



## **Introduction to Dispatcher's Reports 6/16/21**

Things to do:

Create the track warrants for the engineers.

Announce boarding on the PA system under the control of the conductor.

Set music level for background music in the infield.

Record the information on the Dispatcher's Report Form.

The Dispatcher's Report form is made on an EXCEL spreadsheet file. The information entered on this form is required by the Federal Railroad Administration (FRA). The form and the file were developed by David Chasco. He is our railroad's interface with the FRA.

If one does not wish to enter the data into the computer, use a blank form on page 2 or download the form from the wedcrew website:

[http://wedcrew.yolasite.com/resources/Dispatchers\\_reports/Dispatcher's%20Blank%20Form.pdf](http://wedcrew.yolasite.com/resources/Dispatchers_reports/Dispatcher's%20Blank%20Form.pdf)

Make sure that this completed form is forwarded to Dave Chasco and Ted Dunn or leave it on the dispatcher's desk.

# New Hope Valley Railway



<i>New Hope Valley Railway</i>					
TIMETABLE 7	DATE:				Bonsal, NC
<b>PART 1: PASSENGER COUNT</b>					
<b>SCHEDULED TIME</b>					
<b>TRAIN NUMBER</b>					
<b>ENGINE:</b>					
<b>MP 0.1 - Depart Northbound</b>					
Yard Limits*					
<b>MP 2.1 - Midway Northbound</b>					
<b>MP 4.1 - Arr. New Hill</b>					
<b>MP 4.1- Lv. New Hill - Southbound</b>					
<b>MP 2.1 - Midway Southbound</b>					
Yard Limits*					
<b>MP 0.1 - ON SPOT</b>					
NOTE: * = CHECK MARK ONLY					
<b>PASSENGER COUNTS</b>					
<b>100</b>					
<b>101</b>					
<b>200</b>					
<b>201</b>					
<b>308</b>					
<b>Cab</b>					
<b>OTHER</b>					
<b>TOTAL PER TRAIN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>RUNNING TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
ADVANCE SALES					
PROMOTION SALES					
					FRA 6180-55 TOTAL:
					<small>(Total with other Passenger Counts and enter on BOX 17)</small>
<b>CREW:</b>	<small>(FRA REQUIRED)</small>	Column1			
Dispatcher:					
Engineer:					
Conductor					
Signal Operator:					
Head Brakeman:					
Rear Brakeman					
Actor Drop off/Pick up Engineer(s):					
<b>PART 2:</b>				Train Miles	
<b>FRA PASSENGER MILES*</b>			FRA 6180-55:	0	<small>(Total with other Passenger Miles and enter on BOX 16)</small>
<b>FRA PASSENGER TRAIN MILES*</b>	Number of Trains:		FRA 6180-55:	0	<small>(Total with other train miles and enter on BOX 12)</small>
<small>* Note: 8 miles used for each trip</small>					
<b>PART 3:</b>					
<b>WEATHER:</b> <small>(FRA REQUIRED)</small>					
<b>Temperature</b> <small>(FRA REQUIRED)</small>					
	<small>(IF NEEDED)</small>				
REMARKS:					



## Using the EXEL file:

The following procedure describes how to enter the information into the computer system. The EXEL file is in the **Documents/Dispatcher's Report /2021** folder. The file is **2021 Trains\_mm-dd-yy.xlsx**. Where the date is of the last train ride day. Insert a new Worksheet, name it mm-dd and copy the Master worksheet into this newly created worksheet. Save the EXEL file with today's date.

When using the Spreadsheet, there are things to know.

Take note, that the form in the workbook has shaded cells.

These shaded cells are in the rows for:

- Scheduled Time**
- Total Per Train**
- Running Total**

These cells are calculated by data entered in other cells. Do not enter data in these cells

Enter the date in the form **m/d** or **mm/dd** in the cell to the right of the **Date**.

When you enter 5/9 it will display **Sunday, May 09, 2021**

New Hope Valley Railway					
TIMETABLE 7		DATE:			Bonsal, NC
PART 1: PASSENGER COUNT					
SCHEDULED TIME					

You may enter the theme of the day in the cell below where the date is displayed.

For example: **Slow Down Sunday**

**Do not enter the Time** the trains are scheduled to depart.

Enter the train numbers in military times and the departure times will be displayed above it.

When you enter 1100 in the train number cell, the cell above will display **11:00 AM**

Engine Row: When you click on the box in this row,

ENGINE:	
---------	--

An arrow appears to the right of the box, indicating that there is a Drop-Down Selection list.

ENGINE:		↓
---------	--	---



Click on the arrow and you can select the engine being used from the list.

<b>NUMBER</b>		
<b>ENGINE:</b>		▼
	17	
	399	
	671	
<b>ibound</b>	1681	
	1640	
<b>hbound</b>		

Note: you can enter a number not found on the list. For example, you could enter 4444. You will see an error notice:

<b>ENGINE:</b>	<b>4444</b>	▼	
<b>ound</b>			

LibreOffice Calc ×

i Invalid value.

Just click OK and the 4444 entry will be accepted.

Next, enter the times that the train departs and reached the Mile Posts shown.

For the Yard Limit times copy and paste the Check Mark from Cell H3:

Enter the passenger counts as they are received from the conductor.

The totals will be automatically be displayed



Crew for operating the trains.

REW:	(FRA REQUIRED)	Column1				
Dispatcher:						
Engineer:						
Conductor						
Signal Operator:						
Head Brakeman:						
Rear Brakeman						
Actor Drop off/Pick up Engineer(s):						

Each crew position has a drop-down selection box to allow for the selection for that position. Again, you may enter a name not on the list. Just click OK when the error message appears.

The last items needed are the weather conditions at the time of departure.

This information can be obtained from the weather website:

<https://www.wunderground.com/weather/us/nc/new-hill>

Go to the Wednesday Crew website <http://wedcrew.yolasite.com/> and click on the link: **Check the weather at Bonsal** circled below.

Home \*About us \*Mission News \*Exisiting Projects \*Future Projects Blog \*Contact Information \*Reference Info  
 BOD Minutes Telegrapher Facilities Updates Weekly Updates Historical Documents Cass WV 2012 Time Table Rule  
 Book Marketing Report Bylaws Facilities Team Membership Applications RI Baofeng Radios Halloween 2020 2020  
 Schedule

## The Wednesday Crew of the New Hope Valley Railway

**Products and services members provide:**

[QuarterSawnOak.com](#) Scott Smith 919 291-0095

[Diamond Landscape Services](#)

[Big Jerry's Fencing](#) Jerry Davis 919 267-9243

[Old Stage Road Nursery](#) 7181 Old Stage Rd. North Angier NC  
919-631-5729

[2021 Operating Schedule & Ridership](#)

[2020 Schedule and Ridership->\\_.pdf](#)

[New Hope Valley Railway Website](#)

Parking Lot address 3900 Bonsal Rd, New Hill NC 27562

Yard office address 5121 Daisy St.

**Check the weather at Bonsal**

[Jordan Lake Water Level](#)





## Dispatcher's Reports      Posting to the website

The dispatcher's report and the schedule with the ridership numbers are posted on the [wedcrew.yolasite.com](http://wedcrew.yolasite.com) website as **.pdf** files. The EXEL file is also posted on the website.

Print the worksheet **mm-dd** to the **mm-dd.pdf** file in the Desktop.  
Print the worksheet **Trains 2021** the **schedule.pdf** file in the Desktop.

On the [yola.com](http://yola.com) website, go to **Dunn-it** website.

In the **Files**

**NHVRV**

**Dispatchers\_Reports\_2021** folder.

Upload file **mm-dd.pdf**.

Change sites to the **wedcrew** website

In the **Files**

**dispatcher-report** folder,

Delete the **2021 Trains.xls** file

Delete the **schedule.pdf** file

Upload the **schedule.pdf** file from the Desktop

Upload the new **2021 Trains\_mm-dd.xls** file from the Documents/Dispatcher's Report folder..

Rename it **2021 Trains.xls**

Go to **dispatchers-reports** page.

Enter date below the last date.

Create link to dunn-it website with correct date:

[http://dunn-itvideoservicesllc.yolasite.com/resources/NHVRV/Dispatchers\\_Reports\\_2021/mm-dd.pdf](http://dunn-itvideoservicesllc.yolasite.com/resources/NHVRV/Dispatchers_Reports_2021/mm-dd.pdf)

Publish the website

Go to the **wedcrew.yolasite** website.

On the HOME page, click on the link:

[2021 Operating Schedule & Ridership](#)

Print a copy for the desk.

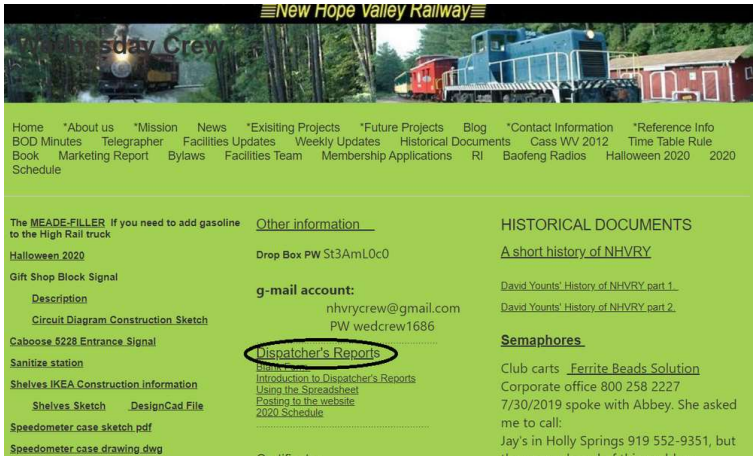
Print a copy of the Dispatcher's report .pdf file for the file cabinet across from the entrance door.



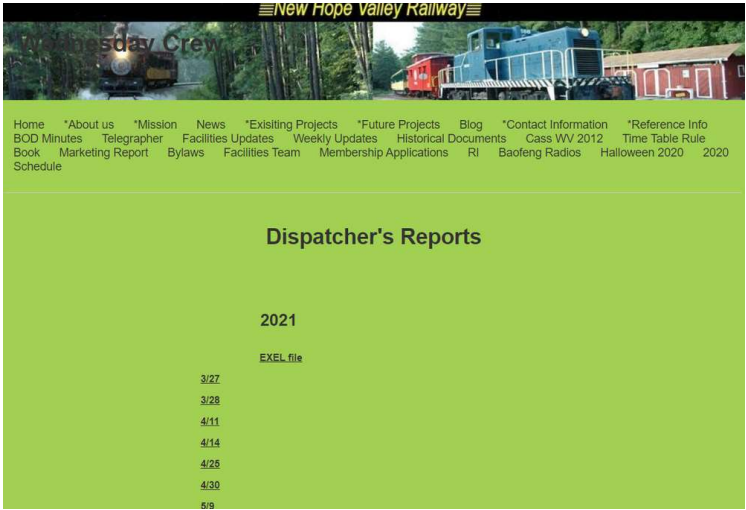
To see any of the **Dispatcher's Reports**, go to the <http://wedcrew.yolasite.com/> website and click on the **Reference Info** link:



Then click on the **Dispatcher's Report** link:



Select the date.



The **EXELfile** link will download the file that contains all of the reports.