

## Traffic Manager

### Responsibilities

The Traffic Manager manages operations in the Traffic Center. Duties include:

- Ensuring the safe arrival and departure of all trains, consistent with all established train schedules.
- Operating the JMRI Operations program to generate train manifests and mark arriving trains
- Track and call crews for departing trains
- Providing direction and assistance to the Assistant Traffic Manager, as necessary
- Execute “special instructions” as found on clip board (if any).

### Procedures

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

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

#### **Generate train manifests based on scheduled trains:**

- Determine the next scheduled train departure. Generate manifests per JMRI Ops. instructions.
- Select the proper train (check train symbol, time, etc. **Day shift trains in white, night shift trains in black.**)
- Hit the BUILD button, and then select the proper printer. Manifests for trains departing Fall River Yard and Kimber can be sent directly to those printers.
- Remove from printer and provide to Assistant Traffic Manager, if necessary.

#### **Prepare train manifests for non-scheduled (extra) trains:**

- Select the appropriate manifest from the file. The use of JMRI Ops. *is not* required for extra trains arriving and departing from the Traffic Center. Manifests for all extra trains are pre-printed. Provide manifest to the Assistant Traffic Manager for train placement.

#### **Only run scheduled and extra trains identified on the” Staging Schedule”**

#### **Handling “Arriving” trains:**

- Determine which trains have arrived (from Assistant Traffic Manager, manifests in “arriving trains” tube, or Fall River Yard Master).
- For local trains, select the train from the JMRI Ops. Screen. Select TERMINATE.
- Provide the Assistant Traffic Manager with the manifest and consist card, so it can be brought into staging.
- Save used manifests for future reference.

#### **Crew Calls:**

- Assign crews to “dog catch” trains before any extra trains are run. Select in “top down” order on call board.
- Crew members will each have a “Crew Card” with their name listed. When they provide this card to the Traffic Center (via the arrival tubes), that is an indication that they are available to run a train.
- Contact crew members via the intercom (crew members should be in the crew lounge) to alert them their train is ready. Have them report to the Clerk’s Office to pickup the train manifest and/or Crew Card. Crew members picking up trains from the Fall River Yard should receive their manifest from the Fall River Yard Master.
- When a crew member has placed their manifest and/or Crew Card in the “Arriving Trains” tube, place their Crew Card on the list of available crew members for upcoming trains.
- If the “next-up” crew member is not in the lounge when called, contact the next available crew member, and try again for the next train called. Repeat as necessary until the crew member is assigned a train.
- **Extra Board crews should be assigned at least one “switching job” during the session. Use the crew assignment board to track switching assignments.**

**Crews will also be needed for trains originating in Fall River Yard - Coordinate schedules with FR Yard. No more than 8 trains should be running at any one time on the layout (excluding helpers).**