

# British Columbia Society of Model Engineers Garden Railway Operating Rules

May 2018

**NOTE:** In the event of a conflict between these rules and the British Columbia Society of Model Engineers (BCSME) Constitution and Bylaws, the BCSME Constitution and Bylaws shall prevail.

## Statement of General Policy

1. To provide safe track for members and guests operating the Garden Railway.
2. To provide adequate control of safety risks while the Garden Railway is in operation.
3. To consult with members and guests on matters affecting their safety.
4. To ensure safe handling of substances while the Garden Railway is in operation.
5. To provide information and instruction, and supervision where appropriate, to members and guests operating on the Garden Railway.
6. To ensure that members involved in the organization, setting up, and running of the Garden Railway are competent to do their tasks, and to give them adequate training where needed.
7. To prevent accidents involving members, guests and the visiting public relating to the operation of the Garden Railway.
8. To review and revise this policy as necessary at regular intervals.
9. Operators are to provide their own locomotive fuel and all necessary lubricants.
10. Overall and final responsibility for safety rests with the BCSME Garden Railway Committee.
11. Day to day responsibility for ensuring this policy is put into practice is delegated to the designated Garden Railway Operations Manager, who is specifically responsible for Garden Railway operations.

**NOTE:** Members and guests operate the Garden Railway at their own risk. No liability shall attach either to the BCSME the GVGRC or to individual members for damages arising out of any accident to members or their guests, however caused.

## Operational Priority

The BCSME Garden Railway shall be operated in the following order of priority:

1. By BCSME members in good standing.
2. By Greater Vancouver Garden Railway Club (GVGRC) members in good standing with their club.
3. By guests, members of other clubs, and members of the public at the discretion of the Garden Railway Operations Manager.

**NOTE:** BCSME or GVGRC name badges **MUST** be worn during public operating times. Guest name badges will be provided.

## Operating Rules

1. Smoking is not permitted in the park.
2. A minimum of two BCSME or GVGRC members, who are familiar with the Garden Railway Operating Rules, must be on site before the Garden Railway opens to the public.

3. Public operating days and hours shall be the same as the Burnaby Central Railway.
4. A Garden Railway Operations Manager shall be scheduled for each public running day. The Garden Railway Operations Manager will have final authority on the operation of Garden Railway for that day.
5. The Garden Railway Operations Manager must be a member of either the BCSME or the GVGR.
6. The Garden Railway Operations Manager will assign running times, generally on a "first come, first served" basis.
7. Should the Garden Railway Operations Manager need to leave the site his duties may be delegated to another qualified member: failing that operations will be shut down while the Garden Railway Operations Manager is off the site.
8. Wives, partners and children of members and guests are welcome.
9. Children are to be directly supervised by a parent or guardian while at the Garden Railway site.
10. Members' children over the age of 7 may operate trains on the Garden Railway with the prior approval of their parents and the Garden Railway Committee, subject to the operating rules.
11. Operators are required to control their trains at all times; and must not leave the Garden Railway while operating a train.
12. All operators must mark their personal motive power and rolling stock to show ownership.
13. All rolling stock operating on electrically powered track must be equipped with metal wheels.
14. Coupler types are at the discretion of the train operator.
15. Mainline tracks are for running trains; if your train requires servicing always pull into a siding.
16. Do not stop on the mainline. If you have to stop in an emergency, make sure that the following operator is aware of your situation.
17. Train length is limited only by the ability of the locomotive(s) to pull it, and the length of the track the train is running on.
18. When entering or leaving sidings or yards, make sure the switches are reset to the main line.
19. Always ask the owner's permission before borrowing other people's rolling stock for your train.
20. When your run is finished, leave your train in a siding or yard, not on the mainline, and advise the Garden Railway Operations Manager so the next person in line can have their turn to operate.
21. Lift out track sections must not be lifted until blocks are in place on the adjoining track.

### **Safe Running Rules**

1. Steam locomotives shall not be operated unless two or more members familiar with steam are present.
2. Keep non-rail related items, such as beverage containers and tools, off the layout.
3. The maximum number of visitors permitted on the Garden Railway site at any given time shall be determined by the Garden Railway Operations Manager as required.
4. Public visitors to the Garden Railway site **MUST** be escorted when crossing Burnaby Central Railway tracks. The escort shall be a Garden Railway member or volunteer.

5. Operators must follow any instructions they receive from the Garden Railway Operations Manager, and keep the Garden Railway Operations Manager informed if there is a problem, e.g. track fire, derailment, split train etc.
6. Make sure your loco is in proper operating condition. The Garden Railway Operations Manager has the authority to remove any locomotive not in proper operating condition.
7. Make sure the safety valve on your steam locomotive is operating properly – the Garden Railway Operations Manager may require you to demonstrate this.
8. Make sure your methylated spirit containers or gas canisters are properly labelled and secure. Fuel should be coloured with dye to avoid being mistaken for water.
9. No flammable fuel may be stored in the section house; all flammable fuels must be stored in the BCSME petroleum shed.
10. Ensure any fuel spillage is minimized and promptly cleaned up to the satisfaction of the Garden Railway Operations Manager.
11. Steam locomotives shall be fueled away from the mainline track.
12. Before you run, make sure you know where water and fire extinguishers are located should you need them in an emergency.
13. Keep your loco at a safe speed and under control at all times. The Garden Railway Operations Manager has the authority to determine safe operation.
14. Do not obstruct the adjacent running track if you stop for a blow down, or fuel/water top up.
15. Keep away from the track area unless you are actively running your equipment.
16. Return rolling stock to a suitable location after a run.
17. Store your loco and rolling stock boxes, tools, etc. as directed by the Garden Railway Operations Manager.
18. Violations of the operating rules, boisterous or offensive conduct shall be grounds for temporary expulsion of any person from the Garden Railway site.

## **Accidents and Safety**

1. The Garden Railway Operations Manager must have a BCSME radio.
2. All accidents must be reported to the Garden Railway Operations Manager and the BCSME Track Manager immediately.
3. A First Aid kit must be kept in the section house.
4. In the event of any personal injury the BCSME Track Manager must be notified immediately.
5. If the accident results in damage to the track the Garden Railway Operations Manager must note the location and report it to the Garden Railway Committee in a timely manner, so that repairs can be made.
6. To ensure that we are monitoring Safety, the Garden Railway Committee will review all accidents reported to the Garden Railway Operations Manager.