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GREAT LAKES DIVISION

**ELKHART TERMINAL
SUBDIVISION**

Timetable Number

1

Revised: September 1, 2023

EFFECTIVE OCTOBER 15, 2021

ELKHART TERMINAL SUBDIVISION

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ELKHART TERMINAL 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) – Automatic Interlocking
- (C) – Controlled Interlocking
- (CP) – Controlled Point
- CS – Controlled Siding
- 773 – Dispatcher Radio Call in Code
- Frt. – Freight Trains
- Jct. – Junction
- (N) – Non-Interlocked Railroad Crossing at Grade
- N/S – Non-Signaled
- PTC – Territory with Positive Train Control installed for use
- r – Radio Base Station, Monitored Continuously
- SS – Signaled Siding
- ss – Spring Switch
- S – Stop Sign
- Y – Wye
- (YL) – Yard Limits

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

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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 SGCRC 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

PAGES

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Great Lakes Timetable Summary Changes Elkhart Terminal Sub-division

Bulletin No.	ITEM	REVISED	CHANGES
OB-19	3. Communication C. Telephone	10/29/2021	Network Operation Center (NOC) desk phone number changes
OB-20	5. Loco. and Car Rest. B. TTR	10/29/2021	Locomotive and Car Restrictions B. Trailing Tonnage Restriction 4. Cars not loaded in accordance with Appendix 1 Loaded Multi-Platform Stack/Spine Car Configurations in the System Timetable.
GLOBP-008	6. Terminal Instructions O. RCO	01/24/2022	Removed and replaced all previous instructions within RCO section O.
GLOBP-013	6. Terminal Instructions A. Close Clearance	02/04/2022	Close Clearance updated for Junk Yard Lead and the Diesel Shop
GLOBP-012	6. Terminal Instructions M. Class Yard / Pull Back Instructions	06/02/2023	Class Yard Instructions updated.
GLOBP-034	6. Terminal Instructions E. Handbrake Require.	08/18/2023	Hand Brake Instructions updated.

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STATION PAGE INFORMATION

NOTES: None.

1. RULES IN EFFECT

BETWEEN	MAIN 1 TRACK	MAIN 2 TRACK	MAIN 3 TRACK
	RULES		
CP-421 and CP-426	261 PTC	261 PTC	261 PTC

Main 1, Main 2, and Main 3 Tracks are Numbered from North to South.

Unequipped/uninitialized movements in PTC territory are permitted ref: OR 426
Elkhart, IN CD 422.0 – CD 425.0 Unequipped Range - CD 412.0 – CD 435.0

2. MAXIMUM SPEEDS

BETWEEN	TRACKS
	MPH
CP 421 and CP 426, Elkhart Terminal Non-Controlled tracks	15
Except: Inbound Running Track Eastbound between CP 426 and Signal 425	30
Inbound Running Track Eastbound between Signal 425 and End Automatic Block Sign	20
North Freight Running Track, Westbound between CP 421 and End Automatic Block Sign	20
a. South Freight Running Track, Westbound between CP 421 and End Automatic Block Sign	20
Early Bird, CP 423 – CP 426	25
R Yard all tracks and leads	20
North and South Drill Tracks, conventional tracks	15
All Tracks at the West End of the Eastbound Departure Yard	15
Entire Class Yard	15
RCL Zones on the Pullback	15
Service and Repair Tracks	5

3. LOCOMOTIVE AND CAR RESTRICTIONS

A. WEIGHT RESTRICTIONS

System instructions EQ-1 applies.

EXCEPTIONS:

AUTHORIZED WEIGHT

Chicago Line (CP-320 to CP-421)	315,000 lbs.
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B. TRAILING TONNAGE RESTRICTIONS

Trailing tonnage must be limited on line segments as shown below, behind the following equipment:

1. Empty multi-level cars
2. Intermodal single-platform flats and such flats loaded with empty trailers or containers.
 - Empty Flatcars
 - Loaded with all empty trailers or containers
3. 75-foot-long or longer flats, including center beam center and bulkhead flats, frame racks, and switch panel cars
 - Empty flats
 - Loaded cars with all empty trailers or containers
 - Loaded cars with only one loaded trailer or container
4. Single or multiple-unit articulated double-stack (well) cars, or empty multiple unit spine cars.
 - Empty cars
 - Cars not loaded in accordance with Appendix 1 Loaded Multi-Platform Stack/Spine Car Configurations in the System Timetable.

ELKHART TERMINAL CP 421 – CP 426

3. LOCOMOTIVE AND CAR RESTRICTIONS (CONT.)

C. HEIGHT RESTRICTIONS

None.

D. LOCATIONS OF EQUIPMENT RESTRICTION

1. Nagy lead is restricted to 4-axle locomotives only.

4. SWITCHES AND DERAILS

A. NORMAL POSITION OF HAND OPERATED SWITCHES

1. Normal position of hand operated switches on pigtail lead is lined for pigtail lead.
2. Normal position of hand operated switch at east end of 7 pocket is lined for the E Yard runner.
3. Normal position for hand operated switch on the west end of the ready track is lined for the outer escape.
4. Normal position of hand operated switch on the west end of the western cab track and service track is lined and locked for the service track (must notify hump yardmaster or switch tender when lined and locked for service track)
5. Normal position of hand operated switch on junkyard lead - 15R is lined and locked for straight track movement anytime that it is not in use for the junkyard.
6. Normal position of runner / 1 lead switch is lined for 1 lead unless otherwise directed.
7. 2 Lead hand operated crossover is to be lined for two lead unless otherwise directed.
8. East end local yard 1-2 track inside switch is to be lined and locked for local yard 1.
9. Local Yard Lead Switch should be lined and locked for 1 Lead. The Tie where the Switch handle must be left is painted orange. It must be restored for 1 Lead after use.
10. 1-2 Lead Switch should be lined and locked for 2 Lead. The Tie where the switch handle Must be left is painted orange. It must always be restored for 2 Lead after use.

B. HANDLING OF DERAILS

1. The following blue signal derails are under the exclusive control of the Mechanical Department:

Elkhart Diesel House

New fuel lead	No. 3 Track
North fuel track	No. 4 Track
South fuel track	No. 5 Track
House track	North side of house 130 ft. west of west leg of wye
No. 2 Track	North side of house 47 ft east of shop crossing.

Elkhart Car Shop

136 ft. East of car shop lead / local yard lead divide switch.	131 ft. West of the 7 lead 8 lead divide switch
99 ft. West of 7 lead 8 lead divide switch.	10 ft. East of the 7 lead 8 lead divide switch

C. SWITCHES NOT EQUIPPED WITH ELECTRIC LOCKS

None.

D. ELECTRIC LOCK SWITCHES

None.

ELKHART TERMINAL CP 421 – CP 426

4. SWITCHES AND DERAILS (CONT.)

E. DTMF RADIO CONTROLLED SWITCHES

Switch on the Early Bird Track MP CD 425.40 is a remote - radio controlled switch to be operated by trains or other equipment that will shunt the track traversing over the switch. All movements of equipment that may not shunt the track must follow instructions for manual operation of the switch, which can be found in the switch box at this location. The following operating instructions apply:

1. Normal position of Long Jones switch is lined for the Early Bird track as indicated by a green route light mounted on the side of the switch machine. Reverse position of the Long Jones switch is lined for a route into or out of the Long Jones pocket and will be indicated by a yellow route light.
2. When approaching the switch, radio should be tuned to yard channel 02 frequency 161.070 AAR Channel 064.
3. Within 400ft. of the switch, as marked by temporary signs and the position of the switch cannot be determined by the route lights, users must push radio toned buttons #4-2-7 to ascertain the switch position. The switch position will be transmitted in one of three ways by radio:
4. "Norfolk Southern, Long Jones, switch normal" OR
5. "Norfolk Southern, Long Jones, switch reversed" OR
6. "Norfolk Southern, Long Jones, switch is in a fault position. Stop and inspect."
7. If the transmission indicates that the switch is in the proper position, no action is necessary and the train may proceed at authorized speed.
8. If necessary to operate the switch, the following actuation code will operate the switch to the desired position: #4-2-6-1 for movement Early Bird to Early Bird. Actuation code for reverse is # 4-2-6-3 for Early Bird to Long Jones. If the radio transmission then indicates that the switch is in the proper position, the train may proceed at authorized speed.
9. Once a train or On Track equipment reaches the point where the wheel detectors are located: 100ft. West of switch on the Early Bird track and 150ft. East on the Early Bird and the Long Jones pocket, the switch will be locked and cannot be operated by remote radio operation or manually. The location of the wheel detectors will be marked by ties painted yellow.
10. When switch is in fault condition, movement must not foul wheel detectors as described in item #6. The crew is to inspect switch for gapping, obstruction or obvious broken part.
11. Do not foul switch points, rods or any movable part with any body part. If no visible defect is discovered, the switch may be operated manually by following the posted instructions within the switch box. Before movement can proceed, the switch position indicator light must correspond with the alignment of the switch.
12. After the switch is operated manually, the switch will automatically return to remote radio control operation.
13. After a movement is complete and has been clear of the 400ft. signs for ten (10) seconds, the switch will return to the normal position.
14. Operation of this switch can only be made with approval of the Elkhart West End Yardmaster.

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4. SWITCHES AND DERAILS (CONT.)

E. DTMF RADIO CONTROLLED SWITCHES (CONT.)

15. The East end of Early Bird Track and the E Yard lead switch, when lined normal, is for movements on the Early Bird when lined reverse, is for movements on the E Yard Lead. This switch can be operated by DTMF code, push button on the machine, or in hand throw. This switch machine is equipped with three (3) indicator lights. These are not block signals. These indicator lights announce the position of the switch and occupancy of the track circuit. The three colors and their indications are:
- a. Green-switch is lined for the normal route down the Early Bird
 - b. Yellow switch is lined for the reverse route down the E Yard Lead
 - c. Red-the track circuit is occupied. This is not a stop or restricting signal. If the red light is on, then the switch cannot be operated. The track circuit extends 2 car lengths on either side of the switch (blue marks painted on rails).
 - d. Flashing Red - switch out of correspondence. Do not move over the switch.
 - e. **DTMF operation of switch:**
 1. To remote operate the switch using your radio keypads, use the following codes while on Channel 64-64:
 2. #4211 lines the switch for the Early Bird (normal)
 3. #4233 lines the switch for the E Yard Lead (reverse)
 4. A radio transmission will announce the switch alignment. Like all other switches in the yard, crews must approach the switch at restricted speed. After the switch is lined either way, a timer will prevent the switch from being lined for 2 minutes. This is to prevent someone from taking your lineup away.
 - f. **Push button operation of switch:**
 1. Movement must stop short of the switch track circuit.
 2. Unlock the N/R box on the switch machine.
 3. Inside the box, operate the "normal" or "reverse" switch buttons.
 4. The switch machine will announce on channel 64-64 the position of the switch for radio confirmation.
 5. Close box and reapply the switch lock.
 6. Movement may be made as long as a yellow or green indicator light is lit. If no light is lit, then the switch is not in correspondence and movement must not be made over it. In the event the switch does not work, it can be operated in "hand throw" operation. Doing so requires use of a short jacking bar. Be careful for pinch points when using the bar.
 - g. **Hand-throw operation of switch:**
 1. Unlock and remove the pump handle from the handle holders.
 2. Open the hand throw cover and insert the pump handle in the pump socket.
 3. 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 of the valve lever.
 4. Operate the hand throw by moving the pump handle back and forth. It may be necessary to hand throw the points all way and a visual check of a good point closure should be made after completing the hand throw
 - h. After completing the hand throw, close the cover, reinstall the pump handle in the holders and reinstall the lock

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5. COMMUNICATION INFORMATION

A. DIAL IN RADIO CODES

CONTACT	CODE
Emergency	911
Great Lakes Division MTO	640
Elkhart Desk Dispatcher	644
LCDI Help Desk	126
Mechanical Operations Center (MOC)	123
Service and Support	658
PTC Help Desk	130
PTC Help Desk for premium trains only	135
RFE Center	117
Wayside JWDS Help Desk	127

B. AAR RADIO CHANNELS

BASE STATION	CHANNEL 1		CHANNEL 2	
	TX -RX	TONE	TX-RX	TONE
Elkhart Desk Dispatcher CP320 to CP421	046-046	-	-	-
Elkhart Desk Dispatcher CP421 to CP479	034-034	-	-	-
West End Yardmaster	064-064	-	-	-
Hump Yardmaster	064-064	-	058-058	-
Diesel House	050-050	-	-	-
Car Department	096-096	-	-	-
North Pullback Assignments	059-059	-	-	-
South Pullback Assignments	013-013	-	-	-
Mechanical	085-085	-	-	-
Local Assignments	079-079	-	-	-

C. TELEPHONE NUMBERS

CONTACT	PHONE
Great Lakes Service Support	800-898-4296
Great Lakes MCO	470-463-1004
Great Lakes ACD East	470-463-1005
Great Lakes ACD West	470-463-1006
Elkhart Desk Dispatcher	404-877-9529
West End Yardmaster	574-296-2245
Hump Yardmaster	574-296-2235
Elkhart Trainmaster	574-296-2233
Elkhart Diesel House	574-296-2223

6. TERMINAL INSTRUCTIONS

A. CLOSE CLEARANCE

Due to close clearances account close track centers, employees are prohibited from riding the side moving equipment at all times whether or not cars are on any adjacent track at the following locations:

1. **Local Yard due to Track Centers @ Inside SW**
 - a. 9 track (south side)
 - b. 10 track (north side at east end)
2. **East Forwarding Yard due to Track Centers**
 - a. 1E (south side at west end)
 - b. 2E (north side at west end)
3. **Class Yard**
 - a. 01 track (north side at retention pond) Close clearance due to Early Bird
 - b. 12 track (either side at west end) – due to Track Centers
 - c. 13 track (south side at west end) – due to Track Centers
 - d. 14 track (north side at west end)- due to Track Centers
 - e. 61 track (south side at west end)- due to Track Centers
 - f. 62 track (north side at west end)-due to Track Centers

ELKHART TERMINAL CP 421 – CP 426

6. TERMINAL INSTRUCTIONS (CONT.)

A. CLOSE CLEARANCE (CONT.)

4. **Industries:**
 - a. L&L Fertilizer
 - b. Bull Moose Tube
 - c. Auto Facility
 - d. Nagy Lead
 - e. Reith Riley (at unloader)
 - f. Patrick Industries
 - g. Junk Yard Lead (all industries)
 - h. E&W Railroad 300 feet North of West Jackson St. (fence)
5. **Diesel Shop**
 - a. Entire diesel shop facility (must not ride on steps of locomotives)
6. **Elkhart Car Shop**
 - a. Track 1 at Load shifter device and at building
 - b. Track 2, 3, 4, at building
 - c. Track 5 and 6 at dock
 - d. Track 8 at building

B. TRACK PERMISSION

1. All train and engine movements moving in a westward direction on the Engine Terminal Runner must obtain permission from the West End Yardmaster before proceeding beyond the west end of the Engine Track Runner and the #1 Lead Junction.
2. The east leg of the Wye falls under the jurisdiction of the Hump Yardmaster and must not be used without his or her permission.

TRACK	DIRECTION	BETWEEN	AND	PERMISSIVE PARTY
Inbound R.T.	East	CP 426	Signal 425	Hump Yardmaster
Inbound R.T.	East	Signal 425	End Auto Block	Hump Yardmaster
Inbound R.T.	West	Begin Auto Block	CP 426	Hump Yardmaster
North Freight R.T.	West	CP 421	End Auto Block	Hump Yardmaster
North Freight R.T.	East	Begin Auto Block	CP 421	Hump Yardmaster
South Freight R.T.	West	CP 421	End Auto Block	Hump Yardmaster
South Freight R.T.	East	Begin Auto Block	CP 421	Hump Yardmaster

C. INTERLOCKING INSTRUCTIONS

None.

D. DRAWBRIDGES

None.

E. HANDBRAKE REQUIREMENTS

1. **Hand Brakes in Receiving Yard**
Tracks R-Yard Runner – 15R: minimum 5 hand brakes located at the east end, no C-102 required, except for key trains.
2. **Class Yard**
Tracks in the Class Yard with empty intermodal cars left on the west end of the Class Track must be secured with 2 hand brakes. Empty intermodal cars should not be left on the west end of the class tracks, if possible due to cars rolling out. Empty intermodal cars do not provide sufficient lateral forces to allow west end inert retarders to provide proper braking force.
3. **West Forwarding Yard**
Tracks 1W – 7W: minimum 3 hand brakes located at the west end, no C-102 required, except for key trains

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6. TERMINAL INSTRUCTIONS (CONT.)

E. HANDBRAKE REQUIREMENTS (CONT.)

4. East Forwarding Yard

- a. Tracks Early Bird – E-Yard Runner: minimum 7 hand brakes located at the east end, C-102 is required.
- b. For any outbound train that requires greater than 7 hand brakes, the following will be reported to the Yardmaster via radio:
 - Number of hand brakes applied.
 - If any hand brakes applied were not in consecutive order.
 - Track name where the hand brakes were applied.
- c. Where greater than 7 hand brakes are applied, the Yardmaster must record, then report to the outbound crew, via radio, how many hand brakes are applied and the order and location of the hand brakes.

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.

I. EXCESSIVE CURVATURE RESTRICTIONS

1. Long (73 feet or more) cars may be handled on Main and Passing Tracks without restrictions.
2. The following instructions apply to movement on tracks other than Main and Passing Tracks:
 - a. Long cars must not be handled through No. 6 turnouts.
 - b. Long cars moving over tracks having a curvature in excess of 12 degrees 30 minutes must be coupled on each end to cars not shorter than 50 feet. If curvature is in excess of 15 degrees, or turnouts are No. 7, the movement must be made under observation at slow speed.
 - c. Long cars must not be handled on curves exceeding 17 degrees.

MP	TRACK	DEGREES
SK2.2	South Bend New Energy	16
VO2.7	Olivers I.T.	16
CD422	Elkhart East/ West Wye	18
CD422	Reith Riley	18
CD422	K&B West End 3/4 lead	13
CD422	L&L Fertilizer	16.5
CD422	Junk Yard Lead	15.5
CD422	Homan Lumber	20.5
CD422	MJB Lead	13
CD411.1	Brunk #1 & #3 Track	24
MP3.4	Goshen Industrial Track	25.5

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6. TERMINAL INSTRUCTIONS (CONT.)

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. Elkhart & Western Elkhart, IN
2. Trains and engines of other divisions and foreign lines will use Great Lakes Division tracks as shown below:
 - a. Amtrak CP 521 to CP194
 - b. Canadian Pacific Ry. CP 509 – to CP 358
 - c. Canadian National Ry. CP 437 to CP 421
 - d. Grand Elk Railroad CP 421 –CP 426

K. RECEIVING YARD INSTRUCTIONS

None.

L. HUMP OPERATION INSTRUCTIONS

1. Double check routes from Receiving Yard to Hump
 - a. The following procedure must be adhered to when a route is lined by the Yardmaster for a cut to shove to the Hump out of the Receiving Yard.
 - b. The Hump Yardmaster must visually check the screen to verify that the correct route is lined then the Hump Yardmaster can give the Hump crew permission to shove to the Hump.
2. Cut must be stopped prior to first car passing crest unless permission to start Hump operations is received from Hump Yardmaster.
3. Stop cut if cars on list do not match the cars standing on the Hump.
4. The following procedure will be adhered to in the number of cars Humped at one time:
 - a. No more than one extra heavy weight car will be cut at one time.
 - b. No more than two medium or heavy weight cars will be cut at one time.
 - c. No more than five empties or light weight cars will be cut at one time.
 - d. No mixed cuts or empties and loads.
 - e. No more than one weigh car at a time.
5. DO NOT HUMP:
 - a. Poisonous Gas
 - b. Explosive A
 - c. Placarded Flat Cars
 - d. High Value Shipments
 - e. DOT 113A Flammable Gas Tank Cars
 - f. ANY QUESTIONS OF ANY CARS NOT TO BE HUMPED, ASK HUMP YARDMASTER FOR FURTHER INSTRUCTIONS.
6. Watch for shop tags or other defects and notify the Hump Yardmaster if classed for other shop tracks.
7. TO TRANSPORTATION & MECHANICAL EMPLOYEES:
 - a. Car Department employees are responsible for removing EOTD from inbound trains in the Receiving Yard.
8. Manually overriding the Automatic Hump System:
 - a. Hump Yardmasters are prohibited from manually overriding the Automatic Hump System for the purpose of starting or trimming tracks. The Hump System should only be manually overridden in an emergency situation.

ELKHART TERMINAL CP 421 – CP 426

6. TERMINAL INSTRUCTIONS (CONT.)

L. HUMP OPERATION INSTRUCTIONS (CONT.)

9. Humping Over speeds – Hump Yardmaster Responsibility:
 - a. Whenever an over speed in excess of 4 mph over the requested exit speed occurs, the Hump should immediately go on the red and remain stopped until the C&S Department investigates the over speed and authorizes Humping to resume. Additionally, the C&S Supervisor will be notified immediately of the situation.
10. Yardmasters Giving Verbal Route Instructions to Crews
 - a. Any Yardmaster working the Hump or West End Tower must first verify the line-up by looking at the monitor to ensure the intended route is properly lined for the movement BEFORE giving verbal permission for a route to ANY train or engine(s). After the line-up is verified on the monitor, verbal permission for the move may be given.
11. Walking at Hump Near Scale:
 - a. Employees are prohibited from walking on the steel grate located around the scale at the Hump.
 - b. Employees are to use the gravel surface in this area to avoid the scale.
12. Locomotive Moving East Over Hump:
 - a. Before any movement of locomotive or locomotives with cars attached are given permission for an eastward movement over the Hump, the Hump Yardmaster and Switchtender must have a route lined for the movement to make sure there are no conflicting moves.
13. Remote Control Locomotive Powered Axles
 - a. During Elkhart humping operations, cuts of cars to be shoved that exceed 8,000 feet must not exceed 14,000 tons, account buff forces experienced during movement through the turnouts at the East end of the Receiving Yard.

M. CLASSIFICATION YARD / PULLBACK INSTRUCTIONS

1. When west end pullback crews are instructed to switch a car on the west end of the Class Yard, the Yardmaster will communicate to the crew which car is to be moved by using the car initially and number, not just by saying something like “the west car”. Any pullback crew being instructed to make a move to set out one or more cars in the Class Yard are responsible for making sure that the move is correctly made, the car or cars to be moved are the ones actually moved and that crew must report to the Yardmaster via radio when the move has been made.

When working in the class yard, employees will verify the west and east car of each track they pull from a class track with an Elkhart Yardmaster.

Cars cannot be cut off in motion into any track in the Class Yard if there is a job occupying the lead on the west end in that group. This does not pertain to humping operations in automatic.

2. **P-4 North/South Drill Track:**
 - a. Wheel stops are installed 23 feet west of the North/South Drill track.
3. **Shove Lights on Departure Tracks:**
 - a. The following tracks at Elkhart Yard are designated as departure tracks and are equipped with shove lights. In accordance Operating Rule 218, the following instructions govern all movements in the below listed tracks:

ELKHART TERMINAL CP 421 – CP 426

6. TERMINAL INSTRUCTIONS (CONT.)

M. CLASSIFICATION YARD / PULLBACK INSTRUCTIONS (CONT.)

YARD	TRACK	LENGTH IN FEET
WEST FORWARDING YARD	WF01	6,480
WEST FORWARDING YARD	WF02	6,650
WEST FORWARDING YARD	WF03	6,550
WEST FORWARDING YARD	WF04	6,510
WEST FORWARDING YARD	WF05	6,560
WEST FORWARDING YARD	WF06	6,780
WEST FORWARDING YARD	WF07	6,840
EAST FORWARDING YARD	EF01	6,500
EAST FORWARDING YARD	EF02	6,525
EAST FORWARDING YARD	EF03	6,525
EAST FORWARDING YARD	EF04	6,750
EAST FORWARDING YARD	EF05	6,900
EAST FORWARDING YARD	EF06	7,000

4. Cars Left on the West End of Class Tracks:

- a. When pulling cars out of the west end of the Class Yard, any cars left in a track must not be left west of the skate retarders. Both sets of trucks on the west car must be left in or east of the retarder.

5. Blocking Protection – Elkhart Classification Yard:

- a. The following instructions will govern the procedure for requesting blocking protection in the Elkhart Classification Yard:
 - b. All Transportation employees working in Elkhart Terminal are required to contact the West End Yardmaster when requesting blocking protection in the Classification Yard. The West End Yardmaster will request the protection from the Hump Yardmaster and notify the transportation employee requesting the protection when the blocking protection has been applied. Employees from all other departments will request their blocking protection directly from the Hump Yardmaster.
 - c. When work in the blocked track has been completed, the employee who requested the block from the West End Yardmaster must request that the block be released through the West End Yardmaster. The West End Yardmaster will request that the blocking be removed from the Hump Yardmaster. Once the Hump Yardmaster has removed the block, the West End Yardmaster will relay that the block has been removed to the person asking that the block be removed.

6. Blocking Procedure – Group 1 of Class Yard:

- a. The hydraulic skates located at the west end of the Class Tracks 1 through 9 are not to be opened using the blocking reason “couple and pull” until the pullback engine is in place to pull the track. To facilitate this, the Yardmaster will request a block with the reason “shove”. This will allow the pullback engine to enter the track and couple to the cars in the track to be pulled if the coupling can be made west of the hydraulic skates. If the coupling cannot be made without opening the hydraulic skate, the pullback engine will be positioned at the west end of the hydraulic skate after the “shove” block has been applied. After the pullback engine is either coupled to the track or positioned in the track at the hydraulic skate, a second block will be applied to the track with the reason “couple and pull”. When the “couple and pull” block is applied to the track, the hydraulic skate will open and the track can be pulled or if not already made, the coupling can be made. The pullback conductor (RCO) will be notified prior to applying the couple and pull reason and must be aware that the cars have the possibility of free rolling and they must not step between equipment.

N. FORWARDING YARD INSTRUCTIONS

No additional instructions.

ELKHART TERMINAL CP 421 – CP 426

6. TERMINAL INSTRUCTIONS (CONT.)

O. RCO OPERATIONS

Through the use of technology, the West End Yardmaster will provide point protection for remote control locomotive movements with cars on the pullback leads (1 Lead, 2 Lead, Early Bird, North Drill, and South Drill) whenever a crew member is not positioned on the leading end of the remote control locomotives in the direction of travel.

Prior to making movements with cars on the pullback leads with locomotives on the pull out end, the remote control operator must contact the West End Yardmaster by radio and request a route from the West End Yardmaster.

The West End Yardmaster must provide a clear route that does not conflict with any other moves, confirm the route using the technology, and state the route for the intended movement to the remote control operator using the radio.

- For example, after reviewing and confirming that the route is lined and clear for Job 1 on Group 7 for the entire North Drill, all the way to the end of the track.
 - Yardmaster: "Job 1, your route for Group 7 North Drill all the way is clear and lined, over"

The remote control operator must repeat the route and request that the route be double-checked by the West End Yardmaster.

- RCO crew member: "Group 7 North Drill all the way is clear and lined for Job 1. Can you double check it?, over"

The West End Yardmaster must double-check the computer display to confirm that the intended route is clear and lined and if so, then advise the remote control operator that their intended route has been double-checked.

- Yardmaster: "Group 7 North Drill all the way is Double Checked, clear and lined for Job 1, out"

Remote control movements not headed by the controlling locomotive, require point protection by a crew member, per Operating Rule 215.

While operating light Remote Control Locomotive consists (without cars), the controlling RCO must be positioned on the lead locomotive in the direction of travel, except for when the RCO dismounts the locomotives to clear a switch and/or to swap ends on the consist when reversing direction.

P. HAZMAT SPILL PAN LOCATIONS

1. Patrick Lead

Q. GENERAL INSTRUCTIONS

1. Elkhart Fuel Pad

- a. Trains stopping at the Main Line fuel pad for service will, after stopping train, be required to make a full service reduction using the automatic brake, center the reverser, and place the generator field switch in the "OFF" position in order to properly secure the train while the mechanical forces are servicing the locomotives and/or train. This is to prevent possible subsequent slack action causing train movement which could result in damage to the fuel stanchions, spillage and potential personal injury.

ELKHART TERMINAL CP 421 – CP 426

6. TERMINAL INSTRUCTIONS (CONT.)

Q. GENERAL INSTRUCTIONS (CONT.)

- b. Blue light signal located at west end of Early Bird Track is for use by engine house employees while fueling locomotives at the Main Line fuel pad. The signal is located on the south side of the Early Bird Track, MP CD 425.5, between Early Bird and crossover from 1 lead to Early Bird, approximately 700 feet west of Mechanical Dept. crossing. This additional signal allows trains to move in either direction on the Early Bird Track between CP-426 and the west end of the "E" yard. The current Blue light signal for the Early Bird, located south of Early Bird at CP-426, remains in service controlled separately from Main Line fuel pad office. When this signal is illuminated, trains and engines must not move on the Early Bird Track between CP-423 and CP-426.

2. **T&E Employees Working Road Trains Called to Deadhead:**

 - a. Any crew waiting at the Dorm to deadhead in any capacity must notify the Trainmaster in the Elkhart Hump Tower if the taxi is 20 minutes late for any reason.

3. **Crossing Gates near West End Tower:**

 - a. The crossing gates protecting the road crossing just north of the West End Tower protect the grade crossing for: #1 Lead, #2 Lead, #3 Lead and #4 Lead. The normal position of the crossing gates is down position. The West End Switchtender is responsible for the operation of the gates for rail and vehicular traffic over the crossing.
 - b. The Switchtender will raise the gates for vehicular traffic only after verifying there is no conflicting movement of trains or locomotives. Trains and locomotives have the right-of-way and are given priority. When raised the gates must remain in raised position for 90 seconds and automatically lower themselves. The West End Switchtender also has the ability to lower the gates manually using the control panel prior to the expiration of the 90 seconds. Prior to lowering the gates manually, the Switchtender operating the gates will visually check that there are no vehicles or persons that could be struck by lowering the crossing gate arms.

4. **Transportation Yard Employees – Marking Off Duty:**

 - a. All yard T&E employees must mark off duty at the computer at their reporting location. T&E employees working a yard assignment are not allowed to mark off on or off duty at the Dorm. If, for any reason, you cannot mark on duty or off duty at your reporting location, you must notify a Trainmaster at 526-2233.

5. **T&E Employees Working Road Trains Called to Deadhead:**

 - a. Any crew waiting at the Dorm to deadhead in any capacity must notify the Trainmaster in the Elkhart Hump Tower if the taxi is 20 minutes late for any reason.

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ELKHART TERMINAL CP 421 – CP 426

6. TERMINAL INSTRUCTIONS (CONT.)

Q. GENERAL INSTRUCTIONS (CONT.)

7. Transportation Yard Employees – Marking Off Duty:

- a. All yard T&E employees must mark off duty at the computer at their reporting location. T&E employees working a yard assignment are not allowed to mark off on or off duty at the Dorm. If, for any reason, you cannot mark on duty or off duty at your reporting location, you must notify a Trainmaster at 526-2233.

8. Power Switches at Elkhart Yard:

The following instructions govern movement over power switches at Elkhart Terminal. Before traversing a power switch, the following must occur:

a. Power Switches With Electric Switch Indicator Signals

1. If permission to occupy a track is given by the employee in charge and a lunar white (normal alignment) or an amber/yellow light (diverging movement) is the aspect given on the switch indicator signal, then the movement may proceed over the switch. If a red switch failure light (barrel light) or no indication is given, then no movement should be made. If the employee in charge of the switch has an indication on the switch panel/board showing the route is properly aligned and locked, the movement will be verbally authorized by the employee in charge to operate over the switch and the C&S Department must be notified of switch indicator signal failure.

b. Power Switches With No Electrical Switch Indicator Signal:

1. No movement is authorized over these switches without authority of the employee controlling them. The employee controlling remote power switches must not authorize movement unless the switch panel/board indicates the route is properly aligned and locked for movement.

c. Failure or Out-of-Correspondence Switches:

1. If a switch fails and shows out of correspondence on the switch panel/board, then movement must not be authorized unless a C&S Maintainer inspects the switch points, verifies the machine is fully thrown in desired position and energy to motor circuit of the switch machine is disabled. When this criteria is met, C&S Maintainers will notify the employee in charge and he/she will give authority to operate over the switch.

9. Power Switches at Elkhart Yard – Switchtender Responsibilities:

- a. Yardmasters are responsible for train movements over all power switches in Elkhart Yard. The West End Yardmaster is responsible for the power switches at the west end and the Hump Yardmaster is responsible for the power switches in the Receiving Yard. Before authorizing a train movement over any power switch(s), the Yardmaster must ensure the route and/or line-up is lined and locked for the desired movement. This is verified by indication on the Yardmasters computer screen. If the need arises to change a route or line-up after authority is given, the following must occur:
 - b. The Yardmaster must instruct the movement to stop.
 - c. Once the movement is stopped and verified by the Engineer via radio communication, the Yardmaster may change the route or line-up.

10. Parking Locomotives in Local Yard:

Locomotives are not to be parked on #11 Local Track adjacent to Maintenance of Way equipment.

11. FRA Excepted Track

- a. Western Cab Track

ELKHART TERMINAL CP 421 – CP 426

6. TERMINAL INSTRUCTIONS (CONT.)

Q. GENERAL INSTRUCTIONS (CONT.)

12. Mechanical Local and Class Yard

CT40, CT41, CT42, all yard and all affected leads with the local yard will now be controlled by the west end WGL and considered Mechanical tracks. Before accessing these tracks you must obtain permission from the west end WGL on Channel 96 96. Before entering CT40, CT41, CT42 the employees will:

- a. Contact the West End Yardmaster to request a block to be placed on the track desired to be entered.
- b. After a block is applied, employees will request permission to enter the desired track from West End WGL.
- c. Once coupled to the track, employee will request the West End Yardmaster to release the skates on the track they are coupled to.
- d. When the cars are pulled into the clear of requested track, the employee will inform the West End Yardmaster that they are clear; the West End Yardmaster has permission to set the skates and remove their block from the track.

R. 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

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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
<p>Crew members must use the MTR app to perform accurate and timely reports of their train's arrivals, departures, brake tests, and consist updates.</p> <ul style="list-style-type: none"> • 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. <p>Crew members must ensure that their railroad-supplied electronic devices are properly and fully charged when reporting for duty.</p>	
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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