



# **OPERATING RULES OF THE SPCRR**

**EFFECTIVE APRIL 1, 2005**

# **SAFETY FIRST**

**SOCIETY FOR THE PRESERVATION OF CARTER RAILROAD RESOURCES**

**P.O. Box 783, NEWARK CA 94560**

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## **SPCRR GENERAL RULES**

This activity is supposed to be **fun**. Strive to make it so

1. Safety for all people, animals and property is of paramount importance.
2. All volunteers must read these rules and obey them. A copy is in the Train Order box and in the Operations box and aboard a regular scheduled train.
3. Volunteers must treat other volunteers, visitors, and park personnel with respect, courtesy, and cooperation. Use of profane or vulgar language in dealing with public, patrons, park visitors and staff is forbidden.
4. All volunteers must have completed the prescribed training before he or she can be permitted to work. Some jobs require certification. Recertification must be done each year for the new season starting in April.
5. Children of volunteers must be under appropriate supervision at all times.
6. Our host organization is East Bay Regional Park. Their rules and emergency procedures supercede ours, and must be followed at all times
7. Accidents, defects in track or equipment, or any unusual condition, which may effect the movement of equipment, must be promptly reported to the Operations Supervisor, General Manager, the Trainmaster, Track Manager, the Master Mechanic, or the Brakeman in Charge that day.
8. Volunteers must expect the movement of trains on any track, at any time, in either direction or the movement of horses anywhere.
9. Carelessness by members to their own safety or the safety of others will not be condoned.
10. Any injury suffered by a member, no matter how slight, or any injury to another park volunteer, staff member or visitor must be reported to the Park manager of the day
11. Any disagreement between two volunteers, or volunteer and staff, or volunteer and visitor, must be referred to the Park manager of the day to be resolved.  
**DISPUTES MUST NOT BE AIRED IN PUBLIC WHEN THE PARK IS OPEN TO VISITORS.**
12. Protection of SPCRR property from theft, damage, vandalism, fire, or willful abuse is the responsibility of all SPCRR volunteers.
13. **Your volunteer hours are important. You must report them. Forms are in 10, the operations box and the tack room.**

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## **EAST BAY REGIONAL PARK DISTRICT RULES**

1. The East Bay Regional Park District's Ardenwood manager or his or her appointee is in charge of the entire park and the activities of volunteers within the park.
2. Direct orders from the park manager are to be followed by SPCRR volunteers whether the park is open or not unless such order will result in injury to public, crew, or property.
3. Accidents, injuries, interruptions or changes in SPCRR's operating schedule are to be reported to the park manager or designate at the earliest possible moment.
4. SPCRR volunteers are to lend assistance to Park staff in the event of any emergency situation, such as injury to a volunteer or visitor, fire, injury to an animal, etc.
5. SPCRR revenue depends on running trains to match our published schedule (operating timetables) and changes and additions the park makes. If we do not run, and the fault is judged to be an equipment failure, lack of staffing, sick horse, or other just cause, we CAN operate mechanically or the handcar a small number of times a year to mitigate the financial losses from a train shut down. **ANY CHANGE OF SERVICE REQUIRES THAT THE PARK MANAGER BE NOTIFIED**
6. Ardenwood is a historic theme park. Guidelines about period dress, and behavior appropriate to the interpretive mission of the park, are spelled out in Park rules and guidelines, and are to be followed by all SPCRR volunteers.

***SEE EBRPD/SPCRR CLOTHING GUIDELINES***

## **GENERAL EQUESTRIAN RULES**

1. All volunteers must have completed the prescribed training course or be in training with trainer present, before he or she can be permitted to work in any equestrian area. All three equestrian jobs require certification: Groom, Horse Handler, and Driver. Recertification is required for the new season starting in April. Guidelines for certification follow.
2. No volunteer may elect to remove any horse from its corral without the permission of the Operations Supervisor or the designated driver or trainer of the day.
3. Mishandling or abuse of any animal is strictly forbidden.
4. No child under 12 is permitted to enter a corral at any time without an adult supervisor **in the corral** with the child.
5. In the absence of the Operations Supervisor, the scheduled Driver of the day is in charge of the horses.
6. For safety, steel toed boots, a long sleeve shirt and long pants will be standard apparel while working with the horses. This apparel should be in keeping with standard Park costuming policy as appropriate for groomers, Horse Handlers and Drivers. Steel toed boots are required. Special appliances are available to make regular boots acceptable.
7. Tetanus vaccinations and emergency information must be up-to-date for all horse volunteers, and on record with the Operations Supervisor.
8. A Handler, or certified Driver, must attend a horse that is being walked through, or corralled in a public area. Handler or Driver must be extremely attentive to sudden movements of children or adults near a horse, and be prepared to intervene. Petting of horses is allowed in public, but only under direct, close supervision of Driver or Handler. Horses in the pen at Arden Station are in an appropriate railroad area so do not need a handler or driver in constant attendance.
9. Each groom, handler and driver must be trained and certified on each horse. Recertification is required on each horse for the new season starting in April.
10. Every person working with a horse must know the current project for the donation box on the train.

# TRAIN RULES

## **General Operating Rules**

1. Two people, Brakeman and Driver/Engineer are the minimum required crew to operate the railroad. Both of these jobs require certification. If a certified Brakeman and a certified Driver/Engineer are not present, **THE TRAIN DOES NOT RUN.**
2. Certification consists of:
  - a. Reading the rulebook.
  - b. Attending a half-day or more training class.
  - c. Apprenticing for a full day of public operation.
  - d. Sign-off by certifying official.
  - e. Brakemen certification includes horse train and locomotive train as one.
  - f. Engineer certification is for each engine.
  - g. Driver certification is for each horse.
3. A list of certified Brakemen, Engineers, and Drivers will be kept by the Operations Supervisor, General Manager and the Trainmaster, and treated as the only roster of qualified operating personnel. **ONLY CERTIFIED PEOPLE CAN OPERATE THE TRAIN ON PUBLIC DAYS OR WITH THE PUBLIC ON BOARD.** A List will be kept in Operations box and 10.
4. On all public train rides the Brakeman and Driver/Engineer are both "in charge" of the train. *In other words, if either the Brakeman or Driver/Engineer decides that for whatever reason operating conditions are unsafe, operation **MUST** be halted immediately, and the Operations Supervisor, Trainmaster or General Manager and the East Bay Regional Park District's Ardenwood manager for the day, must be notified.* SPCRR's Trainmaster, Operations Supervisor, or higher SPCRR authority, must give permission before the operation of the line may resume or if brakemen and driver/engineer repair track, engine, car or horse problem, they may resume if both agree to resume service.
5. All SPCRR operating crews are required to read this set of rules and abide by them. This does include visitors, or members operating their own equipment on our tract.
6. Trains operate by current timetables published by the Railroad and includes changes made by park staff.  
**OPERATING CREWS MUST ADHERE TO THIS TIMETABLE**, unless unsafe conditions, track or equipment makes such running hazardous.
7. The use of intoxicating liquor or drugs while on duty, or being on duty under the influence of liquor or drugs, is strictly prohibited. Train crew under the influence will be removed from duty.
8. **Train crew must not alight from or board a moving piece of equipment.**

9. Crews will see that track is clear and switches are set to the mainline and locked during normal scheduled operation. This will be checked by a required daily inspection of the track by the Brakeman, and as needed during the day.
10. Rolling stock must not be left afoul of the adjacent track at switches. Fouling points are designated with "CLEAR" posts.
11. When crew are working between, upon, in or under any rolling stock, for the purposes of inspection, repair or service to any of them, a **blue flag** must be displayed at both ends of said pieces of equipment where a coupling can be made. This flag cannot be removed except by the person who put it there. While the flag is displayed, said pieces of rolling stock may not be coupled to or moved.

Cars marked with a **white flag or tag** by the Master Mechanic or Curator are marked as out of service and are not to be moved without the express permission of the Curator or Master Mechanic, and approval of the Trainmaster or General Manager.

12. Any object waved vigorously on or near the track is a signal to stop immediately.
13. When a train or cars are to be left without a crewmember in charge, train or car must be placed on track affording the maximum protection. Hand brakes must be fully applied and the wheels must be chained if the car has no brakes or its brakes will not keep it from rolling.
14. Passengers may only embark and disembark from a stopped train. They may embark and disembark only at a station platform or by using the steps from the end platform.
15. Crews must make all reports required of them in due time, and in the form and manner prescribed. Reports forms are
  - a. Conductor's Daily Report
  - b. Brakeman's Daily Report




Examples are included in this rulebook.

16. Crews (both Driver/Engineer and Brakeman) are jointly responsible for judging the condition of track and switches to be "safe" as the train passes over the line. However, when the Brakeman is in position at the rear of the moving train, his or her vision is limited, and the primary responsibility for checking track conditions is born by the Driver/Engineer.

17. At ALL times during operation, the **Brakeman** is responsible for being able to see hand signals given by the Driver/Engineer. The **Engineer** is responsible for being able to see hand signals given by the brakemen.

### 18. BASIC HAND AND LANTERN SIGNALS

Hand Signals to be delivered by a Brakeman to the Driver/Engineer to direct the switching or coupling of cars are shown in the figure.

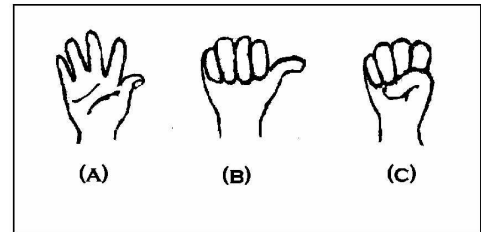
Description of Signal	Indication	Movement
(1) Swung at right angle to the track	STOP	
(2) Raised and lowered vertically	PROCEED	
(3) Swung slowly at a right angle to the track	BACK UP	

- a. One and only one Brakeman directs the Driver/Engineer by prior agreement.
- b. At ALL times during switching operations, the Driver/Engineer is responsible for being able to see hand signals given by the Brakeman.
- c. Other hand-signals may be used to indicate the distance between cars or other objects by prior agreement between the Brakeman and Driver/Engineer.

### **SPECIAL EQUESTRIAN OPERATION HAND SIGNALS:**

Equestrian Operation hand signals to be delivered by the Driver to the Brakeman during train operation:

- a. "Open hand" held over head: full brake release
- b. "Hitch hiker's thumb": partial application of brake
- c. "Clenched fist" held over head:  
EMERGENCY STOP: full, rapid application of brake.



### **Multiple Car Operation**

Multiple car trains are trains with two or more coupled cars pulled as a single-consist.

1. Multiple-car trains will only be operated under the authority of the Trainmaster or Board of Directors and are operated under the direct supervision of a Conductor.
2. Multiple-car trains may only be moved by a locomotive unless prior approval of the Board of Directors, Trainmaster, and Operations Supervisor has been received.
3. The minimum crew for a multiple-car train is an Engineer, a Conductor, and a Brakeman for each passenger-carrying car. The Conductor may act as a Brakeman on the car farthest from the engine. For example, a two-car train requires at least a 3-man crew (Engineer, Brakeman, and Conductor working as a Brakeman.)
4. The Conductor will be in direct contact with the Engineer at all times either by radio, direct line-of-sight or signaling device.
5. For safety reasons passengers may not be on board cars when coupling or uncoupling cars.
6. Under no circumstances will anyone stand between cars or crawl under cars while they are connected to the locomotive. The locomotive must be uncoupled from the car; the engine moved one rail length away; and a blue flag placed before any work can begin. No such work will be performed without the approval of the Conductor.
7. Cars must be coupled and uncoupled safely. In no case will Brakemen stand between cars or use their hand to support the link while they are being coupled.
  - a. Link and Pin Couplers.  
The link is pinned into the car that will be moving and is held up using a switching pole until the link enters the coupler on the static car. The static car is pinned.
  - b. Safety Link and Pin Couplers (SAM).  
The link is pinned into the car to be moved. A pin is placed in the SAM coupler on the static car at angle on the pin-stop. A switching pole is used to support the link until it

enters the coupler on the static car. The impact of the coupling will cause the pin to drop. If it doesn't it can be hand-pinned.

c. Miller Couplers

Miller Couplers must be locked into a center position using the chained pin. The coupler is placed in operating position (hand-lever in "left" position). The chained pin is used to pin the link into the Miller hook. The coupler is placed into the "Center" neutral position (this will tension the coupler into a center position). The coupler is then used as a link and pin coupler. In all cases the link-and-pin will be in the Miller coupler before coupling to another car.

d. "Knuckle" or Janney Couplers

Treat as Link-and-Pin couplers unless coupling to another knuckle coupler. When coupling to another knuckle coupler both knuckles must be opened using the opening lever on the car body.

e. Miscellaneous Couplers

A number of the cars have "odd" couplers. These will be coupled in as safe a manner as is possible. In no case will a Brakeman endanger him or her self to couple a car. For example: The red push car has a long pole with a yoke on one end which hooks and pins around the axle of the push car and an eye on the other end to couple with the engine with a pin.

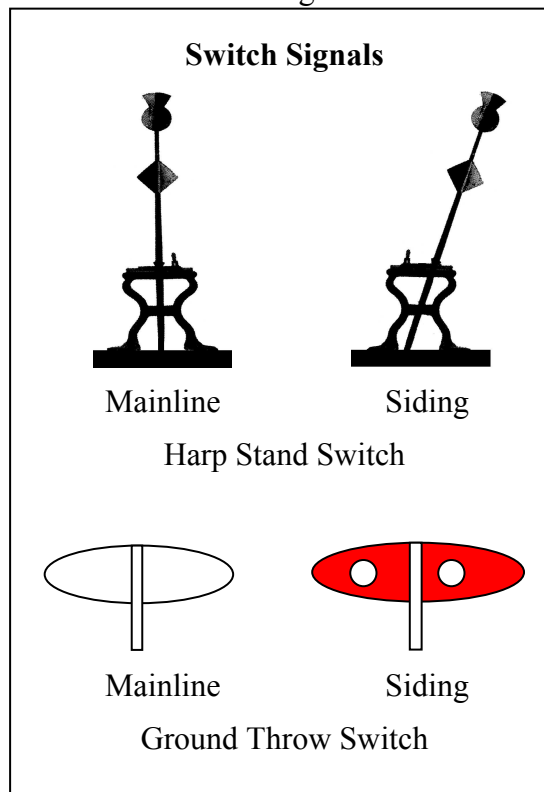
## Switches

The SPCRR uses stub switches operated by either a harp stand or a ground-throw. Harp stands have a harp shaped base and a combination mast and throw lever. A locking latch is used to lock the switch into position. A ground throw switch has a counter weighted lever and vaned rotary signal.

Stub Switches have the following rules:

1. Harp Stand Switches must be latched with the lock bail securing the latch before any equipment may roll through the switch.
2. Ground throw switches must be fully thrown before any equipment may roll through the switch.
3. Harp Stand switches must be locked when not in use.
4. All switches must be thrown to the position specified in the current train orders after use.

Switch keys are available from the General Manager at his or her discretion. A deposit is required for each key. Report missing keys immediately to the General Manager, Operations Supervisor, or Safety Manager.



## ***Multi-Train Operation***

From time to time the SPCRR may find it necessary to operate multiple trains simultaneously. These rules pertain to multiple train operation:

1. Multi-train operation requires the approval of the Trainmaster, the Operations Supervisor and the Board of Directors.
2. The SPCRR uses a block based train-movement system. **Only one train is allowed in a block at a time.**

The blocks are:

- a. Ardenwood Yard Block      Mainline from end-of-track to Arden Station and the crossover switch.
  - b. Shirley siding              Shirley siding from end of line to Mainline-Shirley siding switch.
  - c. Willows Block                Mainline from Ardenwood Station to the Farmer's Crossing (crossing at west end of North Woods).
  - d. Grove Block                 Mainline through the North Woods from Farmer's Crossing to Deer Park Station.
  - e. William Patterson Block    Mainline from Deer Park Station to William Patterson Station.
  - f. Car-shops Block              Mainline from William Patterson Station to End-of-Track in the Apple Orchard Area.
  - g. Deer Park Siding             Deer Park Siding from switch-to-switch.
3. A dispatcher will be used to direct train traffic using radio or other suitable signaling device.

## ***Mechanical Operation***

Mechanical operation is the operation of a locomotive on SPCRR track. These rules govern SPCRR owned or operated locomotives. Locomotives are not toys and their operation must be conducted safely and sanely.

1. Only a certified Engineer may operate a locomotive.
2. Engineers must certify separately on each engine that they operate.
3. Mechanical operation is restricted to the hours when the park is closed to the public with the following exceptions:
  - a. Operation in lieu of the horse-drawn train due to illness, weather, or other condition allowing safe mechanical operation but not safe horse-drawn operation.
  - b. Operations on "Open-space" days to perform maintenance of way, switching cars, and passenger hauling as a fund raising activity.
  - c. Operation by approval of the Board of Directors, Trainmaster, and the Operations Supervisor.

4. Locomotives must be operated on SPCRR business only.
5. The use of intoxicating liquor or drugs while operating a locomotive or the operation of a locomotive under the influence of liquor or drugs, is strictly prohibited.
6. Locomotives must be operated safely. All locomotives must carry a valid fire extinguisher, 2 blue flags, coupling stick, and shovel.
7. All locomotives must be equipped with a functional spark arrestor.
8. It is strictly prohibited to dispose of waste oil or fuel in an unsafe or illegal manner. *See Guidelines for the disposal of hazardous materials.*
9. No smoking is allowed while operating a locomotive. Eating or drinking is not allowed while the locomotive is in motion.
10. Each locomotive will have an operations checklist and logbook. The Engineer must sign and initial the checklist indicating that all steps have been performed. The Engineer must complete the log entry indicating the date, time, number of hours operated, and the reason the engine was operated.
11. An Engineer has the responsibility to refuse to operate a locomotive at any time, when in his or her opinion such operation is unsafe or will cause damage to property.

### ***Night-time Operation***

1. Nighttime operations are any operations occurring after sunset and before sunrise.
2. Brakeman, engineers, conductors, and other staff shall have a functional flashlight or other lantern. Conductors and engineers will have two way radios.
3. The conductor and engineer will agree upon a signaling lantern and radio instructions prior to operations.

## **RULES FOR PUMP CARS**

1. The handcars are not toys. They are only to be used for official or sanctioned museum purposes.
2. You must be certified to operate the handcar before using it with the public.
3. Training shall consist of:
  - a. Rules
  - b. Operating Instructions
  - c. Safety Issues
  - d. Trackage Rights
4. Car(s) shall be kept chained and locked when not in use.
5. When the car is in use the primary operator shall be on the brake pedal of the car.
6. Brakes shall be applied whenever a passenger is boarding or alighting.
7. Standing Passengers must keep their hands on the pump handles at all times. Sitting passengers must sit on the side of the car and hold onto the A-frame.
8. Maximum speed of the handcar shall be carefully regulated; maximum speed should not exceed the normal speed of the train when the horse is at a walk.
9. No more than five persons shall be allowed to pump the narrow-gauge handcar at one time. The Operator may have one pumping passenger next to him/her. There may be up to three pumping passengers on the opposite end. Four additional passengers may sit back-to-back on the deck with their heads centered on the A-frame.
10. No more than six persons shall be allowed to pump the standard-gauge handcar at one time. Passengers may sit back to back on the non-brake side of the handcar.
11. Fill out pump car usage and passenger count log.
12. Track Rights
  - a. During operating hours, you must have permission from the Trainmaster, or the Operations Supervisor or Conductor/Driver of the regularly scheduled train if the Trainmaster is not on duty.
  - b. Under no circumstances shall the handcar or any other non-scheduled movement of equipment interfere with the regularly scheduled train.
  - c. When there are no scheduled trains, the Operator of the hand-car is expected to make sure that the track is clear and available.
  - d. In case of trackage right conflicts the handcar shall always lose and must be returned to the nearest siding or removed from the track.

### ***Hand-Car Usage with Panel Track***

1. Panel-track (also called “snap-track”) must be assembled using no less than 3 cross ties or cross bolts per rail section. Rails must be bolted together with tie plates with at least one bolt through each rail.
2. Rail ends will be secured with either a crossed-tie or other buffer to prevent a car from rolling off the rail ends.
3. Track must be laid such as to minimize cross traffic by pedestrians and vehicles.

## **FUELING LOCOMOTIVES AND OTHER GASOLINE OR DIESEL EQUIPMENT**

Volatile fuels (Gasoline, Diesel, kerosene, etc,) are used to power locomotives, MOW equipment, vehicles and generators. These will be fueled using the safest possible method.

1. Smoking or open flame is not allowed with 50 feet of an open fuel container.
2. If a transfer pump is being used, the fill nozzle will be in direct contact with the fill pipe at all times to avoid static sparks. The transfer pump should be inspected for cracked and leaking hoses before use.
3. If a funnel or pour spout is being used, care must be taken to minimize spillage.
4. Spillage must be allowed to evaporate before equipment is started.
5. A functional Class ABC fire extinguisher shall present whenever fueling is taking place.

## **FIRE RULES**

The following rules are to be used any time fire (stove, lamp or forge) is used in the SPCRR's activities:

1. A fire must never be left unattended. One person must be designated the "fire watcher". That person must remain with the fire until relieved or until the fire is out and cold.
2. A fire extinguisher must be available for emergency use at all times. Additional fire control equipment is recommended (water buckets, water pump or other).
3. When a fire is used inside a railcar at least 2 doors must be unlocked and available for use as exits.
4. No flammable materials will be stored inside any car in which kerosene lamps or a stove is used. There are no exceptions to this rule.
5. We will observe a 24 hour "no fire" rule in any car or structure after the use of flammable materials such as paint strippers or oil based paints.

## **HAZARDOUS SUBSTANCE STORAGE POLICY**

The following rules apply to the storage of flammable and hazardous substances. Flammable substances include volatile fuels (Gasoline, Diesel fuel, Kerosene, ether and other engine starters), solvents (alcohol, acetone, lacquer thinners, Stoddard fluid, mineral spirits, turpentine, and paint removers), and any other substance marked "flammable" or "inflammable". Hazardous substances include poisons (herbicides, pesticides, fungicides, and rodenticides), clean and contaminated lubricants, most paints, shellac pigments containing lead or arsenic, and removed paint. This list is not exhaustive and is intended to indicate exclusivity.

1. All flammable and hazardous materials will be stored and handled in a safe manner according to the rules and regulations of the East Bay Regional Park District and the City of Fremont.
2. Flammable liquids must always be stored in fume proof containers. If a container cannot be sealed the hazardous material must be destroyed in a safe and expeditious fashion. **IN NO CASE WILL IMPROPERLY SEALED CONTAINERS BE STORED IN A CLOSED SPACE.**

## **WEAPONS POLICY**

The SPCRR conforms to EBRPD's weapons and firearm rules. These rules ban the possession and discharge of firearms within the bounds of Ardenwood Historic Farm Regional Park. Nevertheless, because dramatic tension is required for some reenactments, the use of firearms and other weapons may sometimes be necessary. Such use requires the written permission of the EBRPD and approval of the SPCRR's board of directors.

Any time weapons of any sort are used in reenactments, the following rules will be observed:

1. No weapons will be fired during reenactments: Therefore no ammunition of any sort (live rounds, half-loads, blanks, caps, shell casings or simulated shells) is to be allowed within the park.
2. Weapons will not be pointed directly at any individual under any circumstances. Any weapon with a safety shall be carried with the safety on at all times. Edged weapons must be used in a responsible and safe manner.
3. An armorer shall be named and certified by the safety manager or general manager, and will take charge of and bear responsibility for all firearms. When not in use during a reenactment, weapons will be kept under lock and key. The armorer will inspect each and every weapon when unlocked and unpacked and will maintain personal control until the weapon(s) are needed on stage.
4. Actors are responsible for their assigned weapon while on stage.
5. The armorer will supply each actor certified for weapon carrying with his or her designated firearm at an appropriate time just prior that actor's entrance. At that time, both the armorer and the actor shall inspect the weapon and both must be satisfied as to its unloaded condition.
6. At the end of the reenactment, or after an actor exits and has no further need of his weapon, he will surrender it directly to the armorer at the earliest convenient moment.
7. The armorer will again check weapons for ammunition prior to locking up, and again assure himself that all weapons are unloaded and that no ammunition is present.
8. Certification for weapon carrying consists of:
  1. Reading, understanding and possessing a copy of these rules.
  2. Being given a short course in firearm safety.
  3. Being checked out on a designated weapon by the armorer.
9. If another organization is conducting an event at which firearms are used and that group has taken responsibility for firearms control from the EBRPD, then the SPCRR shall conform to the stricter of that organization's firearm policies or the SPCRR's weapon policies.

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## **POSITION DESCRIPTIONS AND DUTIES**

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### ***Driver (Certified Position)***

**Minimum age:** 16

**Job Description:**

**Must certify on each horse and recertify for the new season starting in April..**

Does everything the handler and groom does, plus:

1. The Driver is fully responsible for the handling of the horse during regular train operations. The Driver will share responsibility with the Brakeman for the safe operation of the train and may halt the operation of the train when conditions seem unsafe.
2. The Driver is responsible for the horse the entire time it is outside the corral area, either in use on a train, or tied up waiting for a train to run. During layover between runs, responsibility for the horse may be temporarily assigned to a horse handler, but only under the direct order and authority of the Driver.
3. The horse will only be left unattended when it is chained up in the pen at Arden station since this is a railroad area with a fence to keep public out. Driver or horse handler must attend the horse at all times and is responsible for safe public access to the horse, including petting, inspection or simply standing nearby.
4. The horse will not be coupled to a train when there is no Brakeman aboard. Ideally, the Brakeman should be at the brakewheel for the entire time the horse is coupled. But for short periods of time, with concurrence from the Driver, Brakeman may leave the brakewheel to attend to passengers, gate, or other problems.
5. The Driver may call for an emergency stop in the event that an obstruction or hazardous or dangerous condition is noted. The signal for an emergency stop is a clenched fist, raised high above the Driver's head.
6. The Driver will assume full control of the horse during the operation of the train, and maintain speed appropriate for the location, and the condition of the track. Galloping of horses is emphatically discouraged at any location at any time, but trotting is allowed.
7. Driver will be familiar with train schedules and public operation of the train, and will jointly (with Brakeman) insure the on-time performance of the train.

## ***Horse handler (Certified Position)***

**Minimum Age:** 16

### **Job Description:**

**Must certify on each horse and recertify for the new season starting in April.**

Does everything the groom does, plus ground driving and hitching the horse. A horse handler is considered a Driver in training.

1. A horse handler will assist the Driver with the horse.
2. A Horse handler may assume responsibility for the horse at hitching posts at any depot or in transit between barn and depot under supervision and direction of the Driver.
3. Handler will know and practice all SPCRR safety rules as they apply to horse handling, car operation, and will practice those rules.
4. Will also be knowledgeable about draft horses, and history of the operation and will be able to answer the public's questions.

## ***Groom (Certified Position)***

**Minimum Age:** 16

### **Job Description:**

**Must certify on each horse and recertify for the new season starting in April.**

A groom will assist the Driver and the handler in the management of horses. For example, a groom can watch horse while the Driver or handler takes a short break.

1. Groom will be knowledgeable about train operation and be able to answer public's questions about train schedules.
2. Brings horse out of corral by him or herself; grooms horse, harnesses the horse, learns to lead the horse and learns about basic horse care and practice.
3. Groom is expected to move up to handler position.

## ***Brakeman (Certified Position)***

**Minimum age:** 16

### **Job Description:**

**Brakeman must certify on both horse drawn and locomotive pulled trains for the new season starting in April.**

**Brakemen must be physically capable of stopping the car using handbrakes, and must demonstrate this ability during certification.**

### **Brakemen's Responsibilities:**

1. A brakeman is responsible for track and car inspection before each operating day, and for operation of train brakes during service. With the Driver or Engineer is responsible for the overall safe operation of the train. He/She is responsible for the historical interpretation and public programs on the train. (Together with a docent and/or Station Agent if on duty).
2. The Brakeman is responsible for the welfare and security of the passengers on the train, as well as the general condition and safety of the rolling stock and track, as well as safe application of hand brakes.

### **Duties at the beginning of each day:**

Read and understand the timetable that applies to that day.

1. Carry and accurately set timepiece to correct local time.
2. Inspect the car:
  - a. Make sure seats, hardware, steps, and basic appliances are securely attached.
  - b. MOST IMPORTANT: INSPECT FOR A WORKING BRAKE SYSTEM
  - c. Use the "12-18" rule: check 12 bolts, three on each brakebeam, for tightness; check 18 brake pins, 3 on each brake lever, to make sure pins are secured by a cotter key, and in place.
  - d. ***Manually test the brake system to make sure it is working***
3. Inspect the track:
  - a. Are all switches in the correct position; are they locked?
  - b. Is there anything blocking the track such as tree limbs or track materials. Are there LOW limbs? Check for trash or debris near the tracks- anything that is closer than one foot from the tie ends is too close!

#### **"Safety Rules"**

- No Smoking is allowed on the train.
- Passengers must remain seated during the time the train is operating.
- Passengers must refrain from eating or drinking on the train.
- Passengers must not grab branches and foliage from the train.

- c. Is there anything **SERIOUSLY** wrong with the track- broken rail, bad ties, or gopher holes?
  - d. Are there any rotten ties that could catch a horse's foot and break its leg?
  - e. Report any and all serious problems that could affect safety. **CONTACT** the Driver. Reach a decision together about the safety of operation.
4. Make sure standard equipment is aboard: A fire extinguisher, first aid kit, EBPD radio, 2 blue flags, pinch bar, shovel, rake, lead rope, paperwork, schedule and the donation box.
  5. Brakeman will carry a switch key as standard part of equipment.
  6. Brakeman will fill out daily report on track conditions, car condition, prior to operation. **EXAMPLES OF THESE FORMS ARE ATTACHED.**
  7. Brakeman will check **SPCRR Train Order Board** for any special notices or instructions issued by trainmaster.

### **Duties while operating the train:**

1. Safety rules are to be explained to public before train starts.
2. Allow time for public interpretation (greeting of passengers, story telling, safety rules, etc.) **BEFORE** the train starts.
3. While a horse drawn train is in motion, it is critical that Brakemen attend to the brakes at all times. **Horse-drawn trains require that the Brakeman pay particular attention to the horse, Driver and condition of the track ahead.** During this time, conversation with passengers should be minimized.
4. For a horse drawn train, be at the brakewheel, ready for duty, before the horse is coupled to the train; remain at the brakewheel until the horse is uncoupled. During this time, Brakeman may only leave the brakewheel with concurrence of Driver.  
  
For mechanical operation, the Brakeman must attend the brakes from the time the Engineer signals a move until the time the Engineer signals a 'stop'.
5. For a horse drawn train, it is the responsibility of the Brakeman to make sure that passengers are seated before the horse is coupled, and remain seated until the horse is uncoupled from the train at the end of the ride  
  
For mechanical operation, it is the responsibility of the Brakeman to make sure that passengers are seated before the Engineer moves the train, and remain seated until the Engineer signals a 'stop' at the end of the ride.
6. In conjunction with the Driver, attend to all conditions governing safety (car, track and horse and or locomotive) and be prepared- at all times- for emergency stops.
7. The Brakeman will assist passengers with strollers, passengers in wheel chairs, and in general be of assistance in boarding and unloading passengers from the train.
8. The brakemen will count and record the number of passengers riding on the train.
9. Be able to assist driver with horse if necessary.

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**Duties at the end of each operating day:**

1. Complete and file both *Brakeman's Daily Report* and *Conductor's Daily Report* in appropriate binders in Operations box.
2. Return blue flags, radio (to tack room), switch-key, fire extinguisher, lead rope, paperwork, donation box and first aid kit to Operations box.
3. Pick up any litter on the train and place it in a trash receptacle.
4. Close gate on train and close and chain gates on platform.

## ***Conductor (Certified position)***

**Minimum Age:** 18

### **Job description:**

**Must recertify for the new season starting in April.**

The Conductor is responsible for the safe operation of a **Multi -Car Train**. He or she is responsible for the safety of the passengers and operating crew during switching, coupling, operation and loading and unloading the train. The Conductor directs the train's brakemen and Engineer.

A Conductor must be a certified Brakeman and operated the a locomotive.

***The Conductor's position is on the opposite end of the train from the motive force.***

### **Duties**

Conductors must ensure that operation in a multi-car train is safe. When a train comes to a halt the Conductor must be visually assured before a train may be released for motion that:

1. All cars are properly and safely coupled.
2. That each passenger-carrying car has a certified Brakeman on the hand brake.
3. That the brakes are released prior to movement.
4. That all passengers are seated and all crew are at their stations.
5. That no blue flags or other signals indicate the train is not ready for motion.
6. That the Engineer is certified and is ready for movement and understands the train's route and destination and schedule.
7. That the track is clear of obstructions, animals, and people.
8. That the train owns the current operating block.
9. That all required safety equipment is on board the train.
10. That all crossover boards are removed and stored safely prior to movement of the train.

**Only the Conductor may release the train for motion using radio, hand signals, or other signaling devices.**

The Conductor is responsible for completing the Conductor and Brakeman reports for multi-car trains. Each brakeman may fill out passenger count information to be given to the conductor to file in operations box.

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## ***Handcar Operator (Certified Position)***

**Minimum Age:** 14 (see exception)

**Job Description:**

Handcar Operators operate the handcar (pump car) for public or other members. They function as the chief interpreter on the handcar.

**Duties:**

1. Provide assistance in boarding and un-boarding passengers,
2. Supervise on-board passengers and enforcing these rules.
3. They must be capable of carrying out interpretive programming while pumping the handcar.
4. Passenger counts must be taken and filed in the operations box
5. A voluntary donations box may be onboard.

**Exception:** *Underage members can be certified to operate the handcar. They may only carry other SPCRR members and under no circumstances be allowed to carry the public. Such certification shall be marked 'underage' in pen.*

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## ***Docent (Non-certified Position)***

**Minimum Age:** 8

**Job Description:**

Docents assist the operating crew by providing narration, telling stories, and dealing with passengers.

## ***Locomotive Engineer (Certified Position)***

**Minimum Age:** 18

### **Job Description:**

Locomotive Engineers operate the SPCRR's locomotives.

1. All Engineers must be SPCRR certified Brakemen.
2. Engineers must certify for each locomotive in service separately.
3. Engineers must have a valid Driver's license.
4. Each locomotive has a different set of operating rules. These rules and responsibilities are provided during training for each locomotive.
5. Engineers are responsible for understanding and performing all movements in accordance with the currently active train orders unless such orders will result in an unsafe condition..

## ***Fireman (Non-Certified Position)***

**Minimum Age:** 18

### **Job Description:**

Firemen are Engineers-in-training learning how to operate the SPCRR's locomotives.

1. All firemen must be certified brakemen.
2. Firemen must have a valid driver's license.

## ***Wipers (Non-Certified Position)***

**Minimum Age:** 12

### **Job Description:**

*Wipers assist the Locomotive Engineers and Fireman in operating and maintaining the engine. They work under the direct supervision of the Locomotive Engineer. They may not drive at any time.*