

# Hours of Service Reporting: Deadhead to Work at an Outlying Location

## 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

The correct reporting of a deadhead to and/or from covered service assignments is required to achieve accurate Hours of Duty Reporting that is compliant with the Rail Safety Improvement Act (RSIA).

When completing the FRA Hours of Duty Reporting screen, deadheads are reported in the **Activity Reporting section, beginning with line E.**

### The Activity Code (ACT) Field

A two-digit deadheading Activity Code entry is required in the ACT field:

- **DT (Deadhead To)** - Used to report deadheads to a covered service event, for example, deadheading to work, picking up a train en-route, going to a yard office to perform administrative duties, or completing a Full Tie-up.
- **DF (Deadhead From)** - Used when reporting deadheads from service when no other covered service event is required after deadheading, for example, tow-in time, deadheading after the Hours of Service expired, or completing a Quick Tie-up.

### The Mode of Transportation (MT) Field

An MT code is also required when reporting deadheads. MT codes include:

- X - Limo/Taxi
- W - Walk-in
- A - Personal Automobile
- T - Train
- B - Commercial Bus
- P - Plane

**Note: Never report deadheads on line A when completing the Hours of Duty Reporting screen.**

### Scenario: Report Deadhead to Work at an Outlying Location

1 On March 15<sup>th</sup>, extra engineer K.C. Jones received a further notice call to report for duty at **0600** on the **LED54-15**, a turnaround local, at **Eden (C049)**. His prior time off, before commencing this duty tour at **Anna (AH001)** was **2400**. Engineer Jones started this duty tour at **0500** with an auto deadhead from his home to **Eden (C049)**, arriving at **0545**, **15 minutes prior to the regular start time of 0600**. He departed with the train at **0830** and arrived back at **Eden** at **1510**. He then switched in the yard and tied the engine down at **1645**. He **walked into the yard office to report his =ON and Quick Tie-up between 1700 and 1705**. The next morning he was back on duty and completed the Delayed Hours of Duty Reporting shown to the right.

3 **Indications**  
 Since Engineer Jones started his deadhead to Eden one hour prior to the job start time of 0600, he adjusts the displayed PTO 24'00" on line E to 23'00". This deadhead establishes an Hours of Service start time of 0500, causing his Hours of Service to expire at 1700.

Since his RLVD & RLSD dates and times are different, he reports the ACT as a DF (tow-in) on line F, using W(Walk-in) as the MT code.

The screenshot shown below is a completed example of the Hours of Duty Reporting screen that demonstrates a proper FRA report in a delayed Tie-up.

The screenshot shows the Hours of Duty Reporting interface. At the top, it displays 'Location AH049 Job/Train LED5420 Date/Time 3/15 06:00 Page 01 OF 01'. Below this, a summary row shows 'ENG KC JONES PTO 2400'. A callout bubble points to 'PTO 2400' and states: 'The PTO, 2400, is adjusted to 2300 on Line E to begin the start time of the deadhead DT.'

The main table shows a grid of activities. A callout bubble points to a '2' in the grid and states: 'Tow-in time to report a Quick Tie-up is reported with a DF.'

The 'Activity Reporting' section shows a table with columns for Crew, Prev, Pos, Off, Act, MT, Location, MMDD, HHMM, Location, MMDD, HHMM, CM, and Comments. Line E shows 'ENG 2300 DT A AH001 0315 0600 AH049 0315 0945 N DH TO LED54'. Line F shows 'ENG 0000 DF W AH049 0315 1700 AH049 0315 1705 N QUICKTIE UP'. A callout bubble points to the 'DF' and 'W' codes and states: 'Tow-in time to report a Quick Tie-up is reported with a DF.'