

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 engineman for the engine crew and by the conductor for the train crew. If there is no engineman or conductor it shall be rendered and signed by the ranking employee 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 employee first goes on duty.
3. Under "Remarks" shall be shown any irregularities of the hours of duty. If an employee 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 employee deadheaded will be shown. When a crew or employee is relieved before the completion of a trip the name of the conductor or engineman of the crew relieving or the name of the employee 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. Delays to yard and switching crews whose service is confined entirely to yard limits need not be shown.