

# General Rules and Regulations

## **GENERAL RULES AND SAFETY**

Passenger and visitor safety requires constant vigilance on the part of all streetcar crew members.

Museum visitors may not expect movement of rail equipment on the grounds. Therefore, it is the responsibility of the crew to provide for the safety of passenger and museum visitors on the grounds.

Make liberal use of the whistle, gong or horn to alert visitors to the movement of the streetcar. **STOP THE CAR** if there is any doubt as to whether a person is aware of an approaching vehicle.

Children near the track are critical. **STOP THE CAR** if a child is not being held by the hand of an adult. Be sure older children are aware of the approaching streetcar and not teasing a run onto tracks or racing along with the car or otherwise distracted. Be watchful of people playing on their cellphones.

## **Requirements for Crew Members**

Safety is of the first importance in the operation of the streetcars. In case of doubt, the safe course is to **STOP THE CAR**. And resolve the doubt. **OBEDIENCE TO THE RULES IS ESSENTIAL TO SAFETY AND REMAINING IN SERVICE**. Obedience demands the faithful, intelligent and courteous discharge of your duties.

Crew members whose duties are prescribed in these rules must have a copy immediately available for reference while on duty. A copy of these rules is maintained in each operating streetcar.

**CREW MEMBERS MUST BE CONVERSANT WITH AND OBEY ALL RULES AND**

**INSTRUCTIONS.** Carelessness, negligence and/or indifference in the performance of duties will not be tolerated. Violations will result in corrective actions being taken.

All operating crew members must attend required classes and pass required examinations to qualify to operate any of our streetcars. Crew training will include knowledge of all streetcar controls, operating precautions, the electric power supply and procedures for proper energizing and de-energizing the streetcar.

Crews must cooperate and assist in carrying out the rules and instructions. For personal injuries, crew member must call 9-1-1, and then must promptly report any accidents, personal injuries, or any other unusual conditions which may affect the safe operation of the streetcars and museum safety to the Head Tour Guide on duty (314-343-6617 This number is the phone set aside for the Head Tour Guide on duty each day). Track, or equipment problems must be reported on the operator's daily log sheet. A written report must follow promptly when required.

Crew members must not report for duty, or be on museum property under the influence of, or use of while on duty, or have in their possession while on museum property, any substance, including, but not limited to, alcoholic beverages, illegal drugs, or any prescribed medications that adversely affect operator's performance. Smoking, or vaping is not permitted on the cars.

Crew members are prohibited from carrying firearms, or any other deadly weapons, including knives with a blade longer than three inches, in their possession while on duty or on Museum property, except those authorized to have them in the performance of their duty.

Crew members reporting for duty must be clean and neat in appearance. Some sort of uniform dress, a

complete motorman or conductor's or minimally a white shirt, black tie and black slacks, demonstrates a professional appearance and indicate authority. If the crew member is working a special function where the streetcar is rented such as a wedding, please dress as you would if you were an invited guest at the function.

Crew members must expect the movement of trains, engines, cars or any other movable equipment at any time, on the track in either direction. They must be aware of the locations of any structures or obstructions where clearances are close including the new fencing between the Abbott building and the walkway.

Crew members must conduct themselves in such a manner that the museum will not be subject to criticisms or loss of goodwill. They must not discriminate between patrons of the museum, nor make comments that may be taken as offensive.

**CREW MEMBERS ARE RESPONSIBLE FOR THEIR OWN SAFETY AT ALL TIMES.**

Constant presence of mind to insure safety to themselves and others is the primary duty of all crew members and they must exercise care to avoid injury to themselves or others. Crew members on the ground must remain in visual contact with the operator before moving the streetcar. Crew members must observe the condition of the equipment and tools which they use in performing their duties, and when found defective, will put them in safe condition for use, reporting defects to the proper authorities.

Crew members must see that fire extinguishers and other safety equipment are supplied on all equipment carrying personnel or passengers. Crew members must be conversant with the current

emergency response plan, for personal injury, call 9-1-1 first then notify the Head Tour Guide on duty at 314-343-6617.

Crew members must report for duty at the designated time and place. They must devote themselves exclusively to the service at hand while on duty. They must not absent themselves from duty or use cell phones or pagers while on duty except in an emergency.

The Conductor must pay particular attention to the safety and needs of the passengers. The Operator's primary concern will be the safe operation of the car. When the car is stopped, and the operating control device is removed from its operating position, ie: the Cineston key in car #44, the direction key in car #10 and the shift levers in the PCC's, the Operator may assist with the passengers.

Unless there is an emergency on the tracks between the fence by the Abbott Building columns and the fence by the walkway, **DO NOT STOP THE CAR BETWEEN THE FENCES.**

## **OPERATING RULES**

The operator position will be occupied at all times when museum visitors are present and the streetcar is energized. No one but a trained operator will occupy the operator's seat. No one other than a trained and tested crew person may operator any of the streetcar controls including the gong/whistle. Only qualified Museum volunteers shall operate turnouts or other Museum hardware.

The streetcar will not be operated close to any obstructions such as parked locomotives, passenger cars, etc. If such an obstruction is located at the streetcar's terminal, the operator will stop the car no closer than 20 feet from the obstacle. If the obstruction negates the use of the designated loading zone, the operator will not initiate operations until the obstacle is removed. The operator will inform the Head

Tour Guide on duty 314-343-6617, and try to resolve the problem.

All streetcar doors will be kept closed when the streetcar is moving except the end doors on car #44. The only other exception is for maintenance or testing with a crew member stationed in the open door.

All passengers **MUST** be seated before the streetcar starts moving and while the streetcar is in operation. Should a passenger, especially a child, stand up while the streetcar is in motion, the streetcar must be brought to a safe stop and the parents should be asked to keep their child seated during the ride.

No food or drink in open containers is allowed on the cars. This applies to the crew members as well as passengers. Crew members may have a bottled drink with a screw cap and may take a drink only when the car is stopped and in the plug position.

Passenger shall board and alight from the cars only at designated areas. Platforms allow safe access to the car steps at these locations.

When there already is any other vehicular traffic on the roadway along the Abbott Building, the streetcar is to yield to the other traffic so as not to confuse the Museum guests on the walkway. As with other safety issues, even if the other vehicle causes the problem by coming into the area of the streetcar, **STOP THE STREETCAR** until the other vehicle clears the congested area.

The conductor shall give a brief talk at the stop sign on the north side of the loop for all cars using the loop. The stopping point for the talk on car #2740 is just east the fencing, east of the Abbott Building and may be started on the backup move and continued on the forward move. The tunnel platform stop

is only to change poles.

The talk may describe the streetcar they are riding on today, urban transit history, the restoration program at the Museum, volunteer opportunities at the museum. Not everyone riding the streetcar is interested in our fleet. Limit your talk to today's car and the #10 Water Works car being 106 years old and still regularly operates. Also, this is the time to remind our riders their ride on the street car is free, however ask for a donation letting them know their donation goes to restoring, refurbishing and maintaining the streetcars and track.

If you determine the passenger is a frequent visitor, also remind them of the benefits of purchasing a membership. If a patron purchases a regular admission, and desires to purchase a membership on the same day, they may take their receipt back to the Orthwein Center desk and the Museum will applied the admission they purchase that day to the cost of the membership.

## **SIGNALS**

### **Whistle/Horn/Gong**

Note: Reference to the conductor's whistle signals apply only to Car #10. The gong applies to the PCC's and the horn applies to car #44.

The conductor's signal to the operator to proceed is one short blast of the whistle.

The operator's signal to move forward is two blasts of the whistle, horn or gong.

The operator's signal to move backwards relative to his position of the car is three blasts on the whistle, horn or gong.

When the car is brought to a safe stop and it is safe to people to get off or on, the operator shall sound one blast of the whistle, horn or gong. After making this sound, the car shall not be moved until a signal is given to the motorman by the conductor that the car is ready to go.

### **Hand**

A general up and down arm movement (like a tomahawk chop) signals a **FORWARD** movement. A

circular movement of the raised arm (like throwing a lasso) signals a **BACKUP** move. An arm movement across the body (like an umpire calling a runner safe at home) indicates **STOP**. **No other hand signals are authorized and should be ignored.**

If you do not recognize or understand the hand signal, or it is not clear, **STOP THE CAR** and resolve the misunderstanding.

### **Ground crews**

When operating with a one person ground crew, the crew member on the ground and the operator must have visual contact with each other at all times. **It is up to the crew member on the ground to move to a position where the operator can see him.**

When operating with multiple ground crew members, the regularly scheduled crew member to operate the shift on the ground is the **primary** crew member for the move. When the ground crew is all shop personnel, the most senior operator of the shop crew is primary crew member. All other personnel assisting with the move must defer to the primary crew member.

While any crew member can signal the operator to stop, only the **primary** ground crew member is authorized to advise the operator when it is safe to move the car. **If the operator cannot see the primary ground crew member, the operator must stop the car until such time as mutual vision is restored. It is the responsibility of the ground crew members to move into a position where the operator has them in sight. Remember if you can't see him, he can't see you.**

### **Crew communication on cars #44, 1743 and 2740**

On these cars it is necessary for the motorman and conductor to communicate verbally. All communication shall include reinforcement. For example: Conductor to operator: "We're all clear to proceed." Not just "OK." **Before** acting on the instruction, the motorman shall respond in a similar way "Car 44 leaving the platform Eastbound." When backing car #2740, the backup hand signal

detailed on page 6 is required.

### **Startup Sequence**

Crew members will survey the track before operation to ensure the track is clear and rail turnouts are locked in their proper position.

Before leaving the Abbot Building yard and after traveling a short distance, **always** a perform a running brake test. If the brakes are not satisfactory, put the car away and fill out an operator's log sheet noting the problem, put it in an envelope and put it in the red mailbox in the tool crib. Take out another car to operate. During the course of an operating shift when the conductor and operator exchange tasks, the new operator shall perform a brake test.

All streetcars will be test operated slowly, without passenger, around the loop and back to the platform check the track and surroundings before passenger trips are run.