

NEVADA STATE RAILROAD MUSEUM

CARSON CITY, NEVADA



CREW CHIEF HANDBOOK

2010

Motorcar Crew Chief

Description: The Motorcar Crew Chief is a volunteer, under the authority of the Road Foreman, who is responsible for all Motorcar operations at NSRM. He maintains the roster of all crew members and their qualifications, schedules them for each day's operation, and ensures that an adequate crew is available whenever the Motorcar is operated.

Crew Chief's duties include:

1. Being responsible to and taking direction from the Road Foreman.
2. Following the instructions in the NSRM Crew Chief's Handbook.
3. Assisting the Road Foreman in presenting the annual Safety Meeting(s).
4. Ensuring that Crew Members are trained and certified for the jobs to which they are assigned.
5. Maintaining the roster of qualified Crew Members.
6. Scheduling crew members for all Motorcar operations.

Requirements: The Motorcar Crew Chief is appointed by the museum's Road Foreman. The Crew Chief must be at least 21 years old.

In addition all positions require that the Crew Member have passed the NSRM Rule Book / Safety Test. Attendance at the annual Safety Meeting is required to maintain status as a Crew Member.

1.0 INTRODUCTION

This Crew Chief's Handbook is intended to provide the basic information needed to perform the duties of the Crew Chief. Any update of the safety information will be noted in the text as a revision from the previous issue of the handbook.

Appearance is important.

At NSRM you should at all times wear your volunteer's name badge.

You should carry your NSRM Rulebook at all times while on duty.

2.0 SUMMARY OF CREW CHIEF'S DUTIES

The Crew Chief has overall responsibility for all Motorcar operations. He must ensure that an adequate crew is available for any scheduled (or unscheduled) operational activities.

2.1 Crew Call

Before any scheduled operation the Crew Chief will contact members of the Motorcar Crew to determine their availability for service for the activity. This contact may be made by E-Mail, telephone or any other method.

The Crew Chief will publish a Crew List for the operation. The Crew List will show the shift and the position to which each crew member is assigned. The Crew Chief must ensure that crew members are assigned only to positions for which they are qualified.

Crew members are responsible to contact the Crew Chief before their shift begins if they are unable to be available to fill their position. The Crew Chief will, in turn, contact the Conductor as needed.

2.2 Crew Roster

The Crew Chief is responsible for maintaining a roster of all qualified members of the Motorcar Crew. It should show the name of the crew member, the current qualifications, most recent Safety Meeting attended and any other information needed by the Crew Chief in order for him to perform his duties. This roster should be updated at least annually. Additionally, by keeping in contact with the Membership Chairman of the Friends of NSRM, he should ensure that all crew members are, in fact, members in good standing of the *Friends of the Nevada State Railroad Museum*.

2.3 Annual Safety Meeting

The Crew Chief will assist the Road Forman in the preparation and presentation of material at the Annual Safety Meeting. In addition he will acquire the list of crew members who attend the Safety Meeting and use it to determine the eligibility of crew members for the Motorcar Crew.

<u>Date:</u>	Description	
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