

# INSTRUCTION RECORD

## PART I. Authorization for Training

Name <b>JOHNNY SMITH</b>		Badge [REDACTED]	Garage/Terminal <b>HOWARD</b>	
Home Address [REDACTED]		Home Phone No. [REDACTED]	Birth Date [REDACTED]	Glasses Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Driver's License No. [REDACTED] Exp. Date [REDACTED]		Hiring Number	Hiring Date <b>02/04/2021</b>	Authorized for Training Pay Days
Job Title <b>RTO</b>				
<input type="checkbox"/> New Hire <input type="checkbox"/> Re-Hire <input type="checkbox"/> FTP <input type="checkbox"/> FIT <input type="checkbox"/> PTP <input type="checkbox"/> PTT <input type="checkbox"/> Transfer				
Remarks: <b>7-27-23 Student was Unsuccessful on RTO Troubleshooting 1st Attempt</b>				
Approved: _____ Manager, Training and Workforce Development				
				Date: _____

## PART II. Record of Formal Instruction

Session	Date	Instructor
I	05/01/2023	G. WILSON / L. FLOYD / A. LEE
II	05/02/2023	G. WILSON / L. FLOYD / A. LEE
III	05/03/2023	G. WILSON / L. FLOYD / A. LEE
IV	05/04/2023	G. WILSON / L. FLOYD / A. LEE
V	05/05/2023	G. WILSON / L. FLOYD / A. LEE
VI	05/08/2023	G. WILSON / L. FLOYD / A. LEE
VII	05/09/2023	G. WILSON / L. FLOYD / A. LEE
VIII	05/10/2023	G. WILSON / L. FLOYD / A. LEE
IX	05/11/2023	G. WILSON / L. FLOYD / A. LEE
X	05/12/2023	G. WILSON / L. FLOYD / A. LEE
XI	05/15/2023	G. WILSON / L. FLOYD / A. LEE
XII	05/16/2023	G. WILSON / L. FLOYD / A. LEE
XIII	05/17/2023	G. WILSON / L. FLOYD / A. LEE
XIV	05/18/2023	G. WILSON / L. FLOYD / A. LEE
XV	05/19/2023	G. WILSON / L. FLOYD / A. LEE
XVI	05/22/2023	G. WILSON / L. FLOYD / A. LEE
XVII	05/23/2023	G. WILSON / L. FLOYD / A. LEE
XVIII	05/24/2023	G. WILSON / L. FLOYD / A. LEE
XIX	05/25/2023	L. FLOYD / A. LEE
XX	05/26/2023	E. WATKINS / E. JONES

Session	Date	Instructor
XXI	05/30/2023	B. Jones / E. Jones
XXII	05/31/2023	B. Jones / E. Jones
XXIII	06/01/2023	A. LEE / C. Edgerston
XXIV	06/02/2023	Floyd, Jones, B
XXV	06/03/2023	S. Rogers / C. Edgerston
XXVI	06/05/2023	E. Watkins / S. Tucker
XXVII	06/06/2023	E. Watkins / S. Tucker
XXVIII	06/07/2023	E. Watkins / R. Woodson
XXIX	06/08/2023	E. Watkins / R. Woodson
XXX	06/09/2023	B. Jones / E. Watkins
XXXI	06/12/2023	E. Watkins / C. Edgerston
XXXII	06/13/2023	E. Watkins / B. Jones
XXXIII	06/14/2023	E. Watkins / C. Edgerston
XXXIV	06/15/2023	E. Watkins / R. Johnson
XXXV	06/16/2023	E. Watkins / M. Shelton
XXXVI	06/17/2023	E. Watkins / R. Woodson
XXXVII	06/18/2023	E. Watkins / B. Jones
XXXVIII	06/21/2023	
XXXIX	06/22/2023	
XL	06/23/2023	

**PART III. Record of Qualification**

Date	Run No.	Line or Location	Type of Equipment	Time		Instructor	Badge
				From	To		
8/3/23	515	Purple/Howard	5800	1600	2200	[Redacted]	
8/3/23	594	Yellow/Howard	5810	2200	2300		
8/4/23	908	RED (net Howard)	5800	1600	1836		
8/4/23	922	RED (Howard)	5800	1846	1910		
8/4/23	816	RED (Belmont)	5800	1914	1940		

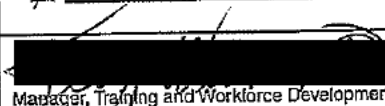
**PART IV. Record of Examinations**

Date	Title and Form	Score	Instructor
05/03/2023	RAIL SAFETY TRAINING	90%	[Redacted]
8/2/23	Signal	100%	[Redacted]
8/2/23	MARKING	100%	[Redacted]
8/2/23	RTO Cert	81%	[Redacted]
7/31/23	TROUBLESHOOTING	97%	[Redacted]

**PART V. Record of Final Qualification**

Student has satisfactorily completed studentship and is qualified to work as:

- RTO - RED LINE
- RTO - Purple line
- RTO - Yellow line

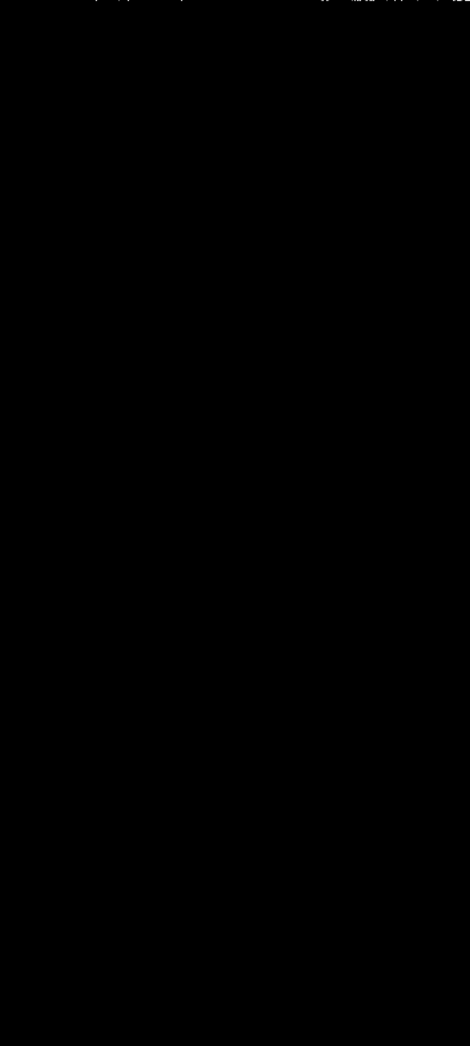
  
 Manager, Training and Workforce Development

Date: 8/4/23

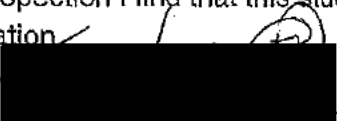
Name Johnny Smith

Badge 

**PART VI. Record of Line Instruction**

Date	Run No.	Line or Location	Type of Equipment	Time		Instructor	Badge
				From	To		
6/21/23	830	Red	5000	2110	0600		
6/22/23	831	Red/Howard	5000	2130	0615		
6/22/23	829	Red/Howard	5000	2050	0545		
6/30/23	826	Red/Howard	5000	1635	0200		
7-3-23	809	Red-Howard	5000	0530	1430		
07-4-23	811	Red	5000	1002	1908		
07/04/23	823	Red-Howard	823	1205	2102		
7-9-23	802	Red	5000	0520	0408		
7-10-23	802	Red	5000	0520	1408		
7/12	503	Purple/Howard	5000	0448	1351		
7/13	822	Red/Howard	5000	1207	2042		
<del>7/13</del>							
7/13	503	Purple/Howard	5000	0448	1351		
7/14	503	Purple/Howard	5000	0448	1351		
7/17	500	Purple	5000	0833	1700		
7/18	501	Purple/Howard	5000	0418			
7/19	515	Purple/Howard	5000	14:15	23:2		
7/20	515	Purple/Howard	5000	14:15	23:2		
7/21	595	Yellow/Howard	5000	1421	2326		
7/24	591	Yellow/Howard	5000	0716	1348		
7/24	594	Yellow/Howard	5000	1446	1703		
7/25	801	Red-Howard	5000	0500	1356		

**PART VII. Manager Approval**

Upon inspection I find that this student has received the necessary instruction prior to operating from this location 

Manager 

Date 8/4/2023

# STUDENT RAPID TRANSIT OPERATOR LINE OF ROAD INSTRUCTION RECORD

Name: Johnny Smith Badge: [REDACTED] Line: RED  
 Date training began: May 01, 2023 Day and Date training was completed: August 4, 2023

## EXAMPLE:

Below is an example of how the form is completed by a Line Instructor. Each trip from terminal to terminal or switchback point is recorded. The required information must be filled out in each individual cell. Missing information can result in insufficient practice operation necessary to meet program objectives. Trips are additive in nature. The number of trips should increase consecutively for each departure. All trips must be completed by the trainee in their entirety for credit.

Day & Date	Run Number	Head Car Number	Number of Cars in Consist	TIME				AM	PM	MN	TOTAL TRIPS TO DATE				Line Instructor Name	Badge
				Starting Terminal / Switchback Point	Depart	Ending Terminal / Switchback Point	Arrival				7000	5000	3200	2600		
M T W T H F 8/31/2020	303	5003	4	54th Cermak	04:33+	54th Cermak	5:35	X			1			Harrison Morse		
M T W T H F 9/2/2020	214	3202	8	O'Hare	13:15	Forest Park	14:29	X				2		Ashland Cicero		
M T W T H F 9/2/2020	214	3202	4	Forest Park	15:18	O'Hare	16:33		X			3		Ashland Cicero		
W	830	5204	8	HOW	2132	95th	2208		X		1			C. Hardy		
W	830	5206	8	95th	2201	HOW	0007		X		1			L. Hardy		
W	830	5204	8	HOW	0013	95	0113		X		1			L. Hardy		
W	830	5205	8	95th	0215	HOW	0300		X		1			L. Hardy		
W	830	5205	8	HOW	0335	95th	0400		X		1			L. Hardy		
W	830	5208	8	95th	0500	HOW	0605		X		1			L. Hardy		
W	831	5621	8	Howard	2140	95th	2252		X		X			S. Garmon		
W	831	5616	8	95th	2300	Howard	0006		X		X			S. Garmon		
W	831	5616	8	Howard	0024	95th	0132		X		X			S. Garmon		
W	831	5375	8	95th	0228	Howard	0321		X		X			S. Garmon		

**RAPID TRANSIT OPERATOR'S TERMINAL AND YARD INSTRUCTION RECORD - YELLOW LINE**

S K O K I E  Y E L L O W  L I N E	Location	Duty	Date	Training Train Head Car Number	Line Instructor's Signature and Badge No.
	Dempster	Demonstrate Turnback Procedure	6/2/23	5510 5384	[REDACTED]
	Dempster	Explain Turnback Car Capacity	6/2/23	5510 5384	
	Dempster	Explain Alstom M6 Switch "Turnback Switch at Skokie"	6/2/23		
	Dempster	Explain Inclement Weather Operation Red 4 car Berthing Mark	6/2/23		
	Dempster	Procedures for power loss "Dead Spot" Coupling to Follower	6/2/23		
	Dempster	Gate Operation at selector	6/2/23		
	Dempster	Sounding Horn at Street Crossings / Responding to Gate Signals	6/2/23	5510 5384	

**INSTRUCTION ON COUPLING PROCEDURE - INSTRUCTOR USE ONLY**


Student has been instructed by me in proper method of coupling single cars and has made at least one coupling, performing duties on car being coupled to and on car making coupling.

Instructor's Signature [REDACTED] Badge [REDACTED] Date 6/2/23

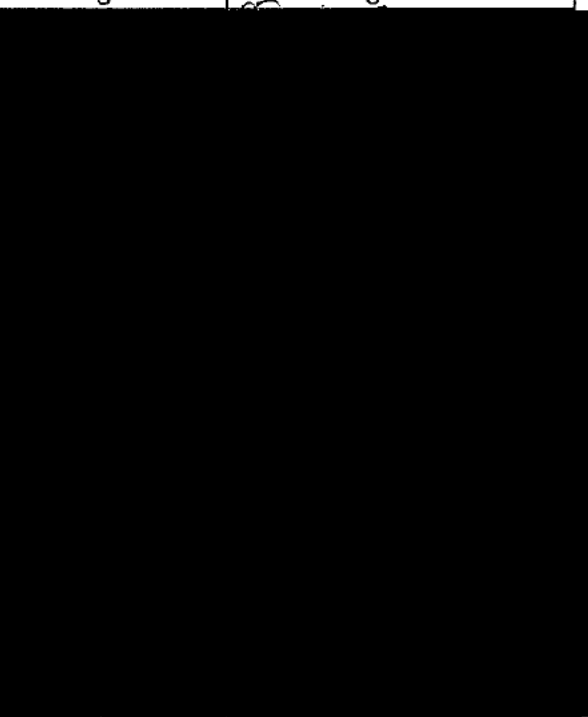
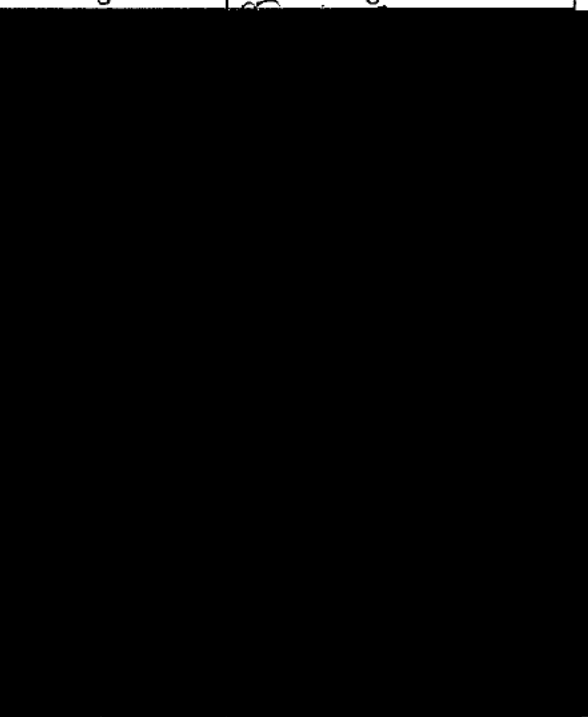
**APPROVED FOR OPERATION FROM THIS STATION:**

MANAGER'S SIGNATURE [REDACTED] DATE 11/21/2023

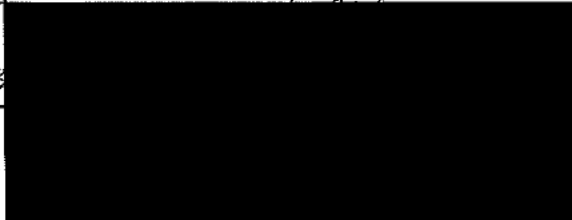
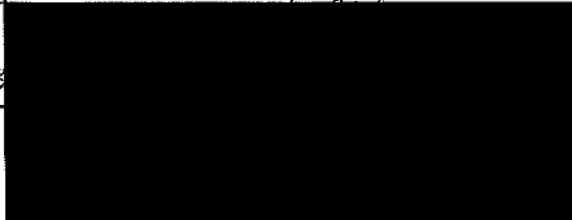
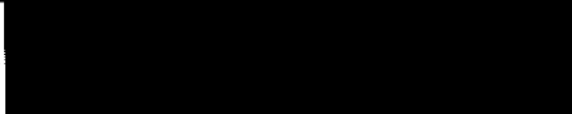
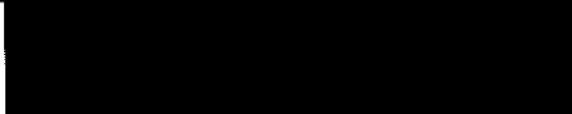
**RAPID TRANSIT OPERATOR'S TERMINAL AND YARD INSTRUCTION RECORD - PURPLE LINE**

Name Johnny Smith Badge   
 Date Began Training 5/1/23 Date Scheduled to Complete 8/4/2023

The following duties must be performed by trainee before qualification as a Rapid Transit Operator on this line.

Location	Duty	Time of Day	Date	Run No.	Line Instructor's Badge No.	Line Instructor's Signature
Linden	Put-Out	AM	7-14-23	577		
		AM	7-14-23	577		
	Put-Out	PM	7-18-23	578		
		PM	7-18-23	578		
	Lay-Up	AM	7-14-23	577		
		AM	7-14-23	577		
	Lay-Up	PM	7-18-23	578		
		PM	7-18-23	578		
	Add	AM	7-14-23	577		
		AM	7-14-23	577		
	Add	PM 14:00	07/07/23	578		
		PM	7-18-23	578		
	Cut	AM	7-14-23	577		
		AM	7-14-23	577		
	Cut	PM 14:00	07/07/23	578		
		PM	7-18-23	578		

On training train day on the line the instructor should instruct on the following:

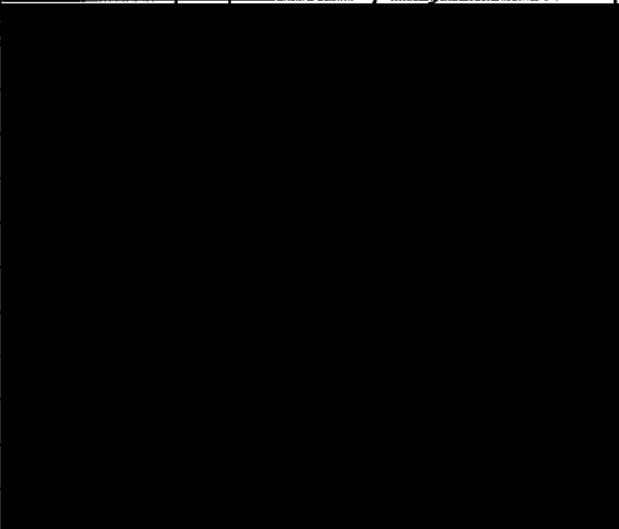
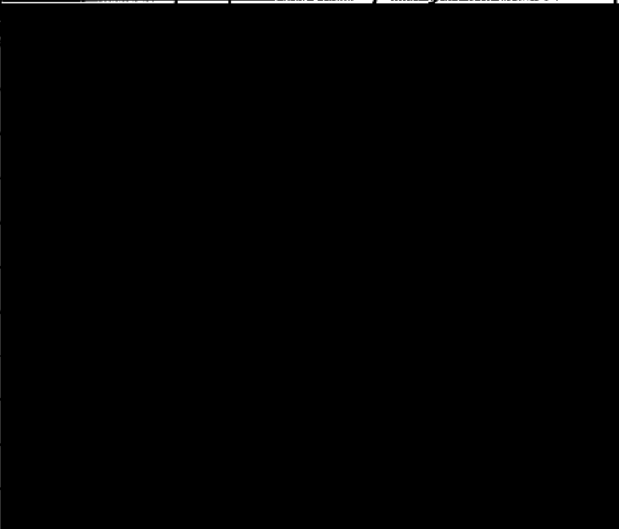
Location	Duty	Date	Instructor's Badge No.	Instructor's Signature
Linden	Operation of Platform Control Panel	5/31/2023		
Tower 12	Operation of Control Panel	5/31/2023		

**RAPID TRANSIT OPERATOR'S TERMINAL AND YARD INSTRUCTION RECORD - RED LINE NORTH**

Name Johnny Smith Badge 

Date Began Training 5/1/2023 Date Scheduled to Complete 8/4/2023

The following duties must be performed by trainee before qualification as a Rapid Transit Operator on this line.

Location	Duty	Time of Day	Date	Run No.	Line Instructor's Badge No.	Line Instructor's Signature		
Howard	Put-Out	AM	7/3	551				
		AM	7/3	551				
	Put-Out	PM	7/30	554				
		PM	7/30	554				
	Lay-Up	AM	<del>07-04</del>	811				
		AM	7-24	591				
	Lay-Up	PM	<del>07-04</del>	811				
		PM	<del>07-04</del>	811				
	Add	AM	7/17	545				
		AM	7/17	545				
	Cut	PM	7/17	545				
		PM	7-20	559				

On training train day on the line the instructor should instruct on the following:

Location	Duty	Date	Instructor's Badge No.	Instructor's Signature
95th Street	Yard Turn Back Moves		—	N/A
Howard Yard	Howard yard as turnback (1w, 2w, 7w, 8w)		—	N/A

# Form Instructions for CTA Form 104.02, Student Rapid Transit Operator Line of Road Instruction Record

## Line Instruction Requirements:

Students must make at least one completed trip for each line that is part of their line instruction. A complete trip is terminal to terminal for Red, Blue and Green Lines. A round trip is a complete trip on the Purple, Yellow, Pink, Brown and Orange Lines.

**Note:** Blue Line trains may also make trips to middle tracks as their switchback points. When trips to middle tracks are part of the scheduled run, give the student credit for operating on the middle tracks.

Student Operators must complete all trips in their entirety. Do not give credits for incomplete trips.

Students only receive credit for trips on which they operate the train. Do not give credits for deadhead trips (when an operator rides the train back to the intended destination without operating). If the Line Instructor has a run that is scheduled to receive a deadhead, the student must remain in operation, provided the Operator of the deadhead run is a qualified Line Instructor. If the Operator of the deadhead run is not a qualified Line Instructor and the student did not continue operating the train on the deadhead run, the student Operator must later complete all trips that they missed while they were a deadhead crew.

All trips scheduled during Line Instruction must be completed on the day and date scheduled. Student Operators may not change their Line Instruction training schedule. Line Instruction training schedules are designed to provide students with optimal learning experiences and unauthorized changes are strictly prohibited. Students who do not complete their line instruction as scheduled may not be eligible to advance to the qualification phase of the RTO program.

**Note:** Student Operators must go with the Line Instructor to troubleshoot defective equipment.

**Note:** The Operator should remain in the motorcab while the student is operating and be in a position to stop the train and instruct the trainee as necessary.

## Completing the Record (Line Instructor):

Students are responsible for providing an Instruction Record to the Line Instructor. The Line Instructor then completes the front and back page of the first sheet of the Instruction Record as well as CTA Form 104.02, Student Rapid Transit Operator Line of Road Instruction Record.

- Use one line for each trip on which the student Operator receives instruction.
- Record every trip from terminal to terminal or switchback point.
- Circle or record information in each field for each complete trip (defined above). Missing information can result in the student not meeting Line Instruction training requirements.
- Record all information legibly in black ink.

Field	Instructions
Day and Date	Circle the day of the week and record the date of the student's line instruction trip.
Run Number	Record the run number of the student's line instruction trip.
Head Car Number	Record the head car number of the train that the student is operating.
Number of Cars in Consist	Record the number of cars in the consist that the student is operating. The consist may have two, four, six or eight cars.



# Form Instructions for CTA Form 104.02, Student Rapid Transit Operator Line of Road Instruction Record

Field	Instructions
Starting Terminal / Switchback Point	Record the name of the terminal or location of the switchback point where the student starts operating on this trip.
Depart	Record the exact time of departure from the starting terminal or switchback point.
Ending Terminal / Switchback Point	Record the name of the terminal or location of the switchback point where the student stops operating on this trip.
Arrival	Record the exact time of arrival at the ending terminal or switchback point.
AM / PM / MN	Record an "X" in the column associated with the start time of the student's Line Instruction run. Start time of the run determines the time of day (0001 to 1159 = AM, 1200 to 2000 = PM, 2001 to 2359 = MN). Midnight (MN) runs occur only on the Red and Blue Lines.
Total Trips to Date (Equipment Series)	<p>The head car number determines the series (first digit 7 = 7000, 5 = 5000, first two digits 32 = 3200, 26 = 2600).</p> <p>If the trip is a shuttle, indicate the trip with "S" in the appropriate equipment column. Shuttles occur on the Yellow, Brown and Purple Lines.</p> <p>In total trips to date, record the total number of trips the student has operated. For example, on the first trip, the total trip count is one. If the student has operated two trips on the 5000 series and a third trip on the 7000 series, the first row would have "1" in the 5000 column, the second row would have "2" in the 5000 column and the third row would have "3" in the 7000 column.</p>
Line Instructor Name	Sign the Line Instructor's name for each trip. Because each trip is recorded on a separate line, if the student completes two trips in one day there should be two lines with one signature on each.
Badge	Print the Line Instructor's Badge Number for each trip.

If you have any questions, please contact the Rail Instruction department.

# **RTO STUDENT'S MINIMUM LINE INSTRUCTION REQUIREMENTS**

## **RED LINE – 10 DAYS**

*Minimum 30 round trips*

- *22 round trips – 8 car consist*
  - *8 round trips – 4 car consist*
- 

## **PURPLE LINE – 6 DAYS**

- *12 round trips - Linden to Loop (Express)*
  - *30 round trips - Howard to Linden Shuttle*
- 

## **YELLOW LINE – 2 Days**

*Minimum 30 round trips*

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## **BROWN LINE – 10 DAYS**

*Minimum 50 round trips*

- *32 round trips – 8 car consist*
- *18 round trips – 4 car consist*
- *1 day of Line Instruction on the Orange Line*

*Note: 4 round trips - Kimball to Belmont Shuttle*

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## **ORANGE LINE – 10 DAYS**

*Minimum 60 round trips*

- *40 round trips – 8 car consist*
- *20 round trips – 4 car consist*

*Note: 4 round trips – Midway to Kimball*

# **RTO STUDENT'S MINIMUM LINE INSTRUCTION REQUIREMENTS**

## **BLUE LINE – 12 DAYS**

*Minimum 36 round trips*

- *24 round trips – 8 car consist*
- *12 round trips – 4 car consist*

*Note: 2 trips to Morgan Middle Track*

*1 trip to Foster Middle Track*

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## **PINK LINE – 6 DAYS**

*Minimum 36 round trips*

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## **GREEN LINE – 10 Days**

*Minimum 30 round trips*

*15 round trips – Harlem to Cottage Grove*

- *10 round trips – 6 car consist*
- *5 round trips – 4 car consist*

*15 round trips – Harlem to Ashland*

- *10 round trips – 6 car consist*
  - *5 round trips – 4 car consist*
- 

**Additional Training Days: One day - Must Sheet Requirements**

**One day - Troubleshooting Performance Evaluation**

## **SPECIAL NOTE: LINE OF ROAD QUALIFICATION**

***RED NORTH – 2 DAYS (One day Red, One day Purple & Yellow)***

***BLUE/PINK – 2 DAYS (One day Blue, One day Pink)***

# INSTRUCTOR'S FORMAL TRAINING REPORT

Name Johnny Smith Badge or Tag No. [REDACTED]  
 Seniority 10-24-21 Garage/Terminal Howard  
 Instructor Elvin Watkins Badge No. [REDACTED]  
 Starting Time 0500 hrs. Finishing Time 0600 hrs.  
 Date 7-25-23 Total Time 1 hrs. 0 Mins.

Reason for Formal Training RTO Must Sheet  
- NO SHOW

1.  COOPERATION (Attentive, Interested, Accepts Criticism)
2.  INITIATIVE (Self-Reliant, Confident, Makes Decisions, Responds to Instruction)
3.  APPEARANCE (Dresses Neatly, Clean, Good Posture)
4.  COORDINATION (Able to do several things at the same time, Not Awkward)
5.  OPERATION (Recognizes Accident Situations, Hazardous Actions of Others, Takes Preventive Actions)

Use the following symbols; when rating students -

**S** - Satisfactory (above minimum standards)

**M** - Marginal (below minimum standards, has improved or has potential for improvement)

**U** - Unsatisfactory (below standards, has not improved, has little or no potential for improvement)

**I** - Insufficient basis for rating

When rating of Student is either **U** or **M**, explain in **Remarks** the reason for that rating.

Test Title	Score	Test Title	Score

Action taken \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Remarks: Student was suppose to have Must Sheet Day today but student is with a line instructor on Run 801 making up a day he missed.

Remarks: Student was on time, in full uniform, and had all CTA issued equipment. Student and Instructor went over what the day will consist of. Also, what expectations are. Student Troubleshooting Scores are as follows

Preparing Train for Service: 97  
 Standing Emergency: 92%  
 OPEN Doors: 100  
 Parking: 96  
 DARK ADU: Failed to Diagnose  
 Doors Fail to Close: Went over  
 Changing Cabs: Went over  
 Overall Score:

Student was unsuccessful on his 1st Attempt RTO Troubleshooting Qualification

**INSTRUCTOR'S FORMAL TRAINING REPORT**

Name Johnny Smith Badge or Tag No. [REDACTED]  
 Seniority 10/24/21 Garage/Terminal HOWARD  
 Instructor Chris Edgerton Badge No. [REDACTED]  
 Starting Time 0630 hrs. Finishing Time 1430 hrs  
 Date 7/27/23 Total Time 8 hrs. 0 Min

Reason for Formal Training  
RTO Troubleshooting Qualification

1.  COOPERATION (Attentive, Interested, Accepts Criticism)
2.  INITIATIVE (Self-Reliant, Confident, Makes Decisions, Responds to Instruction)
3.  APPEARANCE (Dresses Neatly, Clean, Good Posture)
4.  COORDINATION (Able to do several things at the same time, Not Awkward)
5.  OPERATION (Recognizes Accident Situations, Hazardous Action of Others, Takes Preventive Actions)

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- I - Insufficient basis for rating

When rating of Student is either U or M, explain in Remarks the reason for that rating.

Test Title	Score	Test Title	Score
Troubleshooting	UNSUCCESSFUL		

Action taken \_\_\_\_\_  
 Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTOR'S FORMAL TRAINING REPORT**

Name Johnny Smith Badge or Tag No. [Redacted]  
 Seniority 10/24/21 Garage/Terminal HOWARD  
 Instructor Fiona Latanya M Badge [Redacted]  
 Starting Time 0600 hrs. Finishing Time 1400 hrs.  
 Date 01/28/23 Total Time 8 hrs. 0 Mins.

Reason for Formal Training  
RTO Troubleshooting Formal Train.

1.  COOPERATION (Attentive, Interested, Accepts Criticism)
2.  INITIATIVE (Self-Reliant, Confident, Makes Decisions, Responds to Instruction)
3.  APPEARANCE (Dresses Neatly, Clean, Good Posture)
4.  COORDINATION (Able to do several things at the same time, Not Awkward)
5.  OPERATION (Recognizes Accident Situations, Hazardous Actions of Others, Takes Preventive Actions)

Use the following symbols; when rating students -

- S - Satisfactory (above minimum standards)
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- U - Unsatisfactory (below standards, has not improved, has little or no potential for improvement)
- I - Insufficient basis for rating

When rating of Student is either U or M, explain in Remarks the reason for that rating.

Test Title	Score	Test Title	Score

Action taken \_\_\_\_\_  
 Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

RTO Formal Training  
Troubleshooting. The student  
reported on time in full  
CTA uniform and with  
all CTA issued equipment  
on his person. The student  
was briefed on today's  
agenda. The student was  
taken into Howard yard  
The student went over the  
following troubleshooting  
problems:

- Preparing Train for Service
- Emergency (STEM)
- Doors (Moving)
- Parking
- Dark Adu
- Doors (Standing)
- Changing Caps.

The student was brought  
up to CTA operational  
standards at the time  
of evaluation.

# INSTRUCTOR'S FORMAL TRAINING REPORT

Name Johnny Smith Badge or Tag No. [REDACTED]  
 Seniority 2-24-2021 Garage/Terminal HOWARD  
 Instructor Shayondrey Mobley Badge No. [REDACTED]  
 Starting Time 0700 hrs. Finishing Time 1500 hrs.  
 Date 7-31-2023 Total Time 8 hrs. 0 Mins.

Reason for Formal Training

## RTO T/S QUALIFICATION 2nd Att

1.  COOPERATION (Attentive, Interested, Accepts Criticism)
2.  INITIATIVE (Self-Reliant, Confident, Makes Decisions, Responds to Instruction)
3.  APPEARANCE (Dresses Neatly, Clean, Good Posture)
4.  COORDINATION (Able to do several things at the same time, Not Awkward)
5.  OPERATION (Recognizes Accident Situations, Hazardous Actions of Others, Takes Preventive Actions)

Use the following symbols; when rating students -

S - Satisfactory (above minimum standards)

M - Marginal (below minimum standards, has improved or has potential for improvement)

U - Unsatisfactory (below standards, has not improved, has little or no potential for improvement)

I - Insufficient basis for rating

When rating of Student is either U or M, explain in Remarks the reason for that rating.

Test Title	Score	Test Title	Score
T/S QUAL	97%		

Action taken \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

cta 3440 (rev. 12/84) Operations Training/Instruction

(Iron)

Remarks: Student reported on time in uniform and interviewed on today's RTO troubleshooting qualification 2nd Attempt. Student was taken to Howard yard to perform troubleshooting evaluation on the 5000 series train. Student was given all troubleshooting problems that he needs to perform per his evaluation. Student is successful on all problems that was given to him. Student was given a disposition on his performance and he was informed that he is successful on his qualification. Student was instructed to report to call Howard terminal today for his location and report time for his RTO DEBRIEF.

# INSTRUCTOR'S FORMAL TRAINING REPORT

Remarks:

Student reported on-time in full uniform, and all necessary equipment. Student was advised about the day ahead, and what was expected during his L.O.R. Qualification

Name Johnny Smith Badge or Tag No. [Redacted]  
 Seniority 02-04-2021 Garage/Terminal Howard  
 Instructor Raphael Woodson Badge No. [Redacted]  
 Starting Time 1500 hrs. Finishing Time 1600 hrs  
 Date 08-03-2023 Total Time 1 hrs. 0 Mins

Reason for Formal Training:

RTD L.O.R. Qualification / Interview

1.  COOPERATION (Attentive, Interested, Accepts Criticism)
2.  INITIATIVE (Self-Reliant, Confident, Makes Decisions, Responds to Instruction)
3.  APPEARANCE (Dresses Neatly, Clean, Good Posture)
4.  COORDINATION (Able to do several things at the same time, Not Awkward)
5.  OPERATION (Recognizes Accident Situations, Hazardous Action of Others, Takes Preventive Actions)

Use the following symbols; when rating students -

S - Satisfactory (above minimum standards)

M - Marginal (below minimum standards, has improved or has potential for improvement)

U - Unsatisfactory (below standards, has not improved, has little or no potential for improvement)

I - Insufficient basis for rating

When rating of Student is either U or M, explain in Remarks the reason for that rating.

Test Title	Score	Test Title	Score

Action taken \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_



**RATING SYMBOLS TO BE USED IN BOXES**

If instructed in a duty actually performed, rate performance using the following symbols:

- S - Satisfactory - Measures up to standards
- R - Required Instruction - Required Instruction and is now Satisfactory
- M - Marginal - Falls short of standards after instruction. Needs more instruction and practice.
- U - Unsatisfactory - Continually falls far short of standards after repeated instruction.

If instructed in a duty not actually performed, enter a (✓) in the appropriate box. If not instructed in a duty, enter a (-) in the appropriate box.

NOTE: 1. All "U", "M", and "R" ratings must be explained in "REMARKS."  
2. Line Instruction Guide for Student Rapid Transit Operator gives standards expected during various phases of line instruction.

Line Purple Run No. 516  
On: Place Howard Time 1850 hrs  
Off: Place Howard Time 2050 hrs

Car Numbers

5416	5409	5403	5404	5421	5422		
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Line Yellow Run No. 594  
On: Place Howard Time 2050 hrs  
Off: Place Howard Time 2200 hrs

Car Numbers

5521	5522						
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Line \_\_\_\_\_ Run No. \_\_\_\_\_  
On: Place \_\_\_\_\_ Time \_\_\_\_\_ hrs  
Off: Place \_\_\_\_\_ Time \_\_\_\_\_ hrs

Car Numbers

--	--	--	--	--	--	--	--

Remarks:  
Student operated the train to CTA standards. Operations was satisfactory.

Line Instructor \_\_\_\_\_ Badge \_\_\_\_\_  
Instructor \_\_\_\_\_ Badge \_\_\_\_\_  
Manager \_\_\_\_\_ Date \_\_\_\_\_

Action Taken \_\_\_\_\_

**RAPID TRANSIT OPERATOR INSTRUCTION AND RIDE REPORT**

- Qualified
- Failed to qualify

Name Johnny Smith Badge \_\_\_\_\_  
Terminal Howard Date 08/03/2023

**REASON FOR INSTRUCTION**

- Student \_\_\_\_\_ Day
- Qualification
- Recertification
- Other \_\_\_\_\_
- First Year Observation
- Biannual Observation
- System Transfer

Line Purple Run No. 515  
On: Place Linden Time 1600 hrs  
Off: Place Howard Time 1845 hrs

Car Numbers

5411	542	5445	5446	5458	5459		
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**USE BACK FOR ADDITIONAL TRIPS/CAR NUMBERS**

**NON-OPERATING DUTIES**

- Reporting For Work
- Filling Out Running Time Card
- Filling Out Trip Sheet
- Preparing Reports & Forms
- Preparing Train For Service
- Two-Way Radio Procedures
- Knowledge Of When and How To Remove Power
- Knowledge of Signals
- Use Of Pre-Recorded Announcement System
- Manual Announcements
- Giving Information To Customers
- Making A Relief
- Being Relieved
- Turn In Procedures
- \_\_\_\_\_

**OPERATING DUTIES**

- Starting Train
- Stopping Train
- Side Door Operation
- Maintenance Of Schedule
- Response To Wayside Signals
- Response To Cab Signals
- Rule R6.4 Procedures
- Operation In Curves
- Operation During Limited Visibility
- Operation Thru Street Crossings
- Operation Thru Interlockings
- Use Of Route Selectors
- Express Run Operation
- Single Track Operation
- Operation In Slow Zones
- Passing Persons On Tracks

**GENERAL TRAITS**

- Appearance
- Attention To Duty
- Attitude
- Cooperation
- Coordination
- Courtesy
- CTA Rules
- \_\_\_\_\_
- \_\_\_\_\_
- Operation In Yards
- Coupling/Uncoupling
- Troubleshooting
- Bypass Operation
- Use Of Track Brake
- Changing Ends

Radio No. \_\_\_\_\_

Total Time  
Start 1600 hrs Finish 2200 hrs Total 6 hrs 0 min

# INSTRUCTOR'S FORMAL TRAINING REPORT

Remarks:

L.O.R Qualification 2<sup>nd</sup> attempt.  
 Student operation was satisfactory,  
 according to CTA standards. Student  
 has successfully qualified Purple  
 and Yellow lines.

Response: satisfactory

Name Johnny Smith Badge or Tag No. [REDACTED]  
 Seniority 02-04-2021 Garage/Terminal Howard  
 Instructor Raphael Woodson Badge No. [REDACTED]  
 Starting Time 2200 hrs. Finishing Time 2300 hrs.  
 Date 08-03-2023 Total Time 1 hrs. 0 Mins.

Reason for Formal Training  
RTU L.O.R. Qualification / Disposition Review

1.  COOPERATION (Attentive, Interested, Accepts Criticism)
2.  INITIATIVE (Self-Reliant, Confident, Makes Decisions, Responds to Instruction)
3.  APPEARANCE (Dresses Neatly, Clean, Good Posture)
4.  COORDINATION (Able to do several things at the same time, Not Awkward)
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**I** - Insufficient basis for rating

When rating of Student is either **U** or **M**, explain in Remarks the reason for that rating.

Test Title	Score	Test Title	Score

Action taken \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_