

# Hours of Service Reporting: Deadhead within a Tour of Duty

## Quick Reference Guide



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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 a deadhead within a tour of duty.

### Report a Deadhead within a Tour of Duty

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 activity started.
6. In the **Activity End** area, enter the **Location Code** where the deadhead ended, and the final release **Date** and **Time**.
7. Type 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 a Deadhead within a Tour of Duty

The screenshot shows a completed example based on the scenario.

Engineer **C.T. Jones** was called for the **GEWWSF 09** at **00:20** at **PROVISO (NZ021)**. He deadheaded and took a limo from **PROVISO (NZ021)** at **00:20** to **WEST CHICAGO (NZ030)** at **01:00**. He then worked the **GEWWSF 09** at **WEST CHICAGO (NZ030)** from **1:00** to **12:20**, where he expired on his hours of service. He then deadheaded in a taxi from **CHICAGO (NZ030)** at **12:20** back to **PROVISO (NZ021)** at **12:56**.

**Tie-Up Reporting - FRA Reporting** Delayed Reporting

JONES, CT as ENGINEER on Train GEWWSF 09  
started from **NZ021 (PROVISO)** on 03/14/14 00:20 CDT  
Previous Time Off: 12:19

Never report Deadheads in the Train Activity section.

**Train Activity**

Previous Time Off	Train Symbol	Day	Started Duty			Relieved			Released		
			Location	Date	Time	Location	Date	Time	Location	Date	Time
00:00	GEWWSF	09	NZ030	03/14	01:00	NZ030	03/14	12:20	NZ021	03/14	12:56

**Add**

**Other Activity**

Previous Time Off	Activity	Mode of Transport	Activity Start			Activity End			Comments
			Location	Date	Time	Location	Date	Time	
12:19	DH	X	NZ021	03/14	00:20	NZ030	03/14	01:00	DEADHEAD TO TRAIN
2 00:00	DH	X	NZ030	03/14	12:20	NZ021	03/14	12:56	DEADHEAD FROM TRAIN

**Add**

< Back    Next >    Exit

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 (12:19), his mode of transport by limo (X), his home terminal (NZ021), the date (03/14) and time (00:20) he left, the location he is traveling to (NZ030), and the date (03/14) and time (01:00) he arrived. He also adds a comment (Deadhead to train).
- 2 **Line 2.** He enters a deadhead activity (DH) by entering his mode of transport by limo (X), the location he is traveling from (NZ030), the date (03/14) and time (12:20) he left the location he is traveling to (NZ021), the date (03/14) and time (12:56) he arrived. He also adds a comment (Deadhead from train).