

RADIO GUIDELEINES FOR OC&E DISPATCHERS

IDENTIFICATION – Dispatchers transmitting or acknowledging a radio transmission begins with the essential identification:

Dispatcher to _____

Examples:

“Dispatcher to train 212”

“Dispatcher to K Falls Yardmaster”

RESPONDING TO A TRAIN CALLING THE DISPATCHER:

“This is the Dispatcher, go ahead train 231” - *rather than* “Dispatch GO”

REPETITION – Any engineer receiving a transmission must repeat it to the transmitting party except when the communication:

- Relates to switching operations.
- Is a recorded or automated message from an alarm device
 - (i.e., hotbox detector).
- Is general in nature and does not contain any information, instructions or advice which could affect the operation of the train.

Use of “OVER” – To indicate to the receiving person the transmission has ended and a response is expected, the transmitting person says the word “OVER”.

Use of “OUT”- To indicate to the receiving person the exchange of the transmissions is complete and no response is expected, the transmitting person states his or her identification (i.e., Dispatcher, Yardmaster, Train ___) followed by the word, “OUT”.

GIVING AUTHORITY TO PASS SIGNAL DISPLAYING STOP – Dispatchers may give a train specific authority to pass a signal displaying “STOP” in CTC territory using the following as examples:

- At a CP (Control Point) – “Train 141 has authority to pass signal displaying stop at East Quartz, Main to Main, at RESTRICTED SPEED, looking out for trains or equipment occupying track, obstructions or open switches.”
 - At an Intermediate Signal – “Train 311 has authority to pass intermediate signals displaying stop between East Bly and West Sycan at RESTRICTED SPEED.”
- *Rather than* “Run the red.”

GIVING AUTHORITY TO ENTER THE MAIN OR CTC CONTROLLED SIDING AFTER A SWITCH IS UNLOCKED – “Train 272 has authority to occupy main track (or siding) at through switch 13 at West Klamath Falls for an eastward move.”

GIVING AUTHORITY TO SWITCH WITH TRACK AND TIME – “Train 302 has track and time to switch Loadouts 1 and 2 between East Quartz and Holdout Signal 70 until *fast clock time*.”

In order to avoid rear-end collisions when using the Flashing Red signal at sidings, it is helpful for the crews to remind them that there is a train occupying the track ahead of them either on the main or siding – “Train 602, look for a flashing red at West Sprague being prepared to stop short of Train 282 who is occupying the siding ahead of you.”

GRANTING AUTHORITY TO PULL UP TO THE SIGNAL DEPARTING STAGING – “Train 141, you have authority to pull up to the light at Fairport – watch your light when you get there.”