



Cotton Valley Rail Trail Club

Railcar Operating Rules

Effective January 01, 2009 (revised 2015)

**Cotton Valley Rail Trail Club Inc.
PO Box 2220
York Beach ME 03910-2220**

Introduction:

Rules cannot be written to cover every possible situation that may arise in connection with operation. Rules are not a substitute for the common sense and good judgment that must be used in the absence of specific instructions. When in doubt, the safest course must be taken. Safety is the foundation of motorcar enjoyment. The good safety habits of each operator and of his/her passengers ensure the pleasure of all. The carelessness of a single individual can create serious personal injury. Always be prepared for obstructions to railcar operations. The lines pass through wetland areas and are home to many creatures. These creatures use the trail to help negotiate the water filled areas, as we do. Large trees grow along the trail, and they have been known to fall on top of the rails at all times of the year. Hikers and pedestrians are using the trails in ever-increasing numbers. Our continued use of the trails is dependent on a positive and safe experience for the other trail users. All operators shall yield to pedestrians and show courtesy.

HOST RAILROADS

Railroads are a serious transportation business, and their personnel may be unfamiliar with organized recreational motorcar events. In these regards, the railroads will accept us only if we can positively demonstrate a history of mature judgment, behavior above reproach, operational competence, unswerving commitment to safety in all of its aspects, and a willingness to be accountable for our actions. In other words, the railroad must consider us an asset instead of a liability.

RAILROAD RULES

The railroads on which we operate may impose their own operating rules and/or mechanical standards. Where these rules and standards conflict with those in this rule book, the more restrictive rules in terms of the safety of individuals and the protection of property will prevail in all instances, unless mutually agreed upon otherwise. Additionally a railroad may specifically waive a CVRTC rule or rules in the interest of safety on its track.

DEFINITIONS

On-Track Equipment: Includes motor cars, trailers or lorry cars, track maintenance equipment, hand cars, velocipedes and other units equipped for on-track operation.

Operating Railroad: The railroad designated by the New Hampshire Department of Transportation to have the right to manage and operate a State-owned railroad line.

Operator: The person in charge of and qualified to operate on-track equipment.

Crew: All persons other than the operator who will ride in on-track equipment.

Seton Point: Authorized point for setting railcars and on-track equipment on the tracks.

Restricted Speed: MAXIMUM SPEED NOT TO EXCEED 10 MPH. Operating at a speed that allows a stopping distance within $\frac{1}{2}$ the range of vision short of train, engine, cars, persons, and equipment on the track. Restricted Speed should be also operated during reduced vision due to foul weather, track conditions, or when instructed by a supervisor.

Trailer: Any car, pushcart, lorry car, trailer, or passenger car designed to haul equipment/tools or carry passengers.

Reasonable Distance: Considered by the State of New Hampshire to be a minimum distance of 300 feet when referring to on-track equipment lighting.

I. Minimum Requirements for Equipment

- 1. TOW HITCHES.** 2 tow points, centered front and rear. Hole 1 inch, mounted 6 to 16 inches from railhead, able to accept $\frac{3}{4}$ - 1 inch pin with retainer.
- 2. TOW BAR.** Length to be no shorter than 20 inches.
- 3. BRAKES.** Car unable to be moved when the brake is applied to first notch. Brake shoes should be of sufficient thickness so that they are not worn through the liner to the blocking.
- 4. LIGHTS.** White light to front, Red to rear. Stop light activated when brake applied. All lights shall be displayed at all times. Lights must be of sufficient brightness as to be seen at a reasonable distance (300 feet).
- 5. WHEELS.** Flange thickness to be no less than $\frac{1}{8}$ " on light/medium cars, $\frac{3}{32}$ on cars with 14" wheels, $\frac{5}{32}$ " on heavy cars.
- 6. FUEL TANK.** Red in color for gasoline, green for diesel, not to extend beyond rear of supporting frame. Strongly recommended that tank be protected by a tank guard.
- 7. 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 motorists.
- 8. WINDOWS.** Laminated safety glass or Lexan. No cracked or broken glass.
- 9. FLOORBOARDS.** Adequate floorboards for operator and passengers shall be conveniently located and securely fastened to the car.
- 10. ROTATING PARTS.** Exposed moving engine, gear or drive line parts must have proper guards to prevent injury to riders or bystanders.
- 11. FLAGS.** 2 flags, orange or red in color, 16 inch x 16 inches in size.
- 12. FIRE EXTINGUISHER.** Fully charged 1A: 10 B:C Fire Extinguisher or larger, but must be rated for Class A, B, and C Fires
- 13. CLOTHING / SAFETY GEAR.** Long trousers, with ankle length boots, work gloves, and reflective safety vest/belt. Sneakers, tennis shoes, and open toed footwear are not acceptable.
- 14. GOVERNING RULES.** All motorcars shall have an approved copy of the rules established by the CVRTC Safety Committee.
- 15. HOMEBUILT / EXTENSIVELY MODIFIED CARS.** All cars that are homebuilt, or have extensive modifications, shall adhere to the CVRTC minimum requirements, as well as those set forth in the "NARCOA Custom-Built & Highly-Modified Motorcar Guidelines" handbook.
- 16. FIRST AID KIT:** Bandages, splints. Boating/RV/Car kits are sufficient.

II. Recommended Equipment

- 1. GEAR.** Hard Hat; Foul Weather Gear; Gloves and eye protection
- 2. TOOL KIT.** Spark plug wrench, fuses, bulbs, oil, water, grease gun, wipes, chain and lock to secure car to rail etc.
- 3. OTHER.** Flashlight, radio/cell phone, pencil, paper, handsaw/chainsaw

III. RAILCAR OPERATING RULES

1. SETON POINT. The only authorized point for setting railcars on the tracks;

- Cotton Valley Line

Between Wolfeboro and Rt. 16 will be at the location known as Fernald Station.

- Ossipee Line

Between Rt. 28 and Rt. 16 will be at the location known as Mountainview Station.

Setting on at any other location is prohibited without the express permission of the state of NH Trails Bureau or an abutting landowner.

2. SPEED LIMIT. All railcar operations will be conducted at RESTRICTED SPEED and at no time to exceed 10 MPH. Restricted speed is that speed which will allow the railcar operator to stop $\frac{1}{2}$ the distance to ANY obstruction. On the Cotton Valley Line the speed limit East of Fernald Station is 10 MPH. The speed limit West of Fernald is 10 MPH and 5 MPH on the Causeways. The Ossipee Line is 10 MPH.

3. GRADE CROSSINGS. Operators will bring their equipment to a complete stop at all grade crossings. Operators will cross a public grade crossing only after protecting the crossing with at least one flag person equipped with a safety flag and wearing a safety vest. If a single railcar is operated with only one person present, the railcar will be brought to a complete stop; the operator will walk into the crossing to determine if it is safe to cross, then push the railcar across. If the equipment is too large to push, then the equipment will be equipped with amber flashing warning lights. Once the operator has determined it is safe to cross, the warning lights will be activated prior to crossing and continue to flash until the equipment has crossed and is clear of the crossing.

4. RIGHT OF WAY. Railcars will yield the right-of-way to all other trail users and all vehicles and pedestrians at grade crossings. Railcars leaving Fernald Station on the Cotton Valley Line will yield the right-of-way to all railcars returning to Fernald Station. Unless mutually agreed by the operators involved, the lightest railcar will be setoff for the purpose of passing.

5. HOURS OF OPERATION. Railcar operations are permitted during daylight hours only. Returning railcars will be permitted to return to Fernald or Mountainview Station after darkness if railcar is equipped with a suitable white light facing the direction of travel.

6. SIGN IN. IT IS MANDATORY FOR ALL OPERATORS TO SIGN IN AND SIGN OUT on the "white board" inside the Fernald Engine House. Even if no one has signed out ahead of you, expect a returning railcar at all times.

7. INSPECTION. Before each use, the operator of the on-track equipment must carefully inspect it to make sure that the wheels, axles, and brakes are in proper working order. It is mandatory for all motorcars to fill out an inspection form at least once a year and keep it on file in the Fernald Engine House.

8. ALCOHOL AND DRUGS. Use of Alcohol, illegal drugs, prescription medications, OTC medications or any other substance that may adversely affect safe performance is prohibited.

9. HAULING TRAILERS. Trailers shall not be towed at a speed greater than 10 MPH.

10. PUSHING TRAILERS. Due to the increased hazard of pushing a trailer, pushing speeds shall be limited to 5mph and for the shortest distance possible to a point where the towing vehicle can be placed in front of the other equipment.

11. PASSENGER TRAILERS. All trailers that are to be used to haul passengers, either club members or the general public, shall be equip with 4 wheel brakes and sides of sufficient height as to prevent accidental falls. Trailers equip/built for the purpose of hauling passengers shall have two independent safety chains. Safety chains shall be a minimum of 3/16-inch proof chain with a working load capacity of at least 500 lbs. The chain shall be secured to a frame member or equally firm portion of the motorcar and equipment being towed and shall be so applied as to not create a hazard by hanging down or dragging the ground such as by wrapping excess length of chain around the tow bar. For the purposes of this section, a trailer, not originally designed for passengers, but is being temporarily used to carry a passenger(s), shall be equip with suitable brakes.

III. RAILCAR OPERATING RULES (continued)

12. PASSENGER TRAILER BRAKES. Brakes shall be equipped on such cars so that when activated the brake shoes provide sufficient power to assist in stopping the trailer. Trailer brakes may be activated via a lever operated by a member riding in the trailer, or via an air/electronic braking system that is operated via the towing motor car when the towing cars' brakes are applied.

13. UNATTENDED ON-TRACK EQUIPMENT. When any type of on-track equipment is not continuously attended for an extended amount of time by the person in charge of the equipment, the equipment must be secured to prevent movement. A chain and lock securing the wheel to the rail of the first and/or last car of a group of cars shall be sufficient.

14. FIRST TIME OPERATOR MENTOR. It is mandatory for all new members to be qualified by an authorized CVRTC approved mentor before an operator can operate his or her motorcar. This way the new member will become familiar with CVRTC line operations such as grade crossings, grade crossing flagging, switches, and trackage limits.

15. JUNIOR OPERATOR. Must be 18 years or older to operate a motorcar and 16/17 year olds must be with a Certified/Mentored CVRTC Member.

16. ELECTRONIC DEVICES, POSSESSION OF. All Electronic Devices in personal possession of the Operator of on-track equipment must be turned off while the equipment is in motion, and on-track equipment operators will not make unannounced individual stops for the purpose of manipulating electronic devices. Exception: Two-way radio with CVRTC and/or railroad- channels: intercom systems for the purpose of hearing protection, monitoring the two-way radio, and communication within the on-track equipment; digital watch whose only purpose is as a time piece; prescribed medical equipment; and standalone GPS system for the purpose of speed indication, only if no other accurate speed indicator is present, and only if not manipulated by the Operator while the equipment is in motion. Nothing in this rule prohibits a passenger (other than the operator) from using any electronic device, however, use of such device shall not cause a distraction for the operator.

IV. EMERGENCY CONTACT INFORMATION

Physical Address of Fernald engine house

64 Governor Wentworth Highway
Wolfeboro, NH

Cotton Valley Line

Emergency: 911
Police: 569-1444
Fire: 569-1444

Ossipee Line

Emergency: 911
Police: 539-2284
Fire: 539-2284

NH Fish & Game

539-2284 - Via Carroll County Sheriffs Office

Huggins Hospital - Wolfeboro

240 South Main Street
569-7500

Directions: RT 28, South towards downtown Wolfeboro. At "T" intersection with Rt. 28 / Rt. 109 in Wolfeboro Village, turn left onto Rt. 28 South. ER entrance will be .5 miles on your left.

In the event of an emergency on the Wolfeboro or Ossipee line, be sure to give your last milepost. The Carroll County Sheriffs Office has a map with each milepost location to make rescue easier.

V. EMERGENCY INFORMATION

Involved in an accident/incident?

1. Check to make sure that everyone is OK, and that the scene has been secured to prevent any additional property damage or injury.
2. Dial 911 if Police/Fire/EMS are needed
3. Incidents involving a motor vehicle or ATV MUST require Police to respond.
4. If possible, fill out the field accident/incident report and witness card forms that are in your safety packets.
5. After an accident/incident contact one of the following ASAP:

Bruce Stuart	CVRTC President	603-986-9824
Jesse Mazzie	CVRTC Vice President	978-223-7364
David Kotsonis	Safety Committee Chair	603-828-7133

OR a member of the CVRTC Safety Committee:

Bill Catanesye	207-608-9776
Leroy Tripp	603-866-2718
Dennis Heffernan	781-929-9484
Jesse Mazzie	978-223-7364

VI. RADIOS

1. ALL RADIOS MUST BE FCC PART 95 APPROVED NARROW BAND RADIOS

2. RADIO CHANNEL. The operations channel for radios on CVRTC lines shall be NARCOA Mobile Channel 1

NARCOA is licensed for the frequency of 151.625 MHz. The NARCOA call sign is WPHT745. This frequency is in what is known as the VHF-High Land Mobile Radio (LMR) Service band, and uses a modulation known as narrow band (5 kHz deviation) FM.

151.625 MHz is specifically assigned for itinerant use. That is, stations licensed to this frequency are not restricted to a certain geographical area and the license does not call out specific coordinates for base stations, but mobiles can move about within the United States, depending on the needs of the licensee. Power is restricted to **110 watts**.

NARCOA also has 2 additional radio channels that may be used:

NARCOA Mobile Channel 2: 151.505 MHz

NARCOA Mobile Channel 3: 158.400 MHz

FIELD ACCIDENT - INCIDENT REPORT

Your Name _____
Telephone Work _____ Home/Cell _____

WHEN DID IT HAPPEN

Date _____ Day of Week _____ Time _____ AM/PM

WHERE DID IT HAPPEN

Location Name _____ Milepost/Address _____
Motor Car/Equipment or Vehicles Involved _____

WHAT HAPPENED AND HOW? (Keep Brief)

TO WHOSE PERSON OR PROPERTY

Full name of injured or owner _____
Injured/Owner's Home Address _____
Injured/Owner's Home Telephone _____
Extent of Injury or Damage (if known) _____
Approximate Cost or Value (If known) _____
Hospital or Place Taken _____

Sign _____ Print Name _____ Date _____

***** FILL OUT WITNESS CARD FORM *****
ON NEXT PAGE

WITNESS CARD

TIME _____ DATE _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TEL _____
Home Work Cell

E-Mail Address: _____

WITNESS CARD

TIME _____ DATE _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TEL _____
Home Work Cell

E-Mail Address: _____

WITNESS CARD

TIME _____ DATE _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TEL _____
Home Work Cell

E-Mail Address: _____