

Employee Development Review

The employee EQMS score and testing history will be reviewed during “Employee Development Reviews” (EDR). Review to include:

- Current EQMS Score.
- Testing History.
- Process for employee to access their EQMS Score and Testing History.
- Process to challenge FTX events.
- Service Units, at their discretion, may require a Formal Debriefing when an employee is exited from the FTX process.

Test Exception Challenge Process

Employee may challenge exceptions entered within the past sixty days using the following process:

1. Request the manager that entered the exception to review it for accuracy.
2. If agreement cannot be reached, the exception may be appealed to the service unit DRO.
3. If agreement cannot be reached, exception may be appealed to the service unit Superintendent or his designated representative for final decision.

Note: Exceptions (that are over 60 days old) may not be challenged and will stand as entered.

OUTSIDE THE SCOPE OF FTX

FRA De-Certification Rule violations involving de-certification events, as defined by the FRA, will be handled according to the existing discipline policy and will apply to all employees.

4C Rules and Cardinal Rules will be outside the scope of FTX. Violations of these rules will be handled according to the existing discipline policy and will apply to all employees.

Common Questions And Answers

Q. If my EQMS score drops below 900, is there a waiting period before I am able to be eligible for FTX again?

A. *No, you will again be eligible as soon as your score moves up to 900 or more.*

Q. Will all “Quickknowledge” courses qualify for a credit to my EQMS score?

A. *No, only courses and exams that have been approved by the Operating Practices group.*

Note: Check with your manger for a list of approved courses.

Q. Will there be a cap on my EQMS score limiting it to 1000 points?

A. *Yes, maximum EQMS score will be limited to 1000.*

Field Training Exercise Guide for Transportation Employees



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For Questions
Contact your Manager or DRO

11/01/06 MSB

PB-20512

WHAT IS FTX?

Field Training Exercise (FTX) is a quality assurance activity in which management monitors employee knowledge, application and compliance with railroad rules, regulations and instructions. The rules and instructions of special interest are those that are SAFETY SENSITIVE and, if not complied with, could cause accidents, injuries, or equipment and lading damage.

Field Training Exercises are either routine observations (performed during the normal course of the managers work tour) or structured simulations, (set up tests) which involve the manager having a direct effect on the situation or rule to be tested. The FTX program places an emphasis on the process of debriefing after all structured simulations (set up tests) or in instances when a below standard performance is recognized. Essentially, this testing program is an on-site sampling of job performance. Unlike the traditional tests which assess an individual's knowledge of the correct procedures, Field Training Exercises are standardized observations which assess the individual's ability to apply knowledge to job related tasks. Each of the test types in the FTX Program evaluate a crew's or a particular crew member's ability to complete a specific task within the framework of the required rules, instructions or policies. The tasks singled out for testing have been identified as critical situations, since failing to comply with the rules that govern these tasks can lead directly to accidents or injuries.

FTX Exercises will be:

- Conducted under normal operating conditions.
- At unannounced times and locations.
- Conducted without prior notice to the employee(s) being tested.
- Conducted in a fair and impartial manner.
- Conducted at various locations and times throughout the day and month. To ensure the testing program is unpredictable and samples actual employee performance, testing at familiar locations, during the same time of day, or on the same days of the week, must be avoided.
- Conducted under all types of weather conditions.
- Setup in such a manner as to minimize the hazard of a potential train accident or personal injury.
- Conducted in a manner that will not predictably result in a violation of the rules regardless of the skill of the employee(s).
- Conducted in a way that will not be in violation of operating rules.

A Field Debriefing form must be completed for each structured and below-standard testing event. Both the employee and the manager are required to sign the Field Debriefing form. A copy will be retained for the manager's records and a copy will be given to each employee tested.

***Note:** Employee signature is not a requirement for their participation in the FTX program, but a notation must be made on the Field Debriefing form as to why a signature was not on the form.*

HOW DOES IT WORK?

Minimum FTX Testing Requirements:

All Train, Engine and Yard Employees are required to be tested at least once every 120 days. Engineers must receive a stop test at least once every 180 days.

FTX Eligibility:

Employee starts with 1000 points, points are deducted for specific below standard behaviors. However, points can be earned to offset deducted points. Employees with an EQMS score of 900 or more are eligible for FTX.

- 15 Points will be **deducted** for each FTX event where one or more exceptions have been noted.
- 15 Points will be **deducted** for failure to pass required rules exam.
- 3 Points will be **added** once each year for passing required rules exam, 5 bonus points will be **added** for a score of 100%.
- 3 Points will be **added** for each FTX event where no below-standard behaviors are noted.
- 3 Points will be **added** for completion of each qualified training course that is successfully completed.

***Note:** Courses may not be taken more than once during each 365 day period.*