

Burnt Hills & Big Flats Railroad
SCRANTON DIVISION DISPATCHER

1. Man the Dispatcher's Desk and track train authorizations and movements.
2. Control train movements on the Scranton Division main tracks north of Mayfield including the Delhi Branch, and the Northwest Branch.
3. Control train movements between Norwich and Sidney Yard (Northern Division).
4. Interface with Mayfield Yardmaster for smooth movement of trains in and out of Mayfield.
5. Write Train Orders and Clearance Forms to pass to the Operators.
6. Direct Operators to set Train Order signals.
7. Operate the Burnt Hills Train Order signal.
8. Control the Fast Clock.

The Scranton Division Dispatcher's office is in the Mayfield Yard Office / Scranton Division HQ.

Burnt Hills & Big Flats Railroad
MAYFIELD YARDMASTER

1. Supervise the Mayfield Yard Crews:
 - a. Mayfield Main Yard (Northward Traffic)
 - b. Mayfield Coal Yard (Southward Traffic)
 - c. Hostler
2. Supervise engine and train movements within yard limits
3. Coordinate with CTC Operator to:
 - a. Ensure scheduled trains depart on schedule
 - b. Request clearance & orders for outbound Southward trains 10 minutes prior to estimated departure time
 - c. Keep CTC Operator apprised of any delays
4. Coordinate with Mayfield Yard Office Operator to:
 - a. Ensure scheduled trains depart on schedule
 - b. Request clearance & orders for outbound Northward trains 10 minutes prior to estimated departure time
 - c. Keep Dispatcher apprised of any delays

Burnt Hills & Big Flats Railroad
MAYFIELD MAIN YARD

1. Classify cars in the Main Yard
2. Co-ordinate with Hostler (if assigned) for engine terminal movements
3. Transfer cabooses and Coal Yard cars to Coal Yard via through track
4. Service the Car Shops (Silver "S" tacks)
5. Transfer cars to Hostler to service the Engine Terminal (Silver "E" tacks)

Burnt Hills & Big Flats Railroad
MAYFIELD COAL YARD

1. Classify cars in the Coal Yard
2. Transfer cabooses and Main Yard cars to Main Yard via the through track
3. Service the Team Track/ TOFC (Silver "T" tacks)
4. Ensure TOFC cars properly spotted for loading
5. Block White R and White GE tacks at the front of the train for Mine Runs going to Big Flats
6. Block Brown A, L, and P tacks at the front of the train for Mine Runs going to Scranton

Burnt Hills & Big Flats Railroad
MAYFIELD HOSTLER

1. Make Inside Engine Movements
2. Make Outside Engine Movements as directed by Yardmaster
3. Pickup and deliver cars for Engine Terminal (Silver "E" tacks)
4. Perform additional duties (including assisting in classification of cars) as assigned by the Yardmaster.

Burnt Hills & Big Flats Railroad
OPERATOR No. 1

1. Operate the CTC (Centralized Traffic Control) panel which covers the following locations
 - a. SD Tower – Mayfield South
 - b. Capouse Junction (CP)
 - c. Mason Control Point – Mason
 - d. Cayuga Junction (CJ) – Big Flats
2. Provide Clearance Forms to train crews operating south of Mayfield Yards.
3. Coordinate with Scranton Division Dispatcher as needed or requested by the Dispatcher.
4. Coordinate with the Mayfield Yardmaster for arrivals into Mayfield Yard.
5. Control SD Interlocking per requests from Train Crews, Delhi Branch, and/or Mayfield Yardmaster.
6. Resolve any conflicts between train crews within Big Flats Yard Limits.

Burnt Hills & Big Flats Railroad
OPERATOR No. 2

1. Cover the following train order stations:
 - a. Cadosia
 - b. Starlight
 - c. Forest City (NW Junction / NB)
 - d. Mayfield North (Yard Office)
2. Receive Train Orders and Clearance Forms from the Dispatcher. Set train order signals per Dispatcher direction.
3. Provide Train Orders and Clearance Forms to train crews. Contact Dispatcher with any requests for Train Orders and Clearances from train crews.
4. Make "OS" reports to the Dispatcher as trains pass your train order stations.

Burnt Hills & Big Flats Railroad
OPERATOR No. 3

1. Cover the following train order stations:
 - a. Sidney
 - b. Norwich
2. Receive Train Orders and Clearance Forms from the Dispatcher. Set train order signals per Dispatcher direction.
3. Provide Train Orders and Clearance Forms to train crews. Contact Dispatcher with any requests for Train Orders and Clearances from train crews
4. Make "OS" reports to the Dispatcher as trains pass your train order stations.
5. Assist in lining trains in and out of Norwich
6. Resolve any conflicts between train crews within Sidney Yard Limits.

Burnt Hills & Big Flats Railroad
TRAIN CREW No. 1

1. Train Crews receive a clipboard with:
 - a. Map of the Railroad on the Back
 - b. Schedule on the Front
 - c. Train Instructions
 - d. Clearance Form A
 - e. Any Form 19 Train Orders
2. Observe Train Order Signals. If a signal is red in your direction, contact the Operator for the station.
3. Observe Traffic Control signals south of Mayfield. Note the repeater light for the SD Tower Mayfield "Exit" indication.
4. Observe Yard Limits at Big Flats (Cayuga Jct), Mayfield and Sidney.
5. The Clearance Form A will specify your DCC locomotive number. The Clearance Form will also specify beginning and ending staging track assignments if train originates or terminates in staging.

Burnt Hills & Big Flats Railroad
TRAIN CREW No. 2

1. Train Crews receive a clipboard with:
 - a. Map of the Railroad on the Back
 - b. Schedule on the Front
 - c. Train Instructions
 - d. Clearance Form A
 - e. Any Form 19 Train Orders
2. Observe Train Order Signals. If a signal is red in your direction, contact the Operator for the station.
3. Observe Traffic Control signals south of Mayfield. Note the repeater light for the SD Tower Mayfield "Exit" indication.
4. Observe Yard Limits at Big Flats (Cayuga Jct), Mayfield and Sidney.
5. The Clearance Form A will specify your DCC locomotive number. The Clearance Form will also specify beginning and ending staging track assignments if train originates or terminates in staging.

Burnt Hills & Big Flats Railroad
TRAIN CREW No. 3

1. Train Crews receive a clipboard with:
 - a. Map of the Railroad on the Back
 - b. Schedule on the Front
 - c. Train Instructions
 - d. Clearance Form A
 - e. Any Form 19 Train Orders
2. Observe Train Order Signals. If a signal is red in your direction, contact the Operator for the station.
3. Observe Traffic Control signals south of Mayfield. Note the repeater light for the SD Tower Mayfield "Exit" indication.
4. Observe Yard Limits at Big Flats (Cayuga Jct), Mayfield and Sidney.
5. The Clearance Form A will specify your DCC locomotive number. The Clearance Form will also specify beginning and ending staging track assignments if train originates or terminates in staging.

Burnt Hills & Big Flats Railroad
TRAIN CREW No. 4

1. Train Crews receive a clipboard with:
 - a. Map of the Railroad on the Back
 - b. Schedule on the Front
 - c. Train Instructions
 - d. Clearance Form A
 - e. Any Form 19 Train Orders
2. Observe Train Order Signals. If a signal is red in your direction, contact the Operator for the station.
3. Observe Traffic Control signals south of Mayfield. Note the repeater light for the SD Tower Mayfield "Exit" indication.
4. Observe Yard Limits at Big Flats (Cayuga Jct), Mayfield and Sidney.
5. The Clearance Form A will specify your DCC locomotive number. The Clearance Form will also specify beginning and ending staging track assignments if train originates or terminates in staging.

Burnt Hills & Big Flats Railroad
TRAIN CREW No. 5

1. Train Crews receive a clipboard with:
 - a. Map of the Railroad on the Back
 - b. Schedule on the Front
 - c. Train Instructions
 - d. Clearance Form A
 - e. Any Form 19 Train Orders
2. Observe Train Order Signals. If a signal is red in your direction, contact the Operator for the station.
3. Observe Traffic Control signals south of Mayfield. Note the repeater light for the SD Tower Mayfield "Exit" indication.
4. Observe Yard Limits at Big Flats (Cayuga Jct), Mayfield and Sidney.
5. The Clearance Form A will specify your DCC locomotive number. The Clearance Form will also specify beginning and ending staging track assignments if train originates or terminates in staging.

Burnt Hills & Big Flats Railroad
TRAIN CREW No. 6 (if needed)

1. Train Crews receive a clipboard with:
 - a. Map of the Railroad on the Back
 - b. Schedule on the Front
 - c. Train Instructions
 - d. Clearance Form A
 - e. Any Form 19 Train Orders
2. Observe Train Order Signals. If a signal is red in your direction, contact the Operator for the station.
3. Observe Traffic Control signals south of Mayfield. Note the repeater light for the SD Tower Mayfield "Exit" indication.
4. Observe Yard Limits at Big Flats (Cayuga Jct), Mayfield and Sidney.
5. The Clearance Form A will specify your DCC locomotive number. The Clearance Form will also specify beginning and ending staging track assignments if train originates or terminates in staging.