

# RAIL OPERATIONS RULE BOOK

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY



April 2013





# Rail Operations Rule Book Foreword

This Rule Book is the property of the Greater Cleveland Regional Transit Authority (GCRTA). It must be returned to your supervisor upon request or when leaving the GCRTA for any reason.

All persons operating trains or equipment on or near a main track must have this Rule Book in his/her possession whenever he is working. Other employees and contractors must have this Rule Book accessible while on duty.

The employee or contractor assigned this Rule Book is responsible for keeping it current, and ensuring that revisions and updates are added as required.

Any supervisor or instructor may check this Rule Book to ensure that it is current, and in the possession of the employee, where this applies.

As used herein, whenever “he” or “his” or their related pronouns appear, they are meant in their generic sense to include both female and male.

In case of loss or damage, there is a \$25.00 replacement fee.

If this Rule Book is found please return it to:

**The Greater Cleveland Regional Transit Authority Rail District  
1240 West 6th Street Cleveland, Ohio 44113-1331 (216) 566-5100**

Name: \_\_\_\_\_

Badge: \_\_\_\_\_ Date \_\_\_\_\_

Dennis Rehfuss Director – Rail Operations

Effective Date: April 1, 2013

Control Number \_\_\_\_\_

# Introduction

The Greater Cleveland Regional Transit Authority is committed to superior customer service, the safety and health of our customers, employees, and the general public. Making customer service, safety, and security part of our culture involves commitment and personal responsibility on the part of all employees. It is our responsibility to adhere to safety policies, rules, and regulations at all times.

The Rail Operations Rule Book exemplifies the importance of our customer service, safety and security culture. The definitions and rules in this Rule Book provide the basis for every Rail District operational decision. All employees subject to this book have a responsibility to ensure that their day to day activities are governed by the information contained in this Rule Book.

This Rule Book contains many significant additional or new definitions, rules, revisions and modifications to previously existing definitions and rules. It is intended for use by all GCRTA employees involved in Rail Operations and for contractors and others who access the Rail District.

Please take time to familiarize yourself with the contents of this Rule Book, and ensure that you apply these rules in your day-to-day activities. No job at the GCRTA will ever be so urgent that we can't take the time to do it safely.

CEO/General Manager/Secretary-Treasurer

*If you have any suggestions, additions, or other changes you believe would improve this Rule Book, make a note of your concern and turn it in to any Rail District Director or Manager. Your input is greatly appreciated.*

# Safety And Security Policy

The Greater Cleveland Regional Transit Authority (GCRTA) was organized with the mission to provide safe, secure, reliable and effective transportation services to all users. Safety and security is a primary concern that affects all levels of GCRTA activities including operations, maintenance, planning, design, construction, procurement, testing and training for all modes of transportation. Therefore, all GCRTA personnel are charged with the responsibility of promoting the safety and security of passengers, employees, and the general public who come in contact with GCRTA transportation systems.

The safety and security of our customers and our employees are GCRTA's greatest responsibility. In addition, all employees and contractors of the GCRTA are expected to conduct their duties in a safe manner that will prevent and minimize injuries and property damage, throughout GCRTA's operations.

Each employee must operate safely; use equipment, tools and materials properly, and be totally familiar with work rules and procedures for their areas of responsibility. Each employee shall take an active role in the identification and reporting of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with the safety and security staffs to eliminate or control hazards in all areas of GCRTA transportation systems.

GCRTA Management will provide leadership in promoting safety and security throughout the organization. The CEO/General Manager and the executive staff will be continually and directly involved in formulating, reviewing and revising the Safety and Security Policy and safety goals and objectives. GCRTA Management will provide the authority, support and resources

to establish and maintain high safety and security standards in operations, maintenance and training throughout the GCRTA.

Every GCRTA employee and contractor shall comply with the provisions of the System Safety Program Plan and shall fully cooperate with the safety and security staffs in achieving GCRTA's safety and security goals and objectives.

July 2, 2001

# **The Greater Cleveland Regional Transit Authority's Rail System Safety Program Plan**

The GCRTA Rail District operation is governed by the Rail System Safety Program Plan (SSPP). The SSPP is a top level guidance safety document that has been prepared for and approved by the GCRTA's CEO/General Manager/Secretary-Treasurer.

The purpose of the SSPP is to establish the GCRTA's safety philosophy and provide the means for its implementation throughout the Rail District. The SSPP was developed to achieve the following purposes:

1. Establish a system-wide safety program for the Rail District.
2. Provide a medium through which the GCRTA can display its commitment to safety.
3. Meet the requirements of the Federal Transit Administration (FTA) and the Ohio Department of Transportation (ODOT).
4. Maintain accepted transit industry standards.

The principle objective of the SSPP is to ensure that safety is addressed in all aspects of the operations of the GCRTA Rail District. Every GCRTA employee and contractor shall comply with the provisions of the SSPP and shall fully cooperate with the Safety Department in achieving the GCRTA safety goals and objectives.

# **The Greater Cleveland Regional Transit Authority's Rail System Security Program**

The overall goal of the GCRTA System Security Program Plan is to maximize the level of security afforded to all of our passengers, employees, and any other individuals who come into contact with our system, as well as vehicles and facilities.

The Rail Operations Rule Book governs the GCRTA Rail District operation. This Rule Book supports the GCRTA's security philosophy and provides a means of implementation of security measures throughout the Rail District. Security Plans for the Rail District shall accomplish the following:

- 1) Define security responsibilities for employees.
- 2) Heighten employee awareness.
- 3) Develop proactive prevention measures.
- 4) Develop appropriate response measures.

The principle objective is to incorporate the security component into all aspects of operations of the GCRTA Rail District. Every GCRTA employee and contractor shall comply with the provisions of GCRTA security plans and directives.

# Rail District Telephone Numbers

**GCRTA Transit Police** (216) 566-5163  
(216) 566-5164 Internal Only 911

## **Integrated Control Center**

(216) 566-5114 (Control Center Supervisor)  
(216) 566-5115 (Control Center Supervisor)  
(216) 566-5250 (Control Center Supervisor)  
(216) 566-5093 (General Information)

## **Central Communications**

(216) 566-5135  
(216) 574-2515 (Hot Line)

## **Rail Dispatcher**

(216) 575-3903  
(216) 575-3904

## **District Director**

(216) 575-3876

## **Transportation Manager**

(216) 575-3879

## **Power and Way Manager**

(216) 575-3801

## **Equipment Manager**

(216) 575-3829

## **Facilities Manager**

(216) 575-3867

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# Definitions

**Accident** – An unforeseen event or occurrence that causes death, injury or property damage.

**Accident, Reportable** – Accidents that must be reported to the Ohio Department of Transportation State Safety Oversight:

- Fatality at the scene or where an individual is confirmed dead within 30 days of a rail transit related incident.
- Injuries requiring immediate medical attention away from the scene for two or more individuals.
- Property damage to rail transit vehicles, non-rail transit vehicles, other rail property or facilities, and non-transit property that exceeds \$25,000.
- An evacuation due to life safety reason
- An evacuation onto the right of way or to track level
- A collision at a grade crossing
- A main line derailment
- A collision with an individual on the right-of-way
- A collision between a rail transit vehicle and a second rail transit vehicle or a rail transit non-revenue vehicle

**Aspect** - The physical appearance of a signal display.

**Authorized Employee** - Employee who has current certification for operating a train, on-track equipment, or working at track level

**Ballast** - A specific material placed on the track bed to support and restrain the track.

**Berthing Marker** - A sign indicating the stopping point for a train at a station, depending on the number of cars in the train.

**Block** - A length of track defined by limits of which trains are governed by signals.

**Block, Absolute** - A block into which only one rail vehicle is permitted at a time

**Block, Manual** - A method used by the Control Center Supervisor to maintain train separation by use of defined limits.

**Block, Permissive** - A block into which the Control Center Supervisor authorizes a train to enter an occupied block.

**Blue Flag/Signal** - A blue light, flag, cone, tape, or marker placed on or near each end of a track, train, car, or rail vehicle to protect it from being energized, moved, or coupled to another train, car, or other vehicle. This Flag/Signal must not be blocked.

**Brake, Friction** - A controlled air blended system using brake discs on each axle.

**Brake, Track** - An electro-magnetic brake located between the wheels of each truck on Light Rail Vehicles (LRV) that functions through friction contact with the running rail.

**Braking, Normal Service** - A combination of Friction and Dynamic Braking to provide a controlled braking effort.

**Braking, Dynamic** - A braking mode that uses traction motors, operating as generators, to provide a controlled braking effort.

**Braking, Emergency** - An irretrievable braking application activated by the red “Mushroom” button located on the console of Light Rail Vehicles (LRV) and Heavy Rail Vehicles (HRV) or the Emergency Brake position of the Master Controller on the LRV and HRV.

**NOTE:** The Track Brake is not activated on the LRV when the “Mushroom” is activated. However, the Track Brake is activated when the Emergency Brake position of the Master Controller is used. Sand is applied in all Emergency Braking applications. The Slip Slide System is cutout as part of the emergency system.

**Braking, Full Service** - The highest level of Normal Service Braking.

**Braking, Maximum** - The highest level of retrievable braking utilizing Full Service, Slip Slide and automatic sand application.

**Braking, Maximum plus Track Brake** - The highest level of retrievable braking utilizing Full Service, Track Brake, Slip Slide and automatic sand application. (Light Rail Vehicles only).

**Brake Test** – A functional test of the car or On-Track equipment’s brake system.

**Breaker** – An insulator in the overhead line that isolates each power section between substations.

**Bulletin** – A rule issued by order of the Rail District Director designee that temporarily supplements, suspends or makes an exception to a rule in the Rail Operations Rule Book. All Bulletins have an expiration date.

**Cab Signal Territory** – The main track under cab signal control, including all of Heavy Rail (Red Line) and Light Rail (Blue, Green, and Waterfront Lines) between East 79th Street and Settlers Landing, and Central Rail Yard Lead Track #1.

**Cab Signal Cutout (Reset)** – Allows a train to be moved without restriction by temporarily suspending the operation of the cab signal system on the train.

**Car** – A single rail vehicle that is used to carry customers.

**Car Number** – The permanent number used to identify the car or equipment.

**Catenary** – A system of overhead wires including contact wire, feeder wires, messenger wires, and hangers which supply power to rail vehicles.

**Coast** – Train movement that occurs when neither power or brakes are applied.

**Consist** – Individual cars that make up a train.

**Contact Wire** – The electrical conductor which provides the 600 DC to the trains through contact with the pantograph.

**Control Center Supervisor** – The employee directly in charge of all train management activity on or near the right-of-way and directs all train movements in the Central Rail Yard and dispatches replacement trains as necessary.

**Crossover** – A pair of switches arranged to form a continuous passage between two parallel tracks.

**Deadheading** – Out of service movement of regular trains.

**Dead Man Control** – A device incorporated into the Master Controller which must be held in the operating position before train movement can occur and if released will initiate an irretrievable Full Service Brake application.

**Derailment** – The condition caused by rolling or stationary car(s) or equipment leaving contact with rail.

**District Clock** – Master rail timepiece.

**Door Traction Interlock Bypass** – Sealed switch that permits a train to be operated while one or more doors are defective by suspending the Door Traction Interlock Circuit.

**Duplex Air Pressure Gauge** – An air gauge located in each Cab which shows the operator both Brake Cylinder and Brake Pipe air pressure in that rail car.

**Emergency** – Any condition that will result or has resulted in harm to customers, employees, or others, significant damage to property, significant service interruption or any other unforeseen circumstance that calls for immediate action.

**Emergency Response Commander (E.R.C.)** – Normally, the GCRTA Rail District or Service Quality Management representative and Safety Officer co-responsible for on-site management of a rail incident.

**End-Of-Block Sign** - The sign designating the beginning of an area not under signal protection.

**Equipment** – Any non-revenue vehicle.

**Fitness for Duty** – The condition of rail operating personnel and contractors as outlined in the GCRTA's Substance Abuse Policy for Safety Sensitive and Non-Safety Sensitive Employees.

**Flagperson** – An individual assigned to control the movement of trains or equipment by the display of flags, lights, or hand signals.

**Foul** – An object, another train or equipment, or person interfering with the dynamic envelope of a train or equipment.

**Fouling Point** – The location on a track where a train or equipment will encroach the dynamic envelope of train or equipment movement on another track.

**General Notice** – A written instruction, issued by the Rail District Director or designee, which contains general information pertaining to rail transportation personnel. All General Notices have an expiration date.

**Grade Crossing** – A location where a public road, street, or private roadway, including associated sidewalks, crosses one or more tracks at grade level.

**Hanger** – A vertical fitting on the catenary system which suspends the contact wire from the messenger wire.

**Headway** – The time separation between two trains traveling in the same direction on the same track.

**Integrated Control Center (ICC)** – The location from which mainline rail movements are authorized and directed by the Control Center Supervisor having authority over all movements and other activities affecting mainline operations.

**Instruction** – Either verbal or written, describes specifically how to perform duties required in the application of the rules.

**Interlocking** – An arrangement of switches and signals so interconnected that their movements succeed each other in proper sequence without conflict among possible routes.

**Joint Area** – The main track between East 55th Street and Tower City where Light Rail and Heavy Rail Vehicles use the same tracks.

**Main Track** – Track extending through yards and between stations upon which train movements are authorized by the Control Center Supervisor.

**Messenger Wire** – The uppermost conductor in the catenary system from which the contact wire is suspended by means of hangers.

**Move Normal** – Operating a train on a track in the usual direction of travel.

**Move Reverse** – Operating a train on a track against the normal direction of travel.

**Occupancy, Active Track** – Work performed by GCRTA personnel or contractors within ten(10) feet or more from the centerline of the track.

**Occupancy, Wayside** – Work performed by GCRTA personnel or contractors ten (10) feet or more from centerline of track.

**On-Track Equipment** – Hi-Rail Vehicles or other rail equipment used for maintenance purposes.

**Operating Order** – A directive issued by the Rail District Director or designee to add, delete or otherwise amend a rule in the Rail Operations Rule Book. All Rail Operating Orders have an expiration date and must be reissued at the end of the year if applicable.

**Operator, Rail** – An employee who has been certified to operate trains on the main track.

**Pilot Flag, Orange** – A numbered orange flag used to provide authorization for a train or trains to proceed through a single tracking area.

**Positive Stop** – A mandatory station stop.

**Protracker Device** – Device that alerts persons walking, standing or working on the Right-of-Way that a rail vehicle is approaching

**Pull-in** – A train taken from service and placed in a yard.

**Pull-out** – A train taken from a yard and placed into service.

**Right-of-Way** – A strip of land designated for the purpose of Rail Transportation.

**Route** – The path a train will follow when passing from one location to another.

**Route Selector** – A push-button along the right-of-way that allows an Operator to request a route.

**Rule** – A written order that governs conduct or action.

**Rule Book, Rail Operations** – A book of Rules issued by order of the Rail District Director, which governs the conduct of Rail Operations. The Rail Operations Rule Book may be supplemented by Operating Orders and/or Bulletins.

**Safety Officer** – The GCRTA Safety Department representative in charge of and responsible for the investigation of an incident or accident.

**Safety Stop** – A complete stop made not less than 40 feet before the intended stop point.

**Service Animal** – Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

**Signal** – A device or gesture that conveys information.

**Signal Aspect** – The physical appearance of a fixed or cab signal.

**Signal, Automatic Block** – A fixed signal normally activated by train movements to ensure the separation of trains.

**Signal, Block** – A fixed signal at the entrance to a block that governs trains entering that block.

**Signal, Cab** – A signal located in train control cab which indicates block occupancy and maximum authorized speed.

**Signal, Call-On** – A fixed signal indication which permits a train to proceed at Restricted Speed.

**Signal “D”** – A “distant” fixed signal indicating the condition of a home signal. Occupancy of the block is not indicated.

**Signal, Dwarf** – A low home signal.

**Signal, Fixed** – A signal or sign at a fixed location indicating a condition affecting the movement of a train or certain types of equipment.

**Signal, Hand** – A signal given by hand, including those with flags or lights.

**Signal, Home** – A signal at the entrance to an interlocking where conflicting or alternate routes of trains must be controlled. Also called an interlocking signal.

**Signal Indication** – The information displayed by the aspect of a signal.

**Signal “K”** – A signal for which a “key-by” may be activated to allow a train to enter an occupied block.

**Signal Number Plate** – An identifying plate with specified letters and numbers attached to the signal.

**Single Track Operation** – The use of a single track to move trains in two directions.

**Slow Order** – Temporary Restricted Speed restriction in a designated area issued by the Control Center Supervisor.

**Slow Zone** - An area of speed restriction on the Right-of-Way.

**Speed, Normal** – The maximum authorized speed.

**Speed, Restricted** – A speed not to exceed fifteen (15) miles per hour, controlling movement of any rail vehicle to permit stopping within one half the range of vision short of another train, broken rail, improperly aligned switch, derails set in the derailling position, any signal requiring a stop, motor vehicles at grade crossings, or other obstruction.

**Station, Rail** – A place designated for the purpose of boarding and alighting customers to and from trains.

**Standard Operating Procedure (SOP)** – The established or prescribed GCRTA operating or administrative method(s) to be followed routinely for the performance of designated operations or in designated situations.

**Station (or Booth) Attendant** – An employee designated to collect fares and provide information at rail stations.

**Switch** – A pair of switch points that provide the route for a train from one track to another.

**Switch, Facing** – A switch where the points face toward approaching rail movement.

**Switch, Power Operated** – A switch operated by electric power.

**Switch, Spring-and-Return** – A hand-operated switch which will spring to either position in a trailing move and then return to its original position.

**Switch, Slip** – A hand-operated switch that will move to either position in a trailing move, and then remains in that new position.

**Switch Tender** – The GCRTA employee responsible for operation of hand-throw switches.

**Switch, Trailing** – A switch where the points face away from approaching rail movement.

**Train** – One or more cars coupled.

**Train, Extra** – Any train on the main track not included in the schedule.

**Train Number** – The number given to a train entering the main track.

**Train, Regular** – A train authorized for revenue service according to a schedule.

**Trip Arm** – The mechanical arm of a train stop system that when raised will cause the train brakes to be applied.

**Trip Valve** – A mechanical lever on a car that when actuated applies the brakes.

**Trip Stop** – Fixed device mounted adjacent to the track that activates the trip valve of the train.

**Vehicle, Heavy Rail (HRV)** – A high platform electrically propelled, passenger carrying rail vehicle, powered by overhead catenary wires.

**Vehicle, Hi Rail** – Tire mounted vehicles equipped with flanged steel wheels that allow the vehicle to travel on tracks and roadways.

**Vehicle, Light Rail (LRV)** – A low platform electrically propelled, passenger carrying rail vehicle, powered by overhead catenary wires.

**Work Zone** – An area of work on or near the rail protecting workers on or near the Right-of-Way.

**Work Zone, Repeat Back** – Operating personnel must acknowledge all work zones announced by the Control Center supervisor and cancellation of same by repeating the Control Center Supervisors initial and subsequent reminder announcements of Work Zones and cancellations of same.

**Yard** – A system of tracks within defined limits for making up trains and storing cars.

**Yard person** – An employee who prepares trains for service, places trains into storage, and removes them from service if defective.

**Yard Limits** – A specific location that designates the separation of yard tracks and mainline tracks.

**Yard Tracks** – All tracks within yard limits used for HRV, LRV, and other on-track equipment storage, repair, or other purposes as prescribed in the Rail Operations Rule Book.

**Zone, Moving Inspection**– A temporary work zone that is under the direct supervision of qualified GCRTA personnel, in which an inspection is taking place using an inspection crew of four (4) members or less, not including flaggers.

# Section 1: Security

## 1.0000 Security Responsibilities

- 1.0001 Rail Operators must inspect their trains for suspicious packages or items prior to departure into revenue service. In addition, Rail Operators shall inspect their trains at the ends of the lines for suspicious packages or items prior to departure from these locations. Any suspicious activities, persons or devices must be reported immediately to the Control Center Supervisor.
- 1.0002 Employees must report suspicious persons, activities or devices to their supervisor.
- 1.0003 Employees shall report security breaches or vulnerabilities at facilities to their supervisors.
- 1.0004 Employees are prohibited from tampering, altering, or defeating the functioning of any security device, hardware, barrier, door, fence, gate, or locking device.
- 1.0005 Employees are required to comply with the Rail Security Operation Plan.

## **Section 2: General Rules**

### **2.1000 Safety**

- 2.1001 Safety is of the first importance and is part of everyone's job. These rules provide for a safe and efficient operation. In case of doubt, the safe course must be followed.

### **2.1100 Authority Over Rail Operations**

- 2.1101 All personnel operating trains or equipment under these rules must follow applicable GCRTA Standard Operating Procedures (SOP) from Security, Safety and/or Operations.
- 2.1102 These rules apply to all personnel operating in the Rail District. Violation of these rules is cause for disciplinary action. Employees and contractors must be familiar with and obey all rules and special instructions that relate to their duties.
- 2.1103 All personnel operating trains or equipment under these rules must keep a copy of this Rule Book in their possession at all times while in the performance of their duties.
- 2.1104 All persons operating trains or equipment on or near a main track must have this Rule Book in his/her possession whenever he is working. Other employees and contractors must have this Rule Book accessible while on duty.

- 2.1105 Special instructions such as Bulletins or Operating Orders that may modify these rules must be obeyed while they remain in force.

## **2.1200 Rail Operation Requirements**

- 2.1201 Only current Authorized Employees certified by the Rail Training Department may operate a train, on-track equipment, or work at track level.
- 2.1202 All personnel walking, standing near, or entering the Right-of-Way must be certified in the Rail Operations Rule Book or be accompanied by an Authorized Employee.
- 2.1203 GCRTA employees are required to have a valid Ohio Operator's License. The District Director or designate must be notified within 24 hours of any suspension or revocation of your license, or of any conviction for a traffic violation.
- 2.1204 Operators of trains or On-Track Equipment are subject at any time to a medical examination to assure fitness for the performance of assigned duties as determined by GCRTA under GCRTA PPP 600.06.
- 2.1205 GCRTA employees and contractors are subject to the provisions of the GCRTA Substance Abuse Policy for Safety Sensitive Employees and any rules and regulations set forth by the Federal Transit Administration (FTA) and the U.S. Department of Transportation pertaining to drug and alcohol testing.

- 2.1206 Only authorized contractors certified by the Rail Training Department may operate on-track equipment. All contractors' flag persons and at least one on-site supervisor must be certified to work at track level.
- 2.1207 High-Visibility Fluorescent Yellow-Green Safety Vests must be worn at all times when walking in Yard Limits and at all times when necessary to be at track level.
- 2.1208 Electrical Hazard rated footwear with a hard toe and shank and slip resistant soles and heels (ASTM F2413-05 Standard) must be worn at all times at track level, including yards.
- 2.1209 Safety Eyewear must be worn in work area designated as requiring safety eyewear.

## **2.1300 Crossing Tracks**

- 2.1301 Do not walk, step on, or stand between the running rails, unless specifically required in the performance of duty.
- 2.1302 Expect trains to operate on any track, in any direction, at any time.
- 2.1303 Tracks must be crossed only when necessary.
- 2.1304 Look both ways before crossing tracks. Step over rails, not on them.

- 2.1305 Do not jump off high platforms to track level, or climb onto a platform. Use the steps or ladder at the end of the platform.
- 2.1306 When crossing tracks near trains or equipment, maintain a distance of at least 20 feet.

## **2.1400 Stepping On Or Off Trains**


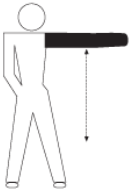

- 2.1401 Do not step on or off a moving train or equipment. Do not lean against standing trains or equipment. Do not step on couplers.
- 2.1402 Step off train(s) or equipment using steps or ladders.
- 2.1403 Retain a handhold until both feet are on the ground when stepping off a car or equipment.
- 2.1404 Enter and exit trains on the field side when possible.

## **2.1500 Hand, Flag And Light Signals**

- 2.1501 Employee giving signals must be visible to Operator.
- 2.1502 A light must be whenever visibility is limited and when day signals cannot be plainly seen.
- 2.1503 Any conflicting or unclear signal must be treated as a signal to “STOP”. Report improper signals to the Control Center Supervisor.
- 2.1504 Any object waved violently by anyone on or near the track is a signal to “STOP IMMEDIATELY”.

2.1505 Do not proceed on any signal given with a red flag.

2.1506 Hand, flag, and light signals are as follows:

<b>Movement</b>	<b>Flag</b>	<b>Hand /Light</b>
A. STOP	RED	 Swung horizontally across the body: STOP.
B. PROCEED	YELLOW	 Raised and lowered vertically: PROCEED.
C. REVERSE	YELLOW	 Swung vertically in a circle as viewed by Operator: MOVE BACKWARD.

(Hand signals can be given with flashlights also)

(Hand signals can also be given with flashlights)

- 2.1507 After acknowledging a flagperson displaying a Red Flag, Red Signal or hand signal to stop with two (2) blasts of the train horn, operators of rail vehicles must stop their vehicle within ten (10) feet of the flagperson's position and follow his/her instruction.

## **2.1600 Blue Flag/Signal Notification**

- 2.1601 Any person working on top of, under, or between rail vehicles or equipment, must first establish Blue Flag/Signal protection. Blue Flag/Signal protection must be authorized by the Rail Equipment Supervisor in Central Rail Yard, the ICC on the Main Line and other Yards, and by the Heavy Equipment Operator/Mechanic leader in the Central Rail Service Building. Blue Flag/Signal protection is required when the safety of personnel or equipment may be threatened by other rail vehicles operating close to or coupling to the equipment being serviced. When Blue Flag/Signal protection is established:
- A. Blue Flags/Signals must be placed where they are plainly visible. Personnel performing work or determining a Blue Flag/Signal condition are responsible for providing and placing the Blue Flags/Signals.
  - B. Blue Flags/Signals displayed at both ends of tracks or vehicles are not to be moved. Nothing, including rail vehicles, can be placed where the Blue Flags/Signals are obstructed.

- C. Only the person who places the Blue Flags/Signals or his/her designee can remove them.
- D. Signals must not be moved, energized, or coupled with another rail vehicle unless the person(s) who placed the Blue Flags/Signals is present.
- E. Rail vehicles are not permitted to operate on tracks protected by Blue Flags/Signals unless the person(s) who placed the Blue Flags/Signals is present.

2.1602 Blue Flags or Signals shall be used by day. Blue Lights shall be used whenever visibility dictates, and may be used in conjunction with Blue Flags.

2.1603 When EMERGENCY repairs are to be made on, under, or between cars, engines or other equipment on the train and a Blue Flag/Signal is not available, the Operator must be notified. The Operator must:

- A. Apply brakes.
- B. Stand or sit just outside the control cab door.
- C. Maintain this position and protection until notified by the employee who requested it that the protection is no longer required.

## **2.1700 Switches**

### **2.1701 Hand Operated, Spring-And-Return, and Slip Switches**

- A. Employees are not permitted to manually operate a switch equipped with a lock without authorization and certification.
- B. Employees must not manually operate a main track switch unless authorized to do so by the Control Center Supervisor. The Control Center Supervisor must be called after the train or equipment has proceeded through and cleared the switch.
- C. The employee handling a switch is responsible for that switch's position. Other employees are not relieved of responsibility in properly handling switches.
- D. Main track switches must be aligned and locked for the main track when not in use.
- E. Except when being thrown, each switch must be latched or secured with an approved device. Lever on hand throw switches must not be forced into the latched position.
- F. When a switch has been thrown, the points must be examined and the target, if equipped, observed to ensure that the switch is properly aligned, and the target is correctly displayed.

- G. A switch must not be thrown while any part of a car or equipment is between the switch points and the fouling point of the track to be used.
- H. Except when switching, when a train or equipment is closely passing over a main track switch, other than an electrically operated switch, employees must keep at least 20 feet from the switch stand.
- I. If it is known or suspected that either of the points or any part of a switch is damaged, broken, or missing, the switch must be protected until it can be made safe for use. Notify the Control Center Supervisor or Yard Control Supervisor immediately.
- J. A train or equipment must not foul a track until the switches connected with the movement are properly aligned, or in the case of a slip or Spring-and-Return Switches, the conflicting route is seen or known to be clear.
- K. When a crossover is to be used, the switch in the track on which the train or equipment is standing must be reversed first. Both switches must be reversed before a crossover movement is commenced and the movement must be completed before either switch is restored to normal position.

- L. A sign bearing the letters “SS” identifies a Spring-and-Return Switch.
- M. When a Spring-and-Return Switch is operated by hand, the rules governing hand operated switches apply.
- N. When trailing through a Spring-and-Return Switch, do not reverse until all cars of the train or equipment have cleared the switch completely and the points are visible.
- O. When a trailing movement is stopped before it has entirely passed through a Spring-and-Return Switch, the movement must not be reversed until the switch has been properly set by hand.
- P. When a slip switch is operated by hand, the rules governing hand operated switches apply.
- Q. After coupling to cars or equipment at a slip switch, or when reversing direction through such switch, a facing point movement must not be made until it is known that the points are properly aligned for the movement.
- R. Sand must not be used over switches.

## **2.1702 Power Operated Switches**

- A. Only authorized employees are permitted to manually hand-crank a power operated switch.
- B. Employees must not manually hand-crank a power operated switch without authorization from the Control Center Supervisor.
- C. The employee handling a power switch is responsible for that switch's position. Other employees are not relieved of responsibility in properly handling power operated switches.
- D. A train or equipment must not be moved through a manually cranked power operated switch, unless the switch point is locked in position by the switch mechanism, or by an auxiliary device (e.g., point clamp, driven spike, etc.).
- E. A power-operated switch must not be manually cranked while any part of a car or equipment is between the switch points and the fouling point of an adjacent track.
- F. If it is known or suspected that either of the points or any part of a power operated switch is damaged, broken or missing, the switch must be protected and/or taken out of service until it can be made safe for use. The Control Center Supervisor or Yard Control Supervisor must be notified immediately.

- G. Only authorized Signal Department personnel are permitted to make any repairs or adjustments to power operated switches.
- H. Upon completion of manually operating a power operated switch, the electric interlock is to be restored to the power position unless the switch is to remain out of service. The Control Center Supervisor must be notified of the status of the switch.

### **2.1703 Route Selector Controlled Switches**

- 2.1704 Stop at the route selector when necessary to change the route. Push the appropriate button to select the intended route.
- 2.1705 Route selectors on Red Line, other than at the Airport and at Louis Stokes Station at Windermere, may only be operated upon receiving permission from the Control Center Supervisor.
- 2.1706 The route selector signal will indicate the route to be taken. If the proper signal is not displayed, call the Control Center Supervisor for instructions.

### **2.1800 Single Tracking Operation**

- 2.1801 Single Tracking Orders
- 2.1802 All posted Single Track Orders must be read, understood, signed and followed.

## **2.1900 Work Zones**

### **GCRTA Work Zones**

Operate at RESTRICTED Speed when passing workers on the track.

The Crew Leader will be responsible for ensuring that the work crew follow all Work Zone procedures; however, in the absence of proper instruction from the Crew Leader, other crew members are not relieved from compliance with this order.

Repeat Back of Work Zones – Operating personnel must acknowledge all Work Zones announced by the Control Center Supervisor and cancellation of same by repeating the Control Center Supervisor's initial and subsequent reminder announcements of work zones and cancellations of same.

The person requesting a Work Zone (Moving Inspection, Single Track, One Track or Two Track, etc.) in addition to all other Work Zone protocol, must communicate to the Control Center Supervisor what type of Work Zone is needed, and ensure that the Control Center Supervisor acknowledges the type of work zone by repeating the request. The Control Center Supervisor must announce the type of Work Zone before the work commences. The Control Center Supervisor will continue to announce the type of Work Zone to all Operators every 15 minutes.

Use of Protracker Devices – Protracker devices must be used in all work zones except for the Moving Inspection Zone. RTA Rail District Personnel is responsible for supplying and installing protrackers for work zones under the jurisdiction of the RTA Operations Division. RTA Rail District Personnel will also be responsible for supplying and installing protractors for contractors.

The Crew Leader and the Control Center Supervisor will conduct pre-work job Safety briefings about the use of Work Zones prior to entering the work zone covering the following minimum specifics:

1. On-track safety to be provided and instruction on the on-track safety procedures to be followed.
2. Job sequence for the assigned work assignment (tasks).
3. Materials, tools and equipment to be used in completing the work assignment.
4. Potential and known hazards associated with the work assignment tasks.
5. Safety protocols established or to be used for eliminating the potential and known hazards.
6. Energy Source Controls
7. Personal Protective Equipment requirements.

8. The Crew Leader must also contact Central Communications and arrange for the power outage if required in accordance with the Power Outage SOP.
9. The crew leader shall conduct a Work Assignment Job Safety briefing with all employees at the Work Zone in accordance with the Work Assignment Job Safety Briefing SOP number (3250-17).

## **Moving Inspection Zone (formerly known as Moving Work Zone)**

A Moving Inspection Zone is a temporary work zone that is under the direct supervision of qualified GCRTA personnel, in which an inspection is taking place using an inspection crew of four inspectors or less, not including flaggers (see Figure 1). A second flagger is needed when there are three or four inspectors, not including flaggers. One flagger must be in front of the work crew and the other must be behind the work crew.

The Crew Leader must use a radio to contact the Control Center Supervisor. The Crew Leader must request a Moving Inspection Zone and give the Control Center Supervisor start and end points using catenary numbers.

Moving Inspection Zones require the permission of the Control Center Supervisor and are not in effect until the broadcast of the announcement by the Control Center Supervisor. The Control Center Supervisor will make an announcement that a Moving Inspection Zone has commenced and provide start and end points.

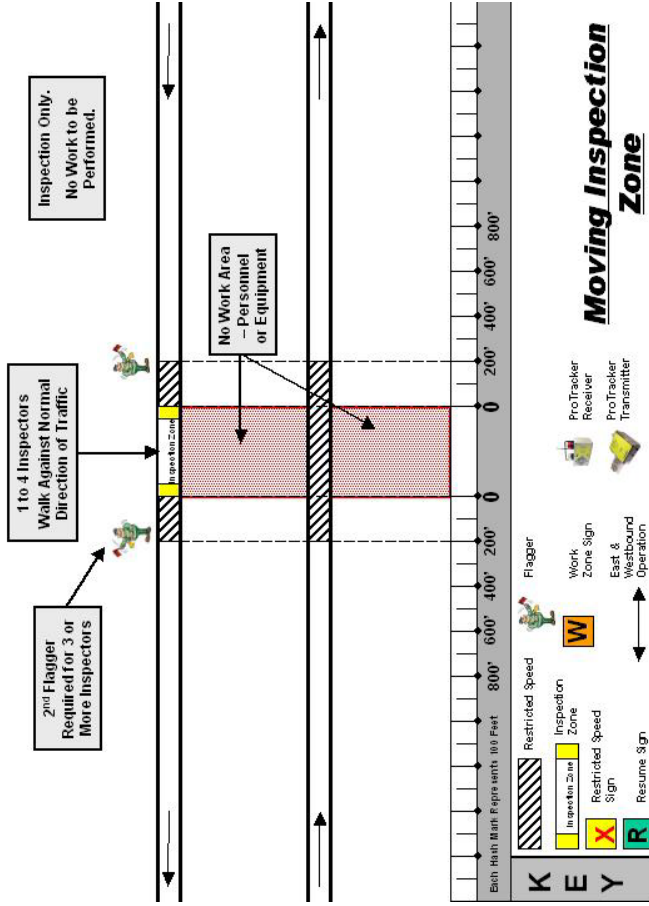
All members of the inspection group must be able to clear the right-of-way at a moment's notice upon being instructed to do so by the Control Center Supervisor.

All Moving Inspection Zones will be in the direction of oncoming traffic or On-track Equipment.

If there is only a two (2) person inspection group, one can perform the inspection while the other flags.  
Flaggers must be 200 feet away from the work crew.

No corrective maintenance shall be done using a Moving Inspection Zone. Moving Inspection Zones will be used for inspections only.

The Control Center Supervisor must be contacted anytime the Moving Inspection Zone is going into a new area and will not be in effect until the broadcast of the announcement is made by the Control Center Supervisor.



## One Track Work Zone

1. Crew Leader must use a radio to contact Control Center Supervisor. The Crew Leader must request a One Track Work Zone and give the Control Center Supervisor start and end points using catenary numbers.
2. The Control Center Supervisor (CCS) will announce the One Track Work Zone on the radio to all Operators before the Work Zone is set up.
3. After permission is given by the Control Center Supervisor and after the announcement has been made of a One Track Work Zone on the radio, the Crew Leader will send a flag person in each direction, 1,000 feet each, to act as lookouts while the work zone is being set up. If only one flag person is available, they will act as a flag person for the set up of all signs.
4. Set up the Restricted Speed Zone “(X)” signs 200 feet in approach to the work zone in both directions. Install a Trip Arm at the Restricted Speed Sign on the track to be worked on (See figure 2).
5. Set up orange Work Zone “(W)” signs 700 feet of the approach to the work zone in both directions.

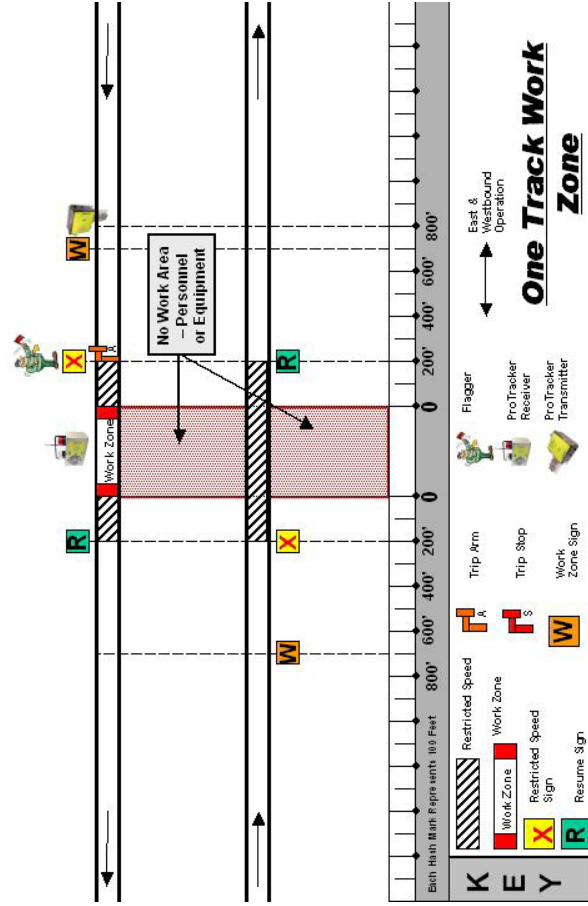
6. Set up portable Protracker Transmitter 800 feet from the work zone on the track to be worked on. For Contractor's work zones, RTA Rail District Personnel shall supply and install the protracker transmitter and supply the receiver to the Crew Leader who shall keep the protracker receiver in a position to warn the workers and flag personnel.
7. Set up green Resume "(R )" signs 200 feet past the work zone in both directions.
8. Station a flag person at the Restricted Speed Zone Sign and Trip Arm, on the track to be worked on.
9. When curvature or grade restricts visibility, additional flag person(s) are required (see Figure 3). The additional flag persons are required when a single flag person does not have a clear view of the "W" Work Zone Sign, which is placed 500 feet ahead of the lead flagger at the beginning of the curve and the work crew in the work zone.
10. Place the Protracker Receiver in the work zone at a location where the work crew can hear it so that they can be warned of any oncoming trains.
11. The Crew Leader will notify the Control Center Supervisor by radio after the work zone setup is complete that the work is commencing under a One Track Work Zone. The Control Center Supervisor will acknowledge that the specific type of work zone has been set up.

12. When a train is on approach, flag person shall display the red flag and sound the horn or whistle to notify the work crew of an approaching train.
13. The crew is to clear the right of way.
  - a. If the operator does not show any signs of recognizing the signal, the flag person will alert the work crew immediately using a continuous blast of the whistle, the air horn or any other method.
14. After train has come to a complete stop and acknowledges the flagger with two blasts of the horn and work crew has cleared right of way, the flag person will lower the trip arm, then display yellow flag allowing train to proceed through work zone at Restricted Speed.
15. When the front of the train has passed the R-sign, the flag person will reset the trip arm and the Operator may return to normal speed and operation.

## **Removal of a One Track Work Zone**

1. The Crew Leader ensures that all equipment, trip arm, Protracker equipment, tools and materials are removed from the work area. If work zone is coordinated by Contractor, the Contractor shall remove all devices and equipment except for Protrackers, which will be removed by RTA Rail District Personnel.
2. Workers shall clear the work area.

3. Trackside signs, trip arms and protracker equipment will be removed by a worker with a flag person providing protection and notification of approaching trains. The Protracker devices will be removed by GCRTA Rail District Personnel and the removal of the Protrackers will be verified by the Contractor prior to the removal of the Work Zone.
4. Once all workers, signs, trip arm, protracker, etc. and flag person are clear of the track to a safe location, the Crew Leader will contact the Control Center Supervisor by radio to inform them that the One Track Work Zone has been removed and the track is clear.
5. The Control Center Supervisor will acknowledge the Crew Leader and make a radio announcement to all Operators that the One Track Work Zone has been removed and the track is clear.





## Two Track Work Zone

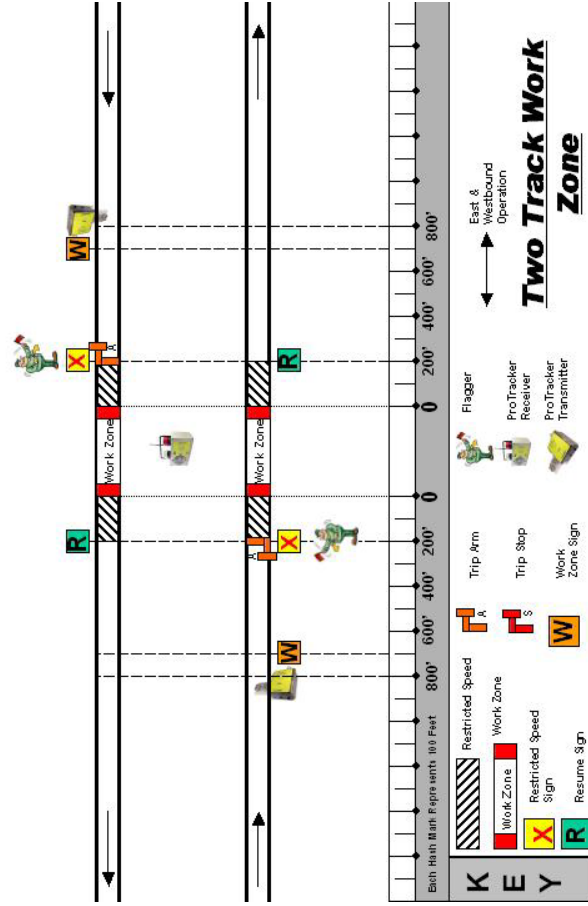
1. Crew Leader must contact the Control Center Supervisor by radio requesting a Two Track Work Zone, giving the Control Center Supervisor start and end points using catenary numbers.
2. The Control Center Supervisor (CCS) will announce the Two Track Work Zone on the radio with start and end points to all Operators before the Work Zone is set up.
3. The Crew Leader will notify the Control Center Supervisor by radio after the work zone setup is complete that the work is commencing under a Two Track Work Zone. The Control Center Supervisor will acknowledge that the specific type of work zone has been set up.
4. After Control Center Supervisor grants permission and makes the announcement of the Two Track Work Zone on the radio, the Crew Leader will send a flag person 1,000 feet in each direction to act as lookouts while the work zone is being set up.
5. Set up the Restricted Speed Zone “(X)” signs 200 feet in approach of the work zone in both directions (Refer to Figure 4).
6. Install a Trip Arm at each Restricted Speed Sign which is 200 feet from the work zone in both directions.

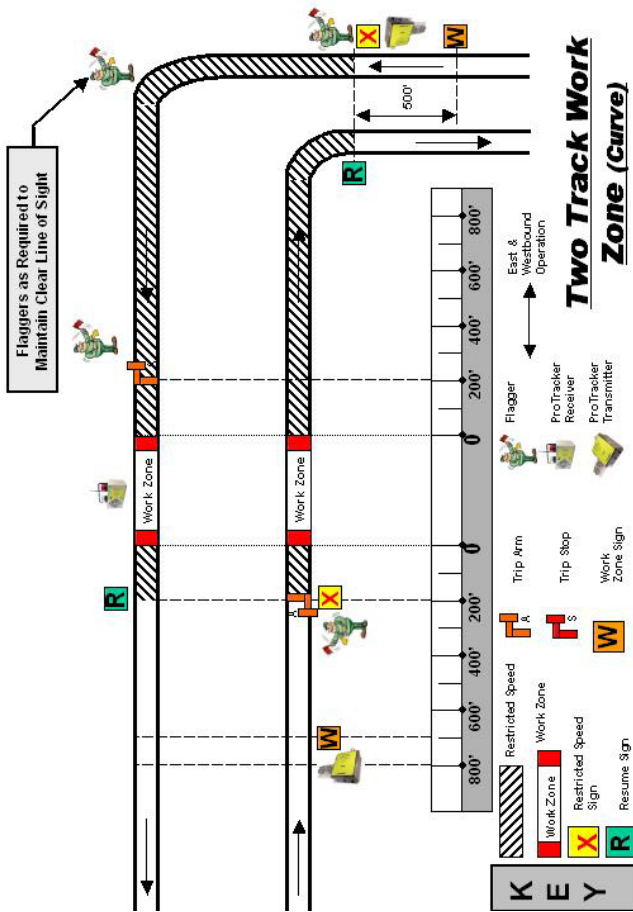
7. Set up orange Work Zone “(W)” signs 700 feet of the approach in both directions. Refer to figures 4 and 5.
8. Install the portable Protracker Transmitter 800 feet of the approach in both directions. For Contractor’s work zones, RTA Rail District Personnel shall supply and install the protracker transmitter and supply the receiver to the Crew Leader who shall keep the protracker receiver in a position to warn the workers and flag personnel.
9. Set up green Resume “(R)” signs 200 feet past the work zone in both directions.
10. Station a flag person at each Restricted Speed Sign and Trip Arm, in a position of safety and visibility, adjacent to the track to signal all approaching train movements on any track.
11. When curvature or grade restricts visibility, additional flag person(s) are required (see Figure 5). The additional flag persons are required when a single flag person does not have a clear view of the “W” Work Zone Sign, which is placed 500 feet in front of the lead flagger and the work crew in the work zone.
12. Place one Protracker receiver in each work zone for each work crew to hear it so that they can be warned of any on-coming trains.

13. Crew Leader will notify the Control Center Supervisor by radio after the work zone setup is complete that the work is commencing under a Two-Track Work Zone. The Control Center Supervisor will acknowledge that the Two Track Work Zone has commenced.
14. When the train is on approach, flag person shall display the red flag and sound horn to notify the work crew of approaching train.
15. The crew is to clear the right of way.
  - a. If the operator does not show any signs of recognizing the signal, the flag person will alert the work crew immediately using a continuous blast of the whistle, air horn or any other method.
16. After the train has come to a complete stop and acknowledges the flagger with two blasts of the horn and work crew has cleared right of way, the flag person will lower the Trip Arm, then display yellow flag, allowing train to proceed through work zone at Restricted Speed.
17. When the front of the train has passed the R-sign, the flag person will reset the trip arm and the Operator may return to normal speed and operation.

## **Removal of a Two Track Work Zone**

1. The Crew Leader ensures that all equipment, trip arms, Protrackers, tools and materials are removed from the work area.
2. Workers shall clear the work area.
3. Trackside signs, equipment, and trip arms will be removed by a worker with a flag person providing protection and notification of approaching trains. The Protracker devices will be removed by GCRTA Rail District Personnel and the removal of the Protrackers will be verified by the Contractor prior to the removal of the Work Zone.
4. Once all workers, signs, equipment, etc. and flag personnel are clear of the track to a safe location, the Crew Leader will contact the Control Center Supervisor to inform them that the Two Track Work Zone has been removed and the tracks are clear.
5. The Control Center Supervisor will acknowledge the Crew Leader and make a radio announcement that the Two Track Work Zone is removed and the tracks are clear.





# Single Track Work Zones and Operation

## Single Tracking Orders

All posted Single Track Orders must be read, understood, signed and followed.

## Single Track Work Zone

1. Crew Leader must notify the Control Center Supervisor by radio requesting a Single Track Work Zone, giving the Control Center Supervisor starting and ending points using crossover locations. The Control Center Supervisor will document this information.
2. After the Control Center Supervisor grants permission and makes the announcement of the Single Track Work Zone from start and end points to all Operators on the radio, the Crew Leader will send a flag person 1,000 feet in each direction to act as lookouts while the Single Track Work Zone is being set up.
3. If the out of service track is being de-energized, the RTA Line Department will perform the necessary tests and verify that the entire segment of the OCS identified in the outage form has been de-energized the Crew Leader shall notify the CenCom Specialist.
4. Upon such notice, the CenCom Specialist shall note the official time of de-energization and instruct the Line Maintenance Crew Leader to install the ground straps and stop signs, and perform any final safety procedures as required. The stop signs shall be placed at the section insulator location

or cross over. The ground straps shall be installed within sight of the work crew. The Line Maintenance Crew Leader shall advise the ICC CenComm Specialist upon completion.

5. In cab signal territory, the Control Center Supervisor must activate Plate Blocking to protect the section between the crossovers and to prevent any routing into the protected area in cab signal territory.
6. On the track used by trains, the crew will set up the Work Zone “(W)” Signs 700 feet in advance of the work zone in both directions, and the Restricted Speed Zone “(X)” and the Resume “(R)” signs 200 feet in advance of the work zone in both directions (refer to Figures 6 and 7).
7. For contractors and all other RTA work zones, RTA Rail District Personnel shall provide and install the Protracker train transmitters 800 feet in advance of the work zone on the track to remain in service on both sides of the Work Zone. RTA Rail District Personnel supply the receiver to the Crew Leader, who shall keep the Protracker receiver in a position to warn the workers and flag personnel.
8. Install portable trip stops adjacent to the W-signs on the track not used by trains (track out of service where the work zone is located) – (refer to figures 6 and 7).
9. Install cross ties 500 feet in advance of the work zone on the track that is not used by trains (track out of service). Cross ties shall be dug in to the ballast and crossed over vertically, and not be lying on the track.

10. Set up green R-signs and portable trip arms 200 feet beyond the exiting ends of the work zone on the track used by trains. Refer to figures 6 and 7.
11. Station a flag person at each speed sign, in a position of safety and visibility, adjacent to the track to control all approaching train movements on any track.
12. The Crew Leader will notify the Control Center Supervisor by radio after the Single Track Work is complete. And that the work is commencing under a Single Track Work Zone. The Control Center Supervisor will acknowledge that the single track Work Zone has been set up.
  - a. When curvature or grade restricts visibility, additional flag person(s) are required (see figure 7)
13. When a train is approaching the work zone, the flag person shall display the red flag and sound horn to notify the work crew of approaching train.
  - a. If the operator does not show any signs of recognizing the signal, the flag person will alert the work crew immediately using a continuous blast of the whistle, air horn or any other method.
14. After train has come to a complete stop and acknowledges the flagger with two blasts of the horn and work crew has cleared right of way, both flag persons on the active track will lower the trip arms, display yellow flags, and allow train to proceed through work zone at Restricted Speed.

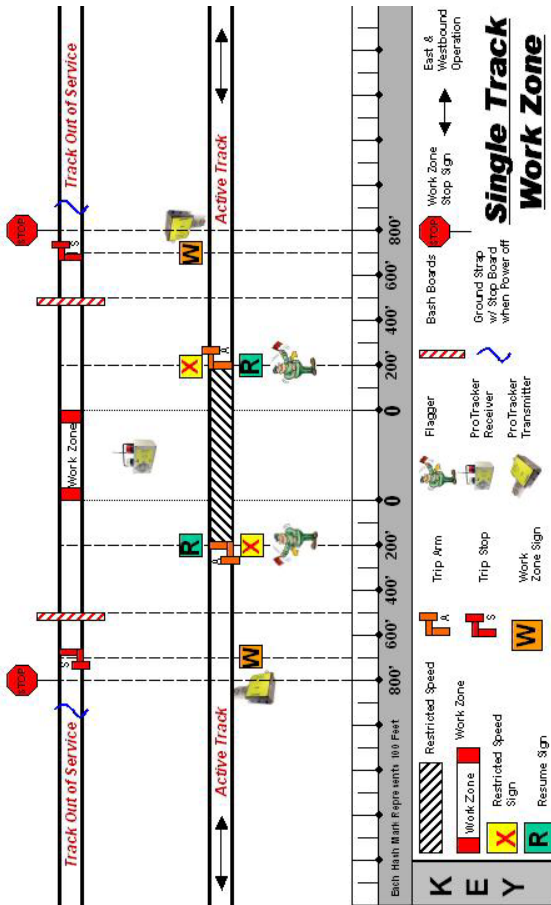
15. When the train has passed the R-sign, the flag persons on the active track will reset both trip arms to the “up” position.

## **Removal of a Single Track Work Zone**

1. The Crew Leader ensures that all equipment, tools and materials are removed from the work area.
2. Workers shall clear the work area.
3. The Protracker devices shall be removed by RTA Rail District Personnel and the removal of the Protrackers will be verified by the Contractor prior to the removal of the work zone.
4. Trackside signs, trip arms, trip stops and cross ties will be removed by a worker with a flag person providing protection and notification of approaching trains.
5. Once all workers, signs and flag personnel are clear of the track to a safe location, the Crew Leader will contact the Control Center Supervisor by radio to inform him that the Single Track Work Zone has been removed and the track is clear.
6. The Control Center Supervisor will acknowledge the Crew Leader and make a radio announcement that the Single Track Work Zone is removed and the track is clear.

Ground Strap Location May Vary

In Cab Signal Territory, Ensure ICC has Activated Plate Blocking to Protect Work Zone





## **Single Track Operation in Non-Cab Signal Territory**

1. The Switch Tender is responsible for the operation of hand thrown switches and for the placement and control of portable trip arms, stop signs and pilot flags in the manual operation of the switches and movement of trains in the single track area and between the crossovers that they are responsible for.
2. The Switch Tender must remain at their post at all times unless properly relieved.
3. The Switch Tender must report to the Control Center Supervisor by radio upon arrival at the site and prior to departing the site after completing their switching duties. The Control Center Supervisor will document this information.

## **Setting Up the Single Track Work Zone**

1. The crew leader must set up the Single Track Work Zone in accordance with Single Track Work Zones (see Figures 6 and 7)
2. Crew Leader must notify the Control Center Supervisor by radio requesting a Single Track Work Zone, giving the Control Center Supervisor starting and ending points using crossover locations.

3. After the Control Center Supervisor grants permission and makes the announcement of the Single Track Work Zone from start and end points to all Operators on the radio, the Crew Leader will send a flag person 1,000 feet in each direction to act as lookouts while the Single Track Work Zone is being set up.
4. If the out of service track is being de-energized, the RTA Line Department will perform the necessary tests and verify that the entire segment of the OCS identified in the outage form has been de-energized the Crew Leader shall notify the CenCom Specialist.
5. Upon such notice, the CenCom Specialist shall note the official time of de-energization and instruct the Line Maintenance Crew Leader to install the ground straps and stop signs, and perform any final safety procedures as required. The stop signs shall be placed at the section insulator location or cross over. The ground straps shall be installed within sight of the work crew. The Line Maintenance Crew Leader shall advise the ICC CenComm Specialist upon completion.
6. On the track used by trains, the crew will set up the Work Zone “(W)” Signs 700 feet in advance of the work zone in both directions, and the Restricted Speed Zone “(X)” and the Resume “(R)” signs 200 feet in advance of the work zone in both directions (refer to Figures 6 and 7).

7. For contractors and all other RTA work zones, RTA Rail District Personnel shall provide and install the Protracker train transmitters 800 feet in advance of the work zone on the track to remain in service on both sides of the Work Zone. RTA Rail District Personnel supply the receiver to the Crew Leader, who shall keep the Protracker receiver in a position to warn the workers and flag personnel.
8. Install portable trip stops adjacent to the W-signs on the track not used by trains (track out of service where the work zone is located).
9. Install cross ties 500 feet in advance of the work zone on the track that is not used by trains (track out of service). Cross ties shall be dug in to the ballast and crossed over vertically, and not be lying on the track.
10. Set up green R-signs and portable trip arms 200 feet beyond the exiting ends of the work zone on the track used by trains.
11. Station a flag person at each speed sign, in a position of safety and visibility, adjacent to the track to control all approaching train movements on any track.
12. The Crew Leader will notify the Control Center Supervisor by radio after the Single Track Work is complete. And that the work is commencing under a Single Track Work Zone. The Control Center Supervisor will acknowledge that the single track Work Zone has been set up.

13. When a train is approaching the work zone, the flag person shall display the red flag and sound horn to notify the work crew of approaching train.
  - a. If the operator does not show any signs of recognizing the signal, the flag person will alert the work crew immediately using a continuous blast of the whistle, air horn or any other method.
14. After train has come to a complete stop and acknowledges the flagger with two blasts of the horn and work crew has cleared right of way, both flag persons on the active track will lower the trip arms, display yellow flags, and allow train to proceed through work zone at Restricted Speed.
15. When the train has passed the R-sign, the flag persons on the active track will reset both trip arms to the “up” position.

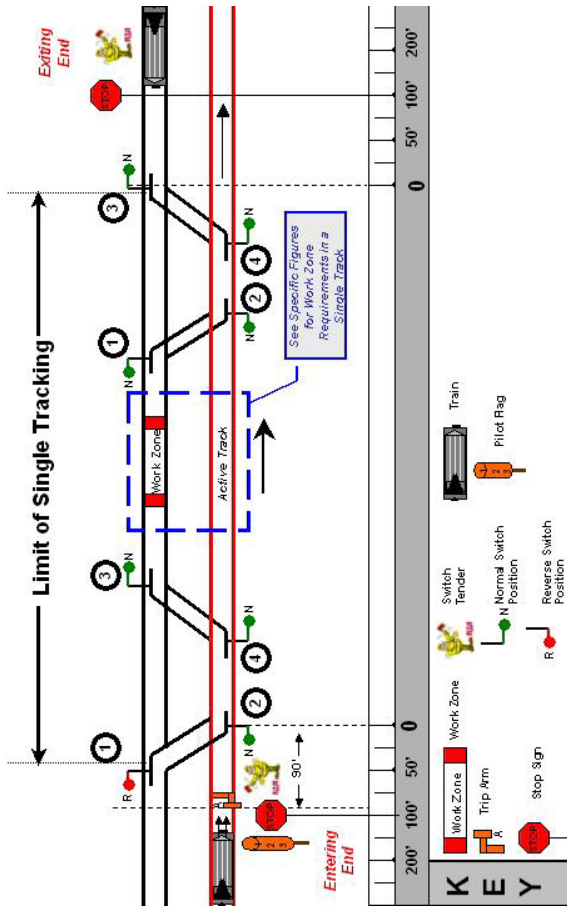
## **Switch Tender Procedure - Train Operation Normal Move: Entering End**

1. Set Up Entering End - The Switch Tender controlling the entering end crossover must install a Stop sign approximately 100 feet in advance of the first switch in the crossover approaching from the normal direction, and must install a temporary trip arm 90 feet in advance of the same switch. (see Figure 8)

2. Upon authorization from the Control Center Supervisor to commence single tracking, the Switch Tender will raise the portable trip stop to the “up” position.
3. When the Switch Tender is not in possession of the Numbered Orange Pilot Flag, he will throw both crossover switches (#1 and #2) to the reverse position.
4. The Switch Tender will signal any train approaching the entering end of the single track area from the normal direction to “STOP” at the Stop sign with a red flag or light, and will hold the train there until the last reverse movement train has cleared the Single Track area and the Switch Tender is in possession of the Numbered Orange Pilot Flag.
5. The reverse movement train possessing the Numbered Orange Pilot Flag will stop at the Switch Tender, but not past the Stop sign, and pass the Numbered Orange Pilot Flag to the Switch Tender.
6. When the Switch Tender is in possession of the Numbered Orange Pilot Flag, he will lower the trip stop, and throw crossover switch #2 to the normal position. Switch #1 will remain in the reverse position (see Figure 8). The train standing at the Stop sign will remain stopped.
7. After crossover switch #2 has been thrown to the normal position, the Switch Tender will give a proceed signal to the Operator of the train standing at the Stop sign.

8. The Operator will then proceed past the Stop sign to the Switch Tender to receive the Numbered Orange Pilot Flag, and/or other instructions (see figure 8 for Transfer Point location). An Operator will not accept any instruction from a Switch Tender to enter a Single Track area without the Numbered Orange Pilot Flag unless the Switch Tender is in possession of the Numbered Orange Pilot Flag.
9. The Switch Tender will pass the Numbered Orange Pilot Flag to the Operator of the last train permitted to proceed in the normal direction through the single tracking area.
10. After the train possessing the Numbered Orange Pilot Flag has cleared the crossover, the Switch Tender will raise the portable trip stop to the “up” position, throw crossover switch #2 to the reverse position, and prepare to stop the next train. Crossover switches #1 and #2 must be in the reverse position.

# **Switch Tender Procedure** **Non-Cab Signal Territory – Normal Train Movement**



## **Switch Tender Procedure – Train Operation**

### **Normal Moves: Exiting End**

1. Set up Exiting End - The Switch Tender controlling the exiting end crossover must install a Stop sign approximately 100 feet in advance of switch #3 in the crossover approaching the Single Tracking area from the normal direction (see figure 8).
2. The Switch Tender must signal a train approaching the Single Track area from the normal direction to “STOP” with a red flag or light.
3. The approaching train must stop at the red flag and/or Stop sign.
4. The Switch Tender will take a position preparing to receive the Numbered Orange Pilot Flag from the train approaching the crossover in the normal direction through the Single Tracking area.
5. The Operator of the train proceeding normally through the Single Tracking area possessing the Numbered Orange Pilot Flag, will stop at the Switch Tender and pass the Numbered Orange Pilot Flag to the Switch Tender, before continuing past exit end crossover switch #4.
6. After the Switch Tender is in possession of the Numbered Orange Pilot Flag, the Switch Tender will throw crossover switches #3 and #4 to the reverse position. During this operation the train standing at the Stop sign will remain stopped.

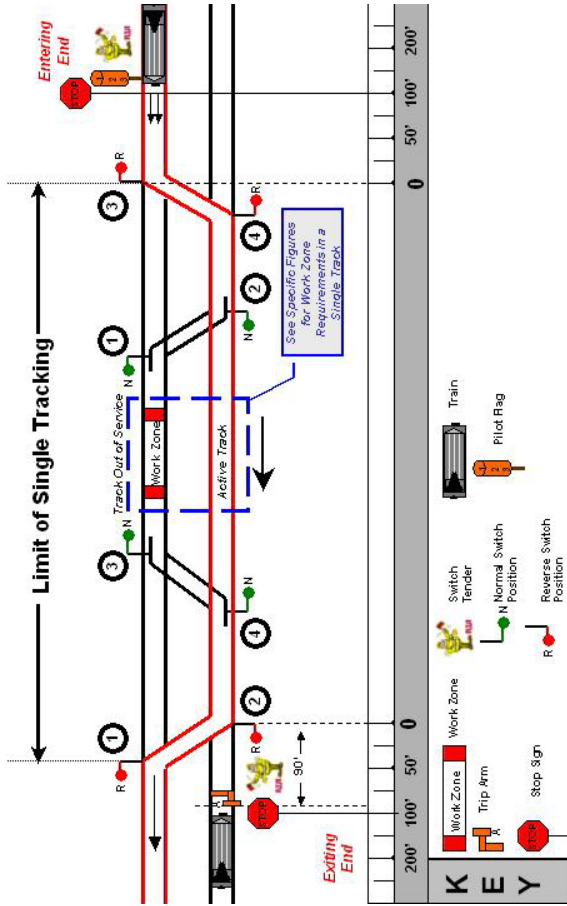
7. Once the route to cross over is aligned, the Switch Tender will give the Operator of the train standing at the Stop sign a proceed signal with a yellow flag or light.
8. The Operator will then proceed past the Stop sign to the Switch Tender and stop to receive the Numbered Orange Pilot Flag, and/or other instructions (see Figure 9 for transfer point location). An Operator will not accept any instruction from a Switch Tender to enter a Single Track area without the Numbered Orange Pilot Flag unless the Switch Tender is in possession of the Numbered Orange Pilot Flag.
9. The Switch Tender will pass the Numbered Orange Pilot Flag to the Operator of the last train permitted to proceed into the Single Track area.
10. After the train possessing the Numbered Orange Pilot Flag has cleared the crossover, the Switch Tender must restore crossover switches #3 and #4 to normal, and prepare to stop the next train.

## **Switch Tender Procedure - Reverse Move Train Operation: Entering End**

1. Set up: The Switch Tender controlling the crossover must install a Stop sign approximately 100 feet in advance of switch #3 in the crossover approaching the Single Tracking area from the normal direction. (see figure 9)
2. The Switch Tender must signal a train approaching the Single Track area to “STOP” with a red flag or light.

3. The approaching train must stop at the red flag and/or Stop sign.
4. After the train has stopped, and the Switch Tender is in possession of the Numbered Orange Pilot Flag, the Switch Tender will throw crossover switch #3 and #4 to the reverse position. During this operation, the train will remain stopped.
5. Once the route to cross over is aligned, the Switch Tender will give the Operator a proceed signal with a yellow flag or light.
6. The Operator will then proceed to the Switch Tender and stop to receive the Numbered Orange Pilot Flag, and/or other instructions. An Operator will not accept any instruction from a Switch Tender to enter a Single Track area without the Numbered Orange Pilot Flag unless the Switch Tender is in possession of the Numbered Orange Pilot Flag.
7. The Switch Tender will pass the Numbered Orange Pilot Flag to the Operator of the last train permitted to proceed through the Single Track area.
8. After the train possessing the Numbered Orange Pilot Flag has cleared the crossover, the Switch Tender must restore crossover switch #3 and #4 to the normal position and prepare to stop the next train.

# Switch Tender Procedure Non-Cab Signal Territory – Reverse Train Movement



## **Switch Tender Procedure - Reverse Move Train Operation: Exiting End**

1. Set Up: The Switch Tender controlling the crossover must install a Stop sign approximately 100 feet in advance of switch #2 in the crossover, approaching from the normal direction. The Switch Tender must install a temporary trip stop 90 feet in advance of switch #2.
2. Upon authorization from the Control Center Supervisor to commence single tracking, the Switch Tender will raise the portable trip stop to the “up” position.
3. When the Switch Tender is not in possession of the Numbered Orange Pilot Flag, he will throw exit end crossover switches #1 and #2 to the reverse position, and take a position at the Stop sign prepared to stop the next train (see Figure 9).
4. The reverse movement train possessing the Numbered Orange Pilot Flag will stop at the Switch Tender, but not past the Stop sign, and pass the Numbered Orange Pilot Flag to the Switch Tender.
5. The Switch Tender will signal any train approaching the exit end of the single track area from the normal direction to “STOP” at the Stop sign with a red flag or light, and will hold the train there until the last reverse movement train has cleared the single track area and the Switch Tender is in possession of the Numbered Orange Pilot Flag.

6. After the Switch Tender is in possession of the Numbered Orange Pilot Flag, he will lower the trip stop, and throw crossover switch #2 to the normal position. Switch #1 must remain in reverse (see Figure 9). The train standing at the Stop sign will remain stopped.
7. After switch #2 has been thrown to the normal position, the Switch Tender will give a proceed signal to the Operator of the train standing at the Stop sign.
8. The Operator of the train standing at the Stop sign will proceed to the Switch Tender to receive the Numbered Orange Pilot Flag, and/or other instructions (see Figure 9 for Transfer Point location). An Operator will not accept any instruction from a Switch Tender to enter a Single Track area without the Numbered Orange Pilot Flag unless the Switch Tender is in possession of the Numbered Orange Pilot Flag.
9. The Switch Tender will pass the Numbered Orange Pilot Flag to the Operator of the last train permitted to proceed through the Single Track area.
10. After the train possessing the Numbered Orange Pilot Flag has cleared the crossover, the Switch Tender will raise the portable trip stop to the “up” position, throw crossover switch #2 to the reverse position, and prepare to stop the next train.

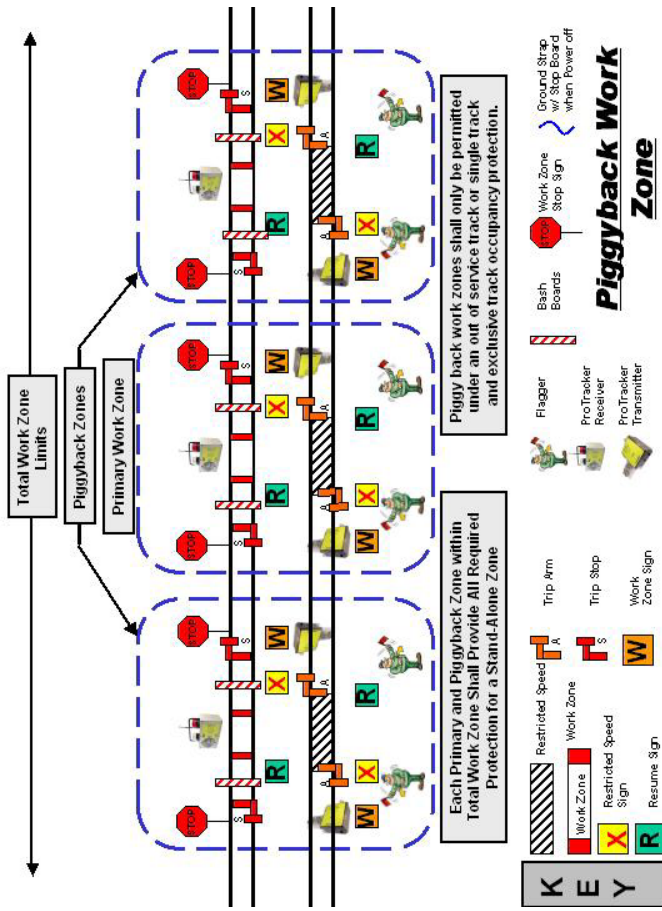
## **Removal of a Single Track Work Zone**

1. The Crew Leader ensures that all equipment, tools and materials are removed from the work area.
2. Workers shall clear the work area.
3. The Protracker devices shall be removed by RTA Rail District Personnel and the removal of the Protrackers will be verified by the Contractor prior to the removal of the work zone.
4. Trackside signs, trip arms, trip stops and cross ties will be removed by a worker with a flag person providing protection and notification of approaching trains.
5. Once all workers, signs and flag personnel are clear of the track to a safe location, the Crew Leader will contact the Control Center Supervisor by radio to inform him that the Single Track Work Zone has been removed and the track is clear.
6. The Control Center Supervisor will acknowledge the Crew Leader. He/She will then call the switch tenders to make sure switches at their locations are returned to the proper position and secured. When the switch tenders are clear of the rail, the Control Center Supervisor will make a radio announcement that the Single Track Work Zone is removed and the track is clear.

## **Piggybacking (on Single Tracking or Out of Service Track Only)**

1. Piggybacking is additional work crews permitted to work within the working limits of one roadway Crew Chief In Charge (CCIC). Piggy back work crews are under the supervision and direction of one CCIC. A Piggyback Work Zone is a group of Work Zones within a Work Zone Limit that has been established by the Primary Work Zone.
2. All piggyback workers shall be included in the job safety briefing before entering the right of way.
3. Piggy back work zones shall only be permitted under Single track or Total Shutdown Work Zones.
4. The CCIC contacts the Control Center Supervisor by radio requesting a Piggy Back Work Zone giving the Control Center Supervisor start and end points of the Total Work Zone, Primary Work Zone, and the start and end points of the Piggy Back Work Zones.
5. The Control Center Supervisor will grant permission for the Piggy Back Work Zone and will make the announcement to all Operators of the Piggy Back Work Zone with total work zones limits from start and end points.
6. The CCIC will send a flag person 1,000 feet in each direction to act as lookouts while the piggy back and primary Work Zone are being set up.

7. The CCIC will notify the Control Center Supervisor by radio after the Piggy Back Work Zone is complete and that the work is commencing. The Control Center Supervisor will acknowledge that the Piggy Back Work Zone has been set up.
8. Piggy back crew leaders shall ensure their work zones are within the working limits of their work zone and shall conform to the following:
  - a. Set up their work zone within the Total Work Zone limits and not overlap other work zones.
  - b. Set up each work zone with signs, protracker devices, cross ties, flag persons, trip stops and trip arms in accordance with Single Track Work Zone (see Figure 10).
  - c. Notify the CCIC and the Control Center Supervisor that the work zone is set up.
  - d. Piggy back workers shall not go past their work zone.
9. Each Work Zone that is within the Primary Work Zone Limit is responsible to set up and provide the appropriate signs and equipment for their Work.
10. Communication and coordination must be established and maintained between all Work Zones within the Piggyback Work Zone Limits.
11. Work time within the Piggyback Work Zone is limited to the time granted to the Primary Work Zone.



## Removal of the Piggy backing

1. The crew leader of each piggy back work crew shall notify the CCIC and the Control Center Supervisor before leaving the work zone. The crew leader shall inform the CCIC and the Control Center Supervisor that:
  - a. All of the crew's workers and equipment are clear of the right of way.
  - b. All material, parts and track have been removed from the piggy back work zones.
2. All Work Zones within the Work Zone Limit must report to the CCIC that they have removed their Work Zone and that all work has been completed and that they are clear of the Right-of-Way.
3. All Work Zones must be clear of the Right-of-Way when and if the Primary Work Zone has completed their work and has cleared the Right-of-Way.
4. The CCIC shall inspect the entire work limits given by the Control Center Supervisor to ensure that all work crews, equipment and material have been removed and that the tracks are clear and good condition for rail traffic.
5. The CCIC shall contact the Control Center Supervisor by radio that work crews, equipment and material are clear of the right of way. The Control Center Supervisor shall acknowledge the CCIC and make a radio announcement stating that the work zone is removed and that track is clear.

## **Total Shut Down Work Zone**

1. A Total Shutdown closes the rail line (both tracks) between two points. This includes both track and overhead power. All rail traffic is excluded between these two points.
2. The Total Shutdown Work Zone is designed as an additional layer of protection for work crews and shall **ONLY** be used in instances of facing rail traffic and where rail vehicles can enter into work zones. There must be adequate spacing equaling 1000 feet between crews. Use appropriate length boom equipment and maintain minimum approach distances for the rail sections.
3. The equipment covered in these operating instructions should be used by qualified and certified employees, trained and familiar with the safety-related work practices, safety rules and other safety requirements associated with the use of this equipment.
4. The crew leader contacts the CCS via radio and requests permission to Occupy the Track from point A to point B (start and end points). Location of personnel and equipment between points A and B is also given to the CCS. The Control Center Supervisor will document this information.
5. After the Control Center Supervisor grants permission to occupy the track and makes the announcement of the Total Shutdown Work Zone from point A to Point B (start and end points) on the radio, the Crew Leader will send a flag person 1,000 feet in each direction to act as lookouts while the Total Shut Down Work Zone is being set up (see Figure 11).

6. The Crew Leader acknowledges that the track has been released from the CCS and given to the Crew Leader and will notify the CCS when trip stops and cross ties will be installed. For Engineering projects only and under conditions when the track is to be removed during the shutdown, derails may be used instead of cross ties.
7. The RTA Line Department shall execute the power outage procedures. Stop signs and ground straps are applied. This ends with the Power Outage Form signed and acknowledging that power has been turned off. The RTA Line Department will perform the necessary tests and verify that the entire segment of the OCS identified in the outage form has been de-energized. The Crew Leader shall notify the CenCom Specialist.
8. Upon such notice, the CenCom Specialist shall note the official time of de-energization and instruct the Line Maintenance Crew Leader to install the ground straps and stop signs, and perform any final safety procedures as required. The stop signs shall be placed at the section insulator location or cross over. The ground straps shall be installed within sight of the work crew. The Line Maintenance Crew Leader shall advise the ICC CenComm Specialist upon completion.
9. In cab signal territory, the Control Center Supervisor must activate Plate Blocking to protect the section between the crossovers and to prevent any routing into the protected area in cab signal territory.

10. The Crew Leader informs the CCS that the trip stops and cross ties or Warning Board have been installed. Trip stop is placed 200 feet in advance of the cross ties on both tracks on both ends of the work location. The cross ties shall be dug in to the ballast and crossed over each other vertically. The cross ties shall not be lying across the tracks. For contractors and all RTA work zones, Rail District Personnel shall provide and install the Protracker train transmitters 800 feet in advance of the work zone on both tracks on both sides of the Work Zone. RTA Rail District Personnel supply the two receivers to the Crew Leader, who shall keep the Protracker receivers in a position to warn the workers and flag personnel.
11. Rail traffic moving into the Total Shutdown Work Zone limits need to request permission of the Crew Leader and granted by the Crew Leader, not the CCS. Trip stops and derails will then be removed by the Contractor. Personnel and equipment will be cleared for the safe passage through the work limits.
12. In certain locations, switches are clamped by the RTA Signal Department (SD) so that movements cannot be sent into the total shutdown work zone area. The CCS informed by the SD that the clamps are in place.

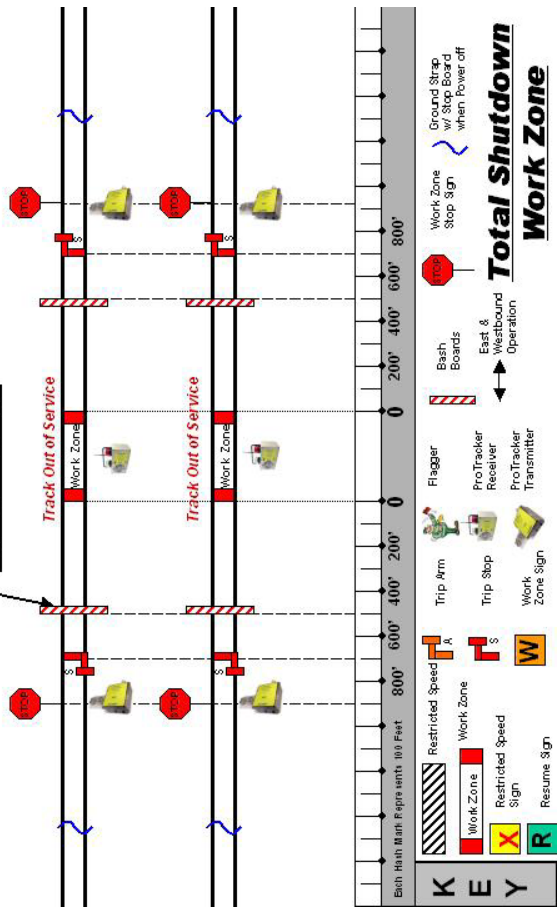
## **Removal of a Total Shutdown Work Zone**

1. The Crew Leader will verify that the track is in a condition to be returned to revenue service and that personnel and equipment have been removed from the track.
2. The Crew Leader will verify that the trip stops and cross ties have been removed from the track.

3. The Protracker devices shall be removed by RTA Rail District Personnel and the removal of the Protrackers will be verified by the Contractor prior to the removal of the work zone.
4. The Crew Leader will contact the CCS and inform them that the track is being returned to the CCS from point A to point B, and that all personnel, equipment, and material are clear of the track. All trip stops and cross ties have been removed from the track. Track is returned to the CCS.
5. Service Quality Rail Supervisor, along with the Crew Leader and Contractor, will inspect the Total Shutdown Work Zone to verify that the cross ties and trip stops have been removed from the track for the resumption of rail service.
6. The power outage form is signed by RTA CenComm and Crew leader acknowledging that the personnel, equipment, and material are removed from the track.
7. Line Department begins the re-energization of the overhead power. Ground straps and stops signs are removed. Locks are removed from devices.
8. Central Communications transmits via radio that the overhead power is being restored in the total shutdown work zone area. Power is restored.
9. If installed, clamps are removed from the switches by the RTA Signal Department to allow movement on the track. CCS informed by the RTA Signal Department that the clamps have been removed from the switches.

Ground Strap Location May Vary

Deraillers May Be Used when Track is Cut (By Engineering Only)



## Single Track Emergency Work Zone

1. This Work Zone is valid only when an incident occurs and a single track needs to be set up immediately to protect the safety of the passengers and the train or the scene.
2. A single Track Emergency shall not be used during a train evacuation in which passengers are evacuating along the right of way. No train movement on either track shall be allowed in the area of the evacuation.
3. Incident Commander must notify the Control Center Supervisor by radio requesting a Single Track Emergency Work Zone, giving the Control Center Supervisor starting and ending points. The Control Center Supervisor will document this information.
4. After Control Center Supervisor grants authorization and makes the announcement of the Single Track Emergency Work Zone from start and end points to all Operators on the radio, the Crew Leader will send a flag person 1,000 feet in each direction to act as lookouts while the Single Track Emergency Work Zone is being set up (see Figure 12).
5. If the out of service track is being de-energized, the RTA Line Department will perform the necessary tests and verify that the entire segment of the OCS identified in the outage has been de-energized. The Crew Leader shall notify the CenCom Specialist.

6. Upon such notice, the CenCom Specialist shall note the official time of de-energization and instruct the Line Maintenance Crew Leader to install the ground straps and stop signs, and perform any final safety procedures as required. The stop signs shall be placed at the section insulator location or cross over. The ground straps shall be installed within sight of the work crew. The Line Maintenance Crew Leader shall advise the ICC CenComm Specialist upon completion.
7. In cab signal territory, the Control Center Supervisor must activate Plate Blocking to protect the section between the crossovers and to prevent any routing into the protected area in cab signal territory.
8. In non-cab signal territory, the switch tender procedure must be followed (see figures 8 and 9).
9. On the track used by trains, the crew will set up the Work Zone “(W)” Signs 700 feet in advance of the work zone in both directions, and the Restricted Speed Zone “(X)” and the Resume “(R)” signs 200 feet in advance of the work zone in both directions (refer to Figure 12).
10. Station a flag person at each speed sign, in a position of safety and visibility, adjacent to the track to control all approaching train movements on any track. If the emergency occurs at a station, the flaggers should be positioned on the out of service track.

11. The Crew Leader will notify the Control Center Supervisor by radio after the Single Track Work is complete. And that the work is commencing under a Single Track Emergency Work Zone. The Control Center Supervisor will acknowledge that the single track Work Zone has been set up.
12. When curvature or grade restricts visibility, additional flag person(s) are required. When a train is approaching the work zone, the flag person shall display the red flag and sound horn to notify the work crew of approaching train.
13. If the operator does not show any signs of recognizing the signal, the flag person will alert the work crew on both tracks immediately using a continuous blast of the whistle, air horn or any other method.
14. After train has come to a complete stop and acknowledges the flagger with two blasts of the horn and work crew has cleared right of way, both flag persons on the active track will display yellow flags, and allow train to proceed through work zone at Restricted Speed.

## **Removal of a Single Track Emergency Work Zone**

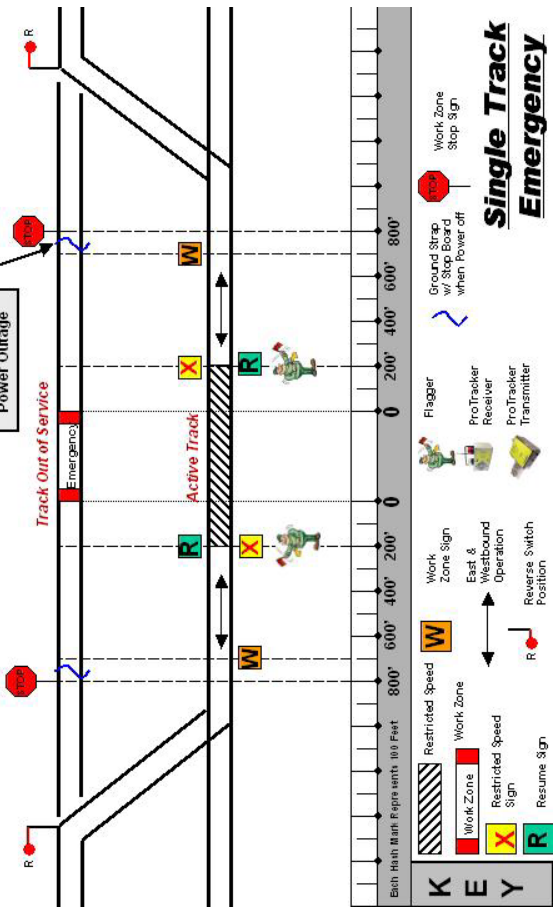
1. The Crew Leader ensures that all equipment, tools and materials are removed from the work area.
2. Workers shall clear the work area.
3. Trackside signs will be removed by a worker with a flag person providing protection and notification of approaching trains.

4. Once all workers, signs and flag personnel are clear of the track to a safe location, the Incident Commander will contact the Control Center Supervisor by radio to inform him that the Single Track Emergency Work Zone has been removed and the track is clear.
5. The Control Center Supervisor will acknowledge the Incident Commander and make a radio announcement that the Single Track Emergency Work Zone is removed and the track is clear.

Ground Strap Location May Vary

In Cab Signal Territory, Ensure ICC has Activated Plate Blocking to Protect Work Zone

Ground Strap, as Required for Power Outage



# Single Track Emergency

## **RTA Line Car Work Zone**

This Work Zone is valid only when personnel are working on R-123 – Platform/Bucket Hi Rail truck, R-125 – Platform Hi Rail truck, R-127 – Crane/Bucket Hi Rail truck and 032 Diesel self propelled train in a single track environment. The main difference of this type of work zone is to eliminate the need of flagging personnel only when working or inspecting the overhead catenary system from the rooftop or platform of these vehicles. If any person steps off the vehicle and is at track level, he or she will be required to initiate a “Standard Single Track Work Zone” as stated in the current Rail Operations Rule Book.

### **Supervisor’s or Lead Person responsibilities**

1. Prior to entering the Work Zone
  - a. Conduct a toolbox safety meeting describing the work to be done and the requirements needed to remain within this procedure.
  - b. Contact Control Center and arrange for the single track to be initiated.
  - c. Contact Central Communications and arrange for the power outage if required in accordance with the Power Outage SOP.
  - d. Existing GCRTA Rail Operations Rule Book procedures.

2. At the Work Zone, conduct a job site safety briefing and fill out the “Work Assignment Job Safety Briefing Form”.
3. Set up the Line Vehicle Single Track Work Zone (see Figure 13). Utilizing flagging personnel, complete the following:
  - a. Install stop signs (barricades)
  - b. Install trip stops at any entrance to the single track area affected
  - c. When de-energizing power, utilize the standard power outage procedure.
  - d. When de-energizing power, install a minimum of 2 ground cables, one located at each end of the work zone that the vehicle would be traveling.
  - e. Install the work zone signage “W”, “X” and “R”, in both directions, on the active track next to the area of the single track that will be affected.
  - f. If available the extended range ProTracker (orange in color) shall be installed on the out-of-service track at each end of the work zone.

## **Working within the Work Zone**

1. All maintainers will work on or in the vehicle; at no time shall a maintainer step off of the vehicle without flagging personnel.
2. If work is deemed to require an employee's assistance at ground level, then this work zone will revert to a standard single-track work zone and will require all of the requirements under the Single Track Work Zone.
3. When rooftop platform is extended onto an adjacent active track, this encroachment shall be considered as occupying the active track as well. This will require authorization to occupy that track via Control Center and flagging personnel as required under a normal "Single Track Work Zone"
4. The headlights of vehicle 032 shall remain in the "ON" position under "DIM". Headlights and flashing strobe lights shall be used on vehicles R-125, R-123, R-124, R-127 and 047.

## **Removing The Work Zone**

1. Adhere to the Power Outage SOP for removal of locks, light banks, barricades, ground cables, etc.
2. Remove Work Zone Signs "W", "X" and "R" and count them to ensure all such signage has been picked up. Note any damage to them.
3. Remove all trip stops and ensure that all are accounted for.

4. Remove Protracker device.
5. Ensure switches are in correct position.

Inform CenCom and Control Center that all work zone equipment has been removed. In addition to informing CenCom about the position of the switches, barricades, light bank, etc. for the power outage.

## **2.2000 Slow Zones**

### **2.2001 Slow Orders**

2.2002 When a Slow Order has been issued by the Control Center Supervisor, approach the limits of the slow order at Restricted Speed and operate through the limits at Restricted Speed.

### **2.2003 Temporary Speed Limits**

2.2004 When operating through Slow Zones marked by “Slow Zone Signs” and “Slow Zone Speed Limit Signs”, train speed must be reduced. The “Slow Zone Sign” (‘S’) and the “Slow Zone Speed Limit Sign” are posted together 800 feet in advance of the actual speed reduction at the stand-alone “Slow Zone Speed Limit Sign”. Speed must not be exceeded between the “Slow Zone Speed Limit Sign”(5, 15, 25, 35) and the “Resume Maximum Authorized Speed Sign (‘R’). When the front of the train reaches the “Resume Maximum Authorized Speed Sign” (‘R’), posted 200 feet past the affected area, operate at maximum authorized speed. See figure 31.

2.2005 Flagging Personnel must be in place whenever Work zones are established. Also, Flagging Personnel must be in place whenever trains or any work equipment may be on the rails, including complete rail shutdowns.

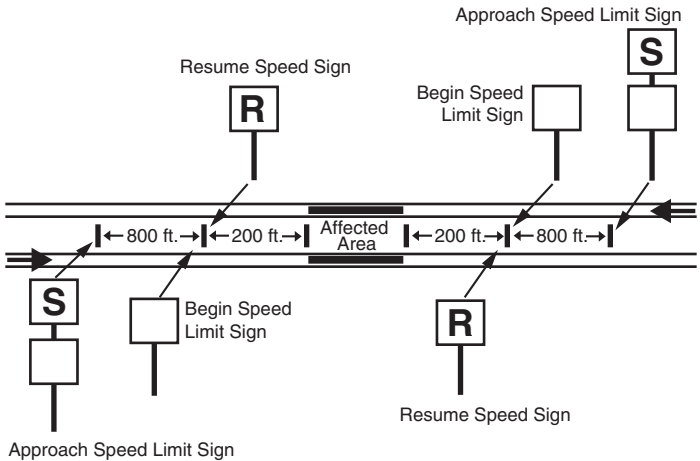


Figure 31

- 2.2006 Flagging Personnel, GCRTA or contractor, are required to have a working GCRTA supplied two-way portable radio as part of their equipment when flagging on the rail, including during complete rail shutdowns.

## **2.2100 Communications**

### **2.2101 Radio Procedures**

- A. When calling the Control Center Supervisor, provide the train or equipment number.
- B. When responding to a call from the Control Center Supervisor, provide the car or equipment number, train number, location and direction.
- C. When instructions are received from the Control Center Supervisor, they must be repeated to the sender.
- D. Radio communication must be concise and accurate.
- E. Calls must be answered promptly, provided such action is consistent with safe operation.
- F. A radio communication already in progress must not be interrupted except in case of an Emergency Broadcast.
- G. Profane, vulgar, unnecessary or extended radio communication is prohibited.
- H. The person initiating a radio transmission and the responding party must establish positive identification when beginning a transmission,

using call sign(s), train number, car or on-track equipment number, and location as appropriate

## **2.2102 Train Horn**

- A. Use a succession of short sounds from the train horn when necessary to get the attention of a person or animal near the tracks.
- B. To acknowledge signals from a flag, person sound the horn twice. To request or clarify a signal from a flag person, sound the horn four times.
- C. Excessive or inappropriate use of horn is prohibited.

## **2.2103 Passenger Emergency Intercom**

The Passenger Emergency Intercom is used for communication between passengers and the operator. The Passenger Emergency Intercom must be acknowledged and answered when activated. Contact the Control Center Supervisor in cases of emergency.

## Section 3: Emergencies

### 3.1000 Emergency Response

#### 3.1001 Discovery of Emergency

3.1002 An employee who discovers an emergency condition must immediately make an EMERGENCY broadcast and then notify the Control Center Supervisor. Provide as much information as possible and follow instructions.

3.1003 Emergency Discovery Communication Procedures

3.1004 A radio-equipped employee who discovers an emergency condition must transmit the words **"EMERGENCY, EMERGENCY, EMERGENCY"** followed by location at the beginning of the radio transmission to indicate the report of:

- Derailment or collision of any kind (whether verified or suspected).
- Split or run through switch (whether verified or suspected).
- Unauthorized movement of train into Work Zone limits.
- Unauthorized or unintended movement of equipment, including on-track non-revenue work equipment.
- Unauthorized possession or use of Pilot Flag.

- Incident where opposing or following separation of trains was not maintained. (Regardless of whether head-on or rear-end collision did or did not occur).
- Grade crossing accident.
- Accident, injury, or serious illness to employee, customer or other (whether observed or reported).
- Trespasser or other unauthorized person observed on the right of way where he could be struck by train or equipment.
- Signal violation (whether verified or suspected).
- Bomb threat or terrorism threat (whether verified or suspected).
- Condition along the right of way such as fire, fallen overhead wires, flood, snow, ice, track blockage, or landslide that could endanger the normal passage of a train or other track equipment.
- Smoke and/or fire on board a rail vehicle

3.1006 The affected train must be stopped. Immediately notify the Control Center Supervisor of the nature of the emergency giving as much information as possible and following instructions received.

- 3.1007 During **EMERGENCY** broadcast, all train movement must immediately stop. Trains must remain stopped and wait for further instructions from the Control Center Supervisor. Once the Control Center Supervisor confirms the location of emergency and authorizes you to move through the affected area, operators of trains or On-Track equipment must:
- A. Operate at Restricted Speed
  - B. Perform a visual ground inspection being alert for debris or other obstructions fouling the rail that may interfere with train movement.
  - C. Perform a visual catenary inspection being alert for broken hangers, wires or cables that may interfere with train movement.
  - D. Notify the control center supervisor of rail and catenary conditions through the Emergency broadcast area.
- 3.1008 An **EMERGENCY** communication has absolute priority over other transmissions. Other employees must not interfere with such transmissions.
- 3.1009 Non radio-equipped employees must dial 9-1-1 from a GCRTA Internal Phone or dial 216-566-5163 from a non-GCRTA landline telephone or cellular phone.

- 3.1010 Protection of Property
- 3.1010 Authority property must be protected without personal risk. Any condition that may jeopardize Authority property must be immediately reported to the Control Center Supervisor.
- 3.1100 Accident/Incident Reporting
- 3.1101 In the event of an accident/incident, it is the Operator's responsibility to:
  - A. Place the Master Controller in the maximum Braking plus Track Brake position Light Rail Vehicles), the Emergency Brake position, or the red "Mushroom" must be deployed whenever a Rail Vehicle is involved in a collision, including debris.
  - B. Also, the pantograph(s) of all Rail Vehicles must be lowered whenever it is involved in a collision, including debris or a derailment. The hand brake(s) on Heavy Rail Vehicles (HRV) must be set whenever the pantograph is lowered. The HRV Pantograph control toggle switch is located on the Operator's console, upper left. To lower the pantograph(s) on HRV, continuously hold the pantograph toggle switch in the "Down" position until you hear the pantograph(s) latch on the roof of the car (approximately 10-15 seconds), the ceiling blower stop, and the car body lights go out.

A number of Console Indicator lights will show Faults. To raise the pantograph(s) on HRV, continuously hold the pantograph toggle switch in the “Up” position until power to the car(s) come(s) on. The Console Fault Indicator lights should change to “normal” indication. Notify the Control Center Supervisor for instruction if the pantograph(s) will not lower or raise. The LRV Pantograph control toggle switch is located on the Operator’s console, upper left. To lower the pantograph(s) on LRV, continuously hold the pantograph toggle switch, in the “Down” position until you hear the pantograph(s) latch on the roof of the car (approximately 20-30 seconds). Get off of the LRV to visually inspect and verify the pantograph(s) are lowered. Repeat process if the pantograph(s) do not lower. To raise the pantograph(s) on LRV, continuously hold the pantograph toggle switch in the “Up” position for 20-30 seconds. Thirty (30) seconds after raising the pantograph(s), use the ‘Main Circuit Breaker’ toggle switch located on the Operator’s console to reset the main circuit breaker by continuously holding the toggle switch in the “reset” position until power to the car(s) come(s) on. The ‘Converter Operating’ indicator light to your left should show Green, not Yellow. Notify the Control Center Supervisor for instruction if the pantograph(s) will not lower or raise, or the ‘Main Line Breaker’ does not reset.

- C. Stop and secure the train or equipment. Initiate EMERGENCY broadcast. Lower the pantograph(s).
- D. Assess the situation for severity/danger level/ fire. Evacuate the train if a life-threatening condition exists.
- E. Notify the Control Center Supervisor giving the train number, car or equipment number, location, direction and information regarding injuries.
- F. Check for and obtain names of injured persons.
- G. Assist customers as deemed appropriate. If unable to contact the Control Center Supervisor, call the Transit Police at 216-566-5163.
- H. Protect customers and yourself from any hazards created by the accident/incident.
- I. Write down license number, color, make, and model of any vehicle(s) involved.
- J. Inform customers of potential delays and what action has and will be taken. Provide updates until normal service has resumed.
- K. Distribute Courtesy Cards to customers. The Operator must always possess two complete accident kits. Obtain the names of as many customers as possible.

- L. Obtain information from the Operator(s) of other vehicle(s) i.e., driver's license number, names of other occupants, names of other witnesses and damage to vehicles.
- M. If police are on the scene, write down the city, badge number(s) of police on the scene and the number of the police, ambulance and/or fire vehicle(s).
- N. Do not move the train or equipment unless instructed by the fire department, police, GCRTA Emergency Response Commander, GCRTA Safety Officer, other authorized GCRTA official or GCRTA Control Center Supervisor.
- O. Provide the police the following information only:
  - 1. Name
  - 2. Badge Number
  - 3. Driver's License Number
  - 4. Train, Car or Equipment number
  - 5. GCRTA's main address (1240 W. 6th Street, 44113) and telephone number (216-566-5100).
- P. Never admit guilt or responsibility.
- Q. Do not provide a signature (except to receive a traffic citation) or make any statement to anyone other than a properly identified GCRTA representative.

- R. If an Operator's driver's license is seized by the police, he should request the location of the police department and the officer's badge number.
- S. If a citation is issued as a result of an accident, the Operator must include this information in the accident report and inform the immediate supervisor of the nature of the citation.
- T. If the Operator is arrested and the train or equipment is left unattended, Control Center Supervisor must be notified and the train or equipment secured. If the Operator is unable to call, the police must be requested to do so.
- U. When the accident is cleared, the Operator must notify the Control Center Supervisor for instructions.
- V. Upon completion of the Operator's tour of duty, he must report to the District and complete the appropriate written report (Accident or Incident).
- W. The Operator must contact his/her Department Manager or designee prior to completion of tour of duty. If the Department Manager is unavailable he must be contacted no later than the next working day.
- X. The Operator must fully cooperate with emergency personnel and the Accident/Incident Management Team.

3.1102 Accident/Incident Information

3.1103 When an Operator is involved in an accident certain information is considered privileged and must only be communicated by telephone or in person to authorized, properly identified GCRTA representatives only. It is preferred that statements not be given to the police. If requested, statements of facts may be offered.

A. Privileged information includes:

1. Orientation of vehicles, trains or equipment.
2. Speed of vehicles.
3. General conditions other than weather.
4. Names/addresses of injured.
5. Names/addresses of victims.
6. Names of owner, driver and all occupants of other vehicles.
7. Description and license number of and damage to other vehicle(s).
8. Any other information describing injuries, damage to property, etc.

B. Authorized GCRTA representatives include:

1. Service Quality Manager/Emergency Response Commander.
2. Control Center Supervisor.
3. Department Directors or Managers.
4. Legal Division representatives, including Safety Department.
5. GCRTA Executives.

- C. When communicating information about an accident or incident:
  - 1. Speak in a voice that cannot be overheard when providing details.
  - 2. Do not criticize GCRTA's equipment, rules, or procedures.
  - 3. Never commit to contact anyone directly regarding damages or injuries.

### **3.1104 Reports**

- 3.1105 A complete, factual and accurate report must be submitted by the Operator involved. This includes names of customers and others on the scene to substantiate the facts reported.
- 3.1106 An Accident or Incident report must be completed:
  - a. When accidents or incidents involve other vehicle(s) or object(s).
  - b. When accidents or incidents involve customers, pedestrians, or trespassers.
  - c. When customer disturbances such as fights, illnesses, ejections, etc., occur.
  - d. When fire extinguishers are discharged.
  - e. When a car or equipment window is broken.

- f. When the emergency alarm is used for any reason.
- g. When any incident occurs that could result in a legal claim against GCRTA. An Incident/Witness Report must be completed when a GCRTA employee witnesses any action that might impact GCRTA.

### **3.1107 Written Reports**

- 3.1108 Written reports are required for each accident, disturbance or other incident as directed by the Control Center Supervisor. Such reports must be turned in to the District Dispatcher at or before the completion of the day's work.

### **3.1109 Witnesses**

- 3.1110 Names, addresses, and telephone numbers of witnesses must be obtained, particularly the badge number of any police officer who may be present.

### **3.1200 Evacuation**

- 3.1201 Initiate the **Three Emergency Broadcast**.
- 3.1202 When a train is between stations and cannot be moved, customers must remain on the train unless an evacuation will provide greater safety.

- 3.1203 Any evacuation, unless personnel are in imminent danger, must be authorized by the Control Center Supervisor. All pertinent information must be conveyed.
- 3.1204 If wires are down, do not evacuate until instructed by Rail Supervision or other qualified GCRTA personnel that it is safe to do so.
- 3.1205 Determine that the tracks are safe for evacuation before starting a train evacuation.
- 3.1206 On Heavy Rail cars, use the evacuation ladder. The ladder is stored under the luggage racks.
- 3.1207 Assist and direct customers to a safe area. Ensure customers do not walk on tracks or any adjacent railroad tracks.
- 3.1208 On Heavy Rail cars, apply the hand brake as soon as practicable.
- 3.1209 Prior to evacuation, make the following announcement:
- “Attention, Attention all passengers. We will be evacuating the train. Remain calm. Move to (location on front or rear of train) for evacuation. Proceed with caution. Once off the train, walk down the middle of the track to a place of safety.”

### **3.1300 Fire**

#### **3.1301 Fire on Train**

- 3.1302 Lower the pantograph immediately.
- 3.1303 If there is indication of smoke or fire on a train, the safety of all customers must be of the first consideration. Assist all customers evacuating from the affected car(s).
- 3.1304 Call the Control Center Supervisor, then attempt to extinguish the fire if it can be done safely.
- 3.1305 Never operate a train with indications of fire or smoke into the Airport, or Tower City under building area.
- 3.1306 If fire or smoke is observed while train is between stations, the train should be moved to the nearest station platform if it is safe to do so. The Control Center Supervisor must be advised.
- 3.1307 Use of a fire extinguisher must be reported to the Control Center Supervisor.

#### **3.1308 Fire On or Near Tracks**

- 3.1309 Report any fire or smoke on or near the tracks to the Control Center Supervisor.
- 3.1310 Extinguish a track fire if it can be done safely.

- 3.1311 Use of a fire extinguisher must be reported to the Control Center Supervisor.
- 3.1312 Do not pass a fire on an adjacent track unless it can be done safely.
- 3.1400 Overhead Power**
- 3.1401 Broken Overhead Wires**
- 3.1402 In case an overhead wire, feeder cable or any other structure is broken, stop the train and immediately report the condition to the Control Center Supervisor.
- 3.1403 If authorized to move the train past the defect, proceed at Restricted Speed. Do not resume normal speed until the entire train is clear of the defect. Before proceeding, ensure that the overhead defect will not damage the pantograph. If unsure, request instructions from the Control Center Supervisor.
- 3.1404 Do not exit the train when an overhead wire, feeder cable or any other structure is defective or damaged unless instructed by the Control Center Supervisor to do so.
- 3.1500 Transit Police**
- 3.1501 Whenever a situation, such as altercation, assault, robbery, suspicious objects found, etc., occurs on GCRTA property that may require the assistance of Transit Police, call the Control Center Supervisor.

- 3.1502 Initiate the 3 Emergency Broadcast and report trespassers on or near the right-of-way to the Control Center Supervisor. Be as specific as possible in describing persons, location and direction.
- 3.1503 Full cooperation must be afforded to Transit Police or any other law enforcement officer(s).

## Section 4: Signal System

### 4.1000 Defective Cab Signal

- 4.1001 Do not operate a train with a defective cab signal system without the authorization of the Control Center Supervisor. If the cab signal system is not working properly, STOP and get instructions from the Control Center Supervisor before proceeding.

### 4.1100 Cab Signal Cutout (Reset)

- 4.1101 Do not cut out (reset) the cab signal system of a train without authorization from the Control Center Supervisor.
- 4.1102 **EXCEPTION:** When entering or operating within non-cab signal territory – east of E. 79th on the Light Rail or north of Settlers Landing.
- 4.1103 When authorized by the Control Center Supervisor to cut out (reset) the cab signal system, you must operate at Restricted Speed unless otherwise authorized by the Control Center Supervisor. Stop at all Interlocking Signals, regardless of aspect. If the signal is clear, you may proceed through the Interlocking Limit at restricted Speed. If the aspect is red, you are governed by Rule 4.1501 B. “Operation Past an Interlocking Displaying a Red Aspect”.

- 4.1104 If a train receives a cab signal indication while not in a cab signal area, call the Control Center Supervisor, report the problem and follow instructions.

## **4.1200 Improper Signal Display**

- 4.1201 A fixed signal or cab signal which is improperly displayed, or the absence of a fixed signal where one is usually displayed, must be regarded as the most restrictive indication that such signal is capable of displaying. An imperfectly displayed signal must be immediately reported to the Control Center Supervisor. Follow instructions received from the Control Center Supervisor.

## **4.1300 Cab Signal Indications**

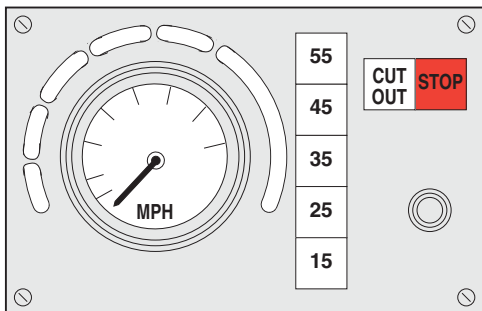
- 4.1301 Red light (solid red) A: STOP. B: CALL the Control Center Supervisor for instructions.
- 4.1302 Flashing Red light: A: STOP. B: CALL the Control Center Supervisor for instructions.

- EXCEPTIONS:
1. Within or entering a station that is visibly unoccupied by another train.
  2. Within Yard Limits.

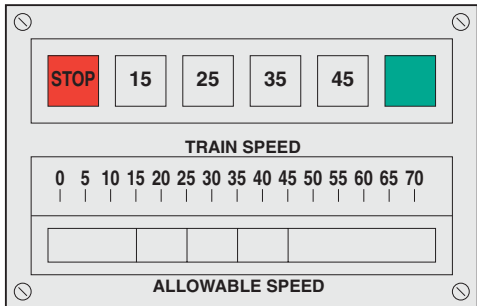
- 4.1303 Yellow light (speed command):
- A. 15 mph: PROCEED up to 15 mph.  
Be prepared to STOP.
  - B. 25/35/45 mph: PROCEED within the indicated speed.
- 4.1304 Green light:
- A. PROCEED within normal speed.
  - B. EXCEPTION: For Tokyu Car (HRV) only, the green light may indicate that the onboard cab signal system is CUT OUT.
- 4.1305 Cut Out light (Breda Car (LRV) Only)
- A. When lit, the onboard cab signal system is CUT OUT.

## 4.1400 Cab Signal Display

1) Breda Car (LRV) Cut Out Light (white/Breda Car)



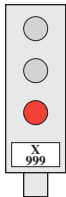
2) Tokyu Car (HRV)



## 4.1500 Fixed Signal Indications – Cab Signal Area

### 4.1501 Red light:

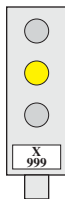
- A. STOP. Remain standing 30 seconds. CALL the Control Center Supervisor for instructions.
- B. Whenever the ICC authorizes the operator of any rail vehicle to pass an Interlocking Signal displaying a red aspect, the operator must:
1. Repeat the ICC's instruction.
  2. Proceed at Restricted Speed past the Red Signal.
  3. Stop your vehicle before reaching the first set of switch points.
  4. Report switch position (normal or reverse), (facing or trailing) over the radio to the ICC. If the switch is aligned for the desired movement, request authorization over the radio from the ICC to proceed through the switch.



5. Upon authorization from the ICC, proceed to the next switch, if applicable, and repeat the process until the rear of the rail vehicle is clear of the Interlocking Limits. If any switch is not aligned for the desired movement, do not proceed. Follow the ICC's instruction.

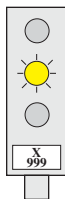
**4.1502 Yellow light:**

PROCEED per cab signal, prepared to enter a spur, yard, or non-signaled tracks.



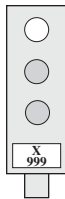
**4.1503 Flashing Yellow light (call-on):**

- A. PROCEED at Restricted Speed.
- B. If the signal has a K-sign, activate the Key By Lever to lower the trip arm completely before accepting the signal.



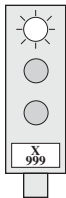
**4.1504 Lunar White light:**

PROCEED per cab signal on main route.



#### 4.1505 Flashing Lunar White light:

PROCEED per cab signal on alternate route.



### 4.1600 Fixed Signal Indications - Light Rail (Automatic Block Signals)

#### 4.1601 Red light:

- A. STOP. Remain standing for 30 seconds. CALL the Control Center Supervisor for instructions.
- B. Whenever the ICC authorizes the operator of any rail vehicle to pass a Block Signal displaying a red aspect, the operator must:
  1. Repeat back the ICC 's instruction.
  2. Proceed at Restricted Speed past the Red Signal.
  3. If you encounter a crossover, STOP your rail vehicle before reaching the first set of switch points.



4. Report switch position (normal or reverse), (facing or trailing) over the radio to the ICC.
5. If the switch is aligned for the desired movement, request authorization over the radio from the ICC to proceed through the switch.
6. If the switch is not aligned for the desired movement, request authorization over the radio to throw the switch by hand. (Refer to Rule 2.1701 in the Rail Operations Rule Book; Hand Operated, Spring-And-Return, and Slip Switches).
7. Upon authorization from the ICC, proceed to the next switch, if applicable, and repeat the process until the rear of the rail vehicle is clear of the crossover.
8. If any switch is aligned for the desired movement, do not proceed. Follow the ICC's instruction

4.1602 **Yellow light:** PROCEED, prepared to STOP at the next signal or End-of-Block sign.



4.1603 **Green light:** PROCEED at NORMAL Speed.



4.1604 **Flashing Red Light:** PROCEED at RESTRICTED Speed through interlocking.



## 4.1700 Traffic Signals

4.1701 Traffic signals for motor vehicles at rail/highway intersections also apply to train operations. When traffic signals conflict with rail signals, observe the most restrictive signal indication.

## 4.1800 Bar Light Signals

4.1801 **Horizontal**

4.1802 STOP. Do not enter crossing.  
The warning system is not activated.  
Wait 30 seconds. Call Central Control Supervisor.



4.1803 **Triangular**

4.1804 STOP. Do not enter crossing. Denotes that the grade crossing protection system is activated.



4.1805 **Vertical**

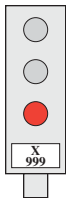
4.1806 PROCEED. Enter crossing at RESTRICTED Speed.



## 4.1900 Fixed Signal Indications – Yard

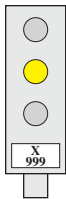
4.1901 **Red Light**

- A. STOP. Remain standing for 30 seconds Call the Control Center Supervisor.



4.1902 **Yellow Light**

- A. PROCEED at RESTRICTED Speed.



## **Section 5: Heavy Rail and Light Rail Operations**

### **5.1000 Reporting For Duty**

#### **5.1001 Uniform**

- 5.1002 As public service providers, all GCRTA employees who function in the public domain must be easily identifiable to their customers. For Rail Operators and Station Attendants, this is achieved through the official GCRTA uniform worn by employees. In addition, the Authority recognizes the need for all employees to present a professional and businesslike image to the public.
- 5.1003 The proper uniform must be worn at all times by Rail Operators and Station Attendants when on duty. Proper uniform will be described by current bulletin in effect. Employees wearing uniforms must be neat and well groomed at all times.

## 5.1004 Equipment

5.1005 Rail Operators are required to have the following items at all times while on duty:

- A. Rule Book
- B. Keys (mandatory)
  - 1. Door key
  - 2. Cab signal keys (LRV and HRV)
  - 3. Allen wrench (HRV)
  - 4. Skirt key (LRV)
  - 5. Switch key
- C. Transfers
- D. Pen
- E. 2 Accident Kits
- F. Identification/Sensor card
- G. Valid Ohio Driver's License or CDL
- H. Current Biennial Physical Card
- I. Rail Certification Card
- J. Punch
- K. Refund slips
- L. High-Visibility Fluorescent Yellow-Green Safety Vest
- M. Change in case you need to make a phone call.
- N. RTA issued flashlight
- O. RTA issued nameplate (to be displayed on operating end of train behind operator)

## **5.1006 Report Time**

- 5.1007 Report to the District Dispatcher at your scheduled report time. Rail Operators must be on the train within five minutes after scheduled report time.
- 5.1008 When making a relief, be at the relief point and ready to operate the train at the scheduled report time.
- 5.1009 A Rail Operator may not accept a relief from another Operator who is apparently unfit for duty, and in such case, must notify the Control Center Supervisor immediately.
- 5.1010 A Rail Operator unable to report for duty must notify the District Dispatcher no less than 90 minutes before reporting time. (This will NOT automatically be considered an excused absence.)

## **5.1011 Preparing for Service**

- 5.1012 A Rail Operator's watch must be synchronized to the District Clock. Contact the Control Center Supervisor for the correct time.
- 5.1013 All Rail personnel involved in movement of trains or equipment on the main track must understand and sign each Single Track Order in effect.

- 5.1014 All Rail personnel involved in movement of trains or equipment on the main track must understand and sign Rail Operating Orders and Bulletins. In addition, Restricted Movement Rail Cars and Slow Zones along the Right of Way are posted daily and must be signed daily by all Rail personnel involved in movement of trains or equipment on the main track.
- 5.1015 Operating Personnel must sign out a portable radio from the Rail Dispatcher at the beginning of their shift. Radios are to be kept in operators possession while on duty at all times and used whenever it is necessary to be off of the train.
- 5.1016 Ensure car and portable radio(s), Public Address System, and Passenger Emergency Intercom are working. A radio check must be conducted with the ICC.
- 5.1016 Program Transit Master with the proper information before starting movement.
- 5.1017 Ensure Safety Chains on HRV are properly secured.
- 5.1018 A test of the brake system must be performed within the first 10 feet of train movement. This applies to the movement of all rail equipment in all areas including: yards, tail tracks, shop tracks, when trains are being made up in yards and when revenue and non-revenue operation.

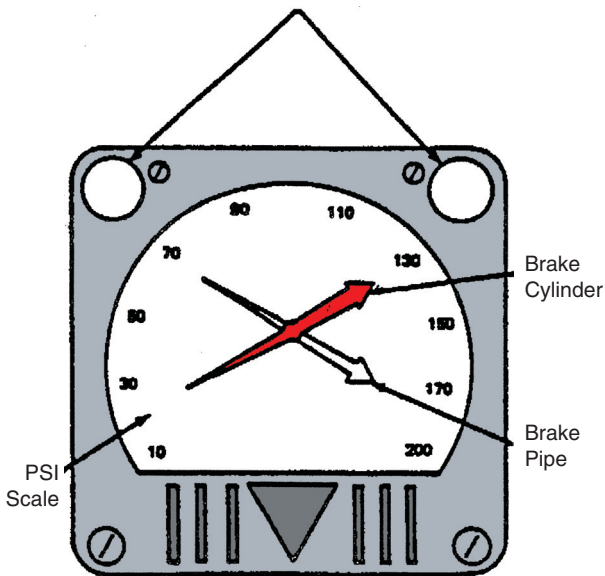
- 5.1019 Cab signal operation must be checked on the train before entering the main track. The first Operator using a car shall test the cab signals on each end of the train at a pre-departure test point and report the results of the test to the Control Center Supervisor.
- 5.1020 Pre-trip inspection of train(s) or equipment must be performed and recorded on the prescribed form which is to be kept on the train and submitted to the Rail Dispatcher when the train is removed from revenue service.
- 5.1021 Tokyu Car (HRV) Inter-Car Barriers must be connected and secured on all HRV multiple car trains entering, operating in or leaving revenue service. HRV Inter-Car Barriers must be disconnected through the Kingsbury Loop and Windermere Loop, and at any other locations identified by a trackside sign.
- 5.1022 Parking Brakes on Heavy Rail Vehicles (HRV) must be set when:
- A. The pantograph is lowered.
  - B. There is no power to the train
  - C. Trains are left unattended (powered on or off), including while stored in Central Rail Yard, Louis Stokes Station at Windermere Yard, Brookpark Yard, Track # 6, Track # 7, Track #10 West at Tower City and the Viaduct

## 5.1023 Duplex Air Gauge

- A. The white needle/pointer shows Brake Pipe pressure in pounds per square inch (psi). During normal operation, Brake Pipe pressure will be approximately 110 psi. If the Brake Pipe is not charged to 110 psi, the brakes will not release. After application of Emergency Braking, Brake Pipe pressure will drop rapidly to zero.
- 

### Duplex Air Gauge

Lamp Covers



- B. The red needle/pointer shows Brake Cylinder pressure in pounds per square inch (psi). When brakes are fully released, the red Brake Cylinder needle/pointer will show zero. When the speed of the train is over 20 mph and the brakes are applied initially, the red Brake Cylinder needle/pointer will move approximately 30 psi and then to zero until the train speed is three to eight mph.
  
- C. When brakes are applied and the red Brake Cylinder needle/pointer shows 10 – 40 psi without dropping to zero and the train speed is over 20 mph, there may be a problem with the Dynamic Braking. If there is a problem with the Dynamic Braking, the Friction Brakes will brake the train throughout the entire braking cycle. There may be a burning smell coming from the Friction Brakes. This is normal.

## **5.1100 Revenue Service**

- 5.1101 Operating Authority
  
- 5.1102 Follow all orders and instructions of the Control Center Supervisor whenever operating on the main track unless it is unsafe to do so.
  
- 5.1103 The Operator must perform his/her own duties unless otherwise authorized by the Control Center Supervisor and/or Rail Dispatcher.

- 5.1104 No one other than the Operator is permitted in the cab without receiving authorization from the Control Center Supervisor. Rail District Training, Service Quality Management Supervisors, and other GCRTA Operations personnel may be permitted in the cab.

## **5.1105 Adherence to Schedule**

- 5.1106 Operate the train on schedule by maintaining running time and time points. The Control Center Supervisor must be notified whenever the train is delayed more than three minutes.

## **5.1107 Operating Position**

- 5.1108 The train must be operated only from the front cab of the first car in a train, unless directed otherwise by the Control Center Supervisor.
- 5.1109 Operation of the HRV from the hostler end is prohibited at all times while on the main track. (Hostler end operated by Yard Qualified, Rail Equipment, or qualified Supervisory personnel only).
- 5.1110 While the train is in motion, the Operator must be facing forward, sitting upright, with both feet on the floor. Be alert for signals, persons, animals, or other obstructions and/or debris on or near the track.
- 5.1111 The Control Center Supervisor must be notified whenever it becomes necessary to leave a train unattended.

5.1112 Cab doors must always be secured.

### **5.1113 Operator Conduct**

5.1114 It is prohibited to use or have on your person while in revenue service cell phones, smart phones, personal digital assistants such as Blackberry devices, electronic music players, wireless headsets or any other electronic communication or listening device. While on duty, operators must keep cell phones and any device of the types listed above separate from their person. Cell phones can be used when on layover: after the vehicle has stopped, the parking brake set and you are not in the operator compartment.

5.1115 Unnecessary conversation with customers or other employees while the train is in service is prohibited.

5.1116 Smoking, eating, or drinking on trains or where restricted is prohibited.

5.1117 Employees must remain alert at all times. Sleeping on duty or assuming the position of sleep while on duty is prohibited.

5.1118 Tinted eyewear is prohibited in tunnels, under building areas, at dusk, and one hour prior to dawn.

### **5.1119 Operating Equipment**

5.1120 Unauthorized change to the mechanical, electrical or safety equipment on a train or equipment is prohibited.

- 5.1121 Seats or other equipment must not be adjusted while the train is in motion.
- 5.1122 Head lights and tail lights must be on at all times. Headlights will be set to the “bright” position in tunnels, at dusk, and one hour prior to dawn, except when passing another train, equipment, or when approaching a station.
- 5.1123 Interior lights must be turned on at all times.
- 5.1124 Destination signs must always be correct.
- 5.1125 The Dead Man Control must not to be used to slow or stop a train.
- 5.1126 Use sand only when necessary to avoid slipping or sliding.
- 5.1127 Track brakes on Breda cars are for emergency braking only.
- 5.1128 Trains are not to be stopped or started by opening or closing doors. Obtain authorization from the Control Center Supervisor before using the Door Traction Interlock Bypass Switch. Ensure that all doors are closed and that it is safe to proceed before leaving each station or after any unscheduled stop.
- 5.1129 Train operators must minimize the use of the Master Controller between or within positions of power and braking when operating HRV or LRV. “Fanning” the Master Controller is prohibited.

## **5.1130 Emergency Stops**

- 5.1131 Whenever a train is stopped due to a defect or other emergency condition, notify the Control Center Supervisor immediately.
- 5.1132 Whenever trespassers, debris, or any other foreign object or matter is observed on or within 10 feet of the rail, STOP. Call the Control Center Supervisor and follow instructions.

## **5.1133 Leaving Revenue Service**

- 5.1134 Before leaving the last station in Revenue service, make certain that all customers have left the train.

## **5.1135 Stations**

- 5.1136 Stops for customers must be made only at rail stations.
- 5.1137 Exception: The Amtrak Station on the Waterfront Line. Notify Control Center Supervisor when stopping at Amtrak Station.
- 5.1138 Trains must be berthed with the front end of the train at the berthing marker designated by the number of cars on the train.
- 5.1139 Trains boarding and alighting ADA customers must be berthed at the berthing markers designated for ADA customers.
- 5.1140 Ensure all doors are clear before closing.

5.1141 Rail Operators must ensure that all doors are clear before closing. Rail Operators have the responsibility to reduce the potential for boarding/alighting accidents by ensuring that they carefully observe all station platforms, all side train doors and train interiors, the behavior of the passengers on and off the train, and by following the appropriate Look-Back procedure.

**A. HRV Look Back Procedure for Cab Side Platforms:**

1. When arriving at a platform which is Cab Side, observe the waiting passengers as you arrive.
2. After properly berthing the train, open al doors in service.
  - a. Turn in your seat and observe all passengers who are alighting.
  - b. Look through your train from the operator's cab window to observe the passengers who are alighting the train.
  - c. After observing the last passenger leave the train, open the cab side window and put your heat out of the cab window.
  - d. Look back and observe all passengers as they board from the platform. Your position will allow you to scan all open doors.

- e. Use the (P.A.) Public Announcement feature of your radio to announce, “Please Stand Clear, Train Doors are Closing”.
- f. When all passengers are clear of doors, press door close button while maintaining view of all doorways.
- g. After the doors are closed, look back to ensure that all passengers are clear of the doors and the side of the train.
- h. Return to your operating position to begin forward movement of your train.

**B. HRV Look Back Procedure for Non-Cab Side Platforms:**

- 1. Non-Cab Side boarding and alighting occurs at E. 55th Street Station, and may occur at station platforms at the Cleveland Hopkins Airport, Tower City (Track 10 West), and Eastbound and Westbound at Louis Stokes at Windermere Station. Rail Operator’s must leave the Operator’s cab to perform this look back procedure at these stations.
- 2. When arriving at a platform which is Non-Cab Side, observe the waiting passengers as you arrive

3. After properly berthing the train, open all doors in service.
  - a. Turn in your seat and observe all passengers who are alighting.
  - b. Look through your train from the operator's cab window to observe the passengers who are alighting the train.
  - c. Move to the Non-Cab operating side window and open the window, and put your head out of the Non-cab window.
  - d. Look back and observe all passengers boarding until the last passenger boards the train.
  - e. Scan the interior of the train once again and observe that all passengers are clear.
  - f. Return to operator seat and prepare for forward movement.
  - g. Use the (P.A.) Public Announcement feature of your radio to announce, "Please Stand Clear, Train Doors Are Closing".
  - h. When all passengers are clear of the doors, press the door close button while maintaining view of all doorways.

- i. After the doors are closed, look back to ensure that all passengers are clear of the doors and the side of the train.

5.1142 All Red Line revenue trains must stop at each Red Line stations, unless otherwise instructed by the Control Center Supervisor.

### **5.1143 Elevators**

5.1144 If it is known that the elevator at the rail station is not operating, the Operator must:

- A. One station in advance - make a PA announcement advising of the inoperative elevator.
- B. Let the customer off at the nearest or next station with an operating elevator or at a station of the customer's choice.
- C. Advise the Control Center Supervisor if the customer requires any additional transportation assistance, and the Control Center Supervisor will arrange.

### **5.1145 Breakers**

5.1146 Coast the train through all breakers whenever it is safe to do so. The location of each breaker is marked by a sign reading "Power Off Through Breaker". Power is not to be reapplied until the pantograph of the last car has gone through the breaker.

## **5.1147 Stop Signs**

5.1148 Bring the train to a complete stop at all Stop signs.

## **5.1200 Light Rail Operation**

### **5.1201 Speed Limits**

5.1202 Maximum speed in areas not under Cab Signal Control is 45 mph. Observe speed limit signs where posted. Maximum speed through stations must not exceed 25 miles per hour.

### **5.1203 End-of-Block Signs**

5.1204 When passing an End-of-Block sign, reduce speed so the train can be stopped within one-half of range of vision ahead. This rule remains in effect until the next signal is passed.

### **5.1205 Grade Crossings**

5.1206 At all grade crossings, operate at Restricted Speed, being constantly alert for moving vehicles and pedestrians. The strobe must be activated and the horn and/or gong must be sounded. In accordance with the revised definition of Restricted Speed, be prepared to stop when there is an obstruction such as a motor vehicle on the tracks.

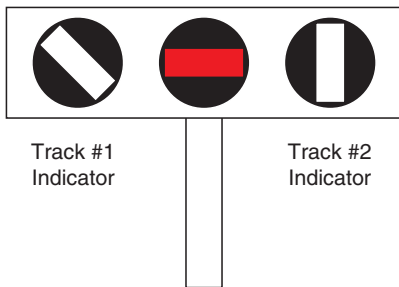
5.1207 At protected grade crossings, the warning system must be activated before entering the crossing. Continue to be alert for moving vehicles and pedestrians.

Use push-buttons and follow bar signals where provided. If the warning system is not working properly, STOP and call the Control Center Supervisor.

### 5.1208 Van-Aken/Warrensville Station

- A. Once an eastbound train has entered Farnsleigh intersection, the westbound train must wait until the eastbound train has arrived at the platform before the westbound train leaves the Warrensville Station.
- B. When the lunar (white) bar pointing to the left is lighted, Track #1 is vacant. When the lunar (white) vertical bar is lighted, Track #2 is vacant. If either lunar (white) bar is not lighted, the corresponding track is occupied. The red horizontal bar is lighted when Track #1 and/or Track #2 is/are occupied.

#### Warrensville Station Platform Track Vacancy Indicator



**5.1209** You must obtain authorization from the Control Center Supervisor prior to entering an occupied track at South Harbor (Waterfront Line), Green Road (Green Line) and Warrensville/Van Aken (Blue Line).

**5.1210 Positive Stops**

5.1211 Positive stops must be made eastbound and westbound at the following stations, even if no customers are boarding or alighting:

- A. Shaker Square
- B. East 79th Street
- C. East 55th Street
- D. East 34th Street
- E. Tower City
- F. Settlers Landing

**5.1212 Begin Cab Signal Signs**

5.1213 At a “Begin Cab Signal” sign, ensure that the cab signal system is activated. All operators entering a cab signal territory from a non-cab signal territory, including Central Rail Yard, must report via radio on each trip the Cab Signal Indication. If the cab signal of the car remains in Cut Out, STOP...Notify the Control Center Supervisor and wait for instructions. Any exceptions noted must also be recorded on the Rail Defect Card.

## **5.1300    **Unscheduled Operations****

5.1301    Authorization must be received from the Control Center Supervisor before any unscheduled operation on the main track. Any unscheduled operation must report to the Control Center Supervisor when clear of the main track.

5.1302    When operating past a station, operate at a maximum speed of 25 miles per hour. Sound the horn or gong approaching and operating through the stations.

## **5.1303    **Reportable Conditions****

5.1304    Report to the Control Center Supervisor any defects or dangerous conditions on the train or along the right-of-way.

5.1305    Complete a Hazard Report if the condition is not resolved.

5.1306    Train defects must be immediately reported to the Control Center Supervisor. A Defect Card must be filled out by the Operator at the time the defect is observed, providing all required information. The original Defect Card is to be left in the designated place in the Operator cab of the defective car, and the copy of the Defect Card provided by the Rail Operator to the Rail Dispatcher.

- 5.1307 Pushing or Any Other Operating Position:**  
Whenever it is necessary to tow or push an LRV or HRV due to the car(s) having fifty percent (50%) of the propulsion cut out or fifty percent (50%) or more of the brakes (dynamic and/or friction) of a consist cut out, the consist of the tow or push car(s) must be greater than or equal to the consist of the car(s) being towed or pushed. In addition, the car(s) of a consist of the tow or push car(s) must not have propulsion or brake defects or have motors or brakes cut out.
- 5.1308 A certified operating employee must be stationed on the forward end of the front car to convey the proper signals when pushing another train, or when it is necessary to operate from a position other than at the front of a train. Signals may be conveyed by radio, hand, intercom, buzzer or bell. Method of communication must be confirmed prior to pushing. If communication fails, the movement must be immediately stopped. Movement must not recommence until communication is reestablished.
- 5.1309 Stopped Train - Southbound “Chute”**
- 5.1310 If a train is unable to climb the grade in the southbound “Chute” between Settlers Landing and Tower City, notify the Control Center Supervisor. Upon authorization from the Control Center Supervisor, change ends of the train and depress the push-button to activate the grade crossing warning system. Move the train back to Settlers Landing Station beyond Signal 2S17. Call the Control Center Supervisor for additional instructions.

**5.1311 CSX Port Authority Interlocking (Waterfront Line)  
– Reverse Operation**

5.1312 When operating in a reverse movement approaching the CSX Port Authority (Waterfront Line) Interlocking, be prepared to STOP at the home signal.

**5.1313 Coupling**

5.1314 Ensure couplers of cars to be coupled are properly aligned before coupling to avoid injury or damage.

5.1315 Personnel are prohibited from being between moving cars when coupling or uncoupling.

5.1316 Prior to coupling or uncoupling, notify the on-board personnel of the cars the coupling or uncoupling procedure is to be performed.

5.1317 Train brakes must be applied by the Operator until a Proceed signal is received from the person doing the coupling or uncoupling. The brakes of each car must be tested whenever the consist of a train is changed.

5.1318 Whenever cars are first coupled, the coupling must be tested by backing off one of the cars to attempt to break the coupling.

5.1319 A proceed signal must not be given to the Operator until the coupling is complete and all persons are clear of the train.

## **5.1320 Backing Up**

5.1321 Trains must not be backed up without proper authority.

## **5.1322 Light Rail Vehicle (LRV) Camera System**

The camera system on LRV's equipped with cameras and monitors, singles or multiple unit consists, must be activated at all times while the car(s) are in revenue or non-revenue service. The camera system on the LRV's equipped with cameras, must be checked as part of your Pre-Trip Inspection and upon making reliefs. Defective monitors in the cabs and defective cameras in the passenger areas must be reported to the Control Center Supervisor, and a defect card must be completed.

### **System Startup**

Turn on the monitor by touching the screen. If "Make Active Operator" is seen press this first. Then press "Vehicle Power Up" on the screen to activate the camera system. If the screen does not come on, notify the Control Center Supervisor for instruction.

## **5.1400 Inclement Weather**

5.1401 When operating on slippery rail, accelerate and brake gradually to prevent the wheels from spinning or sliding. Use sand as necessary.

- 5.1402 When flooding occurs, call the Control Center Supervisor. Whenever water reaches the top of the rail, STOP and call the Control Center Supervisor for instructions.
- 5.1403 Call the Control Center Supervisor whenever snow depth exceeds the top of the rail.
- 5.1404 When it is snowing, be especially careful and observe switches for proper alignment before using them. Report non-working switch heaters to the Control Center Supervisor.
- 5.1405 When excessive arcing or icing of the overhead is observed, STOP and call Control Center Supervisor for instructions.
- 5.1406 Report conditions of poor visibility or other unusual or extreme weather conditions to the Control Center Supervisor.
- 5.1407 Ice Brakes**
- 5.1408 Ice brakes will be armed for Rail Operator's use from November through April as part of standard Tokyu HRV winterization procedures. A Rail Operating Order will be issued confirming that Ice Brakes on the Tokyu HRV fleet are armed and disarmed.
- 5.1409 The use of Tokyu HRV Ice brakes during the period that they are armed is at the discretion and judgment of the Rail Operator under the following conditions:

- a) When the Rail Operator or other qualified personnel observes ice build up between the brake shoes and wheel treads of the Tokyu HRV; when weather conditions dictate the use of ice brakes; and/or when directed to do so by the Control Center Supervisor or other qualified staff.
- b) When ice brakes are activated (turned on) or deactivated (turned off) the Rail Operator shall advise the Control Center Supervisor by radio of the activation or deactivation of the ice brakes as soon as possible after the activation or deactivation of the ice brakes. The Control Center Supervisor will document this information in the Control Center Log.
- c) The Rail Operator shall advise the Control Center Supervisor of any unsafe conditions that could affect their safety or the safety of others while using ice brakes
- d) The Rail Operator shall report any wheel and brake problems by radio to the Control Center Supervisor and report same on a Defect Card.
- e) When the Tokyu HRV's wheels no longer require deicing the Rail Operator shall deactivate the ice brakes.

- 5.1410 When ice brakes are activated on their train the responsible Rail Operator must be vigilant of ice, brake shoe and wheel conditions to minimize the potential for damage to the Tokyu HRV wheels and brake systems caused by activation of ice brakes when they are not required for operational purposes.

#### **5.1411 Brookpark Relief Platform**

Employees of the GCRTA needing to board at the Brookpark Relief Platform must contact the Control Center Supervisor over the air or by landline for authorization to board a train or piece of rail equipment. The Control Center Supervisor must notify you over the air of authorized personnel wanting to board from the Brookpark Relief Platform. Do not board or deboard anyone without authorization. You must contact the Control Center Supervisor over the air prior to deboarding anyone, including GCRTA employees at the Brookpark Relief Platform.

#### **5.1412 Meet Trains**

To ensure the safety of our customers and operators, effective immediately, whenever it is necessary to 'meet' a train for any reason, the 'meet' must take place at a platform, not between stations. This Rail Operating Order governs the Red Line, the Green Line, the Blue Line, and the Waterfront

## **5.1500 Student Operators**

- 5.1501 A student may operate a train on the main track only when accompanied by a Rail Instructor or an Operator certified as a Road Instructor.
- 5.1502 When instructing, the student must be given your full attention and every opportunity to operate the train.

## **5.1600 Yard Operations**

### **5.1601 Yard Movement**

- 5.1601 The operator must establish radio communication with the ICC before entering or exiting Yard Limits. Yard Limits include Central Rail Yard, Brookpark Yard, Warrensville Van Aken Yard, Green Road Yard and South Harbor Yard.
- 5.1602 When moving trains on any track in the yard, operate at Restricted Speed.

## **5.1603 Restricted Movement Rail Car Identification**

5.1604 A placard system identifies Restricted Movement Rail Cars. Placards have been placed on each door, end, cab and side of each Restricted Movement Rail Car in Central Rail Yard. The placards are RED, YELLOW and WHITE.

### **A. Restricted Movement Red:**

Cars identified with this placard represent Class A Restricted Movement Cars. The pantographs have been removed or locked down and tagged out. These cars must not be energized or powered up. Rail Equipment must both authorize and be present prior to moving Restricted Movement Red Cars.

### **B. Restricted Movement Yellow:**

Cars identified with this placard represent Class B Restricted Movement Cars. The pantographs are present but are not locked down or tagged out. These cars must not be energized or powered up. Rail Equipment must both authorize and be present prior to moving Restricted Movement Yellow Cars.

C. Restricted Movement White:

Cars identified with this placard represent Class C Restricted Movement Cars. These cars can be powered up, moved, or towed without Rail Equipment authorization. Restricted Movement White Cars cannot be used in revenue service.

- 5.1606 A train must not be moved until it is determined that no one is working on or beneath the equipment, or nearby, where movement of the train may cause injury.

**5.1607 Preparing A Train For Service**

Trains must not be released for service until:

- A. All cars are coupled.
- B. All pantographs are up on multiple-unit trains.
- C. Windshield/Wipers are operational.
- D. Marker, tail and headlights are on.
- E. Safety chains are in place (HRV).
- F. Inter-Car Barriers are in place. (HRV)
- G. Coupler covers are in place when required.
- H. Destination signs are correct.
- I. Door operation has been checked.
- J Air comfort and interior lights switches are turned on.

- K. Radio, Intercom and Public Address systems are working.
- L. Passenger Stop Request Signal is working.
- M. Circuit breakers are checked.
- N. A Brake Test Stop is made within the first ten feet.
- O. Car sandboxes are filled.
- P. Sanders are working.
- Q. Train numbers are set.
- Q. All Heavy Rail trains are pulled to a platform.

#### **5.1608 Shop Movements**

- 5.1609 All Rail Equipment personnel are permitted to operate a train into and out of the Central Rail Maintenance Facility. All others must receive authorization prior to entering the Central Rail Maintenance Facility from the Equipment Supervisor or his designate.
- 5.1610 Make a Safety Stop before entering the Central Rail Maintenance Facility.
- 5.1611 Operate at speed no greater than 5 mph through the Central Rail Maintenance Facility.

## Section 6: Customer Service

### 6.1000 Fare Collection

- 6.1001 When required to collect fares, observe that customers deposit the correct amount in the fare box. For non-compliance, state the Fare Policy and report fare evaders to the Control Center Supervisor.
- 6.1002 Ensure that identification cards, passes or transfers are valid. Register these fares in the fare box.
- 6.1003 Handling of money is prohibited.
- 6.1004 A properly completed Refund Slip must be issued for all overpayments of fares.
- 6.1005 Defective fare collection devices must be immediately reported to the Control Center Supervisor.
- 6.1006 Trains must be properly berthed and proper car doors used at stations where fares are collected by Operators.
- 6.1007 Operators are to open all doors on both sides of their trains on Track 10 East (Blue and Green Lines), and Track 10 West (Red Line) to alight customers. Once customers have alighted and doorways are clear, close the right side doors (from west end operating position on track 10 East, and east end operating position on Track 10 West) to continue boarding cus-

tomers. Reminder: Door 1 and/or Door 4 on Light Rail Vehicles (LRV) must be in the open position before shutting the train off to prevent all doors of the LRV from closing without recycling.

- 6.1008 The Passenger Stop Request Signal (chime) must be enabled whenever you are in revenue service. You must stop at the approaching station whenever the chime is sounded to alight customers.

## **6.1100 General Announcements**

- 6.1101 When leaving a station and on the approach to the next station, distinctly announce the name of the station using the public address system. On the approach to the next station, distinctly announce the name of the station and which side of the train the doors will be opened, (left or right side of the train. All stations must be announced at all times. Other customer announcements provided to Operators covering special events or service issues must be frequently announced by the Operator to customers on board trains.

**Before** closing the doors of the train, distinctly announce, “Please stand clear, the doors are closing.”

Leaving the ends of the lines and at, Red Line: Cedar/University Circle RTS, Tower City, Triskett RTS, Brookpark RTS; Blue/Green Lines: Lee Road, Shaker Square, East 55th, and Tower City distinctly announce: Please be reminded that smoking, eating, or drinking is not permitted on GCRTA trains or where prohibited.

Leaving the ends of the lines and at, Red Line: Cedar/University Circle RTS, East 55th, Tower City, Triskett RTS, Brookpark RTS; Blue/Green Lines, Lee Road, Shaker Square, East 55th and Tower City distinctly announce: “Please be aware of the emergency evacuation procedures posted throughout the train. Make sure you know what to do in case of an emergency.”

Whenever trains are standing for more than one minute, distinctly announce the reason(s) for the delay, i.e. “We are standing because of a train in front of us. We will be moving shortly” or “We are standing due to a medical emergency” or “We are standing due to single tracking” or “We are standing due to this train being defective.”

Leaving East 55th RTS and West 25th RTS, distinctly announce: “Please secure your phones and other electronic devices. Keep electronics stowed while in and near doorways”.

## **ADA Announcements**

Out of service escalators and elevators must be announced as well as alternate means for customers to reach their destinations, i.e. “The elevator at West 25th RTS is temporarily out of order. Please alight at Tower City and catch the #XX bus to West 25th RTS. We apologize for the inconvenience. Thank You.”

## **Light Rail Announcements**

Before leaving Tower City and East 34th Street east-bound, “This is a Green Line train to Green Road” or “This is a Blue Line train to Van Aken.”

On the approach to Shaker Square: “This is a Green Line train to Green Road. Change here for a Blue Line train to Van Aken” or “This is a Blue Line train to Van Aken. Change here for Green Line train to Green Road.”

## **Heavy Rail Announcements**

Before leaving Stokes’ Station at Windermere and Tower City: “This is a Red Line train to the Airport” (Brookpark for turnaround trains from Tower City).

Before leaving the Airport and Brookpark: “This is a Red Line train to Stokes’ Station at Windermere” or “This is a Red Line train to Tower City.”

On the approach to: East 55th, East 34th and Tower City, “This is a Red Line train to (destination). Change here for a Green Line or Blue Line train.”

## **6.1200 Information About Delays**

- 6.1201 Keep customers informed and updated frequently as information about delays is received.

## **6.1300 Condition Of Cars**

- 6.1301 Operators are responsible for the condition of their train, for defects, safety, and security conditions that may affect customer comfort and safety.
- 6.1302 Operators must check their trains at end terminals and other locations when required for suspicious or lost objects, goods, or devices.
- 6.1303 Operators must pick up and properly dispose of loose paper and debris on their train at end terminals and other locations when required.
- 6.1304 If an unsafe or offensive condition cannot be corrected the Control Center Supervisor is to be notified.
- 6.1305 If a suspicious object, good, or device is observed, the Operator must immediately protect the area around the suspicious object, good, or device, and advise the Control Center Supervisor.

## **6.1400 Courtesy**

- 6.1401 Be courteous to customers at all times. Answer questions and deal with complaints in a professional manner.
- 6.1402 Ensure all revenue Red, Blue, Green and Waterfront Line trains are properly berthed on the platform with the entrance doors open at Tower City, the Airport, Stokes Station at Windermere, Green Road, Warrens ville Van Aken and South Harbor. Green Line and Waterfront Line trains are not to layover in the spur.

## **6.1500 Customer Assistance**

- 6.1501 Assist disabled customers as necessary or upon request when boarding, alighting and while being seated or secured.
- 6.1502 Be certain that elderly or disabled customers are in a position of safety before moving the train.
- 6.1503 In the event of a medical emergency, notify the Control Center Supervisor immediately.
- 6.1504 Notify the Control Center Supervisor when it seems that a customer may be unfit to be left alone.

## **6.1600 Customer Conduct**

- 6.1601 Ensure that customers comply with the restrictions listed under this section. Politely request compliance. Call the Control Center Supervisor for instructions for non-compliance. Report on incidents on the prescribed form(s).
- 6.1602 Customers are expected to pay fares.
- 6.1603 Customers are not permitted to smoke on GCRTA trains or where prohibited.
- 6.1604 Customers are not permitted to eat or drink, or carry food or drink in open containers on GCRTA trains or where prohibited.
- 6.1605 Customers shall not put their feet on seats or allow children to stand on seats.
- 6.1606 Strollers must be folded prior to boarding.
- 6.1607 Customers must store large items in luggage racks or in a manner where they do not interfere with other customers.
- 6.1608 Customers are not permitted to bring any articles or objects onto trains that may cause accidents, injuries, or property damage.

- 6.1609 Customers may travel with small pets weighing 25 pounds or less, if the pet is in a container. The pet must remain in the container and under the customer's control at all times.
- 6.1610 Service animals are permitted on all GCRTA property and vehicles.
- 6.1611 Customers are not permitted to use skates, skateboards, scooters, etc. on GCRTA trains or property.
- 6.1612 An adult must accompany persons under the age of 18 with bicycles.
- 6.1613 Bicycles are permitted on GCRTA trains and in station areas at all times.
- 6.1614 Use best judgement for the safety of customers when boarding bicycles.

### **6.1615 Lost-And-Found**

- 6.1616 A lost article found on a GCRTA vehicle or on GCRTA property must be turned in to the Rail District Dispatcher's office as soon as possible. A Lost Article Tag must be properly filled out and attached to the lost article.
- 6.1617 Do not accept responsibility for any articles other than lost-and-found.
- 6.1618 Use radio codes to report expensive or valuable items found to the Control Center Supervisor.

- 6.1619 Use radio codes to report weapons or unidentifiable/suspicious objects found to the Control Center Supervisor.

## **6.1700 GCRTA Rail Transportation Radio Communication Codes**

### **Channels Are To Be Cleared When These Codes Are Heard**

- CODE 1 ..... Fire or Smoke  
CODE 2 ..... Person Under Train or Bus  
CODE 3 ..... Derailment  
CODE 4 ..... Send the Police  
CODE 5 ..... Send Ambulance or Fire Department  
CODE 6 ..... Unusual Occurrence  
CODE 7 ..... Civil Disorder  
CODE 8 ..... Involved in Accident  
CODE 99 ..... Expensive/valuable item found  
CODE 100 ..... Weapon or unidentifiable/suspicious object found

### **Non-Emergency Codes**

- CODE 10 ..... Request Permission To Use Restroom  
CODE 20 ..... Back on train

## **Section 7: GCRTA Safety Rules**

The RTA Safety Rule Book (Effective October 15, 2012) is hereby incorporated in its entirety as section 7 of the Rail operations Rule Book.

## Appendix 1 Trackside Signs

### Work Zone Sign

The Sign indicating a Work Zone ahead.



### Slow Zone Sign

The sign indicating a Slow Zone is ahead.



### Resume Maximum Authorized Speed Sign

The sign indicating the end of a Work Zone or Slow Zone.



### Blue Flag

The sign used to protect rail vehicles or equipment against use.



### Cab Signal Test Loop

The sign indicating the location of the Cab Signal Test Loop.



### End of Block Sign

The sign indicating the entrance to an area not under signal protection.



## Appendix 1 Trackside Signs (Continued)

### End of Cab Signal Sign

The sign indicating the end of cab signal protection.



### Speed Limit Sign

The sign indicating the maximum authorized speed in miles per hour.



### Yard Limit Sign

The sign indicating the entrance to a yard.



### Stop Sign

The sign indicating the location and point a train or equipment is to make a complete stop.



### Spring Switch Sign

The sign indicating the location of a Spring-and-Return Switch.



## Appendix 1 Trackside Signs (Continued)

### Slow Zone Speed Limit Sign

The sign indicating the speed through a work zone or temporary speed limit zone. (Sign will designate maximum speed through slow zone or temporary speed limit zone.)



### Restricted Speed

A speed not to exceed fifteen (15) miles per hour, controlling movement of any rail vehicle to permit stopping within one half the range of vision short of another train, broken rail, improperly aligned switch, derails set in the derailing position, any signal requiring a stop, motor vehicles at grade crossings, or other obstruction.



### Clear of Spring Switch

The sign indicating where a rail vehicle must be behind to ensure clearance of spring switch.



## Appendix 1 Trackside Signs (Continued)

### No Clearance Sign

The sign indicating that there is no safe space for personell to stand at track level.



### No Clearance Barrier

Barrier keeping personell from entering area with no clearance.





**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY**