



Form AH-5610

ERIE LACKAWANNA RAILWAY COMPANY

TIME RETURN AND DELAY REPORT OF ENGINE EMPLOYEES

DIVISION _____

No. _____

(Engineer) _____

and

(Fireman) _____

will report at _____

M., to depart from _____

At _____

to _____

19 _____

Train _____

MEAL CODE _____

TIMEKEEPER ONLY

SERVICE - REGULAR

CLASS	NATURE	LOCATION	RUN NO.	POWER

Chief Caller _____

(Calling notice must be written in ink)

LENGTH OF TIME OFF DUTY PREVIOUS TO THIS TRIP	FIRST WENT ON DUTY			FINALLY WENT OFF DUTY			TOTAL TIME ON DUTY		ALLOWANCE CLAIMED				OCCUPATION	NAME	ACCOUNT NO.
	PLACE	DATE	TIME	PLACE	DATE	TIME	HR.	MIN.	MILES	DAYS	HOURS	MINS.			

H. W.	RATE	AMOUNT
1		
2		
1		
2		

TRAIN	ENGINE	UNITS	DETAILS OF SERVICE				REGISTER MILES			KIND OF SERVICE (PASS., FRT., WORK, DEAD-HEAD, ETC.)	ACTUAL MILES RUN
			STATION	DEPARTURE	ARRIVAL	STATION	TIME TRAIN ENTERED YARD TRACK OR PASS. STAT.	TIME TRAIN STARTED TO PULL	TIME WENT OFF DUTY		

CONDUCTOR
I certify this report is correct:

Time shown as finally off duty is correct.

(Title)

ACCOUNT NUMBERS MUST BE STAMPED LEGIBLY TO INSURE CORRECT PAYMENT

Act. Mi. Run	Str. Time W'k'd	Miles Paid

CONSTRUCTIVE		Over in Miles
Code	Const. in Miles	

Trip Count _____

INSTRUCTIONS

1. This report shall be rendered for all engine and train crews, including yard and switching crews. Enginemen, firemen, conductors, flagmen, train baggagemen and trainmen shall also use this form when reporting individually. The report shall be rendered and signed by the engineer for the engine crew, and by the conductor for the train crew. If there is no engineer or conductor it shall be rendered and signed by the ranking employee whose time is reported thereon. Reports shall be numbered consecutively for each month beginning with No. 1.
2. The report shall be dated as of the date on which the employee first goes on duty.
3. Under "Remarks" shall be shown any irregularities of the hours of duty. If an employee is released from duty for any period between the time of first going on duty and the time finally relieved from duty, such fact must be shown under "Remarks" giving the place at which the release is given, the time at which it began, and the time at which it ended. Time off duty for meals taken by yard crews shall also be shown under "Remarks." If the whole or part of service is deadheading the place at which the deadheading began and ended and the train on which the employee deadheaded will be shown. When a crew or employee is relieved before the completion of a trip the name of the conductor or engineman of the crew relieving or the name of the employee relieving will be shown.
4. Wherever time is shown 24 hour time shall be given.
5. In reporting delays the cause of each delay, the place at which it occurred, the time it began and the time ended shall be given. Delays due to different causes shall be shown separately.
6. All delays to passenger trains shall be shown. Delays to freight trains of less than 10 minutes at any one place need not be shown. Delays to yard and switching crews whose service is confined entirely to yard limits need not be shown.
7. Crew must not make any corrections in calling notice figures, but report under "Remarks" any exceptions taken.
8. Reports must fully be made out. All names to be written in full and legibly. Account numbers must be shown correctly and legibly to insure correct payment.

DELAY REPORT

PLACE	DURATION OF DELAY		CAUSE OF DELAY
	TIME BEGAN	TIME ENDED	

TIED UP UNDER HOURS OF SERVICE LAW

At _____
 From _____ M., 19____ To _____ M., 19____

REMARKS

Time off duty for meals taken by yard crews

Engineer: From _____ M. To _____ M.
 Fireman: From _____ M. To _____ M.