

# **PAN AM RAILWAYS**

## **CONDUCTOR CERTIFICATION PROGRAM**

### **49 CFR PART 242**

Effective for all properties owned or operated by:

Springfield Terminal Railway  
Boston and Maine Corporation  
Maine Central Railroad  
Pan Am Southern, LLC

Revised: August 11, 2021

Effective: October 3, 2021



American Short Line and  
Regional Railroad Association

*The Voice of America's Independent Railroads*

**Pan Am Railways Conductor Certification Program**

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**SECTION 1: General Information and Elections**  
**(49 CFR 242.103 & 107)**

**Pan Am Railways**  
**1700 Iron Horse Park**  
**North Billerica, MA 01862**  
*(Refer to Appendix "A" list of railroads)*

The following two (2) individuals will be the railroads point of contact and only individuals allowed access to the Federal Railroad Administration (FRA) secure document submission site:

**Contact Person 1 (Program Administrator): Kenneth Duane**

**Title:..... General Manager/DSLE**

**Contact Mailing Address: ..... 1700 Iron Horse Park**  
**North Billerica, MA 01862**

**Email:..... kduane@panamrailways.com**

**Daytime Telephone: ..... 978-408-3752**

**Contact Person 2:..... Rich Tremblay**

**Title: ..... Supt. of Training and Compliance**

**Contact Mailing Address: ..... 1700 Iron Horse Park**  
**North Billerica, MA 01862**

**Email:..... rtremblay@panamrailways.com**

**Daytime Telephone: ..... 978-408-7988**

Pan Am Railways elects to:

- Educate previously untrained persons to be certified Conductors.
- Recertify Conductors previously certified by other railroads.

Pan Am Railways will issue certificates for the following types of service:

- Conductor
- Passenger Conductor\*

\*Passenger Conductor means a Conductor who has also received emergency preparedness training under 49 CFR Part 239. Railroads choosing to certify Passenger Conductors must fulfill all requirements of 49 CFR Part 239.



**Pan Am Railways Conductor Certification Program**

**SECTION 2: Training Persons Previously Certified  
(49 CFR 242.119)**

**Continuing Education**

Pan Am Railways shall provide for the continuing education of certified Conductors to ensure that each Conductor maintains the necessary knowledge concerning railroad safety and operating rules and compliance with all applicable Federal regulations.

Recertification for all certified Conductors will occur at intervals of not greater than 36 months and incorporate formal training and testing. Pan Am Railways will keep appropriate records for each Conductor's formal training and testing.

Formal training sessions, including periodic refresher training for loss of knowledge and changed circumstances, will be required of all certified Conductors.

Aforementioned training sessions may include documented company safety meetings and periodic rules training. Training environments may include classroom training, computer based training, film or multi-media presentations, and use of on-job-training.

The minimum training duration requirement will be 16 hours over the 36 month period.

The 36 month certification period will include training on the following mandatory topics:

- Safety Rules
- Operating Rules
- Timetable Instructions
- Applicable Federal Regulations including Air Brakes
- Physical Characteristics
- Use of Applicable Job Aids
- Hazardous Materials

Subject matter shall emphasize new rules and regulations, introduction of new technology, significant changes in operations, and those rules that, when violated, have caused or are likely to cause the most accidents or incidents.

**Training of Conductors with Expired Certificates**

Conductors whose certifications have lapsed will be required to satisfy all the components required for certification specified in Sections 2 and 3 of this certification program. Certification will require a period of on-the-job training and territorial familiarization based on the evaluation of a qualified instructor. Prior experience and unique characteristics of the territory must be considered by the program administrator or designated supervisor prior to certification.

Training and testing described in this section may be provided by a contractor. Pan Am Railways will ensure that training provided by a contractor meets the minimum requirements of this section.



## **Maintaining Physical Characteristics**

Persons shall be considered to have maintained physical characteristics familiarity with a territory by traversing the main track in any capacity at least once in the preceding 12 months. Familiarization training will be required when a Conductor has been absent from traversing a territory at least once within the preceding 12 months.

Pan Am Railways will not permit or require a person to serve as a Conductor unless it determines that the person is certified as a Conductor and possesses the necessary territorial qualifications for the applicable territory, including working in joint operations territory.

Each person who is called to serve as a Conductor will:

- Meet the territorial qualification requirements on the segment of track upon which he or she will serve as a Conductor; and
- Immediately notify the railroad if he or she does not meet the required territorial qualifications

The program administrator or designated supervisor will track territory qualification. Each program administrator or designated supervisor will determine the territorial review and training requirements depending on the employee's experience and complexity to provide the Conductor with the requisite knowledge to assure railroad safety.

A conductor must make a minimum of one qualifying trip and pass a written test on the operating instructions and physical characteristics of the main track territory. The test required under this section will be placed in the conductor's file and retained according to 242.203.

If a conductor reports to duty and lacks main track territorial qualification, an assistant must be provided in accordance with the following procedures:

- A Conductor who was previously qualified on main track physical characteristics, but whose territorial qualification has been expired for one year or less and who regularly traversed the territory prior to the expiration of the qualification, may be assisted by any person, including an assigned crew member, who meets the territorial qualification requirements for main track physical characteristics.
- A Conductor whose territorial qualification has been expired for one year or less but who has not regularly traversed the territory prior to the expiration of the qualification, or a conductor whose territorial qualification on main track has been expired for more than one year, may be assisted by any person, including an assigned crew member other than the locomotive engineer, so long as serving as the assistant would not conflict with that crew member's other safety sensitive duties, who meets the territorial qualification requirements for main track physical characteristics.
- A Conductor that has never been qualified on main track physical characteristics of the territory over which he or she is to serve as a Conductor will be assisted by a person who is certified as a Conductor, meets the territorial qualification requirements for main track physical characteristics, and is not an assigned crew member.
- A Conductor that lacks territorial qualification on other than main track physical characteristics, where practicable, will be assisted by a person who is a certified Conductor and meets the territorial qualification requirements for other than main track physical characteristics. Where not practicable, the Conductor shall be provided an appropriate up-to-date job aid.



An assistant is not required if the movement is on a section of main track with an average grade of less than 1% over 3 continuous miles, and

1. The maximum distance operated will not exceed one mile, or
2. The maximum authorized speed for any operation on the track being traversed does not exceed 20 MPH, or
3. Movement is entirely on other than main track, or
4. Timetable method of operation requires all movements to proceed at Restricted Speed.

### **New Territory or New Startup Operations**

In situations where there is no available means to afford Conductors the opportunity to obtain physical characteristics familiarization of a new territory or startup operation on main track, Pan Am Railways may elect to use a hi-rail or lite locomotive to satisfy the requirement for physical characteristics familiarization.

If a Conductor lacks territorial qualification on other than main track physical characteristics, Pan Am Railways will provide the Conductor an appropriate up-to-date job aid.



## **SECTION 3: Testing and Evaluating Persons Previously Certified (49 CFR 242.121)**

This section details the manner in which knowledge & skills concerning operating rules, practices, familiarization with physical characteristics of the territory, relevant Federal safety rules, and vision and hearing acuity are tested and evaluated.

Training and testing described in this section may be provided by a contractor. Pan Am Railways will ensure that training provided by a contractor meets the minimum requirements of this section.

### **Knowledge Testing**

Conductors will be required to participate in written examinations totaling at least 100 questions and to obtain a minimum passing score of 85%. Examination questions concerning signal identification/definitions must be passed with a score of 100%. These examinations will be given in written or electronic form and conducted without open reference books or other materials except to the degree that the person is being tested on his or her ability to use such reference books or materials.

These examinations will include questions covering the following subject matter:

- Safety Rules
- Operating Rules
- Timetable Instructions (if applicable)
- Applicable Federal Regulations including Air Brakes
- Physical Characteristics
- Use of Applicable Job Aids
- Hazardous Materials (where applicable)

Person(s) being tested will be provided the opportunity to consult with a supervisory employee possessing territorial qualifications to explain a question.

A Conductor failing to obtain a minimum passing score of 85% on a recertification final written examination will not be permitted to work as a Conductor pending a successful reexamination.

### **Vision and Hearing Acuity Testing**

The Medical Examiner of the railroad or designated medical facility will be responsible for the administration of required vision and hearing acuity testing prior to the Conductor's recertification date. Notification of results that fall within the approved limits of §242.117 (Vision and Hearing Acuity) will be made by means of vision/hearing approval form.

Conductors whose hearing or vision acuity does not meet the standards required by §242.117 (Vision and Hearing Acuity) may request further medical evaluation to determine that person's ability to safely perform as a Conductor. Ophthalmologic referral, field testing (example contained in Appendix F), or other practical color testing may be utilized depending on the experience of the examinee. The railroad will provide its medical examiner with a copy of applicable regulation, including all appendices and all pertinent information regarding the testing. After consultation with a railroad officer, the medical examiner may conclude that, despite not meeting the required threshold(s), the person has the ability to safely perform the duties as a Conductor and may be certified as a Conductor; such certification will be conditioned on any special restrictions the medical examiner determines in writing to be necessary.

### **Records**

Records of each Conductor's knowledge and vision/hearing acuity test results will be maintained and available upon request.



## Pan Am Railways Conductor Certification Program

### **SECTION 4: Training, Testing and Evaluating Persons Not Previously Certified (49 CFR 242.119)**

Pan Am Railways will provide a program of classroom and on-the-job training for persons seeking certification as a Conductor who have had previous rail industry experience (Train Service, MOW, Mechanical, etc.) and will provide additional training for candidates with no previous rail experience. The program administrator or designee will evaluate each candidate as to previous training and experience and adjust the training requirements accordingly. Records of each candidate's training will be maintained and available upon request.

#### **With Previous Rail Industry Experience**

1. Pan Am Railways will conduct hearing and vision acuity testing on candidates with previous rail industry experience in accordance with the procedures outlined in Section 3. Results of hearing and vision acuity testing that has been conducted within 366 days of Pan Am Railways' certification decision may be used to comply with this requirement.  
*Note: persons with previous rail industry experience are allowed by regulation to use hearing acuity results from testing within 450 days of Pan Am Railways' certification decision.*
2. Prior safety conduct and other pertinent data from employee's personnel file will be reviewed to determine safe working habits. The employee's driving record will also be reviewed for signs of substance abuse.
3. Employees who have extensive experience in train service will be required to satisfy all the components required for certification specified in Sections 2 through 4 of this certification program. Certification will require a period of on-the-job training and territorial familiarization based on the evaluation of a qualified instructor. Prior experience and unique characteristics of the territory must be considered by the instructor prior to certification.

#### **Without Previous Rail Industry Experience**

1. Selected candidates will be tested to determine their hearing and vision acuity according to the procedures outlined in Section 3 and will participate in the following Conductor Training Program:
  - A. Classroom Training
    - i. Classroom training will be conducted by Railroad-selected Instructors.
    - ii. Candidates must participate in final written examinations of not less than 100 questions and are required to obtain a passing score of 85%. Examination questions concerning signal identification/definitions must be passed with a score of 100%.
    - iii. Classroom training will include the following subject matter (see Appendix B):
      1. Safety Rules (8 Hours)
      2. Operating Rules (8 Hours)
      3. Timetable Instructions (4 Hours)
      4. Applicable Federal Regulations including Air Brakes (16 Hours)
      5. Physical Characteristics, including use of Applicable Job Aids (4 Hours)
      6. Hazardous Materials (8 Hours)





### **Pan Am Railways Conductor Certification Program**

Examinations may be conducted periodically during each segment of instruction. In addition to the successful completion of each segment, a final examination will be required.

#### **B. On-the-job Training (see Appendix C).**

- i. On-the-job training will be conducted by a Qualified Instructor (Mentor Conductor). The training will be of sufficient duration to enable the student to safely perform the duties required.
  - ii. The minimum training duration requirements are 100 hours.
2. Evaluation sheets (see Appendix C) will be utilized to track the student's training and proficiency level for each task performed in the field. A final evaluation by a railroad officer will be required.

Successful completion of all final examinations and field evaluations will allow for the issuance of a certificate and promotion of candidate to the position of Conductor. Candidates failing to obtain a passing score of 85% will not be permitted to work as a Conductor pending a successful re-examination.

#### **Prior Safety Conduct as an Employee of a Different Railroad**

Pan Am Railways will provide training for previously uncertified Conductors with extensive operating experience, previously certified Conductors who have had their certification expire, and previously certified Conductors hired from another railroad.

A railroad relying on another railroad's certification must determine that:

- 1) The prior certification is still valid.
- 2) The prior certification was for the same type of service as the certification being issued.
- 3) The person has received training on the physical characteristics of the new territory.
- 4) The person has demonstrated the necessary knowledge concerning the railroad's operating rules.

Training and testing described in this section may be provided by a contractor. Pan Am Railways will ensure that training provided by a contractor meets the minimum requirements of this section.



**Pan Am Railways Conductor Certification Program**

**SECTION 5: Monitoring the Operational Performance of Certified Conductors  
(49 CFR 242.123)**

Certified Conductors will be given a minimum of one (1) unannounced operating rules compliance test each calendar year that monitors one or more of the following:

1. Handling hand operated switches and fixed derails, including:
  - Main track switches
  - Crossover switches
  - Yard and Industry switches
2. Securing equipment
3. Leaving equipment in the clear
4. Shoving or pushing movement protection

Certified Conductors who are not given an unannounced compliance test in a calendar year at a minimum will receive an unannounced compliance test within 30 days of a return to Conductor service; and

The railroad will maintain a written record indicating:

- The date that the Conductor stopped performing service that requires certification
- The date that the Conductor returned to performing service that requires certification, and
- The date that the unannounced compliance test was performed

In the event that it finds deficiencies with a Conductor's performance during an unannounced compliance test, Pan Am Railways will take one or more of the following actions:

- Revocation of Federal certification when applicable
- Application of company discipline/remedial training as appropriate



## **SECTION 6: Procedures for the Routine Administration of the Conductor Certification Program**

The Conductor Certification Program will be administered by the program administrator or designee, who will be responsible for implementation, management of the training and testing programs, and for maintaining appropriate records for each certified Conductor. The program administrator or designee does not have to be a Certified Conductor.

Pan Am Railways will address the following subjects prior to making certification decisions on Conductors. All records and results are maintained by Pan Am Railways and kept on file:

- Evaluation of prior safety conduct (including motor vehicle operator records)
- Vision & hearing acuity testing
- Substance abuse compliance
- Knowledge testing
- Certification determinations made by other railroads
- Qualification requirements of other countries (if applicable)
- Time limitations for certification
- Criteria for certification denial
- Training requirements
- Territorial qualification requirements

### **Motor Vehicle Operator Records**

Conductors who have not been issued a drivers license will be required to apply for driving records from the State in which they reside and must produce a document indicating that there is no record of a license being issued.

### **Use of Contractors**

Contractors that provide Conductor training and certification programs to Pan Am Railways must provide evidence that the program has been submitted to the Secretary of Transportation for approval and that the program was accepted.

If Pan Am Railways elects to use contractors for any phase of the training, testing, recertification process, it will provide specific information on the contractor's qualifications; the activities that contractor will be responsible for; the Training/Testing programs to be used, contractor's adherence to the railroad's certification program and key contact personnel.



## **Pan Am Railways Conductor Certification Program**

### **Issuance of Certificates**

Pan Am Railways will issue certificates to all individuals meeting the requirements of this program.

1. Certificates will at a minimum:
  - Identify the railroad or parent company that is issuing it;
  - Indicate that the railroad has determined that the person to whom it is being issued has been determined to be eligible to perform as a Conductor or as a passenger Conductor;
  - Identify the person to whom it is being issued (including the person's name, employee identification number, the year of birth, and either a physical description or photograph of the person);
  - Identify any conditions or limitations, including the type of service or conditions to ameliorate vision or hearing acuity deficiencies, that restrict the person's operational authority;
  - Show the effective date of each certification held;
  - Be signed by an individual designated in accordance with item 2 of this section; and
  - Be of sufficiently small size to permit being carried in an ordinary pocket wallet.
2. Pan Am Railways authorizes individuals holding the following positions to sign certificates:
  - Program Administrator
  - DSLE/Road Foreman of Engines
  - Superintendents
  - Trainmasters

See Appendix D for an example of the Conductor Certificate.

### **Replacement of Certificates**

In the event a certificate is lost, stolen or mutilated prior to or during a tour of duty, the Conductor will be required to inform the train dispatcher or supervisor of the loss. The Conductor must obtain a temporary replacement certificate which identifies the individual to whom it is issued. Temporary replacement certificates may be issued electronically under the authority of a designated supervisor. It will not be valid for more than 30 days.

See Appendix E for an example of the Replacement Conductor Certificate.

### **Revocation of Certificate**

Pan Am Railways will comply with the requirements of §242.407 (Process for Revoking Certification) concerning revoking a person's Conductor certificate when it acquires reliable information regarding the following violation(s) of §242.115(e) or §242.403(e):

1. Failure to take appropriate action to prevent the locomotive engineer of the train the Conductor is assigned to from failing to control a locomotive or train in accordance with a signal indication, excluding a hand or a radio signal indication or a switch, that requires a complete stop before passing it, when the Conductor is located in the operating cab, or otherwise has knowledge of the signal indication.



## **Pan Am Railways Conductor Certification Program**

2. Failure to take appropriate action to prevent the locomotive engineer of the train the Conductor is assigned to from failing to adhere to the following limitations concerning train speed:

When the Conductor is located in the operating cab and the speed at which the train was operated exceeds the maximum authorized limit by at least 10 miles per hour. Where restricted speed is in effect, railroads shall consider only those violations of the conditional clause of restricted speed rules (*i.e.*, the clause that requires stopping within one half of the locomotive engineer's range of vision), or the operational equivalent thereof, which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data" under §225.5.

When not in the operating cab, the Conductor is deemed to have taken appropriate action when in compliance with all applicable Railroad Operating Rules and Special Instructions.

3. Failure to perform or have knowledge that a required brake test was performed pursuant to the Class I, Class IA, Class II, Class III, Transfer Train or Running Brake Test provisions of §232 (Brake System Safety Standards for Freight and Other Non-Passenger Trains Equipment; End-of-Train Devices) or §238 (Passenger Equipment Safety Standards).
4. Failure to take appropriate action to prevent the locomotive engineer of the train the Conductor is assigned to from occupying main track or a segment of main track without proper authority or permission.
5. Failure to comply with prohibitions against tampering with locomotive mounted safety devices; knowingly fail to take appropriate action to prevent the locomotive engineer of the train the Conductor is assigned to from failing to comply with prohibitions against tampering with locomotive mounted safety devices; or knowingly fail to take appropriate action to prevent the locomotive engineer of the train the Conductor is assigned to from operating or permitting to be operated a train with an unauthorized disabled safety device in the controlling locomotive.
6. Failure to comply with the requirements for shoving or pushing movements. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
7. Failure to comply with the requirements for leaving rolling and on-track maintenance-of-way equipment in the clear. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
8. Failure to comply with the requirements for hand-operated switches, including crossover switches. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
9. Failure to comply with the requirements for additional operational requirements for hand-operated main track switches. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".



## **Pan Am Railways Conductor Certification Program**

10. Failure to comply with the requirements for additional operational requirements for hand-operated crossover switches. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
11. Failure to comply with the requirements for hand-operated fixed derails. Railroads shall only consider those violations which cause reportable accidents or incidents, except for accidents and incidents that are classified as "covered data".
12. Failure to comply with the requirements of §219.101 (Alcohol and Drug Use Prohibited).

### **Selection of Qualified Instructors**

Pan Am Railways will ensure that only Qualified Instructors, as defined below, are used during the on-the-job training of Conductors. The instructors must demonstrate to Pan Am Railways that they possess an adequate knowledge of the subjects under instruction and, where applicable, have the necessary operating experience to effectively instruct in the field.

Qualified Instructor means a person who has demonstrated, pursuant to Pan Am Railways' written program, an adequate knowledge of the subjects under instruction and, where applicable, has the necessary operating experience to effectively instruct in the field and has the following qualifications:

1. Is a certified Conductor;
2. Has been selected as such by a designated Transportation Department officer, in concurrence with the designated employee representative, where present; or
3. In absence of concurrence provided in paragraph two of this definition, has a minimum of twelve months service working as a train service employee.

### **Use of Simulators**

Pan Am Railways may utilize simulators, computer based training or e-learning in the classroom portion of training. Electronic based education is included in time allocated to the classroom portion of training.



**Pan Am Railways Conductor Certification Program**

**Appendix A: Individual Railroad List**

**This program will be effective for all conductors employed by any property owned or operated by Pan Am Railways, including:**

**Boston and Maine Corporation**

**Maine Central Railroad**

**Pan Am Southern, LLC**

**Springfield Terminal Railway**



## **Appendix B: Training Curriculum**

### **Core Elements for Class Room Training**

#### **Operating Rules (NORAC)**

- ❖ Timetables and/or Special Instructions
- ❖ Part 219 – Drug and Alcohol
- ❖ Part 228 - Hours of Service
- ❖ Part 220 - Electronic Devices Training
- ❖ Part 218 Subpart F – Human Factor Rules
- ❖ Part 218 Subpart F – Job Safety Briefings

#### **TSA Security Awareness Training**

#### **Safety Rule Book**

- ❖ Personal Protective Equipment
- ❖ Safe Job Procedures
- ❖ Ergonomics
- ❖ Situational Awareness
- ❖ Part 227 - Hearing Conservation

#### **Air Brake and Train Handling Rules**

- ❖ Freight Car Inspection & Identification
- ❖ Air Brake Tests
- ❖ Equipment Securement

#### **Physical Characteristics**

- ❖ Job Aids and their use
  - Track Profile (Main Track – Other Than Main Track – Written Test)
  - Permanent Close Clearances
  - Derails
  - Timetable and/or Special Instructions
  - Contact employee qualified on territory (Job Aid)

#### **Hazardous Materials**

- ❖ Part 172.7 - Hazmat and Security Awareness

Administrative Duties (switch lists, HOS records and requirements, delay reports, etc.)

Emergency Procedures (crossing collisions, injuries, derailments, etc.)





**Initial Field Training by Subject Matter Expert – Core Work Practice Training Elements**

- Job Briefing
- Three step protection
- Operating switches
- Operating derails
- Coupling and uncoupling air hoses
- Separating equipment
- Aligning couplers
- Crossing tracks
- Walking around equipment
- Getting on and off equipment
- Riding equipment
- Crossing through equipment
- Maintaining three points of contact
- Operating handbrakes
- Testing handbrakes
- Recognizing close clearances
- Directing shoving movements
- Radio use
- Hand signals
- Airbrake tests
- Kicking cars



## **Appendix C: On-the-Job Training Guidelines and Review Sheets**

The following forms (or revisions thereof) will be used to document trainee progress and final evaluation:

Student Conductor Peer Review and Evaluation Form

Core Competency Checklist

On-the-Job Training Log

Core Competency Final Evaluation



**Pan Am Railways Conductor Certification Program**

**Evaluation and Peer Review Form**

**Pan Am Railways**

**Student Engineer/Conductor Evaluation and Peer Review Form**

Student Name: \_\_\_\_\_

Audit/Line: \_\_\_\_\_ Date: \_\_\_\_\_

Train Symbol \_\_\_\_\_ Engine(s): \_\_\_\_\_

Conductor \_\_\_\_\_ Engineer \_\_\_\_\_

Loads \_\_\_\_\_ Empties \_\_\_\_\_ Tonnage \_\_\_\_\_ Length \_\_\_\_\_ OR Switcher \_\_\_\_\_

From or at (Time and Location): \_\_\_\_\_

To or at (Time and Location): \_\_\_\_\_

*Use the following codes: NA – Not Applicable, 1 – Unsatisfactory, 2 – Marginal, 3 – Meets Requirements, 4 – Exceeds Requirements, 5 - Exceptional*

		NA	1	2	3	4	5
1.	Demonstrates job skills and knowledge						
2.	Displays motivation and interest in performing job safely and effectively						
3.	Demonstrates ability to learn and use new skills						
4.	Uses available resources effectively						
5.	Responds effectively to assigned responsibilities						
6.	Is dependable and reliable						
7.	Radio procedures						
8.	Takes responsibility for actions						
9.	Asks appropriate questions/uses time effectively						
10.	Demonstrates problem-solving skills						
11.	Listens to and follows directions, instructions and suggestions						
12.	Complies with Operating and FRA rules and regulations						
13.	Alertness						
14.	Meets challenges head-on						
15.	Demonstrates independent thinking						
16.	Demonstrates knowledge of air brake tests required to be performed on locomotives and trains						
17.	Train Handling						

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mentor Engineer or Conductor Name \_\_\_\_\_ Audit/Line \_\_\_\_\_

Mentor Engineer or Conductor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student – provide this form to the Engineer or Conductor as appropriate  
 Engineer or Conductor – complete this form and turn in as below  
 Fax to 207-828-6427; send original with time slip to Billerica**

Evaluation Form - Student Engr-Cndr 12.1.doc



**Pan Am Railways Conductor Certification Program**

**Core Competency Checklist**

<b>Pan Am Railways</b>		
<b>Transportation Department New-Hire Core Competency Checklist</b>		
<b>Date:</b>	<b>Location:</b>	<b>Assignment:</b>
<b>Student:</b>		<b>Audit/Line:</b>
<b>Mentor:</b>		<b>Audit/Line:</b>
<p><b>Mentor Conductors:</b> Please ensure that the student you are mentoring properly understands and performs the tasks identified below. Review and correct any deficiencies with the student. <i>Fax the completed form to 978-663-9335.</i></p>		
<b>Field demonstrations</b>		<b>Mentor Initials</b>
Job Briefing		
Three step protection		
Operating switches		
Operating derails		
Coupling and uncoupling air hoses		
Separating equipment		
Aligning couplers		
Crossing tracks		
Walking around equipment		
Getting on and off equipment		
Riding equipment		
Crossing through equipment		
Maintaining three points of contact		
Operating handbrakes		
Testing handbrakes		
Recognizing close clearances		
Directing shoving movements		
Radio use		
Hand signals		
Airbrake tests		
Kicking cars		
Other:		
<b>Paperwork</b>		
Form D or Track Warrant		
AB-1		
Hazardous Materials		
Switch Lists		
Hours of Service Record/Timesheet		
Other:		

**Reviewed Instructor:** \_\_\_\_\_  
(Signature)

**Employee:** \_\_\_\_\_  
(Signature)

**Provide this form to your mentor conductor for completion, along with the Evaluation form.**  
 Core Competency - New Hire 17.1.doc





**Pan Am Railways Conductor Certification Program**

**Core Competency Final Evaluation**

<b>Pan Am Railways</b>			
<b>Transportation Department New-Hire Core Competency Checklist</b>			
<b>Final Evaluation</b>			
<b>Date:</b>		<b>Location:</b>	
<b>Evaluator:</b>		<b>Audit/Line:</b>	
<b>Student:</b>		<b>Audit/Line:</b>	
<b>Cumulative OJT Training Hours (attach log sheets):</b>			
Field demonstrations	Competent	Additional Training Needed	N/A
Job briefing			
Three step protection			
Operating switches			
Operating derails			
Coupling and uncoupling air hoses			
Separating equipment			
Aligning couplers			
Crossing tracks			
Walking around equipment			
Getting on and off equipment			
Riding equipment			
Crossing through equipment			
Maintaining three points of contact			
Operating handbrakes			
Testing handbrakes			
Recognizing close clearances			
Directing shoving movements			
Radio use			
Hand signals			
Kicking cars			
Airbrake tests			
Inspecting equipment			
Other:			
<b>Paperwork</b>			
Form D or Track Warrant			
AB-1			
Hazardous Materials			
Switch Lists			
HOS Record/Timesheet			
Other:			
<b>Air brake self-study books 1, 2 and 3 completed:</b>			

**Evaluator:** \_\_\_\_\_

(Signature)



American Short Line and  
Regional Railroad Association

*The Voice of America's Independent Railroads*

**Pan Am Railways Conductor Certification Program**

**Appendix D: Conductor Certificate**

Certificates will be issued to employees as shown below, or as subsequently revised. The example on the left will contain the employee's photograph; the example on the right will have a physical description.

**PAN AM RAILWAYS CONDUCTOR CERTIFICATE**  
 This individual has been certified per 49 CFR Part 242

**NAME**  
 Audit-Line No:  
 Date of Birth:  
 Date Issued:  
 Expires:

---

AUTHORIZED SIGNATURE  
 PAN AM SOUTHERN, LLC  
 SPRINGFIELD TERMINAL RAILWAY  
 MAINE CENTRAL RAILROAD  
 BOSTON & MAINE CORPORATION

CORRECTIVE LENSES REQUIRED: \_\_\_ YES \_\_\_ NO  
 HEARING CORRECTION REQUIRED: \_\_\_ YES \_\_\_ NO

**PAN AM RAILWAYS CONDUCTOR CERTIFICATE**  
 This individual has been certified per 49 CFR Part 242

**NAME**  
 Audit-Line No:  
 Date of Birth:  
 Date Issued:  
 Expires:

**DESCRIPTION**  
 Height: \_\_\_\_\_  
 Weight: \_\_\_\_\_  
 Hair: \_\_\_\_\_  
 Eyes: \_\_\_\_\_  
 Sex: \_\_\_\_\_

---

AUTHORIZED SIGNATURE  
 PAN AM SOUTHERN, LLC  
 SPRINGFIELD TERMINAL RAILWAY  
 MAINE CENTRAL RAILROAD  
 BOSTON & MAINE CORPORATION

CORRECTIVE LENSES REQUIRED: \_\_\_ YES \_\_\_ NO  
 HEARING CORRECTION REQUIRED: \_\_\_ YES \_\_\_ NO

SAMPLE



**Appendix E: Replacement Conductor Certificate**

**Pan Am Railways**

**New or Replacement (Temporary) Conductor Certificate**

**Instructions**

1. In the event a conductor needs a temporary certificate, this form may be issued on a temporary basis.
2. This form may not be used to extend an expired certificate.
3. Consult with program administrator (or his designee) to confirm eligibility before issuing this certificate.
4. This certificate shall be valid for thirty (30) days from date of issue.
5. This certificate shall be signed by the following designated officers:
  - Program Administrator
  - DSLE/Road Foreman of Engines
  - Superintendents
  - Trainmasters

<b>PAN AM RAILWAYS CONDUCTOR CERTIFICATE (Temporary)</b>	
This individual has been certified per 49 CFR Part 242	
<p><b>NAME:</b> _____</p> <p><b>Audit-Line No:</b> _____</p> <p><b>Date of Birth:</b> _____</p> <p><b>Date Issued:</b> _____</p> <p><i>Valid for thirty (30) days from date of issue</i></p> <hr/> <p style="text-align: center;"><small>AUTHORIZED SIGNATURE PAN AM SOUTHERN, LLC SPRINGFIELD TERMINAL RAILWAY MAINE CENTRAL RAILROAD BOSTON &amp; MAINE CORPORATION</small></p>	<p><b>DESCRIPTION</b></p> <p>Height: _____</p> <p>Weight: _____</p> <p>Hair: _____</p> <p>Eyes: _____</p> <p>Sex: _____</p>
<p><b>CORRECTIVE LENSES REQUIRED:</b>    <input type="radio"/> YES    <input type="radio"/> NO</p> <p><b>HEARING CORRECTION REQUIRED:</b>    <input type="radio"/> YES    <input type="radio"/> NO</p>	

Blank Cndr Certificate - new or replacement 21.1





**Appendix F: Vision Field Test for Color Acuity**

**Pan Am Railways  
Vision Field Test – Color Acuity**

**Employee:** \_\_\_\_\_ **Audit-Line:** \_\_\_\_\_  
**Telephone (home or mobile):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Occupation (check one):** \_\_\_ Conductor or \_\_\_ Engineer  
**Location:** \_\_\_\_\_

**Transportation Supervisor:** \_\_\_\_\_ **Audit-Line:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

*I stipulate that I am currently certified in the same occupation as the subject employee, that my hearing and vision meet the applicable standard, that all testing procedures were adhered to and that the results were accurately recorded during the testing.*

**Signature:** \_\_\_\_\_

**Signal Dept:** \_\_\_\_\_ **Audit-Line:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Volunteer Witness (if any):** \_\_\_\_\_ **Audit-Line:** \_\_\_\_\_  
**Telephone (home or mobile):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Occupation (check one):** \_\_\_ Conductor or \_\_\_ Engineer  
**Location:** \_\_\_\_\_



**Test Instructions (read to employee)**

1. The purpose of this test is to determine whether or not an employee has the ability to determine colors in the field sufficiently well to be permitted to work as a conductor or engineer, in spite of not being able to meet the applicable standard contained or referenced in 49 CPF Parts 240 and 242.
2. The employee will be required to determine flag colors, switch target colors, sign colors and actual signal indications. A member of the Signal Dept., working under the direction of the examiner, will be responsible for creating the specific desired signal indications for stationary tests.

Signal testing may be conducted from a moving train, from a stationary locomotive or from a standing position on the ground. Whenever possible, testing will be conducted in territory where the employee is qualified or is expected to become qualified.

3. Results will be documented on this form by the Transportation Supervisor administering the test. Each test element is scored as pass or fail.
4. If desired the volunteer witness (if any) and the examined employee may submit their observations in writing to the Human Resources Dept. who will provide such observations to the railroad's Medical Review Officer (MRO) for direct review.
5. Employees who wear contact lenses or prescription glasses should wear them during this test. Tinted glasses or contact lenses are prohibited except for contact lenses with a light blue tint to enable easier handling. Use of light-activated tinted eyeglasses is prohibited at all times. If contact lenses or eyeglasses are worn in order to pass the test, the employee will be required to wear them while on duty and this will be reflected on their certificate.

**Contact Lenses/Eyeglasses worn (check one):** \_\_\_ Yes or \_\_\_ No

6. If eyeglasses or contact lenses are no longer necessary in the future, the employee must notify the railroad Human Resources Dept. immediately so that any necessary retesting can be performed and the requirement removed from the employee's certificate.
7. On completion of the test, review it with the employee. The employee must initial each page at the bottom right as indicated once the review is complete.
8. The employee may be provided with a copy of the completed test, and is required to sign the appropriate selection below:

**I have been provided with a copy of the completed test:** \_\_\_\_\_

**I do not want a copy of the completed test:** \_\_\_\_\_

9. Ensure that all required information is present; missing information will void the test. Once the test has been completed, reviewed and initialed, it must be immediately forwarded to the Human Resources Dept. so that it can be provided to the MRO for review.



**Indicate Results as Pass "P", Fail "F" or Not Applicable "NA"**

**Switch Target Verification** (Test location: \_\_\_\_\_)

Red: \_\_\_\_\_ Yellow: \_\_\_\_\_

Green: \_\_\_\_\_ White: \_\_\_\_\_

**Flags**

Red: \_\_\_\_\_ (Test location: \_\_\_\_\_)

Blue: \_\_\_\_\_ (Test location: \_\_\_\_\_)

**Fixed Signals:**

Employee must identify the color of the fixed signals below:



Color \_\_\_\_\_

Color \_\_\_\_\_

**Color Light Signals Field Testing**

Test location: \_\_\_\_\_

Time of Daylight Testing: \_\_\_\_\_ hrs Weather: \_\_\_\_\_

Approximate distance from signals: First Test \_\_\_\_\_ Second Test \_\_\_\_\_

Test method (check one):

Moving Train or  Stationary Locomotive or  Standing on Ground

Test location: \_\_\_\_\_

Time of Night Testing: \_\_\_\_\_ hrs Weather: \_\_\_\_\_

Approximate distance from signals: First Test \_\_\_\_\_ Second Test \_\_\_\_\_

Test method (check one):

Moving Train or  Stationary Locomotive or  Standing on Ground



**Pan Am Railways Conductor Certification Program**

Appendix F continued

Employees must identify the following color of signal aspects displayed in the field. If a specific aspect cannot be displayed, indicate the result as "NA". Mark tested results as "P" (pass) or "F" (fail).

*It is not necessary for signals to be displayed or repeated in any specific order, nor is it a positive requirement for a three light signal to be used; the illustrations are examples only.*

*If a test subject takes a long time to respond, say: "As soon as you see the lights, call them."*

		Medium Clear	Medium Approach Medium	Clear	Slow Clear	Slow Approach
Day	1					
	2					
	3					
Nite	1					
	2					
	3					
		Stop	Approach Slow	Restricting	Approach	Medium Approach
Day	1					
	2					
	3					
Nite	1					
	2					
	3					

**Results (check the appropriate response):** based on my observations during this test I feel that this individual: \_\_\_\_ CAN \_\_\_\_ CANNOT safely identify color aspects.



**Medical Review Officer Approval**

**AllOne Health/Health Resources – Dr. Fred Kohanna**  
600 West Cummings Park, Suite 3400  
Woburn, MA 01801  
Phone: 781-938-4646 Fax: 781-938-4686

Evaluation approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



NOTES

