

◆◆◆◆ **NARCOA** ◆◆◆◆

OPERATIONS MANUAL



VERSION 8.2 ◆ Jan 14, 2018

North American Railcar Operators Association, Inc.

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NARCOA Forms Related to Ops Manual:

Narcoa checklist for mentoring new Excursion Coordinators	16
Area Director / Excursion Coordinator Application for New Excursions	17
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Download the most current copies of the following
documents from the NARCOA Web Site:
<http://www.narcoa.org/docs.htm>

Study the rest of the NARCOA Documents to become familiar with them, including:

NARCOA Rule Book	Membership Form
NARCOA & Affiliate General Release Form	NARCOA Agreement
NARCOA Rail Vehicle Inspection Form	NARCOA Incident Form
Rules Violation Form	NARCOA Policy Book
Motorcar Operators Mentor Form	Judicial Committee Policy
NARCOA Insurance Application (information on current insurance & restrictions)	

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 NARCOA 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 Equipment Operators should become familiar with the Operations Manual and better understand what to expect at a NARCOA excursion or event in order 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 & Affiliates

2.01 Description.

A member who desires to organize a motorcar excursion must be certified by the Operations committee or its designee as a Certified Excursion Coordinator and have a valid current NARCOA Insurance Card number and a current Rule Book Examination Card number.

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, or in the NED online database. Certified ECs are authorized to organize and conduct NARCOA insured motorcar excursions.
- B. Excursion Coordinator-in-Training - A member who has completed steps A-D in Section 2.03 below and is in the process of being mentored to become a Certified EC. He or she 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 or her own, until and unless he or she becomes a fully Certified Excursion Coordinator.
- C. Non-Active Certified Excursion Coordinator - A member who fails to purchase NARCOA insurance for two consecutive years. After two years the member will be dropped from the certified EC list and must reapply to attain certified status.

2.03 NARCOA Certified Excursion Coordinator.

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

2.04 Excursion Coordinator Mentors.

- A. An EC mentor must:
 - 1. Be a NARCOA Certified Excursion Coordinator for at least two years.
 - 2. Guide Excursion Coordinators-In-Training through all aspects of organizing and running a variety of motorcar events during a period of one year.
 - 3. Be familiar with the NARCOA Operations Manual, Policy Manual, Rule Book and Judicial Policies.
 - 4. Contact the Operations Committee Chair and submit a one-page letter stating why an EC-In-Training is either qualified or not qualified to become a Certified Excursion Coordinator at the end of the mentoring period.

2.05 NARCOA Affiliate Supervisory Responsibility.

- A. Excursion Coordinators must be associated with a valid NARCOA Affiliate. An Affiliate name is required on the Certificate of Permission.
- B. Affiliates of more than one member may wish to establish supervisory procedures regarding Excursion Coordinators who represent their group.
- C. Affiliates may establish specific rules in addition to those in the NARCOA Rule Book and any which may be imposed by the host railroad. These additional rules must be communicated by ECs under their supervision to all participants on their excursions.

2.06 Excursion Coordinator Excursion Responsibility.

- A. The EC named on the Certificate of Permission has primary responsibility for all aspects of excursion planning, communication, and supervision.

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 your NARCOA Regional Insurance Representative.
 - b) The certificate must be filled out and signed by a representative of the host railroad and the Excursion Coordinator.
 - c) The white and yellow copies of the signed Certificate of Permission must be sent to the Area Insurance Representative for processing. The pink copy should be kept by the railroad.
 - d) A Certificate of Insurance will then be issued naming the host railroad as an additional insured. The white copy will be sent to the EC, who will forward it to the railroad. The yellow and pink copies will be sent to the NARCOA Insurance Administrator.
2. NARCOA & Affiliate General Release form releasing NARCOA and the affiliate from liability.
 - a) There should be one form per vehicle signed by each person occupying that vehicle. No participants riding in other vehicles should sign that form.
 - b) The form must be printed front and back on one sheet of paper.
 - c) These signed Release Forms must be retained by the EC or the Affiliate for a period of four years or more, depending on limitations where the event is held. (ECs and Affiliates should retain signed Release Forms for two years beyond the statute of limitations for bodily injury actions.)
 - d) Copies or duplicates 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 the 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 as stated above in 3.01, A, 2, a.
4. Signed NARCOA & Affiliate General Release Forms must be obtained from all participants upon arrival on Railroad property.
5. All operators must be currently insured NARCOA members in good standing.
6. Only one NARCOA group may operate on any given railroad per day.
7. The Area Insurance Representative must notify the appropriate Area Director of the event.

D. **Required Method Of Notifying Area Insurance Representatives** prior to use of the Member Policy is to download and complete the Member Insurance Activation Form, which is posted on the Documents & Forms page on the narcoa.org website, and send that completed form to the Area Insurance Representative. An email containing the same information is an acceptable substitute. This information must be presented to one of the six Area Insurance Representatives prior to setting rail vehicles on track. A list of the six Area Insurance Representatives is available on the current NARCOA Insurance Application Form which can be found on the narcoa.org website. Failure to notify the Area Insurance Representative prior to the event may render the Member Policy coverage null and void which means that 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 and is not covered.

Section 4. Coordinating a Motorcar Event

4.01 Description.

The following paragraphs outline information essential to proper coordination of a motorcar event.

- A. **Railroads.** The EC and his or her key assistant(s) should set up an in-person meeting with a senior representative of the management of the host railroad, preferably including a Supervisor in the Operations Dept., prior to the event.
(Please refer to Appendix A for more specific detail)
- 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) On Site Registration.
 - b) Grade crossing protection.
 - c) Coordination of set-on and removal of motorcars.
 - d) Parking of vehicles 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. NARCOA insurance provides coverage for third party claims of personal injury and/or property damage.
1. Contact your NARCOA Area Insurance Representative to obtain blank Certificate of Permission (CoP) Forms.
 2. CoP forms have three copies. The railroad keeps the pink copy.
 3. The white and yellow copies are to be mailed to the Area Insurance Representative along with the current processing fee.
 4. The excursion must be posted on the Excursion Calendar on the NARCOA website before the Area Insurance Representative can issue a Certificate of Insurance (CoI).
 5. The Area Insurance Representative will then prepare a Certificate of Insurance which names the railroad as an additional insured for the time specified on the Certificate of Permission. The white copy will be sent to the EC, who will forward it to the railroad, and the yellow and pink copies will be mailed to the NARCOA Insurance Administrator. (The EC is advised to make a photo copy of the CoP for his or her records prior to mailing the form to the Area Insurance Representative).
 6. A searchable online list of insured members is available on the official NARCOA Electronic Database (NED) on the internet at "narcoa.memberlodge.org". There is a specific EC page which is password protected. (You may need to contact the Membership Committee to obtain a password.) It lists up-to-date member information with current Operator Certification Card and Insurance numbers, mentored status, phone numbers, membership status, and insurance coverage for Hi-Rails.
 7. IT IS THE RESPONSIBILITY OF THE EXCURSION COORDINATOR to make sure ALL operators have a current NARCOA Insurance Card number, and current NARCOA Rule Book Examination Card number. No other insurance will be accepted.
- D. **Rule Books.** The latest NARCOA Rule Book and any applicable NARCOA Affiliate Rule Book are in force at any NARCOA insured event.
- E. **Planning.** The Excursion Coordinator has a responsibility to create a clear and realistic plan for the event and to communicate that plan to participants. A good plan will include the following items:
1. **A schedule** that can be upheld and budgets time for delays.
 - a) **Assembling Time.** A definite call time when everyone is expected to arrive at the excursion site to take care of unloading and inspections.
 - b) **Paper Work Time.** Time to have members and guests sign waivers, releases, and other necessary forms. Consider choosing a designated member to be in charge of this essential paperwork. Release Forms MUST be signed by operators and their passengers prior to their motorcar or hi-rail being placed on the track and, ideally, before they unload.

- c) **Inspection Time.** Time to collect Inspection Forms for all the motorcars at the event. Excursion participant Operators must have inspected and verified compliance of their rail vehicles and signed the Inspection Form. Excursion Coordinators or their representative may verify items on the Operator's Inspection Form but the owner/operator of a rail vehicle is ultimately responsible for his/her own rail vehicle inspection and the reliability of that vehicle.
 - d) **Safety Time.** Allow adequate time to give a comprehensive safety briefing and information talk about the event. A railroad employee may be present at this time to give added advice and instruction.
 - e) **Ride Time.** Schedule enough time to arrive at the destination allowing for rest breaks and possible delays.
 - f) **Ending Time.** Allow enough time for members to thank their host railroad official and safely load their rail vehicles.
2. **Parking.**
 - a) Make sure there is an adequate parking area for vehicles and trailers.
 - b) Make sure you have permission from the owner of any private property where you plan to park vehicles and trailers. That property owner may also wish to be listed on the Certificate of Insurance as an Additional Insured.
3. **Set on Location.**
 - a) Select an area that will permit as many motorcars as possible to set on track 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 or a map should be provided.
 - e) Don't forget to provide supervision and any needed protection to operators at the end of the excursion when they are setting off and loading their equipment.
4. **Registration.** While it is to an Excursion Coordinator's advantage to have pre-registration, it is not always possible. The Release Form should be signed in person at the excursion, in ink, rather than mailed in, in order to ensure that every participant present has signed the Release Form. **The NARCOA & Affiliate General Release Form must be printed on both sides of a single sheet of paper and must be signed by all participants.** When in doubt, have the participants sign another Form! There should be one form for each vehicle signed by all occupants of only that vehicle. This is an essential liability protection for you as EC, the affiliate, the RR, and other members. Our insurance covers third party claims only.
 - a) Send all necessary forms, directions, and information to registrants well in advance with instructions to return them to the Excursion Coordinator prior to the event.
 - b) It is helpful to have a reservation table staffed by two people that is set up in a visible location where arriving operators can check in upon arrival.
 - c) Have extra Release Forms (printed on the front and back of one sheet of paper) on hand for those who have not yet signed one.
 - d) Check for current NARCOA Insurance Cards and Operator Certification Exam Cards either by a pre-check in the NED database or on site before departure. Don't forget to check for current status when an operator joins an excursion on short notice or during the event.
 - e) Have an adequate number of pens available. Blue ink is preferred on legal documents, but any legible ink will suffice.
 - f) Always verify before departure that all attendees have signed a NARCOA Release Form.
5. **Participant Materials.** It is nice to provide members with the following:
 - a) A schedule of the trip's events.
 - b) A written list of crossings to be protected and in what manner.
 - b) Track profiles or maps.
 - c) A copy of the railroad timetable listing the stations and towns they will travel through.
6. **Sleeping Accommodations.** A list of good motels, hotels, B & Bs, and campgrounds should be made available. They should be clean, neat and accessible. Instructions should be clear on their location, price, and availability. If time is important in making reservations that fact should be clearly stated.

7. **Transportation.** If transportation for people and equipment is necessary, buses or vans should be utilized if possible to allow for easy access for people, luggage, and equipment.
8. **Publicity.** An Excursion Coordinator MUST publicize an excursion event on the NARCOA website before a Certificate of Insurance will be issued. Excursions marked "Sold Out" when the listing is sent to the NARCOA Webmaster will be rejected.
9. **NARCOA Website information** The excursion information sent to the NARCOA Webmaster should include the following:
 - a) Full name of the railroad.
 - b) Name of the NARCOA affiliate hosting the event.
 - c) Date of event.
 - d) Location of event.
 - e) Distance (mileage) to be covered.
 - f) Cost of the event.
 - g) Name, address, phone number and email address of the EC or contact person.
 - h) Maximum number of on-track equipment allowed, if applicable.
 - i) Any restrictions on types of equipment allowed, etc.
 - j) A link to the affiliate website or another site where additional details including, but not limited to, hotel accommodations, a refund policy, wait list policies, and any related deadlines can be found.
NOTE: Any other type of publicity such as TV, Radio, Newspapers, etc., must be approved by the host railroad.
- 10 **Security.** It may be necessary to provide security for members' personal property such as highway trailers or rail vehicles tied up on the track overnight. It is suggested that the local law enforcement be informed of the excursion as a minimum security provision.
11. **Toilets.** It may be desirable to provide portable toilets at key location on the line or carry one on a trailer car during the excursion.

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. The criteria and guidelines listed under Section 4.01 should also 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 Area Insurance Representatives. However, a Member Insurance Activation Form or email containing the required information must be sent to and be acknowledged by 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, policies, procedures, and restrictions, 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, as soon as possible, and no later than two weeks after receipt of invoice or debt incurred. Such debts include, but are not limited to, fees owed to railroads and refunds to members for cancelled runs. Affiliates and Excursion Coordinators may have reasonable policies and deadlines regarding members cancelling their attendance at an excursion on short notice.

4.04 Excursion Coordinators – Other Things to Consider

- A. **Operator Fatigue** – The FAMES Committee (Fatality Analysis of Maintenance-of-Way Employees and Signalmen), a professional rail safety committee, performed a nationwide study and found that a significantly high number of track equipment operator and rail worker injuries occurred in the one hour period between 1:00 pm and 2:00 pm following a lunch break. Equipment operators should be aware that the period right after lunch is a common time of the day to lose attentiveness.

1. Procedures that can be used to help prevent operator inattentiveness after lunch:
 - a) Call attention to this risk factor at the excursion safety briefings. Raise the awareness of your operators by reminding them of the dangers of transitioning from a sedentary period to an active environment.
 - b) Conduct a short and to the point Safety Briefing before beginning operations after the meal period.
 - c) Make occasional stops and encourage operators to get out of their vehicles and move around.
 - d) Increase radio activity including calling out upcoming grade crossings, mile posts, etc.
2. Late afternoon is also a period when operators can become fatigued as their minds drift off to plans for the evening rather than staying focused on operating their vehicle. Some additional things to consider during the last hours of the excursion could include:
 - a) Consider utilizing group stops at those crossings that might be a concern, grouping up the cars, putting out flaggers from the rear of the group, or using approved methods of shunting the signals for crossing protection.
 - b) Group stops will help keep the group from getting strung out over a larger distance than normal which will help prevent operators from exceeding track speed limits or getting in a hurry at grade crossings.
 - c) Use the radio when approaching the Set-off area to remind participants to stay focused on Safety and to be patient with one another during the Set-off process.
3. Excursion attendees actions – The Excursion Coordinator is responsible for the actions of the entire group including passengers not familiar with motorcars and the hazards of railroading. The EC and his or her assistants should constantly be alert for unsafe or prohibited actions such as:
 - a) Standing between motorcars and a passing train.
 - b) Climbing on or under equipment.
 - c) Entering buildings without permission.
 - d) Removing items from railroad property.
 - e) Leaving trash behind.
 - f) Damaging railroad property.
 - g) Horseplay that might result in injury.

4.05 Operator or Participant Impairment. NARCOA Operators or excursion participants who appear to be impaired, whether physically or otherwise, may be questioned by the Excursion Coordinator regarding their conditions in order that the EC may ascertain whether the apparent impairment would create unsafe situations during the excursion. An Excursion Coordinator in charge of an excursion may 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 accept 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 riders’ 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.

- A. Proper current version NARCOA & Affiliate Release Forms must be signed in ink by all passengers prior to entering the rail vehicle and these forms must be safeguarded and retained as described in Section 3.01, A, 2, a.
- B. Prospective passengers must be verbally informed of or shown statements of warning contained in the text of the Release Forms, especially Paragraphs 1 & 3, 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.
- C. Parents or Guardians of minor children must sign the Release Form on behalf of their children or ward.
- D. Passengers and participants must all observe the NARCOA Alcohol and Drugs Rule, 4.03, and cannot use alcohol or drugs during the eight hours prior to riding in a NARCOA insured motorcar.

Section 5. Communication

5.01 Radio Usage.

Equipment for emergency communication should be considered by Excursion Coordinators. Excursion Coordinators should ensure that the lead and rear motorcars have railroad-type mobile radios that can communicate over a distance of at least 3 miles. A 25 watt radio is considered minimum for this situation and a 40 to 45 watt radio is strongly recommended. CB type radios and hand-held radios are not suitable. Radio equipped cars should be located at intervals in the convoy whenever possible. All radio and cell phone equipped cars should be made known to the Excursion Coordinator to allow for optimal convoy placement. (*Refer to the Electronic Devices Rule for information on when cell phones may be used.*) 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. FCC Radio Rules The US Federal Communications Commission licenses NARCOA to operate on the frequencies of 151.625, 151.505 and 158.400 MHz. NARCOA's call sign is WPHT745. A copy of the license is on file with the Secretary of NARCOA and is available on the Documents and Forms page of the NARCOA website. There is also an article on Radio Use and Etiquette available on the NARCOA website. A copy of the FCC Rules and Regulations covering this license (Part 90) is on file with the secretary of NARCOA. NARCOA is authorized to have up to 1,000 mobile units. Maximum allowed power output of a mobile unit is 110 watts.

1. FCC requirements allow NARCOA operators to transmit only with radios in narrow band with 12.5 kHz channel spacing. It is now illegal to transmit on a radio in wide band with 25kHz channel spacing.
2. 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.
3. Our frequencies are itinerant frequencies that others are also licensed to use. Be courteous in use and avoid interfering 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 to transmit in Canada.

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 in operation.
4. The Excursion Coordinator may designate certain individuals to use radios 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 take 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 All NARCOA members, organizations, 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 particular railroad merely by being located physically close or for 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:

- A 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:
1. The affiliate shall contact the respective NARCOA Area Director within whose area the target railroad is located to gain approval prior to contacting that railroad. This requirement helps to coordinate planning efforts between any established affiliate and the visiting affiliate.
 2. This contact is to be made by sending a completed “AREA DIRECTOR / EXCURSION COORDINATOR APPLICATION FOR NEW EXCURSIONS” Form or via an electronic message containing the same information to the Area Director in which the proposed run is to take place.
 3. The Area Director is to communicate with the established affiliate to gain insight into this proposed effort with the visiting affiliate. Approval for the visiting affiliate to contact the host railroad shall not be unreasonably withheld, however, the Area Director may do so if he or she determine such action would be detrimental or in conflict with the on-going efforts of the established affiliate or NARCOA at that time.
 4. Area Directors may contact the NARCOA Operations Chair and the Affiliate Administrator for assistance as necessary. In the case of a disagreement, an appeal may be made to the Operations Committee Chair who will forward the matter with his recommendation to the NARCOA Board of Directors for final resolution.
 5. The respective Area Insurance Representative is to verify receipt of approval from the Area Director prior to providing a Certificate of Insurance for the excursion. This verification is in addition to the usual verification of a signed Certificate of Permission and posting of the excursion announcement on the NARCOA web page.

Section 7. Sensitivity

7.01 All members of NARCOA and NARCOA affiliates who hold supervisory positions, Excursion Coordinators, and all 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 An Incident is defined as any event or occurrence involving one or more NARCOA members that results in personal injury and/or property damage to a third party, host railroad, or NARCOA member. The procedure of handling incidents is detailed in the Judicial Committee Policy.

Section 9. Notification and/or Revocation

9.01 The Board of Directors will notify the Operations Committee Chair of any disciplinary action taken against any NARCOA member. The Operations Committee Chair will provide official notice to the affected member. The Operations Committee Chair will notify Excursion Coordinators and the Membership Committee of any disciplinary action resulting in the suspension or 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 It is strongly recommended that every operator of on-track equipment receive at least 8 hours rest before taking part in a NARCOA event.

Section 11. Antique Motorcars, Handcars, & Velocipedes

11.01 Antique Motorcars. Excursion Coordinators may make certain exemptions to the rules for antique motorcars manufactured prior to January 1, 1945 as follows:

- A. **Brakes** - Cars must have factory-braking system capable of stopping the car over a reasonable distance.
- B. **Wheels** - The car may be equipped with wood-spoked wheels but the wheels must be in good condition.
- C. **Stoptlights** - The car may not be equipped with stoptlights if there is a designated flagger riding on the car.
- D. **Exposed Moving Parts** - Riders must use extreme caution to ensure that clothing does not come in contact with exposed moving parts.

11.02 Handcars. Excursion Coordinators may make certain exemptions to the rules for handcars as follows and the additional rules listed below will apply:

- A. **Brakes** - Cars must have factory-braking system capable of stopping the car in a reasonable distance.
- B. **Wheels** - The car may be equipped with wood-spoked wheels but the wheels must be in good condition.
- C. **Stoptlights** - The car need not be equipped with stoptlights if there is a designated flagger riding on the car.
- D. **Exposed Moving Parts** - Riders must use extreme caution to ensure that clothing does not come in contact with exposed moving parts.
- E. Handcars shall not be operated during hours of darkness unless adequate lighting is provided.
- F. A Fire extinguisher is not required.
- G. A maximum of 4 riders are allowed on the car.
- H. All riders must maintain a grip on the car with both hands at all times.
- I. Riders must make every effort to avoid being hit by the handles or thrown from the car by same.

11.03 Velocipedes. Excursion Coordinators may make certain exemptions to the rules for velocipedes as follows and the additional rules listed below will apply:

- A. **Brakes** - Cars must have factory-braking system capable of stopping the car in a reasonable distance.
- B. **Wheels** - The car may be equipped with wood-spoked wheels but the wheels must be in good condition.
- C. **Stoptlights** - The car need not be equipped with stoptlights if there is a designated flagger riding on the car.
- D. **Exposed Moving Parts** - Riders must use extreme caution to ensure that clothing does not come in contact with exposed moving parts.
- E. Handcars shall not be operated during hours of darkness unless adequate lighting is provided.
- F. A Fire extinguisher is not required.
- G. Riders must keep both feet on the pedals and at least one hand on the handles at all times.

Section 12. Placement of Hi-rail Equipment and Gang Cars

12.01 Hi-rail trucks are designed to operate on the highway and rails. Heavyweight gang cars sometimes can be double or triple the weight of a standard two-man motorcar and hi-rail trucks usually weigh much more than that. Since this equipment usually far outweighs standard motorcars, a great deal of thought should be given to where these heavy vehicles are placed in the motorcar lineup. Although location of heavy vehicles in the excursion lineup is left to the discretion of the Excursion Coordinator, consideration should be given to placing these vehicles at the lead of the excursion to help avoid potential emergency braking concerns.

Section 13. NARCOA Grade Crossing Shunting Policy

- 13.01 If grade crossing signal 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.
- A. If a NARCOA insured participant's vehicle/device is set up to actively shunt, the participant is in violation of Rule 1.02 and his or her vehicle shall not participate in such an Excursion. No NARCOA member may alter NARCOA rules or policies pertaining to shunting, whether acting as a railroad pilot, railroad representative, or both.
 - B. Any action by a Railroad Representative who is not an insured NARCOA member that does not conform with NARCOA Rules must be done by that Railroad Representative exclusively on his own authority and that action is therefore the responsibility of that Railroad Representative and the Railroad.
 - C. NARCOA members may not 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 by any means other than the two approved methods listed in NARCOA Rule 1.02.

APPENDIX A

GUIDELINES FOR EC PLANNING MEETING WITH RAILROAD

It is highly recommended and very helpful to prepare and bring several copies of a presentation booklet containing copies of NARCOA documents such as Rulebook, Inspection Form, Release Form, Insurance program information, and copies of a previously used Certificate of Insurance.

Also bring a blank Certificate of Permission which a Railroad representative can sign at the conclusion of your meeting. Give the railroad representatives the web address of narcoa.org, where they can download all of our documents, and become more familiar with our processes and policies.

1. Topics which should be covered at the planning meeting with RR representatives:
 - a) General information about the railroad and the proposed excursion, such as:
 - 1) The full proper name(s) which the Railroad will need on the Certificate of Insurance (may be several entities)
 - 2) The General Manager or Owner names and contact information.
 - 3) The name and contact information of any other railroad representative designated for your excursion
 - 4) Preferred Dates the excursion will be held
 - 5) Mailing address of the Railroad
 - 6) Location of the proposed set-on site
 - b) Determine what can be done to make the NARCOA excursion as easy as possible for the Railroad and commit to follow through with this plan.
 - c) Request from the railroad copies of the following documents, if available:
 - 1) Its grade crossing list or chart, showing milepost numbers and type of grade crossing.
 - 2) Its track profile charts, showing mileposts, sidings, elevations, curvature, etc.
 - 3) Its current timetable
 - 4) Its system map, showing all rail lines, including those that will be used during the excursion.
 - 5) A copy of their Railroad Rulebook (GCOR, NORAC, or proprietary)
 - d) Review each of the Railroad's signalized grade crossings that the excursion will traverse and develop a comprehensive protection plan with the host Railroad of how it would like each crossing to be traversed. Prepare good notes on how you plan to traverse each signalized crossing. Note: This protection plan must meet all current NARCOA signal shunting rules.
(The NARCOA shunting policy in the Operations Manual, and in Rule 1.02, must be discussed in this signalized grade crossing conversation if the subject is brought up by the host Railroad. The RR can overrule any NARCOA rule, as stated in our Rulebook Introduction, except Rule 1.02. If the RR imposes any condition that would result in violation of Rule 1.02, the proposed excursion cannot take place).
 - e) Review all non-signalized crossings with the host RR rep and note any crossings that the RR would like flagged, any crossings that may have line-of-sight issues and any crossings that may have track defects which may cause a derailment issue for motorcars (filled flange ways, high timbers, etc). Keep good notes on these issues and develop a plan to deal with them.
 - f) For all crossings for which stop-and-go procedures may not be adequately safe, determine a crossing plan which is safest for each such crossing. Consider a "group stop" process where all cars gather together and wait short of the crossing to cross as a group either under flag protection or approved shunting of signals, or both.
 - g) Acquire a list of RR emergency phone numbers and provide the RR with your emergency contact numbers.
 - h) Negotiate a "run fee" payment for the excursion.
 - i) Determine whether there will be host railroad pilot or escort employees guiding this event.
 - j) Determine whether there will be any additional costs for pilots or other RR personnel.

- k) Determine what radio frequency or frequencies are to be used? Will the NARCOA group be using the railroad frequency or a NARCOA frequency? Will the NARCOA pilot need you to provide a radio with the NARCOA channel to communicate with the group or EC?
 - l) Discuss the limits of the excursion listing mileposts and stations or towns.
 - m) Discuss set-on/set-off and turnaround points.
 - n) Discuss what set-on, departure, turnaround and set-off times will work for the railroad.
 - o) Does the Railroad have a liability release form that they would like signed in addition to the NARCOA release form?
 - p) Determine where the host Railroad would like excursion attendees to park their highway vehicles and trailers before and during the event.
 - q) Determine whether the parking area is owned by the Railroad or should an additional party be included on the NARCOA Certificate of Insurance.
 - r) Determine whether there are points along the route suitable to access disabled rail vehicles.
 - s) Determine whether the Railroad prefers to provide someone to flag crossings at any point on the route.
2. Have a follow up discussion with the railroad representatives closer to the excursion date and ask if any conditions have changed since your initial meeting. Other topics that should be reviewed include the following:
- a) Discuss any current slow orders that may be in place. Discuss their locations and the restricted speed. Ask about the type of defect so you can determine if it is more detrimental to a motorcar than a train (for instance severely mismatched rail in curves, wide gauge, etc.).
 - b) Discuss overall track conditions and current likely hazards - greased rail, excessive vegetation over the rails, frost, rain, gravel in flange ways, high water, bridge issues, etc.
 - c) Address and resolve all safety concerns the host railroad may have.
 - d) Address and resolve all operating concerns the host railroad may have.
 - e) If the excursion will be running with trains, discuss what the procedures will be to protect the excursion from the trains. Determine times and locations to be in the clear. Also discuss any rail traffic the excursion may encounter on adjacent tracks.

APPENDIX B

**GUIDELINES FOR EC SAFETY BRIEFING
(Includes Mandatory “Must Read” Paragraphs)**

It is highly recommended that Excursion Coordinators create and use a written script which should incorporate information from this Safety Briefing Template. Written Safety Briefing scripts can ensure that nothing is forgotten during the briefing and they can be saved as evidence of exactly what was stated in that Safety Briefing in the event a record is needed later.

Safety Briefings are required to be held at the beginning of each excursion day and must be repeated any time circumstances have changed. It must be verified that everyone who will be participating in the excursion that day is in attendance at the Safety Briefing. Introduce any Railroad Officials who might be present and allow them time at the end of your Safety Briefing to add any comments or information which they would like to emphasize. At a minimum, items A, B, C, & D below must be covered in the Safety Briefing.

- A. Ask whether everyone that is riding today has signed the NARCOA release and understands what he or she read.
- B. Ask whether anyone will have a passenger joining the excursion later in the day. If so, explain the necessity of having that new passenger sign a release immediately upon their arrival and before the excursion moves again. Remind the participant to inform the EC if he or she later decides to pick up a new passenger during the excursion day.
- C. **MANDATORY-** Read aloud to the group the following edited portions of paragraphs #1 and #3 from the current NARCOA General Release form:

***“Paragraph 1. ASSUMPTION OF RISK: I know and understand the scope, nature, and extent of the risks associated with Motorcar/ Hi-rail/On Track Equipment (OTE) excursions, including (1) those regarding riding in On Track Equipment generally, (2) activities such as set-on and set-off procedures, (3) the risk of collision with locomotives, other rail or highway motor vehicles, and (4) in general, the risks and dangers of the railroad environment. I willingly and knowingly accept those risks, which I understand could result in destruction of my property, or my injury or death.*”**

***“Paragraph 3. RELEASE FROM LIABILITY: I release AFFILIATE/NARCOA/RR from any liability for any claim, loss, damage, injury, or death, regardless of the cause, including the active or passive negligence of AFFILIATE/NARCOA/RR, sustained by me or my property while participating in the excursions covered by this Release. I agree and understand that AFFILIATE/NARCOA/RR accept no responsibility for my safety, nor for the acts or safety of other operators and guests during motorcar/hi-rail/OTE excursions. By signing this Release, I understand that I am surrendering legal rights which I may otherwise have against AFFILIATE/NARCOA/RR and will be precluded from pursuing a claim or lawsuit against AFFILIATE/NARCOA/RR in the event of destruction of my property or my injury or death.”*”**

- D. Ask group whether anyone does NOT understand what has just been read to them.
- E. Outline the general route and limits of the excursion.
- F. Track Condition Warnings – Identify all conditions that may require reduction of speed, i.e., greased, wet, frosted, rails; rails covered with dirt, vegetation, or debris; falling trees; inferior rail profiles; poor track geometry. Note their location by milepost and landmark if possible.
- G. Adjacent Track Hazards - Note the location(s) of a hazard that could be caused by train or equipment traffic on adjacent tracks and how group protection will be afforded. Review Rules regarding personnel in proximity to moving trains.
- H. Slow Orders – Review all “slow order” speed restrictions that will be encountered. Note by milepost, special signage, and landmark; if possible.

- I. Signalized Grade Crossings - Review the locations of signalized grade crossings and the plan for traversing them, especially crossings identified by you and the railroad for which a specific protection plan has been created. Crossings should be noted by milepost and by a landmark, if possible. Note where Group Stops may be utilized where the group bunches up to cross a road together and the type of protection to be used (e.g., signals, flaggers, etc.)
- J. Non-Signalized Grade Crossings - Review how each non-signalized crossing will be traversed and any hazards which may be present such as filled flange ways, poor line-of-sight, raised crossing timbers, etc. Note those crossings by milepost and landmark, if possible.
- K. Weather Conditions - Review the plan for the possibility of severe weather. Note locations for shelter in case of severe weather such as tunnels and overpasses.
- L. Identify all known hazards – Note fall points, loose footing, electrical, trees/vegetation, wildlife, tunnels, dust, noise, flying debris, etc. Note their location by milepost and landmark, if possible.
- M. Special Rules - Review any special host railroad, affiliate, or NARCOA rules or procedures that will be in place.
- N. Medical Personnel – Identify participants in the excursion who have medical expertise. Explain that in any emergency you will make every effort to get these qualified personnel to the scene of the emergency as well as coordinating with any first responders.
- O. 911 Emergency - Explain that the EC and the railroad pilot are in charge of contacting 911. Participants should report any emergency to you so you can then contact 911, if necessary.
- P. Provide the group with the frequencies of the primary and backup radio channels to be used and the Railroad channel to be used by the RR escort. Advise them whether participants are allowed to transmit on the Railroad frequency or just monitor traffic if they wish.
- Q. Provide the group with any other relevant information such as plans for breaks, lunch, estimated time the excursion will end for the day, etc.
- R. Review the set-off plan (if applicable that day) or the plan for securing cars on the track that night to include the security plan.
- S. Remind participants of hazards such as fatigue after lunch, and later in the afternoon.
- T. A Safety Briefing shall not be considered to be completed until the following question has been asked and a response from the entire group has been monitored and confirmed: “Has everyone in attendance understood everything that has been said at this meeting?” Respond to any questions and then ask whether the person asking the question understands your response.

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 recommending whether or not the EC-in-training should 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 A)
- 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 & Affiliate General Release Form, how to confirm that every participant has signed it at the beginning of the first excursion day, that it must be printed on two sides of one sheet of paper and signed in ink, and how long the signed Release Forms must be retained. THIS PROCESS IS MANDATORY AND ESSENTIAL to protect the EC, the affiliate, NARCOA, and the railroad.
- 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: _____

EC APPLICATION FOR EXCURSIONS OUTSIDE OF HOME AREA

Section 6 of the NARCOA Operations Manual specifies that Excursion Coordinators who wish to organize an excursion on a railroad on which his or her affiliate has not previously conducted an excursion outside of his or her home area must coordinate with the NARCOA Area Director in whose area that railroad is located. This process must be completed before the specific dates for the event have been announced. The Area Director may require additional information and/or coordination with EC's who have organized prior runs on that particular railroad. This application must be submitted to the Area Director to facilitate the process. An email to the Area Director containing all of the following information will suffice in lieu of mailing the completed form. It is not necessary to submit this application if the EC or hi/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.