

**Southeastern Pennsylvania  
Transportation Authority**

**Surface Transportation  
City Rail**

**Callowhill and Elmwood District's**

**SPECIAL INSTRUCTIONS**

**Sunday, November 6, 2022**

**For The Government Of SEPTA Employees  
Performing Transportation, Maintenance,  
Construction and Dispatching  
Related Services within  
Surface Transportation  
City Rail  
Callowhill and Elmwood Districts**

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**SCHEDULES**

Schedule Folders contain information on all scheduled trolleys operating over SEPTA's Green Line.

**STATION PAGE AND SYMBOLS**

The station pages list the major terminals or loops on all Green Line routes; transit stops along the right-of-way are not listed on the station pages.

The following symbols or letters are used throughout the special instructions:

SR - Indicates Signal Rules in Effect

RR - Indicates Railroad

S/E - Indicates Subway Elevated

X - Indicates in-service

**GREEN LINE SPECIAL INSTRUCTIONS**

<b>GREEN LINE- TROLLEY ROUTES; STATIONS/ TERMINALS/ LOOPS</b>							
<b>Stations are listed East to West</b>							
<b>Station</b>	<b>Route</b>	<b>Connection</b>			<b>Loop</b>	<b>SR</b>	<b>Notes</b>
		<b>Bus</b>	<b>S/E</b>	<b>RR</b>			
13 <sup>th</sup> St.	10, 11, 13, 34, 36	X	X	X	X	X	
15 <sup>th</sup> St	10, 11, 13, 34, 36	X	X	X		X	
19 <sup>th</sup> . St.	10, 11, 13, 34, 36	X				X	
22 <sup>nd</sup> St.	10, 11, 13, 34, 36	X				X	
30 <sup>th</sup> St.	10, 11, 13, 34, 36	X	X	X		X	
33 <sup>rd</sup> . St (Drexel U.)	10, 11, 13, 34, 36	X				X	
36 <sup>th</sup> St. (U. of P.)	11, 13, 34, 36	X				X	
36 <sup>th</sup> St. and Portal	10	X					1
37 <sup>th</sup> St. (U. of P.)	11, 13, 34, 36	X				X	
40 <sup>th</sup> St. and Portal	11, 13, 34, 36	X					1
Elmwood Ave. (District)	36	X			X		2
Eastwick	36				X		
61 <sup>st</sup> . & Baltimore	34				X		
Mt. Moriah Loop	13				X		6
Yeadon Loop	13				X		
Darby Loop	11, 13	X		X	X		3
36 <sup>th</sup> & Market (transit stop)	10		X				4
Malvern Ave. Loop	10	X			X		

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Station	Route	Connection			Loop	SR	Notes
		Bus	S/E	RR			
41 <sup>st</sup> & Parkside (Zoo area)	15				X		6
Delaware Ave. Loop	15	X			X		6
Madison Loop	15	X			X		7
Girard & Frankford	15	X					7

Note 1 - Subway surface ends

Note 2 - Loop is within limits of yard

Note 3 - Connection to "Darby" railroad station is 6 blocks distance

Note 4 - Connection to "34th St." Blue Line station is 2 blocks distance

Note 5 - Connection to "Chestnut Hill East" railroad station is 2 blocks distance, to "Chestnut Hill West" railroad station is 1 block distance

Note 6 – Cutback

Note 7 - Track to Madison Lp is out of service and the facing point switch is plugged for Southbound movement onto Frankford Ave

### **ASR1-GL1. Emergency Exits Subway Surface Tunnel**

- a. Eastbound at signal MS324 (between 33rd St. Station and 30th St. Station)
- b. Eastbound at signal MS290 (between 30th St. Station and 22nd St. Station)

### **ASR-2 GL-1 Operating Vehicles**

Only the assigned employee or an instructor, a student who is under the charge of the assigned employee or instructor, or a person specifically authorized to operate the vehicle under the charge of the assigned employee or instructor are permitted to operate the vehicle.

An assigned operator will not permit another qualified operator to take over operation of a vehicle unless authorized by the Control Center or by supervision. If authorized by supervision, the Control Center must be advised immediately.

**ASR-5-GL1. Reporting During Adverse Weather**

When adverse weather conditions occur, Operators may receive instructions from the Control Center via radio to report according to the following:

All Operators who report to, are relieved at, or terminate at Elmwood or Callowhill District must immediately report to the Dispatcher. Upon reporting, the Operator shall provide:

- a. name,
- b. run assignment number,
- c. next scheduled trip,
- d. time scheduled. Operators will then be governed by the instructions of the Dispatcher

**ASR-9-GL1. ATC “By-pass” Switch.**

Operators are prohibited from placing the ATC “By-pass” switch into the “by-pass” position without permission of the Control Center or a supervisor. When authorized by a supervisor, the supervisor must notify the Control Center immediately.

Vehicles operating in CBTC territory in “By-pass” must operate at Restricted Speed not exceeding 20 MPH following the wayside signals.

**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-9-GL3. Eating or Drinking By Employees on Authority Vehicles**

Eating or drinking on Authority vehicles is prohibited at all times except as provided below.

Employees, who are on a run assignment and whose assigned lunch period (i.e. "lunch trip") occurs when they are operating on the line, are permitted to eat or drink on their assigned vehicle only when located in the loop, and only when they are not otherwise engaged preparing for immediate departure from the loop.

While located in the loop, if the employee's vehicle is the next in line to depart during the lunch period, the vehicle must pull up to permit passengers to board.

Employees, while operating the vehicle along the line, are prohibited from obtaining refreshments. This includes stopping the vehicle to disembark, or obtaining such refreshment from vendors along the right-of-way.

**ASR-10-GL1. Recovery Time Procedure**

While located in the loop, if the employee's vehicle is the next in line to depart, the vehicle must pull up to permit passengers to board.

**ASR-15-GL1 Publications Required to Carry**

- a. Employees must maintain and carry with them while performing duty the following publications:
  - 1. Rail Operations Division Rules Manual (Authority Standard Rules & Rail Division Rules)
  - 2. Surface Transportation City Rail Callowhill and Elmwood District's Special Instructions
  - 3. Safety Rules for Rail Transportation Employees
  - 4. Customer Service Rules
  - 5. Bus Operations Division Rules Manual (Bus Division Rules)

**12-GL1. Train / Vehicle Horn Signals**

In the application of Rule RDR-12, Train / Vehicle Horn Signals the following applies:

- a. The gong is to be used as a warning prior to initial forward movement in yard and shop areas in lieu of two short sounds on the horn.

## GREEN LINE SPECIAL INSTRUCTIONS

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- b. The horn is to be used in lieu of the gong while operating on the private right-of-way (between Island Ave. and Buist and Eastwick Loop), the Subway Surface Tunnel and in an emergency while operating on the street.
- c. No signal is to be sounded when entering or leaving portals.
- d. While operating in the Subway Surface Tunnel no signal is to be sounded when passing standing trains or vehicles outside station.

### **12-GL2. Acknowledgment of Hand Signals and Stop Signs in the Subway/Surface Tunnel**

In the application of RDR-12, paragraph a, items 1 and 2, two sounds on the gong are to be used to acknowledge hand signals and Stop Signs when operating in the Subway/Surface tunnel.

### **20-GL1. Maximum Authorized Speeds and Speed Restrictions**

#### **a. Street Operations**

Vehicles operating on public right-of-way (streets) must not exceed the posted speed limit.

#### **b. Subway/Surface Tunnel**

The maximum authorized speed in the Subway Surface Tunnel is 35 MPH, except as indicated below.

<b>Exceptions: 40<sup>th</sup> St Portal to 13 street Station</b>	
<b>Between / At</b>	<b>MPH</b>
Portal Loop, 40 <sup>th</sup> St.	5
East of 37th St. Station	30
East of Signal MS364	10
MS356 & MS348	10
West of 33rd St. Station	10
East end 33rd St. Station	10
MS160 & MS154	30
East end 15th St. Station	10
MS146 & MS140	10
MS138 & 13th St. Station	10

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<b>Between / At</b>	<b>MPH</b>
13th St. Station & MS133	10
MS135 & MS139	10
MS145 & MS151	10
West of MS155	30
East end of 33rd St. Station	10
West end of 33rd St. Station	10
MS345 & MS357	10
MS363 & MS365	10

**20–GL2. Maximum Authorized Speeds and Speed Restrictions for Locations Other Than Subway Surface Tunnel**

<b>Between / At</b>	<b>MPH</b>
Elmwood District Yard, Loop & Shop except when testing on 27 & 28 track	Restricted Speed not exceeding 5 MPH
Elmwood District Test Tracks 27 & 28:	25 MPH for testing only
All Loops	Restricted Speed not exceeding 5 MPH
Between Island Ave and Buist, to Eastwick Loop, both tracks	Not exceeding 35 MPH
6 <sup>th</sup> and Main (Darby) over CSX tracks	not exceeding 5 MPH

**20-.GL3. Maximum Authorized Speeds: Intersections Private Right-of-Way**

Light rail vehicles must not exceed 10 MPH entering the following intersections:

1. Buist Ave
2. Tanager Street
3. Lindbergh Boulevard

When the Operator determines it is safe to do so, speed may increase to maximum authorized speed once vehicle occupies the crossing unless otherwise restricted by Bulletin Order or other instruction.

**26-GL1. Operation From Other Than Lead End of Train/ Vehicle**

If a defective vehicle has been connected to another vehicle by tow bar, passengers must be removed from the defective vehicle. If in the subway, passengers must be

**27-GL1. Back-up Movements: Eastwick Loop**

Back up movements at Eastwick Loop are prohibited. Give other operators room to bypass if the need arises.

**27-GL2. Back-Up Movements: Mt. Moriah Loop**

A Back-up movement through switches that enter or exit Mt. Moriah Loop is prohibited.

**27-GL3. Back-up Movements: 40<sup>th</sup> Street Portal**

Back-up movements onto the apron towards the track for the Route 34 at the trailing point switch that connects from the track for the Route 34 to the track for Routes 11, 13 and 36 off Woodland Ave are prohibited.

**27-GL4. Back-up Movements: 49th & Woodland**

Back-up movements at 49th and Woodland Ave intersection is prohibited except with permission of Control Center and under the direction of Supervision.

**29-GL1. Expressing Through Stations**

When authorized by supervision to express through stations, while operating in the Subway Surface Tunnel or the private right-of-way between Island Ave and Buist to Eastwick Loop.

Operator must:

- a. Not exceed 20 MPH

AND

- b. Sound one long “\_\_\_\_\_” blast on the vehicle horn prior to entering the platform limits.

**29-GL2. Station Occupancy.**

Operators must comply with the following instructions for station occupancy:

19th St. Station — only one vehicle at a time may occupy the station eastbound or westbound

30th Street Station — Both platforms are not long enough to allow three trolleys to berth.

13th Street Station/15th St. Station (westbound) — the number of cars indicated by berthing lights may occupy the stations

All Other Stations — two single cars may occupy the station (except in emergency or in event of breakdown)

At stations with 2 Berths not designated by route, all trolleys must board and alight at Berth 1 unless another trolley is already occupying it upon arrival and the Block Signal at the entering-end of the station displays Call-On. In this case; stop and proceed per Special Instructions Rule 201-GL1 part d. and board/alight at Berth 2.

**35-GL1. Securing the Vehicle While En Route**

When necessary for the Operator to leave the vehicle unattended, the following four actions must be taken:

- a. Notify the Control Center and advise of the reason for leaving.
- b. Place the vehicle in the “stand-by” mode and directional switch in “neutral”, then remove the key.
- c. Apply the parking brake.

**35-GL2. Storing the Vehicle**

When storing the vehicle is required, Operators must ensure that the vehicle is properly stored in accordance with the storage procedure prescribed for the vehicle.

**41-GL1. Locations of Transit Vehicle Bar Signals**

- a. Route 10 - 63rd St. & Malvern Ave, westbound
- b. Route 15 - 33rd St. & Girard, eastbound
- c. Route 15 – I-76 Entrance and Girard Ave, westbound
- d. Route 15 – Frankford and Girard, eastbound
- e. Route 15 – Frankford and Delaware Ave, southbound
- f. Route 15 – Richmond & Girard, westbound
- g. Route 36 - Island & Elmwood, eastbound
- h. Route 36 - Island & Tanager, both directions
- i. Route 36 - Island & Buist, eastbound
- j. Route 36 – Elmwood Ave & Lindbergh Boulevard, westbound

**45-GL1. Car Wash**

- 1. A car wash unit is located in No. 2 bay.
- 2. The car wash contains the following features:
  - a. A Selector Switch for Operation Control Box located on a pole on the left-hand side of the vehicle.
  - b. A two-unit traffic signal located at the entrance to the car wash.
  - c. Two Speed Indicator Light sets located in the car wash.
  - d. Proceed Sign located in the overhead wire stating “Return to Normal Operation Mode.”

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### 3. Operation

- a. A "Selector Switch for Operation Control Box" is located on a pole at the entrance to the car wash.
- b. The Selector Switch contains two buttons:
  - 1) start, and
  - 2) emergency stop (red).

**Note:** In the event of an emergency, push the red Emergency Stop button to stop the washer unit.

- c. A two-unit traffic signal is located at the entrance to the car wash. The signal has a green aspect and a red aspect. When lit:
    - 1) The green aspect indicates proceed through the car wash.
    - 2) The red aspect indicates stop.
- ### 4. Two Speed Indicator Light sets are located in the car wash.
- a. The Speed Indicator Lights sets contain three lights that indicate the following:
    - 1) Green - Proceed. Speed is at or under two (2) MPH.
    - 2) Yellow - Slow Down. Speed is above two (2) MPH.
    - 3) Red - Car Wash Unit is stopped. Proceed through the car wash not exceeding two (2) MPH.
  5. The Speed Indicator Lights must be observed by the operator in order to maintain the proper speed through the wash. If the proper speed is not maintained, the car wash unit will shut down.
  6. When following another vehicle through the car wash, operators must maintain a distance of two car lengths from the vehicle ahead.
  7. Reverse movements are prohibited in the car wash without the permission of a transportation manager or maintenance manager.
  8. Operators are prohibited from operating their vehicles in the reverse manner through No. 2 bay without permission of a transportation manager or shop foreman.
  9. Car Wash Procedures
    - a. Operators must follow the procedures outlined below when instructed to wash their vehicles:
      - 1) Stop the vehicle with the operator's window at the Selector Switch for Operation Control Box.
      - 2) Place the vehicle into the "car wash" mode.

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- 3) Open the operator's window.
- 4) Push the "start" button.
- 5) Observe that the traffic light located to the left of the vehicle is "Green."

**Note:** In the event that the traffic signal light does not change from "Red" to "Green", operator must remain stopped at the signal and contact the shop foreman for instructions.

- 6) Close the operator's window.
- 7) Proceed through the car wash not exceeding two (2) MPH. Observe and comply with the Speed Indicator Lights to maintain the proper speed.
- 8) Upon exiting the car wash, place car wash switch into the "off" position after the vehicle passes the sign which reads, "Return to Normal Operations Mode."
- 9) Proceed at normal speed based on conditions

### 62-GL1. No Clearance Sign

Black letter on yellow background



No Clearance

**Indication:** Light rail vehicles must not pass on curves where No Clearance Signs are displayed.

### 62-GL2. Locations of Non-Clearance Curves

Non-clearance curves exist at the following locations.

Location	Route
63rd & Malvern	10
63rd & Lansdowne	10
60 <sup>th</sup> Street and Girard	10
Lancaster & Lansdowne	10
36th & Lancaster	10
36th & Portal	10
9th & Main	11
Main & Mill	11
700 block of Main	11
Chester & Woodland	11
9th & Main	13
Cedar & Chester	13
65th & Chester	13
Chester & 65th	13
65th & Kingsessing	13



**GREEN LINE SPECIAL INSTRUCTIONS**

Kingsessing & 60th	13
60th & Chester	13
Poplar Street and Taylor Street	15
Girard Ave and Corinthian Street	15
Entering and Exiting Delaware Ave Loop	15
Frankford and Girard	15
Richmond Street between Lehigh and Somerset	15
Callowhill Street and 60 <sup>th</sup> Street	15
59 <sup>th</sup> Street and Girard	15
60 <sup>th</sup> Street and Girard	15
61st & Baltimore Loop	34
Baltimore & 54th	34
Entering or Exiting Elmwood District From Elmwood Ave - EB and WB	11, 13, 34, 36
80th Loop	36
Island & Elmwood	36
Elmwood & Lindberg	36
40 <sup>th</sup> St. Portal	11, 13, 34, 36
61st & Baltimore Loop	34

**65-GL1. Trailing Point Switches**

Do not exceed 5 MPH through trailing point switches. This rule does not apply in the Subway Surface Tunnel.

**65-GL2. Locations of Facing Point Switches Outside Yard Facility**

<b>a. Route 10</b>	
<b>Switch Location</b>	<b>Direction</b>
36th & Lancaster	E-S
36th & Lancaster	N-W, N-E
40th & Filbert	S-W
40th & Lancaster	E-S
41st & Lancaster	W-N
41st at Lancaster	N-W
42nd & Woodland	E-N
52nd & Lancaster	W-E
59th & Callowhill	N-W
60th & Lansdowne	W-S
63rd & Lansdowne	S-E
63rd & Lansdowne	W-N, W-S

**GREEN LINE SPECIAL INSTRUCTIONS**

63rd & Lansdowne	N-E
63rd & Malvern	in loop
Lancaster & Girard	NW-W
Lancaster & Girard	SE-E
Ludlow Tower	All
Ogden at 40th	E-N, E-S
Woodland & Island	W-S
<b>b. Route 11</b>	
<b>Switch Location</b>	<b>Direction</b>
40th & Portal	All
40th & Portal	All
40th at Portal	E
40th Spur	
42nd & Woodland	E-N
49th & Woodland	S-E
49th north of Woodland	to shop
49th north of Woodland	S-W
50th & Woodland	E-N
50th & Woodland	W-N
58th & Woodland	E-N, W-N
Darby, 9th to Loop	
Darby, Loop Select	
Filbert at 40th	W-S
Greenway between 49th & 50th	cutback
Island & Woodland	N-W
Ludlow Tower	All
Woodland & Chester	
Woodland & Island	E-S
Woodland & Island	W-S
<b>c. Route 13</b>	
<b>Switch Location</b>	<b>Direction</b>
40th & Portal	All
40th & Portal	All
40th at Portal	E
40th Spur	
42nd & Chester	S-W
42nd & Chester	E-N
49th at Chester	N-W
58th & Chester	E-S, W-S
Darby, Main to Loop	
Filbert at 40th	W-S
Greenway & 49th	E-N
Island & Woodland	N-W

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Ludlow Tower	All
Mt. Moriah Loop	
on Chester at 49 <sup>th</sup>	E-S
on Chester at 49 <sup>th</sup>	W-S
Woodland & Chester	
Yeadon (3 switches)	in loop
Yeadon Loop	
Yeadon W. to Loop	
<b>d. Route 15</b>	
Switch Location	Direction
26th & Girard	W-S
Poplar & West College	E-N
40th & Girard	E-S
41st & Girard	W-N
59th at Girard	N-W, N-E
60th & Girard	E-S, W-S
Girard east of 63rd	
Frankford and Girard	E-S
Just north of Delaware Ave Loop	To Loop
Richmond and Westmoreland (Madison Loop)	In Loop
<b>e. Route 34</b>	
Switch Location	Direction
40th & Portal	All
40th & Portal	All
40th at Portal	E
40th Spur	
42nd & Baltimore	S-W
42nd & Baltimore	E-N
49th & Baltimore	E-S
49th & Chester	N-E
61st & Baltimore	to loop
Filbert at 40th	W-S
Ludlow Tower	All
<b>f. Route 36</b>	
Switch Location	Direction
40th & Portal	All
40th & Portal	All
40th at Portal	E
40th Spur	
42nd & Woodland	E-N

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49th & Woodland	N-E
7307 Elmwood	W-N
7314 Elmwood	E-N
Eastwick	in loop
Elmwood & Island	W-N
Elmwood Yard	Entrance
Filbert at 40th	W-S
Island to Loop	N-E
Ludlow Tower	All
Woodland & Chester	

**GREEN LINE SPECIAL INSTRUCTIONS**

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**67-GL1. VETAG Code Settings for Automatic Routing Switches**

<b>a. Rt. 10: Elmwood District</b>	
<b>Route</b>	<b>Code Setting</b>
Regular route	10
Pull-out via Elmwood Ave.	11
Pull-out via Island Ave.	11
Pull-in from 63rd and Malvern via Elmwood Ave. or Woodland Ave.	10, 36, 11
Pull-in from 13th Street Station via Elmwood Ave. or Woodland Ave.	36, 11
<b>b. Rts. 10 and 15: Callowhill District</b>	
<b>Route</b>	<b>Code Setting</b>
All switches used for pull-outs and pull-ins are turn signal operated.	10, 15
Note: PCC II cars operating on Route 15 must use turn signal at Lancaster and Girard NW-W & SE-E.	

**GREEN LINE SPECIAL INSTRUCTIONS**

<b>c. Rt. 11</b>	
<b>Route</b>	<b>Code Setting</b>
Regular route	11
Pull-Out via Elmwood Ave.	11
Pull-Out via Island Rd.	11
Pull-In via Woodland Ave. from 13th Street Station or Darby	11
Pull-In via Elmwood Ave. from 13th Street Station	36
<b>d. Rt. 13</b>	
<b>Route</b>	<b>Code Setting</b>
Regular route	13
Pull-Out via Elmwood Ave.	13
Pull-Out via Island Rd.	11
Pull-In via Woodland Ave. from 13th Street Station or Darby Loop	36
Pull-In via Elmwood Ave. from 13th Street Station	13
<b>e. Rt. 34</b>	
<b>Route</b>	<b>Code Setting</b>
On regular route	34
Pull-Out via Elmwood Ave.	
Pull-Out via Island Rd.	
Pull-In via Baltimore Ave. from 61st St.	
Pull-In via Elmwood Ave. from 13th Street Station	36, 11
<b>f. Rt. 36</b>	
<b>Route</b>	<b>Code Setting</b>
Regular route	36
Pull-Out via Elmwood Ave.	36
Pull-Out via Island Rd. at Woodland Ave.	36
Pull-In via Elmwood Ave. from 13th Street Station	36,11

### 201-GL1.Operator's Responsibility for Compliance With Signals

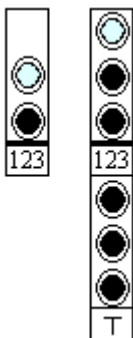
The following signals and signs are used to control the movements of Green Line vehicles.

**a. Clear**



**Procedure:** Proceed at Normal Speed according to conditions.

**b. Proceed Cab**



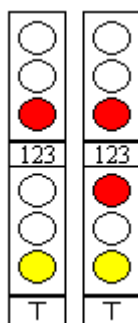
**Procedure:** Vehicles with operative cab signals proceed on straight route at speed governed by cab signal. Vehicles without operative cab signals, or vehicles not equipped, must stop and call Control Center for instructions.

**c. Caution**



**Procedure:** Proceed prepared to stop at the next signal, which is red.

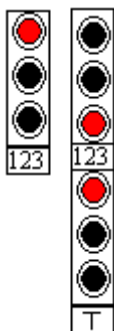
**d. Call-On**



**Procedure:** After a complete stop is made, vehicle may proceed at Restricted Speed until the front of the vehicle passes the next more favorable block signal or until authorized to proceed in accordance with the speed permitted by the Automatic Train Control System.

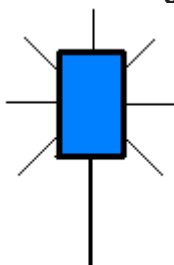


e. Stop Signal



**Procedure:** Stop

f. Diversion Light



**Indication/Procedure:** Subway Surface Tunnel closed. Operate via alternate routing.  
Diversion Lights are located at the following locations.

1. 40<sup>th</sup> & Lancaster
2. 40<sup>th</sup> & Market
3. 42<sup>nd</sup> & Baltimore
4. 42<sup>nd</sup> & Chester
5. 42<sup>nd</sup> & Woodland
6. 40<sup>th</sup> St. Portal
7. 36<sup>th</sup> St. Portal

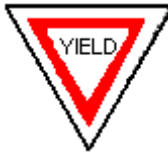
**g. Slippery Rail Lights**



Two flashing yellow lights on either side of sign board. Slippery rail lights are located at the 40<sup>th</sup> St. Portal and the 36<sup>th</sup> St. Portal.

**Procedure:** Flashing lights indicate slippery rail conditions may exist in the Subway Surface Tunnel. Operators must adjust their operation to ensure safety.

**h. Yield Sign**



Yield Sign has been installed at the 40<sup>th</sup> Street Portal for westbound Woodland Ave traffic. The sign is on the utility post east of the westbound passenger shelter.

**Procedure:** All vehicles destined for Woodland Ave must wait at the westbound pedestrian shelter and give the right-of-way to eastbound Route 34 trolleys that are at or beyond the first facing point switch off of Baltimore Ave.

**230-GL1. Placement of Signs**

Work Zone and Temporary Speed Restriction Signs will be arranged for the normal direction of traffic only, unless otherwise directed by the Train Dispatcher/Controller.

The Work Area Resume Speed Sign / Resume Speed Sign must be placed not less than 160 feet beyond the actual point where the work area / speed restriction ends.

**244-GL1. Close Clearance**

Employees must exercise caution at the following locations where close clearance exists between a vehicle and structure.

- a. Route 10: on Lansdowne Ave. between 53rd St. and 63rd St.
- b. Route 11: between Island Ave. and Main St. Darby
- c. Route 15: 26th St. between Poplar St. and Girard Ave.
- d. Route 15: Delaware Ave Loop; in the loop between the rail and the line poles on the right.
- e. Route 10: Ogden St. between 40th St. and 41st St.
- f. Route 10: Filbert St. between 40th St. and 41st St.
- g. Route 13: 10th St. between Cedar St. and Main St.
- h. Subway: west of 15th St. (2 locations), and west of 13th St.
- i. Elmwood Yard: storage building
- j. Mt. Moriah Loop: along wall

(Note: No clearance exists at locations where yellow and black checkered sign is displayed.)

**501-GL1. Protection When Fouling Or Working On A Track: Identification Of Qualified Protection Employee**

In the application of Rule RDR-501, items A and B, the Qualified Protection Employee requesting on-track protection will be identified as "Foreman," plus his or her last name.

**505-GL1. Protection By Establishing a Work Zone: Flagperson Designation and Duties.**

When on-track protection is established by a work zone, the QPE must designate one roadway worker to be the flagperson, who must be identified to all members of the work group during the job briefing. No one other than the designated flagperson is authorized to convey permission or give hand signals for a train/vehicle to pass a Stop Sign.

The designated flagperson must communicate permission to pass a Stop Sign by radio or by hand signal with a red flag or white light. A red flag is to be used by day, and a white light is to be used at night or when visibility is limited

**505B-GL1. Structure of a Work Zone**

Work Zone and Temporary Speed Restriction Signs will be arranged for the normal direction of traffic only, unless otherwise directed by the Train Dispatcher/ Controller.

The Work Area Resume Speed Sign / Resume Speed Sign must be placed not less than 160 feet beyond the actual point where the work area / speed restriction ends.

**506-GL1. Movements Within Out-Of-Service Limits**

Unless otherwise authorized by Form W, line 9, all movements within out-of-service limits must operate at Restricted Speed. When other than Restricted Speed is required, Form W line 9 must read, "*Operate in accordance with the instructions of Foreman Jones.*"

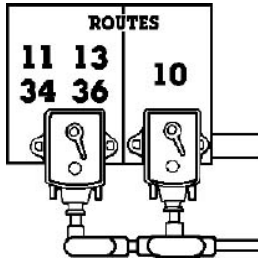
If signals fail to clear after following all instructions, notify the Control Center.

**602-GL1. 34th and Ludlow — Panels and Tower**

WESTBOUND — All trolleys approaching this signal will have to stop at the lever-switch panel and select the proper route manually.

If signals fail to clear after following all instructions, notify the Control Center

LEVER SWITCHES



YELLOW COLOR SWITCH ROUTE 10  
GREEN COLOR SWITCH ROUTES 11, 13, 34 & 36

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### **921-GL1 Vehicle Operation:Responsibility ofOperators**

Operators assigned to a vehicle are responsible for the general condition of the vehicle to the extent that it is possible to detect defects or unsafe conditions. They are responsible for complying with all instructions prescribed elsewhere in the Operations Manual pertaining to the safe operation of light rail vehicles.

All vehicles including pull-ins and pull-outs are in-service and must not pass up passengers when visible unless otherwise instructed by the Control Center or supervision.

### **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 – GL3. Responsibility of Operators:  
Troubleshooting**

Operators assigned to a vehicle are responsible for the general condition of the vehicle to the extent that it is possible to detect defects or unsafe conditions. They are responsible for complying with all instructions prescribed elsewhere in the Operations Manual pertaining to the safe operation of light rail vehicles.

In all instances when the vehicle malfunctions or becomes inoperative, the Operator should attempt to identify the problem and ascertain if it can be corrected through standard troubleshooting procedures. If the Operator is unable to correct the problem, assistance must be requested from supervision.



## **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”).

## GREEN LINE SPECIAL INSTRUCTIONS

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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 "BC-2".)
  - 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).

## GREEN LINE SPECIAL INSTRUCTIONS

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- 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.

## GREEN LINE SPECIAL INSTRUCTIONS

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- 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

## GREEN LINE SPECIAL INSTRUCTIONS

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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.

### **b. Locations of Tow Bars**

1. Eastbound Side
  - a. East end 37th St. Station
  - b. East end 36th St. Station
  - c. 36th St. at Portal (between tracks)
  - d. LA4 switch
  - e. East end 33rd St. Station
  - f. East end 30th St. Station
  - g. East end 22nd St. Station
  - h. East end 19th St. Station
  - i. East of 15th St. Station (around loop)
  
2. Westbound Side
  - a. Juniper Spur
  - b. West end 15th St. Station
  - c. West end 19th St. Station
  - d. West end 22nd St. Station
  - e. West end 30th St. Station
  - f. West end 33rd St. Station
  - g. R2 switch
  - h. 36th St. at Portal (between tracks)
  - i. West end 36th St. Station
  - j. West end 37th St. Station
  - k. 40th St. at Portal

### **921–GL6. Restrictions on Moving Single Car With Malfunctional Condition**

A single car may remain in service until receiving a car change under the following conditions:

- a. Disc brakes on one truck are cut out (electrically OR with a BC valve cut out), but only as long as dynamic brake and track brakes are functioning (Note: If electrically cut out, the cut out discs will be restored in the event the brake pedal is pushed into emergency position and held there.)
- b. A pair of motors are cut out, but only as long as disc brakes and track brakes are functioning
- c. The parking brake is cut out

A single car may NOT remain in service under the following conditions:

- a. Disc brakes on both trucks are cut out electrically in the cutout box (Note: Car may be operated out-of-service to the carhouse using dynamic brake, track brakes, and emergency brakes)
- b. BC valve on both trucks are cut out. (Note: Car may not be moved; couple and tow car)

**921- GL7. Procedures When Derailment Occurs**

When derailment occurs, follow these procedures:

- a. Notify Control Center and wait for supervision
- b. Use PA system to discharge passengers
- c. Check for motor leads or air hose damage
- d. If motor leads and air hoses are O.K., assist supervisor in backing the vehicle
- e. Using the back-up controller, move car back slowly onto rail
- f. If unable to re-rail vehicle, wait for emergency truck to arrive
- g. Supervision will arrange for vehicle to be removed from service for inspection for damage under carriage

**921- GL8. Fire On or Under Vehicle**

In the event there is a fire on or under the vehicle, follow these procedures:

- a. Stop the vehicle in as safe an area as possible.
- b. Announced that there is an emergency on board and instruct passengers to disembark in an orderly manner.
- c. If the situation is critical, use the emergency window opposite the center doors.
- d. Follow instructions for reporting fire emergency to Control Center. If situation is not critical:
  1. Place Direction switch in Neutral, Mode switch in Storage, and apply parking brake.
  2. Turn off all toggles.
  3. Pull pole and utilize fire extinguisher.
  4. If possible, turn off battery breakers.

**921- GL9. Procedure When Overhead Is Down**

In the event overhead power is down, follow these procedures:

## GREEN LINE SPECIAL INSTRUCTIONS

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- a. Immediately call Train Dispatcher/Controller
- b. Attempt to keep passengers on board
- c. Before stepping off car, observe for downed wires.
- d. Do not attempt to touch any downed wires.
- e. If possible, have someone stand guard near any downed wires.
- f. Permit passengers to disembark if it is deemed safe to do so.

### **921-GL10. Pre-Departure Brake Test for PCCII**

Operators must ensure the brakes are tested on the vehicle prior to departing the yard 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. Track Brake and Sanders

A test of the track brake and sanders of the braking system must be performed as follows:

1. Place mode switch into "Run" position, THEN
2. Operator must activate track brakes and sand toggle switch, THEN
3. 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.

- c. 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. Move vehicle forward and depress brake pedal to the floor, THEN
3. Observe:
  - a. the track brake applies,
  - b. brake LED light illuminates,
  - c. and brake pedal remains in emergency.

## GREEN LINE SPECIAL INSTRUCTIONS

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### d. Service Brake Test

After the above tests have been completed, a rolling / running 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.



**923-GL1. Troubleshooting procedures.**

The following section pertains to LRV Cars numbered 9000 through 9111.

In all instances when the vehicle malfunctions or becomes inoperative, the Operator should attempt to identify the problem and ascertain if it can be corrected through standard troubleshooting procedures. If the Operator is unable to correct the problem, assistance must be requested from supervision.

Following is a description of common conditions or problems, which may be corrected through standard

Note: Where the action prescribes a troubleshooting sequence, refer to TSS table.

<b>Problem</b>	<b>Action</b>
Air conditioning, ventilation heating does not work	Check: - Air Comfort Control in LVCB Panel - ACCB in 230 v Panel
Annunciator LED's and some audible alerts not working	Check: - Annunciator in LVCB Panel
Audible alerts continue to ring	If door emergency bell or any Brake Alarm continues to sound after the condition which has been activated is corrected, cut out the switch in the Cutout Box
Brakes: Disc brakes won't release	Follow TSS #2
Brakes: Disc brakes won't apply	Check: Disc brake electric cutouts, and BC-1 & BC-2 open

**GREEN LINE SPECIAL INSTRUCTIONS**

<b>Problem</b>	<b>Action</b>
Brakes: Parking brake won't release	<p>Check if isolation valve is open</p> <ul style="list-style-type: none"> <li>- Check parking brake gauge; if gauge shows at least 65 psi and LED light is still on, call Control Center for a car change</li> </ul> <p>Check parking brake gauge; if gauge shows zero, close isolation valve and release parking brake control; use hand pump to pump off until 65-70 psi is reached and LED goes out, then call Control Center for a car change; if brakes do not pump off, apply Parking Brake control and use the switch iron to pull parking brakes on door side of #2 and #4 axles; leave Parking Brake control in applied position, then call Control Center for a car change</p>
Brakes: Track brakes won't release	<ul style="list-style-type: none"> <li>-Turn off Track Brake 1 &amp; 3 and/or Track Brake 2 &amp; 4 in LVCB Panel</li> <li>-Turn off Track Brake Control in LVCB Panel</li> </ul>
Brakes: Track brakes won't apply	<ul style="list-style-type: none"> <li>-Turn on Track Brake 1 &amp; 3, Track Brake 2 &amp; 4, and Track Brake Control in LVCB Panel</li> </ul>
Cab heater or defroster won't work	<p>Check:</p> <ul style="list-style-type: none"> <li>-Defroster Fan Motor and Air Comfort Control in LVCB panel</li> <li>-CHB in 230 v Panel</li> </ul>
Car in emergency	Follow TSS #4

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<b>Problem</b>	<b>Action</b>
Car moves slowly or drags	<p>Check:</p> <ul style="list-style-type: none"> <li>-If track brakes are release</li> <li>-If Car Wash Toggle is OFF</li> <li>-If both sets of motors are cut in</li> <li>-PBMC under 5th double seat</li> <li>-If disc brake LED is on (If on, follow TSS #2)</li> </ul>
Car won't move	Follow TSS #1
Chopper failure	CBB in 230 v Panel
Communications: Crew signal inoperative	-Crew Signal in LVCB Panel
Communications: PA or intercom inoperative	-PA/Intercom in LVCB Panel
Communications: Radiophone inoperative	<p>Check:</p> <ul style="list-style-type: none"> <li>- If car is in RUN</li> <li>- If pole is against wire</li> <li>- If car is off section insulator</li> </ul> Radio in LVCB Panel
Coupling: Trainline won't function	Uncouple and operate as single car
Coupling: Cars won't uncouple	<p>Check:</p> <ul style="list-style-type: none"> <li>- If car is in Standby</li> <li>- If all TL electric switches are in Single</li> <li>- Couple Control in LVCB Panel</li> <li>- Use mechanical uncouple handle on coupler head</li> </ul>
Door problems: No doors will open	<p>Check:</p> <ul style="list-style-type: none"> <li>- If system is recharged</li> <li>- Door Control in LVCB Panel</li> <li>- Cut out Zero Speed Interlock Bypass in CUTOUT BOX; call Control Center (Caution: Doors will now open car in motion)</li> </ul>

**GREEN LINE SPECIAL INSTRUCTIONS**

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<b>Problem</b>	<b>Action</b>
Motor problems	If RESET LED comes on, or if car bucks: Press reset switch once. If reset light comes back Cut out #1 & #2 motors, then reset; if problem persists, cut back in #1 & #2 and cut out #3 & #4, then reset. If car rolls freely, call Control Center for a car change; If problem persists, cut out all motors and trainline
“Not Charging” LED is on	Follow TSS #1
Pole, shoe, or harp is broken	Notify Control Center immediately; Do not occupy roof
“Power Off” LED is on	Follow TSS #1
Power pedal sticks	Apply brake pedal to interrupt power
Rope broken	Attempt to secure rope; if long enough to replace on pole, continue and notify Control Center
Safety bars broken or dragging	Attempt to clear away debris: call Control Center
Sand doesn't drop	Check: - If sandbox is filled - Sandbox Air Compressor Heater and Sanders in LVCB Panel - Gently tap on bottom of sander hose  Call Control Center for a car change if sander does not work
“Stepwell Deicer” inoperative	Check SWB in 230 v Panel
“Stop Request” Or “Chime/Lights” inoperative	Check Stop Requested in LVCB Panel

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<b>Problem</b>	<b>Action</b>
Stuck on Section Insulator, car won't drift off	<ol style="list-style-type: none"> <li>1. Place car in Standby mode, remove key, set parking brake</li> <li>2. Pull out excess rope and wrap around retriever</li> <li>3. Pull shoe off wire and rest pole against wire</li> <li>4. Move car far enough to clear insulator</li> <li>5. Put pole back up and unwind rope from retriever</li> </ol>
Track switch toggle inoperative	Check Track Switch in LVCB Panel
VETAG inoperative	Check Track Switch in LVCB Panel
Windshield washers won't work	Check: - Fluid level - If system is recharged

**923-GL2. Troubleshooting Sequences (TSS)**

**Table**

When following any troubleshooting sequence procedure, make certain that the actions are taken in the exact sequence listed, as many actions and responses are dependent upon the previous points and are the safest method.

<b>Problem</b>	<b>Action</b>
Car won't move, Inverter not running	<p align="center"><b>TSS #1</b></p> Check: <ol style="list-style-type: none"> <li>1. Car Wash Toggle</li> <li>2. Inverter control in LVCB Panel</li> <li>3. Pole on wire or section insulator</li> <li>4. Car grounded</li> <li>5. Battery breakers (Note: try putting dead battery start in Dead, push button and count to 10, release button and turn to Normal) If car will not run, call Control Center and trainline</li> </ol>

**GREEN LINE SPECIAL INSTRUCTIONS**

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<p>Car won't move, Inverter running, disc brakes applied</p>	<p align="center"><b>TSS #2</b></p> <p>Check:</p> <ol style="list-style-type: none"> <li>1. Direction switch</li> <li>2. Trainline switches</li> <li>3. All doors closed</li> <li>4. Door Control and Propulsion Control in LVCB Panel</li> <li>5. LVDCB in 230 v Panel</li> </ol> <p>If car will not move, call Control Center and trainline</p>
<p align="center"><b>Problem</b></p>	<p align="center"><b>Action</b></p>
<p>Car won't move, Inverter running</p>	<p align="center"><b>TSS #3</b></p> <p>Check:</p> <ol style="list-style-type: none"> <li>1. Reset LED, if on reset (Note: DO NOT reset more than 2 times)</li> <li>2. Track Brake toggle</li> <li>3. Motors cut in</li> <li>4. PBMC's under 5th seat</li> <li>5. CBB and PBB in 230 v Panel</li> </ol> <p>If car still will not move, call Control Center and trainline</p>
<p>Car won't recharge, Inverter running applied</p>	<p align="center"><b>TSS #4</b></p> <p>Check:</p> <ol style="list-style-type: none"> <li>1. Emergency Stop Button</li> <li>2. ACMB in 230 v Panel</li> <li>3. Disc brake control in LVCB Panel</li> <li>4. Both EPTL cocks closed</li> <li>5. Broken air lines</li> </ol> <p>If car still won't recharge call Control Center and trainline</p>



**923-GL3 Movement of Disabled Trains -  
Multiple Unit (MU)**

Both operators must remain at their operating controls when vehicles are connected to operate as a multiple unit either by mechanical couple, tow bar or trainline, during revenue or non-revenue operation. Prior to coupling, the moving train must stop short of the standing train. After a full service brake stop, the moving train may proceed with the coupling movement with caution.

If the operator on the “lead train” is operating the multiple unit and is in communication with the operator of the trailing train the movement may proceed.

If the operator on the trailing train is operating the Multiple Unit and is in communication with the lead train, the movement may proceed ,but not exceeding 25 MPH and the employee on the lead end must be prepared to operate the horn and the emergency braking system should conditions require.

If no crew signals are available and radio communication cannot be established, a trailing train operating the MU cannot be moved until instructions have been obtained by the Control Center or from other supervisory personnel.

Passengers must never be transported in a defective train if said train is connected by “mechanical couple” or “tow bar”.

**923-GL4. PCC II Propulsion Inverter  
Reset.**

Upon the loss of any PCC II propulsion inverter (propulsion inverter LED light lit) the “RESET” toggle on the operator’s console is to be utilized to try and reset the inverter.

If the “Reset” toggle fails to correct the problem and the fault light remains lit or the #1 or #2 Traction Inverter Disconnect switch must be cut out, Operators must:

- a. Contact Control Center.
- b. Operate at a speed not to exceed 15 MPH until the vehicle is returned to the District.
- c. Report the malfunction to the Maintenance Manager.

**923-GL5. Procedure for Dewirement**

In the event the pole comes off the wire, place the Direction/Mode switches in Neutral/Standby and remove the key. After putting the pole up, make certain there is slack in the rope and the retriever is not locked.

If the pole is struck in the overhead, try carefully backing out the tangle. If unable, call the Train Dispatcher/Controller for instructions.

**924-GL1. Safe Operation of Train/Vehicle**

Operators must maintain a slower speed whenever any the following conditions occur:

- a. When passing a standing light rail vehicle operating in the opposite direction (gong must be sounded).
- b. When passing a work or a delivery truck (gong must be sounded).
- c. When rounding curves or where vision is obscured.
- d. While passing construction sites.
- e. Approaching anyone in track area.

**SOUTHEASTERN PENNSYLVANIA  
TRANSPORTATION AUTHORITY  
SUBURBAN / LIGHT RAIL DIVISION  
PHILADELPHIA, PENNSYLVANIA**

**ELMWOOD AND CALLOWHILL DISTRICT  
SPECIAL INSTRUCTIONS  
GENERAL ORDER 23-01**

**Effective 2:01 A.M., Sunday, May 7, 2023**

The following is a summary of the revisions contained in General Order 23-01. This General Order consist of Green Line Special Instruction pages 27/28, 35/36 & 47/48

**(A) RAIL DIVISION RULES**

NONE

**(B) AUTHORITY STANDARD RULES**

NONE

**(C) ON-TRACK SAFETY MANUAL**

NONE

**(D) GREEN LINE SPECIAL INSTRUCTIONS**

1. Update Summary Page
2. 921-GL2 & GL10 Switch iron used for track brake check. Page formatting.

**(E) CUSTOMER SERVICE MANUAL**

NONE

**(F) SAFETY RULES**

NONE

**(G) BUS DIVISION RULES**

NONE

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**OPERATING RULES  
RECORD OF EXAMINATION**

Name \_\_\_\_\_

Employee No. \_\_\_\_\_

Occupations \_\_\_\_\_

Date of Birth \_\_\_\_\_

DATE	EXAMINATION	PASS/FAIL	INSTRUCTOR'S SIGNATURE

**OPERATING RULES  
RECORD OF EXAMINATION**

Name \_\_\_\_\_ Employee No. \_\_\_\_\_

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