



MINNESOTA STREETCAR MUSEUM

TRANSPORTATION DEPARTMENT

COMO-HARRIET STREETCAR LINE



FOREMAN'S CHECK LIST

July 4, 2014

Valid for all CHSL regularly scheduled operations.

These procedures may be modified for special or extra streetcar operations.

Please use special start-up and shut-down instructions for PCC streetcar No. 322.

ADVANCE PREPARATION

- One week prior to your shift, log-on to ShiftPlanning to make sure crew is assigned for all slots on all scheduled shift(s). If not, attempt to recruit to fill all slots.
- Two or three days in advance of the shift, call all crewmembers to remind them of their shift and that they need to report at least fifteen minutes before the start of the shift.
- On day of shift, bring keys and Silent Knight alarm card with ID numbers for car barn and depot security systems

AT CARBARN (BEFORE OPERATIONS)

- Arrive at least one-half hour before the scheduled start of operations.
- Unlock and open car barn door, enter car barn, secure door and disarm security alarm system.
- Check bulletin board for Operations and Safety bulletins and other instructions. **Review these with crewmembers before leaving barn.**
- Proceed to assigned streetcar (see streetcar rotation schedule memorandum on bulletin board).
- Close both air reservoir (air tank) drain valves on streetcar.
- Unplug battery charger cord, coil and hang it up.
- Place trolley pole on overhead wire.
- Before turning on traction power, check to make sure streetcar controller is turned off.
- Turn on overhead power from main cabinet in proper sequence—left to right: three phase, main line, and east or west barn as appropriate.
- Check for three-phase power and proper DC voltage. Call emergency list with problems.
- Open Foreman's lock box and get out blue money bag for that day and appropriate changer(s) for shift, place on streetcar and load changer(s).
- Get reverser key from its assigned storage location next to lock box.
- Get radios for streetcar(s). (Linden Hills Station radio is already in the station in its own charger.)
- Open car barn car doors and secure bottom door rods in holes **after the first crewmember arrives.**
- Prepare Trip Sheet for shift. **Print clearly** all information on trip sheet. Record beginning token count on trip sheet—make sure you also record beginning token count from rear fare box of No. 1300.
- Start checking off items on Daily Inspection Form. Do not complete items requiring full air pressure until full air pressure has been achieved and streetcar is out of car barn.
- Check status of brochures in rack at rear of streetcar—restock as necessary. Clean streetcar as necessary.
- When sufficient air pressure has been achieved, remove chock from under wheel.
- Ring gong several times, check sides for obstructions and then move streetcar slowly out of car barn ensuring it is under complete control and prepared to stop short of any obstruction. Crewmember should be at the car barn door to warn someone the car is moving. Stop beyond insulator, making sure power is off when trolley wheel passes over barn door trolley wire insulator.
- If leaving from maintenance barn, check switch placement (this is a spring switch so streetcar can trail through it). Move trolley pole to mainline wire after passing through switch.

- Complete Daily Inspection Report. Place completed daily inspection report in yellow box adjacent to the lock box in the maintenance barn.
- Turn off car barn traction power, close the big doors checking to make sure that the doors are latched at top and bottom. Exit carbarn, close and lock carbarn person door (do not set alarm).
- Depart car barn for station **at least 15 minutes** before scheduled start of operations. **Make a running brake test when you depart for the Linden Hills station.**

AT STATION – BEGINNING OF SHIFT

- Unlock and prepare station and platform in accordance with General Procedures memorandum.
- Instruct crew on rotation of shift positions. Rotate crewmembers among the various positions as evenly as possible. It is helpful for station closing that the Foreman be at the station for the last several trips.
- **Instruct Platform Attendant/Crossing Guard to wear orange reflective vest.**
- Start the first trip **on time**.

AT STATION — END OF DAY

- At end of the day's operations secure station and platform items as directed in the General Procedures memorandum. Place platform items on rugs not the wood floor. Sweep station floor as necessary.
- Generate "X" report on the point-of-sale (POS) machine. Place the report in the daily cash bag along with the day's receipts.
- Turn off station lights. Set station alarm and lock door.
- Back streetcar through the switch to carbarn. If returning streetcar to ready barn, be sure to stop well short of the carbarn door insulator. If returning streetcar to maintenance barn stop on mainline north of switch and line it for the maintenance barn. Make sure maintenance barn power is on. Place trolley pole on maintenance barn wire. After passing through switch re-line it for the main line (ready barn).

AT CARBARN (AFTER OPERATIONS)

- Open carbarn door, secure in open position and turn on carbarn power.
- Sweep out streetcar **before** entering carbarn and perform any other needed cleaning.
- Check track inside carbarn for obstructions on or near the rails. Then, for No. 265 and No. 1300, Foreman rings gong and backs streetcar into the carbarn **from the front or rear end** at the Foreman's discretion. A crewmember in the rear shall act as lookout if operation is from the front. **Always perform a running brake test before entering carbarn.** Turn off power when trolley wheel passes over insulator.
- Stop with front of fender on red line painted on the floor.
- When stopped, set air control valve for forward movement, fold rear brake valve if the car was backed in from the rear. Remove reverser key and place it in its storage location in the maintenance barn.
- Restock brochures in rear of streetcar if needed.
- Place chock under streetcar wheels.
- Turn power off making sure that no one is in doors of No. 265 and No. 1300.
- Close carbarn doors, latch top and bottom, and shake to ensure proper latching.
- Open both air reservoir/tank drain valves to drain moisture from air tanks.
- Remove trolley wheel from wire and place on wooden runner.
- Plug in battery charger on No. 265 and No. 1300.
- Close doors on Nos. 265 and 1300 using under floor switches. If car is going out of service close all windows.
- Complete Trip Sheet and place in black box adjacent to bulletin board in maintenance barn.
- Place defect report, if any, in black box in maintenance barn.
- Place all money and "X" report into blue cash bag and put blue bag into the floor safe. Ensure all coins and tokens are removed from changer(s) if used. **Check crew members for money!**
- Have crew leave the carbarn, shut off interior lights and set alarm system. If alarm does not set, check all doors. If still not set call security alarm company phone (posted by the main alarm station).
- Exit to street with all crew.