

# NEVADA STATE RAILROAD MUSEUM

CARSON CITY, NEVADA



1926 EDWARDS MOTORCAR

MOTORCAR CREW MANUAL

2010

INTRODUCTION

# **INTRODUCTION**

***Welcome to the Nevada State Railroad Museum's Motorcar Crew.***

***This Motorcar Crew Manual includes Handbooks defining each Crew Member position. Each handbook gives a description of the position and its duties as well as the requirements that must be met for a person to be considered as qualified in that job. There are minimum age requirements and Qualification Tests for all positions. Both satisfactory performance and specified hours of experience are required before training is started for advancement to a new position.***

***You should find most of the information you need to successfully perform as a member of the Motorcar Operating Crew in this manual. However, some of what you need to know can be learned only by on-the-job training and experience.***

***All volunteers must be members in good standing of  
The Friends of the Nevada State Railroad Museum.***

## **MOTORCAR CREW POSITIONS**

**Conductor / Motorman**

**Crew Chief**

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**To become a Crew Member, you must have passed the  
NSRM Rule Book | Safety Test.**

**Attendance at the annual Safety Meeting is required in order to maintain status  
as a Crew Member.**

Please note that for a long time railroading was a male dominated profession. Railroading's language and terminology reflect that fact. However this no longer applies, so any references to 'he,' 'him,' 'man,' etc. in this document are not gender specific. Both men and women are welcomed and encouraged to become members of our train crews.

# **Remember**

**SAFETY  
IS THE  
#1  
PRIORITY**

**Developing good work habits is important:**

**Never take shortcuts.**

**Follow Safe Work Practices.**

**Avoid personal injury.**

# MOTORCAR CREW MANUAL

This Motorcar Crew Manual has been assembled to provide a guide for training volunteers in the various positions on the Nevada State Railroad Museum's Motorcar Crew. Much of it has been used over the past seven years for the 'Become-A-Motorman' class held each April at the museum. It outlines the jobs that people in each position should know, acts as a reminder of many of the things that may have been missed in the training that has occurred in the past, and serves to specify items that really should be covered but often are forgotten because they have not been a recent problem. If a volunteer is to be fully trained, he (or she) should be taught everything that others are taught and this manual is a start at putting these things in writing so that none are omitted.

Each of the Handbooks that make up this manual have had additional material added that should help make the volunteers more knowledgeable. This includes information about the museum and its collections, descriptions of the locations and operation of track switches, as well as background information about the operation of Air Brakes.

I have used a variety of sources in producing this manual. Much has been found on the Internet, a great deal has come from the manuals prepared by Roger Himka for the Nevada State Railroad Museum's Nevada Southern operation. Instructors Bill Kohler, David Squire, Bernie Allen, Jerry Barth and all the students of the 'Become-A-Motorman' classes have made valuable contributions to the evolution of this material. Chris DeWitt provided drawings and maps for portions of this manual. Photos come from my collection.

I am in debt to the above mentioned individuals as well as to many others for their contributions. My thanks go to all of them. All errors, of course, are my own. I hope my readers will point them out for me to correct so that they will not be perpetuated.

Russ Tanner  
Carson City, August 2009

## **MISSION STATEMENTS**

### **Nevada State Railroad Museum**

**The Nevada State Railroad Museum is a cultural resource dedicated to educating visitors and the community about Nevada railroad history. This mission is accomplished through the collection, preservation, and interpretation of significant locomotives, rolling stock, artifacts, photographs, and memorabilia directly related to railroads and railroading in Nevada. In addition to static exhibits, select pieces of equipment in the collection are restored and operated throughout the year to demonstrate steam and early internal-combustion technology and provide visitors firsthand experience with railroad history through the sights, sounds, and sensations of a train ride.**

### **Friends of the Nevada State Railroad Museum**

**The specific and primary purposes for which this corporation is organized and operated are to establish a perpetual trust fund to assist in the support of the Virginia & Truckee Railroad Museum or the Nevada State Railroad Museum as it may henceforth be known together with any other Nevada State Museum Railroad property, events, or activities reasonably related thereto, all within the purview of Section 501(C) (3) of the Internal Revenue Code of 1954 as it may be amended from time to time.**  
*Articles of Incorporation, Section 2(a).*

**The Friends of the Nevada State Railroad Museum supports the operation of the Nevada State Railroad Museum (Carson City) by providing a trust fund to assist with the monetary needs of the museum and by providing volunteers to aid in the operation of the museum's activities, events and programs.**

### **The Core Message of The Nevada State Railroad Museum**

**“The railroads of Northern Nevada enabled settlement and the rapid, profitable exploitation of resources in a hostile environment.”**

**JOB DESCRIPTIONS**  
**AND**  
**DUTIES**

## **Motorman / Conductor**

**Description:** The Motorman/Conductor is a volunteer who is responsible for the safe operation of the train to which he is assigned. He is responsible for the safety of the passengers aboard his train and in addition, shall demonstrate concern for their comfort and enjoyment. He shall be responsible for seeing that trains operate on schedule and that adequate and responsible personnel are on hand to carry out such operations. He will familiarize himself with the safe operation of trains, the history and background of the equipment in use, and the museum grounds and facilities in order to be able to answer the public's questions.

The Motorman/Conductor will be familiar with proper equipment operation. He is expected to sell tickets when no Ticket Agent is available. He will perform maintenance on the Motorcar as needed.

### **Conductor's duties include:**

1. Following the instructions in Motorman/Conductor Handbook.
2. Working in a safe manner.
3. Inspecting both the interior and exterior of the Motorcar at the start of the day to check for anything that may cause an unsafe condition.
4. Directing the Motorman in moving the Motorcar onto and away from the turntable.
5. Performing brake-tests.
6. Operating switches as needed.
7. Instructing Trainees.
8. Assisting in the boarding and detrainning of passengers.
9. Communicating to the Motorman where to make a Station Stop.
10. Communicating to the Motorman when the train is ready to depart after any stop.
11. Reporting any defects to the Motorcar Crew Chief and/or the Shop Crew.
12. Taking charge in any emergency situation. He must know emergency procedures and take appropriate actions including calling emergency services if necessary.

### **Motorman's duties include:**

13. Following the instructions in this Handbook.
14. Working in a safe manner.
15. Being responsible for the operation of the Motorcar.
16. Inspecting both the interior and exterior of the Motorcar at the start of the day to check for anything that may cause an unsafe condition.
17. Performing maintenance on the Motorcar as needed.
18. Ensuring that the Motorcar is safe to operate throughout the day.
19. Operating the Motorcar in such a way as to provide the traveling public with a safe, comfortable and enjoyable ride.
20. Before storing the Motorcar at the end of the day, ensuring that sufficient fuel is available for the next day's operation.

**Requirements:** Sixteen hours as a Motorman/Conductor Trainee, recommendation by the Crew Chief and successful completion of the Motorcar Qualification Test. This will be followed by a 'practical factors' demonstration with certification of competence by the Road Foreman [Chris DeWitt] (or his designee). A Motorman/Conductor must be at least 18 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.**

## **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.**

## REFERENCES FOR FURTHER INFORMATION

Myrick, David F., Railroads of Nevada and Eastern California, Volume I: The Northern Roads, ISBN 0-87417-194-6,  
Copyright 1962, Reprinted University of Nevada Press 1992

Prentice, Bob, et al. Nevada State Railroad Museum Equipment Guidebook  
Copyright 1999 Nevada State Railroad Museum

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Friend's website – [www.nsrm-friends.org](http://www.nsrm-friends.org)

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**The Nevada State Railroad Museum is an Agency of the Nevada Department of Cultural Affairs,  
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