



CERTIFICATE / MAINTAINING PHYSICAL CHARACTERISTICS FOR TRAIN & ENGINE SERVICE EMPLOYEES

Revised 032416

Train and Engine service employees must have their qualifications current in order to fill out this form.

(Check the craft that applies)

Conductors: are required to make 3 round trips for the purpose of maintaining physical characteristic qualifications over any portion of Metro North's territory for which the conductor has not performed service within a year.

Engineers: Metro- North locomotive Engineers are required to complete 1 round trip operating a train in each direction or make 3 round trips not operating a train.

This form is for official use only to certify that (Name) (Employee#) has taken the requisite trips witnessed by an employee working the train. Your signature is testament to those facts. It must include origin and destination, train numbers, dates, and be both printed and signed by witnesses.

Table with 7 columns: Date, Train No., Operated Train (Engineer only), Origin, Destination, Witness name and employee number (print), Signature (witness)

If this form is intended to document unscheduled trips not automatically updated in CMS for train and engine service employees operating in Yard, Combo or Regular Service, it must be signed below by a supervisor.

Table with 7 columns: Date, Train #, Origin, Destination, Incident Type (Rescue, work train etc...), Transportation Supervisor Approval Signature*, Supervisor CMS ID # (MCMS)

Filing instructions:

Conductors:

- The ORIGINAL must be submitted to the Crew Management Center.
A copy should be kept by the employee until qualifications are verified in the CMS.
Crew Management will ensure a copy is delivered to the Office of Conductor Compliance 420 Lexington Avenue 11 floor.

Engineers:

- Complete forms will be forwarded to the Office of the General Road Foreman, GCT A-52 (Fax: 212-340-2282).
A copy should be kept by the employee until qualifications are verified in the CMS.