

Upon Reporting for Duty at Your Initial Terminal

- Pick up your orders from the order clip. Do you have your clearance form? Do you have all of the orders listed on the clearance form?
- Check how your train is identified.
 - A regular scheduled train is identified by its train number in the timetable.
 - Extra (unscheduled) trains are named “Extra”, the number on the lead locomotive and the train’s direction, e.g.: “Extra 713 West”
- Do you have a switch list for the train? If so, make sure the cars listed to be set out match cars in your train.
- Check the timetable to determine whether there are any scheduled superior trains (going either direction) you need to wait for. You must check the train register at the terminal to determine whether any scheduled trains you must wait for within the last twelve hours have already arrived.
- Are there any other trains you need to wait for before departing, per your train orders? You must check the train register at the terminal to determine whether any you must wait for have already arrived.
- If your train is scheduled, is it time to leave yet? Your train may not depart any station ahead of its schedule.
- Check that no train order or interlocking signals are set against you.

As always, feel free to ask a docent if you have any questions!

Upon Leaving Your Initial Terminal

- Fill out an entry in the train register for that terminal.
- "OS out" of the initial terminal to the dispatcher.
- Ensure that any turnouts you had to throw in order to depart have been realigned to their normal (mainline) position.

Upon Approaching a Train Order Station

Train Order Stations are marked by white panel with LEDs and an order clip attached to the layout fascia.

- If the signal is not set against you (meaning that the LED on the panel does not show red for the direction your train is traveling), you may proceed past the station, so long as your orders do not state that you must stop there. You must “OS” at all train order stations.
- If the signal is set against you (meaning that the LED on the panel shows red for the direction your train is traveling), stop. Do not foul any switches or adjoining tracks (you may be instructed to wait for a meet). Next, “OS in”, and pick up the orders for your train from the clip on the panel. If the train orders are not there yet, you must wait for them to be issued. You may contact the dispatcher to ensure that the signal is not set against you by mistake.
- Do not pick up orders that are not addressed to your train.
- Verify that your orders are good. A valid set of train orders must include a clearance form issued at the station at which you pick up the orders. It must list the numbers of all train orders included in that set of orders. If you have a clearance form that lists any train order numbers that do not correspond to train orders in the set, the orders or clearance are invalid and you must inform the Dispatcher.
- If the signal is set against you, you will need to receive a written clearance before you may proceed past the station, even if there are no orders for you.
- Once you have received your orders and clearance, text the dispatcher to indicate that you have received your orders. When the dispatcher clears the order board, you may proceed.
- Once the end of your train passes the train order signal, “OS out” of the station.

Upon Reaching a Meeting Point

Meet locations are either specifically arranged in a train order, or by you determining that you need to get out of the way of a scheduled superior train.

- When meeting a passenger train, you need to be in the clear on a siding by the time that the timetable indicates that the passenger train is scheduled to leave the last station the passenger train passes before the siding where you are waiting.
- At a meet locations, the inferior train should take the siding unless it has received a train order indicating otherwise.
- The crew of the first train to arrive at a meet location is responsible for lining the switches to prevent a collision.
- If the meet location is at a train order station, the crew of a train waiting for another must “OS in” to inform the dispatcher that it has arrived.
- Similarly, if the meet location is at a train order station, the crew of the train that was waiting must “OS out” it departs.
- A train that does not stop when passing through a meet location at a train order office can simply “OS by” when it is leaving town following a meet.

How to “OS” at a Train Order Station

Under TT&TO Operation, the only way the dispatcher knows your train’s location is if the operator at a train order station reports in when your train arrives, leaves or passes by. We don’t have operators at the train order stations, so it is the train crew’s responsibility to play the role of the station operator and report in.

- Pick up your phone and text the Dispatcher. The number used for this operating session should be posted in the room at the beginning of the session.
- If you are passing a train order station without stopping, “OS by”. The text will look like:

OS [station name] [train designation] THRU AT [time]	OS HALSTEAD EXTRA 713 WEST THRU AT 801PM
--	--
- If you are arriving and will stop to wait for another train “OS in”. The text will look like:

OS [station name] [train designation] ARRIVED AT [time] WAIT FOR MEET	OS HALSTEAD EXTRA 713 WEST ARRIVED AT 801PM WAIT FOR MEET
--	--
- If you are arriving and will stop to do switching, “OS in”. The text will look like:

OS [station name] [train designation] ARRIVED AT [time] HAVE WORK	OS HALSTEAD EXTRA 713 WEST ARRIVED AT 801PM HAVE WORK
--	--
- Once you are departing a train order station after having stopped, “OS out. The text will look like:

OS [station name] [train designation] OUT AT [time]	OS HALSTEAD EXTRA 713 WEST OUT AT 801PM
---	---
- Use the time from the fast clocks positioned around the layout. Indicate whether it is AM or PM.
- There is no need to wait for the Dispatcher to acknowledge your text.
- If you stop at a town, you must “OS in” when you arrive and “OS out” when you depart.

Upon Arriving at Your Final Terminal

1. Do not run your train into the Yard until the Yardmaster instructs you to do so verbally.
2. Sign the train register for that terminal.
3. Give the Yardmaster the throttle you have been using.
4. Inform the Operator or Dispatcher that you are now off duty.
5. You may keep the train orders or throw them away.
6. Go to the bullpen to wait for your next assignment.

General Rules

- A scheduled train is not allowed to leave a station before its scheduled departure time.
- Unless otherwise specified in the train orders, a scheduled train is superior to an unscheduled (extra) train.
- A train is superior to another one by train order (right), class or direction:
 - Train Order – Instructions in a train order overrule any considerations of superiority by class or direction.
 - Class – First class trains are superior to second class trains, etc. Extra trains are the lowest in this hierarchy, unless overridden by a train order.
 - Direction – Eastbound trains are superior to westbound trains
- All freight trains at these operating sessions are run as extras.
- Once you have passed through a mainline turnout, you must leave it lined to the normal, mainline position.
- Within Yard Limits, you may only proceed at a reduced speed, approximating 15-20 scale mph.
- Any time you stop on the mainline or leave cars on the mainline while switching, you must protect your train with a flagman behind the train. To do this, set out a paper flagman on the tracks 10-18" behind the last car of your train. If your train orders indicate that you do not have to protect against trains following yours, you do not have to do this.
 - Always remember to pick up the flagman before leaving.
 - If your train is entirely within Yard Limits, you do not need to send out a flagman, except to protect against a regular (scheduled) train.
- For this session, all train order stations are considered to be open all the time.

- If you do not understand what to do in a particular situation, we encourage you to ask a docent for clarification.
- Crews, off-duty personnel, and visitors should refrain from distracting the Dispatcher, Operator and Yardmaster. The railroad runs most smoothly when they are able to focus on their jobs.
- Take your time when running trains.

– F. Milhaupt, R. Milhaupt, J. Fryman
J. Young, A. Robertson

Quick Guide To Basic Operating Procedures



*in cooperation with
the Operations Road
Show*

Revision 1.3GVT, August 12, 2023

This pamphlet is intended to give you the basic information you need to run trains under a Timetable & Train Order operation scheme in use at this Convention. It has been adapted for the specific requirements of this set-up.