

**5. OPERATIONS - YARD CREW DUTIES 3-02 UPDATED– 1 or 2 man,
engineer/switchman. 2 crews requested whenever possible**

Crew position rotation occurs at build of LOCAL 6

EACH YARD CREW REQUIRES 1 DT-series throttle at all times

GENERAL NOTES TO YARD CREWS

- 1) Passenger trains have priority, but are built in staging. Their effect on you is clearance when they are moving. Yard crews need to be off any yard main and crossover when passenger trains are in or outbound and CLEAR TRACK at time of departure or arrival.
- 2) Freight trains will have movement priority on the side of the yard main they working to or from.
- 3) Your YARD CLEAR TRACK location is yard trackage only (not I/O trackage) not being used for inbounds.
- 4) Yard engines will be assigned by hostler unless previous agreement with hostler is made.
- 5) Hostler has final say over power used based on needed performance.
- 6) The yard main is not a switch track but a mainline run-through. Do not use it as a switch track.
- 7) Track 1 is the engine hostler run-around, use it only with the hostler's direct OK. Work all 141-based industries with hostler permission as well.
- 8) **All track past 213-to-main (switch), past 251-to-all (in the I/O yard), past 146-to yard main (switch) and 153-to-yard staging and main (switch) are mainline tower controlled; always get permission to crossover.**
- 9) Therefore, any passing over by yard crews between the yard and I/O trackage is done only with tower permission. YOU do have possession of the inside staging track/stage track 5 for switch work when passenger trains are not actively moving to or from staging. Also using 213/212 for length but with permission
- 10) 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.**
- 11) Double-check consists and their order before giving possession of built train to hostler for engine installation.

- 12) Freight engine call is preferred 15 minutes before departure, 10 min minimum, and yard crew is to have that train made up no later than **8 minutes before departure unless inbound cars create an exception**. Engine is always to be added at least 5 minutes before departure.
- 13) Yard crew will notify hostler that train is ready for power once caboose has been added. Hostler and dispatcher will assign that train to its crew. **CREW 2 DOES NOT DO THIS JOB – NOTIFICATIONS COME FROM CREW 1 ONLY.**
- 14) A yard crew may be assigned to work some depot switching duties.
- 15) Yard crew is responsible for these duties in order of importance
 - a. Always have a clear track in the yard for inbounds. Be sure you agree with tower on said track before inbounds are actually moving over 213 into yard. You will select this track based on length of inbound train if at all possible. Train must be clear of 213/--/231 ladder before stopping!
 - b. Always stay clear of outbound and inbound traffic and stop as needed.
 - c. Build required consists in a timely and organized manner.
 - d. Crew 1 - Notify hostler of completed trains and their location by track number ASAP. Remind if necessary.
 - e. Break up incoming consists. If time does not permit, again, see a. as most important.
 - f. Added inside switching duties (to industries, engine terminals, etc) for yard consists are not assigned unless 2 crews are working. See notification / actions below following CREW 1 WORK. Exception: ice work #55 is mandatory unless train is annulled.
 - g. Tower will give you permission to run switches as needed or will handle switch movement at their discretion. Including crossovers.
- 16) 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**

YARD CREW 1 – OUTBOUND MOVEMENTS ORDER – see train build check-offs

FIRST - CLEAN OUT ENTIRE REEFER TRACK AND KEEP 1 OPEN “build track” in yard for your trains. NOTE: Your only “build track” on the I/O yard side is SIDING 2 (between 142/254) due to inbound trains and storage. Other trains should be built in the yard and brought over to I/O tracks as needed unless leaving from yard.

REMEMBER: LEAVE at least one yard track completely open for INBOUND drop-off movements ***at all times***

ALWAYS NOTIFY Hostler once train is ready to go so engine can be moved!

OUTBOUND - TRAIN BUILD DEADLINE TIMES

Time	ON REQUEST	TIME OUTBOUND
_____	5:45 – 28 cars,cab #11	5:52 - Gillam/Haynes drops
_____	5:40 – 8 cars,cab #12	5:53 - Ramey logging (s/b preset in yard)
_____	6:35 – 21 cars,cab #22	6:45 - station switch drops
_____	6:40 – 7 cars,cab CE#41	6:51 - coal extra for Hyder
_____	6:50 – 1 caboose #44	7:32 – track 213 or station switcher
_____	7:10 X+10, cab #52	7:33 - Heaton staging returns
_____	7:52 – 46 cars,cab #55-1	Redball 1 – ready by 7:52. PERIOD
_____	8:10/15 – 3/cab+X #66	8:11 - Heaton PCEMKR, other returns
_____	8:20 – 21+/- cars #81	8:25 - Hyder returns from I/O4
_____	8:45 – 36 cars,cab #55-2	Redball 2 – Ready by 8:45 after icing

YARD CREW 1 assigns duties to YARD CREW 2, build trains/work logically

INBOUND - TRAIN ARRIVAL TIMES – NOTES –**RC= Reclassify for outbounds * ET = Engine Terminal****You can remove or reuse caboose from inbounds as needed**

<i>Time</i>	<i>Sch.</i>	<i>To</i>	<i>Route/Class SWCombination</i>
_____	6:15	18 Staging	HOLD SWITCHING “Swallowtail” <i>terminate</i>
_____	6:25	12 YARD	315/213/Yard Ramey/Gillam -RC <i>generator to yard office</i>
_____	6:30	11 I/O	212/251/253/I-O Gillam/Rogers Loop – <i>Personal cars to staging track 4, RC reefers to 148/117 tail, RC remainder to outbounds</i>
_____	7:12	37 Staging	HOLD SWITCHING / VERIFY I/O 5 IS CLEAR - <i>215/251/146/153/staging for invert - “Pocahontas”</i>
_____	7:13	22 I/O	212/251/253/I-O or 213/yd also staging Alsop/Haynes Turn - <i>Personal cars to staging track 4, RC reefers to 148/117 tail, remainder to yard for outbounds</i>
_____	7:15	21 Staging	HOLD SWITCHING 312/211/yard main or I-O 5/153/into staging - <i>“Wautagan” terminate</i>
_____	7:32	99 Staging	HOLD SWITCHING 312/211/yardmain/153/staging <i>“Fast Mail” terminate</i>
_____	7:45	41 I/O	VERIFY I/O 4 IS CLEAR - 347/312/215/251/253/I-O4 Coal Ex. CE41 Hyder loads - <i>store in I-O4</i>
_____	8:00	52 – ET	VERIFY TRACKS TO ENGINE TERMINAL IS CLEAR Heaton Turn – IN RIGHT BEFORE REDBALL DEPARTS – <i>engine/caboose move only</i>
_____	8:15	55 YARD	2 CREW PRIORITY/213/226/icing breakup – <i>Full crews on duty for 25 minutes to ICE inbound REEFER BLOCKS. Use rotation schedule shown below.</i>

- _____ 8:25 44 YARD 315/211/213/YARD Station Switch Turn – *RC all cars*
- _____ 8:25 68 Staging HOLD SWITCHING 211/yardmain/153/staging
“Stemwinder” terminate
- _____ 8:40 66 YARD 212/213/YARD Mr. Clean Loop – *RC all cars*
- _____ 8:45 77 ET 211/215/251-255/roundhouse *“Powhatan” from depot light engine return*
- _____ 8:50 81 COAL VERIFY SIDING 235/122 IS CLEAR /empties yard siding *Coal Ex. 81 Hyder empties return*
- _____ 8:55 55 YARD VERIFY SIDING 224/225/117/128 IS CLEAR
213/224/drops club cars for icing/152/staging - Redball 2nd loop –
club reefers to ice dock, personal cars to staging,
final move of session.

INBOUND – KEEP AT LEAST 1 YARD TRACK OPEN FOR INBOUNDS AT ALL TIMES!

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Yard Paper Series 1 BUILD NOTES**IMPORTANT time & consist outlines Part 1**

_____ **TRAIN 1 – #11 due out 5:52, have ready by 5:45 – GILLAM/ROGERS LOOP follows Passenger 18 out EB by 2 minutes (5:52).**

CONSISTS 28 cars for drops. YARD BUILD IN ORDER BEHIND ENGINE – 1 block of 14 empty coal hoppers for Hyder switchouts, PLUS block of 6 mixed industrial cars for Gillam, PLUS block of 8 FT.1 listed cars for Haynes drop that includes cars for both Haynes and Alsop Industrial work service. TR11 uses yard or I/O track 2 for build. RETURNS WITH INBOUNDS

_____ **TRAIN 2 – #12 due out 5:53, have ready by 5:45 - RAMEY GILLAM TURN CRITICAL out WB no more than 3 minutes after PASSENGER #18 leaves**

CONSISTS 8 cars for drops. YARD BUILD IN ORDER BEHIND ENGINE – Drops at logging area tracks in this order – SEE FT.2 3 boxcars, 2 empty flats, 1 flat of pipes, one gravel car, caboose. Build is in yard unless I/O is possible.

_____ **TRAIN 3 – #22 due out 6:45 or sooner, ready by 6:25 – ROGERS/JOHNSON Critical Out WB 1 minute after Passenger train #21 leaves Rogers area (approximately 6.45PM).**

CONSISTS 21 cars EXACTLY in this order. YARD BUILD IN ORDER BEHIND ENGINE – SEE FT.3 - 3 40' reefers, one loaded lumber car, 3 standard boxcars, two gasoline tank cars, 3 idler flats, 2 full coal hoppers, 2 40' or shorter covered hoppers, one flat w/equipment load or piggyback, one 50' boxcar, 3 additional boxcars any type, caboose. Train is to be made ready for exit from I/O track 2 no later than 6:30.

_____ **COAL 4 – #41 due out 6:50; have ready by 6:40 – COAL EXTRA 41- HYDER, Out WB 1 minute after Freight train #22 leaves yard (aprox 6.46 PM).**

CONSISTS 7 cars - 7 empty hoppers, caboose, build in yard, power on.

_____ **TRAIN 5 - #44 due out 7:20 or so. Have ready by 6:50 to work on Redball**

Out WB 1 minute after return of Passenger train #99 at #211 inbound (aprox 7:20 PM).

CONSISTS 1 caboose (or nothing) - put caboose only in 151 tower pocket for engine pick-up unless using station switcher, then annulled for yard, but this train will return with inbounds.

AFTER 44 IS MOVING, IMMEDIATELY START REDBALL BUILD ON 127/226/224 – 48 cars and also on cars for TRAIN 6

____ **RB 55 – HOT** – Redball Express due out by 8:02, **have ready by 7:52**, build in reefer I/O (not icing) track only. SEE FT.5 and special instructions below under REDBALL.

46 cars, perishables with 36 deadline reefers in front, followed by any overnight Pacemaker/Sentinal/Eagle/Merchandise Service. HEATON PACEMAKERS LEFT FROM STAGING & caboose at rear. USE all reefers picked up from Rogers ice plant and dairy that arrived with returning trains Rest of cars can be switched in from 141 storage, remainder from staging. Use directions and completely build this even if train is now running through 127/151/152/switch tail (do not block 153/151/125 ladder). If done early and you are blocking other inbound traffic, split those cars into a rear section left on staging inner curve with caboose intact until departure is imminent if needed. NOTE: This same train will return onto this same track after its run before break-up, so keep it open once the train leaves!

_____ **TRAIN 6 – #52** due out 7:35 or so **have ready by 7:25** HEATON TURN

OUT EB 1 minute after CE41 coal has left Gillam. (approx. 7:35PM)

CONSISTS of Heaton return drops from staging, plus 10 club cars including generator for drops All Heaton cars (moved from staging to I/O or yard track) at rear except Pacemakers for #55, also 5 boxcars, generator car from tower yard track, 4 misc. cars in front and add caboose. Build is in yard tracks or I/O track 2. NOTE: Redball 55 is coming together at the same time...

_____ **TRAIN 7 – #66** due out 8:15, **have ready to leave by 8:10 latest** MR CLEAN

OUT EB 1 minute after RB55-1 Redball enters yard (approx. 8:15PM) and required deadline switching move.

CONSISTS of Heaton Pacemakers and any other drops OR 3 idlers/caboose. YARD BUILD: In I/O yard with engine by 8:10/add-on Pacemakers and caboose from RB551 at 8:15. Consist only of Pacemakers at rear and three idler flats if no other cars, otherwise, any personal cars returning to GILLAM/ HAYNES /ROGERS *no ALSOP/HYDER returns.*

CONSISTS of personal member's cars remaining in I/O yard except Hyder, Pacemakers from #55.

_____ COAL 8 - #81 due out 8:20; ready before return of RB55 1st passage (8:15)

ALL prebuilt with Hyder cars, outbound I/O track 4, **add caboose**

_____ RB 55-2 – HOT – Redball Express due out by 8:45, have ready by 8:45 following ice work, build in reefer I/O (not icing) track only. FINAL OUTBOUND OF NIGHT, IMMEDIATE RETURN.

Yard Paper Series 2 BUILD NOTES

LIST OF TIMED RESPONSIBILITIES FOR YARD CREWS 1 and 2

YARD CREW 2 – ONLY works with clearance from Yard Crew 1, and/or Hostler. Engine based at switch tower off 151. JOB 0 is primary work of Crew 2 and other work is done upon request.

JOB 0 – break of inbounds as needed, Crew 2 to do this as requested immediately for yard clearances. This will entail cabooses removals. Only Crew 1 adds cabooses for outbounds; cabooses are returned to properly-designated caboose siding 17.

FOLLOWING ARE CREW MOVES BASED ON TRAIN SCHEDULE

JOB 1 – for 11 – note order and build blocks of cars as requested. USE FT1 SHEET

Crew 1 – Add caboose and NOTIFY HOSTLER. #11

JOB 2 – for 12 – as directed by crew 1 – IN ORDER. May need to get grey gravel car (gon or hopper) to build train USE FT2 SHEET (s/b done already – pull block)

Crew 1 – Add caboose and NOTIFY HOSTLER. #12

JOB 3 – for 22 -MUST BE IN EXACT ORDER – permission from hostler at 141 to get 3 reefers from REA yard houses 156, also 2 GAS (not chem) tank cars from tank yard, 50 ft box from yard freight house tracks near tower, get loaded lumber, covered hopper, etc. USE FT.3 SHEET

Crew 1 – Add caboose and NOTIFY HOSTLER. #22

JOB 4 – for RB55 – pull 1 string of 6 reefers from REA 157, drag to 141, crossover 146/153 with tower permission, spot reefers on ice dock.

JOB 5 – for CE41 - pull 7 empty coal hoppers for run to Hyder. USE FT.4 SHEET

Crew 1 – Add caboose and NOTIFY HOSTLER. #41

JOB 6 – for RB55 – pull other string of reefers from REA 157, drag to 141, crossover with tower permission, 128 and spot on ice dock by pushing string 1 up through 225. Back engine to 225, uncouple engine, pull forward and out 226/224.

JOB 7 – For RB55 –pick up all remaining reefers off of 155, drag to 141, crossover with tower permission, to 151/128, push cars at dock to 225/224, back cars into

117, uncouple and run engine around cars via 117/128/151/148, push these and any setouts already on 148 down to ice dock. Both prior strings are now on outbound legs at 223/225 and 226/225 and final string is being iced.

JOB 8 – for 52 – 1 Switcher to staging for ALL Heaton personal cars. Pull forward into I/O track 2. Uncouple Pacemakers and move them to 141 for temp storage.

JOB 9 – for 44 – IF NOT USING STATION SWITCHER. Ask hostler where to spot caboose (steam or diesel) for outbound 44 engine move. Can use caboose just pulled from inbound train as needed.

Crew 1 – Place caboose and NOTIFY HOSTLER.#44

JOB 10 - For RB55 FINAL – working through 224, pull all reefers at dock from 226 forward into 213/221 tail, close 226, back these cars into siding for outbound RB55. Next from 223, pull those reefers into 213/221 tail, couple to previously moved group. Get car count.

JOB 10 – for 52. Complete consist for Heaton from yard stock. USE FT.6 SHEET.

Crew 1 – Add caboose and NOTIFY HOSTLER. #52

JOB 11 – For RB55 FINAL - Spot caboose in tower pocket at 152. Then out to staging to get block of reefers to create total of 36 including reefers on 226/127 track. Pull through 174/177/toward 152 inside tail. Leave cars in pocket and uncouple.

JOB 12 - For RB55 FINAL – Make block of 7 40' deadline overnight boxcars (PRR Merchandise, Mopac Eagle, B&O Sentinal, NYC Pacemaker, SP Overnight) or cattle cars. Once coupled, pull these across 213/212. Then push backward (hostler permission) through steam service track to 141. Get Pacemakers. Forward clear 141, push consist backward through 146/153/outside staging tail/177/174 staging track 5. Uncouple.

JOB 13 – For 66 - Any other personal cars for Haynes, Rogers, Alsop, or Gillam. Bring from staging to I/O track 2. Be sure these are blocked for location. Train leaves 2 minutes after return of RB55.

Crew 1 –NOTIFY HOSTLER. #66 needs power ASAP

JOB 11 – For RB55 FINAL – Run switch engine forward through 153/152. Couple to reefer block already in inside tail and push back to get 10 pick-ups in Staging Track 5. Pull all forward to 153/152. Uncouple.

JOB 12 – For BR55 FINAL - Tower permission to run engine out yard main 147/213 for reverse preferred (due in inbound passenger trains, may not be possible), otherwise use yard lead via 125/111/231/232. Back into 226, couple to RB55 reefer train and push backward train to connect block in 152/153 tail. Pull all 46 cars forward using 213/221 tail and pull past 152. Back onto caboose.

IF ROAD ENGINE IS READY, pull forward to clear 152, close, then push entire train back to clear 226. Uncouple engine at 224 and BACK down ladder to clear, as Road Engine is coming via 212/213 steam or via 221/213 diesel.

Crew 1 – Add caboose and NOTIFY HOSTLER.#55 HOT

IF ROAD ENGINE IS NOT READY, pull forward to clear 152, push back to clear 226 plus 3 car lengths. Break train up in 152 tail and pull front of train forward to keep 152/151/125 open. Uncouple at 226 and bring engine past 224 and BACK clear, as Road Engine is coming via 212/213 or via 221/213.

Crew 1 –NOTIFY HOSTLER. #55 HOT (& LATE!)

JOB 13 – Add caboose to Hyder hopper on I/O Track 5.

Crew 1 –NOTIFY HOSTLER. #81 is ready for 8:20 exit.

By 8:10 have both engines/crews into 213/221 pocket for RB55 break-up

JOB 15 – See RB55 FT.7 sheets to divide up work. ____ CLEAR THESE TRACKS PRIOR TO ARRIVAL. >> INBOUND track 224/226/127/151/152/177 tail * 213/221 tail * 223/225 rotation track * 117/148/151 rotation track * 224/through/128 rotation and ice platform track * Place caboose in pocket 151 * 2 switch crews ready by 8:10 at 213/221 pocket for immediate work. * USE TIMER as your work is to ICE CYCLE 36 CARS TIMED AT 2 MINUTES per six, for a total of 18 minutes including switch engine movement.

- 1) Upon return of #55, one switcher will remove rearmost 10 cars and pull immediately back across 213/212. Push these down toward 141. Uncouple all but Pacemakers and caboose. Push Pacemakers up ladder past 142. Uncouple caboose and have #66

engine crew back train up to couple onto Pacemakers and pull forward. Do same movement with caboose. #66 out for immediate departure.

2) *Crew 1 –NOTIFY HOSTLER/TOWER. #66 FINSHED*

3) Begin RB55 icing rotation immediately with 1 or 2 crews

JOB 17 – Clear inbound empty track 235/121 for empty hopper return

BREATH....BREATH ... BREATH! You can home now

CONSIST BUILD CHECK LISTS. "MAKE READY" MEANS CABOOSE IS ON TRAIN**Checkmark READY TIME 5:45 FT1 – #11 28 cars**

___ 1 block of 14 empty hoppers, any size &

___ 1 block of 6 heavy industry (steel, chem, mill gon, box) cars, your choice &

___ 1 block of 8 cars for Haynes drop including three full coal hoppers, two idler flats, 1 50-ft DD boxcar, two empty flats for lumber service, 2 40 ft boxcars.

___ Caboose on train TRACK# _____ @ _____ NOTE TIME & TRACK.

___ Notify hostler

Checkmark READY TIME 5:40 FT2 – #12 8 cars

(NOTE: This entire train should be already consisted someplace in yard)

___ 1 block of 8 cars for Ramey drop IN ORDER 3 boxcars, 2 empty flats, 1 flat of pipes, one gravel car. (should be preset for session – look in yard strings)

___ Caboose on train TRACK# _____ @ _____ NOTE TIME & TRACK.

___ Notify hostler

Checkmark READY TIME 6:35 FT3 – #22 21 cars

MUST BE IN THIS EXACT ORDER BEHIND ENGINE ON I/O Track 2 - LEAVES VIA 254/215/212/Rogers

___ 3 reefer cars

___ 1 loaded lumber car

___ 3 - 2 standard 40' boxcar, 1 50' boxcar

___ 2 gasoline tanks - take from tank farm or Heaton club return string only

___ 3 empty idler flat cars

___ 2 loaded hopper cars

___ 2 steam-era covered hoppers

___ 1 flat with load, any type

___ 1 50' boxcar, empty with doors open

___ 3 assorted boxcars 40 or 50 ft.

___ Caboose on TRACK# _____ @ _____ NOTE TIME & TRACK

___ Notify hostler

Checkmark **READY TIME 6:42** **FT4 – #41 7 cars**

___ 7 empty hopper cars.

___ Caboose on TRACK# _____ @ _____ NOTE TIME & TRACK

___ Notify hostler

Checkmark **READY TIME 7:15** **FT5 – #41 1 cab**

___ Verify build with dispatcher, annul if station switcher is doing the job.

___ Verify placement location with hostler.

___ Caboose on TRACK# _____ @ _____ NOTE TIME & TRACK

___ Notify hostler

Checkmark **READY TIME 7:35** **FT6 – #52 28 cars**

MUST BE IN THIS EXACT ORDER BEHIND ENGINE ON I/O Track 2 - LEAVES VIA 254/215/211/Ramey

___ 1 block of all Heaton personal setouts from staging.

___ 1 block of 10 cars INCLUDING 5 boxcars, 1 generator car, 4 your choice

___ Caboose on train TRACK# _____ @ _____ NOTE TIME & TRACK.

___ Notify hostler

Checkmark **READY TIME 7:50 REDBALL** **FT7 – #55 46 cars**

MUST BE IN THIS EXACT ORDER BEHIND ENGINE ON Track 226/127 - LEAVES VIA 213/315/WB

___ 1 block of all 40' club reefer iced from platform.

___ 1 block of 40' personal reefers from staging to total 36 with above

___ 1 block of 7 deadline cars (overnight boxcars, cattle)

___ 1 block of 3 Pacemakers from Heaton staging train

___ Caboose from 152 pocket track

___ Caboose on train TRACK# 226/127/152 @ _____ NOTE TIME & TRACK.

___ Notify hostler

Checkmark _____ **READY TIME** **8:10** _____ **FT8 – #66 10 cars**

MUST BE IN THIS EXACT ORDER BEHIND ENGINE ON I/O Track 2 - LEAVES VIA 254/215/211/Ramey

___ Notify hostler for power as soon as build begins

___ 1 block of three idler flats

___ 1 block of all personal cars from staging except Hyder and Alsop

___ 1 block of Pacemakers from RB55 immediately upon its return.

___ Caboose from RB55 train added

___ Ready TRACK# _____ @ _____ NOTE TIME & TRACK.

Checkmark _____ **READY TIME** **8:20** _____ **FT9 – #81 21 cars**

MUST BE IN THIS EXACT ORDER BEHIND ENGINE ON I/O Track 4 - LEAVES VIA 254/215/211/Ramey

___ 1 block all Hyder hopper cars.

___ Caboose on TRACK# _____ @ _____ NOTE TIME & TRACK

___ Notify hostler