

# Hours of Service Reporting: Training and Testing Activities

## Quick Reference Guide



BUILDING AMERICA™

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

### Overview

To achieve accurate Hours of Service Reports in compliance with the Railroad Safety Improvement Act (RSIA), any non-covered service activity that happens at the behest of Union Pacific Railroad must have a Tie-Up and FRA Hours of Duty Reporting completed by the employee at the end of said service. Non-covered service includes, but is not limited to, **rules classes, safety blitz training, simulator training, random or statutory drug/alcohol testing, etc.**

### Training and Testing Activity Codes

The two-digit Training and Testing Activity Codes are as follows:

- **TN** - Use when attending a Training, Simulator, or Safety Blitz course.
- **TS** - Use when a random or statutory drug and/or alcohol test has occurred.

### Scenario A: Report a Rules Training Class

Conductor Kelly was scheduled and attended a Rules class at **Kansas City (MX283)**, and was placed on-duty at **0800 on 03/13/10**. At the end of his class, he completed a Tie-up and Hours of Duty Activity Report and then certified his report.

### Scenario B: Report a Deadhead to & from a Simulator Class

Engineer K. D. Butler was assigned to a Local at **Waukegan, IL (CY036)**, and was scheduled to deadhead on **03/13/10 at 0630** to attend a Simulator Class at the **Proviso Training Center (NZ021)**, with a start time of **0800** hours.

When the Training class ended, he deadheaded home (**CY036**) and called in his Tie-Up for 1730 to the crew dispatcher. The next day he was back on duty at **Waukegan (CY036)**, and then completed and certified the Delayed Report for the simulator training he received at the Proviso Training Center.

### Top Section of Delayed Report:

**Note:** Nothing reported in mid-section. Line A (Steel wheels only) left blank.

### Bottom Section of Delayed Report:

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### Scenario C: Training/Testing Reporting with Deadhead

Below is a scenario where a COT is scheduled for rules class at 09:35 at a location different from his home terminal. He was placed on duty at 09:35, yet must report his "deadhead to" the class location, time in class, and "deadhead from" the class location to his home terminal.

If no deadhead is needed, than the middle entry would be all that is required.

Location NZ021    Job/Train AGBDV 26    Date/Time 06/26/12 09:35    Page 01 OF 01

COT [REDACTED]    PTO 99:59    PTO

Previous Train ID    Next Train ID

Crew Pos	Prev Off	Train ID	Train Day	Started Duty Location	MMDD	HHMM	Relieved Duty Location	MMDD	HHMM	Released Duty Location	MMDD	HHMM
A	COT											
B												
C												
D												

Activity Reporting

Crew Pos	Prev Off	Act	MT	Activity Start Location	MMDD	HHMM	Activity End Location	MMDD	HHMM	CM	Comments	
E	COT	99:59	DT	A	CY036	0626	0805	NZ021	0626	0935	N	AUTO DH TO CLASS
F	COT	0000	TN		NZ021	0626	0935	NZ021	0626	1600	N	RULES CLASS
		0000	DF	A	NZ021	0626	1600	CY036	0626	1730	N	AUTO DH FROM CLASS HOME

Update    Screen Capture    Exit Screen

The top portion is for train movements (steel wheels) only. All other activities are entered below (rubber wheels).

MT = Mode of Transportation.

- AJ = HOS Adjustment
- DF = Deadhead from Work
- DT = Deadhead to Work
- ER = Error Correction
- MC = HOS Miscellaneous
- OT = Other
- PH = HOS Phone Call
- SN = Seniority Move
- TN = Training
- TS = Testing

Activity end time begins statutory off period.