



**National Railroad Passenger Corporation**  
**Private Car Safety Manual**



**Effective August 1, 2026**

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# Amtrak's Safety Commitment

Railroad safety is our highest priority. Amtrak seeks to provide a safe transportation system for our passengers and a safe working environment for our employees. Private Car Owners are expected to similarly make safety an essential element of their daily activities. Safety programs are a fundamental building block within our plants, facilities, equipment, and procedures. Safety programs are effectively integrated through the cooperative efforts of Amtrak craft and management employees, and by observance of all operating and safety rules. Capitalized terms used herein, but not otherwise defined, shall have the respective meanings given to them at Appendix A to this Safety Manual.

It is the obligation of the Private Car Owner Group to be familiar with and to comply with: all applicable laws and regulations; all terms contained in the Terms And Conditions For Movement, Maintenance And Storage Of Privately Owned Railroad Cars on Amtrak; all applicable Amtrak safety rules, policies, guidelines, and practices; all provisions of this Safety Manual; and all instructions given by Amtrak personnel (collectively, "Safety Requirements"). The Private Car Owner Group shall ensure that all Occupants of the Private Car observe and comply with all Safety Requirements. Failure to adhere to these Safety Requirements may result in Amtrak, in its sole discretion, taking corrective and/or remedial actions, which may result in the Private Car Owner Group being suspended or revoked from operation on any Amtrak Train.

## 1.0 General Safety

**1.0.1** The Private Car Owner Group is responsible not only for the safety of Occupants and employees or contractors, but also for making their Occupants and employees or contractors aware of all Safety Requirements. Such requirements must be strictly observed, and noncompliance will not be tolerated. At all times, the Private Car Owner, or a Designee, shall be present and responsible for the observance of, and compliance with, all Safety Requirements when the Private Car or Cars are in or are subject to use.

**1.0.2** The Private Car Owner Group must tour the Occupants through the Private Car so that they are familiar with the configuration of the Private Car and all safety features and practices, including emergency egress. During this tour, it is important to show lighting options, including emergency lighting and escape routes. The Person-in-Charge should demonstrate the operation of an emergency window. This would include the emergency window with a removable gasket as well as the window which requires breaking with a hammer.

### 1.1 Safety While on and Around Private Cars and Rolling Stock

**1.1.1** The Private Car Owner Group is responsible for communicating with Occupants a clear understanding of the specific areas or portions of the Private Car or Cars where, under no circumstances, Occupants are permitted to go, such as underneath, between, or on top of parked Private Cars, on observation decks, open platforms, and vestibules (see below).

**1.1.2** It is not permissible at any time for the Private Car Owner Group or Occupants to be on the observation deck, open platform, or to stand in the vestibule with an open or closed door and/or window(s) on any Private Car attached to an Amtrak Train or Amtrak charter train. Do not attempt to enter or exit while the train is in motion. This applies to any train on the Amtrak system or where any specific riding has been banned by the host railroad.

**1.1.3** For all other times when the train is not in motion and when Private Car Owner Group, or Occupants are on an observation deck, open platform, or standing at an open Dutch door, there are to be no liquids. All Private Car Owner Group and Occupants must wear protective eyewear, there must be enough handholds and railings for all Occupants, and there can be no leaning beyond the sides and rear planes of any Private Car at any time.

**1.1.4** When stepping off any standing railroad equipment, Private Car Owner Group or Occupants should look in both directions before stepping to the ground, while ensuring three points of contact. Private Car Owner Group or Occupants should look for moving railroad equipment and employees in golf carts passing alongside the car.

## **1.2** Safety in Yards, Platforms, Stations and Railroad Property

**1.2.1** Occupants in areas of railroad property not designated for public use shall not be permitted unless the Private Car Owner Group gets prior approval from the property owner. It is the responsibility of the Private Car Owner to coordinate with the host railroad or owner entity that is designated in the PNR.

**1.2.2** Motor vehicles owned by the Private Car Owner, Private Car Owner Group or Occupants are not to be placed in areas within yards, platforms, stations, or other railroad property where said vehicles block egress of rolling stock or maintenance vehicles.

**1.2.3** The Private Car Owner Group and Occupants are not allowed to be on the ground “touring” or “wandering” in the yard or the facilities and must not interfere with Amtrak employees or contractors performing their duties. It is the responsibility of the Person-in-Charge that people associated with their Private Car remain in the Private Car. Occupants are permitted to exit and re-enter a Private Car in the yard only after obtaining approval from the Amtrak Officer when safety measures can be ensured, unless in an emergency. The Private Car Owner Group is responsible for supervising the movement of Occupants to and from the car at the Amtrak Officer’s direction.

**1.2.4** It is recommended that no one under the age of 14 be brought into the yard. Unaccompanied minors (below the age of 18) must be closely supervised by an Amtrak Officer while in the yard and will be supported only when time and resources permit.

**1.2.5** Private Car Owner Group or Occupants should show courtesy and respect to all railroad employees.

## 2.0 Personal Safety

### 2.1 Safe Lifting

**2.1.1** Lifting items is a frequent task in the railroad environment, and to avoid injury, it must be done safely. Proper lifting principles should be applied when loading or offloading anything on or off a Private Car. Safe lifting techniques involve assessing the load, using proper foot positioning, bending at the knees, keeping the back straight, and lifting with your legs, not your back. Always maintain a firm grip, keep the load close to your body, and avoid twisting your body while lifting or carrying. This includes, but is not limited to, Occupants' luggage.

### 2.2 Personal Protective Equipment (PPE)

**2.2.1** While in yards, platforms, stations, and railroad property, the Private Car Owner Group and Occupants must wear appropriate clothing and PPE consistent with the requirements below.

**2.2.2** Having appropriate Personal Protective Equipment (PPE) is the responsibility of the Private Car Owner.

**2.2.3** PPE is mandatory when working in a rail yard. This includes safety glasses with side shields, safety-toed shoes or boots with a distinct heel, a hard hat, and a vest of obvious reflective material. The vest should be tear-away and fire resistant.

**2.2.4** Designated pathways for the purposes of transiting the site may be established by site management (when on Amtrak Property by an Amtrak Officer) on which alternate PPE requirements may be prescribed.

### 2.3 Clothing

**2.3.1** All Private Car Owner Group and Occupants must wear clothing that is appropriate for their specific duties (if any), provides ample protection, is in good condition (not torn) and such that it does not pose a tripping or entanglement hazard.

### 2.4 Footwear

**2.4.1** All Private Car Owner Group members and Occupants while on railroad property or in any non-public area, must wear footwear that is in good condition and is completely laced, buckled, zipped, or otherwise fastened.

**2.4.2** The following types of footwear are prohibited:

- Footwear that has metal plates or cleats that are integral to the sole or heel of the shoe.
- Footwear that has a heel of any kind greater than three inches in height.
- Flip-flops or sandals.

**2.4.3** Private Car Owner Group members engaged in or whose duties include work on or about trains, the right of way, shops, and/or railroad property must wear boots meeting the following requirements:

- Comply with all the provisions of rules above.
- Provides ankle support – with a minimum height of 6 inches.
- Must be lace-up type.

## 2.5 Eye and Face Protection

### 2.5.1 Eye protection labeled with ANSI Z87.1+ must be worn while:

- In or about shops, storerooms, and yards.
- On or about the right of way.
- When performing sanitation work onboard trains.

### 2.5.2 Remove eye protection while in work areas only if necessary to de-fog, clean, or otherwise change.

### 2.5.3 Unless required by the specific work being performed (e.g. welding), do not wear shaded/tinted eye protection in low light conditions, from one hour before sunset continuing until one hour after sunrise, or in shops and tunnels.

### 2.5.4 While performing operations that require a face shield or welding shield, safety glasses or goggles must also be worn.

## 2.6 Hard Hats

### 2.6.1 All Private Car Owner Group members must wear a hard hat, which meets or exceeds the current version of ANSI Z89.1 – Class E, where overhead hazards exist, or the potential exists for overhead hazards to be created/generated. Such overhead hazards include but are not limited to:

- Risk of impact or penetration from falling, flying, or suspended objects (e.g. crane use, construction activities).
- Inadvertent contact with exposed electrical conductors/sources.
- Additionally, hard hats must be worn at all times:
  - When using fall protection, lifelines or any type of aerial work platform, scissor lift, or similar equipment.
  - In locations otherwise required by posting or other instruction.
  - When working on rolling stock that is suspended.
  - When using an overhead crane, or directly as part of a team that is operating an overhead crane.

### 2.6.2 When wearing a hard hat:

- Hard hat must be properly fitted and must be worn brim forward unless otherwise worn in accordance with manufacturer's instructions.
- Any apparel (e.g. bandana, skull cap) worn under or in conjunction with hard hat must be worn in accordance with the hard hat manufacturer's instructions. Furthermore, such apparel must not interfere with proper fit or functionality of the hard hat.

- Wearing ball-caps or hoods under the suspension of hard hat is prohibited.

## 2.7 Bump Caps

**2.7.1** The use of bump caps is subject to the following requirements:

- All bump cap manufacturers' instructions must be followed.
- Bump caps may not be modified from manufacturers' design.
- Bump caps must be properly fitted and must be worn brim forward unless otherwise worn in accordance with manufacturer's instructions.
- Wearing bump caps in lieu of hard hats in circumstances or areas requiring hard hats is prohibited.

**2.7.2** All Private Car Owner Group members must wear a bump cap when engaged in the following operations:

- Switching activities from ground level (manipulating hoses, couplers, track switches, derails).
- Performing any other task from the ground level while performing switching operations.

## 2.8 Hearing Protection

**2.8.1** Hearing protection is required when engaged in any activities, or working with/near tools or equipment designated by signs or instructions as requiring hearing protection.

## 2.9 Reflective/High-Visibility Clothing

**2.9.1** All Private Car Owners or members of the Private Car Owner Group engaged in work or whose duties include fouling tracks must wear a breakaway vest or other outerwear that meets or exceeds ANSI Class 2, Type R (Orange or Lime/Green), when within 25 feet of a track, or 15 feet of an active road or highway.

EXCEPTIONS:

- Inside of enclosed equipment or vehicles, or
- Inside of a building and physically separated from track(s), or
- Inside of a building and protected by Blue Signal Protection or Roadway Worker Protection, or
- In publicly accessible areas of passenger stations, or
- When required to wear specialized PPE for electrical work, fall protection, or cutting, burning, or welding.

## 3.0 Walking, Contact and Doors

### 3.1 Three Points of Contact

**3.1.1** While onboard the train, always remember "three points of contact." Three points of contact consist of two hands and one foot, or two feet and one hand. Maintaining three points



of contact can help to avoid slips, trips, and falls. The “three points of contact” applies to anyone who is standing or moving inside the train, inside the vestibule or on the train’s platform. Three points means that at all times you should have both feet and at least one hand or both hands and one foot firmly planted on a level, flat surface. If a person is not sitting in a chair, on a bench, a couch or other piece of furniture, they should be braced by having “three points of contact.” This means that grab bars should be used while standing in the vestibule or on the platform—especially when transferring from one car to an adjacent car.

**3.1.2** Three points of contact is recommended when showering and using the toilet, as unexpected train movements are common. Showering causes wet surfaces that pose an additional safety risk. Each shower or shower room should have some sort of non-skid surface on which to stand to prevent slipping. Grab bars located in the shower might be placed both vertically and horizontally inside the shower. Grab bars should also be installed in general toilets and annexes.

## 3.2 Getting On or Off Standing Equipment

**3.2.1** Before mounting, CHECK YOUR SURROUNDINGS and avoid confined spaces, close clearances, and step clear of track when practicable. Look for, remove if practicable, and stay clear of any obstruction, opening or other such hazard.

**3.2.2** Keep at least 8 feet away from a dangling wire or any foreign objects that may be hanging from or may be in contact with electric current and advise proper authority by the quickest available means of communication.

**3.2.3** Face equipment, except passenger cars at high-level platforms, and keep body as close as possible to the equipment.

**3.2.4** Use only handhold, ladder, step or other part designed and placed for the purpose.

**3.2.5** Avoid using handholds, ladders, steps or other parts that are damaged, defective or slippery due to oil, water, ice or snow when practicable.

**3.2.6** Have a secure handhold and observe footing conditions.

**3.2.7** Mount or dismount away from any main or live track when practicable.

**3.2.8** When using a ladder, prevent striking knees on a rung or other part by turning foot slightly sideways.

**3.2.9** When necessary to carry a lantern, it should be carried so that it does not interfere with a secure handhold.

**3.2.10** When dismounting, place feet firmly on the ground before releasing handhold.

**3.2.11** Dismount from equipment on one track to reach equipment on an adjacent track, instead of stepping, reaching across or jumping from one to the other.



### 3.3 Vestibule and Trap Doors

**3.3.1** Always keep vestibule and trap doors closed and latched unless the Private Car is standing at a station or designated passenger area. All doors must be closed and latched before the train departs and must remain closed until the next stop. Doors should only be opened and closed when directed by the operating conductor or by the car operator after receiving permission from the operating conductor. Always check ahead with the conductor or train crew about opening the top vestibule Dutch doors.

**3.3.2** When handling a trap door, place your feet firmly and maintain a braced position. Keep all fingers clear of latches or other pinch points. When opening or closing the trap, use existing handles if equipped with such and keep your body clear of any moving parts. Release the latch with one foot, placing the tip of the other foot lightly over the edge of the trap door to prevent the door from suddenly springing up. It is not advised to open or close the trap door while standing on the ground.

**3.3.3** When a Private Car is parked, keep both vestibules open, i.e. when Amtrak employees need access to the hand brake and/or when they need to go from one side of the train to the other, without going around.

### 3.4 Walking, Standing, or Sitting

**3.4.1** Use designated route or path while moving from one point to another while on the train or on Amtrak Property. When walking, watch where you are going, paying close attention to footing conditions and surroundings to avoid injury.

**3.4.2** Look for and stay clear of openings, slipping, tripping or falling hazards. Remove such hazards from the path, walking, or work area when practicable, otherwise promptly inform Amtrak personnel of their presence.

**3.4.3** Use extreme caution during periods of inclement weather to avoid slipping or falling.

**3.4.4** Do not walk through steam, smoke or other such vapor or substance, unless it does not obscure the view of the walking area.

**3.4.5** Where smoke or fire conditions exist, avoid the area when possible and notify an Amtrak official.

**3.4.6** When lighting conditions require, use a flashlight or lantern to assist in ascertaining footing conditions and surroundings.

**3.4.7** When going through a hall, passageway, around a corner, or up or down stairs, walk, do not run, and always keep to the right. Keep hands out of pockets, use handrail if available and use every step on the stairs.

## 3.5 Walking and Standing in Yard Areas

**3.5.1** When walking through a rail yard, use the authorized route or path. Crossing tracks is prohibited except at appropriate crossing locations. Walking or standing on tracks or ballast is prohibited. Exercise caution when stepping on or walking on uneven or loose surfaces.

**3.5.2** Remain behind yellow lines while walking down paths, giving yourself plenty of clearance away from equipment and tracks.

**3.5.3** NEVER STEP ON THE RAIL as rails represent a very real hazard. Do not sit, stand, step, or walk on rail, frog, switch, guard rail, interlocking machinery, third rail protection boards, or other such parts of track structure.

**3.5.4** When walking or standing, expect moving equipment at any time on any track, in either direction; therefore, look in both directions before performing any operation that would cause you to foul equipment and/or track. Rely on all your senses. KEEP ALERT and visually scan the area you are approaching. When railroad passenger equipment is moving, it is much quieter than you think.

**3.5.5** When walking around the end of any car or locomotive, give yourself a minimum of 20 feet between yourself and the end of the equipment and cross only at appropriate crossing locations. Do not climb on standing equipment or cross underneath standing equipment as it could move at any time. Keep hands and feet clear of any switches. Always watch for any openings, falling, tripping, or slipping hazards. Never lean against a standing train. Never board or detrain a piece of equipment unless it has come to a complete stop. Always look in both directions when boarding and detraining equipment. Always maintain your handhold until your foot is firmly placed on the platform or ground.

**3.5.6** Be mindful of wet or slippery rail, switches, electricity, and other potential hazards while in the rail yard.

## 4.0 Car Owner's and Car Operator's Onboard Responsibilities

**4.0.1** The Private Car Owner, Private Car Owner Group and/or Person-in-Charge must know the location of all safety devices onboard the Private Car and their proper application. The location of the electrical locker, panels, and breakers are important not only to the operation of the Private Car, but for safety reasons as well. The Private Car Owner, Private Car Owner Group and/or Person-in-Charge must inform Occupants of safety devices and their proper application. The actions of the Private Car Owner Group and/or Person-in-Charge must set a positive example for all Occupants.

### 4.1 Car Owner's and Car Operator's Safety Awareness

**4.1.1** Understand all applicable safety rules, along with any specific local operating rules or conditions, and be trained in basic First Aid, CPR, and emergency situations such as fire and evacuation procedures.

- 4.1.2** Always keep Occupants' welfare, comfort, and safety as your highest priority.
- 4.1.3** Keep the passageways of cars clear of obstacles.
- 4.1.4** Attend to the doors being used when Occupants are boarding and detraining.
- 4.1.5** Stow luggage, food, etc. securely to prevent them from being dislodged during travel.
- 4.1.6** Monitor vestibule/diaphragm area when in motion to ensure doors are kept closed and vestibule/platform area is secure as required.
- 4.1.7** Precede Occupants in detraining to see that all is clear on the ground or platform.
- 4.1.8** Visibly confirm that the hand brake is set when parked and wheels properly chocked by railroad personnel and check that the hand brake is released, and wheel chocks are removed by railroad personnel prior to moving.
- 4.1.9** NEVER allow anyone to climb on top or underneath a parked car.
- 4.1.10** NEVER allow anyone to insert, remove or work on any 480-volt H.E.P. Connecting or removing 480-volt cables to the train shall be done by qualified railroad personnel only!
- 4.1.11** NEVER wash car windows at a terminal without approval from the terminal superintendent or foreman.
- 4.1.12** NEVER allow Occupants to use any transmission devices (radios) that have direct contact with the train crew unless there is an emergency.
- 4.1.13** NEVER allow anyone to offer alcoholic beverages to any railroad personnel.

## **5.0** Communication

### **5.1** Electronic Devices

- 5.1.1** Upon request by any Amtrak employee, you must turn off any electronic devices.

### **5.2** Use of 2-way Radios on Railroad Frequencies

**5.2.1** Only Amtrak and other railroad operating personnel are authorized to use railroad frequencies. Such communication by anyone else is limited to declaration of a train or medical emergency. Each car owner is responsible for having a designated person monitor the radio when the train is running and at least one hour before departure and after arrival.

**5.2.2** Use of 2-way radios on railroad frequencies shall be limited to the following situations:

- Life Threatening Health Emergencies.
- Catastrophic Mechanical Failure.
- Fire.
- Criminal Acts.

The correct way to initiate a message to the train crew by a private car radio operator on railroad frequencies is to say... "Private Car (name) to the crew of Train #, we have an emergency!... Acknowledge?"

## 6.0 Emergency Instructions

### 6.1 Emergency Preparedness

**6.1.1** Emergency situations may include, but are not limited to: service disruptions, derailment, fire, prolonged loss of HEP during extreme temperatures, grade crossing accident, trespasser fatality, exposure to a serious communicable disease, and any situation requiring evacuation of a train. Emergencies are any problem with the train's operation that endangers the safety, health or security of employees and passengers.

### 6.2 General Train Emergency Instructions

**6.2.1** Immediately notify the Conductor or other train service crew members of any emergency. The public-address system should be used (if operational) to alert crew members of an emergency by stating, "Immediate Assistance" is required along with the Private Car's location in the train.

**6.2.2** The Conductor will be in charge and have authority over all employees during emergency situations. Private Car Owners will follow the instructions of the Conductor and/or train crew in the event of an emergency.

**6.2.3** Contact the proper authorities to report any unsafe condition, operating rule violations, and/or injuries involved while on Amtrak Property.

### 6.3 Fire Safety

**6.3.1** Occupants should be advised where fire extinguishers and first aid kits are located in case of medical emergency. In the event of a fire on board, TURN OFF THE BLOWER SYSTEM so that smoke will not circulate to other parts of the car.

**6.3.2** Get to the nearest fire extinguisher located in the Emergency Equipment compartment.

**6.3.3** Any dry chemical fire extinguisher on the train is effective on all types of fires: electrical, cloth, or grease.

**6.3.4** Remove fire extinguisher from the cabinet by unlatching the metal strap. Lift and carry the fire extinguisher by the handle.

**6.3.5** Approach the source of the fire and determine if the fire is controllable.

**6.3.6** To operate the fire extinguisher, follow the instructions on the extinguisher and squeeze the handle levers, spraying the extinguisher in a side-to-side motion at the base of the fire until the fire is out.

**6.3.7** If one fire extinguisher is not enough, you may have to evacuate the car (or engine). Remember: evacuate the car (or engine) **ONLY** if staying in it would mean a continuing threat to the people inside. Protect yourself and others from overexposure to smoke and fumes.

**6.3.8** Once the seal on the fire extinguisher has been broken, the extinguisher must be removed from service and reported to the Conductor or Assistant Conductor.

## 6.4 Evacuation

**6.4.1** If evacuating through your Private Car, please ensure you are aware of your Private Car's evacuation procedural process. It is the responsibility of the Private Car Owner and/or Person-in-Charge to brief all Private Car Owner Group members and Occupants of all emergency preparedness situations.

**6.4.2** If it is necessary to evacuate your Private Car or the train, follow the instructions of the Conductor or train crew. If it is necessary to evacuate your Private Car through the end doors into the next car, do so. If evacuating through emergency windows on an Amtrak Train, follow the following instructions.

- Grasp the red plastic handle firmly and pull the red handle toward you to release the rubber molding from around the window frame.
- Remove all the rubber molding from around the frame to remove the window.
- Grasp the aluminum handle pulling the handle toward you to loosen the window.
- Hold both sides of the window when lifting away from the window frame. Window weight is approximately 30 lbs. for coaches and approximately 60 lbs. for Acela, dining and, lounge cars.
- Store window out of the evacuation path so that it does not interfere with people exiting through the window opening.
- Check outside conditions to ensure they are better and safer than those inside the equipment.
- Place a blanket or jacket over the lower edge of the window.
- Assist Occupants with a safe evacuation.

## 6.5 Third Rail Territory

**6.5.1** If you are in an emergency and it is necessary to evacuate the train, please follow any instructions from the Conductor and train crew.

**6.5.2** If evacuation is necessary in catenary or third rail territory, you must consider these systems energized and deadly to life until it is known the system is de-energized and properly grounded. Most third rail systems have cover boards installed to prevent accidental contact. Amtrak has such cover boards in the New York area. Amtrak Safety Rules strictly prohibit anyone from standing, sitting on, walking on, or touching third rail cover boards.

## 7.0 End-of-Train Equipment

**7.0.1** The rear of the train is to be protected by a specific type of light as defined by the Federal Railroad Administration (FRA). The light is to be “highly visible” and must be seen from a certain distance as described by the FRA. The marker light(s) must be turned on at prescribed times and under certain visibility restrictions. The marker light system is to operate on a battery backup system should power be lost to the car.

## 8.0 Conclusion

The information contained herein is for the purpose of supporting Amtrak’s commitment to safety for all those involved with train operations. Amtrak believes that zero accidents and zero serious injuries are possible if everyone involved is committed to safety and works together to operate at the highest level of safety possible.

## 9.0 Appendix A: Definitions

1. **Amtrak:** The National Railroad Passenger Corporation, a corporation organized under 49 U.S.C. § 24101 et seq., and the laws of the District of Columbia with offices at 1 Massachusetts Avenue, N.W., Washington, D.C. 20001.
2. **Amtrak Officer:** Amtrak designated representative and primary point of contact located at each facility. This individual is typically a Trainmaster, Road Foreman, or Mechanical Foreman. They can vary by shift and facility.
3. **Amtrak Private Car Website:** The portion of the amtrak.com website that is devoted to Private Cars. The URL is: <https://www.amtrak.com/planning-booking/private-train-cars.html>.
4. **Amtrak Property:** Land, yard, tracks, or other real or personal property owned or controlled by Amtrak.
5. **Amtrak Train:** A train operated by Amtrak for its own account, i.e., not operated by Amtrak under contract to another entity.
6. **Designee:** A representative of the Private Car Owner designated to Amtrak’s Manager of Special Movements in writing and approved by Amtrak’s Manager of Special Movements in writing.
7. **Manager of Special Movements:** Employee in charge of Amtrak’s Special Movements Department available via email at [SpecialMoves@amtrak.com](mailto:SpecialMoves@amtrak.com).
8. **Occupants:** Persons in a Private Car or meeting or greeting a Private Car, other than persons serving in their capacity as Amtrak employees, including but not limited to passengers, meeters and greeters, invitees, and guests, but excluding individuals working in their capacity for Amtrak.

9. **Person-in-Charge:** A person representing the Private Car Owner who has authority to act on behalf of the Private Car Owner and will be physically present and accessible to Amtrak employees on each Private Car Move before, during, and after such move.
10. **Private Car:** Rail rolling equipment that is used only for excursion, recreational or private transportation purposes.
11. **Private Car Inspector:** A private contractor who meets the requirements set forth in Amtrak's Private Car Inspector Qualification Protocol and listed by Amtrak on the Private Car Inspectors List.
12. **Private Car Inspectors List:** A list maintained by Amtrak of Private Car Inspectors and available on the Amtrak Private Car Website.
13. **Private Car Maintenance Contractor:** A private contractor or subcontractor hired by a Private Car Inspector or Private Car Owner to perform maintenance services under his or her authority, responsibility, and direction.
14. **Private Car Move:** A journey of a Private Car or multiple Private Cars on an Amtrak Train, whether occupied or unoccupied, governed by one Passenger Name Record (PNR) and/or Transportation Notice (TN) issued by Amtrak signifying Amtrak authorization of the journey.
15. **Private Car Owner:** A party or entity other than Amtrak which owns, leases, operates, or otherwise controls a Private Car.
16. **Private Car Owner Group:** A Private Car Owner, Private Car Owner's Designee(s), Private Car Inspectors, Person-in-Charge, Private Car Maintenance Contractors and the Private Car Owner's employees, contractors, subcontractors, lessees, agents, and servants.