



**SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY
TRAINING DEPARTMENT
LIGHT RAIL TRAINING SECTION**

ELMWOOD/CALLOWHILL NEW HIRES SHOP PERSONNEL (2), CERTIFICATION

INSTRUCTOR'S NOTE: This program is a comprehensive instructional course designed to prepare newly hired Shop personnel to obtain qualification on the Green Line Surface operation through operating rules and regulations, equipment, signals, switches, troubleshooting, emergency evacuation and pushing and towing.

This new hire class will have five days of Skills Training to be held at Elmwood/Callowhill District and Street Operation. The class will give new hires training techniques to better understand the Authority's mission on safe operation.

Instructors must record and enter the training information in LMS.

The goal of this program is to provide City Transit Operations with certified Shop personnel who are aware of and committed to the Authority's Mission of Safety, Service and continuous Improvement.

Instructor must complete the student's Qualification Record. During vehicle training, instructor must review student's performance frequently.

I. Program Introduction

- A. **Course Objective:** To prepare the employee to safely perform the duties of a Surface Transportation / City Rail Shop employee.
- B. Make introductions and give brief background of credentials.
- C. Have students print name they wish to be called on name tents.
- D. Training course will consist of 5 days.
- E.
 1. Classroom / Yard / Field
 2. Field training
 3. Field training
 4. Field training
 5. Yard / Classroom

II. Surface Transportation / City Light Rail Qualification

- A. Objective
 1. At the end of this program the participants will demonstrate a thorough understanding of the physical characteristics of the signal/switch system, and procedures, vehicle operation, troubleshooting, MUing, pushing and towing on the Green Line.
- B. Class Information/Job Briefing
 1. Classes are held Monday through Friday, 7:30AM to 3:30PM; lateness or sleeping will not be tolerated and will be documented on Green Performance Record and with the District.
 2. Give location of restroom facilities, lounges, and emergency exits etc.; explain to the students the department regulations concerning smoking, food, drinks, etc. At the conclusion of each class day, students must clean up trash and place chairs where they belong.
- a. Safety Briefing - **(Should be conducted before each day of training and when ever work conditions change.)**
 - Locations of rest rooms
 - **Cell phones & pagers off and out of sight**
 - Emergency Procedures

- Alarm sounded – GET OUT!
 - Locations of emergency fire exits
 - Headcount
 - Large Groups – use buddy system
 - Small Groups – take a head count and ask for backup counter
 - Gathering area for reporting outside building
 - In front of starters booth
 - Go directly to the street level
 - Locations of fire extinguishers
 - Ascertain if any students are CPR qualified
3. Address proper attire in class and in field.
 4. 5 days of instruction will include classroom and field instruction, successful completion of course will qualify student on the Green Line Surface Operation.
 5. Final examination will be conducted on the 5th day. The final consists of a Computer Based or paper copy test. If for any reason the computer system is down the paper test will be issued.
 6. The student will have **three** opportunities to pass
 7. Instructor must fill out **Suburban Light Rail Operator Qualification Record**. Completed form will be filed with the Chief Instructor.
 8. Encourage questions, notes and class participation. Suggest that students share phone numbers and form study groups.
 9. Inform students that they will be responsible for doing reading assignments

III. INSTRUCTION FOR DAYS ONE THROUGH FIVE

- A. Obtain LRV Vehicle from Yard
- B. Perform Vehicle Pre-Trip Brake Test in accordance with **SI-921-GL2**
- C. Line operation each day follow grid
 1. Program and Conduct radio check
 - a) Program block number to 8888
 2. Set proper VETAG – **SI-67-GL1**
 3. Re-emphasize stopping at all facing point switches
 4. Obtain LRV Vehicle from Yard
 5. Re-emphasize power “off” when going through section insulators

6. Review speed in yard – 5 MPH
7. **NEVER** permitted to give hand signals to motorists or pedestrians
8. Check all facing point switches through the bay
9. Section insulators leaving bay
10. Section insulators on street
11. Close clearances passing automobiles.
12. Have students operate through Car Wash
13. Diversion routing

1) **INSTRUCTION FOR DAY ONE**

A. Classroom

- 1) Follow Rail Rules lesson plan.
- 2) Proper Attire on or around tracks.

B. Field

- 1) Obtain LRV Vehicle in yard, Yard procedures and attire, Demo,
- 2) Street operation, shop routes
- 3) Yard demo

C. Conclusion

- 1) Review day's instruction
- 2) Ask for any further questions.
- 3) Preview next day's instruction; remind students to study.

2) **INSTRUCTION FOR DAY TWO**

A. Classroom

- 1) Review
- 2) Proper Attire on or around tracks.

B. Field

- 1) Obtain LRV Vehicle from yard
- 2) Street operation, shop routes
- 3) Yard, retriever, back-up controller and storage procedures



C. Conclusion

- 1) Review day's instruction
- 2) Ask for any further questions.

3) Preview next day's instruction; remind students to study.

3) **INSTRUCTION FOR DAY THREE**

A. Classroom

- 1) Review
- 2) Proper Attire on or around tracks.

B. Field

- 1) Obtain LRV Vehicle from yard
- 2) Street operation, shop routes
- 3) storage procedures

C. Conclusion

- 1) Review day's instruction
- 2) Ask for any further questions.
- 3) Preview next day's instruction; remind students to study.

4) **INSTRUCTION FOR DAY FOUR**

A. Classroom

- 1) Review
- 2) Proper Attire on or around tracks.

B. Field

- 1) Obtain PCCII Vehicle from yard
- 2) Street operation, shop routes
- 3) storage procedures

C. Conclusion

- 1) Review day's instruction
- 2) Ask for any further questions.
- 3) Preview next day's instruction; remind students to study.

5) **INSTRUCTION FOR DAY FIVE**

A. Yard

- 1) **Overview (yard procedures, retriever, back-up controller and storage)** 

B. Classroom

- 1) **Finals**

