

# **CALIFORNIA STATE RAILROAD MUSEUM**

## **SACRAMENTO SOUTHERN RAILROAD**

### **CIRCULAR –3**

#### **DESIGNATION OF EMPLOYEE IN CHARGE**

**APRIL 25, 2014**

Normally, the Conductor on the operating crew is the designated Employee in Charge.

If no Conductor is called for the day's operation, the senior Brakeman or the Engineer will be the EIC.

For Maintenance of Way, Signal, or Shop forces, the foreman is the Employee in Charge (EIC).

The EIC of every crew (Operating or Non-Operating) will be responsible for conducting initial and subsequent (rolling) Job Briefings, in accordance with the provisions of Circular – 4 Job Briefing Guidelines.

Every member of the crew must know and understand who is the EIC of their job.

**End of Circular—3**

Richard N. Noonan

Manager of Railroad Operations