

DAD on the Web
SNSYS211

01/28/21
16:09:05CT

January 28, 2021

BNSF Railway Co.
ALL DIVISIONS

SYSTEM GENERAL NOTICE No. 211

TO ALL CONCERNED,

SUBJECT: TY&E Employee Training and Certification

BNSF System General Notice No. 205 is canceled.

Explanation:

A3a. Transportation Rules V-ILT updated

Table of Contents

- A. TY&E TRAINING REQUIREMENTS
 - A1. Notification to Attend
 - A2. Training Layoff Codes
 - A3. Transportation Rules ILT & Network Simulator (NETSIM)
 - A3a. Transportation Rules ILT
 - A3b. NETSIM
 - A4. Compensation & Hours of Service
 - A4a. Compensation
 - A4b. Hours of Service
 - A5. Training Date
 - A6. Manager Field Training
- B. REQUIREMENTS FOR CERTIFIED EMPLOYEES
 - B1. Hearing and Vision Examinations
 - B2. Motor Vehicle Form
 - B3. Rules Exam
 - B4. Train Ride
- C. HEARING AND VISION EXAMINATIONS
- D. TY&E CANADIAN QUALIFICATION/TRAINING REQUIREMENTS
 - D1. Requirements for U.S. Employees Entering Canada
 - D1a. Skills Performance Evaluation
 - D1b. Federal Certification (Engineer, Conductor, RCO, Hostler)
 - D1c. Missed Due Date
 - D2. Requirements for Canada Based Employees
 - D2a. Locomotive Engineers
 - D2b. Rail Traffic Controllers
 - D2c. Exams
- E. FRA WAIVER: TRAIN RIDE AND OPT TEST HANDLING
- F. LOCOMOTIVE ENGINEER TRAINING PROGRAM - ACCESSING AND BIDDING
- G. FAILURE TO COMPLETE TRAINING/CERTIFICATION/MEDICAL REQUIREMENTS
- H. COMPUTER, IPAD, AND NETWORK ISSUES

=====

A. TY&E TRAINING REQUIREMENTS

A1. Notification to Attend

This General Notice is your notification to attend required training in 2021.

2021 rules/safety training will be delivered via virtual platform (V-ILT). TYE within their 2021 re-certification eligibility period who have not completed rules training will be scheduled to satisfy re-certification requirements. TYE who do not meet their re-certification requirements will be held from service in accordance with CFR 240/242 requirements.

During these unprecedented times, BNSF has utilized FRA waivers to ensure employees were in compliance with FRA requirements. However, as we continue through this next phase, employees must ensure that all TY&E certification requirements are met prior to their expiration date or the employee may be at risk of being HFS until completed. This includes but is not limited to the following requirements; Hearing and Vision, Motor Vehicle background check, Rules Exams and Train Rides.

- * Please reference Section B for any/all requirements for certified employees.

For additional questions over ILT and scheduling please contact the training center X.Ttcilt@BNSF.com For questions concerning certification, contact the certification department.
OPRDLCertificationDepartment@BNSF.com

Please include the following in your email for any changes or request for V-ILT 2021.

- * Subject: V-ILT Scheduling Request
- * Employee name
- * Employee 7-digit number
- * Current working location
- * Date originally scheduled
- * Certification expiration date (found on cert card)
- * Reason for change/need

The following statuses are EXCLUDED from the 2021 TY&E training requirement:

- * Furloughed
- * Personal Leave of Absence
- * Military Leave of Absence
- * Medical Leave of Absence
- * Student Conductor Trainee

A2. Training Layoff Codes

Please use these Layoff Codes with the appropriate training event:

RUL - Rules/Safety V-ILT
TRN - NETSIM training or any other required training not Rules ILT

*** LCB is NOT to be used as a training Layoff Code. ***

If an employee's layoff request is placed in denied or pending status, contact a local supervisor for approval.

If employees are not allowed to layoff for scheduled V-ILT due to operational needs, immediately contact X.Ttcilt@BNSF.com or your local

supervisor to reschedule. You must not work in a certified position if your certification is expired.

If employees are not allowed to layoff for scheduled NETSIM due to operational needs, immediately contact your RFE.

A3. Transportation Rules V-ILT and NETSIM

A3a. Transportation Rules V-ILT

Transportation Rules V-ILT, is a one-day virtual class, conducted via Zoom link and facilitated by a BNSF instructor/manager. Employees are encouraged to participate in their V-ILT class from home, on their iPad, to ensure social distancing is adhered to. Times for these classes will be either a 0900 or a 1000 (CST) start time. These times will be on the employees training under their learning portal. Please ensure adequate WIFI is capable at the employee's Home Location employee's Home location. If employees do not have adequate WIFI at home, please ensure that you are attending the virtual class at a BNSF location, closest to your home location, that allows for adequate WIFI to utilize on the company supplied BNSF iPad device and are adhering to social distancing protocols. Employees attending V-ILT at a BNSF location need to contact their supervisor 24 hours in advance of their scheduled date. The class will have a one-hour lunch break; however, food will not be provided. Employees will be taking their exam and training through the Success Factors App. Employees must ensure that the Success Factors app is downloaded, and they have logged into the app prior to their class date. For instructions or assistance with downloading and logging in to the app, please utilize the following link.

<https://bnsfrailway.sharepoint.com/teams/LSOFAQS/Shared%20Documents/Syncing%20SF%20Mobile%20App%20with%20myBNSFcareer%20Profile.pdf>

The 20-question exam will be delivered online and requires a passing score of 90%:

Second attempt - If an employee does not pass the Rules exam on the first attempt, he/she will be allowed a second attempt. Employee will immediately retake only the questions missed on the first attempt.

Third and subsequent attempts - If employee does not pass a section of the Rules exam on the second attempt, the Instructor proctoring the exam will review the content with the employee. Employee will be HFS for 24 hours and will be re-enrolled to take the 20 question exam.

Employees MUST ensure their company supplied iPads are up to date and charged prior to the class. Please ensure you bring/have a charging device with you for the duration of the training. Employees will use their iPads during the open book portion of the exam and throughout the training.

Employees will be required to complete additional WBT/Training modules that are due for 2021 after their scheduled V-ILT class.

A3b. NETSIM

Locomotive engineers will continue to be scheduled every other

year to attend NETSIM and may also have non-rules modules to complete on the scheduled NETSIM date. Non-rules modules can be completed on a company issued iPad or WBT machine.

NETSIM start times are 0745 CST or 1230 CST. Notification will include the start time. If assigned to a NETSIM, YOU MUST REPORT TO THE NETSIM ON THE SCHEDULED DATE AND ON TIME:

*** 0745 or 1230 CENTRAL STANDARD TIME ***

If unsure of your assigned NETSIM location, contact your RFE.

If your work location changes, contact your RFE to confirm that you may use the assigned NETSIM date and time at your new location.

Employees will be required to complete additional WBT/Training modules that are due for 2021 after their scheduled NETSIM.

A4. Compensation & Hours of Service

A4a. Compensation

You will be paid for time spent in training as outlined in applicable labor agreements.

To claim compensation for your training, enter a 1b Special Claim. The Special Claim category (first 1b screen) should be Rules/CBT/ILT Training. On the next screen, select the appropriate type of exam (Transportation Rules or NETSIM).

If you are eligible for a makewhole and agree with the system generated makewhole tracking, there is no need to add further remarks or comments to your claim.

***NOTE: If rescheduling training due to operational needs, you you must note on your special claim the name of the field officer who required the change.

A4b. Hours of Service

Employees' training time will count toward hours of service, but will not count as a start as defined by the RSIA start calculation. For details, consult the hours-of-service rules. After a successful completion of the exam, employees must immediately report time off for training per FRA regulations and mark up from their training layoff. If additional time is requested off by the employee, a new layoff code must be entered after successful markup has been accomplished.

A5. Training Date

Employees will be notified of their NETSIM and/or rules/safety training in 2021 with a scheduled class date ending 12/31/2021. Employees will receive their notification of their actual training date through the TSS tie up screen, their home mail, and Workforce Hub prior to their scheduled class. If you are within your 2021 re-certification eligibility period and do not receive a scheduled training date, or the date scheduled is beyond the expiration date of your certification you MUST CONTACT X.Ttcilt@BNSF.com or your supervisor for a new training date.

The requirement to recertify is NOT waived because a certified employee might be working in a noncertified capacity. Failure to report on the scheduled date and time of training (ILT & NETSIM) will result in changing of layoff code to NOS. This may result in disciplinary action by the division and all compensation for scheduled training day will be forfeited.

=====

B. REQUIREMENTS FOR CERTIFIED EMPLOYEES

Engineers, Conductors, RCOs, and Hostlers will be notified via the TSS tie up screen and Workforce Hub of recertification requirements 90 days prior to their recertification due date. These requirements should be completed at least 3 weeks before certification expiration to allow for processing. The recertification notice will not be removed from the tie up screen until all certification components are completed.

If your Engineer and/or Conductor certification expires, the Crew Office will hold you from certified service at the next opportunity to tie up. If away from your home terminal, the Division is responsible for providing transportation to return home.

Recertification requirements include: hearing and vision exam, Motor Vehicle Form, Rules exam and recertification train ride (for all except Conductor). These requirements must be completed within 366 days prior to the license expiration date.

If due for RCO recertification, you may not be required to recertify. If recertification is required, you will be notified via the paperless timekeeping system. If you are not notified but wish to maintain certification, contact your RFE or local supervisor for instructions before your license expires.

B1. Hearing and Vision Examinations

See Part C. Hearing and Vision Examinations below.

B2. Motor Vehicle Form

Transportation employees should access and submit Motor Vehicle Request forms electronically through the Workforce Hub. Motor Vehicle Request forms are used for all locomotive engineer, conductor, hostler and remote control operator (RCO) certifications and re-certifications.

The form is located under the Training & Familiarization tab. Click on "MVR Form" and your information will be pre-populated based on your log-in credentials.

Please allow 5 days for processing due to delays with Government agencies.

Once successfully submitted there is no need to resubmit another request. Just watch your tie up screen and when Motor Vehicle Form is no longer displayed on your screen, it is complete.

If you have questions about the form or this new online process, please contact TTC Ask Certification.

* Failure to submit the MVR form three weeks prior to certification/recertification expiration date may lead to work restrictions.

** If you have a Washington driver's license, you must complete the Washington Release Form or obtain a driver's abstract from the state of Washington (any fees associated with obtaining a Washington driver's abstract are not reimbursable). An editable PDF version of the Washington Release form is contained within the online form when the state of Washington is selected.

Please fax Washington Release form or Washington driver's abstract to:
913-319-2684.

B3. Rules Exam

The rules exam requirement will be met in the V-ILT. If the V-ILT is not attended within 365 days prior to license expiration date, you will be enrolled to take the rules exam as a WBT to meet this requirement. For any questions concerning rules exams, please contact the training center X.Ttcilt@BNSF.com

B4. Train Ride

Engineers, RCOs, and Hostlers must complete a certification train ride every three years. (This also meets the yearly train ride requirement, if in the current calendar year).

=====

C. HEARING AND VISION EXAMINATIONS

The FRA requires periodic hearing and vision tests for employees to receive medical clearance and remain in service. Completing CFR Part 240/242 FRA Hearing and Vision (HRVS) requirements now fulfills CFR Part 227/229 FRA Hearing Conservation (HCON) requirements. The front of your BNSF certification card shows the expiration date.

Hearing and vision testing must be completed in the 366 days prior to certification expiration to be valid for recertification.

It is your responsibility to know when your certification expires and to complete hearing and vision testing at least three weeks ahead of the expiration date to allow time for processing. If your results are not posted in the BNSF qualification tracking system by the expiration date, you may be held from service until you meet the requirements.

Use Mobile Medical Vans for these tests when available. When Mobile Medical Vans are not available, contact Logistics Health Incorporated (LHI) at 888-634-1121.

Only testing performed by the Mobile Medical Van or LHI is accepted. You may not use hearing and vision testing from your own medical provider for HRVS screenings.

LHI will schedule hearing and vision testing during your off-duty time and provide results directly to BNSF.

Hearing and vision tests are mandated by the federal government. If it becomes necessary to take time off to maintain compliance, you must plan personal time off (LOP layoff code). (Reminder: The Mobile Medical Van is the most efficient way to accomplish testing requirements without taking personal time off.)

If there are any irregularities with testing or additional actions are needed, LHI or the BNSF Medical Department will contact you.

Mobile Medical Van/LHI is responsible for processing and sending results to BNSF. Employees and their supervisors should NOT fax or email hearing and vision results to any BNSF department.

The FRA regulation also requires BNSF to offer employees a voluntary hearing test and training annually. TY&E employees receive notification of this opportunity via the paperless timekeeping system every calendar year.

All hearing tests must be performed without hearing aids to be valid.

=====

D. TY&E CANADIAN QUALIFICATION/TRAINING REQUIREMENTS

D1. Requirements for U.S. Employees Entering Canada

If assigned to boards or jobs that may enter Canada, you must be Canadian qualified under the Minimum Qualification Standards for Railway Employees and Transportation of Dangerous Goods and must carry a current copy of the following qualification cards when operating trains in Canada:

- * Canadian Operations Qualification Card
- * Transportation of Dangerous Goods Qualification Card

To obtain these qualification cards, you must complete WBT. You will automatically be enrolled into the Canadian Rail Operating Rules (CROR) program specific to your location. This training may be done in conjunction with NETSIM for Engineers. If you do not wish to maintain CROR qualification, you must ask the designated supervisor to have the CROR program removed.

If you transferred or previously opted out and choose to work boards that may enter Canada or wish to be CROR qualified, you must contact the designated supervisor for qualification requirements. Once qualifications have been completed, contact a local supervisor for a Canadian Qualification Card.

D1a. Skills Performance Evaluation

Locomotive Engineers assigned to the NETSIM will receive training via BNSF's NETSIM system. Successful completion of this training will satisfy skills performance evaluation requirements.

D1b. Federal Certification (Engineer, Conductor, RCO, Hostler)

Non-training certification requirements are handled separately. You will be alerted via the paperless timekeeping system when your hearing/vision and state/national driver's license checks are required. (These checks must be completed every three years). You will have three months to complete these requirements to maintain certification.

To meet federal requirements, you may be required to take a three-section rules exam. (This will only be required if you have not passed a rules exam in the 366 days prior to your license expiration date.)

D1c. Missed Due Date

 If you miss your assigned 2021 ILT date, you may be required to complete training via WBT. If you do not complete training by the assigned due date you will be held from service until the training has been successfully completed.

D2. Requirements for Canada Based Employees

You will alternate each year between Year A and Year B required training. Consider this General Notice as notification to attend.

Year A Training

The Year A four-hour WBT covers:

- * Securing America's Railroads
- * Human Resources
- * Safety Topics
- * Science of Sleep and Fatigue
- * Chemicals in the Workplace

Year B Training

The Year B eight-hour ILT or WBT covers:

- * High-interest topics
- * Scenarios for discussion and application of CROR, ABTH, and Safety rules
- * TDG/Hazmat
- * Train Marshalling
- * Passenger Evacuation Training

Required passing scores for exams are addressed in Section D2c below.

D2a. Locomotive Engineers

If working in that occupational category, you are required to complete an annual skills performance check ride with the Road Foreman of Engines.

D2b. Rail Traffic Controllers

You will alternate each year between Year A and Year B required training.

Scheduling and Notification to Attend

ACD New Westminster will schedule you for training during 2021. You will be notified of your required attendance by the ACD or other supervisor. You are required to complete this training by the scheduled date. The WBT system will be available in January 2021.

D2c. Exams

- * CROR for RTC Exam - 40 questions, open book
- * Hazmat Exam - 20 questions, open book, take until 90% is obtained
- * TDG Exam - 8 questions, open book, take until 100% is obtained

**Required passing scores for other than HazMat/TDG exams are:

Rail Traffic Controllers-----90%
 Assistant Chief Dispatcher-----90%

Second attempt - If you fail to obtain the minimum passing score on the first attempt, follow the onscreen instructions for a second attempt. If the second attempt does not result in a passing score, the entire exam section must be re-taken.

Third and subsequent attempts - If you fail to obtain a minimum passing score on the second attempt, contact the Help Desk (8-593-HELP) to be enrolled for a third attempt, which may take place no sooner than 12 hours after the second attempt. If the third (or subsequent) attempt does not result in a passing score, you will be held from service until successful completion of the exam.

=====

E. FRA WAIVER: TRAIN RIDE AND OPT TEST HANDLING

This information impacts certified Transportation employees only.

In accordance with 49 CFR 240, the FRA requires BNSF to examine your performance skills (annual ride) and monitor your operational performance (qualifying operations test) at least once each calendar year.

If you did not receive an annual ride or qualifying operations test in the previous calendar year, you are not eligible to work until these requirements are fulfilled by a Designated Supervisor of Locomotive Engineers (DSLE).

An FRA approved waiver (FRA-2009-0048) was issued to BNSF to ensure compliance with FRA requirements and allow certified employees not working in certified jobs to retain a current license.

If you do not meet the above annual requirements and are not working in certified jobs, you will not be restricted from service on December 31st and will be identified on the BNSF waiver list. If you return to certified service, you have 30 days to meet the annual ride and/or qualifying operations testing requirements.

The BNSF TTC maintains the waiver list. Waiver-listed employees who return to certified service and do not receive an annual ride and qualifying operations test within 30 days will be withheld from certified service until those requirements are fulfilled.

=====

F. LOCOMOTIVE ENGINEER TRAINING PROGRAM - ACCESSING AND BIDDING

Bulletined Locomotive Engineer Training Program (LETP) classes are accessible in TSS using the TY&E Display Status Menu presented upon logging in. To access posted classes, select Option 22.

To view LETP postings at your home terminal, select "Show Notices" and press the Enter key. To view all postings on the BNSF system, blank the "Station" field and press the Enter key.

To bid on an LETP posting from this same screen, cursor select the class desired and press the Enter key. You may bid on more than one posting by selecting "Sel Bids" toward the top of the screen. A preference order will appear on the right side of the screen. Mark your order of preference and press the Enter key. Your selections, in order of preference, will appear on the left side of the screen.

When bidding on LETP classes, "PF5" must be selected to commit the bid. When bids are accepted, "Bids Modified Successfully" will appear at the bottom of the screen.

Bids may also be cancelled or organized in a different preference order using the same screen.

LETP classes are selected and awarded by the territory's Road Foreman of Engines.

More detailed information is available on the intranet at employee.bnsf.com. Navigate to Departments > Labor Relations, and then select "Crew Initiatives" in the lower left corner of the navigation bar. The direct link is:
http://bnsfweb.bnsf.com/departments/laborrelations/html/crew/crew_index.html

If awarded an LETP class and your certification is due to expire during training, you must complete all certification requirements for other classes of service prior to the start date of the LETP class.

=====
G. FAILURE TO COMPLETE TRAINING/CERTIFICATION/MEDICAL REQUIREMENTS

If you do not complete training, certification, and/or medical requirements by the assigned due date, you will be held from service until requirements have been successfully completed.

Disciplinary action, if deemed appropriate, will be handled by Division officers.

=====
H. COMPUTER, IPAD, OR NETWORK ISSUES

If unable to complete required modules and exams because of technical problems with WBT computers, iPad or the network, you MUST request a TROUBLE TICKET NUMBER from the HELP DESK (8-593-4357) at the time of the problem. This ticket number is required in the comment section of your special claim. If the problem cannot be corrected on a particular WBT workstation, every effort should be made to complete the program on another WBT workstation at that location on the same day.

GENERAL NOTICE(S) IN EFFECT

=====
| 1, 3, 46, 64, 76, 78, 94, 106, 121, 128-129, 140, 156, 176, 181, 183, 188, 191-193, |
| 197, 199-200, 203-204, 206, 208-211 |
=====

ENDOFDOCUMENT