

BUILDING AMERICA"

Instructional Technologies & Implementation Services

For assistance, please contact <u>O</u>nline <u>System Services at 544-5555</u> (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 <u>Hours of Service Reporting: Deadheads to Work at an</u> <u>Outlying Location Quick Reference Guide</u>.

### **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 14<sup>th</sup> 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.

Train Activit	ty	Reporting	N starte	400RE, LC d from TP8 P	as ENGINE 60(ELPASO Previous Tin	ER on Train   ) ~ on 08/14 ne Off: 12:10	RULES03 14 4/14 08:00	мот	Never rep esting ac <b>Frain Act</b>	sta port train tivities t <b>ivity</b> se	ning and in the ection.
Previous	Tra	in		Started D	ity		Relieved	<u> </u>		Released	
Time Off	Symbol	Day	Location	n Date	Time	Location	Date	Time	Location	Date	Time
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				. 1 1							<u>A</u> dd
Other Activi	ity		_eave t	olank.							<u>A</u> dd
Other Activi	ity M	lode_of	eave t	olank. tivity Start		Ac	tivity End				Add
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Other Activit Previous Time Off 12:10	Activity Tr	lode of ansport	eave k	olank. tivity Start Date 08/14	time 08:00	Location TP860	Date 08/14	<b>Time</b> 16:00	Ç Rules Class	omments	<u>A</u> dd
Other Activity Previous Time Off 12:10	ity Activity Tr TS	lode of ansport L	eave to Ac	olank. tivity Start Date 08/14	Time 08:00	Action TP860	Date 08/14	<b>Time</b> 16:00	Ç Rules Class	omments	Add

The following entry was made in the Other Activity section:

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 14<sup>th</sup>, 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**.

Frain Activit	tv		K started from	.D. BUTLEI Kansas (	R as ENGIN CITY (MX283 Previous Ti	IEER on Train )	SIMUL0814 4/14 08:0	4 IN EST	Never rep esting ac Frain Act	oort trair tivities i t <b>ivity</b> se	ing an n the ction.	
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Time Off	Symbo	nain Da	v Location	Started Duty			Relieved			Released		
Other Activi	ity										<u>A</u> dd	
Previous		Mode of	Act	Activity Start			tivity End					
Time Off	Activity	Fransport	Location	Date	Time	Location	Date	Time	ç	omments		
24:30	DH 💌	A 💌	0 048	08/14	06:30	MX283	08/14	08:00	auto DH to cl	855	*	
00:00			MX283	08/14	08:00	MX283	08/14	16:00	simulator clas	s	*	
											· ·	
00:00	ОН 🔻	A 💌	MX283	08/14	16:00	O 048	08/14	17:30	auto DH from	class home	-	
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<b>6:00</b> ) the	e trainin	g ende	d. He also	o adds	a comr	nent ( <b>sin</b>	nulator	class)	•			



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#### Scenario C: Reporting Training/Testing with Deadhead

The screenshot shows a completed example based on the scenario.

On August 18<sup>th</sup>, 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**.

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	Time Off	Activity	Transp	ort L	ocation	Date	Time	Location	Date	Time	ç	omments		
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i- e: da	i <b>ne 3.</b> He aving fro ate ( <b>08/</b> 1	e enter om ( <b>M)</b> I <b>8</b> ) and	rs a de <b>X283</b> ) I time	eadh , the ( <b>17:</b>	ead ac date ( <b>0</b> 03) he	ctivity ( <b>[</b> 08/18) a arrived	<b>DH</b> ) by e and time I. He als	entering e ( <b>16:00</b> so adds a	his moo ) he left a comm	de of tra , his ho nent ( <b>de</b>	nsport ( <b>/</b> me termi a <b>dhead</b>	A), the lo nal ( <b>O 0</b> home b	ocation 148), an by auto	