

FORM HV-1
ITEM NO. 007149



NORFOLK SOUTHERN CORPORATION

HIGHWAY VEHICLE OPERATOR'S MANUAL

2002

NORFOLK SOUTHERN CORPORATION

PREFACE

These rules and instructions govern the use, operation, and care of all trucks and automobiles of Norfolk Southern Corporation, Norfolk Southern Railway Company, and affiliated companies, all referred to herein collectively for convenience as the "Company." Every driver operating a Company vehicle must be familiar with these rules and instructions and carry a copy of them in the vehicle for ready reference.

While rules and instructions are written to provide clear direction, occasionally situations arise that are not specifically covered. Under these conditions, the operator of a vehicle should pursue the safest course of action.

Further instructions may be issued by proper authority.

A handwritten signature in black ink, appearing to read "D. R. Goode". The signature is fluid and cursive, with a long horizontal stroke at the end.

D. R. Goode
Chairman, President and Chief Executive Officer

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GUIDELINES TO SAFE VEHICLE OPERATION

1. DRIVE A SAFE VEHICLE. Before using a vehicle, check the brakes, tires, lights, rearview mirrors, and seat belts. Make weekly inspections of windshield wipers, steering, speedometer, horn, turn signals, and stop lights. Correct any item not in proper working order.

2. MAINTAIN plenty of ventilation in your vehicle. Smoking is not permitted in company vehicles.

3. DRIVE DEFENSIVELY - There are numerous potential accident situations. Practice thinking of all possible danger situations and how to cope with each as you drive along.

4. DRIVE COURTEOUSLY - Give the other driver a break. This pays dividends emotionally.

5. DRIVE SKILLFULLY - Look well ahead, keep the whole traffic scene in view, and avoid driving in the blind spot of other vehicles.

6. DRIVE UNDER CONTROL

- Do not speed.
- If affected by drowsiness, highway hypnosis or daydreaming - **STOP**.
- When on longer trips, stop approximately every two hours, get out of vehicle, and exercise (stretch and walk) to reduce fatigue and increase alertness.
- Don't let traffic conditions or other drivers irritate you.

GENERAL RULES AND REGULATIONS

1. Vehicles are furnished for handling Company business only. Non-business trips are prohibited. Unauthorized persons may not ride in or on Company vehicles.

2. It is the responsibility of the driver to be fully qualified and have the proper, current operator's license when driving any Company vehicle. A passenger occupying the front seat must be alert to driving conditions and remind the driver of safe driving procedures when conditions require.

3. Any employee driving a Company vehicle must comply with all applicable traffic laws and government regulations.

4. An employee must not operate a vehicle while physically unfit, or while ability or alertness is impaired by fatigue or illness, or while under the influence of alcohol, other intoxicants or prohibited drugs or substances, or while taking any medication that may influence one's ability to drive.

5. The driver is responsible for the safety of passengers. The following must be observed:

- Passengers may not enter or exit a moving vehicle except in case of emergency.
- Passengers must enter and exit by curbside door(s) where practicable.
- Passenger and load capacity of the vehicle must not be exceeded.
- Throwing anything from a moving vehicle is prohibited.
- No one may ride on or near material that has the potential to shift.

- Occupants must not ride with any part of their body outside the vehicle.

- Passengers may not ride in a closed vehicle body where opening doors from inside is not possible.

- Passengers may not ride in the body of a dump truck or the bed of a truck while the vehicle is being operated on public roads or highways.

NOTE: Before riding in the body of a dump truck, the dumping mechanism must be made inoperative and the dump body made secure.

6. Operators must see that all occupants are seated and that when vehicles so equipped are in motion, seat belts are used. Exception: The use of seat belts are not required when vehicle is operated on-track (equipment for rail mounted operation of highway vehicles is in use).

Vehicles with Air Bags - The driver must be familiar with the information contained in the vehicle manufacturer's manual and with all air bag warning labels contained in the vehicle. The driver must ensure compliance by passengers in the vehicle. If a Company vehicle is equipped with an "ON/OFF" switch for passenger side air bags, then it is the responsibility of the operator to ensure that the switch remains in the "ON" position unless transporting a passenger in the front passenger seat who meets federal government deactivation criteria - that is, people with certain medical conditions and infants or young children.

7. Before moving a vehicle, the driver must adjust mirrors to provide maximum visibility and look back, to each side, and ahead to see if clearances are adequate. Backing a vehicle without providing back-up protection, consisting of a person on the ground for that purpose, is prohibited. Exceptions: (a) Does not apply to automobiles and other vehicles with an unobstructed view to the rear, (b) When the operator is alone, vehicle speed may not exceed normal

walking speed and the movement must be preceded by a visual check of the back-up route.

8. Drivers must place a red flag 12 inches square (day) or red light visible 500 feet (night) on end of material that extends 3 feet or more beyond the end of a vehicle.

9. Gasoline or other flammable liquids must not be stored or transported in the passenger compartment, or any non-vented compartment, of company vehicles. When duties require transporting such material, SAFETY CANS bearing approval labels from Underwriters Laboratory (UL) or Factory Mutual (FM) must be used and properly secured. Fire extinguishers must be readily available, ventilation must be maintained, and protection against fire assured.

10. It is the driver's responsibility to display warning devices for disabled vehicles as required by applicable laws.

The following equipment must be placed on each vehicle, so it will be immediately accessible in an emergency:

- On vehicles rated 10,001 pounds and/or fuel trucks, mechanics truck, welders trucks and on all vehicles carrying flammable liquids, at least one 13.2 lb., properly filled, Class B/C dry chemical fire extinguisher must be mounted on the vehicle at a conspicuous location and where readily accessible.
- Where weather conditions warrant, tire chains or snow tires. Chains and snow tires should be used simultaneously if severe weather conditions exist.
- Three red fusees properly stored in approved metal carrying case. See NS Safety Catalog.
- One red flag.
- Reflective triangle warning device(s) conforming

with standards set by the National Highway Traffic Safety Administration.

- Jack of correct capacity and all necessary tools (including chocks) required to change tires on vehicles equipped with spare tires.

11. Every vehicle must have inside its glove compartment:

- Current insurance card.
- Registration certificate.
- Vehicle manufacturer's manual and warranty book.
- Any other credentials required by the Company or by other authority.

12. Before a Company vehicle is operated on private property, permission and conditions of use must be obtained from the property owner or property owner's authorized representative. Care should be exercised to operate the vehicle within the agreed conditions and to protect the property from damage.

13. Company vehicles may be operated only by authorized persons. The employee to whom a vehicle is assigned is responsible for its operation, maintenance, and appearance.

14. When not in use, a vehicle should be parked in a conspicuous location in order to discourage vandalism and theft. When garages are provided, vehicles should be housed in them. Do not park vehicles equipped with catalytic converters on areas with dead vegetation. Where possible, do not park within 10 feet of any track.

15. When a vehicle is parked, the engine must be

turned off, "low" or "reverse" gear engaged ("park" if automatic transmission), emergency brake set, and wheels turned toward the curb. If necessary, blocks must be placed under the wheels. The ignition and doors must be locked and keys removed. Windows must be closed. Allowing a vehicle engine to idle while unattended (driver not at the controls) is prohibited except for rail gear equipped vehicles when on rail and vehicles whereby running the engine is necessary to power auxiliary systems. When required for such work, shift lever must be properly seated in the park (automatic transmission) position or neutral position (manual transmission), parking brake applied and wheels chocked as required. Employee in charge of the idling maintenance vehicle must remain in view of the vehicle.

16. When making an emergency stop, the driver must take appropriate action at once to indicate the emergency stop and safeguard against traffic as required by law (reflective triangle, flags, and/or emergency flashers).

17. When a Company vehicle becomes disabled and the defect renders the vehicle unsafe to operate, it must not be moved by other than towing, except to avoid obstructing traffic or being struck by other vehicles. All known details of the problem concerning a disabled vehicle must be promptly reported by the driver to his/her supervisor.

18. If a flat tire occurs while the vehicle is under way, the driver must immediately pull off the highway and not stop until the vehicle is well clear of traffic lanes. Before a vehicle is jacked, all occupants must get out, the engine must be shut off, and one wheel must be double-chocked. Until the jack is removed, no one must enter the vehicle or start the engine.

Any use of portable emergency aerosol tire inflators which are not specifically labeled "nonflammable" is prohibited. The use of nonflammable aerosol tire inflators must be limited to true emergency situations.

19. Employees must not place any part of their body

under a jacked vehicle unless vehicle is securely blocked against falling.

20. The driver must turn on the headlights when he/she is unable to see a person or object 500 feet ahead (usually one hour before sunset and until one hour after sunrise). Headlights must also be turned on as required by state law, or when windshield wipers are in use due to rain or snow, or when visibility is restricted by fog or other conditions. Daytime running lights do not constitute compliance with the requirements of this rule.

21. All Company vehicles must be operated slowly and with caution when passing through school zones and areas where children play, visibility is limited, or conditions require extra care.

22. When approaching a rail-highway grade crossing, turn the radio off or its volume down and partly open a window. Before proceeding across any railroad track, the driver must determine that no trains, engines, cars, or on-track equipment are seen or heard approaching from **EITHER DIRECTION**. The driver must be absolutely sure that traffic conditions will let the vehicle continue across and clear all tracks and gates. The driver should not shift gears while crossing tracks. Under no circumstances should a vehicle be stopped and permitted to stand on a railroad-highway grade crossing without protection against trains.

23. Vehicles must be kept in gear with clutch engaged while traveling down grade. Trucks must shift to a lower gear if conditions warrant. Coasting is prohibited. Operators must review owners manual for recommended gearing for each operating condition.

24. Vehicles must not be moved while tailgates or body doors obscure the taillights or the driver's vision to the rear. Tailgates and all doors must be secured so they will not swing when the vehicle is in motion.

25. Loads must be balanced. Material that has the potential to shift must be secured. Loads must be placed so they will not interfere with operation of the vehicle.

26. The driver must be familiar with the load being carried, with the height, width, load limit, and with the weight limit of the vehicle. The driver must also be familiar with clearance restrictions applicable to the route. Exceeding any of these limits is prohibited.

Drivers must exercise care to avoid low bridges, wires, trees, or obstructions. A bridge with a posted load limit less than the combined weight of the vehicle and its contents must not be crossed.

27. Interiors of vehicles must be kept clean and free of nonessential items. When possible, loose articles should be transported in other than the passenger compartment and objects must not be transported on the rear window deck of automobiles. Unapproved devices or accessories may not be applied to any company vehicle.

28. Vehicles must be operated with caution so as to avoid skidding and hydroplaning.

29. When a vehicle must be operated through water, the driver should apply the brakes lightly while in the water. After leaving the water, the brakes should be applied several times to assure that normal braking power is available.

Operators whose vehicles are so equipped, must review owners manual for specific instructions governing the operation of anti-lock brakes.

30. To avoid danger of carbon monoxide poisoning, vehicle engines must not be run inside a closed building unless ample ventilation for exhaust fumes is provided.

31. In areas where theft of batteries or other engine parts is a problem, responsible Supervisors will install hood locks.

32. The driver must always maintain a safe stopping distance between the Company vehicle and the vehicle ahead. Drivers must stay far enough behind any vehicle being followed to enable a vehicle overtaking and passing the Company vehicle to swing back into line ahead of it without danger.

33. Except in case of an emergency, the driver must not make a sudden stop or swing out of line. Before changing lanes, moving from shoulder of road to a traffic lane, or moving from acceleration ramp to traffic lane, the driver should see that all traffic is clear and give an appropriate warning signal.

34. The driver must make certain the road is clear far enough ahead before attempting to pass another vehicle traveling in the same direction, and must not pull back into the line of traffic until far enough ahead of the vehicle being passed to assure safety. Company vehicles must not pass other vehicles on hills, curves, or where visibility is obstructed.

35. Any accident involving a Company vehicle, no matter how minor, must be reported immediately to the driver's supervisory officer or headquarters and the local Claim Agent or District Claim Agent. If Casualty Claims cannot be reached promptly, the driver must notify the nearest Chief Dispatcher or NS Police Communication Center. If damage exceeds the limit set by law concerning reporting accidents, a report must be made to the appropriate law-enforcement agency.

36. As promptly as possible following an accident, Form 11250, "Worksheet for Completing Report of Motor Vehicle Accident," must be completed by the driver and furnished to his/her supervisor. (A copy of this report appears at the end of this section.) The supervisor, in accordance with Corporate Procedure 402.1 and departmental instructions, will arrange to have the information provided on the Form entered into the Motor Vehicle Accident Reporting System. The System resides on the mainframe computer under IDMS02 and is accessed through task code "MVA".

37. When a Company vehicle is involved in an accident, it is the duty of the driver to stop at once and:

- Assist injured persons.
- Be courteous and not argue or assume a hostile attitude, but make no admissions of liability or fault.
- Give his/her name and address, employer's name and address, and the license number of Company vehicle, to persons requesting this information.
- Take all necessary precautions to prevent further accidents at the scene by placing lighted flares or fusees where available, or using other means as prescribed by law.
- Make injured persons as comfortable as possible, but they should not be moved by persons not trained in first aid except to prevent further injury. The driver should request medical aid if necessary.
- Obtain as many as possible of the names and addresses of the persons who witnessed the accident or who were at the scene just prior to or just after the accident.
- Obtain the names and addresses of the drivers and owners of other vehicles involved and license tag numbers of those vehicles.
- Obtain the names and headquarters of city, county or state police who may appear at the scene of the accident.
- If company radio is available, advise Norfolk Southern Police Department, local yard tower, or Chief Dispatcher of the accident and accident location.

- Under circumstances where it is not advisable to exit vehicle, remain inside vehicle with doors locked as necessary.

38. Damage to vehicles resulting from other than accidents involving other vehicles or striking a fixed object must be reported in accordance with departmental instructions.

39. Employees receiving traffic citations while operating company vehicles are required to report the incident and circumstances leading thereto, to their immediate supervisor. The supervisor will review the incident and employee's overall driving record to determine the necessary training to prevent recurrence.

Employees holding a Commercial Driver's License (CDL) must notify their immediate supervisor of any violation or conviction of Federal, State, and local laws or regulations including those applicable to rail-highway grade crossings. Any employee whose CDL has been revoked or has been disqualified as a driver will not be permitted to operate a commercial motor vehicle.

40. Do not drive fouling a live track or drive into a close clearance situation without proper protection against train movement.

41. In advance of making turns or lane changes, the vehicle operator will activate the proper turn signals to give the appropriate advance notice to other drivers.

42. On vehicle seats so equipped, head rests must be adjusted to provide neck protection in the event of a collision from the rear.

43. Moving any vehicle under a vertically operated door or gate while it is in motion is prohibited.

44. Vent windows (if so equipped) on highway motor vehicles must not be opened to a position greater than 90 degrees to the side of the company vehicle. Care must be exercised in adjusting vent windows to ensure that debris does not blow into the vehicle and strike the occupants.

**WORKSHEET FOR COMPLETING
REPORT OF MOTOR VEHICLE ACCIDENT**

(TO BE COMPLETED BY EMPLOYEE
INVOLVED IN THE ACCIDENT)

ACCIDENT DATE (MMDDYY) _____ / _____ / _____

COMPANY VEHICLE NUMBER _____

OR IF EMPLOYEE OWNED OR RENTAL VEHICLE USE 2-POSITION

LICENSE TAG STATE ABBREVIATION AND TAG NUMBER. EXAMPLE: VA877999

COMPUTER ENTRY: IDMS 1 (SELECT "R" ON STALLION MENU) — TASK CODE: "MVA"

CHOOSE FUNCTION BY KEYING "X" TO THE LEFT OF YOUR SELECTION.

NOTE: ACCIDENT DATE AND VEHICLE ID ARE REQUIRED FOR MENU FUNCTIONS APPEARING ON THE LEFT SIDE OF THE MENU.

IS DRIVER'S SOCIAL SECURITY NUMBER _____

SCREEN 1 —

RENTAL OR PERSONAL VEHICLE: NOTE: COMPLETE THIS SECTION ONLY IF AN VEHICLE IS A PERSONAL OR RENTAL VEHICLE. COMPUTER WILL GENERATE FOR COMPANY VEHICLE

MODEL YEAR _____ DESCRIPTION _____ COLOR * _____ MANUFACTURER * _____
SERIAL NUMBER _____ LICENSE TAG STATE _____ NUMBER _____ YEAR _____
YOUR RM _____ DEPARTMENT * _____

COMPANY VEHICLE DRIVER'S SSN (IF HIS EMPLOYEE) _____
DIVISION * _____ ACCIDENT STREET NAME _____ CITY _____

STATE _____ TIME _____ AM _____ PM _____ ON COMPANY BUSINESS? _____ ACCIDENT TYPE * _____

PROPER SIGNALS GIVEN? _____ CONTRIBUTING FACTOR * _____

RENTAL COMPANY NAME * _____ YOUR VEHICLE SPEED _____ DIRECTION _____ DAMAGE AMOUNT \$ _____ AE _____

DAY SIGNALS LIGHTS IN USE? _____ WEATHER CONDITIONS _____ ROAD CONDITIONS _____

DRIVER OF COMPANY VEHICLE (COMPLETE THIS ONLY IF DRIVER IS NOT A NORFOLK SOUTHERN EMPLOYEE)
NAME (F) _____ (M) _____ (L) _____ AGE _____
STREET _____ CITY _____ STATE _____ ST _____ ZIP _____ OCCUPATION * _____

DESCRIBE DRIVER'S INJURY _____

SCREEN 2 —

DESCRIBE ACCIDENT _____

RENTAL CAR NEEDED? _____ RENTAL CAR COST \$ _____ POLICE OFFICER'S NAME (F) _____ (M) _____ (L) _____

BADGE NUMBER _____ JURISDICTION _____ CITATIONED PERSON (F) _____ (M) _____ (L) _____

DESCRIBE VIOLATION _____

SCREEN 3 —

OTHER PROPERTY DAMAGE DESCRIPTION
OWNER'S NAME (F) _____ (M) _____ (L) _____ STREET _____ CITY _____ ST _____ ZIP _____

REPORT RECIPIENT'S MEMO ID: (UP TO 8 CHARACTERS PER MEMO (F))

(1) _____ (2) _____ (3) _____ (4) _____

(5) _____ (6) _____ (7) _____ (8) _____

(9) _____ (10) _____ (11) _____ (12) _____

* THE ASTERISK INDICATES A CORRESPONDING TABLE FOR THIS FIELD

F4 KEY —

DESCRIBE OTHER VEHICLES (S) INVOLVED IN ACCIDENT:

OTHER VEHICLE SEQUENCE # _____
VEHICLE # IN A LEFT COLUMN THE COMPUTER ASSUMES TO BE AN "OTHER VEHICLE". THE FIRST "OTHER VEHICLE" ENTERED WILL BE THE NEXT OTHER IN THE LIST OF OTHER VEHICLES. THE SEQUENCE #S ARE ASSIGNED IN THE ORDER IN WHICH THEY ARE ENTERED INTO THE COMPUTER.

MODEL YEAR _____ DESCRIPTION _____ COLOR * _____ MANUFACTURER * _____
SERIAL NUMBER _____ LICENSE TAG STATE _____ NUMBER _____ YEAR _____
VEHICLE BRAND _____ DIRECTION _____ DRIVER'S NAME (F) _____ (M) _____ (L) _____
OWNER'S STREET _____ CITY _____ STATE _____ ZIP _____
DESCRIBE DRIVER'S INJURY _____
VEHICLE DAMAGE AMOUNT \$ _____ ACTUAL OR ESTIMATED (F OR E) _____

* THE ASTERISK INDICATES A CORRESPONDING TABLE FOR THIS FIELD

KEY OTHER — VEHICLE OWNER'S NAME AND ADDRESS IF DRIVER IS NOT OWNER OF VEHICLE:
OWNER'S NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____

F5 KEY —

DESCRIBE DAMAGE TO OTHER VEHICLE SEQUENCE # _____

F1 KEY —

OTHER OCCUPANTS IN OTHER — VEHICLE SEQUENCE # _____

NAME (F) _____ (M) _____ (L) _____ STREET _____ CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

NAME (F) _____ (M) _____ (L) _____ STREET _____ CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

NAME (F) _____ (M) _____ (L) _____ STREET _____ CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

NAME (F) _____ (M) _____ (L) _____ STREET _____ CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

NAME (F) _____ (M) _____ (L) _____ STREET _____ CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

IF MORE THAN ONE OTHER VEHICLE INVOLVED
MAKE COPIES OF THIS PAGE, AS NEEDED.

F6 KEY —

NAME AND ADDRESS OF BYSTANDER WITNESSES:

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____

F10 KEY —

NAME AND ADDRESS OF OTHER — INJURED (NOT IN A VEHICLE)

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

NAME (F) _____ (M) _____ (L) _____ STREET _____
CITY _____ STATE _____ ZIP _____
DESCRIBE INJURY _____

AFTER COMPLETION OF KEYING THIS INFORMATION INTO THE COMPUTER, PAGE TO "SCREEN 4" AND FOLLOW PRINT INSTRUCTIONS

RULES FOR RAIL MOUNTED OPERATION OF HIGHWAY VEHICLES

1. Operators of rail gear equipped vehicles are governed by the Operating Rules and by the vehicle rail gear manufacturer's manual, where provided.

2. Before placing rail gear equipped vehicles on the track, the following equipment must be inspected:

- Tires.
- Lights (front, rear and strobe), windshield wipers and washers.
- Rail gear equipment, for loose, broken, or missing parts.
- Rail wheels, for security in the locked positions.

3. A rail gear equipped vehicle must be placed on the track at a location where the ball of the rail is approximately the same height as the road surface, such as at a grade crossing. After the guide wheels are lowered to rail position, lined, and locked, all locking pins, if so equipped, must be inspected to see that they are secure. Lock the steering wheel, if required, when front wheels are in line with the rails.

4. Before proceeding on the track, the vehicle must move slowly for a short distance to determine that it is tracking properly. In addition, the following must be inspected:

- Guide wheels and vehicle wheels, for correct alignment on the rails.
- Guide wheels, for cracks, flat spots, and sharp flanges.
- Guide wheel arms, levers, derail clips (when provided) and brackets, for damage, misalignment,

loose pins, bolts, and locking devices.

- Rail sweeps shall be placed in proper working position.

5. Headlights, hazard lights, flashing yellow lights and Wig-Wags, where provided, must be turned on when a vehicle rail gear equipped unit is on the rails.

6. Reverse movements must be kept to a minimum to prevent damage to the vehicle's transmission.

7. When speed is to be reduced, standard brakes should be applied with a pumping motion. On vehicles equipped with anti-lock brakes, brakes should be applied using steady pressure.

8. When operating on the track, Hi-rail inspection vehicles must not exceed 35 MPH. Other units with vehicle rail gear equipment must not exceed 30 MPH. Where operating rules permit, approach maximum speed gradually to observe any unusual swaying, bouncing, or rolling of the vehicle. On-track equipment must at all times be prepared to stop within half the range of vision.

9. Caution must be used on wet rails as the vehicle requires additional distance for decreasing or increasing speed.

10. On vehicles equipped with manual light duty rail gear, the holding lever rod should not be released by hitting with lifting bar or kicking. Insert lifting rod and relieve the tension and release holding lever by hand.

11. If a vehicle with rail gear equipment is involved in an accident that affects the vehicle rail gear equipment, the vehicle must not be used for on-rail service until the vehicle rail gear equipment has been checked for alignment and/or damage, and any necessary repairs made.

12. Moving parts of vehicle rail gear equipment will be lubricated as recommended in the manufacturer's manual. When no manual is provided, the equipment is to be lubricated every 2,000 miles, or each time the basic vehicle is serviced. Repack guide wheel bearings each 10,000 (road) miles, or when the basic vehicle's front wheel bearings are repacked and adjusted, whichever is more frequent.

TRAILERS AND TOWING

Norfolk Southern has four approved towing packages that may be added to company vehicles. These towing packages have respective capacities of 5,000 lbs., 10,000 lbs., 14,000 lbs. and 40,000 lbs. which must not be exceeded. Tongue weights must not exceed ten per cent of the maximum rated hitch capacity. Safety chains and compatible electrical connections must be used.

Before starting a trip with a trailer, ensure the following checks are satisfactory:

- Hitch ball (or pintle hook) and trailer coupling fit properly and latch is secured.
- Safety chains are proper size and securely attached. Safety chains must be sufficiently slack to allow the two vehicles to articulate without placing tension on chains, but short enough to prevent the trailer tongue from contacting the ground during uncoupling. Dragging the trailer tongue on the pavement will cause loss of stability of both the trailer and the towing vehicle. If chains are too long to keep trailer tongue from striking roadway during an unintentional disconnect, crisscross safety chains so trailer tongue is cradled.
- Load is secure, properly balanced, and within weight limits for trailer and towing vehicle.

- Tires are in good condition and properly inflated. If possible, carry a spare tire for the trailer.
- All electrical connections between trailer and towing vehicle are correct and that all running lights, signal lights and trailer brakes are working properly.
- Where applicable, all external electrical, water and sewer lines have been disconnected and properly stored. All LP gas bottles are to be secured and closed at the valve during trailering. Ensure steps are retracted and doors locked.
- Before pulling any trailer, check the towing vehicle for proper fluid levels, belt tension and serviceability, all lug nuts in place and properly tightened, and proper mirror adjustment.

At each rest break and fuel stop during the trip, check safety chains and electrical connection integrity and tire serviceability before continuing.

MAINTENANCE

Good maintenance practices help prevent accidents and extend equipment life. Along with sound operating procedures, common sense must be used concerning the maintenance of vehicles. Frequent inspection and regular maintenance of the entire vehicle is required. **THE VEHICLE DRIVER IS RESPONSIBLE FOR SEEING THAT THE VEHICLE IS IN SAFE, SERVICEABLE CONDITION.**

Follow the recommendations in the Vehicle Owner's and Service manual, **EXCEPT:**

1. Motor oil level is to be checked regularly. Driver is responsible for ensuring proper level.

2. Fuel filters of diesel-powered vehicles are to be changed every 6,000 miles.

3. Tune-ups must not be performed on the basis of time or miles. If your vehicle starts properly and gets reasonable gas mileage, a tune-up is not required.

4. Tires should be rotated per tire manufacturer's recommendation and when wear is uneven.

5. Vehicle fluids and tire pressure, including spare tire, must be checked for proper levels at each oil change. Vehicle jack, if so equipped, must also be checked for serviceability at each oil change.

6. Brakes should be checked for proper adjustment in accordance with manufacturer's recommended maintenance schedule or each time tires are rotated or replaced, whichever is less.

7. Transmission oil and filter must be changed in accordance with the manufacturer's recommended maintenance schedule that is appropriate for the vehicle operating conditions, or every 25,000 miles, whichever is less.

8. Clean and wash vehicle when necessary.

9. Drivers of corporate pool vehicles are responsible for returning vehicles clean inside and out and filled with fuel. Any mechanical problems are to be reported upon return or dealt with sooner if the problem might cause unsafe operation.

10. Vehicle procedures for purchase of vehicle repairs or tires, accidents, warranty repairs, NS Purchasing card and purchase of license plates and titles are included in the service contracts' (Fleet Administration) instructions, dated June, 1997. A copy of these instructions appears at the end of this section.

Service Contracts (Fleet Administration)

Vehicle Procedures:

- Purchase of Vehicle
- Repairs or Tires
- Accidents
- Warranty Repairs
- NS Purchasing Card
- Purchase of License Plates and Titles

Purchase of Tires and Tubes for Highway Vehicles

1. Tires and tubes may be purchased from any reputable vendor. Mounting, valve stems, balancing and/or alignment may be considered part of the purchase of the tires. No authorization from Fleet Administration is required, regardless of cost.
2. Use of National Account stores is not required, however, National Account billing is available with the following companies:

Cooper	45266
General	0282706100
Goodyear	NA-6111
Kelly Springfield	60801
Michelin	No Number
Uniroyal Goodrich	926307

3. The purchaser will supply the store with the following information for billing purposes:
 - a. Complete name, title, work address & phone
 - b. Vehicle Number
 - c. Odometer Reading
 - d. Name of Dept. Vehicle Assigned
 - e. RIN#

The purchaser will verify the billing address and sign the delivery receipt if satisfied with the merchandise and service. The National Account Billing Department will mail the formal invoice to the address given by purchaser.

4. When the invoice is received from the National

Account Center, the purchaser will attach a properly completed Form 11018V to the formal invoice and process the invoice through proper channel to Accounts Payable in Roanoke, VA. Delivery receipts, work orders or tickets will not be accepted in lieu of invoices.

Purchases of Repairs or Service for Highway Vehicles

1. Purchases of repairs and services may be made without prior authorization from Fleet Administration. Each department has guidelines as to levels of authority for vehicle repairs. If you are unsure of your department guidelines contact your supervisor or vehicle coordinator. Competitive bids must be obtained for service over \$1,000.

The Purchasing Card is to be used for gasoline, oil, lubrication, filter changes, washes, tires, or repairs up to \$1000.00

2. If purchase is being made at other than a National Account Store, Purchaser must first verify that credit has been established. Purchases must be made from a reputable vendor and at the lowest price if the vendors are comparable
3. If the vendor requires a purchase order number, use a V followed by your vehicle number minus the second digit (ex., 296123's po number will be V26123). This composite number will be used on form 11018V each time vehicle is serviced.
4. The purchaser will supply the vendor with the following information for billing purposes:

- a. Complete name, title, work address & phone
- b. Vehicle Number
- c. Odometer Reading
- d. Name of Dept. Vehicle Assigned
- e. RIN #

The purchaser will verify the billing address and sign the delivery receipt if satisfied with the merchandise and service

5. Use of National Account Stores is not required, however, National Account Billing is available with the following companies:

Cooper	45266
General	0282706100
Goodyear	NA-6111
Kelly Springfield	60801
Michelin	No Number
Uniroyal Goodrich	926307

The National Account Billing department will mail the formal invoice to the address given by purchase.

6. The purchaser will attach a properly completed Form 11018V to the repair invoice and process the invoice through proper channels to Accounts Payable in Roanoke, VA. Delivery receipts, work orders or tickets will not be accepted in lieu of invoices.

Insurance and Accidents

The fleet automobile liability risk is covered by a policy and/or policies of insurance procured by Norfolk Southern's Risk Management Department in Norfolk, VA. To obtain your identification cards and/or certificates, please contact Risk Management. This policy has been issued to include the interest of Norfolk Southern Corporation, Norfolk Southern Railway Company, and their

subsidiary companies. Our arrangement with the insurance company continues to be based on an understanding that no claim will be referred to it for disposition. Responsibility for the investigation, settlement, or litigation of any personal injury or loss of a company vehicle continues to rest with the Casualty Claims Department. It is, therefore, essential that any accident involving a company vehicle or privately-owned vehicle, rental or leased vehicle being used for company business be properly reported in the following manner:

1. Notify local police and see that injured receive first aid.
2. Obtain the names and addresses of driver and passengers of other involved vehicle(s) as well as any witnesses.
3. When called upon by governmental officials to show evidence of insurance applicable to vehicles being used on company business, refer them to the insurance identification cards.
4. Immediately report the accident by telephone to your supervisor.
5. Immediately notify by telephone the local Claim Agent or District Claim Agent in whose territory the accident occurred. If neither the local Claim Agent nor District Claim Agent can be promptly contacted, the nearest Chief Dispatcher, or NS Police Communications Center must be notified.
6. Report the accident promptly on Norfolk Southern Form 11250-Highway Vehicle Accident Report, with copies sent to the employee's department, Local Claims Agent, District Claims Agent, Fleet Administration, Director Safety, and Director-Police.

Warranty Repairs

Familiarize yourself with warranty policies which are contained in the owner's manual furnished with your new vehicle. During the warranty period, all repairs other than normal maintenance service must be accomplished by a franchise new car or truck dealer that sells and services your make of vehicle. During the warranty period there should

be no charge for parts required because of defective material, parts or workmanship. This applies to all original parts with the exception of tires, batteries, and those parts replaced in normal maintenance service. The warranty does not cover normal maintenance service such as tuneups, oil changes, lubrications, etc. If there is some question as to what may or may not be covered under warranty, contact Fleet Administration.

NS Purchasing Card

All credit cards are distributed by Accounts Payable, Roanoke, VA. Fuel cards are transferrable as vehicles are replaced; you should contact your departmental Purchasing Card coordinator to update the profile of the card. If a card is lost, stolen, or destroyed call the 800 number. All purchases of gasoline are to be made at self-service pumps. Premium gasoline should not be purchased.

License Plate Renewal

Each department is responsible for the renewal of license plates, city/county decals and inspection stickers, where applicable and transfer of vehicle titles for the vehicles under their jurisdiction. All titles are kept by Fleet Administration. Payment for both titles and license plates may be requested from Accounts Payable using form 11018A, or the NS Purchasing Card. When submitting Form 11018A, show the vendor as the appropriate State Motor Vehicle Office, c/o Assistant Track Supervisor, 5 East Main Street, Anywhere, VA 12345. All titles when obtained are to be sent to Fleet Administration.

JUMP STARTING VEHICLES

Batteries produce explosive gases, contain corrosive acid, and supply levels of electrical current high enough to cause burns. To reduce the risk of personal injury when working near a battery:

- ALWAYS wear eye protection.
- Remove metal adornments such as rings and watch bands to prevent inadvertent electrical contact.
- Do not expose battery to open flame, sparks or lighted tobacco products.
- Do not lean over battery when making any electrical connection.
- Do not allow battery acid to contact skin or eyes. If acid splashes in eyes or on skin, flush contaminated area with water immediately and thoroughly.
- Provide adequate ventilation to prevent build-up of explosive gases.
- Ensure that battery is properly filled and filler caps restored before attempting to jump start vehicles.
- Do not use a booster battery or any other booster source with voltage output which exceeds the rating of the discharged battery.

Instructions for jump starting a vehicle are as follows:

1. When boost is provided by a battery in another vehicle, position the vehicle within booster (jumper) cable reach, but never let the vehicles touch.

2. Turn off heater, radio and all other electrical accessories on both vehicles except as necessary for safety reasons.

3. Inspect booster cables prior to use to ensure cables do not have any loose or missing insulation.

4. Connect one end of the first booster cable to the positive (+) terminal of the discharged battery. Connect the other end of the same cable to the positive (+) terminal of the booster battery.

5. Connect one end of the second booster cable to the negative (-) terminal of the booster battery. Make the final connection to a heavy metal bracket or other good metallic contact spot on the engine of the vehicle to be started (at least 18 inches from the discharged battery). Make sure the booster cables are not on or near pulleys, fans or other parts that will move when the engine starts.

WARNING: Do not make the final connection to the negative (-) terminal of the discharged battery because a spark could occur and cause an explosion of gases normally present around the battery.

6. Start the engine of the vehicle which has the booster battery. Run the engine at moderate speed for several minutes. Then start the engine of the vehicle that has the discharged battery.

7. While removing the booster cable clamps, take care they do not touch any metal surface while the other end remains attached. Be careful of moving belts and fans. Remove the booster cable clamps in the reverse of application, (as per below sequence):

- Remove negative connection at metallic part of engine receiving the boost.
- Remove negative connection at negative (-) ter-

minal of the booster battery.

- Remove positive connection at positive (+) terminal of the booster battery.
- Remove positive connection at positive (+) terminal of the discharged battery.

HAZARDOUS MATERIALS

1. The transportation of hazardous materials classified as Division 1.1, 1.2, and 1.3 Explosives; Division 2.3 Poison Gas; Division 4.3 Dangerous When Wet; Division 5.2 Organic Peroxide, Type B; Division 6.1, Packing Group I, Poison Inhalation Hazards; and Class 7 Radioactive Materials are prohibited in company vehicles. The transportation of Division 2.1 Flammable Gas in quantities greater than 119 gallons/container is also prohibited in company vehicles.

2. Class 3, 8, 9, Division 2.1, 2.2, 4.1, or ORM-D consumer commodities are considered materials of trade when transported in company vehicles for company use. These materials are exempt from shipping paper, labeling, placarding, and DOT registration requirements, when the total gross weight of all these materials is not over 440 pounds (this exception does not apply to hazardous waste).

All "Material of Trade" packages must be securely closed, secured against movement, and protected against damage. The motor vehicle operator must be knowledgeable about the presence of all hazardous materials on the vehicle including "Materials of Trade."

Hazardous materials which cannot take advantage of the "Materials of Trade" exception described above because the 440 pound threshold is exceeded or materials being transported are described by other hazard classifications, must be accompanied by proper shipping papers whenever the vehicle leaves company property. All material must be described, not just those exceeding 440 pounds.

3. Fusees transported in company vehicles may be handled as "Materials of Trade" (as described above), are not subject to shipping paper, labeling, placarding, and DOT registration requirements if each package of fusees is less than 66 pounds. Fusees should be transported in either a "Fusee Metal Box" available in the NS Safety & Health Equipment Catalog, the manufacturer's original package, or a package of equal or greater strength and integrity.

4. A copy of NS Form 11453 **Hazardous Materials Shipping Paper and Manifest** (copy of which appears at the end of this section), which list many of the commonly handled hazardous materials transported in company vehicles should be used when shipping papers are required. Forms are available from department supervisors, or can be ordered from the NS Material Management system under Class 420, Item 114530.

The vehicle number and date must be included on the shipping paper. The date can be January 1st of the current year and the same paper can be used for the entire year unless the commodities being transported change.

If you are handling a hazardous commodity that is not included on NS Form 11453, you must write the complete hazardous materials shipping description in one of the blank spaces provided on the form.

5. The driver shall ensure that shipping papers are readily accessible to authorities in the event of an accident or inspection when they are required. The shipping paper must be within the driver's reach when at the vehicle controls and readily visible to a person entering the driver's compartment. When not at the controls, the driver must make sure the shipping paper is on the driver's seat or mounted inside the driver's door.

6. Emergency response information must be available at all times when shipping papers are required. A current version of the **Emergency Response Guidebook** should be used for this purpose.

7. A copy of the DOT Hazardous Materials Certificate of Registration should be carried in the glove compartment or other accessible location in the truck when hazardous material shipping papers are required. The registration will be renewed annually.

Company vehicles used to transport hazardous materials in Illinois, Michigan, Ohio, or West Virginia, must also have a copy of the **Hazardous Materials Uniform Credentials for Norfolk Southern Railway**. This certificate should be carried in the glove compartment or other accessible location in the truck when hazardous material shipping papers are required. The registration will be renewed annually.

8. A driver must ensure that a vehicle transporting hazardous materials is not moved unless the hazardous material containers are properly and clearly marked and/or labeled, secured, and the vehicle is placarded if required. Make sure manufacturer's labels are on commercial products and apply appropriate labels to company owned containers. Placarding requirements are included on the reverse side of NS Form 11453.



FORM 11453 (Rev. 0502)
(114030)

**NORFOLK SOUTHERN CORPORATION
HAZARDOUS MATERIALS SHIPPING PAPER AND MANIFEST**

VEHICLE NO.: _____ DATE _____

24-HOUR EMERGENCY CONTACT#: (800) 453-2530 OR (404) 529-1785

No. of Items	Type Package	Description of Material	Quantity Wt. or Volume
	CYLINDER	ACETYLENE, DISSOLVED, 2.1, UN 1001, WTL CYLINDER 390 CU. FT. - 207# EA.	
	CYLINDER	OXYGEN, COMPRESSED, 2.2, UN 1072, TYPE K CYL, 251 CU. FT. - 153# EA.	
	CYLINDER	PROPANE, DIVISION 2.1, UN 1978	
	CYLINDER	LIQUEFIED PETROLEUM GAS, 2.1, UN 1075	
	CYLINDER	METHYLACETYLENE AND PROPADIENE MIXTURES, STABILIZED, 2.1, UN 1060 (MAPP GAS) MAPP CYL. 120# EA.	
	DRUMS, PORT TK.	GASOLINE 3, UN 1203, PG 11	
	DRUMS, PORT TK, CARGO TK	DIESEL FUEL, COMBUSTIBLE LIQUID, NA 1993, PG 111 (FLASH POINT) > = 100 DEG. F)	
	BOX	FUSEE, 4.1, NA 1325, PG 11	
	CANS DRUMS	PAINT RELATED MATERIAL, 3, UN1263, PG 1	
	CANS DRUMS	PAINT RELATED MATERIAL, 3, UN1263, PG 11	
	CANS DRUMS	PAINT RELATED MATERIAL, 3, UN1263, PG 111	
	CANS DRUMS	PAINT RELATED MATERIAL, COMBUSTIBLE LIQUID, UN 1263, PG 111 (FLASH POINT) > = 100 DEG. F)	
	EACH	BATTERY, WET FILLED WITH ACID, 8, UN 2794, PG 111	
	EACH	BATTERY, WET FILLED WITH ALKALI, 8, UN 2795, PG 111	
	BOX	IGNITER, 1.4S, UN0454, PG 11	

SEE REVERSE SIDE FOR PLACARDING REQUIREMENTS

REVERSE - FORM 11453 (Rev. 0502)
(114030)

TABLE 2

Category of Material	Placard Name
Division 1.4	EXPLOSIVES 1.4
Division 1.5	EXPLOSIVES 1.5
Division 1.6	EXPLOSIVES 1.6
Division 2.1	FLAMMABLE GAS
Division 2.2	NON-FLAMMABLE GAS
Class 3	FLAMMABLE
Combustible Liquid	COMBUSTIBLE
Division 4.1	FLAMMABLE SOLID
Division 4.2	SPONTANEOUSLY COMBUSTIBLE
Division 5.1	OXIDIZER
Division 5.2	ORGANIC PEROXIDE
Division 6.1 (Other than PIH)	POISON
Class 8	CORROSIVE
Class 9	Class 9
ORM-D	NONE

GENERAL PLACARDING REQUIREMENTS

- When the gross weight of all hazardous materials covered by Table 2 is less than 1001 pounds, no placard is required on the transport vehicle {49 CFR 172.504(c)}.
- A transport vehicle which contains non-bulk packaging containing two or more categories of hazardous materials requiring different placards as specified in Table 2, may be placarded with the DANGEROUS placard instead of the separate placarding specified for each of the materials in Table 2.

However, when 2,205 pounds or more of one category are transported in a vehicle, the placard specified for that class in Table 2 must be applied {49 CFR 172.504(b)}.
- When placards are required they must be applied to each end and each side of the vehicle {49 CFR 172.504(a)}.
- A NON-FLAMMABLE placard is not required on a transport vehicle which requires and is displaying a FLAMMABLE placard {49 CFR 172.504(f)(3)}.

For technical interpretations on these instructions call Hazardous Materials Management in Roanoke @ (540) 981-3762 or in Atlanta @ (404) 529-2242.

Subject: Vendor Taxi Safety Equipment

Roanoke – February 24, 2001

Division Superintendents:

At a recent ODSSC meeting a request was made by local supervision for a list of items or equipment required to be in vendor taxi vehicles. Please see below the list of items. This list can be used in conjunction with weekly safety audits by supervisors.

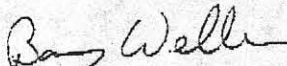
Missing items or defects that are cause for immediate removal of vehicle from service:

1. State Inspection (if applicable)
2. Brakes
3. Headlights
4. Taillights
5. Turn signals
6. Tires
7. Mirrors
8. Horn
9. Glass/windshield
10. Exhaust system
11. License tags/plates
12. Seat belts for each passenger
13. Doors
14. Fuel system
15. Luggage area
16. Fire extinguisher
17. Driver's license on person

The following items are required but non-compliance does not warrant immediate removal from service:

1. Reflective safety triangle
2. Back up alarm
3. Secured spare tire
4. Cargo net
5. Comment card
6. Drivers log – hours of service
7. DDC-4 card on person (defensive driving certificate)
8. First aid kit
9. Reflective tape on exterior of van
10. Pre-trip vehicle inspection form

Please provide this information to your respective officers.


Barry Wells

cc: T. L. Ingram
C. J. Wehrmeister
R. D. White
D. A. Brown
G. R. Comstock
T. N. Evans
S. G. Hanes