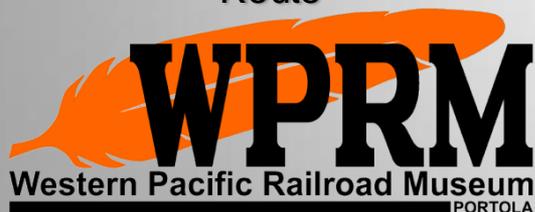




Celebrating the legacy
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Route



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Museum Railroad Radio Rules & Procedures



WP Passenger Ticket & Freight Agent at work inside Niles Depot - July 1953

Basic Radio Rules

- Radios must be used only in connection with museum business (rule 40)
- Radios must be known to be functioning
 - Radio test must consist of an exchange of voice communication (rule 41)
- Malfunctioning radios must not be used (rule 41A)
- Radio calls must be promptly acknowledged (rule 41C)
- Radio communications must be in accordance with FCC regulations (rule 42)
- Use “over” at end of transmission (rule 43)

Basic Radio Rules (continued)

- Before transmitting: listen long enough to make sure the channel is not being used (rule 44)
- Except for yard switching, or general informational broadcasts, instructions to the receiving station will be repeated to the transmitting station (rule 45)
- Any instruction received which is not fully understood must not be acted upon (rules 46, 47 and 108)
- Do not proceed with further transmission until acknowledgment is received
- Clearly Identify the intended recipient by name, position and/or locomotive number (rule 47)

Basic Radio Rules (continued)

- When using radio for switching backing or pushing, continuous contact must be maintained (rule 48)
 - Instruction must include the direction and distance to be traveled
 - Movement must stop within half of the distance specified unless additional instructions are received

Rule 42 in Detail

Radio communication must be made in accordance with Federal Communications Commission (FCC) regulations.

- (1) No employee shall knowingly transmit false distress calls or communications.
- (2) Unnecessary, irrelevant or unidentified communications are forbidden.
- (3) Obscene, indecent or profane language is prohibited.
- (4) No employee shall knowingly transmit while distress traffic is being handled on the channel.

Emergency Calls

- Emergency calls begin: **Emergency Emergency Emergency**
 - Used only to cover initial reports of:
 - Injury to employees or the public
 - Fires
 - Collisions
 - Track obstructions or defects
 - Property damage
 - Derailments
- that are truly emergency in nature
- All employees must give absolute priority to an emergency communication
 - Do not transmit unless answering or aiding the emergency call

Museum Radio Usage

- Museum Radios:
 - Issued by proper authority at beginning of shift
 - Return all museum radios to proper authority at end of shift
 - All radios will be treated with appropriate care
 - You are responsible for any radio issued to you
 - Report any malfunctioning radio to proper authority
- Use of personal radios allowed provided:
 - FCC type accepted for railroad usage
 - Properly configured for our frequency and bandwidth
 - You are responsible for your radio and your radio's emissions

Using Radios at WPRM

- Prevent feedback
 - avoid transmitting near other radios
- Always use locomotive cab radios during operations if equipped
 - do not rely on handheld radios in locomotive cabs
- Operating Dept Bulletins:
 - # 1 9-1-1993 Radio Usage in RIP Track
 - # 6 6-4-1997 RIP Track
- Be aware of “dead spots” on museum property
- Minimize usage of radios during normal operations
- Read and follow the Radio - Policy Protocol on the Operating Dept Forms & Documents web page

In Place of Hand Signals

- Use of hand signals during daytime and lantern signals during nighttime are the preferred forms of communication (rule 1700)
- When giving radio movement instructions:
 - “Ahead” is travel in direction of locomotives “F” lettering (rule 1701)
- When switching between hand and radio signals, entire crew must be notified of change (rule 1702(4))