Hours of Service Reporting: Deadheads within a Duty Tour
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 a deadhead to and/or from covered service assignments 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.**

Scenario: Report Deadhead within a Duty Tour

COT was called for the **MANHP 20** at **0600** at **Anna (AH001)**. He departed the train at **0845**. While en route to **Hope**, the train dispatcher instructed the crew to take the train to **Faye (AH066)**, secure it on the siding, then deadhead to **Hope (AH108)**, and tie-up for rest. **They secured the train at 1605 and rode in a limo to Hope, arriving at 1650.** Conductor Kelly completed his administrative duties and tie-ups (RLVD & RLSD) at 1705.

Indications
The deadhead reporting indicates that the **train was left at Faye (AH066)**, and that the **deadhead to Hope (AH108) with the administrative duties**, was included as part of the covered service trip **Anna to Faye**.

Notice that on line A, the RLVD/RLSD locations, dates and times, are the same. They should always be the same when on duty 12 hours or less.

Location	NZ021	Job/Train	AGBDV 26	Date/Time	06/26/12	09:35	Page	01 OF 01

COT ▆▆▆▆▆▆   PTO 99:59   PTO
PTO   PTO

[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 COT	00:00	AGBDV	26	NZ077	06/26	11:35	NZ140	06/26	19:35	NZ140	06/26	19:35	N
B													
C													
D													

Activity Reporting

Crew Pos	Prev Off	Act	MT	--Activity Start-- Location	MMDD	HHMM	--Activity End-- Location	MMDD	HHMM	CM	Comments
E COT	99:59	DT	X	NZ021	06/26	09:35	NZ077	06/26	11:35	N	
F COT	00:00	DF	X	NZ105	06/26	17:20	NZ140	06/26	19:35	N	
G											
H											
I											
J											
K											
L											

The RLVD and RLSD Location Dates and Times should be the same when on duty for 12 hours or less.

[Update] [Screen Capture] [Exit Screen]