

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. **Final Release Date, Time and Location:** 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. **Total Hours of Service:** 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. **Limbo Time:** 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. **Overtime:** Time beyond 8 hours from your designated start time **OR** 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. **Rested Time:** Time you are legally rested to report to work again. Corresponds to **Date Rested** in block R.
- L. **Hours and Minutes Rested (Shift Start):** 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. **Consecutive Starts Since Last Day Off at Shift Start:** Consecutive starts, prior to the start of this shift, since your last period of time off of at least 24 consecutive hours.
- N. **Total Hours on Duty For Calendar Month at Shift Start:** 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. **Consecutive Starts Since Last Day Off at Shift End:** Consecutive starts, at the end of this shift, since your last period of time off that was at least 24 consecutive hours.
- P. **Total Hours on Duty For Calendar Month at Shift End:** 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. **Limbo Time Total For Month:** Total accumulated limbo time for the month in hours and minutes. This number resets to “zero” at the beginning of each month.
- R. **Date Rested:** Date you will be legally rested to report to work again. Corresponds to **Rested Time** in block K.
- S. **Deadhead Start Date/End Date:** 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. **Deadhead Start Time/End Time:** 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. **Deadhead Start Location/End Location:** 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. **Transportation Method:** 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. **Instructions and Definitions:** Instructions and definitions to assist in completing this document.
- Y. **Edition:** Edition date of this document.
- Z. **Activity Log on Back of Document:** 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 (DAY 1 SAMPLE - NO OVERTIME ENCOUNTERED)

Date on Duty

4 / 1 / 2017

Train ID/Job

YPBN15 / 1500 BNSF

PHL or Road Power Initial(s) and Number(s)

PHL 46

Position	Printed Name	Date (m/d)	On Duty		Location	Date (m/d)	Relieved		Location	Date (m/d)	Final Release		Location	Total Hours of Service (hh:mm)	Limbo Time (hh:mm)	Overtime (hh:mm)	Rested Time (hh:mm)
			Start Time	End Time			Time (hh:mm)	Time (hh:mm)			Time (hh:mm)	Time (hh:mm)					
Engineer	John Doe	4/1	15:40	15:00	B200	N/A	N/A	00:00	N/A	4/1	22:20	B200	7:20	7:20	N/A	N/A	08:20
					4												
Asst. Engineer or Engineer 2		/				/				/							
Asst. Engineer		/				/				/							
Position	Printed Name	Date (m/d)	On Duty		Location	Date (m/d)	Relieved		Location	Date (m/d)	Final Release		Location	Total Hours of Service (hh:mm)	Limbo Time (hh:mm)	Overtime (hh:mm)	Rested Time (hh:mm)
			Start Time	End Time			Time (hh:mm)	Time (hh:mm)			Time (hh:mm)	Time (hh:mm)					
Student or		/				/				/							
Deadhead		/				/				/							

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

Engineer John Doe

Ast. Engineer _____

Student _____

Ast. 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 behalf 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 waiting 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.

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

Date on Duty 4 / 4 / 2017

Train ID/Job YPBN15 / 1500 BNSF

PHL or Road Power Initial(s) and Number(s) BNSF 8752, 7681, 8643

Position	Printed Name	Date (m/d)	On Duty		Location	Date (m/d)	Relieved		Location	Date (m/d)	Final Release		Location	Total Hours of Service (th:mm)	Limbo Time (th:mm)	Overtime (th:mm)	Rested Time (th:mm)
			Start Time Since Last Day Off at Shift Start	Time (th:mm)			Time (th:mm)	Time (th:mm)			Time (th:mm)	Time (th:mm)					
Engineer	John Doe	4 / 4	15:00	B200	0	4 / 5	03:00	PBY	1	4 / 5	03:25	B200	12:00	00:25	4:25	13:50	
Asst. Engineer or Engineer 2																	
Asst. Engineer																	
Asst. Engineer																	
Student or																	
Deadhead		4 / 5	03:00	PBY	B200												

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

Engineer John Doe Asst. Engineer _____

Student _____ 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 (th: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 behalf 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 waiting 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 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 3 SAMPLE - OVERTIME ENCOUNTERED)

Date on Duty

4 / 5 / 2017

Train ID/Job

YPBN15/1500 BNSF

PHL or Road Power Initial(s) and Number(s)

PHL 40, PRLX 24

Position	Printed Name	Date (m/d)	On Duty		Location	Relieved		Location	Final Release		Location	Total Hours of Service (hh:mm)	Limbo Time Total for Month (hh:mm)	Limbo	Overtime (hh:mm)	Date Rested (m/d)	Rested Time (hh:mm)
			Start Time	End Time		Time (hh:mm)	Time (hh:mm)		Date (m/d)	Time (hh:mm)							
Engineer	John Doe	4 / 5	15:00	B200	1	N/A	N/A	N/A	4 / 6	01:45	B200	10:45	N/A	00:25	2:45	4 / 6	11:45
Asst. Engineer or Engineer 2																	
Asst. Engineer																	
Student or																	
Deadhead																	

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

Engineer John Doe Asst. Engineer _____

Student _____ 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 behalf 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 of Service 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 5th 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.