

OPERATING RULES

2014



SAFETY FIRST!

SPCRR

The Railroad Museum at Ardenwood

Society for the Preservation of Carter Railroad Resources

PO Box 783, Newark, CA 94560

<http://www.sperr.org>

EFFECTIVE: 01 APRIL 2014

Introduction:

The following operating rules should be understood by all volunteers and employees.

The rules are in three sections:

General Rules:	Rules about the Railroad Museum in Ardenwood and the SPCRR.
Operating Rules:	Rules about the how to operate all trains and rolling equipment.
Equestrian Rules:	Rules specific to working with the SPCRR horses and the horse drawn train.

In addition to the rules a schematic of the track in Ardenwood Historic Farm, blank reports, and historic day clothing guidleines are included.

GENERAL RULES

- | | |
|---|--|
| SAFETY FIRST | 1. Safety for all people, animals and property is of paramount importance. |
| Obey The Rules | 2. 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. |
| EBRPD Rules And Procedures | 3. The East Bay Regional Park District manages Ardenwood Historic Farm. 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. |
| EBRPD Manager In Charge | 4. 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. |
| SPCRR Person in Charge | 5. All SPCRR activities will have a manager who is the person in charge. This person will be appointed by the Board of Directors , the General Manager, or the Operation Supervisor. Some activities have permanent managers:

(a) The Curator is responsible for the collection.

(b) The Safety manager is responsible for training and safety.

(c) The Trainmaster is responsible for all car movements.

(d) The Master Mechanic is responsible for all rolling stock.

(e) MOW Manager is responsible for maintenance of track and physical plant. |
| Treating With The Public | 6. 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. |
| Disputes With Other Volunteers Or Visitors | 7. Any disagreement between two volunteers, or volunteer and staff, or volunteer and visitor, must be referred to the Park manager of the day to be resolved. DISPUTES MUST NOT BE AIRED IN PUBLIC WHEN THE PARK IS OPEN TO VISITORS. |

GENERAL RULES

- Training** 8. 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 periodically. The Safety Manager and Operations Supervisor are responsible for training.
- Supervise Children** 9. Children of volunteers must be under appropriate supervision at all times.
- Report Accidents** 10. Accidents, defects in track or equipment, or any unusual condition, which may effect the movement of equipment, must be promptly reported to the Operations Supervisor, General Manager, the Trainmaster, Track Manager, the Master Mechanic, or the Brakeman in Charge that day.
- Report Injuries** 11. 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.
- Fires and Fire Safety** 12. **ANY FIRE MUST IMMEDIATELY BE REPORTED TO THE EBRPD.** If EBRPD staff are unavailable, CALL 911 and NOTIFY EBRPD Public Safety.
- All controlled fires (forges, fireboxes, and barbeques) must be left cold.
All operation of grinders, electric tools, gasoline tools, lawnmowers, and tractors must be performed with appropriate fire extinguishers on hand.
- Expect Train Movements** 13. Volunteers must expect the movement of trains on any track, at any time, in either direction or the movement of horses anywhere.
- Protect SPCRR Property** 14. Protection of SPCRR property from theft, damage, vandalism, fire, or willful abuse is the responsibility of all SPCRR volunteers.
- Assist Park Staff in Emergency** 15. 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.
- Run on Schedule** 16. SPCRR revenue depends on running trains to match our published schedule (operating timetables) 2and any changes and additions the park makes. **ANY CHANGE OF SERVICE REQUIRES THAT THE PARK MANAGER BE NOTIFIED**
- Wear Period Dress** 17. 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
- Volunteer Hour Tracking** 18. Your volunteer hours are important. You must report them. Forms are in the Ardenwood Station operations box, the Car Barn, and the Hay Barn. In addition, volunteer hours may be reported by sending an email to *volunteer-hours@spcrr.org*.

OPERATING RULES

- | | |
|---|---|
| Minimum Crew for Operations | <p>1. Two people, Brakeman and Driver or Engineer are the minimum required crew to operate the railroad. Both of these jobs require certification.
If a certified Brakeman and a certified Driver/Engineer are not present, THE TRAIN DOES NOT RUN.
There must be a brakemen on each car carrying passengers. If there are more than one brakeman on a train, one brakeman will be designated 'Conductor' and will direct train movements.</p> |
| Crew responsibility | <p>2. On all public train rides the Brakeman, Conductor, and Driver/Engineer are all responsible for safe operation of the train. Any one of the Conductor, Brakeman or Driver/Engineer may decide that operating conditions are unsafe and stop operation. The crew must notify the Operations Supervisor, Trainmaster, or General Manager and the EBRPD's Ardenwood manager for the day of the unsafe condition. The Trainmaster, Operations Supervisor, or Safety Manager authority, must give permission before the operation of the line may resume or if conductor, brakemen and driver/engineer resolve the track, engine, car or horse problem, they may resume if ALL agree to resume service.</p> |
| Trains must run on Schedule | <p>3. 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.</p> |
| Crew may not be Intoxicated | <p>4. 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.</p> |
| Inspect track before operating | <p>5. 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 the Brakeman, and as needed during the day.</p> |
| Switches must be kept clear | <p>6. Rolling stock must not be left afoul of the adjacent track at switches. Fouling points are designated with "CLEAR" posts.</p> |
| Blue flagged cars may not be moved | <p>7. 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.</p> |
| Stop when signaled | <p>8. Any object waved vigorously on or near the track is a signal to stop immediately.</p> |
| Store unattended cars safely | <p>9. 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.</p> |

- Disembark passengers safely** 10. Passengers may only embark and disembark from a stopped train. They may embark and disembark only at a station platform or by using steps from the end platform.
- In an emergency, evacuation steps attached to the end coupler may be used to unload passengers .
- Make Daily reports** 11. Crews must make all reports required of them in due time, and in the form and manner prescribed. Report forms are: Conductor's Daily Report; Brakeman's Daily Report; Accident Report.
- Everybody Watches track conditions** 12. Crews (both Driver/Engineer and Brakeman) are jointly responsible for judging the condition of track and switches to be "safe" as the train passes over the line.
- Watch for Signals at all times** 13. At all times during operation, the Brakeman is responsible for being able to see hand signals given by the Driver/Engineer. The Engineer is responsible for being able to see hand signals given by the brakemen.
- Do not get on or off moving cars** 14. Do not climb on to or off any moving equipment unless it is completely stopped.
- Move between cars safely** 15. Moving between moving cars will be done in a safe manner. Jumping between the roofs of boxcars is forbidden.
- Riding on the Roof of Moving Cars** 16. Crew will not ride on the roof of boxcars or passenger cars without permission of the safety manager or operation supervisor.
- Switching and coupling** 17. Never stand between cars or locomotives during coupling or uncoupling or when cars are in motion. Use a switch stick or tool handle to support the link.
18. 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 pin will then be linked.
- Link and Pin couplers from least safe to safest:
- (a) Improvised coupler, (SPC 1)
 - (b) Disabled knuckle-coupler, (SP10)
 - (c) Locomotive coupler,
 - (d) Miller coupler, (SP1010)
 - (e) Standard link and pin coupler,
 - (f) SAM safety coupler. (NS472)
- Entering the Car barn** 19. All trains entering the car barn must come to a complete stop and sound horn or whistle before entering.
- Do not jump off of cars** 20. Use caution when getting on or off cars. If available use man steps and grab irons to get off or onto cars. Do not jump off of cars
- Fire Prevention** 21. Each car in a train shall have a fully charged 5 pound ABC fire extinguisher when being operated.
22. When operating with a steam locomotive, each train will also carry minimum of 2 filled Indian Pump' fire extinguishers

**Certificated
positions**

23. 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.

(a) **BRAKEMAN-**

Brakemen need an equestrian endorsement to brake horse drawn trains.
Brakeman must be 14 years of age.

(b) **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.

(c) **HANDCAR OPERATOR**

These positions are certified only by the operations supervisor:

(d) **HORSE HANDLER**

Horse handlers must be certified for each horse Must be 14 years old.

(e) **DRIVER**

Drivers must be certified for each horse. They must be certified brakemen with an equestrian endorsement and certified horse handlers.

**Tell the
Passengers the
Rules Each Trip**

24. The brakeman or conductor on each trip must inform the passengers of the passenger rules:

- (1) Passengers must stay seated at all times
- (2) Passengers must keep arms and hands inside the car, do not allow passengers to grab trackside branches or other items outside the car
- (3) Passengers are not allowed to eat or drink on the cars. The only exception is clear water.
- (4) Passengers may not smoke on the cars.

**Inspect Cars
Daily**




25. The brakeman must check each car daily for safety by visually inspecting the journal boxes, couplers, brakewheel, brake linkages and trucks. Any missing bolts, clevis pins, or missing parts should be reported in the Brakeman's report. Cars with missing clevis pins or bolts in the brake system or with dry journal boxes should be taken out of service until remedied. Notify the Operations Supervisor, Safety Manager, or General Manager as soon as possible.

**Inspect track
Before Operations
Daily**

26. Track to be operated on should be inspected daily. The inspection should identify downed limbs; missing fish plates, nuts or bolts; broken rail; rotten ties, squirrel holes; wasp nests; or any other hazard to safe operation. Any issues should be noted in the Brakeman's Report. Any hazard preventing safe operation must be remedied before trains may be operated on the affected track. Notify the Operations Supervisor, Safety Manager, or General Manager as soon as possible.

BASIC HAND AND LANTERN SIGNALS

1. Hand and lantern signals to be delivered by a Brakeman or Conductor (Signaller) to the Driver/Engineer to direct the switching or coupling of cars are shown in the figure below.
2. **One and only one Brakeman or Conductor directs the Driver/Engineer by prior agreement.**
3. At ALL times during switching operations, the Driver/Engineer is responsible for being able to see hand signals given by the Signaller. If the Driver/Engineer cannot see the Signaller, he should stop immediately and signal for instructions.
4. Other hand-signals may be used to indicate the distance between cars or other objects **by prior agreement** between the Signaller and Driver/Engineer.

Description of Signal	Indication	Movement
(1) Swung at right angle to the track	STOP	
(2) Raised and lowered vertically	PROCEED	
(3) Swung slowly at a right angle to the track	BACK UP	

HORN SIGNALS

- Stop- brakes on
- • I understand
- • — • Grade crossing (hold lt long into crossing)
- • • Reverse
- • • • I don't understand
- Approaching station
- — Forward
- • — • Grade crossing (hold lt long into crossing)
- • • • • • • • ... Watch out/ Emergency

BELL SIGNALS

The engine 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 run when there is a need to alert others of the moving engine.

RADIO OR CELL PHONE BASED SIGNALLING

Radio or cell phone signaling may be used by prior agreement between the Brakeman/Conductor and Engineer.

EQUESTRIAN RULES

Equestrian Certification Required

1. All volunteers must have completed the prescribed training course or be in training with trainer present, before he or she can be permitted to work in any equestrian area. Recertification is required for the new season starting in April.

Horses not to be moved without Permission

2. No volunteer may elect to remove any horse from its corral without the permission of the Operations Supervisor or the designated driver or trainer of the day.

Mishandling and Abuse Forbidden

3. Mishandling or abuse of any animal is strictly forbidden.

Children under 12 must be supervised in Corral

4. No child under 12 is permitted to enter a corral at any time without an adult supervisor **in the corral** with the child.

Who is in Charge

5. In the absence of the Operations Supervisor, the scheduled Driver of the day is in charge of the horses.

Appropriate Work Attire

6. For safety, steel toed boots, a long sleeve shirt and long pants will be standard apparel while working with the horses. This apparel should be in keeping with standard Park costuming policy as appropriate for groomers, Horse Handlers and Drivers. Steel toed boots are required. Special appliances are available to make regular boots acceptable.

Current Tetanus Vaccination

7. Tetanus vaccinations and emergency information must be up-to-date for all horse volunteers, and on record with the Operations Supervisor.

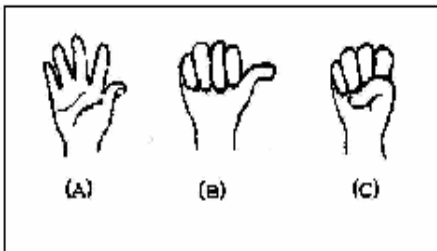
Horses must be attended

8. A Handler, or certified Driver, must attend a horse that is being walked through, or corralled in a public area. Handler or Driver must be extremely attentive to sudden movements of children or adults near a horse, and be prepared to intervene. Petting of horses is allowed in public, but only under direct, close supervision of Driver or Handler. Horses in the pen at Arden Station are in an appropriate railroad area so do not need a handler or driver in constant attendance.

Donation Box

9. Every person working with a horse must know the current project for the donation box on the train. All donations must be turned into the person-in-charge, General Manager, or Treasurer.

SPECIAL EQUESTRIAN OPERATION HAND SIGNALS



Equestrian Operation hand signals to be delivered by the Driver to the Brakeman during train operation:

- “Open hand” held over head: full brake release
- “Hitch hiker’s thumb” held over head: partial application of brake.
- “Clenched fist” held over head: **EMERGENCY STOP**: full, rapid application of brake.

BRAKEMAN'S DAILY REPORT

Train Information

Date:		Car:	
Motive Force:		Car Check Done?	
Driver or Engineer:		Blue Flag?	
Brakeman:		First Aid kit?	
Other Crew:		Fire Extinguisher?	
Reviewed Train Orders?		Radio(s)?	
Track Inspected?		Tools?	
Reason for Operation:			

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:

BRAKEMAN'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.				

INCIDENT REPORT

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

[illegible]

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

CONDUCTOR'S DAILY REPORT

TRAIN INFORMATION

Date:		Conductor:	
Engineer:		Brakeman:	
ROW Inspected?		Brakeman:	
Reviewed Signals?		Brakeman:	
Reviewed Train Orders		Brakeman:	
Reason for Operation:			

CONSIST	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:

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**

ACCIDENT REPORT

Society for the Preservation of Carter Railroad Resources
(SPCRR)

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

SPCRR

Historic Day Clothing Guideline

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 INTERFERS 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:

1. Men can wear 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. "Bachelor" buttons 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". Dropfall pants were worn until the 1880s but were old fashioned by the 1890s.
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 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 and are required by horse operations. Black, brown, or 'natural'. Although 'lug' soles are not period, for safety reasons we encourage their use. Remember: **Safety first!.**
7. (Optional) A denim or canvas 'field' coat can be worn in cooler weather.
8. (Optional) A vest or waistcoat with lots of pockets was worn by most men. It can be worn over or under overalls.
9. (Optional) 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.

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.

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.

Work Clothing	
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: http://www.jcpenney.com	Overalls, suspenders, field coats, Levis, shirts, loggers pants, hats, boots (Stores, web, and mail order)
Worker's World http://www.workersworld.com	Boats, coveralls, etc, Stores and web

Period costumers	
Texas Jacks http://www.texasjacks.com	Clothes, boots, and hats western clothing for Men and Women focused on 1880s. Web based store.
Fall Creek Sutlery http://fcsutler.com	Clothes and boots. Primarily American Civil War. Drop Front pants. Web or store at Civil War days
Gentleman's Emporium http://www.gentlemansemporium.com	Victorian and Western clothing. In San Jose.
Legends of the Old West http://legendsoftheoldwest.tv/	Clothes, boots, and hats western clothing for Men and Women focused on 1880s. Web based store.
Tonto Rim http://tontorim.com/index.html	Clothes, boots, and hats western clothing for Men and Women focused on 1880s. Web based store.