

NARCOA OPERATOR MENTORING FORM

Mentored Operator (Print Name): _____
Address: _____
City: _____ **State:** _____ **Zip+4:** _____ - _____
Current Insurance Card No.: _____ **Cert. No.:** _____
Trip Date: ____/____/____ **Trip RR:** _____
Type of Motorcar: _____ **Motorcar No.:** _____

Discussion Checklist

- Experienced Operator should call the member to be mentored and discuss mentoring process.
- Review proper Set-on/Set-off procedures at a meet.
- Go over safe unloading/loading of motorcar off/on trailer.
- Have excursion safety inspector meet and go over inspection of motorcar with new member & mentor.
- Stress the importance of being attentive during the safety meeting.
- Explain why safety is such an important issue during a motorcar excursion and this mentoring process.
- Have a discussion of road crossings, proper flagging, safe distance between motorcars, bridges, curves, etc.
- Explain to the motorcar operator that they are responsible for their passengers actions and safety at all times.
- Review Documents unique to the Affiliate providing this mentoring discussion.
- Review safe condition and operation of motorcar.
 - * For example: Review NARCOA Safety Inspection Checklist
 - * For example: Have a discussion of safety equipment on motorcar that includes their use, (Brakes, Lights, Horns, Wheel thickness, etc., per current Rules Book)
- Explain that the Excursion Coordinator is the boss of the meet and their directions and/or rules must be obeyed.
- Review the concept of always being able to stop a motorcar within one half the operators range of vision.
- Describe how the motorcar operator and his/her passengers must address any questions, problems or complaints to the Excursion Coordinator and not to the RR management or it s employees.
- Have a discussion on how all passengers must be shown how to stop the motorcar . . prior to each excursion.
- Discuss any safety issues that, from the mentor s experience, are pertinent to this operator.
- Explain the privilege of operating on this railroad for this motorcar excursion.
- Explain why operating rules are important due to meet conditions such as weather, track conditions, breakdowns, bridges, items from safety meeting, etc
- Make any helpful observations/discussions to the operator during and after the mentoring run.

Experienced Operator's written comments:

Mentored Operator (Print Name): _____
Signed: _____ Date: ____/____/____
Experienced Operator (Print Name): _____
Signed: _____ Date: ____/____/____
Excursion Coordinator (Print Name): _____
Signed: _____ Date: ____/____/____

Please send this form to:

NARCOA SAFETY COMMITTEE 1212 Vale St. Sandwich, IL 60548-2329

09/22/09

NARCOA MENTORING PROCEDURE

Each Regional Area (1 thru 11) will have a new position of Area Manager of Mentoring . This person should be knowledgeable of NARCOA and AFFILIATE rules and procedures and be well experienced with motorcar safe operation and have a good knowledge of the area membership. Each Area Director will work with the affiliates to appoint a member from their area to the position of Area Manager of Mentoring , or the Area Director could take on the position.

Each Area Manager of Mentoring will assemble, coordinate and manage a group of Experienced Operators who regularly participate in motorcar excursions and are experienced motorcar operators (at least 2 years of motorcar operation), familiar with NARCOA and AFFILIATE rules and procedures and are willing to mentor new motorcar operators.

The Experienced Operator will coordinate with the Excursion Coordinator to personally oversee the mentoring process and use the NARCOA MENTORING FORM checklist.

Each new motorcar operator should notify the Excursion Coordinator of the operator s need to be mentored. When pre-registration is required this should be done on the Excursion Registration Form . This form should include a line that indicates if the operator is a new operator. Otherwise the operator should make contact directly with the Excursion Coordinator to arrange for a mentor. This will be the start of the mentoring process for each motorcar excursion and will alert the Excursion Coordinator.

When an Excursion Coordinator finds a new motorcar operator will be joining their excursion, they are to assign an Experienced Operator to that new operator for mentoring.

The assigned Experienced Operator should contact the new operator before the excursion and discuss the mentoring process with them. Use the NARCOA Mentoring Form Discussion Checklist. This form is on the NARCOA website.

If possible, the assigned Experienced Operator s motorcar should be directly behind the mentored motorcar at the start of the meet. Also and highly recommended if possible, the Experienced Operator should plan to ride with the new operator for 10-15 miles and then move back to their motorcar for continued observation.

When the motorcar excursion is completed, the assigned Experienced Operator should turn in the completed, signed NARCOA Mentoring Form discussion checklist to the Excursion Coordinator at set-off time. The Excursion Coordinator should check over the completed form, make any comments and forward to the NARCOA Safety Committee.

The NARCOA Safety Committee will notify the NARCOA Insurance Administrator of all members that have been successfully mentored, send a confirmation letter to that member and include their Mentored Sticker (M) to be applied to the operator's NARCOA Evidence-of-Insurance Card.

An M will be printed after the member s Rule Book Certification Card number listed on the NARCOA Evidence-of-Insurance Card. This signifies that the member has been mentored. A new member that has not been mentored will not have the M on the NARCOA Evidence-of- Insurance Card. The following year, the NARCOA Insurance Administrator will add the M to the successfully mentored operator s NARCOA Evidence-of-Insurance Card. The NARCOA Insurance Administrator will update the Insured Operators List on the NARCOA website by adding the M to the end of all mentored members Rule Book Certification Card number.

The excursion coordinator sends the completed NARCOA MENTORING FORM to:

NARCOA SAFETY COMMITTEE 1212 Vale St. Sandwich, IL 60548-2329

NARCOA MENTORING FOCUS POINTS

1. SAFETY FIRST at any Motorcar Excursion.
2. Experienced Operator (see NARCOA MENTORING PROCEDURE for definition) mentors first time operator (or any operator wanting help) on their first Motorcar Excursion.
3. Experienced Operator releases the burden of the Excursion Coordinator of being the mentor of First Time operators.
4. Experienced Operator uses the NARCOA MENTORING FORM checklist for discussion and applying mentoring procedure.
5. Mentoring Process should continue to help maintain fewer losses and accidents, therefore helping to keep insurance premiums affordable and coverage available.
6. The Mentoring Process will help Excursion Coordinators feel more comfortable with allowing new operators on their excursions.