



MINNESOTA STREETCAR MUSEUM

TRANSPORTATION DEPARTMENT

Excelsior Streetcar Line



Foreman's Checklist

May 1, 2022

VALID FOR ALL ESL REGULARLY SCHEDULED OPERATIONS. THESE PROCEDURES MAY BE MODIFIED FOR SPECIAL OR EXTRA STREETCAR OPERATIONS. CONTACT SUPERINTENDENT OR ASSISTANT SUPERINTENDENT WITH ISSUES OR QUESTIONS.

GENERAL REQUIREMENTS

A Foreman's responsibility extends beyond opening the car barn, 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 ESL Superintendent or Assistant ESL Superintendent (names and phone numbers on ESL crew roster in car barn and in the book on the car).
- **Crew Management.** The Foreman is responsible for the actions of the crew. 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, email 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 security system.
- **Check position of switches to be sure they are properly set to enter Main Line before entering car barn.**

AT CARBARN (BEFORE OPERATIONS)

- General
 - Check bulletin board for Operations and Safety bulletins, Out of Service Notices and other instructions. Review these with crewmember(s) before beginning the shift to ensure they are fully understood.
 - Open the correct car barn door to the full width of the door opening.
 - Proceed to streetcar.
- 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.
 - Place trolley pole on overhead wire.

- Turn on Electrical Power
 - Turn on overhead traction power switches in proper numerical sequence of 1, 2, 3, & 4.
- Preparing to Move the Car
 - Take reverser handle (key) from assigned space adjacent to power switch #4.
 - Get the black bag from the black cabinet in the southeast corner of the warm barn (ticket booth lock combination on front of bag). **Validate there are \$100 in bills (\$50 in fives, \$50 in ones)**
 - Unplug the red tablet, card readers, and hotspot from the charging station in the warm barn.
 - Place the red tablet, card reader and the hotspot in the black bag with the cash.
 - Get radios and perform radio check to ensure all radios are working properly.
 - Place radios and black bag on the streetcar
 - Prepare Trip Sheet for shift. Clearly print all information on trip sheet.
 - Check status of brochures in rack on streetcar. Extra brochures are under the first store counter.
- Moving the Car from the Car Barn
 - Walk through the laminated “Daily Maintenance Inspection Checklist” located on the car. Note any issues on the defect sheet for follow up.
 - When sufficient air pressure has been reached, the air compressor stops running, remove chock from under wheel.
 - Position an Operator in the car yard watching for door clearance and movement of the trolley wheel as it passes through the wire frogs.
 - 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. Shut power off before the trolley wheel passes over the trolley wire insulator, stopping in the yard with trolley wheel beyond insulator.
 - Clean the streetcar as necessary.
 - Close or open windows as necessary. **Note: 2022 all windows will be open at all times**
 - Place the appropriate car loading platform or step box outside of the carbarn door for loading and unloading of passenger for carbarn tours.
 - Close and latch carbarn doors.
- Moving Through Yard
 - Observe position of switch points in yard before proceeding through them.
 - After passing through switch 3 stop at 1st yellow mark on the rails for 78, 2nd yellow mark for 265. Set switch for the mainline and lock in place.
 - Switch trolley pole to mainline wire.
 - With the Foreman still in control of the car proceed east to Old Excelsior Boulevard checking overhead wire, track and right-of-way for obstructions or unsafe conditions. Foreman then continues operating west to Water Street. Be sure to rotate the trolley pole to the trailing position on No.78 for the trip to Water Street.

AT WATER STREET PLATFORM — BEGINNING OF SHIFT

- From the ticket booth place one of the Trolley Ride “sandwich boards” on the Water Street sidewalk and the second sandwich board on 3rd Street across the parking lot. If available, place 3rd sandwich board with ride information on sidewalk in the front corner of the ticket booth.
- Place the appropriate car loading platforms or step boxes at the Water Street platform for loading and unloading of passengers.
- Place orange cone from Ticket Booth on track as a stopping target for step alignment.
- Open ticket booth (lock combination is on the black bag), set up cash box, POS Tablet, Hotspot and card reader following documentation.
- Start the first trip as soon as there are riders.

AT END OF SHIFT

- Place tablet, card reader, hotspot and cash back in the black bag to transport to car barn.
- Retrieve sandwich boards from Water Street sidewalk, 3rd Street sidewalk and in front of ticket booth. Store them in the ticket booth. Close up ticket booth and place lock on door.
- Retrieve the front car loading step boxes used at the Water Street Platform, place in ticket booth.
- Load rear step boxes on the car.
- Proceed east, stopping before the switches.
- Set mainline yard switch for yard tracks and lock in place. Switch trolley pole to yard wire.
- **Position an Operator outside of the car to watch the trolley wheel as it passes through the wire frogs in car yard.**
- **Stop after passing through the 1st overhead frog and check trolley pole to make sure it is on the correct wire. 265 always ends up on the wrong wire after going through the 1st frog, check again after the 2nd frog. On No.78 stop at the 2nd frog and rotate the trolley pole to leading position.**
- Stop short of car barn doors.

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
 - No. 78: Before entering car barn ensure trolley pole points toward the car barn
 - No. 265: Foreman backs the streetcar into the car barn from the rear end of the streetcar
- **Perform a running brake test before entering car barn. Turn off power before trolley wheel passes over insulator.**
- Stop at yellow mark on track
- Shutting Down the Car
 - No. 265, **remove key**, set rear air brake handle in lap position, and fold up. Set control transfer lever at the front of No. 265 for forward movement.
 - No. 78, remove key, set **both control transfer valves** for movement out of the car barn.
 - Place chock under streetcar wheel.
 - Place reverser handle (key) in its space next to power switch #4.
 - Turn traction power supply off by throwing switches in proper sequence of **4, 3, 2 & 1.**
 - Open both air reservoir (air tank) drain valves
 - **Remove** trolley wheel from wire and place on wooden runner.
- Final Shift Wrap-up Steps
 - Take \$100.00 (\$50 in fives and \$50 in ones or as close as possible) from ticket booth cash and place in red pouch in the black bag (seed money). Return the black bag to the black cabinet in the warm barn. The rest of the cash is the total fare/donation money for the day.
 - Update the cash fields on the trip sheet and place the form and money in the correct days blue cashier's pouch in the black cabinet in the warm barn.
 - Plug in the tablet, card reader and hotspot at the charging station next to the black cabinet.
 - If streetcar mechanical problems were identified during the pre-operations check or during operations, complete a defect report and place it in the defect report slot in the warm barn.
 - Take in loading platform from outside of rear door of car barn.
 - **Close car barn door and secure it following door 1 or door 2 closing instructions noted on the doors.**
 - Turn off all interior lights in warm and cold barn.
 - Close the door between the warm and cold barn.
 - Arm the security system, close the door and exit to parking lot with the whole crew.