Operating Rules for Capital Railway (ORCR)

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Always verify that this is the latest revision before use.

These rules are for the information and guidance of employees and others who have been authorized to use it.

NOT FOR PUBLIC USE

OPERATING RULES FOR CAPITAL RAILWAY (ORCR)

These Rules were approved by the Minister of Transport effective 04-18-2023 under the authority of the Railway Safety Act of 1988 for use on Capital Railway.

Effective 09-22-2023

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1 General Notice

Safety and a willingness to obey the rules are of the first importance in the performance of duty.
If in doubt, the safe course must be taken.

2 Definitions

For the purpose of these rules and special instructions, the following definitions apply:

AUTOMATIC TRAIN PROTECTION (ATP)
A trainborne equipment package which when fitted to a DMU will continually check and enforce the speed of the DMU with the allowed speed specified by the network Signalling and Train Control System (S&TCS). The ATP equipment includes the Siemens TGMT ZUB on-board computer unit and the Siemens Train Operator Display (TOD). ATP does not provide the DRO with authority to perform a movement, rather it provides the DRO with information and context of the forthcoming signal block status. Authority to enter or foul track other than non-main track is only conveyed to the DRO by the Signal Indication, RTC permission or written authority, or Special Instructions.

BLOCK
A length of track of defined limits, the use of which by a movement is governed by block signals.

BLOCK SIGNAL
A fixed signal at the entrance to a block to govern a movement entering or using that block.

CENTRALIZED TRAFFIC CONTROL SYSTEM (CTC)
A system in which CTC rules apply.

CONTROLLED BLOCK
A block in CTC between consecutive controlled locations or points.

CONTROLLED SIGNAL
A CTC block signal which is capable of displaying a Stop indication until requested to display a less restrictive indication by the RTC.

CONTROLLED LOCATION

A location in CTC the limits of which are defined by opposing controlled signals.

CONTROLLED POINT
A signal location in CTC consisting of controlled signal(s) in one direction only.

CROSSOVER
A track joining adjacent main tracks or a main track and another track.

DAILY OPERATING BULLETIN (DOB)
A document containing applicable information from each GBO, instructions and other
information requiring compliance within limits indicated in special instructions.

DIESEL MULTIPLE UNIT (DMU)
A unit of motive power, operated from a cab control car used in passenger service.

ELECTRONIC COMMUNICATIONS METHOD (ECM)
An electronic method for transmission and cancellation of
authorities, instructions or information.

ENGINE
A locomotive(s) operated from a single control or a cab control car, used in train, transfer or yard service.

ENGINE IN YARD SERVICE
An engine with or without cars utilized exclusively in switching, marshalling, humping, trimming and industrial switching.

EQUIPMENT
One or more DMUs, engines and/or cars which can be handled on their own wheels in a movement.

FIXED SIGNAL
A signal or sign at a fixed location indicating a condition affecting the operation of a movement.

GENERAL BULLETIN ORDER(S) (GBO)
Instructions regarding track condition restrictions and other information that affect the safety and operation of a movement.

HIGH RISK LOCATION
A track, or portion of a track, other than a main track, subdivision track, or siding; identified in special instructions, on which unattended equipment requires the application of Rule 112(a).

INTERLOCKING
An arrangement of interconnected signals and signal appliances for which interlocking rules and special instructions are in effect.

INTERLOCKING LIMITS
The tracks between the extreme or outer opposing interlocking signals of an interlocking.

INTERLOCKING SIGNAL
A fixed signal at the entrance to or within interlocking limits to govern the use of the routes.

DIESEL MULTIPLE UNIT TRAIN
A train comprised of one or more diesel multiple units.

MAIN TRACK
A track of a subdivision extending through and between stations governed by one or more methods of control upon which movements, track units and track work must be authorized.

MARKER
When used, will indicate the last piece of equipment in a movement. It will be one of the following:

- a red light, a red reflectorized plaque, a sense and braking unit (SBU), or
- an occupied caboose, distributed power remote locomotive consist or distributed braking car, when the last piece of equipment in the direction of travel.

METHOD OF CONTROL
Rules and/or special instructions governing the use of a track(s).

MOVEMENT(S)
The term used in these rules to indicate that the rule is applicable to trains, transfers, engines in yard service or Diesel Multiple Unit trains.

MULTI-TRACK
Two or more main tracks of a subdivision at the same location.

NON-MAIN TRACK (NMT)
Any track(s) other than those listed in time table columns as having CTC, OCS, ABS or Cautionary Limits applicable and unless otherwise provided include a requirement to operate at REDUCED speed.

OCCUPATIONAL TERMS:

Assistant Conductor
An employee working under the supervision of a conductor. May also be referred to as trainperson or yardperson.

Conductor
An employee in charge of the operation of a movement.

Crew Member
A conductor, assistant conductor, locomotive engineer, Diesel Rail Operator or Utility Employee.

Employee
A person qualified to regulatory and company standards employed by the company. Applies to contract employees and employees of other companies and railways operating and/or performing other rules related duties on the host railway trackage.

Foreperson
An employee in charge of the protection of track work and track units.

Diesel Rail Operator (DRO)
An employee in charge of the operation of a Diesel Multiple Unit Train Wherever the occupational names or titles of “conductor” and “locomotive engineer” appear in these rules, special instructions or general operating instructions, they apply to the Diesel Rail Operator performing the duties, unless otherwise stated.

Locomotive Engineer
An employee in control of the engine

Pilot
An employee assigned to a movement when the locomotive engineer or conductor or Diesel Rail Operator, are not fully acquainted with the physical characteristics or rules of the railway over which the

movement is to be operated.

Proper Authority
The rail traffic controller or the appropriate railway supervisor.

Rail Traffic Controller (RTC)
The employee in charge of the supervision and direction of rail traffic and for the provision of protection for track work and track unit operation on a specified territory.

Sub-foreperson
A rules qualified employee that works under the protection held by a foreperson.

Switchtender
An employee that handles switches for other employees.

Utility Employee
An employee who can be used as a temporary crew member or perform other assigned duties.

RESCUE MODE
A process applied to an immobilized DMU with an isolated brake system to facilitate coupling with equipment, a train, or track unit for towing purposes.

SCHEDULE
Information pertaining to the operating times of a passenger train.

SIDING
A track adjacent and connected to the main track which is so designated in the time table, GBO or operating bulletin.

SIGNALLED SIDING
A siding where CTC rules apply.

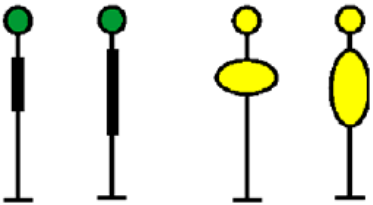
SIGNAL INDICATION
The information conveyed by a fixed signal.

SINGLE TRACK
One main track on a subdivision at a location.

SWITCHES:

Dual Control Switch
A switch equipped for powered and hand operation.

Non-Main Track Hand Operated Switch
A switch used to route equipment or a track unit within non-main track territory.



Normal Position Reverse Position

Note: Switch targets may be different shapes than illustrated but must not be diamond shape.

Switch
A device used to route equipment or a track unit from one track to another.

SPEEDS:

REDUCED Speed
A speed that will permit stopping within one-half the range of vision of equipment.

RESTRICTED Speed
A speed that will permit stopping within one-half the range of vision of equipment, also prepared to stop short of a switch not properly lined and in no case exceeding SLOW speed.
When moving at RESTRICTED speed, be on the lookout for broken rails.
When a broken rail is detected, the movement must be stopped immediately and must not resume until permission is received from the RTC.

SLOW Speed
A speed not exceeding (25 km/h). (15 miles per hour)

TURNOUT Speed
Unless otherwise provided by signal indication or special instructions, a speed not exceeding 23 km/h. Speeds at turnouts on Capital Railway trackage are identified in the time table.

Speed Equivalency Table – Metric and Imperial Measurement

Speed Equivalency Table	
Imperial	**Metric**
53 MPH	85 km/h
50 MPH	80 km/h
45 MPH	72 km/h
44 MPH	71 km/h
40 MPH	65 km/h
37 MPH	60 km/h
34 MPH	55 km/h
30 MPH	48 km/h
28 MPH	45 km/h
25 MPH	40 km/h
22 MPH	35 km/h
19 MPH	30 km/h
15 MPH	25 km/h
12 MPH	20 km/h

10 MPH	16 km/h
6 MPH	10 km/h
5 MPH	8 km/h
4 MPH	6 km/h
3 MPH	5 km/h
2 MPH	3 km/h

STATION
A location identified by a station name sign and designated by that name in the time table.

SUBDIVISION
Railway trackage designated by time table.

TIME TABLE
The special instruction that contains subdivision description information and footnotes relating to the operation of movements and track units. Time table may contain information applicable on other tracks.

TRACK OCCUPANCY PERMIT (TOP)
Authority issued for the protection of track units and track work.

TRACK UNIT (TU)
A vehicle or machine capable of on-track operation utilized for track inspection, track work and other railway activities when on a track.

TRACK UNIT SPEED
A speed that;
(a) permits a track unit to stop within one-half the range of vision of equipment or a track unit;
(b) permits a track unit to stop short of a switch not properly lined or any obstruction or track defect that may prevent safe passage.; and
(c) does not exceed maximum authorized speed for that track unit.

Track units handling equipment must not exceed the lesser of; authorized freight, passenger or temporary speed restrictions. The

delivery method for temporary speed restrictions will be indicated in special instructions.

Before a track unit may handle equipment on tracks in which Rule 843 applies, the foreperson must be in possession of the current DOB. Foreperson operating track units handling equipment encountering Rule 843 signals not associated with GBO in the current DOB must not exceed 16 km/h (10 MPH) within the Rule 843 limits

TRACK WORK
Any work on or near the track that may render the track unsafe for movements at normal speed or where protection against movements may be required for employees and machines involved in track construction and repairs.

TRAILING END
The tail end of the last piece of equipment in a movement in the direction of travel.

TRAIN
An engine with or without cars intended to operate on the main track at speeds in excess of 25 km/h (15 MPH) or a track unit when so designated.

TRAIN INFORMATION BRAKING SYSTEM (TIBS)
A system with rear and front of train radio communication components capable of:
(i) monitoring and displaying brake pipe pressure on the rear car;
(ii) calculating and displaying distance measurement;
(iii) initiating an emergency brake application at the rear of the train from the controlling locomotive.

TRANSFER
An engine with or without cars operating on main track at speeds not exceeding 25 km/h (15 MPH)

UNATTENDED
When an employee is not in close enough proximity to take effective action.

YARD
A system of non-main tracks, utilized to switch equipment and for other purposes over which movements may operate subject to

prescribed signals, rules and special instructions.

3 General Rules

A Every employee in any service connected with movements, handling of main track switches, all switches equipped with a lock and protection of track work and track units shall;

(i) be subject to and conversant with applicable ORCR rules, special instructions and general operating instructions;

(ii) have a copy of this rule book, current time table and any supplements and other documents specified by the company accessible while on duty. On Capital Railway, general operating instructions are found in the Capital Railway Operator's Manual;

CR – Special Instruction: General Rule A (ii)
Documents Required While on Duty

In addition to the requirements of General Rule A (ii), employees specified below shall also have the following documents accessible while on duty:

Document	Assistant Conductors, Conductors, Locomotive Engineer, Pilot, Utility Employee	Diesel Rail Operators	Foreperson and other Engineering Employees in Possession of a Valid Certificate of Rules Qualifications	Rail Traffic Controllers
Emergency Response Guidebook	X		X	X
Rules Respecting Track Safety			X	
Capital Railway Operator's Manual		X		
General Engineering Instructions			X	

Employees on duty must also carry with them:

- Valid Dangerous Goods Certificate of Training, when trained in the handling of transporting of Dangerous Goods.

IMPORTANT:

- All employees in safety critical positions must maintain periodic medicals (which include hearing and vision testing) in accordance with government rules and regulations and Capital Railway policy.
- All employees in safety sensitive positions must maintain hearing and vision testing requirements.
- Employees must advise their supervisor between 1 and 3 months prior to expiry date shown on their certificates. Dangerous Goods certificate expires 3 years after training date.

(iii) provide every possible assistance to ensure every rule, special instruction and general operating instruction is complied with and shall report promptly to the proper authority any violations thereof;

(iv) communicate by the quickest available means to the proper authority any condition which may affect the safe operation of a movement and be alert to the company's interest and join forces to protect it;

(v) obtain assistance promptly when it is required to control a harmful or dangerous condition;

(vi) be conversant with and be governed by every safety rule and instruction of the company pertaining to their occupation;

(vii) pass the required examination at prescribed intervals, not to exceed three years and carry, while on duty, a valid certificate of rules qualification;

(viii) seek clarification from the proper authority if in doubt as to the meaning of any rule or instruction;

(ix) conduct themselves in a courteous and orderly manner;

(x) when reporting for duty, be fit, rested and familiar with their duties and the territory over which they operate;

(xi) while on duty, not engage in non-railway activities which may in any way distract their attention from the full performance of their duties. Except as provided for in company policies, sleeping or assuming the position of sleeping is prohibited. The use of personal entertainment devices is prohibited. Printed material not connected with the operation of movements or required in the performance of duty, must not be openly displayed or left in the operating cab of a locomotive, DMU or track unit or at any work place location utilized in train, transfer or engine control; and In non-emergency situations, Diesel Rail Operators must not communicate with passengers while operating a Diesel Multiple Unit train.

restrict the use of communication devices to matters pertaining to railway operations. Cellular telephones must not be used when normal railway radio communications are available. When cellular phones are used in lieu of radio all applicable radio rules must be complied with.

The employee controlling an engine, DMU or track unit is prohibited from using personal electronic devices and must ensure such devices are turned off and electronic earplugs/headphones removed: when in motion; or when any employee is on the equipment or track unit, outside the cab, or on the ground for work related activities.
Exceptions: Cellular phones may be used during emergencies and when radio failure occurs.
Note: Personal Electronic Devices are electronic devices not provided by the railway company.

B Special instructions will be found in time tables, general operating instructions, operating bulletins or GBO. They may be appended to or included within copies of the ORCR but do not diminish the intent of the rule unless official exemption has been granted.

C Employees must;

(i) be vigilant to avoid the risk of injury to themselves or others;

(ii) expect a movement, track unit or equipment to move at any time, on any track, in either direction;

(iii) not stand in front of approaching equipment for the purpose of entraining;

(iv) not ride the side or above the roof of moving equipment when passing side and/or overhead restrictions;

(v) not be on the roof of moving equipment, or on the lading of a moving open top car

(vi) not be on the end of a car while in motion except for the purpose of operating a hand brake; and

(vii) not ride on any car known or suspected to contain a shifted load or damaged such that its structure or components may not be secure, or any car trailing such car.

(viii) not entrain or detrain moving equipment at a speed exceeding 6 km/h (4 MPH) except in the case of an emergency. The intent to entrain or detrain moving equipment must be communicated to the locomotive engineer, who must confirm when the speed is less than 6 km/h (4 MPH).
It is prohibited to entrain or detrain on moving

DMUs.

(ix) Riding on the outside of a moving DMU is prohibited.

D Each employee must be acquainted with, and be on the lookout for, restricted side and overhead clearances. Where standard restricted clearance signs are used, no other advice of restricted clearance will elsewhere or otherwise be given. If such signs are not provided in a yard or terminal, the location of the restricted clearance will be shown in special instructions.

E Overhead and side clearance may be restricted on a track at a main shop, diesel shop or car shop. Where restricted clearance exists on such track, it will not be marked by a standard restricted clearance sign nor will its location be elsewhere or otherwise given.

F Employees must not ride on top or side of equipment when on any main shop, diesel shop or car shop track, whether or not the overhead and side clearance is restricted.

G

(i) The use of intoxicants or narcotics by employees subject to duty, or their possession or use while on duty, is prohibited.

(ii) The use of mood altering agents by employees subject to duty, or their possession or use while on duty, is prohibited except as prescribed by a doctor.

(iii) The use of drugs, medication or mood altering agents, including those prescribed by a doctor, which, in any way, will adversely affect their ability to work safely, by employees subject to duty, or on duty, is prohibited.

(iv) Employees must know and understand the possible effects of drugs, medication or mood altering agents, including those prescribed by a doctor, which, in any way, will adversely affect their ability to work safely.

H Unless otherwise specified, these rules are applicable without respect to the number of main tracks.

I Rules pertaining to the main track also apply to tracks specified as signalled sidings and other signalled tracks.

J When an Electronic Communications Method (ECM) is used,

each transmission received must be examined to ensure legibility. If the transmission is not legible this must immediately be reported to, and retransmitted by, the RTC. Illegible transmissions must not be used and in the case of paper based authorities, must be destroyed.

K When the term “in writing” is used in these rules, special instructions and general operating instructions, if the written permission, authority or instruction referred to is not received personally by the receiving employee, it must be copied by the receiving employee and repeated back to the sender to ensure it was correctly received.

L Wherever the following occupational names or titles appear in these rules, special instructions, or general operating instructions, they apply to the employee, male or female, who is qualified and is responsible for performing the duties of:
conductor,
assistant conductor,
flagperson,
foreperson,
diesel rail operator,
locomotive engineer,
pilot,
rail traffic controller,
snow plow foreperson
sub-foreperson,
switchtender.

M Wherever the following: engine, train, Diesel Multiple Unit train, transfer or movement appear in these rules, special instructions or general operating instructions, the necessary action will be carried out by a crew member or crew members of the movement. In addition:

(i) Where only one crew member is employed, operating rules and instructions requiring joint compliance may be carried out by the locomotive engineer or conductor, and

(ii) in the absence of a locomotive engineer on a crew consisting of at least two members, the conductor will designate another qualified employee to perform the rules required duties of the locomotive engineer,

(iii) The minimum operating crew requirement for a freight train or transfer carrying one or more loaded tanks cars of dangerous goods is two (2) crew members.

N The following abbreviations and acronyms as well as those authorized by special instructions may be used:

Ack	Acknowledgement
ATP	Automatic Train Protection
AWD	Automatic Warning Devices
B/E CTC Sign	Begin/End CTC Sign
B/E MT Sign	Begin/End Main Track Sign
cndr	Conductor
com	Complete
CTC	Centralized Traffic Control System
DMU	Diesel Multiple Unit
DOB	Daily Operating Bulletin
DRO	Diesel Rail Operator
E	East
ECM	Electronic Communications Method
EDST	Eastern Daylight Saving Time
eng	Engine
engr	Locomotive engineer
EST	Eastern Standard Time
frmn	Foreperson
frt	Freight
GBO	General Bulletin Order(s)
jct	Junction
km	Kilometre
km/h	Kilometre per hour
MPH	Miles per hour
MT	Main track
N	North
NA	Not Applicable
NMT	Non-main Track
no	Number
psgr	Passenger
rpt	Repeat
RTC	Rail Traffic Controller
SCS	Special Control System
SNS	Station Name Sign
S	South
sdg	Siding
SI	Special Instruction
sig	Signal
sub	Subdivision

swt	Switch
TIBS	Train Information Braking System
TOP	Track Occupancy Permit
trk	Track
trn	Train
trnm	Trainperson
Tsfr	Transfer
TU	Track Unit
W	West
wk	Work
xover	Crossover
xing	Crossing

In transmitting and repeating by voice communication, each abbreviated term, except CTC, DMU, DOB, ECM, GBO, DRO, RTC, Sub, TOP and TU must be pronounced in full.

RTC may use approved office abbreviations for station and subdivision names and for controlled points when entering addresses on computer generated forms. The normal abbreviations for days of the week and calendar months may be used.

O In these rules when the distance prescribed for the placement of signals, signs or flags is not possible due to track configuration, the maximum distance available applies. If the maximum distance available will place an advance flag at the same location as the flag it governs the approach to, such advance flag need not be placed but such must be indicated in the GBO.

Conversion Table – Metric and Imperial Measurement

To convert from	Multiply by
kilometres to miles	0.62
miles to kilometres	1.61
yards to metres	0.91
Metres to yards	1.09

Distance Equivalency Table – Metric and Imperial Measurement

Distance Equivalency Table			
Imperial	**Metric**	**Imperial**	**Metric**
6 feet	2 metres	300 feet 100 yards	91 metres
12 feet	4 metres	500 feet	152 metres
20 feet	6 metres	300 yards	274metres
50 feet	15 metres	1500 feet	457 metres
75 feet	23 metres	¼ mile	402 metres
100 feet	31 metres	1 mile	1.6 kilometres
200 feet	61 metres	2 miles	3.2 kilometres
		3 miles	4.8 kilometres

4 Time and Time Tables

1. TIME

The 24 hour system will be used and will be expressed in four digits. The digits 2359 or 0001 will be used to express the time at midnight.

2. WATCHES

Every employee as the company may direct, shall, when on duty, use a reliable watch that indicates hours, minutes and seconds and shall;

(i) be responsible to ensure that it is kept in proper working condition so that it does not reflect a variation of more than 30 seconds in a 24 hour period;

(ii) set it to reflect the correct time if it reflects a variation of more than 30 seconds; and

(iii) before commencing work, compare the time on their watch with a railway approved time source. Where a railway approved time source is not accessible, obtain the correct time from the RTC or by comparing with another employee who has obtained the correct time. Every crew member assigned to train, transfer or yard service shall compare the time with one another as soon as possible after commencing work.

Railway approved time sources will be indicated in the time table.

3. TIME IN EFFECT

Special instructions will indicate whether Standard Time, Daylight Saving Time or other designated time is in effect.

4. NOTICE OF TIME CHANGE

Notice of time change will be given by operating bulletin or GBO at least 72 hours prior to the time change taking effect and for not less than 6 days after it takes effect.

5. EMPLOYEES ON DUTY WHEN TIME CHANGES

Each employee on duty when time changes, who is required to use a watch, must change time as follows:

(i) From Standard Time to Daylight Saving Time: At 0200 Standard Time, set the time ahead one hour to indicate 0300 Daylight Saving Time;

(ii) From Daylight Saving Time to Standard Time: At 0200 Daylight Saving Time, set the time back one hour to indicate 0100 Standard Time;
and immediately verify correct time according to Rule 2 clause (iii).

6. TIME TABLES

Each time table, from the moment it takes effect, supersedes the preceding time table.

7. NOTICE OF NEW TIME TABLE OR SUPPLEMENT

Notice will be given by operating bulletin or GBO at least 72 hours prior to a new time table or supplement taking effect and for not less than 6 days after it takes effect. Notice must also be communicated to all other affected employees.

8. SYMBOLS AND DIAGRAMS

(a) The following symbols when used in the time table indicate:

- B Operating bulletins
- D Trains or Transfers report departure to RTC
- ^ Location of Trillium Line station platform extenders
- S Special Derail
- X Crossover between main tracks
- * See footnote
- \+ Interlocking - see footnotes

(b) Method of control and the limits of single track or multi-track will be indicated in the time table.

(c) The location of each interlocking will be indicated in subdivision footnotes or special instructions.
(d) Siding capacity and the extent of DOB limits will be indicated in time table columns, to the side of the station column or in subdivision footnotes.

5 Signals - General

11. FUSEES

(a) A movement approaching a red fusee burning on or near its track, or beyond the nearest rail of an adjacent track, must proceed at REDUCED speed to a point 3.2 km (two miles) beyond the location of the fusee. If moving at other than REDUCED speed, the movement must immediately reduce to that speed.
(b) A fusee should not be placed on a crossing at grade or where it may cause fire.
(c) When the fusee is located on the track occupied by an approaching movement operating at REDUCED or RESTRICTED speed as required by other than Rule 11, a stop must be made before passing the location of the fusee.

12. HAND SIGNALS

(a) Employees whose duties may require them to give hand signals must have the proper appliances, keep them in good order and ready for immediate use. Night signals must be used from sunset to sunrise and when day signals cannot be plainly seen. **Note:** The hand or a flag displayed in the same manner as the lantern, which is illustrated in the following diagrams, gives the same indication.

METHOD OF DISPLAY AND INDICATION

(i) Swung from side to side at right angle to the track.

STOP

(ii) Swung in a circle at right angle to the track at a speed in proportion to the speed required.

MOVE BACKWARD

(iii) Raised and lowered at a speed in proportion to the speed required.

MOVE FORWARD

(vi) Held horizontally at arm's length.

REDUCE SPEED

(vii) Any object waved violently by anyone on or near the track is a signal to stop.

(b) A signal given to move forward or move backward must be given in relation to the front of the controlling locomotive or DMU.

(c) A signal must be given in sufficient time before the required action to permit compliance. It must be given from a point where it can be plainly seen and in such a manner that it cannot be misunderstood. If there is doubt as to the meaning of a signal, or for whom it is intended, it must be regarded as a stop signal.

(d) Whenever practicable, when switching is being performed, required signals shall be given directly to the locomotive engineer.

(e) When moving under the control of hand signals, the disappearance from view of either the crew member or lights by which signals controlling the movement are being given, must be regarded as a stop signal.

(f) A crew member, whose movement is clear of the main track, must not give an approaching movement a hand signal to move forward.

(g) Where radio is used in lieu of hand signals, employees will be governed by Rule 123.1.

13. ENGINE AND DMU BELL

(a) The engine or DMU bell must be rung when:
- (i) an engine or DMU is about to move, except when switching requires frequent stopping and starting after the initial move;
- (ii) passing any movement standing on an adjacent track;
- (iii) approaching, passing or moving about station facilities or shop track areas; and

(b) Should the engine or DMU bell fail on the lead locomotive or DMU in the consist, repairs must be made as quickly as possible. If repairs cannot be made the movement may proceed

to the first point where repairs can be made. The engine or DMU bell if available on another locomotive in the consist will be rung continuously or operated by another member of the crew, when available, under the direction of the locomotive engineer.

14. ENGINE AND DMU WHISTLE SIGNALS
NOTE:

(i) Wherever the words "engine or DMU whistle" appear in these rules they also refer to "engine or DMU horn". Signals prescribed by this rule are illustrated by "o" for short sounds; "___" for longer sounds.

(ii) Engine and DMU whistle signals must be sounded as prescribed by this rule, and should be distinct, with intensity and duration proportionate to the distance the signal is to be conveyed. Unnecessary use of the whistle is prohibited.

(iii) Radio must not be used in lieu of engine and DMU whistle signals for indications prefixed by the symbol (#).

(a) **o**

When standing - braking system is equalized; angle cock may be closed.

(b) **o o**

Note: Not applicable when switching.

(i) Answer to a "stop" signal (except a fixed signal).

(ii) Answer to any signal not otherwise provided for.

(e) **o o o o o o**

To notify track forces of fire on or near the right of way (to be repeated as often as required).

(f) Succession of short sounds

(#) Alarm for persons or animals on or near the track.

(l) ___ ___ o ___

(ii) (#) At other whistle posts indicated in special instructions.

(iii) (#) At frequent intervals when view is restricted by weather, curvature or other conditions.

(iv) Special instructions will govern when such signal is prohibited in whole or in part.

(r) In case of engine or DMU whistle failure the engine or DMU bell must be rung continuously;

(i) approaching and moving through curves; and

(ii) approaching and passing station facilities and yards.

(t) When a snow plow is operated ahead of an engine or DMU, the employee in charge of the snow plow must sound engine or DMU whistle signals 14(f) and 14(l). All other engine or DMU

whistle signals must be sounded by the locomotive engineer as prescribed by the rule.

17. HEADLIGHT

Movements headed by equipment equipped with a headlight must display the headlight:

(b) at full power in the direction of travel while moving on the main track;

(c) on both ends of the engine or DMU while moving on non-main track but may be extinguished on the end coupled to cars.

Exceptions: When not approaching a public crossing at grade the headlight may be extinguished or dimmed:

(i) approaching or being approached by an opposing movement;

(ii) on a passenger carrying train, approaching a location where passengers will entrain or detrain;

(iii) facing oncoming vehicles at night which may be affected on adjacent roadways; or

(iv) when weather conditions cause the vision of the operating crew to be impaired.

18. HEADLIGHT FAILURE

(a) If the headlight on a movement fails and repairs cannot be made, ditch lights will be used in lieu of the headlight and the movement may proceed.

(b) If all headlights and ditch lights have failed, such lights as are available must be used proceeding to the first point where repairs can be made. At private crossings at grade not protected by automatic warning devices, movements must not exceed 16km/h (10 MPH) entering the crossing unless it is known to be clear of traffic and will remain clear until occupied.

19. DITCH LIGHTS

A train must have ditch lights displayed continuously in the direction of travel when the headlight is required to be displayed full power. If ditch light(s) fail en route, the movement may proceed to the next point where repairs can be made.

26. BLUE SIGNAL PROTECTION

(a) A blue flag by day, and in addition a blue light by night or when day signals cannot be plainly seen, displayed at one or both ends of equipment indicates that workpersons are in the vicinity of such equipment. On a track which permits entry of a movement from one end only, a blue signal displayed between

the equipment and the switch permitting entry indicates that workpersons are in the vicinity of such equipment. When such signals are displayed the equipment must not be coupled to or moved. The removal of the signal from one or both ends of equipment indicates that no workpersons are in the vicinity of the equipment and such equipment may be coupled to or moved.

EXCEPTION: When repairs must be undertaken on a occupied movement, the locomotive engineer must be notified before repair work is commenced. When so notified, the movement must not be moved nor the brakes applied or released until the workpersons have advised that they are in the clear.

(b) Other equipment must not be placed on the same track which will block a clear view of the blue signal(s) without first notifying the workpersons. When equipment is placed on the same track, the movement placing such equipment must remain on that track until the workpersons have relocated the blue signal(s) to include the additional equipment.

(c) Each class of workpersons will display the blue signal(s) and the same class of workpersons only are authorized to remove them.

(d) Special instructions will govern the use of other approved methods of protecting workpersons performing equipment repairs or inspections.

27. SIGNAL IMPERFECTLY DISPLAYED

(a) Except as provided in paragraph (b), a fixed signal which is imperfectly displayed, or the absence of a fixed signal where one is usually displayed, must be regarded as the most restrictive indication that such signal is capable of displaying. An imperfectly displayed signal must be communicated to the proper authority as soon as possible.

(b) Where a block or interlocking signal is observed with one or more lights extinguished and at least one light remains displaying yellow, movements may proceed reducing to RESTRICTED speed, preparing to stop at the next signal.

EXCEPTION: In the event that a displayed green or yellow light is extinguished then the aspect will show a Stop signal.

(c) When a signal is known or suspected of being damaged, it must be regarded as displaying the most restrictive indication that can be given by that signal.

(d) Normal progression does not apply to signals which are included in Special Instructions contained in Block and Interlocking Signals.

(e) Repairs to damaged signals must not be made by other than qualified employees. Signals that have been knocked over must not be re-erected by other than an authorized employee. If it is known or suspected that a signal bungalow has been damaged, such fact must be reported to the RTC immediately.

33. SPEED COMPLIANCE

If speed requirements for their movement are exceeded, crew members must remind one another of such requirements. If no action is then taken, or if the locomotive engineer is observed to be non-responsive or incapacitated, other crew members must take immediate action to ensure the safety of the movement, including stopping it in emergency if required.

If any movement attains a speed of 8 km/h (5 MPH) above the permissible speed, other crew members must immediately take action to ensure the safety of the movement, including stopping it in emergency if required.

34. FIXED SIGNAL RECOGNITION AND COMPLIANCE

(a) The crew on the controlling engine or DMU of any movement and snow plow foreperson must know the indication of each fixed signal (including switches where practicable) before passing it.

(b) Crew members within physical hearing range must communicate to each other, in a clear and audible manner, the indication by name, of each fixed signal they are required to identify. Each signal affecting their movement must be called out as soon as it is positively identified, but crew members must watch for and promptly communicate and act on any change of indication which may occur.

The following signals/operating signs must be communicated:

- (i) Block and interlocking signals;
- (ii) Rule 42 and 43 signals;
- (v) Stop sign;
- (vii) Red signal between the rails;
- (viii) Stop signal displayed by a flagperson;
- (ix) A switch not properly lined for the movement affected;

(c) If prompt action is not taken to comply with the requirements of each signal indication affecting their movement, crew members must remind one another of such requirements. If no action is then taken, or if the locomotive engineer is observed to be incapacitated, other crew members must take immediate action

to ensure the safety of the movement, including stopping it in emergency if required.

35. EMERGENCY PROTECTION

This rule does not authorize main track occupancy or track work.

(a) Any employee discovering a hazardous condition, which may affect the safe passage of a movement, must by the use of flags, lights, fusees, radio, telephone, or other means, make every possible effort to stop and/or provide necessary instructions to any movement that may be affected. Flag protection must be provided on main track unless or until otherwise relieved of the requirement.

(b) A flagperson must go the required distance from the condition, and in each direction when possible, to ensure that an approaching movement will have sufficient time and distance to be able to stop before the condition. Unless otherwise provided, a flagperson must go at least 3.2 km (two miles) from the condition to a location where there will be an unobstructed view of the flagperson from an approaching movement.

When a movement is observed approaching, the flagperson must display a stop signal using a red flag by day or a lighted red fusee by night or when day signals cannot be plainly seen. The flagperson must continue to display a stop signal until the movement being flagged has:

(i) acknowledged the stop signal with engine or DMU whistle signal 14 (b) (two short);

(ii) come to a stop; or

(iii) reached the location of the flagperson.

(c) A movement stopped by a flagperson must not proceed until so instructed by the flagperson. Such instructions received must be in writing.

(d) A flagperson must be equipped with a red flag and eight red fusees. The presence of an unbroken seal verifies that the flagging kit is properly supplied.

36. DECREASED FLAGGING DISTANCE

On a subdivision specified in special instructions where maximum speed for movements is not greater than 48 km/h, (30 MPH) in the application of Rule 35, 42/842 or 43/843, the distance of at least 3.2 km (two miles) is decreased to at least 1.6 km (one mile).

6 Protection of Track work and Track Conditions

40. GENERAL

(a) Special instructions will specify when Rules 42/842, 43/843 and 849 are applicable on non-main track.

(b) When designated by time table footnotes or special instructions that DOB is applicable on a track that is non-main track, protection of track work and track conditions may be provided as prescribed by Rules 42/842 and 43/843.

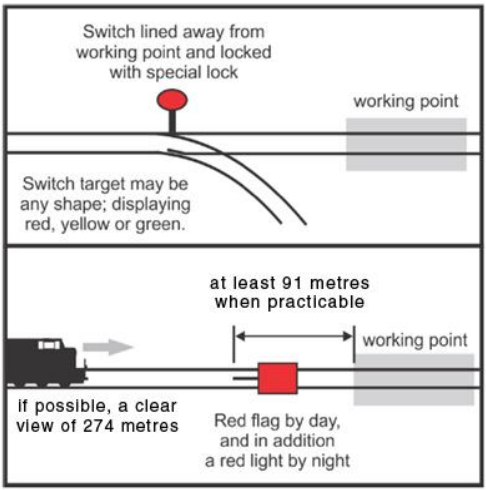
41. PROTECTION OF TRACK WORK ON NON-MAIN TRACK

This rule is not applicable on main tracks, signalled sidings and other signalled tracks, or on other tracks specified in special instructions.

(i) A movement required to operate on a track protected by a red signal between the rails or a switch locked with a special lock must be stopped before passing it and be governed by any instructions from the foreperson.

(ii) Only the foreperson or an employee authorized by the foreperson may remove the red signal and/or special lock.

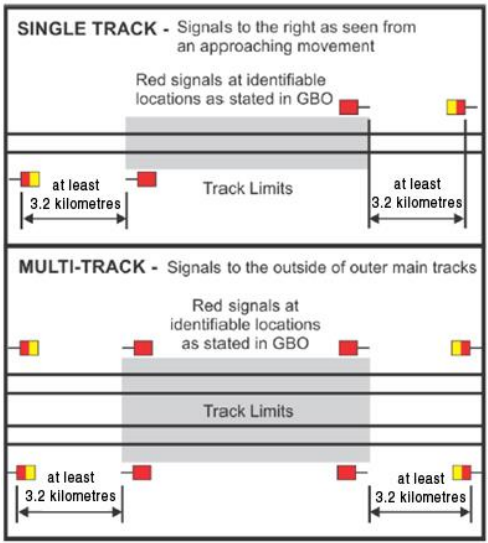
(iii) Equipment must not be left on the same track that will block a clear view of any red signal.



Note: Foreperson must refer to Rule 841

42. PLANNED PROTECTION

(a) Rule 42 signals must not be in place more than 30 minutes prior to or after the times stated in the GBO unless provided for in the GBO.



Note: Foreperson must refer to Rule 842

(b) A movement in possession of the Form Y must not proceed beyond the red signal located at the identifiable location stated in the GBO, enter the track limits stated in the GBO, or make a reverse movement within such track limits until instructions have been received from the foreperson named in the GBO. When a specific track is to be used, instructions from the foreperson must specify the track upon which the instructions apply.

(c) The instructions must be repeated to, and acknowledged by, the foreperson named in the GBO before being acted upon.

(d) When a signalled turnout is within 3.2 km (two miles) of Rule 42 protection which does not apply on all tracks, every movement must approach such location prepared to comply with the requirements of Rule 42 until it is known which route is to be used.

43. SLOW TRACK PROTECTION

Form V GBO slow track protection will be marked in the field by a

(i) yellow signal to the right of the track as seen from an approaching movement at least 3.2 km (two miles) in each direction from the outermost limits indicated in the GBO, and

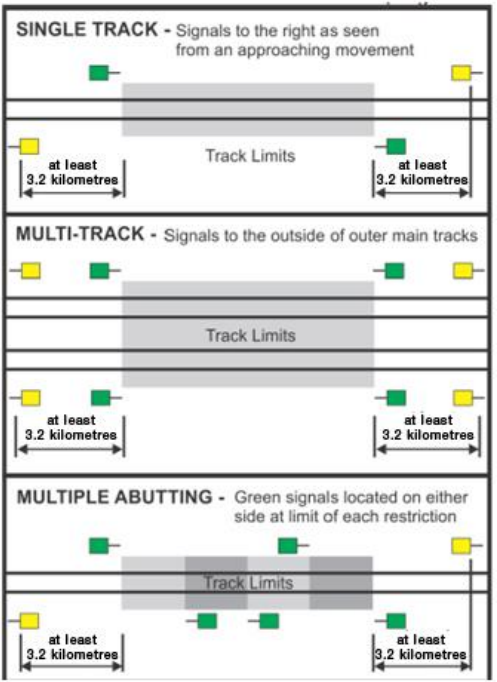
(ii) green signal to the right of the track as seen from an approaching movement in each direction, immediately beyond the defect.

EXCEPTION: When there are abutting limits contained within a single GBO, a single green signal will be displayed to either side of the track to identify each restriction within the limits.

When a Rule 43 restriction is located at a single kilometre point, one green signal will be displayed to identify the restriction and may be displayed to either side of the track.

When the placement of signals as prescribed by Rule 43 is delayed, the following will be added to the Form V: “Signals may not be in place.”

(a) A movement must not exceed the speed requirement of the GBO while at/or between opposing green signals.



Note: Foreperson must refer to Rule 843

(b) When a signalled turnout is within 3.2 km (two miles) of a speed restriction which does not apply on all tracks, every movement must approach such location prepared to comply with the speed restriction until it is known which route is to be used.

44. UNUSUAL TRACK SIGNAL CONDITIONS

(a) In the absence of any of the signals prescribed by Rule 42, between the times stated in a Form Y, a movement must be governed as though the signals are properly placed. Such

condition must be communicated to the RTC as quickly as possible.

(b)

(i) A movement that encounters a yellow over red signal, within the 30 minutes provided for in Rule 42(a), may proceed on the instructions received from the foreperson named in the GBO. If the foreperson cannot be contacted, the movement must be prepared to stop at a red signal and, if no red signal is encountered at the location stated in the GBO, the RTC must be advised.

(ii) A movement that encounters a red signal, within the 30 minutes provided for in Rule 42(a), must stop, unless authorized to proceed on the instructions received from the foreperson named in the GBO. If the foreperson cannot be contacted, the crew member must communicate with the RTC as quickly as possible and be governed by instructions received.

(iii) A movement that encounters a yellow over red signal or red signal, outside the 30 minutes provided for in Rule 42(a) without being in possession of a Form Y requiring the placement of such signal, must stop. A crew member must communicate with the RTC as quickly as possible and be governed by instructions received.

(iv) If the /DOB system and the engineering supervisor for the territory indicate that Rule 42 is not or will not be in effect within the limits of the signal, the RTC may authorize the movement to resume normal speed. The engineering supervisor will arrange for removal of the signals that may include having the crew on a movement pick up the signals.

(c) A movement within the track limits of a Form Y, at the time such protection takes effect, must be stopped unless a crew member is otherwise instructed by the foreperson named in the GBO.

(d) In the absence of one or more of the signals prescribed by Rule 43, the movement will be governed by the requirement of the Form V. Such condition must be communicated to the RTC as quickly as possible.

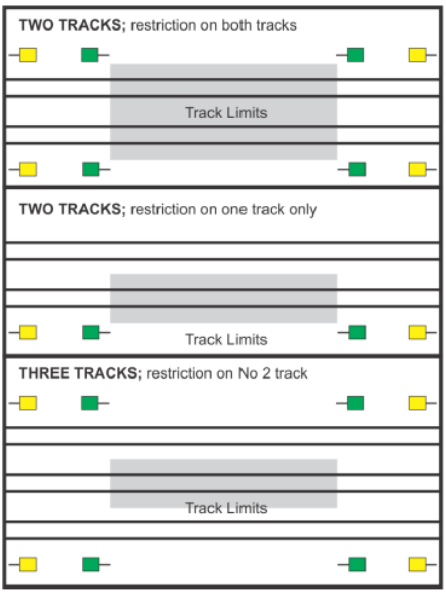
(e) A movement that encounters a yellow or green signal without a GBO requiring the placement of such signal, must reduce the speed to 16 km/h (10 MPH) 16 km/h and immediately communicate with the RTC. The movement will be governed by instructions received from the RTC. If the DOB system and the engineering supervisor for the territory indicate that Rule 43 is not or will not be imminently in effect within the limits of the

signal, the RTC may authorize the movement to resume normal speed. The engineering supervisor will arrange for removal of the signals that may include having the crew on a movement pick up the signals.

(f) When a rail break has been detected by an engineering employee and it is safe to operate over the break at a speed less than posted speed, the RTC will provide GBO protection to affected movements stating the authorized speed over the break and how such location is marked in the field, by either a Rail Break Sign or foreperson, at the break. Signals required by Rule 43 will not be in place.

45. SIGNAL PLACEMENT MULTI-TRACK

Except on a subdivision designated in special instructions, signals required by Rules 42/842 and 43/843, must be placed to the outside of the outermost track(s) and not between the main tracks.



7 Operation of Movements

62. UNATTENDED ENGINES OR DMU

When an engine or DMU is left unattended outside of an attended yard or terminal:

(a) the cab of the engine or DMU must be secured to prevent unauthorized entry; and

When a DMU is left unattended, the key must be removed from the console.

(b) subject to (c), the reverser must be removed from the engine;

(c) during sub-zero temperatures, and engine that does not have a high idle feature is exempt from (b).

63. FREIGHT TRAIN REQUIREMENTS

Freight trains with cars must operate with TIBS or a occupied caboose.

Exception: A freight train that must be separated in order to double, set off or lift cars, cut a crossing or for other similar situations may operate without a TIBS or occupied caboose to the extent necessary to perform these tasks, at a speed not exceeding 40 km/h (25 MPH) while handling cars.

64. TRANSFER REQUIREMENTS

(i) Transfers must have air applied throughout the entire equipment consist. The last three cars, if applicable, must be verified to have operative brakes.

(ii) The locomotive engineer must verify that there are sufficient operative brakes to control the transfer, confirmed by a running test as soon as possible.

65. ENGINE IN YARD SERVICE REQUIREMENTS

An engine in yard service that is required to enter main track to double over, take head room or cross over a main track will not be considered a train or transfer except in application of Rules 560-578.

80. MAIN TRACK AUTHORIZATION

(a) A movement must not foul or enter a main track without authority. Authority is conveyed in:

CTC	By signal indication, RTC permission or written authority.
SCS	Special Instructions

(b) If a movement occupies or fouls a main track or siding controlled territory without authority, or passes a block or interlocking signal indicating stop without authority to pass such signal; it must be stopped and protection as required by Rules 35 and 125 initiated. The RTC must be advised as soon as practicable.

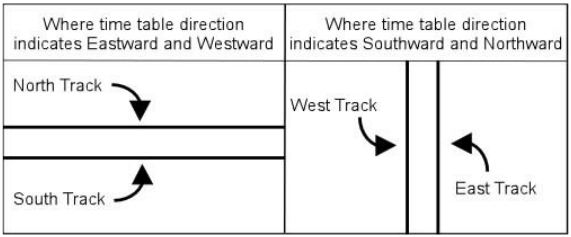
(i) The RTC will issue instructions as necessary.

(ii) If the instructions include the authority to proceed or reverse direction, unless relieved of the requirement by the RTC:

- any dual control occupied by the movement must be examined to ensure that the switch points are properly lined for the route to be used and no part of the switch is damaged or broken.
- Rule 104.2(b) must be complied with at dual control switch(es). In application of Rule 104.2(b), the movement may be moved before the dual control switch is operated by hand, but only sufficient distance to clear the wheels from the actual switch points.

81. DESIGNATION OF MULTI-TRACK

(a) Where two main tracks are in service, unless otherwise directed in special instructions, they must be designated as;



(b) Where more than two main tracks are in service they must be numbered. Unless otherwise specified in the time table, where time table directions are eastward and westward, tracks will be numbered from the north as, “No 1 track”, “No 2 track” and so on; where time table directions are northward and southward, tracks will be numbered from the east as, “No 1 track”, “No 2 track”, and so on.

82. LIMITS OF AUTHORITY

Specific limits contained in written authorities must be defined by identifiable locations. These may include station names, station name signs, switches, signals, kilometre posts and other signs or infrastructure that are identified with a specific kilometre.

(a) When a switch or signal is used to define the limits, the authority extends only to the fouling point of the switch or to the signal locations.

(b) When kilometre posts or specific kilometres are used to define the limits, the authority extends only to the specific kilometre indicated.

(c) When station names are used to define the limits, the authority does not include the use of the main track between the siding switches at either station named. Where there is no siding, authority extends to the station name sign.

83. OPERATING BULLETINS

(a) Operating bulletins will be issued by the proper authority and in the prescribed format. Employees responsible for posting or displaying operating bulletins must record on each bulletin the time and date it is posted or displayed. Operating bulletins will only contain information or instructions pertaining to the operation of movements. Duplicate bulletin numbers must not be in effect at the same time.

(b) Before commencing work at their home location where operating

bulletins are posted or displayed, every employee responsible for the operation or supervision of movements must read and understand the operating bulletins that are applicable to the territory that they will operate on.

(c) A Summary bulletin, containing the number, date and contents of, or reference to, each operating bulletin remaining in effect, will be issued at intervals indicated in special instructions. Operating bulletins of a previous date, which are not included or referred to in the Summary bulletin, become void. Summary bulletins may also contain full content of operating bulletins that take effect on or after the effective date of the Summary bulletin and will not be posted or displayed. All employees responsible for the operation or supervision of movements must have a copy of the current Summary bulletin accessible while on duty.

84. REPORTING DELAYS

A crew member must ensure that the RTC is promptly advised of any known condition which may delay their train or transfer.

85. TRACK RELEASE REPORTS

(a) The conductor will ensure the RTC is promptly advised of the time their movement has arrived, left or cleared a location or at a time specified by the RTC or after clearing the limits of the last proceed clearance for that subdivision.

(b) Prior to making such report, the conductor must confirm with other crew members the accuracy of the information to be provided.

(c) When a track release report is transmitted to the RTC, the RTC must, as it is transmitted, verify the movement identification and record the location and time into the computer assisted system. If correct the locomotive engineer must confirm correctness of the report to the RTC.

101. PROTECTION AGAINST EXTRAORDINARY CONDITIONS

(a) A movement must be fully protected against any known or suspected condition that may interfere with its safe passage.

(b) A movement must stop at once and be fully inspected when it is known or suspected to have struck any object that may interfere with its safe operation. The RTC must be notified as quickly as possible.

(c) When a portion of a movement is left on the main track, precautions must be taken by the crew to protect the remaining portion against the return move.

101.1 DIMENSIONAL TRAFFIC

When the dimensions of traffic require that special arrangements be made to permit moving past other movements, the wide traffic will be protected by the RTC against other main track movements. Advice of such protection will be provided to the crew in writing or verbally. The RTC will not provide protection against equipment on non-main tracks. The crew handling the wide traffic must protect it from such equipment.

101.2 EQUIPMENT LEFT ON MAIN TRACK

Equipment may be left on the main track when protected by:

(ii) Form T GBO.

Communication to the RTC must include the location of the equipment and the outer limits of the Form T protection must be expressed in whole kilometres or by other identifiable location. In CTC and controlled interlockings, once the RTC has been advised, Form T protection need not be provided. The RTC must inform each movement, required to enter the occupied track, of the location of the unattended equipment.

102. EMERGENCY STOP PROTECTION

(a) The crew of a movement stopping as a result of an emergency brake application, or other abnormal condition, which may cause an adjacent main track to be obstructed, must:

(i) immediately transmit a radio broadcast on the standby channel in the following manner:
"EMERGENCY, EMERGENCY, EMERGENCY, (movement) on (designated track), stopped (stopping) in emergency between kilometre _____ and kilometre_____ (subdivision)";

(ii) as soon as possible, advise the RTC of the movement's emergency stop location, indicating whether adjacent tracks and tracks of other railways are liable to be obstructed;

(iii) repeat the emergency broadcast outlined in (i) at intervals not exceeding 90 seconds until advised by the RTC that all affected movements on other tracks have been secured, stopped or advised of the emergency stop, or it is known that adjacent tracks or tracks of other railways are safe and clear for movements;

(iv) if unable to comply with (i), (ii), (iii), the adjacent track must be protected as per Rule 35 (b) EMERGENCY PROTECTION.

(v) When tracks of other railways may be obstructed the emergency radio broadcast must be transmitted on their standby channel if practicable.

(b) Other movements must;

(i) stop at once if closely approaching the location stated in the emergency broadcast; or

(ii) stop prior to reaching the location stated in the emergency broadcast; and

(iii) after stop has been made, proceed prepared to stop short of an obstruction until it is known that the track is safe and clear.

(c) The RTC must:

(i) immediately secure and advise affected movements on other tracks of the location of the movement in an emergency stop;

(ii) by use of a dedicated emergency communication system, alert the RTC controlling adjacent tracks of other railways liable to be obstructed, providing the location of the emergency stop; and

(iii) advise the crew of the movement involved in the emergency stop when all other affected movements have been advised of the condition.

103. PUBLIC CROSSINGS AT GRADE

(g) When providing manual protection of a crossing, a crew member or other qualified employee must be on the ground ahead of the movement, in a position to stop vehicular and pedestrian traffic before entering the crossing. A hand signal by day and a light or a lighted fusee by night will be used to give a signal to stop vehicular and pedestrian traffic over such crossing. The movement must not enter the crossing until a signal to enter the crossing has been received from the employee providing the manual protection.
When the crossing is known to be clear of traffic, and will remain clear until occupied, manual protection need not be provided.

8 Switches

104. HAND OPERATED SWITCHES

General

(a) **Operation of Switches** – dual control switches operated by hand are considered hand-operated switches, and all rules governing hand-operated switches apply.

(b) Except while being turned, each switch must be secured with an approved device. When a switch has been turned, the points must be examined and the target, reflector or light if any, observed to ensure that the switch is properly lined for the route to be used.

(c) A switch must not be turned while any part of a car or engine or DMU is between the switch points and the fouling point of the track to be used, except when making a running switch or in the application of the exception to Rule 114.

The making of a running switch is prohibited on Capital Railway territory.

(d) Handling of main track hand operated switches by other than a crew member.

When arrangements are made for an employee to take charge of a switch(es), the movement must receive verbal confirmation that the switch has been restored to normal position.

Verbal advice of switch position may be provided to a movement by an employee. The approaching movement must not act on such information unless advised that the employee is at the switch and will remain in charge of the switch.

(e) If it is known or suspected that either of the points or any part of a switch is damaged or broken, the switch must be protected until it can be made safe for use. A report must be made to the RTC or employee responsible for the territory by the quickest available means.

(f) (i) When a swih point lock is provided, it must be locked when the switch is left in normal position. Employees must familiarize themselves with the location of switch point locks.

(ii) At an electrically locked hand operated switch, instructions posted at the switch or in special instructions, will govern the operation of the switch and entry to the main track or interlocking route.

Main Track Hand Operated Switches

Notes:

(i) A main track hand operated switch must display a reflectorized target, or light and target except in CTC or on a subdivision specified in special instructions.

(h) Unless otherwise specified by special instructions, the normal position for a main track switch is for the main track route. Main track switches must be left lined and locked in normal position.

Hand Operated Non-Main Track Switches

Note
Before a movement commences over either switch of a yard crossover (a connecting track between two yard tracks), both switches must be lined in the same position. When a yard crossover is left unattended, both switches must be set for the same position.

(o) Unless otherwise specified by special instructions, non-main track switches, when equipped with a lock, must be lined in normal position and locked after having been used.

104.2 DUAL CONTROL SWITCHES

(a) Except as required by rule, a dual control switch must not be placed in hand position without permission from the RTC.

(b) When a movement is required to operate over a dual control switch under a Stop indication, unless relieved of the responsibility by the RTC, the movement must not proceed until;
   (i) the selector lever is placed in “hand” position;
   (ii) the hand throw lever is operated until the switch points move in both directions with the action of the hand throw lever; and
   (iii) the switch is lined by hand for the route to be used. The selector lever must be restored to “power” position and locked, but not before the movement has occupied the switch points.
   For DMUs, before the movement occupies the switch points, the DRO must confirm that the employee has complied with the requirements of paragraphs (i), (ii) and (iii).

(c) The RTC must not relieve a crew of the requirements of paragraph (b) until it has been determined, from the office control devices and indications, that dual control switches in the route to be used are properly lined. When so relieved, a crew

member must observe that the switch points are lined for the authorized route.

(d) When switching is to be performed over a dual control switch, in conjunction with 566.1, the switch may be operated by hand after authority has been obtained as prescribed by Rule 566 or 567. The selector lever must be placed in “hand” position. The hand throw lever must be operated until the switch points move in both directions with the action of the hand throw lever. The selector lever must be left in “hand” position until switching is completed. The RTC must be advised when the selector lever has been restored to the “power” position and locked.

104.5 DERAILS

(a) The location of each derail will be marked by a sign, unless otherwise directed by special instructions. Employees must be familiar with the location of each derail.

(b) A movement or track unit must stop short of a derail set in the derailing position.

(c) Each derail, other than a Special Derail or a Blue Flag Derail, must be left in the derailing position.

(d) **Special Derails**: The location of SPECIAL DERAILS will be indicated in the time table or special instructions, will be switch stand operated and identified in the field with a reflective red letter “D” on a reflective yellow target, or a sign indicating “Special Derail” which will be visible when in the derailing position.

The following requirements govern their use:

- they will only be in the derailing position when unattended equipment is present;
- equipment to be left must be coupled together except when required to clear a crossing or on account of a mechanical defect; and
- movements required to move at RESTRICTED speed on a track where a SPECIAL DERAIL is located must, in addition to the requirements of RESTRICTED speed, approach such derail prepared to find it in the derailing position.

(e) All derails must be left secured with a locking device.

(f) Derails used in conjunction with blue flags will be in the derailing position only when protection for personnel is required. When protection is no longer required, they will be locked in a non-derailing position.

(g) Where hand operated switch point derails are in use, the points must be examined and the target observed to ensure that the derail is in the proper position.

105. OPERATION ON NON-MAIN TRACK

Special instructions will indicate when this rule is not applicable on a specific track.

Unless otherwise provided by signal indication, a movement using non-main track must operate at REDUCED speed and be prepared to stop short of the end of track or the red signal prescribed by Rule 41

(a) In CTC, movements may only enter a siding by signal indication or with permission from the RTC.

(b) Unless otherwise provided by signal indication or special instructions, movements operating on non-main tracks must not exceed25 km/h (15 MPH).

(c) In addition to moving at REDUCED speed, a movement using a non-signalled siding or using other non-main tracks so designated in special instructions, must operate at a speed that will allow it to stop within one-half the range of vision of a track unit.

105.1 EQUIPMENT LEFT ON SIDING

(a) Unless otherwise provided, the RTC must be advised prior to leaving equipment on a siding. The RTC will notify other movements affected as soon as practicable.

(b) When occupied service equipment is placed on a siding, a GBO will be issued specifying the location of such equipment. If the switches of the siding are locked with special locks, the GBO will so state.

106. CREW RESPONSIBILITIES

All crew members are responsible for the safe operation of movements and equipment in their charge and for the observance of the rules. Under conditions not provided for by the rules, they must take every precaution for protection.

A utility employee becomes a crew member when working with any movement.

107. RESTRICTIONS AT PASSENGER TRAIN STOPS

Unless otherwise directed by special instructions, a movement must operate with extreme care when passing along side a train carrying passengers that is discharging or receiving traffic.

It must not pass between such train and the station or platform, unless the movement is properly protected.
Passengers shall be allowed to entrain and detrain only after positive protection has been provided against movements approaching on any main track they must cross when moving between the station and the train.

108. PRECAUTIONS WHILE SWITCHING

When switching is performed, precautions must be taken by crew members to prevent unintended rollbacks and/or fouling of other tracks and equipment.

109. LOCOMOTIVE ENGINEER PRECAUTIONS

When duties require the locomotive engineer to temporarily exit the controlling locomotive cab on a standing movement, the locomotive engineer must:

(a) fully apply the independent brake;
(b) apply the automatic brake, if required;
(c) remove the reverser, unless the locomotive is not equipped with a high idle feature;
(d) immediately after stepping away from the control stand, visually verify that:
    (i) the gauges do not indicate a possible release of the air brakes; and
    (ii) the independent and automatic brake valve handles remain in the selected positions; and
(e) verbally confirm with another employee the measures taken above.

110. INSPECTING PASSING TRAINS AND TRANSFERS

(a) When duties and terrain permit, at least two crew members of a standing train or transfer and other employees at wayside must position themselves on the ground on both sides of the track to inspect the condition of equipment in passing trains and transfers. When performing a train or transfer inspection, the locomotive engineer will inspect the near side. When a group of wayside employees is present, at least two employees must perform the inspection.
    EXCEPTION: Crew members of passenger trains are exempted from the above requirements except when standing at meeting points in single track territory. However, every effort must be made to stop a train or transfer when a dangerous condition is noted.

(b) Employees inspecting the condition of equipment in a passing freight train or transfer must, when possible, broadcast the results of the inspection.

(c) Every effort must be made to stop a passing train or transfer if a dangerous condition is detected. Each crew member of a train or transfer must be alert at all times for a stop signal or communication given by an employee. The report to the train or transfer being inspected must state only the location of the dangerous condition and what was observed and not speculate as to the cause.

(d) When a crew member is located at the rear of a train or transfer, a front crew member must, when practicable, notify the rear crew member of the location of employees in position to inspect their train or transfer.

111. TRAIN AND TRANSFER INSPECTION

(a) The crew must know that equipment in their train or transfer is in good order before starting and inspect it whenever they have an opportunity to do so. Equipment added to a train or transfer en route must be inspected with extra care to ensure it is in good order.

Diesel Rail Operators must perform a visual inspection of their train before moving to ensure passengers and others are clear of the doors of the train. Such inspection may be performed from the DMU cab utilizing train mounted CCTV cameras positioned to view the edge of station platforms for this purpose. The train must not move until the doors are confirmed to be securely closed and the “door closed” indicator is illuminated on the panel located in the DMU cab.

(b) When crew members are on the rear of a moving train or transfer they must inspect, at every opportunity, the track to the rear for evidence of dragging or derailed equipment.

(c) All crew members on a moving train or transfer must make frequent inspections of both sides to ensure that it is in order. Train side monitoring CCTV screens must display continuously to the DRO in the lead cab for this purpose.

(d) On completion of crew-planned train inspections and at locations where inspection is required by special instructions, crew members will, when possible, voice communicate to each other the results of such inspections.

112. SECURING UNATTENDED NON-DMU EQUIPMENT

When equipment is left unattended, it must be secured to prevent it from moving unintentionally.

In the application of this rule:

(i) For the purpose of paragraphs (b) to (g), equipment is considered unattended when an employee is not in close enough proximity to take effective action to stop the equipment should it move unintentionally.

(ii) Parking brakes are considered to be hand brakes.

(iii) Application of hand brakes must not be made while equipment is being pulled or shoved.

(iv) Before leaving equipment, the employee securing such equipment must confirm with another employee the manner in which it has been secured.

If another employee is unable to be contacted, confirmation must occur through the designated radio channels with the Rail Traffic Controller.

(v) When one or more locomotives are coupled to one or more cars, hand brakes must be applied on all locomotives in the lead consist of the unattended movement. In the application of (g), the number of hand brakes applied on each locomotive in the lead consist must not be included in determining the number of hand brakes required on the cars.

(vi) **Testing Hand Brake Effectiveness**

When testing the effectiveness of hand brakes, ensure all air brakes are released and:

(a) allow the slack to adjust. It must be apparent when slack runs in or out, that the hand brakes are sufficient to prevent the equipment from moving; or

(b) apply sufficient tractive effort to determine that the hand brakes prevent the equipment from moving when tractive effort is terminated.

If the effectiveness of hand brakes is not sufficient to prevent the equipment from moving, apply one or more additional hand brakes and re-test.

(a) **Main Track, Subdivision Track, Siding or High Risk Locations**

Equipment shall be considered unattended and must be secured unless:

- The equipment is coupled to a controlling locomotive; **and**
- The brake pipe of the controlling locomotive is coupled to the equipment and the brake pipe is open; **and**

- A qualified employee is on the controlling locomotive and able to operate the air brake system. Alternatively, a locomotive engineer can be located on the ground in accordance with CROR 109 and within arm's reach of the locomotive to complete passing train/transfer inspections.

(i) When equipment not connected to an air source is left unattended, at least the minimum number of hand brakes as indicated in (g) must be applied, tested for effectiveness, and at least one of the following additional securement methods must be used:

- derail(s);
- track where rail physically ends;
- bowled terrain as identified in special instructions; or
- air brakes up to 2 hours.

When air brakes are used as an additional method of securement:

- the air brake system must be sufficiently charged to ensure proper brake application;
- the brake pipe must be fully vented at a service rate or has an emergency brake application; and
- on freight equipment, the angle cock is left fully open.

If required to be left longer, an employee must observe that the equipment has not moved, the air brake pistons remain extended, and the hand brakes are still applied. Such results must be communicated to another employee. This observation must be carried out at consecutive intervals of 2 hours or less. If any change in the condition of the above three items is observed, additional hand brakes must be applied as indicated in (g), using the next grade column which requires an increased number of hand brakes.

(ii) When equipment connected to an air source is left unattended, where air pressure is maintained by continuous operation or auto start:

- at least the minimum number of hand brakes as indicated in (g) must be applied and tested for effectiveness;
- the air brake system must be sufficiently charged to ensure proper brake application;
- the equipment must be left with air brakes applied; and
- the independent brake on the controlling locomotive must be fully applied.

In addition, at least one of the following securement methods must be used:

- derails;
- track where rail physically ends;
- a Mechanical Emergency Device (MED);
- bowled terrain as identified in special instructions; or
- a locomotive equipped with roll-away protection.

(b) **Non-Main Tracks (Excluding Subdivision Track, Sidings, Yards and High Risk Locations)**
When equipment is left unattended, a sufficient number of hand brakes must be applied and tested for effectiveness. Unless otherwise indicated in special instructions, apply a minimum number of hand brakes as indicated in (g).

(c) **Yard Tracks**
When equipment is left unattended in a yard track, to prevent equipment from moving unintentionally, it must be secured by using at least one of the following:

- hand brakes; unless otherwise indicated in special instructions, a minimum number applied as indicated in (g) and tested for effectiveness;
- bowled terrain;
- retarders;
- wheel chocks or skates;
- air brakes, not connected to an air source, for up to 2 hours when:

(i) there are 10 or more cars;

(ii) the air brake system is sufficiently charged to ensure proper brake application;
(iii) the brake pipe is fully vented at a service rate or has an emergency brake application; and
(iv) on freight equipment, the angle cock is left fully open.

If required to be left longer, an employee must observe that the equipment has not moved, the air brake pistons remain extended, and the hand brakes (when used) are still applied.
Such results must be communicated to another employee. This observation must be carried out at consecutive intervals of 2 hours or less. If any change in the condition of the above items is observed, hand brakes must be applied as indicated in (g); or

- air brakes, connected to an air source, where air pressure is maintained by continuous operation or auto start, and a Mechanical Emergency Device is used.

(d) Exceptional weather situations, such as high winds or other unusual conditions, must be factored when determining securement requirements. In addition, previously secured equipment may require additional means of securement. Special instructions may contain location specific requirements where extreme weather events are prevalent.

(e) When advised that trespasser(s) or emergency responder(s) have been in contact with unattended equipment, the person responsible for the territory must make arrangements to have an employee verify the equipment remains secured without delay.

(f) When sudden or unforeseen circumstances do not permit the full application of the
requirements of paragraphs (a) or (b), the proper authority must be promptly advised of what action was taken to secure the equipment, and to determine if additional action can be taken prior to leaving equipment unattended.

(i) These circumstances are limited to when:
- a mechanical defect is encountered enroute;

- equipment is derailed or coupled to derailed equipment; or
- separation is required for clearing a crossing for emergency vehicles.

(ii) Additional actions:

- When equipment with a mechanical defect is required to be left, and does not permit the full application of the requirements of paragraph (a) or (b), add one operative hand brake to the minimum number required, for each defective piece of equipment.
- When a mechanical defect requires equipment to be left, and does not permit the full application of the requirements of paragraph (a) or (b); or cannot be conducted safely, the equipment must be secured by applying hand brakes as indicated in (g), using the next grade column which requires an increased number of hand brakes. Additional hand brakes must be applied if those applied do not prevent the equipment from moving.

The railway company must notify Transport Canada of the time, date, and reason for any application of (f) within 48 hours.

(g) **Minimum Number Requirements for Hand Brakes**
A single piece of equipment must always be left with the hand brake applied and tested for effectiveness. For two or more pieces of equipment, the following table applies:

Minimum Required Number of Hand Brakes for Securing Equipment or Movements Left Unattended													
Total Tons:	Average Grade is Equal To or Less Than												
	0.2%	0.4%	0.6%	0.8%	1.0%	1.2%	1.4%	1.6%	1.8%	2.0%	2.2%	2.4%	> 2.4
0 - 2000	2	2	2	4	6	6	8	10	10	12	12	14	
> 2000 - 4000	2	2	4	6	8	12	14	16	18	20	22	26	
> 4000 - 6000	2	6	6	10	14	16	20	24	28	30	34	38	
> 6000 - 8000	4	6	8	12	18	22	26	32	36	42	46	52	
> 8000 - 10000	4	6	10	16	22	28	34	40	46	52	58	66	
> 10000 - 12000	4	8	12	20	26	34	40	48	56	64	72	80	
> 12000 – 14000	6	8	14	22	30	40	48	58	66	76	84	96	
> 14000 - 16000	6	10	16	26	36	46	56	66	76	88	98	110	
> 16000 - 18000	6	10	18	28	40	50	62	74	86	100	112	126	
> 18000 - 20000	8	12	20	32	44	58	70	84	98	112	128	146	
> 20000 - 22000	8	12	22	36	50	64	78	94	110	100% Hand Brakes			
> 22000 – 24000	8	12	24	38	54	70	86	104	122				
> 24000 - 26000	10	14	26	42	58	76	94	112	134				
> 26000 - 28000	10	14	28	46	64	82	104	124	148				
> 28000 - 30000	12	16	30	50	68	90	110	136	162				
> 30000	12	16	34	52	74	96	120	148	172				

112.1 SECURING UNATTENDED DMU EQUIPMENT

When equipment is left unattended, it must be secured to prevent it from moving unintentionally.

In the application of this rule:

(i) A DMU is considered unattended when a DRO is not on board the controlling DMU.

(ii) Parking brakes are considered to be hand brakes. In lieu of hand brakes, DMUs are equipped with spring-loaded, parking brakes on each motorized truck. DROs must apply spring-loaded parking brakes on the DMU whenever left unattended.

(iii) Before leaving a DMU, the DRO securing such DMU must confirm with another DRO or Utility Employee the manner in which it has been secured.

(iv) Equipment shall be considered unattended and must be secured unless:

- the brake pipe of the controlling DMU is coupled to another DMU (only applicable for same fleet coupling) and the brake pipe is open

- A qualified employee is in the leading cab of the DMU and able to operate the air brake system.

(v) Testing Parking Brake Effectiveness
When testing the effectiveness of parking brakes, ensure that the vehicle is placed into park by:
(a) pressing the parking brake on button (FLIRT DMU)
(b) putting the brake valve controller into its down position "parking applied" (LINT DMU).

If another employee is unable to be contacted, confirmation must occur through the designated radio channels with the Rail Traffic Controller.

(a) **Main Track, Subdivision Track, Siding or High Risk Locations**
When a DMU is left unattended where the brakes have been released in rescue mode, the DMU must be secured using wheel chocks or skates must be applied.

(b) **Non-Main Tracks (Excluding Subdivision Track, Sidings, Yards and High Risk Locations)**
When a DMU is left unattended where the brakes have been released in rescue mode, the DMU must be secured using wheel chocks or skates must be applied.

(c) **Yard Tracks**
When a DMU is left unattended where the brakes have been released in rescue mode, the DMU must be secured using wheel chocks or skates must be applied.

(d) Exceptional weather situations, such as high winds or other unusual conditions, must be factored when determining securement requirements. In addition, previously secured equipment may require additional means of securement. Special instructions may contain location specific requirements where extreme weather events are prevalent.

(e) When advised that trespasser(s) or emergency responder(s) have been in contact with unattended equipment, the person responsible for the territory must make arrangements to have an employee verify the equipment remains secured without delay.

(f) When sudden or unforeseen circumstances do not permit the full application of the requirements of paragraphs (a) or (b), the proper authority must be promptly advised of what action was taken to secure the equipment, and to determine if additional action can be taken prior to leaving equipment unattended.

(i) These circumstances are limited to when:

- a mechanical defect is encountered enroute;
- equipment is derailed or coupled to derailed equipment; or
- separation is required for clearing a crossing for emergency vehicles.

113.0 COUPLING TO EQUIPMENT

(a) Before coupling to equipment, precautions must be taken to prevent the equipment from moving unintentionally.

(b) When riding the side of equipment, other than a locomotive, detrain prior to making the coupling.

As per General Rules C(ix), riding the side of a DMU is prohibited

(c) Before coupling to equipment, ensure at least one knuckle is open.

(d) Unless otherwise specified in special instructions, before coupling to or moving equipment being loaded or unloaded, all persons in or about such equipment must be notified. Vehicles and loading or unloading devices must be clear.

(e) Before coupling to or moving service equipment, employees occupying such equipment must be notified and any attachments secured.

(f) When coupling to passenger equipment, a stop must be made not less than 2 metres (6 feet) nor greater than 4 metres (12 feet) from the coupling and a speed of 3 km/h (2 MPH) must not be exceeded.

(g) To prevent by-pass couplers when coupling to equipment on other than tangent track, a stop must be made not less than 2 metres (6 feet) nor greater than 4 metres (12 feet) from the coupling. Extreme caution must then be used, ensuring couplers are properly aligned prior to the coupling being made.

(h) Coupling must be performed at the lowest speed necessary to make the coupling, not exceeding 5 km/h (3MPH).

(i) Prior to leaving, a coupling made with equipment not released under its own momentum must be stretched using sufficient tractive effort to ensure a proper coupling.

113.1 UNCOUPLING FROM EQUIPMENT

(a) Equipment is considered to be uncoupled once the uncoupling lever has been lifted.

(b) In a yard, before uncoupling from standing equipment, a sufficient number of hand brakes must be applied, unless one of the methods prescribed by Rule 112 (c) is used.

(c) Once uncoupled, unless released under its own momentum, the equipment must be observed to ensure it remains where intended.

113.2 MOVING EQUIPMENT AFTER COUPLING

(a) Equipment must be stretched.

(b) After stretching, and prior to moving, the equipment must be checked:

(i) to ensure it is coupled; and

(ii) for applied hand brakes as may normally be expected to be present.

(c) Unless unintentional movement of the equipment can be prevented with the locomotive brakes, hand brakes must not be released until the air brake system is sufficiently charged and an effective Automatic Brake application made to prevent movement while the hand brakes are being released.

113.3 SWITCHING WITH AIR BRAKES

(a) Operative air brakes, in addition to the locomotive(s), must be used when switching:

(i) on a grade greater than 0.4%; and

(ii) with more than 2000 tons.

(b) Special instructions must indicate:

(i) locations where (a)(i) is applicable; and

(ii) the minimum number of pieces of equipment, in addition to the locomotive(s), with operative air brakes.

113.4 RESTRICTIONS

Kicking, running switch, and gravity drop are prohibited.

114. FOULING OTHER TRACKS

(a) Equipment must not be allowed to move foul of another track unless properly protected.

(b) A movement must not foul a track until the switches connected with the move are properly lined.
EXCEPTION: After first stopping clear of the fouling point, a movement may foul a track connected by a hand operated switch provided that:
(i) neither the track occupied nor the track to be fouled are main tracks;
(ii) the conflicting route is known to be clear; and
(iii) the switch is properly lined before the movement passes over it.

(c) Equipment must not be left foul of a connecting track unless the switch is left lined for the track upon which such equipment is standing.

115. SHOVING EQUIPMENT

(a) When equipment is shoved by an engine or is headed by an unoccupied remotely controlled engine, a crew member must be on the leading piece of equipment or on the ground, in a position to observe the track to be used and to give signals or instructions necessary to control the move.
DROs are not permitted to operate a DMU in reverse. They must switch cabs of a DMU and operate in the opposite direction in the lead cab

(b) Known to be clear is defined as seeing the portion of the track to be used as being clear and remaining clear of equipment and as having sufficient room to contain equipment being shoved. This determination must be made by a qualified employee who can observe the track and has radio contact with the employee controlling the movement. Where a track that has been seen to be clear and no access to that track is possible by another movement, the track may be considered as “known to be clear.”
Note: When it can be determined that other movements are not on duty or will not be performing work in the track to be used, the requirement of “known to be clear” can be considered to be fulfilled continuously.

(c) On main track, when equipment is shoved by an engine or is headed by an unoccupied remotely controlled engine, unless protected by a crew member as described in paragraph (a), this move must:
(i) have the required authority;
(ii) not exceed the overall length of the equipment; and
(iii) not exceed 25 km/h (15 MPH).

(d) Unless the route is known to be clear, when reversing with a locomotive consist and visibility is restricted, a member of the

crew must be on the leading end and in position from which signals necessary can be properly given.

9 Radio

117. RELIABILITY TESTS

The crew of a movement when equipped with radios must carry out an intra-crew test of such radios before leaving their initial terminal, change-off or starting point. When a movement is equipped with a single radio, it must be voice tested as soon as practicable after the crew commences duty.

118. DEVICES USED IN LIEU OF RADIO

When a communication device is used in lieu of a radio, all radio rules are applicable.

119. CONTINUOUS MONITORING

(a) When not being used to transmit or receive a communication, receivers must be set to the appropriate standby channel and at a volume which will ensure continuous monitoring. When required to use another channel to perform other duties, at least one radio, when practicable, should be set to the designated standby channel to receive emergency communications.

(b) The volume of a radio receiver should be kept at a level that will avoid annoyance to the public in passenger cars and station facilities.

(c) Forepersons named in Form Y GBO, TOP or clearance must set their radio to “scan mode” when not being used to communicate with another employee and must otherwise have their radio set to monitor the applicable designated standby channel.

120. RADIO TERMS

(a) In radio communication the following terms when used will denote:
“STAND BY” - Monitor this channel for my next transmission.
“OVER” - Transmission is ended and a response is expected.
“OUT” - Transmission is ended and no response is expected.

121. POSITIVE IDENTIFICATION

(a) The person initiating a radio communication and the responding party must establish positive identification. The initial call must

commence with the railway company initials of the person being called. In addition, when a non-railway company person is calling on a company's channels, they must use their company's name to identify themselves within the initial transmission.

(b) The person initiating the radio communication must end the initial call with the spoken word, "OVER."

(c) Each party to a radio communication must end their final transmission with the spoken word "OUT."

(d) When an authority is requested from the RTC, communication must include the information required for the issuance of the authority. E.g. name, location, movement designation, required limits, signal number and/or track(s) to be used or entered.

122. CONTENT OF RADIO COMMUNICATIONS

Radio communications must be brief and to the point and contain only essential instructions or information.

123. VERIFICATION PROCEDURES

(a) When necessary, a repetition, acknowledgement or other response required from a crew member may be checked and confirmed to the RTC by another crew member.

(b) When GBO, clearances, other authorities or instructions, required to be in writing, are received by radio, they must be verified by the procedures prescribed by their specific rules.

(c) Except when transmitted by an automated device, or as otherwise provided, when verbal instructions or information affecting the safety of a movement are received by radio, such information must be repeated to the sender.

123.1 RADIO OR HAND SIGNALS

Before changing between radio or hand signals, a definite understanding as to the method of control must be established between crew members giving or receiving instructions. In case of an emergency, either method may be used in addition to that previously arranged.

123.2 SWITCHING BY RADIO

When radio is used to control switching, and after positive identification has been established, the following procedures are required:

(i) direction in relation to the front of the controlling locomotive or DMU must be given in the initial instruction and from then on whenever the direction is to change;
(ii) distance to travel must be given with each communication and increments of less than two car lengths need not be repeated.
(iii) when the movement has travelled one-half the distance required by the last instruction and no further communication is received, the movement must stop;
(iv) the indication of block and interlocking signals affecting their movement, must be communicated between crew members while switching;
(v) doubt as to the meaning of an instruction or for whom it is intended must be regarded as a stop signal; and
(vi) when car lengths are used to communicate distance, unless otherwise arranged, the distance referred to is 15 metres (50 feet) per car length.

125. EMERGENCY COMMUNICATION PROCEDURES

(a) An employee will transmit the word “EMERGENCY” three times at the beginning of the transmission to indicate the report of;
    (i) an accident involving injury to employees or others;
    (ii) a condition which may constitute a hazard to employees or others;
    (iii) a condition which may endanger the passage of movements; or
    (iv) a derailment which has occurred on, or is fouling, a main track.
(b) When an emergency communication, which is directed to a specific person or movement, has not been acknowledged, any other employee hearing it will, if practicable, relay the communication by any means available. Other employees must not interfere with such communication.
(c) An emergency communication has absolute priority over other transmissions.

126. RESTRICTED USE OF RADIO

In addition to the restrictions in Rules 14 and 602, radio must not be used to;
(i) give advance information with respect to the indication of a block or interlocking signal; or
(ii) give information which may influence a crew to consider that speed restrictions are diminished.

127. CONDUCTING EMERGENCY RADIO TEST

(a) In order to ensure emergency communication channels are in operation, and to ensure employees are familiar with the emergency procedures, the RTC may contact a crew member of any movement or an engineering field employee and direct them to initiate an emergency test call on their respective RTC channel.

(b) These tests will be made randomly and employees receiving a request for an emergency test will initiate it on the applicable RTC channel, using the following example for wording:
"Emergency test, Emergency test, Emergency test. ABC 1234 East at kilometre 12 Canada Sub, testing the Emergency call."

(c) Upon completion of the test, the RTC will inform the employee if the test was successful. Employees will then return to their designated standby channel.

10 General Procedures

131. RECORDING

(a) The RTC must maintain indelibly in a book provided for the purpose, or a computer assisted system, a complete record of each GBO, clearance, TOP, authority, instruction and other information that is required to be in writing. The record must be made prior to or during the transmission and never from memory or memoranda, and if required to be sent again, it will be transmitted from the original record. Such records must include original date of issue, complete time(s) and acknowledgement(s), when applicable.

(b) When issuing by voice communication, if an error is detected in the record of a GBO, clearance, TOP or other authority and before it has been completed to any employee, the RTC must direct that all copies be immediately destroyed. The record must be marked void. If re-issued, those which require numbering must be given a new number.

(c) In copying and recording, the spelling of each station name must be exactly as shown in the time table. The RTC, when recording addresses, may use standard station identity letters.

(d) Where a computer assisted system is not used, all movements authorized by a clearance and all TOP limits must be recorded on a train sheet.

131.1 ELECTRONIC TRANSMISSION AND CANCELLATION

When a GBO, clearance, TOP, other authority, instruction or information is transmitted or cancelled using an ECM and not by voice communication, it will not be repeated to the RTC. When transmitted in this manner, the word "complete" and the initials of the RTC will be generated by the ECM. When cancelled, the initials of the RTC are not required.

132. BREVITY, CLARITY, PRONUNCIATION AND RETENTION

(a) A GBO, clearance, TOP, authority, instruction and its record shall contain only essential information. It must be brief, but clear in its meaning, in the prescribed form when applicable and without erasure or any condition which may render it difficult to read or understand.

(b) In transmitting and repeating by voice communication, all words and numbers must be clearly pronounced. When the communication is required to be in writing, numbers will be pronounced in full, then repeated stating each digit separately. Numbers represented by a single digit must be pronounced, then spelled.

(c) The employee transmitting or repeating communications required to be in writing must regulate the speed of transmission to allow compliance with this rule.

(d) When an accident or incident occurs, all authorities, GBO or written instructions must be retained until relieved of this requirement by a supervisor.

(e) When a clearance, TOP or other written instruction or authority is fulfilled, cancelled or superseded:

(i) where applicable, other employees must be advised; and

(ii) except when displayed electronically**:**

- an "X" must be immediately drawn across it to avoid further use; or
- when contained within a book, must be marked with a single diagonal line drawn across the page to indicate that it is no longer active and a second diagonal line forming an "X" will be drawn across the page when there are no preceding active items.

133. NUMBERING

Except where numbering is controlled by computer, for a GBO, clearance, TOP, authority, or other information which requires numbering, a unique number must be assigned beginning with a

territory designation and date. Unless otherwise provided each series must be numbered consecutively using whole numbers. All numbers in a series may be preceded or followed by a letter(s). Duplicate numbers must not be in effect at the same time.

134. DESIGNATION OF MOVEMENTS

(a) GBO, clearance or other authority will be addressed to those who are to execute and observe them. Addresses will be clear and concise and leave no doubt as to whom they are addressed.

The addresses will appears as follows for GBO and CTC/Interlocking authorities:

DMU or locomotive number except:

- For a transfer, “Tsfr” must be included; and
- For a snow plow, “Plow” must be included.

Note:

A DMU or locomotive of another railway or company must additionally be designated by its initials.

(b) In the body of a GBO or other authority where positive identification is required, the engine or DMU number must be included in the designation.

(c) When the engine or DMU number is used in the designation, it must, when practicable be the leading locomotive. The number lights of the designated locomotive only will be illuminated at all times.

The use of number lights shall not apply to a DMU Train. The designated DMU will have the white marker lights illuminated at all times.

135. EMPLOYEES ADDRESSED

A GBO, clearance or other authority addressed to a movement must be regarded as being addressed to the conductor and locomotive engineer and also to the pilot or snow plow foreperson, if any. A crew member copying a GBO or clearance must ensure that those addressed receive a copy.

A single copy may be made when all crew members are located in the same operating cab and such authority is visible and accessible to all crew members.

136. COPYING, REPEATING, COMPLETING AND CANCELLING

(a) The employee copying a GBO, clearance, TOP or other authority from the RTC or the cancellation of same, must copy as it is transmitted and repeat from the copy received all applicable written and pre-printed portions. The spelling of each station name must be exactly as shown in the time table.

(b) GBO, authorities or instructions, must not be copied by the employee operating moving equipment or track units, if it will interfere with the safe operation of such equipment or track unit. GBO, authorities or instructions, must not be copied by the Diesel Rail Operator while operating moving equipment.

(c) The RTC must verify each written word and digit each time it is repeated. If correct, the RTC will respond “complete”, the time and the initials of the RTC, which will be recorded and acknowledged by the employee copying. The employee copying must acknowledge the complete time by repeating the complete time and the initials of the RTC to the RTC.

(d) When transmitted by voice communication direct to the crew of a movement, the complete time must not be given until each crew member copying has correctly repeated it.

138. FOREPERSON’S INSTRUCTIONS

Instructions from a foreperson must be in writing.

139. BECOMING EFFECTIVE

A GBO, clearance, TOP or other authority becomes effective at the moment the word “complete” and the time and initials of the RTC are given by the RTC. However, the RTC must not take further action if there is a restriction contained therein until the complete time has been acknowledged by the employee copying.

140. CHANGES AFTER BECOMING EFFECTIVE

Changes must not be made to a GBO, clearance, TOP or other authority after becoming effective, except when;

(i) when an address is added to a GBO, the number and the applicable portion of the GBO address must be repeated to and verified by the RTC;

(ii) when a time or location to call the RTC is indicated on a clearance, TOP or other authority, such time or location may be changed as required. When so changed, the employee copying must draw a line through the previous time or location;

(iii) when a computer assisted system is used to issue GBO, the effective time and/or date may be removed from the GBO in the system after the effective time, and in the application of Rule 43 instructions in the GBO stating “signals may not be in place”

may be removed after the foreperson confirms that signals have been placed.

(iv) speed is changed, the employee copying must draw a line through the current and replace with the revised. The GBO number and revised speed must be repeated to and acknowledged by the RTC; and

(v) a computer-assisted system is used, the limit(s) of a TOP may be changed as required, the employee copying must draw a line through the current location(s) and replace with the revised. The TOP number and revised limits must be repeated to and acknowledged by the RTC.

141. MAKING ADDITIONAL COPIES

(a) When additional copies of a GBO, clearance, TOP or other authority are required, they may be received from the RTC or made from one previously completed. Such copies must be repeated to the RTC from the new copy except when received from an ECM or reproduced by a duplicating device.

(b) An employee producing or reproducing a copy for delivery to another employee must check each copy to ensure legibility.

142. UNDERSTANDING BETWEEN CREW MEMBERS

(a) Every conductor, locomotive engineer, pilot and snow plow foreperson must read and have a proper understanding of all GBO and clearances as soon as possible after they have been received. Each must be made available to other crew members, as soon as practicable, ensuring that each crew member has read and understands them and, when required, the arrangements for protection between crews and between forepersons and crews.

(b) Crew members within physical hearing range are required to remind one another of the restrictions contained in GBO and clearances in sufficient time to ensure compliance.

147. TRANSFER BETWEEN CREWS

(a) When a conductor, locomotive engineer or both are changed off, or relieved, all GBO, DOB, clearances, authorities, and other written instructions and all necessary information still in effect must be transferred personally to the relieving crew. The transfer of information must be known to be understood by the relieving employee(s).

(b) When it is not practicable to carry out a personal transfer, crews relieved of duty on line must contact the RTC as to the disposition of all documentation and authorities held for their

movement. If documentation is to be left at any point for the relieving crew, a list of the items transferred must be prepared and signed by the crew member(s) going off duty. The relieving crew must compare all pertinent information with the RTC before proceeding.

(c) The relieving crew of a movement that has been tied up on line must contact the RTC to ensure that there are no restrictions against moving any portion of their movement. In addition when taking control of a movement occupying a CTC controlled track, if unable to ascertain the last signal indication for their movement, RESTRICTED speed applies to the next signal.

(d) Verbal instructions received from a foreperson must not be transferred between crews. The relieving crew must contact the foreperson and obtain necessary authority and/or instructions.

148. PERSONAL TRANSFER BETWEEN RTC

(a) Where an ECM is used or where a computer assisted system generates a list as defined in paragraph (b), the relieving RTC must sign into the system in the presence of the on-duty RTC and receive verbal and/or written transfer of other necessary instructions and information.

(b) Except as prescribed in paragraph (a), before being relieved, an RTC must make an indelible list in a book provided for the purpose, of GBO, TOP, clearances and other authorities in effect:

- (i) Each such record must have been read, understood and initialled by the relieving RTC.
- (ii) Other necessary instructions and information must also be transferred.
- (iii) Both RTC must sign the transfer and the relieving RTC will record the time the transfer is completed.

11 General Bulletin Order (GBO)

151. IDENTICAL MEANING TO ALL

The body of each GBO must be given in the same words and figures to each employee and movement addressed.

152. DELIVERY OF GBO

The RTC must ensure that movements affected by a GBO are issued a copy of the GBO, or are otherwise secured.

153. CONFIRMATION TO A FOREPERSON

Confirmation of protection must not be given to a foreperson until all movements affected have received a copy of the GBO or are otherwise secured.

154. REMAIN IN EFFECT

GBO remain in effect for the entire tour of duty unless cancelled. GBO must be retained at away from home locations to be available, if required, for the return trip.

155. CANCELLING GBO

(a) To cancel an item of a GBO, the RTC will use the following:
Item No _____ of GBO No _____ is cancelled _____.
(RTC) _____.

(b) To cancel a GBO, the RTC will use the following:
GBO No _____ is cancelled _____ (RTC) _____.

(c) The cancellation must be repeated to, and acknowledged by, the RTC with complete time and RTC initials.

156. DAILY OPERATING BULLETIN (DOB)

(a) Except as provided for in paragraph (b), a movement must notmove on any track where DOB is applicable unless it is in possession of:
    (i) the current DOB; or

(b) The DOB will take effect at the time specified and will remain in effect until the same time the following day. A crew of a movement within DOB limits unable to clear the limits before the DOB expires, or unable to obtain a copy of the next current DOB, must contact the RTC. In such circumstances, the DOB may be extended by the RTC with any necessary changes. If unable to communicate with the RTC, the movement must be stopped.
When a DOB is extended, the crew must provide the DOB number to the RTC who will repeat such to the crew. If correct, the conductor or locomotive engineer or Diesel Rail Operator must acknowledge as correct. When a DOB Extension is performed, the RTC will indicate on the DOB extension the number of each additional and/or cancelled GBO affecting the crew, if any.
The conductor or locomotive engineer or Diesel Rail Operator must then confirm each GBO, stating the number, whether they are in possession of the GBO or cancellation of the GBO. The RTC will transmit the applicable GBO and/or GBO cancellation that are not in the possession of the conductor or locomotive

engineer.

(c) All crew members must verify that the DOB is properly dated, and it contains the correct number of pages.

(d) The RTC will ensure that the information or instructions contained in each GBO, pertaining to track or other conditions within such limits, is correct and placed in the appropriate DOB.

12 FORMS OF GBO

The following examples of GBO will be used where applicable. Times, kilometres and speeds shown in km/h will be in numbers only.

FORM S – MAIN TRACK OUT OF SERVICE

(1) ***Main track out of service between siding switches at Whitney. Switches lined and secured for siding. Movements will operate through siding in accordance with Rule 105.***

(2) ***Main track out of service between main track switches at km 11.3 and km 12.1 Canada Sub, Baker Industrial Track. Switches lined and secured for Baker Industrial Track. Movements will operate through Baker Industrial Track in accordance with Rule 105.***

When a foreperson has received confirmation in writing that the GBO is in effect, impassable main track, between the switches of the siding or other tracks, may be protected in the manner prescribed by Rule 841. Before Form S is issued, any derail on such track must be secured in the non-derailing position or removed from the rail.

FORM T – EQUIPMENT LEFT ON MAIN TRACK

(1) ***Unattended equipment occupying main (No 4) track between km 9 and km 11 Maple Leaf Sub.***
Example (1) will be used to provide permission to leave and provide protection for equipment occupying the main track between the designated points. Equipment must be left between the designated points.

(2) ***Derailed equipment obstructing main (east) track (No1 track and No 2 track) between km 28 and km 29 Beaver Sub.***
Example (2) will be used to protect derailed equipment on the main track or obstruction a main track.

The crew of a movement receiving examples (1) or (2) must proceed prepared to stop short of such equipment.

FORM V – SPECIFYING SPEED

(1) ***Do not exceed 15 km/h between km 15 and km 20 (at km 19.4) (on east track) Canada Sub.***
This example will be used with Rule 43 protection, or for other conditions requiring a reduction in movement speed not covered by example (2) or (3). When required, the GBO must specify the track, or tracks, upon which the restriction applies.

(2) ***Do not exceed 45 km/h while handling _____.***
This example may be used when it is necessary to restrict the speed of specific equipment.

FORM Y – PLANNED PROTECTION
Form Y will be used to provide protection as prescribed by Rule 42.
Be governed by Rule 42 on Nov 30th from 0800 until 1700 between km 10 and km 12 (on east track) Canada Sub Foreperson _____.

Note: this form may be modified for daily or other exceptional usage. E.g. daily from 0800 until 1700.
When required, the GBO must specify the track, or tracks, upon which the restriction applies.

13 Special Control System (SCS) Rules

351. APPLICATION
On portions of the railway so specified by special instructions, the use of the main track will be governed by the Special Control System.

352. SUPERVISION
Movements and track work protection will, unless otherwise provided, be supervised by the RTC who will issue instructions as may be required.

353. SCS SPECIAL INSTRUCTIONS
Special instructions necessary to govern this method of operation will be issued. Except as affected by such instructions and Rules 351 and 352, all Operating Rules remain in force.

14 General Description and Location of Fixed Signals

401. LOCATION

Wherever practicable, fixed signals other than switches will be located above, or to the right of, the track they govern. Where circumstances require that signals be otherwise placed, such conditions will be indicated by GBO or special instructions.

EXCEPTION: A block or interlocking signal that is required to be placed to the left of the track it governs need not be indicated by GBO or special instructions, provided that such location does not place the signal to the right of another signalled track.

401.1 SIGNAL DISPLAYED

The indications displayed on block and interlocking signals govern operation to the next signal or block end sign. Except as otherwise specified in special instructions, a signal to leave the main track to enter non-main track applies to the block end sign or until the leading end of the movement has passed entirely through the controlled location and entered non-main track. Speed requirements protecting turnouts must be complied with until the entire movement has cleared the turnout.

401.2 APPROACHING A SIGNAL

All movements must approach the governing signal preparing to stop until it can be observed as displaying a more favourable indication than Stop.

402. POSITIONING

Where conditions allow, block and interlocking signal heads will be positioned with respect to the tracks on which they affect movements. Bridges, cantilevers, dummy masts and other structures will be used and must be illustrated in company instructions to ensure proper understanding or signal intent.

403. APPEARANCE OF COLOUR LIGHT SIGNALS

a) Block and interlocking signal aspects will be displayed by the colour, position, flashing of lights, or combinations thereof.

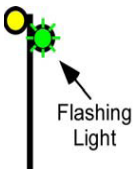
b) The indications of any such signal may be qualified or modified by an attached arrow and/or plate(s).

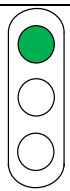
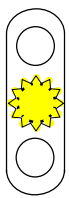
c) Lights may be attached to either side of the signal mast and number plates may be provided for the purpose of identifying the location.

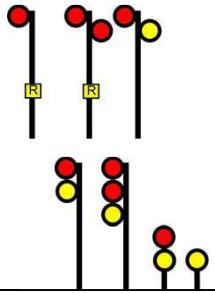
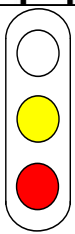
404. STANDARD INDICATIONS

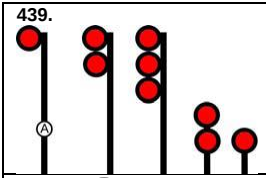
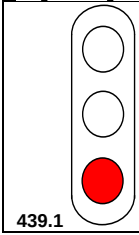
The illustrations in Rules 411.1 to 439.1 are standard aspects and indications. Other signal aspects and indications necessary will be illustrated in special instructions.

15 Block and Interlocking Signals



 **411.1.**	Proceed – Proceed, preparing to stop at next signal.
 **411.2.**	Turnout to Stop – Proceed, turnout speed through turnouts, preparing to stop at next signal.

436.  	Restricting - Proceed at RESTRICTED speed.
 **436.1.**	Proceed with Restricted – Proceed at RESTRICTED speed, preparing to stop at next signal.
 **436.2.**	Turnout with Restricted – Proceed at RESTRICTED speed passing signal and through turnouts, preparing to stop at next signal.

439. 	Stop – Stop
 **439.1**	Stop – Stop

16 Centralized Traffic Control (CTC) Rules

560. SUPERVISION AND APPLICATION

CTC is applicable in limits specified in the time table or special instructions and will be supervised by the RTC. Block signals will govern the operation of trains or transfers. The RTC will issue instructions as required.

561. CTC SUSPENDED

When all or part of the CTC is withdrawn from service, trains and transfers will be governed by special instructions.

564. AUTHORITY TO PASS STOP SIGNAL

(a) A train or transfer must have authority to pass a block signal indicating Stop.

(b) The RTC may authorize the train or transfer to pass the signal but before doing so must:

- (i) ensure that there are no conflicting trains or transfers within, or authorized to enter, the controlled block affected (other than one authorized by Rule 567 or 567.3); and
- (ii) provide protection against all opposing trains or transfers.

(c) When signal blocking devices are used, they may be removed after the authorized train or transfer has entered the controlled block affected. The RTC must not permit any opposing trains or transfers to enter the controlled block until the authorized train or transfer has cleared such block.

(d) The train or transfer so authorized need not stop at the signal but must positively identify the signal by number; operate at RESTRICTED speed to the next signal or Block End sign, and must be governed by Rule 104.2 at dual control switches.

(e) When a known condition prevents clearing of controlled signals into an affected block, the RTC may authorize operation at REDUCED speed to the next signal or Block End sign. The train or transfer will be advised whether or not equipment is present in the block.
REDUCED speed remains applicable unless the block is known to be clear of equipment.
REDUCED speed commences when the leading piece of equipment has passed entirely through the controlled location.
The train or transfer must approach the next signal prepared to stop and there be governed by the indication displayed.

(f) The authority granted and instructions received must be in writing and, where applicable, specify the route to be used. The locomotive engineer must be made aware of the route to be used before moving.

566. WORK AUTHORITY

(a) A train or transfer may be given work authority that permits moving in either direction within specified limits.

(b) Before issuing such authority the RTC must;
  (i) ensure that there are no other trains or transfers within, or authorized to enter, the required limits; and
  (ii) block at Stop all devices controlling signals governing other trains or transfers into such limits.

(c) The RTC must maintain signal blocking against all trains or transfers and must not authorize any other trains or transfers to enter the affected limits except as provided by Rule 567.3 or until the work authority has been cancelled.

(d) If work authority is cancelled while the train or transfer is within the affected limits, the conductor or locomotive engineer must inform the RTC of their intended direction. The RTC must maintain signal blocking against opposing trains or transfers until the protected train or transfer has cleared the controlled block.

(e) When the authority specifies: “Call RTC” the conductor or locomotive engineer must communicate with the RTC as instructed.

(f) The authority granted and instructions received must be in writing. The locomotive engineer must be aware of the track limits before moving.

(g) Controlled signals within the limits other than the entry and exit signals of the authority that are indicating STOP may be considered as indicating "proceed at RESTRICTED speed".

566.1 SIGNAL INDICATION SUSPENDED WHILE SWITCHING

(a) A crew may be authorized to manually operate specific dual control switches at a controlled location, as prescribed by Rule 104.2, paragraph (d). Such authority must be included with work authority, as prescribed by Rule 566 or 567. The indications of signals governing operation over such switches may be considered suspended while switches are in the “hand” position, but only while switching is being performed at the designated controlled location. Signal indication or Rule 564 must authorize the train or transfer into the controlled location, before being issued the Rule 566/566.1 authority.

Verbal permission may be given to manually operate specific dual control switches within the limits of Rule 566 or 567 authority that did not include 566.1 authority for those switches.

567. JOINT WORK AUTHORITY

(a) More than one train or transfer may be given joint work authority that permits operation in either direction within the specified limits. Each such train or transfer must be instructed: “Protecting against each other.” The conductor and locomotive engineer of each train or transfer must have a thorough understanding in writing with respect to the intended operation of each train or transfer and the protection to be provided.

(b) Before issuing joint authority, the RTC must;

(i) ensure that there are no trains or transfers in the affected limits, other than the trains or transfers which are to be authorized; and

(ii) block at Stop all devices controlling signals governing trains and transfers into the affected limits.

(c) The RTC must maintain signal blocking against all trains or transfers and must not authorize any train or transfer, other than one which is thereby protected, to enter the affected limits until the work authority has been cancelled. Each train or transfer

must be clear of the affected limits before the work authority is cancelled.

EXCEPTION: If the work authority remains to be cancelled to only one train or transfer, it may be cancelled while that train or transfer is within the affected limits. In such case, the conductor or locomotive engineer must inform the RTC of their intended direction. The RTC must maintain signal blocking against conflicting trains or transfers until the protected train or transfer has cleared the controlled block.

(d) When the authority specifies: "Call RTC _____," the conductor or locomotive engineer of each train or transfer so instructed must communicate with the RTC as instructed.

(e) The authority granted and instructions received from the RTC must be in writing. The locomotive engineer of the train or transfer so authorized, must be made aware of the track limits before moving.

567.1 PROTECT AGAINST A FOREPERSON

(a) A train or transfer may be authorized to enter or move within the limits of a TOP when instructed to protect against the foreperson within specified limits.
"Protect against foreperson (name) between (location) and (location)."

(b) The conductor and locomotive engineer must be made aware of the authority granted and have received specific instructions from the foreperson before moving. The instructions must be repeated to, and acknowledged by the foreperson before being acted upon.
Such specific instructions received from the foreperson must be in writing.

(c) The RTC must not authorize another train or transfer or issue another TOP to apply, within the protected limits granted under this rule until it has been fulfilled by the train or transfer having cleared the limits, or the authority has been cancelled.

(d) In addition to the permission and instructions received from a foreperson to enter and/or move within the limits, trains or transfers must also be authorized to enter the TOP limits under the provisions of Rule 105(e), Rule 564 or Rule 568, or to reverse within the TOP limits under the provisions of Rule 566.

567.3 PROCEEDING THROUGH WORK LIMITS

Trains or transfers may be authorized to enter or move within work limits of other trains or transfers.

(a) Each time a train or transfer is so authorized, the train or transfer must be restricted as follows:
"Protect against work (number) between (location) and (location)".

(b) A train or transfer authorized as outlined in paragraph (a) must not enter or move within the working limits until a written understanding has been established with the conductor and locomotive engineer or each train or transfer. This understanding must include information with respect to the intended operation of each train or transfer and remain in place until the affected train or transfer has left the working limits.

(c) Prior to entering the limits, the train or transfer must also be authorized by signal indication or under the provisions of rules 564 or 568.

(d) When entry is to be provided by signal indication, the restriction may only be issued when the train or transfer is within:
    (i) two controlled blocks of the limits; or
    (ii) 25 miles of the limits when there is no controlled block prior

The RTC must ensure the authorized train or transfer is the only one which will encounter the signal governing entry into the limits.

568. SIGNAL OR PERMISSION TO ENTER MAIN TRACK

(a) A train or transfer must not foul or enter a main track, nor re-enter one after having cleared it, except by signal indication or until permission has been received from the RTC.

(b) When entry to the main track is to be made at a non-electrically locked hand operated switch, or at a switch where the seal on the electric switch lock is broken, such permission from the RTC must include the direction and route to be taken and must be in writing. The locomotive engineer must be made aware of the circumstances before moving.
Before issuing such permission the RTC must;
    (i) ensure that there are no conflicting trains or transfers within, or authorized to enter, the controlled block affected; and
    (ii) block at Stop all devices controlling signals governing trains or transfers into the affected controlled block.

(c) The RTC must maintain signal blocking and not permit any opposing train or transfer to enter the controlled block until the protected train or transfer has cleared the controlled block. Signal blocking against following trains or transfers must not be removed nor may following trains or transfers be permitted to

enter the controlled block until the conductor or locomotive engineer, of the train or transfer being protected, has reported that the train or transfer has entered the main track and is moving in the authorized direction.

EXCEPTION: Permission is not required when a train or transfer is to enter or re-enter the main track at a hand operated switch within the limits when authorized by Rule 566 or 567.

569. CANCELLING AUTHORITIES

(a) Authority or permission granted by Rules 564, 567.3 or 568 may be cancelled provided the train or transfer has not entered the controlled block affected.

(b) When authority granted by Rules 564, 566, 567, 567.3, 567.1, or the permission in writing granted by Rule 568 is cancelled, the cancellation does not take effect until it has been correctly repeated and acknowledged by the conductor and locomotive engineer of the train or transfer affected. These employees must acknowledge the cancellation by repeating the authority number, “cancelled time” and initials of the RTC to the RTC.

571. RESTORING SIGNALS TO STOP

(a) Signals must not be restored to indicate stop when the train or transfer for which signals were first cleared is less than three blocks distant from the first of such signals, unless the locomotive engineer has acknowledged that they are stopped or able to stop their train or transfer without passing the controlled signal to be restored.

(b) In case of emergency, a signal may be restored to stop at any time.

573. REVERSING DIRECTION

(a) A train or transfer, having passed beyond the limits of a block, must not back into that block until the RTC has been informed, and such train or transfer is authorized by;

(i) the indication of a block signal, other than a Restricting Signal equipped with a plate displaying the letter “R”, or a Stop and Proceed Signal;

(ii) Rule 564 or 567.3 or

(iii) Rule 566, 567.

NOTE: (iii) does not dispense with the requirements of Rule 564 at a Stop Signal except in the application of Rule 566(g).

(b) When a train or transfer has entered a controlled location on signal indication, and stops with its trailing end within such controlled location, it may only move in the opposite direction

within the controlled location with permission from the RTC. Unless relieved by the RTC, the movement must comply with Rule 104.2(b). RTC permission does not authorize occupancy outside of the controlled location.

(c) Provided it will not re-enter a block it has cleared, a train or transfer may reverse direction within a block without Rule 566, 567 protection as follows:

(i) to reverse a distance of 91 metres (300 feet) or less, a crew member must take up a position to see the section of track to be used is clear and will remain clear of equipment or a track unit; or

(ii) to reverse a distance greater than 91 metres (300 feet), a flagperson must take up a position beyond the farthest point to which the train or transfer may extend. Stop signals must be given by the flagperson from a point where they can be plainly seen from an approaching train or transfer from not less than 274 metres (300 yards).

A DMU train is relived of the requirements of 573 (a), (b) and (c) if changing direction from a station with a permissive signal and ATP

576. SWITCHING AT A CONTROLLED LOCATION

(a) **Signal Indication** - The preferred method of switching at a controlled location is with the use of the signal system by having the RTC signal the train or transfer over the controlled location with directional signals. If unable to clear the controlled location when switching is completed, the RTC will authorize departure by issuing a Rule 566 to the train or transfer. If the first move into the block was authorized by Rule 564, operation to the next signal must be made at RESTRICTED speed.
Rule 566 would not be required when the RTC verbally authorizes the train or transfer to pull ahead to the next signal where there are no dual control switches to be encountered.

(c) **Rule 566.1 Signals Suspended** - The train or transfer must be authorized to enter the block before Rule 566/566.1 or authority is issued by the RTC. If the train or transfer is unable to be clear of the limits when switching is completed, they must advise the RTC before leaving the location. If Rule 564 authorized the first move into the block, the train or transfer must operate to the next signal at RESTRICTED speed.

(d) **Taking Head-Room** - Provided that the trailing end remains within non-main track territory, a train or transfer may accept a

signal to enter a controlled location, where the intent of the move is to subsequently reverse direction so as to be completely in the clear in the non-main track territory. The RTC must be informed of the intended head-room move when the signal is requested. The crew may request one or more head-room moves but each time the signal provides a permissive indication, it is for one head-room move only.

578. RADIO BROADCAST REQUIREMENTS

(a) Within single track, a member of the crew on all trains or transfers must initiate a radio broadcast to the airwaves on the designated standby channel stating the name of the signal on the controlled location, controlled point or interlocking, as per signals listed in special instructions.
Crew members must transmit on the designated radio channel when handled, the position of hand operated switches and derails.

17 Interlocking Rules

601. APPLICATION

A movement will be governed by interlocking rules within interlocking limits. Interlocking signal indications govern the use of the routes within interlocking limits. Instructions may be issued by the RTC where necessary.

602. PROPER SIGNAL INDICATIONS REQUIRED

(b) Except in case of emergency, radio or hand signals must not be used when the proper indication can be displayed by the interlocking signals.

(c) A movement stopped by the RTC, other than by means of signal indication, while approaching, or within an interlocking, must not move in either direction until the proper signal or instructions have been received from the RTC.

(d) When a movement stops with its trailing end within interlocking limits, it must not reverse direction without the proper interlocking signal indication, or permission from the RTC.

604. ESTABLISHING AND CHANGING ROUTES

(a) Signals must not be restored to indicate stop unless the locomotive engineer has acknowledged that they are stopped

or able to stop their movement without passing the interlocking signal to be restored.

(b) In case of emergency, a signal may be restored to Stop at any time.

(c) No part of a route may be changed, nor signals cleared for a movement on a conflicting route, unless the locomotive engineer of the movement for which the route was cleared has acknowledged that they are able to comply with the new routing.

606. APPROACHING INTERLOCKING LIMITS

At a location not protected by an advance signal, a movement must approach interlocking limits prepared to comply with a signal indicating Stop.

607. RULE APPLICABLE AT A STOP SIGNAL

When an interlocking signal indicates Stop and no conflicting movement is evident, the following will apply:

TYPE OF INTERLOCKING

APPLICABLE RULE
(as indicated in special instructions)
Remotely-Controlled

610

610. REMOTELY-CONTROLLED INTERLOCKING INDICATING STOP

(a) A movement must have authority to pass a remotely-controlled interlocking signal indicating Stop. The RTC may authorize the movement to pass the signal but before doing so must ensure that there is no conflicting movement in the route to be used, and that all devices controlling signals governing conflicting movements are blocked at Stop. The authorization must specify the route to be used, and must be in writing.

(b) The movement so authorized need not stop at the signal but must positively identify the signal by number. It must move at RESTRICTED speed to the next signal or Block End sign and will be governed by Rule 104.2 at dual control switches.

(c) The locomotive engineer must be made aware of the route to be used before moving.

612. STOPPED FOUL OF SIGNAL

When a movement, which has accepted an indication of an interlocking signal permitting it to proceed, stops before the leading locomotive or car has completely passed such signal, it may then proceed only after receiving permission from the RTC.

614. LEAVING INTERLOCKING IN ABS OR CTC

When an interlocking is located in ABS or CTC, the indication of the last interlocking signal, in the direction of travel, also governs the movement to the next signal or Block End sign. If necessary to pass such signal in accordance with Rule 610 unless otherwise specified in special instructions, Rule 564 also applies beyond the interlocking limits.

615. SINGLE UNIT OF EQUIPMENT RESTRICTED

A single unit of equipment must not be left standing on the movable portion of an interlocked drawbridge or within the interlocking limits of a railway crossing at grade.

616. DAMAGE TO INTERLOCKING

When it is known or suspected that:

(i) a derailment has occurred; or

(ii) track, appliances or signals are damaged or malfunctioning;

the RTC must block all controls for signals governing movements over the affected routes at Stop. No move may then be permitted until the RTC has established that they may pass safely.

617. DISCONNECTING TRACK PARTS OR LOCKING DEVICES

Before any movement is permitted to pass over any movable track part or locking device which has been disconnected, all movable track parts affected must be spiked or secured in the required position and their controls blocked to prevent them from being operated.

618. PROTECTING AGAINST A FOREPERSON

(a) A movement may be authorized to enter or move within the limits of a TOP when instructed to protect against the foreperson within specified limits.

"Protect against foreperson (name) between (location) and (location)."

(b) The crew members must be made aware of the authority granted and have received specific instructions from the foreperson before moving. The instructions must be repeated to, and acknowledged by, the foreperson before being acted upon.

Such instructions received must be in writing.

(c) The must maintain signal blocking against all other movements and must not authorize any other movement, or issue another TOP to apply, within the protected limits until the authority granted under this rule has been cancelled. Other members of the crew must immediately be advised of the cancellation and all copies of the cancelled authority must be destroyed.

619. TRANSFER BY RTC

(a) Where an ECM is used or where a computer assisted system generates a list as outlined in (b), the relieving signalman must sign into the system in the presence of the on-duty RTC, and receive verbal and/or written transfer of other necessary instructions and information.

(b) Except as prescribed in paragraph (a), before being relieved, the RTC must make a transfer in a book or on a form provided for that purpose, of TOP and other authorities in effect. The transfer must include the time and other necessary information and must be signed by both the relieved and the relieving RTC.

18 PROTECTION OF TRACK UNITS AND TRACK WORK

Providing Instructions to move through protected limits:

Instructions to a movement must be recorded in writing by the foreperson.

Additionally, in the application of Rules 42/842 and 849 (TOP) before issuing such instructions, the foreperson must ensure the track, or portion of the track, to be used by the movement is clear and all switches, for which the foreperson is responsible, are lined and locked in the normal position.

802. SPEED

Unless otherwise authorized, track units must always be operated at track unit speed.

803. TRACK UNIT AND TRACK WORK AUTHORIZATION

Refer to Rules 809 and 811 for rules applicable within interlocking limits and non-interlocked railway crossings at grade and non-interlocked drawbridges.

(a) Track occupancy by a track unit is permitted as follows:

Territory	Rule or Authority
CTC	Rule 842 or TOP
Signalled Track	Rule 842 or TOP
NMT	Rule 105 (c) or where it is not applicable, it must be known that the is no conflicting movement(s) Other forms of protection when specified by special instructions

On non-main track, the application of Rule 105(c) will protect track unit operation. Track Units must operate at Track Unit Speed. In addition:

Before a track unit is permitted to foul or occupy a non-main track, the foreperson must visually ascertain that no movement is approaching.

A foreperson in charge of the track unit must give way as quickly as possible on the approach of a movement on the track affected.

On the approach of a movement on the track affected, if unable to comply with paragraph (ii), the foreperson will arrange the display of a stop signal.

A track unit on a railway track must not foul another track until the switches connected with the move are properly lined.

The application of this instruction does not authorize track work.

(b) Track work is permitted as follows:

Territory	Rule or Authority
CTC	Rules 842 or TOP
Signalled Track	Rules 842 or TOP
NMT	Rule 841 Other forms of protection when specified by special instructions

(c) When no longer required, the foreperson must promptly cancel or remove the protection and advise any person responsible for the track.

(d) Prior to the removal, cancellation, or expiration of protection, or providing instructions to a movement; the foreperson must ensure, unless otherwise protected:
   (i) the track is safe for movements at normal speed; and
   (ii) employees or track units for which the foreperson is responsible are clear of the track.

A foreperson must advise and/or obtain permission from the RTC before commencing any track work that will interfere with the signal system. In addition, foreperson must monitor the appropriate standby channel to keep informed as to the location of movements and must not open a main track switch or perform any work that may cause a block or interlocking signal to display a more restrictive indication to a movement than was intended by the RTC.

19 TRACK WORK AND TRACK UNITS AT RAILWAY CROSSING AT GRADE, DRAWBRIDGES, INTERLOCKINGS AND NON-INTERLOCKINGS

809. REMOTELY-CONTROLLED INTERLOCKING – RAILWAY CROSSING AT GRADE

(a) Track Work:
Separate TOP for interlocking unless in possession of other protection encompassing all routes which provide access to the working limits.

(b) Track Units:
Operation beyond the interlocking signal must not be made until a separate TOP for the interlocking has been received from the RTC. Unless otherwise specified in special instructions, the RTC may provide verbal authority for the foreperson to occupy the interlocking limits.

811. RTC REQUIREMENTS – CONTROLLED INTERLOCKINGS

Before giving verbal authority, the RTC must;
(a) ensure there are no conflicting movements within or authorized to enter the authorized route;
(b) block at STOP all devices controlling signals governing movements into the authorized route; and
(c) maintain the blocking until the foreperson has reported clear of the authorized route.

20 TRACK UNITS OPERATING OVER DUAL CONTROL SWITCHES

815. DUAL CONTROL SWITCHES

When a track unit(s) is required to move over a dual control switch;
(a) the switch must be lined by the RTC, except where the RTC gives permission to the foreperson to operate such switch in the “hand” position; and
When a foreperson requests the RTC line a dual control switch to allow a track unit to move through such switch, verbal confirmation must be received from the RTC that the switch is

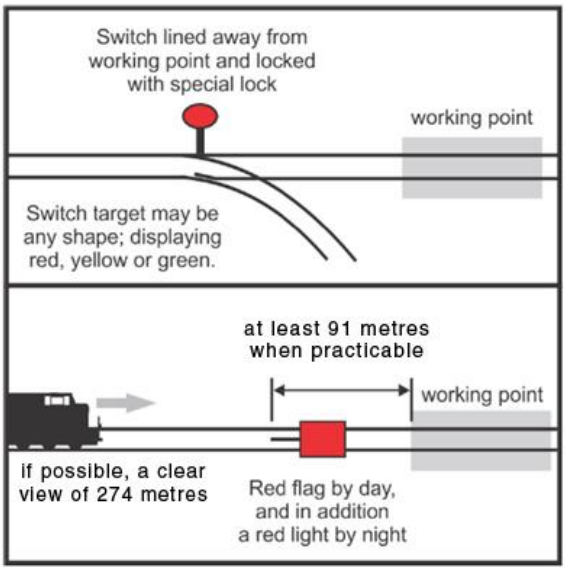
lined and locked for the requested route before the track unit moves through such switch.

(b) when a dual control switch is operated by the foreperson in the "hand" position, and after the track unit has cleared the switch points, the foreperson must ensure that the selector lever has been restored to the "power" position and locked and immediately advise the RTC.

816. FOREPERSON REQUIREMENTS - IDENTIFYING ARRIVAL AND/OR DEPARTURE OF MOVEMENTS

When a foreperson has been authorized to perform track work behind or has authorized a movement(s) to pass through working limits, the foreperson or sub-foreperson must not enter the track at a location within the limits until it has been positively ascertained that the movement(s) have arrived and/or left that location. Such information must be received from the RTC or a crew member of the movement or by the foreperson or a sub-foreperson identifying that a train has arrived by visually identifying the designated engine or DMU and marker. Movements operating without a marker must be identified by the foreperson or a sub-foreperson by direct communication with a member of the crew of such or by the foreperson through the RTC.

841. PROTECTION OF TRACK WORK ON NON-MAIN TRACK AND IN CAUTIONARY LIMITS



(a) Before applying protection the employee responsible, if any, for the track must be advised.

(c) The foreperson must provide protection to prevent access to the working limits using one or more of the following methods:

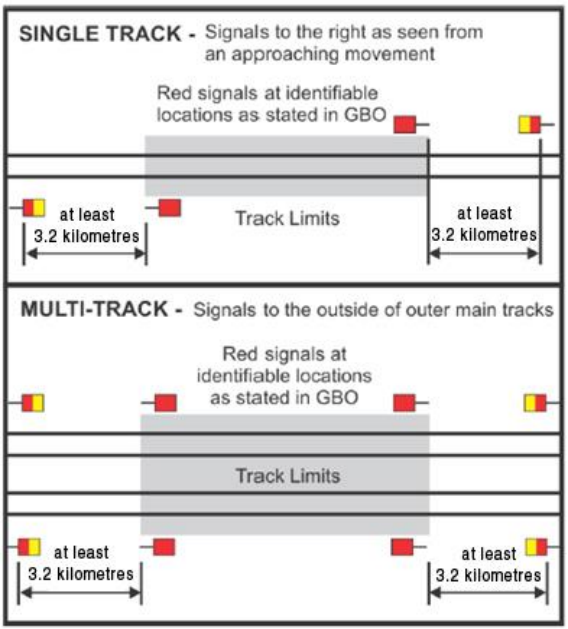
(i) lock switch(es) with a special lock, in a position to prevent a movement from entering the working limits;

(ii) place a red flag by day, and in addition, a red light by night, or when day signals cannot be plainly seen, between the rails to prevent a movement from entering the working limits. Such signal(s) must be placed at least 100 yards from the working point where practicable, where there will be a clear view of the signal(s) from an approaching movement of at least 300 yards. If there is equipment on the track which will prevent a clear view of

300 yards, the red signals must be placed to include such equipment; or

(iii) a red signal displayed per (ii) and a derail locked in the derailing position with a special lock.

842. PLANNED PROTECTION – RULE 42



(a) When protection is required, the request must be in writing and on the prescribed form. When protection has been provided, the track and time limits must be confirmed in writing prior to the foreperson named in the GBO arranging for the display of the prescribed flags as follows;

(i) place a red flag at each identifiable location stated in the GBO to the right of the track as seen from an approaching movement ; and

(ii) place a yellow over red flag at least 3.2 km (two miles) outside the track limits defined by the red flags, to the right of the track as seen from an approaching movement.

(iii) Track work must not be undertaken until the prescribed signals are in place in all directions.

(iv) flags must not be placed more than 30 minutes prior to or after the times stated in the GBO unless provided for in the GBO.

(v) Track limits must not be overlapped.

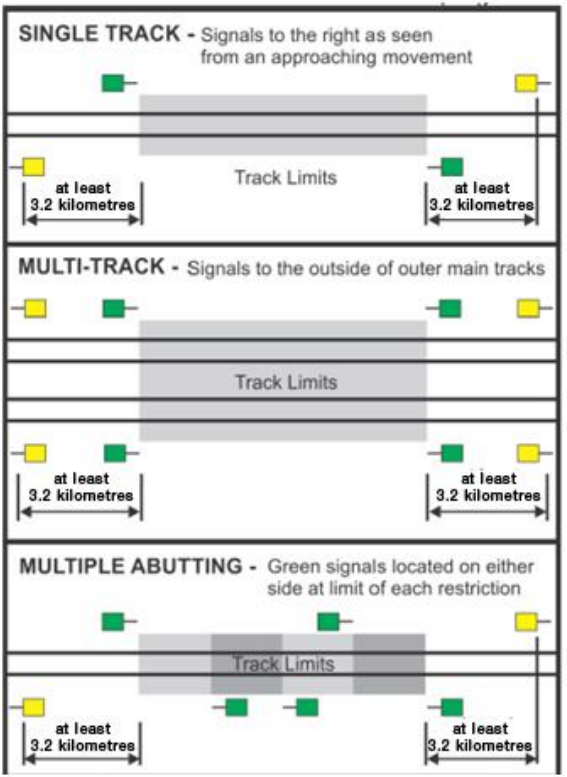
(b) When a specific track is to be used, instructions from the foreperson must specify the track upon which the instructions apply.

In CTC, when protection is in effect on more than one track or when signalled turnouts are within the limits there must be a clear understanding in writing between the foreperson and the RTC as to what route(s) movements are to use. The foreperson's instructions to the movement must be identical to the routing arrangement with the RTC. Should the foreperson require operation on a specific track when the arrangement with the RTC was for more than one route, the foreperson must make a new arrangement with the RTC before authorizing the movement.

(c) Track limits shall be kept as short as practicable and be expressed in whole kilometres or by other identifiable locations.

(d) The GBO must indicate the location of flags that cannot be placed at the distance prescribed.

843. SLOW TRACK PROTECTION – RULE 43



(a) When slow track protection is required the request must be made in writing and when practicable on the prescribed form, and after GBO protection has been provided, the speed restriction(s) and limits must be confirmed to the foreperson in writing who will arrange to place a:

(i) yellow flag to the right of the track as seen from an approaching movement at least 3.2 km (two miles) in each direction from the outermost limits indicated in the GBO, and

(ii) green flag to the right of the track as seen from an approaching movement in each direction, immediately beyond the defect.

Exception: When there are abutting limits contained within a single GBO, a single green flag will be displayed to either side of the track to identify each restriction within the limits.

(b) The GBO must indicate the location of flags that cannot be placed at the distance prescribed.

(c) When the placement of flags as prescribed is delayed, the RTC must be advised and the following must be added to the Form V: "Signals may not be in place." The flags must be placed as soon as possible and the GBO changed accordingly.

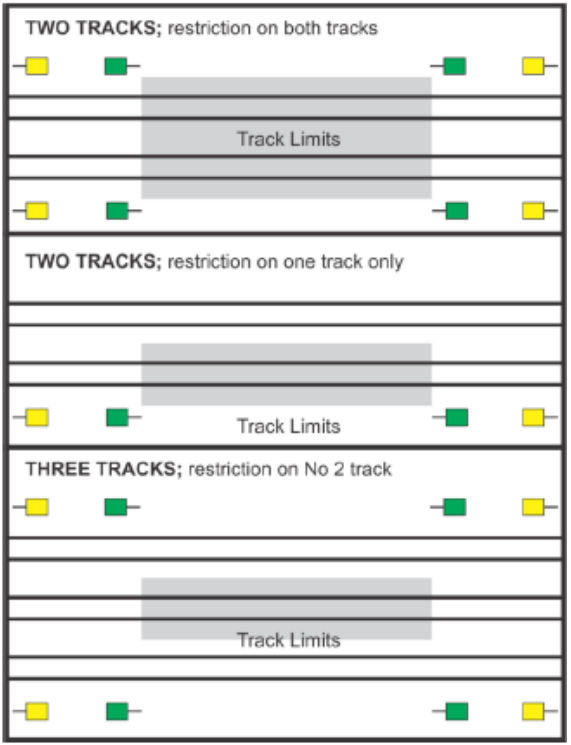
(d) When a restriction is located at a single kilometre point, one green signal will be displayed to identify the restriction and may be displayed to either side of the track.

(e) When a rail break has been detected by an engineering employee and it is safe to operate over the break at a speed less than posted speed, the RTC will provide GBO protection to affected movements stating the authorized speed over the break and how such location is marked in the field, by either a Rail Break Sign or foreperson, at the break. Flags required will not be in place.

(f) The regular placement of flags must be utilized after 24 hours if the defect is continuing.
Delay in the placement of flags as prescribed by Rule 843 is permitted only under exceptional conditions.

845. SIGNAL PLACEMENT MULTI-TRACK

Except on a subdivision designated in special instructions, signals required by Rules 842 and 843, must be placed to the outside of the outermost track(s) and not between the main tracks.



846. MOUNTING OF SIGNALS

(a) Signals displayed for protection of track work and track conditions must provide an unobstructed view of them as seen by the crew of an approaching movement. They will be of the prescribed colour, size and shape.

(b) When a day signal cannot be plainly seen, each flag must be reflectorized or equipped with a reflectorized lens, target or disc,

or a reflectorized sign may be used instead. In the application of Rule 841, the required light must be displayed.

(c) Red, Yellow and Yellow over Red flags may display those colours only in the direction of an affected approaching movement. Green flags must display that colour in both directions.

21 TRACK OCCUPANCY PERMITS

849. BEFORE ISSUING TOP AUTHORITY

Before issuing TOP authority, the RTC must;

(a) ensure there is no conflicting movement within, or authorized to enter, the TOP limits to be granted unless such movement has been restricted in accordance with Rule 567.1, 618 and

(b) in CTC and controlled interlockings, block at Stop all devices controlling signals governing the entry of movements into the limits to be granted. Signal blocking applied to protect a TOP must be maintained until the TOP is cancelled to the foreperson. At a location where a signal control governs movements over more than one route and where it is not practicable to block the signal at Stop, the RTC must line and block all switches away from the track to be protected.

850. SAME OR OVERLAPPING TOP LIMITS

The RTC must not authorize a movement to enter overlapping TOP limits.

852. TOP ENCOMPASSING CONTROLLED LOCATIONS

When authorized by a TOP to occupy a track within a controlled location, the authority includes any track within the controlled location that connects to that track but only to a point on the connecting track where occupancy would require separate TOP authority.

853. REMAINS IN EFFECT

A TOP once in effect continues so until superseded or cancelled.

854. ONE TRACK UNIT – FOREPERSON REQUIREMENTS

Before acting under the authority of a TOP, a foreperson in charge of a single track unit must;

(a) read the TOP aloud to the employees accompanying the track unit; and

(b) require those employees who hold a valid certificate of rules qualification to read and initial the TOP.

855. MULTIPLE TRACK UNITS AND/OR TRACK WORK – FOREPERSON REQUIREMENTS

Before acting under the authority of a TOP, a foreperson in charge of the protection of track work or in charge of more than one track unit must;

(a) read the TOP aloud to at least one other employee involved in the work who holds a valid certificate of rules; and

(b) when conditions permit, require those to whom the TOP is read aloud, to read and initial the TOP.

Special instructions will indicate additional procedures for protection of sub-foreperson.

A single foreperson with several machines or track units operating under their DIRECT supervision must

- conduct a comprehensive JOB BRIEFING with all Track Unit/Machine Operators under the Foreperson's direct supervision prior to work commencing; or
- utilize the provisions of General Engineering Instructions for Protecting Separated Work Groups.

856. COMMUNICATION BETWEEN EMPLOYEES AND FOREPERSONS

An employee who has been made aware of the contents of the TOP must remind the foreperson of the contents in sufficient time to ensure compliance.

857. MULTIPLE TOP

Where required, special instructions will indicate additional procedures.

The RTC must indicate on the TOP:

- if other TOP(s) are in effect within the same or overlapping limits.
- The name(s) and limits of other foreperson holding TOP(s) within the same or overlapping limits.

Such information must be recorded in writing and repeated to the RTC.

A maximum of three TOP's can be issued within the same or overlapping limits. Visiting forepersons are not permitted.

The Foreperson must, prior to entering overlapping limits of other TOP(s):

1. Contact and obtain understanding in writing from all other forepersons indicated on the TOP.
2. Repeat understanding in writing to the sender to ensure correctness.

The Foreperson must obtain understanding in writing for new or revised moves within the same or overlapping limits of TOP(s).

If communication fails after understanding in writing has been received, no move other than the last arranged may be made.

A foreperson must immediately upon canceling TOP or leaving the overlapping limits, advise other forepersons affected. Each Foreperson must maintain a record of understanding in writing.

22 TOP CANCELLATION

864. TOP CANCELLATION

(a) The foreperson must advise the RTC of the TOP number to be cancelled;
(b) the RTC must state the TOP number and limits of the TOP to be cancelled which must be acknowledged as correct by the foreperson;
(c) the RTC will state the TOP number, "cancelled" and the initials of the RTC which must be repeated by the foreperson; and
(d) the cancellation does not take effect until it has been correctly repeated and acknowledged by the foreperson.