Colorado RAILROAD Museum

Monthly Hours of Service Report

On/Off Duty Location: **Golden, CO - Roundhouse**

Name	Month _____ 20_____

Date	Activity-Job	Train	Previous Time Off Duty	Begin 14 Day Series (X)	Details of Service				Report Certified By (Signature)
					Start	**End**	**Released**	**Total Time On Duty**	

Abbreviations <u>Job</u>   E- Engineer   F-Fireman   C-Conductor   T-Trainman   M-Motorman   S-Switchman   CM - Commingled Service

☐ Check if total time on duty is in excess of 12 hours on any day and explain on back.

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<u>Notes</u> or <u>Details of Excess Service</u>

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HOURS OF SERVICE REPORTING FORM INSTRUCTIONS
(BY COLUMN)

DATE: Insert beginning date of tour of duty ("shift"). Dates on which no train service is performed need not be listed.

ACTIVITY-JOB: List each activity during shift of duty using the abbreviations shown on the form.

TRAIN: Also include train number or locomotive/motor ID if applicable. (Polar, DOWT, 346, 491, 7, etc.)

PREV TIME OFF DUTY: Insert time off duty since the ending time ("Released") of the previous shift. This can be done in
hours/minutes or, if the rest period is longer than 1 calendar day, in days/hours/. If off duty time exceeds 4 calendar days, enter "4+ days".

BEGIN 14-DAY SERIES: Put a check mark or '**X**' in this space if the current shift begins a new 14-day series. Generally, a shift begins a new 14-day series after an off-duty period of at least 2 consecutive calendar days. You can easily determine this by looking at your "Previous Time Off Duty" entry for the current shift. If it's 2 calendar days or longer, the current shift begins a new 14-day series. If not, leave this entry blank.

TIME ON DUTY
- **START TIME:** The beginning time for the activity listed for the shift under the "Activity-Job" column.
- **END TIME:** The ending time for the activity listed for the shift.
- **RELEASED:** The time when the worker is released from all service. Generally, this will be the ending time for the last activity listed for the shift (same as end time).
- **TOTAL TIME ON DUTY:** Generally, the time between the first "Start Time" listed for the shift and the "Released" time.
- **EXCESS HOURS OF SERVICE:** Check this box if "Total Time on Duty" exceeds 12 hours of service time on duty or minimum rest requirements.

MAXIMUM TIME ON DUTY (single shift)*:* 12 consecutive hours

MINIMUM REST REQUIREMENTS (between shifts):
- 8 consecutive hours
- 10 consecutive hours if worker on duty 12 consecutive hours on previous shift