

# **EMPLOYEE TIMETABLE 2016**



**EFFECTIVE**

**Friday 01 April 2016 at 0001 Pacific Daylight Time**

**For the exclusive guidance of all  
Employees and Volunteers  
Not for information of the Public**

**SAFETY FIRST!  
SPCRR**

**The Railroad Museum at Ardenwood**

Society for the Preservation of Carter Railroad Resources

PO Box 783, Newark, CA 94560

<http://www.spcrr.org>

# EMERGENCY PROCEDURES

## WHO TO CALL IN AN EMERGENCY:

### In case of Fire, Police, or Medical Emergency:

1. **Dial 911** – Make sure to identify the closest gate for responders (Ardenwood Blvd. or Siward Dr. Gate)
2. Contact EBRPD Person-in-charge at and state emergency situation- indicate that 911 has been called. Radio is preferred method of contact. Use telephone only if radio is unavailable or it is after hours.
3. Complete SPCRR Accident/Incident report

### In case of Equipment failure, safety issue, derailment, or track obstruction

1. Contact SPCRR person-in-charge, Operations Supervisor, Safety Manager, or General Manager
2. If an operating day, Contact EBRPD person-in-charge to tell them operations have stopped and why. Radio is preferred method of contact. Use telephone only if radio is unavailable or it is after hours.
3. Complete SPCRR Accident/Incident report

### In case of conflict with visitor or EBRPD Staff or non-SPCRR volunteer:

1. Contact SPCRR person-in-charge or the General Manager
2. Contact EBRPD person-in-charge for day. – Use telephone only if radio is unavailable or it is after hours.

## Contact Numbers:

### EMERGENCY DIAL “911”

### EBRPD Public Safety:

**Emergency Calls** (510) 881-1121

**Non-Emergency calls** (510) 881-1833

### EBRPD Ardenwood Office/Person in charge –

**by Phone:** --Office (510) 544-2797

**by Radio: For Emergency only**

“EMERGENCY EMERGENCY– this is 806-Train we have *state issue* ...”

**For Non-Emergency –**

“806-Park – this is 806-Train over” – wait for a response then “This is 806 train *state issue*”

**SPCRR Employee Contact – Jack Burgess – Home (510) 797-9557**

– Mobile

**SPCRR Safety Manager – Andrew Cary – Home (510) 794-8536**

– Mobile (510) 324-6817

# GENERAL RULES

- 1. SAFETY FIRST**      **Safety for all people and property is of paramount importance.**
- 2. Obey The Rules**      All volunteers must read these rules and obey them. A copy is in the Train Order box and in the Operations box and aboard a regular scheduled train.
- 3. EBRPD Rules And Procedures**      The East Bay Regional Park District manages Ardenwood Historic Farm Regional Preserve. Their rules and emergency procedures supersede ours, and must be followed at all times unless such procedures will result in injury to public, crew, or property.
- 4. EBRPD Manager In Charge**      The East Bay Regional Park District's Ardenwood manager or his or her appointee is in charge of the entire park and the activities of volunteers within the park. Direct orders from the park manager are to be followed by SPCRR volunteers whether the park is open or not unless such order will result in injury to public, crew, or property.
- 5. SPCRR Person in Charge**      All SPCRR activities will have a manager or person-in-charge. This person will be appointed by the Board of Directors, the General Manager, the Operation Supervisor, or a permanent manager:  
  
Some activities have permanent managers:
  - The Curator is responsible for the collection
  - The Safety Manager is responsible for training and safety.
  - The Trainmaster is responsible for all car movements.
  - The Master Mechanic is responsible for all rolling stock.
  - MOW Manager is responsible for maintenance of track and physical plant.
- 6. Treating With The Public**      Volunteers must treat other volunteers, visitors, and park personnel with respect, courtesy, and cooperation.  
**Use of profane or vulgar language in dealing with public, patrons, park visitors and staff is forbidden. Language critical of others or institutions is discouraged.**
- 7. Disputes With Others**      To ensure a quality experience for visitors, any disagreement between SPCRR employees or volunteers and EBRPD or other park partners or between SPCRR employees or volunteers and park visitors must be referred to the Park Manager of the day to be resolved.  
  
Disagreements between SPCRR employees or volunteers and other SPCRR employees or volunteers must be referred to the SPCRR person in charge for resolution.  
**Disputes between employees must not be aired in public when the park is open to visitors.**
- 8. Training**      All volunteers must have completed the prescribed training before he or she can be permitted to work. **Some jobs require certification.** Recertification must be done each year for the new season starting in April.
- 9. Children**      Children of volunteers and employees must be under appropriate supervision at all times.
- 10. Report Accidents**      Accidents, defects in track or equipment, or any unusual condition, which may affect the movement of equipment, must be promptly reported to the Operations Supervisor, General Manager, the Trainmaster, Track Manager, the Master Mechanic, or the Conductor in Charge that day.

# GENERAL RULES

- 11. Report Injuries** Any injury suffered by a member, no matter how slight, or any injury to another park volunteer, staff member or visitor must be reported to the EBRPD Park manager of the day
- 12. Expect Train Movements** Volunteers must expect the movement of trains on any track, at any time, in either direction.
- 13. Protect SPCRR Property** Protection of SPCRR property from theft, damage, vandalism, fire, or willful abuse is the responsibility of all SPCRR volunteers.
- 14. Assist Park Staff in Emergency** SPCRR volunteers are to lend assistance to Park staff in the event of any emergency situation, such as injury to a volunteer or visitor, fire, injury to an animal, etc.
- 15. Wear Period Dress** Ardenwood is a historic theme park. Guidelines about period dress, and behavior appropriate to the interpretive mission of the park, are spelled out in Park rules and guidelines, and are to be followed by all SPCRR volunteers. SEE EBRPD/SPCRR CLOTHING GUIDELINES
- 16. Volunteer Hour Tracking** **Your volunteer hours are important. You must report them. Forms are in Car SP 10, the operations box, and the Car Barn.**
- 17. Liability Waivers** All SPCRR volunteers working in Ardenwood Historic Farm must have a Liability Waiver on file with the General Manager or SPCRR person-in-charge of the event.  
  
Emergency Contact information should be provided to the SPCRR person-in-charge and carried on your person.
- 18. Use of Personal Tools and Equipment** Personal tools and equipment may be used by volunteers at their own risk. The SPCRR can assume no responsibility for damage to or injury by personal tools and equipment. Personal tools and equipment should be identified or marked.
- 19. Cell Phone and personal electronics Use in front of visitors** With the exception of emergencies mobile phones should not be used in front of visitors when the park is open. .  
  
Use of personal electronics or cell phones is not allowed at any time by employees or volunteers working as engineers, brakeman, or conductors on an operating train. In an emergency a mobile phone may be used to contact “911”.
- 20. Driving in Ardenwood** Vehicles may not be driven in Ardenwood Historic Park between 10:00 AM and 5:00 PM Tuesdays through Sundays without advance permission from the EBRPD.  
  
The SPCRR has permission to drive to the car barn using the Siward Dr. gate at all times. This is not a public gate and must be kept secured at all times to prevent visitors from entering the park..

# TRAIN SCHEDULES

## SCHEDULED TRAIN OPERATIONS

Scheduled Trains are passenger trains operating from Ardenwood Station to Deer Park Station and Return using the Weekday, Sunday, or Continuous Schedules.

Normal train operations will have the locomotive as the leading element of the train regardless of direction of travel.

Scheduled Trains always have precedence over all other trains.

Extra Trains may be run off schedule at the request of EBRPD to handle unexpected passenger loads.

## TRAIN SCHEDULES

Effective: April 1<sup>st</sup>, 2016

	Weekday Schedule		Sunday Schedule		Continuous Schedule	
	Ardenwood Station	Deer Park Station	Ardenwood Station	Deer Park Station	Ardenwood Station	Deer Park Station
1	10:15 AM	10:45 AM	10:15 AM	10:45 AM	10:15 AM	
2	11:15 AM	11:45 AM	11:15 AM	11:45 AM	With the exception of the first and last trains of the day, trains depart each station as quickly as passengers can be loaded.	
	No Trains		No Trains			
3	12:45 PM	01:15 PM	12:45 PM	01:15 PM		
4	01:45 PM	02:15 PM	01:45 PM	02:15 PM		
5	02:45 PM	03:15 PM	02:45 PM	03:15 PM		
6	No Trains		03:35 PM	04:00 PM		

Extra trains may be requested by EBRPD

## SPECIAL TRAINS

Special Trains are passenger trains that may operate anywhere on the track outside of scheduled hours for special events under Special Orders.

Whenever possible Special Trains should have the locomotive in the first position in the direction of travel.

## UNSCHEDULED TRAINS

Unscheduled trains are any trains operating off of the schedule and without Special Orders.

Unscheduled trains must display white flags indicating their status.

Unscheduled trains must always yield to Scheduled Trains (including Extras) and Special Trains.

# OPERATING RULES

- 1. Minimum Crew for Operations**

**Two people, a Brakeman and an Engineer are the minimum required crew to operate the railroad. Both of these jobs require certification.**

If both a certified Brakeman and a certified Engineer are not present, **THE TRAIN DOES NOT RUN.**
- 2. Crew responsibility**

On all public train rides the Brakeman, Conductor, and Engineer are all responsible for safe operation of the train. ***Any one of the Conductor, Brakeman, or Engineer may decide that operating conditions are unsafe and stop operation and notify any one of the Operations Supervisor, Trainmaster, or General Manager and notify the EBRPD's Ardenwood manager for the day.***

The Trainmaster, General Manager, Operations Supervisor, or Safety Manager must give permission before the operation of the line may resume. If one of these authorities cannot be reached, and the conductor, brakemen and engineer repair a track, engine, or car problem, they may resume operation only if all agree to resume service.
- 3. Trains must run on Schedule**

Trains operate by current timetables published by the Railroad and includes changes made by park staff.

**OPERATING CREWS MUST ADHERE TO THIS TIMETABLE**, unless unsafe conditions, track or equipment makes such running hazardous. Nevertheless scheduled times may be delayed to allow tardy scheduled groups and passengers to board safely. Such delays and causes should be noted in the Conductor's Report.
- 4. Crew may not be Intoxicated**

The use of intoxicating substances while on duty, or being on duty under the influence of intoxicating substances, is strictly prohibited. **Train crew under the influence will be removed from duty.**
- 5. Inspect track before operating**

Crews will see that track is clear and switches are set to the mainline and locked during normal scheduled operation. This will be checked by a required daily inspection of the track by a Brakeman, and as needed during the day.
- 6. Switches must be secured**

Switches must be kept latched and pinned when not being thrown, moving equipment through an unlatched and pinned switch is prohibited..

Switches must be kept latched and locked in the position specified in the current train orders when not in active use.
- 7. Switches must be kept clear**

Rolling stock must not be left foul of the adjacent track at switches. Fouling points are marked with "CLEAR" posts. **Equipment must not be parked between the CLEAR post and the switch.**
- 8. Blue flagged cars may not be moved**

When crew are working between, upon, in or under any rolling stock, for the purposes of inspection, repair or service to any of them, a **blue flag** must be displayed at both ends of said pieces of equipment where a coupling can be made.

This flag cannot be removed except by the person who put it there. While the flag is displayed, said pieces of rolling stock may not be coupled to or moved.

Blue tape or other blue seal may be placed across both couplers in lieu of a flag.

The individual placing a blue flag must write their name and the date and time placed on a tag attached to the flag (or on the flag) before leaving the piece of equipment.

**Any object waved vigorously on or near the track is a signal to stop immediately.**
- 9. Stop when signaled**
- 10. Store unattended cars safely**

When a train or cars are to be left without a crew member in charge, train or car must be placed on track affording the maximum protection. **Hand brakes must be fully applied and the wheels must be chained if the car has no brakes or its brakes will not keep it from rolling**

# OPERATING RULES

- 11. Disembark passengers safely** Passengers may only embark and disembark from a stopped train. They may embark and disembark only at a station platform or by using emergency steps from the end platform.
- 12. Crew must get safely on or off equipment** Crews must disembark cars in a safe manner using foot irons, grab bars or rails when present. Jumping or leaping from stationary cars is prohibited.
- 13. Everybody Watches track conditions** Crews (both Engineer and Brakeman) are jointly responsible for judging the condition of track and switches to be “safe” as the train passes over the line.
- 14. Stop at Red Flag** Stop at any red flag between the tracks. Do not continue past the flag without having it moved by the work group placing it.
- 15. Guard a stopped train** When multiple trains are operating on a track and a train is stopped, a flagman shall take a red flag or lantern (at night) and go 150' before and behind the train to signal approaching trains to stop.
- 16. Watch for Signals at all times** At ALL times during operation, the Brakeman is responsible for being able to hear and see signals given by the Engineer. The Engineer is responsible for being able to see hand signals given by the brakemen. If the signaling brakeman cannot be seen by the engineer, the engineer will stop the train until the signaler can be seen.
- 17. Do not get on or off moving cars** Do not climb on to or off any equipment unless it is completely stopped. Jumping or leaping from moving cars is prohibited.
- 18. Ride cars safely** All passengers and crew will ride equipment safely. Passengers must be seated and keep their arms and legs inside the car. Riding on the outside of cars is not allowed. Moving between cars will be done in a safe manner. Crew must use hand grabs and railings while standing. Riding on top moving boxcars or passenger cars, or on top of a flatcar deck load without permission of the Safety Manager or Operation Supervisor is not allowed.
- 19. Coupling** Never stand between cars or locomotives during coupling or uncoupling or when cars are in motion. When coupling link-and pin-couplers the link will be pinned into the least safe coupler and the link will be held up using either a switching stick or other device. The link will then be pinned after a stop is signaled by the engine. Link and Pin couplers from least safe to safest:  
Improvised coupler,  
disabled knuckle-coupler,  
locomotive coupler,  
Miller coupler,  
Standard link and pin coupler,  
SAM safety coupler.
- 20. Car barn** All trains entering the car barn must come to a complete stop and sound horn or whistle before entering.
- 21. Make Daily reports** Crews must make all reports required of them in due time, and in the form and manner prescribed. Reports forms are: Conductor's Daily Report Accident Report;

# OPERATING RULES

## 22. Radio

All operating trains will have functioning VHF radio with the EBRPD channel.  
The Operations call sign is “806-Train”

## 23. Fueling Engines

Smoking is prohibited while fueling.

Engines must not be running and the main power key set off before fueling.

All engines must be fueled safely using either transfer pump or with a funnel or spout.

Spillage must be minimized and allowed to evaporate before starting engine.

## 24. Certificated Positions

The following positions are certificated. These activities must only be performed by certified individuals. Certifications are annual and are conducted by either the Safety Manager or the Operation Supervisor.

**BRAKEMAN/CONDUCTOR** - Brakeman\Conductors must be 14 years of age.

**ENGINEER** - Engineers must be certified for each engine they operate. All Engineers must be certified brakemen. Engineers must be 18 years or older and have a valid California Drivers license.

## 25. Fire Safety

**Fire safety is critical to safe operations. The SPCRR right of way runs through a high fire hazard area of grass, brush, and eucalyptus grove:**

All passenger cars will have a filled water type fire extinguisher aboard .

All operating and exhibit cars will have a type ABC extinguisher aboard.

All engines and rail cars will have a type ABC extinguisher aboard during operation.

Gasoline, power, flame producing, or spark producing tools must have appropriate fire suppression tools available when being used. When working in grassy or wooded areas, this would include at minimum a shovel and water based extinguisher.

## 26. Handcar Operations

Only Members and Employees may ride on or operate the handcar.

Riders must be instructed to keep their hands and feet on the pump handle and the car deck at all times.

Riders cannot ride the handcar if they cannot keep both feet on the deck and both their hands on the pump handle at its highest position.

The operator must be able to reach and use the brake pedal at all times.

Handcar operations must adhere to the train orders of the day.

The handcar must display a lantern when used at night.

## 27. Personal Electronics and Mobile Phone Use Prohibited

The use of personal electronic devices (e.g. digital cameras, games, computers, tablets, smart phones, etc.) is prohibited during train operations by any Conductor, Brakeman, Engineer, or handcar operator during any train operations. These devices may be used by crews during breaks and meal times.

**Exception: A mobile phone may be used to call 911 in an emergency situation.**



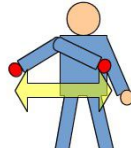

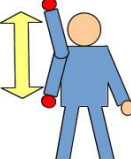
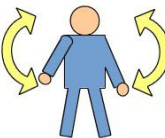
# OPERATING RULES

## BASIC SIGNALS

The SPCRR basic hand signals are used because they are visible the length of train by day or night.

1. Hand Signals to be delivered by a Brakeman to the Engineer to direct the switching or coupling of cars are shown in the figure. These same signals are used at night with a lit lantern.
2. **One and only one Brakeman directs the Engineer by prior agreement.**
3. At ALL times during switching operations, the Engineer is responsible for being able to see hand signals given by the Brakeman. If the Engineer cannot see the signaling brakeman the train must stop and make four short blasts of the horn and wait for a legible signal from the brakeman.
4. Other hand-signals may be used to indicate the distance between cars or actions **only by prior agreement** between the Brakeman and Engineer.
5. The Engineer must acknowledge a hand signal with a Horn or Whistle Signal .
6. The bell should be rung when the locomotive is moving in railyards or when the locomotive is approaching or departing a station. The bell should also be rung when there is a need to alert others of the moving engine.

## STANDARD SPCRR HAND & WHISTLE SIGNALS

	HAND & LANTERN SIGNAL	HORN & WHISTLE SIGNAL	
STOP/ BRAKES ON		●	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin-left: auto; margin-right: auto;"> <p style="text-align: center;"><b>WHISTLE ONLY SIGNALS</b></p> <p>I UNDERSTAND            ● ●</p> <p>I DON'T UNDERSTAND    ● ● ● ●</p> <p>APPROACHING STATION    —</p> <p>GRADE CROSSING         — — ● —</p> </div>
GO BACKWARD		● ● ●	
GO FORWARD		— —	
EMERGENCY STOP		● ● ● ● ● ● ● ● ... REPEAT AS LONG AS NEEDED.	
		<b>KEY:</b> ● SHORT BLAST    — LONG BLAST	

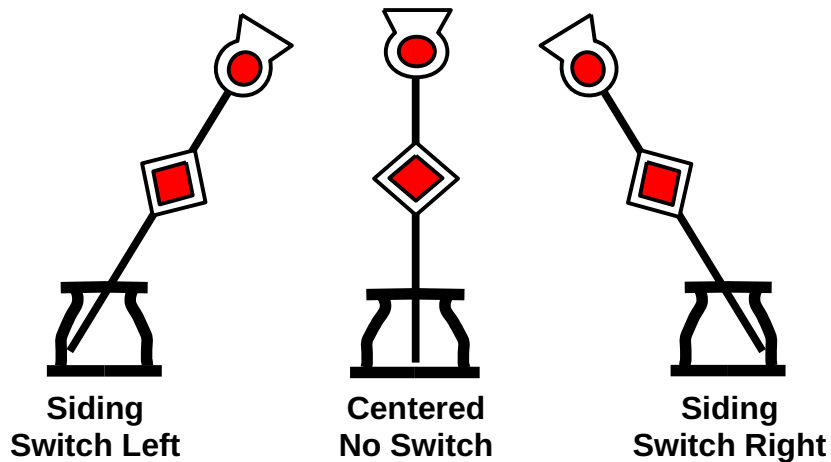
# OPERATING RULES

## SWITCH STANDS

The SPCRR uses stub switches operated using a harp stand for all permanent switches.

Switches are locked using a SPCRR Switchkey.

SPCRR Switch keys are available from the General Manager.



## MAST POSITIONS

Note: Mainline switches have red centers and siding switches are all white.

## NORMAL SWITCH POSITIONS

All Switches are set to the Mainline (Center) Positions with the following exceptions:

Mainline-Carbarn Switch is set to the siding.

Shirley Siding-Crossover Switch is set to the crossover-siding position.

## Other Signals

There is a Track ahead signal at Corpyard Crossing indicating the status of the track ahead.



# OPERATING RULES

## PROTECTING WORKERS ON THE TRACK

1. A red flag shall be placed at least 100' from work being done on or next to track in both track directions.
2. A note will be attached to the flag indicating who and when it was placed.

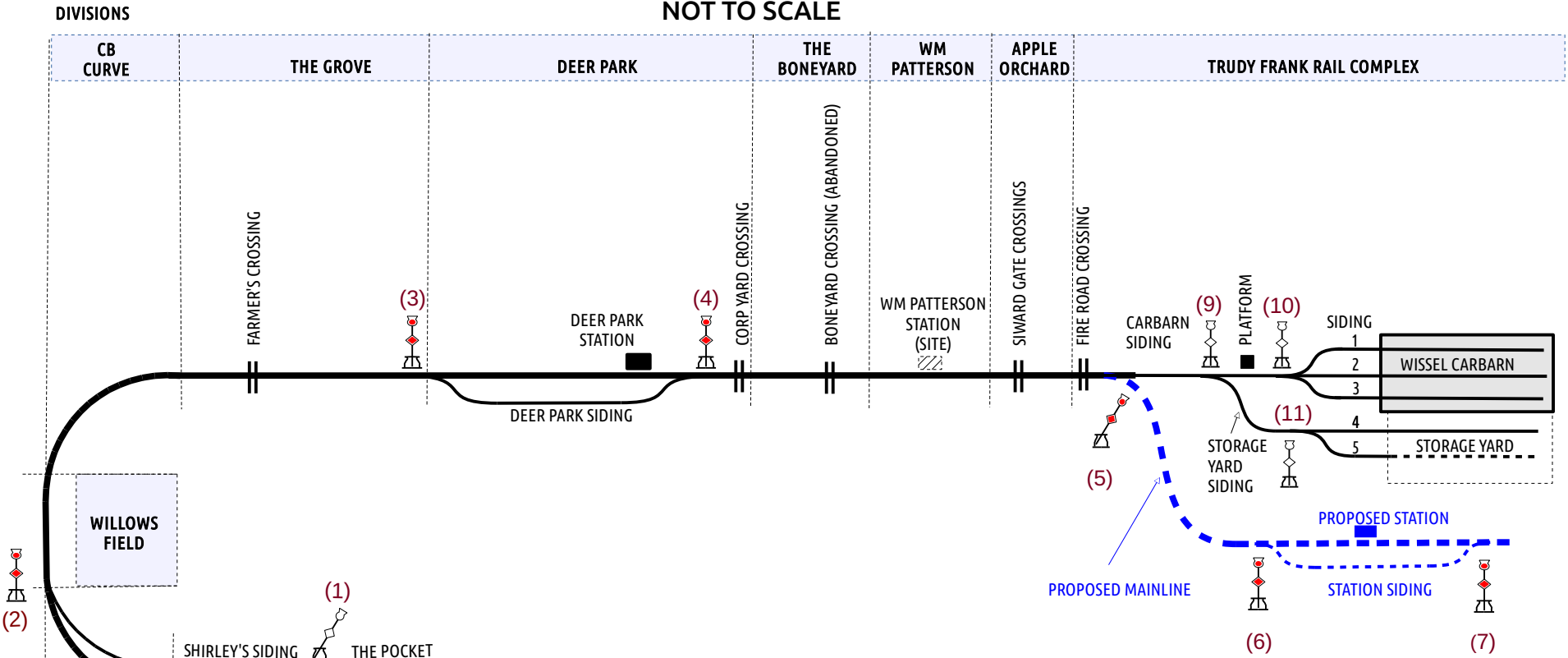
## OPERATION BLOCKS

1. Mainline Block is the mainline from end-of-track at Ardenwood Station to the Corpyard Crossing including Shirley Siding from the ShirleySiding-Crossover Switch to the Mainline-Shirley Siding Switch and the complete Deer Park Siding.
2. William Patterson Block is the mainline from the Corpyard Crossing to the Mainline-Carbarn switch.
3. Carbarn Block is from the Mainline-Carbarn Switch to the End-of-Track on Sidings 1 to 5.
4. The Pocket Block is End-of-track on Shirley Siding to the ShirleySiding-Crossover Switch.

## SPECIAL INSTRUCTIONS

1. All trains operating on the Mainline block will operate with locomotive in the lead position in the direction of travel. This will require that locomotives perform a run-around at each station.
2. No cars may be parked on Deer Park Siding.
3. No cars may be parked on Shirley Siding between the Mainline-Shirley Siding Switch and the Shirley-Siding-Crossover Switch.
4. Trains operating on the William Patterson Block will operate with the engine on the Deer Park end of the train. That is pushing to the carbarn and pulling away from the carbarn.
5. No cars may be parked on the William Patterson Block.

**TRACK SCHEMATIC**  
**SHOWING MAIN LINE TRACK, SWITCHES, SIDINGS, AND CROSSINGS**  
 (Switches are shown in their normal position)



**SWITCHES**

Switch Number	Switch name
1	West Crossover Switch
2	Shirley Siding Switch
3	West Deer Park Switch
4	East Deer Park Switch
5	Car barn Siding Switch
6	West Station Siding Switch (future)
7	East Station Siding Switch (future)
8	East Crossover Switch
9	Storage yard Siding Switch
10	Car barn Switch
11	Yard Siding Switch

**SYMBOL KEY**

	Road Crossing		Mainline switch set on Mainline
—	Track		Mainline switch set on Siding
- - - -	Proposed Track		Yard switch set straight
(1)	Switch Number		Yard switch set on Siding

# RADIO USAGE GUIDELINES

The SPCRR uses hand held VHF radios to communicate with the EBRPD staff. Normally these radios are stored in the charging cradles located in the boxcar in the ready box at the Ardenwood Station and the Wissel carbarn when they not in use.

VHF radios are commercial FCC regulated devices using frequencies shared with other organizations. These should not to be used for unessential purposes.

## Usage:

1. Power on or off the device by rotating the volume knob.
2. Signal Strength is controlled by the squelch knob.
3. Transmit by pressing the large button on the side of the unit. Release when done transmitting (unit cannot send and receive at the same time).

## Radio Check:

To confirm that the radio is working, perform a Radio Check by transmitting:

**“806-Train Radio Check over”** and wait for a response. If there is no response try increasing the squelch and repeat. If there is no response after a couple of tries, it is possible that the radio is not charged enough to use.

## Radio Discipline.

Radio discipline ensures clear and unambiguous communication between users by using a call-sign system. The person being called (target) is identified first by their call sign followed by that of the caller (source). Individual transmissions end with the word **'over'**,. Calls end with the word **'out'**.

**Emergency calls** do not need an initial call -sign but start with the phrase **'EMERGENCY EMERGENCY'** DO NOT ABUSE THIS PHRASE but use it only for life threatening injuries and fires..

The SPCRR's Call Sign at Ardenwood is **'806-Train'**. The general EBRPD Ardenwood caller-sign is **'806-Park'**. The Ardenwood Station is **'806-Station'**. Individual EBRPD staff are **'806-firstname'** (for example **'806-Lynn'**)

## **EXAMPLES:**

In these examples 'Source' is you and 'Target' is EBRPD.

### **Radio Check**

Source: This is **806-Train:** Radio Check **over.**

# RADIO USAGE GUIDELINES

Target: **806-Train** this is **806-Station**: reading you loud and clear. **Over**.

Source: **806-Station** this is **806-Train**: Thank you **out**

## Requesting assistance

Source: **806-Park** this is **806-train**: **over**

Target: **806-Train** this is **806-Station**: go ahead. **over**

Source: **806-Station** this is **806-Train**: Requesting assistance: We have people crossing the track from the corn field into the front parking lot. We have stopped the train. **over**.

.Target: **806-Train** this is **806-Station**: **Standby**. (*standby is a phrase meaning 'do not transmit wait for me to respond'*)

Target: **806-Train** this is **806-Station**: Park staff is on their way to do crowd control. Let me know when you start up the train again. **Over**.

Source: **806-Station** this is **806-Train**: Will do. **Out**

## The Fire

Source: **EMERGENCY EMERGENCY** This is **806-Train**. **Over**.

Target: **806-Train** this is **806-Station**: What is the nature of your emergency **over**

Source: **806-Station** this is **806-Train**: There is a fire by the fence line in the North Woods between the Farmer's Crossing and Deer Park. **REPEAT** There is a fire by the fence line in the North Woods. **Over**:

Target: **806-Train** this is **806-Station**: **Roger**. There is a fire in the North Woods along the fence. How large is the fire. **Over**.

Source: **806-Station** this is **806-Train**: Fire is currently a grass fire on the edge of the grove perhaps 50 feet by 25 feet and moving along the fence line rapidly. A passenger has telephoned 911. The train is stopped on Seabee curve, two brakeman are headed toward the fire with shovels and Indian Pumps to assist. **Over**

**Target:** **806-Park this is 806-Station:** Fire in the park. Fremont Fire is on the way. Fire is in North Grove along the north edge of the park. **Standby**

These examples demonstrate formal radio procedure. In practice, after initial contact call-signs are frequently omitted. **THIS IS A BAD HABIT**. Please use call-signs in all radio communications.

# SPCRR Historic Day Clothing Guidelines

This guideline is meant to provide basic standards for clothing to be worn by members of the SPCRR interacting with the public on historic days. These standards are not requirements but are recommendations to provide a more historic experience for park guests. Members are encouraged to research and modify their clothing to suit a particular year and role.

**SPCRR EMPLOYEES MUST ADHERE TO THESE GUIDELINES WHEN INTERACTING WITH THE PUBLIC UNLESS DOING SO INTERFERES WITH SAFETY- SAFETY FIRST!**

This guideline targets the clothing worn by the working class between 1875 and 1920-. The working class man's (and woman's) "working" clothing did not change dramatically during these years. For this reason we are not aiming for a particular year's style but rather a generally 'authentic' appearance.

## Recommended Clothing

This clothing is readily available at Sears and Orchard supply.

1. Bib Coveralls – blue, black, pin-striped. are OK.
2. Collarless long sleeved shirt. - collars are OK for women.
3. Full brimmed felt or straw hat (like a cowboy hat with a flat brim) or 'newsboy' cap.
4. Work boots
5. Bandana

For a more authentic look see the section 'Authentic Clothing' below.

## Inappropriate clothing:

1. Baseball caps other modern hats- even ones with SPCRR on them.
2. Shorts and teeshirts; Short sleeved shirts, sleeveless shirts
3. Low-rider (hip-hugger) jeans with or without suspenders
4. Pointy toed cowboy boots, running shoes, or sandals.
5. Wrap around or mirrored sunglasses.

## Authentic Costuming:

1. Men can wear blue jean (denim) or canvas pants with button-on "Y" or "X" suspenders. Elastic or fixed suspenders are both acceptable. "Clip-on" suspenders are not acceptable and can "clip-off" at the most inopportune moments. No sew "Bachelor" buttons are applied with a hammer and are good attachment points and are available at fabric stores. Standard Levi's 501 button fly blue jeans with or without rear pockets were worn from the 1890s on as "waist coveralls"
2. Women can wear an ankle length waist length skirt in a sturdy fabric like denim or muslin. Keep in mind that skirts are not practical for climbing up and down off cars or track work. Remember: **Safety first!**
3. Both men or women can wear bib overalls. Overalls should not have visible zippers. They should be blue, brown, white, or "hickory" pin-striped. Carhart, Dickies, and Ben Davis were all available brands in the 1890-1920 era.
4. Both sexes can wear a collarless shirt - either an old dress shirt with the fold down collar removed, a

# SPCRR Historic Day Clothing Guidelines

collarless shirt, or a Henley-collar pullover or both. Women can wear a long sleeved shirt with a low soft fold down collar. In cooler weather long underwear with a button collar may be worn under an outer shirt.

5. Hat – a straw hat, felt slouch hat, bowler, fedora, or soft cap. The more battered the better.
6. Boots- lace-up or pull on. Steel toes are recommended. Black, brown, or 'natural'. Although 'lug' soles are not period, for safety reasons we encourage their use. Remember: **Safety first!**.
7. A denim or canvas 'field' coat can be worn in cooler weather.
8. A vest or waistcoat with lots of pockets was worn by most men. It can be worn over or under overalls.
9. Oilskin/oiled canvas 'drovers-coat' can be worn when conditions warrant.
10. Bandannas, pocket watches and watch chains as accessories are nice touches.
11. Wrist watches, cell phones, and other modern conveniences should be out of sight.
12. Sunglasses were extremely rare and if worn should be small oval or round lensed.

**Sources for period clothes:** This is not an exclusive list. Any links to web pages are subject to change. This is not an endorsement of any particular vendor.

<b>Work Clothing</b>	
Sears, Roebuck & Co. :	Overalls, suspenders, field coats, Levis, bandanna, hats. Stores & Mail order
Orchard Supply hardware	Overalls, hats, steel toed boots. Local Stores
JC Penney's: <a href="http://www.jcpenney.com">http://www.jcpenney.com</a>	Overalls, suspenders, field coats, Levis, shirts, loggers pants, hats, boots (Stores, web, and mail order)
Worker's World <a href="http://www.workersworld.com">http://www.workersworld.com</a>	Boats, coveralls, etc, Stores and web

<b>Period costumers</b>	
Texas Jacks <a href="http://www.texasjacks.com">http://www.texasjacks.com</a>	Clothes, boots, and hats western clothing for Men and Women focused on 1880s. Web based store.
Legends of the Old West <a href="http://legendsoftheoldwest.tv/">http://legendsoftheoldwest.tv/</a>	Clothes, boots, and hats western clothing for Men and Women focused on 1880s. Web based store.
Tonto Rim <a href="http://tontorim.com/index.html">http://tontorim.com/index.html</a>	Clothes, boots, and hats western clothing for Men and Women focused on 1880s. Web based store.



# RAILROAD MUSEUM AT ARDENWOOD CONDUCTORS'S DAILY REPORT

## TRAIN INFORMATION

<b>Date:</b>		<b>Conductor:</b>	
<b>Engineer:</b>		<b>Brakeman:</b>	
<b>ROW Inspected?</b>		<b>Brakeman:</b>	
<b>Reviewed Signals?</b>		<b>Brakeman:</b>	
<b>Reviewed Train Orders</b>		<b>Brakeman:</b>	
<b>Reason for Operation:</b>			

<b>CONSIST</b>	Engine	Car 1	Car 2	Car 3	Car 4	Car 5
Name						
Inspected?						

## TRAIN LOG

Run	Time	No. Passengers	Extra Train?	Station and other comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Additional Space for Logging Trains on Other Side

Signed: \_\_\_\_\_

# RAILROAD MUSEUM AT ARDENWOOD CONDUCTORS'S DAILY REPORT

## TRAIN LOG

Continued from Other Side

Run	Time	No. Passengers	Extra Train?	Station and other comments
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

## INCIDENT REPORT

Use only if required to report injury, accident, or damage


**ALL INCIDENTS WITH INJURY OR NON-SPCRR PROPERTY DAMAGE  
MUST BE REPORTED TO EBRPD STAFF**

# RAILROAD MUSEUM AT ARDENWOOD CONDUCTORS'S DAILY REPORT

## TRAIN INFORMATION

Date:	2015-August 9	Conductor:	H Zatt
Engineer:	S R Guy	Brakeman:	J Cooper
ROW Inspected?	y	Brakeman:	J Doe
Reviewed Signals?	y	Brakeman:	
Reviewed Train Orders	y	Brakeman:	
Reason for Operation:	Sunday Revenue Service		

CONSIST	Engine	Car 1	Car 2	Car 3	Car 4	Car 5
Name	Katie	W/SLCo 222	D&C 64	NS 1725		
Inspected?	y	y	y	y		

## TRAIN LOG

Run	Time	No. Passengers	Extra Train?	Station and other comments
1.	10:15	45	N	Ardenwood to Deer Park
2.	10:30	15	N	Deer Park to Ardenwood
3.	11:32	37		AW → DP
4.	12:05	18		DP → AW Waited on some passengers
5.	1:04	35		AW → DP
6.	1:30	27		DP → AW
7.	2:10	66		AW → DP Large group of passengers w/stroller
8.	2:30	12		DP → AW
9.	3:00	13		AW → DP
10.	3:30	67		DP → AW
11.	3:48	2	N	Special AW to Car Sarn - 2 members to car
12.	4:05	0	N	Car Sarn to AW -empty
13.				
14.				
15.				

Additional Space for Logging Trains on Other Side

Signed: Howie Zatt

# RAILROAD MUSEUM AT ARDENWOOD CONDUCTORS'S DAILY REPORT

## TRAIN LOG

Continued from Other Side

**EXAMPLE REPORT**

Run	Time	No. Passengers	Extra Train?	Station and other comments
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

## INCIDENT REPORT

Use only if required to report injury, accident, or damage

<i>Noticed branches hitting NS 1725 roof approaching Deer Park</i>

**ALL INCIDENTS WITH INJURY OR NON-SPCRR PROPERTY DAMAGE  
MUST BE REPORTED TO EBRPD STAFF**

# ACCIDENT REPORT

## THE RAILROAD MUSEUM AT ARDENWOOD

Society for the Preservation of Carter Railroad Resources (SPCRR)

<b>Date/Time</b>	<i>Enter date time</i>		<b>Location</b>	Ardenwood Regional Park		
<b>Conductor</b>	<i>Enter name</i>	<b>Engineer/Driver</b>	<i>Enter name</i>	<b>Brakeman</b>	<i>Enter name(s)</i>	
<b>Witnesses</b>	<i>Enter names of relevant witnesses</i>					
<b>Consist</b>	<i>Enter names of cars and engine in consist</i>					
<b>Description</b>	<i>Describe accident. Attach pictures if available</i>					
<b>Cause of Accident</b>	<i>Describe cause of accident and separately steps that could be taken to avoid repeating it.</i>					
<b>Signed</b>	<i>Signature</i>			<b>Date</b>	<i>Date signed</i>	

**ACCIDENT REPORT**  
**THE RAILROAD MUSEUM AT ARDENWOOD**  
Society for the Preservation of Carter Railroad Resources (SPCRR)

**Images and Diagrams**

*Insert images or sketches here or attach to back*

**EXAMPLE REPORT ACCIDENT REPORT**  
**THE RAILROAD MUSEUM AT ARDENWOOD**  
 Society for the Preservation of Carter Railroad Resources (SPCRR)

<b>Date/Time</b>	14-May-2005 about 1800 hr		<b>Location</b>	Ardenwood Regional Park	
<b>Conductor</b>	-none-	<b>Engineer/Driver</b>	AJL Cary	<b>Brakeman</b>	<i>K Underhill</i>
<b>Witnesses</b>	Stephen Blamor; Keith Kvenvolden (member passengers)				
<b>Consist</b>	SPCRR #1 (Katie) + NS1725				
<b>Description</b>	<p>NC 1725 collided with the former Wm Patterson platform stair located at Corp Yard Crossing. The stair was damaged and decking on the A end of NC1725 was damaged. Ken Underhill sustained an injury to his finger while removing debris. Damage to NS1725 was repaired.</p> <p>Consist was moving eastbound slowly after passing over Corpyard Crossing for an inspection of track beyond Wm Patterson. Stair had apparently moved closer to the track causing it to collide with the deck planking of 1725. Brakeman Underhill was on A end of car and signaled an emergency stop. Engineer Cary stopped the train, then attempted to roll clear by reversing direction about 1 ft. Brakemen Underhill again signaled a emergency stop when it became apparent that the stair was wedged against the deck planks. Engine was stopped and secured.</p> <p>While Engineer Cary, Brakeman Underhill, and passengers Blamor and Kvenvolden were dragging and rolling the stair debris away, Brakemen Underhill had his gloved finger caught and crushed between two boards. Brakeman Underhill immediately left to find ice from a ongoing wedding party caterer.</p> <p>Damage to NS1725. The first three deck planks on the A end were pulled up and off the car. The 3<sup>rd</sup> board in from the stake pocket outboard broke. The sills and picnic car body were not touched.</p> <p>The stair was twisted and split. Hand rails were broken off. The debris was rolled and pushed farther back into the weeds away from the track. This stair may be salvageable but will require extensive repair.</p> <p>Engine was restarted and an attempt was made to continue the movement with Steve Blamor acting as brakeman. Movement was abandoned approximately 10 yards further east down the track when the weed growth made it impossible for the brakeman to see track. Consist returned uneventfully to Ardenwood yard .</p> <p>The broken deck of 1725 was replaced and repaired and the car spotted for service at the Ardenwood Station platform. Considerable insect damage was observed in the end and 2<sup>nd</sup> deck plank.</p>				
<b>Cause of Accident</b>	<p>Operating crew incorrectly assumed that stair was clear of car. Stair had either been moved since the last train through the section or weed growing under the stair had caused it to lean into the path of the train. Crew was watching large clump of thistles approaching car weeds and not paying attention to stair when collision occurred.</p> <p><i>This accident could have been prevented if the stairs had been moved farther away from the track. This problem would have been virtually impossible to detect from a track walk without careful measurement.</i></p>				
<b>Signed</b>	s/ AJLCary			<b>Date</b>	2005-05-14

**EXAMPLE REPORT ACCIDENT REPORT**  
**THE RAILROAD MUSEUM AT ARDENWOOD**  
Society for the Preservation of Carter Railroad Resources (SPCRR)

**Images and Diagrams**

