



# Excelsior Streetcar Line FOREMAN'S CHECK LIST

Revised – April 2008



**Valid for streetcars No. 78 and No. 1239 only.**

## 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 other crewmember(s) 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 door keys and security alarm code.

## AT CARBARN (BEFORE OPERATIONS)

- Proceed to assigned streetcar.
- Open car barn doors **to the full width of the door opening.**
- Close both air reservoir (air tank) drain valves on streetcar. **(only one valve on 1239)**
- Place trolley pole on overhead wire.
- Before turning power on check to make sure streetcar controller is turned off.
- Turn on overhead traction power switches in proper numerical sequence **(1,2,3 & 4 in that order).**
- Take reverser key from assigned space adjacent to traction power switch #4.
- Check for proper DC voltage. Call emergency list with problems.
- Get the black conductor's bag from the black cabinet in the northeast corner of the restoration barn.
- Prepare Trip Sheet for shift. Please **clearly print** all information on trip sheet.
- 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 on streetcar. Restock as necessary.
- When sufficient air pressure has been achieved, remove chock from under wheel.
- Check brakes, ring gong, and 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 trolley wire insulator.
- Complete Daily Inspection Report. Place completed daily inspection report in box adjacent to the bulletin board in the "ready barn".
- 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.
- Clean streetcar as necessary.
- Close or open windows as appropriate.
- Place wooden loading platform or step box outside of rear car barn door.
- Close and latch car barn doors.
- Depart car barn for Water Street end of the line **at least ten minutes** before scheduled start of operations. Perform running brake test before you enter the first yard switch.
- 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 to Water Street checking rails and right of way for obstructions or unsafe conditions.

## ESL FOREMAN'S CHECK LIST -- Continued

### AT WATER STREET PLATFORM -- BEGINNING OF SHIFT

- Place Trolley Ride “sandwich board” on sidewalk.
- Start the first trip on time.
- At Old Excelsior Road Place Trolley Ride “sandwich board” on sidewalk.
- Place step box on platform at Old Excelsior Road station. (Car 78 only)

### AT END OF DAY

- Retrieve sandwich board signs from both ends of the line and step box from the Old Excelsior Road platform and stow on streetcar.
- Set mainline yard switch for yard tracks and lock in place—switch trolley pole to yard wire.
- **Stop after passing the 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.
- For No. 78: reverse trolley pole so the pole points toward the car barn.
- For No. 1239: 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.
- For No. 1239: stop with front of fender just clear of the doorjamb.
- For No. 78: when stopped, set air control valves for forward movement, remove reverser key and place it on the board adjacent to traction power switch #4.
- For No. 1239: when stopped, set rear air brake handle for forward operations. Set air transfer valve in motorman's cab for forward operations. Place reverser key in its space next to power switch #4.
- Close car barn doors, latch bottom and put bolt through door.
- Place chock under streetcar wheels.
- 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. **1239 has only one valve.**
- Remove trolley wheel from wire and place on wooden runner.
- Remove trolley pole from wire for No.1239 when interior lights are illuminated for car barn tours.
- Check crew members for money!
- Take \$100.00 from total cash and place in black Conductor's bag carried on the car during operation. The rest of the money is total money for the day. Count money and complete 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.
- Place defect report if any, and daily inspection form in top file basket in black cabinet.
- Restock brochures in rear of streetcar.
- Take in loading platforms from outside of rear door of car barn.
- 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.