



OPERATING DEPARTMENT

RUN-A-LOCOMOTIVE PROGRAM

I. Safety

All Run-A-Locomotive (RAL) Engineer/Instructors must:

- Comply with all FRRS/Western Pacific Railroad Museum Safety Rules, Regulations, General Code of Operating Rules, Bulletins and Operating procedures.
- Give the safety briefing handout to each patron, brief the patrons on safety and make sure they review the handout prior to entering the yard.

II. Engineer/Instructor Qualifications and Training

All prospective Run-A-Locomotive (RAL) Engineers/Instructors must apply to the Superintendent of Operations for admission into the training program. The application must then be approved by the Supervisor of the RAL program and at least one of the following supervisory personnel:

- General Superintendent
- Road Foreman of Engines/DSLE
- Trainmaster

A. Qualifications:

Qualifications for all RAL Locomotive Engineers are clearly expressed in the Western Pacific Railroad Museum “Operating Department Entrance and Service Requirements”, effective. Each RAL engineer MUST meet the following standards:

- Be at least 21 years of age
- Be an active member of the FRRS
- Be a member of the Operating Department
- Pass the General Code of Operating Rules test annually

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- Understand air brake operations
- Be a Qualified Yard or Passenger Engineer, or may be an active or retired engineer from a major railroad or Short Line Carrier meeting the current Operating Department requirements.
- Meet the requirements of their highest engineer qualification to maintain RAL qualification
- Complete the FRRS RAL Engineer Training and Orientation program
- Successfully complete a Student RAL Progress Report and a check out run with the Superintendent of Operations or his/her designee.

B. Training:

Training of RAL engineers may take place at any time by a qualified RAL engineer assigned by the Superintendent of Operations or the RAL Supervisor. During peak operating times or yard switching for special events, it may be necessary to limit RAL engineer training. However, every effort will be made to accommodate training and switching so both may be accomplished.

The training shall consist of three sections.

In section one, the engineer should become familiar with consists of the layout(s) of the locomotive cab(s) and the controls of the locomotive(s), along with the daily inspection procedure and reports. These items should be covered during yard engineer training and qualification and include:

1. Locomotive Daily Sign Off card (Form M1002)
2. Locomotive Daily Inspection Report (Form M1001)
3. Fluid Level checks (Oil, Water, Governor Oil, and Fuel)
4. Hand Brakes - Set at all times when the locomotive is unattended
5. Air Pressures - Independent and Automatic Train Brakes (Min and Max levels)
6. Control Stand (switches, gauges, lights, and warning bells)
7. Throttle positions
8. Reverser positions

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In section two, the engineer should be trained in are the following:

1. Check out in each locomotive used in the RAL program (see Student RAL Progress Report)
2. Where to position the locomotive before the customer takes control under instruction by RAL engineer (depending on what track is used)
3. How long the rental is scheduled (time, number of trips) depending on the type of rental, one hour, two hour etc.
4. How many customers are allowed in the cab at one time? This is determined by the number of available seats in the locomotive, with a maximum of 4 customers at any one time. **Parties over four people will have to be split into more than one group, with each group given ample time to operate the locomotive. In some locomotives there is not room for more than two people total including the RAL engineer. Adjustments may be needed depending on the amount of customers and RAL engineers**
5. No one under the age of eighteen years old shall be allowed to control the locomotive by themselves.
6. Customer signing of the release of liability prior to operating the locomotive.
7. Customer safety orientation prior to operating the locomotive.

In section three, the engineer should be trained in are the following:

1. Customer relations
2. Museum Store or RAL payment procedures
3. RAL record keeping
4. Customer certificates

Once the Student RAL Progress Report is completed, it shall be submitted to the Superintendent of Operations for review and action.

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C. Currently Certified Engineer/Instructor Requirements

All RAL engineers are required to attend an **RAL ORIENTATION** at the start of every operating season. All RAL engineers are required to maintain certification as a locomotive engineer and will be required to meet the requirements of the Operating Department's "Certification of Locomotive Engineers". (Effective May 1, 2005)

The RAL engineer will need a minimum of 6 hours of rentals per year to maintain RAL Engineer Certification.

III. DRESS AND DEPARTMENT CODE

Your role as an RAL engineer is vital to the success of our Museum as a whole because of the individual attention and instruction required of you with each and every person during the operation of a rental.

While the utmost patience and courtesy must be shown (particularly when dealing with children), their presence and conversation must not interfere with the safe operation of the equipment.

All verbal department with all members of your party shall be polite, friendly and informative. No profanity of any kind will be tolerated.

The dress code for all RAL engineers is to consist of work shoes/boots, bib overalls (pin striped or plain), Museum "T" shirt or other shirt style approved by a supervisor, and an Operating Department hat (or hat approved by a supervisor). All clothing must be clean and in good condition. Hair shall be neatly cut and combed. For male engineers, mustaches and beards shall be neatly trimmed. Make sure you and your clothes are clean and project a positive image to our visitors.

Under special circumstances, such as an unscheduled RAL reservation (walk-in), the dress code may be suspended for that special occasion only.

Violation of this code of ethics and personal decorum shall result in review of the engineer's performance and possible termination from the program.

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IV. RAL Operating Procedures

A. General Procedures

1. Check daily for **OPERATING DEPARTMENT BULLETINS.**
2. **The Supervisor of the Day shall have the full authority over the operations of the day concerning any train service within the FRRS facilities (including RALs).**
3. 15 minutes shall be scheduled between RALs in order to give safety briefings and complete paper work.
4. RAL engineers should arrive at least one hour prior to the appointment time if the locomotive to be used has not run previously that same day. If the locomotive has been in operation that day or if a hostler has been engaged to perform inspection and startup for you, please arrive at least 20 minutes prior to the appointment time.
5. RAL engineers or hostlers are to start locomotives 45 minutes before appointment time. This will allow sufficient time for inspection and warm-up.
6. Meet customers at the Museum Store and introduce yourself. Confirm the locomotive to be operated with the customer before leaving the museum store area.
7. Make sure the telephone box on the west end of the shop building is unlocked and all persons know where it is located (in case of an emergency).
8. Confirm all customers that board the locomotive are wearing a GOLD wristband with the correct time and date for the current appointment.
9. The number of customers allowed in the locomotive cab at any one time is determined by the number of seating positions available, up to a maximum of 4 customers. For example, if two seats are available, the maximum customer count is 2. If 5 seats are available, the maximum customer count is 4.

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10. Customers must be able to board and exit the locomotive unassisted. Provide direction for customers getting on and off the locomotives as necessary. Make sure they go up and down the ladders facing the locomotive to prevent falls. If people have trouble with access on or off an “F” Unit, move the rolling ladder next to the unit for easy access on and off the locomotive (if possible have the F Unit near the concrete walkway).
11. Make sure the cab doors on an “F” Unit are closed when the locomotive is in motion with customers in the cab. Roll down all windows for air circulation. On other locomotives, cab doors may be open but customers may not stand in the open doorway while the locomotive is in motion. All customers must be inside the cab when the locomotive is in motion.
12. After explaining the function of each control lever, request the customer stand directly behind you and observe you while you move the locomotive to a safe location prior to allowing him/her to sit at the controls. Assure the person operating the locomotive that you are there to assist him/ her in the safe operation of the locomotive in accordance with established procedures.
13. Children may, at the RAL engineer’s option, stand at the controls or sit in the lap of an adult while the adult is running the locomotive. Persons under the age of 18 are not allowed to operate the locomotive by themselves. **RAL engineers should not have anyone sit on their lap during the rental.**
14. Customers **MUST NEVER** operate a locomotive without a qualified RAL engineer in the cab.
15. Observe and obey the 5 mph speed limit at all times.

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16. Starting and stopping limits for RALs will be Malfunction Junction on the north side and the west end of the chain link fence on the south side. If you are backing an F Unit, the stopping limit is the telephone pole on the north side of the tracks opposite the end of the chain link fence. Customers **WILL NOT** operate locomotives east of Malfunction Junction or east of the Pedestrian crossing.
17. Special attention will be given to the sewer plant crossing, watching for City vehicle traffic.
18. The RAL engineer may allow the customer to accompany them on the ground to watch the operation of switches, but the RAL engineer remains responsible to perform the throw. Customers are not allowed to throw switches.
19. Time allowance should be made for taking pictures during the RAL. Museum Store staff will have certificates printed and ready for you to sign at the conclusion of the RAL.

B. Specific Procedures

1. The first time a locomotive is started on any given day:
 - Check the date and time the locomotive was last started on Form M1002, located in the cab.
 - If an EMD locomotive, make sure that you flash-cock the locomotive if necessary (see Rule 1204, General Code of Operating Rules - generally, if last operation was more than 48 hours or if there was excessive moisture in the air such as fog or precipitation).
 - Complete the Locomotive Inspection Report Form M1001 prior to moving the locomotive. This sheet is to be put in the CMO's mail box at the end of the rental. **DO NOT** leave this form in the cab of the locomotive.
 - Indicate the date and time the locomotive was started and the duration of run on the Daily Sign Off card Form M1002. This form must remain in the cab so it is always available for inspection.
2. When working a multi-locomotive RAL or back-to-back RALs using different locomotives, it is suggested that you request another qualified person, if one is

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available, to start the second locomotive 45 minutes in advance of finishing the first rental. (to give sufficient time for engine warm up)

3. Check all fluid levels each time a locomotive is started, even if it was run earlier the same day.
4. RAL engineers must check crankcase oil level 15 minutes after starting a locomotive. They must also check the crankcase oil level prior to shutting down the locomotive after its **LAST RUN** of the day and report any abnormal condition to the CMO or other proper authority.
5. Locomotive headlights will be operated per Rule 17, General Code of Operating Rules.
6. RAL engineers **MUST** have a working radio with them at all times while in RAL operation. The radio must be turned on and the volume shall be set in a manner that all communications during operations can be heard. Other museum personnel and the Museum Store **MUST** have a radio turned on in order to provide assistance if needed.
7. RAL engineers **MUST** have a switch key and locomotive control levers box key in their possession during RAL operations.
8. Anytime the RAL engineer leaves the cab for any reason, the throttle must be in idle, transition lever in “off” (if applicable), generator field breaker set to “off” (if applicable), and the reverser lever centered and removed and kept in possession of the RAL engineer while he/she is out of the cab (**NO EXCEPTIONS**)
9. Verify the position of each track switch you will be traversing, prior to moving the locomotive.
10. More than one concurrent RAL (Double Heading) is prohibited.
11. Approximately 5 minutes before the end of the rental, notify proper authority and request instructions on where to leave the locomotive and if it should remain running. This step may not be needed when no other operations are scheduled.

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C. Passenger Train

1. RALs are no longer allowed to operate concurrent with Passenger Trains (Caboose Trains). Morning RALs must complete before the passenger train's first scheduled departure and afternoon RALs may not begin until the last light engine move for the last passenger train is complete.
2. On days the passenger train is scheduled to operate, the RAL engineer must pay extra attention to the schedule and confirm there are no conflicts with passenger train operations. If in doubt about the location or status of the passenger train, use your radio to check and follow Rule 108.
3. The Conductor of the Passenger Train will be the crew member responsible for communicating with any RAL engineer for passenger train movements, and the head brakeman will be the crew member responsible for communicating with any RAL engineer during light engine movements. On days the passenger train is scheduled to operate, the RAL engineer must be aware of the operations schedule and not make any movements or switch alignments without confirming the passenger train has either not began any operations or has finished operations for the day (including light engine return).

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V. RAL Supervisor Protocols

A. Responsibilities

The RAL Supervisor shall ensure that all RAL engineers are instructed in the complete and proper inspection procedure for each locomotive to be used in the program for that day. The RAL Supervisor shall further ensure that all "Daily" cab inspection forms are filled out completely and that all non-running and running tests are performed in the correct order.

The RAL Supervisor will stress the importance of total compliance with the procedures. A **ZERO** tolerance level will be observed with noncompliance with this rule, based upon the need to avoid damage to each locomotive in the program and the safety of all of the members of your party.

The RAL Supervisor may be the Supervisor of the Day and shall have the authority to make decisions based on Operating Department Operating Practices.

The RAL Supervisor shall insure that the RAL dress and ethics department code is being observed and enforced at all times.

B. Scheduling

The Museum Store, with the assistance of the RAL Supervisor, shall schedule all RAL engineers each operating season, coordinating individual schedules of those willing to participate in the program. Scheduling shall be done on a first come, first served basis, but the Museum Store shall be allowed some flexibility in all scheduling conflicts.

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C. Financial and Census Accounting

1. General Procedures

The Museum Store shall handle or oversee all accounting of the RAL programs, submitting monthly financial reports to the Superintendent of Operations of gross sales for each month, sales to calendar date (cumulative) and direct expenses for each month, including payroll, fuel and related maintenance costs.

The RAL Supervisor and/or the Museum Store shall also maintain an advertising monitoring system whose purpose shall be to determine, as best as possible, where each group heard about the RAL program. The goal of the system is to help discover which advertising method is most cost effective. If requested, the RAL Supervisor shall submit this information, in report form, to the Superintendent of Operations.

The RAL Supervisor and/or the Museum Store shall make recommendations, as deemed necessary, to alter the fee schedule for RAL. Any alterations must be submitted to the Superintendent of Operations for consideration who will then submit the proposal to the Board of Directors. This will also apply to any alterations or modifications to the package plans.

The RAL Supervisor and/or the Museum Store Manager shall submit to the Superintendent of Operations an annual budget for the program which shall include projected costs or use charges for the locomotives used in the program, advertising and promotion along with any other related traceable costs of operations. The budget shall be submitted at a time and in a format designated by the Superintendent of Operations.

The RAL Supervisor shall coordinate with the Superintendent of Operations and the Chief Mechanical Officer on budget issues so that Operating and Mechanical Department's budgets are correct and reflects the current needs of each department.

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2. Reservation System

The RAL Supervisor and/or the Museum Store shall assist with the reservation system, as necessary. The reservation system responsibilities may be delegated by the RAL Supervisor to the Museum Store to a designee referred to as "Reservation Agent" at the "Reservation Desk". All reservations shall be recorded electronically and when requested by the Superintendent of Operations or the Board of Directors, shall be submitted by report. Reservation information collected shall include:

- Full customer name
- Customer phone number
- Customer email
- Customer mailing address
- Date reservation was entered
- Date reserved for RAL
- Locomotive requested
- Amount of people in party
- Deposit method and amount
- Deposit receipt number
- Acknowledgement of customer accepting RAL purchase policies, particularly no refund policy and the 48 hour rescheduling requirement

a) Gift Certificates:

All RAL gift certificates shall be issued by the RAL Reservation Agent or designee. Expiration dates (if any) shall be noted and only extended by authority of the RAL Supervisor or Museum Store on an individual consideration basis. In the event an expired gift certificate is extended, the RAL Supervisor or Museum Store shall notify the Reservation Agent of the extension.

The log documenting the reservation system shall contain the following specific information on the Gift Certificate:

1. Gift Certificate number

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2. Issue date
3. Expiration date (may not apply)
4. Amount
5. Full name, address and telephone number of purchaser
6. Recipient (If known)

b) Complimentary Gift Certificates:

The RAL Supervisor and/or Museum Store shall insure that the complimentary certificate system is used effectively by limiting the donation of complimentary certificates to local charities and educational institutions (schools) or to the advertising media, such as radio and television. In the case of the advertising media, the FRRS Board of Directors must assess the cost effectiveness of the complimentary certificate donation in relationship to the demographic area to assure maximum exposure of the program.

The log documenting the reservation system should contain the following specific information on complimentary certificates:

1. Certificate numbers
2. Issue date
3. Expiration date (may not apply)
4. Amount equivalent (no cash value)
5. Address where certificate was sent
6. Recipient (If known)
7. Name of Museum Staff who authorized the complimentary certificate
8. Name of recipient group or organization and full name and telephone number of the person representing the group or organization
9. Reason for providing the complimentary certificates to the group or organization

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3. **Retention of Records**

Museum Store personnel shall collect all General Releases and all other paper work and keep in a safe place as determined by the Museum Management.

All RAL records shall be given to the Superintendent of Operations for storage in operating records.

All records shall be retained in a manner prescribed by the FRRS Policy and Procedures.

Attachment “A”

Run-A-Locomotive (RAL) Engineer/Instructors must explain to Run-A-Locomotive patrons the Following:

SAFETY

- Safety briefing handout
- Explain getting on and off of equipment
- Hand signals from the ground (Rule 13)
- Where to get help if needed
- Telephone locations (Emergency telephone numbers in handout)
- Evacuation point

On the Locomotive

- Location of patrons, where to sit or stand
- Location of emergency brake handle(s)
- How to use the emergency brake handle
- Location of the brake handles on the control stand
- How to use the brake handle
- Using a patron as a Fireman, what to look for and who to tell

Run-A-Locomotive (RAL) Engineer/Instructors must pay particular attention to Rule “M”

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