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TT - GL

GREAT LAKES DIVISION

**BELLEVUE TERMINAL
SUBDIVISION**

Timetable Number

1

Revised: October 29, 2021

EFFECTIVE OCTOBER 15, 2021

**BELLEVUE SUBDIVISION
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BELLEVUE SUBDIVISION

GENERAL INFORMATION

A. STATION PAGE

EACH STATION PAGE WILL CONTAIN THE FOLLOWING INFORMATION:

1. Rules in Effect
2. Maximum Speeds
3. Checking Locomotive Speed Indicator
4. Diesel Unit Ratings
5. Locomotive and Car Restrictions
6. Switches and Derails
7. Communication Information
8. Detector Instructions
9. District Instructions

B. EXPLANATION OF CHARACTERS

SYMBOLS:

(A)

(C)

(CP)

CS — Controlled Siding

773 — Dispatcher Radio Call-in Code
Dispatcher Radio Call-in Code

(DB)

Frt — Freight

Jct — Junction

(N) — Non-Interlocking Railroad Crossing at Grade
Non-Interlocked Railroad Crossing at Grade

N/S — Non-Signaled

PTC — Positive Train Control

r — Radio Base Station, Wayside
Radio Base Station, Wayside

R — Radio Base Station, Monitored-Continuously
Radio Base Station, Monitored-Continuously

SS — Signaled Siding

ss — Spring Switch

S — Stop Sign

Y — Wye

(YL)

TRAIN INSPECTION DETECTORS:

DED — Dragging Equipment Detector

HCD — High Car Detector (includes Excessive Height Detectors)

HBD — Hot Box Detector (includes TSA, SAD and HBD detectors)

HWD — Hot Wheel Detector

WCD — Wide Car Detector

SSD — Stress State Detector

SWD — Sliding Wheel Detector

BELLEVUE TERMINAL SUBDIVISION

C. DIESEL UNIT GROUPS

GROUP 1	GROUP 2	GROUP 3	GROUP 5	GROUP 6
GP22ECO	GP33ECO	RP20CD	SD60M/I/E	SD70ACe
GP38-2	GP59E	SD33ECO	SD70	SD70ACc
GP40-2	GP60	SD40E	SD70M	SD70ACT4
		SD40-2	SD70M-2	SD70ACu
		SD45-2	D8-40CW	SD80MAC
			C40-8.5	ET44AC
			D9-40CW	AC44C6M
			ES44DC	ES44AC

D. MAIN TRACK CONTROL

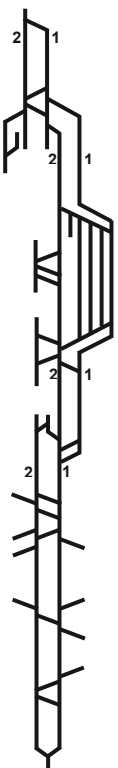
Unless otherwise noted on the station pages, the Train Dispatcher controls all Main Tracks, Controlled Points, and Controlled Interlockings.

E. DIVISION SPECIAL INSTRUCTIONS

1. All Great Lakes Division Special Instructions have reference to a rule and are numbered or lettered as shown in the following examples:
 - a. GL-O-A-1 — Refers to NS Operating Rule A.
 - b. GL-S-1607-1 — Refers to NS SGCR Rule 1607.
2. **NOTE:**
 - a. GL indicates the Special Instruction is specific to Great Lakes Division.
 - b. "-1," "-2," etc., will number concurrent division instructions that reference the same system instruction.

LINE SEGMENTS	MILEPOST	PAGES
BELLEVUE TERMINAL	B 240.2 - B 254.0	5 - 21

BELLEVUE TERMINAL

WEST ↓	SIDINGS IN FEET	MP	STATION	NOTES	
			BELLEVUE TERMINAL DISPATCHER..... 929		
		B 240.2	KIMBALL.....	Ⓢ	
		B 242.1	RT. 99.....	Ⓢ	
		B 242.5	A RUNNER.....	Ⓢ	1
		B 243.7	E. LADDER.....	Ⓢ	
		B 244.7	ROUTE 4.....	Ⓢ	2
		B 246.0	BRAGG ROAD.....	Ⓢ	
		B 247.7	HARKNESS STREET.....	Ⓢ	
		B 247.8	MINI PLANT.....	Ⓢ	
		B 248.8 / S 95.8	SOUTHWEST STREET.....	Ⓢ	
		B 249.0	NEW HAVEN CONNECTION.....	Ⓢ	
		B 254.0	COLBY.....	Ⓢ	

GREAT LAKES DIVISION SPECIAL INSTRUCTIONS

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GL-O-A-1. STANDARD TIME.....

GL-S-1607-1. Caboose Heaters

GL-O-142-1..... OSS.....

GL-O-621-1..... L.E.T. Operations.....

GL-O-910-(b)-1. Flat Switching

GL-O-20-(a)-1-(5).... Close Clearances

GL-O-26-1..... Riding Cars

BELLEVUE TERMINAL

STATION PAGE INFORMATION

NOTE 1. Control Point on A Ladder Lead only

NOTE 2. Control Point on Main 2 only.

1. RULES IN EFFECT

BETWEEN	Main 1 Track	Main 2 Track
	RULES	
Kimball and Colby	261 PTC	261 PTC
Unequipped/uninitialized movements in PTC territory are permitted ref: OR 426 Bellevue MP B 243.4 – MP B 248.0		

2. MAXIMUM SPEEDS

BETWEEN	TRACK S MPH
MP B 240.2, Kimball, and MP B 254.0, Colby Except: MP B 240.2, Turnout	60 40
MP B 242.1, SR 99, Through turnouts and crossovers	25
MP B 242.1, SR 99, to MP B 246.0, Bragg Road, Main 1	25
MP B 242.1, SR 99, to MP B 243.5, Main 2	25
MP B 246.0, Bragg Road, to MP B 247.7, Harkness Street	15
MP B 247.9, Mini Plant, All turnouts except Brewster Connection	25
MP B 247.7 to MP B 249.7, Harkness Street, Main 2	15
MP B 247.7 to MP B 249.7, Southwest Street	25
MP B 248.7, Southwest Street Crossover	25
MP B 248.7 and MP B 249.2 Curve	40
MP B 248.1, Brewster Connection	15
MP B 248.4, Lakeshore Connection	15
MP B 249.0, New Haven Connection	10
MP B 249.1, New Haven Connection through both crossovers between Main 1 and Main 2	25
MP B 254.0, Colby, Through turnout	40
T 53.1, Mad River Connection	15
MP S 95.5, Through crossovers	25
MP S 95.5 Through New Haven Connection	10
MP S 95.6 to MP S 96.5, Mini-Plant	25
EE01-EE03, AA01-AA12, WW01-WW07, Runner (Bragg Road to Signal at MP B 243.5), North Pullback, Middle Pullback, South Pullback west of power switches at NX Plant, Red Side /20 Track, Triple Crown Lead from Bayside, MP S 105.7, to east switch of the Triple Crown Facility – Restricted Speed not exceeding	15
Outbound tracks in the Pit Area and Diesel Shop Area	5
Diesel Inbound Tracks	5
Pit Lead	5
Shop Lead Pocket	5
B Yard Tracks: B1 – B5	5
B^ and B6 Extension	10
Straight Leg of the Wye, East Leg of the Wye, and West Leg of the Wye from the Duck-Under switch west on the Shop Lead to the Runner Pocket switch	10
WY1 – WY15 and EY3 – EY15, Sandusky Connector, Restricted Speed not exceeding	10
All shove movements within Bellevue Terminal and Sandusky Yards	10

BELLEVUE TERMINAL

3. LOCOMOTIVE AND CAR RESTRICTIONS

A. WEIGHT RESTRICTIONS

System instructions EQ-1 applies.

B. TRAILING TONNAGE RESTRICTIONS

None.

C. HEIGHT RESTRICTIONS

None.

D. LOCATIONS OF EQUIPMENT RESTRICTION

None.

4. SWITCHES AND DERAILS

A. NORMAL POSITION OF HAND OPERATED SWITCHES

1. All switch failures in Bellevue Terminal must immediately be reported to the controlling Yardmaster.
2. Normal position of the Shop Lead Pocket at both ends will be lined for movement on the Pit Lead. These switches must be restored to normal after use.
3. **Track TC01 Sandusky, OH**
Effective immediately, TC01 (MP S 108) will be the primary track used when running trains through the former Sandusky Triple Crown facility. Normal position of the switches at the facility will be lined and locked for movement through TC01.

B. HANDLING OF DERAILS

No additional instructions.

C. SWITCHES NOT EQUIPPED WITH ELECTRIC LOCKS

1. MP S 96.9 – A. Schulman Company
2. MP S 97.5 – Great Lakes Distributors

D. ELECTRIC LOCK SWITCHES

None.

E. DTMF RADIO CONTROLLED SWITCHES

The following guidelines apply to three radio controlled (DTMF) switches that will be placed into service at Sandusky Yard. One will be located at the South End of the yard and control movement between the Triple Crown Lead and Outside Runner; another will be located at the South End of the Inside/Outside Runner, and the last is located at the North End of the Inside/Outside Runner. These switches can be operated by three methods, Radio Tone Control, Push Button, and Hand Pump Operation.

Note the Following Signal Indications:

Green = normal switch, Amber = reverse switch and Flashing Red for switch out of correspondence (not properly lined). A Green with a Solid Red indicator, or Amber with a Solid Red indicator, signifies that the track circuit is occupied, and the switch will not be able to respond to either a Radio Tone or Push Button request, as it is locked electronically. This protection circuit extends approximately 20 feet ahead of point of switch and through the switch to the clearance point of both tracks.

RADIO CONTROL OPERATION:

To operate Switch 105.9 for either the Triple Crown Lead or the Outside Lead, Tune radio to Ch. 72-72 (161.190MHZ) and key in #60002, then for Normal Switch key in 11, or for Reverse Switch key in 33.

To operate Switch 106.2 for either the Outside Runner Lead or the Inside Runner Lead, Tune radio to Ch. 72-72 (161.190MHZ) and key in #60004, then for Normal Switch key in 11, or for Reverse Switch key in 33.

To operate Switch 109.0 for either Outside Runner Lead or the Inside Runner Lead, Tune radio to Ch. 72-72 (161.190MHZ) and key in #60005, then for Normal Switch key in 11, or for Reverse Switch key in 33.

BELLEVUE TERMINAL

4. SWITCHES AND DERAILS (CONT.)

E. DTMF RADIO CONTROLLED SWITCHES (CONT.)

PUSH BUTTON OPERATION:

Located on the side of the electronic box mast is a push button box for the Normal and Reverse position. The box has a locking hasp that can be locked with private lock and is tagged N/R. There are two buttons: one for the Normal position and one for the Reverse position. If there is a power failure, the only method to throw the switch will be through the Hand Pump mechanism.

HAND PUMP OPERATION:

The Hand Pump is a dual action pump and normally takes only 9-10 pumps to throw the switch from one position to the other. Remove the pump handle from the handle holders. Open the hand throw cover and insert the pump handle in the pump socket. Select the direction of point travel by moving the directional valve lever in the direction the points are to move. If the direction of travel is incorrect, simply reverse the position the valve lever. Ensure switch point is not obstructed, and then begin to operate the hand throw by moving the pump handle back and forth.

Continue to pump until the spring pressure forces the switch point over to fit up to the stock rail. Note: When switch point is approximately centered, the spring forces the switch point over quickly and employees should ensure everyone is in the clear prior to hand pumping. A visual check of a good point closure should be made after completing the hand throw. After completing the hand throw, close the cover, reinstall the pump handle in the holders and reinstall the lock.

NOTE: Signal indication at switch only conveys switch position. All other Timetable and bulletin instructions apply.

5. COMMUNICATION INFORMATION

A. DIAL IN RADIO CODES

CONTACT	CODE
Emergency	911
Great Lakes Division MTO	640
Bellevue Terminal Dispatcher	926
LCDI Help Desk	126
Mechanical Operations Center (MOC)	123
Operations Support (OS)	928
PTC Help Desk	130
PTC Help Desk for premium trains only	135
RFE Center	117
Wayside JWDS Help Desk	127

5. COMMUNICATION INFORMATION (CONT.)

B. AAR RADIO CHANNELS

BASE STATION	CHANNEL 1		CHANNEL 2	
	TX -RX	TONE	TX-RX	TONE
Bellevue Terminal	022-022	-	-	-
Bellevue Switching	097-097	-	-	-
Bellevue Hump	082-082	-	-	-
Bellevue Pit Forman	037-037	-	-	-
Wheeling and Lake Erie R.R.	072-072	-	-	-
		-	-	-

BELLEVUE TERMINAL

5. COMMUNICATION INFORMATION (CONT.)

C. TELEPHONE NUMBERS

CONTACT	PHONE
Great Lakes Division OS	800-898-4296
Great Lakes Division MTO	470-463-1004
Great Lakes ACD East	470-463-1005
Great Lakes ACD West	470-463-1006
Ranger Tower Yardmaster	419-483-1186
Route 4 Tower Yardmaster	419-483-1125
Tower Trainmaster	419-483-1853
Sandusky Yardmaster	419-871-6041
Bellevue Dispatcher	

6. TERMINAL INSTRUCTIONS

A. CLOSE CLEARANCE

Due to close track centers, employees are prohibited from riding the side of moving equipment at the following locations:

1. Bellevue Terminal
 - a. East Yard
Track #4 through Track #15
West Yard
Track #1 through Track #13
 - b. E Tracks
Between Track E1 and Track E2
 - c. A Yard
Between Track A2 and Track A3
Between Track A6 and Track A7
 - d. Both sides of the Hump, due to pin puller display signs
 - e. Bowl
Between Track #2 and Track #3
Between Track #5 and Track #6
Between Track #7 and Track #8
Between Track #12 and Track #13
Between Track #14 and Track #15
Between Track #15 and Track #16
Between Track #17 and Track #18
Between Track #22 and Track #23
Between Track #55 and Track #56
Between Track #57 and Track #58
Between Track #70 and Track #71
 - f. Bean Plant
Track A and Track B
Track C and Track D
2. Sandusky Yard
 - a. Between Middle Track #1 and Middle Track #2
3. Sandusky Southbound Yard
 - a. Between Track #2 through Track #17
 - b. Between Track #9 through Track #17
4. Sandusky Receiving Yard
 - a. All Tracks
5. Sandusky Storage Yard
 - a. All Tracks

BELLEVUE TERMINAL

6. TERMINAL INSTRUCTIONS (CONT.)

B. TRACK PERMISSION

1. Bellevue-Yeomans Connecting Track (Lake Shore Connection)

Use of this track is governed by Train Dispatcher. Movements to and from the Connecting Track from Bellevue Terminal will be made on signal indication. Movements will not enter the Connecting Track from Yeoman's Siding until authorized by the Train Dispatcher. Eastward movements must not foul or enter Yeoman's Siding without permission of the WLE Dispatcher. After use, the switches of the crossover between Yeoman's Siding and the Connecting Track must be left lined for movement on the siding. All movements on the Connecting Track must be made at a speed that will permit stopping within one-half the range of vision, but not exceeding 15 MPH.

C. INTERLOCKING INSTRUCTIONS

None.

D. DRAWBRIDGES

None.

E. HANDBRAKE REQUIREMENTS

1. A Yard

Unless otherwise instructed by the Route 4 Yardmaster, all cuts of cars in A-Yard that have air in the cars are to be secured at the east end with a minimum of 5 handbrakes. A C-102 test is required.

All cuts of cars that do not have air in the cars are to be secured at the east end with a minimum of 7 handbrakes. A C-102 test is not required on these cuts.

A test of the handbrakes per NS-1 Rule C-102 is not required in the following tracks with a minimum of the following hand brakes applied. Exception: All cuts designated as a Key Train consist require a C102 test.

- a. Forwarding yard tracks (3 handbrake requirement) EE01, EE02, EE03, WW01, WW02, WW03, WW04, WW05, WW06 and WW07.
- b. West Yard (2 hand brakes per cut of cars in track) WY01 through WY12 including WY15, WY20 and WY25.
- c. East Yard Minimum (two hand brakes per cut of cars in track) EY03 through EY15.
- d. In the event of strong winds, you will be notified of any additional handbrakes.

2. SANDUSKY YARD

When securing equipment at the Sandusky Yard, all tracks must be secured on the west end and north end of the track.

3. WEST YARD AND KLINES YARD

When securing equipment in the West Yard and Kline's Yard, the handbrakes must be applied to the east end of the tracks.

F. TRAIN HANDLING INSTRUCTIONS

No additional instructions.

G. ROAD CROSSINGS

1. DO NOT BLOCK ORDER

None.

2. QUIET ZONES

None.

3. RUSTY RAIL CONDITIONS

None.

H. LOCATIONS WHERE GRAVITY DROPPING CARS IS AUTHORIZED

None.

BELLEVUE TERMINAL

6. TERMINAL INSTRUCTIONS (CONT.)

I. EXCESSIVE CURVATURE RESTRICTIONS

None.

J. JOINT TRACKAGE

1. Trains and engines of the Great Lakes Division will use tracks of other divisions and foreign lines in accordance with their Timetables, Rules, and Regulations as shown below:
 - a. None
2. Trains and engines of other divisions and foreign lines will use Great Lakes Division tracks as shown below:
 - a. Wheeling and Lake Erie RR – B 254.0 to B 242.0 and S 109 to S 92

K. RECEIVING YARD INSTRUCTIONS

1. Dwarf type signals are located at the east end and west end of Receiving Tracks AA01-AA12. Each signal is located to the north side of the track it governs. These signals are Shove Lights and Blue Signals and are not Block Signals. The Blue Signals are located at the East and West ends of the receiving yard and are equipped with two aspects. This dwarf signal will display the following:
 - Blue: Side by side blue aspects oscillating to indicate Blue Flag protection is in place and mechanical personnel are working on that track. When blue is displayed, movement must not pass that dwarf signal.
 - Dark/Extinguished: No Blue Flag protection in place.

2. The Shove Light is located on the east end of the Receiving Yard, approximately ten feet west of the Blue Signal, and will display the following for shove protection:
 - Solid Red: Indicates shove move can be made.
 - Flashing Red: Indicates cars are within 800 feet of the west end clearance point of that track.
 - Dark/Extinguished: Indicates cars are within 400 feet of the west end clearance point of that track.

Prior to shoving into any of the above listed tracks, a crew member must determine if the track being used is clear or occupied by communicating with the Route 4 Yardmaster. The Route 4 Yardmaster will provide the following information:

- a. Whether the track is clear or if the track is occupied by other equipment.
- b. If the track is occupied with equipment and the crew is adding cars to it, the total number of cars, footage, and tonnage that will be shoved into the Receiving Track must be given to the crew by the Route 4 Yardmaster.
- c. Whether or not the equipment already occupying the track has air in the cars. Employees utilizing the shove light must be located on the north side of the track being shoved to visually observed and monitor the Shove Light Prior to utilizing the shove lights, the Route 4 Yardmaster must announce on the car department channel (34-13) that a shove movement is going to be made. It is the responsibility of the conductor to ensure the Yardmaster has completed this task prior to starting their shove movement. All movements must be made at a speed which will allow stopping within 800 feet when the Shove Light starts to flash, but not exceeding 10 mph.

BELLEVUE TERMINAL

6. TERMINAL INSTRUCTIONS (CONT.)

L. FLAT SWITCHING INSTRUCTIONS

Gravity Assisted Switching: Bellevue Terminal

Switching will be performed with use of a section of the master retarder. A remote will be used to operate the controls of the braking system in order to get slack needed to cut away from cars in the master. The following items will be followed during switching:

1. Dual hearing protection (Ear plugs and earmuffs) is required to be worn prior to operating any movements through the Master Retarder.
 - SGCR 1042(a) outlines requirements for hearing protection within 150 feet of operating retarders. Dual hearing protection is required when working within 25 feet of operating master retarders.
2. When pulling pins on the Hump walkway. Hump Crews should position themselves at the point where the slack bunches after operating the remote retarder, operate the cut lever, and remain stationary unless necessary to operate the cut lever again to prevent a pin from falling.
3. Cut rules for switching are as follows
 - Contain no more than 3 empty cars
 - Contain no more than 1 loaded car
 - Contain no combination of loads or empties exceeding 3 cars
 - When flat switching empty auto racks in Bellevue Terminal, it is only permissible to free-roll 1 loaded auto rack at a time.
 - When flat switching empty auto racks, it is still permissible to cut in groups up to 3 cars.
 - When flat switching CRYX (Big Reefer type cars), you are not to free roll this type of equipment unless in the body of intended track. There is a max of 1 a time.
 - Equipment listed in the local handling code of "HV" or "HVAL" has very high priority lading inside. This equipment is not to be free rolled in cuts of greater than 1 car, and it is not to be go until inside the body of the intended track.
 - All crews working under the direction of the Rte. 4 Yardmaster will operate on the "Hump" radio channel (AAR 82/82)
4. Guidelines for the operation of units handling cars over the Hump in other than Hump operations:
 - The speed of Locomotives will NOT exceed 8 MPH while handling cars.
 - Due to the high amount of braking effort of a Hump consist, Engine crews must use the independent brake in the following manner
 - No more than 20 pounds of independent brake cylinder pressure is to be used until the slack is bunched against the Locomotive.
 - When the slack is bunched, the independent brake cylinder pressure may be increased as needed to maximum pressure set on that Locomotive.
 - The above must be adhered to in the circumstances mentioned to prevent derailments caused by slack action.

M. FORWARDING YARD INSTRUCTIONS

1. If equipment is cut off in E1, E2, W1, W2, W3, W4, or W5, the equipment must either be left on the circuit at the east end or left clearly in sight of the shove light at the west end.
2. When shoving in EE01, EE02, or EE03, unless instructed otherwise, make sure every cut is shoved and stretch every cut.
3. The carmen need space between cars to tie hoses. Cars behind the strips allows use of portable derails and to be in compliance with Blue Flag Rules.
4. All westbound trains built in WW Tracks or EE Tracks must be left at the painted line so the air can be put in the west end of the west car.
5. Unless otherwise instructed, when placing a block of cars into the east end of the Forwarding Tracks, EE01-EE03 and WW01-WW07, spot the cars at the air line at the east end of track.

BELLEVUE TERMINAL

6. TERMINAL INSTRUCTIONS (CONT.)

N. RCO OPERATIONS

RCO operations are authorized between Kimball (B240.2) and Colby (B254.0) Morman Yard.

Pullback Remote Control Zones

All Yard crews working at the west end of the Class Yard or any Pullback must work on the Switching Channel. Bellevue Terminal is designated Remote Control Area. Remote Control Zones are established on the Pullback as follows:

REMOTE CONTROL ZONES:

ZONE 1 PULLBACK (1PB) Middle: 1 Pullback from 300 feet west of the west power switch of the NX plant to the clearance point at the west end of the track.

ZONE 2 PULLBACK (2PB) North: 2 Pullback from 30 feet west of the west power switch of the NX plant to the clearance point at the west end of the track.

ZONE 3 PULLBACK (3PB) South: 3 Pullback from 300 feet west of the west power switch of the NX plant to the clearance point at the west end of the track.

ZONE LOW SIDE (LS): All Class tracks, switching lead, and hand throw switches in the Class Yard (CT) Tracks 1-16 extending from the clearance points at the west end of each track (CT1-CT16) to the Bragg Road Crossing.

ZONE MIDDLE (M): All Class tracks, switching lead, and hand throw switches in the Class Yard (CT) Tracks 17-31 extending from the clearance points at the west end of each track (CT1-CT16) to Bragg Road Crossing.

ZONE HIGH SIDE (HS): All Class tracks, switching lead, and hand throw switches in the Class Yard (CT) Tracks 32-40, including R6 and R7, extending from the clearance points at the west end of each track (CT32 – CT40) to the Bragg Road Crossing.

ZONE SOUTH BOWL (SB): All Class tracks, switching lead, and hand throw switches in the Class Yard (CT) Tracks 43-80 extending from the clearance points at the west end of each track (CT43 – CT 80) to Bragg Road Crossing.

ZONE WEST YARD 1 (WY01): Extends from 300 feet west of the power switches in the NX plant to the clearance point at the west end of Track WY01.

ZONE WEST YARD (WY02): Extends from 300 feet west of the power switches in the NX plant to the clearance point at the west end of Track WY02.

REMOTE CONTROL ZONE ACTIVATION:

The Remote-Control Operator (RCO) must contact the Ranger Tower Yard master prior to occupying or operating within a Remote-Control Zone. When activating a Remote-Control Zone, the RCO must contact the Ranger Tower yardmaster and receive a zone activation time for the specific zones(s). The RCO must also receive a deactivation time when activation of the zone(s) is no longer required. Proper identification must include the designated zone number(s) and the lead (West) locomotive number. The Ranger Tower Yardmaster will record this information, including the times of activation and deactivation, on the RCO Zone Log. No other train movements or workers may be permitted to work within an active Remote-Control Zone.

REMOTE CONTROL ZONE USE:

When a Remote-Control Zone has been activated, a member of the Remote-Control Zone Crew must make an initial determination the track is clear, and switches are properly lined for the intended movement. This determination may also be performed by an attached utility employee for the Remote-Control Zone Crew. After an initial determination has been made that the track is clear, it is not necessary to make a new determination prior to each subsequent shoving or pulling movement provided that:

BELLEVUE TERMINAL

6. TERMINAL INSTRUCTIONS (CONT.)

N. RCO OPERATIONS (CONT.)

- 1) The controlling locomotive of the Remote-Control movement is on the leading end) of the direction of movement, and
- 2) The Remote-Control Zone is not jointly occupied

After receiving Zones, and prior to movement through the NX plant, Remote Control Zone Crews must contact Ranger Tower Yardmaster for a route through the NX plant. After deactivating a route, the Ranger Tower Yardmaster will confirm the route is double-checked on their board for the intended route through the NX plant prior to the move commencing through the NX plant.

Before occupying a Remote-Control Zone for any reason, including:

- 1) Engineering Department employees to perform work under Roadway Worker Protection.
- 2) Mechanical Department employees to perform work under Blue Signal Protection.
- 3) Other Train, Engine or Switch movements,

The Ranger Tower Yardmaster must be contacted and will ensure that the applicable Remote-Control Zone is not active. If necessary, the Remote-Control Zone must be deactivated to permit other movements or workers to occupy the Remote-Control Zone area. Other employees or movements must restore and secure, if applicable, all switches to prior position before informing the Ranger Tower Yardmaster that they are no longer occupying the Remote-Control Zone area.

A determination that the track is clear, and switches are properly lined for the intended movement must be made in order to re-activate the Zone.

PULLBACK STOP PROTECTION USE:

RCO assignments must verify that the RCL consist is equipped with a Pullback Stop Protection (PSP) reader. If the RCL consist is not equipped with a PSP reader, the RCO must NOT rely on PSP as an additional safety feature for stopping the locomotive in PSP-equipped tracks.

When necessary to override PSP, a member of the Remote-Control Crew must be located on the leading end of the movement and provide point protection for the Remote-Control move.

When taking charge of the Remote-Control Engine, listen for the unsolicited radio message "PULLBACK PROTECTION DISABLED" during OCU testing. If you do not hear this message, you cannot activate REMOTE CONTROL ZONES, 1PB, 2PB, 3PB, WY01 OR WY02. Your Remote Engine is not equipped to read the transponders necessary for Pullback Stop Protection.

O. GENERAL INSTRUCTIONS

1. Bellevue Terminal Diesel Shop Fuel Pad

The Bellevue Terminal Pit Foreman must be contacted before:

- a. Locomotives enter the inbound tracks
- b. Locomotives depart from the outbound tracks

Except the power switches in the pullback area, which are under the authority of the Ranger Tower Yardmaster, and the power switches in the Receiving Yard which are controlled by the Rt. 4 Yardmaster, power operated switches must not be thrown by hand without receiving permission from the Train Dispatcher. After throwing switches by hand, the switch may be left in either normal or reverse position, as directed by the Train Dispatcher.

There are many power switches in Bellevue Terminal that are equipped with indication lights to denote the position of the switch. If indication lights on switches so equipped are not displaying a proper indication, movement must not foul switch or move over it until instructions from the Rt. 4 Yardmaster in the Receiving Yard and/or the Ranger

BELLEVUE TERMINAL

6. TERMINAL INSTRUCTIONS (CONT.)

O. GENERAL INSTRUCTIONS (CONT.)

Tower Yardmaster in the pullback area. There are many power switches associated with the hump operation that are not equipped with any type of indication lights or banner. Movement over these switches must not be made until specific authorization is granted by the Yardmaster, who will not grant authorization for movement until authorized route is lined properly.

There are hydraulic-type spring switches that exit the Locomotive Pit Outbound Tracks 1 through 7 onto the Pit Lead. These switches are designed to trail through in an easterly direction only leaving the pit. Before there is any westerly movement on the Pit Lead, the switches must be observed to be properly lined and that the switch points fit tightly. Any movement to enter these seven (7) tracks from the Pit Lead can only be made by mechanical personnel hand- throwing these switches. DO NOT REVERSE movement into the Pit Tracks if straddling one of these switches.

2. North Duck

Multi-Light indicators located at the Duck-Under, and the East Leg and West Leg of the Wye (B245), are track circuit and position indicators. These are not signals.

3. Securing Block Protection in Bellevue Yard

- A. BLOCK A TRACK – When a track gets a BLOCK, the retarders at the west end will automatically open. PEG A TRACK – When a track gets a PEG, the retarders at the west end will NOT open. To get protection on CLASS TRACKS 1 through 80:
- 1) If entering from the Hump end, request a PEG, unless there is a need for the retarders to be opened at the west end of the track, then request a BLOCK
 - 2) It is essential to use proper terminology in order to know if the retarders at the west end are opened or closed.
 - 3) Crews will NOT enter the retarders at the west end of any Bowl Track without first getting protection for that track.
- B. The following is in effect regarding the handling of block protection for crews in the Class Yard:
- 1) An individual needing block protection will request that protection directly from the Hump Yardmaster.
 - 2) After receiving the request for block protection, the Hump Yardmaster will initiate the appropriate software block in the hump computer and advise the individual requesting the block that the protection has been provided by stating that "block/peg" protection for crew # on track #
 - 3) When requesting a block or a peg from the Hump Yardmaster, the job symbol or name must be used in order for the Hump Yardmaster to submit the correct information into the system. The Hump Yardmaster is responsible for ensuring that correct information is entered when applying and removing blocking protection.
- C. In the interest of safe operations, the following is re-emphasized:
- 1) An employee must not tell anyone that he is being protected prior to protection being in place. (VIOLATION COULD RESULT IN SEVERE DISCIPLINE)
 - 2) Any conversation, radio or otherwise, where protection is being granted, must include the job # of the person being protected, and the permission must be repeated back to ensure a complete understanding.
 - 3) Crews must not enter the Lead at the east end of the bowl without specific instructions from the Hump Yardmaster.

BELLEVUE TERMINAL

6. TERMINAL INSTRUCTIONS (CONT.)

O. GENERAL INSTRUCTIONS (CONT.)

- 4) The engineer must be told if it is okay to foul the lead via conversation. The engineer must not assume and must ask, if not first told.

D. BLOCK OR PEG PROTECTION – BELLEVUE BOWL

When you have a PEG or a BLOCK on a bowl track, you are required to stop west of the insulated joints at the east end of each of these tracks. The insulated joint locations vary and are approximately 20 to 50 feet west of the foul point. As information: If you let equipment reach the insulated joints, you will "LOSE YOUR PROTECTION". When you are given protection, your protection is ONLY for that portion of the track west of the insulated joints. TO SHOVE OR PULL OUT ONTO THE INSULATED JOINT WITHOUT PERMISSION FROM THE YARDMASTER IS LIFE THREATENING.

E. PEG

Before accepting a peg at the east end of the Class Yard from the Hump Yardmaster, crew members must ensure their locomotive is in the clear of the track or tracks for which the peg is being given. If your equipment is not in the clear of the tracks being pegged, the crew must notify the Hump Yardmaster immediately before repeating.

- 1) Back the track and time for the peg being requested

4. Before shoving or kicking Bowl tracks from the east end, crews will contact the Ranger Tower Yardmaster to determine if cars are on the Lead at the west end which foul the track to be trimmed. If the Lead is NOT fouled, tracks will be trimmed in the normal manner. If the Lead is fouled, the track being trimmed will NOT be kicked or allowed to roll the free and extra precaution will be taken to prevent shoving into cars on the Lead.
5. When a track is to be trimmed, the Conductor must inquire that the cars to be cut off on the move do NOT include cars which can't be cut off in motion, such as Class A Dangerous, Police Surveillance cars, etc.

6. Switches

A. There are numerous power switches in the Hump operation that are NOT equipped with any type of banner or light indication. Movement over this type of switch must NOT be made until the Yardmaster specifically informs you that your route is lined.

B. There are hydraulic-type switches that exit the Locomotive Pit Outbound Tracks 1 through 7 onto the Pit Lead. These switches are designed to trail through in an easterly direction only leaving the Pit. Before there is any westerly movement on the Pit. Before there is any westerly movement on the Pit Lead, the switches must be observed to be properly lined and that the switch points fit up. Any movement to enter these seven tracks from the Pit Lead can ONLY be made by hand throwing these switches. DO NOT REVERSE MOVEMENT INTO THE PIT TRACKS IF STRAFDLING ONE OF THESE SWITCHES.

C. There are numerous power switches at Bellevue that are equipped with indication lights. If an indication light is not displaying an indication, the movement must not be made over the switch until specific instructions from the Yardmaster are complied with.

7. Do NOT cut the air into any cut of cars in the A Yard unless authorized by the Route 4 Yardmaster.
8. Sandusky Dock – Block Protection
The following is required in regard to providing block protection when the dump process is in manual mode at the Sandusky "Empty Hole"
 - 1) The form entitled "Record of Blocking Protection Provided for Workman in Hump Yard Tracks and Other Tracks.

BELLEVUE TERMINAL

6. TERMINAL INSTRUCTIONS (CONT.)

O. GENERAL INSTRUCTIONS (CONT.)

Equipped with "Remotely Controlled Switches", will be utilized to record the blocking protection.

- 2) On each occasion where a block is requested, the retarder operator will line the switch for movement away from the track to be protected, apply the blocking device provided, and verify that the switch is in the proper position by observing the indicator lights on the console. The operator will then indicate on the form: the name of the employee requesting protection, the track being blocked, and the date and time the protection is given.
- 3) After the operator has applied block protection, he will state, "Blocking protection is provided for (Employee Name) on track (Track Name)" and record the date and time on the form. This information must be repeated back to the operator to ensure complete understanding.
- 4) The employee requesting the block protection removal must always be the same employee who requested the protection. The operator will record the name of the employee requesting the block protection removal, along with the time and date, on the form.
- 5) Do not use train number or "Yardmaster" on the form. The employee's name, whether trainmen, yardmaster or car department employee must be indicated on the form.
- 6) When one retarder operator relieves another, there must be a clear understanding of the status of blocking protection on the tracks. If protection is to be maintained beyond the tour of duty of the operator initiating protection, the employee relieving the operator and the operator being relieved must both initial the form.
- 7) When it is necessary to change from automatic to manual operation, both the train crew working in the Empty Hole and the Yardmaster must be informed prior to cars being dumped in manual mode.
- 8) If the indicator lights on the operator's console are not functioning, this must immediately be brought to the attention of the Foreman on duty.
- 9) The completed forms will be filed in the Load Foreman's office. It is the responsibility of the Load Foreman or C.T. Stevedoring, Foreman, if applicable to review the completed forms on a regular basis to ensure that the form is being utilized properly.
- 10) If there is any doubt or uncertainty regarding block protection, dumping must CEASE until everyone has a clear understanding of the situation. THE SAFEST COURSE MUST BE FOLLOWED.
- 11) A Train Crew or an engine must not occupy a live track in the Empty Hole at the Sandusky Dock. Before entering the south end of Tracks 61, 62, or 63, a block must be applied at the north end to prevent equipment from entering the track off the dumper kickback. It is permissible to not have a block applied when it is positively known that Sandusky Dock will not be dumping cars.

9. Sandusky Dock Instructions

Two (2) empty hoppers secured by handbrakes will be placed at the south end of the Empty Tracks at the Dock (SD61-SD63) as brake cars for empties off the dumper. Except as noted above, a minimum of two (2) handbrakes will be required on the north end of all cuts in Sandusky Yard. It will not be necessary to secure loaded cars of coal with handbrakes in Tracks SD01, SD03, SD04 and SD05 at Sandusky Dock.

BELLEVUE TERMINAL

6. TERMINAL INSTRUCTIONS (CONT.)

O. GENERAL INSTRUCTIONS (CONT.)

10. Use of Brake Clubs

The brake club continues to be an approved and authorized tool at Bellevue Terminal for the purpose of assisting in the alignment of drawbars. The brake club should be inspected before each use to determine the club is not fractured. Cars must be properly separated at least 50 feet apart with all movements in the track stopped with proper protection applied.

One short drawbars, the brake club can be used in the following locations to move the drawbar:

- The knuckle flutes/slots, with the club inserted so it will not accidentally slide out when pressure is applied. A pushing motion away from the body on the end of the brake club must be used rather than a pulling motion towards the body.
- If the drawbar is slewed in the direction opposite of the flutes, the brake club should be inserted between the coupler carrier/sill and drawbar then pushed or pulled to center the drawbar. On long drawbars, such as auto racks, the brake club between the coupler carrier sill and drawbar on cars equipped with long drawbars. Water may be used as an additional lubricant to assist in adjusting drawbars with a brake club; however, employees must not overexert themselves with the tool's use.

11. FRA EXCEPTED TRACK:

MP B 197.3 - MP B 249.3

P. HAZMAT SPILL LOCATIONS

1. Spill Track – Bellevue Terminal

Q. HIGH THREAT URBAN AREAS AND KEY TRAIN SECUREMENT

1. HTUAs

None.

2. Locations where key trains, or cuts of cars meeting the definition of a key train, may be left unattended on a main track or siding outside of a yard or terminal:

None.

GREAT LAKES DIVISION

SPECIAL INSTRUCTIONS

GL-O-A-1. STANDARD TIME

Standard (Railroad) Time on entire Great Lakes Division is Eastern Standard Time. All clocks must be set to reflect this time.

GL-S-1607-1. CABOOSE HEATER

All train and engine service employees are prohibited from lighting caboose stoves/heaters. Where stoves/heaters are to be lighted, arrange to notify the on-duty supervisor and/or Mechanical personnel.

GL-O-142-1. OS

Crew members must use the MTR app to perform accurate and timely reports of their train's arrivals, departures, brake tests, and consist updates.

- At origin stations, trains must be built and departed by a crew member using the MTR app at non-Yardmaster locations.
- All line of road work must be reported by a crew member using the MTR app.
- At destination stations, trains must be arrived and yarded to proper tracks by a crew member using the MTR app at non-Yardmaster locations.
- For unit, automotive, and intermodal trains, reporting must be completed by a crew member using the MTR app.
- Accurate reports of set offs, pick-ups, brake tests, and overall yarding of trains is required when using the MTR app.
- Accurate reports of set offs, pick-ups, brake tests, and overall yarding of trains is required when using the MTR app or reporting to OS via radio.

Crew members must ensure that their railroad-supplied electronic devices are properly and fully charged when reporting for duty.

GL-O-621-1. L.E.T. OPERATIONS

An Engineer Trainee may operate the locomotive only under the direct supervision of a certified Locomotive Engineer present in the operating compartment of the locomotive, who has been promoted at least one year. An Engineer certified supervisor or DSLE, present in the operating compartment of the locomotive, may directly supervise the operation of the Engineer Trainee, for the purposes of monitoring and training.

GL-O-910-(b)-1. FLAT SWITCHING

During flat-switching operations, employees on the Great Lakes Division are prohibited from running while lifting the uncoupling lever or device. Employees are to remain vigilant while performing these duties, closely examining the walking path ahead for unsafe footing conditions.

GL-O-20-(a)-1-(5). CLOSE CLEARANCES

Employees will report any knowledge of fixed structural variances in clearances that may jeopardize the safety of an employee riding on, or getting off, equipment. This report must be made to their immediate supervisor or Train Dispatcher/Control Operator to ensure safety of operations as soon as practical after the changes are noted. Each report should contain the name of the district, milepost, customer and/or facility, and a brief description of the change. If the report cannot be made to the immediate supervisor, it should be forwarded to the MTO's office.

GREAT LAKES DIVISION

SPECIAL INSTRUCTIONS

GL-O-26-1.

RIDING CARS

No employee will be allowed to ride the side of a gondola type car covered with a tarp or ride on the side of a car coupled to a gondola car covered with a tarp. Also, all employees should be aware that this type of cover could accumulate water. Be aware of these cars when they are passing or when you are in close proximity of them.

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