

Keystone Midland RR -- YARDMASTERS GUIDE

Section 1 -- Yard operations

1.0 Overview

The yardmaster shall control all track use and train movement within yard limits. No train shall move without the yardmaster's expressed permission.

1.1 Yard Limits

The yardmaster controls all trackage between yard limit signs. These signs are located trackside or overhead on signal bridges. The yard limit signs align with a signal to visually define the place of transition from the yardmaster's territory to the dispatcher's territory. Yard limit signs are white and V shaped.

1.2 Headroom

Headroom is permission to occupy a dispatcher-controlled track beyond yard limits that a train may temporarily need in order to perform its yard work. "Taking headroom" means that a train departs the yard to occupy the dispatcher controlled track and then reverses direction to re-enter the yard and vacate the dispatcher controlled track. Follow all rules and signaling devices on the occupied dispatcher controlled track.

Before you move a train out of yard limits, obtain permission from the dispatcher for "headroom" on the desired track (it is necessary to specify which track you want permission to occupy). When the train vacates the dispatcher controlled track, notify the dispatcher that you "release headroom" for the specified track. If you need to make multiple moves, ask for permission to "hold headroom" on the desired track. When you vacate the dispatcher controlled track for the FINAL TIME, notify the dispatcher that you "release headroom" for the specified track.

NOTE: Tailroom is essentially the same as headroom except that the FIRST movement of the train is in a reverse direction. All considerations regarding headroom apply to tailroom. The terms are interchangeable depending ONLY upon the direction of the FIRST movement.

1.3 Yard Track Usage

The yardmaster can use any track under his control for any purpose at any time. There may be suggestions for track usage posted at a yard, but they are just suggestions.

NOTE: They are good suggestions, based on experience with what works well.

1.4 Early departure of trains

When the yardmaster has a train made up ahead of schedule AND that train has the maximum allowed number of cars, the yardmaster may call the dispatcher and request a crew for that train. The dispatcher will make an effort to provide a crew at his earliest opportunity. This may or may not be the next available crew, depending upon other conditions on the railroad.

1.5 Additional assistance

A yardmaster may, at any time and for any pressing reason, ask the dispatcher for temporary help for his yard. Pursuant to the Dispatcher's knowledge of the overall needs on the railroad, a road crew, if available, will be reassigned as a yard crew until the yardmaster releases it back to the dispatcher for road crew service. This crew may be used for these pressing reasons: drill work, hostler duties, paperwork assistance or local switching. Other uses shall be approved by the superintendent before the yardmaster requests a crew.

1.6 NO Cherry Picking

When a crew arrives, you want them to immediately depart. Before the crew arrives, you can always add additional cars to waiting trains that have already been formed. But, when the crew shows up, DO NOT have them wait while you add another car. There will be another train on another day to take that car.

Keystone Midland RR -- YARDMASTERS GUIDE

Section 2 -- Train composition

2.0 Overview

The yardmaster shall be responsible for all trains, passenger and freight within the yard limits. Yardmaster Task Sheets posted at all yards and at the White City Engine Service Facility show all arriving, departing and run-through trains for each yard.

2.1 Car Cards

2.1.1 Function

Each car that moves on the Railroad has a car card. A waybill inserted into each car card pocket shows you where to route the car. A two page temporary Crew Brief inserted into the locomotive card gives detailed information about where a train originates, where it is going and what work it shall do. A Crew Brief is valid only until a train terminates. Some locomotive cards may also contain a permanent Constraint card behind the Crew Brief showing some restriction, such as "For Yard Switcher Use ONLY", or "For Helper Use ONLY".

2.1.1.1 Card Color

Car cards are printed on different colored card stock to show unique information about the car. Cars with cards printed on White stock have all the necessary connections to be placed at the appropriate position in a passenger train. Cars printed on other colored stock do NOT have all of the necessary passenger train connections.

2.1.1.1.1 Manilla (or Ivory) Cards

Freight cars cards are printed on Manilla (sometimes called Ivory) stock.

2.1.1.1.2 Yellow Cards

MOW, Caboose and Cabin car cards are printed on Yellow stock.

2.1.1.1.3 White Cards

Passenger car cards are printed on White stock.

2.1.1.1.4 Blue Cards

High and Wide car cards are printed on Blue stock.

2.1.1.1.5 Gray Cards

Steam locomotive cards are printed on Gray stock. Each steam locomotive has a separate card. In addition to basic information about the locomotive, the card shall also specify the DDC code to use for that unit and whether it is restricted for Freight ONLY, Passenger ONLY, or available for Dual use.

2.1.1.1.6 Green Cards

Diesel locomotives cards are printed on Green stock. Each Diesel locomotive has a separate card, but there are also some cards for consists that list up to 4 Diesel locomotives in that consist. In addition to basic information about the locomotive(s), the card shall also specify the DDC code to use for that unit or consist and whether it is restricted for Freight ONLY, Passenger ONLY, or available for Dual use.

2.1.2 Status Inserts

Some cars and locomotives also have a permanent Status Insert. Always keep the car Status Insert in front of the waybill.

2.1.2.1 Constraints Inserts

The Constraints Insert is used only in locomotive cards to show a restriction such as "For Yard Drill Use ONLY", or "Helper Service ONLY", or some other constraint on the use of that equipment,.

Keystone Midland RR -- YARDMASTERS GUIDE

2.1.2.2 ICING Inserts

The Icing Insert shows whether the car (usually a freight Reefer or a passenger Express car) "NEEDS ICING", or is "ICED and Ready". If the car Icing Status is "ICED and Ready", then route the car as specified on the waybill. If the Icing Status is "NEEDS ICING", that status overrides the waybill. Route the car to an icing facility. Icing facilities are located at Wally Yard, at the White City Passenger Station Coach Yard, and at the Summit Glen Brookhill Dairy. The Brookhill Dairy Icing Facility services ONLY milk cars at Brookhill Dairy.

2.1.2.3 Service Inserts

The Service Insert shows whether the car (usually a Caboose or Cabin) "NEEDS SERVICE" or is "Road Ready". Do NOT place cars needing service as working cars on trains. If the Service Status is "Road Ready", you may use the car on any appropriate train. If the car "NEEDS SERVICE", send it to a Service area. Caboose Service areas are located adjacent to Lee Yard and Wally Yard.

2.1.3 Miscellaneous Inserts

Some cars may have other temporary Inserts. Some temporary inserts go behind the waybill, while others go in front of the both the waybill and any permanent inserts.

2.1.3.1 Bad Order Inserts

The Bad Order Insert allows any operator to hand write details about a defect on any rolling stock (car or locomotive) that needs to be repaired. A Bad Order Insert overrides all other considerations about the item. Remove any item with a Bad Order Insert in their its card from the railroad and give it, along with its card and Bad Order Insert, to the Superintendent or Foreman, who will review the Bad Order Insert for completeness, then place both the item and the card on the repair shelf.

2.1.3.2 Overdue Shipment Inserts

The Overdue Shipment Insert marks a car as having had an unsuccessful attempt to deliver it to the place specified on its waybill, usually because there was no room to spot it at its destination industry. Place an Overdue Shipment Insert into a car card behind the waybill of any car returned to the yard by a local train. Any car marked as Overdue shall be delivered in the next session with precedence over all other cars.

2.1.3.3 Storage Inserts

The Storage Insert overrides all other normal or insert instructions and routes a car to an alternate Via location. It is placed in the car card in front of the waybill and all other inserts except a Bad Order Insert. The Storage Insert is used to balance car movements or to compensate for shortage of staging tracks.

2.1.3.4 Work Inserts

A Work Insert delays normal movement of a car until some specific task is completed, such as cleaning the car. Work Inserts may take different forms depending on the location of the car and the nature of the subject task. Specific instructions printed on the Work Insert will provide details about how to use it.

2.1.4 Card Use

Always keep car cards with their cars. That is: when the car is on a yard (or industry) track, keep the car card in the card box for that track. When you are working (loading, unloading or classifying) a string of cars, hold the car cards in your hand or place them in a sorting rack. As you work **each** car, move its car card into the card box for the track on which you placed the car. When you assign cars to a train, give the car cards for every car in that train to the crew.

Keystone Midland RR -- YARDMASTERS GUIDE

NOTE: This railroad does NOT use pick up/set out car card boxes. This railroad uses car card boxes for each place that cars are set out such as on a track or at an industry spot. If a waybill shows that a car destination is the place it is currently located, then that car is in the correct place. LEAVE IT THERE! If the waybill shows a place different than where the car is currently, then that car is ready for pick up to be routed to a new location.

If an industry has only one track or multiple tracks that can be used interchangeably, the waybill will show only that industries name. If the industry has multiple tracks used for different purposes, then the waybill will also have a more detailed "Spot At" instruction.

2.1.5 Proper Order

Car cards must be kept in the same sequence as the sequence of the cars they represent. When in a train, the top or front card on the stack of cards represents the first car behind the locomotive. The next card represents the second car behind the locomotive. The Caboose card should be at the bottom or back of the stack to show that the Caboose is at the end of the train. When cards are in such an arrangement, they are said to be in **Proper Order**.

2.1.5.1 Cars on Yard Tracks

Place cards in track boxes so that the top card is for the car at the end of the track at which the Yardmaster determines is most consistent with the direction from which Drill Crew is working. If a train will be departing from the opposite end of that track, the Yardmaster shall reverse the stack before giving the stack to the Road Crew. When giving road crews their cards, the Yardmaster shall remind them to verify that they have all cards for the cars in their train and that the cards are in proper order. If the crew finds problems, the Yardmaster shall make all necessary corrections.

2.1.5.2 Cars at Industries

Place cards in track boxes so that the top card is for the end of the track from which that industry or spot is normally accessed. Do NOT place the top card for a car at the stub end of a track accessible from only the other end.

2.1.5.3 Departing Trains

Verify that the car cards for each train are in Proper Order before you hand them to the crew.

2.1.5.4 Arriving Trains

Ask the crew to verify that their car cards are in Proper Order before you accept the car cards for their train. If they are not, require the crew to place the cards in Proper Order before you accept them. This check is especially important for arriving local freights where the crews have been picking up cars and adding them to various places in their trains.

2.2 Freight Operations

2.2.1 Precedence

Each freight train has a relative class specified as a number from 1 to 7. The class is listed on crew briefs and the schedule at each yard. In general, higher class trains (lower class number) should be given precedence over lower classed trains (within reason). EXCEPTIONS may be made at the yardmaster's discretion (or superintendent's direction), especially if one train is blocking a mainline track or contains cars needed to make a connection with another train.

Keystone Midland RR -- YARDMASTERS GUIDE

2.2.2 Maximum train size

All trains have an authorized maximum number of cars (EXCLUDING CABOOSE AND LOCOMOTIVES) upon departure from your yard. This number is specified on the crew brief (that the train crew will have), on the schedule, and on the Yardmaster Task Sheets. However, if the maximum number of cars that the assigned locos can pull is smaller than the maximum specified for the train, then use the smaller loco capacity as the maximum. Do not allow a train to depart your yard with more than the maximum number of cars. It MAY be necessary to remove cars from a train if the train contains more cars than allowed when preparing to leave your yard. This restriction applies even if the cars are for the correct destination.

NOTE: Based on availability of staging tracks, the Dispatcher may reduce the maximum size of any train. Reductions directed by the Dispatcher always override any other maximum train size considerations.

2.2.2.1 Communication with Dispatcher

2.2.2.1.1 Passing Information to the Dispatcher

Whenever a local train is assembled and ready to depart the yard, notify the dispatcher that a crew is now needed.

Whenever a crewed train is ready to depart the yard, advise the dispatcher of the number of locomotives and cars in that train.

2.2.2.1.2 Receiving information from the Dispatcher

The dispatcher will advise each Yardmaster whenever a train is approaching to enter that yard.

2.2.3 Caboose usage

All freight trains, other than ones doing drill moves, shall have a caboose attached. A local KMRR train of fewer than three cars may attach the caboose next to the locomotive. Road trains shall attach the caboose at the end of the train.

2.2.4 Terminations

Any car with a "VIA" destination of your yard either terminates in your yard, at an industry in the vicinity of your yard, or it goes on a local train out of your yard. Determine its final destination by looking at the "TO" line on the waybill. If the city name is the only thing on the "TO" line, the car terminates in your yard or at a nearby industry. If the "TO" line shows a train name before the word "TO", the car goes on a local from your yard. Place cars that terminate in your yard or that you cannot deliver to their local industry (such as when the industry track is already full) on an appropriate track and leave them there at the end of your shift.

2.2.5 Blocking cars

If yard divider cards at a yard show the proper sequence of car blocks for a train, use that sequence. For local trains, the yard divider cards will also show the maximum car capacity at each industry serviced by that train.

2.2.5.1 Cars Identified for Specific Trains

If the TO line of the waybill shows a specific train name, place that car ONLY on that train. If the TO line of the waybill shows a choice of trains (for example, "LR31/131"), you may place the car on either train.

Keystone Midland RR -- YARDMASTERS GUIDE

2.2.5.2 Road trains

Form cars into blocks based upon the location stated in the color coded "VIA" line of the waybill. Continue adding cars to a train block until the train reaches the maximum number of cars for that train or the yard no longer has cars for the specified destination(s).

If the TO line of a car's waybill shows a specific train name, then follow the procedures in Paragraph **2.2.5.1 Cars Identified for Specific Trains** on page 5.

2.2.5.3 Local trains

2.2.5.3.1 Blocking local trains

If cars with multiple "TO" destinations depart on the same train, form cars into blocks based upon the destination stated in the color coded "TO" destination line of the waybill. Time permitting; cars shall be blocked by industry name within "TO" destinations.

If the TO line of a car's waybill shows a specific train name, then follow the procedures in Paragraph **2.2.5.1 Cars Identified for Specific Trains** on page 5.

2.2.5.3.2 Maximum Cars by Industry on local trains

Refer to the yard divider card for each local train to determine the maximum car capacity of each industry serviced by that train. Do NOT put more cars for an industry on a local train than the number of cars that industry has the capacity to handle.

2.2.6 High and Wide cars

Blue car cards identify cars used for moving High and Wide loads. When inserting High and Wide loads into a train, also place an idler car, usually an empty flat car, if available, at each end of the High and Wide car. If more than one High and Wide car is in the same train, one idler car between two loaded High and Wide cars can serve as both the trailing idler for one load and the leading idler for the next load. When forming a local train scheduled to pick up a High and Wide load, place two idler cars into that train for each High and Wide load that the train is to pick up. Store returned idler cars in the yard, or route them to their assigned destinations.

2.3 Passenger Operations

2.3.1 Precedence

Each passenger train has a relative class specified as a number from 1 to 3. The class is listed on crew briefs and the schedule at each yard. In general, higher class trains (lower class number) should be given precedence over lower classed trains (within reason). EXCEPTIONS may be made at the dispatcher's discretion (or superintendent's direction), especially if one train is blocking a mainline track or contains cars needed to make a connection with another train.

2.3.2 Car Sequence in Passenger Trains

2.3.2.1 Cars with White Car Cards

Place cars with White car cards in passenger trains after the locomotive(s) in this order:

Head end cars

Specialty cars, such as Mail cars and Baggage cars

Coaches

Parlor Cars

Diners

Sleepers

2.3.2.2 Cars with Car Cards of any other color

Cars with car cards that are any color except White that you need to put on a passenger train shall be placed at the end of the train behind all cars with White cards

Keystone Midland RR -- YARDMASTERS GUIDE

Section 3 – Geographically specific rules

3.0 Overview

The following rules apply ONLY to these specified areas:

Paragraph **3.1 LEE YARD** on page 7.

Paragraph **3.2 WALLY YARD** on page 9.

Paragraph **3.3 WHITE CITY PASSENGER STATION** on page 10.

Paragraph **3.4 WHITE CITY ENGINE SERVICE FACILITY** on page 11.

3.1 LEE YARD

Lee Yard is the principal classification yard for the Keystone Midland RR. Most symbol freights that work or terminate in the system do so at this yard. Most local trains running on the system originate and terminate here.

3.1.0 Communications

Use the telephone to contact the dispatcher. No radio headset is required for this position.

3.1.1 Power Changes

The White City Hostler, who services both Lee Yard and the White City Passenger Station, will have the appropriate power ready for originating trains and trains changing power.

3.1.2 Caboose Usage

The Yardmaster shall have an appropriate caboose ready for originating trains and trains changing power. He shall assign a caboose to a train ONLY after that caboose has been serviced. The Yardmaster may assign any serviced road caboose to any road train. He shall assign a serviced local caboose ONLY to local trains.

3.1.2.1 Trains finished with the Caboose

For terminating road trains and locals, return the caboose to the caboose service area adjacent to Lee Yard and display the Needs Service insert in its car card.

3.1.2.2 Caboose Service

The Yard Drill Crew will service cabooses by displaying the Road Ready insert in their car cards.

3.1.3 Cars Needing ICE

Car cards for cars that use ice have an Icing Status Insert that must always be kept in front of the waybill. The "NEEDS ICING" status overrides normal waybill routing.

3.1.3.1 Passenger Cars needing ICE

If a Passenger Car (White car card) in Lee Yard is routed Via White City, Via Reading, Via Bethlehem, Via Erie or Via Pittsburgh, pass such cars directly to the White City Stationmaster. Any of these cars that need Icing shall be serviced at the Icing Facility in the White City Coach Yard.

3.1.3.2 Other Cars needing ICE

For all other cars with an Icing Status Insert:

If the Icing Status Insert shows that the car Icing Status is "ICED and Ready", route the car as directed by the waybill.

If the Icing Status Insert shows that the car Icing Status is "NEEDS ICING", route the car to Wally Yard per paragraph **3.1.4.4 Cars Routed VIA Wally Yard** on page 8.

Keystone Midland RR -- YARDMASTERS GUIDE

3.1.4 Local Cars

3.1.4.1 Pickup from local industries

Pick up all outgoing cars from local industries in the White City area including the Lee Yard Freight House and the MOW area. Coordinate with the Hostler for pickup of outgoing cars in his engine service area. Also, accept passenger station outgoing cars from the White City Passenger Station Stationmaster or the Hostler when either of them has passenger station cars ready to transfer to Lee yard.

3.1.4.2 Set out for local industries

As arriving trains bring cars destined for local industries in the vicinity of White City, deliver cars routed Via Lee Yard to those industries. Coordinate with the Hostler for set out of oncoming cars to his engine service area.

3.1.4.3 Local Trains

All local freight trains originating at White City depart from Lee Yard.

3.1.4.4 Cars Routed VIA Wally Yard

Block cars routed Via Wally Yard and cars needing ICE that you are sending to Wally Yard for a transfer train to that yard. You may put cars in this block in any sequence.

3.1.4.5 Cars Routed VIA White City

Pass cars routed Via White City, Via Reading, Via Bethlehem, Via Erie or Via Pittsburgh, directly to the White City Passenger Station Stationmaster.

3.1.5 Long Distance Cars

3.1.5.1 Arrival/Departure tracks.

You may designate any yard classification track as an Arrival/Departure track. Arrival/Departure tracks need not always be the same track. You may designate any yard track as an Arrival/Departure track as you deem necessary depending on traffic changes.

3.1.5.2 Terminating trains.

Plan to bring terminating trains directly into the yard on a designated Arrival/Departure track. Clear up Arrival/Departure tracks for these trains before they get to the yard. If the train is so long that it cannot fit on one track, have the road crews pull in until the caboose clears the yard ladder, then cut the train leaving as many cars as will fit on the arrival track. Working with permission from the Dispatcher if headroom is needed, have the crews pull ahead, then back the rest of the cars on to a second track. Instruct the crews to return their locos to the engine service area. Assist them by keeping an open track for them to run on, and provide clear directions to them on where to move their loco. Be particularly clear to the crews as to where you are transferring control of their movement from yourself to the Hostler.

3.1.5.3 Trains stopping for work.

As there is no mainline track on which a train can wait while it is working, plan to bring these trains directly into the yard on a designated Arrival/Departure track. Clear up Arrival/Departure tracks for these trains before they get to the yard. Set out's should be on the head end of the train. If the train is so long that it cannot fit on one track, have the road crew pull in until the cabin clears the yard ladder, then cut the train leaving the set outs with the loco. Working with permission from the Dispatcher if headroom is needed, have the crew pull ahead, then back the set out cars on to as many unclassified tracks as needed. If needed, set additional thru cars on to a second track. Have the crew then pick up cars being added to their train, then reconnect the entire train. If convenient, the yard drill can work the back end of the train adding outgoing cars in front of the caboose while the road crew is doing set outs.

Keystone Midland RR -- YARDMASTERS GUIDE

3.1.5.4 Originating Trains

Have a caboose designated and all cars blocked for pickup and ready before the crew arrives. After the crew picks up their loco, guide them on to the first block of the train. If there are more blocks, help them double the train. If a caboose is not already on the train, guide them as they pick up their caboose.

3.1.6 Workload Planning

You should always be planning to have the next departing local ready for the crew to arrive. As the end of a shift approaches, you should be preparing the first two locals for the next shift so that they will be near ready for crew arrival as soon as that shift starts.

3.2 WALLY YARD

The Wally Yardmaster shall be responsible for all trains, passenger and freight, within the yard limits. Yardmaster Task Sheets posted at all yards show all arriving, departing and run-through trains for that yard. The Wally Yard is the principle classification yard for the Local Trains servicing Industries in the Wally area, some branch line industries, and trains associated with reefers needing iced.

3.2.0 Communications

Use the telephone to contact the dispatcher. No radio headset is required for this position.

3.2.1 Power Assignments

The Wally Yardmaster will pre assign power for all passenger and freight trains originating from Wally Yard. Generally, Diesel power will be used for trains operating on the mainline, and steam power will be used for trains running on the branch.

3.2.2 Caboose Usage

The Wally Yardmaster will have the appropriate caboose designated for originating trains. He shall assign a caboose to a train ONLY after that caboose has been serviced. He may assign any serviced road caboose to any train. He will assign a serviced local caboose ONLY to local trains. Either the Wally Yard Drill or the assigned crew may place the caboose on the train.

3.2.2.1 Trains finished with the Caboose

For terminating trains, return the cabin to the caboose service area adjacent to the Wally Freight Station and display the Needs Service insert in its car card.

3.2.2.2 Caboose Service

The Wally Yardmaster or Yard Drill Crew will service cabooses by displaying the Road Ready insert in their car cards.

3.2.3 Cars Needing ICE

Car cards for cars that use ice have an Icing Status Insert that must always be kept in front of the waybill. If the Icing Status Insert shows that the car Icing Status is "ICED and Ready", route the car as directed by the waybill. If the Icing Status Insert shows that the car Icing Status is "NEEDS ICING", spot the car at the Wally Icing track. Icing takes 5 minutes. After the car has been on the Icing track for 5 minutes, display the "ICED and Ready" insert in its car card. Route that car then as directed by its waybill.

3.2.4 Transfers between Wally Yard and other Yards

3.2.4.1 Transfers from Wally Yard to Lee Yard

Service freight cars routed to local trains, TOFC cars routed Via Allentown, and any freight cars routed Via Williamsport directly from Wally Yard. Block all other cars, in any sequence, for transfer to Lee Yard.

Keystone Midland RR -- YARDMASTERS GUIDE

3.2.4.2 Transfers from Wally Yard to White City and other Passenger Destinations

Whenever cars arrive in Wally Yard that are routed Via White City, Via Reading, Via Bethlehem, Via Erie or Via Pittsburgh, block them with all other cars being transferred to Lee Yard. These cars need not be kept separate. You may intermix them with all other cars in the Lee Yard transfer block.

3.2.4.3 Accomplishing the Transfer

When a transfer train arrives from Lee Yard, have it take the transfer block on its return to Lee Yard.

3.2.5 Local Cars

3.2.5.1 Pickup from local industries

Pick up all outgoing cars from local industries in the Wally area including the various equipment service areas, the Wally Freight House, the Icing facility, Champion Packing, and the Wally Truck Terminal.

3.2.5.2 Set out for local industries

As arriving trains bring cars destined for local industries in the vicinity of Wally, deliver them to those industries.

3.2.5.3 Local Trains

All local freight trains departing Wally originate from Wally Yard and terminate in Wally Yard.

3.2.5.4 Workload Planning

You should always be planning to have the next two departing locals ready for the crews to arrive. As the end of a session approaches, you should be preparing the first two locals for the next session so that they will be near ready for crew arrival as soon as that session starts.

3.3 WHITE CITY PASSENGER STATION

The White City Terminal Area is the dedicated support yard for the White City Passenger Station area.

3.3.0 Communications

Use the telephone to contact the dispatcher. No radio headset is required for this position.

3.3.1 Power.

Use a Yard Switcher assigned to you by the Hostler.

3.3.2 Work Details

3.3.2.1 Power Change and Head End Car Swaps

If you have any cars to add to a train, move them to the swap area before the train arrives. Coordinate with the Hostler to connect the new locomotive to the head end pickups. If any of the cars to be swapped are head end cars, you may have the road crew set them out on any holding track you designate then turn the locomotive over to the Hostler and pick up the pre-positioned locomotive and cars to move on to his train. The Hostler will move away the old power, and you can collect the set off head end cars after the train departs.

NOTE: Consult your Yardmaster Task Sheet to determine which trains require power swaps. Coordinate with the Dispatcher to determine whether the train will arrive through TOWN or KN Interlocking.

Keystone Midland RR -- YARDMASTERS GUIDE

3.3.2.2 Head End Car Swaps without a Power Change

If you have any cars to add to a train, move them to the swap area before the train arrives. If any of the cars to be swapped are head end cars, you may have the road crew set them out on any holding track you designate then pick up the pre-positioned cars to move on to his train.

3.3.2.3 Diner and Mid Train car swaps.

If you have any cars to add to a train, move them to the swap area before the train arrives. Have your Yard Drill work from the back end of the train to set off any cars routed Via any location except where the train is going, and add in the cars routed for this train.

3.3.2.4 Freight Work

3.3.2.4.1 Outgoing Cars

Pick up outgoing cars of any type routed Via Lee Yard or Wally Yard, and all freight cars from all industries in the White City Passenger Terminal area including Building 4, the Commissary, the Ice House, and the REA Terminal. Transfer these cars to the Hostler to pass to the Lee Yard Yardmaster.

3.3.2.4.2 Incoming Cars

Be prepared to accept cars routed Via White City and on Passenger trains. Spot cars so routed to Building 4, the Commissary, the Ice House and the REA Terminal. Position passenger cars routed VIA other locations for later pick up by the appropriate Passenger Trains departing Via Bethlehem, Via Reading, Via Pittsburgh, or Via Erie. Pass cars routed Via Lee Yard, Via Wally Yard, or to other freight destinations, Via Allentown, Via Lancaster, Via Altoona, or Via Williamsport to the Hostler to pass to the Lee Yard Yardmaster.

3.4 WHITE CITY ENGINE SERVICE FACILITY

The White City Engine Service Facility is the principle location where all locomotives for both LEE Yard and the White City Passenger Terminal are maintained and serviced. A Hostler operates this area. The Hostler will perform all duties needed to provide power for both freight and passenger trains. He will also pick up and set out individual freight cars transporting commodities used to support the Engine Service Facility.

3.4.0 Communications

Use the telephone to contact the dispatcher. No radio headset is required for this position. Communicate with the LEE Yard Yardmaster and White City Stationmaster by direct personal contact.

3.4.1 Power Assignments

The Hostler will pre assign power for all passenger and freight trains originating from Lee Yard and the White City Passenger Terminal. For trains running on the branch, use Steam Power. For trains running on the mainline power assignment will depend on the direction the train is going. For trains headed east (Via Lancaster, Reading, Allentown or Bethlehem) whether originating or needing power changes, the preferred power is Diesel. For trains headed west (Via Williamsport, Eire, Altoona or Pittsburgh, whether originating or needing power changes, the preferred power is Steam. When Diesel power may not be available, then double heading of Steam may be necessary due to considerations such as tractive effort or horsepower requirements.

Keystone Midland RR -- YARDMASTERS GUIDE

3.4.2 Freight Work

3.4.2.1 Outgoing Cars

Near the start of your shift, pick up outgoing commodity cars such as the ash removal, fuel and sand cars in the service area that are routed by their waybills for other places and coordinate with the Lee Yard Drill crew to pass these cars to Lee Yard. Also accept freight cars from the White City Stationmaster and pass them to the Lee Yard Yardmaster.

3.4.2.2 Incoming Cars

At various times during your shift, Lee Yard will receive cars that need to be spotted at the White City Passenger Station area or at engine service area locations. Coordinate with the Lee Yard Drill crew to accept Engine Service Area cars and spot them yourself, or assist the Lee Yard Drill crew as he spots them for you. Pass cars for the Passenger Station area to the Stationmaster, or spot them for him as he directs.

3.4.2.3 Power from Terminating Trains

After a train terminates in Lee Yard or at the White City Passenger Station, assist the crews in bringing their locomotive(s) back to the Engine Service Facility for inspection and preparation for its next use. You may direct the road crews to move the power themselves directly onto a service track. Or, you may designate any convenient place for the road crews to relinquish control of the equipment and turn over control to you, then move the power from that point yourself.

3.4.2.4 Power Swaps

For some power swaps, the Lee Yardmaster or the White City Stationmaster may want to have the new locomotive positioned on a specific yard or station track. They may also want to have the new locomotive already connected to cars being picked up before the train actually arrives. Work with them to achieve these ends by placing the new power where they need it. After a train receives its new power, take control of the retiring power and bring it back to the Engine Service Facility for inspection and preparation for its next train. Coordinate with the Yardmaster or Stationmaster to verify which tracks are available for you to occupy during return to the Engine Service Area.

KMRR



YARDMASTERS GUIDE

No. 1

Effective 12:01 AM, EASTERN STANDARD TIME
Monday, 17 September 2018



FOR THE GOVERNMENT OF EMPLOYEES ONLY



Dan Bowman
Superintendent