

**GENERAL INSTRUCTIONS**

1. This report shall be rendered for all engine and train crews including yard and switching crews. Enginemen, firemen, conductors, flagmen, train baggagemen and trainmen shall also use this form when reporting individually. The report shall be rendered and signed by the engineer for the engine crew and by the conductor for the train crew. If there is no engineer or conductor it shall be rendered and signed by the ranking employe whose time is reported thereon. Reports shall be numbered consecutively for each month beginning with No. 1.

2. This report shall be dated as of the date on which the employe first goes on duty.

3. Under "Remarks" shall be shown any irregularities of the hours of duty. If an employe is released from duty for any period between the time of first going on duty and the time finally relieved from duty such fact must be shown under "Remarks," giving the place at which the release is given, the time at which it began and the time at which it ended. Time off duty for meals taken by yard crews shall also be shown under "Remarks." If the whole or part of service is deadheading the place at which the deadheading began and ended and the train on which the employe deadheaded will be shown. When a crew or employe is relieved before the completion of a trip the name of the conductor or engineman of the crew relieving or the name of the employe relieving will be shown.

4. Wherever time is shown A. M. or P. M. shall be given.

5. In reporting delays the cause of each delay, the place at which it occurred, the time it began and the time ended shall be given. Delays due to different causes shall be shown separately.

6. See instructions on reverse relative reporting delays. Delays to yard and switching crews whose service is confined entirely to yard limits need not be shown.

Supt. No. \_\_\_\_\_

\_\_\_\_\_  
Division

\_\_\_\_\_  
Superintendent

# Santa Fe

(Insert Name of Railway Company)

Form 827 Standard

No. \_\_\_\_\_

## Time Return and Delay Report of Engine and Train Employes.

Date August 27 1948

NAME Write Full Name Using Middle Initial	Occupation	Length of time off duty previous to this trip	FIRST WENT ON DUTY			FINALLY WENT OFF DUTY			Total time on duty	
			Place	Date	Time	Place	Date	Time	Hrs.	Mins.
<i>J. H. Schwarz</i>	Cond.	6	637	8/27	3:45	790				
<i>J. C. Harper</i>	Bkmn.	3	6	8	6					
	Bkmn.		6	8	6					

**DETAILS OF SERVICE**

Train		Engine	DEPARTURE		ARRIVAL			Actual miles run	Kind of Service (Pass., Frt., Work, D. H., etc.)
No.	Dir.		Station	Time went on duty	Time train departed	Station	Time train arrived		
3	West		Montez	3:33	11:25 P	Wendy City		167	

REMARKS :

**FOR TIMEKEEPER'S USE**

Payment Claimed	Pass.	Freight	Local	Mixed	Work	Helper	Switch	D. H.	Pay Roll Number	Payment Allowed	Rate	I. C. C. Class	Over-Time	Const. Allowance	Run No.	No. Trips

I certify this Report to be correct.

Signature *J. H. Schwarz*

Occupation *Cond.*

