

PRR/RDG/WM South Central Region -- 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.

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 reason, ask the dispatcher for temporary help for his yard. A road crew will be reassigned as a yard crew until the yardmaster releases them back to the dispatcher for road crew service. This crew may be used for drill work, hostler duties, paperwork assistance or local switching. Other uses shall be approved by the superintendent before the yardmaster requests a crew.

Section 2 -- Train composition

2.0 Overview

The yardmaster shall be responsible for all trains, passenger and freight within the yard limits. Wall charts posted above all yards show all arriving, departing and run-through trains for that yard.

2.1 Passenger Operations

2.1.1 Precedence

When a passenger train needs to pass through your area or stop at a station in your area, give it precedence to ensuring timely passage. Passenger trains shall not move within yard limits without yardmaster permission.

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2.1.2 Setouts/pickups (Passenger only)

Always check a passenger train for possible car setouts or pickups (EXCEPTION: PRR 59 -- Liberty Limited will NEVER set out or pick up cars). When adding or removing a car from a train the yardmaster SHALL remove the top yellow waybill from the passenger carcard and keep it at the yard.

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 the schedule and the wall charts 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.

2.2.2 Maximum train size

All trains have an authorized maximum number of cars (EXCLUDING LOCOS AND CABOOSE/CABIN) upon departure from your yard. This number is specified on the train sheet (that the train crew will have), on the wall charts above the yard, and on the schedule. 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 leaving your yard. This rule applies even if the cars are for the correct destination. EXCEPTION: A yardmaster may ask the superintendent for permission to exceed maximum train size IF the train is not going to staging (Lancaster, Reading, Cumberland).

2.2.3 Cabin/Caboose usage

All trains, other than ones doing drill moves, shall have a cabin/caboose attached. A local train of fewer than 8 cars may attach the cabin/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 or goes on a local out of your yard. This can be determined by looking at the color of the "TO" line on the waybill. If the "TO" line is black, the car terminates in your yard. If the "TO" line is another color, the car goes on a local from your yard. Place cars that terminate in your yard on an appropriate track and leave them there at the end of the session. DO NOT flip (refold) waybills on freight cars.

2.2.5 Blocking cars

Wall charts above each yard show the proper sequence of car blocks for each train.

2.2.5.1 Road trains

Form cars into blocks based upon the location stated in the color coded "VIA" line of the waybill. Take all cars for the first listed location block before adding cars for the next listed location block. Continue adding cars to a train for each successively listed location 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). (See yard specific rules for EXCEPTIONS.)

2.2.5.2 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.

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2.2.6 Hazardous cars

Hazardous cars are specifically identified as such on their car cards. There are two types of hazardous cars:

Cars containing shiftable loads not constrained by bulkheads.

Cars containing dangerous cargo or the residue of dangerous cargo.

Place at least one idler car between any hazardous car and the locomotive or cabin/caboose for crew protection. Use any other non-hazardous car in the train as an idler. For short local trains that do not have enough cars to provide protection, use any available extra empty car as the idler.

2.2.7 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, 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.

2.2.8 LCL cars

Cars designated as LCL have an LCL insert behind a green waybill. Give precedence to LCL cars over non-LCL cars for the SAME destination. Make every effort to ensure that these cars arrive in a timely fashion. When removing cars from a freight train due to the maximum size being exceeded (section 2.2.2), do NOT remove LCL cars.

Section 3 -- Yard specific rules

3.0 Overview

The following rules apply ONLY to the specified yard.

3.1 Enola/Rutherford Yard

3.1.0 Communications

Use the telephone to contact the dispatcher. No radio headset is required for this position. The dispatcher will signal you with 2 rings.

3.1.1 EXCEPTION to freight blocking rule

Enola/Rutherford does NOT need to block cars for Baltimore WM/Hagerstown/Cumberland (place all of these cars on the same track and send them on the same train in any order). Time permitting, these cars may be blocked.

3.1.2 Power Assignments

3.1.2.1 Lurgan Power Foreman ON duty

When the Lurgan Power Foreman is on duty, contact the Lurgan Power Foreman for power assignments for ALL trains.

3.1.2.2 Lurgan Power Foreman OFF duty

When the Lurgan Power Foreman is NOT on duty assign power as follows:

3.1.2.2.1 Western Maryland road power

Return any WM power in this yard on the next train with a destination of BALTIMORE WM yard. WM power may be serviced (sent to service facility) before return. After servicing, return WM power on the first appropriate train. WM power shall NOT be sent to any other location.

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3.1.2.2 All other road power

Do NOT assign any locomotives designated as "yard switchers" to any departing train. You may assign all other appropriate power to any train.

3.1.3 Caboose/Cabin Usage

You may assign any cabin/caboose to any train. If a train sets off an extra cabin/caboose, return it to the proper railroad, on the next appropriate train IN ADDITION to the normal cabin/caboose. This extra cabin/caboose may be placed anywhere in the train that a freight car may be placed. The extra cabin/caboose does NOT count toward the maximum car count for that train.

3.1.4 Locals

You are responsible for running locals to Harrisburg and Marysville. If insufficient yard crews are available for either of these locals, ask the dispatcher to assign a temporary crew per section 1.5.

3.1.5 Guaranteed Connections

The following connections are guaranteed UNLESS THE DEPARTING TRAIN IS ALREADY AT CAPACITY. This means the departing train must be held until cars from the guaranteed connection have been added to the departing train, or the departing train is already at its maximum capacity.

Cars from PRR train B-9 and WM train AJ-1 are guaranteed to PRR train P-2.

Cars from PRR train P-7 are guaranteed to PRR train B-8.

Cars from PRR train P-9 are guaranteed to RDG train AJ-2.

NOTE: Cars from PRR train P-9 have precedence over cars from Marysville that can go on RDG train AJ-2.

Cars from Harrisburg industries are guaranteed to PRR trains B-6, P-8, and RDG train AJ-4.

Cars from Marysville industries are guaranteed to PRR trains B-6, P-8, and RDG train AJ-4.

Cars from WM train AJ-3 and PRR train B-5 are guaranteed to PRR train P-8.

Cars from PRR train P-29 are guaranteed to PRR train B-6 and RDG train AJ-4.

3.2 Baltimore WM Yard

3.2.0 Communications

Use the telephone to contact the dispatchers. No radio headset is required for this position. Signal the WM dispatcher with 1 ring. The WM dispatcher will signal you with 1 ring. Signal the PRR dispatcher with 3 rings. The PRR dispatcher will signal you with 3 rings. Before speaking, set the rotary switch to "WM" for the WM dispatcher or to "PRR" for the PRR dispatcher.

3.2.1 EXCEPTION to freight blocking rule

Baltimore WM does NOT need to block cars for Hagerstown and Spring Grove (place all of these cars on the same track and send them on the same train in any order). Time permitting, you may block these cars.

3.2.2 Power Assignments

3.2.2.1 Lurgan Power Foreman ON duty

When the Lurgan Power Foreman is on duty, contact the Lurgan Power Foreman for power assignments for ALL trains.

3.2.2.2 Lurgan Power Foreman OFF duty

When the Lurgan Power Foreman is NOT on duty assign power as follows:

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3.2.2.2.1 Reading road power

Return any RDG power in this yard on the next train with a destination of Rutherford yard. RDG power may be serviced (sent to service facility) before return. After servicing, return RDG power on the first appropriate train. Do NOT send RDG power to any other location.

3.2.2.2.2 All other road power

Assign the locomotives from WM train WM-4 to WM train WM-3. Do NOT assign any locomotives designated as "yard switchers" to any departing train. You may assign all other appropriate power to any train.

3.2.3 Turning Steam Locomotives

Turn steam locomotives before you assign them to departing trains. Do NOT turn steam locomotives being returned light to Lurgan.

3.2.4 Cabin/Caboose Usage

You may assign any cabin/caboose to any train. If a train sets off an extra cabin/caboose, return it to the proper railroad, on the next appropriate train IN ADDITION to the normal cabin/caboose. This extra cabin/caboose may be placed anywhere in the train that a freight car may be placed. The extra cabin/caboose does NOT count toward the maximum car count for that train.

3.2.5 Aux Yard

You are responsible for the "aux" or "auxiliary" yard, the small, black-ballasted yard located beyond the passenger station, just before the tunnel on the WM main. There will be pickups and setouts for this yard. All setouts will say "spot in aux yard" clearly on the waybill. Also, spot any bad order cars (insert pink bad order sheet) in the aux yard.

3.2.6 Yard Entry Interlockings

When sending trains out of the yard:

Contact the WM dispatcher to release trains through Porters.
Contact the PRR dispatcher to release trains through NB.

3.2.7 Track names leaving yard and permissions

In addition to the mainline track that leaves the yard at EG (under the bridge), there is a direct track into NB interlocking from yard track 10. This direct track is the "escape track" and trains shall obtain PRR dispatcher permission before passing the signal and entering NB. Also, a crossover exists between yard track 10 and the WM main between the aux yard and passenger station. This is the "aux" crossover. The Baltimore WM Yardmaster controls track from the signal at NB, past the passenger station, to and including the grade crossing at AX Tower. (The Baltimore PRR Yardmaster controls track beyond the grade crossing.) The WM Yardmaster may use this track at any time for any purpose; however he should be prepared to permit immediate access to the passenger station for timetable passenger trains.

3.2.8 Guaranteed Connections

The following connections are guaranteed UNLESS THE DEPARTING TRAIN IS ALREADY AT CAPACITY. This means the departing train must be held until cars from a guaranteed connection have been added to the departing train, or the departing train is already at its maximum capacity.

Cars picked up in the Aux Yard are guaranteed to WM trains AJ-3, BT-1, and WM-3.

Cars from WM train Coal XS-2 are guaranteed to WM train AJ-3.

Cars from RDG train AJ-2 are guaranteed to WM trains WM-3 and BT-1.

Cars from WM train CSD-94 are guaranteed to WM train BT-1.

Cars from WM train WM-4 are guaranteed to WM trains BT-3 and AJ-3.

Cars from WM train TB-2 are guaranteed to WM train AJ-3.

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3.3 Baltimore PRR Yard

3.3.1 Track Usage

Because of the varying numbers of cars for each destination throughout the session and the limited number of tracks, there is no suggested track usage for this yard. You can and will need to use any track for different purposes throughout the session. However, it is prudent to keep tracks adjoining the mid yard crossover clear so that locomotives of incoming trains have an escape. It is also prudent to verify the car count for all incoming trains so that you can pre-position a yard switcher to move behind the train (into NB interlocking) if the train will not fit into the yard proper.

The yardmaster MAY block freight yard ladders at his discretion.

Do NOT block road crossings for extended periods of time.

The Baltimore PRR Yardmaster controls track from the signal at NB, around the loop in the tunnel up to, but NOT including the grade crossing at AX Tower. (The Baltimore WM Yardmaster controls track in the grade crossing and beyond.)

3.3.2 Power Assignments

3.3.2.1 Lurgan Power Foreman ON duty

When the Lurgan Power Foreman is on duty, contact the Lurgan Power Foreman for power assignments for ALL trains.

3.3.2.2 Lurgan Power Foreman OFF duty

When the Lurgan Power Foreman is NOT on duty assign power as follows:

3.3.2.2.1 Road power for Local trains

Some switchers are specifically identified as "yard switchers". The other switchers are "local switchers". Do NOT assign "yard switchers" to any departing train except BALT. Power trains B-93 and YB-1 with different "local switchers".

3.3.2.2.2 All other road power

You may assign all other appropriate power to any train.

3.3.3 Turning Steam Locomotives

Turn steam locomotives before you assign them to departing trains. Do NOT turn steam locomotives being returned light to Lurgan.

3.3.4 Cabin Usage

You may assign any cabin to any train. If a train sets off an extra cabin/caboose, return it to the proper railroad, on the next appropriate train IN ADDITION to the normal cabin/caboose. This extra cabin/caboose may be placed anywhere in the train that a freight car may be placed. The extra cabin/caboose does NOT count toward the maximum car count for that train.

3.3.5 Yard Crewed Locals

3.3.5.1 BALT

The yardmaster is responsible for running train "BALT", a transfer to Baltimore WM yard. Run it as early in the session as feasible. Normally, power this train with the "yard switcher". But, if there are more than 15 cars (in either direction), use any available set of 2 "local switchers". Coordinate movement with the dispatcher and Baltimore WM Yardmaster.

3.3.5.2 NB Local

The yardmaster is responsible for running train "NB Local", a local to the NB industrial area. Run it anytime during the session as feasible. Power this train with the "yard switcher". Coordinate movement with the dispatcher and Baltimore WM Yardmaster.

NOTE: A cabin with antennas will NOT fit under the Greenfield Manufacturing building.

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3.3.6 Guaranteed Connections

The following connections are guaranteed UNLESS THE DEPARTING TRAIN IS ALREADY AT CAPACITY. This means the departing train must be held until cars from the guaranteed connection have been added to the departing train, or the departing train is already at its maximum capacity.

Cars from PRR trains BALT and B-8 are guaranteed to PRR trains B-93 and B-5.

3.4 Hagerstown Yard

3.4.1 Order of operations

Drill pick ups from Hagerstown industries.

Prepare WM train HY-2 and then (or concurrently) WM train WM-4.

Notify the dispatcher when WM train HY-2 is ready to depart so that he can call a road crew.

Separately, notify the dispatcher when WM train WM-4 is ready to depart.

Drill set outs to Hagerstown industries.

Classify all cars from returning WM train YH-1 and WM train WM-3.

Drill any additional set outs to Hagerstown industries with newly arrived cars.

3.4.2 Power Assignments

3.4.2.1 Lurgan Power Foreman ON duty

When the Lurgan Power Foreman is on duty, contact the Lurgan Power Foreman for power assignments for ALL trains.

3.4.2.2 Lurgan Power Foreman OFF duty

When the Lurgan Power Foreman is NOT on duty assign power as follows:

3.4.2.2.1 Local train power

Some switchers are specifically identified as "yard switchers". The other switchers are "local switchers". Do NOT assign "yard switchers" to any departing train.

Power trains B-93 and YB-1 with different "local switchers".

3.4.2.2.2 All other road power

Do NOT assign any locomotives designated as "yard switchers" to any departing train. You may assign all other appropriate power to any train.

3.4.3 Turning Steam Locomotives

Turn steam locomotives before you assign them to departing trains. Do NOT turn steam locomotives being returned light to Lurgan.

3.4.4 Caboose Usage

You may assign any caboose to any train. If a train sets off an extra cabin/caboose, return it to the proper railroad, on the next appropriate train IN ADDITION to the normal cabin/caboose. This extra cabin/caboose may be placed anywhere in the train that a freight car may be placed. The extra cabin/caboose does NOT count toward the maximum car count for that train.

3.4.5 Passenger trains

Do not start to drill passenger trains until at least 10 minutes after their arrival.

If there are any express cars to set out, spot them in the engine terminal area.

Turn all passenger trains on the wye so that they are ready for their crews at least 10 minutes prior to scheduled departure times.

If there are express car pick ups in the engine terminal area, add them while turning their train.

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3.4.6 Guaranteed Connections

The following connections are guaranteed UNLESS THE DEPARTING TRAIN IS ALREADY AT CAPACITY. This means the departing train must be held until cars from the guaranteed connection have been added to the departing train, or the departing train is already at its maximum capacity.

Cars from Hagerstown industries are guaranteed to WM trains WM-4 and HY-2.

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