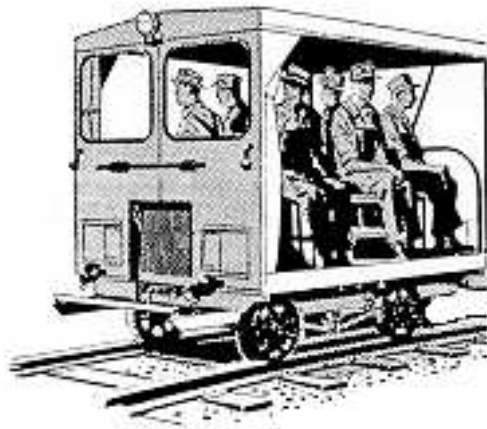
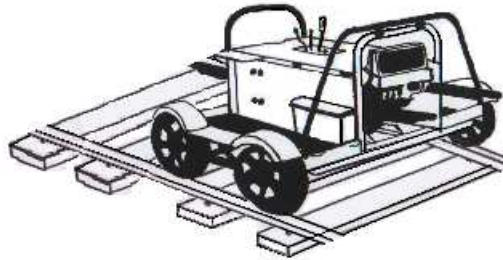


Cotton Valley Rail Trail Club

Motorcar Operation Rules

Revised & Effective July 1, 2021



Cotton Valley Rail Trail Club Inc.

P.O. Box 417

Wolfeboro Falls, NH 03896

Cotton Valley Rail Trail Club Inc. Motorcar Operation Rules

Introduction

Rules cannot be written to cover every possible situation that may arise in connection with operation. Rules are not a substitute for the common sense and good judgment that must be used in the absence of specific instructions. When in doubt, the safest course must be taken. Safety is the foundation of motorcar enjoyment. The good safety habits of each operator and of his/her passengers ensure the pleasure of all. The carelessness of a single individual can create serious personal injury. Always be prepared for obstructions to railcar operations. The lines pass through wetland areas and are home to many creatures. These creatures use the trail to help negotiate the water filled areas, as we do. Large trees grow along the trail, and they have been known to fall on top of the rails at all times of the year. Hikers and pedestrians are using the trails in ever-increasing numbers. Our continued use of the trails is dependent on a positive and safe experience for the other trail users. All operators shall yield to pedestrians and show courtesy.

Host Railroads

Railroads are a serious transportation business, and their personnel may be unfamiliar with organized recreational motorcar events. In these regards, the railroads will accept us only if we can positively demonstrate a history of mature judgment, behavior above reproach, operational competence, unswerving commitment to safety in all of its aspects, and a willingness to be accountable for our actions. In other words, the railroad must consider us an asset instead of a liability.

Railroad Rules

The railroads on which we operate may impose their own operating rules and/or mechanical standards. Where these rules and standards conflict with those in this Rule Book, the more restrictive rules in terms of the safety of individuals and the protection of property will prevail in all instances, unless mutually agreed upon otherwise. Additionally a railroad may specifically waive a CVRTC rule or rules in the interest of safety on its track.

Definitions

On-Track Equipment: Includes motorcars, trailers or lorry cars, track maintenance equipment, hand cars, velocipedes and other units equipped for on-track operation.

Operating Railroad: The railroad designated by the New Hampshire Department of Transportation to have the right to manage and operate a State-owned railroad line.

Operator: The person in charge of and qualified to operate on-track equipment.

Crew: All persons other than the operator who will ride in on-track equipment.

Seton Point: Authorized point for setting railcars and on-track equipment on the tracks.

Restricted Speed: MAXIMUM SPEED NOT TO EXCEED 10 MPH. Operating at a speed that allows a stopping distance within ½ the range of vision short of train, engine, cars, persons, and equipment on the track. Restricted Speed should be also operated during reduced vision due to foul weather, track conditions, or when instructed by a supervisor.

Trailer: Any car, pushcart, lorry car, trailer, or passenger car designed to haul equipment/tools or carry passengers.

Reasonable Distance: Considered by the State of New Hampshire to be a minimum distance of 300 feet when referring to on-track equipment lighting.

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I. Minimum Requirements for Equipment

Tow Hitches: 2 tow points, centered front and rear. Hole 1 inch, mounted 6 to 16 inches from railhead, able to accept ¾ to 1 inch pin with retainer.

Tow Bar: Length to be no shorter than 20 inches.

Brakes: Car unable to be moved when the brake is applied to first notch. Brake shoes should be of sufficient thickness so that they are not worn through the liner to the blocking.

Lights: White light to front, Red to rear. Stop light activated when brake applied. All lights shall be displayed at all times. Lights must be of sufficient brightness as to be seen at a reasonable distance (300 feet).

Wheels: Flange thickness to be no less than 1/8" on light/medium cars, 3/32 on cars with 14" wheels, 5/32" on heavy cars.

Fuel Tank: Red in color for gasoline, green for diesel, not to extend beyond rear of supporting frame. Strongly recommended that tank be protected by a tank guard.

Audible Warning Device: On-track equipment must be equipped with an audible warning device. Excessive or unnecessary use of loud horns should be avoided. The use of horns, except as an emergency warning, should be avoided when approaching grade crossings as we are required to yield the right of way to approaching high-way traffic and the use of horns may confuse motorists.

Windows: Laminated safety glass or Lexan. No cracked or broken glass.

Floorboards: Adequate floorboards for operator and passengers shall be conveniently located and securely fastened to the car.

Rotating Parts: Exposed moving engine, gear or drive line parts must have proper guards to prevent injury to crew or bystanders.

Flags: 2 flags, orange or red in color, 16 inch x 16 inches in size.

Fire Extinguisher: Fully charged 1A: 10 B:C Fire Extinguisher or larger, but must be rated for Class A, B, and C Fires.

Clothing / Safety Gear: Long trousers, with ankle length boots, work gloves, and reflective safety vest/belt. Sneakers, tennis shoes, and open toed footwear are not acceptable.

Governing Rules: All motorcars shall have an approved copy of the rules established by the CVRTC Safety Committee.

Homebuilt / Extensively Modified Cars: All cars that are homebuilt, or have extensive modifications, shall adhere to the CVRTC minimum requirements, as well as those set forth in the "NARCOA Custom-Built & Highly-Modified Motorcar Guidelines" handbook.

First Aid Kit: Bandages, splints. Boating/RV/Car kits are sufficient.

II. Recommended Equipment

Gear: Hard Hat; Foul Weather Gear; Gloves and eye protection.

Tool Kit. Spark plug wrench, fuses, bulbs, oil, water, grease gun, wipes, chain and lock to secure car to rail etc.

Other: Flashlight, radio/cell phone, pencil, paper, handsaw/chainsaw.

III. RAILCAR OPERATING RULES

For the purposes of this section "OPERATOR" shall be any CVRTC member, motorcar operator, crew member, passenger, excursion coordinator or any other person involved in on-track equipment activity covered herein. The terms JOB BRIEFING and SAFETY MEETING shall be interchangeable.

1. Seton Point: The only authorized point for setting railcars on the tracks;

- **Wolfeboro Line:** Between Wolfeboro and Rt. 16 will be at the location known as Fernald Station.
- **Ossipee Line:** Between Rt. 28 and Rt. 16 will be at the location known as Mountainview Station.
- **Silver Lake RR – Madison NH:** Driveway crossing behind the station/post office.

Setting on at any other location is prohibited without the express permission of the state of NH Trails Bureau or an abutting landowner.

2. Speed Limit: All railcar operations will be conducted at RESTRICTED SPEED and at no time to exceed 10 MPH. Restricted speed is that speed which will allow the railcar operator to stop ½ the distance to ANY obstruction. On the Cotton Valley Line the speed limit East of Fernald Station is 10 MPH. The speed limit West of Fernald is 10 MPH and 5 MPH on the Causeways. The Ossipee and Silver Lake line are each 10 MPH.

3. Grade Crossings: Operators will bring their equipment to a complete stop at all grade crossings and visually verify the crossing has no road traffic in view before crossing. When multiple motorcars are crossing in a group, at least one flag person equipped with a safety flag and wearing a safety vest shall protect the crossing.

4. Right Of Way: Railcars will yield the right-of-way to all other trail users and all vehicles and pedestrians at grade crossings. Railcars leaving Fernald Station on the Cotton Valley Line will yield the right-of-way to all railcars returning to Fernald Station. Unless mutually agreed by the operators involved, the lightest railcar will be setoff for the purpose of passing.

5. Hours Of Operation: Railcar operations are permitted during daylight hours only. Returning railcars will be permitted to return to Fernald, Mountainview Station, or Silver Lake Station after darkness if railcar is equipped with a suitable white light facing the direction of travel.

6. Inspection: Before each use, the operator of the on-track equipment must carefully inspect it to make sure that the wheels, axles, and brakes are in proper working order.

7. Alcohol And Drugs: Use of Alcohol, illegal drugs, prescription medications, OTC medications or any other substance that may adversely affect safe performance is prohibited.

8. Pushing Trailers: Due to the increased hazard of pushing a trailer, pushing speeds shall be limited to 5mph and for the shortest distance possible only to the nearest point where the pushing vehicle can be relocated in front of the trailer.

9. Passenger Trailers: All trailers that are to be used to haul passengers, either club members or the general public, shall be equipped with 4 wheel brakes and sides of sufficient height as to prevent accidental falls. Trailers equipped/built for the purpose of hauling passengers shall have two independent safety chains. Safety chains shall be a minimum of 3/16-inch proof chain with a working load capacity of at least 500 lbs. The chain shall be secured to a frame member or equally firm portion of the motorcar and equipment being towed and shall be so applied as to not create a hazard by hanging down or dragging the ground such as by wrapping excess length of chain around the tow bar. For the purposes of this section, a trailer, not originally designed for passengers, but is being temporarily used to carry a passenger(s), shall be equip with suitable brakes.

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10. Passenger Trailer Brakes: Brakes shall be equipped on such cars so that when activated the brake shoes provide sufficient power to assist in stopping the trailer. Trailer brakes may be activated via a lever operated by a member riding in the trailer, or via an air/electronic braking system that is operated via the towing motorcar when the towing motorcars brakes are applied.

11. Unattended On-Track Equipment: When any type of on-track equipment is not continuously attended for an extended amount of time by the person in charge of the equipment, the equipment must be secured to prevent movement. A chain and lock securing the wheel to the rail of the first and/or last car of a group of cars shall be sufficient. Functional on-track equipment is not to be left on the mainline unless the operator is within visual and hearing distance of that equipment.

12. Mainline Switch Positions: All mainline switches are to be left aligned for the mainline.

13. First Time Operator Mentoring: It is mandatory for all new members to be qualified by an authorized CVRTC Approved Mentor before an operator can operate his or her motorcar. This way the new member will become familiar with CVRTC line operations such as grade crossings, grade crossing flagging, switches, and trackage limits.

14. Junior Operator: Individuals 16 to 18 years of age may operate a motorcar with written parental or guardian consent and must be mentored to do so.

15. Electronic Devices, Possession Of: All Electronic Devices in personal possession of the Operator of on-track equipment must be turned off while the equipment is in motion, and on-track equipment operators will not make unannounced individual stops for the purpose of manipulating electronic devices. Exception: Two-way radio with CVRTC and/or railroad- channels: intercom systems for the purpose of hearing protection, monitoring the two-way radio, and communication within the on-track equipment; digital watch whose only purpose is as a time piece; prescribed medical equipment; and standalone GPS system for the purpose of speed indication, only if no other accurate speed indicator is present, and only if not manipulated by the Operator while the equipment is in motion. Nothing in this rule prohibits a crew member (other than the operator) from using any electronic device, however, use of such device shall not cause a distraction for the operator.

16. Job Briefings / Safety Meetings: Operators whose duties or actions require coordination with other operators must hold a job briefing to review all operational and safety conditions before such duties or actions occur, and a job briefing during and after such duties if the discussed activities or conditions change. Operational and safety conditions that require a job briefing include, but are not limited to:

1. When work or rail conditions or situations change.
2. Prior to and upon the completion of the handling of switches and derails.
3. At the completion of tasks associated with placing and securing on-track equipment to be left unattended.
4. Use of power equipment or other maintenance of way and/or cutting equipment.

17. Conducting A Job Briefing / Safety Meeting: Job briefings should be conducted face to face when possible, but may be held via radio or telephone when a face-to-face briefing is not practical. Job briefings must cover, but are not limited to:

1. Bulletin Order items affecting the movement of on-track equipment.
2. Form D/Track Warrants or other operational authority in effect and limits of track authority.
3. Known safety hazards, including the presence of other crews working in the area or pedestrian traffic.
4. Work assignments for each crewmember performing on-ground tasks. Job briefings must not be considered complete until all involved operators have acknowledged their understanding of the information covered.

IV. EMERGENCY CONTACT INFORMATION

Physical Address of Fernald engine house;

4 Fernald Crossing, Wolfeboro, NH or 64 Governor Wentworth Highway, Wolfeboro, NH

Cotton Valley Line Emergency Numbers - Police: 603-569-1444, **Fire:** 603-569-1444, **Emergency:** 911

Ossipee Line Emergency Numbers - Police: 603-539-2284 **Fire:** 603-539-2284, **Emergency:** 911

Silver Lake Line Emergency Numbers - Police: 603-367-8334 **Fire:** 603-367-4332, **Emergency:** 911

NH Fish & Game: 603-539-2284 – Via Carroll County Sheriffs Office

Huggins Hospital – Wolfeboro: 240 South Main Street, 603-569-7500

Hospital Directions: RT 28, South towards downtown Wolfeboro. At “T” intersection with Rt. 28 / Rt. 109 in Wolfeboro Village, turn left onto Rt. 28 South. ER entrance will be .5 miles on your left.

In the event of an emergency on the Wolfeboro or Ossipee line, be sure to give your last milepost. The Carroll County Sheriffs Office has a map with each milepost location to make rescue easier.

V. EMERGENCY INFORMATION

Involved in an accident/incident?

Check to make sure that everyone is ok, and that the scene has been secured to prevent any additional property damage or injury if possible.

Dial 911 if Police/Fire/EMS are needed.

Incidents involving a motor vehicle or non-on-track equipment **REQUIRE** Police to be notified and respond.

If possible, fill out the field accident-incident report and witness card forms that are in your Operators Pack.

After an accident/incident, contact one of the following as soon as possible:

Name	Phone	Position
Bruce Stuart	603-986-9825	President & Trail Master.
Jessie Mazzie	978-223-7634	Vice President & Safety Member.
Scott Fuller	603-505-5656	Safety Committee Chairperson.
Bill Catanesye	207-608-9776	Safety Committee Member.
Frank Hubley	978-266-0275	Safety Committee Member.
Hayden Lamoureux	603-717-6594	Safety Committee Member.
Leroy Tripp	603-866-2718	Safety Committee Member.

VI. RADIOS

Approved Radios: All radios must be FCC Part 95 approved narrow band radios.

CVRTC Operation Channel: The channel for radio operations on CVRTC lines shall be NARCOA Mobile Channel-1.

Licensing: NARCOA is licensed for the frequency of 151.625 MHz. The NARCOA call sign is WPHT745. This frequency is in what is known as the VHF-High Land Mobile Radio (LMR) Service band, and uses a modulation known as narrow band (5 kHz deviation) FM.

151.625 MHz is specifically assigned for itinerant use. That is, stations licensed to this frequency are not restricted to a certain geographical area and the license does not call out specific coordinates for base stations, but mobiles can move about within the United States, depending on the needs of the licensee. Power is restricted to 110 watts.

Additional Channels: NARCOA has 2 additional radio channels that may also be used. NARCOA Mobile Channel-2: 151.505 MHz and NARCOA Mobile Channel-3: 158.400 MHz.

FIELD ACCIDENT - INCIDENT REPORT

Your Name (Print): _____

Cell Phone: _____ Home Phone: _____

WHEN DID IT HAPPEN

Date: _____ Day of Week: _____ Time: _____ AM / PM

WHERE DID IT HAPPEN

Location Name: _____ Milepost/Address: _____

Motor Car/Equipment or Vehicles Involved: _____

BRIEFLY EXPLAIN WHAT HAPPENED AND HOW?

PERSON OR PROPERTY INJURED OR DAMAGED

Full name of injured or owner: _____

Injured/Owner's Home Address: _____

Injured/Owner's Home Telephone: _____

Extent of Injury or Damage (if known): _____

Approximate Cost or Value (If known): _____

Hospital or Place Taken To: _____

Signature: _____ Date: _____

*** FILL OUT WITNESS CARDS ON NEXT PAGE ***

WITNESS CARD

Date: _____ Time: _____
Name (Printed): _____ Address: _____
City: _____ State: _____ Zipcode: _____
Cell Phone: _____ Home Phone: _____
Email Address: _____

WITNESS CARD

Date: _____ Time: _____
Name (Printed): _____ Address: _____
City: _____ State: _____ Zipcode: _____
Cell Phone: _____ Home Phone: _____
Email Address: _____

WITNESS CARD

Date: _____ Time: _____
Name (Printed): _____ Address: _____
City: _____ State: _____ Zipcode: _____
Cell Phone: _____ Home Phone: _____
Email Address: _____
