Hours of Service Reporting: Multiple Trains Worked with Deadheads
Quick Reference Guide

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*For assistance, please contact **O**nline **S**ystem **S**ervices at 544-5555 (Opt.1, Opt.2)*   *Instructional Technologies & Implementation Services*

Overview

The correct reporting of deadheads is required to achieve accurate Hours of Duty Reporting that is compliant with the Rail Safety Improvement Act (RSIA). When completing the FRA Hours of Duty Reporting screen, deadheads are reported in the **Activity Reporting section, beginning with line E.**

The Activity Code (ACT) Field

A two-digit deadheading Activity Code entry is required in the ACT field:

- **DT (Deadhead To)** - Used to report deadheads to a covered service event, for example, deadheading to work, picking up a train en-route, going to a yard office to perform administrative duties, or completing a Full Tie-up.
- **DF (Deadhead From)** - Used when reporting deadheads from service when no other covered service event is required after deadheading, for example, tow-in time, deadheading after the Hours of Service expired, or completing a Quick Tie-up.

The Mode of Transportation (MT) Field

An MT code is also required when reporting deadheads. MT codes include:

- X - Limo/Taxi
- W - Walk-in
- A - Personal Automobile
- T - Train
- B - Commercial Bus
- P - Plane

Note: **Never report deadheads on line A when completing the Hours of Duty Reporting screen.**

Navigation: Reporting Multiple Freight Trains in a Duty Tour

- Only one train per page may be entered (Exception: Metra service.)
- Click <**Next Train ID**> to input the second train worked on the 2nd page.
- Click <**Previous Train ID**> to return to the previously reported page.
- Report the deadhead to (DT) the train you are picking up on Line E.
- When the last train worked is reported, click <**Update**> and <**Exit Screen**>.

Scenario: Multiple Trains Reporting with Deadheads

Train 1: On March 15th, Conductor D. Kelly was called to report for duty at 0630 at Anna (AH001) for Hours of Service Relief on multiple trains. His prior time off, before commencing this duty tour at Anna (AH001) was 14'00". After reporting for duty the crew was instructed to limo to mile post 44 and pick-up the ZSEME-12 and return to Anna. The crew arrived at the train at 0730 and departed for Anna at 0745. Upon the train's arrival at Anna, Kelly went to the yard office and completed his paper work at 0930. He then noted that this would be his relieved and released time for the ZSEME-12.

After Kelly enters the data for the DH & 1st train, he clicks <**Update**> and then <**Next Train ID**> to report the 2nd train worked.

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Train 2: Kelly then called the train dispatcher and was instructed to **limo to Eden (AH049) for HOS Relief on the MHPAN-14**. **The crew waited 45"for a limo and departed at 1015, they arrived at the train at 1130 departing Eden at 1155. At 1415, the crew arrived at Anna with the MHPAN-14** yarded the train, walked into the yard office to complete their Administrative Duties and were then instructed to tie-up, they reported a relieved and released time of 1530.

Notice that the Train ID at the top of the screen (page 2) is the same as displayed on page 1. Report the Train ID you actually worked on line "A", in Scenario 2, it is the MHPAN 14.

| | Location | AH001 | Job/Train | ZSEME 12 | Date/Time | 3/15 | 0630 | **Page** | 2 OF 2 |

CON   D KELLY   PTO 1400

[Previous Train ID] [Next Train ID]

Crew Pos	Prev Off	Train ID	Train Day	Started Duty Location	MMDD	HHMM	Relieved Duty Location	MMDD	HHMM	Released Duty Location	MMDD	HHMM	CM
A	CON	0000	MHPAN	14	AH049	0315	1130	AH001	0315	1530	AH001	0315	1530	N
B														
C														
D														

> Report the 2nd train symbol that you actually worked, not the train shown in the header.

Activity Reporting

Crew Pos	Prev Off	Act	MT	Activity Start Location	MMDD	HHMM	Activity End Location	MMDD	HHMM	CM	Comments
E	CON	0045	DT	X	AH001	0315	1015	AH049	0315	1130	N	WAIT FOR LIMO
F												
G												
H												
I												
J												
K												
L												

> Kelly comments that he waited 45 minutes after he was RLSD off to the ZSEME/12 before dead-heading to the MHPAN/14.

[Update] [Screen Capture] [Exit Screen]

> When the last train is reported, click <**Update**> and then click <**Exit Screen**>.