**EMS Accountability**

**Overview:**

With over 23 million miles in auto control and no de-certifications, TO has proven itself to be a powerful tool in eliminating speed related incidents. The BNSF System average for auto control use is trending positively, but opportunities exist for significant improvement. To that end, the MELT group will begin to identify engineers that do not use auto control to the fullest extent possible (ABTH 106.9). In order to apply consistency across all MELT territories, the following document is an outline of the procedure to be followed when identifying opportunities and communicating expectations to these engineers.

**Phase One** – **Begin August 1, 2015** – Identify and start EMS Accountability process with TO trained engineers that show:

* No initialization.
* Initialization with no auto use.
	+ No auto use is defined as follows:
		- Initialization was completed, trip was active, auto control was available and zero time/miles in auto over entire trip.
		- Initialization completed and trip ended (not rejected) at any point in trip with zero time/miles in auto while in active trip.
* First Occurrence results in coach and counsel of engineer with entry into EMS Audit database.
* Second/Multiple occurrence(s) results in Division issuance of Notice of Investigation.

**Phase Two** – **January 1, 2017** - Identify and start EMS Accountability process with engineers that show:

* Auto use, but at less than the fullest extent possible of available miles.
	+ Threshold is **In comparison with peers** – will have graduated approach working from least auto use and up

**EMS Accountability Process**

**First Occurrence:**

1. Audit reveals initialization with no auto use.
2. Confirm:
	1. Train is/was not designated as expedited service needs or was exempted from 106.7. (HOTTRAIN)
	2. Status of an EMS Defect Report
	3. Student engineer on train?
	4. Manner trip ended prematurely – End Trip or Reject Trip (GE)
3. Confirm findings with one additional source (MELT, Sr. MELT, Director, RFE)
4. Send EMS Event Recorder Audit Notification to OP Remote Auditor Group, SSOP and RFE
	1. Communication – Use ‘EMS Event Recorder Audit Communication’ document.
5. Contact employee:
	1. Discuss findings of ER analysis
	2. Coach and Counsel
		1. Discuss requirements of ABTH 106.9
			1. Initialization
			2. Use of auto control
			3. Reporting of defects – Division GN for reporting
		2. Inform that next violation will result in issuance of Notice of Investigation.
		3. Send “First Incident” letter to engineer reinforcing the coach and counsel contact. – Use ‘EMS Audit First Incident’ document.
6. Closeout in EMS Audit Tool.

**Second Occurrence – Results in investigation. Once it is discovered, the clock starts on getting the investigation scheduled. This varies by agreement, but can be as little as 5 days. It is imperative that we work efficiently to comply with scheduled agreements.**

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2. Confirm:
	1. Train is/was not designated as expedited service needs or was exempted from 106.7. (HOTTRAIN)
	2. Status of an EMS Defect Report
	3. Student engineer on train?
	4. Manner trip ended prematurely – End Trip or Reject Trip (GE)
3. Confirm findings with one additional source (MELT, Sr. MELT, Director, RFE)
4. Send incident notice to OP Remote Auditors, SSOP and RFE – **Noting Second Occurrence in Subject Line**
	1. Communication – Use ‘EMS Event Recorder Audit Communication’ document.
5. Provide support as needed to Division during investigation process.
6. Post-investigation closeout in EMS Audit tool.