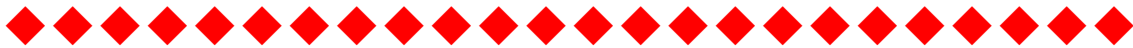


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**OPERATIONS HANDBOOK**



**VERSION 6.0 ◆ Jan 04, 2011**

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

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*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 *NARCOA Operations Handbook* is designed to be the record of those policies set forth by the NARCOA Board of Directors governing motorcar operations by its members. These policies are administered by the NARCOA Operations Committee. This handbook will be amended from time to time to reflect changes adopted by the Board of Directors. It contains necessary information for NARCOA Certified Excursion Coordinators and 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-use booklet. For the Excursion Coordinator it provides guidelines and checklists used to arrange and conduct successful motorcar excursions. For operators it provides information designed to insure continued safe motorcar operation. Proposed changes to this manual should be forwarded to the NARCOA 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.

#### **2.1 NARCOA CERTIFIED EXCURSION COORDINATOR - DEFINITIONS**

- A. Certified Excursion Coordinator - A member certified to be such by the NARCOA Operations Committee and whose name is listed as a Certified EC on the narcoa.org web page. Certified ECs are authorized to organize and conduct NARCOA insured motorcar excursions..
- B. Certified Excursion Coordinator-in-Training - A member who has completed steps A-F below and is in the process of being mentored. They will help organize and conduct motorcar excursions under the direct supervision of the assigned mentor.
- C. Non-Active Certified Excursion Coordinator - A member who fails to purchase NARCOA insurance for a period not to exceed two years. After two years the member will be dropped from the certification list and must re-apply to attain certified status.

#### **2.2 CERTIFICATION PROCESS TO BECOME A NARCOA EXCURSION COORDINATOR**

To become a NARCOA Certified Excursion Coordinator a member must:

- A. Be a NARCOA member in good standing.
- B. Hold a current NARCOA Rule Book Examination Card and have purchased NARCOA Insurance for two consecutive years prior to applying to become an EC.
- C. Be recommended by an officer of the member's chosen affiliate (when appropriate).
- D. Be endorsed by the member's NARCOA Area Director
- E. Pass the Certified Excursion Coordinator written examination.
- F. Be mentored by an experienced Certified Excursion Coordinator for one year.
  - 1. Demonstrate a thorough knowledge of NARCOA rules, policies and safety procedures.
  - 2. Demonstrate a thorough knowledge of the policies established by the NARCOA Board of Directors.
  - 3. Participate in a variety of excursion duties as directed by the mentor.
  - 4. Be recommended for certification by the mentor after completion of the above.
- G. Be certified by the NARCOA Operations Committee.

#### **2.3 MENTORS**

An EC mentor must:

- A. Be a NARCOA Certified Excursion Coordinator for at least two years.
- B. Guide Excursion Coordinators-In-Training through all aspects of organizing and running a variety of motorcar events during a period one year.
- C. Be familiar with the NARCOA Operations Manual, Rule Book and Judicial Policies.
- D. Contact the Chairperson of the Operations Committee and submit a one-page letter stating why an EC-In-Training is either qualified or not qualified to be made a certified Excursion Coordinator at the end of the mentoring period.

### 3.1 NARCOA INSURED MOTORCAR EXCURSIONS

A NARCOA insured motorcar excursion is one in which a certified Excursion Coordinator has received the following from participants and host railroads participating in the event:

- A. A NARCOA Certificate of Permission
  - 1. A Certificate of Permission is supplied by the NARCOA Regional Insurance Representative.
  - 2. The certificate must be filled out and signed by a representative of the host railroad.
  - 3. The signed Certificate of Permission must be sent to the Regional Insurance Administrator for processing.
- B. A Certificate of Insurance naming the host railroad as an additional insured. (Sent to the railroad).
- C. A NARCOA General Release and/or a NARCOA General Release for Affiliates releasing NARCOA and the affiliate from liability.
  - 1. These releases are held by the EC or the Affiliate for a period of two years or more, depending on state statutes where the event is held.
  - 2. Copies or originals may be given to the host railroad if required.

### 4.1 COORDINATING A MOTORCAR EVENT

- A. RAILROADS – once an EC has 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) Setting on and setting off of motorcars
    - e) Parking of vehicles and/or 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 (See 3.1.C).

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 NARCOA Regional Insurance Representative. 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 check the NARCOA website Excursion Page to confirm the event has been posted as required. He will then process the application 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/or 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 SCHEDULE that can be upheld 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 owner of where 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 extra forms in case some forget them.
  - 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.
  - 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) A list of motels, hotels, B & B's, and camp grounds should be made available.
  - b) Instructions should be clear on their location, price, and availability. If time is important in 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.
- a) All breakdowns should be immediately reported by radio or cell phone to the Excursion Coordinator (or designated assistant).
  - b) 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 reverse move is required to place the disabled car under tow.
  - c) 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.
  - d) 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.
  - e) 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.
  - f) Tow bars should not bind or be installed at too great a vertical angle.
  - g) It is recommended that when an unoccupied piece of equipment or a piece of equipment that does not have independently operated brakes is being towed, a safety chain be applied between the motorcar and the equipment in addition to the above mentioned tow bar. The safety chain shall be a minimum of 3/16-inch proof chain with a working load capacity of at least 500 lbs. The chain shall be secured to a frame member or equally firm portion of the motorcar and equipment being towed and shall be so applied as to not create a hazard by hanging down or dragging the ground such as by wrapping excess length of chain around the tow bar. Wrapping the chain around the tow bar provides additional security in the event of a tow bar failure.
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 a reverse movement, with the understanding that the operator of the motorcar being approached has received a directive from the Excursion Coordinator (or designated assistant) not to move his/her motorcar until the reverse movement has been completed.
13. LEAD AND REAR END MOTORCARS. It is suggested that the Excursion Coordinator be either the lead or rear end motorcar.
- a) The end opposite the Excursion Coordinator should be operated by someone with experience in all facets of motorcar operations and be experience at running events.
  - b) 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.

Equipment for emergency communication should be considered by Excursion Coordinators. It is strongly recommended that the lead and rear motorcars have some form of communication. 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 Hy-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.

Whenever possible, other radio equipped cars should be located at intervals in the convoy if a large number of motorcars are 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 the frequencies of 151.625, 151.505 and 158.400 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 users' transmissions. Listen first, before you transmit. Radio transmissions should be efficient and to the point while avoiding idle chitchat and unnecessary comments. NARCOA is not licensed in Canada. The use of radios in Canada will be the individual's responsibility.

### 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 NARCOA Board of Directors. There shall be no rules claiming territory or specific railroads in any manner. Dues and excursion fees must be applied equally to all.

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

When there is an established Affiliate /Railroad excursion relationship and a visiting Affiliate desires to host an excursion on the respective Railroad or when an Affiliate desires to coordinate an excursion with a potential (new) host Railroad the following protocol shall be followed:

- The Affiliate shall contact the respective NARCOA Area Director within whose Area the target railroad is located to gain approval prior to approaching that Railroad. This requirement is to coordinate planning efforts between any established Affiliate and the second (or visiting) Affiliate. This contact is to be made via the “AREA DIRECTOR /EXCURSION COORDINATOR APPLICATION FOR NEW EXCURSIONS”) or via an electronic message submitting the required form’s information to the Area Director in which the proposed run is to take place.
- The Director is to communicate with the established Affiliate to gain insight into this planning effort with the second affiliate.
- Approval for the second Affiliate to approach the host railroad shall not be unreasonably withheld however the regional Director may withhold permission for the second Affiliate to approach the host railroad if the Director determines such action would be detrimental or in conflict with the efforts of the established Affiliate or NARCOA at the present time.
- Area Directors are to contact the NARCOA Operations Chairman and the Affiliate Administrator for assistance as necessary.
- In the case of a disagreement, appeal shall be to the Chairman of the Operations Committee, who will forward the matter along with his recommendation to the NARCOA Board of Directors for final resolution.
- The respective Regional Insurance Representative is to verify receipt of approval from the Area Director to allow insurance to be provided for the excursion based on the Area Director review. This is in addition to their verification of a signed Certificate of Permission and posting of the Excursion announcement on the NARCOA web page.

## **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 AND/OR REVOCATION**

The Board of Directors will notify the Operations Committee Chairperson of any disciplinary action taken. The Operations Committee Chairperson will notify the affected member(s). The Operations Committee Chairperson will notify Excursion Coordinators of any disciplinary action resulting in the revocation of a member's operating privileges. It is the Excursion Coordinator's responsibility to enforce actions taken by the NARCOA 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 that 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 STANDARDS 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 frame in proper alignment.
  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 railroad 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 CHECKLIST FOR MENTORING NEW EXCURSION COORDINATORS

The NARCOA Certified Excursion Coordinator Policy requires a one-year's program of mentoring for a candidate by an experienced NARCOA Certified Excursion Coordinator. During that year the candidate will be designated an Excursion Coordinator-in-Training, and will be allowed to perform all the duties required of a Certified EC while under the mentor's supervision. The EC-in-Training should be given a variety of experiences during the mentoring period. The Mentor will remain the EC of record for all events organized by him/her and the EC-In-Training. At the end of that year the Mentor will write a one-page document summarizing the activities of the EC-in-Training and include a recommendation as to the EC-in-Training's abilities to become a NARCOA Certified Excursion Coordinator. The Mentor's summary and recommendation will be forwarded to the NARCOA Operations Committee Chairperson for action after the mentoring period is completed.

The checklist below is a list of suggested topics to be covered by the Mentor during the mentoring period and a record of the EC-in-Training's progress:

Excursion Coordinator-in-Training: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal code Zip \_\_\_\_\_ Phone # \_\_\_\_\_ email: \_\_\_\_\_

- Review the Operations Manual, Judicial Committee Policy, and current NARCOA Rule Book.
- Review of the *Certificate of Permission*, how to get one and where to send it.
- Review a copy of the *Certificate of Insurance* and how to get one.
- Review the *Operations Manual* on how to deal with railroad personnel. (See questionnaire in Appendix page A-2)
- Review procedures (map) on how to establish set-on locations and any other locations that are pertinent to excursions.
- Review procedures for sleeping, eating, accommodations, transportation, security, and the parking of tow vehicles.
- Review how to register participants for runs and how to check the NARCOA website to verify operators' NARCOA *Operators' Card* number and current *NARCOA Insurance* number.
- Review NARCOA (and/or affiliates') *General Release* form.
- Review how to establish a "Breakdown" policy.
- Review how to do a mechanical inspection of each motorcar, hy-rail or other vehicle that might be on the excursion.
- Review proper towing procedures.
- Review the procedure for authorizing reverse moves.
- Review the proper use of radios.
- Review what constitutes an "Incident" and how to use the *NARCOA Incident Report* form.
- Review how to conduct a proper "Safety Meeting" and the need to have one each day before operation.

Dates and events at which the EC-in-Training worked under the direction of the Mentor as an EC:

Date \_\_\_\_\_ Event: \_\_\_\_\_ Date \_\_\_\_\_ Event: \_\_\_\_\_

Date \_\_\_\_\_ Event: \_\_\_\_\_ Date \_\_\_\_\_ Event: \_\_\_\_\_

Date \_\_\_\_\_ Event: \_\_\_\_\_ Date \_\_\_\_\_ Event: \_\_\_\_\_

# AREA DIRECTOR/EC COORDINATOR APPLICATION FOR NEW EXCURSIONS

Article 6.1 of the NARCOA *Operations Handbook* specifies that Excursion Coordinators, who wish to organize excursion(s) on a railroad on which their affiliate has not previously done so outside of its home area, must coordinate with the NARCOA Area Director in whose area that railroad is located before the specific dates for the event have been arranged or announced. The Area Director may require additional information and/or coordination with area ECs who have organized prior runs on the railroad. This application should be submitted to the Area Director to facilitate the process. It is not necessary to submit this application if the EC or his/her affiliate has organized a run on the railroad before.

APPLICANT EC'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NARCOA AFFILIATE FOR WHICH EVENT WILL BE ORGANIZED \_\_\_\_\_

RAILROAD(S) ON WHICH THE RUN WILL BE ORGANIZED \_\_\_\_\_

DATE(S) OF PROPOSED RUN(S) \_\_\_\_\_

WHAT RAILROAD CONTACT(S) HAS(HAVE) BEEN MADE TO THIS POINT?

NAME OF AREA DIRECTOR INVOLVED \_\_\_\_\_ AREA # \_\_\_\_\_

EC'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## FOR USE OF AREA DIRECTOR

DATE APPLICATION RECEIVED \_\_\_\_\_

COORDINATION REQUIRED BEFORE CONTACT IS TO BE MADE:

APPLICATION APPROVED (Y/N) \_\_\_\_\_ DATE \_\_\_\_\_

IF NO - EXPLANATION: