          |          |          |     |

## ACTIVITY REPORTING

| 1.   | 2.  | 3.   | 4.  | 5.       | 6.        | 7.       | 8.       | 9.       | 10.         |
|------|-----|------|-----|----------|-----------|----------|----------|----------|-------------|
| CREW | PTO | ACT  | M   | START    | START D/T | END      | END D/T  | C        |             |
| POS  |     | T    | LOC | MMDDHHMM | LOC       | MMDDHHMM | M        | COMMENTS |             |
| E    | ENG | 1335 | TS  | AH108    | 09160800  | AH108    | 09161600 | N        | Rules Class |
| F    |     |      |     |          |           |          |          |          |             |
| G    |     |      |     |          |           |          |          |          |             |
| H    |     |      |     |          |           |          |          |          |             |
| I    |     |      |     |          |           |          |          |          |             |
| J    |     |      |     |          |           |          |          |          |             |
| K    |     |      |     |          |           |          |          |          |             |
| L    |     |      |     |          |           |          |          |          |             |

22.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7/F8=PREV / NEXT TRAIN ID

**NOTE:** When attending any type of activity at the behest of the carrier, such as; Rules Recertification, Physical Examination, or, in this case, Rules Class, CMTS will generate a Tie Up using option 1 in CMTS. IN CASE OF A MISSING RECORD FOLLOW THE STEPS BELOW.

The PTO generated at the top of the screen is calculated from the Final Release of the previous FRA record completed, to the start time of the current job.

The PTO generated can be corrected. In case of a missing record, the activity is reported on line "E."

**EXAMPLE:** The above scenario indicates a generated PTO of 57:35, which is corrected by reporting a missing record for a Rules Class attended between two tours of duty.

Line "E" has a Previous Off 13:35 calculated from the Final Release on the prior record to the start time of the Rules Class. The required class began at 08:00 and ended at 16:00 on 09/16/01. Next tour of duty began at 04:00 on 09/18/01, 36:00 hours after The Rules Class.

**13:35 PTO + 08:00 in class reported on Line "E" plus 36:00 off from class to next job reported on Line "A" Equals the generated PTO of 57:35.**

# EXPLANATION OF FIELD DATA

## ACTIVITY REPORTING

1. CREW POS: ( ENG ) This is an open field.
2. PTO: 1335 From the final release of the previous job to the on duty time of the Rules class.
3. ACT: TS = Testing. The activity codes are on page 21 of this guide.
4. MT: = Mode of Transportation. As you can see there is no entry in this scenario. Codes are on page 21.
5. START LOC: Circ-7 location for rules class, Hope AH108.
6. START DATE/TIME 09160800. Date/time Rules class started.
7. END LOC: Circ-7 location Rules class ended, Hope AH108.
8. END DATE/TIME: 09161600. Date/time Rules class ended.
9. CM: N=No Commingled.
10. COMMENTS: A comment must be entered with this activity. "Rules Class"

## COVERED SERVICE REPORTING

11. CREW POS: ( ENG ) This field is Computer Generated and cannot be changed.
12. PTO: 3600 From the ending time of the rules class to the on duty time of the current trip.
13. TRAIN: Train ID called for ABCDE.
14. TR/DY: Date of Train ID ( 18 ).
15. START LOC: Circ-7 location on duty Hope AH108.
16. START DATE/TIME: 09180400. Date/Time job started.
17. RLVD LOC: Circ-7 location relieved at Anna AH001.
18. RLVD DATE/TIME: 09181200. Date/Time job relieved.
19. RLSD LOC: Circ-7 location released at Anna AH001.
20. RLSD DATE/TIME: 09181200. Date/Time of final release.
21. CM = N No Commingled.
22. ( F7/F8 ) Multiple Trains or Dog Catching.

**REMEMBER:** From the final release of the previous job to the start time of an activity Rules class, that time will be your PTO (prior time off) on line "E". Then you count how long the class was. From the end of the Rules Class to the on duty time of the current job will be your PTO on line "A".



# REPORT A DEADHEAD FROM PREVIOUS DAY

09/04/09 16:07-C EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH001 JOB/TRAIN LED 03 DATE/TIME: 09/04/09 0745 PAGE: 01 OF 01

| FOR - D KELLY | PTO: 15:10 |       |      |       |           |          |          |          |          |          |   |
|---------------|------------|-------|------|-------|-----------|----------|----------|----------|----------|----------|---|
| SW1 - W Smith | PTO: 11:15 |       |      |       |           |          |          |          |          |          |   |
| 1.            | 2.         | 3.    | 4.   | 5.    | 6.        | 7.       | 8.       | 9.       | 10.      | 11.      |   |
| CREW          | PTO        | TRAIN | TR   | START | START D/T | RLVD     | RLVD D/T | RLSD     | RLSD D/T | C        |   |
| POS           |            |       | DY   | LOC   | MMDDHHMM  | LOC      | MMDDHHMM | LOC      | MMDDHHMM | M        |   |
| A             | FOR        | 1510  | LED  | 03    | AH001     | 09040745 | AH108    | 09041750 | AH108    | 09041750 | N |
| B             | SW1        | 0930  | ==== | ====  | ====      | ====     | ====     | ====     | ====     | N.       |   |
| C             |            | 12.   |      |       |           |          |          |          |          |          |   |
| D             |            |       |      |       |           |          |          |          |          |          |   |

## ACTIVITY REPORTING

| 14.  | 15. | 16.  | 17. | 18.      | 19.       | 20.      | 21.     | 22.      | 23. |                  |
|------|-----|------|-----|----------|-----------|----------|---------|----------|-----|------------------|
| CREW | PTO | ACT  | M   | START    | START D/T | END      | END D/T | C        |     |                  |
| POS  |     | T    | LOC | MMDDHHMM | LOC       | MMDDHHMM | M       | COMMENTS |     |                  |
| E    | SW1 | 0000 | DF  | A        | AH049     | 09032030 | AH001   | 09032215 | N   | DH FROM LED - 03 |

### 13.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

The above scenario shows how to report a DH from a previous day (missing DH). In this scenario the Switchman is assigned to the switchman extra board at AH001, Anna. On Sept. 03, he deadheaded to AH049, Eden, to work the switchman position on the LED 03. The LED 03 tied-up at AH049 and established a release time of 09032030. The switchman deadheaded back to AH001, Anna, called CMS and established a new final release time of 09032215.

This switchman was called to report for his next tour of duty at AH001, Anna, at 09040745 to work the switchman's position on the WXYZ 04. When tying up at AH108, it was necessary for his Foreman to report his deadhead from AH049 to AH001 from the previous day. This DF is reported on line E and the PTO will be adjusted to reflect the 1:45 deadhead.

**NOTE:** The PTO generated at the top of the screen is calculated from the Final Release of the previous FRA record completed, to the start time of the current job.

Line "E" has a PTO of 0000 because the deadhead from (DF) started immediately following the tie-up from the LED -03 at AH049. The DF started at 09032030 and ended at AH001, Anna, at 09032215. The next tour of duty began at AH001, Anna, at 09040745, 09:30 hours after the end of the deadhead on line E.

Line E PTO of 0000 + 1:45 DF on line E + 09:30 PTO line B = generated PTO of 11:15.

# EXPLANATION OF FIELD DATA

## COVERED SERVICE REPORTING

1. CREW POS: Line "A" (FOR) Foreman Line "B" (SW1) Switchman. These fields are Computer Generated.
2. PTO: The actual time PTO Foreman ( 1510 ) and Switchman ( 0930 ). His or Her time is 1 hr 45 min less than reported at the top of the screen. He or she adjusts PTO on line "E" to account for deadhead from Eden to Anna.
3. TRAIN: The train or job ID crew worked. (LED ).
4. TR/DY: Train/ Date of job or train ( 03 ).
5. START LOC: Anna ( AH001 ).
6. START DATE/TIME: ( 09040745 ) Date/Time crew was on duty.
7. RLVD LOC: Hope ( AH108 ).
8. RLVD DATE/TIME: ( 09041750 ) Date/Time crew was relieved.
9. RLSD LOC: Hope ( AH108 ).
10. RLSD DATE/TIME: ( 09041750 ) Date/Time crew was released of all covered service.
11. CM: N=No Commingled service.
12. DUPLICATION REPORTING When you are duplicating another line use the EQUAL KEY (=). The proper way is to move the cursor to the TRAIN field and touch the EQUAL KEY (=) one time for each field. You can also hold the EQUAL KEY (=) down and let it jump from field to field. When it gets close to the end of the line slow down, if not it will jump to F7/F8. The three fields that can not be duplicated are **CREW POS, PTO** and **CM** (commingle). You may duplicate the Covered Service lines or the Activity lines. On your time entry screen you can also duplicate your helper.
13. ( F7/F8 ) Multiple Trains or Dog Catches.

## ACTIVITY REPORTING

14. CREW POS: ( SW1 ) Switchman showing a previous day deadhead.
15. PTO: Switchman PTO is 0000. He is reporting a deadhead from the release time of his or her previous trip.
16. ACT: ( DF ) Deadhead From account deadheading from a previous day and trip, Eden AH049 to Anna AH108.
17. MT: Mode of Transportation "A" Personal AUTO. Codes are on page 21 of this guide.
18. START LOC: Switchman reported start of deadhead Eden AH049.
19. START DATE/TIME: 09032030.
20. END LOC: Switchman reported end location Anna AH001.
21. END DATE/TIME: 09032215.
22. CM: N=No Commingled Service.
23. COMMENTS: Switchman entered DH FROM LED-03.

# REPORT A SENIORITY MOVE

09/05/09 16:47-C EMPLOYEE HOURS OF DUTY REPORTING PSTS04H  
 LOC: AH049 JOB/TRAIN LED 05 DATE/TIME: 09/05/09 0630 PAGE: 01 OF 01  
 FOR - D KELLY PTO: 26:35

|      | 11. | 12.   | 13. | 14.   | 15.       | 16.      | 17.      | 18.      | 19.      | 20.      | 21. |
|------|-----|-------|-----|-------|-----------|----------|----------|----------|----------|----------|-----|
| CREW | PTO | TRAIN | TR  | START | START D/T | RLVD     | RLVD D/T | RLSD     | RLSD D/T | C        |     |
| POS  |     |       | DY  | LOC   | MMDDHHMM  | LOC      | MMDDHHMM | LOC      | MMDDHHMM | M        |     |
| A    | FOR | 0000  | LED | 05    | AH049     | 09050630 | AH049    | 09051645 | AH049    | 09051645 | N   |
| B    |     |       |     |       |           |          |          |          |          |          |     |
| C    |     |       |     |       |           |          |          |          |          |          |     |
| D    |     |       |     |       |           |          |          |          |          |          |     |

## EXPLANATION OF FIELD DATA

### ACTIVITY REPORTING

1. CREW POS: (FOR) Foreman entered on line "E".
2. PTO: 2635 as indicated at the top of the screen (PTO).
3. ACT: ( SN ) Seniority Move. Activities are on page 21 of this guide.
4. MT Mode of Transportation is left BLANK.
5. START LOC: The Start Location is Anna AH001.
6. START DATE/TIME: On duty time 09050630.
7. END LOC: The End Location is Eden AH049.
8. END DATE/TIME: The ACTIVITY End Date/Time and Start Date/Time are the SAME: 09050630. The employee is making a Seniority Move.
9. CM: N=No Commingled Service.
10. COMMENTS: BUMPED TO AH049. Any Activity other than DT needs a COMMENT.

### ACTIVITY REPORTING

|      | 1.  | 2.   | 3. | 4.    | 5.        | 6.    | 7.       | 8. | 9.              | 10. |
|------|-----|------|----|-------|-----------|-------|----------|----|-----------------|-----|
| CREW | PTO | ACT  | M  | START | START D/T | END   | END D/T  | C  |                 |     |
| POS  |     |      | T  | LOC   | MMDDHHMM  | LOC   | MMDDHHMM | M  | COMMENTS        |     |
| E    | FOR | 2635 | SN | AH001 | 09050630  | AH049 | 09050630 | N  | Bumped to AH049 |     |
| F    |     |      |    |       |           |       |          |    |                 |     |
| G    |     |      |    |       |           |       |          |    |                 |     |
| H    |     |      |    |       |           |       |          |    |                 |     |
| I    |     |      |    |       |           |       |          |    |                 |     |
| J    |     |      |    |       |           |       |          |    |                 |     |
| K    |     |      |    |       |           |       |          |    |                 |     |
| L    |     |      |    |       |           |       |          |    |                 |     |

22.

F1=HELP F3=EXIT F4= SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID

Each TE&Y employee may have only one Regular Reporting Point to which travel from home is commuting not deadheading. Whenever this Regular Reporting Point is changed, either by placing a bump or the senior bid on a job at another reporting point, a Seniority Move (SN) activity must be reported the first day you work the job at the new regular reporting point.

**EXAMPLE:** The Foreman in the above scenario had a regular reporting point of AH001, Anna, prior to placing a bump on the LED job which has a regular reporting point of AH049, Eden. The Seniority Move is reported on line E with a PTO of 26:35, ACT code SN, start location AH001, start date/time 09050630, same as the start time of the LED-05 job, end location AH049, end date/time 09050630, same as the start time. No time is elapsed when reporting a Seniority Move (SN). Line A has PTO of 0000.

### COVERED SERVICE REPORTING

11. CREW POS: ( FOR ) This field is Computer Generated and can not be changed.
12. PTO: 0000 Foreman started trip on Activity Line "E" so line "A" is 0000.
13. TRAIN: Job ID LED.
14. TR/DY: Train ID Date 05.
15. START LOC: Eden AH049.
16. START DATE/TIME: 09050630. The Start Time of Job LED 05.
17. RLVD LOC: Eden AH049.
18. RLVD DATE/TIME: 09051645. Time Foreman was *relieved*.
19. RLSD LOC: Eden AH049.
20. RLSD DATE/TIME: 09051645 Date/Time Foreman is *Released of All Covered Service*.
21. CM: N=No Commingled Service.
22. ( F7/F8 ) Multiple Trains or Dog Catching.

**NOTE:** TE&Y Employees CANNOT use (SN) Seniority Move for reporting deadheads from one reporting point to another. Other than a Seniority Move, TE&Y Employees will use the ACTIVITIES on page 21 of this guide for the proper Deadheading Activity.

# REPORT A QUICK TIE UP TIME ENTRY

09/08/09 - 05:50 MDT

QUICK TIE UP REPORTING

PSTS07G

ENG/TRN TIE UP SP317 YTU32 07 ON DUTY 09/07/09 17:00

1. - DO YOU WANT TO ENTER PAY INFORMATION NOW? (Y OR N): Y
2. - YOUR CURRENT DESTINATION IS: SP317 THIS IS THE ONLY DESTINATION AVAILABLE X SP317
3. - IS THE ROUTE AND RUN MILES INFORMATION CORRECT (Y OR N): Y  
ROUTE : TUCSON - TUCSON ASSIGNED ROUTE CODE: A RUN MILES: 100
4. - ENTER END OF INITIAL TERMINAL DELAY (HHMM): 2200
5. - PLEASE ENTER HIGHEST NUMBER OF CARS HANDLED: 135

F1=HELP F3=EXIT F4=CAPTURE SCREEN F5=UPDATE

## QUICK TIE UP TIME ENTRY SCREEN

09/08/09- 05:48 MST

QUICK TIE UP REPORTING - EMPLOYEE

PSTS07B

TRAIN TIE UP AT SP317 TRAIN: YTU32 07

|     |               |        |         |           |           |       |
|-----|---------------|--------|---------|-----------|-----------|-------|
|     |               | 9.     |         |           |           |       |
|     |               | 8.     | BOARD   | 10.       | 11.       | 12.   |
| 6.  | 7.            | ONDUTY | ARRIVAL | RELIEVED  | RELEASED  | REG   |
| POS | EMPLOYEE NAME | HHMM   | HHMM    | MMDD/HHMM | MMDD/HHMM | MILES |
| CON | SD MEDLIN     | 1700   | 0515    | 09080500  | 09080550  | 100   |

13.

ENTER=INQUIRE / EDITS F1=HELP F3=EXIT F4=SCREEN CAPTURE F5=UPDATE

## EXPLANATION OF FIELD DATA

1. Do you want to enter pay info now? (Y or N):  
NOTE: If a Y is entered, after you update (F5), questions 3 thru 5 are presented. If a N is entered, after you update (F5), the Quick Tie Up time entry screen is displayed.
2. Your current destination is: Select your destination.
3. Is the Route and Run Miles Information Correct (Y or N):
4. Enter end of Initial Terminal Delay (departure time) (HHMM):
5. Please Enter Highest Number of Cars Handled:
6. POS: Occupation ( CON ) Computer Generated.
7. NAME: SD MEDLIN Computer Generated.
8. ON DUTY: Time called on duty ( 1700 ) Computer generated.
9. BOARD ARRIVAL: Time arrived terminal ( 0515 ).
10. RELIEVED: Time relieved of covered service or commingled service stops (0500).
11. RELEASED: Time released from all mandatory activities and statutory off duty begins ( 0550 ).
12. REG MILES: Regulated Miles ( 100 ).
13. Press the F5 key to complete the Quick Tie-Up process.

## DETERMINE FRA RELIEVED TIME (RLVD)

When being Relieved on line, such as, en route due to the Hours of Service Law, the time entered under RLVD should be the time you are relieved from all Covered Service, not the time transportation arrives or the time you depart in taxi. You should not report a Relieved (RLVD) time greater than 12 hours unless you were instructed to remain on-duty performing Covered or Commingled service.

When you are relieved from service and released after 12 hours, total trip time as a Deadhead activity must be shown on line E, F, etc.

Activity code (ACT) DF, with the start time that you actually departed. The Ending time should be equal to your released (RLSD) time, i.e. your tie-up time.

When entering times on the Quick tie-up screen, it is important that you enter the correct RLVD/RLSD times as they are frozen to your FRA history and must match times used when completing option 2 (delayed report).

*Note: The above terms, Relieved (RLVD), Released (RLSD), Covered and Commingled service are terms used by the FRA in their application of the Federal Hours of Service Law.*

## APPENDIX A: 49 CFR CH. 11 PART 228, HOURS OF SERVICE OF RAILROAD EMPLOYEES

**Deadheading.** Under the act, time spent in deadhead transportation receives special treatment.

- Time spent in deadhead transportation to a duty assignment by a train or engine service employee is considered on-duty time.

Time spent in deadhead transportation from the final duty assignment of the work tour to the point of final release is not computed as either time on duty or time off duty. Thus, the period of deadhead transportation to point of final release may not be included in the required 8- or 10-hour off-duty period.

Time spent in deadhead transportation to a duty assignment is calculated from the time the employee reports for deadhead until he reaches his duty assignment.

- All time spent awaiting the arrival of a deadhead vehicle for transportation from the final duty assignment of the work tour to the point of final release is considered **Limbo Time, Neither On Duty or Off Duty.**

Neither time on duty or time off duty, provided that the employee is given no specific responsibilities to perform during this time.

## QUICK REFERENCE GUIDE

|   |  |
|---|--|
| <b>Time Relieved (RLVD)</b>             | Time the employee <u>Stops</u> performing Covered or Commingled service.   |
| <b>Final Release (RLSD)</b>             | Time the employee is Released from all <u>mandatory</u> railroad related activities <u>and</u> begins a statutory off-duty period.                   |
| <b>Remember!</b>                        | <u>"Final release" will ALWAYS START</u> the statutory Off-duty period.<br><u>"Relieved" DOES NOT Start</u> the statutory Off-duty period.           |
| <b>Duty tours = 12 hours or less</b>    | RLVD <u>equals</u> RLSD when administrative duties are performed.  |
| <b>Duty tours greater than 12 hours</b> | RLVD (Relived) <u>not</u> equal RLSD (Released).   |
| <b>Interim Release</b>                  | 4 hours or more but less than 8 hrs off-duty at a Designated Terminal.   |
| <b>CMTS Option #1</b>                   | Report Tie-up for Job  |
| <b>CMTS Option #2</b>                   | Access Delayed Reports   |
| <b>CMTS Option #3</b>                   | Report Call & Release  |
| <b>Remember!</b>                        | RLVD & RLSD times entered on Quick Tie-up <u>Can not</u> be changed on a delayed report.   |
| <b>Remember!</b>                        | Covered Service reporting lines <u>A through D</u> . Activity Reporting (DH) lines <u>E through L</u> .  |
| <b>Remember!</b>                        | <b><u>Time spent waiting the arrival of transportation or time spent in transportation is considered LIMBO TIME. ( Neither on or off Duty ).</u></b> |

## FRA ACTIVITY REPORTING CODES

### Activities ( ACT )

**DT**....Deadhead to Work

**DF**....Deadhead from Work

**ER**....Error

**TS**....Testing

**OT**....Other

**SN**....Seniority Move

**TN**....Training

### Mode of Transportation ( MT )

**A**....Employee Automobile

**B**....Bus (Commercial Operation)

**T**....Train

**P**....Plane

**X**....Taxi

**O**....Other

**W**....Walk-in

## FRA DEFINITIONS

### COVERED SERVICE

(1) For a train employee, the portion of the employee's time on duty during which the employee is engaged in, or connected with, the movement of a train.

(2) For a dispatching service employee, the portion of the employee's time on duty during which the employee, by the use of an electrical or mechanical device, dispatches, reports, transmits, receives, or delivers an order related to or affecting the movement of a train.

(3) For a signal employee, the portion of the employee's time on duty during which the employee is engaged in installing, repairing, or maintaining a signal system.

#### Explanation:

Any individual, regardless of craft or title, is subject to the provisions of the Hours of Service requirements when he/she performs the covered functions of an engineer, trainman, yardman, hostler, train dispatcher or signal employee.

### COMMINGLED SERVICE

**Commingled service** means--

(1) For a train employee or a signal employee, any non-covered service at the behest of the railroad and performed for the railroad that is not separated from covered service by a qualifying statutory off-duty period of 8 or 10 hours or more. Such commingled service is counted as time on duty pursuant to 49 U.S.C. 21103(b)(3) (for train employees) or 49 U.S.C. 21104(b)(2) (for signal employees).

(2) For a dispatching service employee, any non-covered service mandated by the railroad and performed for the railroad within any 24-hour period containing covered service. Such commingled service is counted as time on duty pursuant to 49 U.S.C. 21105(c).

#### Explanation:

Commingled service includes all non-covered activities at the behest of the railroad that can commingle with covered service.

For an "other" activity to commingle, i.e., count as on-duty, it must be (1) mandatory and (2) part of a duty tour that includes covered service.

When these two requirements are present, the "other" activities is said to commingle with covered service and thereby becomes part of the total on-duty time for the duty tour.

Activities that may commingle in some instances also may not commingle in others. If an activity cannot commingle with covered service it is a non-issue and is treated as off-duty for hours of service purposes.

### DUTY TOUR

Means--

(1) The total of all periods of covered service and commingled service for a train employee or a signal employee occurring between two statutory off-duty periods (i.e., off-duty periods of a minimum of 8 or 10 hours); or

(2) The total of all periods of covered service and commingled service for a dispatching service employee occurring in any 24-hour period.

#### Explanation:

The start of a new duty tour begins at the end of an off-duty period that, at a minimum, includes a statutory 8 or 10 hours off-duty. Since many off-duty periods exceed the minimum statutory requirements, a new duty tour begins with the start of the next covered or commingled service performed. The beginning of a duty tour is also the beginning of the 24-hour period limiting service broken by qualifying periods of interim release.

The end of a duty tour occurs at the beginning of an off-duty period that, at a minimum, includes a statutory off-duty period. A duty tour that contains one or more qualifying periods of interim release may not exceed 24 hours. Qualifying interim periods of release do not break the continuity of a duty tour.

### CONSECUTIVE SERVICE

Is a period of unbroken total time on duty during a duty tour.



### **STATUTORY OFF-DUTY PERIOD**

Means the period of 8 or 10 consecutive hours or more time, that is the minimum off-duty period required under the hours of service laws for a train employee or a signal employee to begin a new 24-hour period for the purposes of calculating his or her total time on duty.

### **INTERIM RELEASE**

An off-duty period applied to train employees only, of at least 4 hours but less than the required statutory off-duty period at a designated terminal, which off-duty period temporarily suspends the accumulation of time on duty, but does not start a new duty tour.

Explanation:

Qualifying interim releases are considered as off-duty for purposes of computing the total on-duty time within a duty tour. However, qualifying interim release periods are included in the accumulation of time under the 24 hour time frame for broken or aggregated service. Qualifying releases are never considered as contributing to either the statutory or total off-duty periods.

Releases of less than 4 hours at a designated terminal do not suspend the accumulation of on-duty time. Also, releases of any length at a non-designated terminal do not suspend the on-duty time.

**NOTE:** Interim release does not start until all covered service is completed, and interim release ends as soon as any covered service is performed. (including delayed reportings)

### **BROKEN (AGGREGATE) SERVICE**

One or more periods of time on duty within a single duty tour separated by one or more qualifying interim releases.

Explanation:

Broken service is, as the name implies, a duty tour whose service is interrupted by qualifying periods of interim release. The duty tour may represent only covered service or may include multiple periods of covered service, commingled service or combination of both. The key to identification of broken service is the presence of one or more qualifying periods of interim release at any time during the duty tour.

Broken or aggregate service employs both a 12-hour on duty limit and a mandatory 24-hour time frame, which all sequenced events for a duty tour must occur. That is to say, the cumulative on-duty time for a covered and/or commingled broken service duty tour cannot exceed 12 hours. Also all on-duty events plus all qualifying interim periods of release must occur within a 24 hour time frame beginning with the start of the first on-duty event.

### **TOTAL TIME ON DUTY (TTOD)**

The total accumulation of time spent in periods of covered service and commingled service between qualifying statutory off-duty periods of 8 or 10 hours or more. Mandatory activities that do not constitute covered service, such as rules classes, when they may not attach to covered service, are counted as limbo time, rather than commingled service, where limbo time is not counted toward the calculation of total time on duty.

### **RELIEVED TIME**

The actual time that a train employee stops performing a covered service assignment or commingled service.

Explanation:

Covered service is usually followed by either administrative duties associated with a tie-up or deadheading to a point of final release, or both. Administrative duties following covered service will commingle with covered service; therefore, time relieved occurs at the completion of the administrative duties. Deadheading travel following covered service is treated as Limbo Time, provided no other activities occur in the duty tour. When this occurs, time relieved is the time the employee(s) entered deadhead status.

However, deadhead travel followed by administrative duties now becomes deadheading to duty and is treated as on-duty in the calculation of total on-duty time.

## RELEASE

- (1) For a train employee,
  - i. The time within the duty tour that the employee begins an interim release;
  - ii. The time that an employee completes a covered service assignment and begins another covered service assignment on a different train or job, or
  - iii. The time that an employee completes a covered service assignment to begin another activity that counts as time on duty (including waiting for deadhead transportation to another duty location at which the employee will perform covered service, deadheading to duty, or any other commingled service).
- (2) For a signal employee, the time within a duty tour that the employee,
  - i. Completes his or her regular assigned hours and begins an off-duty period of at least one hour but less than a statutory off-duty period; or
  - ii. Completes his or her return travel from a trouble call and begins an off-duty period of at least one hour, but less than a statutory off-duty period.
- (3) For a dispatching service employee, when he or she stops performing covered service and commingled service within any 24-hour period and begins an off-duty period of at least one hour.

### Explanation:

The key in determining Final Release time is identifying the time the employee is released from all mandatory railroad related activities. In most cases involving duty tours less than 12 hours, the Relieved and the Final Release times will be the same. The need to distinguish between the two is paramount when deadheading at the end of the duty tour involved.

A point to remember about these times is: Final release will always start the Statutory Off-Duty period, Relieved Does Not.

After initially releasing the employee, the railroad may elect to terminate the employee's statutory off-duty period for the purpose of deadheading the employee to another release point, i.e., another designated terminal. After arrival at the new release point, the employee must be given a complete 8 or 10 consecutive hour off-duty

period. The FRA considers the terminated period and the deadhead as LIMBO, deadheading to the point of final release, provided no other mandatory activities are performed.

Also, if the employee is required to perform any mandatory activity, the deadhead converts to deadheading to duty and is considered on-duty and an extension of the duty tour.

## ACTUAL TIME

Either the specific time of day, to the hour and minute, or the precise amount of time spent in an activity, in hours and minutes, that must be included in the hours of duty record, including, where appropriate, reference to the applicable time zone and either standard time or daylight savings time.

## PRIOR TIME OFF

The amount of time that an employee has been off duty between identifiable periods of service at the behest of the railroad.

## DEADHEADING

The physical relocation of a train employee from one point to another as a result of a railroad-issued verbal or written directive.

### Explanation:

Deadheading includes all non-working travel, excluding commuting, to or from a duty point. The travel may be accomplished by any of the several modes of transportation available to the railroad, such as rail, bus, air, taxi, company vehicle and employee's privately owned vehicle.

Deadheading is a separate function related to covered service, i.e, the movement of a train. In effect it "commingles" with the train movement to (1) determine the total on-duty time and (2) help define the length of the duty tour. Most deadheading "commingles" with the train movement and is treated either as on-duty or limbo time (neither on duty or off duty).

However, deadheading that occurs independent of covered service activity and is bracketed by statutory off-duty periods, is treated as off-duty for hours of service purposes.

Usually employees involved in deadhead travel perform no function for the carrier other than relocation. In this case the deadhead provision of the hours of service applies. However if any other activity is involved, such as driving the deadhead vehicle, the commingled service provisions take precedence over the deadhead provisions.

The Actual Time consumed is the appropriate entry for all deadhead events that are part of the duty tour. The hours of service requirements specify when deadheading is counted as time on duty. Conversely, deadheading that commingles with covered service can never be included in the off duty time. Deadheading that does not commingle with covered service is off duty for hours of service purposes.

Special consideration is given to the calculation of actual deadhead time when a train or engine employee, at his/her residence, is ordered to a duty point other than his/her regular reporting point. Generally, actual time begins when the employee leaves his/her residence and ends on arrival at the "other than regular" reporting point. However, the time "charged" for the deadhead can not exceed a reasonable deadhead time, under existing circumstances, between the employees regular reporting point and the "other than regular" reporting point. This consideration maintains that regardless of where the employee lives, the carrier could order the employee to report for dead-heading from his/her regular reporting point.

### **REGULAR REPORTING POINT**

The permanent on-duty location of a train employee's regular assignment that is established through a job bulletin assignment (either a job award or a forced assignment) or through an employee's exercise of seniority to be placed in an assignment. The assigned regular reporting point is a single fixed location identified by the railroad, even for extra board and pool crew employees.

#### **Explanation:**

First, a reporting point should not be confused with a designated terminal. A reporting point is employee related. It is the physical location designated by the railroad where an employee reports for duty. Reporting points are further defined as regular and other than regular. FRA maintains that a train and engine employee may have only one regular reporting point. A regular reporting point is determined by the

employee's regular assignment. The regular reporting point for an extra board employee is the carrier defined location of the extra board.

For the purpose of deadheading, FRA requires the carrier to establish a regular reporting point for each train and engine service employee. Travel between an employee's residence and his/her regular reporting point is considered as commuting and is treated as part of the off-duty period. Travel to any other reporting point will involve the accumulation of deadhead time. In the event a regular reporting point is not established, travel between the employee's residence and all reporting points will involve deadheading and must be governed by the deadheading provisions.

### **DESIGNATED TERMINAL**

The home or away-from-home terminal for the assignment of a particular train crew.

#### **Explanation:**

First, a designated terminal should not be confused with a reporting point. A designated terminal is run or train related. It may be a yard, terminal, city or defined geographic area. It may include one or more on-duty locations or reporting points. Designated terminals determine final or interim release points for qualifying off-duty purposes. An employee may be relieved at a non-designated terminal, but not released. The employee may be transported to a designated terminal for release. In this case, deadheading provisions must be considered in the travel.

### **CALL AND RELEASE**

**Call and release** occurs when an employing railroad issues an employee a report-for-duty time, and then releases the employee from the requirement to report prior to the report-for-duty time.

#### **Explanation:**

Call and Release is known by other names, "Busted Call" and "Set Back". In all cases, both call and release occur prior to the report for duty time. Conversely, a release, busted call or set back occurring on or after the report for duty time is considered an Interim Release and subject to the restrictions imposed by the Hours of Duty Provisions.

### **“QUICK TIE-UP”**

Quick Tie-Up is a data entry process used only when an employee is within 3 minutes of, or beyond, his or her statutory maximum on duty period. This process allows an employee to enter only the basic information necessary to identify the beginning of an employee's statutory off duty period, to avoid the excess service.

The information permitted in a quick tie-up process is limited to at a maximum:

1. Board placement time;
2. Relieved location, date, and time;
3. Final release location, date, and time;
4. Contact information for the employee during statutory off-duty period;
5. Request for rest in addition to the statutory minimum, if provided by collective bargaining agreement or local practice;
6. The employee may be provided an option to enter basic payroll information, related to the duty tour being tied-up; and
7. Employee certification of the tie-up information provided

# UNION PACIFIC EMPLOYEE HOURS OF DUTY REPORTING WORKSHEET

09/04/09 16:07-C

EMPLOYEE HOURS OF DUTY REPORTING

PSTS04H

LOC: AH049 JOB/TRAIN LED56 05 DATE/TIME: 09/05/09 0630

PAGE: 01 OF 01

FOR - D KELLY PTO: 26:35

|   | CREW<br>POS | PTO  | TRAIN | TR<br>DY | START<br>LOC | START<br>MMDDHHMM | D/T | RLVD<br>LOC | RLVD<br>MMDDHHMM | D/T | RLSD<br>LOC | RLSD<br>MMDDHHMM | D/T | C<br>M |
|---|-------------|------|-------|----------|--------------|-------------------|-----|-------------|------------------|-----|-------------|------------------|-----|--------|
| A | ---         | ---- | ----- | --       | -----        | -- -- -- --       | --  | -----       | -- -- -- --      | --  | -----       | -- -- -- --      | --  | -      |
| B | ---         | ---- | ----- | --       | -----        | -- -- -- --       | --  | -----       | -- -- -- --      | --  | -----       | -- -- -- --      | --  | -      |
| C | ---         | ---- | ----- | --       | -----        | -- -- -- --       | --  | -----       | -- -- -- --      | --  | -----       | -- -- -- --      | --  | -      |
| D | ---         | ---- | ----- | --       | -----        | -- -- -- --       | --  | -----       | -- -- -- --      | --  | -----       | -- -- -- --      | --  | -      |

## ACTIVITY REPORTING

|   | CREW<br>POS | PTO   | ACT<br>M | M<br>T | START<br>LOC | START<br>MMDDHHMM | D/T   | END<br>LOC | END<br>MMDDHHMM | D/T   | C<br>M | COMMENTS |
|---|-------------|-------|----------|--------|--------------|-------------------|-------|------------|-----------------|-------|--------|----------|
| E | _____       | _____ | _____    | -      | _____        | _____             | _____ | _____      | _____           | _____ | -      | _____    |
| F | _____       | _____ | _____    | -      | _____        | _____             | _____ | _____      | _____           | _____ | -      | _____    |
| G | _____       | _____ | _____    | -      | _____        | _____             | _____ | _____      | _____           | _____ | -      | _____    |
| H | _____       | _____ | _____    | -      | _____        | _____             | _____ | _____      | _____           | _____ | -      | _____    |
| I | _____       | _____ | _____    | -      | _____        | _____             | _____ | _____      | _____           | _____ | -      | _____    |
| J | _____       | _____ | _____    | -      | _____        | _____             | _____ | _____      | _____           | _____ | -      | _____    |
| K | _____       | _____ | _____    | -      | _____        | _____             | _____ | _____      | _____           | _____ | -      | _____    |
| L | _____       | _____ | _____    | -      | _____        | _____             | _____ | _____      | _____           | _____ | -      | _____    |

F1=HELP F3=EXIT F4=SCREEN CAPTURE F5=UPDATE F7 / F8=PREV / NEXT TRAIN ID