GGLS POLICY AND PROCEDURES FOR PUBLIC TRAIN OPERATIONS

Created January 2008
Reformatted January 2013

1 GENERAL

1.1 Purpose and Scope

1.1.1 The purpose of this document is to provide policy and procedures for the operation of a miniature railroad train used to transport the general public at the facilities of Golden Gate Live Steamers (GGLS) in Tilden Park, Berkeley, California.

1.1.2 Transport of the general public shall be limited to approved equipment of seven and one-half (7 ½) inches in gauge, crewed by trained and certified personnel operating on the outside main line track of the club facility.

1.1.3 The policy and procedures provided in this document are supplemental to the current GGLS Safety and Operating Rules in effect.. In the event of conflict or ambiguity between the documents, the more stringent rule or guideline is to be observed.

1.2 Standards

1.2.1 The GGLS Public Train follows the standards commonly referred to as the IBLS standard. Cars and equipment operating on the track must conform to this standard.

2 Track

2.1 Inspection

2.1.1 It is the responsibility of the Station Master-Dispatcher to ensure that the track as been inspected prior to dispatching any train carrying the public.

2.1.2 The outside main line track is inspected before each run day, either by walking the track or by taking an empty train around.

2.1.3 The inspection should include at least the following:

2.1.3.1 Fallen branches across the track.

2.1.3.2 Low branches that can be 'grabbed' by the public or that can hit them.

2.1.3.3 Rocks, twigs or other debris that can cause derailment.

2.1.3.4 Switches (turnouts) positioned to the correct direction and points and frogs free of debris.

2.1.3.5 Low spots, and rail out of gauge.

2.1.4 Any track maintenance item needing attention should be directed to the track chairman and note the milepost and mark the area if necessary. *ANY UNSAFE CONDITION MUST BE RECTIFIED BEFORE CARRYING PASSENGERS.*

3 Equipment

3.1 Locomotives and Rolling Stock

3.1.1 All equipment used for carriage of the public shall conform with the "GGLS Safety and Operating Rules" handbook currently in effect.

3.1.2 All Locomotives must have a log book to record operational issues.

3.1.2.1 All Steam Locomotives must follow GGLS Safety Rules.

3.1.3 Rolling stock must have a log book to log issues and maintenance.

3.1.3.1 All rolling stock shall have their trucks inspected quarterly for wear, loose bolts, secure hubs and worn wheel flanges.

3.1.4 Any defective piece of equipment shall be tagged with a Bad Order Tag and be removed from service until repaired. Bad Order Tags are found in the car storage area of the Shattock Barn.

3.2 Train Assembly

3.2.1 Train assembly will be performed by the first arriving crew members that are sufficiently qualified in the inspection and operation of the required equipment. Standing orders for train assembly shall be as follows:

3.2.1.1 Live Steam Locomotive – Under all circumstances where a live steam locomotive is available for service, the weather & track condition is favorable and a qualified crew is available, the public train shall be assembled with said locomotive.

3.2.1.2 Rolling Stock – An appropriate number of passenger cars will be selected, based upon size of locomotive and expected passenger volume. Guidelines for maximum train size are posted in the Shattock Barn. Only bench seat cars shall be used for transporting the general public. Gondola type cars with high sides shall not be used.

3.2.1.3 Last Car - The last car of the train should have a seat for the Conductor-Flagman-Brakeman and a red signal flag.

3.2.2 Care should be exercised in assembling the train to note if there are any "BAD ORDER" tags on any equipment, or if any equipment appears to have suffered damage since its last use. Damaged, suspect damaged, or "BAD ORDER" tagged equipment should not be assembled on the train.

3.3 Inspection

3.3.1 It is the responsibility of the Conductor-Flagman-Brakeman to ensure that the train has been inspected on every run prior to signaling that the train is authorized to depart the station with general public passengers on board.

3.3.2 The Conductor/Brakeman/Flagman shall personally inspect all rolling stock on the train. The Engineer-Fireman shall inspect the engine and tender and the Conductor/Brakeman/ Flagman shall confirm with the Engineer-Fireman that this equipment is in good operating order.

3.3.3 The inspection shall include:

3.3.3.1 Verification that all cars are properly coupled, couplers are in good working order and safety chains are in place on every car.

3.3.3.1.1 Two safety chains must be used per each car connection, one to the left and the other to the right of the couplers.

3.3.3.1.2 Safety chains should have sufficient slack to accommodate normal turn radius but not excessive slack so as to foul with track work.

3.3.3.1.3 Couplers should not have excessive height mismatch (minimum 50% coupler knuckle engagement)

3.3.3.2 Verification that all car wheels are on track.

3.3.3.3 Verification that no debris or obstruction are under the train or on the track in the station area.

3.3.3.4 Verification that each car is properly loaded:

3.3.3.4.1 Passengers should be properly centered on the car.

3.3.3.4.2 Cars should not be overloaded (Sect 5.3).

3.3.4 *ANY INSPECTION ITEM NEEDING CORRECTION SHOULD BE CORRECTED PRIOR TO AUTHORIZING TRAIN DEPARTURE.*

3.3.4.1 Equipment to be removed from service should be pulled from the train and 'BAD ORDER' tagged with indication of equipment problem(s).

3.4 Train Dis-assembly

3.4.1 Train dis-assembly and return to storage is the responsibility of the train crew operating the last public train of the day.

3.4.2 The equipment will be stored in the barn per the posted storage diagram.

3.4.3 Propane Fuel Tanks, if used, must be removed from the equipment before storage.

3.4.4 Steam Engines must be blown down before storage and tenders drained of water before storage if equipped with drain valves.

3.4.5 Engine logbook should be updated to indicate any observations made during the day's run, especially if there were any problems observed.

3.5 TRAIN OPERATING PROCEDURES

3.5.1 General

3.5.2 All GGLS Safety Rules apply. (See Safety Rule document)

3.5.3 Minimum crew for public train operation will be three (3) club members trained and approved for the following duties: Station Master-Dispatcher, Engineer-Fireman and Conductor-Flagman-Brakeman. Any train transporting the general public must have a minimum crew of two (2) adult club members: Engineer-Fireman and Conductor-Flagman-Brakeman.

3.5.4 The public train shall only operate on the outside main line, unless otherwise authorized by action of the Board of Directors during track maintenance and/or special events.

3.5.4.1 Direction of travel is determined by the Station Master-Dispatcher and is normally counter-clockwise.

3.5.4.2 Passengers of the general public shall normally board and disembark only at Tilden Station. The Station Master may on special occasions load at the Shattock Barn at his/her discretion.

3.5.4.3 Passengers of the general public shall remain on the train during unscheduled stops unless otherwise directed by the train crew. The Conductor-Flagman-

Brakeman is responsible for orderly passenger conduct.

3.5.5 More than one train may operate on the outside main line during public running. The following additional rules apply:

3.5.5.1 Trains must keep one (1) milepost distance at all times if not under signal control.

3.5.5.2 Stalled or disabled trains must protect the back of the train with a flag placed so that it is clearly visible to an oncoming train for a minimum distance of one hundred (100) feet (mile post separation distance).

3.5.5.3 Station Master-Dispatcher will control traffic and his/her word is final.

3.5.6 Roles and Responsibilities

3.5.7 Station Master-Dispatcher

3.5.7.1 The Station Master-Dispatcher is responsible for:

3.5.7.1.1 Controlling the safe movement of passengers in the station area and on and off of the train.

3.5.7.1.2 Directing the movements of the train(s).

3.5.7.1.3 Delivering the Safety Instructions to the passengers.

3.5.7.1.4 Conversing with the waiting passengers.

3.5.7.2 The Station Master-Dispatcher must be at least 14 years old, be a GGLS member in good standing and have met all training and qualification criteria specified in section 7.0.

3.5.8 Conductor-Flagman-Brakeman

3.5.8.1 The conductor is responsible for the overall safe operation of the train as follows:

3.5.8.1.1 Verify that cars are properly loaded and in good order prior to signaling for departure.

3.5.8.1.2 Observing the public and the train while the train is in motion and signaling a stop order to the engineer should an unsafe condition arise.

3.5.8.1.3 Instructing passengers as to correct actions to be taken in the event the train has made an unscheduled stop.

3.5.8.1.4 In circumstances where multiple trains are operating on the outside main line, protecting the rear of the train in the event of an unscheduled stop.

3.5.8.1.5 Assisting with any train problem that might develop.

3.5.8.1.6 Leading the safe evacuation of the passengers if the train becomes disabled.

3.5.8.2 The Conductor-Flagman-Brakeman must be at least 18 years old, be a GGLS member in good standing and have met all training and qualification criteria specified in section 8.0.

3.5.9 Engineer

3.5.9.1 The engineer is responsible for the safe operation of the train as signaled by the Conductor.

3.5.9.2 The engineer must be at least 18 years old, be a GGLS member in good standing and have met all training and qualification criteria specified in section 9.0.

4 Passenger Safety

4.1.1 Safety Announcement

4.1.2 Delivered by the Station Master-Dispatcher.

4.1.3 The Safety Announcement can be as simple or as elaborate as you want, but must include the following:

4.1.3.1 Remain seated, facing forward, with legs straddling the bench seat.

4.1.3.2 No rocking back and forth.

4.1.3.3 Keep feet on the floor of the car you are riding on.

4.1.3.4 Don't reach out and touch or grab anything.

4.1.3.5 If the train should stop for any reason, remain seated with feet on the floor of your car unless instructed otherwise by a member of the train crew.

4.1.4 The Conductor will signal that the train is safe for departure by two (2) blasts of the whistle or radio communication.

4.1.5 The engineer will respond with two (2) blasts of the locomotive whistle and will proceed to place the train into motion at his discretion.

4.2 Passenger Infraction

4.2.1 If a passenger is observed violating one of the safety rules or is acting unsafe, the Conductor will alert the engineer by blowing continuous short blasts of the whistle or by radio communication. The engineer will stop the train and the Conductor will talk to the person who is causing the problem.

4.3 Car Loading

4.3.1 Cars should be loaded with a maximum of two (2) adults and two to four (2 to 4) children to a car. The load should be balanced (evenly distributed front and rear). There should be sufficient room on the car for all passengers to sit comfortably with their feet resting on the floor of the car they are seated on.

4.3.2 Small children must be able to sit on the bench seat. Babies in arms are not permitted. Babies in papoose packs are not permitted as this raises the center of gravity of the adult.

4.4 ADA

4.4.1 Passengers with disabilities that can be safely accommodated shall be allowed to board. Any person who would be physically unable to safely walk back to Tilden station from the far end of Heinz Loop should not be allowed to board. All passengers must be able to sit on the bench seat without mechanical support. Any special equipment required (eg. cane, oxygen bottle, etc.) should be placed on the floor of the car in such a fashion as to not create a hazard of fouling with track or equipment on the ground or raising the center of gravity of the car. Passengers that cannot maintain balance without significant assistance, or cannot

safely board, ride or exit the train shall not be allowed to board. Expectant mothers in late term (8th or 9th month) should be encouraged not to board. The Station Master will make boarding decisions on a case-by-case basis. Any person refused service should be tactfully advised of the safety reasons why and the suggestion that Redwood Valley Railroad may be able to provide service should be offered.

5 Accidents

5.1 Emergency Evacuation

5.1.1 In the event of a disabled train, the passengers shall be escorted back to the passenger station by following the closest safe route along the right of way.

5.1.2 The engineer shall secure the locomotive and extinguish the fire before leaving the train to assist the evacuation.

5.1.3 If radio communications are available, the Conductor shall be responsible to notify the Station Master-Dispatcher of the situation and request assistance if necessary.

5.2 Injury

5.2.1 In the event of a serious passenger injury, the train crew should call 911 and give directions to GGLS. A train crew member should meet the emergency vehicle in the parking area and direct them to the injured person.

5.2.2 Obtain names, addresses, and phone numbers, and statements from all potential witnesses.

5.3 Accident Report

5.3.1 From time to time, minor derailments occur that are annoyances, but do not result in any injury. However, if an accident occurs that results in any injury or passenger property damage, an Accident Report (Appendix A) must be filled out and sent to the GGLS Secretary for file.

6 Station Master-Dispatcher Qualification

6.1 The Station Master-Dispatcher must be at least fourteen (14) years old.

6.2 The Station Master-Dispatcher must demonstrate the following:

6.2.1 Knowledge of the GGLS Safety Rules.

6.2.2 Demonstrate the ability to safely move passengers onto and off of the train.

6.2.3 Demonstrate the ability to clearly communicate the safety announcement to passengers before allowing departure of the train from the station.

6.3 The Engine Committee Chairperson shall maintain a list of qualified Station Masters-Dispatchers and shall post a copy of this list in the clubhouse and with the GGLS Secretary.

7 Conductor-Flagman-Brakeman Qualification

7.1 The Conductor-Flagman-Brakeman must be at least eighteen (18) years old.

7.2 The Conductor-Flagman-Brakeman must demonstrate the following:

7.2.1 Knowledge of the GGLS Safety Rules.

7.2.2 Demonstrate the ability to perform proper equipment safety checks with no assistance.

7.2.3 Demonstrate the ability to verify proper car loading with no assistance.

7.2.4 Demonstrate knowledge of section 6.0 of this document and approved emergency stop and evacuation plans that may be developed and revised from time to time.

7.2.5 Demonstrate the ability to supervise the train in motion with passengers while being observed with a qualified Conductor-Flagman-Brakeman riding and observing.

7.3 The Engine Committee Chairperson shall maintain a list of qualified conductors/flagman/brakemen, and shall post a copy of this list in the clubhouse and with the GGLS Secretary.

8 Engineer Qualification

8.1 The Engineer must be at least eighteen (18) years old.

8.2 The Engineer must demonstrate the following:

8.2.1 Knowledge of the GGLS Safety Rules.

8.2.2 Demonstrate ability to steam up the locomotive with no assistance.

8.2.3 Demonstrate the ability to operate the locomotive with no assistance.

8.2.4 Demonstrate the ability to shut off the fuel in an emergency.

8.2.5 Demonstrate the ability to operate the locomotive and train with passengers while being observed with a qualified engineer riding and observing.

8.3 The Engine Committee Chairperson shall maintain a list of qualified engineers and shall post a copy of this list in the clubhouse and with the GGLS Secretary.

APPENDIX – ACCIDENT REPORT FORM

ACCIDENT REPORT

Date: Time:
Engineer:

Description:
Describe the accident in detail. List names of witnesses and if there were any injuries. If injuries, list names and phone numbers of witnesses and persons injured.

Root Cause:
Describe the cause of the accident

Damage:
Describe any damage to the equipment or track as a result of the accident.

Recommendation:
List any recommendations that may avoid future accidents of this kind.

Sign and submit to the GGLS Secretary.

Sincerely,