

Minnesota, Dakota & Western Railway

101 Second Street

International Falls, MN 56649

Program for Certification of Railroad Conductors

49 CFR Part 242

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Section 1: General Information & Election

Minnesota, Dakota & Western Railway
101 Second Street
International Falls, MN 56649

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Approval of Program (242.103(b)(1))

Minnesota, Dakota & Western Railway accepts the responsibility to train and initially certify and recertify persons to be qualified conductor/passenger conductors. The initial training program is described in Section four of this program.

The [Minnesota, Dakota & Western Railway](#) elects to:

Educate previously untrained persons to be certified Conductors.



Recertify Conductors previously certified by other railroads.

Classes of Service (242.107(b))

Conductors must be certified in the appropriate class of service. Conductors must have an appropriate certificate in their possession while working as a certified conductor and must display that certificate when requested by a company officer, FRA representative, or State Representative. [Minnesota, Dakota & Western Railway Representative](#) will issue certificates for the following classes of service:

Conductor

Passenger Conductor

Conductor

A crewmember in charge of a train or yard crew as defined in Part 242

Passenger Conductor

Passenger conductor 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.

Qualified Instructor

A person who has demonstrated, pursuant to the Railroad's 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 under this part; and
2. Has been selected as such by a designated railroad officer, in concurrence with the designated employee representative, where present; or
3. In the absence of concurrence provided in paragraph (2) of this definition, has a minimum of 12 months of service working as a train service employee.

If a railroad does not have designated employee representation, then a person employed by the Railroad need not comply with paragraphs (2) or (3) of this definition to be a *qualified instructor*.

SECTION 2: Training Persons Previously Certified

Continuing Education (242.119(l))

The [Minnesota, Dakota & Western Railway](#) shall provide for the continuing education of certified Conductors to ensure that each Conductor maintains the necessary knowledge concerning safety, operating rules and practices, familiarity with physical characteristics, and all applicable Federal regulations.

To remain certified, each certified Conductor will be required to attend a mandatory recertification class of instruction and evaluation once every three years, not to exceed 36-month intervals. The class duration will depend on the conditions below:

- Railroads operating only under conditions requiring stopping within half the range of vision – 8 hours
- Railroads operating under conditions requiring stopping within half the range of vision and one or more additional methods of operation – 16 hours

Training sessions will include documented (e.g., signature sheet, exams, etc.) company safety meetings and periodic rules training. Training environments include classroom training, computer-based training, film or multi-media presentations, and on-job-training (OJT) based scenarios. All training will be documented.

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

- Safety Rules
- Operating Rules
- Hazardous Materials (when applicable)
- Applicable Federal Regulations
- Timetable Instructions and System Special Instructions
- General Orders, Safety Bulletins
- Physical Characteristics (Territory Specific)
- Use of Applicable Job Aids

Subject matter will include new or updated rules and regulations as required. The introduction of new technology, new procedures, equipment, or significant changes in operations will occur in safety and quality improvement classes during the continuing education training of conductors.

Use of Simulators

This Railroad will utilize simulators, computer-based training, or e-learning in the classroom portion of the training. Electronic-based education is included in the time allocated to the classroom portion of the training.

Training of Conductors with Expired Certificates

Conductors whose certifications have lapsed will be required to satisfy all the necessary certification components specified in Sections 2 & 3 of this certification program. Certification will require a period of on-the-job training and territorial familiarization based on a qualified instructor's evaluation. A contractor can provide training and testing described in this Section. The Railroad will ensure that training provided by a contractor meets the minimum requirements of this Section.

Maintaining Physical Characteristics 242.119(J)

Persons shall be considered to have maintained physical characteristics familiarity by one of two ways of regularly traversing a territory:

1. On a territory that does not include a signalized method of operation, the Conductor must make a least 1 round trip within the preceding 24 months.
2. On a territory that does include a signalized method of operation, the Conductor must make a least round trip within the preceding 12 months. (NA for MD&W)

Familiarization training will be required when a Conductor has been absent from traversing a territory at least 12 months in the preceding 24 months on railroads that operate under conditions that do not include signalized methods of operation.

Familiarization training will be required when a Conductor has been absent from traversing a territory at least (number?) in the preceding 12 months on railroads that operate under conditions that include signalized methods of operation. (NA for MD&W)

Territory Qualifications (242.301)

No employee will be permitted to perform conductor service until they are qualified for that territory. Territory qualification is required to perform service as a conductor. If a conductor is called to serve as a conductor, they are instructed to contact their supervisor before performing such service on routes they lack territory familiarity.

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. Complexity factors such as track speed, signal systems, main track authority(s), grade, etc., are considered for determining trip requirements. The trip requirements will be in writing with a minimum standard of 1 round trip(s) established for the territory **with a qualified DSLE and a written exam of 12 questions on the physical characteristics with a passing score of 85% for the new territory**. The written requirements will be made known to employees, and those requirements will be stated in writing in the railroad's Program for the Qualification and Certification of Conductors. If a conductor reports to duty and lacks main track territorial qualification, he or she shall be supported

by an assistant who is a certified employee and meets the territorial qualification requirements for the main track, physical characteristics and is not an assigned crew member.



If a conductor reports to duty and was previously qualified on the main track, but his/her qualification has expired, the “assistant” can be an assigned crew member other than the locomotive engineer who meets the territorial qualification requirement for main track physical characteristics.

If a conductor is called and lacks territorial qualification on-other-than-main track and the the assistance of a certified employee is not practicable; the Conductor must reference an appropriate job aid to satisfy this requirement.

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

1. The maximum distance operated will not exceed one mile, or
2. The maximum authorized timetable speed for any operation on the track being traversed does not exceed 20 MPH, or
3. Movement is entirely on other than main track (track governed by GCOR 6.28), or
4. Timetable method of operation requires all movements to proceed at Restricted Speed.

Procedure to Familiarize Conductors on New Territory

In situations where there is no available means to afford conductors the opportunity to obtain the operating skills and physical characteristics knowledge of a section of track, i.e., train operations are nonexistent; [Minnesota, Dakota & Western Railway](#) elects to use hi-rail equipment or a light locomotive as the Conductor’s vehicle to initially observe and experience the physical characteristics of the new territory. Following this initial training, the Conductor will be tested on the operating instructions, minimum of 50 questions, and physical characteristics of the territory minimum of 12 questions, i.e., track speeds; methods of operation; timetable, special instructions. Prior to the Conductor’s first solo trip, a supervisor qualified on the territory must ensure the territorial qualification of the Conductor.

SECTION 3: Testing and Evaluating Persons Previously Certified

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. The subject matter is presented in a classroom format.

Knowledge Testing

Conductors will be required to participate in written examination(s) of at least 50 questions and must obtain a minimum passing score of 85%. If the physical characteristics test is separate, insert the number of questions and percentage for passing ([12 Questions and 85% for passing](#)). All questions have been vetted by the program manager. Examination questions concerning track authority and signal identification/definitions must be passed with a score of 100%.

The examination(s) will be given in a written form and conducted without open reference books or other materials except to the degree that the person is being tested on their ability to use such reference books or materials. If a test is given in electronic form, the Program Administrator will make that decision. Person(s) being tested will be provided the opportunity to consult with a supervisory employee possessing territorial qualifications to explain a question. If a conductor fails the certification exam, the exam will be retaken **30 minutes**. The conductor will be given 3 attempts to pass the exam.

These examinations will include the following subject matter:

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

Vision and Hearing Acuity Testing

Certified employees will have their vision and hearing acuity checked before certification or recertification. The Medical Examiner of the Railroad or designated medical facility will be responsible for administering the 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 a vision/hearing approval form.

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

[Minnesota, Dakota & Western Railway](#) is utilizing a field vision testing program for employees not meeting the color vision requirements. The ASLRRRA field vision testing program will be utilized. If utilizing a different program submit as an appendix with this program.

Training and testing described in this Section can be provided by a contractor. The Railroad will ensure that training provided by a contractor meets the minimum requirements of this Section.

Records

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



Prior safety conduct as an employee of a different 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.

A contractor can provide training and testing described in this Section. The Railroad will ensure that training provided by a contractor meets the minimum requirements of this Section.

SECTION 4: Training, Testing and Evaluating Persons Not Previously Certified

The Railroad will provide a program of classroom and OJT training for persons seeking certification as a Conductor, who has 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's previous training, (e.g., engineering employee previously qualified on railroad operating rules,) with experience and will make minor adjustments to the training curriculum. However, the below stated hours of training must not be altered without FRA approval. Records on each candidate's training will be maintained and available upon request.

With Previous Rail Industry Experience not certified

1. The Railroad will conduct hearing and vision acuity testing on candidates with previous rail industry experience. Results of hearing and vision acuity testing that has been conducted within 366 days of the Railroad's certification decision will be used to comply with this requirement.
2. Prior safety conduct and other pertinent data from employee personnel files will be reviewed by the Program Administrator to determine safe working habits. The employee's driving record will also be reviewed by the program administrator for signs of substance abuse.



3. Employees who have operating experience will be required to satisfy all the components required for certification specified in Sections 2 through 3 of this certification program. Certification will require a period of on-the-job training and territorial familiarization based on a qualified instructor's evaluation. The Instructor must consider the prior experience and unique characteristics of the territory before certification.

Conductor Training Without Previous Rail Industry Experience

Conductor candidates will have their hearing and vision acuity checked prior to certification. The exam must be conducted within 366 days prior to the certification decision.

Conductor Training Program for Selected Candidates

The Conductor training program consist of classroom and OJT programs requiring a minimum of 120 to 148 hours depending on the railroad's size and method of operation. A combination of written and OJT tests is utilized to evaluate how the students are progressing to ensure they have the necessary knowledge and skills to complete the program.

Classroom Training

Railroad-selected instructors will conduct classroom training. This instruction is delivered in the classroom and field settings. Training will be a combination of Instructor-led lectures, classroom discussions, as well as field demonstrations, and situational exercises where applicable. PowerPoint and videos will be used under the direction of a qualified instructor. This instruction will be provided by an instructor, qualified supervisor and/or a certified conductor in the field. The training curriculum has been approved by the PA.

Section 4 (continued)

Training is focused on operating rules and practices, timetable and special instructions, equipment inspections, federal safety rules, railroad safety rules, safe train movement, train handling, and switching safety.

- Railroads operating only under conditions requiring stopping within half the range of vision – will require 40 hours of classroom training
- Railroads operating under conditions requiring stopping within half the range of vision and one or more additional methods of operation – will require 48 hours of classroom training

*Classroom training will include the following subject matter (**See Appendix B**):

1. Safety Rules - 12 hours
2. Operating Rules - 12 hours
3. Timetable Instructions - 1 hours

4. Applicable Federal Regulations - 5 hours
5. Physical Characteristics - 1 hours
6. Use of Applicable Job Aids - 4 hours
7. Hazardous Materials (where applicable) - 5 hours

***Railroad must insert hours per each subject matter, which must total a minimum of 40 or 48 hours depending on the method(s) of operation.**

Examinations will be conducted periodically during each segment of instruction. In addition to the successful completion of each segment, a final certification examination will be required of not less than 50 questions and are required to obtain a passing score of 85%. Examination questions concerning track authority and signal identification/definitions must be passed with a score of 100%.

On-the-job Training (See Appendix C)

Minnesota, Dakota & Western Railway manager will be responsible for the evaluation of skills, rules compliance, and knowledge of physical characteristics of the students under their supervision during on-the-job training. The PA will make sure conductor trainee has all the relevant materials, such as OP rules, safety rules and or rules available for reference. The manager will review and evaluate the task check-off forms submitted daily. The manager will verify and record the number of hours in order to meet the minimum standards. Any deficiencies identified during any evaluation will be reviewed with the student conductor. Task Check-Off 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 manager will be required. OJT will be conducted by an assigned Qualified Instructor.

Section 4 (continued)

A conductor can acquire familiarity of the Physical Characteristics through the following methods:

- Hyrail
- Video
- Head end ride

The minimum OJT requirements are as follows:

- Railroads operating only under conditions requiring stopping within half the range of vision – 80 hours of on-the-job training task training.
- Railroads operating under conditions requiring stopping within half the range of vision and one or more additional methods of operation – 100 hours of on-the-job task training.

Successful completion of all final examinations and field evaluations will allow for the issuance of a certificate and promotion of a candidate to the Conductor position. Candidates failing to obtain a passing score of 85% on a certification exam will not be permitted to work as a Conductor until

successfully completing a re-examination. If a conductor fails the certification exam, the exam will be retaken the [following working day](#).

SECTION 5: Monitoring the Operational Performance of Certified Conductors

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: CFR 242.123

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, the Railroad 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

This final Section contains a summary of how [Minnesota, Dakota & Western Railway](#) will implement the various specific aspects of the regulatory provisions related to the routine administration of its certification program for conductors.

Certification determinations by the [Minnesota, Dakota & Western Railway](#) shall be made per 242.109 [Minnesota, Dakota & Western Railway](#) will determine that:

- The person meets the eligibility requirements of 242.111 (Prior Safety Conduct as a Motor Vehicle Operator), 242.113 (Prior Safety Conduct as an Employee of a Different Railroad), 242.115 (Substance Abuse Disorders and Alcohol Drug Rules Compliance), and 242.403 (Criteria for Revoking Certification) If the records indicate an incident(s) occurred within the time specified, the candidate will be referred to the Drug and Alcohol Counselor (DAC). The counselor must advise the railroad of the results of the DAC evaluation as it relates to certification eligibility.
- The person meets the vision and hearing acuity standards of 242.117 (Vision and Hearing Acuity)
- The person has the necessary knowledge, as demonstrated by completing tests that meet the requirements of 242.121 (Knowledge Testing)
- Where a person has not been previously certified, that person has completed a training program that meets the requirements of 242.119 (Training).
- Where a person is being recertified, that person has completed the requirements necessary for recertification. 242.119(l)

*[Minnesota, Dakota & Western Railway](#) shall adhere to the time limitations described in 242.201.

Prior Safety conduct record (242.111)	366 days
Motor Vehicle (242.113)	366 days
Vision and hearing acuity	366 days
Knowledge exams	12 months
Reliance on another railroad certification	36 months
Issue certificate	within 30 days of a decision to certify

***Although multiple time determinations are allowed for certification, it is recommended the “lookback” period of 366 days is utilized for simplification.**

The program administrator shall maintain a list identifying each person designated as a certified conductor. The list shall indicate the type of service each person is authorized to perform and the date of the railroads’ certification decision. The list shall be updated annually. [Minnesota, Dakota & Western Railway](#) shall issue a certificate to each person that it has designated as a certified conductor.



Section 6 (continued)

Review and Comment on Adverse Prior Safety Conduct – 242.109(d)

When evaluating a conductor or conductor candidate prior safety conduct [Minnesota, Dakota & Western Railway](#) shall not consider conduct that (1) occurred prior to the effective date of 49 CFR 242; or (2) occurred at a time other than that specifically provided for in sections 242.111(motor vehicle-36 month), 242.115 (substance abuse-60 month) or 242.403 (Revocations).

[Minnesota, Dakota & Western Railway](#) shall provide a candidate for certification or recertification a reasonable opportunity to review and comment in writing on any record which contains information concerning the person's prior safety conduct, including information pertinent to determinations required under 242.115, if conductor candidate believes the record contains information that could render the person ineligible for certification.

The opportunity for comment shall be afforded to the person prior to railroad rendering its eligibility decision based on that information. Program Administrator shall retain any responsive comment in accordance with 242.203 (supporting information-records).

Prior Safety Conduct as Motor Vehicle Operator – 242.111

Prior to certification or recertification, each affected employee or conductor candidate will have motor vehicle record request forms, or the conductor or conductor candidate will present the motor vehicle records to the Program Administrator. These documents will be submitted to the Program Administrator releasing employees driving record from the appropriate state(s) and federal agencies.

Conductor candidates who are determined to have active substance abuse disorders will be ineligible to hold a certificate during evaluation and any required treatment.

If the candidate has not reported the incident as required in 242.111 and has not received an evaluation, the candidate will be withheld from service pending the determination of the Drug and Alcohol Counselor (DAC).

Any incidents, within the last 36 months will be acted upon as follows:

The individual will be referred to a DAC for evaluation and is required to furnish any other records concerning counseling or treatment for confidential review.

If the DAC determines the candidate has an active substance abuse disorder, the conductor or conductor candidate shall be ineligible to hold certification or be considered for recertification pending the completion of the treatment prescribed by the DAC, return-to-duty testing and follow up testing as required in Part 219. If the DAC determines in writing that the conductor or conductor candidate has been evaluated and does not have an active substance abuse disorder, the candidate can be reinstated for consideration of certification.



Section 6 (continued)

Substance Abuse Disorders and Alcohol and Drug Rules Compliance – 242.115

Prior to certification or recertification, the Designated Person will review internal documentation or documentation from previous DOT employees for 60 months prior to review to ensure each affected conductor candidate does not have a substance abuse disorder regarding 219.101 and 219.102 violations. If there is a motor vehicle violation, follow the above Part 242.111 procedures.

If the review identifies a substance abuse disorder, the conductor or conductor candidate must provide additional information stating the completion of a treatment program confirmed by a Substance Abuse Professional (SAP) or must be sent to a SAP for evaluation of 219.101 or 219.102 violations.

Conductor or conductor candidates who are determined to have active substance abuse disorders regarding 219.102 violations will be ineligible to hold a certificate during evaluation and any required treatment. Part 219.101 violations require a certification revocation, must be evaluated, complete a treatment program and cannot hold a certificate for 9 months from the date of the violation.

Conductor or conductor candidates who complete the training program will have to complete a negative return to duty test and any follow up testing prescribed by the SAP for up to 60 months.

The Designated Person will review records to ensure all evaluations and treatments have been completed.

Hearing and Vision – 242.117

Conductors who do not meet the minimum acuity standards set forth in § 242.117 will not be certified. Conductors who require corrective lenses and/or hearing aid(s) to meet minimum acuity standards must properly wear such device(s) while working. Results of the examinations will be forwarded to [Minnesota, Dakota & Western Railway](#) Chief Medical Officer or his/her designee who will determine if the employee or conductor candidate meets the hearing and vision acuity requirements and will so advise the Program Administrator.

Conductors who are tested and found to have vision and/or hearing acuity levels below the minimum acceptable standards will be withheld from service pending a review of their case by the medical examiner. Employees or conductor candidates who fail the clinical color vision test will be afforded to opportunity to take a color vision field test in conformity with federal regulations.

Training – 242.119

Conductors and Conductors Trainees will be required to successfully complete ongoing testing and training as specified in Sections 2, and 4. These sections (2, 3 and 4) list the subject matter to be tested and trained on. The parameters of taking the exams along with the testing requirements are provided in detail in sections 3 and 4. All Minnesota, Dakota & Western Railway conductors will be required to complete the training requirements listed in Section 2 of this program. All conductor candidates will be required to complete the training requirement listed in Section 4 of this program



Section 6 (continued)

Knowledge Training - 242.121

[Minnesota, Dakota & Western Railway](#) will provide continuing education training for its conductors to ensure that every Conductor continues the necessary knowledge concerning railroad safety, operating rules and practices, as well as familiarity with physical characteristics and compliance with applicable Federal safety rules. The use of examinations will ensure that conductors are knowledgeable in the areas of safety, operating rules, mechanical condition of equipment, timetable instruction, power

brake law regulations, physical characteristics of the railroad, and federal safety rules. These examinations will test the certified Employee's ability to use reference books and materials and retain the knowledge of rules and Federal regulations. These examinations are conducted in conjunction with the training described in Sections Two and Four and will be objective in nature, administered in written format. Tests taken in an electronic format will have to be approved by the [Minnesota, Dakota & Western Railway](#) program administrator.

Prior Safety Conduct as an Employee at a Different Railroad - 242.125

Persons with prior railroad history will be required to supply [Minnesota, Dakota & Western Railway](#) with a record of their compliance with operating rules by contacting, in writing, the former railroad Program Administrator using a Service Record Request Form (**See Appendix D**). This record of their service will be delivered to the current Railroad's Program Administrator. The record will include information pertaining to compliance or noncompliance regarding prior safety conduct as a motor vehicle operator § 242.111, substance abuse disorders and alcohol drug rules compliance § 242.115, and information regarding certificate revocation § 240.407. The Railroad must ensure the person's prior certification is valid under § 242.201. In the event a candidate has never been a railroad employee, the Railroad shall ensure they have never been employed by another railroad.

Certificate Components – 242.207

The Railroad will issue certificates to all individuals meeting the requirements of this program.

Certificates will remain 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 (i.e., 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 address vision or hearing acuity deficiencies restricting the person's operational authority;

- Show the **effective date** of each certification held;

Section 6 (continued)

- Be signed by an individual designated in accordance with paragraph (b) of this Section; and
- Be of sufficiently small size to permit being carried in an ordinary pocket wallet.

The Railroad authorizes the following individuals to sign certificates:

- Designated Supervisors of Locomotive Engineers
- Program Administrator
- Insert appropriate manager (if applicable)

Replacement of Certificates-242.211

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 appropriate supervisor of the loss. The Conductor must obtain a temporary replacement certificate, which identifies the individual to whom it is issued. Temporary replacement certificates can be issued electronically under the authority of a designated supervisor. It will not be valid for more than 30 days.

Criteria for Revocation of Certification - 242.403

A certified conductor who has demonstrated a failure to comply with Federal regulations CFR 242.403 paragraph (e) (1-11) of this Section shall have his or her certification suspended pending further investigation. Minnesota, Dakota & Western Railway managers will coordinate with [the program administrator](#) for issuing certification suspension letters, letters of ineligibility, scheduling revocation hearings, delivering waivers, and issuing any revocation letters. The applicable transportation manager is responsible for holding the revocation hearing, making the revocation decision, and providing that final determination to the Field Administration Center.

Process for Revocating Certification -242.407

[Minnesota, Dakota & Western Railway](#) upon notification of reliable information regarding a person's qualification will immediately suspend the certification. The person in question will be verbally notified with a written notification within 96 hours of the reason for the suspension, the pending revocation and an opportunity of a hearing. The person in question will be given the opportunity to waive the right to a hearing in writing. A hearing will be conducted within 10 days of the date of suspension of the certification unless a waiver of hearing is signed by the person in question. Within 10 days after the close of the record, a written decision shall be served on the person. [Minnesota, Dakota & Western Railway](#) will conduct Certification Revocation Hearings and Company Disciplinary Hearings concurrently. If the Railroad denies a person certification or recertification, the basis for denial shall be in writing.

Section 6 (continued)

Joint Operations Territory (N/A for Minnesota, Dakota & Western Railway)

Conductors operating on a joint operations territory controlled by another railroad will be required to complete the qualification/familiarization requirements of the foreign carrier for that segment. This will include taking a written examination of specific operating rules and physical characteristics of the foreign line track segment administered by the certifying Railroad. To ensure that the foreign engineers are duly certified, the Railroad will require a list of certified conductors from the employing Railroad. The foreign conductor will be knowledge tested to determine:

- Knowledge of the Railroad's operating rules; State number of questions _____ and passing score _____%
- Training on necessary operating skills concerning the joint operations; and
- Familiarity with the physical characteristics of the joint operation territory with a minimum of ___ qualifying **round** trip(s).

APPENDIX A: Individual Railroad List

APPENDIX B: Training Curriculum

These core training elements are suggested curriculum topics, and adjustments can be required for individual railroads. This document provides guidance and is not intended to stipulate requirements. It should not be considered to be all-inclusive.

Core Elements for Class Room Training

Operating Rules (GCOR, NORAC, other)

- ❖ Timetables and Special Instructions
- ❖ Part 172.7 - Hazmat and Security Awareness (if applicable)
- ❖ Part 219 – Drug and Alcohol
- ❖ Part 228 - Hours of Service
- ❖ Part 227 - Hearing Conservation
- ❖ Part 220 - Electronic Devices Training
- ❖ Part 218 Subpart F – Human Factor Rules/Job Safety Briefings
- ❖ Part 238 – Passenger Equipment Safety Standards (for Passenger Conductor only)
- ❖ Part 239 – Passenger Train Emergency Preparedness (for Passenger Conductor only)

Safety Rule Book

- ❖ Personal Protective Equipment
- ❖ Safe Job Procedures
- ❖ Ergonomics
- ❖ Situational Awareness

Air Brake and Train Handling Rules

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

Physical Characteristics

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

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

Getting on and off equipment (mounting, dismounting, crossing through, riding, etc.)

Rail car and equipment inspections

Signaling (night/day)

Radio Procedures

Identification, inspection, and use of switches

Identification, inspection, and use of derails

Walking or standing foul of the track

Safe handling and use of fusees

Air brake system (inspection and tests)

Coupling air hoses (changing air hoses, gaskets, etc.)

Identification, inspection, and use of handbrakes

Adjusting drawbars

Opening, closing, and replacement of knuckles and pins

Switching and handling cars

Securement of unattended equipment

Red Zone/Three-point protection/Set and Centered

Protecting shoves

Identification and application of fouling points

Remote Control Zones (RCO Operations)

Passenger Equipment Safety Standards (for Passenger Conductor ONLY)

Passenger Train Emergency Preparedness (for Passenger Conductor ONLY)

APPENDIX C: On-the-Job Training Guidelines & Task Check-Off Sheets

The following two (2) forms can be used to document trainee progress and final evaluation.

TRAINEE PROGRESS REPORT

Trainee's Name: _____

Railroad Name: _____ Date: _____

Job: _____

Total Time of OJT Training (hours and minutes): _____

Qualified Instructor / Peer Trainer Name: _____

TASK	COMPETENT	ADDITIONAL TRAINING NEEDED	N/A
Job Briefing			
3 Step/Red Zone protection			
Mounting/dismounting equipment.			
3 point contact/climbing ladders & steps			
Crossing through equipment			
Equipment securement/operating handbrakes			
Leaving equipment to clear/foul			
Operating Switches			
Operating derails			
Coupling air hoses/operating angle cocks			
EOT installation/operation			
Radio use			
Hand signals			
Protecting shoving movements			
Copying/repeating mandatory directives			
Hours of service documentation			
Switch list preparation			
Customer service paperwork completion			
Haz-Mat placement/switching			
Airbrake tests			
Kicking cars			

QUALIFIED INSTRUCTOR / PEER TRAINER SIGNATURE



TRAINEE FINAL EVALUATION

Trainee's Name: _____

Railroad Name: _____ Date: _____

Job: _____

Cumulative Time of OJT Training (hours and minutes): _____

Evaluator Name: _____

TASK	COMPETENT	ADDITIONAL TRAINING NEEDED	N/A
Job Briefing			
3 Step/Red Zone protection			
Mounting/dismounting equipment.			
3-point contact/climbing ladders & steps			
Crossing through equipment			
Equipment securement/operating handbrakes			
Leaving equipment to clear/foul			
Operating Switches			
Operating derails			
Coupling air hoses/operating angle cocks			
EOT installation/operation			
Radio use			
Hand signals			
Protecting shoving movements			
Copying/repeating mandatory directives			
Hours of service documentation			
Switch list preparation			
Customer service paperwork completion			
Haz-Mat placement/switching			
Airbrake tests			
Kicking cars			

EVALUATOR SIGNATURE



Appendix D: 240 / 242 Certification - Service Record Request

Pursuant to 49 CFR 240 and 242, the individual referenced below is seeking certification and requests that his or her railroad service record is provided to (Railroad name and email address or fax number).

Information concerning this individual's 240 / 242 certification and prior safety conduct as a railroad employee, including conduct described in 240.117 and 242.403 is requested.

Employee complete this	I hereby authorize _____ to release the requested information. Name: _____ Employee I.D.: _____ Employee Signature: _____ Date: _____
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Employee Name: _____ Railroad: _____

Dates of Employment from: _____ to: _____

Most recent certification date(s) for applicable class(es) of service: Train Service Engineer: _____

Locomotive Servicing Engineer: _____ Student Engineer: _____

Freight Conductor: _____ Passenger Conductor: _____ Remote Control Operator: _____

A: Did this individual comply with the FRA Regulation parts listed below?

TITLE	REGULATION	YES	NO	N/A	DATE
Motor Vehicle Operator Safety State / National	240.115 242.111				
Visual/Hearing Acuity Data	240.121 242.117				
Training	240.123 242.119				
Knowledge Testing	240.125 242.121				
Skill Testing	240.127				
Control of Alcohol and Drug Use (60 months)	240.119 242.115				

B: Did the individual violate any of the FRA regulations listed below? If Yes, please indicate if the violation was under Part 240 or Part 242 in the appropriate column, the date and period of revocation.

TITLE	REGULATION	240	242	NO	DATE	PERIOD
Stop Signal	240.117(e)(1) 242.403(e)(1)					
Controlling Speed	240.117(e)(2) 242.403(e)(2)					
Air Brake Tests	240.117(e)(3) 242.403(e)(3)					
Authority Violation	240.117(e)(4) 242.403(e)(4)					
Tampering	240.117(e)(5) 242.403(e)(5)					
Non-compliance with §219.101 (60 months)	240.117(e)(6) 242.403(e)(12)					
218 Subpart F	242.403(e)(6 thru 11)					

I certify the above information is true and accurate to the best of my knowledge:

Name (Printed): _____

Signature: _____

Title: _____

Company: _____

Date: _____