



Conductor Refresher Training –Passenger to Yard

For Conductors requesting Yard Refresher Training, the PRT recommends a program of up to 3 days of instruction. Employees that request refresher training will be compensated 8 hours per day. Mentors working their own assignment will be compensated 4 hours at straight time. Mentors who lose time will be made whole for lost earnings and receive an additional 4 hours at straight time.

1. A Conductor may submit a written request for refresher training to the Superintendent of their division. The Superintendent shall approve requests based on manpower and/or job availability.
2. Upon approval, the Conductor will be provided maps of the division yards. Training shall be scheduled at the discretion of the Superintendent.
3. Mentor assignment(s) will be coordinated by the General Chairman and the Superintendent. A specific Yard Assignment will be scheduled for one day of training on that assignment observing and participating in various yard specific tasks.

Topics to be covered shall include, at minimum:

- ∨ NORAC Operating Rules, Special Instructions & Safety Rules that relate to yard service
- ∨ Job briefing
- ∨ Equipment specific issues (compromise couplers, valve/brake locations, brake tests, connecting air hoses, truck cut out and how to pull emergency valve with locations ect)
- ∨ Communication between crew members (Reading drill slips, etc.)
- ∨ Securing equipment properly
- ∨ Radio channels and operating rules
- ∨ Leaving equipment in the clear-spotting trains
- ∨ Coupling and uncoupling all equipment-MU included dogging heads
- ∨ Three Step Protection taking and releasing
- ∨ Point protection / Shoving Movements
- ∨ How to read switches
- ∨ Occupying the switch
- ∨ Disable train rescue, movement of dead trains

*Upon completion of Refresher Training, the Mentor(s) will sign receipt acknowledging completion and forward to the Superintendent.