

BUS RADIO MAINTENANCE PROCEDURE

GENERAL INFORMATION

1. If a control head is found to be defective, Motorola will provide a serviceman to investigate and repair.
2. If a radio is found to be defective, Motorola will pick up, repair, and return the radio.
3. If a radio is returned from Motorola with "No Trouble Found" tag attached, CTA personnel reinstall radio and retest. If radio is still found to be defective, Motorola will provide a serviceman to work with CTA personnel to locate the trouble.
4. Pickups and returns of radios from CTA garages are to be made between 11:00 A.M. and 3:00 P.M. or between 8:30 P.M. and 12:00 Midnight.
5. Spare radio parts will be stocked by CTA.

METROPOLITAN

TRANSIT



AREA OR JOB TITLE	MAINTENANCE RESPONSIBILITIES
Radio Dispatcher operating Monitor console or Bus Operator	Notifies garage of suspected defective radio. (Bus Operator signs in defective radio on Bus Sign-In Sheets).
CTA Garage	<ol style="list-style-type: none"> 1. Tests radio. (See "Bus Repairer's Procedure for Testing Bus Radios"). <ol style="list-style-type: none"> a. If control head is found to be defective, notifies MATERIAL CONTROL AND OFFICE PROCEDURES DEPARTMENT. NOTE: Do not remove radio if control head is defective. b. If control head is found to be O.K., makes operational check. c. If radio is found to be defective during operational check, removes the radio and informs MATERIAL CONTROL AND OFFICE PROCEDURES DEPARTMENT. Has radio available for Motorola pickup. 2. When a radio is returned by Motorola, informs MATERIAL CONTROL AND OFFICE PROCEDURES DEPARTMENT, then installs and tests radio. (See "Bus Repairer's Procedure for Testing Bus Radios".) <ol style="list-style-type: none"> a. If radio is found to be O.K. on test set and operational check, informs MATERIAL CONTROL AND OFFICE PROCEDURES DEPARTMENT to permit clearing of records.

AREA OR JOB TITLE	MAINTENANCE RESPONSIBILITIES
	<p>b. If radio is still found to be defective, provides details to MATERIAL CONTROL AND OFFICE PROCEDURES DEPARTMENT. (Motorola will then provide service man to assist in clearing trouble.)</p>
<p>CTA Material Control and Office Procedures Department</p>	<ol style="list-style-type: none"> 1. Provides liaison between Motorola Service Department and CTA garages. 2. Maintains records relating to location and status of radios. 3. Contacts Motorola Service Department when service is needed.
<p>Motorola Service Department</p>	<ol style="list-style-type: none"> 1. Sends Motorola service man to CTA garage when notified that a control head is defective. 2. Arranges pick up, repair, and return when informed that a radio is defective. 3. Sends Motorola service man to CTA garage when informed that unit returned to CTA marked "no trouble found" is still not functioning correctly.

