

Hours of Service Reporting: Terminal to Terminal Deadheads

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: Terminal to Terminal; Separate and Apart Deadheads

On March 19th, Conductor D. Kelly was called for a **DH3019 at 0600 to deadhead by limo from his away-from-home terminal at Hope (AH108) to his home terminal at Anna (AH001), with no covered service involved. His final released time was 1015.**

Input Instructions:

- Never report Terminal to Terminal Deadheads or Separate and Apart Deadheads on Line A.
- The End Date and Time on Line E is the Final Release Time and begins the Statutory Off-Duty Period.

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.

Location AH108 Job/Train DH30 19 Date/Time 3/19 0600 Page 1 OF 1

CON D KELLY PTO 1230

Previous Train ID Next Train ID

Crew Pos	Prev Off	Train ID	Train Day	Location	Started Duty MMDD	HHMM	Relieved Duty Location	MMDD	HHMM	Released Duty Location	MMDD	HHMM	CH
A	COT												
B													
E	CON	1230	SDT	X	AH108	0319	0600	AH001	0319	1015	N		DH TO HOME TERMINAL
F													
G													
H													
I													
J													
K													
L													

Activity Reporting

Update Screen Capture Exit Screen