

Operating Rules
of the
North Georgia Live Steamers
and the
Conyers & Hightower Trail R.R.

Table of Contents

Rule Number

1 - 99	Purpose
100 - 199	General Rules of the NGLS & C& HT RR
200 - 299	Use Policy of Club Owned Equipment
300 - 399	Guidelines for Official Duties
400 - 499	Training Appendices
500 - 599	Signals Guide

Date: August 14, 2010

Signed: Norm Wizner - Club President

Operating Rules

The Operating Rules set forth herein will be effective as of the date on the Cover Page. This date will supercede all previous issues. The Operating Rules will be updated annually and approved at the first meeting of that year by the Board of Directors of the NGLS. Should changes be required during the year, these will be issued as an amendment and incorporated in the following year's update. This latest approved document will be issued to all NGLS members.

Purpose

1. To ensure safe and efficient operation of trains and equipment as required by the following;
 - The Insurance Carrier
 - NGLS Current Bylaws
 - NGLS Operating Rules
 - Conyers City Council Requirements
 - Other users of Conyers Horse Park facilities
 - Adjacent property owner's considerations
 - Georgia Dept of Labor (Boiler Safety Division)

2. To display and operate trains, not only for the enjoyment of NGLS members and equipment owners, but also for the visiting public and other railroad clubs.

Members are to use every opportunity to educate patrons, (particularly children), on all aspects of the railroad industry, both current and historically.

Visitors are to be welcomed and treated with respect and courtesy at all times, especially when being made aware of possible safety rule infractions.

General Operating Rules of the NGLS & C & HTRR

100. Safety is of primary importance in the operations of the Conyers & Hightower Trail RR. Adherence to the Operating Rules is essential to the safe operation of the railroad. These Operating Rules must be observed at all times by both Club Members and Visiting Operators.
101. Each new Member must receive a copy of the Operating Rules. All Members to receive the latest revision of this document after the yearly ratification by the Club Board of Directors.
102. Operators must be conversant with, and obey the Operating Rules & any special instructions. If in doubt as to their meaning, they must contact an NGLS Officer for clarification.
103. Operators must be fully qualified to operate specific equipment as defined by the training appendices referred to in this document. All train operators and official facility personnel must have read these Operating Rules. A Trainee may act as an Engineer or Conductor for instructional purposes only if a qualified person is also on the train and able to give instructions to that trainee.
104. On any official work or run day a Controller is to be appointed from Club Members to oversee and be the focal point for the day's activities. On other days a minimum of 2 Club Members are to be present when any work or equipment operation is envisaged.
105. Accidents, rules violations and any other unusual conditions which may affect the safe operation of the system must be reported to the Controller, Safety Officer or other NGLS Official.

106. The use of intoxicants or narcotics on NGLS property is strictly prohibited.
107. Sand fire buckets and a fire extinguisher must be kept available, particularly in the steaming bay of the engine shed, which is to have a fire extinguisher available at all times during steaming activities.
108. All trains must carry a 2 lb (min) dry fire extinguisher on board.
109. Main line train operation will, on any given day, be defined by the Controller as in either a Clockwise or Counter Clockwise direction.
110. Members are to keep NGLS and personal property in their charge neat and orderly.
111. NGLS property keys to be kept in a safe place to prevent unauthorized use. Access site keys, when a lockable gate is installed on the property, will be given to the Horse Park Officials for access to their 'on-site' equipment and will be available for purchase by Club Members.
112. Trains shall be operated at all times at a speed from which the engineer can make an emergency stop short of any obstruction. Normal speed of all passenger trains is approximately 5 MPH, but this will be varied depending on track conditions at the discretion of the engineer. However, excessive speed of trains under any circumstances will not be tolerated.
113. Before operation of the train the engineer must check the braking availability of the locomotive and the trailing cars, as necessary for that particular duty. All trains must have working brakes and safety chains between the locomotive, tender(if applicable) and all trailing cars.
114. Flagmen must be posted to protect the train when stopped for any reason in areas of limited visibility.
115. Trains are not to stop inside tunnels except in emergency situations. If it is necessary to stop in a

- tunnel, Flagmen are to be dispatched to both ends of the tunnel to warn any oncoming trains.
116. Facing switches and diamonds, unless further restricted, are to be approached and crossed at slow speed. On approach, a visual check is to be made to confirm that the points are fully closed against the stock rail.
 117. All mainline switches are to be returned to the mainline track position after use and visually checked to verify full closure against the stock rail.
 118. The Engineer is to ensure that the complete train is clear of any spring switches before reversing.

Use Policy of Club Owned Equipment

201. The primary use of any locomotives, rolling stock or equipment owned, leased or borrowed by NGLS is for the operation of club and public passenger trains, and for work trains used in the construction and maintenance of the club facilities.
202. NGLS club equipment cannot be used or borrowed for personal use off site of the Conyers & Hightower Trail Railroad unless approved by Member(s) of the club Board.
203. No NGLS Member shall operate equipment on NGLS property without a second person being present.
204. Use of club equipment and rolling stock shall be restricted to Members qualified to operate that specific item of equipment or facility (See Training Appendices).

205. Club operated trains shall have safety chains attached between the motive power and all trailer cars.
206. Passenger carrying trains shall have operating brakes on all passenger carrying cars in addition to the locomotive braking system. The braking system shall be capable of stopping the train within a safe distance on the maximum grade of the system.
207. Operating logs are to be kept with each item of railroad motive power, Operators must update these logs after use and include operating hours/miles run and indicate preventive maintenance carried out, together with repairs made and/or required.
208. Any misuse of equipment or failure to observe these rules may result in the loss of operator qualification and the privilege of operating club equipment.

Guidelines for Official Duties

300 Responsibilities of Controllers

- To be in overall charge of an official work or run day.
- To be familiar with the day's requirements.
- To be familiar with the duties of all other Officials.
- To be the focal point for all aspects of the day's operation.
- To ensure that the facility is left in good order at the end of the day's activities.

(Note that the requirements for this function will vary depending on the event).

Responsibilities of Conductors

- Conductors must be qualified as described in the Training Appendices in Section 400 of this document.
- Conductors are in charge of the train allocated to them, (not the Engineer).
- Conductors must carry a hand whistle on their person when in charge of trains. This whistle is to be used to instruct the Engineer to stop the train. (Not to be used for any other purpose).
- A Conductor is required on all trains when passengers are being carried.
- The Conductor and Engineer are collectively responsible for the safe conduct of all passengers, (with the Conductor being in overall command), and are to be familiar with the posted riding rules prior to the beginning of any trip.
- The Conductor and Stationmaster are collectively responsible for the safe loading and unloading of passengers, with the Stationmaster being in overall command.
- The Conductor is to ensure that the public are only carried on cars of the 'T- Bench' design with footboards below seat level.
- The Conductor must take the last seat on the train so that he or she may oversee the train during all operations.
- The Conductor has the responsibility of indicating 'permission to proceed' to the Engineer.
- The Conductor and Engineer are collectively responsible to arrange for Flagmen deployment in the event of unscheduled stops.
- For classes of people allowed to ride trains see the NGLS. Waiver – Procedures and Guidelines in Section 305 of this document.

- The Conductor is to ensure the following for all trains carrying the general public.
 - a That all passengers are seated in the forward position, have their feet on the footboards and are straddling the seat. Passengers feet must not rest on the coupler cover plates located between the riding cars.
 - b That cargo weight is evenly distributed along the riding cars and that they are not overloaded.
 - c That passengers are not taking video recordings or still pictures while riding the trains as this could lead to an unstable situation.
 - d That passengers are not carrying protruding objects, (such as canes or umbrellas).
 - a. That passengers clothing is secure with no loose items, (such as belts, scarves or shoelaces).
 - b. That passengers do not reach out to touch objects along the track right of way.
 - c. That passengers do not let their feet protrude beyond the edge of the footboards.
 - d. That passengers do not indulge in 'horseplay' while riding the trains.

The Conductor must promptly signal the engineer to STOP, using hand, verbal or whistle signals, if any of the above conditions are violated. The conductor must then politely advise offending passengers to adhere to the safety rules or be requested to disembark the train. (Under these circumstances the Conductor is to ensure that the disembarked passengers are escorted to a safe location).

Note that the Conductor sometimes does not have full visual sight of the complete train on both sides and all

Members should be on the lookout for possible problems when in the vicinity of moving trains.

302

Responsibilities of Engineers

- Engineers must be qualified to operate the equipment in their charge as described in the Training Appendices in Section 400 of this document.
- Before commencing operations, Engineers must confirm that the equipment under their command conforms to the standards required, with particular emphasis on the following:
 - a. Motive power has the required certification for operation.
 - b. Maintenance and start-up procedures have been implemented as described in the equipment log book.
 - c. Repairs previously noted have been implemented.
 - d. Motive power and train braking systems are operational.
 - e. Motive power and train safety chain requirements have been met.
 - f. All car loads are secured in place.
 - g. Motive power control must be from a position on or directly behind the locomotive. This is to ensure that the engineer has full visibility of the front of the train under his or her command.

- Engineers must keep their train under control at all times and be ready to stop should an emergency occur.
- Engineers must maintain a safe stopping distance when following another train.
- Engineers must wait for the Conductors signal to proceed when the train is stopped for any reason.
- Engineers must be qualified in their knowledge of the railroad operating procedures, signals and track layout as described in the Training Appendices in Section 400 of this document.
- Engineers, when surrendering control of a train to another Engineer, must ascertain that the relief Engineer has the necessary qualifications for that duty.
- Normal train speed is approximately 5 MPH but this may vary at the discretion of the Engineer depending on track conditions.
- It is the collective duty of the Engineer and Conductor to ensure that all equipment has an operational braking system and safety chains are attached when carrying passengers.
- Engineers to ensure that servicing of equipment, (except in an emergency), be carried out off the main line.
- Coal fired steam engine fires are not to be stoked or raked while crossing or standing on trestle bridges or while standing in the station passenger loading area.
- Steam engine boiler blowdown shall be performed with caution and the Engineer shall ensure that the blowdown area is clear of people and equipment.
- The equipment loading and unloading transfer tables are to be handled with due caution and awareness to avoid injury to persons and damage to equipment. The gate(s) must be in the up position and locked during table movements. The gate must be track aligned

and the locking device secured before movement of equipment onto or off the transfer table.

303

Responsibilities of the Stationmaster

- Stationmasters must be qualified as described in the Training Appendices in Section 400 of this document.
- The Stationmaster is in overall command of the operations in the loading/unloading area.
- The Stationmaster will, (if acting also as the Controller), co-ordinate all activities relating to the safe operation of the day's events and train movements and delegate activities to other Members as required. These duties will include the following:
 - a. Oversee the complete operation.
 - b. Perform public and visitor crowd control and ensure barriers are secure.
 - c. Oversee that visitor lines are orderly and riding 'waiver' form systems are manned and working..
 - d. Along with the train Conductor, oversee the passenger loading and unloading procedures.
 - e. Along with the train Conductor, confirm that the passengers are seated correctly.
 - f. Act as the focal point for any questions or rulings relating to the day's operations.

Responsibilities of the Safety Officer (& Committee)

- The Safety Officer will be responsible for the implementation of the Safety aspects of the NGLS.. Operating Procedures. These duties shall include the following items:

- a. Annual Georgia Dept of Labor steam boiler inspections of club and private ownership steam locomotives.
- b. Training Procedures for equipment use and functionary duties as listed in the Training Appendices in Section 400 of this document.
- c. Overseeing of periodic equipment checks, such as rolling stock braking systems, safety chain inspections, wheel gauge and profile checks and fire extinguisher checks.
- d. Be the focal point for any accident or safety related incident investigations.
- e. Ensure that visiting personnel and equipment comply with NGLS safety and operating requirements.
- f. Maintain a log of authorized Club Member equipment Operators (Engineers) and qualified Function Officials (Controllers / Stationmasters / Conductors).

305 **Responsibilities of the Public Entry
Station Officials (Waiver Table)**

1. All riders are to read and understand the waiver and sign the form. If a child is under the minimum age (14), the Parent or Guardian is to sign for the minor and list the minor's ages. If asked, explain to the person about the waiver form.
2. All waiver forms are to remain on the waiver table in the notebooks provided. Forms are NOT to be removed from the notebook and distributed for signature.
3. An NGLS Member must witness all signatures and listings of names and ages of minor children.
4. The riders will be hand stamped by the NGLS witness at the time of signature.
5. All riders must be asked to display the hand stamp prior to the train moving. No hand stamp, no ride. All family members who ride need to have a waiver signed and on file.
6. In the event that tickets are sold by a sponsor, only one ticket will be sold for one ride at a time. Advance ticket sales will not be permitted.
7. All signed forms will be collected at the end of each day, and be filed with NGLS for two (2) years.
8. No pregnant women shall ride a train. **NO EXCEPTIONS** (Insurance Regulations)
9. If under the age of 18 months, the child will not be permitted to ride. **NO EXCEPTIONS** (Insurance Regulations)

10. Children of 18 months & older (toddlers) are allowed to ride only if seated with legs straddling the seat & held in front of a Parent or Guardian.
11. It is preferable for children under 10 yrs to be accompanied by a Parent or Guardian but not required.
12. If a Parent or Guardian of a child is unable to escort the child on the train: a Club Member may, at their discretion, accompany that child after obtaining a waiver from the Parent or Guardian.
13. Passengers with special needs cannot always be accommodated. If the situation arises, determine if the passenger is both able to sit on the train unsupported and understand instructions. They should also be capable of vacating the train. Understanding riding instructions is essential and their Custodian should make sure they comply with the above procedures.

Training Appendices

401

Qualifications for CONTROLLERS

- To have read and understood the Operating Procedures as listed in this document, particularly Section 300 dealing with the duties of Controllers
- To be familiar with all aspects and duties of Members in the building, operation, or maintenance of the Railroad., as applicable on the day specified.

402

Qualification requirements for train CONDUCTORS

- To have read and understood the Operating Procedures as listed in this document, particularly Section 300 dealing with the duties of Conductors.

403

Qualification requirements for locomotive ENGINEERS

- To have read and understood the Operating Procedures as listed in this document, particularly Section 300 dealing with the duties of Engineers.
- To be qualified to operate the specific equipment which is in their charge (see individual equipment Training Documents)
- To be familiar with the track plan and its specific requirements.

404 Qualification requirements for STATIONMASTERS
- To have read and understood the Operating Procedures as listed in this document, particularly Section 300 dealing with the duties of Stationmasters.

- To be familiar with the duties of all other official positions and to be able to arbitrate on any operational issues should the need arise.

405 Qualification requirements of the Public Entry Station Officials (Waiver Table)

- To have read and understood the requirements of the items listed in Section 305 of this document.

