

# CONDUCTOR'S DUTIES

1. When train is ready for boarding, help passenger groups find their car and be safely seated.
2. Help loader check passengers for dragging shoelaces, clothes or coat tails. Have passenger correct any issue.
3. Help loader check passenger(s) are seated so that weight is centered on the car.
4. When loader confirms all riders properly boarded, give 2 blasts on your whistle giving engineer clearance to proceed.
5. Once in motion, watch for dragging feet, hands, clothes, reaching out for passing objects, etc. Be prepared to hit the emergency button and stop the train. Explain to the passengers what the problem was/is and how it is important to their safety. Be polite.
6. If there is a derailment or other accident, **make sure riders are OK first.** Then look to the equipment.
7. At end of trip, engineer will blow horn 1 time to signal train is stopped and brakes are set. Then blow your whistle 1 time telling passengers it's safe to get off.
8. No cell phone use, except in an emergency