Professional Development Review The employee's testing history will be reviewed during "Professional Development Reviews" (PDR).

Review to include:

- Testing History
- Process for employee to access their EQMS Score and Testing History.
- Process to challenge COMMIT events.

Challenge Process

An employee may challenge a COMMIT event outcome as follows:

Step 1: The involved employee must submit a request to the manager who conducted the COMMIT test within ten (10) days from the date of the COMMIT event.

Step 2: The manager will promptly review the applicable rules, standards and testing procedures with the requesting employee. If the testing manager and employee do not agree that the COMMIT test was valid, the employee may ask the COMMIT manager to submit the COMMIT test event to a Service Unit Superintendent/DOO/DRO for further review.

Step 3: If the Superintendent/DOO/DRO makes a determination it is a valid COMMIT test, the employee may request further review by the Service Unit General Manager/General Superintendent.

Step 4: If the General Manager/General Superintendent determines it is a valid COMMIT test, the employee may request a **final review** by the General Director Regional Operations.

Management review of the COMMIT test event should be completed within twenty (20) days from the COMMIT test event.

OUTSIDE THE SCOPE OF COMMIT

FRA Decertification Rules will be handled according to the existing MAPS policy and will apply to all employees.

Critical Rules when outside the scope of COMMIT. Violations of these rules will be handled according to the existing MAPS policy and will apply to all employees.

Common Questions And Answers

Q. Is a Red Flag the same as any other Stop Signal?

A. Yes, it is a signal that requires a complete stop before passing.

For Additional Questions

Contact your Manager, STO, DOO or DRO

OPERATING PRACTICES

EFF 06/01/2019

COMMIT

Guide for

All Employees

PB-20512

BUILDING AMERICA®

WHAT IS COMMIT?

COMMIT is a training activity in which managers test employee knowledge, application and compliance with railroad rules, regulations and instructions. The key focus is on rules and instructions that are SAFETY SENSITIVE and, if not complied with, could cause accidents, injuries, or equipment damage.

COMMIT activities are either routine observations (performed during the normal course of the managers work tour) or structured simulations, (set up tests), which involve the manager having a direct effect on the situation or rule to be tested. The COMMIT program places an emphasis on the process of debriefing after all structured simulations (set up tests) or in instances when a below standard performance is recognized, This testing program is an on-site sampling of job performance. Unlike the traditional tests which assess an individual's knowledge of the correct procedures, COMMIT activities are standardized observations which assess the individual's ability to apply knowledge to job related tasks, using company approved testing measures and equipment. Each of the test types in the COMMIT Program evaluates a crew's or an individual's ability to complete a specific task within the required rules, instructions, or policies.

The tasks singled out for testing have been identified as critical situations; since failing to comply with the rules that govern these tasks can lead directly to accidents or injuries.

COMMIT will be:

- Conducted under normal operating conditions.
- At unannounced times and locations.
- Conducted without prior notice to the employee(s) being tested.
- Conducted in a fair and impartial manner.
- Conducted at various locations and times throughout the day and month. To ensure the testing program is unpredictable and samples actual employee performance, testing at familiar locations, during the same time of day, or on the same days of the week, must be avoided.
- Conducted under all types of weather conditions.
- Setup in such a manner as to minimize the hazard of a potential train accident or personal injury.
- Conducted in a manner that will not predictably result in a violation of the rules regardless of the skill of the employee(s).
- Conducted in a way that will not be in violation of operating rules.

Field debriefing forms must be completed for each structured and below-standard testing event. The debriefing form will be created using the COMMIT Mobile Application. Tested employees will present their UP Identification Cards or Operating Certificate a for photo record. Tested employees will receive electronic notification of the COMMIT event.

HOW DOES IT WORK?

Minimum COMMIT Testing Requirements:

Active Engineers and RCL Operators will be tested with a structured stop test at least once every 365 days. Active certified conductors must have a CFR 242 test every 365 days. Yardmasters will have a test every 365 days.

Purpose and Scope of COMMIT:

49 CFR 217.9 dictates the need and necessity for the testing of all active employees. COMMIT was created to facilitate compliance with the FRA regulation and satisfies the requirement for rule application.