

Conductor Certification

Summary of Program Changes

CFR Section/Subject	Respondent Universe	Total Annual Responses	Average Time per Response	Total Annual Burden Hours
242.9 - Waivers – Petitions	677 railroads	10 petitions	3 hour	30 hours
242.101/103 - Certification Program: Written Program for Certifying Conductors	677 railroads	678 programs	160 hrs./582 Hrs./15.5 hrs.	16,799 hours
Approval of Design of Programs	6 railroads	6 new prog.	15.5 hours	93 hours
- Certification Programs for New RRs	677 railroads	200 copies	15 minutes	50 hours
- Conductor Certification Submission Copies to Rail Labor Organizations	677 railroads	200 state- Ments	15 minutes	50 hours
- Affirmative Statements that Copies of Submissions Sent to RLOs	677 railroads	35 comments	4 hours	140 hours
- Certified Comments on Submissions	677 railroads	10 programs	4 hours	40 hours
- Certification Programs Disapproved by FRA and then Revised	677 railroads	3 programs	2 hours	6 hours
-Revised Certification Programs Still Not Conforming and then Resubmitted	677 railroads	50 programs	2 hours	100 hours
- Certification Programs Materially Modified After Initial FRA Approval	677 railroads	3 programs	2 hours	6 hours
- Materially Modified Programs Disapproved by FRA & Then Revised	677 railroads	1 program	2 hours	2 hours
-Revised programs Disapproved and Then Resubmitted				
242.105 –Implementation Schedule				
- Designation of Certified Conductors (Class I Railroads)	677 railroads	48,600 designations	5 minutes	4,050 hours
- Issued Certificates (1/3 each year)				
- Designation of Certified Conductors (Class II and III Railroads)	677 railroads	16,200 certif.	1 hour	16,200 hours
- Issued Certificates (1/3 each year)	677 railroads	5,400 design.	5 minutes	450 hours
- Requests for Delayed Certification	677 railroads	1,800 certif.	1 hour	1,800 hours
- Testing/Evaluation to Certify Persons	677 railroads	5,000 request	30 minutes	2,500 hours
-Testing/Evaluation to Certify Conductors (Class III)	627 railroads	1,000 tests	560 hours	560,000 hour
		100 tests	400 hours	40,000 hours
242.107 – Types of Service				
-Reclassification to Diff. Type of Cert.	677 railroads	25 conductor	8 hours	200 hours

CFR Section/Subject	Respondent Universe	Total Annual Responses	Average Time per Response	Total Annual Burden Hours
242.109 – Opportunity by RRs for Certification Candidates to Review and Comment on Prior Safety Record	677 Railroads	50 comments	1 hour	50 hours
242.111 – Prior Safety Conduct As Motor Vehicle Operator				
- Eligibility Determinations	677 Railroads	1,100 dtrmin.	10 minutes	183 hours
- Initial Certification for 60 Days	677 Railroads	75 determin.	10 minutes	13 hours
- Recertification for 60 Days	677 Railroads	125 determin.	10 minutes	21 hours
- Driver Info. Not Provided and Request for Waiver by Persons/RR	677 Railroads	25 requests	2 hours	50 hours
- Request to Obtain Driver’s License Information From Licensing Agency	54,000 Conductors/ Persons	18,000 req.	15 minutes	4,500 hours
- Requests for Additional Information From Licensing Agency	54,000 Conductors/ Persons	25 requests	10 minutes	4 hours
- Notification to RR by Persons of Never Having a License	54,000 Conductors/ Persons	2 notification	10 minutes	.33 hour
- Report of Motor Vehicle Incidents	54,000 Conductors	200 reports	10 minutes	33 hours
- Evaluation of Driving Record	54,000 Conductors	18,000 eval.	10 minutes	3,000 hours
- SAP Referral by RR After Report of Driving Drug/Alcohol Incident	677 Railroads	180 referrals	5 minutes	15 hours
- SAP Request and Supply by Persons of Prior Counseling or Treatment	677 Railroads	5 requests/ Records	30 minutes	3 hours
- Conditional Certifications Recommended by SAP	677 Railroads	50 certificat.	4 hours	200 hours
242.113 –Prior Safety Conduct As Employee of a Different Railroad	54,000 conductors	360 requests/ 360 records	15 minutes + 30 minutes	270 hours

CFR Section/Subject	Respondent Universe	Total Annual Responses	Average Time per Response	Total Annual Burden Hours
242.115 – Substance Abuse Disorders and Alcohol Drug Rules Compliance - Meeting Section’s Eligibility Reqmnt - Written Documents from SAP Person Not Affected by a Disorder -Self-Referral by Conductors for Substance Abuse Counseling - Certification Reviews for Occurrence/Documentation of Prior Alcohol/Drug Conduct by Persons/Conductors - Written Determination That Most Recent Incident Has Occurred - Notification to Person That Recertification Has Been Denied - Persons/Conductors Waiving Investigation	54,000 conductors	18,000 determination	2 minutes	600 hours
	677 railroads	400 docs.	30 minutes	200 hours
	54,000 conductors	10 self-referrals	10 minutes	2 hours
	677 railroads	18,000 reviews	10 minutes	3,000 hours
	677 railroads	150 determin.	60 minutes	150 hours
	677 railroads	150 notific.	10 minutes	25 hours
	54,000 conductors	100 waivers	10 minutes	17 hours

242.117- Vision and Hearing Acuity				
- Determination Vision Standards Met	677 railroads	18,000 deter.	20 minutes	6,000 hours
- Determination Hearing Stds. Met	677 railroads	18,000 deter.	20 minutes	6,000 hours
- Medical Examiner Certificate That Person Has Been Examined/Passed test	677 railroads	18,000 certif.	2 hours	36,000 hours
- Document Standards Met with Conditions	677 railroads	50 document	30 minutes	25 hours
- Document Standards Not Met	677 railroads	25 document	30 minutes	13 hours
- Notation Person Needs Corrective Device (Glasses/Hearing Aid)	677 railroads	10,000 notes	10 minutes	1,667 hours
- Request for Further Medical Evaluation for New Determination	677 railroads	100 requests + 100 Evals.	60 minutes + 2 hours	300 hours
- Request for Second Retest and Another Medical Evaluation	677 railroads	25 requests + 25 Evals.	60 minutes + 2 hours	75 hours
- Copies of Part 242 Provided to RR Medical Examiners	677 railroads	677 copies	60 minutes	677 hours
- Consultations by Medical Examiners with Railroad Officer and Issue of Conditional Certification	677 railroads	100 consults + 100 certif.	2 hours + 10 minutes	217 hours
-Notification by Certified Conductor of Deterioration of Vision/Hearing	677 railroads	10 notific.	10 minutes	2 hours
242..119 - Training				
- Completion of Training Program	677 railroads	678 Program	37 hours/70 hrs/3 hrs	3,801 hours
- Completion of Training Program by Conductors/Persons	54,000 Conductors	18,000 Cond.	560 hours	10,098,000 hours
- Training Task Analysis for RRs Training Persons Previously Untrained	677 railroads	677 analyses	12 hours/20 hrs./20min	829 hours
- Modification of Training Program Due to New Laws/Regulations	677 railroads	30 programs	4 hours	120 hours
- Consultation with Supervisory Employee During Written Test	677 railroads	1,000 consult	15 minutes	250 hours
- Familiarization Training Upon Transfer of RR Ownership	677 railroads	10 trained Conductors	8 hours	80 hours
- Instructional Briefings on Federal RR Safety Laws/Regulations	677 railroads	54,000 briefs	8 hours	432,000 hour
- Records of Instructional Briefings	677 railroads	54,000 record	10 minutes	9,000 hours
- Continuing Education of Conductors	677 railroads	18,000 cont. trained cond.	8 hours	144,000 hour
242.121 – Knowledge Testing				
- Determining Eligibility	677 railroads	18,000 deter.	30 minutes	9,000 hours
- Retests/Re-Examinations	677 railroads	500 Retests	8 hours	4,000 hours

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242.123- Monitoring Operational Performance - Unannounced Compliance Tests and Records - Return to Service That Requires Unannounced Compliance Test/Record	677 railroads 677 railroads	18,000 tests + 18,000 recd 1,000 tests + 1,000 records	2 hours + 10 minutes 2 hours + 10 minutes	39,000 hours 2,167 hours
242.125- Certificate Determination by Other Railroads - Determination Made by RR Relying on Another RR's Certification	677 railroads	100 determin.	8.5 hours	850 hours
242.203 – Retaining Information Supporting Determination -- Records -- Amended Electronic Records	677 railroads 677 railroads	18,000 recds 20 records	5 minutes 60 minutes	1,500 hours 20 hours
242.205 – List of Certified Conductors Working in Joint Territory	677 railroads	625lists	5 minutes	15 hours
242.209- Maintenance of Certificates - Request to Display Certificate - Notification That Request to Serve Exceeds Certification	677 railroads 677 railroads	2,000 request /displays 1,000 notif.	2minutes 10 minutes	67 hours 167 hours
242.211 – Replacement of Certificates	677 railroads	500 certific.	5 minutes	42 hours

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	677 railroads	18,000 deter.	20 minutes	6,000 hours
	677 railroads	18,000 certif.	2 hours	36,000 hours
	677 railroads	50 document	30 minutes	25 hours
	677 railroads	25 document	30 minutes	13 hours
	677 railroads	10,000 notes	10 minutes	1,667 hours
	677 railroads	100 requests + 100 Evals.	60 minutes + 2 hours	300 hours
	677 railroads	25 requests + 25 Evals.	60 minutes + 2 hours	75 hours
	677 railroads	677 copies	60 minutes	677 hours
242.213 –Multiple Certificates - Notification to Engineer That No Conductor Is On Train - Notification of Denial of Certification by Individuals Holding Multiple Certifications	677 railroads	5 notification	10 minutes	1 hour
	677 railroads	10 notific.	10 minutes	2 hours
242.215 – RR Oversight Responsibility - RR Review and Analysis of Administration of Certification Program - Report of Findings by RR to FRA	677 railroads	44 reviews/ Analyses	40 hours 1 hour	1,760 hours
	677 railroads	36 reports	4 hours	144 hours
242.301 –Determinations -- Territorial Qualification and Joint Operations - Notification by Persons Who Do Not Meet Territorial Qualification	320 railroads	1,080 Deter.	15 minutes	270 hours
	320 railroads	500 Notific.	10 minutes	83 hours
242.401 –Notification to Candidate of Information That Forms Basis for Denying Certification and Candidate Response - Written Notification of Denial of Certification	677 railroads	40 notific. + 30 responses	60 minutes/ 60 minutes	70 hours
	677 railroads	40 notific.	60 minutes	40 hours
242.403/405 - Criteria for Revoking Certification; Periods of Ineligibility - Review of Compliance Conduct - Written Determination That the Most Recent Incident Has Occurred	677 railroads	900 notific. Letters	1 hour	900 hours
	677 railroads	950 reviews	10 minutes	158 hours
	677 railroads	950 determin.	60 minutes	950 hours

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	677 railroads	18,000 deter.	20 minutes	6,000 hours
	677 railroads	18,000 certif.	2 hours	36,000 hours
	677 railroads	50 document	30 minutes	25 hours
	677 railroads	25 document	30 minutes	13 hours
	677 railroads	10,000 notes	10 minutes	1,667 hours
	677 railroads	100 requests + 100 Evals.	60 minutes + 2 hours	300 hours
	677 railroads	25 requests + 25 Evals.	60 minutes + 2 hours	75 hours
	677 railroads	677 copies	60 minutes	677 hours
242.407 – Process for Revoking Certification - Revocation for Violations of Section 242.115(e) - Immediate Suspension of Certificate - Determinations Based on RR Hearing Record - Hearing Record - Written Decisions by RR Official - Waiver of Right to Hearing - Revocation of Certification Based on Information That Another Railroad Has Done So -Placing Relevant Information in Record Prior to Suspending Certification/Convening Hearing	677 railroads	100 consults + 100 certif.	2 hours + 10 minutes	217 hours
	677 railroads	10 notific.	10 minutes	2 hours
	677 railroads	950 Revoked Certificates	8 hours	7,600 hours
	677 railroads	950 suspend Certificate	1 hour	950 hours
	677 railroads	950 determin.	1 hour	950 hours
	677 railroads	950 records	30 minutes	475 hours
	677 railroads	950 decisions	1 hour	950 hours
	54,000 Conductors	425waivers	10 minutes	71 hours
	677 railroads	15 revoked Certifications	10 minutes	3 hours
677 railroads	100 updated records	1 hour	100 hours	