



Nevada Southern Railway D-1006 Crew Position Certification Requirements

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Prepared by Bill Milliron

CREW POSITION CERTIFICATION REQUIREMENTS

The purpose of this document is to formalize the requirements for certification in crew positions. All training will be the responsibility of the Friends of the Nevada Southern Railway (FNSR) and is based on the Nevada Southern Railway (NSR) Rule book. Each crew member will be provided with a copy of the rule book after qualification as a car attendant.

All crew members must complete the FNSR training program safety orientation module and the written safety test before working as any crew member.

In addition the FNSR will conduct annual training which will be mandatory for all volunteers.

Every crew member must complete the safety training module annually prior to working as any crew member for the current operating year.

Progression in crew positions will be based on completion of the minimum hours for training hours and passing a performance test. The performance checklist for each position will be completed by the assigned position examiner and the results will be posted on the individuals' qualification record, Appendix A

Normal crew position train hour requirements:

Position	Hours	Age Requirement	Performance Test Checklist
Car Attendant	40	16	Appendix B
Rear Brakeman	40	18	Appendix C
Brakeman	40	18	Appendix D
Conductor*	60	21	Appendix E
Engineer**	120	21	Appendix F

* The 60 hours listed for Conductor is in addition to the 40 hours as Car Attendant, the 20 hours of Brakeman familiarization required, and completion on one full 8 hour day with the engine crew for cab familiarization.

** For Engineer, Certification as Brakeman is required and 20 hours of Conductor familiarization are required.

The NSR Museum Director maintains a record of individual hours by crew position and a list of students in each position. Each individual should ensure that they are identified as a student in any given position. Each individual is responsible for recording and tracking their own hours. Once the individual has completed the required hours he/she should contact the Director and request a performance test. The performance test will be administered by a certified individual in the position that has been approved to certify for a given position by the Director, Nevada Southern.

Any student that feels they need additional training should contact the Director to schedule additional training.

The student must demonstrate they can meet, and understand, the following position duties:

Conductor
Engineer
Brakeman
Rear Brakeman
Car attendant

Conductor

1. Has complete responsibility for the operation of the train
2. Will complete the conductor's pre-run checklist
3. Will hold crew safety meeting prior to first train departure and before the departure of any special trains.
4. Ensure crew has received, and posted, the train orders for the day.
5. Ensure crewmembers know, and perform, their assigned duties.
6. Will be in charge in any emergency situation. Will know emergency procedures and take appropriate actions including calling emergency services if necessary
7. Take immediate action to stop the train when any situation warrants it.
8. Will make any necessary adjustment to the HVAC thermostats.
9. Will open the train cars at the start of the day and close the train at the end of the day.
10. Will check the cleanliness of the train and the ADA car restroom.
11. Make all safety announcements on the train.
12. Control all loading and unloading
13. Walk the inside of the train to make sure all doors vestibule doors are secured except for those that will be used for passenger access.
14. Walk the outside of the train at the start of the day to check for dragging equipment, air lines connected and angle cocks correctly positioned, coupler condition, brakes properly set, and anything else that may cause an unsafe condition. This check is in addition to any that are accomplished by the engineer or brakeman.
15. Supervise the car attendants.
16. Continuously walk the train during runs to communicate with passengers.
17. Coordinate with the Engineer just prior to any departure on parking lot status.

18. Communicate to the Engineer when the train is ready to depart the depot or Railroad Pass for the return trip.
19. Ensure the rear brakeman has conducted the outside train walk around, has completed the Brakeman's Pre-run checklist, and the train is ready for operation.
20. Get engineers pre-run checklist
21. Complete and file the daily end of run reports.
22. Oversee loading passengers on the ADA car.
23. Check ADA car lift.
24. Will play the on board narrative as required

Engineer

1. Attend the pre-run safety meeting
2. Complete the Engineer's pre-run checklist
3. Operate the locomotive under the direction of the conductor
4. Perform maintenance checks
5. Be the final authority to permit individuals in the cab
6. Will inspect the locomotive after each run
7. Will take charge of the train if the conductor becomes incapacitated.
8. Will inform the conductor when the train has fully stopped and the brakes are set and it is safe to unload passengers.

Rear Brakeman

1. Attend the pre-run safety meeting
2. Will complete the Rear Brakeman's pre-run checklist
3. Will be responsible for the car hand breaks other than the HEP car.
4. Will work under the direction of the conductor
5. Perform terminal brake test as required.
6. Sets switches as required
7. Stationed at the rear of the train when moving backward. Reports status of track to the engineer.
8. Must observe the track while moving backward for any problems on or near the track.
9. Perform journal box at the end of the 1st and 3rd runs.
10. Perform the walk around on the outside of the train and report status to the conductor
11. Assist in loading and unloading of passengers when possible.

Brakeman

1. Attend the pre-run safety meeting
2. Qualified as a Rear Brakeman
3. Will assist the engineer
4. Operate the cab radio for the engineer
5. Start and shut down the HEP car
6. Responsible for the HEP car handbrake
7. Set switches as required
8. Couple and uncouple cars
9. Know how to safely stop the train and return to the station if necessary in an emergency.
10. Will work under the direction of the engineer

Car Attendant

1. Attend the pre-run safety meeting
2. Follow the detailed instructions in the NSR Car Attendants Handbook.
3. Will be responsible to the Conductor
4. Will assist in loading and unloading passengers
5. Monitor assigned cars to ensure passengers are riding in a safe manner
6. Ensure passengers are seated when the train stops and starts.
7. Communicate with passengers during the run.

Once approved by the Director, the individual will be scheduled for duty in the certified positions.

Each individual must qualify as a Car Attendant, Rear Brakeman, and Brakeman to progress to Engineer or Conductor. However it is not necessary to become a certified Brakeman to progress to Conductor or Engineer. It is necessary to have at least 20 hours as student in each position prior to becoming certified as Conductor or Engineer to ensure familiarity with the duties of the each position.

The success of this procedure is based on the individual taking the initiative for their own crew position development and certification.

Document Revisions

April 22, 2006	Original Release
January 29, 2009	Add FNSR responsibility for training, add Conductor tasks

Appendix A - NSR INDIVIDUAL QUALIFICATION RECORD

Name _____

POSITION	DATE CERTIFIED	CERTIFIED BY	COMMENTS
SAFETY ORIENTATION AND SAFETY EXAM			
ANNUAL SAFETY ORIENTATION			
CAR ATTENDANT			
REAR BRAKEMAN			
REAR BRAKEMAN			
HEADEND BRAKEMAN			
CONDUCTOR			
ENGINEER			

APPENDIX B - NSR CAR ATTENDANT QUALIFICATION CHECKLIST

Name _____

Date _____

Examiner _____

- Completed the safety training modules and the safety examination
- Completed 40 hours of Car attendant training
- Works in a safe manner
- Always uses the RED ZONE rule
- Works under the direction of the conductor
- Follows the detailed instructions in the NSR Car Attendants Handbook.
- Is responsible to the Conductor
- Assists in the safe loading and unloading passengers
- Monitors assigned cars to ensure passengers are riding in a safe manner
- Ensures passengers are seated when the train stops and starts.
- Communicates with passengers during the run.

Comments

APPENDIX C - NSR REAR BRAKEMAN QUALIFICATION CHECKLIST

Name _____ Date _____

Examiner _____

- Completed 40 hours of Rear Brakeman training
- Complete the Rear Brakeman's (Brakeman's) pre-run checklist
- Can set and release the car hand breaks
- Sets/releases Open Air car handbrake
- Works under the direction of, and reports to, the conductor
- Can recognize potential problems such as brake lock ups
- Demonstrates proper use of hand signals and radio procedures
- Works in a safe manner
- Always used the RED ZONE rule
- Perform terminal brake test
- Recognize switch point settings and set switches as required
- Recognize derail setting and set as required.
- Reports status of track to the engineer.
- Observes the track while moving backward for any problems on or near the track.
- Act as car attendant on return trips when necessary
- Perform journal box readings
- Perform the walk around on the outside of the train and report status to the conductor
- Assist in loading and unloading of passengers when necessary
- Recognize and understand the flag signals and know what actions are required.

Comments

APPENDIX D - NSR BRAKEMAN QUALIFICATION CHECKLIST

Name _____

Date _____

Examiner _____

- Completed 40 hours of brakeman training
- Certified as Rear Brakeman
- Works in a safe manner
- Always uses the RED ZONE rule
- Assists the engineer in engine start and maintenance checks
- Can assist the engineer with the engine pre-run checklist
- Operate the cab radio for the engineer
- Start and shut down the HEP car
- Set and release the HEP car handbrake
- Set switches as required
- Can safely stop the train in an emergency
- Can return the train to the depot if necessary
- Can couple and uncouple cars
- Can recognize leaks in the air brake system and can replace air hose gaskets

Comments

APPENDIX E - NSR CONDUCTOR QUALIFICATION CHECKLIST

Name _____

Date _____

Examiner _____

Completed 20 hours of brakeman familiarization training and demonstrates a “working knowledge” of the duties of brakeman.

Completed the 8 hour cab orientation ride during a normal run day.

Works in a safe manner

Always uses the RED ZONE rule

Completes the conductor’s pre-run checklist

Holds crew safety meeting prior to first train departure and before the departure of any special trains

Ensure crew has received, and posted, the train orders for the day

Ensure crewmembers know, and perform, their assigned duties.

Takes charge in any emergency situation

Maintains constant radio communications with the Engineer and Brakemen

Knows emergency procedures and take appropriate actions including calling emergency services if necessary

Takes immediate action to stop the train when any situation warrants it.

Makes any necessary adjustment to the HVAC thermostats.

Opens the train cars at the start of the day and close the train at the end of the day.

Checks the cleanliness of the train and the ADA car restroom.

Makes all safety announcements on the train.

Controls all loading and unloading

Walks the inside of the train to make sure all doors vestibule doors are secured except for those that will be used for passenger access.

Walks the outside of the train at the start of the day to check for dragging equipment, air lines connected and angle cocks correctly positioned, coupler condition, brakes properly set, and anything else that may cause an unsafe condition. This check is in addition to any that are accomplished by the engineer or brakeman.

Supervises the car attendants.

Continuously walks the train during runs to communicate with passengers.

Coordinates with the rear brakeman just prior to any departure on parking lot status.

Communicates to the Engineer when the train is ready to depart the depot or Railroad Pass for the return trip.

Ensures the rear brakeman has conducted the outside train walk around, has completed the Brakeman’s Pre-run checklist, and the train is ready for operation.

Collects engineer’s and brakeman’s pre-run checklists

Completes and files the daily end of run reports.
Oversee loading passengers on the ADA car.
Checks and can operate the ADA car lift.
Plays on board trip narrative

Comments

APPENDIX F - NSR ENGINEER QUALIFICATION CHECKLIST

Name _____

Date _____

Examiner _____

Completed 20 hours of Conductor training

Certified as brakeman

Works in a safe manner

Always uses the RED ZONE rule

Completes Engineer's pre-run checklist

Operate the locomotive under the direction of the conductor

Perform maintenance checks

Inspects the locomotive after each run

Takes charge of the train if the conductor becomes incapacitated

Inform the conductor when the train has fully stopped and the brakes are set and it is safe to unload passengers

Demonstrates complete control speed of the train during the runs

Comments