



Sumpter Valley Railroad

Sumpter Valley Train Crew Training and Qualification Program

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Purpose

This document serves as a written process of the Sumpter Valley Railroad's prescribed program for the management and governance of the Operations Department. Its contents were written by the Operations committee and will be utilized by the Operations manager and Road Foreman of Engines (RFE) as a tool to ensure fairness as well as an established system for the promotion and management of Operations on the Sumpter Valley Railroad.

Scope

The processes herein shall apply to all SVRR members wishing to enter train service, as well as all those currently in train service. It shall facilitate training, certification, promotions, recertification, requirements for service, reinstatement, and rules testing to ensure that all train service members are fully qualified for the position they hold/seek.

Information for New Members

The Sumpter Valley Railroad (SVRR) is an all-volunteer organization. For this type of organization to function, compatibility among its members is a must. It is important that before you begin training for an operating position, you should spend a few days at the railroad watching operations and talking to crew members, to determine if this organization is right for you.

SVRR provides insurance for the railroad, but is not able to provide insurance for members in the event of an injury. Therefore, all members should be extra cautious, and protect themselves as they see fit.

Railroad work is inherently dangerous, but it is also inherently enjoyable. The difference between danger and enjoyment is knowing the work rules, and working safely. The SVRR Operations Department requires that you read and become familiar with the RULES AND REGULATIONS and SAFETY INSTRUCTIONS of the OPERATIONS DEPARTMENT prior to performing any work on the railroad. This publication is available to all members of SVRR. Operating members are required to pass a written test on rules yearly.

If you are on any medication that might cause drowsiness or impaired judgment you are not allowed to work in safety sensitive positions, including most train and engine crew positions. Use of recreational drugs is prohibited. Use of alcohol is prohibited for eight hours before reporting for duty, and while trains are operating.

Work performed on the railroad can be strenuous. For your own wellbeing you should not attempt to work any strenuous job, including train and engine crew, if you have any known medical or physical condition that strenuous work might aggravate. There are jobs on the railroad that do not require strenuous labor.

Prerequisites to Enter Train Service

Candidates must currently be an SVRR member in good standing.

Candidates must be at least 18 years of age and possess a valid state driver's license.

Candidates must meet the minimum qualifications specific to each position sought, be capable of meeting the minimum physical and mental requirements for each position sought, and must have adequate hearing and vision.

Selection for/to train service is ultimately at the discretion of the Operations committee but the member selected must meet the above requirements before a promotion can be considered.

Individuals with Previous Experience and Qualifications

A volunteer previously qualified to operate at Sumpter Valley or an individual with current credible steam locomotive and/or railroad experience from another tourist railroad may apply to the Operations Manager for accelerated advancement through the Train Crew Program provided the following conditions are met:

- Applicant is a Member of Sumpter Valley Railroad in good standing.
- Submits written proof of previous experience, qualifications, and certifications.
- Applicant successfully qualifies on the Sumpter Valley Railroad operating rules and applicable Timetable/Special Instructions.

If the operations committee determines the applicant's previous experience, qualifications, skills, proficiency and certifications so warrant, and the applicant passes the written examinations and demonstrates proficiency for the LEVEL ONE requirements and for each subsequent level sought, the Operations committee may waive or modify any other Program requirements as it deems appropriate.

The only people qualified to move trains, engines or operate equipment on the SVRR are those currently certified by the Operations Manager to do so.

Definitions

Brakeman: Assist the conductor with all duties as assigned. Perform switching duties under the supervision of the conductor/engineer.

Conductor: In charge of the train. Sees that the train operates within the guidelines set forth by safety and operating rules of the SVRR.

Hostler: Responsible for safely bringing up the locomotive from a cold start to full operation. Ensuring that the locomotive has been properly inspected, oiled and lubricated before each day's operation.

Fireman: Responsible for proper firing of the locomotive.

Engineer: Responsible for the proper running of the locomotive.

Yard engineer: Operate small yard locomotives (No's. 100, 110, 118) in McEwen yard for the purpose of switching cars and dead locomotives and making up trains.

Fire train operator: Operates fire train, watching for fires within sight of the track.

Motor car operator: Operate a Rail Motor Car (speeder) on the SVRR mainline, for the purpose of track inspections, track maintenance, carrying personnel or equipment to remote locations, and other duties as assigned

Operations committee: Comprised of SVRR Board of Director's Vice-president, Road Foreman of Engines, Trainmaster, Operations Manager and other members in train service. Governing body over the operations of engines, trains, and other equipment. Responsible for selection of members to train service.

Road Foreman of Engines: (RFE). Person in charge of training, certifying, testing, and overseeing of enginemen.

Compliance Testing: Random administration of field tests designed to assess train crew members competency and situational awareness.

Training

Written

The bulk of train service training on the SVRR is On-the-Job (OJT). Beyond regular Safety Weekend recertification, The SVRR Safety Rules sections on train handling should be read and understood. There is some training literature on the SVRR web site.

On the job training (OJT)

New members will first strictly observe and work with a SVRR member qualified in the position training for. This is how train crew members will learn the specific task for the position sought, universal train handling techniques, as well as techniques specific to other train positions. Once the new member has met the minimum requirements for the position sought, the operations committee will review his/her training records and recommend promotion or if further training is needed.

Training to be a motorcar operator or fire-train engineer is exclusively OJT. A student is under the careful watch of the qualified motorcar operator or fire-train engineer and will receive mechanical and handling instruction from him or her.

A candidate's application to advance to Level ONE is subject to the Operations committee review and approval based on the individual's demonstrated capabilities, commitment, and contribution to Sumpter Valley's goals and objectives. The Operations committee also reviews and approves a candidate's advancement based on the criteria identified for each level of the Program. Except as designated elsewhere, the Operations committee also evaluates a candidates' performance at each program level and approves advancement to each subsequent level. Volunteers may seek to attain any level of the program desired; advancement is not compulsory. The Program consists of these levels:

Level One: Brakeman

Level Two: Conductor, Yard Engineer, Fire-Train Engineer, Motorcar Operator,

Level Three: Hostler, Fireman, Engineer

Level One Position

Position: **Brakeman**

Prerequisites: Meet all the prerequisites to enter train service

Qualification: Complete a minimum of 8 round-trips
 Pass the brakeman's written exam
 Approval by Operations committee for promotion to brakeman

Duties: Assist the conductor with all duties as assigned.

Inspect journals for excess wear and proper oil level. Add oil if needed.

Set hand brakes according to the Rule Book and Safety instructions.

Couple locomotive or cars to the train and connect air hoses.

Conduct air tests as required in the rule book.

Assist passengers on and off the train.

Monitor conduct and movement of passengers at all times to ensure their safety.

Answer passenger's questions to the best of your ability.

Protect passengers and bystanders near the train when the locomotive or other equipment is operating nearby.

Flag approaching or following trains as needed.

Assist engine crew with switching when needed.

Brakemen must present a neat and clean appearance, and must treat both passengers and other crew members with courtesy and respect.

Brakemen are responsible for obtaining the equipment required for their job from the Yard Office.

Re-qualification

Requirements:

A qualified brakeman who has not worked in that position for two or more years must work a minimum of two round trips, under the observation of the Trainmaster, Operations Manager, or a person designated by them, to be re-qualified. Must also pass the current brakeman's written exam.

Special Note: If a conductor becomes unavailable, a qualified brakeman may assume the duties of conductor on a temporary basis.

Level Two Positions

Position: Conductor

Prerequisites: Meet all the prerequisites to enter train service.
Must be a qualified brakeman.

Qualification: Complete a minimum of 8 round-trips
Pass the conductor's written exam
Approval by Operations committee for promotion to conductor

Duties: Control all train movements.

Ensure that all train operations are conducted in accordance with SVRR operating and safety rules.

Ensure that all passengers waiting to board have done so.

Ensure the safety of passenger and crew members.

Punch tickets and determine that all passengers have paid proper fare.

Maintain a passenger count log book.

Assist passengers on and off the train.

See that safety announcements are made to the passengers. Learn the history of the original SVRR, and of SVRR Inc, and provide information to the passengers. Point out wayside attractions.

See that the train is kept neat and orderly. Clean windows if needed.

Maintain good visual and radio contact with the engineer. Be prepared to assist the engine crew in an emergency or operating difficulty.

Facilitate a crew meeting with train and engine crew before the first trip of the day.

Conduct and record a safety inspection of the train before the first run of the day, and when cars are added to the train.

At the end of the day conduct an informal discussion of events that happened during the day.

Conductors should wear a white shirt and black tie, with black or dark blue trousers.

A colored shirt with an SVRR logo is acceptable.

Re-qualification Requirements:

A qualified conductor who has not worked in that position for two or more years must work a minimum of two round trips, under the observation of the Train Master, Operations Manager, or a person designated by them, to be re-qualified. Must also pass the current conductors written exam.

Level Two Positions

Position: Yard Engineer

Prerequisites: Meet all the prerequisites to enter train service.
Must be a qualified brakeman.

Qualification

Procedure: Have a minimum of two (2) hours service time on locomotives (100, 110, 118)
Demonstrate proficiently on each locomotive to Operations manager or designee
Approval by Operations committee for promotion to yard engineer

Duties:

Operate small yard locomotives (No's. 100, 110, 118) in McEwen yard for the purpose of switching cars and dead locomotives and making up trains.

Yard Engineers may not operate beyond the yard limits.

Before operating a yard locomotive, the engineer must inspect the locomotive and ascertain that the fuel and lubricants are at the proper levels.

Except for just pulling a locomotive out of the engine house, minor switching moves involving one car or less. Engineer must not operate alone.

If it is necessary to leave the cab, the transmission must be placed in neutral, the mechanical brake must be set and chain placed under at least one wheel.

Yard engines must clear the mainline at least five minutes before the scheduled arrival of a train. If unable to clear the mainline in time, the yard engine must provide a flagger and contact the train by radio.

The Yard Engineer is responsible for the safety of other crew members, and must be certain that all safety rules are followed.

As all yard engines are unique, engineers must be certified for each engine they operate.

Re-qualification

Requirements: A qualified Yard Engineer who has not worked in that position for two or more years must spend a minimum of one hour under the observation of the Train Master, Operations Manager, or a person designated by them, to be re-certified.

Special Note: This is a position created for persons not qualified as Road Engineers, to operate small locomotives within the limits of McEwen Yard.

Level Two Positions

Position: Fire Train Engineer

Prerequisites: Meet all the prerequisites to enter train service.
Be a qualified brakeman

Qualification

Procedure: Make 6 round trips with qualified fire-train engineer
Approval by Operations committee for promotion to fire-train engineer
Fire Train Engineers must be able to operate both a rail motor car and the fire equipment. Training in wild land firefighting is needed, and will be provided by SVRR.

Duties:

The Fire Train Engineer must patrol the track watching for fires within sight of the track. When a fire is found the engineer must report the fire to the Depot Agent by radio, or by calling the 911 dispatcher if the agent is not available. After reporting the fire, the engineer and their assistant (if available) must endeavor to extinguish the fire.

The Fire Train Engineer is responsible for inspecting the fire train and fire equipment, and maintaining proper fuel and lubrication in the motor car and fire pump. Missing or broken tools must be replaced before departing the McEwen yard. The fire train must not leave the yard without the water tank $\frac{3}{4}$ full.

Report any mechanical problems to the Chief Mechanical Officer or the Operations Manager, and the resolution if the problem is fixed.

The schedule of fire patrols is dictated by the Industrial Fire Precautions Level (IFPL).

Until further notice the schedule is as follows:

Level one – no patrol required.

Level two – one patrol after the last train of the day.

Level three – patrol following each train.

Level four – continuous patrol between Hwy. 7 and South Sumpter.

Fire train will meet scheduled trains at McEwen and S. Sumpter unless otherwise arranged. For continuous patrols, meet at S. Sumpter and Hawley Spur.

The Fire train will follow the regular train by not less than five minutes.

The Fire Train will not occupy the mainline on the time of a scheduled train unless engaged in fighting a fire. Upon arriving at a meeting place, or when fighting a fire, notify the scheduled train of your location and if you are in the clear.

Re-qualification

Requirements: A Qualified Fire Train Engineer who has not worked in that position for two or more years must work a minimum of two round trips under the observation of the Train Master, Operations Manager, or a person designated by them, to be re-qualified.

Level Two Positions

Position: Rail Motor Car Operator

Prerequisites: Meet all the prerequisites to enter train service.
Be a qualified brakeman

Qualification Procedure: Make 4 round trips with a qualified motorcar operator
Approval by Operations committee for promotion to motorcar operator

Duties:

Operate a Rail Motor Car (speeder) on the SVRR mainline, for the purpose of track inspections, track maintenance, carrying personnel or equipment to remote locations, and other duties as assigned. Speeder operators are not qualified to serve as Fire Train Engineer.

Motorcars are required to have an extra train order to operate on the mainline.

Motorcars must not occupy the mainline on the time of any scheduled or extra trains unless otherwise authorized by the Operations Manager or Train Master.

Motorcar Operators must maintain radio contact with all other trains.

Before operating a motorcar, the operator must inspect the car for mechanical problems and assure an adequate quantity of fuel and lubricants.

Re-qualification Requirements:

A Qualified Rail Motor Car Operator who has not worked in that position for two or more years must make a minimum of one round trip under the observation of the Train Master, Operations Manager, or a person designated by them, to be re-qualified.

Qualified Fire Train Engineers are also considered Motor Car Operators.

Level Three Positions

Position: **Hostler**

Prerequisites: Meet all the prerequisites to enter train service
Be a qualified conductor (May start helping as hostler once qualified as a brakeman)

Qualification Procedure: Have a minimum of 6 days hostling with qualified hostler
Demonstrate proficiently to Road Foreman of Engines or designee on each SVRR locomotive
Approval by Operations committee for promotion to hostler

Duties: A Hostler is required to learn the location and use of all of the valves and controls on the locomotive.

Perform complete inspection of the locomotive and tender from in the service pit, ground, and topside, including visual and hammer inspections.

Check fuel level and water levels in the tank and boiler. Add water to the boiler if necessary.

Properly ignite and maintain a fire in the locomotive.

Ensure that boiler pressure does not increase at a rate greater than 1 psi per minute.

Maintain safe water level in the boiler at all times.

Fill all lubricators with the proper lubricant and grease all fittings with the proper grease.

Turn on and test all appliances at the proper time.

Accurately fill out all required logs and forms.

A hostler must be able to operate the locomotive within the limits of McEwen Yard.

Re-qualification Requirements: A qualified hostler who has not worked in that position for two or more years must make at least one cold and one hot fire up and inspection under the observation of the Train Master, Operations Manager, or a person designated by them, to be re-qualified.

A hostler may start training as a fireman concurrently, but must be qualified as a conductor and hostler before being qualified as fireman

Level Three Positions

Position: Fireman

Prerequisites: Meet all the prerequisites to enter train service.
Be a qualified conductor
Be a qualified hostler (may qualify as hostler at same time as qualifying for fireman)

Qualification

Procedure: Have completed a minimum of 2 round trips with qualified fireman
Have completed a minimum of 6 round trips working only with qualified engineer
Demonstrate proficiency to Road Foreman of Engines or designee
Pass the written fireman's exam
Approval by Operations committee for promotion to fireman
(A minimum of two additional round trips and demonstrated proficiency on the #3 are required to be qualified as fireman on #3)

Duties: Fire the locomotive on the road, maintaining proper boiler pressure and water levels.

Maintain proper fuel and water supply levels.

When not actively firing, maintain a lookout for track defects, obstructions, switches, and anything that might affect the safety of the locomotive or train.

Re-qualification

Requirements: A qualified fireman who has not worked in that position for two or more years must make a minimum of two round trips under the observation of the Road Foreman of Engines, or a person designated by them. Must also pass the current fireman's exam.

Level Three Positions

Position: **Engineer**

Prerequisites: Meet all the prerequisites to enter train service.
Be a qualified fireman

Qualification
Procedure: Have completed 12 round trips with qualified engineer
Demonstrate proficiency to Road Foreman of Engines or designee

Pass the written engineer's exam

Approval by Operations committee for promotion to engineer

A minimum of two additional round trips and demonstrated
proficiency on the #3 are required to be qualified as engineer on #3

Duties: Engineers are in charge of the locomotive.

Engineers are responsible for the safe handling of both the locomotive and the train.

Obey all signals and instructions issued by the conductor, or a brakeman during switching operations. If a signal or instruction is not understood or seems unreasonable, do not act until such signal or instruction is understood. If necessary stop the train.

Maintain radio contact with the train crew and stations.

Monitor the activities of the fireman, or other persons riding in or on the locomotive.

Monitor the boiler water level and, if necessary, add water.

Inspect the locomotive before each day's operations and while stopped at stations.

Ensure that the locomotive is properly lubricated before and during operations.

Provide training for new firemen.

Ensure that all pre and post operation forms and logs are properly filled out.

Re-qualification

Requirements: A qualified Engineer who has not worked in that position for two or more years must make a minimum of two round trips under the observation of the Road Foreman of Engines, or a person designated by them. Must also pass the current written engineer's exam.

Certification

Sumpter Valley Railroad will issue certificates to all individuals meeting the requirements of this program.

Certificates will at a minimum:

- Identify Sumpter Valley Railroad as the issuing railroad;
- Indicate that Sumpter Valley Railroad has determined that the person to whom it is being issued has been determined to be eligible to perform as a Brakeman, Conductor, Yard Engineer, Fire-Train Engineer, Motor car operator; Hostler, Fireman, Engineer
- Identify the person to whom it is being issued (including the person's name, volunteer identification number, the year of birth, and either a physical description or photograph of the person);
- Show the effective date of each certification held;
- Be of sufficiently small size to permit being carried in an ordinary pocket wallet;

The railroad authorizes the following individuals to sign certificates:

- Road Foreman of Engines
- Operations Manager or designee

Retention of Position and Recertification

In order to hold the position of Brakeman, Conductor, Fireman or Engineer on the SVRR the member must:

1. Put in no less than two (2) round trips of train service each calendar year. Exceptions to this stipulation must be requested of the Operations committee in writing before Safety weekend of each calendar year.
2. Attend annual Safety weekend class at least once every two (2) years
3. Pass proctored written safety exam yearly.
4. Remain a member of the SVRR in good standing.
5. Comply with all railroad rules and regulations.
6. Carry out his or her duty with care, professionalism, and skill, and to always put safety first.
7. Pass written exam for highest position held once every three (3) years.

Any violation of these requirements will result in the revocation of his or her qualification as a member of the operations department at SVRR.

Reinstatement

If a brakeman, conductor, fire-train engineer, motor-car operator, hostler, fireman or engineer allows his or her certification to lapse due to any of the requirements of the previous section, and/or his or her certification is revoked, he or she may apply to the Operations Committee for reinstatement to the former position held. Reinstatement to any position, formerly held or below, is at the discretion of the Operations committee, but must meet the following minimum criteria:

1. Must attend the next available Safety weekend
2. A score of at least 80% on the safety exam as well as the exam for the position in which seeking reinstatement
3. A passing score on his or her check ride.

If the time absent from train crew operations is sufficient enough in the opinion of the Operations committee, the Operations committee reserves the right to require more time or experience in lower positions to work back up to the position held before absence.

If a brakeman, conductor, fireman or engineer is returning from an approved leave of absence of less than two (2) years, reinstatement may only require a territory re-familiarization trip with a qualified member appointed by the Operations committee. Any leave of absence of greater duration may require more work for reinstatement, the amount of which to be determined by the Operations committee.

Compliance Testing

Compliance testing will be administered at random by the RFE and/or his designee. Tests include, but are not limited to those listed in Compliance testing program manual. The purpose of these tests is to improve situational awareness as well as keep our members knowledgeable on all current SVRR operational practices as well as SVRR current safety rules.

Compliance testing of SVRR train crew should be conducted a minimum of three operating days.

COMPLIANCE TESTING MAKES FOR SAFER OPERATIONS.

Appendix A

Sumpter Valley Railroad

Promotional Checklist for Train Service

Prerequisite to entering Train Service

Member of SVRR in good standing

18 years of age

Capable of performing the minimum physical and mental requirements for each position

Have adequate hearing and vision

Possession of valid driver's license

Pass written Safety Rules test

Submit written application to Operations Committee

Level One- Brakeman

Meet all the prerequisites to enter train service.

Complete a minimum of 8 round-trips

Pass the brakeman's written exam

Approval by Operations committee for promotion to brakeman

Level Two- Conductor

Meet all the prerequisites to enter train service.

Be a qualified brakeman

Complete a minimum of 8 round-trips

Pass the conductor's written exam

Approval by Operations committee for promotion to conductor

Sumpter Valley Railroad
Promotional Checklist for Train Service

Level Two - Motorcar Operator/Fire Train Engineer

Meet all the prerequisites to enter train service.

Be a qualified brakeman

Make 4 round trips with a qualified motorcar operator. (motorcar operator only)

Make 2 additional round trips with qualified fire-train engineer (if working as fire-train engineer)

Approval by Operations committee for promotion to motorcar operator and or fire-train engineer

Level Two - Yard Engineer

Meet all the prerequisites to enter train service.

Be a qualified conductor

Have a minimum of two (2) hours service time on locomotives (100, 110, 118)

Demonstrate proficiently on each locomotive to Operations manager or designee

Approval by Operations committee for promotion to yard engineer

Level Three- Hostler

Meet all the prerequisites to enter train service.

Be a qualified conductor (can start hostling as a qualified brakeman)

Have a minimum of 6 days hostling with qualified hostler

Demonstrate proficiently to Road Foreman of Engines or designee

Approval by Operations committee for promotion to hostler

Sumpter Valley Railroad
Promotional Checklist for Train Service

Level Three- Fireman

Meet all the prerequisites to enter train service.

Be a qualified conductor

Be a qualified hostler (may qualify as hostler at same time as qualifying for fireman)

Have completed a minimum of 2 round trips with qualified fireman

Have completed a minimum of 6 round trips working only with qualified engineer

Demonstrate proficiency to Road Foreman of Engines or designee

Pass the written fireman's exam

Approval by Operations committee for promotion to fireman

(A minimum of two additional round trips and demonstrated proficiency on the #3 are required to be qualified as fireman on #3)

Level Three- Engineer

Meet all the prerequisites to enter train service.

Be a qualified fireman

Have completed 12 round trips with qualified engineer

Demonstrate proficiency to Road Foreman of Engines or designee

Pass the written engineer's exam

Approval by Operation's committee for promotion to engineer

(A minimum of two additional round trips and demonstrated proficiency on the #3 are required to be qualified as engineer on #3)

Refer to Sumpter Valley Train Crew Training and Qualification Program for full details on job descriptions and requirements.

Appendix B
 Evaluation forms
Sumpter Valley Railroad
Student Brakeman's Evaluation

Student's Name: _____ **Date:** _____ **Number of round trips:** _____

Conductor's Name: _____ **Consist description:** _____

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Pre-inspection of cars				
Coupling air hoses/operating angle cocks				
Crossing through equipment				
Air Brake tests				
Operating handbrakes				
Mounting/dismounting equipment.				
3-point contact/climbing ladders & steps				
Operating Switches				
Equipment securement				
Leaving equipment to clear/foul				
Protecting shoving movements				
Hand signals				
Radio use				
Situational Awareness - Rail safety				
Attitude - Taking Instruction				
Attitude - Teamwork				
Hours of service documentation				

Must complete 8 round trips minimum for advancement (Number of trips completed _____)

Qualified Conductor Signature _____

Recommend for advancement

Student Signature _____

Sumpter Valley Railroad Student Conductor Evaluation

Student's Name: _____ Date: _____ Number around trips: _____

Conductor's Name: _____ Consist description: _____

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Job Briefing for Train Operations				
Pre-inspection of cars				
Situational Awareness - Rail safety				
Attitude - Teamwork				
Attitude - Taking Instruction				
Mounting/dismounting equipment.				
3-point contact/climbing ladders & steps				
Crossing through equipment				
Equipment securement				
Operating handbrakes				
Operating Switches				
Leaving equipment to clear/foul				
Coupling air hoses/operating angle cocks				
Radio use				
Hand signals				
Protecting shoving movements				
Hours of service documentation				
Job Briefing/Switching				
Air Brake tests				
Leadership- Crew Issues				
Leadership- Visitor Issues				

Must complete 8 round trips minimum for advancement (Number of trips completed _____)

Qualified Conductor Signature

Recommend for advancement

Student Signature

Sumpter Valley Railroad Yard Engineer Qualification

Student's Name: _____ Date: _____

Evaluator's Name: _____ Title: _____

Engine # 100 _____ Engine # 110 _____ Engine # 118 _____

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Pre-inspection of engine				
Proper starting of locomotive				
Operating handbrakes				
Operating Switches				
Coupling uncoupling to equipment				
Proper speed control				
Proper communication with ground crew				
Leaving equipment to clear/foul				
Situational Awareness - Rail safety				
Equipment securement				
Hours of service documentation				

Additional Comments: _____

Must complete minimum of 2 hours training on locomotives for qualification

Qualified Evaluator's Signature

Recommend for qualification

Student Signature

Sumpter Valley Railroad Fire-Train Engineer / Motor Car Operator Evaluation

Student's Name: _____ Date: _____ Number of trips completed _____

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Pre-inspection of fire-train / motorcar				
Proper starting procedures				
Mounting/dismounting equipment				
Operating handbrakes				
Operating Switches				
Equipment securement				
Proper speed				
Proper knowledge of Firefighting procedures				
Situational Awareness- location on railroad				
Leaving equipment to clear/foul				
Protecting shoving movements				
Hand signals				
Radio use				
Situational Awareness - Rail safety				
Attitude - Taking Instruction				
Attitude - Teamwork				
Hours of service documentation				

Must complete 4 round trips minimum for advancement as Motorcar operator and 2 additional round trips for advancement to Fire-train engineer.

Evaluator's Signature *Recommend for advancement*

Student Signature

Sumpter Valley Railroad Student Hostler Evaluation

Student's Name: _____ **Date:** _____ **Number of Training Days:** _____

Hostler's Name: _____ **Engine:** _____

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Blue Flag placement				
Engine inspection (pit)				
Tender inspection (pit)				
Check fuel level and water levels in the tank and boiler.				
Preparing boiler for light off (oil #19)				
Properly build/fill firebox (wood #3)				
Light-off Control of fire while raising pressure				
Proper banking of fire (wood #3)				
Change over from air to steam				
Control of fuel, blower, and atomizer				
Proper test-use of both injectors				
Proper testing of water glasses				
Monitoring pressure gain				
Starting accessories air pump, generator				
Maintain proper boiler pressure, water level and smoke				
Air Brake tests				
Hazards while Hostling				
Equipment securement brief engine crew				
Situational Awareness - Cab safety				
Attitude - Teamwork				
Attitude - Taking Instruction				
Hours of service documentation				

Must complete 6 days minimum for advancement (Number of training days completed _____)

Qualified Hostler's Signature

Recommend for advancement

Student Signature

Sumpter Valley Railroad Student Fireman Evaluation

Student's Name: _____ **Date:** _____ **Number of trips:** _____

Fireman's Name: _____ **Engine:** _____

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Engine inspection				
Proper stacking of cord wood (#3)				
Check fuel level and water levels in the tank and boiler.				
Proper use of blow down valve				
Proper chemical water treatment when taking on water.				
Control of fire while raising pressure				
Proper banking of fire (wood #3)				
Proper use of firebox door (opening/closing)				
Control of fuel, blower, and atomizer				
Proper -use of injectors				
Proper testing of water glasses				
Monitoring pressure gain				
Starting accessories air pump, generator				
Maintain proper boiler pressure, water level and smoke				
Proper use of bell				
Call out hazards track conditions to engineer				
Situational awareness while engine is in movement				
Situational Awareness - Cab safety				
Attitude - Teamwork				
Attitude - Taking Instruction				
Hours of service documentation				

Must complete 8 round trips minimum for advancement (additional 2 round trips on #3)
Number of trips completed: _____

Qualified Fireman's Signature

Recommend for advancement

Student Signature

**Sumpter Valley Railroad
Student Engineer's Evaluation**

Student's Name: _____ **Date:** _____ **Number of round trips:** _____

Engineer's Name: _____ **Engine:** _____

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Engine inspection				
Check fuel level and water levels in the tank and boiler.				
Proper test-use of injectors				
Air Brake tests				
Monitoring steam pressure level gain/loss				
Monitoring of water glass levels				
Knowledge of railroad and terrain operating over				
Understands the air brake system and how it works				
Understands the different positions of the automatic brake valve and independent brake valve				
Understands the proper positioning of the throttle and reverse lever as determined by terrain and load				
Understands the proper handling of air on a grade				
Understands responsibility of the safety for the passengers, crew and train				
Proper whistle signals				
Coupling and uncoupling from equipment				
Proper communication with all crew members				
Situational Awareness- knows where at on railroad				
Attitude - Teamwork				
Attitude - Taking Instruction				
Hours of service documentation				

Must complete 12 round trips minimum for advancement (Number of trips completed:_____)

Qualified Engineer's Signature

Recommend for advancement

Student Signature