

Hours of Service Reporting: Terminal-to-Terminal Deadheads

Quick Reference Guide



BUILDING AMERICA™

*Instructional Technologies
& 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 a terminal-to-terminal deadhead.

Report Terminal-to-Terminal Deadheads

Terminal-to-terminal 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 modes of transportation 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**. This begins the Statutory Off-Duty Period.
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.** checkbox.
11. Click **<Finish>**.

Note: Never report deadheads in the Train Activity section.

Hours of Service Reporting: Terminal-to-Terminal Deadheads

Quick Reference Guide



BUILDING AMERICA™

Instructional Technologies
& Implementation Services

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

Scenario: Reporting Terminal-to-Terminal Deadhead

The screenshot shows a completed example based on the scenario.

On August 14th, Conductor **L.C. Moore** was called to **TP860** at **06:00** to deadhead by plane from his away-from-home terminal at **EI Paso (TP860)** to his home terminal **TUCSON (SP317)**, with no service involved. His final release time was **08:15**.

Tie-Up Reporting - FRA Reporting Standard Tie-Up

MOORE, LC as ENGINEER on Train DH30DM 14
started from **TP860(ELPASO)** on 08/14/14 06:00 MDT
Previous Time Off: 18:31

Never report Deadheads in the **Train Activity** section.

Train Activity

Previous Time Off	Train Symbol	Day	Started Duty Location	Date	Time	Relieved Location	Date	Time	Released Location	Date	Time
HH:MM	Symbol	Day	Location	MM/DD	HH:MM	Location	MM/DD	HH:MM	Location	MM/DD	HH:MM

Add

Other Activity

Previous Time Off	Activity	Mode of Transport	Activity Start Location	Date	Time	Activity End Location	Date	Time	Comments
18:31	DH	P	TP860	08/14	06:00	SP317	08/14	08:15	Deadhead home

Add

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 (**18:31**), his mode of transport by plane (**P**), his away-from-home terminal (**TP860**), the date (**08/14**) and time (**06:00**) he left, the location he is traveling to, his home terminal (**SP317**), and date (**08/14**) and time (**08:15**) he arrived. He also adds a comment (**Deadhead home**).