



BLET UP WESTERN REGION TRIP REPORT – DEPARTURE CHECK LIST

UPON COMPLETION OF THIS FORM PLEASE FAX IT TO
208-232-5268

Item #	Time	Pre-Departure Checklist										
1	Train ID	Pre-Departure Checklist 1. Finish Previous Tie Ups 2. =ON Check a. System General Orders b. Subdivision General Orders c. Superintendents Notices d. MTO Circular Books (if available) 3. Track Warrants and Bulletins a. Date and Time (within four hours) b. Start and End Destinations c. Engine number and train symbol d. Subdivision numbers for operating e. Compare Track Bulletin numbers with those listed on Warrant f. Verify accuracy of Bulletins 4. Train Consist a. Check TPOB and/or platform tons b. Key train status c. Location of hazardous cars in train d. Proper train make-up (SSI 5 and 5A) 5. Job Briefing with all Crew Members a. Compare Track Warrant numbers b. Track bulletin restrictions c. Heat Level Restrictions d. Train Speed e. Special handling cars in train (High, Wide, Heavy, etc.) f. Health and wellness discussion										
2	Time Called											
3	Time Reported for Duty											
4	Time Finished Previous tie ups											
5	Time Finished checking General Orders – Sys – Sub – Sup – MTO											
6	Time finished checking Track Warrants and Bulletins											
7	Time finished checking train consists											
8	Time finished job briefing with all crew members											
9	Time called for a ride to train											
10	Time departed depot to train											
11	Time on train											
12	Time train departed											
13	Were you rushed by a manager?		Y / N									
14	How many times were you talked to?											
15	Who were the managers that rushed you through your Pre-Departure Check List? <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">NAME</th> <th style="width: 50%;">TITLE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">The below space is provided for notes and observations</p>		NAME	TITLE								
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16	Who were the members of your Crew? <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 20%;">Eng</td> <td> </td> </tr> <tr> <td>Con</td> <td> </td> </tr> <tr> <td>Bkm</td> <td> </td> </tr> <tr> <td>Fit</td> <td> </td> </tr> <tr> <td>Other</td> <td> </td> </tr> </table>	Eng		Con		Bkm		Fit		Other		THIS IS A WRITTEN PROTEST FOR BEING INSTRUCTED TO LEAVE THE ON DUTY POINT PRIOR TO BEING ABLE TO HAVE A PROPER JOB BRIEFING AND ALSO READ AND UNDERSTAND THE NUMEROUS DOCUMENTS NECESSARY TO PERFORMING MY JOB IN A SAFE AND EFFICIENT MANNER. NOT ONLY IS THIS A VIOLATION OF COMPANY RULES, IT COMPROMISES MY PERSONAL SAFETY. I AM COMPLYING WITH INSTRUCTIONS OF THE BELOW MANAGER UNDER PROTEST Crew Signatures
Eng												
Con												
Bkm												
Fit												
Other												
17	(If the manager refuses to sign the protest, print the name of the manager and make note of refusal with an RF beside the name.)	Manager Signatures										