

SANTA CRUZ NORTHERN RR

SPECIAL INSTRUCTIONS AGENT / OPERATOR

Your tasks as **Agent**, in chronological order:

- 1- Yard Check. Make sure that all cars on siding(s) and spurs have carcards and are routed correctly,
- 2- Receive empty car orders from local industries. If you have appropriate empties, assign them,
- 3- Forward unfilled MT car requests to the Yardmaster at Mac St. Yard,
- 4- Check the card rack for loaded or empty cars that have been released by local industries,
- 5- Prepare switch list for the local listing released cars to be picked up and incoming loads and empties that need to be spotted,
- 6- Notify the train dispatcher of any conditions that would effect the safe and expeditious movement of trains such as blocked siding, work required, short rested crews, high-wide movements, etc.
- 7- Prior to the end of your shift, perform a yard check.

Your tasks as **Operator**:

- 1- Maintain the Station Record of Train Movements,
- 2- Notify ("OS") the Dispatcher of the time that trains arrive / leave your station(s),
- 3- Set Train Order signals as needed,
- 4- Copy Train Orders as directed by the Train Dispatcher,
- 5- Issue Clearances for scheduled or extra trains that originate at your station(s) and for all trains for which you have train orders,
- 6- Deliver Train Orders and Clearances to train crews