# Hours of Service Reporting: Deadhead within a Tour of Duty 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 a deadhead within a tour of duty.

### Report a Deadhead within a Tour of Duty

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.
- 3. Select **DH** for Deadhead from the **Activity** dropdown.
- 4. Select one of the following from the **Mode of Transport** dropdown:

• X - Limo/Taxi

W - Walk-in

• A – Personal Automobile

• T - Train

B - Commercial Bus

P - Plane

- 5. In the **Activity Start** area, enter the **Location Code** where the deadhead started, and the **Date** and **Time** when the activity started.
- 6. In the **Activity End** area, enter the **Location Code** where the deadhead ended, and the final release **Date** and **Time**.
- 7. Type 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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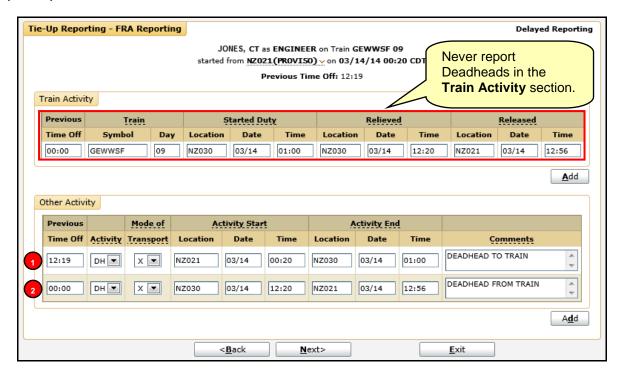
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## Scenario: Reporting a Deadhead within a Tour of Duty

The screenshot shows a completed example based on the scenario.

Engineer C.T. Jones was called for the GEWWSF 09 at 00:20 at PROVISO (NZ021). He deadheaded and took a limo from PROVISO (NZ021) at 00:20 to WEST CHICAGO (NZ030) at 01:00. He then worked the GEWWSF 09 at WEST CHICAGO (NZ030) from 1:00 to 12:20, where he expired on his hours of service. He then deadheaded in a taxi from CHICAGO (NZ030) at 12:20 back to PROVISO (NZ021) at 12:56.



The following entries were made in the **Other Activity** section:

- Line 1. He enters a deadhead activity (DH) by entering his previous time off (12:19), his mode of transport by limo (X), his home terminal (NZ021), the date (03/14) and time (00:20) he left, the location he is traveling to (NZ030), and the date (03/14) and time (01:00) he arrived. He also adds a comment (Deadhead to train).
- Line 2. He enters a deadhead activity (DH) by entering his mode of transport by limo (X), the location he is traveling from (NZ030), the date (03/14) and time (12:20) he left the location he is traveling to (NZ021), the date (03/14) and time (12:56) he arrived. He also adds a comment (Deadhead from train).