

**RPI OPERATING PROCEDURE FOR  
MOTORCARS PASSENGER OPERATION**  
**Adopted by Board of Directors unanimous vote - 02/07/09**

Purpose- To establish a procedure to provide for the safe operation of Railroad Partners, Inc. (RPI) rail vehicles (primarily motorcars) while carrying passengers.

Authority- The procedure shall be effective upon its approval by the RPI Board of Directors and shall only be amended by the same Board of Directors. Failure to comply with all or part of this procedure shall result in immediate review by the RPI Safety Committee.

Introduction- It is understood by RPI that the operation of rail vehicles for the purpose of carrying passengers has some risk of injury and therefore must be carefully and thoughtfully executed. The following text contains the procedures deemed necessary by the RPI Safety Committee to minimize risk and prevent damage and/or injury while conducting motorcar operations.

**I MAIN TRACK AUTHORITY**

- A. At no time shall a rail vehicle (hereafter called motorcar, but not limited to) occupy the main track w/o specific authority by the operating Rail Road. The operator of the motorcar shall verify and possess (1) a current copy of the operating R/R timetable and (2) verify if any general order applies to the occupied track.
- B. Only qualified operators are allowed to occupy main track with the  
With the requirements of paragraph I.A.

**II OPERATOR QUALIFICATIONS**

- A. Any operator engaged in hauling passengers must have had the following training:
  - 1) Review and discussion of safe motorcar operations
  - 2) Review and instruction of motorcar mechanical inspection
  - 3) At least (2) round trips under the direction of an experienced motorcar operator and have reviewed the requirements outlined on the Operators Training Checklist. This checklist shall be drafted by the Safety Committee and shall be based on the NARCOA Mentoring Checklist.
  - 4) Knowledge of R/R rules (rules certification recommended)

**III OPERATOR RESPONSIBILITIES**

- A. Any operator engaged in hauling passengers is responsible for the following prior to any passenger conveyance.
  - 1) Verify track authority
  - 2) Perform complete mechanical safety inspection of motorcar (use safety inspection list)
  - 3) Check motorcar fluid levels and correct if necessary.

- 4) Monitor lubrication of wheel bearings and chain.
- 5) Assure safety appliances (1<sup>st</sup> aid kit, fire ext. pass. Restraint) are in operable condition.
- 6) Make 1 dry run w/o passengers to assure motorcar and track are acceptable
- 7) Assure motorcar is properly secured after use.
- 8) Complete all required documents (ck list, log, etc)
- 9) Assess prospective passenger suitability and fitness to undertake a motorcar ride, and deny boarding to those who, in the operator's sole judgment, might pose a hazard to themselves, to others, or to the safe operation of the motorcar.
- 10) Come to a complete stop at every signed crossing or commercial or farm driveway( driveway being defined as " a paved or unpaved road running from a street or highway to a residence or a commercial or a farm building or structure' ) and keep a sharp lookout for motor vehicles at all times.

#### IV MOTORCAR REQUIREMENTS

- 1) Prior to operation of any motorcar for the purpose of carrying passengers, it must meet the following requirements:
- 2) Motorcar must be equipped with and operating 5# ABC fire extinguisher And a current 1<sup>st</sup> Aid Kit equivalent to that used in a commercial vehicle.
- 3) The motorcar shall be configured in a way that passengers may not readily fall or step from the car as well as be protected from vegetation or debris.
- 4) The motorcar must have a provision to maintain contact with the home base and any emergency services, if a cell phone is used, it must be determined on the dry run that cellular service is available on entire route.
- 5) Boarding steps shall be provided to assure safe entry and egress from motorcar.
- 6) A second railcar, in operating condition and operator, must be available when operating a single unit consist.

#### V PASSENGER ISSUES

- 1) Prior to transporting passengers on the motorcar, the following passenger Issues shall be satisfied:
  - 1) All passengers, parents or guardians of minors, must sign a release prior to boarding-**NO EXCEPTIONS**
  - 2) A safety meeting shall be held with all passengers prior to departure outlining the proper seating, no standing, moving around while in motion, trip hazards, etc.
  - 4) No children under the age of 11 years are allowed to ride a moving motorcar.
  - 5) No motorcar shall depart or arrive at boarding area if there are persons on or near the rail.

## **VI ADDITIONAL SAFETY REQUIRMENTS**

- A. If at anytime there are track conditions such as rail defects, encroaching vegetation, choked crossing, etc. that could cause a derailment or passenger injury, all passenger operations should be terminated until the hazard is corrected.
- B. Due to the remote area and lack of vehicle accessibility for the track, a back-up rail vehicle and operator must be available during any passenger operation. There must be a means of direct communication between the base and remote vehicle at all times.

In order to assure continuous safe operation and the integrity of the RPI safety procedures, the RPI Safety Committee shall oversee the passenger operation and perform periodic audits to assure that operators are following the mandates of this procedure. Any inconsistencies shall be immediately reported to the RPI President.

Safety Committee:

Leland Stewart  
Jerry Light  
John Pattison  
Ed Michal  
Myron Malone