

Fort Wayne Railroad Historical Society, Inc.
Process Leading to Conductor Certification for Onsite Operations

1. Successful completion of FWRHS basic safety course. Taken annually.
2. Successful completion of the Rules Course and Rules Test. Taken annually.
3. Successful completion of Student Conductor Training.
 - a. Hands on training under the supervision of an experienced Society conductor. No passengers present. Supervising conductor must sign off on the successful completion of training. Includes:
 1. Inspection of, and coupling and uncoupling of cars.
 2. Connecting of air hoses.
 3. Air tests: types, and how to conduct them.
 4. Protecting shove moves.
 5. Operation of switches and derails.
 6. Radio use and protocols.
 7. Use of hand signals.
 8. Setting and releasing of hand brakes.
 9. Blue flags, types and uses.
 10. Three step safety protection.
 11. Time Table plus General and Bulletin Orders.
 12. End of train marker and brake line extension with whistle and air dump valve.

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- b. A minimum of four student shifts (One shift equals four hours.) under the supervision of an experienced Society conductor. Supervising conductor(s) must sign off on each shift as having been satisfactorily completed. Additional shifts may be required at the discretion of the supervising conductor(s). At the successful conclusion of the fourth (or final) shift the Training Manager will review the student's performance and will sign off on the student's certification.
4. For those with previous railroad conductor experience with FWRHS, or with another railroad. (Must provide evidence of experience if from another railroad. A signed letter from a railroad official is sufficient.)
 - a. Completion of both the Safety Training and Rules Class and Test
 - b. Successful completion of a check ride with an experienced Society conductor. Supervising conductor must sign off on the successful completion of the check ride.
 - c. At the discretion of the Supervising conductor additional trips may be required. The Training Manager will sign off on certification.

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Process Leading to Engineer Certification for Onsite Operations

1. Successful completion of FWRHS basic safety course. Taken annually.
2. Successful completion of the Rules Course and Rules Test. Taken annually.
3. Successful completion of Conductor Training for Onsite Operations.
(It is necessary that an engineer first be familiar with everything that a conductor does in order to operate the locomotive and train safely. It is also in the Society's best interest to have flexibility in scheduling of conductors and engineers by having people certified in both areas.)
4. Hands on training under the supervision of an experienced Society engineer. No passengers present. Supervising engineer must sign off on successful completion of training.
 - a. How to prepare and start the diesel locomotive(s).
 - b. Locomotive inspection before operating.
 - c. Familiarity with locomotive gauges and controls.
 - d. Use of the bell and the horn.
 - e. Use of the air brakes, both the train brake and the independent brake.
 - f. Use of the throttle and reverser.
 - g. Train handling.
 - h. Engineers paperwork that must be completed.

Process Leading to Engineer Certification for Onsite Operations

5. Successful completion of a minimum of four student shifts (One shift equals four hours.) under the supervision of an experienced Society engineer(s). Supervising engineer must sign off on successful completion of each shift. Additional shifts may be required at the discretion of the supervising engineer. At the successful conclusion of the fourth (or final) shift the Training Manager will review the student's performance and will sign off on the student's certification.
6. For those who have qualified as engineers on other railroads: (Current FWRHS onsite engineers begin the process at letter "b" below.)
 - a. Proof of qualification.
 1. A photo copy of the engineer's license for those who have qualified on railroads which are part of the general transportation system.
 2. A letter certifying qualification signed by an official of a railroad whose engineers are not required to have FRA certification.
 - b. Successful completion of both the Safety Training and the Rules Class and test.
 - c. Successful completion of a check ride with an experienced Society engineer. Supervising engineer must sign off on the successful completion of the check ride. Additional check rides may be required at the discretion of the supervising engineer. The Training Manager will review and sign off on certification.

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Annual Recertification for Conductors and Engineers

1. All Society certified conductors and engineers will be recertified on an annual basis.
2. The recertification will include:
 - a. Annual Society Basic Safety Training.
 - b. Annual Rules Class and Test for Conductors and Engineers. (If for some reason the Basic Safety Training Class is not offered then the Rules Class and Test shall be considered sufficient for recertification.)
 - c. An unannounced check ride by the Training Manager or one who has been appointed by the Training Manager.