Hours of Service Reporting: Deadheads to Work at an Outlying Location Quick Reference Guide

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Instructional Technologies & Implementation Services

For assistance, please contact Online System Services at 544-5555 (Opt.3, Opt.4)

Overview

The correct reporting of a deadhead to and/or from covered service assignments is required to achieve accurate Hours of Duty Reporting that is compliant with the Rail Safety Improvement Act (RSIA).

A scenario is provided on the next page demonstrating how to report deadheads to work at an outlying location.

Report Deadheads to Work at an Outlying Location

Deadheads are reported on the first line in the Other Activity section on the Tie-Up Reporting - FRA Reporting window.

- 1. In the Other Activity section, click < Add>.
- 2. Enter the **Previous Time Off** from the Header section.
- Select **DH** for Deadhead from the **Activity** dropdown.
- 4. Select one of the following from the **Mode of Transport** dropdown:

X - Limo/Taxi

T - Train

W - Walk-in

B - Commercial Bus

A - Personal Automobile

- P Plane
- 5. In the Activity Start area, enter the Location Code where the deadhead started, and the Date and Time when the deadhead started.
- 6. In the Activity End area, enter the Location Code where the deadhead ended, and the final release Date and Time.
- 7. Enter a comment if applicable.
- 8. If you need to add additional activities or deadheads, repeat steps 1 through 7.
- 9. Click < Next>. The Hours of Duty Certification window appears.
- 10. Review the information. If it is correct, select the I certify that the information I have entered is correct. checkbox.
- 11. Click < Finish>.

Note: Never report deadheads in the Train Activity section.

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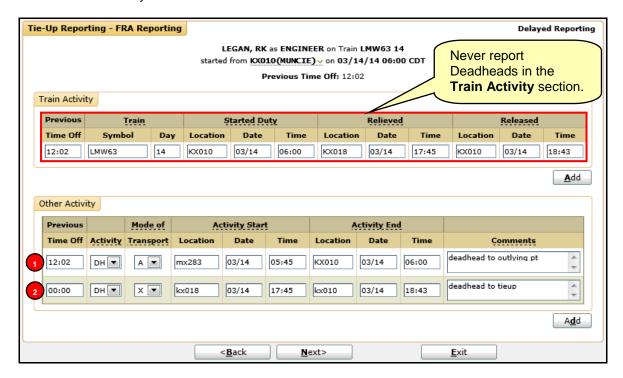
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Scenario: Reporting Deadhead to Work at Outlying Location

The screenshot shows a completed example based on the scenario.

On March 14th, Engineer R.K. Legan received a further notice call for 05:45 to deadhead combined service to MUNCIE (KX010) for the 06:00 LMW63 14. His prior time off before commencing this tour of duty at KANSAS CITY (MX283) was 12:02. He started his tour of duty at MX283 at 05:45 and deadheaded to KX010 for a 06:00 arrival on the job. He started work on the LMW63 at 06:00 and worked until he went dead on his hours of service at 17:45. He was then deadheaded to MUNCIE from BONNER SPRINGS by taxi from 17:45 to 18:43.



The following entries were made in the Other Activity section:

- Line 1. He enters a deadhead activity (DH) by entering his previous time off (12:02) and showing he drove his personal auto (A) from KANCITY (MX283) at 05:45 and arrived at to work on the LMW63 in MUNCIE (KX010) at 06:00. He also adds a comment (deadhead to outlying pt).
- Line 2. He enters a deadhead activity (DH) showing that once his hours of service were completed at 17:45. He went by taxi (X) back to MUNCIE (KX010) from BONNER SPRINGS (KX018) where he arrived at 18:43. He also adds a comment (deadhead to tie-up).