



N. P. 464  
8-24

*Be Safe*

No. \_\_\_\_\_

**DAILY TIME REPORT OF EMPLOYEES WHO BY THE USE OF THE TELEGRAPH OR TELEPHONE DISPATCH, REPORT, TRANSMIT, RECEIVE, OR DELIVER ORDERS PERTAINING TO OR AFFECTING TRAIN MOVEMENTS.**

NAME OF TOWER, PLACE OR STATION \_\_\_\_\_

DATE \_\_\_\_\_ 19\_\_

NAME OF EMPLOYEE	OCCUPATION	ASSIGNED HOURS		TIME WORKED				LENGTH OF TIME ON DUTY		OVERTIME CLAIMED		
		FROM	TO	WENT ON DUTY		WENT OFF DUTY		HRS.	MIN.	PRO-RATA	PUNITIVE	CALLS
				DATE	TIME	DATE	TIME					
<b>TOTAL</b>												

CAUSE OF SERVICE IN EXCESS OF ASSIGNED HOURS: \_\_\_\_\_

CORRECT AS TO OVERTIME \_\_\_\_\_

I CERTIFY THIS REPORT TO BE CORRECT: \_\_\_\_\_

CHIEF DISPATCHER. \_\_\_\_\_

GNATURE \_\_\_\_\_

**INSTRUCTIONS**

1. Telegraph and telephone operators, signalmen, switch tenders, or other employees who by the use of the telegraph or telephone, dispatch, report, transmit, receive, or deliver orders pertaining to or affecting train movements shall fill out this form and it shall include all service performed in whatever capacity. The service of but one employee will be shown on one sheet.
2. The time of train dispatchers whose entire period of duty appears on Dispatcher's Record of Movement of Trains and members of engine and train crews who receive orders by telephone need not be reported on this form.
3. This report shall be dated as of the date on which the employee first goes on duty, and shall be numbered consecutively commencing with No. 1 at the beginning of each month.