

4. OPERATIONS – STATION SWITCH CREW DUTIES– 1 or 2 man

GENERAL NOTES TO STATION YARD CREW: 3-02 UPDATED

REQUIRES a DT-series throttle at all times.

- 1) Passenger trains have priority, so your work is crucial both before they arrive and once they are in place. When passenger trains are in or outbound, you must note CLEAR TRACK at time of departure or arrival.
- 2) You will work the following areas - Johnsons Depot (passenger and freight duty) Rogers (on call for freight) and Heaton (2nd switcher located in engine house).
- 3) Your CLEAR TRACK location is determined by engine storage location or available siding OR as needed, on the main when moving cars from active trains.
- 4) Station engines will be preassigned unless previous agreement is made.
- 5) Hostler has final say over power selected based on needed performance.
- 6) YOU WILL BE RESPONSIBLE FOR MAINLINE CROSSOVER DURING SWITCHING WHEN PASSENGER TRAIN TRACK WARRANT IS ACTIVE. Notify tower once work is complete.
- 7) DO not move engine until train noted above is clear. Finish work and notify tower STATION (Name) IS DONE.
- 8) It is critical trains are ready to be released on time. Read through your consist notes beforehand and regularly, note what time trains need to **be ready. This is ALWAYS earlier than scheduled departure.**
- 9) Double-check consists and their order.
- 10) A yard crew may be assigned to work depot switching duties.
- 11) Station crew is responsible for these duties in order of importance
 - a. Always have a clear track in the depot ready for inbounds.
 - b. Tread and prepare any car AND ENGINE position for pick-up or setout based on that train's assignment below.
 - c. TOWER aligns inbound mainline trackwork. YOU throw switches for both your engine and the passenger train in question once it is your depot. TOWER aligns outbound mainline trackwork.

- d. Be sure you agree with tower on said inbound/outbound track alignments 90 seconds before train arrival. If you are given a warrant, you may set these yourself.
 - e. Passenger work takes precedence over freight work. Period.
- 12) This is work but supposed to be fun. There will probably be problems. Deal with them as best as possible; NOTES TO CREW will help with movements. **END**
- PRE-STAGING CARS ON LAYOUT PRIOR TO 5:30 IF NOT DONE YET– 1 REA express reefer at Johnson depot REA siding 314, 1 diner at Rogers depot through siding 324, 1-2 Pullmans in 438 stub by itself at Johnson, full N&W train in other 438 track, 2 express cars at Heaton 393/390 directly behind platform.

5:45 **JOB 1 - #18 @ Johnsons.** – 3 minutes TIME _____ in _____ out DONE

1. Have the REA car already pulled from 314 siding and stored with WB-side switch engine inside 342 passenger stub lead.
2. Upon arrival of #18 @ 5:57, get track warrant from tower to start work.
3. Engineer will uncouple mainline engine and two lead REA cars (be sure rear of train is clear of 343), forward these through 311, then engine will back down main to 344/345 connection,
4. Engine drops 2 REA cars on outside main between these crossovers and uncouples engine, pull forward past 344 points.
5. At the same time, reverse yard switcher from 343 past 344, open switch and push forward to couple the 1 REA pick-up to back of mainline engine.
6. Bring mainlines engine forward to 311 and reverse to recouple to train with pick-up and start air test. This is a 5-minute stop.
7. At the same time, your switcher then run back through the open 344/345 combination and gets around the 2 REA drops. Close both crossovers, pick-up cars, and couple.
8. Back past 345, open 345 and push cars past 345, close 345 announce hold to engineer/conductor to notify tower work is done, and wait for train to leave. After departure (5 minutes after arrival), open 314 and push pick-ups into REA track, move switcher clear of traffic.

6:10 **JOB 2 - engine @ Yard – 15 minutes** TIME _____ in _____ out DONE

1. Notify tower and hostler to allow switcher into yard for maintenance service.
2. Mainline routing is by tower 344/316/315/211
3. Forward to – to steam – reverse, forward 212, back 317 to beneath coal dock. 3 minute stop for coal and water. to diesel - forward 213 down ladder to 232, back into shop complex for diesel fuel. 3 min stop.
4. At 3 min, note to tower to return to Johnson depot. Invert switching combination and forward 343/432/438 to waiting pass cars in stub.
5. NOTIFY TOWER ENGINE IS PARKED, IN PLACE FOR #21

6:37 **JOB 3 - #21 @ Heaton – 15 minutes (8 minutes before arrival of #21,** movement is ASAP and not timed. Barring a derailment, should take 3 minutes max to do move upon arrival of train, but will require 4 more minutes to clean-up afterward. TIME _____ in _____ out DONE

1. Get switch engine from engine house at rear of module if not already out.
2. Request track warrant for Heaton switch work. Once given, you are now responsible for all switch movement during the #21 stop until departure.
3. Using switch map, couple to 2 express reefers at the 390 siding.
4. Mainline #21 train is arriving WB (from Hyder). You will not need to run the engine around the cars. Pull them out and push them onto the inside main between 396/399 station. Open BOTH of these switches prior to #21 arrival.
5. NOTIFY TOWER OF ARRIVAL, You will need a 5 minute warrant for BOTH mainlines.
6. Once train arrives into depot stub, crew will uncouple engine and head-end cars up to first RPO mail car. Pull forward through 399 past 401. Open 401.
7. Mainline engine will back through 401, drop RPO on outside main and pull forward through switch again to other side of tunnel. Close 399/401 and move pick-ups forward to couple to engine-based consist. Your switcher will leave these on engine and back again to inside main between 399/366 and hold.
8. Open 399 and tell engineer to back onto train. 15 second brake test.

9. Notify engineer to tell tower it is ready to depart. Hold track warrant open for 4 more minutes. Opposing freight traffic on outside is not to cross Roberts bridge until warrant is clean.
10. As soon as outbound train has cleared 399, close 399/396 switches. Back to 398 and open. Pull to outside main and couple to RPO. Reverse through back 398 to inside main and past 396. Close 398.
11. Open 396 and push RPO into depot stub siding 390 and close 396. Notify tower work is done. Leave engine with RPO, walk to Johnson ASAP.

7:05 JOB 4 - #21 @ Johnsons – 15 minutes (2 minutes before departure of #37
upon release of #21, job itself 10 minutes. . TIME _____ in _____ out DONE

1. By now, #21 is in the clear on the Johnson depot siding and #37 is scheduled out at 7:05. If you followed directions, your Johnson switcher is already waiting with the pick-ups in siding 438. As soon as #37 leaves, mainline engine on #21 needs to run to Gallagher for coal.
2. With 37 out, request track warrant to work Johnsons, make sure 345/336 is clear and send mainline engineer down to Gallagher for fuel.
3. Back pick-ups from stub and move point just before 343. Uncouple cars.
4. Pull switch engine only through switch, close, pull forward and grab #21s train, couple onto all but 3 rear cars (leave in depot) and reverse move to pull this section of the train through 343 and partway to 345.
5. Open 343 and pick-up siding cars. Reverse pull consist and close switch 343. Push this consist back onto 3 cars left in depot and uncouple.
6. Notify engineer to begin backward from Gallagher to 345 but not pass it.
7. IF 343 is CLEAR, run backward through 343 and hold at 342. If 343 is COVERED, open 345 and run to outside main. Close 345 switch and notify engineer to back onto train and tell tower work is done. 15 second air test.
8. NOTE: 99 is due out at 7:20 and will pass your location 2 times. If it is 7:17 or later, BOTH YOU AND #21 MUST STAY OFF BOTH MAINS!
9. If on main when clear track is ordered, NOTIFY TOWER who will tell you to
 - a.) pull forward past 311 and either back into 313/pull forward into 428 or
 - b.) back through 345 and get into clear at 326 (tight!). IF 99 has already crossed 316 outbound, you and #21 will need to wait until it passes again at speed. If work is expedient and dispatcher can get #21 into a runaround

area (345/336)(335/398) before 99 enters mainline, he will do so. Time will be very tight regardless.

10. Once 21 has departed, run from 428/313 and street run engine to get caboose on 437. IF in 326/342, back to 437 and get caboose. Momentarily. You're going to get very busy now...

7:16 – JOB3B – return to Heaton, request OK to open 396 and put switcher back into engine house.

7:20 **JOB 5 - #44 @ Johnson – 45 minutes** (may require you to park for other duties, but eventually train will terminate in yard.). Your engine and caboose will become...**ALSO Job 6 @ 8:00 approx.**

FT.5 – #44 Da Big Switcher- OUT 1 minutes after return of #99 at #211 inbound - either WB from Yard OR out EB from Depot stub if done with Johnson station switcher crew. (Time out approximately 7:20PM). TIME _____ in _____ done

1. AS 99 crosses 312, NOTIFY TOWER #44 IS READY TO GET SWITCHES ALIGNED.
2. Once clear, engine and caboose will move EB 313/311/427/back caboose first WB 318 into Rogers for freight work.
3. REQUEST Track Warrant for Rogers 318-334. Be ready to get train out of way of traffic if needed, no inside main setouts allowed. You can switch this move with the caboose intact.
4. First segment - 325 DROPS/PICK-UPS. Forward to inside main via 347/338/into tunnel, open 338, into Gallagher. 4 setouts are on the through siding here.
5. Open 325 and use that consist to pull two boxcars from grocer and the boxcar and empty flat from furnace company, back clear of 325, close and push these pick-ups past 347.
6. Switch in two boxcars to grocer and loaded lumber flat and boxcar and clear 325.
7. Leave caboose in front of Gallagher depot and get your pickups on siding. Open 347, cross to inside main past 338. Open 338 and back consist to caboose.
8. Notify tower work is done in Rogers and you need WB forwarding to Johnson.

9. Routing to Johnson will include passthrough via 421 opened by tower.
10. Wait at 428 to verify clearance. IF **JOB 6 WITH TRAIN 68 IS IMMINANT**, TOWER WILL FORWARD ENGINE ONLY TO DEPOT. SEE BELOW.
11. If 68 is late or annulled, tower opens 428/311 and pull train forward to 311/depot side/342/station stub to drop pick-ups and caboose into stub.
12. Second segment - PICK-UP cars in 326. YOU WILL * Work Gallagher tipple and then work depot industrial. * Do not leave train in street longer than necessary. * Build pick up train in 438 stub. * Once complete, pull consist of pick-ups to 336 and request tower permission for engine runaround 336/345. * Couple and request permission to return to yard via 344/316/315/211/213.
- a. IF **JOB 6 WITH TRAIN 68 IS IMMINANT**, TOWER WILL TELL YOU TO LEAVE TRAIN IN CLEAR 421/428 AND FORWARD ENGINE ONLY TO DEPOT. SEE BELOW.
 - b. IF NOT, tower opens 428/311 and pull train forward to 311/depot side/342/station stub to drop pick-ups and caboose into stub.
 - c. request track warrant 336/345 to do any train run-arounds; it may need to be renewed with each move due to traffic. NOTE: Request a general warrant for all trackage (no crossovers) between 336/343 to 313. AS LONG AS NO PASSENGER TRAINS ARE RUNNING TO you can work. If passenger trains are in service into Johnson, YOUR in-service “clear track” is BETWEEN 336/345 OR backed into station siding past 343 if passenger train engine change or fueling is required. YOU MUST HOLD STILL WHEN PASSENGER TRAINS ARE IN STATION AREAS unless you are working as the station switcher, in which case you will be providing service to passenger trains as well. Do not block depot street from 313 to 334 unless actively switching those sidings. This train works station sidings at engineer’s and tower’s combined discretion but should be in this order. AGAIN - all engine run-around moves between 336/345 and 311/343 are ONLY with tower permission. Using the following order to do work:
 - i. use idler cars from 326 siding to remove cars in Gallagher coal ramp for yard return, add two full hoppers with idler cars to Gallagher coal ramp, bring these empties and idler cars back with returning train.

- ii. Move entire consist from 326 and bring into depot region. You can block 343/432/437 with train as needed. Do not work at 311 unless unavoidable.
- iii. Switch out two loaded covered hoppers into/from X342 siding and switch the same into that stub.
- iv. Switch flat, 50" box (remove/replace) from 342 tail track
- v. Switch 3 boxcars (remove/replace) on 433-434 pass-through siding.
- vi. Remove work cars/replace with 2 gasoline tanks in stub 437.
- vii. Now, pull previous pick-ups from 438 and bring entire train down siding to 336. Request engine runaround via 336/345. Couple.
- viii. Request clearance for yard and return route is 344/316/315/211/ 213/yard track. Engine to terminal.
- ix. WORK COULD BE INTERRUPTED BY #68!

8:00 **JOB 6 - #68 @ Johnsons.** – 5 minutes TIME _____ in _____ out DONE

1. Have #44 pick-up train completely in clear once arrival of 68 is noted.
2. Pull onto depot siding and place switch engine into 314 pocket for pickups.
3. Upon arrival, verify tower track warrant to work. Redball is outbound but will pass your location in 427/316 routing unless other traffic dictates.
4. Tell mainline engineer to disconnect engine from train in front of depot and pull through 311 and into 428 siding.
5. Back from 314 and pick up REA/NKP setouts which should be on the head-end of train. Pull train as far forward at depot without blocking crossing.
6. Pull the REA/NKP cars out via 311/back 313 to street and hold the cars past 434. Go as close toward 343 as possible. Reverse direction.
7. Upon passing 313/311 with switcher, close 311/313 and open 428. Notify tower of mainline engine move, run WB and open 311 again. Tell mainline engineer to back from 428/311 to recouple engine to train, 10 second brake test before departure. BACK UP switcher to open 344 and wait for #68 to depart.
8. Now collect and push REA/NKP set-outs into depot siding. Since REA car already in front, push it into 314 using consist and then put consisted NKP

cars into NON-OCCUPIED 438 stub (if you have freight cars waiting in the outer side).

9. This is going to get a little frustrating since you may be on the wrong side of any freight set-outs still to be done in the 438 siding. Request tower clearance to run-around these around with route you decide without impacting Redball or #68 movements.
10. CONTINUE JOB 5 to completion, but note the 77, returning Powhatan, will have clearance if you are not done yet (8:50), and you MUST have the two NKP set-outs back in their proper siding.

TR68- CHECK-OFFS –

___ TIME OF ARRIVAL

___ Engine in 314 pocket prior to arrive, freight cars all clear.

___ Tower permission time to begin movements

___ Mainline engine to 428 pocket

___ remove REA/NKP cars, run around street to drop, return to 313

___ Engine clear to 344, mainline engine on train and departure

___ REA car into 314 siding.

___ NKP cars stored 438 siding

___ Freight cars removed to allow NKP cars into 438 proper track

___ 438 cleared for return of N&W consist

___ end 68, finish 44