# Hours of Service Reporting: Training and Testing Activities Quick Reference Guide



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, <a href="rules classes">rules classes</a>, <a href="safety blitz">safety blitz</a></a><a href="training">training</a>, <a href="samulator training">simulator training</a>, <a href="random or statutory drug/alcohol testing">random or statutory drug/alcohol testing</a>, <a href="etc.">etc.</a></a>

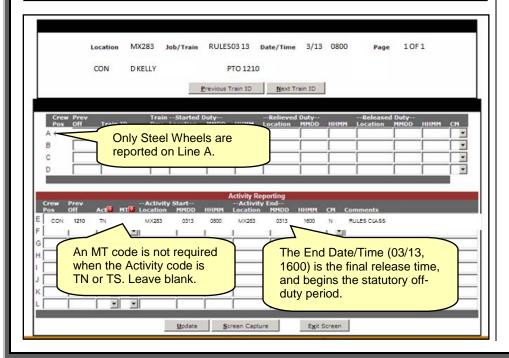
### Training and Testing Activity Codes

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.

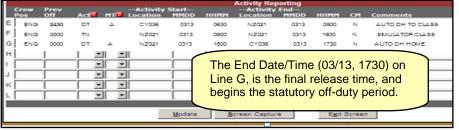
When the Training class ended, he <u>deadheaded home (CY036)</u> and called in his <u>Tie-Up for 1730 to the crew dispatcher.</u> The next day he was back on duty at **Waukegan (CY036)**, and then completed and certified the Delayed Report for the simulator training he received at the Proviso Training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

