

Frequently asked Questions

Rev 02/05/2017

1. **What is the process to mark up and run a train?**
Sign up for the next available train on the CREW CALL SHEET. When the Train Card for your train is at the front of the TRAINS CALLED FILE you are ready to operate the train BUT not prior to the time called. The Engine Card and Waybills are in the STAGING TRACK FILE listed on the Train Card for all trains except those originating at Grafton. For trains originating at Grafton, follow instructions on the Train Card. When your train has arrived at its destination, place the Engine Card and Waybills in the STAGING TRACK FILE listed on the Train Card and place the Train Card in the TRAINS ARRIVED FILE. For trains arriving at Grafton, follow instructions on the Train Card.
2. **The Timetable shows Speeds and Speed Limits in MPH. How do I know how fast my train is running?**
The speed step shown on the throttle is one half the scale speed of the train. For example speed step 10 is 20 MPH and speed step 15 is 30 MPH.
3. **Must trains run in Sequence?**
Yes. This is necessary to insure that tracks are available for arriving trains. Trains must not depart before Departure time shown. Arrival times are for information only.
4. **How do I add a pusher to a coal train at Grafton?**
Use the Thorofare track to D Tower. The Dispatcher will line you to the Main. He will then line a signal for you to move forward up against the coal train's caboose. Note that the coupler on the pusher is modified so that it will not actually couple, allowing you to cut off on the fly at Blaser.
5. **How do I add a Helper to a passenger train at Grafton?**
Use the Thorofare track to GN Tower. You can also use the Pocket track if necessary. The Dispatcher will line you to the Main. Stop just east of the westbound home signal at GN Tower. The Dispatcher will line a signal for the passenger train to move up and couple to your engine.
6. **How do I cut off a Helper from a passenger train at Blaser?**
Stop with the coupler of the Helper over the electric uncoupler at East Blaser. After uncoupling move to the East leg of the Wye.
7. **My Train Card says to set out "shorts" at Grafton. What are "shorts"?**
"Shorts" are cars with a destination between Grafton and the train's destination. They are located at the head end of the train and are the waybills which are not green in color. The waybills for set out cars should be left with the Grafton Yardmaster.

8. **Who controls the switches at SY Tower and Terra Alta?**
The train Dispatcher controls the 3 power operated switches within the interlockings at both SY Tower and Terra Alta. Train crews must operate the two hand throw yard switches at each location and must be certain that they are lined into or out of the required yard track. The green lights on the local control panels indicate the route lined. The Yellow lights indicate the position of the hand throw switches. When ARRIVING at either Parkersburg or Cumberland make certain that you are lined into the CORRECT TRACK.
9. **How does Cowen Staging work?**
DEPARTING train crews must line the route from the designated track. After departure it is preferred that the route selector switch be operated to the off position, but this is not required. ARRIVING train crews must operate the route selector switch to line the route to the designated track. The color light type signal will display a green aspect. As the train enters the arrival track the signal will display a yellow aspect when there is one train length to go, and speed should be reduced to speed step 4. When the signal displays a red aspect the Red button on the throttle should be pressed ONCE followed by the Option button. The train crew should then operate the route selector switch to the off position.
10. **How does Fairmont Staging work?**
Train crews DEPARTING Fairmont must line the route from the designated track and request signal 127L. Trains may depart provided signal 127L displays an indication more favorable than STOP. After departure it is preferred that the route selector switch be operated to the off position, but this is not required. ARRIVING train crews must operate the route selector switch to line the route to the designated track and then request signal 127R. The color light type signal will display a green aspect. As the train enters the arrival track the signal will display a yellow aspect when there is one train length to go, and speed should be reduced to speed step 4. When the signal displays a red aspect the Red button on the throttle should be pressed ONCE followed by the Option button. The train crew should then operate the route selector switch to the off position.
11. **Do I have to have permission from the Train Dispatcher to enter the Main track?**
Yes. Trains entering the Main track between D Tower and GN Tower and from the Wye at Blaser must have the permission of the Train Dispatcher. In addition, trains entering the controlled siding at Hardman from the Kingwood SD must have Dispatcher permission. Trains are not permitted to clear controlled tracks elsewhere. See Rule 519.
12. **What do I do when departing or arriving at Cumberland, as I need to be on the opposite side of the layout to follow my train and I can't see the signals on the signal bridge or the yard switches?**
There is a mirror located on the overhead beam near the ceiling in which you can see the signals on the signal bridge. There is also a local control panel at Blaser that has controls for the yard switches and displays their position (yellow lights) and the route lined (green lights). The panel also displays track occupancy in the interlocking and on the yard switches so you will know when you are "in the clear" and should stop when arriving at Cumberland.

13. **What are Dual Control Power Switches?**
Power switches that are controlled by the Train Dispatcher, but that can also be operated by hand are Dual Control Power Switches. When the Selector lever is in the MOTOR (M) position the switch can be operated by the Dispatcher. When the Selector lever is in the HAND (H) position the switch is controlled by the hand throw lever (located on the local control panel) and Dispatcher control is disabled. The Selector lever must not be moved from the MOTOR position without the permission of the Train Dispatcher.
14. **How do Hand Throw Switches work?**
Hand throw switches are controlled by toggle switches located on the local control panels. Except for the yard switches at SY Tower and Terra Alta, they are in the "down" position for NORMAL and in the "up" position for REVERSE (diverging route). The yard switches at SY Tower and Terra Alta are controlled by momentary toggle switches which move either up or down as appropriate for the route.
15. **Can Hand operated switches be left as last used?**
Except for the yard switches at SY Tower and Terra Alta, switches must be returned to the NORMAL position.
16. **How do I uncouple cars when switching?**
Uncoupling picks are located in a holder at each local control panel. Note, however, that numerous electric uncouplers (operated by the green push buttons) are located at strategic points around the railroad. REMEMBER to make use of the DELAYED UNCOUPLING feature when you can.
17. **What is the purpose of the colored squares at the top left corner of the waybills?**
The colored squares help the Yardmaster identify how to route the cars. The blue, red, green and purple identify which train will pick up the car at Grafton. The Yellow squares with a letter inside identify which local will deliver the car (M = Mine Run, W = Parkersburg Turn, E = Kingwood Turn and Y = Yard Job).
18. **How do the throttles work?**
Press the red button one to turn on the throttle. To assign a locomotive press "Select Loco", enter the locomotive number and then press "Enter". You **MUST** have the Engine Card before assigning a locomotive to a throttle. At the end of a run, release the locomotive by assigning locomotive number 99 to the throttle. Then turn the throttle off by pressing "Escape" followed by "1" to extend battery life. NOTE that Momentum and sounds work best if the throttle is advanced quickly to the desired speed step.
19. **How do the telephones work?**
The telephones are connected to an open Dispatcher's line. To talk to the Dispatcher, simply pick up the phone, listen for a few moments to determine if the line is busy, then say "Dispatcher and state your train name or number and location.
20. **What is the fast clock ratio?**
It is 4:1.

21. **I am running a "Turn" and I am supposed to change ends. How do I do that?**
When the locomotives on the Kingwood Mine Run, the Salem Turn, the Parkersburg Turn or the Kingwood Turn are a multiple unit diesel consist you will need to change ends before returning to Grafton. First turn off the headlight and the number board lights (F9). Then select loco and enter the number of the unit that will be in the lead returning to Grafton. Turn on the headlight and the number boards.
22. Soda and water are available in the refrigerator. Please keep all drinks in the crew lounge area.