



Conductor Refresher Training –Yard to Passenger

For Conductors requesting Passenger Refresher Training, the PRT recommends a program of up to 2 days 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, Refresher/Revenue training shall be scheduled at the discretion of the Superintendent with a review of NORAAC rules, special instruction and safety rules that relates to passenger service.
3. Mentor assignment(s) will be coordinated by the General Chairman and the Superintendent. Specific Passenger Assignments will be scheduled for training on that particular assignment while observing and participating in various Passenger specific tasks.

Topics to be covered shall include, at minimum:

FOR CONDUCTORS

- ∨ Review all paperwork.
- ∨ SJB with engineer, rear break and ticket collectors on assignment specific duties
- ∨ Discuss current paperwork, bulletin order, restriction bulletin and supplemental bulletins.(i.e. track outages, restriction and obstruction).
- ∨ Go over en-route communication of changes in en-route conditions.
- ∨ Review schedule and yarding information
- ∨ Securing and clearing with train procedures
- ∨ Call dispatcher with train number, car and engine numbers and consist.
- ∨ Filling out 1155 Defect Form.

FOR REAR BRAKE

- ∇ Review paperwork and schedule with conductor.
- ∇ SJB with conductor as to rear brake duties.
- ∇ Setting up trains
 - 1) Flip seats
 - 2) Entering train number in computer
 - 3) Closing cars if needed
 - 4) Writing defects as Rear brake inspects train.
 - 5) Getting conductor car and engine numbers
 - 6) Proper brake test.

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