

◆◆◆◆**NARCOA**◆◆◆◆

**RULE BOOK**



**VERSION 8.4 ◆ JAN 24, 2024**

# North American Railcar Operators Association, Inc.

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The official operating language of NARCOA is English.

### Introduction

This rulebook issue supersedes all previous editions. This rulebook will be the baseline set of rules for all NARCOA insured excursions. As a condition for attendance at NARCOA insured excursions, members must demonstrate familiarity with its contents via a written test on the rules. This rulebook will be the defining rulebook for NARCOA insured excursions with possible modifications by the host railroad, community, state, or federal government regulations. The NARCOA affiliates may have additional rules or requirements, which must be published.

**Safety** - The conditions encountered at an organized excursion differ from those found in railroad maintenance-of-way service. Certain concerns of this type of work aren't found at our excursions, while other problems are generated by the operation of large numbers of on-track equipment in close proximity. These rules have been formulated to take that difference into account. Operators are responsible for knowing and obeying these rules, and ensuring that their passengers obey these rules. Obedience to the rules is essential to safety. Rules cannot be written to cover every possible situation that may arise in connection with operation. Rules are not a substitute for the common sense and good judgment that must be used in the absence of specific instructions. Safety is the foundation of the enjoyment of our hobby. The good safety habits of each operator and of his/her passengers ensure the pleasure of all. The carelessness of a single individual can create serious personal injury. When in doubt, the safest course must be taken.

**The Railroads** - Railroads are a serious transportation business, and their personnel may be unfamiliar with organized recreational events such as ours. In these regards, the railroads will accept us only if we can positively demonstrate a history of mature judgment, behavior above reproach, operational competence, unswerving commitment to safety in all aspects of our activities, and a willingness to be accountable for our actions. In other words, the railroad must consider us an asset rather than a liability.

**Railroad Rules** - The railroads on which we operate may impose their own operating rules and/or mechanical standards. Where these rules and standards conflict with those in this rule book, the more restrictive rules in terms of the safety of individuals and the protection of property will prevail in all instances, unless mutually agreed upon otherwise. Additionally, officials of a railroad may specifically waive a NARCOA rule or rules in the interest of safety on their property. The railroad industry operates by rules, understands rules, and expects rules to govern all railroad operations. Violation of host railroad safety rules may result in loss of riding and/or membership privileges.

**Rules Violations** - It is the duty of all operators to report rules violations to the Excursion Coordinator as soon as possible. If violations are dangerous, the excursion will be halted until the violation ceases.

***Violation of NARCOA or NARCOA Affiliate safety rules may result in loss of riding and/or membership privileges.***

## Section 1. General Equipment Standards

**1.01 General.** Individual standards may be specifically waived or additional standards may be required on any given excursion. The Excursion Coordinator is the final authority and may accept or reject any on-track equipment for use at that excursion. Each operator has the responsibility for the safe mechanical and operating condition of his or her equipment.

**1.02 Insulation/Shunting.** Wheels on all excursion equipment must be electrically insulated such that track circuits are not activated.

The use of shunts to activate highway/rail grade crossing signals is prohibited, regardless of conflicting policies or rules or directives from railroad employees.

Exceptions:

1. Hard shunts (physically connecting the two rails with clamps and cables).
2. Electrically activating the signals by controls in the signal control box.

It is NARCOA's position that activating the signals by means other than the two exceptions noted above is inherently unreliable.

**1.03 Flags.** All on-track equipment must have readily available two bright red or orange flags, 16 inches by 16 inches or larger, for use in signaling other on-track equipment and flagging crossings.

**1.04 Trailer Cars.** Trailer cars are discouraged and may be prohibited at any individual event unless specifically approved by the Excursion Coordinator. Equipment towing trailers must have their taillight(s) and brake light(s) visible or the trailer must be equipped with operable taillight(s) and brake light(s) activated by the towing equipment. If used for carrying passengers the trailer must have an operable four-wheel brake system. End sill railings securely fastened to the trailer and seats securely fastened to the trailer for all passengers are required.

**1.05 Audible Warning Device.** On-track equipment must be equipped with an audible warning device. Excessive or unnecessary use of loud horns should be avoided. The use of horns, except as an emergency warning, should be avoided when approaching grade crossings as we are required to yield the right of way to approaching highway traffic and the use of horns may confuse motorists.

**1.06 Additional Safety Equipment.** A first aid kit, a fully charged 1A:10B:C fire extinguisher (or larger, but must be rated for class A, B & C fires), and an operable flashlight or lantern, are required to be carried on all on-track equipment.

**1.07 Rail Sweeps.** Rail sweeps, if the on-track equipment is so equipped, must be in the lowered, or working, position when the equipment is in motion. The rail sweeps shall be properly adjusted so that they are within close proximity to the head of the rail when in the lowered position in order for them to properly clear items off the top of the rail.

**1.08 Tow Bars & Pins.** All on-track equipment must carry a metal tow bar strong enough for pushing or towing other equipment. It must be at least 20 inches long. The ends of the tow bar shall overlap the top and bottom of the hitch. Tow pins must be between 3/4 inch and 1 inch and must have a retainer clip to prevent them from falling out. Bolts and nuts are not acceptable unless drilled for and used with a retainer clip. "Swivel lock" hitch pins and "bent" hitch pins (see examples below) are not allowed with the exception that the "bent" hitch pin can be used in a horizontal application to secure a hitch insert into a hitch receiver. It is the responsibility of each operator to make certain that the length of the tow bar is sufficient to clear any structural overhang or attachments on the end of the equipment that might otherwise prevent safe coupling to other on-track equipment.

### Not Acceptable Pins:

Swivel lock pin



Bent hitch pin



Lynch Pin



### Acceptable Pin:



**1.09 Custom Built and Modified Equipment.** On-track equipment that is other than original factory built equipment or that has been modified by replacing original factory components with non-similar components will be considered to be "custom built" equipment. Intended use of custom built equipment must be declared and equipment described to Excursion Coordinators in advance of planned use at any event. The Excursion Coordinator may refuse use of said equipment at any particular event.

**1.10 All-Terrain Vehicles.** All-terrain vehicles, such as but not limited to ATV's, RTV's, UTV's and Side-by-Sides, are not approved for use in NARCOA activities.

## Section 2. Motorcar Mechanical Standards

- 2.01 Brakes.** Brakes shall stop all four wheels acting on the wheel surfaces or on disks/drums on the axles. An exception is manufactured cars not originally equipped with four-wheel brakes. All brakes shall operate simultaneously from one lever or pedal. Application and release of brakes must require one simple direct motion of the operator. The brake lever must hold the car in position and not be beyond one-half of its available travel. Brake end arms shall not be in danger of going over center with full application. Each car shall be equipped with a device that is capable of keeping the brakes applied when the car is unattended. Electric or boosted brakes are not allowed unless they are original equipment. Brake liners (usually made of metal) shall be replaced once they have worn into the insulation block (usually made of wood).
- 2.02 Glazing.** Laminated safety glass, tempered safety glass, polycarbonate (e.g.:Lexan) or acrylic (e.g.:Plexiglass) is required for all windows. Laminated safety glass is recommended for windshields. Window surfaces scratched to the point that vision is impaired are not acceptable. Severely cracked or shattered glass is not permitted.
- 2.03 Floorboards.** Adequate floorboards for operator and passengers shall be conveniently located and securely fastened to the car.
- 2.04 Rotating Parts.** Exposed moving engine or drive line parts must have proper guards to prevent injury to riders or bystanders.
- 2.05 Reverse.** All cars must be capable of operating in a reverse direction. Exceptions are cars that can be easily turned in place.
- 2.06 Wheels.** Worn surfaces on detachable plate wheels (pressed wheels) are not to be repaired by welding. Wheel thickness on plate wheels shall not be less than 3/32 inch for light weight cars (M-9's), 1/8 inch for medium weight cars (M-19's, M-14's, MT-14's, S-2's, etc.), and 5/32 inch for heavy gang cars ("A" series cars). Wheels must not have cracks. Only manufactured wheels are allowed. Exception: Wheels approved by the NARCOA Board of Directors.
- 2.07 Tow Hitches.** All motorcars must be equipped with securely attached horizontal tow hitches, with a 3/4 inch to 1 inch hole, mounted on the front and rear of the car 6 inches to 16 inches above the railhead. The hitch must be constructed of material at least as thick as the member that it is attached to. Eye bolts used as tow hitches must be of 1/2 inch stock or larger, and must be welded closed or cast. Hitches must be mounted on the center-line of the car.
- 2.08 Fuel Tanks.** Auxiliary containers must be approved by a recognized testing agency for the purpose of storing and transporting fuel. Auxiliary fuel containers must be secured to the car. Protection against puncture for the main and auxiliary tanks is highly recommended.
- 2.09 Lights.** All motorcars are required to be equipped with an operable white headlight and an operable red taillight, which shall be in use when the car is in motion. Cars without original lighting equipment may use portable battery operated lights as a substitute.
- 2.10 Stoplights.** All motorcars must be equipped with one or more red stoplights mounted on the rear of the car, which are automatically illuminated upon brake application. Stoplights must be bright enough to be easily visible in daylight at 300 feet. Stoplights may be integral with the taillights. Stoplights may flash with brake application.
- 2.11 Handholds.** It is recommended that one or more suitable handholds be provided for occupants.
- 2.12 Seat belts.** Properly installed seat belts are recommended.

- 2.13 Turntables.** All turntables, when fully retracted, must be a minimum of two and one-half inches (2.5") above the railhead when the motorcar is sitting on the track. Hydraulic turntables, including OEM Fairmont turntables, must be equipped with a functioning positive locking mechanism (a pin or a latch) that will prevent the table from dropping inadvertently.
- 2.14 Turntable Control System.** All turntables must have a master power switch that controls power to the extension/retraction system and provides a visual indication to the operator when the control system is powered. Power to the turntable must be off while the motorcar is underway.
- 2.15 Turntable Extension Warning Systems.** All turntable installations, including electrically operated turntables with positive gear engagement, must be equipped with both a functioning audible warning device and a visual warning device that activates when the table is not fully retracted. These devices must be seen and heard from the operator's position while underway. The visual warning light must be located within the operator's line of sight. If the audible or visual device activates while the motorcar is in motion, the motorcar must be IMMEDIATELY stopped, and the turntable inspected. These warning systems must be on a separate circuit from the turntable control system.
- 2.16 Cotter Pins.** All nuts and pins on axles and brake rigging shall be secured by cotter pins that are similar to original equipment installed by the manufacturer. The pins shall be applied in such a manner as to not compromise the insulation properties designed into the motorcar.



Use this type only



Not Acceptable Examples

- 2.17 Miscellaneous.** Cracked or broken frame members, broken or rotten floor boards, body panels not fastened securely, loose axles or axle bearings, or similar defects which affect safe operation may be cause for exclusion from NARCOA excursion participation.

### Section 3. Hi-rail Mechanical Standards

- 3.01 General.** Hi-rail equipment includes any vehicle that is designed to ride on the highway and rails. It is clearly understood that this equipment usually outweighs motorcars and should be placed in the excursion lineup at the discretion of the Excursion Coordinator.
- 3.02 Annual Hy-rail Inspection.** In accordance with CFR 214.523, the hi-rail gear of all hi-rail vehicles shall be inspected for safety at least annually and with no more than 14 months between inspections. Tram, wheel wear, and gage shall be measured and, if necessary, adjusted to allow the vehicle to be safely operated. Proof of a current inspection must be available to the Excursion Coordinator and/or any host railroad official upon request.
- 3.03 Pre-Trip Hi-rail Inspection.** The following pre-trip inspection is required. To prepare a hi-rail for on-track operation, visually inspect the guide wheel arrangement to ensure there is no uneven or undue wear of the guide wheels, that safety pins and other wearing parts are in good condition, and that guide wheels turn freely. After placing the hi-rail in the on-track position, walk around and inspect the vehicle to ensure all guide wheels are down on the rail with flanges inside the gauge of the rail, ensure all safety pins are locked in place, and secure the front tires in the straight-ahead position using the steering wheel lock located on the steering column.
- 3.04 Tow Hitches.** All hi-rails must be equipped with securely attached horizontal tow hitches capable of accepting a 1 inch pin, mounted on the front and rear of the car 8 inches to 16 inches above the railhead. The hitch must be constructed of material at least as thick as the member that it is attached to. Eye bolts used as tow hitches must be of 1/2 inch stock or larger, and must be welded closed or cast. Hitches must be mounted on the center-line of the vehicle. Many hi-rail bumpers do not have the structural integrity to handle the loads associated with towing. If that is the case, hitches must be frame mounted.
- 3.05 Lights.** All hi-rails are required to be equipped with operable white headlights and operable red taillights, which shall be in use when the vehicle is in motion on the rail.

- 3.06 Re-railing Equipment.** All hi-rail vehicles must carry the necessary tools and equipment sufficient to safely and effectively re-rail their vehicle. This would include, at a minimum, a sufficient number of wedges and blocks, and a jack.
- 3.07 Wheel Rims And Tires.** Hi-rails must comply with the hi-rail manufacturer's recommendations in regards to wheel rims and tires.
- 3.08 New Hi-rail Vehicles.** A new hi-rail vehicle shall be equipped with an automatic change-of-direction alarm or backup alarm that provides an audible signal at least three seconds long and distinguishable from the surrounding noise and an operable 360-degree intermittent warning light or beacon mounted on the outside of the vehicle.

## Section 4. On-Track Equipment Operating Rules

**Introduction.** Most of the safety issues in recreational rail excursions may be likened to that encountered in a line of automobiles following one another on a one-lane road without shoulders. All should recognize that this is not standard railroad practice where on-track equipment usually operates alone. Rail excursions may be held on little used or irregular track. Brush may obscure clear vision of the track and right-of-way. Rail joints may be uneven, rail segments may be missing, track gauge may be variable, turnouts (switches) may be unusable, and grade crossings may be paved over or covered with gravel. Infrequent use of track makes the right-of-way a haven for animals of all types. Traffic or pedestrians at highway-rail grade crossings (or anywhere in between) may not expect on-track equipment or any other railroad traffic.

Safety hazards commonly include the following:

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|----------------------------|--|
| a. Operator inattention.   | e. Excessive speed for conditions.       |
| b. Operator fatigue.       | f. Improper yielding to highway traffic. |
| c. Following too closely.  | g. Collisions with animals.              |
| d. Insufficient signaling. | h. Improper seating of passengers.       |

- 4.01 Host Railroad.** The operation of on-track equipment upon a cooperating railroad's right-of-way requires obedience to special instructions from railroad officials and to NARCOA rules.
- 4.02 Rule Book.** All operators at a NARCOA insured excursion must carry the current NARCOA rule book, or copy thereof, and any applicable additional rules of the affiliate.
- 4.03 Alcohol and Drugs.** NARCOA excursion participants are prohibited from:
- (1) Use of alcohol, illegal drugs, prescription medications, OTC medications or any other substance that may adversely affect safe performance while participating in a NARCOA excursion;
  - (2) Possession of alcohol or illegal drugs in open or unopened containers aboard any motorcar or on railroad property; and
  - (3) Use of alcohol or illegal drugs while on or off railroad property during the 8 hour period prior to entering railroad property and while on railroad property.

NARCOA officers, NARCOA affiliate officers, excursion officials and officials of the host railroad retain the right to inspect equipment and personal effects to enforce this rule. Excursion participants who are found to be in possession of, or under the influence of, alcohol or drugs during a NARCOA excursion will be requested to immediately leave the excursion and railroad property. Those failing to do so will be in violation of trespassing laws. Registration fees will be forfeited. Violations will be referred to the Judicial Committee.

- 4.04 Weapons.** Excursion participants are prohibited from possessing firearms or other deadly weapons, including knives with a blade longer than 3 inches, while on railroad property or attending any NARCOA excursion or event. Persons may be authorized by officials of the railroad to have the above in the performance of their duties. (Normal kitchen / cooking / picnic implements are exempt.) Violations will be referred to the Judicial Committee.
- 4.05 Grade Crossings.** On-track equipment (OTE) does not have the right-of-way at grade crossings. OTE must be prepared to stop short of all grade crossings and proceed only when safe to do so. Be prepared to stop for vehicles and pedestrians that may run around crossing gates or flaggers. Check flangeways for obstructions and make sure that you have room on the other side of the crossing before proceeding. Automatic grade crossing



signals will not ordinarily be activated. When they are activated, however, the protection may be limited because waiting traffic expecting trains may not see OTE and may ignore warning signals. No OTE may enter a grade crossing until it is safe to do so. Horns shall not be used as a substitute for the crossing rules above.

- 4.06 Materials.** Loose materials or tools loaded on OTE shall be properly placed and secured to prevent falling off while the OTE is in motion.
- 4.07 Riding Position.** No person shall ride in a standing position or with legs or arms dangling from OTE or any equipment that is being towed. Do not get on or off of moving equipment.
- 4.08 Speed.** On-track equipment (OTE) shall be moved slowly over frogs, switches, around sharp curves, and when running through interlocking plants. OTE shall be moved very slowly when operating through spring frogs on a diverging route, over self-guarded frogs, and across flange-bearing frogs in switches and diamonds. Go slow and use extra caution when approaching people or animals along the right-of-way. Maximum authorized speed for hi-rail inspection vehicles is 40 mph and for crew-cab pickups with hi-rail gear is 30 mph. Hi-rails must use extreme caution when operating on wet rail and reduce speed accordingly. Special care must be taken and vehicles operated at very slow speed when operating hi-rail vehicles over switches, grade crossings and self-guarded frogs as these structures can cause the guide wheels to be lifted off the rail and can easily derail a hi-rail vehicle. OTE shall not, at any time, be operated faster than a speed that is reasonable and prudent due to existing track conditions. (See definitions.)
- 4.09 Switches.** Generally switches must not be thrown unless authorized to do so by the railroad. Before making movements in either direction over switches, make sure that the switch points are firmly closed against the rail for the route selected and that the switch is latched or secured by placing the lock or hook in the hasp. After passing through the switch, it should be returned to its original position with the locking device in place. Normal position for a main track switch is for movement on the main track, and the switch must be left lined and locked in that position.
- 4.10 Refueling.** Smoking, having open flame, or running the engine while fueling equipment is prohibited.
- 4.11 Braking.** Sudden application of the brake shall not be made except in an emergency. Warning of such application should be given to riders and following equipment as soon as possible.
- 4.12 Stopping.** An automatic stoplight is the primary means of signaling following equipment of a stop. In addition, a red or orange flag should be displayed as soon as possible. If it is necessary to stop on a curve or other spot with restricted visibility, a flagger must be sent back immediately to warn following equipment. During hours of darkness, flaggers must use a portable light to warn following equipment. The operator must demonstrate the use of the flag to all passengers and instruct them to use it in case of emergency.
- 4.13 Torpedoes and Fusees.** The use of torpedoes at NARCOA insured excursions is prohibited. Fusees must not be placed where they may cause a fire.
- 4.14 Overloading.** On-track equipment must not be overloaded with passengers and/or equipment causing unsafe operation. Passengers must not obstruct the operator's vision.
- 4.15 Following.** Operators must travel at a distance which allows stopping within half the range of vision short of the preceding operator. Particular caution must be exercised with wet or greased rail as braking ability will be greatly diminished.
- 4.16 Independent Operation.** The Excursion Coordinator will define the plan for the excursion. Operation outside of the organized group without the knowledge and permission of the Excursion Coordinator and the host railroad is prohibited. All equipment movements are governed by the Excursion Coordinator and the host railroad. Proper track authority or a railroad employee escort is required for all NARCOA insured excursions. NARCOA members will not operate on-track equipment on any railroad without proper track authority or a railroad employee escort.

- 4.17 Restricted Speed.** On-track equipment must be operated at a speed that allows stopping within half the range of vision short of train, engine, railroad car, men or equipment fouling the track, stop signal, derail, or switch not properly lined. All operators should operate at “restricted speed” at any time that their range of vision is reduced by any object.
- 4.18 Bridges.** Dismounting from equipment while on bridges is prohibited. Exception: bridges with walkways and handrails.
- 4.19 Rest/Hours of Service.** All operators are encouraged to get adequate rest before a day of operation. Excursions should not be scheduled to require more than 12 hours of operation per day.
- 4.20 Operator Qualification/Insurance.** All persons operating on-track equipment on any NARCOA insured excursion must have successfully completed the current NARCOA rulebook examination, have current NARCOA liability insurance coverage through the NARCOA insurance program, and (if they joined NARCOA after June 1, 2005) have been mentored or are actively being mentored during that excursion in accordance with the NARCOA operator mentoring program. All persons operating on-track equipment on any NARCOA insured excursion must have a current NARCOA insurance card in his/her possession. (Exception: persons designated by the railroad on which the excursion is being run who are in the performance of their duties as railroad liaison/escort.) On-track equipment owners/operators shall not allow any person that does not meet the above qualifications to operate equipment at a NARCOA insured excursion. Violation of this rule is considered to be “Misconduct” as described in the NARCOA Judicial Policy.
- 4.21 Reverse Movements** Reverse movements are not permitted except as authorized by the Excursion Coordinator or his/her designee. (A reverse movement is any movement in the direction opposite that which the excursion group as a whole is traveling.)
- 4.22 Towing of Motorcars, Trailers or Other Equipment.** Whenever practicable, other on-track equipment that needs to be towed must be pulled and not pushed. This would apply to movements either forward or backward. If it is necessary to push other on-track equipment, it shall be done at a speed no faster than 10 mph and for the shortest distance possible to a point where the assisting vehicle can be placed in front of the equipment to be towed. Equipment being pulled or pushed must be coupled to the assisting equipment with an approved tow bar, tow hitches, and pins. The operator of equipment being towed should be prepared to assist with braking as necessary.
- 4.23 Passenger Stations.** On-track equipment shall not pass between a station and a train discharging or receiving passengers.
- 4.24 Use of Radios.** The on-track equipment operator is responsible for the appropriate use of radios associated with his/her vehicle including those in the possession of passengers in that vehicle. Radios used in association with NARCOA events and/or on the NARCOA licensed frequencies must meet current FCC regulations and be operated in accordance with those regulations. Radio usage at NARCOA events shall be limited to that necessary to safely and efficiently conduct the event. Unnecessary and inappropriate transmissions (vulgar language, music, etc.) shall not occur. Nothing in this rule shall prohibit the use of any radio frequency in the event of a true emergency.

## Section 5. Personnel Rules.

**Introduction.** The appearance and conduct of excursion attendees is a major factor in how we are viewed by railroad personnel. The more professional we are, the more likely we are to be invited back.

- 5.01 Cooperation.** All excursion participants will follow the instructions of the Excursion Coordinator. Failure to do so could cause disruption to other traffic on the railroad or cause delays to the excursion, either of which could result in the railroad no longer allowing excursions. Violation of this rule is considered to be “Misconduct” as described in the NARCOA Judicial Policy.
- 5.02 Shoes.** It is recommended that all persons attending a NARCOA insured excursion wear closed-toe, ankle-height boots with a hard sole. Sneakers, tennis shoes, and open toed footwear are not acceptable.
- 5.03 Trash.** Trash, garbage, and other refuse items must not be thrown on railroad property, in streams, or on private property along the right-of-way. Discard these items in proper receptacles.



- 5.04 Track.** Walking, stepping, standing, or sitting on rails or switches is prohibited. Step over rails, not on them. Expect train or other equipment movement from either direction at any time, on any track, without notice. Avoid stepping on or near switch points. The points of a switch may move at any time without warning.
- 5.05 Property.** Respect railroad property as if it were your own. Do not remove anything from railroad property that you didn't bring with you.
- 5.06 Grade Crossing Flaggers.** Flaggers should always face the highway traffic and watch for vehicles that may not stop. Hold flag up and away from body. Do not make motions to on-track equipment that highway traffic could misinterpret as intended for them. Flaggers must only signal highway traffic to stop. Flaggers must never signal highway traffic to proceed (to do so assumes liability) and should instead simply walk away from the roadway. On-track equipment shall yield the right of way to all highway traffic and pedestrians at all grade crossings. Flagging of grade crossings during periods of poor visibility, storms, or hours of darkness must be done with fusees, flashlights, or lanterns. Reflectorized flags could also be used. Reflective safety vests should be worn by all flaggers anytime they are attempting to flag traffic on a roadway.
- 5.07 Locomotives and Trains.** Excursion participants are to keep well away from operating railroad trains. Be constantly aware that engineers have restricted close-in vision, and that they may be unaware of people and equipment in close proximity to their train. Do not stand between your on-track equipment and a train that is passing on an adjacent track that is within 25 feet of your equipment.
- 5.08 Children.** No children under the age of 5 years are allowed to participate at a NARCOA insured excursion.
- 5.09 Smoking.** All guests on railroad property are asked to use good judgment in smoking and shall not smoke where smoking is prohibited. Smoking may be prohibited entirely for specific excursions. Smoking includes the use of electronic cigarettes.
- 5.10 Excursion Concerns.** Excursion participants will not complain to railroad officials or railroad employees about the manner in which excursions are being or have been conducted or about anything related to their railroad. NARCOA members are responsible for the conduct of their guests. All excursion related complaints will be directed to the Excursion Coordinator. If the member does not feel that his complaint has been remedied or reasonably explained, or if the complaint is about the Excursion Coordinator or the way the excursion was conducted, the member will then direct their complaint to their Area Director.
- 5.11 Safety Meeting Attendance.** It is mandatory that all excursion participants attend the safety meeting each day prior to departure and be attentive to instructions and other information provided.
- 5.12 Electronic Devices, Possession Of.** All Electronic Devices in personal possession of the Operator of on-track equipment must be turned off while the equipment is in motion, and on-track equipment operators will not make unannounced individual stops for the purpose of manipulating electronic devices. Exceptions: Two-way radio with NARCOA and/or railroad channels; intercom systems for the purpose of hearing protection, monitoring the two-way radio, and communication within the on-track equipment; digital watch whose only purpose is as a time piece; prescribed medical equipment; and stand alone GPS system for the purpose of speed indication, only if no other accurate speed indicator is present, and only if not manipulated by the Operator while the equipment is in motion. Nothing in this rule prohibits a passenger (other than the operator) from using any electronic device, however, use of such device shall not cause a distraction for the operator. (SEE DEFINITIONS)
- 5.13 Reporting Incidents - Individual Operators.** If an incident occurs at any time other than when involved in a NARCOA insured event when an operator is using equipment that is insured under the NARCOA insurance program and which results in damage or injury, the operator(s) involved will complete an Incident Report Form and forward it to the NARCOA Insurance Administrator within 30 days of the incident. If there is an Excursion Coordinator conducting the event, the Excursion Coordinator shall file this report within 30 days of the incident.

## Section 6. Rules For Excursion Coordinators.

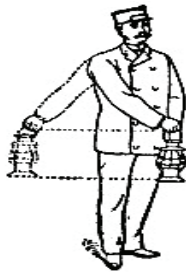
- 6.01 General.** The Excursion Coordinator has the final say in all instances. He or she may call upon any attending NARCOA Directors and any Directors of the Affiliate for advice.
- 6.02 Breakdowns.** Operators will be notified of the breakdown rule in effect at each excursion.
- 6.03 Inspections.** The owner or operator of any equipment to be operated at a NARCOA insured excursion must complete the NARCOA Rail Vehicle Inspection Form verifying that their equipment satisfies the NARCOA equipment standards and any additional special standards that are in effect for that excursion and present this form to the Excursion Coordinator prior to the excursion. The Excursion Coordinator and/or their designee may check the equipment to verify compliance and may refuse to allow any equipment on the excursion that, in their opinion, does not meet NARCOA safety standards.
- 6.04 Operator Qualification Verification.** Excursion Coordinators, or their designee, must verify before the excursion departs the point of origin that all operators are in compliance with NARCOA Rule 4.20 (Operator Qualification/ Insurance).
- 6.05 Hi-rails.** Excursion Coordinators must place hi-rail equipment at the appropriate place in the group with consideration as to the purpose of the vehicles and the safety of all participants.
- 6.06 Antique Motorcars.** Excursion Coordinators may make certain exemptions to the rules as described in the NARCOA Operations Manual for antique motorcars manufactured prior to January 1, 1945. (See Operations Manual: ANTIQUE MOTORCARS, HANDCARS, & VELOCIPEDES) Operators of antique motorcars must notify the Excursion Coordinator of an excursion they wish to attend at least two (2) weeks in advance of the excursion. Excursion Coordinators shall have the right to refuse such equipment.
- 6.07 Steam Powered Cars, Handcars & Velocipedes.** Steam powered cars are not allowed on NARCOA insured excursions. Excursion Coordinators may make certain exemptions to the rules as described in the NARCOA Operations Manual for Handcars & Velocipedes. (See Operations Manual: ANTIQUE MOTORCARS, HANDCARS, & VELOCIPEDES) Operators of Handcars & Velocipedes must notify the Excursion Coordinator of an excursion they wish to attend at least two (2) weeks in advance of the excursion. Excursion Coordinators shall have the right to refuse such equipment. Handcars & Velocipedes are not allowed on excursions where they might impede the normal speed of the excursion.
- 6.08 Reporting Incidents - Excursion Coordinator.** Should an incident occur at a NARCOA insured event that results in damage or injury, the Excursion Coordinator shall complete an Incident Report Form and forward it to the NARCOA Insurance Administrator within 30 days of the incident.
- 6.09 Additional Rules or Equipment.** Any additional rules or equipment mandated by the host railroad, the Excursion Coordinator, the NARCOA affiliate, or any governmental body, shall be announced in the information distributed prior to the excursion and participants reminded of the additional rules in effect at the safety briefing. The Excursion Coordinator and/or their designee may check to verify compliance and may refuse to allow operators who are not in compliance and/or equipment that is not in compliance.
- 6.10 Securing Cars.** On multi-day excursions where on-track equipment is left on the track, at least the front and rear cars must be secured to prevent unauthorized use.
- 6.11 Safety Meeting - Job Briefing.** A meeting will be conducted prior to departure each day of every excursion. The safety meeting serves as an opportunity for the Excursion Coordinator to remind operators of important safety items, to inform operators of unusual circumstances that might be encountered on the excursion, to inform operators of the schedule for the day, and to pass other information from the Excursion Coordinator or from railroad officials.

## Section 7. Definitions.

**Introduction.** This section is intended to increase the knowledge of operators and flaggers so that everyone knows the proper meaning of signals, and to define several hazards to on-track equipment that inexperienced operators may not be familiar with.

**7.01 On-Track Equipment.** NARCOA defines “on-track equipment” to include only the following types of equipment: hi-rails, motorcars, steam cars, push cars (trailers), velocipedes, and handcars.

**7.02 Hand Signals.** Operators and designated flaggers must demonstrate a working knowledge of standard railroad hand or flag signals for the following: Stop, Forward, and Back.



a. A hand, flag, or lantern waved horizontally means Stop. Any object waved violently by anyone on or near the track is a signal to stop.



b. A hand, flag, or lantern waved vertically means go Forward.



c. A hand, flag, or lantern waved in a circle means to Back.

**7.03 Whistle/Horn Signals.** Two long blasts of a whistle or horn is the standard railroad indication to proceed forward. Three short blasts of a whistle or horn is the standard railroad indication to back up from a stopped position. The Excursion Coordinator may designate a specific whistle/horn signal at the safety meeting that will be used as a warning for everyone to return to their cars and prepare for departure. Whistle/horn signals are to be originated by the Excursion Coordinator or their designee.

**7.04 Flange lubricators.** These are devices installed on railroads where there is a lot of curvature. The purpose is to lubricate the rails with grease or oil, which makes it very slippery for on-track equipment. The lubrication drastically reduces traction for braking, especially when rain is present. Operators should allow extra spacing in the proximity of flange lubricators to allow for increased braking distance.

**7.05 Spring Frogs.** These frogs have a spring operated flangeway on the diverging route and present a special hazard to on-track equipment due to the fact that the equipment is generally not heavy enough for the flangeway to open so flanged wheels can pass through them. The wheels of the equipment may ride up and over the frog. Equipment must be moved very slowly over a spring frog in order to reduce the likelihood of a derailment. It is recommended that equipment be walked over a spring frog to ensure safe passage.

**7.06 Self Guarding Frogs.** These frogs present a hazard to equipment because there are no guardrails opposite them and they have a raised guideway to guide rail wheels through them. Motorcars have wheels too narrow to use the guidance provided by the raised edges on the self-guarding frog and hi-rail rubber tires will ride up over the raised edges. While they are seldom used on main lines, we often operate through yards and sidings where they are common. The greatest hazard is encountered on the diverging route from the straight track to the siding and on-track equipment must be moved slowly across the self-guarding frog. It is recommended that equipment be walked over a self-guarding frog on the diverging route to ensure safe passage.

**7.07 Flange Bearing Frogs.** These frogs may appear either in switches or in diamonds (where one railroad crosses another railroad). The flange-bearing frog in a switch will have a rise in the rail head on the outside rail on the diverging route and will present a special hazard to on-track equipment due to this rise and the fact that they may have a wider than usual gap where it crosses over the running rail on the mainline route. The flange-bearing frog in a diamond will have a rise in the rail head on both rails on the less prevalent route and present a special hazard to on-track equipment due to this rise and the fact that they may have a wider than usual gap over the running rails of the primary route. The purpose of these frogs is to eliminate the flangeway gap in the running rails of the primary route which reduces wear on equipment on the primary route. On-track equipment must be moved very slowly over a flange-bearing frog in order to reduce the likelihood of a derailment. It is recommended that equipment be walked over these frogs to ensure safe passage.

**7.08 Interlocking Plant.** An interlocking is an arrangement of signals and signal appliances so interconnected that their movements must succeed each other in proper sequence. There is an arrangement of signal apparatus that prevents conflicting movements through an arrangement of tracks such as junctions, crossings, and switches. The signaling appliances and tracks between the opposing signals at an interlocking are sometimes collectively referred to as an interlocking plant. An interlocking is designed so that it is impossible to give clear signals to trains unless the route to be used is proved by the equipment to be safe.

**7.09 Electronic Device.** An electronic or electrical device used to conduct oral, written, or visual communication; place or receive a telephone call; send or read an electronic mail message or text message; take or look at pictures; read a book or other written material; play a game; navigate the Internet; navigate the physical world; take, play, view, or listen to a video; play, view or listen to a television broadcast; play or listen to music; execute a computational function; or, perform any other function that is not necessary for the health or safety of the person, or that risks distracting the operator from a safety related task.

## Code of Conduct

### NARCOA members are expected to:

- > Remember that you are a guest while on railroad property.
- > Be prompt, courteous, and respectful.
- > Operate in a safe manner and practice safety at all times.
- > Follow the directions and instructions of the Excursion Coordinator, his/her Assistant Coordinator, and any host railroad officials.
- > Leave railroad property where you found it.
- > Obey all NARCOA rules, policies, and procedures.
- > Support the goals of NARCOA.