

Central Pasco & Gulf Railroad

OPERATING RULES & PROCEDURES

Adopted 1-2017 ~ REV 2-6-19

TERMINOLOGY, DEFINITIONS, and EXPLANATIONS

AUTOMATIC BLOCK SIGNAL: A block signal that is activated either by track circuit or in conjunction with interlocking or controlled point circuits. This block signal automatically indicates track condition and block occupancy.

AUTOMATIC BLOCK SIGNAL SYSTEM (ABS): A block signal system in which the use of each block is governed by an automatic block signal

BLOCK: A length of track with defined limits on which train movements are governed by block signals, cab signals, or Form D.

BLOCK SIGNAL: A fixed signal displayed to trains at the entrance of a block to govern use of that block.

BLUE SIGNAL: A clearly distinguishable blue flag, blue light or blue tag by day, or a blue light or blue tag by night. When displayed, it signifies that workers are on, under or between equipment.

BULLETIN ORDER (BO): A publication used to notify employees of changes to rules, procedures, or other instructions affecting the movement of trains. Bulletin Orders are issued periodically by the designated officer.

CROSSING AT GRADE: Two or more routes that intersect at the same level. Crossing at Grade may refer to a railroad or highway crossing at grade.

CROSSOVER: A combination of two switches connecting two adjacent tracks. When lined, this switch combination allows movements to cross from one track to the other.

ENGINE SERVICING TRACK AREA: One or more tracks within an area for the Servicing (i.e. oiling or taking on water) minor repairing or inspecting of engines

FOULING A TRACK: Being in such proximity to a track that an individual, tools or equipment could be struck by a moving train or other on-track equipment, or in any case is within four feet of the nearest rail.

FOULING POINT: The point on a track beyond which equipment will foul an adjacent track. Fouling points will not safely accommodate a person riding the side of a car.

JUNCTION (Jct): A location designated by the Timetable where two or more railroad lines converge.

MAIN TRACK: A track designated by Timetable upon which train movements are authorized by ABS, DCS, or interlocking rules.

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MARKER: A reflector, flag, or highly visible marking device, in the red-orange/amber color range, affixed to the rear of a train to indicate that the train is complete.

RULES-IN-EFFECT: The specific operating rule or group of operating rules that govern the use of tracks, as designated by these rules.

RUNNING TRACK: A designated track on which movements may be made by signal indication or at Restricted Speed under the authority of the designated club member or volunteer during operations

SIDING: A track adjacent to a main track and used for meeting or passing trains

SIGNAL ASPECT: The signal appearance, which conveys an indication as viewed from the direction of an approaching train.

SIGNAL INDICATION: The required action conveyed by the aspect of a signal.

SPEEDS:

NORMAL SPEED: The maximum authorized speed. (5 MPH)

SLOW SPEED: A limited speed less than Normal speed not exceeding 3 MPH.

RESTRICTED SPEED: Movement made at Restricted Speed

(Refer to Rule 71, "Movement at Restricted Speed.")

SPRING SWITCH: A hand-operated switch that is designed to be trailed through in either position. The switch points automatically return to their original position after being trailed through.

STATION MASTER: A member in charge of all loading/unloading, giving the safety speech as well as movement of trains in the station during events and public runs.

YARD: A system of tracks used for the making up of trains and storing of cars. Movements in a yard must be made at Restricted Speed.

YARD LIMITS: The main track area between Yard Limit signs as designated in these rules. REFER TO RULE 75

YARD MASTER: The member or his/her designee in control of all trains and movements within the limits of the yard.

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General Rules

1. Safety is of the first importance at the CP&G Railroad. Compliance with the rules is necessary for everyone's safety.
2. Operating equipment on the track is acknowledgement and understanding of and willingness to obey the rules.
3. ONLY the Board of Directors or a Director and/or meet officials have the authority to modify, suspend or change the rules on a temporary basis.
4. These Rules are superseded by bulletin Orders
5. **All visitors** must sign the event liability release form prior to riding any train. All signed release forms shall be kept by the Club.
6. The CP&G Railroad is located within Crews Lake County Park, Pasco County, Florida. All members and visitors must adhere to, respect and obey park rules as well as club rules.
7. Members will conduct themselves in a manner consistent with community standards of justice, honesty and good morals. In the event of infraction or complaint, the board will be the final arbiter deciding a member's adjudication after investigating the circumstances. Members may be decertified, banned or issued a warning against a recurrence.
8. During all the following special event operations,
 - a) Halloween
 - b) Christmas
 - c) Easter
 - d) The occasional special event for the Park

Only trains handling the public will be allowed to occupy the track. During these events there will be no joy riding the track on private trains. During these operations new Radio rules apply see RULE #16 & 16a.

8.1. Any and All trains hauling public **MUST** be equipped with a first aid kit and fire extinguisher and **MUST** use the new **UHF Radios**, no exceptions.

9. During monthly Public Run days private trains are permitted to use the track making sure to stay clear of and give right of way to CP&G trains hauling the public

9.1. Any and All trains hauling public **MUST** be equipped with a first aid kit and fire extinguisher and **MUST** use the new **UHF Radios**, no exceptions. Private trains may use UHF or FRS radios but must have a radio.

10. All trains must have a working radio and have it turned on while operating, NO EXCEPTIONS See rules **16** and **16a**.

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General Responsibility

- 11.** The conductor and engineer are jointly responsible for the safety of everyone riding their trains. They have the right to *refuse* to allow anyone to ride when it appears to be unsafe.
- 12.** Train crews are responsible for all main line switches to be lined for normal main line operation.
- 13.** Any member seeing a safety problem with the track must flag the location. Then report the issue to any board member, or club official.
- 14.** Prior to all first runs, it is the responsibility of the train crew to inspect the track for any obstructions or track conditions that could delay the operation.
- 15.** The refueling of equipment must be done outside of buildings and must have a fire extinguisher on hand not closer than ten feet from refueling site.
- 16 RADIO RULES:** For safety and positive communication between all operating members ONLY the new UHF 2 way radios are to be used by all train crews, Yard and Station Masters as well as event coordinator during all the following Special Event operations
 - a) Halloween
 - b) Christmas
 - c) Easter
 - d) The occasional Special Park event.
 - e) During Public Run Operations by all trains hauling the public.
 - f) Birthday Trains

Channel 5 is the Road channel for these UHF radios. For those that do not have their own the club has a set for each road locomotive as well as station masters/coordinators. These radios will not transmit or receive on the old FRS frequency.

16a. FRS RADIOS: must be used by any train occupying the track that does not fall under the designation of UHF rule 16 above. During operation when both radios are in use the **Yard and Station Masters MUST have both radios** Channel 5 sub-channel 0 is the channel we use for the FRS Radios.

Member Responsibility

- 17.** Certified members may operate club owned equipment with permission from the Road Foreman of Engines or any Board Member. They are responsible for their family and their guests to **sign the liability waiver**.
- 18.** Members must not allow anyone not qualified to operate club equipment.
- 19.** Members must not operate ***privately*** owned equipment without permission from the owner.

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20. Members must report any unusual conditions on the railroad; bad rail, trees down across the track, cars or engines not working correctly to any board member or club official.

21. *Birthday train rides:* Birthday trains will operate under the same passenger rules as the public trains.

- a. The *train crew* is responsible to have all riders sign releases and inform the necessary safety rules to the passengers. No one may ride that has not been signed in on the waiver form

Station Master

22. The Station Master when on duty in the Dade City Depot is responsible for loading and instructing passengers on the safety rules.

23. When on duty no trains may leave or enter the station without his permission.

24. Overhead signals will be used to direct trains into the station. A green signal is permission to enter the station on the track designated.

25. In the absence of the station master, train crews will assume and perform the responsibilities of the Station Master.

Yard Master

26. The yard master, when on duty is in charge of Sanford yard. His responsibility is to control the movements of trains within the yard and coordinate movement at the wye coming to and from all steaming bay tracks.

Rules Examiner / Road Foreman of Engines

27. The Rules Examiner / Road Foreman of Engines will test all members on the rules, train handling skills and the ability to respond to audio and visual aspects of railroad operation. After passing all tests and skills in operating equipment a member can be certified for conductor, engineer or both.

28. Locomotives

- a. Prior to starting the locomotive engine all liquid levels must be checked.
- b. ***Damage***, if you leave the car barn area with damaged equipment without reporting it to the Road Foreman of engines, his assistant or any board member, then you will be the one held responsible for it.
- c. When relieving another engineer check to see that the engine has enough fuel for the duty you are assigned.
- d. Check the current *log* or receive verbal permission from the Road Foreman of engines or his

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designee to assure that any prior reported deficiencies or problems have been addressed/repared and the engine is ready for service. In lieu of (a) and (c) above. There may be a service tag on the engine certifying it for use

e. Report any derailments of the engine or safety concerns. Especially be aware of any mechanical abnormalities while operating the locomotive and report them to the Road Foreman of Engines his designee or a Board Member and any engineer relieving you of duty.

f. At the end of the service day after the locomotives have been parked engineers MUST fill out locomotive inspection reports for maintainers team to address. See Rule 32.1

29. Riding Cars

a. They must be clean and ready for the public.

b. All safety chains must be in place and connected unless train is equipped with draw bars.

c. Any damage must be reported verbally to the Road Foreman of Engines, his assistant or any Board member.

TRAIN & ENGINE CREW RESPONSIBILITIES

30. Engineers operating a diesel/gas hydraulic or battery electric locomotive must not leave the unit running unattended. If you MUST leave the controls for any reason TURN OFF THE ENGINE and secure or chock it from rolling. Failure to comply will result in immediate de-certification.

30.1. Steam locomotive engineers must not leave engines unattended without first making sure of the following

- a) locomotive brakes are set in fully applied position
- b) throttle is closed and reverser is centered up
- c) Locomotive has plenty of water in the glass
- d) Drive wheels are chocked or have a chain under main driver
- e) Propane and oil fired engines should have the fire turned down as far as possible or turned off until you return
- f) Coal burners should have a small bank in them and not an out of control hot fire

31. The relieving engineer should make a safety inspection of the train he is acquiring for operation.

32. The engineer's primary responsibility while operating is to watch the track ahead for any and all hazards. The engineer must watch closely for improperly lined switches, especially at meeting points with other trains.

32.1. It is the Engineers responsibility to fill out a locomotive inspection report or log book for

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The Locomotive reporting any deficiencies, mechanical, safety or otherwise for the maintainer's team and/or next engineer to review and address. In addition to the report or log, any major concerns need to be reported to the Road Foreman of engines, maintenance team or Board Member immediately for repairs

33. Conductor Responsibility: The conductor, prior to leaving the yard for service, will make certain the train is equipped with a first aid kit and fire extinguisher as well as check all passenger cars for safety chains, cleanliness and report any damage found.

a. To insure complete public safety riding car safety chains must be inspected at the station by the conductor prior to every trip (unless train is equipped with draw bar couplings). Cars can become uncoupled and be pulled by the chains which is unsafe

b. When relieving a Conductor, the relieving conductor will make a safety inspection checking for first aid kit and fire extinguisher and making sure all safety chains are in place and connected and the riding cars are operational.

34. The conductor is in charge of the train at all times and his primary responsibility is passenger safety.

35. The conductor will instruct passengers on safety rules prior to leaving the station when no station master is on duty.

36. Derailment Protocol

a) STOP your train immediately and turn off the engine.

b) Notify by radio or cell phone your train is stopped, if possible.

c) Ascertain if there are any injuries to passengers or crew

1) If there is an injury involved determine if medical attention is needed, if so, use first aid kit and contact a board member as soon as possible, get contact information for injured party.

2) If injury requires more than general first aid call 911 and notify a Board member Jerry Smithson Immediately at 727-243-3692 or 727-841-9600.
Take all information possible from injured

d) Determine the probable cause of derailment.

e) If there was passenger involvement instruct the riding safety rules to them.

f) Re-rail and check equipment and rail for damage.

g) Mark the area for investigation or repair.

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37. Emergency Situations:

A situation or incident that is deemed an Emergency by the individual that discovers it. I.e, Bad derailment with locomotive tip over and or injuries.

Personal incident with a guest or member.

- 1) Over the radio call in " Emergency, Emergency, Emergency"
- 2) Then state (who you are) and you have an Emergency at (give location) and then (Type of Emergency) and the (Help needed).
i.e. EMERGENCY, EMERGENCY, EMERGENCY, This is Frank, I have an Emergency at MACON, Locomotive 799 has derailed and rolled over, with possible injury I need re-railing equipment and personnel to assist and first aid.
- 3) Upon hearing this ALL non- essential radio traffic is to stop!. At this point the Event Coordinator, Board Member, Safety Officer, Yard Master or Station Master needs to respond.
- 4) Any and all trains near or headed to the area (if track is involved) need to stop and wait to see if they can be re-routed around incident without interfering with getting help and or rescue train to the incident.
- 5) At this point follow all derailment protocol in Rule 36C.

Passenger Rules

40. Train rides are not suitable for everyone, small children that cannot sit still, some elderly people and people that have Vertigo balance problems should not ride. Pregnant women are not allowed to ride.

41. Animals are not permitted to ride on public passenger train cars.

42. Members who are loading cars must insure that the riding cars are not overloaded. Normally four small children or three medium weight adults per car. The general weight limit is not to exceed 600 pounds per car. It is also important to balance passenger weight on the riding car. Do not have too much weight on one end. All passengers must be seated and erect, keeping hands and feet inside the car at all times. No food or drinks are allowed.

43. Persons with disabilities generally requiring mobility assistance must have an experienced assistant ride behind him / her to aid him / her on and off the train.

44. Good ***judgment*** must be displayed when ascertaining who may ***not*** ride.

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45. It is required that regardless of age, infant to adult, everyone riding the train must be seated on the bench. Children who require close supervision must sit on the seat in front of their parent or guardian. Infants must be seated in front of the parent / guardian who must hold them close, one hand on their tummy the other hand supporting their head. A parent may not ride in a chair car with an infant.

46. Any potential passenger that is behaving abnormally and could be under substance influence must be reported to the Park Ranger.

47. Current rules to ride

- a.** Stay seated don't turn around.
- b.** Do not drag your feet.
- c.** Do not attempt to grab trees or other objects along the railroad. Do not "high five" other passengers on passing trains.
- d.** Keep feet on the running boards at all times.
- e.** No photos or videos while riding on the train.
- f.** No horse play or practical jokes.
- g.** No leaning side to side you must keep erect.
- h.** Pregnant women are not permitted to ride.

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SIGNALS

50. ABS Signals

Block signals are in service on the railroad **EXCEPT** where indicated in **Rule 60** under **DARK TERRITORY**.

Upon approaching a block signal it should be a **DIM RED**. When you get to the claiming section of track (approximately 20 feet in front of each signal), the signal will display a bright aspect indicating the action required whether to stop or proceed into block.

51. Signal Aspects

51a. BRIGHT GREEN: the block ahead is clear.



51b. BRIGHT YELLOW: you may proceed at slow speed but your next signal could be Red or destination siding may be occupied.



51c. BRIGHT RED: the block ahead is occupied and you must stop.



52. Station Signals

The station master will display a green signal to authorize trains into the station. The signals are located above the designated track.

53. Track Side Signal Boards

53a. Yellow board with or without the letter “S” means the train is to slow in this area and operate at Restricted Speed.



53b. Green board with or without the letter “R” means you have cleared the restricted area and you may resume track speed when the Conductor’s or last car has past the board. After clearing the green board the conductor will notify the engineer that the train is clear of the board.



53c. Red board with the letters “STOP” means you must bring your train to a complete stop and watch for cross traffic.



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A STOP board is a permanent fixture and is in effect even if it is missing.

A STOP/RED Board can only be removed by bulletin order.

- a. After stopping and the route is clear, you may proceed. If the train makes the stop and immediately leaves, no signal is needed from the conductor.
- b. If the train stops and has to wait any length of time, it cannot proceed without a signal from the conductor. If the engineer needs a signal to proceed he can call on the radio to the conductor or turn and see the conductor visually for a signal.
- c. North bound trains from Pasco Loop to Sanford Yard over Hackett's JCT have right of way over West bound trains from Sanford By-pass to Pasco Loop over Hackett's JCT..

54. Whistle Signals. During single train operations ONLY

When a train is ready for movement the conductor will use his whistle or horn to alert the engineer;

- a. Whistle twice for the train to proceed.
- b. Whistle once for the train to stop.
- c. Whistle three times for the train to back up.

54a. During Multi train operations whistles MAY NOT be used other than 1 long blast to stop the train

ALL Train movements are to be made by radio from the conductor to the engineer so there is no mistake as to which train is being given permission to move. i.e. "Conductor to 322, permission to depart over", "322 answering conductor, roger, permission to depart here we go, 322 out."

55. Hand Signals

Hand signals, with or without a flag or lamp, must be given as follows:

(a) Stop

Swung horizontally at right angle to the track.



(b) Reduce Speed

Held horizontally at arm's length



(c) Proceed

Raised and lowered vertically



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(d) Back

Swung vertically in a circle at half arm's length,
at right angle to the track.



(e) Any movement of arms or hands in a fast or erratic manner is a signal to stop.

60. DARK TERRITORY

The sections of the railroad which the movement of trains is not controlled, monitored or governed by the signal system and are as follows;

- a. From St. Leo West around the horseshoe into Sanford Yard, back up to the switch at St. Leo including all of Sanford Yard and steaming bay leads.
- b. Wine and Cheese cut-off "APEX" up to Sheridan Loop including the section leading to the Sanford Connector.
- c. All of Hackett's Jct. and PASCO Loop.
- d. All of Sheridan loop after you leave the "APEX".
- e. From East Trilby siding on Track 2 through Dade City Station on to Track 1 to the West end of Carrolls Bridge.

Movement in Dark Territory should be made at SLOW speed with the exception of the approach to Dade City Station which will be at restricted speed.

Movements within Sanford yard will be governed by YARD LIMIT rules (see rule 75)

General Operating

70. When passing another train in a siding both trains must operate at slow speed all trains entering and leaving the Dade City station will operate at restricted speed and dim head lights. Upon leaving Dade City head lights will be displayed bright.

71. Movement at Restricted Speed

Movements made at Restricted Speed must apply the following three requirements as the method of operation:

1. Control the movement to permit stopping within one half the range of vision short of:
 - a. Other trains or railroad equipment occupying or fouling the track,
 - b. Obstructions,

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- c. Switches not properly lined for movement,
- d. Derails set in the derailing position,
- e. Any signal requiring a stop.

AND

- 2. Look out for broken rail and misaligned track.

AND

- 3. Do not exceed 2 MPH

This restriction applies to the entire movement, unless otherwise specified in the rule or instruction that requires Restricted Speed

72. Trains or engines operating in yard limits are not required to provide flag protection, but must reline switches for main line movement when their move is complete.

73. Trains or engines must use caution when entering or leaving the car barns as there are close clearances at the doorways and between adjacent tracks.

74. Train crews are responsible, to display a head light for indicating front of train and red at rear of train indicating end of train when operating on main line tracks at night. NO Train may operate at night without a head light and illuminated flashing rear end marker.

75. Movement within Yard Limits

Yard limits are designated and are indicated by yard limit signs located at the West end of Sanford Yard at the crossover switch through up to the East Steaming bay lead switch.

Movements within Yard Limits are governed by the following rules.

- a. Within yard limits, movements may be made on a main track by verbal permission of the Yard Master.
- b. When operating on main track within yard limits, the leading end of movement must operate at Slow Speed.
- c. All movements within Yard Limits on other than Main Track will operate at Restricted Speed at all Times.
- d. Within yard limits, movements against the current of traffic must not be made without permission of the Yard Master, who must first ensure that no opposing movements have been authorized.
- d. Trains or engines may move within yard limits without track authority when no yard master is on duty. In this case the movement must be made at restricted speed until the leading end of the movement has exited yard limits.
- e. Movements must not foul an approaching main line train; main line has right of way.

76. Measured track speed calculations

In 3 locations on the railroad there are measured distance poles.

They are 73.3 feet apart.

Once a trip engineers and or conductors will time between poles. Green pole is start and Red is end.

Posts are bi-directional. **73.3 feet covered in 10 seconds is 5 MPH.**

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LOCATIONS OF MEASURED DISTANCES:

- a. Timmon's Trestle
- b. Track 1 on straight section next to big house.
- c. Hill track between East Trilby and Macon.

77. Steaming Bay Area

- a. Only member's authorized can operate the transfer lift.
- b. Safety must be practiced at all times.
- c. Anyone using the transfer lift is to use it at their own risk.
- d. An operator is a person that is operating his equipment to move it onto the rail head.
- e. Operators will move their engine to a steaming bay to fire their engine.
- f. Any operators using the transfer lift to move equipment must clear the lift in a reasonable amount of time.
- g. Anyone using the steaming bay leads to enter into the railroad should not repair equipment on them, as there is only limited access to the main line.
- h. The steaming bays are used on a first come first serve basis.
- i. Public spectators are not permitted within the steaming bays for safety reasons.

78. Electric powered equipment

All members operating electric powered equipment, upon completion of use may put the unit on charge providing the unit has a timer for automatic shut off.

Chargers that have no safety shut off must be disconnected before owner leaves.

Certification

80. Members will certify on rules and procedures as Conductor and/or Engineer to operate all Public trains.

81. After passing the required examinations, engine operating skills and procedures, members are then road tested and certified by one of the following;

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- a. Rules Examiner
- b. Road Foreman of Engines.
- c. Certified Engineer

A check/qualifying run on a public train with the rules examiner, his assistant or designated engineer will complete his or her certification for engineer.

82. Any board member can revoke any or all privileges.

83. Members who constantly *disregard* the rules will be immediately decertified by the Rules examiner/road foreman of engines or a board member.

- a. Their certification can either be reinstated or revoked pending board decision.

84. Members will be recertified on a periodic basis determined by the Rules Examiner or Board of Directors. Any member not in good standing will lose their certification and then must undergo complete recertification.

85. Certified members can instruct and train new members on club equipment.

86. Any question on or about rule clarification can be answered by the Rules Examiner or his assistant.

Certification Age

87. Youth members can be certified as conductor on their 12th birthday and can be certified to operate as engineer at age 16. Any youth member who does not operate responsibly and safely will be decertified.

88. The Rules Examiner / Road Foreman of Engines will be qualified and appointed by the Board of Directors.

100. Equipment use: Club locomotives and equipment use is limited to the following by unit number and type

- a. **Unrestricted use:** Locomotive/rolling stock may be used by qualified members for all purpose applications such as but not limited to

- 1)** Riding around the track

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- 2) Maintenance of way i.e. work/ballast trains
- 3) Public and Special event trains
- 4) Rescue of locomotives broken down on railroad
- 5) Birthday Trains

b. Limited use: Locomotive/rolling stock may only be used for a limited purpose outlined below

- 1) Birthday Trains
- 2) Public and special event trains

Any other use of Equipment in this category requires approval of a Board Member

c) Restricted use: equipment restricted from being used for public purpose.

Equipment use chart

Equipment	Unrestricted	Limited	Restricted
Locomotive 799	X		
Locomotive 2015	X		
Locomotive 322		X	
Blue Unit Passenger Train		X	
Yellow Unit Passenger Train		X	
Burgundy Unit Passenger Train		X	
Orange Unit Passenger Train		X	
Orange "TEE" Cars	X		
Ballast Cars			X
Tool cars			X
Speeders			X
Club Chair Cars	X		
Other Club Owned Riding Cars	X		