

# Colorado Railroad Museum -Monthly Hours of Service Report

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

Name	Month _____ <b>20</b> _____
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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**   Job                  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. Page \_\_\_\_\_ of \_\_\_\_\_

## Notes or Details of Excess Service

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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