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OPERATIONS MANUAL



VERSION 7.3 ◆ Apr 1, 2016

North American Railcar Operators Association, Inc.

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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 and Affiliate Release
NARCOA Incident Form

Motorcar Operators Mentor form
Motorcar Inspection Form
Hi-rail (On-Track Vehicle) Inspection Form
Judicial Committee Policy

Section 1. Introduction

1.01 Introduction. This NARCOA Operations Manual 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.

1.02 Intent. The intent of this Operations Manual is that it contain all information that an Excursion Coordinator needs to know in order to organize a safe and successful NARCOA event. Motorcar and On-Track Vehicle Operators should become familiar with the Operations Manual in order to better understand what to expect at a NARCOA excursion or event in order to enable him/her to become the safest possible operator of rail vehicles. Proposed changes to this manual should be forwarded to the NARCOA Operations Committee.

Section 2. Excursion Coordinators

2.01 Description. 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.

2.02 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. A qualified mentoring EC must be physically present at the excursion, and the EC-in-Training may not supervise an excursion on his own, until and unless he becomes a fully Certified Excursion Coordinator.
- 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.

2.03 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.

2.04 Excursion Coordinator 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.

Section 3. Narcoa Insured Motorcar Excursion

3.01 Coordinating a NARCOA Insured Motorcar Excursion

- A. **A Narcoa Insured Association Policy Event** is one for which a Certified Excursion Coordinator has received the following from participants and host railroads participating in the event:
 - 1. A NARCOA Certificate of Permission
 - a) A Certificate of Permission is supplied by the NARCOA Regional Insurance Representative.
 - b) The certificate must be filled out and signed by a representative of the host railroad.
 - c) The signed Certificate of Permission must be sent to the Regional Insurance Administrator for processing.
 - 2. A Certificate of Insurance naming the host railroad as an additional insured. (Sent to the railroad).
 - 3. A NARCOA General Release form releasing NARCOA and the affiliate from liability.
 - a) 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.
 - b) Copies or originals may be given to the host railroad if required.

B. **A Narcoa Insured Member Policy Event** is limited to one of the following three types:

1. Inspection/Survey, comprised of a minimum of 1, and a maximum of 3 motorcars or on-track vehicles.
2. Work Party, comprised of a minimum of 2, and a maximum of 10 motorcars or on-track vehicles.
3. Rides For The Public (Depot Days/Museum), comprised of a minimum of 2, and a maximum of 10 motorcars or on-track vehicles.

C. **The Following Restrictions Apply To all Of The Member Policy Events:**

1. Prior notification to Area Insurance Representative must occur before event (see Section D for the proper method of notifying Area Ins. Rep.)
2. Proper track authority must be obtained.
3. A certified EC must be present at all times, and must keep all signed Releases.
4. Signed Release Waivers must be obtained from all participants upon arrival on RR property.
5. All operators must be NARCOA insured members.
6. Limit of one NARCOA group per RR per day.
7. Area Insurance Representative must notify local Area Director of event.

D. **Required Method Of Notifying Area Insurance Representatives:** The required method of notifying an Area Insurance Representative prior to use of the Member Policy is to download and fill out the Member Insurance Activation Form, a copy of which is part of Operations Manual.

An email containing the same information would be an acceptable substitute. This information must be emailed or faxed to one of the six Area Insurance Representatives prior to setting rail vehicles on track.

A list of the six current Regional Insurance Representatives is available on the narcoa.org website, on the current NARCOA insurance application form..Failure to submit this notification form or email will render the Member Policy coverage null and void, and invalid. Members attending such an event will not be covered by NARCOA insurance.

E. **Work Parties.** NARCOA insurance provides coverage for Work Party events, under either the Association or Member Policies. Activities covered include: brush cutting, cleaning of flangeways, litter patrol and other light work, such as painting mile markers, setting out or picking up snow plow markers, etc. NARCOA insurance does not cover members doing heavy work such as changing track ties or laying rail. In general, if the work allows members to operate motorcars and/or on-track vehicles from point "A" to point "B" and return, then it can be considered an insured NARCOA motorcar excursion or event. Doing work for hire is outside the scope of NARCOA insurance.

Section 4. Coordinating a Motorcar Event

4.01 Description. The following paragraphs outline information important to proper coordination of 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.

1. Additional EC/Host Railroad required conversation to include the following statement: It is to be understood that if shunting is performed by the Railroad escort (other than by means allowed in NARCOA Rule 1.02), it must be done via equipment installed on Railroad Owned and Operated vehicles only. Therefore, if a NARCOA insured participant's vehicle/device is set up to actively shunt, it would be considered in violation of Rule 1.02. It is further understood that no NARCOA member may alter NARCOA rules or policies, whether acting as a railroad pilot, railroad representative, or both.

Any action by a Railroad Representative who is not an insured NARCOA member that is not in conformance with NARCOA Rules must be done by that Railroad Representative exclusively on his own authority, and that action is therefore the sole responsibility of themselves and the Railroad.

No NARCOA member may enter any grade crossing, whether on foot or in a vehicle, while grade crossing signals have been activated by means of shunts on a railroad escort's vehicle, or other than by means of the two approved methods listed in Rule 1.02.

- 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) Grade crossing protection
 - c) Setting on and setting off of motorcars
 - d) 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) Flagger 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 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) Contact person. 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.

4.02 Coordinating A Special Motorcar Event Using Member Policy.

- A. An Excursion Coordinator desiring to utilize the Member Policy coverage must observe the criteria and restrictions to its use listed in Sections 3.01, paragraphs B-E.

- B. In addition, the criteria and guidelines listed under Section 4.01 should be observed as they apply to events insured by the Member Policy, however, valid track authority must be obtained from a railroad official. Certificates of Insurance are not issued by the NARCOA Insurance Representatives, however, a Member Insurance Activation Form or email containing the required information must be sent to one of the Area Insurance Representatives prior to a Member Policy event, as stated in Section 3.01.

- C. Excursion Coordinators must assure that all NARCOA rules and regulations, restrictions and safety procedures, are observed at Member Policy insured events.

4.03 Financial Payments. All NARCOA, Affiliate, and Excursion Coordinator related debts and obligations must be paid promptly; defined as immediately, or as soon as possible, but in no case later than two weeks upon receipt of invoice or debt otherwise incurred. This includes payments of, including but not limited to, excursion fees to railroads, and refunds of excursion fees to members for cancelled runs. Affiliates and Excursion Coordinators may have reasonable policies and deadlines, regarding cancellation by members on short notice.

4.04 This section has been deleted.

4.05 Operator or Participant Impairment. NARCOA Operators or excursion participants who appear to be visibly impaired, whether physically or otherwise, may reasonably be questioned by the Excursion Coordinator regarding their condition, in order that the EC may ascertain whether the apparent impairment would create an unsafe situation during the excursion. An Excursion Coordinator in charge of an excursion may, with sufficient reason, exclude from excursion participation an operator, passenger, or participant who, in the judgment of that EC, poses undue risk to safe excursion operations. (NARCOA operations are exempt from the provisions of the American Disabilities Act.)

4.06 Rides for the Public. NARCOA insured operators may operate their rail vehicles, with written railroad permission, at fund raising events for other non-profit organizations, such as Museums or Depot Days, providing that the operators do not take money for services provided. Patrons of the event may make donations to an unaffiliated non-NARCOA organization of their own free will, but there must not be any "quid pro quo" direct connection between the rider's contribution to the second organization, and any rail vehicle ride given by the insured NARCOA member. There can be no requirement of contribution or payment in exchange for any rail vehicle ride.

Proper current version NARCOA Release Forms must be signed in ink by all passengers prior to entering the rail vehicle.

Prospective passengers must be verbally informed of, and shown, statements of warning contained in the text of the Release Forms, pertaining to risk of serious injury or death, and verbally informed that by signing the Release Form, they are voluntarily abandoning any right to sue for damages.

Parents or Guardians of minor children must sign the Release Form on behalf of their children or ward.

Passengers and participants must all observe the NARCOA Alcohol and Drugs Rule 4.03, and cannot have used alcohol or drugs during the eight hours prior to riding in a NARCOA insured motorcar. Release Forms signed by passengers must be retained by each NARCOA Excursion Coordinator for a period of 3 years, and made available to the NARCOA Insurance Representative upon request.

Section 5. Communication

5.01 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.

After Jan. 1, 2013, the NARCOA FCC License requires NARCOA operators to transmit in narrow band only, with 12.5 channel spacing. After this date, it is illegal to transmit on the NARCOA channels in wide band, with 25hz channel spacing.

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.

Section 6. Territories

6.01 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.

Section 7. Sensitivity

7.01 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.

Section 8. Incident

8.01 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.

Section 9. Notification and/or Revocation

9.01 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 Coordinators' responsibility to enforce actions taken by the NARCOA Board of Directors.

Section 10. Hours Of Service

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

Section 11. Antique and Special Equipment

11.01 Antique and Special Equipment. (Moved to Rule Book)

Section 12. Hi-rail Equipment (On-Track Vehicles)

12.01 Hi-rail Equipment (On-Track Vehicles). Hi-rail (on-track vehicles) 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. (Remaining previous requirements A-G regarding Hi-Rails have been moved to the Rulebook).

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:

Member Insurance Activation Form

This form is to be used by Excursion Coordinators desiring to hold an insured NARCOA rail event, utilizing the Member Policy, instead of the Association Policy. The Member Policy is the liability insurance policy which is part of the NARCOA insurance program, which has a coverage limit of \$1 million per occurrence. This policy coverage may be used by EC's for specific rail events as described in the current Operations Manual.

This form should be filled out and emailed or faxed to one of the six Regional Insurance Representatives, PRIOR to the event taking place. Alternatively, an email or fax may be sent to one of the six insurance representatives without using the form, if the email or fax contains all the same required information.

Failure To Send This Notification Information To An Insurance Representative Prior To The Event Will Render The Member Policy Coverage Null And Void.

A list of the six current Regional Insurance Representatives is available on the narcoa.org website, on the current NARCOA insurance application form.

Please refer to Sections 3.01, B, C, D & E, and also Section 4.02 of the latest Operations Manual (posted on the narcoa.org website) for exact details and requirements regarding use of the Member Policy.

Beginning date and time of Event: _____

Ending date and time of Event: _____

Railroad where Event is taking place: _____

Railroad Official granting track authority: _____

Number of NARCOA members attending (estimate): _____

"I certify that I have read and understand the details and requirements for use of the member policy."

Excursion Coordinator Name: _____

Reminders:

1. All operators must be NARCOA insured.
2. The EC must be present at all times.
3. NARCOA Release waiver forms must be signed by all participants, and retained by the EC.
4. A Safety Meeting must be held prior to departure.
5. Limit of one NARCOA group per Railroad per day.
6. The current NARCOA Rulebook is in effect.