



Burnt Hills and Big Flats Railroad Employee Training

DISPATCHER



Dispatcher Duties

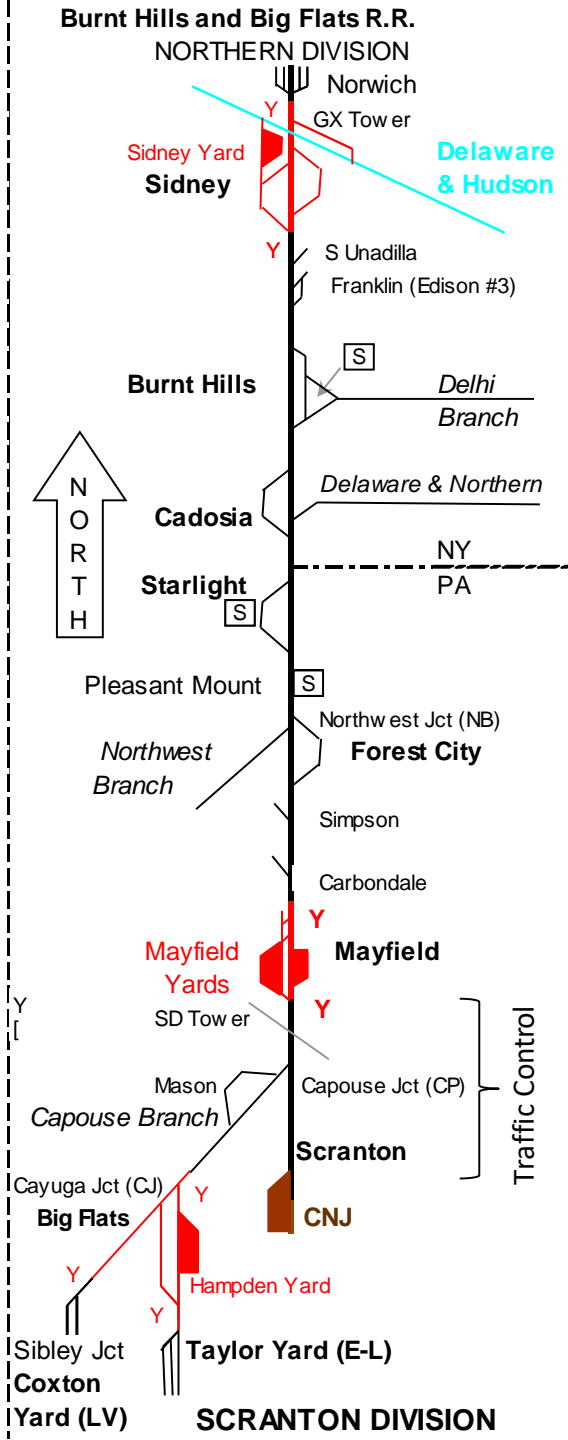
1. Ensure safe movement of trains over the Main Track
2. Promote efficient flow of traffic to allow the railroad to make revenue



<http://santaferailroad.blogspot.com/2010/11/archival-photos-dispatcher.html>

Topics

- Scranton Division Overview
- Scheduled and Routine Extra Trains
- Limitations at Cadosia and Pleasant Mount
- Dispatcher Communications
- Standard Train Orders
- Yard Limits and Branches
- Trainsheet and Train Order Log
- Model Simplifications

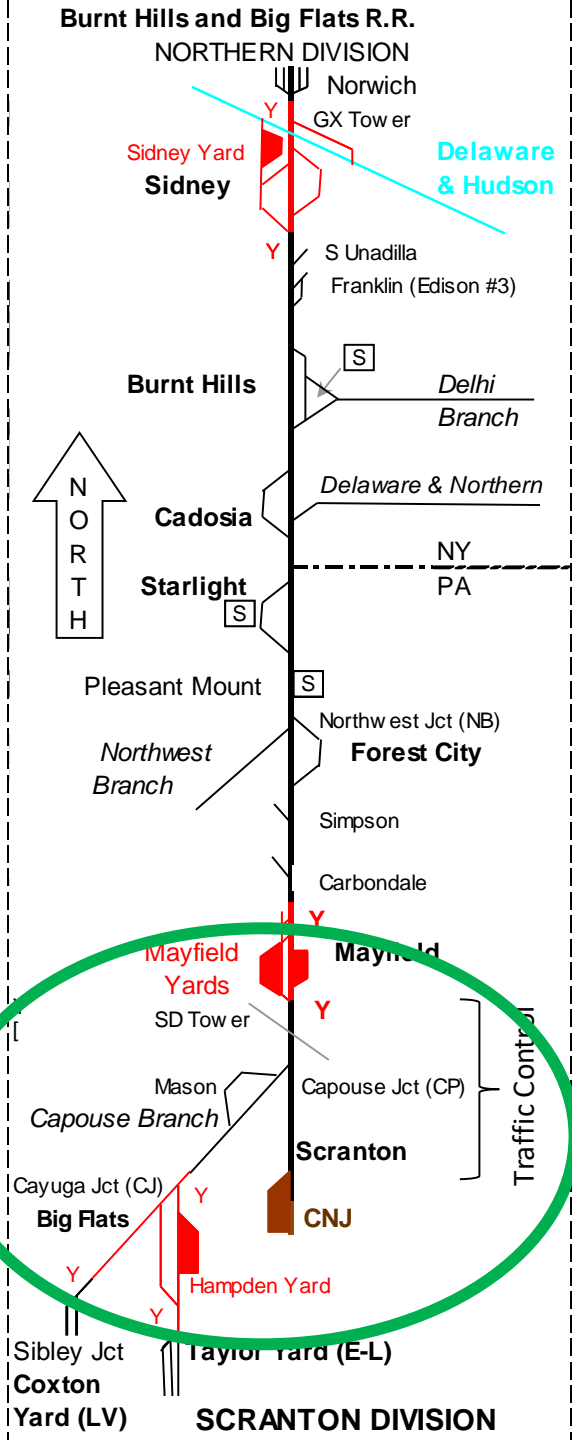


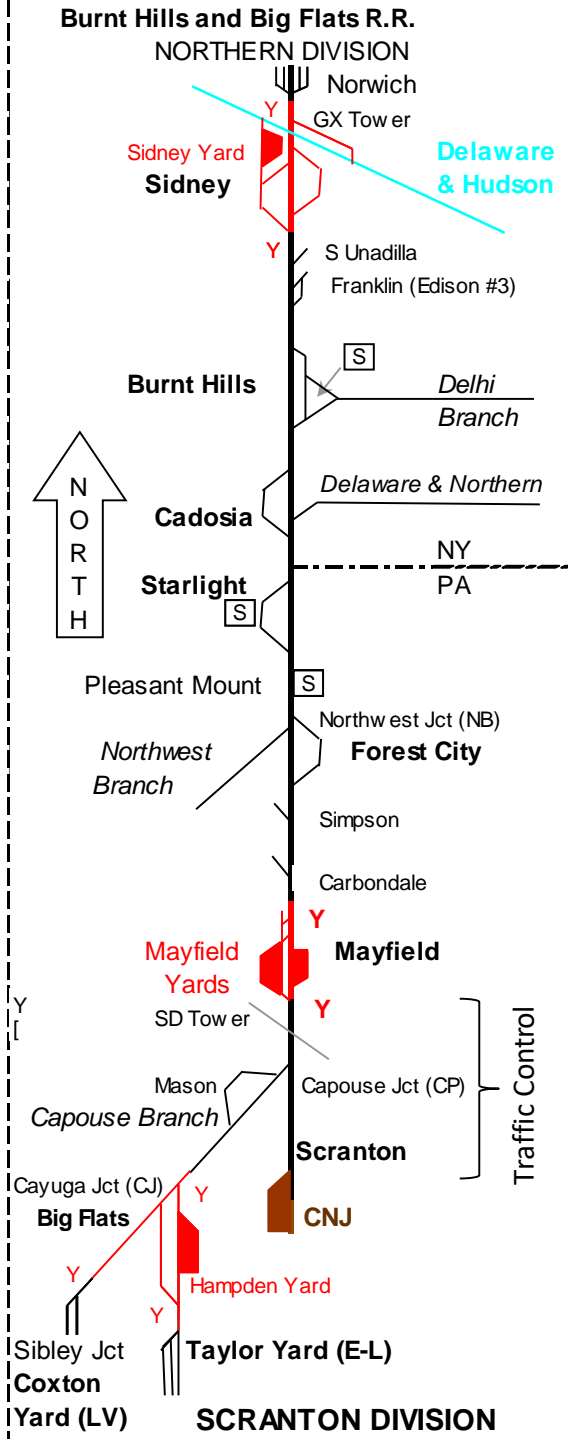
The Main Track

- Northern Division
 - Sidney to Norwich
- Scranton Division
 - Mayfield to Sidney
 - Mayfield to Scranton
 - Capouse Jct to Big Flats

Traffic Control

- Movements south of Mayfield are controlled by Centralized Traffic Control
- See [CTC file](#)
- Dispatcher usually turns over train authority to the CTC Operator to control movements and issue paperwork directly to train crews





Yard Limits

- Mayfield
- Big Flats
- Sidney

Yard Limits are colored in Red on the map. Rule 93 Applies. See:

<http://www.pcrnmra.org/conv2012/handouts/allAboutYardLimits.pdf>

Northern Division

- On the prototype, Sidney NY was a division point, though the division's primary yard was in Norwich, 25 miles to the north
- On the model, Sidney yard limits butt against Norwich Staging
- Scranton dispatcher (for model purposes) will authorize movements into and out of Norwich staging

Train Schedule

- The schedule authorizes movement of trains
- No train orders are required to run schedule
- Safe movement is handled by the train crews
 - Superiority is by Class and/or Direction
- The dispatcher may alter the schedule by issuing train orders if needed for efficiency
 - Train has fallen behind schedule
 - Lower class train has a priority movement

BH&BF Passenger Trains

**14, 15,
16, 17**



- Passenger fan trips Taylor Yard (E-L) to Burnt Hills and return
- 15 minute station stops at Starlight and Pleasant Mount
- Note – there is no siding at Pleasant Mount, train will block main while stopped

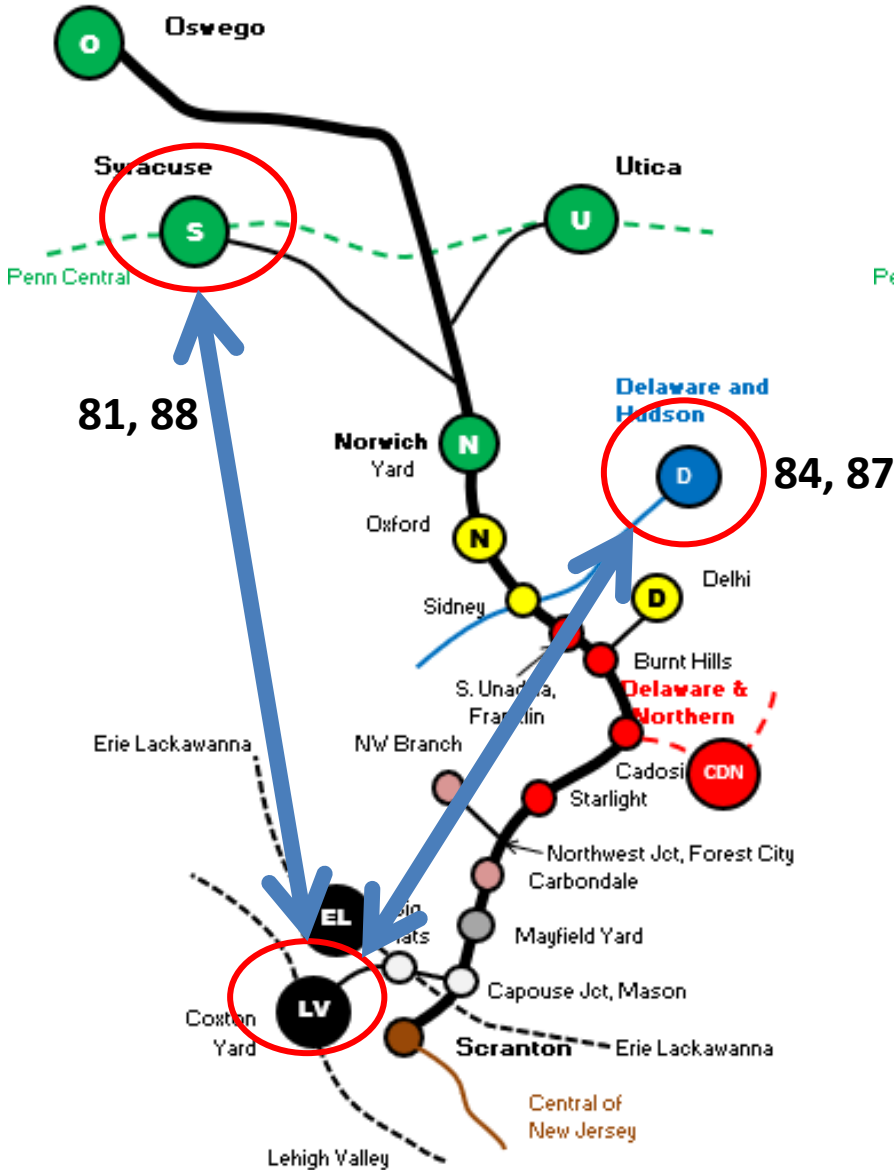
BH&BF First Class Freight Trains



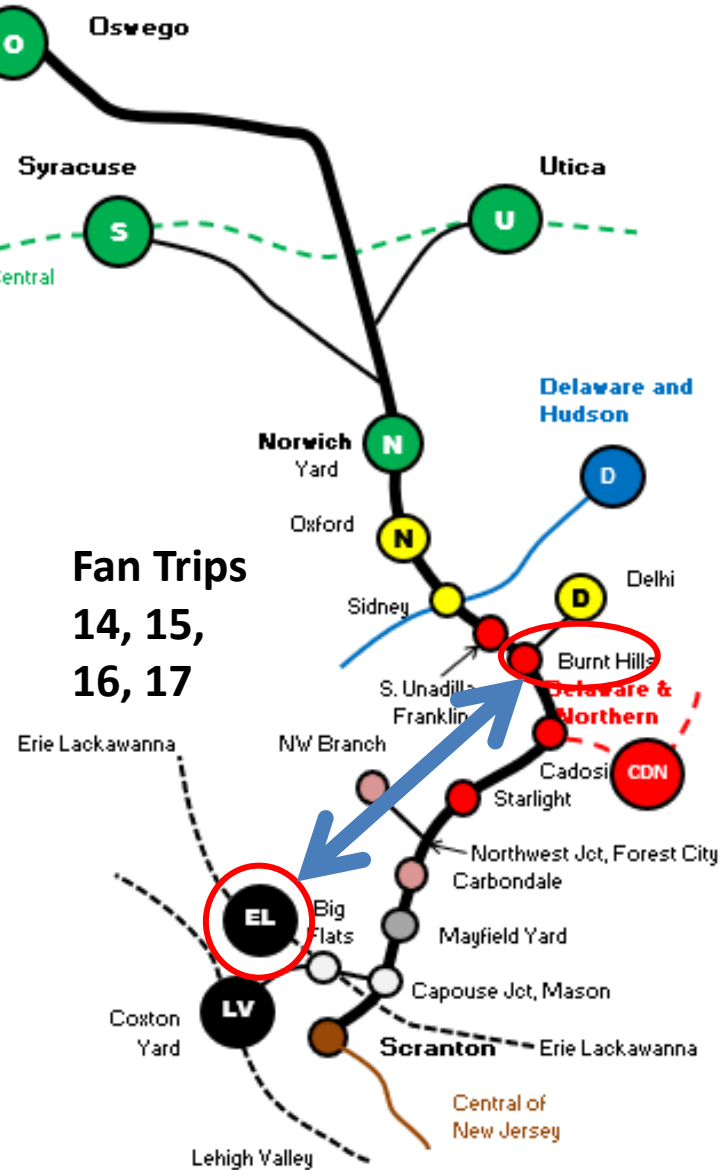
- **84 & 87** (D&H/LV run through)
 - Between Coxtan Yard (LV) & Sidney (D&H)
 - Reverse direction in Sidney
 - Yard service in Mayfield
 - Provides Washington DC to Portland ME service
- **81 & 88** (LV run through)
 - Between Coxtan Yard (LV) & Syracuse
 - Yard service in Mayfield

BH&BF First Class Trains

Burnt Hills and Big Flats System Map



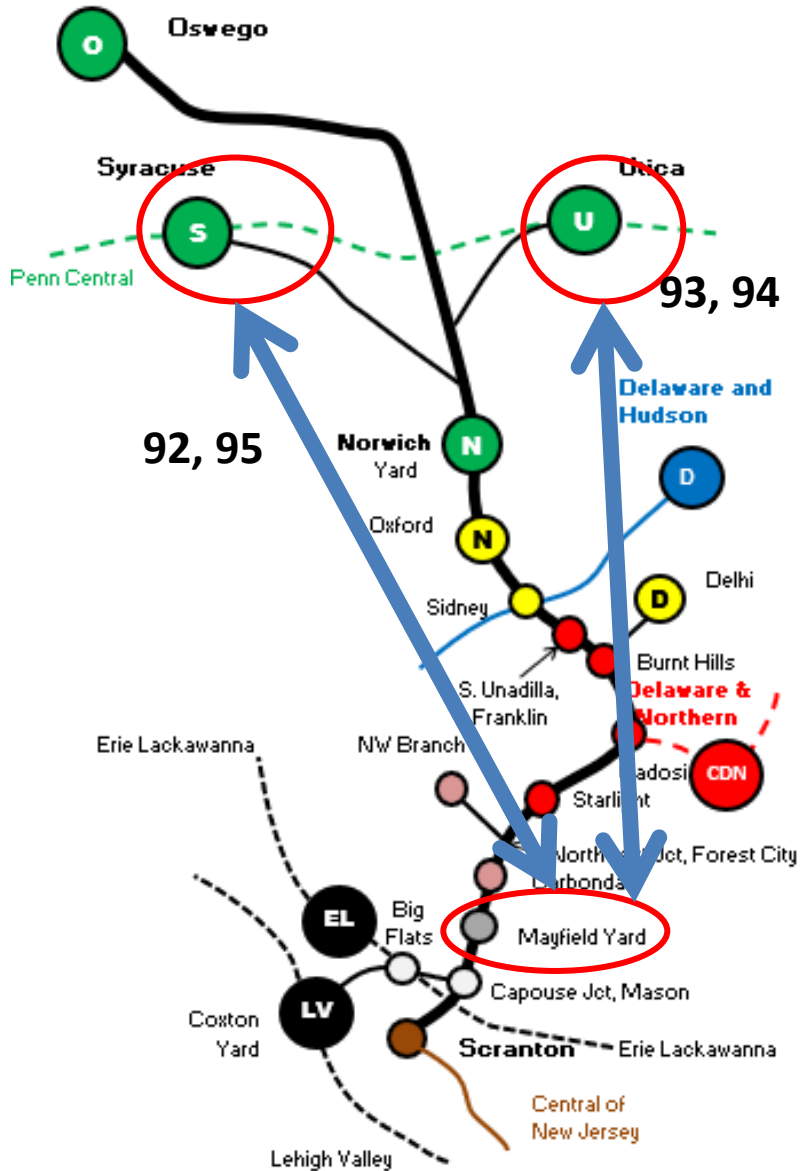
Burnt Hills and Big Flats System Map



Fan Trips
14, 15,
16, 17

BH&BF Second Class Trains

Burnt Hills and Big Flats System Map



- **92 & 95**
 - Between Mayfield and Syracuse
 - Yard service at Norwich
- **93 & 94**
 - Between Mayfield and Utica
 - Yard service at Norwich

BH&BF Train Schedule

Burnt Hills and Big Flats																
SOUTHWARD							Scranton Division			NORTHWARD						
Siding Length	SECOND CLASS		FIRST CLASS				Timetable No. 14	Milepost	FIRST CLASS				SECOND CLASS			
	<u>95</u>	<u>93</u>	<u>81</u>	<u>87</u>	<u>15</u>	<u>17</u>			<u>14</u>	<u>16</u>	<u>84</u>	<u>88</u>	<u>94</u>	<u>92</u>		
Cars	DAILY	DAILY	DAILY	DAILY	DAILY	DAILY	STATIONS			DAILY	DAILY	DAILY	DAILY	DAILY	DAILY	
15	9:30	11:00	7:05	12:01	--	--	DN-R	Sidney / GX	YL	94.7	--	--	A 4:35	3:45	2:50	11:50
	PM	AM	AM	AM	--	--		South Unadilla		91.7	--	--	AM	PM	PM	PM
					PM	PM		Franklin		83.8	PM	PM				
20	9:36	11:06	7:11	12:07	1:30	5:00	DN	Burnt Hills		73.5	A 1:04	A 4:19	4:29	3:39	2:44	11:44
12	9:38	11:08	7:13	12:09	1:32	5:02	DN	Cadosia		54.0	1:02	4:17	4:27	3:37	2:42	11:42
20	9:40	11:10	7:15	12:11	1:49	5:19	D	Starlight		48.0	1:00	4:15	4:25	3:35	2:40	11:40
					2:06	5:36		Pleasant Mount		33.7	12:43	3:58				P
20	9:43	11:13	7:18	12:14	2:07	5:37	DN	Forest City / NW Jct / NB		20.3	12:27	3:42	4:22	3:32	2:37	11:37
	PM	AM	AM	AM	PM	PM		Carbondale		16.9	PM	PM	AM	PM	PM	PM
16	A 9:50	A 11:20	7:45	12:41	2:14	5:44	DN-R	Mayfield / SD	YL	14.5	12:20	3:35	4:15	3:25	2:30	11:30
	PM	AM	AM	AM	PM	PM		Mason		5.7	PM	PM	AM	PM	PM	PM
	--	--	7:47	12:43	2:16	5:46	DN	Capouse Jct		5.3	12:18	3:33	3:53	3:03	--	--
12	--	--	--	--	--	--		Scranton		0.0	--	--	--	--	--	--

SOUTHWARD							Capouse Branch			NORTHWARD						
Siding Length	SECOND CLASS		FIRST CLASS				Timetable No. 14	Milepost	FIRST CLASS				SECOND CLASS			
			<u>81</u>	<u>87</u>	<u>15</u>	<u>17</u>			<u>14</u>	<u>16</u>	<u>84</u>	<u>88</u>				
Cars			DAILY	DAILY	DAILY	DAILY	STATIONS			DAILY	DAILY	DAILY	DAILY			
			7:47	12:43	2:16	5:46	DN	Capouse Jct / CP		19.6	12:18	3:33	3:53	3:03		
			AM	AM	PM	PM	DN-R	Cayuga Jct / CJ		11.3	PM	PM	AM	PM		
12			--	--	A 2:19	A 5:49		Big Flats	YL	11.2	12:15	3:30	--	--		
			A 7:50	A 12:46	--	--		Sibley Jct		7.8	--	--	3:50	3:00		

Northward trains are superior to Southward trains of the same class. Trains 14, 15, 16, 17 use the siding in Starlight and Burnt Hills

All times are Departure times with exception of those marked "A" (Arrival)

YL= Yard Limit

R = Register Station

D = Day

N = Night

P = Passenger Station

Y = Turning Wye

TF = Turning Facility



Schedule Notes

- Covers Scranton to Sidney, and the Capouse Branch
- Right (north) side read up from bottom
- “A” before time is arrival, “D” is departure

		SOUTHWARD						Burnt Hills and Big Flats Scranton Division		NORTHWARD					
Siding Length	SECOND CLASS	FIRST CLASS				Timetable No. 14		Milepost	FIRST CLASS				SECOND CLASS		
	95	93	81	87	15	17	14		16	84	88	94	92		
Cars	DAILY	DAILY	DAILY	DAILY	DAILY	DAILY	STATIONS	DAILY	DAILY	DAILY	DAILY	DAILY	DAILY		
15	9:30 PM	11:00 AM	7:05 AM	12:01 AM	--	--	DN-R Sidney / GX	YL 94.7	--	--	A 4:35	3:45	2:50	11:50	
							South Unadilla	91.7	--	--	AM	PM	PM	PM	
					PM	PM	Franklin	83.8	PM	PM					
20	9:36	11:06	7:11	12:07	1:30	5:00	DN Burnt Hills	73.5	A 1:04	A 4:19	4:29	3:39	2:44	11:44	
12	9:38	11:08	7:13	12:09	1:32	5:02	DN Cadosia	54.0	1:02	4:17	4:27	3:37	2:42	11:42	
20	9:40	11:10	7:15	12:11	1:49	5:19	D Starlight	48.0	1:00	4:15	4:25	3:35	2:40	11:40	
					2:06	5:36	Pleasant Mount	33.7	12:43	3:58				P	
20	9:43	11:13	7:18	12:14	2:07	5:37	DN Forest City / NW Jct / NB	20.3	12:27	3:42	4:22	3:32	2:37	11:37	
					PM	PM	Carbondale	16.9	PM	PM	AM	PM	PM	PM	
16	A 9:50	A 11:20	7:45	12:41	2:14	5:44	DN-R Mayfield / SD	YL 14.5	12:20	3:35	4:15	3:25	2:30	11:30	
					PM	PM	Mason	5.7	PM	PM	AM	PM	PM	PM	
	--	--	7:47	12:43	2:16	5:46	DN Capouse Jct	5.3	12:18	3:33	3:53	3:03	--	--	
12	--	--	--	--	--	--	Scranton	0.0	--	--	--	--	--	--	

		SOUTHWARD				Capouse Branch		NORTHWARD						
Siding Length	SECOND CLASS	FIRST CLASS				Timetable No. 14		Milepost	FIRST CLASS				SECOND CLASS	
		81	87	15	17	14	16		84	88				
Cars		DAILY	DAILY	DAILY	DAILY	STATIONS	DAILY	DAILY	DAILY	DAILY				
			7:47	12:43	2:16	5:46	DN Capouse Jct / CP	19.6	12:18	3:33	3:53	3:03		
			AM	AM	PM	PM	DN-R Cayuga Jct / CJ	11.3	PM	PM	AM	PM		
12		--	--	A 2:19	A 5:49	Big Flats	YL 11.2	12:15	3:30	--	--			
		A 7:50	A 12:46	--	--	Sibley Jct	7.8	--	--	3:50	3:00			

Northward trains are superior to Southward trains of the same class. Trains 14, 15, 16, 17 use the siding in Starlight and Burnt Hills

All times are Departure times with exception of those marked (Arrival)

YL= Yard Limit
R= Register Station
D= Day
N= Night

P = Passenger Station
Y = Turning Wye
TF = Turning Facility

- Left column shows car length of sidings
- Middle column left: Operator (D = day, N = night); R = Register station
- Middle column right: YL = Yard Limit
- Right column: P = Passenger Station, Y = wye, TF = Turning Facility



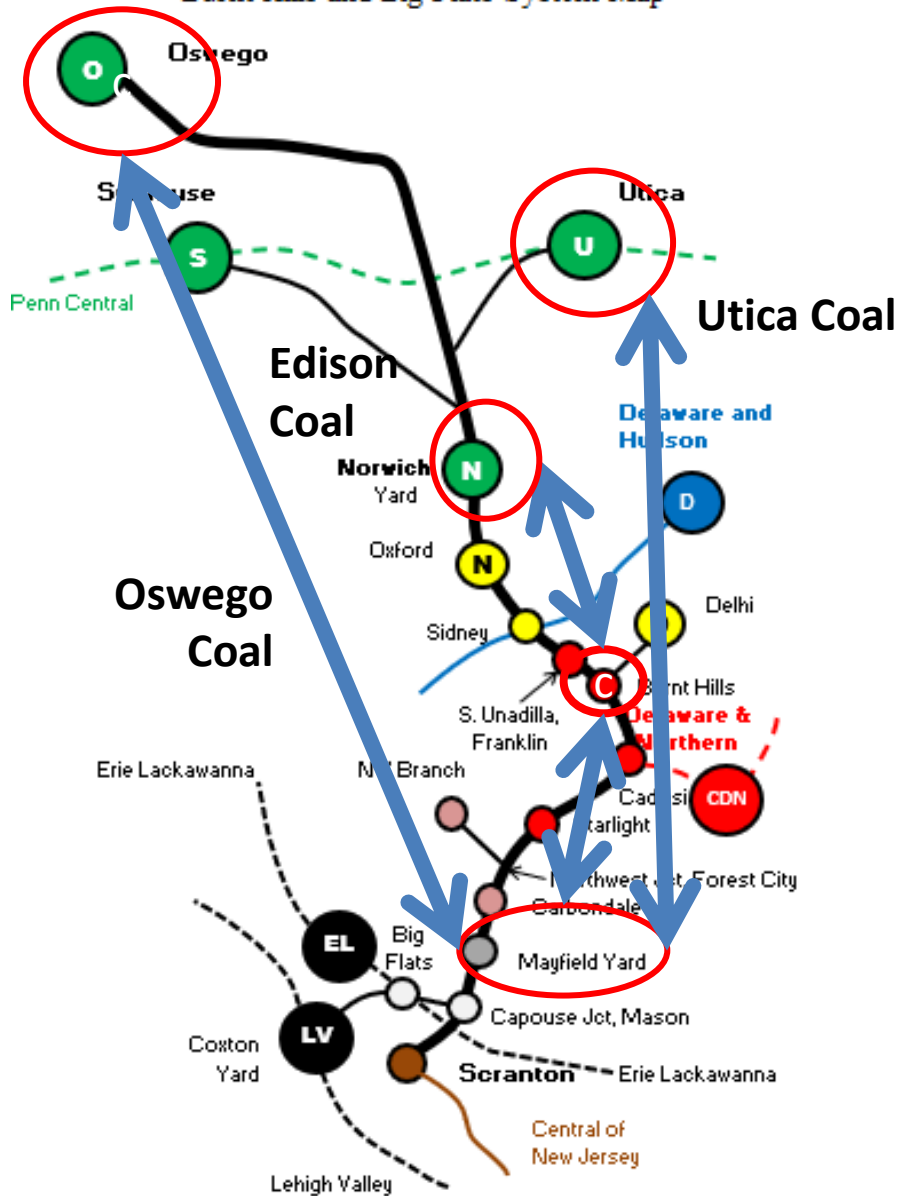
Extra Trains – Coal and Transfers

- **Coal Trains** – three each direction
- **Norwich/Mayfield Transfers** – two each direction with block setout and pickup at Sidney, one drag direct to and from Norwich
- **D&H/Mayfield Transfers** – three each direction
- **LV/Mayfield Transfers** – four each direction
- **E-L/Mayfield Transfers** – four each direction



BH&BF Coal Trains

Burnt Hills and Big Flats System Map



Oswego Coal

Mayfield – Norwich - Oswego

Utica Coal

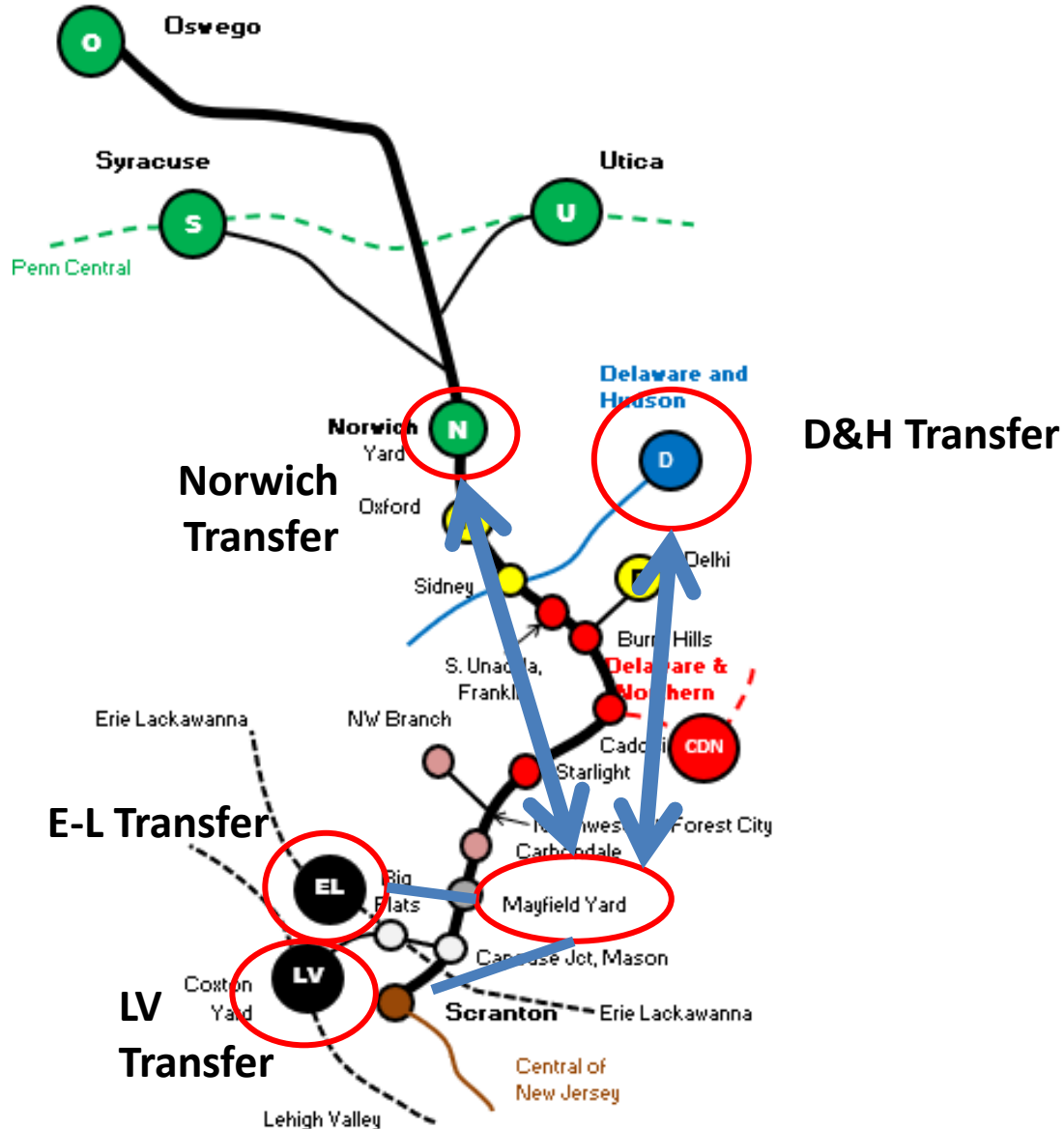
Mayfield – Norwich - Utica

Edison Coal

Mayfield – Franklin - Norwich

BH&BF Transfers (Extra Trains)

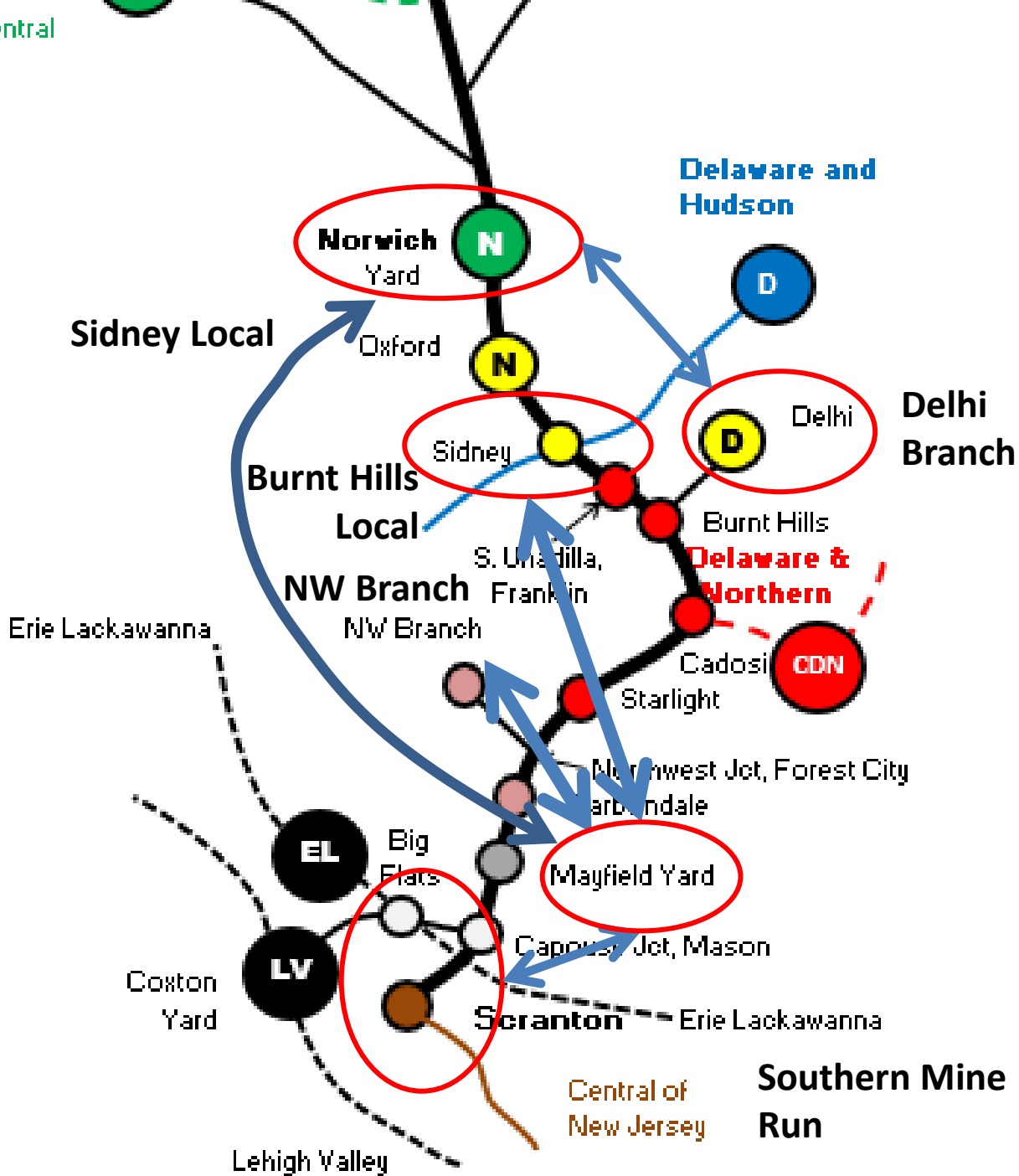
Burnt Hills and Big Flats System Map



Extra Trains - Locals

- **Southern Mine Run** – shuttles between Mayfield, Scranton, and Big Flats as needed
- **Northwest Mine Run** – two or three round trips Mayfield to Northwest Branch and return, servicing Simpson Coal and Carbondale during return leg.
- **Burnt Hills Local** – two or three round trips Mayfield to Sidney and return, servicing Starlight, Cadosia, Burnt Hills, Franklin and S. Unadilla
- **Sidney Local** – Norwich to Mayfield and return. Switches Sidney industries.
- **Delhi Branch** – Norwich to Delhi and return

Locals



Dispatcher Information

- Dispatcher receives a table with notes on the expected sequence of trains to be run

Call Time	Train Description	Train Name	Origination	Destination	NOTES
3:00 AM	Mayfield Drag	Extra 34 South	Norwich 5	Mayfield	Norwich to Mayfield Drag
3:00 AM	LV Coal	Extra LV 283 North	LV (Big Flats)	Mayfield	Incoming Coal Loads from LV, outgoing freight to LV
	LV Transfer	Extra LV 292 South	Mayfield	Sibley Main	
3:10 AM	Delhi Branch	Extra DH 404 North	Delhi	Norwich 5	Uses Burnt Hills Wye and Siding. Services Sidney Yard.
3:15 AM	D&H Transfer	Extra DH 611 South	D&H (Sidney)	Mayfield	Runaround in Sidney
3:35 AM	Mine Run	Extra DH 4309 South	Mayfield	Big Flats or Scranton	Runs as many times as needed to Scranton and Big Flats and return
	Mine Run	<i>Extra DH4308 North</i>	Big Flats or Scranton	Mayfield	
3:50 AM	NE-84 LV to D&H	No. 84	LV (Big Flats)	D&H (Sidney)	1st Class - Runaround in Sidney. Drop and Pickup in Mayfield
4:40 AM	Norwich Transfer	Extra 5 North	Mayfield	Norwich 5	Services Sidney Yard
4:50 AM	Mayfield Transfer	Extra EL 2555 South	Norwich 4	Mayfield	Services Sidney Yard
5:00 AM	BH Local North	Extra 32 North	Mayfield	Sidney	Services Starlight, Cadosia and Burnt Hills then ties up in Sidney Yard
6:15 AM	Utica Coal	Extra 7 South	Norwich 4	Mayfield	Empties from Utica to Mayfield
6:30 AM	EL Coal	Extra EL 6351 North	EL (Big Flats)	Mayfield	Incoming Coal Loads from EL, outgoing freight to EL
	EL Transfer	Extra EL 6351 South	Mayfield	EL (Big Flats)	
7:00 AM	SL-81	No. 81	Norwich 3	Sibley Main	1st Class - Mayfield drop & pickup

Station Notes

- Cadossia – siding modified to hold 12 cars. Can be cramped when the local is switching there
- Pleasant Mount has no siding, but trains 14, 15, 16, 17 do stop there, blocking the main
- NW Branch will be switching trailing point sidings at Simpson Coal and Carbondale southward. Also, usually returns to Main Yard rather than Coal Yard.

Dispatcher Communications

- FORMAL – Train orders to the train crews via operators, authorizing movement of trains
- INFORMAL:
 - Clearance Form A's
 - O.S. reports from operators
 - Information to and from operators
 - Information to and from yardmasters

FORMS

- Form 31 – Train crew must STOP and SIGN for the order
- Form 19 – Train crew can pick it up “on the fly” – BH&BF uses this form
- Think of “Form 19” as the stationery that the order is written on
- There are then “Letter” forms that dictate how the order is worded
- We will next cover the “Letter” forms

Form G Train Order

- This train order authorizes Extra trains
- Example for northward coal train follows:
- Order addressed to the conductor and engineer (C&E) of the **engine** at Mayfield since the extra does not yet exist
- The expected Form G's have been pre-printed

Engine 27 Run Extra Mayfield to Norwich

Trains in Opposing Directions

- The Dispatcher does not need to provide protection for scheduled trains against extras
- The Dispatcher **MUST** provide protection for opposing extras:
 - Hold the Form G until opposing train terminates
 - A “Meet Order”
 - A “Right Over Order”

Extra 27 North Scenario 1

- The dispatcher is ready to give the Form G to the engine 27, but notes that No. 17 is running southward from Burnt Hills. Are any additional orders needed?

No!

- Extra 27 North must study the schedule and determine their meeting location with Scheduled Train No. 17

Extra 27 North Scenario 2

- The dispatcher is ready to give the Form G to the engine 27, but notes that Extra 20 South is authorized to run southward from Sidney. Are any additional orders needed?

Yes!

- Form S-A example (addressed to both trains):

Extra 20 South take siding and meet

Extra 27 North at Starlight

“S” implies single track

Extra 27 North Scenario 2

- Modified Form G example:

***After Extra 20 South has arrived at
Mayfield, Eng 27 run extra Mayfield to
Norwich***

- Form S-C example to do same thing:

***Extra 20 South has right over
Extra 27 North Sidney to Mayfield***

Meet Orders

- To date, no more than two meet or right over orders have been needed per session
- The locals are sequenced to stay out of each other's way
- The scheduled trains don't need meet orders
- Yard Limits at Sidney and Big Flats also reduce need for orders
- Must plan ahead and provide orders at least one station prior to meeting location

Extras in the Same Direction

- The Dispatcher has **NO** safety responsibilities for trains going the same direction
- If a train is stopped, it sends out a flagman to protect the rear of the train
- The stopped train does not have to allow a following extra train to pass it
- The Dispatcher **MAY** order a train to allow another to pass it for efficiency purposes using a Form B

Extra 27 North Scenario 3

- The dispatcher is ready to give the Form G to the engine 27, but notes that Extra 32 North is switching in Burnt Hills. Are any additional orders needed?

No, these two extras are running in the same direction. Extra 32 North should have a flagman at the south end of Burnt Hills

Extra 27 North Scenario 3

- If the dispatcher wants to ensure the coal extra is not delayed by the local switching in Burnt Hills, the Dispatcher may either:

Unofficially advise the Burnt Hills operator to tell the local to clear up

- Or issue a Form B order to both trains:

Extra 27 North pass Extra 32 North at Burnt Hills

Yard Limits – Big Flats

- There are Yard Limits at Big Flats
- When the Big Flats Mine Run is switching in Big Flats, then Extras and Scheduled Trains meet or pass the engine under Rule 93, no train orders needed.
- Non-First Class Trains run at Restricted Speed within yard
- See <http://www.pcrnmra.org/conv2012/handouts/allAboutYardLimits.pdf>

Yard Limits – Mayfield

- Per Rule 93, First Class Trains are not to be obstructed
- Other Train Crews do contact Mayfield Yardmaster for directions
- Other Trains and Engines operate at restricted speed
- There are no through train movements through Mayfield other than First Class Trains

Yard Limits – Sidney

- Yard Limits at Sidney allow multiple trains to operate within the area without dispatcher attention
- The Burnt Hills Local ends its run switching in Sidney. Once it arrives at Sidney, and prior to receiving the run extra order for Sidney to Mayfield, their switching does not have to be protected by the dispatcher since it is no longer a “train”.

Branches

- There are no train order stations at Scranton, Delhi, or on the Northwest Branch
- Form G orders to Scranton must include ***“and return to Capouse Junction”***
- Form G orders to Northwest Branch must include ***“and return to Northwest Junction”***
- Form G orders to Delhi should include ***“and return to Burnt Hills”***
- The pre-printed Form G’s cover these requirements

Branches

- Often the Northwest Mine Run will be ready to depart Mayfield, and there is a southward extra on the main north of Carbondale
- If the dispatcher wants the NW Mine Run to run Mayfield to Carbondale prior to arrival of the southward extra in Mayfield, send a “right over” Form S-C order:

***Extra 34 North has right over Extra 27 South
Mayfield to Carbondale***

Branches

- If extra 34 North enters the Northwest Branch prior to arrival of the southward extra (the dispatcher will know this from the OS report), the southward extra should be notified using a Form V:

Extra 34 North has passed Carbondale

- The same situation could arise with Scranton and Delhi, but has not happened yet

Changing Orders

- An order may be modified ONCE using a Form P order:

Extra 27 North take siding and meet Extra 7 South at Starlight instead of Burnt Hills

- An order may be cancelled (annulled) using a Form L order:

Order No 2 is annulled

Basic Order Overview

A BH&BF operating session may be successfully completed with just these types of orders:

- ***Eng 27 Run Extra Mayfield to Norwich***
- ***Extra 32 North take siding and meet Extra 35 South at Burnt Hills***
- ***Extra 32 North has right over Extra 35 South Mayfield to Burnt Hills***
- ***Order No 11 is Annulled***

Basic Order Forms

A. Meet: No. _____ take siding and meet No. _____ at _____

B. Pass: No. _____ pass No. _____ at _____

C. Right Over No. _____ has right over No. _____ to _____ (*locations*)

E. Time: No. _____ run _____ mins late _____ to _____ (*locations*)

No. _____ wait at _____ until _____ (*time*)

No. _____ wait at _____ for No. _____

G. Extra: Eng. _____ run extra _____ to _____

L. Annul Order No. _____ is annulled

P. Supersede _____ instead of _____

(A train order should only be superseded once. After that, annul it)

V. Register No. _____ has passed _____ (*location*)

What if a Scheduled Train is Delayed?

- All scheduled trains have run on schedule to date
- If the dispatcher does want to advance an opposing train over the scheduled train, the dispatcher may use a Meet or Right Over order
- Also, the dispatcher may use a form S-E:
No 87 run 45 minutes late Sidney to Mayfield

Keeping Track of Trains and Orders

- Currently, we use a spreadsheet to track train orders, versus a hard bound book
- A paper train sheet is used to track the clearances and progress of trains, based upon OS reports
- Purpose is to keep track of train locations, meet points, and potential conflicts

Train Order Log

Copy of log from six fast hours (two sessions):

Number	C&E	At	Directions	Completed	No longer active
27	Eng 34	Mayfield	Run Extra Mayfield to Northwest Branch and return to Northwest Jct	12:17 PM	X
28	Eng DH4023	NW Jct	Run Extra Carbondale to Mayfield	2:45PM	X
29	Eng DH2310	Sidney	Run Extra Sidney to Mayfield	2:55 PM	X
30	Eng 19	Mayfield	Run Extra Mayfield to Big Flats	3:00 PM	X
31	Eng 35	Norwich	Run Extra Norwich to Mayfield	3:50 PM	X
32	Eng 14	Big Flats	Run Extra Big Flats to Mayfield	4:25 PM	X
33	X35South / X34North	Burnt Hills / Mayfield	Extra 34 North has right over Extra 35 South Mayfield to Carbondale	4:40PM	X
34	Eng 34	Mayfield	Run Extra Mayfield to Northwest Branch and return to Northwest Jct	4:50 PM	X
35	Eng 19	Mayfield	Run Extra Mayfield to Scranton and return to Capouse Jct	4:55 PM	X
36	Eng 14	Capouse Jct	Run Extra Capouse Jct to Mayfield	6:00 PM	X

“Completed” is time order issued to Operator

Model Simplifications

- Orders are not dictated. Dispatcher passes written orders to tower/station operators.
- Register Logs are not in use. Crews may inquire of the dispatcher if scheduled trains are clear at register stations.
- Clearance Form A contains model specific info, such as DCC engine number, and staging track assignments.

Goal

- BH&BF Management hopes some employees will be interested in the Dispatcher job
- This will increase flexibility and give some job rotation
- Dispatching can be the most prototypically correct jobs available