

BULLETIN INFORMATION

DATE:	May 27, 2025	TYPE:	Information	NUMBER:	006-25
SUBJECT:	Crew Notification Application on Pool Position & Train Lineup – T&E Bulletin				

DETAILS

Attention All T&E Employees,

What:

- In accordance with the collective bargaining agreement with the Teamsters Canada Rail Conference (hereafter known as TCRC) on March 21, 2022, CPKC agreed to implementing changes to allow employees to receive notifications on pool position and train line-up changes.

So What:

- A new Crew Notification Application has been developed and will be rolled out effective May 27, 2025.

Now What:

- On May 27, 2025, employees will see a new application called Crew Notification Application added to the existing employees.cpr.ca
- User guides can be found in the Operations Training materials site on CPKC Station:
 - o CPKC Station -> Day N Integration Station -> Department Pages -> Operations -> Operations Training Materials->Crew Management Page
- If you have issues, phone the IS Service Desk at **1-800-387-1833** for assistance

Please refer to the attached Quick Reference Guide for more information.

Please be governed accordingly.

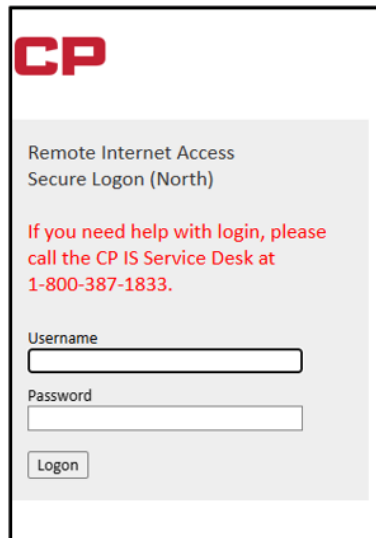
Crew Management Centre

TCRC – NOTIFICATION OF POOL POSITIONS & TRAIN LINEUPS

The Crew Notification Application provides Train and Engine (T&E) employees with notifications of pool position and train line-up changes.

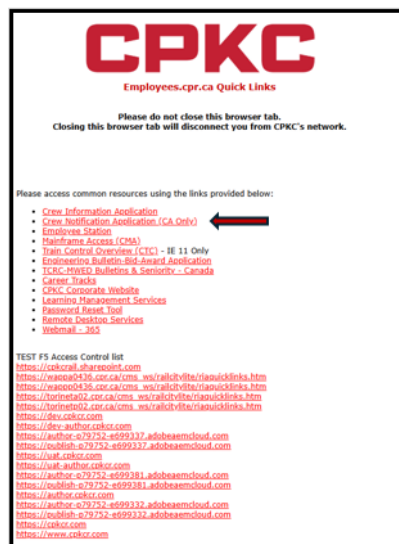
Step 1:

- To login
 - Enter **username**
 - Enter **password**
 - Enter **Token code**



Step 2:

- Employees will navigate to the employees.cpr.ca page per existing process to access the **Crew Notification Application**.



Step 3:

One-time preference set up:

- There are 4 steps to set up your notification preferences:
 1. Yes/No on **Pool Position change alert**

The screenshot shows the CPKC Crew Notification Preferences setup screen. At the top is the CPKC logo and the title "Crew Notification Preferences". Below this, it says "Welcome, Test User" and "Employee ID: 999999". The screen is labeled "Step 1 of 4". The main question is "Would you like to be alerted when your position in the employee pool changes?". There are two buttons: "YES" (highlighted with a red box) and "NO". Below the question, it says "Current Position: ABCDEF". At the bottom right, there is a "NEXT" button (also highlighted with a red box).

CPKC

Crew Notification Preferences

Welcome, **Test User**
Employee ID: **999999**

Manage Configuration

Employee Pool Position Notifications: ☒ YES ☐ NO

Train Lineup Notifications: ☐ YES ☒ NO

Update Cellular Number:

UPDATE

CPKC

Crew Notification Preferences

Welcome, Herring Charles
Employee ID: 968791

Terms & Conditions

By accepting I am indicating:

- My use of this application is voluntarily.
- I will use and manage the application responsibly and in a manner that is consistent with my specific responsibilities to be rested and available for duty under the auspices of Federal Duty Period & Rest Rules (DRPR) and the Collective Agreement.
- Accordingly, I am acknowledging that it is my sole responsibility to manage the text notification feature of the application consistent with my aforementioned responsibilities.
- I will only use the application for its intended purpose. Any misuse on my part may result in the temporary or permanent revocation of access to the application.
- I acknowledge that the application and its information is the property of CPKC and I will not share it with anyone without the express written consent of CPKC.

Accept & Submit **Close**

CPKC

Crew Notification Preferences

Thank you.

You have successfully completed the notification configuration process, you are now subscribed to receive SMS notifications for the following:

Employee Pool Position Changes

You can now [Manage Configuration](#) or close this browser.

Go to Admin Page

2. Yes/No on **Train Line Up change alert**

Step 2 of 4

Would you like to be alerted when a specific train lineup changes?

☒ YES ☐ NO

1. Time Change Window

2. Change Threshold (mins)

3. Profiles

NEXT

- Specify the **train time change window** from anywhere starting at 4 hours and up to 24 hours

1. Time Change Window

Specify your train time change window for notifications.

24 Hour Window selected

4 8 12 16 20 24

2. Change Threshold (mins)

3. Profiles

NEXT

- Specify the **change threshold** from 15 minutes to more than 2 hours

1. Time Change Window

2. Change Threshold (mins)

Set the minimum train schedule change that will trigger a notification.

☒ 15 min or More ☐ 30 min or More ☐ 45 min or More ☐ 1 hour or More ☐ More than 2 hours

- Select the **train line up profile** to be alerted on

Please select the profiles you wish to be notified for.

Enter filter term

Profile Number	Profile Description
<input checked="" type="checkbox"/> 01011000	BENSENVILLE BP ENG POOL AT HOME
<input type="checkbox"/> 01011001	BENSENVILLE BP CO POOL AT HOME
<input type="checkbox"/> 01013000	BENSENVILLE WINDOW EN AT HOME
<input type="checkbox"/> 01014000	BENSENVILLE WINDOW CO AT HOME
<input type="checkbox"/> 02011000	MILWAUKEE MI ENG POOL AT HOME
<input type="checkbox"/> 02011100	MILWAUKEE MI ENG POOL AT BENSENVILLE
<input type="checkbox"/> 02012000	MILWAUKEE MI CON POOL AT HOME
<input type="checkbox"/> 02012100	MILWAUKEE MI CON POOL AT BENSENVILLE

1 selected profile(s)

Clear Selection

NEXT

3. Enter your **cell number** and accept the terms and conditions

Step 3 of 4

Please provide the cellular number to be notified via text.

e.g. 123-456-7890

We will send a validation SMS to the provided cellular number. You must enter the code within 10 minutes of submission. Please ensure you have access to the cellular number you entered.

NEXT

Terms & Conditions

By accepting I am indicating:

- My use of this application is voluntarily.
- I will use and manage the application responsibly and in a manner that is consistent with my specific responsibilities to be rested and available for duty under the auspices of Federal Duty Period & Rest Rules (DRPR) and the Collective Agreement.
- Accordingly, I am acknowledging that it is my sole responsibility to manage the text notification feature of the application consistent with my aforementioned responsibilities.
- I will only use the application for its intended purpose. Any misuse on my part may result in the temporary or permanent revocation of access to the application.
- I acknowledge that the application and its information is the property of CPKC and I will not share it with anyone without the express written consent of CPKC.

Accept & Submit Close

4. **Verify** your cell number with the validation code sent to your phone

Step 4 of 4

Please enter the code sent to your cellular number this code will be valid for 15 minutes.

[Change Cellular Number](#)

Thank you.

You have successfully completed the notification configuration process, you are now subscribed to receive SMS notifications for the following:

Employee Pool Position Changes

Train Line Up Changes for:

- BENSENVILLE BP ENG POOL AT HOME

You can now [Manage Configuration](#) or close this browser.

NOTE: When registering for train lineup changes, users will receive an initial text indicating that their train line up has changed. This is expected so the system can record the current train line up.