#### Instructions to Complete Federal Hours of Service Record and Activity Log

Enter required data in each block as described in instructions below:

- A. **Date on Duty:** Date when initially going on duty (m/d/y).
- B. Train ID/Job: Job ID (YPUP01/0100 UP, TTI Utility, 2200 UP Dock Extra, etc.).
- C. PHL or Road Power Initial and Number(s): Initial(s) and number(s) of locomotives used.
- D. **Printed Name:** Printed name.
- E. On Duty Date, Time and Location: Date (month and day), time (hours and minutes) and location of point where going on-duty.
- F. Relieved Date, Time and Location: Date (month and day), time (hours and minutes) and location of point where relieved of safety sensitive duties. This block must be used if you will have to deadhead to your off-duty point AND you will accumulate limbo time. Relieved time is the time at which you are relieved of all safety-sensitive duties and you are awaiting deadhead transportation to your off-duty point.
- G. <u>Final Release Date, Time and Location:</u> Date (month and day), time (hours and minutes) and location of point where you are finally released to go off duty and begin your rest period.
- H. <u>Total Hours of Service:</u> Total time in hours and minutes in covered service. This number cannot exceed 12 hours unless you are instructed by a manager to perform service in excess of the Federal Hours of Service Regulation. Limbo time and deadhead time beyond 12 hours are not entered in this block.
- I. <u>Limbo Time</u>: Time beyond 12 hours from your designated start time where you are in or awaiting deadhead transportation or performing a quick tie-up prior to going off duty.
- J. <u>Overtime</u>: Time beyond 8 hours from your designated start time <u>OR</u> the time you initially reported for work, if late. When reporting late, overtime does not begin until 8 hours beyond the time you actually reported for work.
- K. <u>Rested Time</u>: Time you are legally rested to report to work again. Corresponds to **Date Rested** in block R.
- L. <u>Hours and Minutes Rested (Shift Start):</u> Time rested since the last time you worked. This time must be calculated in exact hours and minutes until rest time reaches 99 hours and 59 minutes (99:59). Any rest time beyond 99 hours and 59 minutes will continue to be shown as 99:59.
- M. <u>Consecutive Starts Since Last Day Off at Shift Start:</u> Consecutive starts, prior to the start of this shift, since your last period of time off of at least 24 consecutive hours.
- N. <u>Total Hours on Duty For Calendar Month at Shift Start:</u> Total accumulated time for the month in hours and minutes, prior to the start of this shift, spent in all railroad-related

- activity at the behest of the railroad, including limbo time. This number resets to "zero" at the beginning of each month.
- O. <u>Consecutive Starts Since Last Day Off at Shift End:</u> Consecutive starts, at the end of this shift, since your last period of time off that was at least 24 consecutive hours.
- P. <u>Total Hours on Duty For Calendar Month at Shift End:</u> Total accumulated time for the month in hours and minutes, at the end of this shift, spent in all railroad-related activity at the behest of the railroad, including limbo time. This number resets to "zero" at the beginning of each month.
- Q. <u>Limbo Time Total For Month:</u> Total accumulated limbo time for the month in hours and minutes. This number resets to "zero" at the beginning of each month.
- R. <u>Date Rested:</u> Date you will be legally rested to report to work again. Corresponds to **Rested Time** in block K.
- S. <u>Deadhead Start Date/End Date:</u> Start date and end date of deadhead to your off-duty point if you will accumulate limbo time. Place "N/A" in these blocks if going off duty at or prior to 12 hours.
- T. <u>Deadhead Start Time/End Time:</u> Start time and end time of deadhead to your off-duty point if you will accumulate limbo time. Place "N/A" in these blocks if going off duty at or prior to 12 hours.
- U. <u>Deadhead Start Location/End Location</u>: Start location and end location of deadhead to your off-duty point if you will accumulate limbo time. Place "N/A" in these blocks if going off duty at or prior to 12 hours.
- V. <u>Transportation Method</u>: Transportation method (van, train or company vehicle) of deadhead to your off-duty point if you will accumulate limbo time. Place "N/A" in these blocks if going off duty at or prior to 12 hours.
- W. **Signatures:** Signature(s) of all employees is required to certify this document.
- X. <u>Instructions and Definitions:</u> Instructions and definitions to assist in completing this document.
- Y. **Edition:** Edition date of this document.
- Z. <u>Activity Log on Back of Document:</u> Accurately record activity times and locations. Air brakes tests and Method A or B Securements must also be recorded.

### Pacific Harbor Line - Federal Hours of Service Record and Activity Log

Date on Duty	A		Train ID/Job		B		Initial(s) a	Initial(s) and Number(s)		C				
Position	Printed Name	Date (m/d)	On Duty Time (hh:mm)	Location	Date (m/d)	Relieved Time (hh:mm)	Location	Date (m/d)	Final Release Time (hh:mm)	Location	Total Hours of Service (hh:mm)	Limbo Time (hh:mm)	Overtime (hh:mm)	Rested
	0	_	m		/	77		_	<u>6</u>		Ŧ	<u> </u>	-	<u>~</u>
	Hours & Minutes Rested (hh:mm) Shift Start	<u></u>	Consecutive Starts Since Last Day Off at Shift Start	<b>S</b>	Total Hours on Duty For Calendar Month (hh:mm) Shift Start	Z	Consecutive Starts Since Last Day Off at Shift End	0	Total Hours on Duty For Calendar Month (hh:mm) Shift End	P	Limbo Time Total for Month (hh: mm)	<u>0</u>	Date Rested (m/d)	R
Position	Printed Name	Date (m/d)	On Duty Time (hh:mm)	Location	Date (m/d)	Relieved Time (hh:mm)	Location	Date (m/d)	Final Release Time (hh:mm)	Location	Total Hours of Service (hh:mm)	Limbo Time (hh:mm)	Overtime (hh:mm)	Rested Time (hh:mm
Asst. Engineer		/			/			/				••		
	Hours & Minutes Rested (hh:mm) Shift Start	••	Consecutive Starts Since Last Day Off at Shift Start		Total Hours on Duty For Calendar Month (hh:mm) Shift Start		Consecutive Starts Since Last Day Off at Shift End		Total Hours on Duty For Calendar Month (hh:mm) Shift End		Limbo Time Total for Month (hh:mm)		Date Rested (m/d)	/
Position	Printed Name	Date (m/d)	On Duty Time (hh:mm)	Location	Date (m/d)	Relieved Time (hh:mm)	Location	Date (m/d)	Final Release Time (hh:mm)	Location	Total Hours of Service (hh:mm)	Limbo Time (hh:mm)	Overtime (hh:mm)	Rested Time (hh:mm
		/			/			1						
	Hours & Minutes Rested (hh:mm) Shift Start		Consecutive Starts Since Last Day Off at Shift Start		Total Hours on Duty For Calendar Month (hh:mm) Shift Start		Consecutive Starts Since Last Day Off at Shift End		Total Hours on Duty For Calendar Month (hh:mm) Shift End		Limbo Time Total for Month (hh:mm)		Date Rested (m/d)	/
Position	Printed Name	Date (m/d)	On Duty Time (hh:mm)	Location	Date (m/d)	Relieved Time (hh:mm)	Location	Date (m/d)	Final Release Time (hh:mm)	Location	Total Hours of Service (hh:mm)	Limbo Time (hh:mm)	Overtime (hh:mm)	Rested Time (hh:mm)
Student or		/			/			1						
Hour	Hours & Minutes Rested (hh:mm) Shift Start	••	Consecutive Starts Since Last Day Off at Shift Start		Total Hours on Duty For Calendar Month (hh:mm) Shift Start	••	Consecutive Starts Since Last Day Off at Shift End		Total Hours on Duty For Calendar Month (hh:mm) Shift End	••	Limbo Time Total for Month (hh: mm)	••	Date Rested (m/d)	/
Deadhead	Start Date End Date	S	Start Time End Time	1	Start Location End Location	C	Transportation Method (Mark with X)	Van Train	V	Comp. Vehicle				
Certify this Federal ngineer	Certify this Federal Hours of Service Record to be Correct (Signature Required by All Members of Crew):	cord to be Co	orrect (Signature	Required by	All Members of		Asst. Engineer_							
tudent							Asst. Engineer							
Istructions and Definitions omplete all boxes. Use N/A if no omplete all boxes. Use N/A if no his form must be completed and his form provided by PHL m he Engineer (or Engineer 1) is respons and minutes rested time melieved time boxes are only used inal Release time is when all activities of Service is the time to otal Hours of Service is the time time to otal hours of Service is the time to otal hours of Service i	Istructions and Definitions  omplete all boxes. Use N/A if not applicable.  X  omplete all boxes. Use N/A if not applicable.  Is form must be completed and turned in at the end of shift daily.  In this form must be completed and turned in at the end of shift daily.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form provided by PHL may be used. "Customized" versions are not permitted.  In this form pr	x  we end of shift di ustomized" ver: sintaining the tin sintaining to the sintaining the sintainin	aily.  sions are not permit sions are not permit recorne and activity recornours and minutes up. Relieved time is then, is complete. This muthes of transportation the activities are deservice. This muthes are service. This muthes are service.	ted.  ded throughout to 99 hours and re time crew is re time crew is re time to exceed 12 to from the reliev.	the shift. Use 24-hi 3 59 minutes. If res elieved by another r 2 hours without pro	our time format t time exceeds 9 rew or the train per authority.	(hh:mm). 9 hours and 59 mini 1 is properly secured		as 99:59.					
Position  Position  Asst. Engineer or Engineer 2  Position  Position  Position  Position  Position  Form and the feeral and Defineer and minutes restered in boxes. Use he Engineer (or Engineer ours and minutes restered in boxes are conal elieved time boxes are conal elieved time boxes are conal feeral time boxes are conal elieved time boxes.	Engineer  Position  Printed  Position  Name  Position  Position  Position  Name  Position  Position  Position  Name  Position  Position  Position  Position  Position  Position  Name  Position  Position  Position  Name  Position  Position  Position  Position  Position  Name  Position  Position  Position  Name  Position  Position  Position  Name  Position  Position  Position  Name  Position  Position  Name  Position  Position  Name  Position  Name  Position  Position  Position  Name  Position  Position  Name  Position  Position  Position  Name  Position  Position  Position  Name  Position  Position  Position  Name  Position  Position  Name  Position  Position  Position  Name  Position  Name  Position  Position  Name  Position  Position  Position  Position  Name  Position  Name  Position  Name  Position  Position  Name  Positio	Date (m/d)  Date (m/d)  Date (m/d)  Date (m/d)  Date (m/d)  S  Cord to be Cord  S  Cord to be Cord  Cord to be Cord	Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)  Consecutive Starts Since Last Day Off at Shift Start On Duty Time (hh:mm)	Location	Calendar Month (thirmin) Shift Start  Date (m/d)  Date (m/d)  Calendar Month (thirmin) Shift Start  Date (m/d)  Date (m/d)  Freal Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Date (m/d)  All Members of Calendar Month (thirmin) Shift Start  Date (m/d)  All Members of Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)  Total Hours on Duty For Calendar Month (thirmin) Shift Start  Date (m/d)	Relieved Time (th:mm)  Relieved Time (th:mm)  Relieved Time (th:mm)  Relieved Time (th:mm)  Crew):  Crew):	Consecutive Starts Since Last Day Off at Shift End Location  Location  Location  Location  Consecutive Starts Since Last Day Off at Shift End  Location  Location  Location  Location  Transportation  Method (Mark with X)  Asst. Engineer  Asst. Engineer  Asst. Engineer  Asst. Engineer  Asst. Engineer	Date (m/d)  Date (m/d)  Van  Train  Train  Train		The left left and the left left left left left left left lef	son Duty For anth (th:nmm)  shift End  elelease th:nmm)  shift End	Son Duty For Internal Shift End See Internal Shift End See Internal Shift End See Internal Shift End See Internal Shift End Sh	Son Duty-for Internal Comp. Vehicle  Comp. Vehicle  Limbo Time Total for Month (hh:mm)  Limbo Time Total for Service (hh:mm)  Limbo Time Total for Month (hh:mm)  Limbo Time Total for Month (hh:mm)  Limbo Time Total for Service (hh:mm)  Location  Service (hh:mm)	Son Duty For Location Service (Ihh:mm)  Elease Location Service (Ihh:mm)  Shift End Month (Ihh:mm)  Service (Ihh:mm)

Y Z

Rested time is the next time that you will be rested in hours and minutes — no rounding. 10 hours + any limbo time (if consecutive starts = 1 thru 5).

If completing a 6th consecutive start, rest time will be 48 hours from tie-up.

If consecutive starts are equal to or greater than 6 at either the start of shift or end of shift; or if Total Hours for Calendar Month are equal to or greater than 240, a PHL operations manager must be notified. If any mandatory 10-hour rest period was interrupted or a "busted call" occurred prior to this shift, time and duration of the call must be recorded on the activity log.

# Pacific Harbor Line - Federal Hours of Service Record and Activity Log (DAY 1 SAMPLE - NO OVERTIME ENCOUNTERED)

	Deadhead	Hours & Min	Student or	Position		Asst. Engineer	Position	ar 2	Asst. Engineer	Position	-	Engineer JOHN	Position P	Date on Duty 4
End Date	Start Date	Hours & Minutes Rested (hh.mm) Shift Start		Name	Hours & Minutes Rested (hh:mm) Shift Start		Name	Hours & Minutes Rested (hh.mm) Shift Start		Printed Name	Hours & Minutes Rested (hh:mm) Shift Start	V DOE	Printed Name	1 2
/	,	••	_	Date (m/d)	••	\	Date (m/d)		\	Date (m/d)	15:4	4/1	Date (m/d)	2017
End Time	Start Time	Consecutive Starts Since Last Day Off at Shift Start	*.*.	Time (hh:mm)	Consecutive Starts Since Last Day Off at Shift Start		On Duty Time (hh:mm)	Consecutive Starts Since Last Day Off at Shift Start		On Duty Time (hh:mm)	Consecutive Starts Since East Day Off at Shift Start	15:00 B200	On Duty Time (hh:mm)	Train ID/Job
	••			Location			Location			Location	4	B200	Location	YPBN
End Location	Start Location	Calendar Month (thirmm) Shift Start	\	Date (m/d)	Total Hours on Duty For Calendar Month (hh:mm) Shift Start	/	Date (m/d)	Calendar Month (thomm) Shift Start	/	Date (m/d)	Calendar Month (hh:mm) Shift Start	NA	Date (m/d)	Train ID/Job YPBN 15/1500 BASE
			••	Relieved Time (hh:mm)		••	Relieved Time (hh:mm)		••	Relieved Time (hh:mm)	00:00	N/A	Relieved Time (hh:mm)	BASE OF
(Mark with X)	Transportation Method	Consecutive Starts Since Last Day Off at Shift End		Location	Consecutive Starts Since Last Day Off at Shift End		Location	Consecutive Starts Since Last Day Off at Shift End		Location	Consecutive Starts Since Last Day Off at Shift End	N/A	Location	Initi
Train	Van		/	Date (m/d)		/	Date (m/d)		/	Date (m/d)	ហ	4/1	Date (m/d)	PHL or Road Power Initial(s) and Number(s)
		Total Hours on Duty For Calendar Month (hhamm) Shift End		Final Release Time (hh:mm)	Total Hours on Duty For Calendar Month (hh:mm) Shift End	**	Final Release Time (hh:mm)	Total Hours on Duty For Calendar Month (thhmm) Shift End	**	Final Release Time (hh:mm)	Total Hours on Duty For Calendar Month (hh:mm) Shift End	22:20	Final Release Time (hh:mm)	PH.
	Comp. Vehicle			Location			Location			Location	7:20	B200	Location	8
		Limbo Time Total for Month (hhamm)	••	Total Hours of Service (hh:mm)	Limbo Time Total for Month (hh:mm)		Total Hours of Service (hh:mm)	Limbo Time Total for Month (bh.mm)		Total Hours of Service (hh:mm)	Limbo Time Total for Month (hh:mm)	7:20	Total Hours of Service (hh:mm)	
		• •	• •	Limbo Time (hh:mm)	••		Limbo Time (hh:mm)	130	* *	Limbo Time (hh:mm)	N/A	7:20 N/A	Limbo Time (hh:mm)	
		Date Rested (m/d)		Overtime (hh:mm)	Date Rested (m/d)		Overtime (hh:mm)	Date Rested (m/d)	#.(♠)	Overtime (hh:mm)	Date Rested (m/d)	N/A	Overtime (hh:mm)	
		/	<b>W</b> 0.87	Rested Time (hh:mm)	1	2016	Rested Time (hh:mm)	/	••	Rested Time (hh:mm)	4/2	08:20	Rested Time (hh:mm)	

I Certify this Federal Hours of Service Record to be Correct (Signature Required by All Members of Crew):

	(a) Braching to All the Indian Control of Co	
Engineer	Asst.	Asst. Engineer
Student	Asst.	Asst. Engineer
Instructions	Instructions and Definitions	
Complete all bo	Complete all boxes. Use N/A if not applicable.	
This form must	This form must be completed and turned in at the end of shift daily.	
Only this form	Only this form provided by PHL may be used. "Customized" versions are not permitted.	
The Engineer (a	The Engineer (or Engineer 1) is responsible for maintaining the time and activity recorded throughout the shift. Use 24-hour time format (hh:nm).	
Hours and min	Hours and minutes rested time must be accurately displayed in hours and minutes up to 99 hours and 59 minutes. If rest time exceeds 99 hours and 59 minutes, ente	d 59 minutes, enter time as 99:59.
Relieved time b	Relieved time boxes are only used if crew encounters Limbo Time. Relieved time is the time crew is relieved by another crew or the train is properly secured.	
Final Release ti	Final Release time is when all activity at the behest of the company is complete.	•
Total Hours of	Total Hours of Service is the time spent actually performing covered service. This must not exceed 12 hours without proper authority.	
Limbo time is ti	Limbo time is the time beyond 12 hours spent awaiting or in deadhead transportation from the relieved point to the point of final release.	
Rested time is t	Rested time is the next time that you will be rested in hours and minutes - no rounding. 10 hours + any limbo time (if consecutive starts = 1 thru 5).	
TA CHARLES TO SERVICE OF		

If any mandatory 10-hour rest period was interrupted or a "busted call" occurred prior to this shift, time and duration of the call must be recorded on the activity log.

If completing a 6th consecutive start, rest time will be 48 hours from tie-up.

If consecutive starts are equal to or greater than 6 at either the start of shift or end of shift; or if Total Hours for Calendar Month are equal to or greater than 240, a PHL operations manager must be notified.

Pacific Harbor Line - Federal Hours of Service Record and Activity Log (DAY 2 SAMPLE - OVERTIME, DEADHEAD AND LIMBO ENCOUNTERED)

Deadhead		Student or	Position	o	set Engineer	Position	r Engineer 2	sst. Engineer	Position	C	Engineer	Position	Date on Duty
Start Date	Hours & Minutes Rested (hhmmm) Shift Start		Printed Name	Hours & Minutes Rested (hh:mm) Shift Start		Printed Name	Hours & Minutes Rested (hhimm) Shift Start		Printed Name	Hours & Minutes Rested (hh/mm) Shift Start	JOHN DOE	Printed Name	4,4,2
24		_	Date (m/d)			Date (m/d)		\	Date (m/d)	64.40	4/4	Date (m/d)	2017
Start Time	Consecutive Starts Since Last Day Off at Shift Start	••	On Duty Time (hh:mm)	Consecutive Starts Since Last Day Off at Shift Start		On Duty Time (th:mm)	Consecutive Starts Since Last Day Off at Shift Start	••	On Duty Time (hh:mm)	Consecutive Starts Since Last Day Off at Shift Start	15:00 8200	On Duty Time (hh:mm)	Train ID/Job
Start Time 03:00			Location			Location			Location	0	8200	Location	YPBN
Start Location	Total Hours on Duty For Calendar Month (hh:mm) Shaft Start	/	Date (m/d)	Total Hours on Duty For Calendar Month (hhimm) Shift Shart	1	Date (m/d)	Total Hours on Duty For Calendar Month (thirmin) Shift Start	/	Date (m/d)	Total Hours on Duty For Calendar Month (hh:mm) Shift Start	4/5	Date (m/d)	YPBN 15/1500 BNSF
PBY Yad			Relieved Time (hh:mm)		Serie.	Relieved Time (bh:mm)		grier.	Relieved Time (hh:mm)	7:20	03:80	Relieved Time (hh/mm)	o BNSF
Transportation Method (Mark with X)	Consecutive Starts Since Last Day Off at Shift End		Location	Consecutive Starts Since Last Day Off at Shift, End		Location	Consecutive Starts Since Last Day Off at Shift End		Location	Consecutive Starts Since Last Day Off at Shift End	PBY	Location	13 180
Van		/	Date (m/d)	=	/	Date (m/d)		/	Date (m/d)	ſ	4/5	Date (m/d)	PHL or Road Power Initial(s) and Number(s)
×	Total Hours on Duty For Calendar Month (hh:mim) Shift End		Final Release Time (hh:mm)	Total Hours on Duty For Calendar Month (hh:mm) Shift End	• •	Final Release Time (hh:mm)	Total Hours on Duty For Calendar Month (hh:mm) Shift End		Final Release Time (lth:rnm)	Total Hours on Duty For Calendar Month (hh:mm) Shift End	03:25	Final Release Time (hh:mm)	BNSF 8752
Comp. Vehicle	••		Location	••		Location	••		Location	19:45	B200	Location	8752,
	Limbo Time Total for Month (bhamm)	• •	Total Hours of Service (hh:mm)	Limbo Time Total for Month (hh:mm)	**	Total Hours of Service (hh:mm)	Limbo Time Total for Month (bh:mm)		Total Hours of Service (hh:mm)	Limbo Time Total for Month (fihamm)	12:00	Total Hours of Service (hh.mm)	7681,
	* 5	(,•,;•	Limbo Time (hh:mm)	• •		Limbo Time (hh:mm)	••	• •	Limbo Time (bh:mm)	00:25	00:25	Limbo Time (hh:mm)	24.48
	Date Rested (m/d)		Overtime (hh:mm)	Date Rested (m/d)	• •	Overtime (hh:mm)	Date Rested (m/d)	••	Overtime (hh:mm)	Date Rested (m/d)	4:25	Overtime (hh:mm)	
	/	(1 <b>4</b> (1))	Rested Time (hh:mm)	/	••	Rested Time (hh:mm)	/		Rested Time (hh:mm)	415	13:50	Rested Time (hh:mm)	

l Certify this Federal Hours of Service Record to be Correct (Signature Required by All Members of Crew):

Student	Engineer
	John Doc
Asst. Engineer	Asst. Engineer

#### Instructions and Definitions

Complete all boxes. Use N/A if not applicable.

This form must be completed and turned in at the end of shift daily.

Only this form provided by PHL may be used. "Customized" versions are not permitted.

The Engineer (or Engineer 1) is responsible for maintaining the time and activity recorded throughout the shift. Use 24-hour time format (hh:mm).

Hours and minutes rested time must be accurately displayed in hours and minutes up to 99 hours and 59 minutes. If rest time exceeds 99 hours and 59 minutes, enter time as 99:59.

Relieved time boxes are only used if crew encounters Limbo Time. Relieved time is the time crew is relieved by another crew or the train is properly secured.

Final Release time is when all activity at the behest of the company is complete.

Total Hours of Service is the time spent actually performing covered service. This must not exceed 12 hours without proper authority.

Limbo time is the time beyond 12 hours spent awaiting or in deadhead transportation from the relieved point to the point of final release.

Rested time is the next time that you will be rested in hours and minutes – no rounding. 10 hours + any limbo time (if consecutive starts = 1 thru 5).

If completing a 6th consecutive start, rest time will be 48 hours from tie-up.

If any mandatory 10-hour rest period was interrupted or a "busted call" occurred prior to this shift, time and duration of the call must be recorded on the activity log. If consecutive starts are equal to or greater than 6 at either the start of shift or end of shift; or if Total Hours for Calendar Month are equal to or greater than 240, a PHL operations manager must be notified.

## Pacific Harbor Line - Federal Hours of Service Record and Activity Log (DAY 3 SAMPLE - OVERTIME ENCOUNTERED)

	Hours & Min	Student or	Position		sst. Engineer	Position	r Engineer 2 Hours & Min	sst. Engineer	Position P		Engineer H	Position P	Date on Duty 4
	Hours & Minutes Rested (hhimm) Shift Start		Printed Name	Hours & Minutes Rested (hh:mm) Shift Start		Printed Name	Hours & Minutes Rested (hhamm) Shift Start		Printed Name	Hours & Minutes Rested (hhmm) Shift Start	JOHN DOE	Printed Name	, 5, 2017
		\	Date (m/d)	• •	\	Date (m/d)		`	Date (m/d)	11:35	4/5	Date (m/d)	017
	Consecutive Starts Since Last Day Off at Shift Start	2.5	On Duty Time (hh:mm)	Consecutive Starts Since Last Day Off at Shift Start		On Duty Time (hh:mm)	Consecutive Starts Since Last Day Off at Shift Start	9 %	On Duty Time (hh:mm)	Consecutive Starts Since Last Day Off at Shift Start	15:00 B200	On Duty Time (hh:mm)	Train ID/Job_
æ			Location			Location			Location	~	8200	Location	YPBN
	Total Hours on Duty For Calendar Month (hh:mm) Shift Start	/	Date (m/d)	Total Hours on Duty For Calendar Month (hirmm) Shift Start	/	Date (m/d)	Total Hours on Duty For Calendar Month (hhomm) Shift Start	/	Date (m/d)	Calendar Month (hhemm) Shift Start	N/A	Date (m/d)	YPBN 15/1500 BNSF
			Relieved Time (hh:mm)	• •		Relieved Time (hh:mm)	٠.	••	Relieved Time (hh:mm)	19:45	N/A	Relieved Time (hh:mm)	O BNS
Transportation	Consecutive Starts Since Last Day Off at Shift End		Location	Consecutive Starts Since Last Day Off at Shift End		Location	Consecutive Starts Since Last Day Off at Shift End		Location	Consecutive Starts Since Last Day Off at Shift End	N/A	Location	
		/	Date (m/d)		/	Date (m/d)		1	Date (m/d)	2	4/6	Date (m/d)	PHL or Road Power Initial(s) and Number(s)
	Total Hours on Duty For Calendar Month (thumm) Shift End	6(8)	Final Release Time (hh:mm)	Total Hours on Duty For Calendar Month (thirmm) Shift End	(a) (a)	Final Release Time (hh:mm)	Total Hours on Duty For Calendar Month (hh:mm) Shift End	\$0°£1	Final Release Time (hh:mm)	Total Hours on Duty For Calendar Month (hh:mm) Shift End	01:45	Final Release Time (hh:mm)	なれ
			Location	<b>5</b> •		Location			Location	30:30	B200	Location	40, P
	Limbo Time Total for Month (hh:mm)	New .	Total Hours of Service (hh:mm)	Limbo Time Total for Month (hh:mm)	••	Total Hours of Service (hh:mm)	Limbo Time Total for Month (bh:mm)	2 0	Total Hours of Service (hh:mm)	Limbo Time Total for Month (hitemm)	10:45	Total Hours of Service (hh:mm)	RLY 2
		()●(1)●	Limbo Time (hh:mm)		**	Limbo Time (hh:mm)	••		Limbo Time (hh:mm)	25:00	N/A	Limbo Time (hh:mm)	tre
	Date Rested (m/d)	• •	Overtime (hh:mm)	Date Rested (m/d)	••	Overtime (bh:mm)	Date Rested (m/d)	• •	Overtime (hh:mm)	Date Rested (m/d)	2:45	Overtime (hh:mm)	
	/	••	Rested Time (hh:mm)	_	<b>8</b> 7 <b>8</b> 7	Rested Time (hh:mm)	/		Rested Time (hh:mm)	4/6	= :K	Rested Time (hh:mm)	

Student	Engineer		I Certify this
	James Joe	ムーナー	Certity this Federal Hours of Service Record to be Correct (Signature Required by All Members of Crew):
Asst. Engineer	Asst. Engineer		All Members of Crew):

### instructions and Definitions

Complete all boxes. Use N/A if not applicable.

This form must be completed and turned in at the end of shift daily.

Only this form provided by PHL may be used. "Customized" versions are not permitted.

The Engineer (or Engineer 1) is responsible for maintaining the time and activity recorded throughout the shift. Use 24-hour time format (hh.mm).

Hours and minutes rested time must be accurately displayed in hours and minutes up to 99 hours and 59 minutes. If rest time exceeds 99 hours and 59 minutes, enter time as 99:59.

Final Release time is when all activity at the behest of the company is complete. Relieved time boxes are only used if crew encounters Limbo Time. Relieved time is the time crew is relieved by another crew or the train is properly secured.

Total Hours of Service is the time spent actually performing covered service. This must not exceed 12 hours without proper authority.

Rested time is the next time that you will be rested in hours and minutes - no rounding. 10 hours + any limbo time (if consecutive starts = 1 thru 5). Limbo time is the time beyond 12 hours spent awaiting or in deadhead transportation from the relieved point to the point of final release.

If completing a 6th consecutive start, rest time will be 48 hours from tie-up.

If any mandatory 10-hour rest period was interrupted or a "busted call" occurred prior to this shift, time and duration of the call must be recorded on the activity log. If consecutive starts are equal to or greater than 6 at either the start of shift or end of shift; or if Total Hours for Calendar Month are equal to or greater than 240, a PHL operations manager must be notified.

PHL HOS & Activity Log April 2017