



Informational Notice No. 1

December 18, 2018

Revised Federal Hours of Service Form, Effective January 1, 2019

To better comply with the Federal Hours of Service recordkeeping requirements and to simplify the current form, a revised Colorado Railroad Museum Hours of Service form has been developed. The use of this form will be mandatory for staff and volunteers who perform covered service as required by 49 CFR Part 228 and outlined in CRRM Operating Rule 1.14.

Effective January 1, 2019, this revised form will be the only form used to record your hours of service. All previous blank forms (paper and electronic) should be removed and replaced with the revised forms.

The revised forms will be available in hard copy at the roundhouse prior to the end of 2018. In addition, an electronic copy (for printing) and a PDF Fillable Form (for an electronic record) is available on the [Colorado Railroad Museums Web Site](#) in the [Volunteer Resources Section](#). A copy of the revised form is also available with this notice. Basic instructions on how to complete the form are located on the reverse side.

*All effected staff and volunteers, please review your **existing 2018 Hours of Service forms** and make sure they are accurate and complete by the end of 2018. These forms, once verified and complete, should be delivered to the appropriate location at the roundhouse for collection and filing.*

Michael Ramsey

A handwritten signature in blue ink that reads "Michael D. Ramsey". The signature is written in a cursive style and is positioned over a horizontal line.

Safety Manager

Current Informational Notices in Effect: No. 1

Post: Roundhouse, Museum, CRRM Web Site