

Hours of Service Reporting: Call and Release on Tie Up Quick Reference Guide



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For assistance, please contact Online System Services at 544-5555 (Opt.1, Opt.2) Instructional Technologies & Implementation Services

Overview

Call and release occurs when an employee is called to Report-for-Duty time, and then is released from the requirement **PRIOR** to the Report-for-Duty time (49 USC Chapter 211[OPAI-98-01] Hours of Service).

A Call and Release is reported when notification is accepted upon arrival to the job start location but prior to job start time or when the call has been "busted." See chart below for more help on Call and Release.

If an employee is notified at their place of rest, it is considered an incidental call. As long as the employee was rested when called, no additional rest is required (unless otherwise noted by the CBA).

The following information and screenshots shown on the next two pages demonstrate how an employee should report a Call and Release on a tie-up.

Reporting a Call and Release on Tie Up

An employee is called to take the TESTER/03 from SP317 to SP149. Upon arrival, he is told that the train is not ready, and he is released. The employee must complete a tie-up because he is at his on-duty reporting location.

PLEASE INDICATE YES/NO

TRAIN Tie Up SP317 TESTTER 03

You Are Reporting Tie-up Information For Job TESTTER 03

This Job Originated at SP317 WITH A JOB START TIME OF 10/02 22:00

YOU ARE NOT TIED UP UNTIL FRA CERTIFICATION IS COMPLETED

The CON Was Employee Name Here Duty At 23:00

Did You Depart The Terminal? Yes No

Were You Called And Released? Yes No

Did You Take Charge Of Power/Train? Yes No

Access the web tie-up normally and answer the questions:

Did you depart the terminal? **N**

Were you called and released? **Y**

Did you take charge of power/train?

Any Employee Who Completes A Daily Locomotive Inspection Must Complete Electronic Daily Inspection Form. Required Compliance 49CFR229.21

IF A CREW MEMBER IS INCORRECT, YOU MUST CALL YOUR CREW DISPATCHER

Update

Screen Capture

Exit Screen

Indicate Yes/No for Route Correction.

INDICATE YES/NO FOR ROUTE CORRECTION

TRAIN TIE UP SP317 TESTTER 03 - ON DUTY 10/02/12 - 23:00

You Are Not Tied Up Until FRA Certification Is Completed

- YOUR CURRENT DESTINATION IS: SP317

SP317

- Is The Route And Run Miles Information Correct : Yes No

Route:

Route Code: T Run Miles: 161

Update

Screen Capture

Exit Screen

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Call and Release

Confirm the rest time, and if additional rest is allowed, enter it here.

EXTRA REST BY MINUTE MAY BE VALID FOR POS(S): CON

Location	SP317	Job/Train	TESTTER03	Date/Time	10/02/12 22:00
Origin	SP317	Destination	SP317		

Crew Pos	Name	Rest Starts	Legal Rest	Add Rest (HHH:MM)	Total Rest	Rested at
CON	Employee Name Here	03:33	008:00	+	010:00	10/03 13:33
Undisturbed Rest (HHMM): 10:00						

If allowed extra rest by assigned board, each employee may request extra rest in addition to the legal rest listed above.
(N/A means additional rest not allowed)

Check Here to Confirm Rest Times

- In the screen shot to the right, **Line A must be filled out to complete the basic tie-up process.**
- Ensure that the correct Circ-7 is listed as the Start, Relieved, and Released locations.

Released/Notified	Report HOS?
Place of Rest	N
Enroute to on duty location	N
At on duty location	Y

START TIME CANNOT BE PRIOR TO JOB START TIME 1002 2300

Location	SP317	Job/Train	TESTTER03	Date/Time	10/02/12 22:00	Page	01 OF 01
CON	Employee Name Here	PTO	10:00	PTO		PTO	
		PTO		PTO			

Crew Pos	Prev Off	Train ID	Train Day	Location	MMDD	HHMM	--Relieved Duty-- Location	MMDD	HHMM	--Released Duty-- Location	MMDD	HHMM	CM	
A	CON	10:00	TESTTER	03	SP317	10/02	23:00	SP317	10/03	03:35	SP317	10/03	03:35	N
B														
C														
D														

Activity Reporting												
Crew Pos	Prev Off	Act ⁷	MT ⁷	--Activity Start-- Location	MMDD	HHMM	--Activity End-- Location	MMDD	HHMM	CM	Comments	
E												
F												
G												
H												
I												
J												
K												
L												

The next screen (not shown) allows you to certify that the information is correct. If it is, select **Yes**, and the last screen will list total hours, limbo hours, starts, and rest.