



# **FORT WAYNE RAILROAD**

**HISTORICAL SOCIETY INC.**

## **POLICIES & PROCEDURES**

*Last updated 8/16/2020*

## **POLICY LETTERS**

Policy letters shall be published by the Board of Directors to specify Society policies governing events and routine matters which regularly affect Society operations.

These policy letters shall remain in effect until rescinded, updated or superseded by order of the Board of Directors.

Such policy letters shall not preclude the Board of Directors from one-time deviations from published policy in rare circumstances when such changes will substantially benefit the Society. Any modification shall require a majority vote by the elected directors .

## **MEMBERS READ FILE & MEMBERS PAGE**

It is important that Society members have access to and be knowledgeable of the events and details which affect Society activities and goals. To this end a Member's Read File shall be established.

The read file will be maintained and accessible at the Society shop. A members page is also available online at **[fortwaynerailroad.org/members-area](http://fortwaynerailroad.org/members-area)**.

The overall management and maintenance of this file shall be the responsibility of the Society secretary.

The read file will encompass pertinent, current information of interest to Society members. The file shall contain, but not be limited to, current and recent copies the following:

- Safety Information
- Policy Letters By-Laws
- BOD minutes List of Directors Job Descriptions
- Treasurer's reports List of Managers

It is the responsibility of all members to read this file when at the shop office to keep abreast of important Society information.

## CODE OF CONDUCT

It is the policy of the Fort Wayne Railroad Historical Society, Inc. that all of its members, employees and contractors should exhibit respectful and civil behavior, observe all pertinent safety rules and look out for the safety and well-being of others and mind the well-being of tools, railroad equipment, and railroad property.

Membership and participation in the organization's programs and operations is subject to the observance of the organization's policies, the rules of host railroads and partners, and the Society's own Code of Conduct.

This Code applies to behavior both on and off Society property and on or away from Society-sponsored events, as well as behavior online and in social media. Any participant who violates the Code of Conduct is subject to review by the disciplinary committee. Members are expected to adhere to the following parameters:

**Safety:** Members should adhere to railroad and safety rules and procedures at all times and help the public know, understand, and follow rules when possible. Likewise, members should report unsafe activities or circumstances to see that they are corrected.

**Respect:** Members should respect one another, understanding that each brings different skills, backgrounds, experiences, abilities, interests and talents to the table.

**Stewardship:** Members are expected to take care of tools, equipment, locomotives, cars and facilities. Additionally, members should follow all Society rules and policies as dictated by the board of directors.

**Outreach:** Members are encouraged to take advantage of opportunities to teach or train others, and educate the public.

In cases where conduct is particularly



egregious, the board-of-directors may dismiss members with a majority vote without review by the disciplinary committee. The FWRHS will not tolerate the following behavior:

- Abusive language towards another volunteer or member of the general public
- Possession or use of alcoholic beverages or illegal drugs (See Rule G)
- Discourtesy to participants, employees, partners, volunteers or hosts
- Verbal, physical or visual harassment of another participant or member of the general public
- Actual or threatened violence toward any individual or group
- Conduct endangering the life, safety, health or well-being of others
- Bullying or taking unfair advantage of any participant

## **VOLUNTEER POLICY**

The Society relies on volunteers to perform various maintenance, restoration and operating functions necessary for the continued operation of the Society. Volunteers must:

- Be a minimum of 18 years old, except when participating in age-appropriate work activities with their parent or legal guardian who is paid member
- They are a paid member
- Attend training sessions as required

Volunteers are not expected to have previous experience. New volunteers will receive both classroom and on-the-job training relevant to the work they perform.

In recognition of the fact that we operate in an industrial environment all volunteers are expected to observe appropriate safety practices.

## VOLUNTEER HOURS LOG

The success of the Society relies solely on its volunteers. Often the considerable commitments made by the members of the society go undocumented.

In order to better document the donation of time and energy to further the goals of the society, all volunteers are strongly encouraged to document their hours worked in the Volunteer Log. The Volunteer Log book is available at the shop and online at **[fortwaynerailroad.org/volunteer-hours](http://fortwaynerailroad.org/volunteer-hours)**.

Volunteers who document their time on any Society project may be given priority in crew assignments during society operations with the 765.

The Society recognizes that not all work performed for the society occurs at the shop. At their discretion, volunteers may also include details about work performed elsewhere.

Time records will also be utilized to compile statistics that will be used in grant applications, fundraising, and public relations information.

The Society will not release individual time records and instead will concentrate on information about the organization or specific projects.

The log book will be maintained by the Society secretary.

## **OBLIGATING FUNDS**

It is the responsibility of all members to strictly conserve Society resources. The volunteer nature of our group requires constant vigilance to conserve our limited funds.

Only members of the Board of Directors may obligate funds. In all cases an expenditure in excess of \$500.00 shall require approval of the Board of Directors .

Recurring obligations such as utility bills or insurance payments which generally will exceed the limit may be disbursed by the Treasurer without specific approval by the Board of Directors.

Purchases made by members “out of pocket” may be reimbursed by the Society. However, in all cases such expenditures will have prior approval from the President, Vice President or Treasurer.

All members will strive to control waste of Society funds and assets.

## **KEY CONTROL**

To effectively safeguard Society property and equipment, a key control system shall be instituted. Our lock system utilizes the Primus system of keys specifically registered to the Fort Wayne Railroad Society.

Additional keys may only be procured from Rodocker Security World, 6203 Fairfield Avenue, Fort Wayne, IN by a Society officer who has a current signature card on file with that company.

Keys shall be serial numbered and the Society secretary shall keep an accurate record of key issue.

The following FWRHS personnel are authorized to possess a Society master key. All current elected members of the Board of Directors.

Keys may be issued to others who have been approved by the Board of Directors. These authorizations shall only be made in order to serve the best interests of FWRHS.

## **COMMUNICATIONS POLICY**

The internet and social media have enabled rail preservation outlets to attract and educate entirely new audiences. The rail industry is populated with railroaders, railfans, preservationists, and the general public and several forums remain popular outlets for gathering news, information, and media.

The Society maintains accounts on Twitter, Facebook, YouTube, and Flickr in addition to its own corporate website and web store. Page-views and visitor numbers to Society outlets number well over 1 million each year.

The Society understands that many of its members actively visit and participate in discussions through a variety of forums and social media. Activities online can affect the Society's business activities and public perception.

Members participating in online activities must understand what is recommended, expected, and required, whether at work or on your own time. If a member identifies themselves as being affiliated with the Society, even if not commenting on Society matters, their remarks become a direct reflection of fellow members and the organization.

Accordingly, we have developed the following guidelines for you to follow when posting online or through social media. Failure to adhere to these guidelines may be grounds for suspension pending a disciplinary review.

Members should refrain from speculating on rumors or commenting on other steam operations, railroads, or other organizations. Members should be courteous and professional in any communication and posts should be free of errors and improper language. FWRHS reserves the right to request that posts be

deleted.

Members should not post media, photos, or video displaying or implying safety violations or trespassing. Doing so while on duty may also violate 49 CFR Part 220.

FWRHS members shall observe 49 CFR Part 220 and also observe applicable host railroad rules and policies related to this designation. Crew performing in covered service must observe Part 220 at all times. For guests or riders, permission must be granted from the host railroad and crew members for cameras and other electronic devices to be used in the cab of the locomotive.

Members may help promote the Society and its events and activities by promoting, posting, quoting, and sharing content that has been published through official means and are encouraged to post links to official outlets.

Members should address questions or concerns with the Communications Manager.

## **EXCURSION POLICY**

The Society operates passenger excursions on various railroads as a means of providing income and fulfilling our mission as an educational non-profit. These excursions are operated on the general transportation system on railroads of all sizes. As such, we are regulated by the Federal Railroad Administration (FRA) and by individual railroad rules.

Since excursions are generally conducted as “special moves”, railroads may impose additional operating rules. Based on past operating experience the following will be in force for all excursions and deadhead moves. You will be notified if a railroad imposes further rules.

Crew size limits - Controlled by advance sign-up. In order to give all eligible volunteers crew time the crew size will be limited by shift or day.



Generally deadhead moves are made with minimum crew size.

Additional limit on size or age to comply with railroad rules as necessary. Visitors, guests, family or friends cannot be accommodated.

Tool Car - Can only be occupied by crew. Because of FRA restrictions we cannot carry passengers.

We must adhere to any directive issued by a railroad official, whether verbal or in writing. Observe safe practices, including but not limited to:

- One long whistle blast is the signal that it is ok to get off the train
- Conduct job briefings before a task is started
- Blue flag both the track and locomotive controls
- Wear proper PPE including safety vests if required
- Expect a train at any time on any track
- Observe Rule G (See FWRHS Policy)

Excursions can be considered a reward for many hours of preparation. They can and should be enjoyable but it's important that we don't lose our focus on the fact that we're a guest on the railroad. It's important that we continue to impress them with our professionalism.

## **CHILD VOLUNTEERS**

The children of our visitors and members are welcome guests at our shop. These children represent the future of railroad preservation and are very important to our Society. Their safety while at our shop is of utmost importance to us.

- Rail equipment can be an irresistible magnet to a curious youngster. The ladders and platforms represent a challenge to an active, imaginative child. Opportunities for injuries abound.
- Climbing on equipment is prohibited. Our shop facility engages in heavy industrial

operations that impose an inherent risk to our young guests. Many tasks involve welding, cutting and grinding operations. Lifting or moving of heavy items are a routine occurrence.

- Active rail operations may occur at any time. These operations and unmonitored children do not mix. Should an unsupervised child enter a work zone, all operations shall cease until the parent or guardian of the offending child is located and the child is removed to a safe area.

The Society does not wish to discourage visits by children. However, children must be monitored and closely supervised by a parent or guardian at all times. The Society shall rigidly enforce this rule. Those visitors or members who refuse to adequately supervise their children shall be asked to leave. Safety of all is of paramount concern to the Society. Injury of anyone, especially of an innocent child, is a burden that no one in this Society wants to bear.

## **TRAIN CREW DRESS CODE**

Members assigned to excursion train crew duties are the Society's ambassadors. Public perception of the Society is greatly enhanced by the personal appearance of our crew members.

In order to promote our professional image the following dress codes are established.

- Steam locomotive crew should generally dress in appropriate period railroad work attire.
- Black bib overalls or work pants, a black long sleeved work shirt, with an appropriate Society crew cap or a hard hat when required. PPE will be worn when ever on duty. Shirts should be tucked in and crew should be presentable.
- Car hosts enjoy the closest interface with our traveling guests and their appearance is critical to our public perception.
- Hosts will present a neat appearance and dress in long pants/slacks, an appropriate

shirt/blouse and traditional shoes. Shorts or open toed shoes are not approved for wear. The Society has black vests for wear by our car hosts. These attractive vests set our host apart from our traveling guests. The vests must be returned to the Society car host manager at the end of the excursion day.

Other Society on-duty staff members may wear a Society golf shirt embroidered with the Society logo.

## **SECONDARY WHISTLES & GUEST WHISTLES**

The restoration of Nickel Plate locomotive 765 represents a remarkable effort and is a source of great pride to the volunteers who contributed thousands of man-hours to finish this enormous undertaking. The end product is a locomotive that is mechanically excellent and is an impeccable, historically accurate example of the Nickel Plate's finest.

Since completion of the restoration, numerous requests have been received to install privately owned, foreign (non-NKP), secondary whistles on our locomotive.

The Society recognizes the desire by rail enthusiasts to hear a whistle from some long scrapped locomotive. We have developed a program that may allow a limited number of such temporary installations to occur. Such installations will be handled on a case-by-case basis with the following criteria:

- The whistle must be inspected by our Mechanical Manager to insure that it is safe for installation.
- The Society will bear no responsibility for damage to privately owned whistles while installed on the 765 and accepts no liability for the security of said whistle before, during or after its use.
- A check payable to the Fort Wayne Railroad Historical Society in the amount of \$200 will be presented, in advance, to the Society

treasurer for each separate whistle installation. This fee may be waived for relationship building or other reasons that stand to benefit the Society.

- The whistle will remain on the locomotive for a maximum of one (1) use day unless arrangements for a shorter period are made with the Mechanical Manager.

The Fort Wayne Railroad Historical Society Board of Directors will be the final approval authority for installation of privately owned whistles on all Society locomotives.

## **RULE G**

The following rule is quoted from the New York, Chicago and St. Louis Railroad Company's Rules for the Government of the Operating Department, Effective Sunday, December 5th 1943: "*G. The use of intoxicants or narcotics is prohibited.*"

Rule G has been around for nearly as long as there have been railroads. The use of alcohol or drugs has long been recognized as detrimental to the safe and efficient operation of a railroad.

The safety of employees and the general public is severely threatened by the presence of a railroader who is under the influence of alcohol or some other substance. Therefore, the Board of Directors has adopted the following policy:

The use of intoxicants or narcotics by any member of the Society while that member is engaged in Society activities will not be tolerated. This applies when both officially on duty and when off duty but still engaged in Society activities.

When off duty, conspicuous consumption of alcohol or narcotics that may be observed by the general public can be very damaging to the Society's reputation and will not be tolerated.

Violation of this policy shall result in the revocation of the member's participation privileges for Society activities and dismissal

from the 765 operating crew.

We value the efforts which all of our volunteers contribute and want all to be able to participate. However, this rule is firm and must be complied with for the general safety of all.

## **ENGINE CREW QUALIFICATION**

Our volunteers form the backbone of the society and commit tremendous time, talent, and treasure to further the mission and vision of the organization. Documenting this time is critical to understanding the commitment of our members and the demands of railroad preservation.

As volunteers contribute their time, they become more familiar with the organization, its projects, and fellow members. This camaraderie is integral to safe and successful operations and to the overall well being of the railroad historical society.

Members are encouraged to reach out to our Volunteer Coordinator/Crew Chief to find projects and work congruous to their comfort level, experience, and expertise.

In order to better document volunteer hours and maintain a pool of committed engine crew, the society is establishing the following criteria. In order to qualify for engine crew and excursion service, volunteers must spend no less than 40 hours at the shop during previous 12 month period. This time does not include time spent driving, training, or on excursions. The 40 hours can be accumulated anytime in the previous 12 month period. Consideration will be made for members and volunteers who contribute meaningfully to projects and Society efforts off-site.

As such, volunteers must document their hours in the log book or online at [fortwaynerailroad.org/volunteer-hours](http://fortwaynerailroad.org/volunteer-hours). This record should be updated at most after each work day or at least once every 30 days.

Volunteers must also sign up to work at one special event during each year. This includes



the Open House, Santa Train, or other public, on-site operations.

Volunteers must attend annual training sessions, typically held each spring.

## **TRAINING**

Society volunteers perform their work and operate equipment in a heavy industrial environment. In many ways the duties that volunteers perform closely mirror those performed on railroads.

In order to broaden everyone's awareness and promote a safe work environment it is the policy of the Society that all volunteers undergo periodic training. The training will be broken down into categories and the process will be managed by the Manager of Training.

General Safety Training: All volunteers must attend this training and pass a written test. The course consists of general safety awareness as well as railroad specific rules.

Conductor: Training for those who wish to perform the duties of conductor while switching Society equipment or staffing caboose rides. The curriculum will consist of classroom as well as field training including equipment inspection, air brake operation and operating rules. In order to be qualified, conductors must pass a written as well as a skills test.

Diesel Locomotive Engineer: Training for those designated to operate diesel locomotives. In addition to the training for conductors, engineers will also receive training in locomotive operation, locomotive and brake inspection as well as train handling. In order to be qualified, engineers must pass a written test and satisfactorily complete a check ride with the Society's Designated Supervisor of Locomotive Engineers.

Steam Locomotive Crew/Nightwatch/Servicing: All 765 crew members will undergo training related to servicing and hostling

duties. This training will consist of both classroom as well as field training using the 765. In order to be qualified, crew members must pass a written test as well as a skills test.

Steam locomotive fireman: Volunteers designated to be firemen shall receive training relating to efficient firing of a steam locomotive. Firemen will also receive training on the operating rules of railroads as well as signal aspects. This training will consist of both classroom and field training using the 765. In order to be qualified, firemen must pass a written test as well as a skills test.

## **STEAM LOCOMOTIVE CREW**

Operation of a steam locomotive requires the support of highly qualified and motivated crew members. Selection of members to be assigned this responsibility shall be based on the following criteria.

- Current membership
- Needs of the Society Individual skills
- Training completion
- Past participation Compatibility and cooperation

Selection will be the responsibility of the Mechanical Manager and/or bisdesignated Crew Chief .

Crew size, shift and duty assignments will be the responsibility of the Mechanical Manager or the designated Crew Chief. All job assignments will have an experienced and highly qualified crew member included to provide guidance and supervision for novice crew members.

Strict adherence to safe work practices shall be maintained at all times and is an individual responsibility. The Mechanical Manager or the Crew Chief will conduct pre-job briefings as often as needed to insure that all understand how and why a particular job is to be done.

A good personal appearance is important to the professional image of the Society. On-duty crew members will comply with the dress code

specified by the Board of Directors.

Success of our steam locomotive operations is dependent upon the dedication and professional attitude of our Steam Locomotive Crew. We must always deploy the most qualified crew possible.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Safety of our volunteers when working on Society equipment or involved in any Society event where tasks of an industrial nature are performed is of paramount importance to the continued and successful attainment of the goals of this organization. Effective immediately, the wearing of personal protective equipment is mandatory during all mechanical work.

- Obtaining and wearing of proper personal protective equipment is an individual responsibility. Proper PPE includes a protective hard hat, safety glasses and steel toed shoes. A pair- of protective work gloves, preferably those fitted with leather finger and palm inserts is required.
- The Society does provide disposable ear plugs, dust masks and rubber gloves for use by our volunteers. These are available from the Mechanical Manager. Many of our members prefer to purchase their own “muff” style hearing protection and some who are involved with painting have their own cartridge type breathing masks. The Society does have a limited number of this style mask available for use. Face shields with clear and Number 5 tinting are available for metal working operations.
- Safety is the number one goal in all our historical preservation efforts.

## **LOAN OF EQUIPMENT**

The Society owns and uses many different tools and pieces of equipment. In addition, several members have entrusted many specialized tools and pieces of equipment to the Society for use in our railroad restoration efforts.

Loaning of any of this equipment is discouraged. Many of these tools are only occasionally used. However, when a tool is unavailable, much time is wasted and additional effort must be expended to accomplish sometimes simple tasks.

- On occasion tools and equipment may be loaned to other rail history organizations as mutual support.
- Any loan must be approved by the FWRHS Mechanical Manager. A signed hand receipt should be obtained for the loan of any Society equipment.
- Equipment not owned by the Society may not be loaned to others.

## **PROJECT MANAGER POLICY**

In order to successfully and responsibly move projects toward completion, the Fort Wayne Railroad Historical Society will assign Project Managers to oversee its restoration and mechanical projects.

It is the responsibility of Project Managers to guide, plan, implement, collaborate, budget and oversee completion of projects. This policy is designed to specify the responsibilities and authority of its Project Managers, protect Society financial reserves, insulate projects from interference or delay, and empower Managers to schedule, assign, and manage volunteers.

Project Managers will be assigned by a vote of the board of directors. The board will regularly review the progress/performance of each project based on observations and feedback from the Project Manager and may decide to assign a new Project Manager if warranted.

In addition, Project Managers must also:

- Understand the project's scope and requirements and ensure they are thoroughly and clearly documented and communicated to volunteers working on the project
- Prepare a project plan with achievable budget, schedule, and goals
- Ensure that project volunteers are well-organized, adequately trained, scheduled, and collaborative and are utilizing all proper Personal Protection Equipment
- Confirm that all volunteers are current and paid Society members
- Manage project budget with the Society treasurer. Project Managers may spend up to \$1,000 within their established budget without additional board approval.
- Identify and manage project risks; including safety and disciplinary concerns.
- Reassign a volunteer or disassociate them from the project entirely if the Project Manager deems that a volunteer is acting unsafely or that their contributions are detrimental to the project



- Submit monthly reports to the board of directors and submit timely updates to the Membership Committee for publication
- Identify opportunities to welcome and train new members and volunteers
- Work with the Vice President and Outreach Manager to research sponsorship and fundraising opportunities

## **DISCIPLINARY COMMITTEE AND COMPLAINT REVIEW PROCESS**

It is the policy of the Fort Wayne Railroad Historical Society, Inc. that all of its members, volunteers and contractors should exhibit safe and civil conduct in the participation of Society operations and execution of Society business.

In order to protect the Society's credibility and reputation, the Society has created a Disciplinary Committee and Review process to identify and resolve issues, complaints, and infractions if a participant has failed to adhere to Society standards as outlined in its Code of Conduct Policy and other Society policies. The Disciplinary Committee will have five members, three from the Board of Directors and two from the general membership, appointed by the Board of Directors for a two-year term.

The Disciplinary Committee will be activated upon the submission of a formal, written complaint to the Board of Directors of potential wrong-doing. Complaints may be initially submitted to the Board President or Vice President for dissemination. Formal complaints will be kept on file by the Society Secretary.

After following the Review process as outlined below, the Disciplinary Committee has the authority to dismiss or suspend volunteers and nullify memberships by a majority vote. In addition, the Disciplinary Committee has the authority to reinstate volunteers with the approval of the Board of Directors.

In order to fairly assess a participant's actions, the Disciplinary Committee will without bias perform as follows:

- Objectively review complaints or identified issues
- Perform an independent verification
- Research substantiated information
- Interview related parties
- Conduct a hearing
- Make appropriate recommendations, including but not limited to: imposing of penalties, suspension of memberships, timeline of suspension, dismissal from Society operations, programs or property, as well as the events, operations, and the property of Society vendors, partners, or hosts

