

Central Florida Rail Corridor



Program for Certification of Railroad Conductors

49 CFR Part 242

January 27, 2023

Table of Contents

Section 1: General Information & Election	5
<i>Approval of Program (242.103(b)(1))</i>	5
<i>Classes of Service (242.107(b))</i>	6
SECTION 2: Training Persons Previously Certified	7
<i>Continuing Education (242.119(I))</i>	7
<i>Use of Simulators</i>	7
<i>Training of Conductors with Expired Certificates</i>	8
<i>Maintaining Physical Characteristics 242.119(J)</i>	8
<i>Territory Qualifications (242.301)</i>	8
SECTION 3: Testing and Evaluating Persons Previously Certified	10
<i>Knowledge Testing</i>	10
<i>Vision and Hearing Acuity Testing</i>	10
<i>Records</i>	11
<i>Prior safety conduct as an employee of a different railroad</i>	11
SECTION 4: Training, Testing, and Evaluating Persons Not Previously Certified	12
<i>With Previous Rail Industry Experience, not certified</i>	12
<i>Conductor Training Without Previous Rail Industry Experience</i>	12
<i>Classroom Training</i>	12
<i>On-the-job Training (See Appendix B)</i>	13
<i>Prior safety conduct as an employee of a different railroad</i>	14
SECTION 5: Monitoring the Operational Performance of Certified Conductors	15
SECTION 6: Procedures for the Routine Administration of the Conductor Certification Program	16
<i>Review and Comment on Adverse Prior Safety Conduct – 242.109(d)</i>	17
<i>Prior Safety Conduct as Motor Vehicle Operator – 242.111</i>	17
<i>Substance Abuse Disorders and Alcohol and Drug Rules Compliance – 242.115</i>	18
<i>Prior Safety Conduct as an Employee at a Different Railroad - 242.125</i>	19
<i>Certificate Components – 242.207</i>	19
<i>Replacement of Certificates-242.211</i>	20
<i>Process for Revocating Certification -242.407</i>	20
<i>Joint Operations Territory</i>	21
APPENDIX A: Service Record Request	22
APPENDIX B: On-the-Job Training Guidelines	23
APPENDIX C: OJT Training Hours Log	28
APPENDIX D: OJT Task Check-off Sheets	29
APPENDIX E: Hearing and Vision Exam Form	30

Section 1: General Information & Election

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

Central Florida Rail Corridor (CFRC) 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 CFRC 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. Chief Transportation Officer Jeff Gilpin 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. Field OJT where applicable, has the necessary operating experience to effectively instruct in the field with 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 CFRC 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
- Positive Train Control
- 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 may 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 regularly traversing a territory:

On a territory that does include a signalized method of operation, the Conductor must make a least one round trip within the preceding 12 months.

Familiarization training will be required when a Conductor has been absent from traversing a territory at least once in the preceding 12 months on railroads that operate under conditions that include signalized methods of operation.

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 4 round trips established for the territory. The written requirements will be made known to employees, and those requirements will be stated in writing in the railroad's timetable or special instructions. 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; CFRC 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 physical characteristics of the territory minimum of 10 questions, i.e., track speeds; methods of operation; timetable, special instructions and must obtain a minimum passing score of 85%. 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 100 questions and must obtain a minimum passing score of 85%. 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 within 7 days. The conductor will be given 2 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
- Positive Train Control

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.

CFRC is utilizing is utilizing the ASLRRA field visions program for employees not meeting the color vision requirements (Appendix E)

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 of 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 consists 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 are 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.

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:

1. Safety Rules - 5 hours
2. Operating Rules - 36 hours
3. Timetable Instructions - 1 hours
4. Applicable Federal Regulations - 1 hours
5. Physical Characteristics - 2 hours
6. Use of Applicable Job Aids - 1 hours
7. Positive Train Control - 2 hours

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 100 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 B)

CFRC 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 Road Foreman will review and evaluate the task check-off forms submitted weekly. The Road Foreman 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 D) 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.

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 within 7 days.

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 may 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 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 CFRC 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 CFRC shall be made per 242.109 CFRC 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)

CFRC 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. CFRC shall issue a certificate to each person that it has designated as a certified conductor.

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

When evaluating a conductor or conductor candidate prior safety conduct, CFRC 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).

CFRC 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 the 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 records 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.

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 an 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 CFRC 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 CFRC 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

Knowledge Training - 242.121

CFRC 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, and administered in written format. Tests taken in an electronic format will have to be approved by the program administrator.

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

Persons with prior railroad history will be required to supply CFRC 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 A**). 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;
- 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

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. Program managers will coordinate with Road Foreman 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

CFRC 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. CFRC 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.

Joint Operations Territory

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 50 and passing score 85%
- Training on necessary operating skills concerning the joint operations; and
- Familiarity with the physical characteristics of the joint operation territory with a minimum of 4 qualifying **round** trip(s).

APPENDIX A: Service Record Request



Certification Service Record Request

Pursuant to 49 CFR Part 240.113 and/or Part 242.113: The individual referenced below is seeking certification and requests that his or her railroad service record be provided to:

Alstom
801 SunRail Dr., Sanford, FL 32771
Attn: Road Foreman
Phone: (407) 732-6724 – FAX: (855) 231-4716
Email: dacorey.hill@alstomgroup.com, doron.brown@alstomgroup.com,
shawn.furniss@alstomgroup.com

Information concerning this individual's engineer and/or conductor certification and prior safety conduct as a railroad employee, including conduct described in 240.117 (e) and/or 242.403 (e) is requested. Please utilize the attached form for this purpose.

I, _____ SSN# _____, do hereby authorize _____
_____ to release all information pertaining to my Engineer/Conductor
certification to Alstom, in accordance with CFR 49 part 240.113/242.113.

Signature

Date

APPENDIX B: On-the-Job Training Guidelines

Part 242 Subpart B: Program and Eligibility Requirements		
<u>Performance Tasks</u>	<u>Conditions Tools, Equipment, Documents, Practice</u>	<u>Standards Time, Completeness, or Accuracy</u>
Demonstrate an understanding of the general requirements for all train brake systems	Given an opportunity to read 49 CFR Part 232, Part 238, relevant railroad air brake train handling and/or operating rules, one oral briefing by the designated instructor or qualified person, the trainee will conduct a comprehensive job safety briefing, and	<p>Explain in detail, with 100% degree of accuracy;</p> <ul style="list-style-type: none"> <input type="checkbox"/> The minimum number of operative air brakes in a passenger train at any given time. <input type="checkbox"/> The number of operative air brakes required on passenger trains receiving a Class I brake test.
Demonstrate an understanding of the general requirements for all train brake systems regarding the securement of unattended equipment	Given an opportunity to read 49 CFR Parts 232 & 238, relevant railroad air brake train handling and/or operating rules, and at least one oral briefing by the designated instructor or qualified person, the trainee will conduct a comprehensive job safety briefing, and:	<p>Explain in detail, with 100% degree of accuracy;</p> <ul style="list-style-type: none"> <input type="checkbox"/> The purpose of venting air from brake pipe at a rate not to exceed a service rate and leaving the angle cock in the open position on the first unit of equipment left unattended. <input type="checkbox"/> Number of handbrakes required to be applied on unattended passenger cars. <input type="checkbox"/> Number of handbrakes required to be applied on unattended locomotives in the lead consist of a train <input type="checkbox"/> Number of handbrakes required to be applied on an unattended locomotive consist outside a yard <input type="checkbox"/> Number of handbrakes required to be applied on an unattended locomotive consist in a yard

Part 242 Subpart B: Program and Eligibility Requirements

<u>Performance Tasks</u>	<u>Conditions</u> Tools, Equipment, Documents, Practice	<u>Standards</u> Time, Completeness, or Accuracy
Demonstrate an understanding of the requirements for performing air brake tests from the cab of a locomotive or cab car	Given an opportunity to read 49 CFR Parts 232 & 238, relevant railroad air brake train handling and/or operating rules, on at least two separate occasions, to the satisfaction of a qualified person or designated instructor, the trainee will conduct a comprehensive job safety briefing, and:	Explain the requirements associated with each of the following brakes air brake tests with 100% degree of accuracy: <ul style="list-style-type: none"> <input type="checkbox"/> Class IA <input type="checkbox"/> Class II <input type="checkbox"/> Running <input type="checkbox"/> Standing Locomotive Brake Test
Demonstrate an understanding of when a Class IA passenger air brake test must be performed.	Given an opportunity to read § 238.315, relevant railroad air brake train handling and/or operating rules, and to assist in performing at least three Class IA passenger air brake tests with a designated instructor or qualified person, the trainee will:	Find, on two separate inspections, at least 95 percent of any non-complying conditions noted by the designated instructor or qualified person, and/or confirm compliance with the following: <ul style="list-style-type: none"> <input type="checkbox"/> Leakage does not exceed 5 psi per minute. <input type="checkbox"/> Application and release on each car. <input type="checkbox"/> Emergency application functions when required for MU locomotives. <input type="checkbox"/> Angle and cut-out cocks in correct position. <input type="checkbox"/> Communicating signal system or radio functions as intended.
Demonstrate knowledge of physical characteristics	Given an opportunity to ride in a locomotive or simulator (type 1 or 2), on at least two separate occasions, to the satisfaction of a qualified person or designated	Demonstrate their knowledge of the physical characteristics of the territory over which they will operate with a 90% degree of accuracy including the following that apply: <ul style="list-style-type: none"> <input type="checkbox"/> Wayside Signals <input type="checkbox"/> Highway crossings at grade

Part 242 Subpart B: Program and Eligibility Requirements		
<u>Performance Tasks</u>	<u>Conditions</u> Tools, Equipment, Documents, Practice	<u>Standards</u> Time, Completeness, or Accuracy
NOTE: in accordance with § 242.301	instructor, the trainee will conduct a comprehensive job safety briefing, and:	<input type="checkbox"/> Railroad crossings at grade <input type="checkbox"/> Pedestrian crossings at grade <input type="checkbox"/> Crossovers <input type="checkbox"/> Control points <input type="checkbox"/> Passenger Stations <input type="checkbox"/> Wayside detectors <input type="checkbox"/> Curves & Topography <input type="checkbox"/> Bridges <input type="checkbox"/> Close clearances <input type="checkbox"/> Sidings, location and length <input type="checkbox"/> Track speeds <input type="checkbox"/> Quiet zones <input type="checkbox"/> Method of operation Joint operations
Control a shoving, backing, or pushing movement to a successful coupling or stopping at a specified spot using a radio.	Given a radio, a locomotive with a cut of cars, an engineer, and an employee directing the move will conduct a job briefing in accordance with CFR Part 218.99, Part 220.49, and any applicable operating rules. On three separate occasions, to the satisfaction of the designated instructor or qualified person, the trainee will conduct a comprehensive job safety briefing, and:	Demonstrate the ability to direct a shoving, backing, or pushing movement using only radio communications. This task must be achieved with 100 percent accuracy and include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Determine by whom the movement will be directed <input type="checkbox"/> Establish point protection <input type="checkbox"/> Establish what method of communication will be used to control the movement <input type="checkbox"/> Specify the distance of the movement. Provide remaining distance prior to ½ the previous distance provided
Demonstrate an understanding regarding	Given an opportunity to read 49 CFR Part 220.61, and to be a	Demonstrate the following with 100% accuracy and include the following:

Part 242 Subpart B: Program and Eligibility Requirements

<u>Performance Tasks</u>	<u>Conditions</u> Tools, Equipment, Documents, Practice	<u>Standards</u> Time, Completeness, or Accuracy
the radio transmission of mandatory directives.	member of a train or engine crew, on 3 separate occasions, to the satisfaction of the designated instructor or qualified person, the trainee will conduct a comprehensive job safety briefing, and:	<ul style="list-style-type: none"> <input type="checkbox"/> The steps required by a train dispatcher or operator before a mandatory directive can be transmitted. <input type="checkbox"/> What information the receiving employee is required to provide before mandatory directive is transmitted. <input type="checkbox"/> How the receiving employee shall copy the mandatory directive. <input type="checkbox"/> Demonstrate the conversation between the person giving and the person receiving the mandatory directive after it is copied. <input type="checkbox"/> Demonstrate how to distribute copies of the mandatory directive to other train crew members.
Demonstrate an understanding of FRA definitions pertaining to handling equipment, switches, and fixed derails.	Given an opportunity to read § 218.93, the trainee will, to the satisfaction of the designated instructor or qualified person:	<p>Explain the definition of the following, achieving an accuracy of 100%:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clearance point <input type="checkbox"/> Crossover Switch, including correspondence <input type="checkbox"/> Fouling <input type="checkbox"/> Hand operated switch <input type="checkbox"/> Track is clear
Read and understand work instructions and prepare good faith challenge.	Given an opportunity to read § 218.97 or any applicable railroad rules, demonstrate to the satisfaction of the designated instructor or qualified person the ability to:	<ul style="list-style-type: none"> <input type="checkbox"/> Explain the procedures of initiating a good faith challenge, and achieve and accuracy of 90%

Part 242 Subpart B: Program and Eligibility Requirements

<u>Performance Tasks</u>	<u>Conditions</u> Tools, Equipment, Documents, Practice	<u>Standards</u> Time, Completeness, or Accuracy
Demonstrate an understanding of the requirements when shoving or pushing equipment.	Given a radio, a locomotive with a cut of cars, after reading § 218.99 or any applicable railroad rules, on three separate occasions, to the satisfaction of a qualified person or designated instructor, the trainee will conduct a comprehensive job safety briefing, and:	Demonstrate the ability to conduct shoving or pushing movement with achieving 100% accuracy the following, if applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Provide instructions necessary to control the movement <input type="checkbox"/> Provide point protection <input type="checkbox"/> Visually determine track is clear <input type="checkbox"/> NOTE: The above items must be accomplished without participating in any other unrelated tasks
Demonstrate the exceptions to leaving rolling and on-track maintenance-of-way equipment in the clear	After reading § 218.101 or any applicable railroad rules, demonstrate to the satisfaction of the designated instructor or qualified person, the trainee will:	Explain, with 100% accuracy, the exceptions for leaving equipment fouling adjacent tracks as follows: <ul style="list-style-type: none"> <input type="checkbox"/> On the main track <input type="checkbox"/> On a siding <input type="checkbox"/> On an industrial track or on a yard switching lead
Demonstrate proper use of hand-operated switches, including crossover switches	Given a locomotive with a cut of cars, and an engineer the trainee will, after reading §218.103 or any applicable railroad rules, on three separate occasions, will conduct a comprehensive job safety briefing and demonstrate to the satisfaction of the designated instructor or qualified person, the trainee will:	Demonstrate with an accuracy of 100%, their ability to: <ul style="list-style-type: none"> <input type="checkbox"/> Visually determine that switches are properly lined for the intended route and that no equipment is fouling the switches <input type="checkbox"/> Visually determine that the points fit properly and the target, if so equipped, corresponds with the switch's position After operating a switch and before making movements in either direction over the switch, ensure that the switch is secured from unintentional movement of the switch points

APPENDIX C: OJT Training Hours Log



Conductor Training/Qualification Trip/Hours Log


Student Conductor: _____



Trip	Date	Job	Hours	Conductor or Supervisor
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				



APPENDIX D: OJT Task Check-off Sheets

Conductor OJT CHECKLIST					Start	End	
Trainee Name:			Date Range:				
All tasks require successful repetitions before the completion of OJT							
Switching	Date	Date	Date				
Shoving Movement (Radio)							
Shoving Movement (Hand)							
Switches					Troubleshooting	Date	Date
Clearance Points				Door Operations			
Train Securement				Electric Ramp			
Locomotive Consist				AC Reset			
				Wifi Reset			
				Ticket scanner (HHTV)			
Air Brake Tests	Date	Date	Date	Rules Compliance	Date	Date	Date
Class I (Verbal)		NA	NA	Mandatory Directives			
Class IA				Fast Act			
Passenger Class II				Physical Characteristics			NA
Running Air Brake Test							
Locomotive Consist							
				Misc	Date	Date	Date
				Good Faith Challenge		NA	NA
				PED (Verbal)			
Road Foreman:							
Road Foreman Signature							

APPENDIX E: Hearing and Vision Exam Form

TRAIN SERVICE EMPLOYEE HEARING & VISION EXAM FORM

(A) PATIENT MUST FULLY COMPLETE THIS SECTION

PRINT FULL NAME: _____ DATE OF BIRTH: _____

DATE OF HIRE: _____ JOB POSITION: Engineer SEX: MALE FEMALE

ADDRESS: 301 SunRail Drive

CITY: Sandford STATE: FL ZIP: 32771

By signing, you authorize the release of your test results to Bombardier Transportation

SIGNATURE: _____ DATE: _____

(B) AUTHORIZED EXAMINER CONDUCTING VISION ACUITY TEST MUST COMPLETE THIS SECTION

If patient needs hearing-only, skip this page and continue on to (C) on Page 2. Please keep Pages 1 & 2 together regardless of tests performed.

Clinic Name:
Address:
City, State, Zip:
Phone:

Distance Vision (Snellen) UNCORRECTED: LEFT - 20 / _____ RIGHT - 20 / _____

Distance Vision (Snellen) CORRECTED: LEFT - 20 / _____ RIGHT - 20 / _____

Peripheral Vision: Is field of vision normal? YES NO Vision Range (in degrees): L _____ R _____

COLOR VISION INSTRUCTIONS: Chromatic lenses and yarn tests are not allowed. The table below lists color vision testing requirements & pass/fail criteria. Mark the test type used and record any errors in the appropriate columns. Refer to this table when determining pass/fail criteria.

TEST USED:	# of ERRORS:	ACCEPTED TESTS	FAILURE CRITERIA
	<i>List "None" or Plate #'s Missed</i>	<i>PSEUDOISOCROMATIC PLATE TESTS</i>	
<input type="checkbox"/>		American Optical Company 1965	5 or more errors on plates 1-15
<input type="checkbox"/>		AOC - Hardy-Rand-Ritter plates - 2 nd edition	Any error on plates 1-6
<input type="checkbox"/>		Dvorine - Second edition	3 or more errors on plates 1-15
<input type="checkbox"/>		Ishihara (14 plate)	2 or more errors on plates 1-11
<input type="checkbox"/>		Ishihara (16 plate)	2 or more errors on plates 1-8
<input type="checkbox"/>		Ishihara (24 plate)	3 or more errors on plates 1-15
<input type="checkbox"/>		Ishihara (38 plate)	4 or more errors on plates 1-21
<input type="checkbox"/>		Richmond Plates 1983	5 or more errors on plates 1-15
		<i>MULTIFUNCTION VISION TESTER</i>	
<input type="checkbox"/>		Keystone Orthoscope	Any error
<input type="checkbox"/>		OPTEC 2000	Any error
<input type="checkbox"/>		Titmus Vision Tester	Any error
<input type="checkbox"/>		Titmus II Vision Tester	Any error

49 CFR PART 240.121 and 49 CFR PART 242.117 MINIMUM PASS CRITERIA:

COLOR: See table above. **DISTANCE:** At least 20/40 (Snellen) acuity in each eye without corrective lenses; or, distant visual acuity separately corrected to at least 20/40 (Snellen) with corrective lenses and distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses.

PERIPHERAL: A field of vision of at least 70 degrees in the horizontal meridian in each eye.

CONCLUSION: Based on these results, this person:

- _____ Qualifies without restrictions (per 49 CFR Part 240.121 and/or 49 CFR Part 242.117)
 _____ Qualifies with restrictions (must use corrective lenses) (per 49 CFR Part 240.121 and/or 49 CFR Part 242.117)
 _____ Does not qualify (per 49 CFR Part 240.121 and/or 49 CFR Part 242.117)

EXAMINER SIGNATURE: _____ TITLE: _____ VISION EXAM DATE: _____

(C) AUTHORIZED EXAMINER CONDUCTING HEARING ACUITY TEST MUST COMPLETE THIS SECTION

Clinic Name:
Address:
City, State, Zip:
Phone:

PRINT PATIENT FULL NAME: _____ DATE OF HEARING EXAM: _____
RAILROAD/EMPLOYER NAME: _____

PATIENT HEARING HISTORY – Please read the following and check the appropriate box if ‘YES’. Where applicable, check the box to indicate whether the response is for the left ear or the right ear. Leave blank for ‘NO’ answers. Does the patient have or has the patient ever had:

<input type="checkbox"/> Ear Pain (Presently)	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Head Cold or Allergies/Hay Fever (Today)
<input type="checkbox"/> Drainage (Presently)	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Firearms use
<input type="checkbox"/> Ear Fullness/Discomfort	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Listen to loud music and/or have noisy hobbies
<input type="checkbox"/> Severe Ringing	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Ear, Head or Neck Surgery
<input type="checkbox"/> Sudden Hearing Loss	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Unconsciousness/Head Injury
<input type="checkbox"/> Seen a doctor for ear problems	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Previous Job with Loud Noise or Military Service
<input type="checkbox"/> Noticeable Hearing Loss	<input type="checkbox"/> L	<input type="checkbox"/> R	<input type="checkbox"/> Mumps, Measles or Scarlet Fever

INSTRUCTIONS: Per Federal Railroad Administration requirements, this document MUST be completed FULLY. Audiometric tests shall be pure tone, air conduction, hearing threshold examinations. Audiometric tests shall be conducted with audiometers (including microprocessor audiometers) that meet the specifications of and are maintained and used in accordance with ANSI S3.6-2004. The test must be conducted in either an audiometric booth or soundproofed room or quiet room meeting the following standard: rooms used for audiometric testing shall not have background sound pressure levels exceeding those listed below when measured by equipment conforming at least to the Type 2 requirements of ANSI S1.4-1983 and to the Class 2 requirements of ANSI S1.11-2004:

Maximum Allowable Octave-Band Sound Pressure Levels for Audiometric Test Rooms

Octave-band center frequency (Hz)	500	1000	2000	4000	8000
Sound pressure levels – supra-aural earphones	40	40	47	57	62
Sound pressure levels – insert earphones	50	47	49	50	56

Please record your levels in the spaces below. Supra-aural earphones used Insert earphones used

Octave-band center frequency (Hz)	500	1000	2000	4000	8000
Levels					

Acoustic calibration is required at least once annually; exhaustive calibration is required at least once every two years (annually if used on mobile test vans.) Functional operation must be checked before each day’s use by testing a person with known, stable hearing thresholds or by appropriate calibration device (i.e. – OSCAR.) Deviations of 10 dB or greater requires an acoustic calibration.

Audiometer Make & Model: _____ Serial Number: _____ Daily Functional Check Performed? YES ___ NO ___
Date of Last Acoustic Calibration : _____ Date of Last Exhaustive Calibration: _____

LEFT							RIGHT						
500	1000	2000	3000	4000	6000	8000	500	1000	2000	3000	4000	6000	8000

Otoscopic Exam: LEFT: _____ RIGHT: _____ Did the employee wear Hearing Aids? YES LEFT ___ YES RIGHT ___ NO ___
Did the employee avoid high noise and occupational noise for 14 hours prior to the test? YES ___ NO ___
If no, did the employee wear hearing protection during any exposure to high noise or occupational noise? YES ___ NO ___
Was this a baseline or periodic hearing test? BASELINE ___ PERIODIC ___

49 CFR PART 240.121 and 49 CFR PART 242.117 MINIMUM PASS CRITERIA: The person does not have an average hearing loss in the better ear greater than 40 decibels at 500Hz, 1,000 Hz, and 2,000 Hz with or without use of a hearing aid.

CONCLUSION: Based on these results, this individual:

- ___ Qualifies without restrictions (per 49 CFR Part 240.121 and/or 49 CFR Part 242.117)
- ___ Qualifies with restrictions (must use hearing aids) (per 49 CFR Part 240.121 and/or 49 CFR Part 242.117)
- ___ Does not qualify (per 49 CFR Part 240.121 and/or 49 CFR Part 242.117)

EXAMINER SIGNATURE: _____ TITLE: _____