

Section 4

Radio Procedures

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RADIO PROCEDURES

INSTRUCTIONS IN THE USE OF RAILWAY RADIO COMMUNICATIONS SYSTEMS

1.0 General

- 1.1** A railway radio communication system is one employing radio for the transmission of information between moving equipment/track units, between moving equipment/track units and a fixed point, between fixed points, and/or between employees provided with portable radios.
- 1.2** These instructions comply with current Transport Canada Railway Employee Radio Communication Rule and do not modify or supersede any rule in Canadian Rail Operating Rules or Special Instructions.
- 1.3** Only authorized radio equipment may be used. Citizen band radios must not be used to direct train or engine movements, or the operation of track units.
- 1.4** Only authorized technicians are permitted to make technical adjustments to radio equipment.
- 1.5** No employee shall transmit any unnecessary, irrelevant or unidentified communication, nor utter any obscene, indecent or profane language via radio.
- 1.6** Employees must not transmit or cause to be transmitted any false or fraudulent distress signal, call or message, or knowingly interfere with or obstruct any radio communication.
- 1.7** When there is a possibility of misunderstanding in areas of different time zones, then the time zone should be given after the time.
- Example:**
0045 PST: *Nought nought forty-five,
Pacific Standard Time*
- 1.8** Time table station columns will indicate:
- the channel to use to contact the Rail Traffic Controller or other parties;
 - the channel to stand by on for two way conversations; and
 - the channel to use in case of emergency.
- Procedures to follow in case of emergency will be found in time tables or special instructions.

2.0 Operation of Locomotive Radio Units

- 2.1** The radio must be properly adjusted so that calls may be received by all occupants in the cab until the trip is completed.

3.0 Operation of Portable Radios

- 3.1** When a rechargeable type battery is used, every effort should be made to begin each tour of duty with a fully charged battery. Employees must not tamper with, add, or use unauthorized batteries in radios.
- 3.2** To optimize portable radio reception, rotate the volume control to a point halfway between the low and high volume setting then rotate the squelch control (if so equipped) until a rushing noise is heard, then back off this control until the noise just ceases.

Note: Adjusting the volume and squelch controls on the radio will enable the receiving person to receive a clearer and stronger voice signal, but these controls do not in any way affect transmitting or sending power. Once a radio conversation begins, further adjustment to the volume and squelch controls will only enable the receiving person to adjust the incoming volume to the desired audio level.

4.0 Transmitting Technique

- 4.1** The efficient use of a radio depends on the speech and articulation of the sender. Speak all words plainly in a clear, distinct tone to prevent the running together of consecutive words. **DO NOT SHOUT.** Avoid any tendency to accent syllables artificially, or talk too rapidly. Speak slowly and clearly.
- 4.2** The following points should be kept in mind when using a radio:
- POSITION OF MICROPHONE:** Microphone should be angled at approximately 45 degrees, not more than 2 to 3 inches from the mouth of the sender.
- SPEED:** Keep the rate constant, neither too fast nor too slow. Remember in many cases the person receiving your message has to write it down.
- PITCH:** Remember, that high pitched voices transmit better than low pitched ones.
- RHYTHM:** Preserve the rhythm of ordinary conversation. To separate words so that they do not run together, avoid the introduction of sound that does not belong such as “er” and “um.” Attempt to maintain the pitch and rhythm of voice to the end of each sentence.

5.0 Calling Procedures

5.1 In the application of Rule 121 Positive Identification,

Trains and transfers will be identified as per the provisions of SSI to Rule 134(a), item 2 (e.g. 6032 East; plow 6032 East, etc.).

Exception: Trains and transfers may be identified by their train schedule identification including date or sequence (e.g. 402-10, 612-007, etc.) when communicating with yard or terminal personnel (TYC, MYPM, etc.), or with the RTC for reasons other than the issuance of authorities.

Engines will be identified by their engine number.

5.2 The following are proper examples when a radio communication is initiated.

Example of RTC calling a train on main track:

| Initiating | Responding |
|--|---|
| "CP 6032 East, this is RTC (Calgary), OVER." | "CP RTC (Calgary), this is Engr 6032 East." |

This example may be used when communicating with other personnel

| | |
|---|--|
| "CP train 505-10, this is TYC Alyth, OVER." | "CP TYC Alyth, this is Engr train 505-10." |
|---|--|

Example of a train on the main track calling a foreman:

| | |
|---|---|
| "CP Foreman Brown, this is Engr 5550 East, OVER." | "CP Engr 5550 East, this is Foreman Brown." |
|---|---|

Example of an RTC calling a CN train on main track:

| | |
|--|---|
| "CN 4035 East, this is CP RTC (Thompson Sub), OVER." | "CP RTC (Thompson Sub), this is Engr CN 4035 East." |
|--|---|

Example of a CN train on the main track calling a foreman:

| | |
|--|--|
| "CP Foreman Brown, this is Engr CN 4035 East, OVER." | "Engr CN 4035 East, this is CP Foreman Brown." |
|--|--|

5.3 Except as prescribed by CROR Rule 123, instructions and messages received by radio must be acknowledged or repeated to the sender by the person receiving them. If necessary, the receiving person shall request the sender to repeat or clarify the transmission. An acknowledgement of receipt must not be given until the receiving person is certain that

the transmitted message or information has been completely and correctly received and understood.

5.4 A radio conversation must always be ended by both the receiving person and the sender transmitting his/her own name or identification, followed by the word "OUT".

Example:

"Foreman Paul Mercier...OUT."

"Locomotive engineer 5550 West...OUT."

6.0 Emergency Communication Procedures

6.1 An emergency call and distress message shall be repeated at intervals until an answer is received. The intervals between repetitions of an emergency call and distress message shall be sufficiently long to allow time for employees who have received the message to reply.

6.2 Should it not be possible to initiate an emergency call on the channel designated by Special Instructions, any available channel should be used.

6.3 The RTC may designate another channel for emergency communication after an initial emergency call has been made on the designated channel.

7.0 CROR Rule 123.2

7.1 In the application of CROR Rule 123.2, the following is an acceptable example, after positive identification has been established:

| Conductor | Locomotive Engineer |
|---|---|
| "Engine 5550 move backward five car lengths." | "Engine 5550 move backward five car lengths." |
| "Engine 5550, three cars." | "Engine 5550, three cars." |
| "Two cars." | "Two cars." |
| "One car." | Need not repeat when less than 2 cars ... |
| "Half a car... 20 feet... 10 feet... etc." | |

7.2 In the event of failure of radio equipment, or when radio communication cannot be maintained during switching operations, the movement must be stopped and no further movement made until radio communication is restored or arrangements are made to use hand signals in lieu of radio.



8.0 Procedure for Changing Radio Channels

- 8.1** Except as provided in item 8.2, when required to change radio channels during a tour of duty, each crew member must be advised of the intention to change and all crew members must change channels simultaneously.
- 8.2** At locations where time table indicates a radio channel change, radios should be switched to the next frequency progressively.
Prior to entering a new territory;
- switch channel on the first radio sufficiently in advance;
 - progressively, bring all radios to the next frequency;
 - to ensure continuous monitoring, the last radio should be changed when the entire train is in the new standby channel territory.
- 8.3** As soon as possible after changing to the new channel, each radio must be tested to ensure all radios have been changed to the correct channel.

9.0 CROR Rule 119

In the application of CROR Rule 119, when travelling on a main track, all movements must have at least one radio set to monitor the appropriate train standby channel as indicated in time table station column footnotes.

When switching on the main track, if using another channel to perform switching, at least one radio, when practicable, should be set to the standby channel to receive EMERGENCY communications.

RAILWAY EMPLOYEE RADIO COMMUNICATION RULE

1.0 Scope

- 1.1 This rule shall apply to railway employees required by their railway company to transmit and receive radio communications.
- 1.2 It shall be the responsibility of the railway company and its employees to comply with the terms of this rule.
- 1.3 The railway company shall provide instruction so that its employees use of radio communications conforms with the terms of this rule.
- 1.4 The railway company shall ensure it identifies for the employee the radio channels the employee is to use, including channels to be used in case of emergency.
- 1.5 Except in cases of emergency, all radio transmissions shall be restricted to matters pertaining to railway operations.

2.0 Definitions

In this rule:

- 2.1 "Channel" means the radio frequency designated by the railway company for the purpose of voice communications.
- 2.2 "Designation" means the clearance designation or the train, engine or track unit number.
- 2.3 "Employee" means an employee of a railway company who is required to use radio communication devices in connection with railway activities.
- 2.4 "Radio Communication" means a series of voice transmissions made utilizing radio communication devices.

3.0 Emergency Radio Transmissions

- 3.1 Emergency radio transmissions shall have priority over all other transmission.
- 3.2 Emergency radio transmissions shall be initiated by repeating the word "emergency" three times.

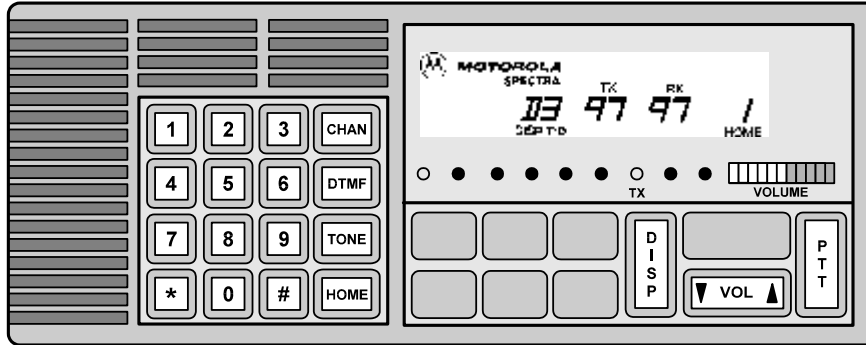
- 3.3 The employee initiating an emergency call shall in addition to requirements stated in Section 4.0, also state the nature of the emergency, the location and identify the assistance required.

- 3.4 Employees shall ensure they do not interfere with emergency radio transmissions.

4.0 Radio Communication

- 4.1 Radio communication shall be made clearly and concisely and in accordance with the following requirements;
 - a) numbers may be pronounced in full or their digits may be stated separately.
 - b) a decimal point shall be indicated by the word "point."
 - c) the twenty-four hour system shall be used for expressing time.
- 4.2 Except in the case of an emergency, employees shall not initiate a radio transmission on a channel that is known to be in use.
- 4.3 When a radio communication is initiated, the employee shall:
 - a) state the railway;
 - b) state the name or occupation of the person being called and/or, if applicable, the designation of the train, engine or track unit being called;
 - c) identify himself/herself, and, if applicable, the train, engine or track unit designation; and
 - d) end the initial call with the spoken word "OVER."
- 4.4 Where an employee responds to an initial call, he/she shall provide the name of the railway, his/her name and/or occupation and if applicable, the train, engine or track unit designation.
- 4.5 Each party to a radio communication shall end their final transmission with the spoken word "OUT."

Spectra Railroad Radio Operating Instructions



Keypad

With no mode selected, pressing the keypad buttons will transmit DTMF tones. When a mode is selected, the keypad is used to enter AAR & home channels, tone and DTMF digits.



Volume up/down

Press to adjust receive volume.



Channel mode

Use to select channel when using AAR channel number. Press once, then select four digit number. e.g. 95 91



Home mode

Use to select home channels 01 to 22 only. Press once, select two digit CP channel number. Include leading zeros for channels 01 to 09.



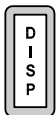
DTMF mode

Press once, then select one digit designated for call-in to RTC or DISP. Not currently used on CP Canada. Used in some locations in U.S.A.



Tone mode*

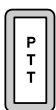
Use to call RTC when specified in time table. Press once, enter tone digit designated for RTC or DISP call-in. Not currently used on CP Canada. Use in some locations to call CN RTC, also used in U.S.A.



DISP Key

In home mode, unless otherwise provided by subdivision footnote, the "DISP" key automatically switches the radio to the RTC call-in channel. Use of this key eliminates the need to change channels when calling the RTC. Press "DISP" once, follow the procedures for calling the RTC in "Special Instructions," press "DISP" again to return to standby channel.

Where subdivision footnote states "DISP feature does not apply," the RTC call-in channel must be selected by first pressing the "HOME" or "CHAN" key and then entering the CP or AAR channel number.



PTT Key

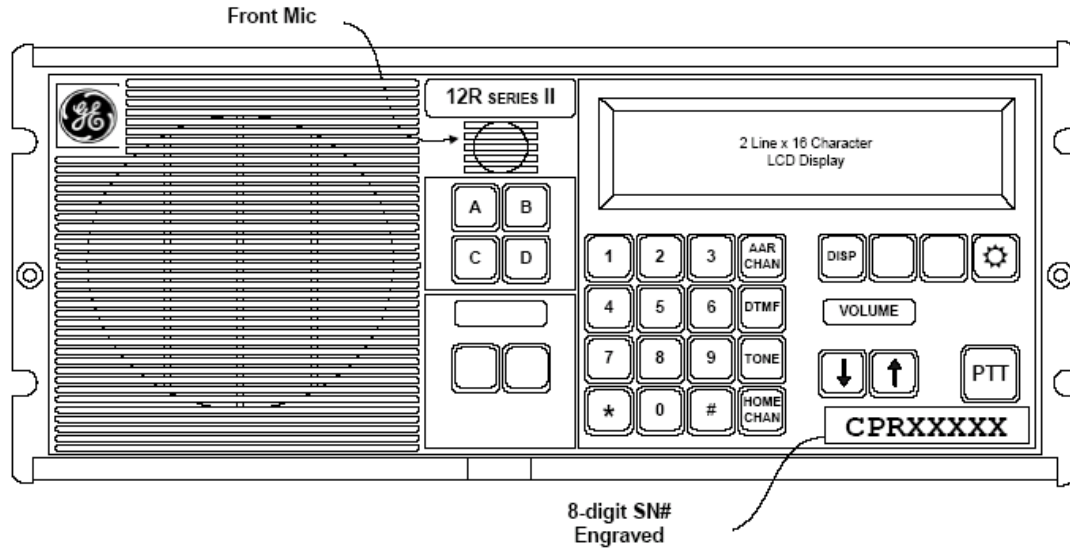
If handset fails, press and talk into the front microphone located in the speaker grill.

See time table for additional instructions.

* **Note:** CN tone T1 is CP tone T3, CN tone T2 is CP tone T6.

GE Railroad Radio Operating Instructions

Front Panel Operation



| KEY | FUNCTION |
|------------------------|---|
| LCD DISPLAY | Displays Channel & Group Names as well as operator prompts and status messages. |
| Front Panel Mic | Used when the Front Panel PTT switch is depressed to make a transmission. |
| Volume Up/Dn | Adjust level of audio heard over the speaker. |
| Numeric Keypad | Generate manual DTMF call tones. Select Dispatch Single Frequency Tone after "TONE" button. Select radio channel after "AAR CHAN" or "HOME CHAN" buttons. |
| AAR Chan | Used to enable selection of radio channel from AAR Channel Group |
| Home Chan | Used to enable selection of radio channel from CP Home Channel Group |
| PTT | Used to make a radio transmission using the Front Panel Microphone. |
| DIM (sun icon) | Alters intensity of backlit keypads and LCD for night/day viewing. |
| DTMF | Disabled. |
| TONE | Used to allow selection of Single Call Tone Frequency with numeric keypad. Tone will be automatically transmitted when a valid tone frequency is selected. |
| A, B, C,D | Disabled |
| DISP | Toggles between current channel and Dispatcher CALL-IN Channel (revert) if one is assigned to the channel selected. |
| Customer Name | Customer name & tracking No., engraved on front bezel as shown. |

AAR TO CP RADIO CHANNEL CROSS REFERENCE

COMMONLY USED CHANNELS IN CANADA

| AAR CHANNEL NUMBER | | SPECTRA RADIO HOME CHANNEL | CP CHANNEL NUMBER | CHANNEL NAME |
|--------------------|----|----------------------------|-------------------|--------------------|
| TX | RX | | | |
| 91 | 91 | 01 | CP1 | TRAIN STANDBY |
| 95 | 91 | 02 | CP2 | RTC CALL IN |
| 21 | 91 | 03 | CP3 | RTC CALL IN |
| 67 | 67 | 04 | CP4 | TRAIN STANDBY |
| 81 | 81 | 05 | CP5 | TRAIN STANDBY |
| 21 | 81 | 06 | CP6 | RTC CALL IN |
| 95 | 95 | 07 | CP7 | TRAIN STANDBY |
| 21 | 95 | 08 | CP8 | RTC CALL IN |
| 21 | 67 | 09 | CP9 | RTC CALL IN |
| 21 | 41 | 10 | CP10 | RTC CALL IN |
| 49 | 49 | 11 | CP11 | MAINTENANCE OF WAY |
| 15 | 49 | 12 | CP12 | UTILITY REPEATER |
| 71 | 71 | 13 | CP13 | MAINTENANCE OF WAY |
| 15 | 71 | 14 | CP14 | UTILITY REPEATER |
| 09 | 49 | 15 | CP15 | UTILITY REPEATER |
| 77 | 77 | 16 | CP16 | MAINTENANCE OF WAY |
| 09 | 77 | 17 | CP17 | UTILITY REPEATER |
| 35 | 71 | 18 | CP18 | UTILITY REPEATER |
| 93 | 93 | 19 | CP19 | MAINTENANCE OF WAY |
| 35 | 93 | 20 | CP20 | UTILITY REPEATER |
| 33 | 77 | 21 | CP21 | UTILITY REPEATER |
| 33 | 93 | 22 | CP22 | UTILITY REPEATER |
| 09 | 93 | | CP23 | UTILITY REPEATER |
| 21 | 66 | | CP25 | RTC CALL IN |
| 47 | 47 | | CP82 | TRAIN STANDBY |
| 51 | 51 | | CP83 | TRAIN STANDBY |
| 98 | 98 | | CP197 | MAINTENANCE OF WAY |
| 66 | 66 | | CP92 | TRAIN STANDBY |
| 69 | 51 | | CP145 | UTILITY REPEATER |
| 11 | 11 | | CP59 | SOUTHERN RLY BC |
| 39 | 39 | | CP77 | BC RAIL |
| 41 | 41 | | CP78 | TRAIN STANDBY |
| 87 | 87 | | CP101 | CN 1 |
| 73 | 73 | | CP95 | CN 2 |
| 55 | 55 | | CP85 | CN 3 |
| 37 | 37 | | CP76 | CN 4 |
| 17 | 17 | | CP63 | CN 5 |
| 79 | 25 | | CP157 | CN 6 |
| 63 | 02 | | CP201 | CN 7 |
| 61 | 61 | | CP88 | CN 8 |