



Reading Company Form 475 (1-74)  
 Time Return and Delay Report of Engine and Train Employees—Engineer and Fireman



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Form 475

**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. When cars are picked up or set off at foreign line junction points state whether non-interchange cars were included in the pick-up or set-off. Stops made doubling hills not to be shown.  
 \*Stops to be counted under Stop rule to be numbered 1, 2, 3, 4.

**INSTRUCTIONS**

- 1.—This report shall be rendered for all engine crews. Engineers, firemen, shall also use this form when reporting individually. The report shall be rendered and signed by the engineer for the engine crew. If there is no engineer 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 name of engineer and 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.