



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

**Shop Personnel Rules Handout**

**ASR-3. Knowledge of Rules and Special Instructions / Qualification**

**A. General**

All employees whose duties are affected by these rules and special instructions must be familiar with them and comply with their requirements. Ignorance of the rules will not be accepted as an excuse for noncompliance with rules or neglect of duty. If, at any time, there is doubt as to the meaning or intent of a specific rule or special instruction, employees must consult with the proper authority for clarification. In cases of unusual complications or accident hazards, employees must contact the Control Center for instructions.

The safe course must be followed when communication and supervision is unavailable.

**B. Authority Discipline**

Failure to comply with the rules, practices, procedures, policies, or other directives that affect the employee's duties may result in disciplinary action, up to and including discharge as outlined in the applicable labor agreement or in the Authority policy manual.

**ASR-4. Fitness for Duty**

**A. Employee Injuries/Sickness**

Employees must not perform any service while affected by any condition that could impair their ability to perform their duties properly. Such conditions include fatigue, use and effect of over-the-counter medications, personal situations that impact alertness or one's ability to concentrate, etc.

Employees must notify the Authority Medical Department of any condition not already on record that could impair their ability to perform their duties.

Any employee who sustains an injury while on duty must immediately obtain first aid or medical attention (if necessary), and must, before going off duty, report the incident to their immediate supervisor regardless of the extent of the injury.

Employees will be governed by the instructions of that supervisor and by the current Authority instructions regarding the reporting and recording of injuries.

No employee will absent himself from duty under the assumption that they will be compensated for lost time.

Final determination as to the seriousness of the injury rests with the Medical Department.

Notice of sickness must be given by the employee to his supervisor (unless specifically instructed to do otherwise by one's supervisor) prior to the reporting time of one's shift on the first day of one's intended absence due to sickness. In addition, verification of physical condition may be required and verified by an Authority representative.

Physical ailments, including but not limited to, diabetes, heart condition, epilepsy, loss of hearing or eyesight, etc., which may affect an employee's ability to perform their duties or which may endanger themselves or others must be reported by an employee to the Authority's Medical Department as soon as such ailment is known to exist.

A medical certificate stating the nature of the sickness and certifying that the employee is fit for duty must be produced, if required by the employee's supervisor, before the employee may return to work. The certificate may be obtained from a family physician or from the Authority's Medical Department. The Authority may, at its discretion, conduct a medical examination of the employee following a sick report. The opinion of the Authority's Medical Department shall be final as to the fitness of an employee to return to work.

Feigning illness or injury is prohibited. (Dischargeable)

## **B. Policies on Drugs and Alcohol**

Accepting employment with the Authority is regarded as the employee's willingness to obey the policies in effect on Authority property with respect to drug and alcohol use, possession, and testing, and to be subject to the requirements of those policies. This includes any and all federal or state regulations which may be currently in effect, and which may modify or supersede the Authority's own policy provisions. In accordance with SEPTA's Drug and Alcohol Policies, SEPTA prohibits the following activities while employees are on duty, subject to duty, pre-duty, on SEPTA property or in SEPTA vehicles, or when involved with SEPTA business while not on SEPTA property:

1. The unlawful manufacture, distribution, dispensing, sale, possession, use or measurable presence in the body of drugs or any other unauthorized controlled substance which include but are not limited to over-the-counter patent medications and medication prescribed for others.
2. The unauthorized distribution, sale, possession, use or measurable presence in the body of alcohol in any form, including beverages, foods, medications or other products.
3. The dispensing, sale, manufacture, possession or use of any illicit substance and/or intoxicates. Employees in a safety sensitive position who intend to work while taking a prescribed medication that is a controlled or potentially sedating substance must submit a completed and signed "Prescriber's Report and Recommendation Form". This form shall contain the names of the

medication(s), dosages and duration of treatment as well as a statement documenting the Prescriber's recommendation of the medication(s) in view of the safety sensitive nature of the employee's work.

Further information on SEPTA's alcohol and drug use policies is posted on Authority bulletin boards and is available from SEPTA's Medical Department as well as in the Drug Free Workplace handbook.

#### **D. Accident/Injury Prone Employees**

Employees who experience an excessive number of injuries and/or accidents as compared to their peer workers may be classified as accident-prone.

Accident-prone employees will be thoroughly investigated including being referred to the Authority's Medical Department for examination and a determination. These employees will be handled on a case by case basis with the Authority rendering a decision as to disqualification from a particular job, and/or other appropriate action.

#### **E. Corrective Lenses**

Employees who require the use of corrective lenses are governed as follows:

1. They must wear such corrective lenses while performing their duties.
2. If reporting for examination at the Medical Department, they will be examined only while wearing the corrective lenses.

#### **ASR-7. Personal Conduct**

Employees are expected at all times to conduct themselves in a manner which does not jeopardize or otherwise disgrace the public image of the Authority. Any actions which are deemed to be insubordinate, uncivil, immoral, indecent, socially disapproved, or otherwise abusive to other employees, passengers or the general public will be considered as conduct unbecoming of an Authority employee, and may subject the offending employee to disciplinary action up to and including discharge and other civil penalties depending upon the severity of the offense.

Employees must give their name and account number to any other employee who identifies himself as a management employee of the Authority.

#### **ASR-9. Prohibited Behavior/Activities**

##### **A. General**

The following behaviors and/or activities are prohibited by all employees of the Authority. Each action is subject to disciplinary action, up to and including discharge.

1. Gambling in any form, playing cards or other games.
2. Fighting. (Dischargeable)
3. Participating in any illegal, immoral, or unauthorized activity.
4. Using boisterous, profane, or vulgar language or gestures towards others.

5. Threatening and/or assaulting any employee, non-employee or passenger.  
(Dischargeable)
6. When required to perform service, sleeping or assuming the attitude of sleep.  
(Dischargeable)
7. Reading any unauthorized materials while on duty, including having magazines, newspapers, and other literature not related to one's duties visible in the operating cab or windshield area of a train/vehicle or other on track equipment. Such personal items must be enclosed in the owner's personal luggage.
8. Solicitation of gratuities from patrons.
9. Collection of money for any purpose, including contributions, unless specifically authorized by management.
10. Carrying guns or any items that are classified as concealed weapons while on Authority property. (Dischargeable)  
(Exception: Authority police officers and other law enforcement personnel who have been authorized to carry such weapons.)  
(Note: Employees finding weapons on Authority property must immediately contact their immediate supervisor or dispatcher by the first available means of communication.) (Dischargeable)
11. Stealing any item that has been provided by the Authority for the conduct of its business. (Dischargeable)
12. Soliciting or circulating petitions or unauthorized leaflets on Authority property, unless specifically authorized by management to do so.
13. Conducting meetings on Authority property (either of employees or non-employees) unless specifically authorized by the Authority.
14. Using Authority telephones to conduct private business or affairs, unless specifically authorized by immediate supervisor to do so.  
(Note: Employees, when so authorized to use Authority telephones, are responsible to reimburse the Authority for any charges incurred according to the current payment policy for such activity.)
15. Committing any act or creating any condition that may be considered as unsanitary or unclean.
16. Committing any act of insubordination toward the proper authority, including, but not limited to:
  - a) refusal to work,
  - b) disobedience of rules or directive,
  - c) uncivil attitude,
  - d) provoking confrontation,
  - e) lying or cheating, will be considered insubordination.
17. Refusal and/or failure to follow a direct order from any supervisor.  
(Dischargeable)
18. The divulging of the Authority's affairs to persons other than those authorized to receive such information.
19. Tampering with, supplying false information, (either written or verbal), or altering any Authority record, including but not limited to waybills and time records, whether computerized or in hard-copy form. (Dischargeable)
20. Operating an Authority vehicle, on or off Authority property, without a valid state approved driver's license. (Dischargeable)

## **B. Cell Phones and Other Electronic Devices**

### **1. General Use of Electronic Devices**

Having or using any electronic device, unless such device is Authority-provided or has been specifically authorized for use by the Authority, is prohibited.

Employees shall not use any electronic device if that use will interfere with any safety-related duty.

Employees operating trains/vehicles, or on ground fouling any track or performing other safety related duties, are prohibited from using a cell phone or other electronic devices. Employees operating revenue trains/vehicles, including crew members of trains, must have all personal electronic devices, including cell phones, turned off and stored out of sight.

The use and/or display of headphones, ear pieces, microphones or other such peripheral devices commonly associated with the use of electronic devices is prohibited unless such a device has been provided for the operation or has been specifically authorized for use by the Authority.

If there are any questions regarding the authorized use of a personal or Authority-supplied electronic device, employees should refrain from any use until the proper authority can be consulted.

### **2. Authorized Use of Personal Electronic Devices**

Using a personal cellular telephone, personal pager, or other electronic device, unless such a device has been specifically authorized for use by the Authority, when required to perform service, is prohibited.

Personal cell phones may be used for Authority business purposes when:

- a. The train/vehicle's communication system fails.  
Under these circumstances, cell phone calls may only be made while the train/vehicle is safely stopped.
- b. Specifically authorized by proper authority within the Department or Division.

Personal cell phones may be used while off duty but still on SEPTA property. While on layover or recovery, calls may be made only when the employee is off the train/vehicle, not required to perform any service or duty, and the call does not create a delay to the start of the next trip.

## **B. Unauthorized Use of Authority Property, Name and Logo**

Unauthorized use of the Authority's property, name and logo is prohibited (unless specifically authorized by management to do so). This includes, but is not limited to, the following:

1. Using the official name or logo (or any alternate name designation for the Authority) in any type of business or private venture.
2. Using official Authority bulletin boards (or other similar information areas) for posting literature of any kind, such as advertisements, circulars, or other information. No literature of any kind, circulars, advertisements, signs, posters etc. will be permitted either in the inside or the outside of the Authority's vehicles, stations, terminals, buildings or other structures owned or operated by the Authority without proper authorization.
3. Using or operating Authority trains/vehicles, tools, or equipment for purposes other than performance of duty.

#### **D. Vandalism**

Vandalism to Authority property and equipment is prohibited. (Dischargeable)

#### **E. Misuse/Abuse of Authority Benefits/ Wages**

The misuse or abuse of Authority benefits is prohibited. Employees are prohibited from accepting and cashing checks for benefits/wages to which they are not entitled.

Employees are required to record their own reporting time and finishing time in accordance with the established methods at their work location. Any discovery of overpayment or irregularity in pay, compensation, or benefits must be reported immediately to one's supervisor. (Dischargeable)

Employees are prohibited from recording, punching and/or stamping the time card of another employee and from tampering with and/or altering any time cards, time clocks, payroll cards or waybills. (Dischargeable)

#### **F. Tampering**

Employees are prohibited from altering, nullifying, or in any manner restricting or interfering with the normal intended function of any safety device or equipment on vehicles or other Authority property, except when specifically authorized to do so.

In the case of failure of any safety device, or where devices, equipment, or property has been found to have been tampered with, the district manager must be notified immediately. (Dischargeable)

#### **G. Unauthorized Persons**

Unauthorized persons must not be permitted to enter Authority property or to occupy Authority trains/vehicles or equipment, including but not limited to, spouse, children, other family member, etc. Such persons do not include the following:

1. Passengers utilizing in-service vehicles or equipment for the purpose of obtaining public transportation, passengers occupying Authority public

- station property, or patrons or other businesspersons entering Authority public offices.
2. Persons presenting valid head end authorizations for that particular mode of transportation.
  3. Persons presenting credentials of any regulatory agency or law enforcement agency who have business on Authority property.
  4. Any persons who are accompanied by a properly identified Authority employee, who are working under a valid contract with the Authority.

Employees must immediately report to the proper authority any persons who are known to be or who are suspected of trespassing or engaging in subversive or other types of activities.

In the event the employee is not sure whether a person is authorized to be in that location, the employee should request identification and /or request that the individual clearly state their purpose and intent.

Employees must not permit anyone except an authorized employee to take over controls of an Authority train/vehicle or equipment.

#### **H. Smoking / The Use Of Tobacco**

Smoking and the use of tobacco in any form is prohibited on Authority property, trains/vehicles, and equipment, except in designated locations.

Passengers, patrons, and other public persons must be requested to comply with the Authority policy. When requesting persons to refrain from smoking, employees must state that standard Authority policy prohibits public smoking when using the system's transportation trains/vehicles or when occupying designated non-smoking areas on Authority property.

Employees must be as cordial as possible in making this request. Employees must avoid, to the best of their ability, any confrontation with another individual concerning the smoking regulation. If the employee fears at any time that a confrontation will result and the employee's safety may become jeopardized, the employee must not pursue the matter any further. If, in the judgment of the employee, it has become critical that this policy be absolutely enforced, the employee shall request a supervisor or an Authority police officer to render assistance.

#### **I. Eating and Drinking on Authority Vehicles**

Employees are permitted to consume food or drink only in designated areas on Authority property. Eating and drinking on Authority vehicles by employees is permitted only when authorized by the Division's policy or general rule, and only when it is not possible to use a designated area during an assigned lunch period.

#### **J. Unauthorized Absence from Assigned Work Area**

Employees are required to be present in one's assigned work area, work location, assigned vehicle, and/or authority property, while on duty. Unauthorized absences are prohibited.

## **ASR-9-GL2. Criminal History Records**

Any employee who is arrested and charged with any criminal offense graded as either a felony or misdemeanor must notify the Office of Inspector General (215-580-7413) within five business days after being so charged, regardless of whether or not the crime was committed while on duty. In the event the employee is incarcerated and cannot notify the Office of Inspector General as required, the employee must do so by the close of the next business day following their release from incarceration.

## **ASR-12. Accidents/Incidents**

### **A. General**

Employees who become involved in or who witness an accident or incident or instances of disorderly conduct must report to the proper authority by the quickest available means of communication.

Employees are then governed by the specific instructions of their division concerning the proper procedure to be followed.

Any employee involved in or witnessing an accident involving SEPTA shall be cooperative in their dealings with police. Employees are required to give police their name, account number, train/vehicle identification, the address of Operations Division Headquarters (14<sup>th</sup> Floor, 1234 Market St., Phila. PA 19107) or their home address, the telephone number of their crew dispatcher/ district dispatcher, and the names of all persons involved in the accident. The police may interview passengers who may have witnessed the accident. Employees shall not make any statement, verbal or written, about the accident to police or anyone other than a representative of SEPTA's System Safety, Claims or Legal Departments, or to the authorized representative of the employee's own department. Passengers must be advised as to cause and possible duration of the delay.

### **B. Accident Prevention Responsibilities**

Employees are responsible for taking the following actions to prevent accidents:

1. Sound warning to employees or passengers who place themselves in the position of danger.
2. Make certain that no employees working on, under, or about the vehicle prior to moving the vehicle.
3. Make certain all persons boarding or leaving the vehicle are clear of the doors before the doors are closed and vehicle is moved.
4. Make certain all aisles and passageways of vehicles are clear of baggage; ensure baggage is kept between seats.
5. Make certain the vehicle is operated in a manner that minimizes risk to on-board passengers by avoiding rough vehicle handling.



6. Maintain a safe lookout for pedestrians when operating along the roadway and exercise every caution to avoid striking such persons.
7. Immediately notify the Control Center of any hazardous condition along the route.

## **RDR- 43. Accident/Incident Reporting Responsibilities**

### **A. Accident/Incident**

Employees must immediately contact the Control Center in the event they are involved in any accident, blockade, or mishap, or they witness any such occurrences on or near Authority property. Employees are governed by the instructions of the Control Center concerning further movement. If the vehicle is camera equipped, Employees must “tag” the event to mark the occurrence.

Employees should communicate by using the on-board radio, or, if not possible, the first public telephone or emergency telephone available. They should exercise discretion to prevent passengers from overhearing such reports.

Employees are responsible for carrying a sealed packet of the pre-numbered Incident Cards, which are issued by the Authority.

Employees are responsible for turning in to the Dispatcher all completed cards presented to the employee by passengers, and all remaining blank cards once the package has been opened. Once a package has been opened, the employee must request a new issue. If a packet is lost or stolen, the employees must immediately notify the Control Center.

In the event of an accident or incident, the following instructions govern the actions of the employee:

1. If witnessing or involved in an accident with persons or to property, however slight, the employee should immediately contact Control Center, then render all possible assistance and attempt to obtain the names of all witnesses as soon as practical.

The employee must attempt to have such persons complete an Incident Card, which must be used when practical to secure the names and addresses of witnesses who were occupying the vehicle or who may have been in such a position to have observed all or part of the occurrence.

Cards which have been completed by such persons may either be retrieved by the employee and turned in to the immediate supervisor, or the witness may be advised to mail the card to the SEPTA Claims Department.

2. When police officers are present, the employee must obtain their badge and district numbers.

3. When involved in automobile or other vehicular accident, the employee must attempt to obtain the names and addresses of all occupants regardless of whether they are injured or not.
4. When involved in automobile or other vehicular accident, the employee must attempt to obtain all pertinent information, including name of driver, vehicle owner, license number, insurance information, make, model, and year of vehicle.
5. The employee must advise passengers of the cause and probable duration of the delay.
6. Employees must remain with their vehicle during such situations unless directed otherwise by the Control Center or other supervisory personnel.
7. The employee must monitor radio transmissions continuously while occupying the vehicle.
8. Before completion of duty, the employee must prepare and submit a report to their supervisor.
9. Failure to properly report an accident or any attempt to conceal or to misrepresent the facts of an accident. (Dischargeable)

#### **B. Employees Involved In or Witnessing An Accident**

Employees involved in an accident must not move the vehicle prior to contacting the Control Center unless:

1. instructed to do so by a police officer, or
2. an emergency condition exists which warrants that the vehicle be moved immediately.

Any employee involved in or witnessing an accident involving SEPTA equipment or property shall be cooperative and supportive in their dealings with police.

Employees should render assistance as far as is practical and to the degree that will ensure the safety of injured persons until such time as competent medical assistance arrives.

Employees are required to supply the following information to police when requested:

1. Driver's license.
2. Name and account number.
3. Vehicle identification.
4. District operations address and telephone number.
5. Home address and telephone number (optional).
6. The names of all witnesses or persons involved in the accident.

The police may interview passengers who may have witnessed the accident.

Employees shall not make any statement, verbal or written, about the accident to police or anyone other than a representative of SEPTA's Claims Department, Legal Department, System Safety Department, or to the authorized representative of the

employee's own department. Employees must make certain individual identifies self by Authority Management card and SEPTA Employee Pass.

If an unattended vehicle is involved you must first look for the owner, if owner cannot be found leave the following information under the vehicle's windshield wiper.

1. Name and Account number
2. Route and block
3. Vehicle number
4. Address, 1234 Market St. Phila. Pa 19107

### **C. Employees Coming Upon Scene of an Accident**

Other employees coming upon the scene of an accident, not otherwise involved will assist in securing information and witnesses. Other employees should stop and render assistance as far as is practical and to the degree that will ensure the safety of injured persons until such time as competent medical assistance arrives.

## **RDR-1. Attire, Appearance, Conduct**

### **B. Personal Protective Equipment**

Employees who are required to wear personal protective equipment are required to maintain and have available while on duty the Authority approved reflective safety vest, highly visible shirt, or highly visible jacket.

Employees performing on-ground functions on or near the rail right-of-way are required to wear the Authority approved reflective vest, highly visible shirt, or highly visible jacket as their outer garment. On-ground functions include, but are not limited to, the following:

1. Performing flagging duties as prescribed by operating rules or other protective flagging functions,
2. Working in yards or car house facilities,
3. Performing rescue or evacuation procedures,
4. Working or inspecting along the rail right-of-way,
5. Walking on or about the track area.

In addition to the safety vest, employees must have available for use a hand-held white light. This light must be used during the hours between sunset to sunrise, during periods when weather impedes visibility, and when in tunnel or low-lighting locations.

## **RDR-2. Job Briefing**

Job briefings should be conducted face to face. When not practical or possible to do so, radio or telephone communication will be adequate.

Job briefings must include, but not limited to the following topics:

- c. Current information on Bulletin Orders, Form W's or other Notices that could affect on-track safety.

## RDR-11. Hand Signals

Hand signals must be given from a point where they may be plainly seen, in a manner that they can be understood, and sufficiently ahead of time to permit compliance. The speed of the movement shall be proportionate to the manner in which the hand signal is conveyed. Movement must be stopped immediately if:

- a. There is doubt concerning the meaning of a hand signal, OR
- b. There is doubt for whom the hand signal is intended, OR
- c. The hand signal disappears from view. OR
- d. Any object is waved violently by anyone on or near the track.

Hand signals with or without a flag or a light, must be given as follows:

- A. Stop Swung horizontally across the track Note: The stop must be made prior to the location where the hand signal is being given.
- B. Proceed Raised and lowered vertically

## RDR-12. Vehicle / Train Horn Signals

The following are required horn signals. The signals are illustrated by "o" for short sounds and by " \_\_\_\_\_ " for long sounds. When horn signals are required, the sound must be distinct, with the intensity and duration proportionate to the distance the signal is to be conveyed.

The unnecessary or excessive use of the horn is prohibited.

When sounding the horn as required, the sounds must be conveyed as follows:

- a. oo:
  1. Acknowledgement to any hand signal.
  2. Acknowledgement of Stop Sign.
  3. Repeated as necessary as a warning when passing through work limits or a work group on adjacent tracks or near the tracks.
  4. Warning prior to initial forward movement in yard and shop areas.

- b. \_\_\_\_\_ o:

Warning when approaching persons on or about the tracks, including locations where workers may be on or about the tracks.

- c. \_\_\_\_\_ Warning when:

1. Approaching short radius curves in subway.
  2. Entering or leaving portals.
  3. Passing standing trains or vehicles outside station limits.
  4. Expressing through stations, prior to arrival at the station.
  5. Approaching stations when operating against the normal direction of travel.
- d. ooo:

Warning prior to any reverse or back-up movement.

- e. Succession of short sounds:

An emergency warning to persons or animals on or about the tracks. Short sounds may be followed by a continuous long blast as a final alarm. If the vehicle / train horn fails en-route, the operator must notify Control Center as soon as practical

#### **RDR-14. Protection of Workers: Blue Signals**

A Blue Signal must be displayed in a clearly visible manner in accordance with location special instructions when one or more maintenance employees are on or around equipment to inspect, test, repair, or service rail vehicles. Such work may not begin until a Blue Signal is properly displayed.

The Blue Signal must be removed when the work is completed and after all workers are clear. Only a person of the same craft or work group that displayed the Blue Signal may remove it.

When a Blue Signal is displayed:

- a. The vehicle must not be moved or coupled to.
- b. Other vehicles must not be placed on the same track in such a manner that will reduce or block the view of a Blue Signal.
- c. Equipment must not pass a displayed Blue Signal on the track.

When multiple crafts or workers are working on equipment:

- a. Each craft or group of workers must display their own Blue Signal on the appropriate operating controls.
- b. Only one blue flag or cone is to be displayed in the track area.
  1. The first craft or group must display the cone(s) or flag(s).
  2. The cone(s) or flag(s) must remain displayed until the last craft or worker has completed working on the equipment.
  3. The last craft or worker must remove the cone(s) or flag(s).

#### **RDR-20. Regulation of Speed**

The employee responsible for the movement of any train, vehicle or other on-track equipment must regulate speed to ensure safe operation.

Trains/vehicles must not exceed the maximum authorized speed. Where discrepancies exist concerning the maximum authorized speed, the lower speed will govern.

### **Speeds:**

**Normal Speed** - The maximum authorized speed. (No speedometer)

Follow posted speed while operating on the street

**Restricted Speed** - A speed that will permit stopping within one half the range of vision short of other vehicles or equipment occupying the track, derails in the derailing position, obstructions, switches improperly aligned, other vehicles or equipment fouling the track, misaligned track segments, any signal requiring stop. Operator must look out for and, when practical, stop short of broken rail. When conditions permit, operate at not exceeding 20 MPH on main tracks and not exceeding 5 MPH within yard limits and shop areas, unless otherwise specified. Speed applies to the entire movement.

### **RDR-24. Vehicle Lights**

#### **A. Headlight**

The headlight facing the direction of movement on every vehicle must be displayed at all times by day or night. When displayed on high beam, the headlight must be dimmed when:

1. Passing trains or other light rail vehicles moving in the opposite direction where the bright headlight could adversely affect the operator of the opposing train / vehicle, and
2. During normal street operation.

### **RDR-27. Back Up Movements**

#### **B. Street Operations**

When necessary to back-up during street operations the operator must change ends or a qualified employee must protect the lead end.

**Note:** Must position someone to control emergency brake valve.

### **RDR-33. Operation Through High Water**

In street operations, trains / vehicles must not be operated through water deeper than six inches above the top of the rail without authorization of the Control Center.

After authorization is received from Control Center, movements must not exceed 5 MPH until the train / vehicle clears the high water.

### **RDR-37. Use of Emergency Braking System**

Train / vehicle emergency braking systems must only be used in emergency situations when necessary to prevent an accident, injury or damage. Once the emergency brake system has been activated, the train / vehicle must come to a complete stop before attempting to recharge the system.

#### **RDR-40. Use of Track Brakes**

When operating trains / vehicles equipped with track brakes, operators are responsible for their proper use. Using track brakes for routine service braking is prohibited.

#### **RDR-42. Fouling Point**

A fouling point is the point beyond which movements on an adjacent track may strike equipment or other objects. Fouling points in yards may be indicated by:

- a. A yellow stripe painted on the inside and outside of the head, web and base of both rails.

Or

- b. Yellow joint bars.

Or

- c. A yellow sign with black letters "Foul Point."

Employees must ensure equipment left standing on any track does not extend beyond the fouling point and obstruct an adjacent track. The Train Dispatcher / Controller, Supervisor, or other designated employee must be informed immediately if circumstances prevent equipment from being left in the clear of adjacent main tracks.

#### **RDR-45. Yard and Shop Jurisdiction**

All movements within a yard or shop are under the jurisdiction of the Yard Foreperson, Maintenance Manager or other designated employee. Movements in yards and shop areas must not be made without permission of the employee in charge of that location.

#### **RDR-46. Maximum Authorized Speed Within Yards**

Unless otherwise prescribed, the maximum authorized speed within yards is Restricted Speed not exceeding 5 MPH.

#### **RDR-61. Following Vehicles**

##### **A. Distance Spacing**

Under normal conditions outside of subway, light rail vehicles must operate at Restricted Speed not exceeding 20 mph when following another light rail vehicle within a city block. When closer than 200 feet (1/2 city block), light rail vehicles must operate at Restricted Speed not exceeding 5 mph.

When conditions ahead require that a vehicle advance closer than the prescribed distance, Operators must exercise extreme caution and operate at a speed that will enable them to stop their vehicle at least 2 car lengths behind the vehicle ahead.

##### **B. Safe Following Distance After Stopping**

When light rail vehicles which are following other vehicles have stopped, extreme caution must be exercised upon restarting. When starting, the following vehicle must allow a minimum of 4 seconds for the vehicle in front to pull away before starting itself, thereby minimizing the possibility of a false start.

When the spacing gap widens between the following vehicle and the vehicle in advance, the Operator must exercise extreme caution, being on the lookout for vehicle motorists attempting to occupy the spacing gap.

## **RDR-62. Movement Through Other Restrictive Areas**

### **A. Close Clearance: General Instructions**

Operators must be constantly aware of close clearance along the right-of-way. When making right hand turns, Operators must ensure that the left front, left rear, and right center overhang does not come into contact with on-coming traffic. When making left hand turns, Operators must ensure that the right front, right rear, and left center overhang does not come into contact with on-coming traffic.

When a condition occurs in which the light rail vehicle cannot proceed due to non-clearance, the Operator must contact the Control Center immediately for instructions.

### **B. Close Clearance: Other Vehicles Alongside**

When passing other motor vehicles (including parked vehicles) on a straightaway, Operators must ensure that there is proper clearance. If in doubt, Operators are governed by the following:

1. Stop before the #2 door reaches the obstacle.
2. Open the #1 front door and visually check the vertical clearance bar (outside if necessary).

Once the front doors have safely cleared the obstacle, coast slowly past it. To avoid rocking the car (which may result in contact), do not pump the power pedal.

Where areas are identified by a black and yellow checkerboard sign, if a person or obstacle is located between the sign and the rail, movement must stop until it is seen to be clear.

### **C. Non-clearance Curves**

Non-clearance curves are identified in the Special Instructions. Operators of light rail vehicles are prohibited from passing on curves that are designated as non-clearance curves.

When approaching a non-clearance curve, Operators must determine if another vehicle has entered the curve from the opposite direction. If an opposing vehicle has entered the curve, the Operator must stop and wait until the curve has been cleared. If opposing vehicles enter a non-clearance curve simultaneously, the eastbound vehicle assumes the right of way.

### **D. Turns**



Operators must activate their vehicle turn signals sufficiently in advance of their intention to turn. Vehicle turn signals must not be turned off until the turn has been fully completed.

Light rail vehicles are prohibited from making a right turn on a red traffic signal.

### **E. Underpasses**

Unless otherwise specified in the Special Instructions, vehicles must not exceed 10 MPH when operated through an underpass.

### **H. Movement Through Section Insulators**

Operators of light rail vehicles are prohibited from taking power through section insulators. Such locations are designated by power off "O" signs hanging from the overhead.

### **I. Movement Through Overhead Special Work Areas**

Light rail vehicles equipped with trolley poles must not exceed 5 MPH through all areas of overhead wire special work.

### **62-GL1. No Clearance Sign**

Sign located in the overhead. Yellow background, black letters.

### **62-GL2 – Location of Non-Clearance Curves**

<b>Location</b>	<b>Route</b>
60 <sup>th</sup> Street and Girard	10
Lancaster & Lansdowne	10
Entering or exiting Elmwood	
Dist from Elmwood Ave – EB & WB	11,13,34,36
Island & Elmwood	36
Elmwood & Lindbergh	36
40 <sup>th</sup> St Portal	11,13,34,36

### **RDR-924. Safe Operation of Train / Vehicle**

Operators must be attentive and maintain a constant and vigilant lookout for anything that would affect the safe movement of their train or vehicle. If anything distracts the attention from a constant lookout ahead, or if weather or other conditions reduce visibility, operators must at once regulate their speed and operation to ensure safety.

Operators must monitor air pressure and other gauges and indicators while operating trains / vehicles. The Control Center must be immediately notified any time the gauges indicate abnormal conditions or any time the braking system is defective.

## **Use of Switches**

**Derail** - A track safety device to guide rolling equipment off the rail at a selected point as a means of protection against collision or other accidents.

**Frog** - 1) That portion of a track structure that is used to guide the flanges of a wheel as it passes over the juncture of two rails. 2) That portion of the overhead trolley structure that guides the trolley pole in the direction of the turn.

**Gauge / Gage** - Distance measured inside running rails.

**Diverging** - Changing from one route to another.

**Facing Point Switch** - A track switch which has its points facing the train in its direction of travel. A facing point switch is used to separate, or divert one route from another.

**Trailing Point Switch** - A track switch that has its points trailing away from the train in its direction of travel. A trailing point switch is used to join or merge one route with another.

### **RDR-50. Employee's Responsibilities for Switches**

Employees are responsible for knowing the position of switches which they are using or traversing.

A switch found to be defective must be reported to the Control Center immediately.

Employees operating switches must visually examine the switch points and know they fit the rail properly before commencing any movement. If necessary, employees must remove any debris which may prevent the switch from being set. After using any manually operated switch, employees must restore the switch to its normal position, unless otherwise instructed.

When moving through a trailing point switch, the entire vehicle must clear the switch before reversing direction.

### **RDR-65. Movement Over Facing Point Switches**

Movement must come to a complete stop before passing over any facing point switch. Before proceeding, the Operator must ensure that the switch is properly lined for the route to be taken and it is safe for movement.

If an opposing vehicle is seen approaching and has entered the intersection, movement must not begin until after the opposing vehicle has cleared the switch location.

If opposing vehicles are approaching the facing point switch simultaneously, the eastbound movement will take priority.

Movement over facing point switches must not exceed 5 MPH.

## **65-GL1. Trailing Point Switches**

Do not exceed 5 MPH through trailing point switches.

## **RDR-68. Manual Switches**

Locations of manual switches are indicated in the Special Instructions.

Manual switches must be operated with a switch iron. These switches may be set for straight or diverting movements. If the switch is not set for the intended route, The Operator must stop and properly position the switch. Operation is then governed by the applicable rules for movement over switches.

If the manual switch is located on a revenue route, the switch must be restored to its normal position after the vehicle has cleared the switch, unless otherwise instructed.

## **RDR-69. Plugged or Welded Switches**

Operation over switches which have been plugged or welded is governed by the same applicable rules for movement over switches continually in service. In the event that the weld breaks or a plug has been removed, the Control Center must be notified immediately.

## **RDR-70. Use of Switch Iron**

Employees are responsible for the proper and safe use of switch irons. When a switch iron is used, employee is governed by the following procedure:

- a. Straddle the rail, facing the front of the vehicle (where applicable).
- b. Insert the switch iron in the notch between the tongue of the switch and the rail.
- c. With switch iron directly in front, place feet shoulder width apart with one foot slightly farther forward than the other to maximize balance.
- d. Move switch tongue to desired position by using the switch iron as a lever to move the tongue.

If the switch iron repeatedly slips and does not move the switch tongue, employee must take the following steps:

- a. Remove the chock from the vehicle if available.
- b. Move switch tongue as much as possible with switch iron.
- c. Place chock into opening.
- d. Move switch iron to another point along the tongue and repeat procedure.

Note: If there is no chock available on the vehicle, employee must wait for another trolley and use their switch iron or their chock if available.

Bent or blunt switch irons must be reported on the Vehicle Condition Report.

## **RDR-701. Requirements for Two-Way Communication Devices**

Each train or vehicle, track car, and employee assigned to provide on-track safety must have an on-board or portable radio available as a means of two-way communication

with Control Center. When authorized by the Train Dispatcher / Controller, other means of two-way communication may be used when on-board radio has failed and a portable radio is not available.

### **A. Trains and Rail Vehicles**

Each train or vehicle must have available at the controlling end location a working radio when it is dispatched from the yard, terminal, or depot. The working radio may be an on-board or a handheld portable radio.

## **RDR-921. General Responsibility of Rail Vehicle Operators**

### **A. General Responsibility**

Operators of rail vehicles are responsible for the following:

1. Compliance with all operating rules and procedures.
2. The observance of all signals and signs, and for controlling their movements accordingly. They must regulate speed and exercise discretion, care and vigilance in moving vehicles to prevent accidents, injury to persons, damage to property, collisions or derailments, or delays to service.
4. The safe and efficient operation of their trains or vehicles. This includes but is not limited to performance of all required tests and inspections when taking control of a train or vehicle, following proper Log On and Log Off procedures, and proper reporting of any equipment defects or unusual occurrences.
10. Preparation of Train / Vehicle, including:
  - a. Performing a vehicle inspection in accordance with the current procedure prescribed for that specific vehicle before departing any yard or when making relief.
  - b. Completion of the proper inspection forms or reports.
  - c. Performance of the brake test prescribed for the type of equipment to be operated.

## **921-GL2. Pre-Departure Brake Test for Kawasaki Vehicles**

Operators must ensure the brakes and the Automatic Train Control (ATC) are tested on the vehicle prior to departing the yard or spur track in accordance with the following procedures. Unless otherwise indicated, all tests are to be performed while the vehicle is standing.

### **a. Testing the Braking System - Departure Test - General Requirement**

The braking system must be tested and found to be operational prior to entering service. Once tested, the system is valid until the vehicle has returned to the yard or is removed from service.

**b. Brake Test** The brake cylinder gauge must initially indicate 50 psi or greater when fully applied. The Disc brake applied LED must be lit when brakes are applied to indicate brakes are operational on both front and rear trucks. A parking brake test must be performed as follows: 1. Operator must engage parking brake ensuring Main Reservoir/Parking Brake gauge indicates

“0” psi, THEN 2. Remove wheel chock (if utilized), THEN 3. Recharge the “emergency pipe” to 110 psi, THEN 4. Place mode switches into the “Run” and “Forward” positions to ensure parking brake holds, THEN 5. Slightly engage power pedal to ensure parking brake resists movement.

**c. Track Brake and Sanders** A test of the track brake and sanders of the braking system must be performed as follows: 1. Operator must activate track brakes and sand toggle switch, THEN 2. Conduct a ground inspection to ensure track brakes are in contact with the rail using the switch iron and sand has been discharged onto the railhead.

**d. Emergency Brake Test** A test of the emergency brake system must be performed as follows: 1. Operator must place mode switches into the “Run” and “Forward” positions, THEN 2. Depress brake pedal to the floor, THEN 3. Observe: a) the white emergency pipe needle is registering “0” psi b) the red brake cylinder needle is registering 50 psi or greater.

**e. Service Brake Test** After the above tests have been completed, a service brake test must be conducted immediately after the initial movement. To perform the test the operator must: 1. Move the vehicle forward safely, 2. Make a brake application, 3. Observe that the braking capability is normal.

**921 – GL4. Procedure for Towing and Pushing** Operators must comply with the following procedures when coupling and trainlining vehicles: **a. Coupling Cars Normally** 1. Procedure for Standing Car Operator a. Secure standing car. b. Position moving car 10 feet from standing car. c. With both cars secured, unlatch and extend the coupler assembly on both cars. To secure the coupler in the extended position, tighten the center section mechanical lock handle until “click” is heard and the “locking cam” behind the lock handle is flush and in the “vertical” position. Then swing and align both couplers on ends to be coupled. d. Initiate coupling movement by conveying hand signal to moving car operator, assuring proper coupler alignment while guiding the movement; speed not to exceed 2 mph. e. After coupling is made, check coupler locking mechanism by conveying hand signal to reverse. (Note: Check clearance behind moving car to assure safe backward movement before conveying hand signal.) f. Place the Electrical Trainline switch to the “Multiple” position on coupled end of both cars. g. Position the EPTL valve to the “Open” position on the coupled end of both cars. h. Turn off “Track Switch” breaker (in “low voltage” panel) to eliminate VETAG on trailing car. i. Operate from lead car. **b. Trainlining Cars (After Cars Are Coupled)** 1. Failed Air Compressor (NO AIR LEAK) a. Place Electrical Trainline switch to “Multiple” position on coupled end of both cars. b. Position EPTL valve to “Open” on coupled end of both cars. c. Recharge air systems simultaneously. d. Operate from lead car (Note: Trailing car mode and directional switches must remain in “Standby” & “Neutral”.) 2. Non-Release of Disc Brake (NO AIR LEAK) a. Place Electrical Trainline switch to “Multiple” position on coupled end of both cars. b. Position EPTL valve to “Open” on coupled end of both cars. c. Recharge air systems simultaneously. d. Cut out disc brakes electrically on defective car (in “cut-out” box); verify that red “Disc Brake” needle indicates “zero” and “Disc Brake Applied” annunciator LED goes out. (Note: if brakes are still applied, cut out “BC-1” and “BC2”.) e. Turn off “Track Switch” breaker (in “low voltage” panel) to eliminate

VETAG on trailing car (Note: When pushing, this switch must be turned off in both vehicles) f. Operate from lead car (Note: Trailing car mode and directional switches must remain in "Standby" & "Neutral".) 3. Propulsion and/or Electrical Problems a. Place the Electrical Trainline switch to "Multiple" position on coupled end of both cars. b. Position the EPTL valve to the "Open" on coupled end of both cars. c. Recharge air systems simultaneously. d. Cut out all motors on disabled car. e. Turn off the "Track Switch" breaker (in "low voltage" panel) to eliminate the VETAG on the trailing car. f. Operate from lead car (Note: Trailing car mode and directional switches must remain in "Standby" & "Neutral".) (Note: If the preceding three procedures fail to trainline cars, attempt to use trailing car as control car following these additional steps: a] Remove all passengers from vehicle, b] Lead car mode and directional switches in "Standby" & "Neutral", c] Trail Car mode and directional switches in "Run" & "Forward", d] proceed utilizing intercom communication system, e] utilize emergency plunger to stop if necessary.) 4. Emergency Pipe Cannot be Recharged (Air Leak - Main Reservoir or Line) a. Position MRTL valve to "Close" on good car on coupled end only (located under car body). b. Trainline switch remains in "Single"; EPTL remains "Closed". c. Remove passengers from disabled car. d. Mechanically lock No.1 and No. 2 doors. e. Cut-out disc brakes electrically on disabled car. f. Verify that the disc brakes released by checking for "zero" reading on the BC gauge and the "disc brake applied" annunciator goes out.' (Note: If disc brakes are still applied, cut out "BC1 and BC2") g. Cut out all motors on defective car. h. Turn off the "Track Switch" breaker (in "low voltage" panel) to eliminate the VETAG on both cars. i. Turn off the ACMB breaker in the disabled car. j. Check Parking Brake Air Gauge in front cabinet - if under 65 psi, the parking brake must be isolated and pumped off using hand pump. (Note: If hand pump is defective, brakes at number 2 & 4 axles must be released manually utilizing the switch iron. k. Depress the Safety Pedal. l. Place Mode switch to "Run" and depress safety pedal. m. Hand signals must be used; if hand signal is not understood or cannot be seen, movement must stop immediately. n. Emergency Braking (full disc and track brakes) is available - providing that BC-1 & BC-2 were NOT previously utilized to release the disc brakes - by pressing brake pedal to floor past the "Detent" and holding in that position until stopped. o. Proceed not exceeding 30 mph if towing, if pushing disabled car maximum speed is 15 mph

**921-GL5. Coupling With Tow Bar** a. Coupling Operators must follow the procedure below when necessary to couple to another vehicle by use of the tow bar. 1. Propulsion Problem (Pole Up, MA Running, Emergency Pipe Can Be Charged to 110 psi. a. Position Moving car 10 feet from standing car. b. Place tow bar on good car first, then attach to defective car. c. Remove passengers from disabled car. d. Cut out all motors on defective car. e. Turn off the "Track Switch" breaker (in "low voltage" panel) to eliminate the VETAG on trailing car. f. Depress the Safety Pedal. g. Place Mode Switch to "Run". h. Hand signals must be used; if hand signal is not understood or cannot be seen, movement must stop immediately.) (Also see NOTE 2 below.) i. (Disc brakes are available on demand by pressing on the brake pedal.) j. (For availability of Emergency Braking, see "NOTE 1" below.) 2. Emergency Pipe Cannot Be Recharged (AIR LEAK) a. Position moving car 10 feet from standing car. b. Place tow bar on good car first, then attach to defective car. c. Remove passengers from disabled car. d. Check Parking Brake Air Gauge in front cabinet - if under 65 psi, the parking brake must be isolated and pumped off using hand pump. (Note: If hand pump is defective, brakes at number 2 & 4 axles must be released manually utilizing the switch iron. e. Mechanically lock No.1, No. 2 doors. f. Cut out all motors on defective car. g. Cut

out disc brakes electrically on defective car (in “cut-out” box); verify that red “Disc Brake” needle indicates “zero” and “Disc Brake Applied” annunciator LED goes out. (Note: if brakes are still applied, cut out “BC-1 and “BC-2”.) h. Turn off “Track Switch” breaker (in “low voltage” panel) to eliminate the VETAG on both cars. (Note: When pushing, this switch must be turned off in both vehicles) i. Depress the Safety Pedal. j. Place Mode switch to “Run”. k. Hand signals must be used; if hand signal is not understood or cannot be seen, movement must stop immediately.) (Also see NOTE 2 below l. (For availability of Emergency Braking, see “NOTE 1” below.) m. Proceed not exceeding 30 mph if towing, if pushing disabled car maximum speed is 15 mph Note 1: Emergency Braking (full disc and track brakes) are available - providing the BC-1 NOT BC-2 were not previously cut out to release the disc brakes - by pressing brake pedal to floor past the “Detent” and holding in that position until stopped. Note 2: When conditions permit, remove tow bar and use couplers to move cars.

### **RDR-923. Equipment and Service Qualifications**

Operators must be qualified on the equipment which they are to operate and the type of service to which they are assigned.