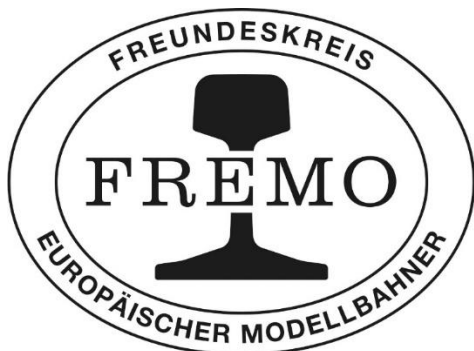




IMPORTANT: The booklet provides all FREMO participants with **different module-systems** and **era-neutral proven good practice** for direct application during FREMO meetings. **Any deviations and specific details are determined by the respective module system group or the meeting's organizing team.**

Note: North American railroad terminology is used in this booklet. **In case of any doubt or misunderstanding, the German version is authoritative.** For clarification of German railway operating rules and procedures, please consult an experienced FREMO member.

Notes:



Further Information and Discussions

FREMO-Forum: Topic: **"Your Companion at FREMO Meet: Train Crew Booklet + Signal Book 301"** – exchange with other FREMO members about content, application, and improvement of the booklets.

Acknowledgment

pecial thanks go to the FREMO community on the forum for their valuable contributions – in particular to Michael Bunka, Manja Baßler, Claudia Mühl, Dirk Splitt, and Thomas Woditsch for their professional review.

TRAIN CREW

Part 1: Locomotive Engineer



Persona: The Locomotive Engineer (*Triebfahrzeugführer (Tf)* or *Lokführer (Lf)*) is the person operating a powered unit (locomotive, multiple-unit car, or cab car).

Duties and Responsibilities:

- Safe and punctual operation of the train.
- Technical operation of the locomotive according to applicable rules.
- Observation and compliance with all signals and timetable instructions.

Section 1: Preparation

- ☐ **Route knowledge of the arrangement;** unfamiliar lines acquired by **walkround**.
 - ☐ Locations of railway facilities e.g. stations (*Betriebsstellen*).
 - ☐ Signal locations.
 - ☐ Locations of manually-operated facilities (e.g. level crossing activation/deactivation).
 - ☐ Boundaries of sections operated under dispatcher-controlled operation (*Zugleitbetrieb (ZLB)*) (see App. 2: Dispatcher-Controlled Operation I)
- ☐ **Read the employee timetable carefully** — especially arrival / departure times and assigned duties (see App. 1: Employee Timetable).
- ☐ **Arrive at the duty location on time.**
- ☐ Collect **FRED** or **wiFRED (FREMO handheld throttle)**.
 - ☐ Locate and take over assigned locomotive.
 - ☐ Verify locomotive number matches assignment card / FRED or wiFRED.
 - ☐ Ensure correct locomotive assignment roster (*Lokumlaufzettel*)
- ☐ Perform **function test** of locomotive:
 - ☐ FRED functional / wiFRED powered on.
 - ☐ Headlight on, if required for operations.
 - ☐ No headlight shining into train consist.
 - ☐ Horn / sound (if equipped) tested.
 - ☐ Rolling test (brake test) performed.
 - ☐ Locomotive runs smoothly.
- ☐ Report **ready for departure** to station.

Section 2: During Duty

- ☐ **Maintain full concentration during the run.**
- ☐ **Observe all signals and signs.** In simple terms:
 - ☐ Red / horizontal arm = **Stop!**
 - ☐ Green / diagonal arm up = **Proceed**
 - ☐ Green-yellow / two arms up = **Proceed at reduced speed**
 - ☐ Switching = **very slow speed**.
- ☐ Even on "Proceed", **keep the train ahead in view.**
- ☐ **Stop immediately if any operational hazard is visible** (e.g. derailed axles, train separation, obstacles on the track).
- ☐ **Maintain the speed** specified in the working timetable, by signal indication, or as instructed by the Train Dispatcher (*Zugleiter (Zl)*) / Traffic Controller (*Fahrdienstleiter (Fdl)*)
- ☐ **Perform the tasks specified in the employee timetable** (switching, coupling/uncoupling), if necessary under the guidance of a Train Conductor (*Zugführer (Zf)*) or Yardmaster (*Rangierleiter (Rl)*).
- ☐ **Obtain instructions** from local personnel (train dispatcher / *traffic controller*, station supervisor, yardmaster).

Section 3: Completion

- ☐ **Spot locomotive and cars at assigned location** (e.g. loading track, siding).
- ☐ **Spot locomotive and baggage car as assigned;** in terminals or staging: run engine around train as required.
- ☐ **Turn off sound** (if active) and **lights**.
- ☐ **For cable FRED: unplug.**
- ☐ **For wiFRED: switch to OFF.**
- ☐ **Return FRED / wiFRED at designated location.**
- ☐ **Report any faults or problems** (track, switches, locomotive, cars, signals, FRED, etc.).
- ☐ **Return employee timetable** (with reverse side facing up) to designated tray.



Tip: Calibrating Scale Speed (from Jörg Lammerschmidt)

An important operational speed is 40 km/h, the permitted speed through standard turnouts in diverging direction.

In scale terms: a 2-axle boxcar (*G-Wagen*) passing a reference point (signal, module interface, etc.) should take one second to pass at 40 km/h. This rule applies across all modeling scales.

Count *"one-and-twenty"* — about one second. Repeat several times to develop a feel for the correct throttle notch and realistic scale speed.

TRAIN CREW

Part 2: Train Conductor



Role: The Train Conductor (*Zugführer (Zf)*) is responsible for the safe and proper execution of the train operation.

Duties and Responsibilities:

- Overall responsibility for the train, especially operational safety.
- Preparation and inspection of the train (car order, brake readiness, end-of-train device).
- Giving the departure order (signal Zp 9) to the engineer.
- Serving as the interface between train dispatcher / traffic controller, engineer, and other train crew.
- Supporting the engineer in switching operations and operational handling.

Note: On trains without a designated Train Conductor, the Locomotive Engineer assumes these duties in dual role.

Section 1: Preparation

- ☐ **Route knowledge of the arrangement;** unfamiliar lines acquired by **walkaround**.
 - ☐ Locations of railway facilities e.g. stations (*Betriebsstellen*).
 - ☐ Signal locations.
 - ☐ Locations of manually-operated facilities (e.g. level crossing activation/deactivation).
 - ☐ Boundaries of sections operated under dispatcher-controlled operation (*Zugleitbetrieb (ZLB)*) (see App. 2: Dispatcher-Controlled Operation I)
- ☐ **Read the employee timetable carefully** — especially arrival / departure times and train movement reports (*Zuglaufmeldungen*) (see App. 1: Employee Timetable).
- ☐ **Arrive at the duty location on time.**
- ☐ **Collect car cards for the train.**
 - ☐ Locate and inspect the train consist.
 - ☐ Verify car numbers match the car cards.
 - ☐ Verify illustrations on car cards match the rolling stock.
 - ☐ Ensure every car has a waybill / empty car order.
 - ☐ Verify car types match assigned loads or requests.
 - ☐ Confirm order and grouping of cars per freight train make-up (formation) rules (*Güterzugbildungsvorschriften (GZV)*).
 - ☐ Confirm all required cars are present.
 - ☐ Sort car cards according to direction of travel.
 - ☐ Check proper coupling condition.
 - ☐ Comply with technical rules of train make-up (e.g. end brake car, cars coupled only by load, etc., if relevant to the meet).
 - ☐ Ensure train has end-of-train device (*Zugschluss*) (if relevant to the meet).
- ☐ Take along **uncoupling tool**.

Section 2: During Duty

- ☐ **Perform tasks per employee timetable** (set-outs / pick-ups, switching, train movement reports (*Zuglaufmeldungen*)), possibly under direction of the engineer.
- ☐ **Obtain instructions** from local personnel (train dispatcher / traffic controller, station supervisor, yardmaster).
- ☐ Carry **connection key (*Anschlusschlüssel*)** or **line key (*Streckenschlüssel*)** (for dispatcher-controlled operation (*Zugleitbetrieb (ZLB)*)), if applicable.
- ☐ **Restore all locally-operated switches to normal position!**

Section 3: Completion

- ☐ Return **car cards at the destination**.
- ☐ Return **connection key (*Anschlusschlüssel*)** or **line key (*Streckenschlüssel*)**, if applicable.
- ☐ Report **any faults or problems** (track, switches, locomotives, cars, signals, etc.).
- ☐ Return **employee timetable** (with reverse side facing up) to designated tray.

At the end of each call: say “End” (Ende) (Bundesbahn/Deutsche Bahn) or “End” (Schluss) (Reichsbahn).

Note: The use of these specific train report procedures (marked *) must be agreed upon at the meeting.

Section 2: Train Reports for Switching Movements (Rangierfahrten)

Structure of Train Movement Report

At the start of every call:

Dispatcher: „Dispatcher (Control Office).“

Conductor: „(Station), Conductor (Name).“

Switching Request (Ra) – Switching Permission (Re):

Conductor „Train report. May train (number) switch in (station)?“

Dispatcher: „Switching in (station) is permitted.“

Conductor: „I repeat ... [repeats exact wording of Dispatcher]“

Dispatcher: „Correct.“

OR: „No, wait. (state reason)“

Once reason is cleared: switching permit must be re-issued.

Staging Report (As):

Conditions: (a) Switching move placed in siding, (b) Main track is clear, (c) Conductor holds the station key.

Conductor: „Train report. Train (number) staged in track (number) at (station).“

Dispatcher: „I repeat ... [repeats exact words of Conductor]“

Conductor: „Correct.“

End of Switching Movement:

Conditions: a) All switches and derails in normal position and locked, (b) No cars left on the main track, (c) Entry route clear for following train

Conductor: „Train report. Switching movement in (station) completed.“

Dispatcher: „I repeat ... [repeats exact words of Conductor]“

Conductor: „Correct.“

Switching may also be ended by giving a staging report (As).

At the end of each call: say “End” (Ende) (Bundesbahn/Deutsche Bahn) or “End” (Schluss) (Reichsbahn).

Section 3: Further Reading (only in German)

For all who wish to deepen or refresh their understanding of Train Order (Block Signalling) Operation (*Zugmeldebetrieb (ZMB)*) and Dispatcher-Controlled Operation (*Zugleitbetrieb (ZLB)*):

Rulebooks (DB InfraGO):

- Ril 408 – Operating Rules (*Fahrdienstvorschrift*), Handbook 40820
- Ril 436 – Conducting Train and Shunting Movements in Train Control Operation (ZLB)
- Ril 438 – Operating Rules FV-NE

Online Resources::

- Website [TF-Ausbildung](#)
- Website [Kleinbahnwiki > Kleinbahnwiki > Betrieb](#)
- YouTube:
 - „Zugmeldeverfahren — eingleisige Strecke“ by BlackForest_Tf
 - „Zugleitbetrieb V4“ by S. Hoffmann

Books:

- Hausmann, Anita / Enders, Dirk H.: *Grundlagen des Bahnbetriebs*, 3. Auflage, 2017, Bahn Fachverlag, ISBN 978-3-943214-16-1
- Jelitto, Marcel: *Triebfahrzeugführer im System Bahn*, 1. Auflage, 2023, Bahn Fachverlag, ISBN 978-3-943214-37-6

TRAIN CREW

App. 2: Dispatcher-Controlled Operation I



Dispatcher-Controlled Operation (*Zugleitbetrieb (ZLB)*) is a system in which train movements on a non-signaled, lower-density line (equivalent to “dark territory” on North American railroads) are governed by a Train Dispatcher (*Zugleiter (Zl)*). The Dispatcher is responsible for traffic on the controlled line, supervises safe and coordinated train movements, issues clearances, and coordinates meets, shunting moves, and train operations.

Persona: The Train Dispatcher (*Zugleiter (Zf)*) has full responsibility for the safe and orderly execution of operations on the line.

General Notes on Reporting Movements:

Every message must be repeated by the receiver. Begin with the words “I repeat ...”, and repeat exactly what was heard (not what was meant). If the repetition is correct, the sender confirms with “Correct.” If incorrect, interrupt immediately and correct.

Hinweis: The exact wording given below is mandatory.

Section 1: Train Reports in Train Movements (Zugfahrten)

Structure of Train Movement Report

At the start of each call:

Dispatcher: „Dispatcher (Control Office).“

Conductor: „(Station), Conductor (Name).“

Proceed Request (Fa) – Proceed Permission (Fe):

When: Earliest 10 minutes before intended departure.

Conditions: (a) Train is ready to depart, (b) All switching complete, (c) Main tracks are clear, (d) Switches and derails in normal position and locked.

Conductor: „Train report. May train (number)

proceed to (station)?“

Dispatcher: „Train (number) may proceed to (station).

(if applicable: Stop at trapizoid board.)

(if applicable: Meet train (number) there).“

Conductor: „I repeat ... [repeats exact

words of Dispatcher]“

Dispatcher: „Correct.“

OR: „No, wait. (state reason)“

Once the reason is cleared:
a new authority must be issued.

Arrival Report (Ak):

Conditions: (a) Train fully entered track, (b) Arrival track clear to train’s rear, (c) If present, home signal returned to Stop.

Conductor: „Train report.

Train (number) in (station).“

Dispatcher: „I repeat ... [repeats exact
words of Conductor]“

Zf: „Correct.“

Staging Report (As):

Conditions: (a) Train is set off in siding, (b) Main track is clear, (c) Conductor holds the station key.

Conductor: „Train report. Train (number) staged

in track (number) at (station).“

Dispatcher: „I repeat ... [repeats exact
words of Conductor]“

Conductor: „Correct.“

** Departure / Clearance Report (Ve/Vm):

When: Given by responsible conductor or local employee, no later than 10 minutes after departure.

Conditions: (a) Train has left the station, (b) Rear of train passed home signal or distant board of opposite direction, (c) Arrival route lined for following train..

Conductor: „Train report. Train (number)

has left (station).“

Dispatcher: „I repeat ... [repeats exact
words of Conductor]“

Conductor: „Correct.“

** Route Secured Report (FsE/Fsi):

Conditions: (a) Route is clear, (b) Conflicting shunting moves have ended, (c) Switches and flank protection devices (e.g. derails) properly set and secured..

Conductor: „Train report. Route for train (number)

into track (number) secured.“

Dispatcher: „I repeat ... [repeats exact
words of Conductor]“

Conductor: „Correct.“

TRAIN CREW

Part 3: Yardmaster



Persona: The Yardmaster (*Rangierleiter (Rl)*) is responsible for the safe execution of switching (shunting) movements.

Duties and Responsibilities:

- Directing and supervising all switching movements in stations, yards, and industry sidings.
- Coordinating all personnel involved (e.g. engineer, switchmen).
- Issuing switching signals and instructions..

Note: During switching operations, the Train Conductor assumes the duties of the Yardmaster in a dual role, if no separate player or local switch engine is assigned as Yardmaster.

Section 1: Switching Duties

- ☐ **Read the employee timetable carefully** — pay attention to assigned duties and train movement reports (*Zuglaufmeldungen*) (e.g. which cars to set out or pick up).
- ☐ **Conduct a site inspection before each switching operation:**
 - ☐ Local knowledge acquired from the station data sheet (*Bahnhofdatenblatt*).
 - ☐ Signals, limit of switch (shunt) boards (signal Ra 10), derailleurs (*Gleissperren*), etc.
 - ☐ Locations of manually-operated facilities (e.g. switches returned to normal).
- ☐ Plan **switching moves** in advance, taking into account:
 - ☐ **Purpose:** loading, unloading, storage, etc.
 - ☐ **Destination:** from where (track / siding) to where (track / siding).
 - ☐ **Special considerations:** multiple moves, mainline occupation, other train movements, etc.
- ☐ **Runaround moves:** which cars need to be run around, where, and when?
- ☐ **Efficiency:** how can moves be combined to minimize switching runs?
- ☐ **Passenger cars:** avoid switching movements with occupied passenger cars.

Section 2: With the Locomotive Engineer

- ☐ **Before and during switching movements:**
 - ☐ Ensure the route is clear.
 - ☐ Secure road crossings, if required.
 - ☐ Observe maximum switching speed of 25 km/h (slow).
 - ☐ Do not pass the stop (limit of switch (shunt)) board (Signal Ra 10) except with permission from the train dispatcher (*Zugleiter (Zl)*).
- ☐ Uncouple cars and **move them to assigned spot**.
- ☐ Collect cars and **couple them to the train in correct order**.
- ☐ **Before departure: perform rolling (brake) test**.

Section 3: With the Conductor

- ☐ Carry **connection or line key (for dispatcher-controlled operation (*Zugleitbetrieb (ZLB)*))** for switches/derailleurs, if applicable.
- ☐ Obtain **switching permission (*Rangiererlaubnis (Re)*)** — in dispatcher-controlled operation (ZLB), the entire operational point is usually blocked for switching.
- ☐ Deliver car cards **to destination / industry**.
 - ☐ Collect car cards for picked-up groups.
- ☐ **Verify train formation according to working timetable and car cards:**
 - ☐ Each car card includes a waybill.
 - ☐ Car numbers, types, order, and grouping are correct.
 - ☐ Car cards sorted in direction of travel (re-sort if train changes direction).
- ☐ Check **couplings**.
- ☐ **Report end of switching operation**.
- ☐ **Return all locally operated switches to their normal position!**
- ☐ **Return connection or line key**, if applicable.

TRAIN CREW

App. 1: Employee Timetable



This quick guide helps you identify the essential information in a German railway employee timetable (*Buchfahrplan (Bfpl)*) and develop a basic understanding of its structure and application.

It explains the core elements and principles of the timetable. Depending on the FREMO meet, the format may vary slightly – but the key information is nearly always included.

Fig. 1: Employee Timetable from a FREMO Meeting – Era III / Deutsche Bundesbahn (Federal Railway of Germany)

Zugdienstbeginn 07:30

Ende 14:00

Ng 8353

Soest – Nordhalben

1

Tfz: BR 64/98.8

Last: 20 Achsen

2

Zugbildung

3

Gruppe

Von

Nach

Bemerkung

1 Soest Nordhalben Pwg

2 Soest Kirchlauter In Königsberg Ü Üb 15921

3 Soest Rothhausen In Königsberg Ü Üb 15924

Ab Königsberg

1 Pwg

2 Alle Richtungen

1	2	3	4	5	6	7	8	9
Lage der Betriebsstelle km	Höchstgeschwindigkeit km/h	Betriebsstelle	Trapez	Ankunft	Abfahrt	Kreuzung	Überholung	Zugmeldungen
0	50	Soest			08:33			
0		Teichholzhausen Abzw		08:39	08:40		4	Fdl Fa
3,6		Rothhausen	5		08:46			
6,8		Königsberg	3364	08:51	11:55	3364	6	Zf Ak, Fa f 3364 Ak, Fa
9,4		Kirchlauter			12:00			
11,2		Hölle			12:04			
14,1		Nordhalben		12:09			7	Zf Ak

Source: Andreas Reinhard

Fdl Traffic Controller (Fahrdienstleiter)
Zf Conductor reports (train movement report) for **own train number**
Zf f (Nr.) Conductor reports (train movement report) for **another train number**

Section 1: What is in the header of an employee timetable under Dispatcher-Controlled Operation (Zugleitbetrieb)?

- Train class + train number** – e.g. Ng (local freight) 8353.
Route of the train.
- Locomotive type** (*Triebfahrzeug (Tfz)*) and **train load** (*Last*) / length – given either as train length in centimeters or as axle count (incl. baggage car if present).
- Train make-up (formation)** (*Zugbildung*) – listed in car groups, with origin and destination, and possibly further notes (e.g. freight type, industry sidings, special handling).

Example Tasks (Points 4–7) for the Conductor

The track section between **Teichholzhausen Abzw.** (*Junction*) and **Nordhalben** is operated under Dispatcher-Controlled Operation (*Zugleitbetrieb (ZLB)*). The Traffic Controller (*Fahrdienstleiter (Fdl)*) at Teichholzhausen Abzw. acts as Train Dispatcher (*Zugleiter (Zl)*).

Note: Repetitions of train movement reports (*Zuglaufmeldungen*) are not shown in the example dialogues below.

A: Proceed Request (Fa) – Proceed Permission (Fe) (see Point 4)

- The Dispatcher issues the Proceed Permission (*Fahrerlaubnis Fe*) for train 8353 before departure.

Fa → Conductor 8353: „Train report.
May train 8353 proceed to Königsberg?“

Fe → Dispatcher Teich.: „Train 8353 may proceed to Königsberg. Meet train 3364 there.“

B: Train Meet with the 2nd Train at Königsberg (see Point 5)

- In this example, train 8353 is the first train in the meet.
- Column 7 notes the scheduled meet with train 3364.
- Train 3364 waits at the trapezoid board (Signal Ne 1 *Trapeztafel*) outside Königsberg station.
- After train 8353 halts at Königsberg, the (Train) Conductor reports its arrival.

Ak → Conductor 8353: „Train report. Train 8353 in Königsberg.“

Afterward, the Conductor aligns the turnout for the opposing train (3364) and authorizes its entry with Signal Zp 11 (“Come”).

C: Train Report for the 2nd Train at Königsberg (see Point 6)

- After the second train (3364) halts at Königsberg, the Conductor of the first train (8353) reports the arrival of train 3364.
- At the same time, he requests Proceed Permission (*Fahrerlaubnis (Fe)*) for train 3364 and passes it on to that crew.

Ak + Fa → Conductor 8353: „Train report.
Train 3364 in Königsberg. May train 3364 proceed to Teichholzhausen Jct.?“

Fe → Dispatcher Teich.: „Train 3364 may proceed to Teichholzhausen Jct.“

Before train 3364 departs, the Conductor of train 8353 sets the turnout for its departure, and after it has left, restores the switch to normal.

D: Proceed Request (Fa) – Proceed Permission (Fe) for Onward Movement (see Point 6)

- Before departure, the Conductor of train 8353 restores the turnout to normal.
- Then he requests permission for his own train to continue.

Fa → Conductor 8353: „Train report.
May train 8353 proceed to Nordhalben?“

Fe → Dispatcher Teich.: „Train 8353 may proceed to Nordhalben.“

E: Arrival Report (Ak) at Nordhalben (see Point 7)

- The Conductor of train 8353 reports to the Traffic Dispatcher upon arrival at Nordhalben.

Ak → Conductor 8353: „Train report. Train 8353 in Nordhalben.“

Fig. 2: Employee Timetable from a FREMO Meeting – Era IV / Deutsche Bahn (German Railway)

Zugdienstbeginn 06:00 Ende 07:29
Dgs 47383 Schattenbach – Rheinfurt-Kapellen

Tfz: BR 218
Last: max. 175 cm inkl. Lok 2

Zugbildung 3				4	
Gruppe	Von	Nach	Bemerkung		
1	Schattenbach	Rheinfurt-Kapellen	Container		

1	2	3	4	5	6
Lage der Betriebsstelle km	Höchstgeschwindigkeit km/h	Betriebsstelle	Ankunft	Abfahrt	Bemerkungen
58	80	Schattenbach		06:41	Container nach UNH einstellen1
64,1		Hohenrhein		06:45	
66,6		Harriehausen		06:47	
70,2		Rheinfurt-Kapellen	06:52		Wagengarnitur geht über auf Rheincargo DE18; Lok geht über auf Containerzug aus UNH ausstellen1

Source: Michael Grub

Section 2: What is in the header of an employee timetable with Train Order (Block Signalling) Operation (Zugmeldebetrieb)?

- Train class + train number** – e.g. Dgs (fast through freight) 47383.
Route of the train.
- Locomotive type** (*Triebfahrzeug (Tfz)*) and **train load** (*Last*) / length – given either as train length in centimeters or as axle count (incl. caboose or baggage car if present). In this working timetable, it includes the locomotive.
- Train make-up (formation)** (*Zugbildung*) – listed in car groups, with origin and destination, and possibly further notes (e.g. freight type, industry sidings, special handling).

Example Task under Train Order (Block Signalling) Operation (Zugmeldebetrieb)

The track section between **Schattenbach and Rheinfurt-Kapellen** is a single-track main line. The Traffic Controller (*Fahrdienstleiter (Fdl)*) at Schattenbach offers his train to the Traffic Controller (*Fahrdienstleiter (Fdl)*) at Rheinfurt-Kapellen.

A: Offering – Acceptance (see Point 4)

- The Controller at Schattenbach offers train 47383 to the Controller at Rheinfurt-Kapellen.

**Controller (Sc) → „Train report.
Will train 47383 be accepted?“**

Controller (Rh) → „Train 47383, yes.“

After the Controller at Rheinfurt-Kapellen accepts the train, the Controller at Schattenbach then clears the departure signal (if present) for train 47383 and gives the departure order.