

## **BART Train Operator Manual (TOM)**

### **TOM 405 DISPATCH PROCEDURES**

#### **LEGACY FLEET**

Procedures for Train Ready:

1. Visually verify the number of cars in your consist prior to dispatch.
2. Check for restrictive operating tags. If tags are found, comply with the instructions and notify the appropriate Control Center.
3. Check all bypass switches. Return to OFF/NORMAL position any switch found in the activated position and notify the appropriate Control Center of your action. Report any broken bypass switch seals.
4. The Train Operator is responsible for ensuring that the Train Length Selector switch corresponds exactly with the actual number of cars in the consist.
5. Ensure that the proper I.D., destination and correct train length are loaded and displayed in the L.C.D. module.
6. The Train Operator is responsible for ensuring that the Cut-Out Car status on the L.C.D. module is zero. If the L.C.D. shows a car cut-out, authorization is required from the Operations Control Center prior to dispatch.
7. When sending a "Train Ready" Train Operators shall ensure that they have a clear board (no door open, propulsion, etc.) prior to dispatch.
8. Train Operators shall ensure that the correct "Time" is displayed in the L.C.D. module.
9. Load/post correct destination sign in windshield.
10. Train Operators shall ensure that they have a functioning handset.
11. Except in an emergency, personnel shall not interrupt or delay a dispatch in progress.

These additional steps are required for dispatching from a Transfer track:

1. Follow procedures listed in TOM rule 507.
2. The train must be completely within the Transfer track before changing from manual to automatic mode for dispatch.

This additional step is required when dispatching from a TM Zone:

1. Selected doors that have been keyed open on the platform side and left opened, as a courtesy to passengers shall be keyed closed before sending a "Train Ready".

#### **FLEET OF THE FUTURE**

Procedures for Train Ready:

1. Visually verify the number of cars in your consist prior to dispatch.

2. Check for restrictive operating tags. If tags are found, comply with the instructions and notify the appropriate Control Center.
3. Check all bypass switches. Return to OFF/NORMAL position any switch found in the activated position and notify the appropriate Control Center of your action. Report any broken bypass switch seals.
4. The Train Operator is responsible for ensuring that the train length on the T.O.D. corresponds exactly with the actual number of cars in the consist. Note: If Fleet of the Future is equipped with Train Length Selector switch, Train Operator must confirm that the Train Length Selector switch is positioned at the correct train length.
5. Ensure that the proper I.D., destination and correct train length are loaded and displayed in the VATC screen.
6. The Train Operator is responsible for ensuring that the cutout car status on the T.O.D. is zero. If the T.O.D. shows a car cut-out, authorization is required from the Operations Control Center prior to dispatch.
7. When sending a "Train Ready" Train Operators shall ensure that they have a clear board (no troubles) prior to dispatch.
8. Train Operators shall ensure that the correct "Time" is displayed in the T.O.D.
9. Train Operators shall ensure that they have a functioning handset.
10. Except in an emergency, personnel shall not interrupt or delay a dispatch in progress.

These additional steps are required for dispatching from a Transfer track:

1. Follow procedures listed in TOM rule 507.
2. The train must be completely within the Transfer track before changing from manual to automatic mode for dispatch.

This additional step is required when dispatching from a TM Zone:

1. Selected doors that have been keyed open on the platform side and left opened, as a courtesy to passengers shall be closed before sending a "Train Ready".

### **TOM 503 FRICTION BRAKE TEST**

#### Legacy Fleet

Operators shall conduct a friction brake test of the car/consist in the assigned direction of travel. If the assigned direction of travel changes after initial friction brake test has been conducted, another test must be made in the new direction of travel.

1. The friction brake test shall always precede any other movement of the car(s). Prior to conducting a brake test, the operator shall ensure that there are NO unsafe conditions or obstructions on or about the track in the direction of the test.
2. Prior to conducting a brake test, the operator shall inspect the Car Control Panel on the lead car in the consist and confirm that the friction brake "ON" annunciators are lit and the Friction Brake Cut-Out switches are in the "Normal" position (be sure to lamp test in C-cars). In addition, the operator shall make certain that NO abnormal annunciators are present (i.e., Friction Brake Fail-Safe, Manual Cut-out, etc.). A Friction Brake "Cut-Out" annunciation on the Car Control Panel is valid even though Friction Brake Cut-Out switches may be in the "Normal" position. Under these conditions, do not move as a single car.
3. If friction brakes are inoperative or unreliable, check additional cars until proper and safe braking is assured and notify the Tower.

If, during the brake test, car(s) do not come to a complete stop IMMEDIATELY, do not continue to operate. Advise the Tower while attempting to stop the car(s). Refer to TOM rule 225.

#### FLEET OF THE FUTURE

Operators shall conduct a friction brake test of the car/consist in the assigned direction of travel. If the assigned direction of travel changes after initial friction brake test has been conducted, another test must be made in the new direction of travel.

1. The friction brake test shall always precede any other movement of the car(s). Prior to conducting a brake test, the operator shall ensure that there are NO unsafe conditions or obstructions on or about the track in the direction of the test.

2. Prior to conducting a brake test, the operator shall inspect the friction brake X & Y end LED lights on the Hostling panel or at the console. In addition, the operator shall make certain that the latch and unlatch lights are not flashing. If at the console, the operator shall check for faults on T.O.D. If latch lights are flashing or faults are present, do not move as a single car.

3. If friction brakes are inoperative or unreliable, check additional cars on CDP or T.O.D. to ensure proper and safe braking is assured and notify the Tower.

If, during the brake test, car(s) do not come to a complete stop IMMEDIATELY, do not continue to operate. Advise the Tower while attempting to stop the car(s). Refer to TOM rule 225.

#### **TOM 507 REVENUE READY TRAIN**

##### LEGACY FLEET

- a. Visually verify the number of cars in consist. In addition, enter the correct train length on the Train Length Selector switch and confirm its correct display on the L.C.D. module in both end cabs.
- b. Check all bypass switches in the lead car, mid-consist C-Cars, and the trailing car in accordance with TOM rule 205.
- c. Ensure Car Control Panels and Hostling panels are closed.

d. Ensure that there are no restrictive operating tags.

e. Mid-consist "C-car":

1. Ensure cab windows are closed and the left-hand window is locked.

2. Left-hand door control panel shall be locked.

3. Ensure flipper doors are open and NO annunciations on the Car Control Panel.

4. Check all bypass switches and seals. Ensure that the Flipper Door switch is in the Mid-Car position (Flipper Doors annunciator should be on).

5. Ensure that the train radio is turned off.

6. Check that the Car Control Panel has no abnormal annunciators. Also ensure that the cutouts and circuit breakers are in the desired position.

7. Cab door shall be positioned and locked to allow patrons to pass between cars and to prevent patron access to right hand side of cab.

f. Lead/trailing cab doors shall be positioned and locked to prevent patron access to the entire cab area. Cab windows shall be latched/locked.

g. Make a radio test from lead/trailing cabs if you believe you do not have radio communications. Ensure communication power button is off on the trailing car.

h. Cycle doors on both sides of the consist from the lead and trailing cabs.

On lead cars with DOA TEST buttons: key on and with the DOOR OPEN annunciator out, press the DOA TEST button and confirm that the DOOR OPEN annunciator lights while the button is pressed. If the door open annunciator does not light, inform the Tower Foreworker (or OCC) immediately.

i. Ensure that both end cabs of a consist have a clear board.

j. The Tower Foreworker may inform you that the consist is already "revenue ready". If so, the above checks are not required prior to your dispatch to mainline.

Exception: On the dispatch end of train, inspect position of bypass switches. In addition, confirm the correct length is indicated by the Train Length Selector switch and displayed on the L.C.D. in accordance with current rules and procedures.

#### FLEET OF THE FUTURE

a. Visually verify the number of cars in consist. In addition, the Train Operator shall verify that correct train length is displayed in T.O.D

b. Check all bypass switches in the lead car, mid-consist D-cars, and the trailing car in accordance with TOM rule 205.

c. Ensure Car Control Panels and Hostling panels are closed.

d. Ensure that there are no restrictive operating tags.

e. Mid-consist D-car:

1. Ensure cab windows are closed.

2. Ensure Crew Doors and cab door are securely closed and locked and any adjoining end-door is locked. NOTE: end-doors coupled to Y end of D car that are not locked will prevent train from ATO or Road and will generate a door open fault.

3. Check all bypass switches and seals.

4. Ensure that the train radio is turned off.

5. Ensure that the circuit breakers are on.

6. Cab door shall be locked.

f. Lead/trailing cab doors shall be locked to prevent patron access to the cab area. Cab windows and crew doors shall be securely closed.

g. Make a radio test from lead/trailing cabs if you believe you do not have radio communications. Ensure communication power button is off on the trailing car.

h. Cycle doors on both sides of the consist from the lead and trailing cabs.

i. Ensure that both end cabs of a consist have a clear board.

j. The Tower Foreworker may inform you that the consist is already "revenue ready". If so, the above checks are not required prior to your dispatch to Mainline.

Exception: On the dispatch end of train, inspect position of bypass switches. In addition, confirm the correct length is indicated on the T.O.D.