

COMMON PROCEDURES

Unless otherwise instructed, the procedures listed below apply to switching in the **East end of B-Yard or West end of X-Yard**. For the purpose of this instruction, B Yard comprises tracks BT-01 thru BT- 19. The X-Yard comprises of tracks X-Lead and XT-23 thru XT-42.

1. Employees are required to switch equipment by releasing them on their own momentum.
2. When switching is performed, precautions must be taken by crew members to prevent unintended rollbacks and/or fouling of other tracks and equipment.
3. If equipment is present in a track, before switching is commenced crews must confirm securement status of track(s) to be used. Confirmation can be obtained via:
 - i. Trainmaster or Assistant Trainmaster,
 - ii. personal transfer of information from another crew.

Note: In the event confirmation cannot be received, the crew must confirm securement status by personal observation.

4. Equipment previously secured does not require an effectiveness test when adding or removing equipment, unless the hand brake(s) on any of the previous cars have been released to facilitate switching or removal.

In the application of Rule 113(a), equipment left as per the procedures above, are considered secured for the purpose of coupling to equipment.

5. The Trainmaster or Assistant Trainmaster will advise placement of cars and location of handbrakes on equipment that will be left unattended.

YARD SPECIFIC PROCEDURES

B-Yard

- i. GOI Section 4 item 6.0 (a) instruction DOES NOT APPLY while switching the East end of the B-Yard.
- ii. Please note that GOI Section 4 item 1.1 (f) instructions DO NOT APPLY, when cars are left in any of the B-Yard tracks

X-Yard

- i. When cars are left in the X-Yard tracks they must be secured with five (5) handbrakes on the East end, except: tracks XT-23, 24, 28 and 29 which are secured with two (2) handbrakes on the East end.
- ii. When switching the West end of the X-Yard no more than two (2) loaded cars, or a cut of cars containing no more than (2) loaded cars, may be released on their own momentum at any time.
- iii. When releasing equipment under its own momentum toward tracks XT30 thru XT34, the west end of the standing portion of these tracks must be west of the Coast Meridian overpass.

Note: Care and good judgment must be used when releasing loaded cars under their own momentum.