



# EMPLOYEES' GUIDE TO SKOKIE SWIFT SERVICE

## TRAIN OPERATION

### DESTINATION SIGNS AND MARKER LIGHTS

- All end and side destination signs are set at "Skokie."
- Upper marker lights are set at red and lower marker lights at yellow on both ends of the car.

### HEADLIGHT

The headlight on Skokie Swift cars is lighted automatically when the cineston key is moved to the forward position.

### TRAIN PHONE

- The train phone must be connected in the operating cab at all times when on the road.
- The Operator may plug in or disconnect the train phone only while train is standing.
- The train phone must never be left unattended.

### SPEED RESTRICTIONS

- The train is operated at maximum speed except where speed signs are posted and where conditions requiring reduced speed exist or occur.

## SIGNAL PROTECTION

The entire route is protected by automatic block signals without track trips. Aspects and indications of these signals are per Rule #146.

## YARD LIMITS AND SPRING AND RETURN SWITCHES AT HAMLIN AVENUE

See Service Bulletins S43-64, dated March 13, 1964; S59-64, dated April 15, 1964; and S18-65, dated February 12, 1965.

## OPERATION AT STREET CROSSINGS

Approaching all street crossings, the Operator must sound a horn signal per Rule #130. All street crossings have automatic crossing gates and automatic gate crossing signals. The aspects and indications of these signals are per Rule #148.

If crossing gates are up and will not lower, operate through the crossing per Rule #219(c) and report the defective gate to the Line Supervisor.

If pedestrians or vehicles are trapped between lowered gates, the Operator must make a positive stop before passing.

## OVERHEAD CURRENT COLLECTING DEVICE

The overhead current collecting device is raised and lowered electrically by push-button controls in the operating cabs

- The device may be raised only when the entire train is under trolley wire.
- The device must be lowered before any part of the train is out from under trolley wire.
- A train must never be operated east of East Prairie road with an overhead current collecting device raised. If in doubt, make a visual check.

NOTES: 1. Permanent "Pan Up" and "Pan Down" signs at Crawford avenue indicate normal point of change between rail and trolley wire.

2. Portable "Pan Up" and "Pan Down" signs may also be used in emergency to indicate places where trains must coast with trolley down.

## PROCEDURE FOR OPERATING PAN TROLLEY

1. To raise the rear trolley, depress and hold the "Rear Pan Up" button until the trolley contacts the wire.
  - If the trolley will not rise, go to the rear of the car and operate the manual release latch.
  - If the trolley still will not rise,
    - a. Notify the Line Supervisor.
    - b. Raise front trolley.
    - c. Plug the Power Control Relay "in."
    - d. Proceed at not more than 15 MPH.
2. To lower the rear trolley, depress and hold the "Rear Pan Down" button until the "Rear Pan Down" light illuminates, indicating that the trolley is down and locked. The light remains "on" as long as the cineston key is in forward position and the trolley is down and locked.
3. To lower the front trolley, depress and hold the "Front Pan Down" button until the trolley is down and locked.

## FLAGGING EQUIPMENT AND TROLLEY WIRE PICK-UPS

Two red flags and two fusees are kept in the cab on the #2 end of each car for emergency flagging.

## PROCEDURE AT HOWARD STREET NORTH-BOUND PLATFORM

1. Stop at Skokie Swift car stop marker.
2. Open front door. (If Collector is on duty, open rear door also. See Fare Collection Procedures.)
3. At leaving time, close door and proceed. (If Collector is on duty, look out cab window and get hand signal from Collector before proceeding.)

## PROCEDURE AT DEMPSTER STREET

Northbound

1. Stop at berth marker and open all doors for alighting passengers.
2. WAIT SOUTH OF PEDESTRIAN CROSSWALK UNTIL LEADER HAS PULLED UP TO SOUTH-BOUND PLATFORM.

3. Proceed at not more than 15 MPH past the crosswalk to "Clear 2" sign and stop.
4. Change ends.

#### Southbound

1. Insert Cineston key; check that "Pan Down" light is "on;" then raise rear trolley and lower front trolley. (See "Procedures for Operating Pan Trolley.") When rear trolley is raised, check that "Pan Down" light goes out. If light is not functioning properly, you must make a visual inspection at East Prairie Road to determine that trolley lowers.
2. Make a visual check of the spring and return switch to make certain it is properly aligned.
  - If switch is aligned properly, proceed at not more than 15 MPH to "Stop" sign at pedestrian crossing, stop, then proceed cautiously across crosswalk to southbound platform.
  - If switch is not aligned properly, remain north of switch and call Line Supervisor.
3. Stop at berth marker.
  - If Ticket Agent is on duty, open all doors.
  - If Ticket Agent is not on duty, open front door only.

#### SPECIAL PROCEDURES WHEN OPERATING TWO CARS COUPLED

In the event of defective equipment, when sleet trains are necessary or when other emergencies occur, two cars may be coupled and operated.

When operation of two cars coupled is to be from the head car, the following procedure is used:

1. One Operator takes position in the forward cab of each car.
2. The Operator in the first car unlocks the Cineston and operates the train. The Operator in the second car inserts his Cineston key and moves it to forward position, but DOES NOT unlock Cineston.
3. When overhead current collecting devices must be raised or lowered, each Operator operates the device on his car in accordance with the established procedure for operating that device. When the Operator in the second car has raised or lowered the device, he notifies the Operator in the first car by two short buzzes.
4. Doors on each car will be operated by the Operator in that car.

## FARE COLLECTION

### AT DEMPSTER STREET

Cash fares are collected and registered by the Ticket Agent or deposited in the fare box on the train when the Ticket Agent is not on duty. The fares, which include transfer privileges, are as follows:

Passenger riding from Skokie into Chicago

Adult - 85¢ (Green Skokie Swift transfer issued on request)

Child, Student,  
Senior Citizen - 70¢ (Green Skokie Swift transfer issued on request)

Municipal  
employees who  
otherwise  
ride free - 40¢ (Green Skokie Swift transfer issued on request)

Passenger riding from Skokie to Evanston-Wilmette

ONE WAY - Same as fare into Chicago.

ROUND TRIP

Adult - \$1.30 (issue Return Check and transfer)

Child, Student,  
Senior Citizen - 90¢ (issue Return Check and transfer)

NOTE: If a passenger presents a valid return check, collect 10¢.

### AT HOWARD STREET NORTHBOUND PLATFORM

As passengers board, the Operator lifts a transfer or collects 10¢ from each passenger (except those permitted to ride free of charge). If a passenger requests return of transfer, check it for validity and, if valid, return it.

## MANUAL OPERATION OF CROSSING GATES

Under certain circumstances crossing gates may have to be operated by push buttons. These circumstances are:

1. Gates fail to rise after train has passed.
2. Gates fail to lower when train approaches.
3. Train will stand for some time in a track circuit causing gates to remain down.

Push buttons for crossing gates are housed in an orange metal box at the crossing. Boxes are opened with a switch key.

Each box contains four push buttons, an UP button and a DOWN button for each direction of travel.

## OPERATION OF PUSH BUTTONS

To operate a push button,

1. Depress
2. Hold momentarily
3. Release

Operation of a DOWN button causes the gates to lower immediately. Operation of an UP button causes the gates to rise after a 15 second interval.

When gates are operated by push buttons for one direction of travel, trains in the opposite direction will continue to raise and lower gates automatically.

## CIRCUMSTANCES REQUIRING USE OF PUSH BUTTONS

### 1. GATES UP - TRAIN APPROACHING

- Depress DOWN button for direction in which train is operating.
  - a. If gates lower, remain at scene and continue to lower them as long as trouble exists.
  - b. If gates do not lower, flag trains and all traffic through crossing until trouble is corrected.
  - c. Notify Operations Control as soon as possible.

### 2. GATES FAIL TO RISE - (TRACK CIRCUIT HAS FAILED)

CAUTION: If a train is approaching from either direction do not operate buttons.

- a. Depress northbound UP button and wait 15 seconds. (CAUTION: If northbound train approaches within 15 second interval, immediately depress northbound DOWN button.) If gates begin to rise, northbound track circuit is defective.
- b. Depress southbound UP button and wait 15 seconds. (CAUTION: If southbound train approaches within 15 second interval, immediately depress southbound DOWN button.) If gates begin to rise, southbound track circuit is defective.

- c. Operate push buttons to raise and lower gates for all trains operating on track which has defective circuit. (NOTE: When gates are raised by use of a push button, a train approaching in that direction will not lower the gates; they must be lowered by depressing the DOWN button for that direction.)
  - d. Stop first train and have Operator notify the Line Supervisor, giving the location and direction of track circuit failure. If gates did not rise, notify Operations Control by radio or train phone as soon as possible.
3. GATES DOWN - TRAIN IN CIRCUIT AND WILL REMAIN FOR SOME TIME. (Gates may be raised so that vehicular traffic may proceed.)
- a. Depress UP button for track on which train is operating.
  - b. When train is ready to proceed through crossing, depress DOWN button for track on which train is operating

Whenever there is gate trouble, attempt to warn all approaching trains. After gate trouble is corrected, remain at scene until a minimum of two trains in each direction has passed the crossing

