OPERATING DEPARTMENT

Certification of Locomotive Engineers

I. Purpose and Scope

The purpose of this policy is to delineate the requirements for certification of new and existing locomotive engineers at the Western Pacific Railroad Museum. Additionally, it will ensure that only qualified persons operate a locomotive or train at the Western Pacific Railroad Museum; it will prescribe minimum standards for the eligibility, training, testing certification and monitoring of all locomotive engineers; and it will ensure that qualifications for locomotive engineers prescribed in this policy are pertinent to any person who operates a locomotive. Any person who violates any requirement of this program or causes the violation of any such requirement is subject to revocation of certification as a Locomotive Engineer and/or disqualification from the Operating Department.

II. Definitions

Qualified means a person who has passed all appropriate training and testing programs required by the Western Pacific Railroad Museum and who, therefore, has actual knowledge or may reasonably be expected to have knowledge of the subject on which the person is qualified.

Compliance test means any test designed to monitor a Locomotive Engineer's compliance with Western Pacific Railroad Museum's General Code of Operating Rules.

Locomotive Engineer means any person who moves a locomotive or group of locomotives regardless of whether they are coupled to other rolling equipment.

Instructor Engineer means a person who:

1. Is a qualified Locomotive Engineer in accordance with Operating Department Entrance and Service Requirements;

2. Has been selected by the Superintendent of Operations or the General Superintendent to teach others proper train handling procedures;

3. Has demonstrated an adequate knowledge of the subject under instruction.

Designated Supervisor of Locomotive Engineers is a Certified Passenger Engineer designated as such by the Superintendent of Operations or the General Superintendent in accordance with their knowledge and skill. This person understands the requirements of this program and can appropriately test and evaluate the knowledge and skills of locomotive engineers, and has the necessary supervisory experience to prescribe appropriate remedial action for any noted deficiencies in the training, knowledge, or skills of a person seeking to obtain or retain certification.

III. Certification

A. Qualification of Locomotive Engineers

At a minimum, locomotive engineers shall meet each of the following Western Pacific Railroad Museum Operating Department requirements:

1. Shall have a passing grade in the annual General Code of Operating Rules examination;

2. Shall meet or exceed the Operating Department Entrance and Service Requirements for Yard Engineer, Run-A-Locomotive Engineer and/or Passenger Engineer;

3. General Criteria for Eligibility Based on Prior Safety Conduct;

   The Operating Department shall evaluate the prior safety conduct of any person it is considering for qualification as a locomotive engineer and shall require that a person is ineligible if the person has an adverse record of prior safety conduct.

4. General Criteria for Eligibility Based on Prior Operating Rules Compliance;

   The Operating Department shall evaluate the prior operating rules compliance of any person it is considering for qualification as a locomotive engineer and shall require that a person is ineligible if the person has an adverse record of prior operating rules compliance.

5. Shall be twenty-one years of age.

6. Certification shall be valid for a period of two years, unless the member is absent from locomotive engineer service for over eighteen months.

B. Criteria for Testing Knowledge

Testing methods selected by the Operating Department shall be designed to examine a person's knowledge of the General Code of Operating Rules and Practices for the safe operation of trains, is administered in written form, and will cover the following subjects: Personal safety practices; Operating practices; Equipment inspection practices; and Train handling practices.

C. Operational Monitoring

1. This program shall be conducted so that each locomotive engineer shall be given at least one operational monitoring observation by a Designated Supervisor of Locomotive Engineers in each calendar year.

2. This program shall be conducted so that each locomotive engineer shall be given at least one unannounced compliance test by a Designated Supervisor of Locomotive Engineers in each calendar year.

3. These tests can be done independently or at the same time, providing that at a minimum each locomotive engineer will be monitored at least once a calendar year for each type of test.

D. Reliance on Qualification Determinations Made by Other Railroads

The Superintendent of Operations or General Superintendent, may rely on another railroads certification shall determine that:

1. Prior certification is still valid;

2. The prior certification was for the same classification of locomotive as operated at the Western Pacific Railroad Museum;

3. The person has successfully passed the General Code of Operating Rules for the Western Pacific Railroad Museum;

4. The person has demonstrated the necessary performance skills on locomotives at the Western Pacific Railroad Museum.

E. Revocation of Certification

Upon receipt of reliable information indicating a person's noncompliance with operating rules or a safety violation, immediate temporary suspension of the person's certification may be in order. This temporary suspension of certification may be done by the General Superintendent, Superintendent of Operations, Assistant Superintendent of Operations, a Designated Supervisor of Locomotive Engineers, Train Master, Assistant Train Master, Yard Master, or an Operations Supervisor. The person giving the temporary suspension must immediately notify the Superintendent of Operations of the action taken and provide a written report as to the circumstances of the temporary suspension to the Superintendent of Operations within 48 hours. If the Superintendent of Operations is unavailable for an extended period of time, notification shall be made to the General Superintendent or FRRS President. Within twenty-one (21) days of the temporary suspension, an investigation committee of three (3) persons must convene to review all information and records regarding the temporary suspension. The committee will consist of at least two of the following, the General Superintendent, Superintendent of Operations, a Designated Supervisor of Locomotive Engineers and a third person chosen by the suspended or if they choose not to exercise this option the third member will be chosen by the Superintendent of Operations. The person making the temporary suspension may not sit on the committee officially but should be involved in all discussions of the committee.

At this meeting, the committee will review all information regarding the temporary suspension and will interview the person who has been suspended. At the conclusion of the interview, the committee will meet in private to determine if the person should continue on suspension and/or what further training needs to take place to re-certify the person as a Locomotive Engineer. If it is decided that the suspension should continue, the committee will decide the length of time of the suspension and what the person will need to do to be re-certified as a locomotive engineer.

Should the committee determine that the person should retain their Engineer status without further training and/or any other action, the person shall be returned to service within 30 days.