Hours of Service Reporting:
Multiple Trains Worked with Deadheads
Quick Reference Guide

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

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Overview

The correct reporting of deadheads is required to achieve accurate Hours of Duty Reporting that is compliant with the Rail Safety Improvement Act (RSIA).

Report multiple trains with deadheads in a tour of duty on the **Tie-Up Reporting – FRA Reporting** window.

A scenario is provided on the next pages demonstrating how to enter multiple trains worked with deadheads.

Report Deadheads

For each deadhead, the activity is reported in the **Other Activity** section.

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 options 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 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.** check box.
11. Click <**Finish**>.

Report Train Activity

For each train, the activity is reported in the **Train Activity** section.

1. In the **Train Activity** section, click <**Add**>.
2. Leave the **Previous Time Off** as 00:00.
3. Type the **Train Symbol** and **Day**.
4. In the **Started Duty** area, enter the **Location Code** where the train was picked up and the **Date** and **Time** when the train was picked up.
5. In the **Relieved** area, enter the **Location Code** where the train was relieved and the **Date** and **Time** when the train was relieved.
6. In the **Released** area, enter the **Location Code** where the train was released and the **Date** and **Time** when the train was released.

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Scenario: Multiple Trains Worked with Deadheads
The following pages provide a scenario with completed screenshots.

Train 1: On August 14th, Engineer D. Banks was called to report for duty at **00:30** at **TUCSON (SP317)** for Hours of Service Relief on multiple trains. His prior time off, before commencing this duty tour at **TUCSON (SP317)** was **99:59**. After reporting for duty the crew was instructed to take a limo to location **SP313**, pick-up the **MTUKC13**, and return to **TUSCON**. The crew arrived at the train at **01:00** and departed for **TUCSON** at **01:15**. Upon the train's arrival at **TUCSON**, Banks went to the yard office and completed his paper work at **1:30**. He then noted that this would be his relieved and released time for the **MTUKC13**.

The following entries were made:

1 **Line 1.** In the **Other Activity** section, he enters a deadhead activity (**DH)** by entering his previous time off (**99:59**), his mode of transport by limo (**X**), the location where he started (**SP317**), the date (**08/14**) and time (**00:30**) he left, the location he is traveling to (**SP313**), and the date (**08/14**) and time (**01:00**) he arrived.

2 **Line 2. Information on this line defaults from the system. Information is reviewed and changed if needed.** In the **Train Activity** section, the following information appears: **0:00** in the **Started Duty** fields, the Train Symbol (**MTUKC**) and Day (**13**), where he picked up the train (**SP313**), and the date (**08/14**) and time (**1:00**) he got on the train. In the **Relieved** and **Released** fields, the same information appears which is the location where he got off the train (**SP317**) and the date (**08/14**) and time (**1:30**) he got off the train.

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Train 2: Banks then called the train dispatcher and was instructed to limo to **WILMOT** (**SP306**) for HOS Relief on the **MTUEP13**. The crew took a limo at **01:30**; they arrived at the train at **02:30** departing **WILMOT (SP306)** at **02:45**. At **03:00**, the crew arrived at **WILMOT** with the **MTUEP13** yarded the train. Banks reports a relieved and released time of **04:00**.

Tie-Up Reporting - FRA Reporting   Standard Tie-Up

BANKS, D as ENGINEER on Train MULTIPL13
started from **SP317 (TUCSON)** ∨ on 08/14/14 00:30 MDT
Previous Time Off: 99:59

Train Activity

Previous Time Off	Train Symbol	Day	Started Duty Location	Date	Time	Relieved Location	Date	Time	Released Location	Date	Time
00:00	MTUKC	13	SP313	08/14	01:00	SP317	08/14	01:30	SP317	08/14	01:30
④ 00:00	MTUEP	13	SP306	08/14	02:30	SP317	08/14	04:00	SP317	08/14	04:00

Add

Other Activity

Previous Time Off	Mode of Activity	Transport	Activity Start Location	Date	Time	Activity End Location	Date	Time	Comments
99:59	DH ▼	X ▼	SP317	08/14	00:30	SP313	08/14	01:00	DH TO TRAIN
③ 00:00	DH ▼	X ▼	SP317	08/14	01:30	SP306	08/14	02:30	DH TO TRAIN

Add

<Back   Next>   Exit

The following entries were made:

③ Line 3. In the **Other Activity** section, he enters a deadhead activity (**DH**) by entering his previous time off (**00:00**), his mode of transport by limo (**X**), the location where he started (**SP317**), the date (**08/14**) and time (**01:30**) he left, the location he is traveling to (**SP306**), and date (**08/14**) and time (**02:30**) he arrived. He also adds a comment (**DH to train**).

④ Line 4. In the **Train Activity** section, in the **Started Duty** fields, he enters **0:00** for previous time off, the Train Symbol (**MTUEP**) and Day (**13**), where he picked up the train (**SP306**), and the date (**08/14**) and time (**2:30**) he got on the train. He enters the same information in the **Relieved** and **Released** fields — the location where he got off the train (**SP317**), and the date (**08/14**) and time (**4:00**) he got off the train.

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Train 3: Banks then called the train dispatcher and was instructed to limo to **VAIL XOVERS** (**SP301**) for HOS Relief on the **MEPTU13**. The crew took a limo at 04:00, and they arrived at the train at 05:00, departing **VAIL XOVERS** (**SP301**) at 05:15. At 07:30, the crew arrived at **TUCSON** with the **MEPTU13**, yarded the train, walked into the yard office to complete their Administrative Duties, and were then instructed to tie-up. Banks reported a relieved and released time of **07:50**.

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

BANKS, D as ENGINEER on Train MULTIPL13
started from **SP317 (TUCSON)** ˅ on 08/14/14 00:30 MDT
Previous Time Off: 99:59

Train Activity

Previous	Train			Started Duty			Relieved			Released		
Time Off	Symbol	Day		Location	Date	Time	Location	Date	Time	Location	Date	Time
00:00	MTUKC	13		SP313	08/14	01:00	SP317	08/14	01:30	SP317	08/14	01:30
00:00	MTUEP	13		SP306	08/14	02:30	SP317	08/14	04:00	SP317	08/14	04:00
⑥ 00:00	MEPTU	13		SP301	08/14	05:00	SP317	08/14	07:50	SP317	08/14	07:50

Add

Other Activity

Previous		Mode of	Activity Start			Activity End			
Time Off	Activity	Transport	Location	Date	Time	Location	Date	Time	Comments
99:59	DH ▼	X ▼	SP317	08/14	00:30	SP313	08/14	01:00	DH TO TRAIN
00:00	DH ▼	X ▼	SP317	08/14	01:30	SP306	08/14	02:30	DH TO TRAIN
⑤ 00:00	DH ▼	X ▼	SP317	08/14	04:00	SP301	08/14	05:00	DH TO TRAIN

Add

[<Back]   [Next>]   [Exit]

The following entries were made:

⑤ **Line 5.** In the **Other Activity** section, he enters a deadhead activity (**DH)** by entering his previous time off (**00:00**), his mode of transport by limo (**X**), the location where he started (**SP317**), the date (**08/14**) and time (**04:00**) he left, the location he is traveling to (**SP301**), and date (**08/14**) and time (**05:00**) he arrived. He also adds a comment (**DH to Train)**.

⑥ **Line 6.** In the **Train Activity** section, for the **Started Duty** fields, he enters **0:00** for previous time off, the Train Symbol (**MEPTU**) and Day (**13**), where he picked up the train (**SP301**), and the date (**08/14**) and time (**5:00**) he got on the train. He enters the same information in the **Relieved** and **Released** fields — the location where he got off the train (**SP317**), and the date (**08/14**) and time (**7:50**) he got off the train.