

Reading Company Form 475 (1-74)

Time Return and Delay Report of Engine and Train Employees—Conductor and Trainmen



Provided by The Reading Modeler

www.readingmodeler.com

No. \_\_\_\_\_



### READING COMPANY

TIME RETURN AND DELAY REPORT OF ENGINE AND TRAIN EMPLOYEES  
CONDUCTOR AND TRAINMEN

Form 478  
3-74 1500 T  
6 1/4 x 11 1/4

Date \_\_\_\_\_

UNIT DESCRIPTION AND NUMBER \_\_\_\_\_ RUN No. \_\_\_\_\_

FOR USE OF ACCOUNTING

Holiday Overtime

Length of Time off Duty Previous to this Trip	First Went on Duty			Finally Went off Duty			Total Time on Duty		Actual Miles Run	Engineer's Name		O.T. a/c 2 1/2 Hr. Rule	O.T. a/c 5 Dy. Wk. Rule	H W	M Ex. Ct.	Rate Code	Taxable Miles	Straight Time Actually Worked (Pass.)	Individual Allowance		Crew Allowance	
	Place	Date	Time	Place	Date	Time	Hrs.	Mins.		NAME	Employment Number								HW	Mins.	Code	Mins.
										Conductor		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3					3			
										Trainman		<input type="checkbox"/>	<input type="checkbox"/>	4					4			
										Trainman		<input type="checkbox"/>	<input type="checkbox"/>	5					5			
										Trainman		<input type="checkbox"/>	<input type="checkbox"/>	6					6			

DETAILS OF SERVICE

Train	Engine Motor or MU	DEPARTURE			ARRIVAL			Actual Miles Run	Service (Passenger, Freight, Etc.)
		STATION	On Duty	Train Departed	STATION	Train Arrived	Off Duty		

Maximum No. Cars in Train \_\_\_\_\_

Mail    
Express

No. of Sacks \_\_\_\_\_

Train No. \_\_\_\_\_

Empl. No. \_\_\_\_\_

Collecting Tickets

Empl. No. \_\_\_\_\_

Clerks Use Only

Distribution Crew Hours

Class Hours

Total

**USE RUBBER STAMP FOR NAME AND EMPLOYMENT NUMBER**  
\*EXPLAIN CLAIMS UNDER REMARKS ↓

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and hereby sign for all \_\_\_\_\_ Divn. Go No. \_\_\_\_\_

General orders up to and including \_\_\_\_\_ Divn. Go No. \_\_\_\_\_

I CERTIFY THIS REPORT TO BE CORRECT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Occupation

On Duty

Is Correct: \_\_\_\_\_

Off Duty

Is Correct: \_\_\_\_\_

Approved \_\_\_\_\_ Trainmaster

OUT OF POCKET EXPENSE

Employment Number	a/c	Code	Auto Miles	Amount



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**DAILY REPORT**

PLACE	DURATION OF DELAY		CAUSE OF DELAY
	Time Began	Time Ended	

**DISPOSITION AFTER RELIEVED**

Tied up for rest at \_\_\_\_\_  
 Time left tie up point \_\_\_\_\_  
 Towed in by \_\_\_\_\_  
 Deadheaded into terminal on \_\_\_\_\_

**YARD OR ROAD SWITCHING TIME AND STOPS UNDER "STOP" RULE**

No.	*Stops Under Stop Rule Location	Yard or Road	From	To	Time	
					Hours	Mins.

NOTE: All stops for the purpose of picking up or setting off cars (other than Shop Cars) must be shown. Stops made doubling hills not to be shown.  
 \*Stops to be counted under Stop rule to be numbered 1, 2, 3 4, 5, 6.

**INSTRUCTIONS**

- 1.—This report shall be rendered for all train crews. Conductors, flagmen, train baggagemen, and trainmen shall also use this form when reporting individually. The report shall be rendered and signed by the conductor for the train crew. If there is no 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, other than scheduled release of programmed passenger runs to be indicated under details of service, 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 which it ended. If the whole or part of service is dead-heading, the place and time 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 conductor of the crew relieving or the name of the employee relieving will be shown.
- 4.—Wherever time is shown A. M. or P. M. 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, such as taking water, setting off shop cars, waiting for passing trains, held at signals, waiting for helper engine, etc.
- 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.
- 7.—If engine is changed during day or trip, indicate under remarks, where and time changed.