

Provision of shunting operations and technical office services

ŽSR provides shunting operations and technical office services in the core business as part of the use of railway infrastructure. At the same time, it is not necessary to have concluded any contract with ŽSR for provision of such services.

A. Provision of shunting operations

ŽSR provides for RUs activities related to carrying out the shunting operations by ŽSR employees in the type positions shunter and shunting manager only in the following range:

Serial number	The railway station in which shunting is carried out	Designation of shunting crew	Maximum possible time to carry out shunting
1.	Bratislava hlavná stanica (Bratislava Main Station) *	back-up DVOR	24 hours a day
		back-up ODSTAVNÉ	24 hours a day
			24 hours a day
			24 hours a day
		pilot 1	24 hours a day
		pilot 2	24 hours a day
pilot 3	18 hours in 1, 12 hours in 2 – 5, 6 hours in 7		
2.	Bratislava Nové Mesto *	1 .z.	24 hours a day
		2. z.	12 hours in 7/1
3.	Nové Zámky *	1. z.	24 hours a day
4.	Trnava *	locomotive accompanying person	20.5 hours in 1 – 5, 20 hours in 6 and 7
5.	Košice *	5. z.	21 hours a day
		6. z.	24 hours a day
6.	Liptovský Mikuláš *	locomotive accompanying person	19 hours in 1 – 5, 14 hours in 6 and 7
7.	Žilina *	1. z.	24 hours a day
		3. z.	24 hours a day
		locomotive accompanying person 1	24 hours a day
		locomotive accompanying person 2	24 hours a day
		locomotive accompanying person 3	13 hours a day
8.	Zvolen passenger station *	5.z.	24 hours a day
		locomotive accompanying person 1	24 hours a day
		locomotive accompanying person 2	13 hours a day
9.	Banská Bystrica *	locomotive accompanying person 1	20 hours a day
		locomotive accompanying person 2	4 hours a day

10.	Zvolen freight station **	1.	20 hours in 1 – 6, 12 hours in 7
11.	Čierna nad Tisou **	1.	22 hours a day
		2.	22,25 hours a day
12.	Košice freight station **	1.	22 hours in 1 – 6, 11 hours in 7
		3.	22 hours in 1 – 6, 8 hours in 7
13.	Žilina-Teplice **	1.	23 hours in 1 – 6, 11.5 hours in 7
		3.	23 hours in 1 – 6, 11.5 hours in 7
14.	Bratislava East **	1.	12 hours a day
		3.	12 hours a day
		4.	24 hours in 1 – 5 and in 7, 12 hours in 6/7

* only for passenger transport

** only for freight transport

ŽSR shall perform the agreed performance of shunting operations in compliance with ŽSR's regulatory provisions. ŽSR shall ensure the performance of shunting operations by such a number of employees as to comply with all regulatory, technological and safety conditions for train processing and do not limit the capacity of the railway infrastructure. ŽSR employees provide shunting performance only on railway infrastructure managed by ŽSR, unless otherwise specified (e.g. by a separate contract). For the ordered performance to be carried out on the railway lines of another infrastructure manager, the RU must provide professional competence required on the railway lines of the relevant infrastructure manager.

The RU shall agree with the relevant Regional Directorate the performance of shunting operations, as a rule, for the period of validity of the relevant timetable. Request for shunting operations must be sent no later than 2 months before its entry into force. The RU may also agree with the relevant Regional Directorate to perform shunting operations for a shorter period of time. In this case, the RU shall agree operationally with the relevant ŽSR Regional Directorate.

Template – requirement for shunting operations valid from xx. xx. 20xx

Railway station	Shunting crew number	Ordered time of the shunting activity (from-to hrs)	Scope of activity	January \sum hours	February \sum hours \sum hours	total \sum hours
Žilina	1.						
Bratislava East	1.						
	3.						
	4.						

ŽSR - Regional Directorates ensure performance of shunting operations for every RU on non-discriminatory basis. For the same requirement for shunting operations from different RUs, priority shall be given to:

1. RU that makes a request for a longer period of time (e.g. for the entire timetable period),
2. RU that sends the request earlier.

In case of requirements of RUs in the event of conflicts to ensure the performance of shunting operations, the Traffic Management Department of ŽSR decides on the acceptance or modification of the requirement so that all contractual, regulatory and other legislative conditions are met).

B. Provision of technical office services (entering a train into information system of ŽSR)

Provision of technical office services, thus:

- entering a passenger train or a special-purpose train into the ŽSR information system from the submitted form Composition of a train according to ŽSR Regulation DP2 (or from an electronically submitted form);
- entering of a freight train into ŽSR information system from the submitted form Composition of a train according to ŽSR Regulation DP2 (or from an electronically submitted form)

is carried out by employees of ŽSR in accordance with applicable regulations and as detailed below.

Technology of providing the service of entering a train entry sentence into IS PIS ŽSR could be mentioned in Annex 24 of the operating rules of relevant railway station.

The RU is still obliged to give a freight train entry sentence:

At the departure traffic point:

- in electronic form only when a train is approved in changeover plan from the origin traffic point and at the latest before a train actually leaves departure traffic point,
- in printed form not later than the actual departure of the train from a traffic point and there is a vehicle with exceptionality within a train.

At the intermediate traffic point (where the train composition changed):

- in electronic form at the latest before a train actually leaves a traffic point, provided that a train already has a departure from departure traffic point processed in the PIS.
- in printed form not later than the actual departure of the train from a traffic point where a regular change in train composition takes place and a vehicle with exceptionality is part of train composition.

At the cross-border stations:

- before an international train enters the territory of the Slovak Republic, before a train leaves the border station of the neighboring foreign infrastructure manager.

The RU is still obliged to give a passenger train entry sentence:

At the origin traffic point:

- in electronic form only when a train is approved in changeover plan from traffic point and at the latest 2 minutes before a train actually leaves (in line with the timetable) departure traffic point,
- in printed form (by e-mail to agreed traffic points to specified e-mail addresses) not later than 5 minutes prior to planned departure of a train (in line with the timetable) from departure traffic point.

At the intermediate traffic point (where the train composition changed):

- in electronic form not later than the actual train departure from a traffic point where change in train composition takes place,
- in printed form not later than the actual departure of the train from a traffic point where a regular change in train composition takes place,

At the cross-border stations:

- when there is a change in composition, for the origin traffic point, in electronic form not later than 5 minutes following actual departure from a cross-border station,
- in printed form at the first station where the train stops for the first time, unless it is provided otherwise in Annex 24 of the operating rules of the relevant railway station.