



**Southeastern Pennsylvania Transportation Authority
Railroad Division
Engine Service Training Bulletin**

Bulletin No: ESTB-12-1

Issue Date: January 1, 2012

(A) NORAC Operating Rule Review – 2012 Recertification Class

In the application of NORAC Rule C, annual recertification classes will begin on January 10, 2012. The format for the annual C&E recertification class has changed due to the Conductor Certification Program. The recertification class will consist of two classroom sessions and one field session. All classroom sessions will be held at 1234 Market St. 7th floor. Field sessions will be held at Wayne Electric Car Yard. Day one will be beginning at either 7:45 AM or 9:45 AM. Day two and three will begin at 8:00AM. A signal test requires 100% to pass. Continuing Education, Operating rules, Safety rules, SPO, Emergency Preparedness require 85% to pass. All Conductors and Engineers will have a total of three examinations. Employees who fail the signal or operating rules examination will not be qualified to perform service until they pass a second examination.

Employees must also be prepared to complete a qualification form indicating the most current date that you operated over specific segments of the railroad.

Cell phones, pagers and associated peripherals commonly associated with the use of electronic devices, must be turned off and out of sight during class.

Employees are reminded that the Training Department is not a distribution location for Bulletin Orders and Division Notices. Please make arrangements to obtain them prior to coming to class.

(B) Special Instruction Review

Special Instruction C-S4 specifies employees that are required to pass a regular periodical physical examination must ensure that an appointment has been made by the PAO with the SEPTA Medical Department.

Regular periodical examinations must be completed during the calendar year quarter that the anniversary of their birth occurs. Locomotive engineers are required to pass the regular periodical physical examination annually regardless of age. Conductors and Assistant Conductors are required to pass a regular periodical physical examination once every 2 years.

Special periodicals are required as frequently as deemed necessary in the judgment of the Medical Department and as directed when returning from furlough, illness, or injury.

An encounter slip is issued by the Medical Department for every visit and Engineers, Conductors and Assistant Conductors must return their encounter slip to the Personnel assignment Office prior to returning to work, regardless of the reason for the encounter.

(C) Safety Rule of the Week

The Authority's rail environment contains many potential hazards, and individuals must be vigilant toward safety at all times. The Safety Rules for Rail Transportation Employees provide for safety in this environment. Acceptance of any assignment in the Rail Transportation environment is an acknowledgment of those potential hazards and an acceptance of responsibility to comply with all rules.

The safety rule of the week is published in each week's summary bulletin order. While employees are not responsible for being able to quote the rule verbatim when questioned, they are responsible for being familiar enough with the applicable rule to explain its purpose and, if necessary, give examples cited in the rule or potential examples of its application.

The fact that any one specific safety rule may not be designated as a safety rule of the week doesn't eliminate employees' responsibility to be familiar with the rule and its application. Employees are responsible for being familiar with all the safety rules and complying with their requirements all the time.

Nor does the fact that a specific safety rule isn't a perfect match to one's duties at any given point in time lessen its importance. It is literally impossible to develop specific rules for every potential situation that could develop during rail operations. Therefore, employees must be able to apply the "intent" or "concept" of some rules to certain irregular or unusual situations in order to perform their required tasks safely.

Ultimately, safety is the first importance in the discharge of one's duties, and each individual is responsible for his or her own safety. Everyone must think safety first to ensure we will all be able to go home to our loved ones at the end of the day

(D) Passenger Operations Manual Review

SPO – 65 item e specifies that when the train is delayed en-route, for any reason, the engineer must immediately summon the conductor to the head end by way of the Public Address system or by radio. If the conductor cannot get to the head end within two minutes of the signal, the engineer should make the appropriate announcements until the conductor arrives. The announcement should be brief, and if possible, include an approximation of the length of delay. Although the engineer makes the initial announcement, it is the conductor's responsibility to get to the head end and communicate with the engineer and make all further announcements. Engineers are not to leave the operating cab to make delay announcements. All delay announcements should conclude with *"SEPTA apologizes for any inconvenience this delay may cause."*

(E) Safety Rule Review

In the application of Special Instruction 4-S1, employees whose duties require coordination with other employees must hold a job briefing to review operational and safety conditions. The purpose of the job briefing is to enhance safety and improve service by ensuring all crew members or work groups are aware of all safety related issues understand exactly what each individual will be responsible for. Examples of information that should be discussed by all crews include bulletin orders, Form D's, General Order information, TSB's, Safety Rule of the Week, equipment restrictions and securing equipment, and other special requirements.

Crews in passenger service must also discuss the correct time, train schedules, station announcements, and crew positioning.

Crews in yard service must also discuss specific moves to be made, location of crew members during moves, and the means of communication to be used to control the movement.

(F) Silverliner V Review

Recovering from Emergency Braking.

When recovering from an Emergency Application of the brakes on the Silverliner V equipment the brake handle must be placed in the Emergency position for 30 seconds. To initiate the brake pipe recharging, move the brake handle into the Full Service position and wait for the brake pipe pressure to increase to 84±psi and then an additional 15 seconds before moving the brake handle to the Release position to fully charge the brake pipe.

Coupling Procedures.

When coupling Silverliner V equipment together, (some Silverliner IV MU's have been modified with the same heads as the 5's) an inspection of the head covers must be made prior to coupling. Both head covers must be in the same position to prevent damage to the electrical heads. They either both have to be closed, or both have to be open prior to coupling up. As a reminder, when coupling to any other Silverliner IV equipment without modified heads, the heads must be dogged and head covers must be propped open.

Communication Malfunctions.

Whenever a malfunction of the communication system occurs a verbal report must be made to the Dispatcher and an Equipment Defect Report Form (MP-11) must also be submitted. If a problem occurs where the system is not making the proper announcements or not matching the proper destination of the train, a crew member must clear the information on the CCP, from the lead end of the train, and make the announcements on the PA system.

Crew Relief

Whenever there is a change of crews on the Silverliner V equipment the following procedures must be followed. The crew being relieved must place the Automatic brake handle into the full service position and then into the handle off position. They must also cutout the Automatic brake valve and place the cab control key switch into the off position before making relief.

Bridge Plates

The fold out bridge plate hinges on the Silverliner V's has been modified and are back in service. Please follow the proper procedures for use.

(G) Locomotive Engineer Recertification

The following locomotive engineers, and any other locomotive engineer born in the month of March, designated as group C1, must fulfill the recertification requirements specified in Special Instruction C-S7, Motor Vehicle Driving Record Review. The request for information may be made no more than 366 days prior to the end of your recertification quarter and must be received by Operations Training no later than March 15, 2012. All information will be mailed directly to the Training Department.

Delaware licensed drivers may obtain state and National Driver Register request forms from the P.A.O. or Operations Training. Complete the form and mail it to the Delaware Department of Transportation. The address is listed on the request form. Your state driving record and NDR will be mailed directly to the Training Department.

New Jersey licensed drivers may obtain state and National Driver Register request forms from the P.A.O. or Operations Training or pick up the forms from a NJ Motor Vehicle Commission's Regional Service Centers. Request forms may be mailed to the New Jersey Department of Transportation or submitted at a Regional Service Center. Engineers must make sure that the state records and NDR are mailed directly to the Training Department.

The state of Pennsylvania requires that all state record requests be notarized by the employer. Therefore, engineers must obtain a Pennsylvania driving record request form from either the P.A.O. or Operations Training and:

1. Complete sections C and E;
2. Attach a check payable to the Commonwealth of Pennsylvania and;
3. Return the form and check to Operations Training no less than 60 days prior to the certificate's expiration date.

Upon receipt of the form and check, Operations Training will have the form notarized and forwarded to the Commonwealth for processing.

Pennsylvania licensed drivers may obtain National Driver Register request forms from the P.A.O. or Operations Training. Send completed form to the Pennsylvania Department of Transportation.

All requests for state and national driving records require a processing fee. Please allow a minimum of 6 to 8 weeks for the return of requested records. If you have any questions please contact John Thomas at 580-8470.

Name	Account	Name	Account
BRADBURY, R.D.	046436	LOFTON, S.A.	001645
CLAY, G.	002284	MCCUEN, W.J.	001952
CLEVELAND, T.O.	001784	MCKINNEY, M.R.	001223
COOPER, J.A.	001637	MILLER, T.B.	002877
DEACERETO, M.J.	401066	MITCHELL, E.B.	001312
GEYER JR, D.W.	002624	MULKEEN, M.J.	871532
HARRIS, C.E.	003008	SCHWARTZ, C.J.	001673
JABBAR, S.	003076	SHARKEY, H.	406139
KAY, D.A.	000889	WICKERSHAM, F.J.	401130
LISBY, W.D.	002993	WILLIS, M.K.	401132
LOCASALE, V.J.	487781	YATES, J.W.	094821