



Empire Service Notice 18-06
May 17th, 2018

To: All Employees
From: David Fiore - Trainmaster
Subject: Grand Central Terminal Re-route Procedures/Information
Effective: May 26th, 2018

Starting May, 26th, 2018 all Empire Service Trains will use Grand Central Terminal (Arrow Code NYG) while the Empire Connection to NYP is under construction. The address for Grand Central Terminal is: 89 East 42nd Street, New York.

Lake Shore Limited Trains 48/49 will not use NYG and will become a BOS-CHI Train. *Train 244 is the advertised connection from 48.*

Job Briefings/Crew Area

Briefings can be held in the Amtrak Crew area located behind the Stationmaster's office. The crew area is located in the same space and there are day lockers for your use. Those lockers can only be used during layover or while an employee is staying overnight at the hotel. The sign-in sheet will be located in this area.

DTOBO's/TSRB's

Both of these documents will be available with the Stationmaster in Grand Central (DFOBOS can be also located in Track 42 office). If there is a problem locating them or if they have not been received, please contact the ALB Yardmaster (518-462-7813) or Delay Clerk (518-462-5766). The fax number for the Grand Central Stationmasters office is: (212) 340-2774.

THIRD RAIL TERRITORY

Read AMT-2 (Amtrak Electrical Operating Instructions) pertaining to operating in Third-Rail Territory (Section 2-18) in addition to section 3-7 "Transfer of Employees or Passengers Between Equipment on Adjacent Trains"

Also, read Metro-North Timetable Electrical-Instructions for Operating Employees (Sections EL 3 and EL5)

Northbound Trains

Departure times posted on the public screens are one minute before the actual departure time in order to get all passengers on-board. You do not need permission or "the-gate" to pull up to the starter signal at departure time as long as you are listed as a scheduled train. Please familiarize yourself with Hudson Line S.I. GCT-48A in addition to Reference Mark "G" in the Employee Operating Schedule – Timetable No. 3, effective 3/18/18. Last minute arriving passengers will have to take the next train.

Late Trains

If your inbound train is running behind schedule and you will be late for your sign up at NYG, you must contact the ALB Yardmaster and the Crew Dispatcher.

Radio Channels

Crews must have an ICOM radio in order to receive/transmit on Metro North radio channels south of CP8. The radio channels that must be input into your radio are:

78 78 - CP8 to Grand Central Terminal

62 62 - Highbridge Yard

GCT Services

The Amtrak service notice displayed to the public states there are limited special services available at Grand Central. Metro-North does offer limited Passenger Services through the GCT Stationmaster's office (Wheelchairs, Arm-Assist for visually impaired). ADA Requests, and valid baggage assistance, NO RED CAP Assistance will be offered. *Please inform PAX that Grand Central is all ramps and there are no steps, therefore it is much easier to handle their luggage on and off trains and through the station.* The Stationmaster's phone number is: 212-340-2583. The bridge plates in the terminal will not fit Amfleet equipment, therefore an Amtrak bridge-plate will be kept on site. **SPECIAL SERVICES MUST BE REQUESTED IMMEDIATELY DEPARTING CROTON.** Medical or other emergencies inside the terminal contact: "25 Track" office at 212-340-2325. Outside the terminal contact the specific RTC for that territory.

Tickets

There will be one Quik-Trak Machine located in the terminal at the top of the steps above the Biltmore Room which is on the East Side of the Terminal near the Madison Avenue and 43rd Street Entrance. Regular Tickets, Monthlies and 10-Trips purchased prior to the re-route announcement will have NYP Station Code listed. These tickets must be accepted, the EMD Group is aware of this change. *As of this notice publication date, the Quik-Trak machine has not been installed.*

Track 25

Metro-North Trainmaster/Terminal Operations office is located at Track 25. If you have an Emergency on board (Medical) in the station please contact this office at 212-340-2325 and alert them of the situation. Outside the terminal, you must contact the RTC.

Passengers Connecting to other Amtrak Trains at NYP

As of this time, there is no shuttle or connecting transportation for those passengers. Passengers must find their own way to NYP and vice versa. Options are walking (best route is South on Park Avenue, make a right onto 32nd Street), Taxi, or Subway. If they decide on the Subway, the routing is the Shuttle Train from Grand Central to Times Square, switch to the #1 Train Downtown one stop at Times Square to Penn Station. Passenger information cards detailing directions between the two stations are available in the bulletin room in ALB for crews to give to passengers that will be transferring.

Supervision/Assistance

There will be an Amtrak Supervisor at Grand Central at all times our trains are operating to assist with operations or any issues/disruptions that arise.

Cafe' Cars / Business Class

Trains 63/64, 238, 245, and 261 will lose the Business Class section due to equipment turns and servicing during the re-route. This can change if a disruption or different equipment turn occurs. Consult your manifest or "line-up sheet".

Café Car LSA's will give a "last call" at CRT and close at YNY southbound. Cafes' must not close before YNY. Northbound, Café Cars MUST remain open until CP138 if there is an Engine change at ALB. Food service may be added to more Empire Service trains during the re-route. Trains will be stocked at the newly re-opened commissary here in ALB.

Radio Procedures – GCT

Buzzers are to be used in lieu of the radio within the limits of GCT. Only in an emergency are the radios to be used, and when performing the Radio Test [GCT 48-G, Rule 5-D(9)] in the terminal.

(as) OPERATING RULES
COMMUNICATING SIGNALS
Operating Rule 4-G(3) changed as follows:

(1/26/18)

Rule 4-G(3)b.1. referring to three short sounds "o o o" when standing to back-up is withdrawn.

	Sound	Indication
a.	o o	1. When standing, proceed. 2. When moving, stop at once.
b.	o o o	When moving, stop at next passenger station or employee stop.
c.	---	When standing, apply or release brakes.
d.	--- o ---	Drop pantographs

Trains 63 & 69

Both of these trains have passengers "Check-In" that are crossing the border to Canada. There will be a desk set up at Grand Central staffed by Station Personnel to complete this process. The area that these passengers will use will be the Grand Central North Passageway between Tracks 21 and 23.

Train 64

The Maple Leaf (64) will require a cross-platform to another set of equipment upon arrival at ALB. In essence, passengers travelling on this train from any point west will have to get off that equipment at ALB and transfer to a new set of equipment to take them to points south of ALB and Grand Central. For crews working this train from NFS to ALB, you must inform the passengers that this cross-platform will occur upon arrival at ALB. Early notification to the passengers will ensure an expeditious transfer and if any special requests arise, ALB Station Personnel can be in position to help.

Extremely Late Trains

In the situation that Train 68, 64, and 296 are extremely late and will arrive past the closing time at Grand Central Terminal, Track 25 and the Stationmaster's office at Grand Central must be contacted so that the passengers can be escorted to the nearest exit of the terminal. The terminal closes at 2:00am.

RHI & HUD Stepstools - ALL CREWS

Please make sure that stepstools are not left close to tracks after completing station work at RHI and HUD. Due to the placement on Third-Rail Shoes on the equipment being used to GCT, the possibility exists of the stepstool being struck by one of the shoes and damaging it or injuring nearby persons.

Unaccompanied MINORS

In the case a minor without proper paperwork is discovered out of NYG or after RHI southbound, you must follow the procedure listed in the Service Standard Manual on page 8-18. You must call CNOCC Customer Service, **DO NOT CALL ALBANY**. Unaccompanied Minors will be accepted at Grand Central due to Amtrak Supervision from NYP being on-site available between 6:00am and 1:30pm. *(THIS POLICY MAY CHANGE DEPENDING ON STAFFING AT NYG – SUBSEQUENT NOTICE WILL BE PUBLISHED IF A CHANGE OCCURS)*. **ANY TRAIN THAT WILL ARRIVE OR DEPART FROM NYG AFTER 1:30PM YOU MUST ENSURE THERE WILL BE A MANAGER ON DUTY AT NYG. THIS APPLIES TO T&E AND STATION PERSONNEL.**

Grand Central Hotel – Shelburne by Affinia

The hotel is located at 303 Lexington Avenue between 37th and 38th streets in the Murray Hill Neighborhood. Please see addendum with hotel information at the back of this notice. The best method to walk to the hotel is out the front of Grand Central (42nd St. Exit) down Park Avenue to 38th Street, make a left on 38th street and walk one block to Lexington Avenue. Make a right on Lexington the hotel is on the East Side of the Street.

Employees Not Qualified

Please read the Metro North Timetable Special Instructions involving Grand Central Terminal on Page 3 to Page 12.

MARC Cab Cars

Several trains will run with the following Consist:

CAB CAR – LOCOMOTIVE – COACH-COACH-COACH-COACH-CAFÉ

Seats in the cab car will not be sold and passengers are prohibited from occupying that car.

In addition, to discuss during your briefings, Engineers should cut out the automatic doors on the cab cars. This is to prevent those doors from opening if the Conductor keys the doors forward upon arrival at ALB or NYG.

P32 Locomotive Escape Hatches

Selected Dual-Mode P32 Locomotives have been retrofitted with an escape hatch on the nose of the engine.

EMERGENCY EGRESS HATCH

The Emergency Egress Hatch (Item 1, Fig. 5) located in the Nose Compartment has been included as a safety feature. Deploy this hatch as follows:

1. Unfasten and unwind rope from the hatch.
2. Unlatch (Item 3, Fig. 4) hatch from Nose Compartment and deploy the hatch.
3. Release steps by pulling T-handle.
4. Throw rope out opening and carefully descend from the Nose Compartment.

WARNING: ELECTROCUTION HAZARD. When exiting the locomotive using the Emergency Egress Hatch, beware of third rail upon nearing the ground. Lethal voltage may be present.

Delay Reports

Conductors are responsible for reporting delays the entire route between NYG and ALB and vice versa. From NYP to ALB, Conductors do not report between NYP and XSD. However, for the duration of the re-route since we are on a “foreign” railroad between XSD and NYG, you must report any delays. Back-up paper delay reports for NYG-ALB service are in the bulletin room or available in the Delay Clerks office.

YOUR DAILY COMMUTE TO GRAND CENTRAL

← From Shelburne NYC-an Affinia hotel, 303 Lexington Ave...
to Grand Central Station, E 41st St, New York, NY 10168

4 min (0.2 mile)

via Lexington Ave
Mostly flat



▲ Use caution—walking directions may not always reflect real-world conditions

Shelburne NYC-an Affinia hotel

303 Lexington Ave, New York, NY 10016

↓ Head northeast on Lexington Ave toward E 38th St

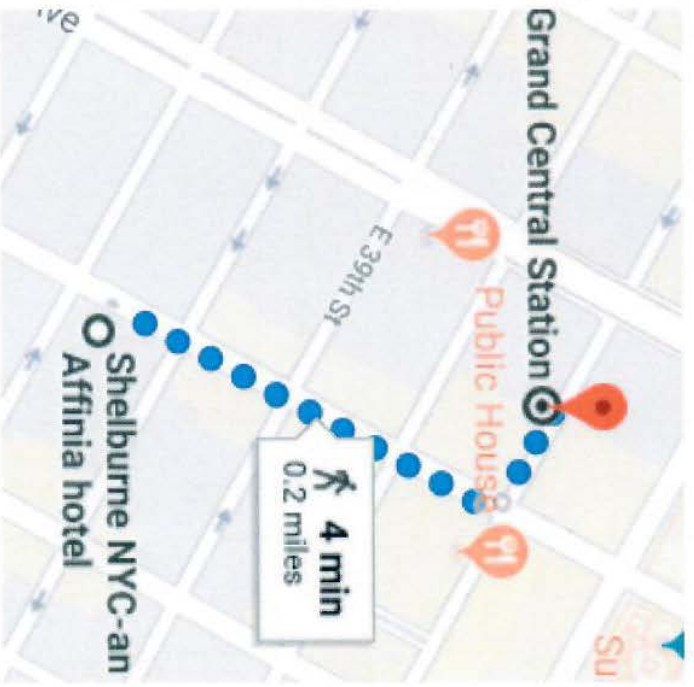
0.2 mi

↩ Turn left onto E 41st St

233 ft

Grand Central Station

E 41st St, New York, NY 10168



SHELBURNE NYC

AN AFFINIA HOTEL

Dear Amtrak Guest,

Welcome to the Shelburne NYC! It is our pleasure to be your home away from home for the next several weeks.

Below are some FAQ's as well as hotel information that we hope you will find useful.

Incidental Charges:

Room and tax charges are covered by Amtrak, extra charges such as minibar, restaurant, etc. are not.

- Incidental charges are to be settled prior to check out. **Please stop at the front desk prior to departure to settle any outstanding incidental charges.**

Smoke-Free Hotel:

The Shelburne NYC is a smoke-free property. If smoking is detected in your guest room, this will result in a deep cleaning fee of \$250. **Amtrak does not cover this cost.**

Wireless High Speed Internet Access:

As a special guest of Amtrak, high speed internet charges are waived! Upon check out these charges will be removed from your folio. – Passcode: **Lex303**

Metro Concierge:

Our world class Concierge team is located in the lobby level. They are at your service 7 days a week from 7:30am – 6:00pm.

Fitness Center:

Our 24-hour fitness center is located on the 2nd floor. Use your room key for access.

Self-Service Laundry:

Facilities located on the Basement Level. Please take the Service Elevator located to the right of the regular hotel elevators and press the B button. The charge is \$3 for washing and \$3 for drying.

Valet Laundry Service:

We offer 25% discount to all Amtrak Guests.

Please ensure that you note that you are a Goldman Sachs guest to receive this discount. You must write "Amtrak" after your name.

- **Same Day Service** is available Monday – Saturday. All items received by 9am will be returned on the same day by 6pm (Sunday Service is available. A 50% surcharge will be added).
- **Express Service** is available for items received between 9am-4pm will be returned within 4 hours. A 50% surcharge will be added.
- **Overnight Service** is available for 7 days a week. Items received after 4pm will be returned by 9am the next morning. A 50% surcharge will be added.

Rare Bar & Grill:

Classic American food, including one of the best burgers in NYC - Our seasonal rooftop bar RARE View, is voted one of the best New York City rooftops for spectacular views. Rare also provides room service for the Shelburne NYC guests, providing breakfast, lunch, dinner or selections for anytime snacking.

Room Service:

Available from Rare Bar & Grill from 7am – 11pm Monday through Friday and 8am – 11pm Saturday and Sunday. Please dial ext. 65. **Amtrak does not cover this cost.**

If we may be of further assistance, please contact the Front Desk at ext. 61.

Sincerely,

Jennifer Baldwin
General Manager

EMERGENCY INFORMATION

(This pamphlet is for Quick Reference to help you in the event of an emergency. It does NOT supersede any Operating Rules, Emergency Procedures, or Metro-North Railroad policies.)

The first priority is safety of customers, employees and the general public (EM 1-B).

1. **Notify Operations Control Center (OCC) immediately**, and provide updates as often as possible for any emergency on or about the right-of-way or involving trains or track cars.
2. **Take appropriate action to ensure people's safety and protect company property.** Do not take unnecessary risks nor attempt actions not trained for or without proper equipment/ protective gear.
3. **Cooperate fully with police/fire officials and other emergency responders.** Protect these persons from railroad hazards. If an order violates railroad safety/operating rules, contact supervision or OCC for instructions.
4. **Keep customers informed of situation and actions being taken.** Announcements must not cause undue alarm/panic.
5. **Information requests from news media or non-railroad employees (except responders) should be referred to the proper department.**

Initial Emergency Communication to OCC should include as much of this information as possible (EM 3-A):

- **Location** (milepost, nearest station and track).
- **Type of emergency.**
- Approximate number and extent of **injuries**, if known.
- Any **conditions** affecting train movements.
- Type of emergency **response** required.
- Any **unusual** conditions (hazardous material, imminent structure collapse, etc.).
- **Name** and job title of person making report and contact phone number if not using radio.

If train evacuation is necessary or directed, provide this information to customers (EM 1-C):

- **Location** on train where evacuation will occur.
- **Method** of evacuation (ladders, ramps, etc.).
- **Where** customers should go, once off train.
- Any known **hazards** related to the evacuation (bridge decks, third rail, etc.).

Provide information to company official or response officer in charge at scene on those who cannot evacuate train without help because of their physical condition.

To Operate an Extinguisher: (Check your extinguisher's label for detailed instructions.)



Information to give First Responders

First responders (fire, police, etc.) are trained to find the crew in order to; establish a line of communication and understand details of the situation.

Be prepared to provide the following:

- **Location** of incident - use car numbers.
- **Type** of incident (fire/smoke, medical aid or other).
- **Status** of the **power** (catenary or third rail).
- **Movement/status of other railroad equipment** including adjacent tracks.
- Number and location of **passengers** and their condition.
- Passengers with **special needs/disabilities**.

Reporting an emergency by Phone

For incidents on or involving trains or track cars, or any situations on the right-of-way, call the **OCC**.

For other locations, call the MTA Police:

From a Metro-North phone: dial **6911**

From any other MTA phone, dial **800-682-9117**.

Give the Operator:

- Your name.
- Nature of emergency (fire/smoke, medical aid, or other).
- Exact location (street address, building number, city).
- A call back number.
- For emergencies in a yard or building, tell the operator which entrance responders should use. If possible, meet them at that entrance to guide them to the location.

"See Something, Say Something"

Suspicious Persons

Pay attention to the person's actions; don't label a person suspicious based on ethnicity, race, color, or religion.

Some general guidelines: A suspicious person acts unusually curious, loiters, paces or acts nervous; Quickly exits an area after abandoning a package; Is in a non-public area without proper ID.

Unattended Packages

Watch out for items that seem to have been left behind or familiar items that are suddenly out of place, like a garbage bin moved to an out-of-the-way location.

- Are there exposed wires, oil stains, an odor of gasoline or other noxious substance? Other physical indications of danger?

Never approach a suspicious individual or tamper with suspicious packages; leave any action to specially trained professionals. If you suspect something like this is wrong, immediately call the RTC or call 800-682-9117.

OPERATIONS CONTROL CENTER (outside number 212-340-xxxx)

Asst. Chief RTC	GCT	3306/3307	Dist. A Lower Harlem	2040
Asst. Chief RTC	Outlying	2050/2051	Dist. B Upper Harlem/Beacon Line	2039
Asst. Chief RTC	Freight	2046	Dist. C Lower Hudson	2041
Dist. U	Upper Level	3302/3312	Dist. D Upper Hudson	2042
Dist. L	Lower Level	3301/3311	Dist. E Inner NH/NC Br.	2037
Dist. P	CP1-CP4	3303/3313	Dist. F Outer NH/Dan. & Wby Br.	2038
Dist. M	Mott Haven	3304/3314	Dist. G CP261-Div. Post	2048
			Dist. S CP232-CP241 NCM/Dan Br.	
			M.F. 07:45 - 15:45	2036

POWER DIRECTOR

Harlem & Hudson	2221 or 800.836.8558	New Haven	2100 or 800.836.6467
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MTA POLICE

EMERGENCY OR CENTER	6911 OR 800.682.9117	DISTRICT HQs	GCT 2480/2484/2485
		Mt. Vernon West	1772/1773
		Beacon	1908/1909
		Stamford	5722/5723

"Code Bravo" System-Wide Train Evacuation Actions (EM 4-C). When in effect, remember:

- Revenue passenger trains stop at next station platform (stop opposite platform if on track without direct platform access and keep customers on train unless ordered to evacuate).
- Non-revenue and freight trains will stop at closest spot past next station where crew can safely evacuate, leaving platform area clear for revenue trains.
- Inbound trains south of Harlem-125th St. will continue into GCT. Outbound trains between GCT and Harlem-125th St. will stop at Harlem-125th St. Do not stop at tunnel emergency exits, unless so directed.
- Announcements per rule EM 4-C for trains either on a platform or not on a platform must be made.
- If train is stopped opposite a platform without direct platform access, use intervening train as preferred method for transferring customers to platform. If using transfer ramps, de-energize 3rd rail in DC zone or drop pans in AC zone.
- If customers begin to self-evacuate, initiate an "EMERGENCY" radio call providing necessary information to approaching trains and the RTC.
- When train is evacuated, leave train as spotted (unless told otherwise), attempt to notify RTC of train status, secure train, close all but one door leaf (for responder access) and move at least 300 feet from platform, preferably with customers.
- Once at safe point, crew must:
 - Contact Crew Management.
 - Provide any available information or possible aid to customers.
 - Identify themselves to responders and company officials on site.
 - Not return to their train unless directed by proper authority.

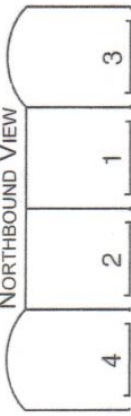
On-Board Medical Emergencies (EM 9):

In all cases, care of the ill or injured person is the highest priority.

- Engineer or Conductor must immediately inform RTC, providing as much information as possible about person's condition and location (car number). RTC will instruct train where to stop.
- Treat emergency as life threatening, unless it can be positively determined that condition is not critical.
- Crew will:
 - Attempt to secure on-board medical assistance.
 - To extent possible, isolate ill/injured person by asking other customers to move to other section of car.
 - NOT attempt to move ill/injured person until qualified medical personnel are on scene.
 - Provide regular updates on person's condition to RTC.
 - Notify RTC when emergency assistance arrives and assist those personnel to the extent possible.
- If there is no danger to ill/injured person, RTC may instruct a crew member to detain with person and wait for emergency assistance to arrive. Train may then proceed.

PARK AVENUE TUNNEL

NORTHBOUND VIEW



TUNNEL EMERGENCY

Refer to EM-6 in Timetable

How to DETERMINE YOUR LOCATION in the Park Avenue Tunnel:

- TUNNEL ALARM BOX:** A yellow or luminescent green box with three numbers on the front. The 1st number is the track, the last 2 numbers are street location.
- Reflective Street Markers:** Located on the walls of the tunnel.
- Emergency Telephones:** First 2 numbers are always "61," last 2 numbers are the street location.

EMERGENCY TUNNEL EXITS

59th St. - 72nd St. - 86th St.

EMERGENCY LADDERS

- At all EMERGENCY EXITS.
- In archways between the tracks.
- In brackets mounted on the walls of the tunnel.

EMERGENCY TELEPHONES

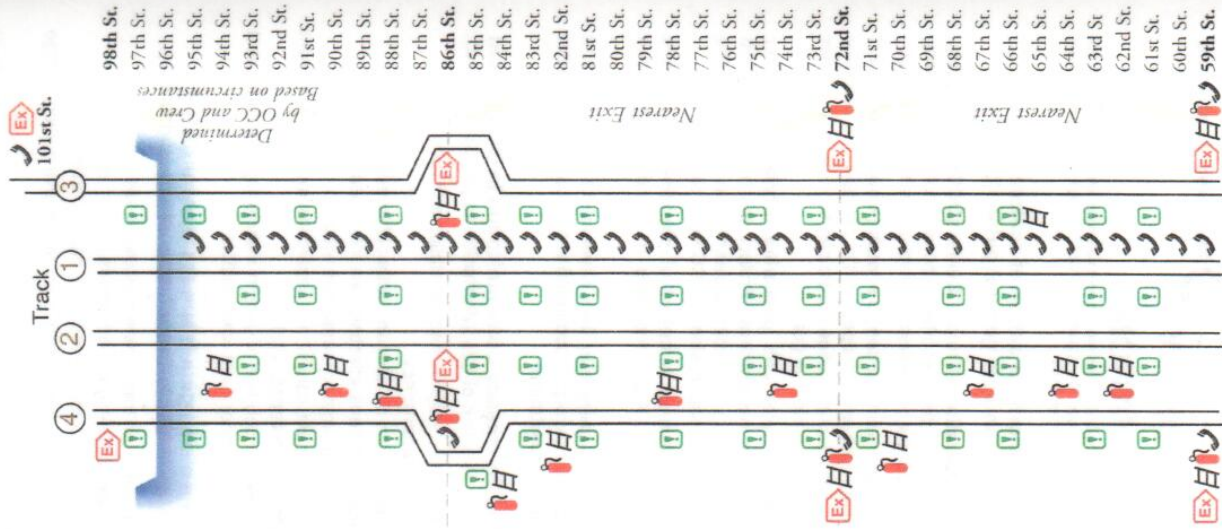
At all EMERGENCY EXITS and in passageways between Tracks 1 and 3, at every city block. All numbers are Direct Dial. No prefix is required.

Emergency Telephone Numbers

District "P" RTC	3303, 3313
Power Director	2221
MTA Police Emergency	6911
25 Track	2325, 2329

REMEMBER - In the event of FIRE:

- Extinguishers: at EMERGENCY EXITS and in the tunnel.
- Deactivate the Temperature Control System.
- Close car doors and windows as appropriate.
- Keep Rail Traffic Controller informed.





EMPIRE SERVICE – EASTBOUND – eff. 5/26/18

Train Number		230	232	250	234	252	260	236	280	290
Days of Operation		M-F	M-F	Sa-Su	M-F	Sa-Su	Sa-Su	M-F	Daily	M-F
	Ar/Dp									
Niagara Falls, NY	Dp								3:30 AM	
Buffalo-Exchange St, NY									4:08 AM	
Buffalo-Depew, NY									4:24 AM	
Rochester, NY									5:19 AM	
Syracuse, NY									6:39 AM	
Rome, NY									7:19 AM	
Utica, NY									7:34 AM	
Amsterdam, NY									8:35 AM	
Schenectady, NY									8:58 AM	
Albany-Rensselaer, NY	Ar								9:18 AM	10:21 AM
Albany-Rensselaer, NY	Dp	4:30 AM	5:50 AM	6:10 AM	6:55 AM	7:10 AM	8:10 AM	8:15 AM	9:41 AM	10:41 AM
Hudson, NY		4:55 AM	6:15 AM	6:35 AM	7:20 AM	7:35 AM	8:32 AM	8:40 AM	10:04 AM	11:06 AM
Rhinecliff, NY		5:17 AM	6:37 AM	6:57 AM	7:42 AM	7:57 AM	8:54 AM	9:02 AM	10:27 AM	11:28 AM
Poughkeepsie, NY				7:10 AM		8:10 AM	9:10 AM	9:15 AM	10:41 AM	11:41 AM
Croton-Harmon, NY		6:10 AM	7:32 AM	7:49 AM		8:49 AM	9:53 AM	9:56 AM	11:25 AM	12:25 PM
Yonkers, NY				8:11 AM		9:11 AM	10:16 AM	10:17 AM		12:46 PM
New York, NY (GCT)	Ar	7:03 AM	8:19 AM	8:43 AM	9:24 AM	9:43 AM	10:48 AM	10:49 AM	12:18 PM	1:19 PM

Train Number		238	284	256	242	244	68	64	296
Days of Operation		Daily	Daily	Sa-Su	M-F	Daily	Daily	Daily	Sa-Su
	Ar/Dp								
Niagara Falls, NY	Dp		6:31 AM					12:12 PM	
Buffalo-Exchange St, NY			7:09 AM					12:50 PM	
Buffalo-Depew, NY			7:25 AM					1:04 PM	
Rochester, NY			8:20 AM					1:58 PM	
Syracuse, NY			9:40 AM					3:14 PM	
Rome, NY			10:20 AM					3:57 PM	
Utica, NY			10:35 AM					4:15 PM	
Amsterdam, NY			11:36 AM					5:16 PM	
Schenectady, NY			11:59 AM				5:20 PM	6:03 PM	7:23 PM
Albany-Rensselaer, NY	Ar		12:20 PM				5:42 PM	6:35 PM	7:45 PM
Albany-Rensselaer, NY	Dp	11:40 AM	12:40 PM	1:40 PM	2:40 PM	4:15 PM	6:15 PM	7:15 PM	8:25 PM
Hudson, NY		12:05 PM	1:03 PM	2:05 PM	3:05 PM	4:40 PM	6:38 PM	7:37 PM	8:47 PM
Rhinecliff, NY		12:27 PM	1:26 PM	2:27 PM	3:27 PM	5:02 PM	7:00 PM	7:59 PM	9:09 PM
Poughkeepsie, NY		12:40 PM	1:45 PM	2:40 PM	3:40 PM	5:15 PM	7:15 PM	8:15 PM	9:25 PM
Croton-Harmon, NY		1:25 PM	2:25 PM	3:25 PM	4:19 PM	5:54 PM	7:56 PM	8:56 PM	10:05 PM
Yonkers, NY		1:47 PM	2:46 PM	3:47 PM	4:41 PM		8:17 PM	9:17 PM	10:26 PM
New York, NY (GCT)	Ar	2:18 PM	3:23 PM	4:22 PM	5:19 PM	6:56 PM	8:55 PM	9:55 PM	11:02 PM

LAKE SHORE LIMITED

449
Daily

Train Number
Days of Operation

448
Daily

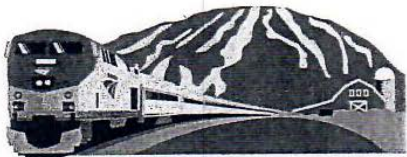
1:20 PM	<i>Dp</i>	Boston, MA-South Station	Ar	8:01 PM
1:27 PM		Boston, MA-Back Bay	△	7:55 PM
1:55 PM		Framingham, MA		7:14 PM
2:33 PM		Worcester, MA		6:46 PM
3:53 PM		Springfield, MA		5:33 PM
5:09 PM	▽	Pittsfield, MA		4:09 PM
6:30 PM	<i>Ar</i>	Albany-Rensselaer, NY	<i>Dp</i>	3:05 PM
7:05 PM	<i>Dp</i>	Albany-Rensselaer, NY	<i>Ar</i>	2:30 PM
7:32 PM		Schenectady, NY		1:58 PM
8:48 PM		Utica, NY	△	12:15 PM
9:49 PM		Syracuse, NY		11:18 AM
11:09 PM		Rochester, NY		9:50 AM
12:14 AM		Buffalo-Depew, NY		8:51 AM
1:48 AM		Erie, PA		7:20 AM
3:45 AM		Cleveland, OH		5:50 AM
4:18 AM		Elyria, OH		4:51 AM
4:55 AM		Sandusky, OH		4:12 AM
6:15 AM		Toledo, OH		3:20 AM
7:05 AM		Bryan, OH		1:40 AM
7:33 AM	▽	Waterloo, IN		1:15 AM
8:25 AM		Elkhart, IN		12:22 AM
8:49 AM		South Bend, IN		11:59 PM
9:45 AM	<i>Ar</i>	Chicago, IL	<i>Dp</i>	9:30 PM



Adirondack & Ethan Allen

Effective 5/26/18

290	296	68	Train Number		69	291	293	295
M-F	Sa-Su	Daily	Days of Operation		Daily	Mo-Th	Fri	Sa-Su
		Ar/Dp				Ar/Dp		
		10:25 AM	Dp	Montreal, QC	Ar	6:36 PM		
		10:40 AM		St. Lambert, QC		6:23 PM		
		11:54 AM		Lacolle, QC (customs)		5:04 PM		
		1:00 PM		Rouses Point, NY		3:28 PM		
		1:30 PM		Plattsburgh, NY		2:43 PM		
		1:50 PM		Port Kent, NY		2:05 PM		
		2:33 PM		Westport, NY (Lake Placid)		1:24 PM		
		2:58 PM		Port Henry, NY		1:04 PM		
		3:22 PM		Ticonderoga, NY		12:42 PM		
		3:54 PM		Whitehall, NY		12:09 PM		
7:46 AM	5:10 PM			Rutland, VT			7:55 PM	11:26 PM 8:54 PM
8:05 AM	5:29 PM			Castleton, VT			7:30 PM	11:01 PM 8:29 PM
9:02 AM	6:26 PM	4:18 PM		Fort Edward, NY		11:45 AM	6:16 PM	9:48 PM 7:15 PM
9:23 AM	6:47 PM	4:47 PM		Saratoga Springs, NY		11:24 AM	5:55 PM	9:28 PM 6:54 PM
9:59 AM	7:23 PM	5:20 PM		Schenectady, NY		10:55 AM	5:29 PM	9:02 PM 6:28 PM
10:21 AM	7:45 PM	5:42 PM	Ar	Albany-Rensselaer, NY	Dp	10:32 AM	5:06 PM	8:39 PM 6:05 PM
10:41 AM	8:25 PM	6:15 PM	Dp	Albany-Rensselaer, NY	Ar	10:12 AM	4:41 PM	8:22 PM 5:45 PM
11:06 AM	8:47 PM	6:38 PM		Hudson, NY		9:50 AM	4:16 PM	7:57 PM 5:15 PM
11:28 AM	9:09 PM	7:00 PM		Rhinecliff, NY		9:30 AM	3:56 PM	7:37 PM 4:55 PM
11:41 AM	9:25 PM	7:15 PM		Poughkeepsie, NY		9:15 AM	3:41 PM	7:22 PM 4:40 PM
12:25 PM	10:05 PM	7:56 PM		Croton-Harmon, NY		8:18 AM	2:59 PM	6:35 PM 3:54 PM
12:46 PM	10:26 PM	8:17 PM		Yonkers, NY		7:59 AM	2:40 PM	6:16 PM 3:35 PM
1:19 PM	11:02 PM	8:55 PM	Ar	New York, NY (GCT)	Dp	7:34 AM	2:15 PM	5:48 PM 3:10 PM



ETHAN ALLEN
EXPRESS



AND



ADIRONDACK

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STEPSTOOL SAFETY

With the start of all Empire Service Trains operating to/from Grand Central Terminal on 05/26/18, there have been modifications to equipment that T&E Crews and Station Personnel must be aware of.

Third rail shoes that remain down constantly have been installed on P32 locomotives operating to Grand Central. Stepstools left in front of the yellow line at the Hudson and Rhinecliff Stations can be struck by the third rail pick-up shoes and severely injure persons standing on the platform.

It is essential that if you place a stepstool on the platform you must either put it back on the train or ensure it is moved back behind the yellow line when you depart.

CORRECT PLACEMENT – BEHIND YELLOW LINE



INCORRECT PLACEMENT – IN-FRONT OF YELLOW LINE





Operations Service Advisory

Advisory Number
OSA 18-44

Empire Service, Ethan Allen Express, Adirondack and Maple Leaf Trains Will Stop at Grand Central Terminal Instead of New York Penn Station

Employees: <input checked="" type="checkbox"/> All <input type="checkbox"/> Train Service <input type="checkbox"/> On-Board Service <input type="checkbox"/> Station Service	Remove After: 09-03-2018
Issue Date: 05-23-2018	Contact: Penelope Porter (ATS) 734-2158
Department Contact: Danelle Hunter (215) 349-2176 Amir Khan (202) 906-2210	Approved By: Phil Bouchard

Please Post and Distribute

MANAGERS/SUPERVISORS MUST DISCUSS CONTENTS OF THIS DOCUMENT WITH EMPLOYEES

Background

Amtrak will continue its Infrastructure Renewal program at New York Penn Station during summer 2018 by performing critical reconstruction of three major railroad infrastructure assets in New York City. The Empire Tunnel and the Spuyten Duyvil Bridge, which provides train access between Upstate New York and New York Penn Station, as well as renewal work on Track 19 in New York Penn Station.

Advisory

Empire Service, Ethan Allen Express, Adirondack and Maple Leaf trains will be rerouted from New York Penn Station to Grand Central Terminal May 26 – Sept. 3, 2018.

Lake Shore Limited will operate between Boston and Chicago, with New York City and Hudson Valley customers connecting from Empire Service trains at Albany-Rensselaer.

Conductors/Assistant Conductors-must honor all tickets to include multi-ride tickets issued to NYP. Additional information below for Conductors and Assistant Conductors to follow:

- **Multi-ride tickets**

Some multi-ride tickets when scanned may give the alert "Ticket not found and may not be valid for this train." These tickets will typically list NYP as the ticketed origin or destination while the train is rerouted to or starts at NYG (if it is an impacted Empire Service train) or terminates or starts at NWK or PHL. Do the following when scanning these tickets:

- Scan and lift the ticket if the ticket is immediately found and no alert is shown in the eLift app.
- If the alert is shown, use the search feature to search for the ticket in Arrow. Once found, the ticket will still not be liftable if the ticket shows NYP as the origin or destination. Change the passenger's ticketed origin or destination to match the train's end point nearest to NYP before lifting the ticket.
- If the Arrow search does not find the passenger ticket, visually inspect the eTicket travel document and confirm that it is valid for the train and enter the passenger's name into the eLift app using the Honored Not Found (HNF) function selecting "Other" as the HNF type.

- **Electronic Delay Reporting (eDR)**

Conductors on the trains rerouted to or originating at NYG will need to use the eDR app to account for all delays between NYG and ALB, including the XSD-NYG or NYG-XSD reporting segment. If NYG is not listed as an end point in eDR, use a backup delay report only for this segment and fax it to Oakland Operations (866-247-2684) and use eDR between ALB and XSD.

- **Flash Pass:** If a pass rider has a reserved ticket or is unreserved (Flash Pass) and standee conditions occur, the pass rider is not guaranteed a seat and must give up the seat to the revenue passenger per Amtrak's "Employee Pass Policy".

- **Standee Conditions:** Conductors must report standee conditions to CNOC using the toll-free telephone number (800) 424-0217, and then follow prompts or transmit the report.

**Advisory Number
OSA 18-44**

Empire Service, Ethan Allen Express, Adirondack and Maple Leaf
Trains Will Stop at Grand Central Terminal Instead of New York
Penn Station



Operations Service Advisory

Advisory Number
OSA 18-44

General Information (if passengers should ask)

- Grand Central Terminal is located about a mile north of New York Penn Station at 89 E 42nd Street, New York, NY, 10017.
- For passengers transferring between New York Penn Station and Grand Central Terminal, taxi and local transit is available from both stations, or they can choose to walk. Customers are encouraged to allow extra time if transferring between stations.
- Trains arriving at and departing from Grand Central Terminal will operate on an adjusted schedule. Contact Amtrak for schedule information.
- Amtrak employees will be available at Grand Central Terminal to assist customers.
 - Amtrak conductors will assist customers getting on and off the train.
 - Note that Grand Central Terminal is an accessible station.
- Customers can make reservations and obtain eTickets at Amtrak.com, using our free mobile apps, or by calling 1-800-USA-RAIL (1-800-872-7245).
- Checked Baggage Service is not available at Grand Central Terminal. Each customer can bring two free personal items onboard, 25 lbs. and 14"x11"x 7" ea, and two carry-on items, 50 lbs. and 28"x22"x14" ea.

The following resources are available for all Amtrak customers

- Amtrak.com/NYP Renewal: Find the latest train schedule information, project overview and updates.
- Amtrak Social Media: Customers can follow @AmtrakNEC and @Amtrak on Twitter for timely information.
- Email or text alerts: You can sign up to receive customized texts or emails for train and service information.
- Amtrak.com and the mobile app: Get train status information, or modify existing reservations.

This OSA can be removed from all posting areas after September 03, 2018.