

Procedures Document Excerpts -- ATSF 4th District

Here are some samples of paperwork we use on Rick Fortin's ATSF 4th District, Valley Division, Coast Lines layout, set in 1973. The layout represents a possible, but fictional, extension of the ATSF presence in the Central Valley and Bay Area of California north to Portland. The visible portion of the railroad will represent Chico, California to McCloud, California (roughly 80% of the main line is in place).

Train Procedures

Individual trains each have a small clipboard (about 6" X 8") which holds cards/waybills, track warrants, etc. On the back is affixed a brief list of instructions specific for that train, as in the example below.

VSC – Valley “Super C”

Train originates in Stockton/Valley staging

The Valley Super C represents an extension of the ATSF’s famous “Super C” expedited freight service. Hot freight from Midwest and Southern California markets is combined in Barstow for a fast run through Tehachapi, up the Central Valley, and across the visible portion of our layout, with destinations in the Pacific Northwest. Loads include trailer-on-flat-car (TOFC), auto and aircraft parts, shipments for export via northwest ports, etc.

A few hot TOFC cars for local (on-layout) destinations will be set out in Orchard yard and a few “hot” cars added. The VSC makes no other stops on the visible layout, terminating in McCloud staging.

Like the original Chicago-LA Super C, the VSC is the hottest train on the railroad and the Dispatcher will treat it accordingly.

Procedures

- Run west to Orchard Yard
- Set-out local block ("no symbol" waybills) with help of Orchard Yard job
- Pick up “hot blocks” with the assistance of the yard job

To maintain horsepower/tonnage rating, no more than twelve 90-foot cars permitted in consist departing Orchard Yard. Leave any additional cars for later westbounds.

- Run west to McCloud and tie up [All trains bound for McCloud must double-check length in Raymond, leave excess cars on Raymond industry lead]
- Go off duty—crew change

Yard Instructions

Yard crews receive a list of instructions based on the scheduled arrival and departure of trains. The geometric symbols (triangle, rectangle, etc.) are used on the waybills to indicate "long" destinations (off the visible layout. In this way, crews are relieved of knowing whether Mendota, CA is west or east of the visible portion of the layout, for example.

SYM	Train name	Approx Yard Time	Needed
LML	Los Molinos Local	7:00 A	In A/D tracks.
SPC	SP Coal Extra	7:00 A	None, train passes though on main from the East
SNI	Inbound transfer from SN/WP	7:10 A	All cars dropped in Orchard. Pull "Hot West" Δ cars ASAP for VSC, balance to class tracks.
EPU	Eastbound Pick-up	7:20 A	Outbound "Long Easts" \square block is pre-set in A/D tracks. EPU will set out local cars on same track
VSC	Valley "Super C" expedited freight (WB)	7:25 A	Sets out local cars, picks up "Hot West" Δ cars from A/D track. Note train length restriction on outbound. Outbound block should be set up as below:
			Trailer-on-flats

For local trains, a detailed blocking chart is provided for the yard crews

Chico Local

Caboose	Chico Team	Chico Flooring	Coach Track	ATSF Freight House	Sand Spot	Engines
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Hostler Instructions

A separate document (not shown here) shows pre-consisted units for each train and is formatted to look like hand-written chalk lettering on a chalkboard. The Hostler also operates some transfer runs.

Time	SYM	Name	Needed
9:15 AM	KGT	Kingsley Turn	Provide WB power (2 units), couple to consist in A/D tracks.
9:25 AM	LML	Los Molinos Local	Take returning power to ready tracks for service.
9:50 AM	SPO	SP Outbound transfer	Provide EB power (2 units), couple to consist built by yard crew, run train to Stockton (Valley staging)

Tower Operator

The Tower Operator in Chico also has a detailed list of scheduled trains, along with indications of which direction they are headed and their destination.

SYM	Train name	Approx Yard Time	Direction	Notes
LML	Los Molinos Local	7:00 A	→	Originates in Orchard, leaves Westbound.
SPC	SP Coal Extra	7:00 A	SP →	Passes through on main from SP staging
SNI	Inbound transfer from SN/WP	7:10 A	← SN →	From SN/WP (loop) staging, sets out cars in A/D, returns cab light.
EPU	Eastbound "Pick-up"	7:20 A	←	From West, swaps blocks in A/D, departs Eastbound to Valley Staging
VSC	Valley " <i>Super C</i> " expedited freight (WB)	7:25 A	→	From Valley Staging, swaps blocks in A/D, departs Westbound

Dispatcher's List of Road Trains

The Dispatcher's documentation shows the schedule train times, as well as an indication of the work each train must perform and any special notes about access (some industries may only be worked from a specific main or siding). The form the Dispatcher uses is formatted in Landscape mode, I've compressed things a bit to fit in portrait mode). There is space to write in lead engine number and conductor's name.

Times in **reverse type** are firm schedules for *expedited* trains, others are approximate.

RR Time	Eng #: Conductor:	E ◀ ▶ W SYM	Train name and description
6:50 A	Eng #: Conductor:	◀ EPU	Eastbound "Pick-up" Originates in McCloud staging Runs EB to Redding, must be on Main to work yard tracks – block swap Runs EB to Los Molinos, works either Main for block swap at east end Runs EB to Orchard yard for Block Swap, terminates in Valley Staging
7:00 A	Eng #: Conductor:	◀ SPC ▶	Southern Pacific Coal Extra Originates in SP staging tracks East of Orchard Runs EB to Los Molinos, must be on North Main for access to Kingsley branch Runs to Kingsley, swaps loads for empties at Cal Port Runs EB Kingsley > Los Molinos > Orchard > SP (Valley) Staging
7:00 A	Eng #: Conductor:	◀ LML ▶	Los Molinos Local Originates in Orchard Yard Runs WB to Los Molinos, works South Main first Runs to WB to Red Bluff, works spur off siding Returns EB to Los Molinos, will have work on both Mains Runs EB and terminates in Orchard Yard
7:25 A	Eng #: Conductor:	VSC ▶	Valley "Super C" expedited freight <i>Highest priority train on district</i> Originates in Valley Staging, runs WB for block swap in Orchard Runs WB with no other work, terminates in McCloud