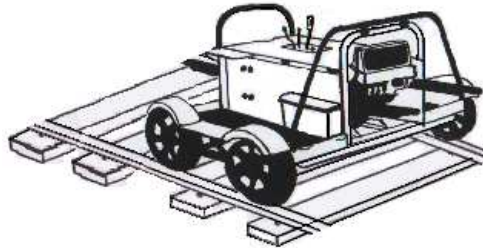


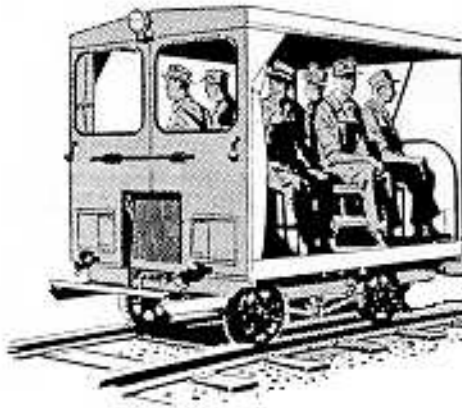
Cotton Valley Rail Trail Club

Mentoring Program

Revised & Effective July 1, 2021



1. Mentoring Procedures
2. Motorcar Mechanical Standards
3. Operator Mentoring Form
4. Motorcar Inspection Form



Cotton Valley Rail Trail Club Inc.

P.O. Box 417

Wolfeboro Falls, NH 03896

Mentoring Procedures

Mentoring of new CVRTC members is necessary to insure every member operating a motorcar on any of our lines are both safe operators for themselves, their passengers, and the other users of the Wolfeboro rail trail as well as motorists at every grade crossing. Mentoring is not just for new members that are also new to the hobby; it is also required for new members even if the new member has years of operating experience and has already been NARCOA mentored. This is due in part to the unique circumstances presented with rail that is shared with a multi-use trail as our Wolfeboro line has.

A CVRTC Approved Mentor will personally oversee the mentoring process and use the CVRTC Mentoring Form Checklist. The CVRTC Approved Mentor should contact the new operator prior to the mentoring excursion and discuss the mentoring process with them.

When the motorcar-mentoring excursion is completed, the CVRTC Approved Mentor will turn the completed and signed CVRTC Mentoring Form Checklist over to the Safety Committee Chair who will scan the form into a PDF document and store it and also email it to the membership secretary so the membership roster can be updated with the mentored member's information.

CVRTC MENTORING FOCUS POINTS

- 1 SAFETY FIRST on any motorcar excursion.
- 2 The CVRTC Approved Mentor will mentor any first time operator (or any operator wanting help) on their first motorcar excursion.
- 3 The CVTRC Approved Mentor will use the CVTRC Mentoring Form Checklist for discussion and performing the mentoring process.
- 4 The mentoring process should continue to help maintain fewer losses and incidents helping to maintain an excellent safety record in our club.

CVRTC APPROVED MENTORS:

CVRTC Approved Mentors consist of current Safety Committee Members, and any additional members approved by the current Safety Committee. The list of all current CVRTC Approved Mentors with contact information can be found on the Safety Page of the CVRTC website;

<http://www.cottonvalley.org/safetypage.htm>

Motorcar Mechanical Standards

BRAKES:

Brakes shall stop all four wheels acting on the wheel surfaces. All brakes shall operate simultaneously from one lever or pedal. The brake lever must hold the car in position. Each car shall be equipped with a device that is capable of keeping the brakes applied when the car is unattended. Brake liners shall be replaced once they have worn into the insulation block.

GLAZING:

Laminated safety glass, tempered safety glass, polycarbonate or acrylic is required for all windows. Severely cracked or shattered glass is not permitted.

FLOORBOARDS:

Adequate floorboards for the operator and passengers shall be conveniently located and securely fastened to the car.

ROTATIONG PARTS:

Exposed moving engine or driveline parts must have proper guards to prevent injury to riders or bystanders.

REVERSE:

All cars must be capable of operating in a reverse direction.

WHEELS:

Worn surfaces on detachable plate wheels are not to be repaired by welding. Wheel thickness on plate wheels shall not be less than 3/32 inch for lightweight cars and 1/8 inch for medium weight cars and 5/32 inch for heavy gang cars. Wheels must not have cracks. Only manufactured wheels are allowed.

TOW HITCHES:

All motorcars must be equipped with securely attached horizontal tow hitches, with a ¾ inch to 1-inch hole, mounted on the front and rear of the car 6 inches to 16 inches above the railhead. The hitch must be constructed of material at least as thick as the member that it is attached to. Eyebolts used as tow hitches must be of ½ inch stock or larger, and must be welded closed or cast. Hitches must be mounted on the centerline of the car.

TOW BARS AND PINS:

A metal tow bar strong enough for pushing or towing must be carried on the car. It must be at least 20 inches long. The ends of the tow bar shall overlap the top and bottom of the hitch. Tow pins must be between ¾ inch and on inch and must have a retainer clip to prevent them from falling out.

COTTER PINS:

All nuts and pins on axles and brake rigging shall be secured by cotter pins that are similar to original equipment installed by the manufacturer. The pins shall be applied in such a manner as to not compromise the insulation properties designed into the motorcar.

FUEL TANKS:

Auxiliary containers must be approved by a recognized testing agency for the purpose of storing and transporting fuel. Auxiliary fuel containers must be secured to the car. Protection against puncture for the main and auxiliary tanks is highly recommended.

LIGHTS:

All motorcars are required to be equipped with an operable white headlight and an operable red taillight, which shall be in use when the car is in motion.

STOPLIGHTS:

All motorcars must be equipped with one or more red stoplights mounted on the rear of the car, which are automatically illuminated upon brake application. Stoplights must be bright enough to be easily visible in the daylight at 300 feet.

FLAGS:

Two bright red or orange flag, 16 inches by 16 inches or larger, must be carried on each car for use in signaling other motorcars and flagging crossings.

AUDIBLE WARNING DEVICE:

On-track equipment must be equipped with an audible warning device. Excessive or unnecessary use of loud horns should be avoided. The use of horns, except as an emergency warning, should be avoided when approaching grade crossings as we are required to yield the right of way to approaching high-way traffic and the use of horns may confuse a motorist.

ADDITIONAL SAFETY EQUIPMENT:

A first aid kit, a fully charged 1A:10B:C fire extinguisher (or larger, but must be rated for class A, B, & C fires) and an operable flashlight or lantern are required to be carried on each motorcar.

TURNTABLES:

Hydraulic turntables, including OEM Fairmont turntables, must be equipped with a positive locking mechanism that will prevent the table from dropping inadvertently. All turntable installations, including electrically operated turntables with positive gear engagement, must be equipped with a functioning audible warning device that notifies the operator if the turntable is not fully retracted. The turntable, when fully retracted, must be a minimum of two and one-half inches above the railheads when the motorcar is sitting on the track.

RAIL SWEEPS:

Rail sweeps, if the motorcar is so equipped, must be in the lowered, or working, position when the motorcar is in motion. The rail sweeps shall be properly adjusted so that they are within close proximity to the rail head when lowered.

INSULATION:

Wheels on all excursion equipment must be electrically insulated such that track circuits are not activated.

CVRTC Operator Mentoring Form

Mentored Operator (Print Name): _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Motorcar Make & Model: _____ **Reporting Marks:** _____

CVRTC Approved Mentor (Print Name): _____

Discussion Checklist

1. CVRTC Mentor should call the member to be mentored and discuss mentoring process.
2. Discuss Set-on/Set-off process and safe motorcar unloading/loading practices.
3. Perform inspection of motorcar with new member/operator.
4. Stress the importance of being attentive during the safety meeting.
5. Explain why safety is such an important issue during a motorcar excursion and this mentoring process.
6. Have a discussion of road crossings, proper flagging, safe distance between motorcars, bridges, curves, etc.
7. Explain to the motorcar operator that they are responsible for their passenger's actions and safety at all times.
8. Review safe conditions and operation of motorcar including Safety Inspection Checklist, safety equipment on a motorcar, use of Brakes, Lights, Horns, Wheel thickness, etc.
9. Review the concept of always being able to stop a motorcar within one half the operators' range of vision.
10. Explain that all passengers must be shown how to stop the motorcar prior to each excursion.
11. Discuss any safety issues that from the mentor's experience are pertinent to motorcar operation.
12. Explain the privilege of operating a motorcar on our state rails as well as other railroads.
13. Explain why operation rules are important due to trip conditions such as weather, track conditions, breakdowns, bridges, etc.
14. Discuss knowledge related to the Wolfeboro, Ossipee, and Silver Lake grade crossings, mile markers, and safety issues. Discuss the additional details of the rail trail on our Wolfeboro line.
15. Make any helpful observations/discussions to the operator during and after the mentoring process.
16. Provide and review applicable documents.

Mentor Notes/Comments: _____

Mentor (Signature): _____ **Date:** _____

Operator (Signature): _____ **Date:** _____

CVRTC Motorcar Inspection Form

Excursion _____ Location _____ Date _____

Operator Name _____ Motorcar Make _____ Motorcar Model _____

Railroad # (if available) _____

Items	Pre-Inspection	Sat	Unsat
On Board			
Charged Fire Extinguisher 2 lb (ABC)			
First Aid Kit			
Two Orange or Red Flags (16" sq)			
CVRTC Safety Rules & Activity Report			
Operable Flashlight			
Compatible Tow Bar with Pins			
Horn or Bell			
Proper Brake Lever Travel			
Front of Car			
Operable Front Headlight			
Secure Front Hitch with 3/4" to 1" Hole			
Safety Glass or Polycarbonate Windshields			
Left Side of Car			
Left Brake Shoe Thickness - Front/Rear			
Brakes Properly Adjusted			
Brake Cotter Pins Installed Properly			
Front Wheel Thickness and Profile			
Rear Wheel Thickness and Profile			
Axle Cotter Pins Installed - Front/Rear			
Rear of Car			
Working Rear Red Tail Light			
Lever or Pedal Actuated Red Stop Light			
Secure Rear Hitch with 3/4" to 1" Hole			
Right Side of Car			
Right Brake Shoe Thickness - Front/Rear			
Brakes Properly Adjusted			
Brake Cotter Pins Installed Properly			
Front Wheel Thickness and Profile			
Rear Wheel Thickness and Profile			
Axle Cotter Pins Installed - Front/Rear			
Turn Table - If Installed			
Table Retracts min. of 2.5" above railhead			
Safety Lock on hydraulic turntables			
Audible Warning Device			
Optional - May not be required			
Mobile Radio			
USFS Approved Spark Arrestor			
Spare fuel secured properly			
Chock or Chain			
Front & Rear Lift Handles			
Safety Vest/Shirt			

I understand that "At all times each operator has the ultimate responsibility for the safe condition of his/her motorcar beyond any of the specifics of the rules and standards". If allowed to operate in this excursion, I must correct any unsatisfactory items indicated in order to participate in future excursions. These safety checks are not designed to be overly restrictive, but are to insure a safe and enjoyable excursion for everyone.

I certify that I have inspected this motorcar and found it to meet all **CVRTC** standards as I have indicated on the Pre-Inspection column of this form and have determined that this motorcar is in a safe condition to operate on this excursion.

Operators Signature

Date

Remarks: