

## **System GN \*\*\* - BNSF TYE "Ready to Work" Policy**

### **CREW REPORTING / CREW PRODUCTIVITY STANDARD**

All BNSF Crewmembers will report to the designated location ready including bulletins & notices read, dressed in proper PPE, boots on & laced, charged radios and iPads, and any other necessary items to perform service at on duty time.

*Note: After start of your shift / on-duty time only have materials out that are needed to perform your duties consistent with GCOR 1.10, as unrelated material would delay or interfere with required duties.*

### **Yardmaster(s)/Supervisor(s)**

Locations with 24x7 Yardmasters/Supervisors will ensure all paperwork is available and provide instructions within 5 minutes of each crews' on duty time. Yardmaster/Supervisor will also have switch lists printed for switch crews prior to the end of crew's meal period.

### **Yard Crew(s)**

Foreman and Utility Employees will report to the on-duty supervisor (Trainmaster, Yardmaster or DS) at on duty time to receive instructions and all paperwork. Crew will then review paperwork and conduct job safety briefing.

First move will be 30 minutes (maximum) after on duty time. Lunch will be 30 minutes (wheels stop to start). Any exceptions to standard to be escalated by the crew to on-duty supervisor (Trainmaster, Yardmaster or DS). Foreman and Utility Employees will check with on-duty supervisor before crew ties up, expectation is crews will perform eight (8) hours of service unless otherwise instructed by a supervisor.

### **Road Crew(s)**

Crews will be on train or in van to train 30 minutes (maximum) after on duty time unless exception noted (i.e. train hasn't arrived, van delays, etc) and escalated to the on-duty supervisor (Trainmaster, Yardmaster or DS) for additional instruction. Crews will contact dispatcher within 15 minutes of getting on train for instructions.

Shuttle and Dog Catch Crews will contact Yardmaster or Dispatcher within 15 minutes of arriving train at terminal. Conductors will check with on-duty supervisor (Trainmaster, Yardmaster or DS) before crew ties up.

### **Delays**

Any delays experienced outside the standards listed above (GN \*\*\*) are the responsibility of the crewmember to report to the appropriate on-duty supervisor.

Failure to report to work ready to perform service may result in a crewmember sent home without pay and may subject the crewmember to discipline.

Failure to timely return to work from a lunch period may result in a crewmember sent home with reduced pay, and may subject the crewmember to discipline.