



OPERATING DEPARTMENT ANNUAL CREW TRAINING

CREW TRAINING PROCEDURES

- **Introductions** of other members (new and returning)
 - New members, and returning members without photos on the Operating Department Crew Roster web page, should get their photo taken for the roster and employee ID badges.
- **Sign in** - Use sign -in sheet to get everyone signed in for crew training.^[1]
- Get new member operating dept. personnel-record form filled out.
- Get Safety Orientation Checklist form filled out for new crewmembers.^[2]
- Emergency Forms (get from all crewmembers)
- Release of Liability (get from all crewmembers)
- Qualification Card Audit (get from all crewmembers)
- Crew Training Self Certification (get from all members who completed online rules test)
- Those that have not completed online rules test will need to take it in person.^[3]

CREW TRAINING MATERIALS:

- Using the Operating Department – Crew Training Materials
(From the website – Museum > Operating Department > (under Reference Material)
Click on Operating Dept. Crew Training Materials

NOTE: any orange highlighted text in the crew training material will take you to the full text of the training or video. (Example: 309 Hand Signal Training Video – will take you to the video.)

The crew training is in the following order: (as on the website)

Starting at Welcome (000)

Safety (100)

Crew Member Orientation (200)

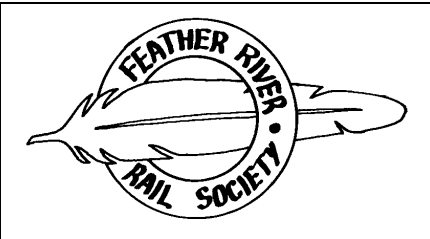
Training (300)

Qualification (400)

Records and Reports (500)

Training Procedures (600)

Position Descriptions (700)



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Misc: Question (800)

RAL Engineers (900)

Non-Classroom Activities (1000)

Caboose Train Operation (1200)

There are other links in the “**Reference Material**” section of the Operating Department web page that can be used; **Hand and Lantern Signals, Museum Bulletins, Museum Forms and Documents, Operating Dept. Form and Documents, Operating Dept. Roster.**

There are other links in the “**Crew**” section of the Operating Department web page that can be used to reach various crew items, such as; **Training Registration, Crew Sign up, Extra Board, Todays Crew and Sleeper Reservations.**

Books used (copies in file cabinet in Operations Office):

Current Rule Book

Operating Department Entrance and Service Requirements

Forms used:

FRRS Emergency Form

Release of Liability Volunteer

Qualification Card Audit

Safety Orientation Checklist (for new members)

Footnotes:

- [1] – Sign-in sheet can be printed from Operating Department “File Cabinet” under “Records” at bottom of Operating Department Crew Training web page. (Username and password required.)
- [2] – All required forms can be printed from the Operating Department Crew Training web page at the bottom under “Forms”.
- [3] – Crewmembers who have completed the online rules exam will be shown on the Operating Department Roster on the Operating Department web page. Paper rules exams are in the file cabinet in the Operating Department’s office. New members use the 100 question exam, returning members use the 50 question exams. Answer sheets and answer keys are located in the file cabinet.