



MINNESOTA STREETCAR MUSEUM

TRANSPORTATION DEPARTMENT

Excelsior Streetcar Line



Foreman's Checklist

May 1, 2019

VALID FOR ALL ESL REGULARLY SCHEDULED OPERATIONS.
THESE PROCEDURES MAY BE MODIFIED FOR SPECIAL OR EXTRA STREETCAR OPERATIONS.

GENERAL REQUIREMENTS

A Foreman's responsibility extends beyond opening the carbarn, getting the car and ticket booth 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 and overhead and the streetcar itself. Any safety issues that cannot be immediately resolved should be reported to the Superintendent of Safety, General Superintendent, ESL 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 carbarn and depot security systems
- **Check position of switches to be sure they are properly set to enter Main Line before entering carbarn.**

AT CARBARN (BEFORE OPERATIONS)

- General
 - Proceed to assigned streetcar.
 - Open carbarn doors **to the full width of the door opening.**
 - Check bulletin board for Operations and Safety bulletins and other instructions. Review these with crewmember(s) before leaving car barn to ensure they fully understand them.
- Preparing the Car
 - Check streetcar to make sure controller reverser handle is removed and controls are set for forward movement.
 - Close both air reservoir (air tank) drain valves on No. 78. There's only one drain valve on No. 265.
 - Place trolley pole on overhead wire.

- Turn on Electrical Power
 - Turn on overhead traction power switches in proper numerical sequence **(1, 2, 3, & 4 in that order)**.
 - Check for proper DC voltage. Call emergency list with problems.
- Preparing to Move the Car
 - Take reverser handle from assigned space adjacent to traction power switch #4.
 - Get the black conductor's bag from the black cabinet in the southeast corner of the restoration barn. **Validate there is \$100 in bills (\$50 in fives, \$50 in ones) plus 2 quarter containers**
 - Get radios and perform radio check to ensure all radios are working properly.
 - Validate there is \$100 in the store cash box (\$50 in fives, \$50 in ones)
 - Prepare Trip Sheet for shift. Print clearly all information on trip sheet.
 - Check status of brochures in rack on streetcar. Restock as necessary.
- Moving the Car from the Car Barn
 - When sufficient air pressure has been achieved, remove chock from under wheel.
 - Check brakes, ring gong, and move streetcar slowly out of carbarn ensuring it is under complete control and prepared to stop short of any obstruction. Stop beyond insulator, making sure power is off when trolley wheel passes over trolley wire insulator.
 - Conduct maintenance checks using the laminated check list. Record on the defect card/sheet any items that need follow-up by the shop maintenance staff. Place the defect report in the defect report slot in the restoration shop.
 - Clean streetcar as necessary.
 - Close or open windows as necessary.
 - Place wooden loading platform or step box outside of rear carbarn door (No. 265 only).
 - Close and latch carbarn doors.
- Moving Through Yard
 - Observe position of switch points in yard before proceeding through them.
 - After passing through mainline switch set switch for the mainline and lock in place.
 - Switch trolley pole to mainline wire.
- Proceed east to Old Excelsior Boulevard checking track and right-of-way for obstructions or unsafe conditions. Then proceed west to Water Street.

AT WATER STREET PLATFORM -- BEGINNING OF SHIFT

- Place one Trolley Ride "sandwich board" on Water Street sidewalk and the second sandwich board on 2nd Street across Gary's parking lot
- Open ticket booth and set up cash box and counter displays.
- Start the first trip on time.

AT END OF SHIFT

- Retrieve sandwich board from Water Street sidewalk and sandwich board from 2nd Street sidewalk.
- Retrieve step box from the Old Excelsior Boulevard platform and stow on streetcar (No. 78 only).
- Set mainline yard switch for yard tracks and lock in place—switch trolley pole to yard wire.
- **Stop after passing the overhead frog and check trolley pole to make sure it is on right wire. It usually ends up on wrong wire after going through frog.**

AT CARBARN (AFTER OPERATIONS)

- Open car barn doors **to the full width of the door opening.**
- Sweep out streetcar before entering car barn and perform any other needed cleaning.
- Moving Car into Car Barn
 - For No. 78:
 - Before entering car barn rotate trolley pole so the pole points toward the car barn.
 - For No. 265:
 - Foreman rings gong and backs streetcar into the car barn from the rear end of the streetcar. **Perform a running brake test before entering car barn.** Turn off power when trolley wheel passes over insulator.
 - Stop with front of fender just clear of the doorjamb.
- Shutting Down the Car
 - For No. 265, once stopped inside the car barn, set rear air brake handle for forward movement. Then set control/transfer lever at the front of No. 265 for forward movement.
 - For No. 78, set both air transfer valves for movement out of the car barn.
 - Place chock under streetcar wheels.
 - Place reverser handle in its space next to power switch #4.
 - Turn traction power supply off by throwing switches in proper sequence **(4, 3, 2 & 1 in that order).**
 - Open both air reservoir/tank drain valves to drain moisture from air tanks. No. 265 has only one air tank drain valve.
 - Remove trolley wheel from wire and place on wooden runner.
- Final Shift Wrap-up Steps
 - **Check crew members for fare money in their pockets!**
 - Take \$100.00 (\$50 in fives and \$50 in ones) from ticket booth cash and place in black Conductor's bag. Return the bag to black cabinet. The rest of the money is total fare money for the day.
 - Count \$100.00 (\$50 in fives and \$50 in ones) from the store cash box, place in cash box as seed money for next run. The remaining money is the daily store sales amount.
 - Count fare money and the store sales money and complete the trip sheet and place it and money in blue cashier's pouch and place in the black cabinet in the southeast corner of the restoration barn.
 - If streetcar mechanical problems were identified during the pre-operations check performed before the first run or during operations, complete a defect report and place it in the plastic defect report pocket in the restoration shop.
 - Re-stock brochures in rear of streetcar.
 - Take in loading platform from outside of rear door of car barn.
 - Close car barn doors, latch bottom and put bolt through door.
 - Turn off all interior lights to restoration shop barn and ready barn.
 - Set alarm system, lock doors and exit to parking lot with all crew.