

## 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. Works under the direction of the Traffic Manager.

### Procedures

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

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

#### **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)
  - Ensure visible loads are loaded, or emptied. Loads are located in the black “load luggage” carrier near the camera monitor on the UP staging side.
  - All locals should use a caboose. All other trains can use FRED or other red flag device.
- 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. After arrival at crew change point.
- Trains longer than 1,200 feet should have 3 unit consists!

#### **Misc:**

- If time permits, remove loads (coal, rock, etc.) and place in white boxes (check name on box).

**Trains longer than 1,200 feet should have 3 unit consists!**

**Ensure visible loads are loaded, or emptied, before sending train!**