



# MINNESOTA STREETCAR MUSEUM

TRANSPORTATION DEPARTMENT

COMO-HARRIET STREETCAR LINE

FOREMAN'S CHECK LIST

May 1, 2010



Valid for streetcars No. 265 and No. 1300 only.

Please use special instructions for PCC streetcar No. 322.

## ADVANCE PREPARATION

- When monthly schedule of operations arrives, check to make sure crew is assigned for all slots on all scheduled shifts. If not, recruit to fill all slots if necessary.
- Two or three days in advance of the shift, call all crewmembers to remind them of their shift and to ask them to report at least fifteen 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. If you do not have these numbers and trip the alarm, the Museum will be billed for a false alarm and the Police department may detain you.

## AT CARBARN (BEFORE OPERATIONS)

- Arrive at least one-half hour before the scheduled start of operations.
- Unlock and open car barn door, enter car barn, disarm security alarm system, and secure door.
- Check bulletin board for Operations and Safety bulletins and other instructions. Review these with crewmembers before leaving barn.
- Proceed to assigned streetcar (see streetcar rotation schedule memorandum on bulletin board).
- Close both air reservoir (air tank) drain valves on streetcar.
- Unplug battery charger cord, coil and hang it up.
- Place trolley pole on overhead wire.
- Before turning on power check to make sure streetcar controller is turned off.
- Turn on overhead power from main 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.
- Open lock box and get out blue money bag for that day and appropriate changer(s) for shift, place on streetcar and load changer(s).
- Get reverser key from its assigned storage location next to lock box.
- Get radios for streetcar(s) and Linden Hills station.
- Open car barn 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—make sure you also record beginning token count from rear fare box of No. 1300.
- Start checking off items on Daily Inspection Form. Do not complete items requiring full air pressure until full air pressure has been achieved and streetcar is out of car barn.
- Check status of brochures in rack at rear of streetcar—restock as necessary. Clean streetcar as necessary.
- When sufficient air pressure has been achieved, remove chock from under wheel.
- Check brakes, ring gong several times, check sides for obstructions and then move streetcar slowly out of car barn 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 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.
- Complete Daily Inspection Report (front controller and back-up controls). Place completed daily inspection report in yellow box adjacent to the lock box in the maintenance barn.

- Turn off car barn power, Close the big doors checking to make sure that the doors are latched at top and bottom. Close and lock carbarn door, exit (do not set alarm).
- Depart car barn for station **at least 15 minutes** before scheduled start of operations. Make a running brake test when you depart for the Linden Hills station.

#### **AT STATION — BEGINNING OF SHIFT**

- Upon arrival at LH Station put reverser key in neutral. Remove the key if the car will be unmanned.
- Unlock and prepare station and platform per 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.
- **Instruct Platform Attendant/Crossing Guard to wear orange reflective vest.**
- Start the first trip **on time**.

#### **AT STATION — END OF DAY**

- At end of the day's operations secure station and platform items per General Services memorandum. Place platform items on rugs not the wood floor. Sweep station floor as necessary.
- Close out cash register and generate "X" & "Z" reports. Place the "X" & "Z" reports in the daily cash bag.
- If you were forced to replace the cash register tape during your shift (i.e., the register ran out of the paper tape), take the yellow cash register tape with you and put it in the bottom of the lockbox in the carbarn.
- Turn off station lights. 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)**

- Open carbarn door, secure in open position and turn on carbarn power as specified above.
- Sweep out streetcar before entering carbarn and perform any other needed cleaning.
- For No. 265 and No. 1300, Foreman rings gong and backs streetcar into the carbarn from the front or rear end at the Foreman's discretion. A crewmember in the rear will act as lookout if operation is from the front. **Always perform a running brake test before entering carbarn.** Turn off power when trolley wheel passes over insulator.
- Stop with front of fender on red line painted on the floor.
- When stopped, set air control valve for forward movement, remove reverser key and place it in its storage location in the maintenance barn.
- Restock brochures in rear of streetcar if needed.
- Place chock under streetcar wheels.
- Turn power off making sure that no one is in doors of No. 265 and 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. 265 and No. 1300.
- Close doors on Nos. 265 and 1300 using under floor switches. If car is going out of service close all windows.
- Complete Trip Sheet and place in black box adjacent to bulletin board in maintenance barn. Place other token or cash audit forms in blue cash bag. Place defect report, if any, in black box in maintenance barn.
- Place all money and "X" and "Z" reports into blue cash bag and lock it and the changers in lock box. Ensure all coins and tokens are removed from changer(s). **Check crew members for money!**
- Have crew leave the carbarn, shut off interior lights and set alarm system. Close and lock door.
- If alarm does not set, check all doors. If still not set call security alarm company posted by the alarm station at the door.
- Exit to street with all crew.