

Hours of Service Reporting: Deadheads to Work at an Outlying Location

Quick Reference Guide



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& Implementation Services*

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

Overview

The correct reporting of a deadhead to and/or from covered service assignments is required to achieve accurate Hours of Duty Reporting that is compliant with the Rail Safety Improvement Act (RSIA).

A scenario is provided on the next page demonstrating how to report deadheads to work at an outlying location.

Report Deadheads to Work at an Outlying Location

Deadheads are reported on the first line in the **Other Activity** section on the **Tie-Up Reporting – FRA Reporting** window.

1. In the **Other Activity** section, click **<Add>**.
2. Enter the **Previous Time Off** from the Header section.
3. Select **DH** for Deadhead from the **Activity** dropdown.
4. Select one of the following from the **Mode of Transport** dropdown:
 - X - Limo/Taxi
 - W - Walk-in
 - A - Personal Automobile
 - T - Train
 - B - Commercial Bus
 - P - Plane
5. In the **Activity Start** area, enter the Location Code where the deadhead started, and the **Date** and **Time** when the deadhead started.
6. In the **Activity End** area, enter the Location Code where the deadhead ended, and the final release **Date** and **Time**.
7. Enter a comment if applicable.
8. If you need to add additional activities or deadheads, repeat steps 1 through 7.
9. Click **<Next>**. The **Hours of Duty Certification** window appears.
10. Review the information. If it is correct, select the **I certify that the information I have entered is correct.** checkbox.
11. Click **<Finish>**.

Note: Never report deadheads in the Train Activity section.

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Scenario: Reporting Deadhead to Work at Outlying Location

The screenshot shows a completed example based on the scenario.

On March 14th, Engineer **R.K. Legan** received a further notice call for **05:45** to deadhead combined service to **MUNCIE (KX010)** for the **06:00 LMW63 14**. His prior time off before commencing this tour of duty at **KANSAS CITY (MX283)** was **12:02**. He started his tour of duty at **MX283** at **05:45** and deadheaded to **KX010** for a **06:00** arrival on the job. He started work on the **LMW63** at **06:00** and worked until he went dead on his hours of service at **17:45**. He was then deadheaded to **MUNCIE** from **BONNER SPRINGS** by taxi from **17:45** to **18:43**.

Tie-Up Reporting - FRA Reporting
Delayed Reporting

LEGAN, RK as ENGINEER on Train LMW63 14
started from KX010(MUNCIE) on 03/14/14 06:00 CDT
Previous Time Off: 12:02

Train Activity

Previous Time Off	Train Symbol	Day	Started Duty			Relieved			Released		
Time	Symbol	Day	Location	Date	Time	Location	Date	Time	Location	Date	Time
12:02	LMW63	14	KX010	03/14	06:00	KX018	03/14	17:45	KX010	03/14	18:43

Other Activity

Previous Time Off	Activity	Mode of Transport	Activity Start			Activity End			Comments
Time	Activity	Transport	Location	Date	Time	Location	Date	Time	Comments
12:02	DH	A	mx283	03/14	05:45	KX010	03/14	06:00	deadhead to outlying pt
00:00	DH	X	kx018	03/14	17:45	kx010	03/14	18:43	deadhead to tieup

Never report Deadheads in the Train Activity section.

The following entries were made in the **Other Activity** section:

- 1 **Line 1.** He enters a deadhead activity (DH) by entering his previous time off (12:02) and showing he drove his personal auto (A) from **KANCITY (MX283)** at **05:45** and arrived at to work on the **LMW63** in **MUNCIE (KX010)** at **06:00**. He also adds a comment (**deadhead to outlying pt**).
- 2 **Line 2.** He enters a deadhead activity (DH) showing that once his hours of service were completed at **17:45**. He went by taxi (X) back to **MUNCIE (KX010)** from **BONNER SPRINGS (KX018)** where he arrived at **18:43**. He also adds a comment (**deadhead to tieup**).