



HV-1

**Highway Vehicle
Operator's Manual**

ITEM # 007149 (01/2020)

EFFECTIVE JANUARY 15, 2020

NORFOLK SOUTHERN CORPORATION

PREFACE

These rules and instructions govern the use, operation, and care of all trucks and automobiles of Norfolk Southern Corporation, Norfolk Southern Railway Company, and affiliated companies, all referred to herein collectively for convenience as the Company. Every driver operating a Company vehicle must be familiar with these rules and instructions and carry a copy of them in the vehicle for ready reference.

While rules and instructions are written to provide clear direction, occasionally situations arise that are not specifically covered. Under these conditions, the operator of a vehicle should pursue the safest course of action.

Further instructions may be issued by proper authority.

A handwritten signature in black ink that reads "Jason M. Morris". The signature is written in a cursive, flowing style.

Jason M. Morris
Assistant Vice President Safety and Environmental

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GUIDELINES TO SAFE VEHICLE OPERATION

- **DRIVE A SAFE VEHICLE** - Before using a vehicle, check the tires, lights, rearview mirrors, seat belts and inspect for damage that may have occurred while the vehicle was parked or in use by another driver. In addition to the stationary inspection, each employee operating a company vehicle must ensure the vehicle steering and brakes work properly. If damage or defects are found, they must immediately be reported their supervisor. Make weekly inspections of windshield wipers, speedometer, horn, turn signals, and stop lights. Promptly correct any item not in proper working order.

- Prior to use, operators of any NS vehicle will inspect the following conditions of each assigned vehicle to determine if the vehicle is operational, needs repairs, or the condition is not applicable to the vehicle.
 - Headlights dim/bright
 - Signal indicator lights
 - Tail lights
 - Back-up lamps
 - Emergency flashers
 - Interior lights
 - Horn
 - Windshield
 - Windshield wipers
 - Seatbelt function
 - Mirrors
 - Fire extinguisher (if applicable for the class of vehicle)
 - Warning light (on when vehicle is off and extinguished with engine running)
 - Fluid levels (oil, coolant, brake, power steering, windshield wiper fluids)
 - Tires (proper inflation, wear, performance while driving)
 - Damage to vehicle
 - Cleanliness
 - Speedometer
 - Proper braking
 - If applicable, proper performance at highway speeds

- Prior to use, conditions identified as in need of repair must be corrected and reported to the appropriate department supervisor.

- **MAINTAIN** plenty of ventilation in your vehicle. Smoking is not permitted in company vehicles.
- **DRIVE DEFENSIVELY** - There are numerous potential accident situations. Continuously scan the road for hazards. While driving, carefully consider situations you may encounter and how you will deal with each.
- **DRIVE COURTEOUSLY** - Give the other driver a break. This pays dividends emotionally and will help keep you safe.
- **DRIVE SKILLFULLY** - keep the whole traffic scene in view, and avoid driving in the blind spot of other vehicles.
- **DRIVE UNDER CONTROL**
 - Do not speed.
 - You represent Norfolk Southern. Aggressive driving is prohibited
 - If affected by drowsiness, highway hypnosis or daydreaming **STOP** your vehicle in a safe place.
 - When on longer trips, stop approximately every two hours, get out of vehicle, and exercise (stretch or walk) to reduce potential for fatigue and increase alertness.
 - Don't let traffic conditions or other drivers irritate you.
- Use of a cell phone, PDA, or similar device while driving a motor vehicle is prohibited, unless being used for voice communication in "hands-free" mode.

GENERAL RULES AND REGULATIONS

Before Beginning the Trip

1. Vehicles are furnished for handling Company business only. Non-business trips are prohibited. Unauthorized persons may not ride in or on Company vehicles.
2. Company vehicles may be operated only by authorized persons. The employee to whom a vehicle is assigned is responsible for its operation, maintenance, and appearance.
3. Employees are prohibited from disabling, restricting, or interfering with manufacturer's or company installed safety devices.
4. Any employee driving a Company vehicle must comply with all applicable traffic laws and government regulations in the jurisdiction where they operate.
5. An employee must not operate a vehicle while physically unfit, or while ability or alertness is impaired by fatigue or illness, or while under the influence of alcohol, other intoxicants or prohibited drugs or substances, or while taking any medication that may influence one's ability to drive.
6. It is the responsibility of the driver to be fully qualified and have the proper, **current operator's license and any required medical card available for inspection** by proper authority, when driving any Company vehicle. A passenger occupying the front seat must be alert to driving conditions and remind the driver of safe driving procedures when conditions require.
7. Operators must see that all occupants are seated and that seat belts are in use if vehicle is so equipped when the vehicle is in motion. Exception: The use of seat belts is not required when the vehicle is operated on the track (equipment for rail mounted operation of highway vehicles is in use).
8. Before moving a vehicle, the driver must adjust mirrors to provide maximum visibility and look back, to each side, and ahead to see if clearances are adequate. Backing a vehicle without providing back-up protection, consisting of a person on the ground for that purpose, is prohibited UNLESS (a) the automobiles or other vehicles has an unobstructed view to the rear or, (b) the operator

is alone. For all backup moves vehicle speed may not exceed normal walking speed and the movement must be preceded by a visual check of the back-up route.

9. Vehicles with Air Bags - The driver must be familiar with the information contained in the vehicle manufacturer's manual and with all air bag warning labels contained in the vehicle. If a company vehicle is equipped with an "ON/OFF" switch for passenger side air bags, then it is the responsibility of the operator to ensure that the switch remains in the "ON" position unless transporting a passenger in the front passenger seat who meets federal government deactivation criteria - that is, people with certain medical conditions and infants or young children.
10. Drivers must place a red flag 12 inches square (day) or red light visible 500 feet (night) on end of material that extends 3 feet or more beyond the end of a vehicle.
11. Gasoline or other flammable liquids must not be stored or transported in the passenger compartment, or any non-vented compartment, of company vehicles. When duties require transporting such material, Norfolk Southern approved SAFETY CANS bearing labels from Underwriters Laboratory (UL) or Factory Mutual (FM) must be used and properly secured. Protection against fire must be assured. Fire extinguishers must be readily available and inspected monthly.
12. Before a Company vehicle is operated on private property, permission and conditions of use must be obtained from the property owner or property owner's authorized representative. Care should be exercised to operate the vehicle within the agreed conditions and to protect the property from damage.
13. Every vehicle must have inside its glove compartment:
 - Current Copy of Norfolk Southern Highway Vehicle Operator's Manual form HV-1
 - Current insurance card.
 - Registration certificate.
 - Vehicle manufacturer's manual and warranty book.

- Any other credentials required by the Company or other authority
14. A driver must ensure that a vehicle transporting hazardous materials is not moved unless the hazardous material containers are properly and clearly marked and/or labeled, secured, and the vehicle is placarded if required. The driver must make sure manufacturer's labels are on commercial products and apply appropriate labels to company owned containers. Placarding requirements are included on the reverse side of NS Form 11453. If transporting Hazardous material, the vehicle must also have a copy of the current Emergency Response Guide and be governed accordingly.
 15. The driver must be familiar with the load being carried, with the height, width, load limit, and with the weight limit of the vehicle. The driver must also be familiar with the weight and clearance restrictions applicable to the route. Exceeding any of these limits is prohibited.
 16. Interiors of vehicles must be kept clean and free of nonessential items. When possible, loose articles should be transported in other than the passenger compartment and objects must not be transported on the rear window deck of automobiles. Unapproved devices or accessories may not be applied to any company vehicle.

While Driving

- The driver is responsible for the safety of passengers. The following must be observed:
 - Passengers may not enter or exit a moving vehicle except in an emergency.
 - Passengers must enter and exit by curbside door(s) where practicable.
 - Passenger and load capacity of the vehicle must not be exceeded.
 - Throwing anything from a moving vehicle is prohibited.
 - No one may ride on or near material that has the potential to shift.

- Occupants must not ride with any part of their body outside the vehicle.
- Except NS Police vehicles, passengers may not ride in a closed vehicle body where opening doors from inside is not possible.
- Passengers may not ride in the body of a dump truck or the bed of a truck while the vehicle is being operated on public roads or highways.
NOTE: Before riding in the body of a dump truck, the dumping mechanism must be made inoperative and the dump body made secure.
- It is the driver's responsibility to display warning devices for disabled vehicles as required by applicable laws.
- The following equipment must be placed on each vehicle, so it will be immediately accessible in an emergency:
 - On vehicles rated 10,001 pounds or greater and/or fuel trucks, mechanics trucks, welders trucks and on all vehicles carrying flammable liquids, at least one 13.2 lb., properly filled, Class B/C, purple "K", dry chemical fire extinguisher at a conspicuous location where readily accessible.
 - Where weather conditions warrant, tire chains or snow tires. Chains and snow tires should be used simultaneously if severe weather conditions exist.
 - One red flag.
 - Three bidirectional emergency reflective triangles that conform to the requirements of Federal Motor Vehicle Safety Standard 49 CFR § 571.125.
 - Regardless of department specific instructions for changing tires, each vehicle must be equipped with a jack of correct capacity and all necessary tools (including chocks) required to change tires on vehicles equipped with spare tires.

- When making an emergency stop, the driver must take appropriate action at once to indicate the emergency stop and safeguard against traffic as required by law (reflective triangle, flags, and/or emergency flashers).
- Drivers must exercise care to avoid low bridges, wires, trees, or obstructions. A bridge with a posted load limit less than the combined weight of the vehicle and its contents must not be crossed.
- When a Company vehicle becomes disabled and the defect renders the vehicle unsafe to operate, it must not be moved by other than towing, except to avoid obstructing traffic or being struck by other vehicles. All known details of the problem concerning a disabled vehicle must be promptly reported by the driver to ARI for immediate assistance and then reported to the driver's supervisor.
- If a flat tire occurs while the vehicle is under way, the driver must immediately pull off the highway and not stop until the vehicle is well clear of traffic lanes. Before a vehicle is jacked, all occupants must get out, the engine must be shut off, and one wheel must be double-chocked. Until the jack is removed, no one must enter the vehicle or start the engine. **Other departmental policies may apply to the changing of flat tires.** Obtain departmental documents from your supervisor for any additional instructions and keep those documents in your vehicle for reference.
- Any use of portable emergency aerosol tire inflators which are not specifically labeled nonflammable is prohibited. The use of nonflammable aerosol tire inflators must be limited to true emergency situations.
- Employees must not place any part of their body under a jacked vehicle unless vehicle is securely blocked against falling.
- The driver must turn on the headlights when he/she is unable to see a person or object 500 feet ahead (usually one hour before sunset and until one hour after sunrise). Headlights must also be turned on as required by state law, or when windshield wipers are in use due to rain or snow, or when visibility is restricted by fog or other conditions. **Daytime running lights do not constitute compliance with the requirements of this rule.**

- When approaching a rail-highway grade crossing, turn the radio off or its volume down. Before proceeding across any railroad track, the driver must determine that no trains, engines, cars, or on-track equipment are seen or heard approaching from **EITHER DIRECTION**. The driver must be absolutely sure that traffic conditions will let the vehicle continue across and clear all tracks and gates. The driver should not shift gears while crossing tracks. Under no circumstances should a vehicle be stopped and permitted to stand on a railroad-highway grade crossing without protection against trains or other on track equipment.
- Vehicles must be kept in gear with clutch engaged while traveling down grade. Trucks must shift to a lower gear if conditions warrant. Coasting is prohibited. Operators must review owner's manual for recommended gearing for each operating condition.
- Vehicles must not be moved while tailgates or body doors obscure the taillights or the driver's vision to the rear. Tailgates and all doors must be secured so they will not swing when the vehicle is in motion.
- Loads must be balanced. Material that has the potential to shift must be secured. Loads must be placed so they will not interfere with operation of the vehicle.
- Vehicles must be operated with caution so as to avoid skidding and hydroplaning. Do not use cruise control when driving in wet, ice, snow, or other slippery conditions.
- Drivers must avoid driving through rapidly flowing water, or water of unknown depth, and use alternative routes. If a vehicle must be operated through water, the driver should apply the brakes lightly while in the water. After leaving the water, the brakes should be applied several times to assure that normal braking power is available.
- Operators whose vehicles are so equipped must review the owner's manual for specific instructions governing the operation of anti-lock brakes.
- To avoid danger of carbon monoxide poisoning, vehicle engines must not be run inside a closed building unless ample ventilation for exhaust fumes is provided.

- The driver must always maintain a safe stopping distance between the Company vehicle and the vehicle ahead. Drivers must stay far enough behind any vehicle being followed to enable a vehicle overtaking and passing the Company vehicle to swing back into line ahead of it without danger.
- Except in case of an emergency, the driver must not make a sudden stop or swing out of line. Before changing lanes, moving from shoulder of road to a traffic lane, or moving from acceleration ramp to traffic lane, the driver should see that all traffic is clear and give an appropriate warning signal.
- The driver must make certain the road is clear far enough ahead before attempting to pass another vehicle traveling in the same direction, and must not pull back into the line of traffic until far enough ahead of the vehicle being passed to assure safety. Company vehicles must not pass other vehicles on hills, curves, or where visibility is obstructed.
- Do not drive fouling a live track or drive into a close clearance situation without proper protection against train movement.
- In advance of making turns or lane changes, the vehicle operator must activate the proper turn signals to give the appropriate advance notice to other drivers.
- On vehicle seats so equipped, head rests must be adjusted to provide neck protection in the event of a collision from the rear.
- Moving any vehicle under a vertically operated door or gate while it is in motion is prohibited.
- Vent windows on highway motor vehicles must not be opened to a position greater than 90 degrees to the side of the company vehicle. Care must be exercised in adjusting vent windows to ensure that debris does not blow into the vehicle and strike the occupants

End of the Trip

- When not in use, a vehicle should be parked in a conspicuous location in order to discourage vandalism and theft. When garages are provided, vehicles should be housed in them. Do not park vehicles equipped with catalytic converters on areas with dead vegetation. Where possible, do not park within 10 feet of any track.

- When a vehicle is parked, the engine must be turned off, low or reverse gear engaged ("park" if automatic transmission), emergency brake set, and wheels turned toward the curb. If necessary, blocks must be placed under the wheels. The ignition and doors must be locked and keys removed. Windows must be closed. Allowing a vehicle engine to idle while unattended (driver not at the controls) is prohibited except for rail gear equipped vehicles when on rail and vehicles whereby running the engine is necessary to power auxiliary systems. When required for such work, shift lever must be properly seated in the park (automatic transmission) position or neutral position (manual transmission), parking brake applied and wheels chocked as required. Employee in charge of the idling maintenance vehicle must remain in view of the vehicle.
- **(EXCEPTION)** Norfolk Southern police vehicles may be left unattended with the engine running at idle, where necessary to operate auxiliary systems used to maintain suitable interior vehicle temperature for K-9, or for other police duties requiring the engine to be left running. When the operator of a police vehicle is not at the controls the procedures above for securing the vehicle against movement will apply. The employee in charge of the idling vehicle must remain in view of the vehicle at all times unless the vehicle is equipped with an approved anti-theft device designed to disable the vehicle should unauthorized persons attempt to operate the vehicle.
- In-car chargers must be unplugged from their power source when not in use or when a vehicle is left unoccupied.
- In areas where theft of batteries or other engine parts is a problem, supervisors of the department where the vehicle is assigned will install hood locks.

In the Event of an Accident

- Any accident involving a Company vehicle, no matter how minor, must be reported immediately to the driver's supervisory officer or headquarters and the local Claim Agent or District Claim Agent. Employee must also notify the police department having jurisdiction and ensure injured persons receive first aid. If the driver's supervisory officer cannot be reached promptly, the driver must notify the nearest Manager Train Operations or NS Police Communication Center. If damage exceeds the limit set by law concerning reporting accidents, a report must be made to the

appropriate law-enforcement agency. Every vehicle accident or incident must be immediately reported to ARI's Fleet Accident Desk at 1-888-637-6884.

- As promptly as possible following an accident, Form 11250, 'Worksheet for Completing Report of Motor Vehicle Accident,' must be completed by the driver and furnished to his/her supervisor. (A copy of this report appears at the end of this section.) The supervisor will review the Form 11250 with the involved employee and will forward the completed Form 11250 in compliance with department instructions. Whether to company employees or others, personal injury must be reported to the Government Reporting Group and entered in to the Safety Incident Reporting System (SIRS).
- When a Company vehicle is involved in an accident, it is the duty of the driver to stop at once and:
 - Assist injured persons.
 - Be courteous and not argue or assume a hostile attitude, but make no admissions of liability or fault.
 - Give his/her name and address employer's name and address, and the license number of Company vehicle, to persons requesting this information.
 - Take all necessary precautions to prevent further accidents at the scene by placing bidirectional reflective triangles or using other means as prescribed by law.
 - The driver should request medical aid if necessary. The injured person should not be moved by persons not trained in first aid.
 - Obtain as many as possible of the names and addresses of the persons who witnessed the accident or who were at the scene just prior to or just after the accident.
 - Obtain the names and addresses of the drivers and owners of other vehicles involved and license tag numbers of those vehicles.
 - Obtain the names and headquarters of city, county or state

police who may appear at the scene of the accident.

- If company radio is available, advise Norfolk Southern Police Department, local yard tower, or Manager Train Operations of the accident and accident location.
- Under circumstances where it is not advisable to exit vehicle, remain inside vehicle with doors locked as necessary.
- Damage to vehicles resulting from other than accidents involving other vehicles or striking a fixed object must be reported in accordance with departmental instructions. These accidents must also be reported within 24 hours to ARI's Fleet Accident Desk 1-888-637-6884.
- Employees receiving traffic citations while operating company vehicles are required to report the incident and circumstances leading thereto, to their immediate supervisor. The supervisor will review the incident and the employee's overall driving record to determine the necessary training to prevent recurrence or other action.
- Employees holding a Commercial Driver's License (CDL) must notify their immediate supervisor of any violation or conviction of Federal, State, and local laws or regulations including those applicable to rail-highway grade crossings. Any employee who's CDL has been revoked or has been disqualified as a driver will not be permitted to operate a commercial motor vehicle.
- Insurance cards are not assigned to a specific vehicle but cover any vehicle owned and licensed by Norfolk Southern Railway Co. in the respective state. The exception states are New York, New Jersey and Delaware where a vehicle specific card will be provided through the Norfolk Southern Risk Management Department.
- Insurance cards are provided by the Fleet Department when new vehicles are provided. For current replacement cards or duplicates please notify your respective division office or the Risk Management Department.

Worksheet for Completing Report of Motor Vehicle Accident

Form 11250-1 (Rev 11/19) (Item 112500)

COMPANY VEHICLE ACCIDENT REPORT

TO BE COMPLETED BY EMPLOYEE INVOLVED IN ACCIDENT

ACCIDENT DATE (MM/DD/YYYY) / /
 NS DRIVER'S EMPLOYEE ID NUMBER
 COMPANY VEHICLE NUMBER

ACCIDENT INFORMATION

Street Time AM PM
 City State Company business? Yes No
 Vehicle Speed Weather Conditions Direction of Travel

OTHER OCCUPANTS IN COMPANY VEHICLE

1. Name/EIN Injured Yes No
 2. Name/EIN Injured Yes No
 3. Name/EIN Injured Yes No
 4. Name/EIN Injured Yes No
 5. Name/EIN Injured Yes No

RENTAL OR PERSONAL VEHICLE (Fill out for any vehicle used for business purposes that is not company owned.)

Model Year Make/Model
 License Tag State Tag Number Year
 Rental company name (if applicable)

DRIVER OF COMPANY VEHICLE (If not NS employee)

Name DOB
 Address
 City State Zip
 Occupation Injured Yes No

INVESTIGATING LAW ENFORCEMENT AGENCY

Name Jurisdiction

OTHER VEHICLE(S) INVOLVED IN ACCIDENT

01. Model Year _____ Make/Model _____
License Tag State _____ Tag Number _____ Year _____
Driver's name _____ Injured Yes No
Address _____ City _____ State _____
Owner's name (if driver is not owner) _____
Address _____ City _____ State _____

02. Model Year _____ Make/Model _____
License Tag State _____ Tag Number _____ Year _____
Driver's name _____ Injured Yes No
Address _____ City _____ State _____
Owner's name (if driver is not owner) _____
Address _____ City _____ State _____

03. Model Year _____ Make/Model _____
License Tag State _____ Tag Number _____ Year _____
Driver's name _____ Injured Yes No
Address _____ City _____ State _____
Owner's name (if driver is not owner) _____
Address _____ City _____ State _____

OTHER OCCUPANTS IN OTHER VEHICLE(S) (Include # of vehicle, i.e., 01, 02, 03...)

Name _____ Injured Yes No
Address _____ City _____ State _____

Name _____ Injured Yes No
Address _____ City _____ State _____

Name _____ Injured Yes No
Address _____ City _____ State _____

Name _____ Injured Yes No
Address _____ City _____ State _____

Name _____ Injured Yes No
Address _____ City _____ State _____

OTHER PROPERTY DAMAGE

Owner's Name _____
Address _____ City _____ State _____

NAMES AND ADDRESSES OF OTHER - INJURED *(Not in vehicle)*

1. Name	<input type="text"/>	Injured	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	
2. Name	<input type="text"/>	Injured	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	
3. Name	<input type="text"/>	Injured	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	
4. Name	<input type="text"/>	Injured	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	
5. Name	<input type="text"/>	Injured	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	

NAMES AND ADDRESSES OF BYSTANDER WITNESSES

1. Name	<input type="text"/>					
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	
2. Name	<input type="text"/>					
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	
3. Name	<input type="text"/>					
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	
4. Name	<input type="text"/>					
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	
5. Name	<input type="text"/>					
Address	<input type="text"/>	City	<input type="text"/>	State	<input type="text"/>	

ADDITIONAL NOTES

All motor vehicle accidents involving personal injury must have an injury reported entered in the Safety Incident Reporting System (SIRS).

RULES FOR RAIL MOUNTED OPERATION OF HIGHWAY VEHICLES

- Operators of rail gear equipped vehicles are also governed by the Operating Rules. Employees whose duties require the use of hi-rail vehicles or similar equipment must possess a current and model specific Hi-Rail operator's / parts manual, in good condition and readily available, inside the vehicle compartment.
- Prior to each use, NS Vehicles equipped with hi-rail equipment must undergo a pre-trip inspection and be found to be rail worthy. NS vehicles equipped with hi-rail must also be inspected annually (not to exceed 14 months) by a NS approved hi-rail inspection facility or authorized mobile inspector and certified in writing on NS form 12210 (item number 058048-0) "Norfolk Southern Annual Hi-Rail Inspection Report" or by digital download from the mobile inspector or inspecting facility. All information lines must be completed in full and the form or digital certification emailed to ENFLEETADMINISTRATION@NSCORP.COM for records retention. Before placing rail gear equipped vehicles on the track, the following equipment must be inspected:
 - Tires.
 - Lights (front, rear and strobe), windshield wipers and washers.
 - Rail gear equipment, for loose, broken, or missing parts.
 - Rail wheels, for security in the locked positions.
- ***Employees making repairs to vehicles or vehicle auxiliary equipment must ensure their safety by complying with lock out / tag out procedures.***
- A rail gear equipped vehicle must be placed on the track at a location where the ball of the rail is approximately the same height as the road surface, such as at a grade crossing. After the guide wheels are lowered to rail position, lined, and locked, all locking pins, if so equipped, must be inspected to see that they are secure. Lock the steering wheel, if required, when front wheels are in line with the rails. Hi-rail inspection criteria will include all requirements of FRA 214.523 through 214.537. (360 degree beacon, tram alignment must be within hi-rail OEM standards of ¼" deviation or

less and audible change of direction alarm).

- Before proceeding on the track, the vehicle must move slowly for a short distance to determine that it is tracking properly. In addition, the following must be inspected:
 - Guide wheels and vehicle wheels, for correct alignment on the rails.
 - Guide wheels, for cracks, flat spots, and sharp flanges.
 - Guide wheel arms, levers, derail clips (when provided) and brackets, for damage, misalignment, loose pins, bolts, and locking devices.
 - Rail sweeps shall be placed in proper working position.
 - Headlights, hazard lights, flashing yellow lights and Wig-Wags, where provided, must be turned on when a vehicle rail gear equipped unit is on the rails.
- Reverse movements must be kept to a minimum to prevent damage to the vehicle's transmission.
- When speed is to be reduced, standard brakes should be applied with a pumping motion. On vehicles equipped with anti-lock brakes, brakes should be applied using steady pressure.
- Use of cruise control is prohibited when operating On-Track equipment on the rail.
- Caution must be used on wet rails as the vehicle requires additional distance for decreasing or increasing speed.
- On vehicles equipped with manual light duty rail gear, the holding lever rod should not be released by hitting with lifting bar or kicking. Insert lifting rod and relieve the tension and release holding lever by hand.
- If a vehicle with rail gear equipment is involved in an accident that affects the vehicle rail gear equipment, the vehicle must not be used for on-rail service until the rail gear equipment has been checked for alignment and/or damage, and any necessary repairs made.

- Moving parts of vehicle rail gear equipment will be lubricated as recommended in the manufacturer's manual. When no manual is provided, the equipment is to be lubricated every 2,000 miles, or each time the basic vehicle is serviced. Repack guide wheel bearings each 10,000 (road) miles, or when the basic vehicles front wheel bearings are repacked and adjusted, whichever is more frequent.
- When inspection has been completed and hi-rail vehicle is found to be rail worthy, a decal (NS Item #253828-0) must be completed in full and affixed to the inside of the driver's door frame to allow visual inspection by FRA or NS. Sticker must be completed in full and will include NS Equipment number, location of inspection and both signature of inspector and date of inspection.

TRAILERS AND TOWING

- Norfolk Southern has four approved towing packages that may be added to company vehicles. These towing packages have respective capacities of 5,000 lbs., 10,000 lbs., 14,000 lbs., and 40,000 lbs. and must not be exceeded. Tongue weights must not exceed ten percent of the maximum rated hitch capacity. Safety chains and compatible electrical connections must be used.
- Before starting a trip with a trailer, ensure the following checks are satisfactory:
 - Hitch ball (or pintle hook) and trailer coupling fit properly and latch is secured.
 - Safety chains are proper size and securely attached and must be sufficiently slack to allow the two vehicles to articulate without placing tension on chains, but short enough to prevent the trailer tongue from contacting the ground during uncoupling.
 - Load is secured, properly balanced, and within weight limits for trailer and towing vehicle.
 - Tires are in good condition and properly inflated. If possible, carry a spare tire for the trailer.

- All electrical connections between trailer and towing vehicle are correct and that all running lights, signal lights and trailer brakes are working properly.
- Where applicable, all external electrical, water and sewer lines have been disconnected and properly stored. All LP gas bottles are to be secured and closed at the valve while being transported by trailer. Ensure steps are retracted and doors locked.
- Before pulling any trailer, check the towing vehicle for proper fluid levels, belt tension and serviceability, all lug nuts in place and properly tightened and proper mirror adjustment.
- At each rest break and fuel stop during the trip, check safety chains and electrical connection integrity and tire serviceability before continuing.

MAINTENANCE

- Good maintenance practices help prevent accidents and extend equipment life. Along with sound operating procedures, common sense must be used concerning the maintenance of vehicles. Frequent inspection and regular maintenance of the entire vehicle is required. **THE VEHICLE DRIVER IS RESPONSIBLE FOR SEEING THAT THE VEHICLE IS IN SAFE, SERVICEABLE CONDITION.**
- Follow the recommendations in the Vehicle Owner's and Service manual **EXCEPT:**
 - Motor oil level is to be checked regularly. Driver is responsible for ensuring proper level.
 - Fuel filters of diesel-powered vehicles are to be changed every 6,000 miles or as prescribed by the vehicle's assigned periodic maintenance schedule.
 - Tune-ups must not be performed purely on the basis of time or miles. If your vehicle starts properly, gets reasonable gas mileage, and runs smoothly, a tune-up is not required. However if the vehicle exhibits any kind of mechanical problem, the driver should seek a tune up or other appropriate check by a mechanic or other qualified

individual. Refer to the vehicle owner's/operator's manual for additional information.

- Tires should be rotated per tire manufacturer's recommendation, when wear is uneven or as prescribed by the vehicle's assigned periodic maintenance schedule. DOT codes must be inspected at the time of the rotation.
- When tires are replaced for any reason, the Department of Transportation (DOT) code on all tires including the spare tire must be inspected to determine the age of the tire. The manufactured date will be indicated by the last four numbers of the DOT code. (Example: DOT code 2001 indicates the tire was manufactured during the 20th week of 2001.) Any tire that is 6 years of age or older must be replaced regardless of the apparent visual wear. When replacing 4 tires at one time on a vehicle, the spare tire must also be replaced to ensure the spare tire does not have an older manufactured date.
- Vehicle fluids and tire pressure, including spare tire, must be checked for proper levels at each oil change. Vehicle jack, if so equipped, must also be checked for serviceability at each oil change.
- Brakes should be checked for proper adjustment in accordance with manufacturer's recommended maintenance schedule or each time tires are rotated or replaced, whichever is less.
- Transmission oil and filter must be changed in accordance with the manufacturer's recommended maintenance schedule that is appropriate for the vehicle operating conditions or as prescribed by the vehicle's assigned periodic maintenance schedule.
- Clean and wash vehicle when necessary.
- Drivers of corporate pool vehicles are responsible for returning vehicles clean inside and out and filled with fuel. Any mechanical problems are to be reported upon return or dealt with sooner if the problem might cause unsafe operation.
- Vehicle procedures for purchase of vehicle repairs, tires, accidents, warranty repairs, are services provided by ARI per a service contract. A copy of these instructions appears at the end of this section.

SERVICE CONTRACTS (Fleet Administration)

- **Purchase of Tires and Tubes for Highway Vehicles**
 - All tire replacement and repairs must be arranged through ARI Fleet Management toll free 1-888-637-6884.
- ARI Fleet Management has been required to direct all drivers to National Account stores when at all possible by the Norfolk Southern Fleet Department.
- The driver will supply the store or garage with the following information for billing purposes:
 - ARI Fleet Service Card or Preventive Maintenance (PM) sheet
 - Vehicle Number
 - Odometer Reading
 - Name of the Department where the vehicle is assigned.
 - RIN#
- The driver will verify that services requested were provided. Billing will be processed through ARI Fleet Management. All services and repairs will be paid by ARI Fleet and charged to the respective department where the vehicle is assigned.

Purchases of Repairs or Service for Highway Vehicles

- All service and repairs over \$50.00 must be arranged through ARI Fleet Management at toll free 1-888-637-6884 or through the ARI Insights mobile app. For incidental services\repairs less than \$50.00 the ARI Fleet Service Card can be used at approved service facilities. Each vehicle has a maintenance packet that identifies a number of approved service facilities or the toll free phone line can be called for additional service facilities. The service facility or garage must process their invoice referencing the card number and they will be paid. The driver must call ARI prior to taking a vehicle in for service and repairs over \$50.00. Each department has guidelines as to levels of authority for vehicle repairs. ARI Fleet has been provided with the approval hierarchy for each department.

- Fuel purchases for assigned vehicles or vehicles assigned to departmental pools will be made with the Wright Express (WEX) Fuel Card. ARI oil change coupons are to be used for oil changes. Norfolk Southern Purchasing Cards are to be used for washes on company assigned vehicles.
- Vehicles assigned to pools may not have assigned (WEX) Fuel Cards. When purchasing fuel for pool vehicles that are not assigned a (WEX) Card, employees will use the Norfolk Southern Purchasing Card **only** when the employee **is not** in travel status. When using a pool vehicle in travel status, employees will use the Citi Corporate Travel Card for fuel purchases when there is no Wright Express Fuel Card assigned to the vehicle.
- Employees must not use cell phones while operating fuel pumps.
- No modifications are to be made to any vehicle without proper authority.

Warranty Repairs

- Familiarize yourself with warranty policies which are contained in the owner's manual furnished with your new vehicle. During the warranty period, all repairs other than normal maintenance service must be accomplished by a franchise new car or truck dealer that sells and services your make of vehicle. During the warranty period there should be no charge for parts required because of defective material, parts or workmanship. This applies to all original parts with the exception of tires, batteries, and those parts replaced in normal maintenance service. The warranty does not cover normal maintenance service such as tune-ups, oil changes, lubrications, etc. Contact ARI's Maintenance call center at 1-888-637-6884 or by use of the ARI Insight mobile app if there are questions as to what is covered under warranty.

WEX Fuel Card

- All Wright Express (WEX) Fuel Cards are distributed by ARI. Fuel cards **are not** transferable as vehicles are replaced. If a card is lost, stolen, or destroyed, contact your Departmental Vehicle Coordinator or your Regional Office Manager for card cancellation or replacement. You can also submit a replacement form via vehiclefleet.nscorp.com. WEX cards should only be used for fuel

purchases. No other transactions (Besides DEF (Diesel Exhaust Fluid) is allowable. This includes car washes, fluids, or any other parts or service.

- All purchases of gasoline or diesel fuels are to be made at self-service pumps unless such pumps are not available such as in New Jersey. Unleaded Plus or Unleaded Premium gasoline should not be purchased unless specifically required by the vehicle manufacturer.

License Plate Renewal

- All license plate renewals will be automatically issued through ARI. If a vehicle registration renewal has not been received at the vehicle's registration address within 30 days prior to the expiration of the license plate, contact ARI at 1-888-637-6884.

JUMP STARTING VEHICLES

- Batteries produce explosive gases, contain corrosive acid, and supply levels of electrical current high enough to cause burns. To reduce the risk of personal injury when working near a battery:
 - ALWAYS wear eye protection.
 - Remove metal adornments such as rings and watch bands to prevent inadvertent electrical contact.
 - Do not expose battery to open flame, sparks, lighted tobacco products, cellular phones or other electronic devices.
 - Do not lean over battery when making any electrical connection.
 - Do not allow battery acid to contact skin or eyes. If acid splashes in eyes or on skin, flush contaminated area with water immediately and thoroughly.
 - Provide adequate ventilation to prevent build-up of explosive gases.
 - Ensure that battery is properly filled and filler caps restored before attempting to jump start vehicles.

- Do not use a booster battery or any other booster source with voltage output which exceeds the rating of the discharged battery.
- **Instructions for jump starting a vehicle are as follows:**
 - Always consult the operator's equipment manual before jump starting any vehicle including hybrid vehicles or those equipped with plug in jump start systems.
 - When boost is provided by a battery in another vehicle, position the vehicle within booster (jumper) cable reach, but never let the vehicles touch.
 - Turn off heater, radio and all other electrical accessories on both vehicles except as necessary for safety reasons.
 - Inspect booster cables prior to use to ensure cables do not have any loose or missing insulation.
 - Connect one end of the first booster cable to the positive (+) terminal of the discharged battery. Connect the other end of the same cable to the positive (+) terminal of the booster battery.
 - Connect one end of the second booster cable to the negative (-) terminal of the booster battery. Make the final connection to a heavy metal bracket or other good metallic contact spot on the engine of the vehicle to be started (at least 18 inches from the discharged battery). Make sure the booster cables are not on or near pulleys, fans or other parts that will move when the engine starts.
- **WARNING:** Do not make the final connection to the negative (-) terminal of the discharged battery because a spark could occur and cause an explosion of gases normally present around the battery.
 - Start the engine of the vehicle which has the booster battery. Run the engine at moderate speed for several minutes. Then start the engine of the vehicle that has the discharged battery.
 - While removing the booster cable clamps, take care they do not touch any metal surface while the other end remains attached. Be careful of moving belts and fans.

Remove the booster cable clamps in the reverse of application, (as per below sequence):

- Remove negative connection at metallic part of engine receiving the boost.
- Remove negative connection at negative (-) terminal of the booster battery.
- Remove positive connection at positive (+) terminal of the booster battery.
- Remove positive connection at positive (+) terminal of the discharged battery.

HAZARDOUS MATERIALS

- The transportation of hazardous materials classified as Division 1.1, 1.2 and 1.3 Explosives; Division 2.3 Poison Gas Division 4.3 Dangerous When Wet; Division 5.2 Organic Peroxide, Type B; Division 6.1, Packing Group I, Poison Inhalation Hazards; and Class 7 Radioactive Materials is prohibited in company vehicles. Division 2.1 Flammable Gas is not to be transported in containers with a capacity greater than 119 gallons in any company vehicles.
- Hazard Class 3 (Flammable and/or Combustible Liquids), Class 8 (Corrosives), and Class 9 (Miscellaneous Hazardous Materials), Division 2.1, Division 2.2, Division 4.1, or ORM-D consumer Commodities are considered “Materials of Trade” when transported in company vehicles for company use. These materials are exempt from shipping paper, labeling, placarding, and DOT registration requirements, when the total gross weight of all these materials is not over 440 pounds (this exception does not apply to hazardous waste).
- All Hazardous Material packages must be securely closed, secured against movement, and protected against damage. The motor vehicle operator must be knowledgeable about the presence of all hazardous materials on the vehicle including “Materials of Trade.”
- Hazardous materials which cannot take advantage of the “Materials of Trade” exception described above because the 440 pound threshold is exceeded or materials being transported are described by other hazard classifications, must be accompanied by

proper shipping papers (NS Form 11453) whenever the vehicle leaves company property. All material must be described, not just those exceeding 440 pounds.

- Fusees transported in company vehicles may be handled as “Materials of Trade” (as described above), and are not subject to shipping paper, labeling, placarding, and DOT registration requirements if each package of fusees is less than 66 pounds. Fusees should be transported in either a “Fusee Metal Box” available in the NS Safety & Health Equipment Catalog, the manufacturer’s original package, or a package of equal or greater strength and integrity.
- A copy of NS Form 11453 **Hazardous Materials Shipping Paper and Manifest** (copy of which appears at the end of this section), which lists many of the commonly handled hazardous materials transported in company vehicles should be used when shipping papers are required. Forms are available from department supervisors, or can be ordered from the NS Material Management system under Item No. 114530-0.
- The vehicle number and date must be included on the shipping paper. The date can be January 1st of the current year and the same paper can be used for the entire year unless the commodities being transported change.
- If you are handling a hazardous material that is not included on NS Form 11453, you must write the complete hazardous materials shipping description in one of the blank spaces provided on the form.
- The driver shall ensure that shipping papers are readily accessible to authorities in the event of an accident or inspection when they are required. The shipping paper must be within the driver’s reach when at the vehicle controls and readily visible to a person entering the driver’s compartment. When not at the controls, the driver must make sure the shipping paper is on the driver’s seat or mounted inside the driver’s door.
- Emergency response information must be available at all times when shipping papers are required. A current version of the **Emergency Response Guidebook** should be used for this purpose.

- A copy of the DOT Hazardous Materials Certificate of Registration should be carried in the glove compartment or other accessible location in the vehicle when hazardous material shipping papers are required. The registration will be renewed annually.
- Company vehicles used to transport hazardous materials in Illinois, Ohio, or West Virginia, must also have a copy of the ***Hazardous Materials Uniform Credentials for Norfolk Southern Railway***. This certificate should be carried in the glove compartment or other accessible location in the truck when hazardous material shipping papers are required. The registration will be renewed annually.



FORM 11453 (REV. 02/2013)
(114530)

NORFOLK SOUTHERN CORPORATION
HAZARDOUS MATERIALS SHIPPING PAPER AND MANIFEST

VEHICLE NO.: _____ DATE _____

24-HOUR EMERGENCY CONTACT #: (800) 453-2530

No. of Items	Type Package (Circle One)	Description of Material	Quantity Wt. or Volume
	CYLINDER	UN 1001, ACETYLENE, DISSOLVED, DIVISION 2.1	
	CYLINDER	UN 1072, OXYGEN, COMPRESSED, DIVISION 2.2	
	CYLINDER	UN 1978, PROPANE, DIVISION 2.1	
	CYLINDER	UN 1075, LIQUEFIED PETROLEUM GAS, DIVISION 2.1	
	CYLINDER	UN 1060, METHYLACETYLENE AND PROPADIENE MIXTURES, STABILIZED, DIVISION 2.1 (MAPP GAS) MAPP	
	DRUMS, PORT TK.	UN 1203, GASOLINE, CLASS 3, PG II	
	DRUMS, PORT TK., CARGO TK. BOX	NA 1993, DIESEL FUEL, COMBUSTIBLE LIQUID, PG III (FLASH POINT ≥ 100 DEG. F)	
	CANS, DRUMS	NA 1325, FUSEE, DIVISION 4.1, PG II	
	CANS, DRUMS	UN 1263, PAINT RELATED MATERIAL, CLASS 3, PG I	
	CANS, DRUMS	UN 1263, PAINT RELATED MATERIAL, CLASS 3, PG II	
	CANS, DRUMS	UN 1263, PAINT RELATED MATERIAL, CLASS 3, PG III	
	CANS, DRUMS	UN 1263, PAINT RELATED MATERIAL, COMBUSTIBLE LIQUID, CLASS 3, PG III (FLASH POINT ≥ 100 DEG. F)	
	EACH	UN 2794, BATTERY, WET FILLED WITH ACID, CLASS 8, PG III	
	EACH	UN 2795, BATTERY, WET FILLED WITH ALKALI, CLASS 8, PG III	
	BOX	UN 0454, IGNITER, DIVISION 1.4S, PG II	
	CYLINDER	UN 1077, PROPYLENE, DIVISION 2.1	

SEE REVERSE SIDE FOR PLACARDING REQUIREMENTS

TABLE 2

Category of Material	Placard Name	Category of Material	Placard Name
Division 1.4	EXPLOSIVES 1.4	Division 5.1	OXIDIZER
Division 1.5	EXPLOSIVES 1.5	Division 5.2	ORGANIC PEROXIDE
Division 1.6	EXPLOSIVES 1.6	Division 6.1 (Other than PIH)	POISON
Division 2.1	FLAMMABLE GAS	Class 8	CORROSIVE
Division 2.2	NON-FLAMMABLE GAS	Class 9	CLASS 9
Class 3	FLAMMABLE	ORM-D	NONE
Combustible Liquid	COMBUSTIBLE		
Division 4.1	FLAMMABLE SOLID		
Division 4.2	SPONTANEOUSLY COMBUSTIBLE		

GENERAL PLACARDING REQUIREMENTS

- 1 — When the gross weight of all hazardous materials covered by Table 2 is less than 1,001 pounds, no placard is required on the transport vehicle {49 CFR 172.504(c)}.
- 2 — A transport vehicle which contains non-bulk packaging containing two or more categories of hazardous materials requiring different placards as specified in Table 2, may be placarded with the DANGEROUS placard instead of the separate placarding specified for each of the materials in Table 2.
However, when 2,205 pounds or more of one category are transported in a vehicle, the placard specified for that class in Table 2 must be applied {49 CFR 172.504(b)}.
- 3 — When placards are required they must be applied to each end and each side of the vehicle {49 CFR 172.504(a)}.
- 4 — A NON-FLAMMABLE placard is not required on a transport vehicle which requires and is displaying a FLAMMABLE placard {49 CFR 172.504(f)(3)}.

For technical interpretations on these instructions call Hazardous Materials Management at (800) 453-2530 or (404) 529-1785.

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NORFOLK SOUTHERN[®]

One line, infinite possibilities.