

Rules Checks

Effective 10/01/70

Revised: 1/09, 6/17, 3/18, 9/18

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TO ALL MANAGERS/SUPERVISORS:

The purpose of these “Rules Checks” are to ensure employee compliance with the Rules.

Every effort should be made to perform them fairly and equitably.

These checks are not designed to be punitive. They are designed to ensure that employees know and understand the application of the rules.

B. Pratt
Director, Transit Services
Department

Train Operator Rules/Procedure Checks

CHECK NO. 1

STOP HAND SIGNAL

Rules – 307. and 532.

CHECK: Give the proper hand signal to “Stop.”

REQUIREMENTS: Train Operator must:

- (1) Acknowledge hand signal by properly sounding car horn.
- (2) Stop train.

Note: A hand signal may also be given by a hand-held light of the prescribed color.

CHECK NO. 2

FIXED SIGNAL DISPLAYING “STOP”

Rules – 319., 794., and 759.

CHECK: Arrange with Dispatcher to have a fixed signal display “Stop.”
(Signal must not be “dropped” in front of an approaching train.)

REQUIREMENTS: Train Operator must:

- (1) Stop the train before any portion of it has passed the sign.
- (2) Immediately contact the Dispatcher.

Note: Dispatcher will clear signal after being informed that the train is stopped. (The train may be stopped well before the signal.)

CHECK NO. 3

FLARE BURNING RED

Rule – 757.

CHECK: Place a burning red flare on or adjacent to a track in advance of a train in an area where PATCO parallels an adjacent rail line.

REQUIREMENTS: Train Operator must:

- (1) Stop the train.
- (2) Notify the Dispatcher.
- (3) Follow Dispatcher's instructions.

CHECK NO. 4

RED CAB SIGNAL

Rule – 363.

CHECK: Arrange with Dispatcher for a Train Operator to receive a single red cab signal while operating ATC Normal.

REQUIREMENTS: Train Operator must:

- (1) Stop the train.
- (2) Call the Dispatcher.
- (3) After one minute, cut out ATC and proceed at Restricted Speed.
- (4) After receiving a favorable cab signal, Train Operator must "Normal" the ATC and proceed at Restricted Speed for one train length governed by cab and fixed signal indications.

Note 1: Dispatcher will not respond to the Train Operator's trainphone call.

Note 2: Do not give this Check in conjunction with Check No. 2.

CHECK NO. 5

PERMANENT SPEED RESTRICTION

Rules – 327. and 328.

CHECK: Observe operation of train in connection with a “Speed-Limit Sign” and a “Permanent Resume Speed Sign.”

REQUIREMENTS: Train Operator must:

- (1) Brake the train to the speed indicated on the “Speed-Limit Sign.”
- (2) Maintain the speed until the front of the train reaches the “Permanent Resume Speed Sign.”

CHECK NO. 6

AUTOMATIC TRAIN CONTROL (ATC)

Rule – 567.

CHECK: Observe operating console as train leaves terminal point in cab signal territory to ensure ATC is “Normal.”

REQUIREMENTS:

Train Operator must have his ATC “Normal” for all movements governed by cab signals except in the application of Rule 566., Notes to Rules 363. and 364., or on Dispatcher’s orders.

CHECK NO. 7

CLEARANCE CARD

Rules – 363., 508., 797., 801., 802., and 803.

CHECK: Arrange with Dispatcher to have a Train Operator complete a Clearance Card to pass a signal displaying “STOP”. Dispatcher will not give “Time Repeated” until the Train Operator requests it.

REQUIREMENTS: Train Operator must:

- (1) Contact Dispatcher when stopped at “STOP” signal.
- (2) Have a Clearance Card and writing instrument.
- (3) Properly complete Clearance Card, including an accurate summary of verbal orders.
- (4) Request the “time repeated”.

Note: Show “Rules Check” as the reason the signal cannot be cleared.

CHECK NO. 8

DARK INTERLOCKING SIGNAL

Rules – 315., 316., and 795.

CHECK: Arrange with Dispatcher and Way and Power representative to have an interlocking signal dark on lunar, or flashing lunar aspect in cab signal territory.

REQUIREMENTS: Train Operator must:

- (1) Operate in accordance with cab signal indication past dark signal.
- (2) Immediately report the defective signal to the Dispatcher.

Note: Obtain permission in advance from Way and Power representative to use a Maintainer to darken and restore the signal for this check.

CHECK NO. 9

PASSENGER EMERGENCY INTERCOM Rule – 765 (a).

CHECK: Arrange to activate “Passenger Emergency Intercom” after a train has stopped at a station or after all passengers are discharged at a terminal station, or while an empty train is moving towards an interlocking for storage on the main line or in the Yard.

REQUIREMENTS: Train Operator must:

- (1) Stop train with an Emergency Brake Application, if train is moving.
- (2) Determine nature of emergency and car number(s) of activated PEI.
- (3) If smoke or fire is reported, pull HVAC black mushroom button and proceed to affected car.
- (4) Inform Dispatcher or Tower Supervisor, as appropriate, of the occurrence
- (5) Be governed by the instructions received from the Dispatcher or Tower Supervisor.

Note: This check may be performed in Lindenwold Yard.

CHECK NO. 10

WAYSIDE RESTRICTION

BOARD Rules – 334., 739., and 740.

CHECK: Arrange with the Dispatcher to display a number and turn on “Flashing Lights” on the “Wayside Restriction Board” at Lindenwold Station prior to the departure of a westbound train.

REQUIREMENTS: Train Operator must:

- (1) Observe the “Wayside Restriction Board” prior to departing Lindenwold.
- (2) Contact Dispatcher requesting information pertaining to the Restriction number displayed.

CHECK NO. 11

WRONG

ROUTE Rule – 758.

CHECK: Arrange with Dispatcher to align an improper route for an eastbound train at Market, East Ferry, or West Crest Interlockings, or westbound at East Crest or West Ferry. (Note: The Tail Track or Turnback should be clear when test is performed.)

REQUIREMENTS: Train Operator must:

- (1) Stop short of the signal governing the route.
- (2) Call the Dispatcher and be governed by the instructions received.

CHECK NO. 12

WAYSIDE SPEED RESTRICTION

Rules – 331., 332., and 333., or 330.

CHECK: When a Wayside Restriction is in effect, naming the fixed signals which identify the area of temporarily restrictive speed, observe the operation of a train in conjunction with the fixed signals.

REQUIREMENTS: Train Operator must:

- (1) Reduce speed to that indicated in the Wayside Restriction.
- (2) Proceed at temporarily restrictive speed through the restricted area.
- (3) Resume Normal Speed after the rear of the train has cleared the restricted area.

CHECK NO. 13

SAFETY STOP

Rule – 341.

CHECK: Observe the operation of trains during rush hour periods to ensure compliance with Safety Stop sign mounted at designated locations.

REQUIREMENTS: Train Operator must:

- (1) Stop; then proceed not exceeding Restricted Speed toward end of track.

CHECK NO. 14

YARD MOVEMENTS

Rules – 469., 471., 472., and 532.

CHECK: Observe the operation and the speed of a train entering Lindenwold Terminal Building or movement onto a Pit.

REQUIREMENTS: Train Operator must:

- (1) Make full stop before entering Lindenwold Terminal Building or Pit.
- (2) Give proper horn sound.
- (3) Operate at not exceeding five (5) miles per hour.

CHECK # 15

TRAIN OPERATING WITH ATC CUTOUT TO PLATFORM PROPERLY

Rules: 570. Automatic Train Control, 794. Stop Signal, 730 and 731., Special Operating Instructions.

CHECK: Train Operator will be given instructions to operate with ATC cutout.

REQUIREMENTS: Train Operator must:

- (1) Train Operator will repeat instructions using location, train number and direction of travel.
- (2) Train Operator will make train movement at Restricted Speed, unless otherwise instructed.
- (3) Train Operator will stop short of interlocking signal displaying stop.

Customer Service Agent Procedure Checks

CHECK NO. 1

Ticket Defect
Procedure D.3., Fare Gates

CHECK: Testing employee will call C.S.A. with a defective ticket.

REQUIREMENTS: C.S.A. must:

- (1) Correctly identify ticket defect.
- (2) Inform caller of the correct solution to the problem.

CHECK NO. 2

Telecommunication Device for the Deaf (TTD Phone)
Procedure C. 10., TDD Telephone for the Hearing Impaired.

CHECK: Testing employee will call C.S.A. using a TDD phone reporting a problem.

REQUIREMENTS: C.S.A. must:

- (1) Properly use TDD Phone.
- (2) Inform caller of the correct solution to the problem.

CHECK NO. 3

Public Address Announcements
Procedure C.6., Public Address Announcements, Rule 942., Communications.

CHECK: Testing employee will call C.S.A. from a location in the field and request a PA announcement be made at their location.

REQUIREMENTS: C.S.A. must:

- (1) Properly use PA system.
- (2) Begin announcement with "May I have your attention please" and end announcement with "Thank You".

CHECK NO. 4

Fare Gate Override System

Procedure C.15., Fare Gate Emergency Override (FEO)

CHECK: The C.S.A. will be instructed to open and close an emergency exit gate at a station.

REQUIREMENTS: C.S.A. must:

- (1) Open metal emergency gate using FEO system
- (2) Close metal emergency gate using FEO system

CHECK NO. 5

Emergency Exits

Procedures A.8., Emergency Exits.

CHECK: The C.S.A. will be instructed to open and close all fare gates at a station.

REQUIREMENTS: C.S.A. must:

- (1) Open all fare gates using HPOV or AFC system.
- (2) Close all fare gates using HPOV or AFC system.

CHECK NO. 6

Emergency Telephone

Procedures C.4., Emergency Telephone Extension, C.11., Line Identifiers, Rule 913., Communications.

CHECK: Testing employee will instruct Dispatcher to leave their work station. Testing employee will then call 5555

REQUIREMENTS: C.S.A. must:

- (1) Upon hearing the Emergency Extension the C.S.A. will immediately

stop all other activities and answer telephone.

- (2) Must be able to subsequently report from which extension the call was made.

CHECK NO. 7

Travel Instructions

Procedures B.1., Telephone Usage, B.13, Frequently Asked Travel Questions, B. 12., Station Addresses, Rules 964., 965., and 969., Communications.

CHECK: Testing employee or testing employee's designee will call C.S.A. and request travel information.

REQUIREMENTS: C.S.A. must:

- (1) Answer telephone properly, with appropriate greeting.
- (2) Provide proper travel instructions.
- (3) Terminate call by saying "Thank you for calling"

CHECK NO. 8

Twitter Message

Procedure B.11., Notifying Customers Using Social Media.

CHECK: Testing employee will instruct Customer Service Agent to send a "Tweet". Testing employee will provide the text for the message.

REQUIREMENTS: C.S.A. must:

- (1) Log onto Twitter site.
- (2) Send message properly.

CHECK NO. 9

Answering Elevator Telephones

Procedure C. 9., Elevator Assistance Phone.

CHECK: Testing employee or designee will contact C.S.A. on elevator phone and report a problem (i.e. “stuck” between floors, doors won’t open). Note: Testing employee will inform the Dispatcher prior to starting this check to prevent Way and Power and Otis response.

REQUIREMENTS: C.S.A. must:

- (1) Answer telephone.
- (2) Ensure customer has depressed correct button.
- (3) Report problem to Dispatcher.
- (4) Stay on telephone until situation is “resolved”.

CHECK NO. 10

Transfer Call

Procedure B.1, Telephone Usage.

CHECK: Testing employee will call Customer Service Agent and request to be transferred to a specific extension number.

REQUIREMENTS: C.S.A. must:

- (1) Answer telephone.
- (2) Transfer call to correct extension.
- (3) Hang up phone to complete transfer.

Supervisors Rules/Procedure Checks

CHECK NO. 1

AUTOMATIC TRAIN CONTROL (ATC)
Rule 567.

CHECK: Train with ATC “cutout” will operate passing a Supervisor.

REQUIREMENTS:

- (1) Supervisor must advise Center Tower of occurrence.

CHECK NO. 2

PASSENGER EMERGENCY ALARM
Rules 765., 765 (a).

CHECK: Manager will board a trailing car of a train on which a Supervisor is riding and activate a passenger emergency alarm.

REQUIREMENTS:

- (1) Ensure train is stopped in Emergency, if train is moving.
- (2) Inform Dispatcher of the occurrence.
- (3) Investigate the cause of the alarm and inform the Dispatcher of the findings.
- (4) Be governed by the instructions received from the Dispatcher.

CHECK NO. 3

WAYSIDE RESTRICTION FORM
Rules 733., 734., and 735.

CHECK: Supervisor will ensure that Restriction Form is properly filled out.

REQUIREMENTS:

- (1) Supervisor will have initialed form with date and time filled in.

CHECK NO. 4

WAYSIDE RESTRICTION FORM (A)

Rules 733., 734., and 735.

CHECK: Manager will ensure that the Supervisor has a properly filled out Restriction Form.

REQUIREMENTS:

- (1) Supervisor will have a properly filled out pink Restriction Form.

CHECK NO. 5

TRAIN WITH IMPROPER SIGNAGE

S.O.P. L. 16, Supervisor's Responsibility

CHECK: The end destination sign and/or block number will be improperly displayed.

REQUIREMENTS:

- (1) Supervisor will instruct Train Operator that signage is wrong

CHECK NO. 6

TRAIN OPERATOR'S EQUIPMENT AND FORMS

Rule: 508.

CHECK: Manager will ensure that Supervisor is carrying all required equipment and forms.

REQUIREMENTS:

- (1) Supervisor will have all required forms and equipment on or about his/her person upon request of the manager.

CHECK NO. 7

HAND SIGNALLING TRAIN PAST INTER-LOCKING SIGNAL AT STOP

Rules: 809., 811., 813., and 309.

CHECK: Supervisor will issue a hand signal to a Train Operator.

REQUIREMENTS:

- (1) Supervisor will be properly positioned at the signal.
- (2) Supervisor will repeat instructions and intended route.
- (3) Supervisor will issue the proper hand signal.

CHECK NO. 8

CLEARANCE CARD

Rules: 319., 508., 797., 798., 799., 800., 801., 802., and 803.

CHECK: Arrange with Dispatcher to have a Supervisor complete a Clearance Card to pass a signal displaying "STOP".

REQUIREMENTS:

- (1) Contact Dispatcher when stopped at "STOP" signal.
- (2) Have a Clearance Card and writing instrument.
- (3) Properly complete Clearance Card including an accurate summary of verbal orders.
- (4) Report the abnormality given by the Dispatcher (i.e. wrong signal, wrong interlocking, wrong date, etc.).

Note: Show "Rules Check" as the reason the signal cannot be cleared.

CHECK NO. 9

RADIO RESPONSE

Rules: 926., 929., 930., and Procedure L.23 (D)

CHECK: Dispatcher will contact Supervisor via radio.

REQUIREMENTS:

- (1) Supervisor will respond promptly.
- (2) Answer using authorized terminology.
- (3) State location and direction of travel (if applicable).

CHECK NO. 10

ORDERING YARD MOVEMENT

Rules: 925., 930., and 490.

CHECK: Tower Supervisor will issue instructions for equipment movement in Lindenwold Yard

REQUIREMENTS:

- (1) Tower Supervisor will issue instructions using Train Operator run number/or equipment designation (i.e. BC-1).
- (2) Tower Supervisor will refrain from use of slang.
- (3) Tower Supervisor will ensure instructions are clear and understood, with no multiple moves made in west end of Yard.

CHECK NO. 11

SAFETY RULE OF THE DAY

Operating Rule: 211., Reporting for Duty.

CHECK: Supervisor will be able to correctly identify the Safety Rule of the Day.

REQUIREMENTS:

- (1) Supervisor will be able to identify the Safety Rule by number.
- (2) Supervisor will verbally give an accurate summary of the Safety Rule.

CHECK NO. 12

SWITCH BLOCKS

Emergency Procedure K.3., Switch Blocks for Main Track Switches & Diamond Crossover in Lindenwold Yard.

CHECK: Supervisor will properly place switch blocks at an interlocking.

REQUIREMENTS:

- (1) Supervisor will identify if they are at a switch or cross-over.
- (2) Properly block switch points working in conjunction with Dispatcher/Tower Supervisor.
- (3) Will ensure the switch is lined for intended movement.

CHECK NO. 13

UNDERBODY CUTOUTS

Instruction Manual C. 2., Pneumatic System, Figure 7, Underbody View: Equipment Location.

CHECK: Supervisor will identify and operate brake pipe cut-out and truck cut-out.

REQUIREMENTS:

- (1) Supervisor will identify type of vehicle (Budd, Vickers) and location of cut-outs.
- (2) Supervisor will properly "pull" cut-out instructed to by person performing the Check.

Dispatcher Rules/Procedure Checks

CHECK NO.1

EMERGENCY TELEPHONE

Dispatcher Emergency S.O.P -A.4, Emergency Telephone Extension.

CHECK: Dispatcher will promptly answer the ringing emergency telephone.

REQUIREMENTS:

- (1) Immediately stop all other duties and answer ringing "5555" line.

CHECK NO.2

CANCELING WAYSIDE SIGNALS

Dispatcher S.O.P.- C. 8, Canceling Wayside Signals

CHECK: Dispatcher will properly cancel a signal on an approaching train.

REQUIREMENTS:

- (1) Train Operator will be stopped.
- (2) When stopped informed of intent and reason.
- (3) At locations west of Wood, signal will first be "sent" then canceled.

CHECK NO. 3

IMPROPERLY STORED TRACK SKATES

Dispatcher S.O.P. D.1, Interlockings with Improperly Stored Track Skates.

CHECK: Dispatcher properly identifies an improperly stored track skate.

REQUIREMENTS:

- (1) With failure to clear signal in tail-track Dispatcher will instruct Train Operator to check track skate for proper storage.

CHECK NO. 4

THIRD RAIL POWER TRIPPINGS

Dispatcher S.O.P.- J. 2, Third Rail Power Trippings

CHECK: Dispatcher properly issues operating instructions to train in track circuit of a breaker tripping (single ended).

REQUIREMENTS:

- (1) Train(s) in affect circuit stopped.
- (2) Train Operator instructed to check for noticeable defects.
- (3) Train Operator instructed to operate Restricted Speed for one train length.
- (4) Tower Supervisor and Way & Power notified.
- (5) Next train instructed to operate Restricted Speed in area.

CHECK NO. 5

PROTECTION FOR EMPLOYEES IN THE TRACK AREA

Dispatcher S.O.P. C.24, Protection for Employees in the Track Area.

CHECK: Dispatcher will provide protection for Employee in the track area requesting protection.

REQUIREMENTS:

- (1) Dispatcher will place appropriate lockouts on all interlocking controls.
- (2) Dispatcher will log occurrence.

CHECK NO. 6

RED/DOUBLE RED CAB SIGNAL

Rules 363., and 364.

CHECK: Train Operator reports either a red or double red cab signal indication

REQUIREMENTS:

- (1) Dispatcher will issue operating instructions in accordance with the Rules.

CHECK NO. 7

CLEARANCE CARD

Rules: 319., 508., 797., 798., 799., 800., 801., 802., and 803.

CHECK: The Dispatcher will complete a Clearance Card to pass a signal displaying "STOP".

REQUIREMENTS:

- (1) Contact Dispatcher when stopped at "STOP" signal.
- (2) Have a Clearance Card for and writing instrument.
- (3) Properly complete Clearance Card including an accurate summary of verbal orders.
- (4) Report the abnormality given by the Dispatcher (i.e. wrong signal, wrong interlocking, wrong date, etc.

Note: Show "Rules Check" as the reason the signal cannot be cleared.

CHECK NO. 8

CLEARANCE CARD (A)

Dispatcher S.O.P.- C.11, PATCO Clearance Card

CHECK: Dispatcher properly issues a Clearance Card.

REQUIREMENTS:

- (1) Interlocking control in manual.
- (2) Lockouts applied.
- (3) Route aligned.

Note: Train Operator may be instructed by Supervisor to read back the Clearance Card incorrectly.

CHECK NO. 9

ALERT NOTIFICATION SYSTEM (TRAVEL ALERT)

Dispatcher S.O.P. I.4, Alert Notification System

CHECK: Dispatcher will send an Travel-Alert due to a service interruption or upon instruction from a manager.

REQUIREMENTS:

- (1) Dispatcher will properly issue an E-Alert, either to the public or company wide as circumstances dictate.

CHECK NO. 10

SWITCH MAINTENANCE

Dispatcher S.O.P., D.7., Switch Maintenance

CHECK: Dispatcher performs switch maintenance properly.

REQUIREMENTS:

- (1) All transmissions made on channel #2.
- (2) Switch movement request repeated by Dispatcher prior to switch movement.
- (3) Appropriate lockouts applied.

PROCEDURE CHECK NO. 11

SPECIAL OPERATING INSTRUCTIONS

Dispatcher S.O.P., C.21 Special Operating Instructions and Rules 730. and 731.

CHECK: Dispatcher will properly issue special operating instructions.

REQUIREMENTS:

- (1) Dispatcher will place appropriate interlockings at stop and apply blocking devices on governing signals.
- (2) Issue proper instructions and require Operator to accurately repeat instructions prior to displaying signal.

PROCEDURE CHECK NO. 12

HOME SIGNAL BLOCK

Dispatcher Rules 105.b, 105.e., 113., d., 113.f., 708., and Procedure K. 2, Movement and Protection of Work Equipment.

CHECK: Dispatcher will properly move a train or work equipment governed by Home Signal Block Rules.

REQUIREMENTS:

- (1) Dispatcher will place appropriate interlockings at stop and apply blocking devices on governing signals (work equipment before and behind).
- (2) Issue proper instructions regarding the route of the train or work equipment movement.
- (3) Appropriately "log" train or work equipment movement.

PROCEDURE CHECK NO. 13

WORK AREA PROTECTION

Dispatcher Rules 329.-333. (as applicable), 334., 335., 701.(a). and Procedures K.1, Operation of Trains on adjacent Track to Work Equipment, C.12., Wayside Restrictions., C. 27., Work Area Protection.

CHECK: Dispatcher will properly take a track out of service.

REQUIREMENTS:

- (1) Dispatcher will place appropriate blocking devices on signal, switch and mode controls.
- (2) Ensure correct safety devices are applied in the field.
- (3) Issue a Wayside Restriction containing the correct operating instructions.
- (4) Correctly "log" all pertinent information.

PROCEDURE CHECK NO. 14

TRAINS OPERATING WITH ATC CUTOUT TO PLATFORM PROPERLY

Rules: 701., Authority for Movement, 730. and 731., Special Operating Instructions. Dispatcher's S.O.P. C. 21, Special Operating Instructions.

CHECK: Dispatcher will issue operating instruction for a Train Operator to platform train with a fixed signal displaying stop.

REQUIREMENTS:

- (1) Dispatcher will contact train by location, train number and direction of travel.
- (2) Dispatcher will ensure track block ahead is free of train or work equipment.
- (3) Dispatcher will ensure operating instructions are accurately repeated.

Rules Checks Failures

1. Rules Checks failures will be noted on the Rules Check Form with the word, "Failure written across the form in red".
2. All Rules Check failures will be reported to the Director, Transit Services Department.
3. Employees who fail a Rules Check will receive reinstruction following each occurrence.
4. Rules Checks failures will be subject to disciplinary action. Listed below are the occurrence with the discipline and reinstruction following each incident.

1st Offense:

Rules Check Report Form
1 hour Reinstruction

2nd Offense:

Memo-to-File
2 hours Reinstruction

3rd Offense:

Reprimand Letter
4 hours Reinstruction

4th Offense:

1 Day Suspension
4 hours Reinstruction

5th Offense

5 Day Suspension
8 hours Reinstruction

Any subsequent offenses:

Recommendation to the GM for further disciplinary action. This recommendation may include disqualification or termination.