

QUICK GUIDE (Page 1)

Time Table Train Order Operation (TTTO)

UNLESS YOUR ENTIRE MOVEMENT IS WITHIN YARD LIMITS, YOU MUST HAVE A CLEARANCE CARD TO DEPART YOUR INITIAL TERMINAL, INITIAL STATION WHEN CHANGING SUBDIVISIONS (I.E. APPLETON) AND ANY STATION WHERE A TRAIN ORDER SIGNAL IS DISPLAYING STOP (RED).

HAS A TRAIN ORDER BEEN ISSUED TO YOU?

↓
YES: Train order instructions supersede the timetable. Obey the train order with regard to the trains mentioned **AND** operate according to the following below.

↓
NO: Operate according to the following below.

IS YOUR TRAIN A REGULAR TRAIN (LISTED IN THE TIMETABLE)?

↓
YES: According to the timetable, what class is your train?

FIRST CLASS, in superior timetable direction

- First Class trains moving in the same direction have equal superiority.
- You are superior to all other trains in both directions.

FIRST CLASS, in inferior timetable direction

- You are required to clear opposing First Class trains.
- First Class trains moving in the same direction have equal superiority.
- You are superior to all other trains in both directions.

SECOND CLASS, in superior timetable direction

- Clear First Class trains in both directions.
- You are superior to opposing trains other than First Class trains.
- Second and Third Class trains and Extra Trains in the same direction are equal in superiority.

SECOND CLASS, in inferior timetable direction

- Clear First Class trains in both directions.
- Clear opposing Second Class trains.
- You are superior to opposing Third Class trains and opposing trains.
- Second and Third Class trains and Extra Trains in the same direction are equal in superiority.

THIRD CLASS, in superior timetable direction

- Clear First Class trains in both directions.
- Clear opposing Second Class trains.
- You are superior to opposing Third Class trains and opposing Extra Trains.
- Second and Third Class trains and Extra Trains in the same direction are equal in superiority.

THIRD CLASS, in inferior timetable direction

- Clear First Class trains in both directions.
- Clear opposing Second and Third Class trains.
- You are superior to opposing Extra Trains.
- All other trains in the same direction are equal in superiority.

→ **NO:** You are operating an Extra Train

- To operate on single main track, you must have a train order authorizing your train to "....run extra ____ to ____"
- Clear First Class trains in both directions.
- Clear opposing Second and Third Class trains.
- All other trains in the same direction are equal in superiority.
- Train orders will govern your movement with regard to opposing Extra Trains.

NOTE: Trains or engines operating entirely in Yard Limits do not require train orders.

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REPORTING FOR DUTY AT INITIAL TERMINAL

- Pick up your orders/clearance from the appropriate mailbox slot near the Operator.
- Make sure any car cards match your train.
- Make sure engine cards have an FRA daily inspection dated on current calendar day.
- Check timetable to determine if you need to wait for any superior trains. Check the train register to determine if any superior trains due in the past twelve hours have arrived. NOTE: At Tavail, your clearance will provide information regarding arrival of superior trains, as there is no register there.
- If your train is scheduled, you may not depart any station ahead of the published time in the timetable.
- You should have a message attached to your Clearance Form indicating what work your train is supposed to do. Other messages may be attached with additional instructions.

UPON LEAVING YOUR INITIAL TERMINAL

- Fill out an entry in the train register for that terminal (note: no register at Tavail).
- "OS" out of the terminal to the dispatcher.
- Ensure any turnouts are returned to normal (main track) position.

APPROACHING A TRAIN ORDER STATION

- Train order stations have triangular color-light signals.
- If GREEN in your direction of travel, you may proceed, as long as your orders do not state that you must stop there. If the station is open, "OS" by once the end of your train passes the agent/operator's office.
- If RED in your direction of travel, you must not leave the station without obtaining a clearance (orders may or may not be attached). "OS" by once the end of your train passes the agent/operator's office.
- IF the train order station has a register, follow timetable instructions as to whether or not an entry must be made.

UPON REACHING A MEETING POINT

Meeting points are determined either by being arranged in a train order, or by your decision that you need to get out of the way of a superior train.

- The inferior train takes the siding unless a train order indicates otherwise. Switches are lined manually, so make sure you stop for your head brakeman to get off and your rear brakeman to get back on when they line the turnouts.
- After switch is lined back for the main, turn your headlight OFF. This indicates you are clear of main track.
- If meeting location is at an open train order station be sure to "OS" in and out.

HOW TO "OS" A TRAIN

- "OS" is a verb, slang for "on sheet" – dispatcher record of train movements.
- Determine that the train order station is actually open – refer to timetable.
- Pick up the phone and wait for a break in the communication, then say "OS [station name]". Reply when the dispatcher answers:
- Train passing through without stopping, "[train designation] by at [time]"
- Train stopping to work the station, "[train designation] in at [time]"
- Train leaving after doing work, "[train designation] out at [time] with [#] cars"
- "Train designation" is either the train number (for regular trains) such as "Number 400" or for extra trains, it is the word "Extra" followed by the lead engine number, and the direction of travel, such as "Extra 4559 West". If a work extra (working in both directions), then the designation is "Work Extra [Engine Number]".

UPON ARRIVING FINAL TERMINAL

- Make a train register entry of your arrival (except Tavail which has no register).
- "OS" arrival of your train.
- Hand car cards to Yardmaster (if applicable) or leave the packet physically with the train.

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Car Card and Waybill System

RR/No.	CNW 163104
AAR Class	XM
Desc	50' Box Car
EMPTY CAR	
Routing Zone: 11	
ZTS	11-703-95
To	LEICHT TRANSFER
Station	GREEN BAY

CAR CARD

Every freight car that can be picked up or delivered to a customer on the Fox River Division has a car card. This card must travel with the railcar at all times and is stored in a *station bin* on the fascia when the car is not moving in a train.

- **RR/No.** – lists the railroad reporting mark and car number of the car.
- **AAR Class** – American Railroad Association Car Classification Code. Every type of car (box car, flat car, hopper, etc.) has it's own 1-3 letter code for equipment type identification.
- **Desc** – A simple description.
- **IF the car is EMPTY**, then additional visible rows appear. These are instructions for moving the car.
- **Routing Zone** – every station on the layout has a zone code. This is the station to where the car must be ultimately delivered.
- **ZTS** – Zone Track Spot code. **THE MOST IMPORTANT** piece of information on the card. Specifies exactly where to spot the car within a Zone, namely the track number and spot location on that track. ZTS locations are identified in maps mounted near each station.
- **To** – Customer Name
- **Station** – Name of the Station

WAYBILL

- Waybills are smaller pieces of paper that slide into the pocket of the car card, and hide the "empty" car routing information.
- Routing information is provided the same way as for a car card, however this identifies what is being carried in a loaded car.
- **NOTE:** Hazardous or flammable materials require special handling instructions, found inside the employee timetable.

WAYBILL	
Routing Zone: 12	
ZTS	12-710-95
To	RED OWL FOODS
Station	FORT HOWARD
Load	Perishables

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Using the NCE Cab06 Throttle



SELECTING YOUR ENGINE

A throttle must acquire a locomotive (or consist, if more than one locomotive is coupled together) in order for that throttle to control it.

- Push the numerical buttons to enter a 4-digit code corresponding to the locomotive number. If the number is less than four digits, enter zeros before the actual digits.
 - Engine 6874 would be entered 6-8-7-4
 - Engine 321 would be entered 0-3-2-1 and so on
 - When multiple locomotives are to be run together as a set, this is called a "consist". Enter the engine number for the LEAD locomotive in the direction of travel you wish to control. ALL engines in that consist will operate together.
- After entering the engine number, press "ENTER"
- After a few seconds (may take longer if all the throttles are being used simultaneously), a small red dot above the letter "F" in the display will light up. This means the engine is set to move "Forward" and has been acquired by the system.
- Pressing the "DIRECTION" key reverses the direction and the corresponding "F" (Forward), or "R" (Reverse) dot will light.
- Turning the knob starts the engine. Speed corresponds to the amount of knob travel. DO NOT move the engine like a bat out of hell. There is momentum programmed into the system, so the engines will behave will delay and inertia like a real locomotive. Be patient and take time to get used to how the engine or consist responds.
- Pressing a number activates a function that is listed on the engine card. Generally, "0" turns the headlight on/off, "1" rings the bell, and the "Horn" sounds the horn or whistle, logically enough. Other keys control the rotating rooftop beacon, classification lights, etc.
- Pressing "8" will mute the sound. Press again to restore.
- When releasing an engine at the end of your tour, "deselect" your engine or consist by selecting the engine "0".
 - SELECT - "0" - ENTER

MOST COMMON HORN SIGNALS

Long —. Short = 0

- Approaching crossing at grade: — — 0 —
- Release brakes, proceed forward: 0 0
- Release brakes, proceed back: 0 0 0
- Call attention to sections following: — 0 0

(Used to warn trains being met on single track that you are carrying signals for a following section.)

RINGING THE BELL

- Passing over a crossing at grade.
- Passing through a station.
- Immediately before moving engine (except in yard switching – that would get annoying).
- Moving within an engine shop area.

Classification Lights for Trains

Engines "carry signals" to signify their type

- No signals: regular train listed in timetable
- Green Signals: regular train with one or more following sections running on the same schedule
- White Signals: extra train