



Card Order Refresher Training

AGENDA

- Operations
 - Manifests
 - Operating Tips
- Waybill Topics
 - Re-Spots
 - Routings
- Throttles
- Miscellaneous



OPERATING SCHEMES

- The 3rd Friday “Club Operating Session” is informal.
 - Goal is to operate for the enjoyment of club members
 - Specific operating rules may, or may not, be followed
 - Off-era; non-GTW locomotives; and non-GTW trains may be operated
 - *note: pre-qualification should be observed*
 - If you operate card order-style, then follow card-order rules re: Waybills



OPERATING SCHEMES

- A “Card Order Session” is formal.
 - Goal is to operate as much like a prototype railroad as possible
 - A Trainmaster, Dispatcher, and both Yardmasters must be assigned.
 - Operations will be formal – mark-up cards, radios/telephones, following instructions.
 - Locomotives will be in-era GTW & family roads only. Only club rolling stock will be used.
 - No un-tested locomotives will be run!



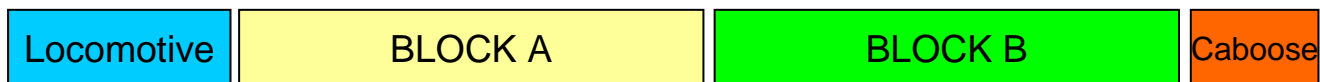
Operating Schemes - Manifests

- Manifest Trains
 - In a card order session, the objective is to generate 'revenue' by delivering & picking-up cars at the local industries served by our railroad
 - Manifest Trains are the # 1 priority of the railroad!
 - We run the Manifest Trains to bring fresh revenue cars to the yards, and pick-up cars billed to destinations off our railroad

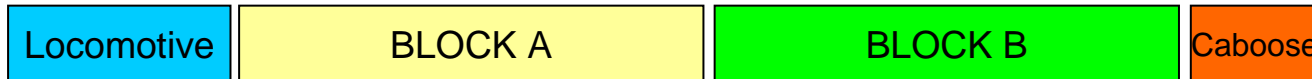


Operating Schemes - Manifests

- Without Manifest Trains, we would not be able to run all of the Local Trains – the yards will run out of fresh revenue cars, and yard tracks would fill up with cars billed to off-layout destinations.
- Manifest Trains visit both yards (Pontiac and Ferndale), then continue on to the opposite staging yard.
- Manifests are pre-arranged into 2 blocks, one for each yard



Operating Schemes - Manifests



- The block for the yard can be in the front, or rear of the train.
- Each Yard only takes the cars billed for destinations that that yard serves.
The Yardmaster should only take a portion of your train, and leave the remainder behind.
- Manifest crews are responsible to check that the proper block is set-out, and that the appropriate cars are picked-up, before leaving the yard.



OPERATING TIPS

- *Operate like an “old head”*

Tips from the April 2010 MR article by Andy Sperandeo

- Run Slowly!
- Don't lean waybills against cars or scenery
- Walk around with your train – observe all signals
- Restore turnouts to 'normal' positions



OPERATING TIPS

- Pressure is on the Yards to get trains in-&-out as fast as possible
 - Note that Yards run about 1:1 scale speed; the rest of the layout runs much faster!
 - Yard operators must be aware & ask for help when they get swamped
- Train Assignments
 - TM / DS / YMs are assigned 1st
 - Pre-approved Invited Visitors get priority
 - Club members assigned by seniority, time-of-arrival, or by Trainmaster's preference...



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WAYBILLS

- Tip about SET-OUTs
 - Local Train Crews: If you have cars to set-out in a siding but there is not enough room in that siding, contact the Trainmaster.
 - Don't just assume, guess, or make-up a solution to the problem. There are a couple of possible ways to handle this situation, but the correct answer depends on other layout issues, so only the TM can make the correct choice.
 - Be sure to remove any pick-ups from that siding before calling the TM...



WAYBILLS

- Tip about PICK-UPS
 - Local Train Crews: You do not need to worry about the destinations listed on the waybills for your Pick-Ups. Your job is to pick-up that car and take it back to your originating yard.
 - The yard crews will route the car to the next destination at the yard.
 - You only need to read the waybill destinations for your set-outs!



WAYBILLS

- RE-SPOTS
 - Some industries have limited loading/unloading sites or docks for railroad cars; but we could have multiple cars billed for those industries
 - Therefore, we could have more cars to set-out in a siding than the industry can handle
 - The cars not able to be spotted at the proper location have to be re-positioned (or re-spot) by the next local crew.



WAYBILLS

- RE-SPOTS
 - Here is an example of a Re-Spot Waybill:
 - If a Re-Spot situation exists, the Re-Spot Waybill will be placed in the HOLD box.
 - Re-spots currently occur at Seven Mile & East Pontiac . . .

| | |
|--|---|
| WAYBILL 931a | |
| Shipper: Dow Chemicals Midland MI | Consignee: Chester Supplies, Inc. Seven Mile SOC |
| | Spot on Track # 1 |
| Pellet Hopper Plastic Pellets | RE-SPOT (if necessary) |



WAYBILLS

- The Local Crew finding a Re-Spot Waybill can either:
 1. Reposition the car at the correct site AFTER pulling any pick-ups from that siding; or . . .
 2. Ignore the Re-Spot

WAYBILL 931a

Shipper:

Dow
Chemicals
Midland
MI

Consignee:

Chester
Supplies, Inc.
Seven Mile
SOC

Spot on Track # 1

Pellet Hopper

Plastic Pellets

RE-SPOT

(if necessary)



WAYBILLS

- YARDMASTERS:

- Not every inbound car from Local Trains is billed to destinations off of the layout. Some waybills route cars to & from destinations on the layout. You need to closely look at the destinations to see if it is served by *either* S.O.C. yard.

- Some of these cars will need to be transferred to the opposite yard for delivery to the next destination – *contact the Trainmaster to call for Train # 100.*



WAYBILLS

- *SOC-to-SOC Waybill Example # 1:*

| | |
|---|---|
| WAYBILL 2303 | |
| Shipper: VH Gravel Co. Waterford Mich. | Consignee: Chester Bldg. Supplies Seven Mile SOC |
| Open Hopper (aggregate) Gravel | |



WAYBILLS

- *SOC-to-SOC Waybill Example # 2:*

| | |
|---|--|
| WAYBILL 9901 | |
| Shipper: | Consignee: |
| GM Metal Fabricating Plant Grand Blanc MI | GM Truck & Bus Yellow Cab SOC |
| | Spot on Track #2 |
| Dbl Door Auto Box | |
| Auto Parts | |

| | |
|---|---|
| WAYBILL 9901a | |
| Shipper: | Consignee: |
| GM Metal Fabricating Plant Grand Blanc MI | |
| | Empty, Return to Shipper |
| | Route via C&O, Holly, MI |
| Dbl Door Auto Box | |



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THROTTLES

- REMINDER # 1
 - Dial & Plug with the UT-4R.
 - We still see too many operators plugging in the UT-4R and then dialing an address. The DCC system sees this as multiple acquisitions, and it abnormally fills up the slots in the system which could delay the response to throttle actions.



THROTTLES

- REMINDER # 2

Dispatching your Locomotive:

1. Push and hold the 'F4 / F10 / DISP' button.
2. Then, while still holding the button, plug in the throttle.
3. Release the button.
4. The status light glows red – your locomotive has been dispatched.
5. Unplug the throttle.



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MISCELLANEOUS TOPICS

- Visitors during formal op sessions
 - Visitors who operate at club op sessions are welcome. However, to be fair to club members, these visitations need to be pre-arranged and pre-approved by the Board.
 - Priority of train assignments is:
 - Pre-arranged visitors
 - Club members
 - Host of the visitors



MISCELLANEOUS TOPICS

- Pre-Qualify all visiting Locomotives
 - To keep operations smooth, all locomotives have to be tested and checked-out in advance of the op session.
 - “in advance” = during a previous club night, not just before a op session begins!
 - Do Not bring an untested locomotive (or one you know is not working) to run at a club op session expecting club members to drop everything and fix it for you on-the-spot ! ! !



MISCELLANEOUS TOPICS

- **Running the layout outside an op session...**
 - . . . is OK if you don't mess up the prep-work.
 - If you are running on the layout for fun during the week prior to a scheduled op session, do not move car cards or cars in the towns. You can move cars in the yards **ONLY IF** they are returned to the exact same spot.
 - *We spend considerable time arranging paperwork and preparing the layout for op sessions, and don't want that effort to be wasted and have to scramble to re-set the layout while the rest of the club is waiting to start a session.*



Questions?

Other Topics to Discuss?



REVIEW

- Operating Schemes
 - Manifests
 - Operating Tips
- Waybills
 - Re-Spots
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- Throttles



This has been a presentation of:

