



# OPERATING DEPARTMENT

## BULLETIN PROCEDURES-DESCRIPTIONS

### 2.2 Bulletins, Orders, and Notices

#### 2.2.0

Volunteers/Employees shall examine the bulletin book each working day prior to operating any equipment.

2.2.1 Volunteers/Employees shall comply with bulletins, orders and notices whose duties they affect.

2.2.2 **General Orders:** Written directives issued and signed by General Superintendent, Superintendent of Operations or Safety Officer and distributed throughout Western Pacific Railroad Museum Operations.

2.2.3 **General Bulletins:** Written directives issued and signed by General Superintendent, Superintendent of Operations, Safety Officer or designee and distributed throughout Western Pacific Railroad Museum Operations.

2.2.4 **Safety Bulletins/Orders:** Written directives issued and signed by the General Superintendent, Superintendent of Operations, Safety Officer or designee and distributed throughout Western Pacific Railroad Museum Operations.

2.2.5 **Operating Bulletins:** Written directives issued and signed by General Superintendent or the Superintendent of Operations.

2.2.6 **Other Bulletins:** Written directives issued and signed by the General Superintendent or the Superintendent of Operations that contain information that affects the operations and/or procedure of the Western Pacific Railroad Museum.

2.2.7 **Notices:** Written directives issued by the General Superintendent or the Superintendent of Operations to provide information about specific events, construction projects, reroutes and general information.

2.2.8 **Special Orders:** Written directives issued by the General Superintendent or the Superintendent of Operations.

2.2.9 Volunteers/Employees reporting for duty shall check the bulletin book daily for new bulletins, orders or notices prior to operating any equipment.

2.2.10 Volunteers/Employees returning from a period of absence are responsible for compliance with bulletins, orders or notices posted during their absence.

2.2.11 Volunteers/Employees receiving bulletins or orders from the proper authority must formally acknowledge their receipt and understanding of the document.

All Bulletins will be signed by either the General Superintendent or the Superintendent of Operations.

All Yard Master, Road Master, Mechanical, Dispatchers, DSLE Bulletins that apply to train operations shall be approved and signed by the General Superintendent or Superintendent of Operations prior to posting for crews.

Should there be any questions on the operations or this bulletin, please contact the General Superintendent or the Superintendent of Operations

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