

## SEQUENCE OF OPERATIONS – Como-Harriet Streetcar Line

This Sequence of Operations (SoO) applies to streetcars No. 1239, No. 322 and No. 1300. However, not all the procedures described in this Sequence of Operations apply to No. 322 because of control differences. For example, reference to rear doors/gates means No. 322's center doors. When operating No. 322, Operators will adhere to all other procedures found in this Sequence of Operations as far as possible. Operators on No. 322 will strictly adhere to the overhead targets and any other speed restrictions that apply to all the streetcars that operate on the Como-Harriet Streetcar Line. This SoO also has unique procedures because TCRT No. 1239 loads and unloads passengers only from the rear platform.

<b>Location &amp; Action</b>	<b>Motorman</b>	<b>Conductor</b>	<b>Platform Attendant/Guard</b>
Linden Hills Station platform  <b>Passenger Loading</b>	<ul style="list-style-type: none"> <li>• Controller is off</li> <li>• Reverser handle in neutral</li> <li>• Control transfer lever is in forward movement position</li> <li>• Open doors to board passengers when front half of car is free of passengers.</li> <li>• Welcome passengers. Ensure tokens go in fare box.</li> <li>• Cycle tokens through farebox</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise passengers leaving car from the bottom of steps on platform.</li> <li>• Return to the car after last passenger has alighted.</li> <li>• Watch passenger behavior.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise alighting passengers on platform if Conductor is still on car.</li> <li>• Answer passengers' questions.</li> <li>• Direct departing passengers into the station to look at displays and merchandise</li> </ul>
Linden Hills Station platform  <b>Preparing to depart north</b>	<ul style="list-style-type: none"> <li>• After receiving bell/buzzer signal from Conductor, close rear/center door</li> <li>• Halt further boarding if/when the car is full.</li> </ul>	<ul style="list-style-type: none"> <li>• Signal Motorman to close rear/center doors with TWO rings/buzzes of door signal system.</li> <li>• Assist passengers with seating and answer questions.</li> </ul>	<ul style="list-style-type: none"> <li>• Watch the platform area when doors/gates close.</li> <li>• Keep passengers/children away from car before departure.</li> <li>• Give warning of pending streetcar movement</li> <li>• Ask visitors arriving late if they plan to ride. If they do, direct them into the station.</li> <li>• Receive tokens from Motorman if they hand them out; pass them to Station Agent.</li> </ul>

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Location & Action	Motorman	Conductor	Platform Attendant/Guard
Linden Hills Station platform  <b>Departure northbound</b>	<ul style="list-style-type: none"> <li>When Conductor signals with <b>TWO</b> rings of overhead bells to proceed north: <ol style="list-style-type: none"> <li>Close front doors.</li> <li>Set controls for forward movement: <ol style="list-style-type: none"> <li>put reverser handle in forward position.</li> <li>move controller handle to the first notch (point).</li> </ol> </li> </ol> </li> <li>Ring foot gong 2 or 3 times.</li> <li>Move air brake handle to full release. The car will begin moving automatically when air pressure is released.</li> </ul>	<ul style="list-style-type: none"> <li>Check station and platform area to make sure there are no passengers still buying tokens.</li> <li>Signal Motorman to proceed north with <b>TWO</b> rings of interior overhead bell when all passengers are seated.</li> <li>Observe outside rear and sides of car while car is moving forward.</li> <li>Make the safety announcement: <b>“For your safety, please remain seated while the car is moving and keeps hands, arms and heads inside the car.”</b></li> <li>Count all passengers, including babies, as you return to the rear of the car; record the number on the Daily Trip Sheet.</li> <li>Cycle tokens through the farebox (car No. 1239 only).</li> </ul>	<ul style="list-style-type: none"> <li>Supervise platform area keeping passengers away from departing car.</li> </ul>
Linden Hills passing siding  <b>Northbound run</b>	<ul style="list-style-type: none"> <li>Proceed north on 1<sup>st</sup> controller notch.</li> <li>Speed <u>will not exceed</u> <b>5 miles per hour</b> while on passing siding.</li> </ul>	<ul style="list-style-type: none"> <li>Observe passengers inside car and area outside car to rear and sides.</li> </ul>	<ul style="list-style-type: none"> <li>Return to platform duties.</li> <li>Answer questions from waiting passengers.</li> </ul>

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<p>North Passing Siding switch</p> <p><b>Northbound run</b></p>	<ul style="list-style-type: none"> <li>• <u>Shut off power</u> when front of the car is 15-20 ft from switch frog. Coast through the switch no faster than <b>5 miles per hour</b>.</li> <li>• Apply power after trolley pole passes through overhead frog.</li> <li>• Advance controller through all five notches. Maintain speed and control of car in accordance with overhead targets and any other operations instruction, bulletins, speed restrictions, etc.</li> </ul>	<p>Observe passengers inside the car and the outside area adjacent to car.</p>
<p>William Berry Parkway bridge</p> <p><b>Approaching Cottage City stop platform</b></p>	<ul style="list-style-type: none"> <li>• Watch for pedestrians, joggers, animals, etc., on right-of-way</li> <li>• Ring warning foot gong if any persons or animals are on or near the ROW. Ring foot gong on approach to bridge even if you don't see anyone—they may be descending steps or hidden by the structure.</li> <li>• Watch out and be prepared to stop for objects on the rail or overhead wire.</li> <li>• Several short toots of whistle when passing under bridge is traditional.</li> </ul>	<ul style="list-style-type: none"> <li>• Call out <b><i>"Cottage City"</i></b> station stop approximately four pole lengths south of the platform.</li> <li>• Watch passengers. Warn them of safety hazard if heads, arms, etc., are hanging out windows.</li> <li>• If passenger(s) indicate they want to get off at Cottage City, inform Motorman with <b>ONE</b> ring of the interior overhead bell.</li> </ul>

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<p>Cottage City</p> <p><b>Station stop to pick-up or drop off passengers</b></p>	<ul style="list-style-type: none"> <li>• Begin to slow speed of car if passengers are observed standing on or near Cottage City platform or if Conductor indicates car should stop with interior overhead bell signal.</li> </ul> <p><b>For Car No. 1300</b></p> <ul style="list-style-type: none"> <li>• Stop the car with the front door on the platform if passengers are present and want to board the car or if passengers want to get off.</li> <li>• Open &amp; close front doors after passengers have boarded or alighted from the car.</li> <li>• Inform boarding passengers to pay fare at the depot.</li> <li>• After passengers are seated request permission to run north with <b>TWO</b> rings of the interior overhead bell. Proceed north after Conductor answers with <b>TWO</b> rings of the interior overhead bell.</li> </ul> <p><b>For Car No. 1239</b></p> <ul style="list-style-type: none"> <li>• Stop car with rear gates on platform (see note →).</li> <li>• Open/close rear gates when signaled by the Conductor.</li> <li>• Proceed north after Conductor answers interior overhead bell <b>TWO</b> times.</li> </ul>	<p><b>For Car No. 1239</b></p> <ul style="list-style-type: none"> <li>• Verbally direct Motorman to move car forward or back so car's platform steps are on the small ground platform.</li> <li>• Signal the Motorman to open gates (one long buzz) when car is stopped.</li> <li>• Inform boarding passengers to buy tokens at the station.</li> <li>• After boarding passengers and all other passengers are seated, signal Motorman to close gates.</li> <li>• Answer Motorman's request to proceed with <b>TWO</b> rings of the interior overhead bell.</li> </ul> <p><b>NOTE.</b> On car No. 1239, passengers board and alight only from the rear platform. The Motorman should try their best to align the rear gates with the small platform aligning the front of the fender with the marker located between the rails. If necessary, the Conductor will verbally direct the Motorman to the final position of the car to ensure the rear gates are on the platform.</p>
<p>Lakewood Cemetery</p> <p><b>Run to north platform</b></p>	<ul style="list-style-type: none"> <li>• Observe and comply with overhead targets and other operations instructions, bulletins, speed restrictions, etc.</li> <li>• Watch for pedestrians, joggers, animals, etc., on ROW.</li> <li>• Ring warning foot gong if any persons or animals are on or near the ROW.</li> <li>• Watch out and be prepared to stop for objects on the rail or overhead wire.</li> </ul>	<ul style="list-style-type: none"> <li>• Observe passengers. Warn them of safety hazard if heads, arms, etc., are hanging out windows.</li> </ul>

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Lakewood Cemetery <b>Approaching north platform</b>	<ul style="list-style-type: none"> <li>• Turn off power when car reaches yellow overhead target.</li> <li>• Make brake applications to slow the streetcar as it approaches the north platform.</li> <li>• Slow car well ahead of platform. Be prepared to stop short of platform if passengers are on or near the platform.</li> <li>• Ring foot gong several times to signal approach of the car.</li> <li>• Stop car with rear doors on platform.</li> </ul>	<p>Call out <b><i>“Lakewood Cemetery-Lakewood Cemetery”</i></b> approximately four pole lengths before car arrives at Lakewood Cemetery platform.</p>
North platform (Lakewood Cemetery) <b>Car is Standing</b>	<ul style="list-style-type: none"> <li>• After coming to complete stop move reverser handle to neutral.</li> <li>• If there are passengers waiting to board, open rear doors/gates after signal from Conductor.</li> <li>• Stand up and <b>go towards the middle</b> of the streetcar so passengers in the rear of the car can hear the talk. Take controller reverser handle with you.</li> <li>• Give the end-of-line welcome and history talk. Use suggested talk found in general procedures memo as a guide. The end of the line talk is an important part of the riders’ streetcar experience.</li> <li>• After the talk is done, move back to the front of the streetcar and prepare for southbound run.</li> </ul>	<ul style="list-style-type: none"> <li>• If there are boarding or departing passengers, signal Motorman to open the rear doors/gates (center doors on No. 322). For boarding passengers, step off the car to talk with them so as not to interrupt the Motorman’s end-of-line talk.</li> <li>• Ask departing passengers if they will return by streetcar. If they answer “yes” give each passenger a transfer. Inform passengers of the time of the last streetcar run of the evening.</li> <li>• Tell boarding passengers to purchase fares at the station.</li> <li>• Retrieve sandwich board on the last run of the day.</li> </ul> <p><b>NOTE:</b> At their option, the Motorman and Conductor may switch roles if the Motorman does not wish to give the end-of-line talk.</p>

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Location & Action	Motorman	Conductor
Lakewood Cemetery platform  <b>Prepare to depart south</b>	<ul style="list-style-type: none"> <li>After Conductor sends Motorman <b>THREE</b> rings of the interior overhead bell:                             <ol style="list-style-type: none"> <li>move control transfer lever to rear movement position. Check to ensure it clicks into place and is properly seated.</li> <li>Move reverser handle to reverse position.</li> <li>Move controller to 1<sup>st</sup> notch.</li> </ol> </li> <li>Answer Conductor's request to proceed with <b>THREE</b> rings when all of the above is done and it is safe for the car to proceed south.</li> </ul>	<ul style="list-style-type: none"> <li>When ready to depart:                             <ol style="list-style-type: none"> <li>Unfold brake handle/lever and set in full apply position (all the way to the right).</li> <li>Ring interior overhead bell <b>THREE</b> times to direct Motorman to set the controls for movement to the south.</li> </ol> </li> </ul>
Lakewood Cemetery platform  <b>Depart Southbound</b>	<ul style="list-style-type: none"> <li>After Conductor applies power advance controller handle to the 1<sup>st</sup> notch and leave it there until Conductor completes the rolling brake test.</li> <li>After successful completion of the rolling brake test and the Conductor turns power back on, slowly advance the controller until it is in the fifth notch.</li> <li>Observe ammeter. Cycle controller to OFF, then back to first position and prepare to advance controller as Conductor turns power off and on.</li> </ul>	<ul style="list-style-type: none"> <li>After receiving <b>THREE</b> ring reply from Motorman, check that all doors are closed and the area outside of the car in direction of travel is clear.                             <ol style="list-style-type: none"> <li>Ring exterior warning foot gong 3+ times.</li> <li>Fully release air brakes.</li> <li>When safe to proceed push <b>START</b> switch.</li> </ol> </li> <li>When car attains speed of 5 mph, push <b>STOP</b> switch and conduct rolling brake test.</li> <li>When car slows and it appears brakes are working properly, release the air and push <b>START</b> switch to resume the run.</li> </ul> <p><b>IMPORTANT.</b> If power does not shut off when the <b>STOP</b> switch is pushed, come to an immediate stop by placing the brake valve in emergency position (all the way to the right).</p>

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Location & Action	Motorman	Conductor
Lakewood Cemetery  <b>Run South to Cottage City</b>	<ul style="list-style-type: none"> <li>• Watch passengers. Remind them of safety concerns if heads, arms, etc., are hanging out windows.</li> </ul>	<ul style="list-style-type: none"> <li>• Observe and comply with overhead targets and other operations instructions, bulletins, speed restrictions, etc.</li> <li>• Watch for pedestrians, joggers, animals, etc., on right-of-way (ROW) and warn them as necessary. Use foot gong if necessary to warn pedestrians, trespassers, pets, etc.</li> </ul>
Cottage City Stop  <b>Approaching Cottage City platform</b>  <b>Stopping at Cottage City platform to pick-up or drop off passengers</b>	<ul style="list-style-type: none"> <li>• When Conductor turns off power as the car approaches Wm. Berry Pkwy. Bridge, shut power off and then place controller handle in 1<sup>st</sup> notch.</li> <li>• If Conductor stops to make station stop at Cottage City, shut-off power.</li> <li>• Open rear doors/gates when Conductor signals.</li> <li>• If streetcar does not stop at Cottage City, slowly notch up to 5<sup>th</sup> notch when Conductor applies power after passing the green target just beyond the William Berry bridge.</li> </ul>	<ul style="list-style-type: none"> <li>• Shut off power when car passes yellow target just to the north of Wm. Berry Pkwy. Bridge.</li> <li>• Speed when going under bridge is <b>10 miles per hour</b>.</li> <li>• Ring warning foot gong as car passes under bridge.</li> <li>• If passengers are seen on Cottage City platform, bring car to a stop with rear door/gates on ground platform.</li> <li>• Signal Motorman to open rear doors/gates with <b>ONE</b> long buzz of door signal.</li> <li>• Welcome passengers aboard the car and direct them to be seated.</li> <li>• Tell boarding passengers to pay the fare at the depot.</li> <li>• Signal Motorman to close rear doors by <b>TWO</b> buzzes of the door signal.</li> </ul>

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Location & Action	Motorman	Conductor	Platform Attendant/Guard
<p>Cottage City</p> <p><b>Depart southbound if the car stopped to board or drop off passengers.</b></p>	<ul style="list-style-type: none"> <li>When Conductor signals intent to proceed southbound with <b>THREE</b> rings, place controller handle in 1<sup>st</sup> notch.</li> <li>Check to make sure all passengers are seated.</li> <li>Signal Conductor that it is clear to proceed with <b>THREE</b> bells.</li> <li>Slowly advance controller handle through all five notches as car proceeds southbound.</li> </ul>	<ul style="list-style-type: none"> <li>Inform Motorman of the intent to proceed south with <b>THREE</b> rings of interior overhead bell.</li> <li>Check that all doors are closed and area outside of the car in direction of travel is clear.</li> <li>After receiving <b>THREE</b> bell ring reply from Motorman,</li> <li>Fully release air brakes by pushing brake handle all the way to the left.</li> <li>After all air from brake cylinder is exhausted, ring exterior warning foot gong.</li> <li>When safe to proceed push <b>START</b> switch.</li> </ul>	
<p>North siding switch</p> <p><b>Approach and pass over north siding switch on southbound run</b></p> <p><b>Linden Hills Station Safety Zone</b> (area from the north siding switch to the south side of W. 42<sup>nd</sup> Street)</p>	<ul style="list-style-type: none"> <li>When Conductor shuts-off power as car approaches north siding switch, shut controller off and then put controller handle in 1<sup>st</sup> notch.</li> <li>Continue to observe passengers inside car and in area around outside car as car proceeds towards 42<sup>nd</sup> Street crossing.</li> </ul>	<ul style="list-style-type: none"> <li>Shut-off power when car passes yellow target north of north siding switch.</li> <li>Slow car down so it passes over switch <b>going no faster than 5 mph.</b></li> <li>After trolley wheel passes the overhead frog, turn on power and don't go faster than <b>5 mph speed</b> through entire Linden Hills Station Safety Zone area.</li> <li>Shut-off power at yellow target and apply air to brakes if car starts to go faster than <b>5 mph.</b></li> </ul>	<ul style="list-style-type: none"> <li>When approaching car is sighted, start to move towards 42<sup>nd</sup> Street to pick up stop sign.</li> <li>Warn waiting passengers of approaching car.</li> <li>Watch for children and others near track.</li> </ul>



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<p>Linden Hills Station area</p> <p><b>Linden Hills Station Safety Zone</b> (area from the north siding switch to the south side of W. 42<sup>nd</sup> Street)</p> <p><b>Approach southbound</b></p>	<ul style="list-style-type: none"> <li>• Leave the controller in 1<sup>st</sup> notch through the entire Linden Hills Station safety zone.</li> <li>• Observe all activities inside the car and in the area outside of the car.</li> </ul>	<ul style="list-style-type: none"> <li>• Approach Linden Hills Station and 42<sup>nd</sup> Street crossing with power off and <b>brake handle in lap position</b>.</li> <li>• Apply air to brakes so cars' speed is <b>no faster than 5 mph</b> as it approaches the south siding switch and 42<sup>nd</sup> Street.</li> <li>• Ring warning foot gong several times when car passes pedestrian underpass, the north end of the platform and the south siding switch.</li> <li>• <b>When the crossing guard is seen in the middle of 42<sup>nd</sup> Street, proceed through the crossing at slow speed (5 mph).</b></li> <li>• <b>If there is no crossing guard, MAKE FULL STOP</b> short of the sidewalk.</li> </ul>	<ul style="list-style-type: none"> <li>• Move into center of 42<sup>nd</sup> Street on east side of track to stop auto and pedestrian traffic as the car passes over the pedestrian underpass.</li> <li>• Direct auto and pedestrian traffic to stop when the car approaches 42<sup>nd</sup> Street.</li> </ul>
<p>42<sup>nd</sup> Street</p> <p><b>Crossing 42<sup>nd</sup> street southbound</b></p>	<ul style="list-style-type: none"> <li>• Keep controller handle in 1<sup>st</sup> notch.</li> <li>• Observe all activities inside the car and in area outside of the car.</li> <li>• After front of car has passed the center of W. 42<sup>nd</sup> Street slowly advance controller handle to 5<sup>th</sup> notch.</li> </ul>	<ul style="list-style-type: none"> <li>• Closely observe auto and pedestrian traffic on Queen Ave. and 42<sup>nd</sup> Street.</li> <li>• <b>If no crossing guard, and the crossing is clear of autos and pedestrians apply power.</b></li> <li>• Ring warning foot gong several times as car passes over 42<sup>nd</sup> Street.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave center of 42<sup>nd</sup> Street when car passes. Return to north side of 42<sup>nd</sup> Street.</li> <li>• Direct potential passengers into station to buy tokens</li> </ul>

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Location & Action	Motorman	Conductor	Platform Attendant/Guard
<p>Isaacs Carbarn</p> <p><b>Approach and stop at Isaacs Carbarn</b></p>	<ul style="list-style-type: none"> <li>Keep controller handle in 5th notch as car travels towards George Isaacs Carbarn.</li> <li>Observe all activities inside the car and in area outside of the car.</li> <li>Shut off controller when Conductor shuts off power. Put controller in 1<sup>st</sup> notch.</li> <li>When car comes to a full stop at the end of the southbound run, shut off controller.</li> <li>Put reverser handle in neutral position.</li> <li>Open rear doors/gates if Conductor requests it.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain power as car travels southbound towards Isaacs Carbarn.</li> <li>Ring warning foot gong at approximately every other line pole.</li> <li>Shut off power when car passes yellow target. Coast until car reaches Isaacs Carbarn switch.</li> <li>Apply air brakes if necessary so car crosses carbarn switch at <b>5 mph</b>.</li> <li>Stop car when it reaches the <b>red target</b> with an “S” on it.</li> <li>To drop off or board passengers, stop car with rear door/gates or center doors (322) on temporary step box/platform.</li> <li>Signal Motorman to open rear/center doors with <b>ONE</b> long buzz.</li> </ul>	<ul style="list-style-type: none"> <li>Direct potential passengers into station to buy tokens.</li> </ul>
<p>Isaacs Carbarn</p> <p><b>Depart northbound</b></p>	<ul style="list-style-type: none"> <li>Close rear doors/gates when Conductor signals.</li> <li>Request permission to go north with <b>TWO</b> rings of the overhead bell.</li> <li>After receiving <b>TWO</b> rings reply on the interior overhead bell from the Conductor:               <ol style="list-style-type: none"> <li>Put control transfer lever in forward movement position. Check to ensure it is properly seated.</li> <li>Put reverser handle in forward position.</li> <li>Release the air brakes.</li> <li>After all air is exhausted, put controller in 1<sup>st</sup> notch.</li> </ol> </li> <li>When car attains 3 to 5 mph speed, shut off power and conduct rolling brake test. When air pressure gauge needle moves, release brake and apply power to continue the run.</li> </ul>	<ul style="list-style-type: none"> <li>Direct Motorman to close rear doors/gates with <b>TWO</b> buzzes of the door signal if they are open.</li> <li>Reply to Motorman’s request to proceed north by <b>TWO</b> rings of interior signal bell.</li> <li>Fold up brake handle and secure it in closed position.</li> <li>Check that passengers are seated.</li> </ul>	

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Location & Action	Motorman	Conductor	Platform Attendant/Guard
<p>Mainline south of 42<sup>nd</sup> Street</p> <p><b>Northbound run and approach to 42<sup>nd</sup> Street crossing</b></p>	<ul style="list-style-type: none"> <li>Follow targets.</li> <li>Ring warning foot gong every other pole when going northbound.</li> <li>Observe the outside front and sides of car as the car approaches 42<sup>nd</sup> street.</li> <li>Ring foot gong as car approaches the 42<sup>nd</sup> street sidewalk.</li> <li>When crossing guard is seen in the middle of 42<sup>nd</sup> Street, proceed through the crossing at slow speed (5 mph).</li> <li>If there is no crossing guard, make full stop. Apply power (1<sup>st</sup> notch) and cross 42<sup>nd</sup> Street at slow speed (5 mph) when it is safe to proceed.</li> </ul>	<ul style="list-style-type: none"> <li>Observe passengers to ensure they are seated.</li> <li>Observe area outside of car for any hazards.</li> <li>Announce <b><i>“Linden Hills station—Lake Harriet”</i></b> station stop when approaching 42<sup>nd</sup> Street crossing.</li> </ul>	<ul style="list-style-type: none"> <li>Keep alert for the approach of the northbound streetcar.</li> <li>Move into center of street to stop auto and pedestrian traffic when approaching car is sighted.</li> <li>Stop all auto and pedestrian traffic as streetcar crosses street.</li> <li>Warn pedestrians of approaching streetcar if necessary.</li> </ul>
<p>42<sup>nd</sup> Street</p> <p><b>Crossing the street and entering south siding switch and siding</b></p>	<ul style="list-style-type: none"> <li>Go through 42<sup>nd</sup> Street crossing no faster than <b>5 mph</b>.</li> <li>Observe pedestrians to ensure they are clear of tracks and approaching car. Ring warning foot gong.</li> <li>Enter south siding switch only when yellow end of the single point of south siding switch is clearly visible. <b>If in doubt STOP.</b></li> <li>Apply power (1<sup>st</sup> notch only) as car passes through switch and onto siding to maintain dead slow speed.</li> <li>Shut off and re-apply power as car passes yellow painted area.</li> <li>Stop the car at north end of platform.</li> </ul>	<ul style="list-style-type: none"> <li>Observe passengers to ensure they are seated.</li> <li>Observe area outside of car for any hazards.</li> <li>Prepare for passenger unloading.</li> </ul>	<ul style="list-style-type: none"> <li>Leave center of 42<sup>nd</sup> Street when car passes.</li> <li>Put stop sign in storage spot and go towards streetcar to assist with unloading and loading.</li> </ul>

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Linden Hills station platform  <b>Car is stopped and Passengers are unloading from the rear or center doors</b>	<ul style="list-style-type: none"> <li>• Controller power is off.</li> <li>• Put reverser handle in neutral position.</li> <li>• Open rear doors/gates when Conductor buzzes door signal.</li> <li>• Prepare for loading of passengers.</li> <li>• Give platform attendant tokens from front farebox as necessary.</li> <li>• <b>Remove reverser handle from the controller if leaving the front end of the car for any reason.</b></li> </ul>	<ul style="list-style-type: none"> <li>• When car stops, signal Motorman to open rear doors/gates with <b>ONE</b> long buzz of door signal.</li> <li>• Instruct passengers to exit by the rear doors.</li> <li>• Supervise passengers leaving the car from bottom of platform steps.</li> <li>• Return to the car after the last passenger has alighted.</li> <li>• Request that rear doors be closed.</li> <li>• Give Platform Attendant tokens from rear farebox (Car 1239).</li> </ul>	<ul style="list-style-type: none"> <li>• (Car 1239) Assist with passenger unloading.</li> <li>• (Car 1239) Tell boarding passengers to wait until alighting passengers are off the car before allowing them to board.</li> <li>• Bring tokens to Station Agent if the Motorman or Conductor hands them to you.</li> </ul>

### PROCEDURES FOR TWO CAR OPERATIONS.

1. Operation of an individual streetcar in two-car operations will follow the basic procedures outlined above except for the following.
  - When the northbound streetcar leaves the loading platform to begin its run, the car will come to a complete stop when it reaches the pedestrian underpass.
  - When the southbound car passes the northbound car, the northbound car is then clear to proceed north.
  - When a southbound car reaches the pedestrian underpass and the second car is not in sight **the southbound car will stop** and wait for the other car to go onto the siding before proceeding southbound. If in doubt as to the situation, the Operator of the southbound car will call the Foreman-in-Charge or Starter on the radio to request further instructions or to clarify the situation.

### 2. Special Operations Instructions.

- Depending on the nature of the special operation there will be either a Foreman-in-Charge or a Starter will be designated to act as a dispatcher for the duration of the special operation.
- In multi-car operations all operating personnel should ensure that radios are working and monitored at all times. Periodic radio checks are highly recommended to ensure that constant communication with the Starter/Foreman and all cars is maintained.
- If a Starter is designated during multi-car or special operations, or any other kind of special car movement, streetcar Operators will follow the instructions given to him/her by the Starter either in person or by radio message.
- In some instances a special Operating Order will be issued to govern streetcar movements during the period of the special operations. All operating personnel should read the Operating Order. If there are any questions or confusion regarding the meaning of any part of the Operating Order, personnel must get clarification from the Starter or Foremen-in-Charge.

**SAFETY FIRST.**