

Hours of Service Reporting: Training and Testing Activities Quick Reference Guide



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

Overview

To achieve accurate Hours of Service Reports in compliance with the Railroad Safety Improvement Act (RSIA), any non-covered service activity that happens at the behest of Union Pacific Railroad must have a Tie-Up and FRA Hours of Duty Reporting completed by the employee at the end of service. Non-covered service includes, but is not limited to, rules classes, safety blitz training, simulator training, random or statutory drug/alcohol testing, etc.

Scenarios are provided on the next pages demonstrating how to enter training and testing activities. Scenarios B and C include entering a training activity and a deadhead at an outlying location. For more information on entering a deadhead, refer to the [Hours of Service Reporting: Deadheads to Work at an Outlying Location Quick Reference Guide](#).

Report Training and Testing Activities

Training and testing activities are reported 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 one of the following activities from the **Activity** dropdown:
 - **TN** – Training, Simulator, or Safety Blitz course
 - **TS** – Random or statutory drug and/or alcohol test
4. Leave the **Mode of Transport** blank.
5. In the **Activity Start** area, enter the Location Code where the activity started, and the **Date** and **Time** when the activity started.
6. In the **Activity End** area, enter the Location Code where the activity ended, and the final release **Date** and **Time**.
7. Enter a comment if applicable.
8. If you need to add additional activities, repeat steps 1 through 7.
9. Click **<Next>**. The **Hours of Duty Certification** window appears.
10. Review the information. If it is correct, check the **I certify that the information I have entered is correct.** checkbox.
11. Click **<Finish>**.

Note: Never report training or testing activities in the Train Activity section.

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Scenario A: Reporting a Rules Training Class

The screenshot shows a completed example based on the scenario.

On August 14th Engineer **L.C. Moore** attended a **Rules** class in **EL PASO (TP860)**, and was placed on-duty at **08:00**. The class ended at **16:00**. At the end of his class, he completed a Tie-up and Hours of Duty Activity Report.

Tie-Up Reporting - FRA Reporting Standard Tie-Up

MOORE, LC as ENGINEER on Train RULES03 14
started from **TP860(ELPASO)** on **08/14/14** 08:00 MDT
Previous Time Off: 12:10

Train Activity

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

Never report training and testing activities in the **Train Activity** section.

Other Activity

Previous	Mode of		Activity Start			Activity End			Comments
Time Off	Activity	Transport	Location	Date	Time	Location	Date	Time	
12:10	TS		TP860	08/14	08:00	TP860	08/14	16:00	Rules Class

Leave blank.

<Back Next> Exit

The following entry was made in the **Other Activity** section:

- 1 **Line 1.** He enters a training activity (**TS**) by entering his previous time off (**12:10**), the location of the training (**TP860**), the date (**08/14**) and time (**08:00**) the training started, the location (**TP860**), and the date (**08/14**) and time (**16:00**) the training ended. He also adds a comment (**Rules Class**).

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Scenario B: Reporting Deadhead to and from Simulator

The screenshot shows a completed example based on the scenario.

On August 14th, Engineer **K.D Butler** goes to a **Simulator** class in **KANCITY (MX283)** that starts at **08:00**. His home is terminal **ATCHISON (O 048)**. He travels by personal auto. He was placed on duty at **8:00**. The **Simulator** class lasts from **08:00 to 16:00**. He leaves **KANCITY** at **16:00** and travels by personal auto back to **ATCHISON**. He arrives at **17:30**.

Tie-Up Reporting - FRA Reporting Standard Tie-Up

K.D. BUTLER as **ENGINEER** on Train **SIMUL0814**
started from **KANSAS CITY (MX283)** on **08/14/14 08:00 EST**
Previous Time Off: **24:30**

Never report training and testing activities 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

Add

Other Activity

Previous Time Off	Activity	Mode of Transport	Activity Start Location	Date	Time	Activity End Location	Date	Time	Comments
1 24:30	DH	A	O 048	08/14	06:30	MX283	08/14	08:00	auto DH to class
2 00:00	TN		MX283	08/14	08:00	MX283	08/14	16:00	simulator class
3 00:00	DH	A	MX283	08/14	16:00	O 048	08/14	17:30	auto DH from class home

Add

Leave blank.

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 (24:30), his mode of transport (A), his home terminal (O 048), the date (08/14) and time (06:30) he left, the location he is traveling to (MX283), and the date (08/14) and time (16:00) he arrived. He also adds a comment (auto DH to class).
- 2 **Line 2.** He enters a training activity (TN) by entering the location of the training (MX283), the date (08/14) and time (08:00) the training started, the location (MX283), and the date (08/14) and time (16:00) the training ended. He also adds a comment (simulator class).
- 3 **Line 3.** He enters a deadhead activity (DH) by entering his mode of transport (A), the location he is leaving from (MX283), the date (08/14) and time (06:30) he left, his home terminal (O 048), and the date (08/14) and time (17:30) he arrived. He also adds a comment (auto DH to from class home).

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Scenario C: Reporting Training/Testing with Deadhead

The screenshot shows a completed example based on the scenario.

On August 18th, Engineer R.J. Fordham goes to a **Rules** class at **07:00** in **KANCITY (MX283)**. His home terminal is **ATCHISON (O 048)**. He travels by personal auto. He was placed on duty at **06:00**. The **Rules** class lasts from **07:00** to **16:00**. He then leaves **KANCITY** at **16:00** and travels by car back to **ATCHISON**. He arrives at **17:03**.

Tie-Up Reporting - FRA Reporting Standard Tie-Up

FORDHAM, RJ as TRAINING on Train RULE85 18
started from MX283 (KANCITY) on 08/18/14 06:00 CD
Previous Time Off: 91:07

Never report training and testing activities in the Train Activity section.

Train Activity

Previous Time Off	Train Symbol	Day	Location	Date	Time	Location	Date	Time	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	Location	Date	Time	Location	Date	Time	Comments
91:07	DH	A	O 048	08/18	06:00	MX283	08/18	07:00	deadhead for rules class
00:00	TS		MX283	08/18	07:00	MX283	08/18	16:00	rules class
00:00	DH	A	MX283	08/18	16:00	O 048	08/18	17:03	deadhead home by auto

Leave blank.

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 (91:07), his mode of transport (A), his home terminal (O 048), the date (08/18) and time (06:00) he left, the location he is traveling to (MX283), and the date (08/18) and time (07:00) he arrived. He also adds a comment (deadhead for rules class).
- 2 **Line 2.** He enters a training activity (TS) by entering the location of the training (MX283), the date (08/18) and time (07:00) the training started, the location (MX283), and the date (08/18) and time (16:00) the training ended. He also adds a comment (rules class).
- 3 **Line 3.** He enters a deadhead activity (DH) by entering his mode of transport (A), the location he is leaving from (MX283), the date (08/18) and time (16:00) he left, his home terminal (O 048), and date (08/18) and time (17:03) he arrived. He also adds a comment (deadhead home by auto).