

CALIFORNIA STATE RAILROAD MUSEUM

SACRAMENTO SOUTHERN RAILROAD

CIRCULAR -7

UNIFORM REQUIREMENTS

APRIL 25, 2014

1. INTRODUCTION

It is important to the safety, personal appearance, and ready public identification of Sacramento Southern Railroad (SSRR) crew members to establish standards for uniforms to be worn while on duty.

The professional image expected of SSRR crew members requires that each employee assume the responsibility for presenting an appearance that supports the safe and professional operation of the railroad.

The following sections state the approved uniforms and equipment for use by persons working in the crafts of the SSRR, with notes on how specific items are to be worn or displayed.

2. CAR ATTENDANT

- a. **Pants or Skirt:** Black (no denim). Knee length shorts acceptable.
- b. **Shirt or Blouse:** White, long or short sleeve. CSRM or SSRR logo clearly visible above breast pocket area on either left or right front.
- c. **Turtleneck:** Optional. If worn, must be white, and worn under blouse or shirt described above.
- d. **Hat:** Black. SSRR Car Attendant hat with "Car Attendant" cap piece mounted on crown of hat, centered over its visor.
- e. **Windbreaker:** Optional. Black or blue. CSRM or SSRR logo clearly visible below collar on either left or right front.
- d. **Shoes:** Black, smooth finish, with reasonable shine. (No open toe or heel, boot or canvas).

- e. **Towels:** Optional. White with blue trim, with logo of either CSRM or SSRR visible on one side. SSRR issue item. Must be clean at beginning of shift.
- f. **Fanny Pack:** Optional. Dark color only.
- g. **Badges/Pins:** See Additional Information, below.

3. TICKET AGENT/STATION AGENT

- a. **Pants or Skirts:** Black (no denim). Knee length shorts acceptable.
- b. **Shirt or Blouse:** White, or blue, long or short sleeve, with logo of either CSRM or SSRR, clearly visible above breast pocket area on either left or right front.
- c. **Turtleneck:** Optional. If worn must be white, and worn under blouse or shirt described above.
- d. **Hat:** Optional. If worn, must be black "SSRR Car Attendant-type."
- e. **Windbreaker:** Optional. Blue or black. CSRM or SSRR logo clearly visible below collar on either left or right front.
- f. **Shoes:** Black, smooth finish, with reasonable shine. (No open toe or heel, boot or canvas).
- g. **Interpretive Items:** Permitted with approval of Chief Ticket Agent.
- h. **Badges/Pins:** See Additional Information, below.

4. BRAKEMAN

- a. **Pants:** Denim/cotton, blue or black.
- b. **Overalls:** Denim/cotton, blue or striped.
- c. **Shirt:** Blue work or blue. (long sleeve recommended)
- d. **Sweatshirt:** Blue or black.
- e. **Coat:** Denim/cotton, blue or black, solid or striped.
- f. **Hat or Cap:** Optional, but recommended. May be black, blue or brown.
- g. **Windbreaker:** Optional. Blue or black.. CSRM or SSRR logo clearly visible below collar on either left or right front.
- h. **Gloves:** Leather, work (rubber, safety recommended in rain)
- i. **Mitts:** Optional, railroad safety
- j. **Boots:** Black, brown or plain leather. Safety shoe.
- k. **Rain Gear:** Yellow. Provided by SSRR.
- l. **Badges/Pins:** See Additional Information, below.

- m. **Vests:** Highly visible outerwear (reflectorized vest or coat).

5. PASSENGER CONDUCTOR

- a. **Suit:** Navy blue or black with vest (coat optional in hot weather).
- b. **Shirt:** White, plain.
- c. **Tie:** Navy blue or black (clip-on optional, but recommended).
- d. **Hat:** Black. "SSRR Car Attendant-type" hat with "Conductor" cap piece mounted on crown of hat and centered over its visor.
- e. **Over/Rain Coat:** Black or navy blue.
- f. **Shoes or Boots:** Black, leather, with reasonable shine, Safety shoe.
- g. **Badges/Pins:** See Additional Information, below.
- h. **Freight Conductor:** Same as uniform requirements for brakeman.

6. ENGINE SERVICE CREW

- a. **Pants:** Denim/cotton, blue or black.
- b. **Overalls:** Denim/cotton, blue or striped.
- c. **Shirt:** Blue work or blue (long sleeve recommended).
- d. **Shirt/Tee:** Black or blue.
- e. **Coat:** Denim/cotton, blue or black, solid or striped.
- f. **Windbreaker:** Blue or black. CSRM or SSRR logo clearly visible below collar on either left or right front (permitted in Diesel service only).
- g. **Hat or Cap:** Optional. Black or blue, denim/cotton.
- h. **Gloves:** Leather, work.
- i. **Boots:** Black or brown, or plain leather. Safety shoe.
- j. **Hearing Protection:** Provided by SSRR.
- k. **Badges/Pins:** See Additional Information, below.

7. TRAINMASTER

- a. **Pants:** Denim/cotton, blue or black
- b. **Shirt:** White or blue. CSRM or SSRR logo clearly visible above breast pocket area on either left or right front.
- c. **Turtleneck:** Optional. White, worn under CSRM/SSRR logo shirt .
- d. **Tie:** Optional. Blue or black, clip-on. Must be removed if working engine or train service crew position

- e. **Hat:** Optional, but recommended. May be black, blue or brown.
- f. **Windbreaker:** Optional. Black or blue, CSRM or SSRR logo clearly visible below collar on either left or right front.
- g. **Shoes or boots:** Black, brown or plain leather. Safety shoe.
- h. **Badges/Pins:** See Additional Information, below.

8. CREW DISPATCHER

- a. **Pants or skirts:** Black or blue (no faded denim), knee length shorts acceptable.
- b. **Shirt or Blouse:** White or blue, CSRM/SSRR Logo.
- c. **Turtleneck:** Optional. White, worn under CSRM/SSRR logo shirt .
- d. **Hat:** Optional. CSRM/SSRR.
- e. **Windbreaker:** Optional. Blue, black. CSRM or SSRR logo clearly visible below collar on either left or right front.
- f. **Shoes:** Black (no open toe or heel, boot).
- g. **Badges/Pins:** See Additional Information, below.

9. ADDITIONAL INFORMATION

- a. In general, no patches, pins or badges from organizations other than CSRM.
 - 1) **Acceptable:** pins or patches of CSRM or SSRR, Docent Badge, years of service, Operation Lifesaver, or Amtrak Interpretive Program pins.
- b. SSRR Logo shirts are only to be worn in SSRR service.
- c. No bright colored apparel (Exception: personal protective equipment, mitts, rain gear).
- d. No hard hats (Exception: Maintenance of Way and Mechanical Department personnel).
- e. Specific exceptions to uniform apparel may be made for special trains, such as those for seasonal service.
- f. Personal cell phones must be turned OFF while performing assigned duties. Exception: company provided cell phones. (see GO 2014 - 4 Item 19)
- g. No strong perfume, cologne, or after-shave.
- h. Clothing must be neat, clean, and in good condition. This includes

Maintenance of Way and Mechanical Department personnel, when dealing with the public.

- i. Long underwear recommended for inclement weather operation.
- j. Synthetic clothing prohibited in steam locomotives. 100% natural fiber required.
- k. Yellow rain gear and hats provided by SSRR
- l. Crewmembers may wear sunglasses, when appropriate (no mirrored lenses).

End of Circular—7

Richard N. Noonan

Manager of Railroad Operations