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.

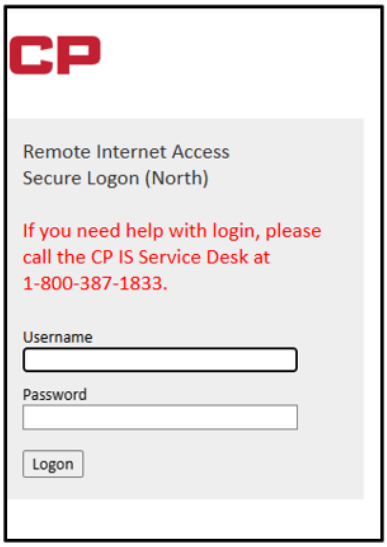
Crew Management Centre

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.

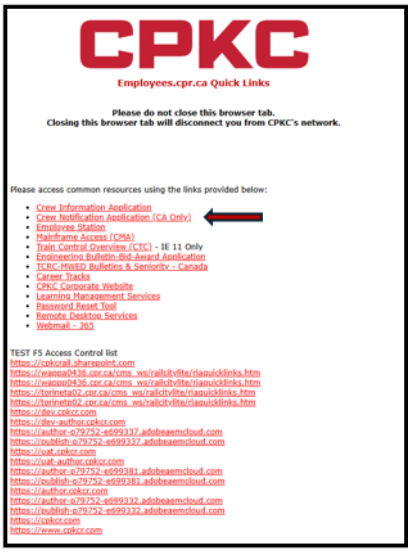
Step 1:

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



Step 2:

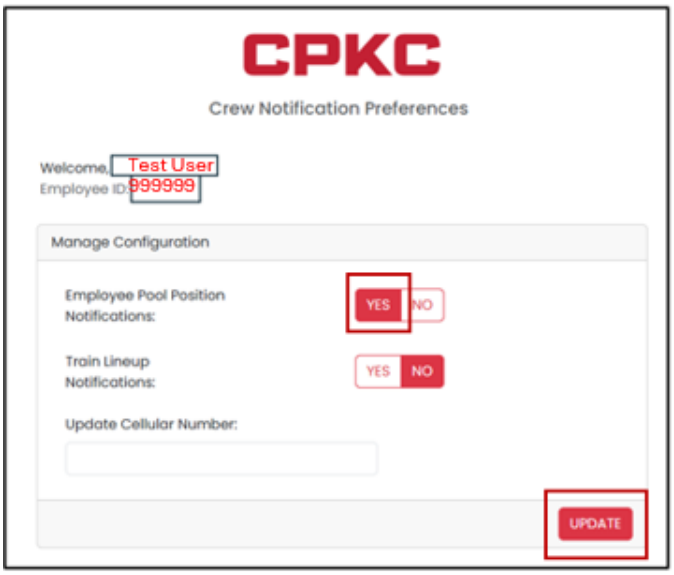
- Employees will navigate to the employees.cpr.ca page per existing process to access the **Crew Notification Application.**

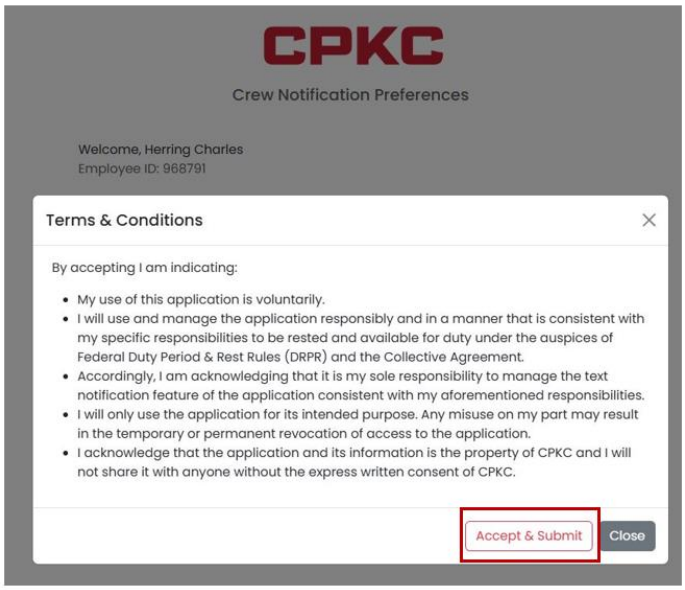


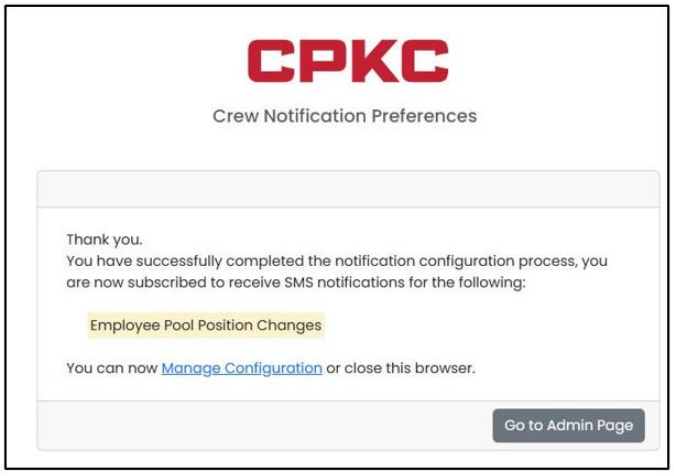
Step 3:

One-time preference set up:

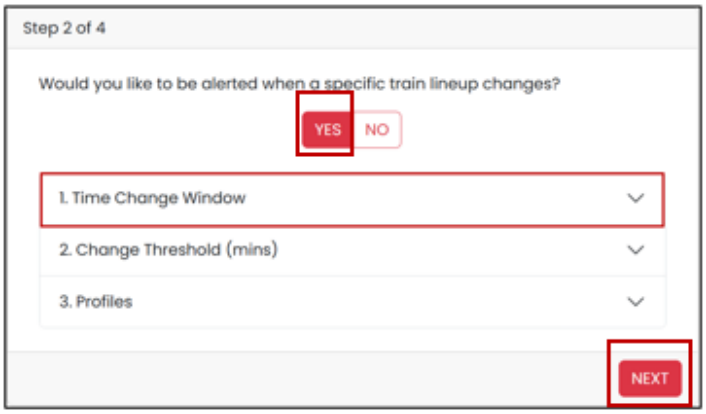
- There are 4 steps to set up your notification preferences:
    1. Yes/No on **Pool Position change alert**


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

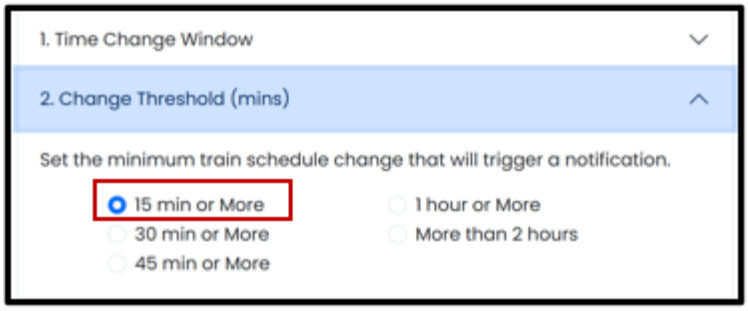

CPKC
Crew Notification Preferences
Thank you.
You have successfully completed the notification configuration process, you are now subscribed to receive SMS notifications for the following:
Employee Pool Position Changes
You can now Manage Configuration or close this browser.
Go to Admin Page

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

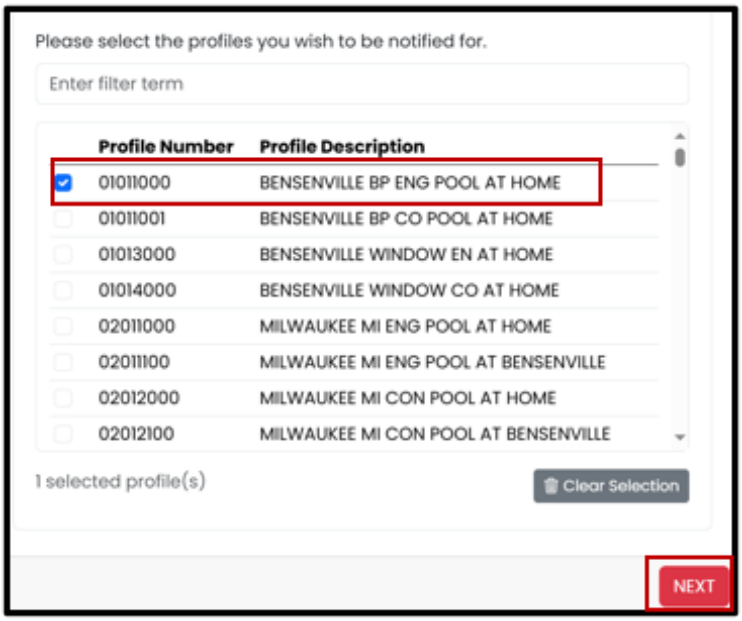


- Specify the **train time change window** from anywhere starting at 4 hours and up to 24 hours

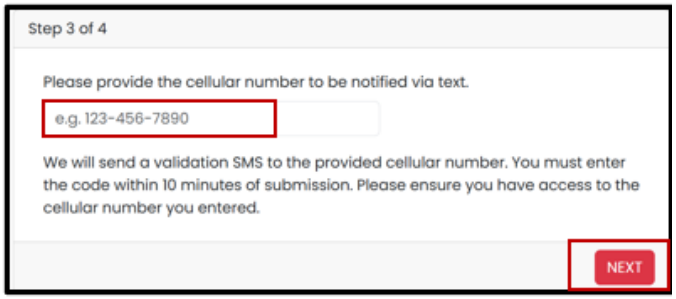
- Specify the **change threshold** from 15 minutes to more than 2 hours

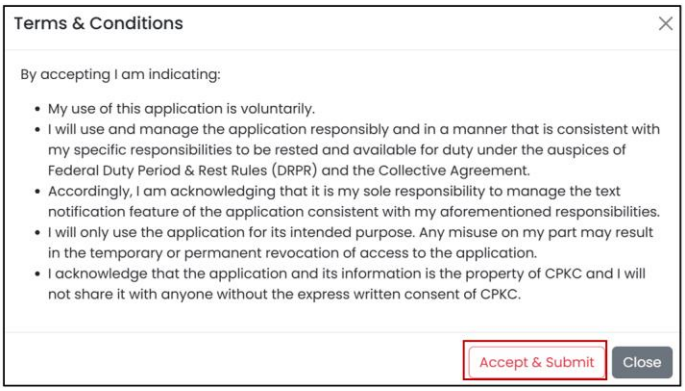


- Select the **train line up profile** to be alerted on

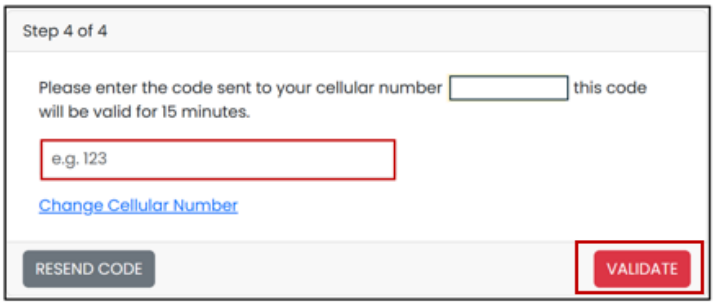


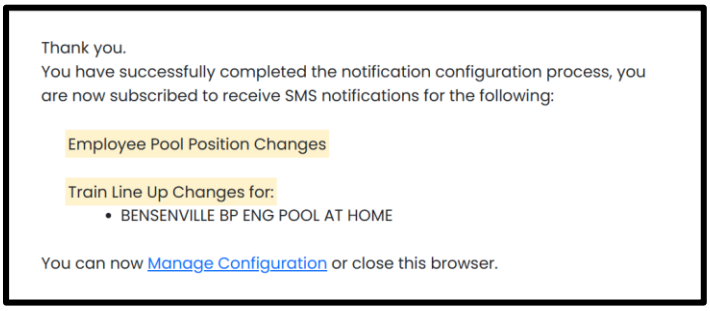
3. Enter your **cell number** and accept the terms and conditions





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





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.