



GENERAL INFORMATION NO. 2 CONDUCTORS AND MOTORMEN

TABLE OF CONTENTS

	Page
System Pick	2
Picking Runs	2
Extra Board	2
Reporting for Duty	2
Bulletin Board	3
Calling Your Terminal Under the Following Circumstances	3
Reporting Trouble and Emergencies	3
Report the Following to the Controller	4
Reporting Defective Equipment	4
Turning In Receipts	4
Requesting to Work on Scheduled Day Off with Permission of Superintendent	5
Requesting to be Off on a Scheduled Work Day with Permission of Superintendent	5
CTA Equipment	5
Badge/Identification Card	6



SYSTEM PICK

Every two years employees are permitted to pick the Section in which they prefer to work (North, South or West), based on their seniority within their work classification.

PICKING RUNS

Periodically during the year changes are made in run schedules. When these changes occur, employees are given the opportunity to pick new runs (or lines). Runs (or lines) are picked according to seniority within a classification and are held until a new pick is made.

EXTRA BOARD

The Authority maintains a list of employees without regular assignments which is referred to as the Extra Board. Since all scheduled runs are picked according to seniority, your name will be placed on the Extra Board at the terminal where you are assigned until you have accrued sufficient seniority to pick a run. Even after you have sufficient seniority to pick a run, you may choose to pick the Extra Board. While you are on the Extra Board, you receive assignments on a daily basis as follows:

- You may be assigned a run or work in any classification for which you are qualified, and a scrub.
- You may be assigned a scrub and a show-up or you may be assigned two show-ups.

REPORTING FOR DUTY

When reporting for a picked run or a scheduled work assignment, Motormen, Rail Operators, Flagmen and Switchmen must report in person to the Terminal Superintendent and Clerk. When you are on the Extra Board and are assigned a show-up, you will report to the Clerk only. If you are on show-up and are assigned work in the classification of Motorman, Rail Operator, Flagman or Switchman, you must then report in person to the Superintendent. If no Superintendent is available, you will report to the Clerk only.

Motormen, Rail Operators, and Conductors must report in person at the Terminal Clerk's window in proper uniform at or before the designated reporting time.

NOTE: When assigned two show-ups, you can be held at your terminal for a maximum of three hours for each show-up.

If you have completed your show-up requirements and have not received any work assignments, you will be paid for both three hour show-ups and you will receive an additional two hours pay to fulfill the eight hour daily minimum guarantee (DMG).

When you report for a show-up or show-ups and receive work after the show-ups have started, you will be paid for each three hour show-up period for which you reported as well as being paid for the actual time worked on the assigned work.

BULLETIN BOARD

Before commencing work, you are required to examine the bulletin board in the terminal trainroom. All special operating orders and bulletins must be checked.

CALLING YOUR TERMINAL UNDER THE FOLLOWING CIRCUMSTANCES

- | | |
|------------------------------|--|
| SICKNESS | - When reporting sick, you must call a reasonable amount of time before your reporting time. A "reasonable amount of time" would be the minimum traveling time between your residence and the reporting terminal. When you intend to resume work, you must sign out of the Sick Book in person by 1530 hrs. on the day prior to returning to duty. |
| MISS | - If you know you will miss, you must call as soon as you know you will not be able to report on time. |
| NEXT DAY'S ASSIGNMENT | - If you are on the Extra Board, you must check the Daily Assignment Sheet or call after 1630 hrs. for assignment of next day's work. |

REPORTING TROUBLE AND EMERGENCIES

When you have trouble of any kind on or near your train, notify the Controller by train phone immediately. If the train phone does not work, relocate your phone in another motor cab. If you still cannot make contact with the Controller be prepared to:

1. use your follower's train phone,
2. flag down the nearest train, on an adjacent or opposite track and use its phone.
3. use a platform phone, a ticket agent's phone, or a track phone,
4. call on a public pay phone.

Dial either 404 or 2345 on any CTA telephone and ask for Rail Control.

On a public phone dial MO 4-7200 and ask for extension 404 or 2345.

Always remember that by dialing 404 or 2345 any operating employee reporting problems or emergency situations to the Controller has immediate access to the Chicago Police Department and the Chicago Fire Department.

REPORT THE FOLLOWING TO THE CONTROLLER

1. Defective vehicle or equipment (see appropriate Trouble Shooting Guide).
2. Blockades, delays or interruptions of service.
3. Unsafe conditions involving track, third rail or overhead.
4. Any collision or derailment.
5. Any accident in which a person is injured.
6. Robberies, assaults or any similar incident.
7. Ejectments.
8. Serious illness of passenger or crew.
9. Conditions of low visibility or other weather conditions which may affect operation unless they are general and known prior to start of operation.
10. Fire on the vehicle, on CTA property or on any adjacent property.
11. Unauthorized person or persons on or near the track.
12. Whenever a signal or switch has been violated or whenever the train is tripped.
13. Any circumstance in which you are in doubt as to the proper action to take.

REPORTING DEFECTIVE EQUIPMENT

Whenever a train becomes defective, you must fill out a "Defective Equipment Report." You must make out the report at your first opportunity on the same work day.

TURNING IN RECEIPTS

• Partial Turn-In

If you are at or near your terminal, you must turn in receipts for the first portion of your run. In the event

of a loss or a holdup, you are responsible for the money which you should have turned in previously.

● **Final Turn-In**

Before you turn in your receipts to the Clerk, you must carefully check your arithmetic on the trip sheet.

REQUESTING TO WORK ON SCHEDULED DAY OFF WITH PERMISSION OF SUPERINTENDENT

If you wish to work on your scheduled day off, place your name in the "Work Day Off" Book. You must call the Terminal Clerk after 1630 hrs. on the day prior to the day you want to work to see if you were assigned work.

REQUESTING TO BE OFF ON A SCHEDULED WORK DAY WITH PERMISSION OF SUPERINTENDENT

If you wish to be off on a scheduled working day, place your name in the "Day Off" Book in advance of the day you are requesting. Call the Terminal Clerk after 1630 hrs. on the day prior to the day you want to be off to find out if your request has been approved by the Superintendent.

CTA EQUIPMENT

You are issued items of CTA equipment necessary in your daily operation. You must sign for this equipment and it must be returned when you leave CTA or transfer to a non-operating job. If any item is lost or not returned upon leaving, you must pay for the replacement of the item.

CONDUCTORS

Rule Book - \$ 5.00
Changer - \$10.00
Punch - \$10.25

Flashlight (including batteries) - \$3.50
Register Strap - \$2.00
2 Standard CTA Door Keys (MUDC) - \$2.40 ea.
Switch Padlock Key - \$2.00
Courtesy Card Kit - \$1.00

In addition, you may be issued registers on a daily basis. These registers must be turned in with your trip sheet at the completion of your run. If you lose a register, the cost will be as follows:

McGill "Multifare" Register - \$55.00*
McGill "Dual-Fare" Register - \$55.00*
McGill Single Unit Register - \$15.00*

*These are minimum amounts. You could be charged an even greater amount depending on circumstances.

MOTORMEN

When you qualify as a Motorman, you retain all CTA-issued Conductor equipment and, in addition, receive a Cineston Key (replacement cost: \$12.00).

BADGE/IDENTIFICATION CARD

The replacement fee and/or discipline an employee faces when their identification card or badge is lost will be determined by the Authority.