

# The Midnight Express

## CPR&SS Christmas Event Run

To provide the rides for the public, it requires the participation of a number of volunteers each evening to operate the railroad in a comfortable and safe manner. There is a need to have at least 2 qualified Locomotive Engineers each night to alternate operation of the train. Also needed are at least 2 individuals who can be Conductors and like the Engineers, also alternate being on the train. The 3 other positions – Xmas Passenger Loader and PreLoader, Xmas Passenger Loader and Passenger Train Loaders are to help organize the passengers to ride the trains and to provide safety briefings prior to boarding the train. We need to have at least 3 individuals to fill each of those positions and any extra would be beneficial to allow for breaks to be taken.

There is an ancillary position for **Safety Meeting Leader and Crew Lead** to give the safety meeting every night and to make sure all paper work is filled out and to act as the Crew Lead for the evening to make sure all runs well. This individual can be anyone or someone who has signed up for any of the other positions.

We also need 2 or more to sign up for Setup which usually begins around 5 PM to get the train out and ready to run, check the track to make sure it is clear and ready and to run the train around at least once without passengers to assure the track is ready. Also need to setup and prepare the loading area every evening.

The SignUp sheets are different this year. They have been simplified to main operational spots, Locomotive Engineer and CPR&SS Event Volunteers. Please sign up for helping out this year.

### Job Descriptions

**Setup ( 2 or more needed)** - Volunteers to Setup the layout for the Run. Walk and Inspect track to prepare track for operation (clean Leaves, sticks and debris from track), verify that all switches are set for the main line, pull out train(s) and riding cars and prepare for operation and setup the loading area for the evening.

**Safety Meeting Leader** - Conducts the Operations and Safety meeting prior to the Run. Responsible to gather all operational personnel, communicate the Run day operation conditions and fill out required Paper Work. This position can be anybody working the Run.

**Crew Lead** - This volunteer will also act as Crew Lead for the Run to coordinate the evenings operations. This individual can also be participating in one of the other jobs. This position can be filled by anybody who is working the Run.

**Locomotive Engineer ( 2 needed)** – Must be a CPR&SS club member in good standing and be a qualified CPR&SS Engineer. They operate the train as instructed by the Conductor. It has been a Club acting policy that an Engineer should not operate for more than 1 continuous hour before taking a break, thus the need for a minimum of 2.

### **CPR&SS Event Volunteers**

**Conductor (2 needed)** - Sits on the last seat of the train or Conductors Car and monitors the readiness of the passengers in the station as well passenger behavior while train is in motion. The Conductor is also responsible for signaling the Engineer and Passengers when to begin motion of the train and when the train is stopped and safe for passengers to disembark the train upon return to the station. The

Conductor position is open to anyone, training will be provided on run day. . It has been a Club acting policy that an Conductor should not ride for more than 1 continuous hour before taking a break

**Xmas Passenger Greeter and PreLoader (1 needed)** - This individual will greet the public coming to ride the train, assist and help with any rider's questions, and pre-assign groups of riders to each passenger car and hand out a passenger car boarding pass to each group of riders. This individual may also explain the riding rules to the riders prior to boarding the train. This volunteer works on the upper deck of the building where the riders queue in line to ride the train.

**Xmas Passenger Loader (1 needed)** - This individual works on the lower deck and will be responsible to explain the rules of the ride to the group of riders waiting to ride the train on the lower deck of the building. When train arrives in station and it is ready to have passengers board, the volunteer will guide the passengers thru the doors to the train and collect the Boarding Passes from the riders and return them to the Xmas Passenger Greeter and PreLoader for reuse. This volunteer may also help and assist in loading the passengers onto the train in the station.

**Passenger Train Loader (1, Ideally 2 needed)** – This individual will be in the outdoor station area assisting the loading of passengers onto the train riding cars, check to be sure passengers are seated and positioned on each car, and refresh the rules of riding to the passengers. When passengers are seated and the train is ready to depart, gives the “All Aboard” signal to the Conductor so the Conductor can signal the train to begin it's run.

**General Volunteer(any number)** - This position indicates that you will attend the run day and help as needed.

Please sign up for positions early and sign up often!

## **Link to SignUp:**

See your emails or ask a CPR&SS member to forward you the link to sign up.

We're using SignUp (the leading online SignUp and reminder tool) to organize our upcoming SignUps.

Here's how it works in 3 easy steps:

- 1) Click this link to see our SignUp on SignUp: <https://signup.com/go/VTSeFex>
- 2) Review the options listed and choose the spot(s) you like.
- 3) Sign up! It's Easy - you will NOT need to register an account or keep a password on SignUp.

Note: SignUp does not share your email address with anyone. If you prefer not to use your email address, please contact me and I can sign you up manually.