

BNSF



Burlington Northern Santa Fe Railway Fall River Division

Assistant Traffic Manager

Responsibilities

The Assistant Traffic Manager is responsible for managing arriving and departing trains in the Traffic Center. Duties include:

- Ensuring the safe arrival and departure of all trains entering the Traffic Center, consistent with all established train schedules.
- Received direction from the Traffic Manager

Procedures

Definitions:

Local Trains = trains “assembled” in the Traffic Center, such as locals, manifest freights, etc. ***On RailOp System***

Extra Trains = trains that are not scheduled, such as unit trains, run-through trains, etc. ***Not On RailOp System***

Arriving Trains:

- Receive arriving train manifests from the “Clerk’s Office,” or arriving trains tube.
- Provide the Traffic Manager with the crew card
- Use cameras/monitors to verify train is in place, ready to bring into Traffic Center.
- Acquire consist, and bring train into the appropriate track.
- Large unit trains on rear tracks.
- Manifest freight trains, locals, etc. near front tracks for easy access when building departing trains.
- Disconnect power (to indicate that train has already run), and place power on storage tracks, if room.
- Save manifests for future reference.
- “Dispatch” train on Digitrax system.

Departing Trains:

- Based on schedule, prepare departing trains based on manifest provided by the Traffic Manager.
- Other trains may depart at the discretion of the Traffic Manager (scheduled has priority).
- Assemble departing trains on Track 1, closest to the aisle:
 - Block cars as defined on the manifest (only required for local trains)
 - All locals should use a caboose. All other trains can use FRED or other red flag device (place “stick FRED” in coupler of last car in train.
- Ensure the departure track is clear prior to moving train.
- Position train on the appropriate departure track. Use the cameras and monitors to ensure trains do not foul the signals and enter the plant.
- Notify the Traffic Manager that the train is ready for crew call.
- Provide the Traffic Manager with departing train manifests.
- “Dispatch” train on Digitrax system.

Misc:

- If time permits, remove loads (coal, rock, etc.) and place in white boxes (check name on box).
- Use of hands (0-5-0) to handle equipment is permitted in the Traffic Center.