

# CALIFORNIA STATE RAILROAD MUSEUM

## SACRAMENTO SOUTHERN RAILROAD

### CIRCULAR –20

## GRADE CROSSING INCIDENT REPORTS

APRIL 25, 2014

#### 1. GENERAL

The purposes of this report:

- a. To create a formal record
- b. To identify those grade crossings having a chronic history of incidents involving
  - 1) Conditions or behavior that is dangerous to an individual in the presence of a train or engine  
OR
  - 2) Dangerous to the train, engine, crew or passengers of any train, or engine or on-track Maintenance of Way equipment..

#### 2. REPORTING INCIDENTS

- a. Any “near miss” grade crossing incident involving train or on-track Maintenance of Way equipment shall be reported via SSRR Grade Crossing Incident Report form (ANNEX A).
- b. This report shall be completed on the day of the incident before going off duty, or no later than the next working day. The Trainmaster, or if there is no Trainmaster on duty, the Conductor or EIC shall insure that the report is completed.
- c. If it was necessary to make a brake application, including an emergency application, to reduce or avoid any conflict, that information shall be noted on the report. The Trainmaster, or if there is no Trainmaster on duty, the Conductor or EIC shall also be notified by the most expeditious means of communication.

- d. The completed report shall be forwarded to the Manager of Railroad Operations for further handling.

**End of Circular—20**

Richard N. Noonan

Manager of Railroad Operations

**ANNEX A**

**SSRR GRADE CROSSING INCIDENT REPORT**

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Train Number \_\_\_\_\_

Train Direction & Approximate Speed \_\_\_\_\_

**VEHICLE/PERSONS INVOLVED (Do not need full identification to submit report)**

Make \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

Color \_\_\_\_\_ Commercial Vehicle Number (Cab, Trailer or Bus) \_\_\_\_\_  
\_\_\_\_\_

Commercial Vehicle: Name of Carrier

\_\_\_\_\_

Type \_\_\_\_\_

1-Car	4-School Bus	7-Hazardous Materials Carrier
2-Van	5-Other Bus	8-Pedestrian
3-Pickup	6-Truck	9-Bicycle/Motorcycle
		10-Other

Describe Driver/Pedestrian Action  
\_\_\_\_\_

Describe Action Taken (if any) by Train/Engine Crew \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ Occupation: \_\_\_\_\_

(Use Back of this form if additional space is needed)