



MINNESOTA STREETCAR MUSEUM

TRANSPORTATION DEPARTMENT

COMO-HARRIET STREETCAR LINE



FOREMAN'S CHECK LIST

May 1, 2019

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.

GENERAL REQUIREMENTS

A Foreman's responsibility extends beyond opening the car barn, getting the car and station ready, and when to move the streetcar. A Foreman is also responsible for the following:

- **Safety.** The Foreman is responsible to ensure safety of our guests, our members, and our equipment. In addition to a safety briefing reviewing any Operations Bulletins in effect, the Foreman is required to operate the streetcar on the first run of the shift to check for issues impacting the track, overhead, and streetcar. Any safety issues that cannot be immediately resolved should be reported to the Superintendent of Safety, General Superintendent, or shop personnel depending on the severity of the safety related issue.
- **Crew Management.** The Foreman is responsible for the actions of the crew being supervised. The Foreman must enforce Museum rules and procedures and, when appropriate, provide coaching to crew members as a reinforcement of Museum rules and procedures. It is also important to make volunteering at the Museum enjoyable for our operators. Ensure the crew members know each other and make a special effort to have new volunteers feel welcome.

ADVANCE PREPARATION

- One or two days in advance of the shift, contact all crewmembers to remind them of their shift and that they need to report at least 20 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)

- **General**
 - Arrive at least one-half hour before the scheduled start of operations.
 - Unlock and open car barn door, enter car barn, and disarm security alarm system.
 - Check bulletin board for Operations and Safety bulletins and other instructions. Review these with crewmembers before leaving barn.
- **Preparing the Car**
 - Check streetcar to ensure controller reverser handle is removed and all controls are set for forward movement.
 - Close both air reservoir (air tank) drain valves on streetcar.
 - Unplug battery charger cord, coil and hang it up (No. 1239 only).
 - Place trolley pole on overhead wire.
- **Turn on Electrical Power**
 - Turn on overhead power from main trolley power 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.

- **Preparing to Move the Car**
 - Open Foreman's lock box and get out blue money bag for that day and place on streetcar.
 - Get reverser key from its assigned storage location on outside of Foreman's cabinet.
 - Get radios for streetcar(s) and for the Foreman. (Linden Hills Station radio is already in the station in its own charger.)
 - Perform radio check to ensure all radios are working properly.
 - Open carbarn 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 and ensure you also record beginning token count from rear fare box of No. 1300.
 - Clean streetcar if necessary.
- **Moving the Car from the Car Barn**
 - When sufficient air pressure has been reached, remove chock from under wheel.
 - Ring gong several times, check sides for obstructions and then move streetcar slowly out of carbarn ensuring it is under complete control and prepared to stop short of any obstruction.
 - Crewmember should be at the carbarn 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.
 - Turn off car barn trolley wire power and close the big doors. Check to make sure that the doors are latched at top and bottom. Exit carbarn, close and lock carbarn person door (do not set alarm).
 - Conduct maintenance checks using the laminated check list. Record any items that need follow-up by the shop maintenance staff on the defect card/sheet and place in the defect report slot.
 - Once full crew is assembled, conduct safety briefing.
 - Depart car barn for station **at least 15 minutes** before scheduled start of operations.

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.
- Perform radio check for radio located in the station.
- Inspect brochure supply in streetcar. Restock as necessary with stock from station basement.
- Instruct Platform Attendant/Crossing Guard to wear orange reflective vest.
- Start the first trip **on time**. (As noted previously, the foremen will operate the first trip to check for issues with the track and overhead).

AT STATION — END OF DAY

- Secure station and platform items (e.g., stop sign, sandwich board, and "Safety Zone" sign). **To avoid scratching the floor place the "Safety Zone" sign on the carpet.** Sweep station floor if necessary.
- Remove the cash from the cash drawer and place the cash into the daily cash bag along including coins and the credit card slips. (NOTE: The Foreman does not have to run any Point of Sale report. Reports are created automatically within the POS system.)
- Turn off station lights, floor fan and the station radio. 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)

• Moving Car into Car Barn

- 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. 1239 and No. 1300, Foreman rings gong and backs streetcar into the carbarn.
 - If choosing to operate a standard car from the front end, the Foreman must personally inspect the exact position of the second car on the ready track to ensure sufficient clearance for the car about to be backed in. An available crew member must be positioned at trackside just outside the carbarn doors on the west side of the track to protect other crew members and pedestrians as the car enters the barn. When entering the maintenance barn, the car must always be run in from the rear platform.
 - **Perform a running brake test before entering carbarn.**
 - Turn off power when trolley wheel passes over insulator.
- Stop at the appropriate red line painted on the floor.
- When stopped, set control transfer lever for forward movement, fold rear brake valve if the car was backed in from the rear. Remove reverser handle and place it in its storage location on the Foreman's cabinet in the maintenance barn.

• Shutting Down the Car

- Place chock under streetcar wheels.
- Turn power off making sure that no one is in doors of 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. 1239 and No. 322.
- Close doors on No. 1300. For car No. 1239, leave the gates open and leave car from the rear (gated) platform. If car is going out of service close all windows.

• Final Actions

- Complete Trip Sheet and place in black box adjacent to bulletin board in maintenance barn.
- If issues have been identified during the operation, complete a defect report and place it in the plastic pocket in maintenance barn adjacent to the cashier's cabinet.
 - If the issue is likely to impact future operations, send an email to, or call the Shop Foreman (John Prestholdt, 651-698-1173 or jprestholdt@icloud.com).
- Put the day's blue cash 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.