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OPERATIONS HANDBOOK



VERSION 4.1 ◆ SEPTEMBER 30, 2007

**NORTH AMERICAN RAILCAR OPERATORS ASSOCIATION
OPERATIONS HANDBOOK
FOURTH EDITION**

TABLE OF CONTENTS

SECTION	TOPIC	PAGE
1.0	Introduction	1
1.1	Intent	1
2.1	Excursion Coordinator.....	1
2.2	Certification Process for Excursion Coordinators.....	1
2.3	Mentors	1
3.1	NARCOA – Insured Motorcar Excursions	1
4.1	Coordinating a Motorcar Event	2
5.1	Communications	4
6.1	Territories	5
7.1	Sensitivity	5
8.1	Incident.....	6
9.1	Notification of Revocation	6
10.1	Hours of Service.....	6
11.1	Antique and Special Equipment.....	6
12.1	Hy-rail Equipment.....	7

APPENDIX – Forms

Attached to the rear of this document

Sample Check list for Motorcar operators	A1
Questionnaire For Railroads	A2
Excursion Coordinator Mentor Form	A3

*Download the most current copies of the following
documents from the NARCOA Web Site:*

<http://www.narcoa.org/docs.htm>

Membership Form
NARCOA Agreement
NARCOA Release
Affiliate releases
NARCOA Incident Form
Motorcar Operators Mentor form
Motorcar Inspection Form
Hy-Rail Inspection Form
Judicial policy

1.0 INTRODUCTION

This Operations Handbook is designed to be a guide to the policies that are set forth by the Operations Committee and the Board of Directors of NARCOA. It will be amended from time to time to reflect the changes agreed upon by the Board of Directors. It contains helpful information for Excursion Coordinators and the individual motorcar operators. The official operating language of NARCOA is English.

1.1 INTENT

The intent of the Operations Handbook is to collect motorcar-related information into a single, easy-to-find booklet. For the Excursion Coordinator, it provides guidelines and checklists used to arrange and conduct successful events. For operators, it provides information designed to insure continued safe motorcar operation. If you, as a member, would like to see changes in this manual, contact the Operations Committee for consideration.

2.1 EXCURSION COORDINATOR

A member who desires to organize a motorcar excursion must be certified by the Operations committee or their designee and have the necessary NARCOA approved insurance and a current Rule Book Examination Card.

2.2 CERTIFICATION PROCESS FOR EXCURSION COORDINATORS

The certification process is as follows:

- A. A person must be a member of NARCOA and in good standing.
- B. A member must have NARCOA approved Insurance.
- C. A member must pass the rules exam and hold a current NARCOA Rule Book Examination Card
- D. A member must be mentored by a certified Excursion Coordinator using the Excursion Coordinator Mentor's Form
- E. A member must have a thorough knowledge of the NARCOA Rules and safety procedures and agree to use them at his/her event.
- F. An Excursion Coordinator must agree to indemnify NARCOA on an approved NARCOA release. A member agrees to abide by the actions of the Board of Directors of NARCOA.

2.3 MENTORS

- A. A mentor is a member who has experience running and coordinating a motorcar event.
- B. The mentor has been certified as a certified Excursion Coordinator.
- C. The mentor will assist new Excursion Coordinators with all aspects of organizing and running a motorcar event.
- D. A mentor may certify a new Excursion Coordinator if he/she feels that the Excursion Coordinator followed the NARCOA Operations Manual, the rules and regulations of NARCOA, and performed in a satisfactory and professional manner.
- E. The Mentor shall contact the Chairperson of the Operations Committee when he/she is satisfied a new Excursion Coordinator is qualified to be a certified Excursion Coordinator.
- F. In an effort to form a core of certified Excursion Coordinators, every member who has organized and operated a motorcar event prior to December 31, 1995 will be a certified Excursion Coordinator.

3.1 NARCOA INSURED MOTORCAR EXCURSIONS

NARCOA insured motorcar excursion is one in which a certified Excursion Coordinator had received the following from participants, host railroads, and individuals that will be attending the event.

- A. Certificate of Permission
 1. A Certificate of Permission is supplied by the Regional Insurance Representative.
 2. The certificate must be filled out and signed by a representative of the host railroad and forwarded to the Regional Insurance Administrator for processing.
- B. The Certificate of Insurance names the host railroad as an additional insured.
- C. NARCOA or NARCOA Affiliate General Releases for the railroad and NARCOA from liability.
 1. These releases are held by the Excursion Coordinator for a period of two years or more depending on state statutes where the event is held.
 2. Copies or originals are given to the host railroad.

4.1 COORDINATING A MOTORCAR EVENT

- A. RAILROADS – once you have obtained permission to ride a host railroad, it is helpful to ask many questions. A list of these questions is in the appendix.
- B. EXCURSION COORDINATOR – It is the responsibility of the Excursion Coordinator to coordinate all phases of the event.
 - 1. The Excursion Coordinator is the sole contact with the railroad.
 - 2. The Excursion Coordinator selects a team of qualified members to help with the following items.
 - a) Registration
 - b) Inspection of motorcars
 - c) Grade crossing protection
 - d) Storing of automobiles and trailers.
- C. INSURANCE – The Excursion Coordinator is responsible for arranging liability insurance coverage for the host railroad. For NARCOA insured events, the host railroad is added to the insurance policy as an additional insured for a fixed number of days. The host railroad is added to the policy on the days of the event, and in some cases, the day preceding and the day following the event.

Third party insurance provides a resource of money to cover financial claims of personal injury or property damage. These claims would be filed by non-NARCOA persons who were either injured or whose property was damaged directly or indirectly by use of motorcars at a NARCOA insured event.

The process for obtaining insurance is to contact the Regional Insurance Representative of NARCOA. That person will send a Certificate of Permission to the Excursion Coordinator to have the railroad official sign. When that is completed, it should be returned to the Regional Insurance Representative along with the processing fee, if any. Upon receipt, the Regional Insurance Administrator will process it and the railroad will be sent a Certificate of Insurance that names it as an additional insured for the time specified on the Certificate of Permission

A list of insured members will be provided upon request from the Regional Insurance Administrator or the list may be obtained on the official NARCOA Web Page. IT IS THE RESPONSIBILITY OF THE EXCURSION COORDINATOR to make sure ALL operators have motorcar insurance and a NARCOA Rule Book Examination Card. No other insurance will be accepted.

- D. RULE BOOKS. The latest NARCOA Rule Book, and any applicable NARCOA Affiliate Rule Book must be in force at any NARCOA insured event.
- E. PLANNING – The Excursion Coordinator has a responsibility to create a plan for the day(s) event that is realistic, considering the number of cars expected. A good plan will include the following items:
 - 1. A REALISTIC SCHEDULE that can be held and includes some extra time for the inevitable delays.
 - a) ASSEMBLING TIME. Time that everyone arrives at the excursion site to take care of the paper work and inspections.
 - b) PAPER WORK TIME. Time to have members and guests sign waiver, releases, and other necessary forms.
 - c) INSPECTION TIME. Time to inspect all the motorcars at the event. (An example of an inspection report is on the NARCOA web site). Excursion Coordinators or their designee must inspect all motorcars. It is, clearly, understood that the owner of a motorcar is ultimately responsible for his/her motorcar inspection and the reliability of the motorcar.
 - d) SAFETY TIME. Time to give a safety and information talk about the ride. Usually, a railroad employee is present at this time to give added advice and instruction.
 - e) RIDE TIME. Time for the ride. Schedule enough hours to make your destination, Allow for time delays.
 - f) ENDING TIME. Allow enough time for members to thank their host railroad official and load their motorcars safely.

2. PARKING.
 - a) Make sure there is enough parking for all the members' trailers and automobiles.
 - b) Make sure you have permission from the place you park cars and trailers. They may need insurance coverage.
3. SET ON LOCATION.
 - a) Select an area that will permit as many motorcars to set on the rails as possible at one time without confusion.
 - b) The best place is a paved parking lot with a track running through it.
 - c) Flaggers may be needed to flag a crossing while members are unloading their cars.
 - d) Directions to the set on location should be clearly stated. If a map is available, use it.
4. REGISTRATION. While it is to an Excursion Coordinator's advantage to have pre-registration that is not always possible.
 - a) Send all releases, waivers, directions, and information to registrants well in advance of the event with instructions to return them to the Excursion Coordinator prior to the event.
 - b) Have a registration table staffed by two people.
 - c) Have enough small change to make change.
 - d) Have enough extra waivers and releases
 - e) Check for Motorcar INSURANCE CARDS AND EXAM CARDS.
 - f) Have lots of pens available.
 - g) Make sure everyone attending the event has signed NARCOA approved waivers and releases.
5. PARTICIPANT MATERIALS. It is nice to provide members with the following:
 - a) A schedule of the trip's events and schedule.
 - b) Track profiles.
 - c) Railroad timetables showing the stations and towns they will travel through.
6. SLEEPING ACCOMMODATIONS. They should be neat and accessible.
 - a) Motels, hotels, B & B's, and camping grounds should be made available to members.
 - b) Instructions should be clear on their location, price, and availability. If time is important making reservations it should be clearly stated.
7. TRANSPORTATION. If transportation for people and equipment is necessary, buses or vans should be utilized to allow for easy access of equipment stowage.
8. PUBLICITY. An Excursion Coordinator MUST publicize an event. Information MUST be sent to the NARCOA web site prior to receiving the CERTIFICATE OF INSURANCE. The information should include the following:
 - a) Date of event.
 - b) Location of event.
 - c) Cost of the event.
 - d) Track mileage.
 - e) Person to contact for information. Include name, address, phone number and email, if possible.
 - f) If there is a maximum number of operators who may attend it should be noted.
 - g) Any other type of publicity, such as TV, Radio, Newspapers, etc. should be cleared with the host railroad.
9. SECURITY. Sometimes it is necessary to provide security for members' personal property. It is suggested that the local police be contacted as a minimum security provision.
10. BREAKDOWNS. In the event of a breakdown or performance problem a motorcar operator must spend as little time as possible to repair the problem. The Excursion Coordinator selects the amount of time he/she will permit for repairs. This time should be announced in the beginning of the event at the information and safety meeting. If the problem cannot be repaired within the time allotted, the car must be towed or set off at an appropriate place.

11. **TOWING/PUSHING.** In the event of a breakdown, the car immediately following a car that has broken down has the primary responsibility for providing assistance. If that car behind has sufficient power and is approximate in weight to, or heavier than the disabled car then that car must push the disabled car the minimum distance to either set off, be placed on a siding, or placed under tow. All breakdowns should be immediately reported by radio or cell phone to the Excursion Coordinator (or designated assistant). If the pushing car breaks down, or is otherwise unable to push the disabled car safely, the Excursion Coordinator (or designated assistant) should be immediately informed that a backing move is required to place the disabled car under tow.

Pushing a disabled car must be done at low speed in order to provide adequate stopping distance for the coupled motorcars and reduced risk of a possible derailment. If the disabled car is to be placed under tow; the towing motorcar should have sufficient power and be approximate in weight to, or heavier than the car to be towed. If pushing or towing cannot be done safely; the disabled car must be set off the tracks at the place of disablement, or as close thereto as possible. Tow bars should not bind or be installed at to great a vertical angle.

12. **REVERSE MOVEMENTS.** A reverse movement (a motorcar traveling in the opposite direction from the convoy's direction of travel) is authorized only for emergency reasons, and is not allowed unless a flagman precedes the movement around curves and/or other visual obstructions. The only exception to the flagging requirement is when the operator of the car to be reversed has received direct authorization from the Excursion Coordinator (or designated assistant) for an unprotected reverse movement, with the understanding that the operator of the motorcar being approached by the motorcar has received a direct order from the Excursion Coordinator (or designated assistant) not to move the motorcar until the reverse movement of the approaching motorcar has been completed.

13. **LEAD AND REAR END MOTORCARS.** It is suggested that the Excursion Coordinator be either the lead or rear end motorcar. The end opposite the Excursion Coordinator should be operated by someone with great experience in all facets of motorcar operations and be experience at running events.

- a) Both lead and rear motorcar should have a copy of the Certificate of Permission and other documents issued by the host railroad.

5.1 COMMUNICATION.

Facilities for emergency communication should be considered by Excursion Coordinators. It is strongly recommended that the lead and rear motorcars have some form of communications. Radios are highly recommended equipment for all excursions, and particularly for those that cover significant distance. Excursion Coordinators should ensure that the lead and rear motorcars have railroad-type radios that can communicate over a distance of at least 3 miles. This is in addition to the radio capability of the railroad hi-rail that may be preceding a convoy. A 25 watt radio is considered minimum for this situation and a 40 to 45 watt is strongly recommended. CB type radios and hand held radios are not suitable nor recommended.

Whenever possible, other radio equipped cars should be located at intervals in the convoy if a large number of motorcars is in the convoy and/or if geographic considerations (i.e. hilly terrain) reduce the effective range of the radios. All radio and/or cellular phone equipped cars should be made known to the Excursion Coordinator to allow for optimal convoy placement of such cars. Radio communication should be kept to a minimum and be utilized only for excursion operations and safety considerations. Unnecessary conversation on the designated operation channel may hamper safe and efficient excursion operations.

- A. **RADIO USAGE.** The US Federal Communications Commission licenses NARCOA to operate on a frequency of 151.625 MHz. Our call sign is WPHT745. The license is on file with the Secretary of NARCOA. Photocopies of the license can be supplied to members, if desired. A copy of the FCC Rules and Regulations covering this license (Part 90) is of file with the secretary of NARCOA. It authorizes NARCOA to use up to 1,000 mobile units. Maximum allowed power output of a mobile unit is 110 watts.

Members in good standing may obtain a mobile unit and operate their radio during NARCOA insured motorcar excursions. The purpose of communications at NARCOA excursions is to insure safe and efficient travel over railroad rights-of-way. Permitted activities also include coordination of travel to and from the excursion (limited to those participating in the excursion) and communication for test and maintenance purposes.

Other licensees use the frequencies that we are assigned. Be careful not to interfere with other user's transmissions. Listen first, before you transmit. Radio transmissions should be efficient and to the point while avoiding idle chitchat and unnecessary comments.

B. NARCOA RADIO RULES.

1. Private or business communication on the NARCOA frequency outside of activities connected with NARCOA motorcar excursions is prohibited. EXCEPTIONS – Civil Defense or emergency rescue activities involving members' motorcars including actual emergencies or drills.
2. Members are responsible for correct technical operation (frequency, power output, etc.) of their mobile radio units.
3. Members are responsible to see that no unauthorized use of their radios takes place and that all applicable rules are observed when operation.
4. The Excursion Coordinator may designate transmissions to certain individuals used to control motorcar movements. All others should limit their radio use to listening, except in the case of vital communications.

C. FCC RADIO USAGE.

1. Vulgar language is prohibited.
2. Deliberately interfering with others communications is prohibited.
3. Transmission of program material (music & entertainment) is prohibited.
4. Rendering communications common carrier service (communications for hire) is prohibited.
5. Emergency communications involving the imminent safety-of-life or property are to be afforded priority.
6. Mobile stations may communicate directly with any other radio stations without restriction as to type (different frequency – different service) when communications relate to imminent safety-of-life or property.

6.1 TERRITORIES.

All NARCOA members, organization, and affiliates who operate within the guidelines of NARCOA will treat other members, organizations and affiliates with respect and courtesy. There shall be no members, organizations, or affiliates making rules that forbid membership or operation of a member in other organizations or affiliates for any reason other than the disciplinary action of the Board of Directors. There shall be no rules claiming territory or specific railroads in any manner. Dues and excursions fees must be applied equally to all.

It must be realized that railroads are permanently located, and members cannot "claim" a railroad merely by being located physically close or any other reason. All NARCOA members in good standing must have equal rights to excursions on any cooperating railroad.

Arrangements between the new members and the original member or group should specify how railroad contact, scheduling, and pricing are to be made. Under no circumstances is one member of an affiliate to make profits from another unless agreed upon in advance of the event. Charges from one member or affiliate to another are to be for reasonable expenses. Disputes are to be settled by the Board of Directors of NARCOA.

7.1 SENSITIVITY

All members and affiliates that hold supervisory positions, Excursion Coordinators, or others with official status have a special responsibility to avoid words or deeds that are arrogant, insensitive, or capricious. They should set an example of good conduct for others to follow.

8.1 INCIDENT

An Incident is defined as any event or occurrence involving one or more NARCOA members that result in personal injury and/or property damage to a third party, host railroad, or NARCOA member. Refer to the Judicial Committee Policy.

9.1 NOTIFICATION OF REVOCATION

The Board of Directors will notify the Operations Committee Chairperson of any disciplinary action taken. The chairperson will notify the Excursion Coordinators of the disciplinary action of the member. It is the Excursion Coordinator's responsibility to enforce the actions taken by the board of Directors.

10.1 HOURS OF SERVICE

It is strongly recommended that every operator of a motorcar receive at least 8 hours of rest before a NARCOA event.

11.1 ANTIQUE AND SPECIAL EQUIPMENT

- A. Certain antique and special vehicles (handcars and velocipedes) may be operated at NARCOA insured excursions. Certain equipment requirements may be suspended for such vehicles, and these suspension decisions are to be left to the Excursion Coordinator.
- B. Operators of antique vehicles must notify the Excursion Coordinator of an excursion at least 2 weeks in advance of proposed operation of antique vehicles. Excursion Coordinators shall have the right to refuse operation
- C. The following considerations are to be made by the Excursion Coordinator:
 1. Antique vehicles may not impede the speed of conventional motorcars.
 2. Antique motorcars and motorcars manufactured prior to 1945, are allowed exceptions to: Brakes (must have factory-braking system capable of stopping car in a reasonable distance), wheels (wood-spoked wheels must be sound), and moving parts (all clothing of riders must not be able to touch moving parts in the normal riding position).
 3. Brake lights are excepted if a designated flagger is available on the car.
 4. Regular lighting is not required.
 5. Factory mounted fuel tanks may remain in their original color.
- D. Handcars are allowed exceptions to the following:
 1. Brakes (must have factory-braking system, capable of stopping car in a reasonable distance)
 2. Wheels (wood spoked wheels must be sound)
 3. Moving parts (all clothing of riders must not be able to touch moving parts in the normal riding position.
 4. Brake lights are excepted if a designated flagger is available on the car.
 5. Regular lighting is not required.
 6. Fire extinguisher is not required.
 7. Rubber soled shoes must be worn by all riders.
 8. A maximum of 4 riders on the car.
 9. All pumping must be done behind the handles.
 10. All riders must hold both hands on the car at all times.
 11. All riders must avoid being hit by handles or thrown from the car by same.
- E. Velocipedes are allowed exceptions to the following:
 1. Brakes (must have factory-braking system, capable of stopping car in a reasonable distance)
 2. Wheels (wood spoked wheels must be sound)
 3. Moving parts (all clothing of riders must not be able to touch moving parts in the normal riding position.
 4. Brake lights are excepted if a designated flagger is available on the car.
 5. Regular lighting is not required.
 6. Fire extinguisher is not required.
 7. Rider(s) must keep both feet on pedals and at least one hand on handles at all times.

- F. Steam equipment is allowed exceptions to the following:
1. STEAM CAR BOILER. Must have current state or higher boiler inspection certificate that must be displayed on the car. Two separate means of boiler water feed must be provided. Boiler water level must be indicated by a red line Pyrex safety water column glass (or equivalent) with protective cover. Maximum allowable pressure on lap seam boilers is 100psi.
 2. STEAM CAR FIRE BOX. Burning solid fuel (coal or wood, etc.) must have deflectors and guards on ash pans to prevent sparks. Ash pans must be made of a minimum of 12 gage steel or thicker to prevent burn-through. Means to dump fire in an emergency must be provided. A fire extinguisher must be carried on all steam cars.
 3. STEAM CAR EXHAUST STACK. Must have baffles or screens to prevent sparks.
 4. STEAM CAR PIPES. Or appliances that reach temperatures more than 150 degrees must have guards or insulation to prevent burns to passengers or bystanders. Exceptions: valves and indicators. All pipes, including blow down valves, that may vent hot water or steam either in normal operation or during emergency operation must be directed vertically upward above boilers top level.

12.1 HY RAIL EQUIPMENT.

Hy rail equipment are vehicles that are designed to ride on the highway and rails. It is clearly understood that this equipment usually out weighs motorcars and should be placed in the motorcar lineup at the discretion of the Excursion Coordinator.

- A. MINIMUM STANDS FOR HY-RAIL EQUIPMENT. All Hy-rail equipment shall be inspected according to current FRA requirements. All newly purchased Hy-rails shall have their gear inspected and aligned by a qualified service person. All equipment must be inspected annually thereafter. A current inspection form must be available for inspection at all times.
- B. TOW HITCHES. Hy-Rail equipment must comply with NARCOA Standards for tow hitches. Tow hitches are to be 8" to 16" above the top of the rail for both front and back hitches. Many Hy-Rail bumpers do not have the structural integrity to handle the loads associated with towing. Therefore, if this is the case, special hitches must be frame mounted. The hitches must comply with the latest NARCOA rulebook.
- C. TOW HITCH HOLES. The size and design of the tow hitch holes should be such that it will accommodate a one-inch locking bolt or self-locking pin as described in the latest NARCOA rule book.
- D. TOW BAR. The tow bar shall have minimum of 10" beyond the bumper to the center of the hitch hole when attached to the Hy-Rail vehicle. Hy-Rail vehicles must meet all other applicable NARCOA mechanical standards
- E. RE-RAIL EQUIPMENT. All Hy-Rail vehicles must carry tools and equipment sufficient to re-rail their vehicle.
- F. RIMS Vehicles shall comply with the Hy-Rail manufacturer's recommendations.
- G. HY-RAIL RECOMMENDED PRACTICES. Additional Hy-Rail specific practices are recommended. These practices are recommended to help assure safe and trouble free excursions.
 1. Hy-Rail vehicles should have a square frame.
 2. Hy-Rail gear is properly aligned per manufacturer's recommendations.
 3. Guide wheel load must be properly set to avoid trouble.
 4. Hy-Rail vehicles that repeatedly derail must be aligned by an authorized repair facility.
 5. Hy-Rail gear should be checked for any loose fasteners, and, if found, be torqued.
 6. Vehicle tires should be inflated to proper pressure.
 7. Special care must be taken when operating over switches and grade crossings. Self-guarded frogs will easily derail Hy-Rail vehicles. Grade crossings can cause the vehicle to ride up on the gravel or pavement so the guide wheels can derail.

SAMPLE CHECKLIST

This checklist is a sample that should be customized by each operator to include the items he/she finds necessary to safely complete a motorcar excursion. Each operator should add or delete items as needed to accomplish that goal.

- Back Board
- Batteries
- Blanket
- Bug repellent
- Camera
- Cell phone
- Certificate of registration for motorcar
(border crossing)
- Chains & Straps
- Clothes for number of days
- Extra Coil for popper cars
- Cooler
- Curtains for motorcar
- Extra drive belt or chain
- Film
- Fire extinguisher
- First Aid Kit or bag
- Flags
- Flashlight
- Frequency book
- Gas container
- GPS system & antenna and power cord
- Grease gun and tubes
- Head set and intercom
- Ice and juices
- Jumper cables
- Maps
- NARCOA Rule Book, Certification Card
- Radio – scanner
- Raincoat
- Razor
- RR information packet
- Safety glasses
- Safety hat
- Safety vest
- Shoes – steel toed
- Spark plugs
- Suit case for clothes
- Tools
- Tooth brush
- Tow bar, pins, extra parts
- Trip money
- Warm coat
- Wheel gauge
- Wheel profile
- Wire

Questionnaire for railroads

1. What is the legal name of the railroad?
2. Who is general manager/owner?
3. What date will we ride?
4. What is the address of the railroad?
5. Who will be the contact person?
6. What is the railroad frequency?
7. Do you have a written history of the railroad?
8. Do you have a systems map or timetable?
9. Where will we put our motorcars on the rails?
10. Do you want NARCOA releases or does the RR have their own?
11. Where will we store our trailers?
12. What will be the cost for riding the rails?
13. What time shall we assemble?
14. What time shall we depart?
15. Where will we end the ride?
16. Do you have speed restrictions?
17. Will your railroad provide someone to flag crossings?
18. Will someone from the railroad be leading/following us?
19. Will there be rail traffic?
20. Are there restaurants and bathrooms along the way?
21. Are there access points for disabled vehicles?
22. May we make photo stops?
23. What towns will we go through?
24. What are the most scenic spots along the line?
25. Would you object to NARCOA contacting the media?
26. Could you provide the names & addresses of the local media?
27. What motels are close to our destination?
28. What medical facilities are in route?

NARCOA MENTORING FORM FOR EXCURSION COORDINATORS

Mentored Excursion Coordinator: _____

Address: _____

City: _____ State/Province: _____ Postal code Zip _____

- Review the Operations Manual, Policy Manual, and Judicial Committee Policy, and current NARCOA Rule Book.
- The members and the Certified Excursion Coordinator start with reviewing the Certificate of Permission, how to get one and where to send it.
- The members and the Certified Excursion Coordinator should review a copy of the Certificate of Insurance and how to get one.
- The next item is dealing with the railroad personal (review the Operations Manual for a questionnaire in the appendix)
- Have a map ready to show the set-on locations and any other locations that are pertinent to the excursion
- Discuss the sleeping and eating accommodations, transportation, security, and parking of trailers.
- Discuss about the registration of members and how to check the NARCOA website to verify that all operators are certified and have the NARCOA approved insurance.
- Discuss about the NARCOA release forms.
- Discuss about a "Breakdown" policy.
- Discuss about inspecting each motorcar, hy-rail or any other vehicle that might be on the excursion.
- Discuss about the proper process for towing another vehicle.
- Discuss about reverse moves made by the excursion.
- Discuss about radio communications
- Discuss about "Incidents" and what to do about them
- Discuss about the "Incident Forms" and the process that must be followed in case of an Incident.
- Discuss about the "Safety Meeting" process prior to every excursion.

Mentor's written comments or observations on Mentored Excursion Coordinator:

Mentored Excursion Coordinator (Print, Date & Sign Name) _____ / ____ /20__

Certified Excursion Coordinator ((Print, Date & Sign Name) _____ / ____ /20__