

# CREW CALLERS

## DAILY SUPPLEMENTAL LIST RULES

### EFFECTIVE 2015

1. DURING THE HOURS OF 10AM TO 8PM DAILY

HOBOKEN AND NEWARK TRAINMEN ARE INSTRUCTED TO CALL CREW CALLERS VOICE MAIL.

HOBOKEN #201-246-2982

NEWARK #201-246-2980

2. **1<sup>ST</sup> SHIFT AND 2<sup>ND</sup> SHIFT** ARE RESPONSIBLE TO CHECK THE VOICE MAIL AND ADD TRAINMEN NAMES TO THE DAILY SUPPLEMENTAL LIST IN TIME ORDER. **ONCE A WEEK ON SATURDAY ALL VOICE MAIL MUST BE DELETED.**

3. WHEN FILLING JOBS:

IF A TRAINMEN IS NOT RESTED OR QUALIFIED FOR AN ASSIGNMENT YOU MUST DOCUMENT CALL AND CONTINUE TO CALL THE NEXT TRAINMEN ON THE LIST. REVERTING BACK TO SAID TRAINMEN ONCE RESTED OR QUALIFIED.

3<sup>RD</sup> SHIFT CREW CALLER MUST ADVISE 1<sup>ST</sup> SHIFT CREW CALLER THE LAST TRAINMEN CALLED

1<sup>ST</sup> SHIFT CREW CALLER WILL CONTINUE TO CALL THE NEXT TRAINMEN ON THE LIST.

ONCE THE LAST TRAINMEN ON THE LIST IS CALLED IF NEEDED START OVER FROM THE BEGINNING OF THE LIST

4. TRAINMEN ON 2<sup>ND</sup> RELIEF DAY WHO WAS CALLED FOR AN EARLIER ASSIGNMENT WITH NO RESPONSE

AND THEN ARE CALLED FOR A LATER ASSIGNMENT MUST BE RESTED TO WORK THEIR ASSIGNMENT THE NEXT DAY.

UNLESS DUE TO **NEEDS OF SERVICE** TRAINMEN MAY BE CALLED TO REAR BRAKE OR CONDUCT AN ASSIGNMENT.

CREW CALLER WILL POST THEIR ASSIGNMENT NOT RESTED ONE DAY ONLY.

TRAINMEN CAN BE USED TO WORK ON MUST FILL ASSIGNMENTS ONLY AFTER THEIR REST TIME.