



Colorado & Southern Railway Company

YARD MASTER GUIDE

Rice Yard Layout

All tracks are labeled on the fascia. Rice Yard has 2 arrival/departure tracks (yellow) adjacent to the Main Track (white). A turnout on the Main Track routes trains to/from Denver Union Depot. (The Main Track between this turnout and Cherry Creek is a good “pocket” for the A/D switch engine.) A/D Track 2 has a turnout for the Garden Track, which is the team track for all Denver produce deliveries. The Rice Yard track scale is also on A/D Track 2.

The Caboose Track, Engine Lead Track, Main Track, and 5 classification tracks are accessed from the Yard Lead. Yard Lead rotary switches on either side of the Rice Yard peninsula align the Yard Lead with one of these eight tracks. The illuminated green LED indicates Yard Lead alignment. To change the Yard Lead alignment, rotate the switch to the desired track, moving at least one position.

When the Main Track is selected, the crossover turnouts to the Yard Lead are connected to the arrival/departure tracks, preventing trains from arriving or departing the north end of Rice Yard. ***Standard position for the Yard Lead turnout control is for the Engine Lead.***

A turnout on Classification Track 4 connects the service track for the engine facility (Sand Track), and the Engine Lead has separate controls for engine service tracks.

Classification Track Use

There are just five classification tracks for eight destinations. Best practice is to keep empty hoppers (used for the coal locals and beet runs) on the back end of the longest track – Class Track 0. Empty hoppers can also be stored on the Rice Yard Sand Track (Rice Yard Services). Use Tracks 1, 2, and 3 (triple switch) for through freight: C&S North, South, and Santa Fe. For efficiency, classify train cars as they arrive – ***avoid “cherry picking”.***

Car Cards

We use car cards to generate traffic, with special block cards for coal, ore, and sugar beets. The highlighted railroad on the “Routing” line is the next railroad to handle the car. A highlighted “Via” line gives additional routing information. Cars for delivery between Denver and Longmont go out on the Fort Collins Local. For example: **C&S** to Cheyenne is a northbound through freight, **C&S** – FW&D is a southbound through freight, **ATSF** is a Santa Fe southbound (no ATSF north of Denver), **CB&Q** is a Q Transfer, and **C&S** to Boulder is a Ft. Collins Local. A sense of local geography helps.

Cars for Denver delivery will be handled by the Yard Crew if the Receiver (RCVR) is highlighted. All other Denver cars go out on the Valley Local.

Local freight loads are highlighted in the lower right corner of the exposed waybill and must be weighed upon arrival. There will also be a “Weigh in Transit” card in front of the waybill – remove this card after weighing. Record weight on the waybill.

Coal Mine Block cards specify the number of cars to be delivered. Some Coal Mine Blocks require general service (GS) gondolas as noted on the card. Car reporting marks, numbers, and weights are filled in by coal local conductors. Handle empties according to instructions at the bottom of the card. Sugar Beet and Ore Blocks are handled similarly.

Switching & Uncoupling

Use both switchers, one on the Yard Lead to classify, the other to work the south ends of the A/D tracks and Union Depot. The Yard Lead crew stands in the Boulder aisle; A/D crew in the Valmont aisle. The A/D crew is also Yard Master for Rice Yard and Union Depot.

Do not touch equipment to uncouple. Ensure there is slack and use the uncoupling tools.

Weighing Local Freight

Cars loaded between Ft. Collins and Denver are brought into Rice Yard for weighing. The yard scale is located on A/D Track 2 and the scale meter is on the layout fascia on the Valmont aisle. Red knobs on the fascia throw the gantlet track switches to access the scale.

Cars should be spotted on the live scale tracks and uncoupled. There are uncoupling magnets under the approach tracks on both ends of the scale to assist in this maneuver. The Yard Master weighs cars and records their weights on the card waybill. Engines must not cross the live scale tracks.

Freight Trains

The Yard Master's Rice Yard Line Up shows through freight, local freight, and coal local trains departing Rice Yard, noting typical engine assignments and work orders. Local yard work and passenger train run-throughs to and from Union Depot are also shown.

All through freight trains are scheduled. If a scheduled train will be **more than one hour late** departing Rice Yard, notify the Dispatcher immediately.

All local freight trains are run as extras. Give the Dispatcher at least one fast hour notice of planned extra trains.

Six to eight cars is a good length for any train – ten is even better – more than 12 cars is too long. **Build and release trains promptly.** This keeps the yard manageable.

Passenger Trains

The Passenger Trains and Consists sheet (posted on the fascia) shows the arrival and departure times of trains, engine assignments, and consists at Denver Union Depot. Assembled trains, with engines, must be ready 30 minutes before departure.

The Union Depot Assistant YM directs passenger operations and switches the passenger yard. Switching is from the north end using the CB&Q 38th Street Yard lead. The Depot YM also announces arrivals and departures (pre-recorded and activated with panel on the fascia). Strive for on-time performance!

Local Work by Yard Crew

The Yard Crew switches the following industry tracks: Sand Track (Rice Yard Services), Garden Track (Denver produce), and Yard Lead (including the Freight House, Crescent Flour Mill, and other industries). The Yard Crew also runs interchange freight transfer drags to CB&Q 38th St. Yard (the Q Transfer) as necessary. These movements are within yard limits and run without cabooses.

Engine Hostling

If there is no Engine Foreman, road crews must hostile and service their own locomotives. **The Yard crew does not hostile engines.**

An Engine Lineup is posted on the fascia, showing scheduled engine assignments and types.

Yard Telephone

The Rice Yard telephone is on the Valmont aisle. A single ring on the Rice Yard telephone is a call for the Yard Master; a double ring is for the Union Depot Assistant Yard Master.

The Yard Master must OS when trains arrive, depart, or pass through Rice Yard; the Union Depot AYM does the same for Union Depot. To OS pick up the yard telephone and listen for a break in the traffic (the telephone is a party-line system). When the Dispatcher is free, simply say: "Rice Yard reporting Extra 123 South out at 3:47 P. M." or "Union Depot reporting No. 24 arrived at 4:10 P. M." When the Dispatcher acknowledges, hang-up.

Southward freight trains will call Rice Yard from Fox for yarding instructions. The Yard Master will either give the freight crew permission to enter the yard or tell them to hold at Fox and call back at a specific time. **Let the Dispatcher know if it becomes necessary to hold two trains at Fox.**

Keep Busy

Rice Yard sets the pace for the entire railroad. To keep up, the Yard Crew should be constantly busy. If there is no classification work to do, service local industries, bring in the Q Transfer, and let the Dispatcher know the yard is idle.

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