



MSM Operations Newsletter

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Photo Credit: Jeff Terry

SEASON OPENER – MAY 6

Our starting line-up of streetcar numbers 265, 1239, and 78 is set. We are planning to have No. 1300 rejoin the team early this summer and Winona No. 10 later this year. By now most of you should have completed recertification training and, for second year operators and those who operated less than 10 hours in 2016, a check-ride. Once you have completed recertification training you will be reactivated in Shift Planning and will be able to sign-up for shifts. **If you have not completed recertification training you do not have access to Shift Planning.** If you have any questions on recertification training or ShiftPlanning access, please contact me.

As I have mentioned in previous newsletter, I would like to welcome back all returning Operating crew and our new operator candidates. On behalf of the Museum's operations leadership, I would like to thank you again for your time and active participation in supporting our Museum and with your help look forward to a great 2017 season.

We are looking for a Foreman – car cleaning at both CHSL and ESL. If you are interested, please let me know and I can provide detail on the position (bruce.gustafson@optum.com or 952-220-5870). The primary task of these positions is a willingness and ability to organize other volunteers.

OPERATIONS REMINDERS

For 2017, there are minimal changes.

1. General

- We are asking that all crewmembers report to the shift starting point 30 minutes prior to schedule start. Arriving 30 minutes prior to the shift start will ensure the operations start on time.
- All operating volunteers are required to dress in the proscribed uniform of black pants, medium grey or white shirt with museum patches on the shoulders and black shoes. Other attire, such as sweat pants, open-toed shoes/ sandals are not allowed to operate the streetcar. Casual clothing, while not preferred, is allowed for station agents or other crew members not on the streetcar, but must be appropriate, neat and clean.
- If you are not planning to join the operating crew at the designated starting point on the day of your shift, you **MUST** arrange this in advance with your shift Foreman.
- As a reminder, to avoid the some of the challenges in filling the operating schedule, we want to remind all operating personnel of two important points:
 - Operators are expected to volunteer an average of two times each month during our peak operating months of June, July and August. If everyone volunteered for 2+ shifts per month during this time, we would be able to easily fill all scheduled shifts
 - Operators are asked to sign up early on ShiftPlanning. We would like to avoid the last minute guesswork to keep or cancel a shift

2. ESL

- Schedule. No change from last year.
- Crew Size. We will continue with the very successful 3 person crew. The 3rd operator is not a required position to operate a shift.
- ShiftPlanning. The 3rd crew person is identified in ShiftPlanning as a Station Agent/Operator (similar to CHSL). If you are an Operator looking to fill a shift, I ask that you fill the Operator position first (before the

Station Agent/Operator) to allow a non-operator to fill the Station Agent position. This will also allow us to verify the number of operators.

- Targets. Overhead targets will be installed at ESL sometime this summer. The plan is to position them at the same point as the existing yellow ties.
- Sequence of Operations (SoO). The SoO has not been changed at this time.

3. CHSL

- Schedule. The Sunday post-Memorial Day schedule has been reduced from 3 to 2 shifts. The first shift will operate with PCC No. 322, while the second shift will operate with a standard car. This is in response to challenges we have had over the last several years filling all of the Sunday shifts.
 - With the new Post-Memorial Day Sunday schedule, both the 12:30PM PCC and the 4:30PM standard car shift will start at the carbarn. As such, all crew members should report to the carbarn for **both** Sunday shifts.
 - As a reminder – the PCC No. 322 starts operating Memorial Day weekend. All scheduled operations prior to that are operated with a standard car.
- ShiftPlanning. We have added a new position at CHSL – “Event Helper”. This position identifies non-standard positions generally supporting our special events. Examples include pumpkin wrangler, additional crossing guards, etc.
- Sequence of Operations (SoO - CHSL) has been changed slightly. The change involves the sequence the controls are moved when the direction of the streetcar is changed. Go to the MSM “Operational Documents” section of MSM’s website and get your copy of the revised CHSL SoO.
http://www.trolleyride.org/Member_stuff1/index_opdocs.html

TRAINING – BILL ARENDS, FRED BEAMISH, DAVE HIGGINS

POS Training. As a reminder ALL operating personnel, including those who do not operate streetcars but work as a Station Agent, must attend training on the POS machine. This training covers significant changes to the system with the goal of reducing errors we experienced in 2016. Rose and Bill Arends are in charge of the POS training. If you have not completed POS training, please contact Bill – motormanbill@gmail.com.

PCC Training. Fred Beamish has been joined this year by Mike Helde to recertify or train new PCC operators. If you are interested in PCC training please contact Fred as soon as possible. As noted above, the schedule continues to have two weekly PCC shifts – which will need a minimum of 3 volunteers including at least one Foreman and one Operator that are PCC qualified. Ideally with Fred and Mike training others, we can field a full PCC qualified team.

New Operator Training. We will include a full update next month, but so far ~~the new hire~~ this year’s class of Operator trainees looks very promising. So far five Operator Candidates have transitioned to Phase 3 of MSM’s Operator training program.

The training is organized into 4 phases.

- Phase 1 - Rules and Regulations
- Phase 2 – Air brake technique and practice
- Phase 3 – Sequence of Operations (site specific)
- Phase 4 – Revenue training (site specific)

SHIFTPLANNING – JIM VAITKUNAS

ShiftPlanning is now Humanity.

1. Log On and Update Your Profile.

As far as we can tell, there have been no significant changes to the look, format and functionality of ShiftPlanning after last year’s major changes. However, we’d like you to log-on to ShiftPlanning as soon as you read this operations newsletter and do the following.

- If you have the URL (internet address) for ShiftPlanning bookmarked on your web browser, change it to msm.humanity.com. The old one “msm.shiftplanning.com” apparently still works OK but at some point Humanity’s geeks will undoubtedly eliminate the old one, so to avoid the panic attack, change it now.
- As in the past, once you log on you get to the dashboard. This hasn’t changed. We ask that you click on the image on the lower left of the dashboard (hopefully this is your photo rather than the grey silhouette—**HINT HINT**) and then click on “Profile.” Take a look at what’s there now. The click on “Edit Details” to make sure the info is still current. If you’ve had changes to your address, phone number, e-mail address, etc., please update that information here. Make your changes and scroll down to make sure everything is up-to-date.
- If you want to update or change your password this would be a good time to do that. Click on “Password” and get ‘er done.
- Finally, click on “Notifications” and go down the list changing the settings to suit your desires. It’s really handy to have Humanity/ShiftPlanning send you those reminder e-mails or text messages. By the way, if you have a smart phone that can receive text message, the “SMS” column in the “Notifications” section is where you can choose to get, or not get, notifications to your smart phone by text message.
- **One last important step.** After you’ve updated your profile settings you need to make sure the updates are saved by clicking on the green “Update Employee” button on the bottom of your screen.

2. Humanity/ShiftPlanning Refresher Training

- We plan to schedule refresher training on Humanity/ShiftPlanning sometime in mid-May. Tentative date is Saturday, May 13th starting at 10 AM with another session at 11 AM if needed. If you are interested in attending such a session, please send an e-mail to Jim Vaitkunas jim.vaitkunas@trolleyride.org

3. Humanity/ShiftPlanning Tutorials

- We have revised/updated the ShiftPlanning Tutorials for this operating season. Many thanks to MSM member, Chris heck for doing this for us. The tutorials are now on YouTube and are available to anyone who wants to get a quick refresher or update on ShiftPlanning. The links to the tutorial videos are shown below. Each video lasts approximately 3 minutes.
 - Humanity Part 1: Account Basics. This video describes how to sign in to the Humanity system, provides a brief overview of the dashboard, and shows how to change your account profile and settings. <https://youtu.be/tED3baJ67O8>
 - Humanity Part 2: Directory and Messaging. This video describes how to use the member directory, as well as the in-app messaging feature. <https://youtu.be/O9bEqUSf9tw>
 - Humanity Part 3: Schedules and Signup. This video describes the various ways to look at and filter the shift schedule, as well as how to sign up for individual shifts. <https://youtu.be/80r9wYKtLzU>
 - In addition, all three parts can be accessed sequentially through the Humanity Training Playlist <https://www.youtube.com/playlist?list=PLaZHMSnN3FKE-iI-E3bAQO10tOmgj-DjV>

SAFETY – JOHN DILLERY

As a reminder we require all operating personnel to perform a rolling brake test each time the car changes direction. This does not mean bringing the car to a full stop. **To perform a rolling brake test, Operators on standard cars will do the following:**

For forward operation, the Motorman applies power to the car (1st notch) for a couple of seconds until the car is going approximately 3-5 miles per hour. Then shut off power and take a small amount of air until you can feel the car slowing down. When the speed slows slightly indicating that the brakes are working normally, release the air and apply power in accordance with our rules and Sequence of Operations (SoO).

For the rear controls, the Conductor uses the toggle switches to apply and then shut off power after the car is going approximately 3-5 mph. The Conductor then takes a small amount of air until the car starts to slow down. After it’s clear that the brakes are working normally, the Conductor releases the brakes and applies power and operates the car in accordance with our rules and SoO. For rearward operations, the Motorman does not need to shut off the controller when the Conductor performs the rolling brake test. After the rolling brake test is done and

the Conductor applies power, the motorman advances the controller in accordance with our Sequence of Operations.

Performing a rolling brake test will ensure that the transfer of full control to the Operator running the car has been properly done. If for some reason the car does not slow down when a small amount of air is applied or if power does not shut off when the “off” toggle switch is pushed at the rear controls on the standard cars, immediately bring the car to a smooth stop and determine the reason for the malfunction.

MECHANICAL DEPARTMENT – DICK ZAWZCKI

1300 Status

Most of you know that our major maintenance project over the winter has been the overhaul and rebuilding of both trucks from car 1300, the flagship of our museum. A bearing failure on one axle prompted this emergency project. The trucks were completely disassembled down to the basic frame and all components were inspected. The motors were sent to a motor repair house for complete tear down and overhaul. Truck parts were reworked, replaced, or completely refabricated as required. In the course of performing these repairs, other problems became apparent, such as motor armature bearings that were almost ready to fail.

In addition to the work on the trucks, this project gave us an excellent opportunity to give the underside of the car body some TLC. Rotted boards and deteriorated sheet metal have been replaced. Frame members were cleaned and refurbished as needed. The CHSL crew also prepared the underside of the car body for the installation of future electrical upgrades and safety features.

Work is progressing as planned, but it will be some time until 1300 is ready for service this season. Thus, 265 will continue to be our main operational car at CHSL as we start the 2017 season. Please do your best to treat 265 with the respect this lady deserves and minimize the wear and tear on the car.

The bottom line is that we will essentially have two new trucks for 1300, we avoided problems that could have been much more serious and damaging, and we took advantage of an opportunity to upgrade the underside of the car body. The trucks were last overhauled in 1974 and we estimate that we have put over 100,000 miles on 1300 since then.

New Tracks into the CHSL Carbarn

The new addition to the CHSL gives us an additional bay for storing the tower car and speeder. Having the tower car and speeder in their own bay will make it much easier to get them out on the line for maintenance and repairs. Currently, we have to move two streetcars to free up the speeder and tower car for work on the line. This will also create space for Winona #10 when it is moved to CHSL, probably at some time in 2018. With the good weather we had last November, we were able to get a new switch installed to allow access to the carbarn addition. This year the track work will be finished into the barn. This track is lighter (25 lb rail) than our standard rail (90 lb), so we will fabricate transition joints to connect the two sizes of rail and then lay the track. We obtained the track from a backyard railroad that used to operate in Northfield

RECERTIFICATION REMINDERS

Based on discussions during the recertification tests, I think it is relevant to remind all operators of the following:

- In areas where speed restrictions apply – the appropriate speed is a **maximum of 5 miles per hour**
- Crossing guards must wear the yellow/orange safety vest **at all times** while guarding the west 42nd Street crossing, i.e., during daylight hours as well as after dark.
 - Crossing guards perform a critical task and must be diligent in actively watching for and anticipating dangerous conditions, i.e., cars turning left off Queen Ave, pedestrians not paying attention to the approaching streetcar, etc.

- The crossing guard should stand on the east side of the tracks at CHSL in the middle of the street at a safe distance away from the tracks. Rumor has it that there is a painted yellow spot in the roadway.