

# Hours of Service Reporting: Call and Release Quick Reference Guide



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For assistance, please contact Online System Services at 544-5555 (Opt.3, Opt.4)

## Overview

Call and release occurs when an employee is called to Report-for-Duty time, and then is released from the requirement PRIOR to the Report-for-Duty time (49 USC Chapter 211[OPAI-98-01] Hours of Service).

A **Call and Release** is reported when notification is accepted upon arrival to the job start location but prior to job start time or when the call has been “busted.” If an employee is notified at their place of rest, it is considered an incidental call. As long as the employee was rested when called, no additional rest is required (unless otherwise noted by the CBA).

Use the following table to determine when Hours of Service need to be reported as Call and Release.

Released/Notified	Report Hours of Service
Place of Rest	No
In route to on duty location	No
At on duty location	Yes

A scenario is provided on the next page demonstrating how to report a call and release.

## Reporting a Call and Release

1. On the **Tie-Up Reporting – Secondary window**, select **No** for **Did you depart the terminal?**
2. Click **<Next>**.
3. Additional questions appear on the window. Make the following entries:
  - I. Select **Yes** for **Was your call cancelled after reporting for work?**
  - II. Select **No** for **Did you take charge of power/train?**
4. Click **<Next>**. The **Tie-Up Reporting – FRA Reporting window** appears.
5. Verify the information in the **Train Activity** section is correct.
6. Click **<Next>**. The **Hours of Duty Certification** window appears.
7. Review the information. If it is correct, select the **I certify that the information I have entered is correct.** checkbox.
8. Click **<Finish>**.

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### Scenario: Reporting a Call and Release

The screenshots show a completed example based on the scenario.

Engineer **S.A. Wakley** is called to take the train **LMW63** from **MUNCIE (KX010)** to **KANSAS CITY (MX283)**. Upon arrival, he is told that the train is not ready, and he is released. He must complete a tie-up because he is at his on-duty reporting location.

**Tie-Up Reporting - Secondary** Standard Tie-Up

WAKLEY, SA as ENGINEER on Train LMW63 14  
started from **KX010(MUNCIE)** on 08/14/14 06:45 CDT

Did you depart the terminal?  Yes  No **1**

[Update power consist reporting](#)

<Back **Next>** **2** Exit

**Tie-Up Reporting - Secondary** Standard Tie-Up

WAKLEY, SA as ENGINEER on Train LMW63 14  
started from **KX010(MUNCIE)** on 08/14/14 06:45 CDT

Did you depart the terminal?  Yes  No

**Was your call cancelled after reporting for work?**  Yes  No **3**

Did you take charge of power/train?  Yes  No

[Update power consist reporting](#)

<Back **Next>** **4** Exit

**Tie-Up Reporting - FRA Reporting** Standard Tie-Up

WAKLEY, SA as ENGINEER on Train LMW63 14  
started from **KX010(MUNCIE)** on 08/14/14 06:45 CDT  
Previous Time Off: 99:59

Train Activity

Previous Time Off	Train Symbol	Day	Location	Date	Time	Location	Date	Time	Location	Date	Time
99:59	LMW63	14	MX283	08/14	06:45	MX283	08/14	09:39	MX283	08/14	09:39

**5** Verify the information in the Train Activity section.

Other Activity

Previous Time Off	Activity	Mode of Transport	Location	Date	Time	Location	Date	Time	Comments
HH:MM			Location	MM/DD	HH:MM	Location	MM/DD	HH:MM	Comments

<Back **Next>** **6** Exit