

Q and A when performing Utility work

GCOR 5.13.1 This rule outlines the requirements for allowing utility employees to work without blue signal protection. As used in this rule, a Utility Employee is a railroad employee assigned as a temporary member of a train or yard crew.

When performing the following duties, utility employees may go **On, under, or between** rolling equipment without blue signal protection:

- *Set or release hand brakes.
- *Couple or uncouple air hoses and other electrical or mechanical connections.
- *Prepare equipment for coupling.
- *Set wheel blocks or wheel chains.
- *Conduct air brake tests to include cutting air brake components in or out and position retaining valves.
- *Inspect, test, install, remove, or replace a rear end marker or end of train device.

A. Requirements to Start Work

A utility employee may work as a member of only one train or yard crew at a time. No more than three utility employees may work with one train or yard crew at the same time. A utility employee may become a member of a train or yard crew under the following conditions:

- *The utility employee communicates with the designated crew member of the train or yard crew before starting work. Communication may be conducted verbally or by radio.
- *The designated crew member identifies the utility employee to each member of the crew and each crew member acknowledges the utility employee's presence.
- *The designated crew member authorizes the utility employee to work as a temporary member of the crew.

B. Requirements While Working On, Under, or Between

Before a utility employee may work **on, under, or between** rolling equipment, the following applies:

- *All members of the crew must communicate with each other to understand the work to be done.

*The engineer must be in the cab of the assigned controlling locomotive. However, another member of the same crew may replace the engineer when the locomotive is stationary.

C. Requirements When Work Ends

A utility employee is released from a train or yard crew when:

*The utility employee notifies the designated crew member that the work is completed.

*The designated crew member notifies each crew member that the utility employee is being released.

*The designated crew member releases the utility employee from the train or yard crew, after each crew member acknowledges the notice.

***MAKE SURE TO CHECK NOTICES, RULE CHANGES, SSI FOR ANYTHING THAT MIGHT HAVE CHANGED.**

Please keep in mind that this is a quick reference guide to common questions, and there may be claims and HOS violations that may occur during your tour of duty. Make sure to keep track of Times, Dates, Names and services performed to help track each occurrence. Any questions please contact your local representatives for clarification.

Remember to keep detailed records. This is your responsibility

Scenario 1:

Train crew was called for train 243 from St. Paul to Glenwood. Upon arrival the Conductor was **Instructed/Ordered** to drive their crew/outbound/other crew from Glenwood west to depot then back to Glenwood west. Once done with this return to depot to perform additional switching with original Engineer until tie up.

Q: Am I required to be a Utility employee to drive my crew or other crews around in company vehicle?

A: No, although this work has been traditionally performed by a utility employee you would not fall under FRA, GCOR 5.13.1. This would need to be documented under HOS FRA comments for each task performed. This would however possibly be a claim (check if available).

Scenario 2:

You were called to work J42 upon getting on your power and tying onto 42 track. The Trainmaster/Supervisor **Instructed/Ordered** you to tie it down and your engineer to get on 247 inbound DP unit to unlink and move it. While getting ride to location you were told that inbound conductor would remain on head end while you cut them away, your engineer gets on the DP, remove the DP, then put them back together so they can pull the rest of the way in.

Q: Am I required to attach to their crew in order to perform this task?

A: Yes, if you are going to be **On, Under, or Between** then you would need to attach to the crew. Once work is completed, you wouldn't be able to return to your original crew. IF **Instructed/Ordered** to do so this would be written up as an FRA violation.

- Same Scenario:
IF you are **Ordered/Instructed** to become a Utility Employee you would still be required to attach to the crew, but there would be no violation unless required to return to original crew. You can make a one-time move without a violation. If you become a Utility, then you must remain one or tie up.

Scenario 3:

Called as 145 conductor. Upon start of shift prior to performing duty you are **Informed/Ordered** by Trainmaster/Supervisor that you will become a Utility for now. They need you to double up 246 so the conductor can stay on the power. After attaching to 246 They now want to use you as a utility for the rest of the day until tie up.

Q: If originally called for 145 would they be allowed to change me to a utility employee.

A: Yes, As long as you haven't performed service they would be allowed to change your call slip to reflect utility employee.

Scenario 4:

Upon arriving in Glenwood on 445 you are **Instructed/Ordered** to crew change at Depot, and that you will assist the outbound with the set out/pick up.

Q: Since this is my train would I still need to attach to the outbound crew?

A: Yes, IF work requires you to be **On, Under, or Between**. Even though it is the same train it is not your crew, so you would need to attach. If **Instructed/Ordered** to perform additional switching with your crew after detaching this would be written up as an FRA violation. Again,

they could turn you into a Utility Employee without violation or tie you up. You wouldn't be able to return to your original crew in this scenario.

Scenario 5:

Working as conductor on 243. I was **Instructed/Ordered** to line switches and protect the shove for 445. After the train was done shoving, I was **Instructed/Ordered** to put handbrakes on my end of the cars.

Q: Would I be required to attach to the 445 crew for these actions?

A: If you are required to be **On, Under, or Between** then you would be required to attach. Since you were **Instructed/Ordered** to apply hand brakes on train then you would need to attach. If it was just to line switches and protect shove you wouldn't be required to attach.

- In this scenario, If **Instructed/Ordered** to become a Utility Employee then there would be no violations. If **Instructed/Ordered** after attaching to the crew to then go back to original crew, then an FRA violation would apply.

Scenario 6:

You are working an RCO job on the Top End/Hump and **Instructed/Ordered** to assist another train.

Q: Would I even be able to assist another train while working an RCO job?

A: Yes, before doing anything you would first need to secure your power. If you are going to be **On, Under, or Between** then you would need to attach along with verifying your power is tied down and box secured or dismissed RC ended prior. Upon completion of this you will not be able to return to your previous job without penalty unless a crew is established to attach to. As a utility you wouldn't be able to run the box on the hump due to no crew to attach to.

- **Utility Employees can't run RCO unless they attach to an RCO conductor. Can't work by themselves without a crew to attach to.**

Attached are some common claims that may pertain to these scenarios:

Required to Drive Company Vehicle-CI Claim

Claiming a basic days pay for the violation of Article 4 and Attachment "A" Q&A 1 for being required to drive the company vehicle. Assigned to **XXXXX** (whichever position). Called at **XX:XX** (time) on **XX-XX-XXXX** (date) for train **XXX-XX**. I was ordered by **X.XXXXXX** (title and name of CP official) to drive (either) the **XXX-XX** (name train) crew (or) to drive my crew from the **XXXXXX depot** (or wherever) to **XXXXXX** (wherever) with the company vehicle. This work has been traditionally performed by a Utility Employee.

Information for Driving Company Vehicle Claim:

- This claim is only valid if Trainman did not drive crews prior to this agreement
- This claim is only valid if Trainman forced to drive the company vehicle.

Perform Extra Switching When Other Trainman are Rested and Available (HT)-CI Claim

Claiming **XX:XX** (time) at the **service** (or) **overtime** rate and for one basic penalty day above all other earnings for the violation of Article 4 on **XX-XX-XXXX** (date). I arrived at **XXXXXX** (terminal) at **XX-XX** (time) and was required by **X.XXXXXX** (title and name of CP Official) to perform switching activities until tie-up. Trainman **X.XXXXXX** (name) was qualified, rested, and available prior to arrival on the **XXXXXX** (terminal) Trainman's **Extra Board** (or) **XX Pool-board**.

Information for Extra Switching Claim:

- Delay Report
- Name of available Trainman

Perform Extra Switching When Other Trainman Rested and Available (AFHT)-CI Claim

Claiming **XX:XX** (time) or **\$XXX.XX** (dollar amount, at either service rate or OT rate) pay and one basic penalty day above all other earnings for the violation of Article 4 and 7 on **XX-XX-XXXX** (date). I arrived at **XXXXXX** (terminal) at **XX:XX** (time) and was required by **X.XXXXXX** (Title and name of CP Official) to perform switching activities until tie-up. Trainman **X.XXXXXX** (name) was qualified, rested, and available prior to arrival on the **XXXXXX** (terminal) Trainman's **Extra Board** (or) **XX Pool-board**.

Information for Extra Switching Claim:

- Delay Report
- Name of available Trainman