

CHICAGO TRANSIT AUTHORITY  
TRANSPORTATION DEPARTMENT

EMPLOYEES' GUIDE TO USE OF  
TRAIN RADIO AND SILENT ALARM  
- SERIES 2400 CARS



## **MOTORMAN NOTE:**

- Thumbwheel switches must be set correctly.
  1. Set your run number on thumbwheels as well as run number box before leaving the terminal. If a run number is less than three numbers, set zeros in front of the number. (Examples: Run number 24 appears as "024," Run number 3 appears as "003.")
  2. Set "000" upon arrival at terminal.
  3. Set "999" if unit is a "drag," in other non-revenue service or in charter service.
- Master controller must be open (in "Coast," a "Brake" or a "Power" position) to use radio or silent alarm.

## **GENERAL RULES FOR USE OF RADIO:**

1. Listen for 15 to 20 seconds before depressing the radio handset button to be sure the controller is not speaking to anyone.
2. Don't speak until the controller calls your run number or requests you to "state your message."
3. To transmit, depress the radio handset button, wait one second and state your message; to receive, release the button.
4. Hold the mouthpiece one inch from your mouth; speak in a normal tone.
5. Keep messages short and to the point; use code numbers where applicable.
6. Use standard terms when reporting equipment defects, delays or other occurrences.
7. Make all word transmissions in such a manner that passengers are not alarmed by them.
8. Make or answer all calls promptly, provided such action is consistent with safe operation.
9. Do not use profanity or vulgarity on the air.
10. Report defective train radio on "Defective Equipment Report," form 3328, Rev. 4/74.

## **WHEN INITIATING A CALL,**

1. Think of what you are going to say before making a call.
2. Make certain mode selector is set at "Controller" position.
3. With the radio handset button released, listen for 15 to 20 seconds; if the controller is not talking, depress and release the button.

4. Wait for acknowledgement. After the controller acknowledges your call, give your run number, location, and direction, and then your message.
5. Keep your message short and concise; use standard terms and code numbers when applicable.

#### **WHEN ANSWERING A CALL,**

1. With the radio handset button released, listen a few seconds; if the controller is not talking, depress the button and give your run number.
  2. Release the button and listen to the controller's complete message; do not interrupt.
  3. Make your answer short and concise; use standard terms and code numbers when applicable.
  4. Acknowledge all of the controller's instructions by repeating the message and saying "10-4."
- If ordered to "stand by" while using the radio,
    1. Do not transmit. Keep the radio handset button released.
    2. Hold the handset to your ear. (When the controller is ready, he will tell you to continue your message).
  - Hang up handset securely when finished with conversation.
  - If radio becomes defective, do one of the following:
    1. Call controller on portable train phone.
    2. Relocate portable train phone to another motor cab (Series 2001-2180 cars), use built-in train phone (Series 2201-2350 cars) in another motor cab, or use train radio (Series 2400 cars) in another motor cab.
    3. Use follower's train phone.
    4. Use train phone of train on adjacent or opposite track.
    5. Use platform phone, ticket agent's phone or track phone.
    6. Call on a public pay phone.

Fill out a "Defective Equipment Report."

#### **MOTORMAN'S RADIO CHECK:**

Before your first terminal departure (first trip) daily, you are required to conduct a radio/train phone check.

1. Set your run number (radio only).
2. With the handset button released, listen for 15 to 20 seconds; if the controller is not talking, depress and release the button.

3. Wait for acknowledgement. After the controller acknowledges your call, give your run number, location, direction, and "10-40" (request for radio check).
4. Controller's positive response will be: "10-2 (receiving well), run \_\_\_\_\_."
5. When no response occurs or "10-1 (receiving poorly), run \_\_\_\_\_" is received, you are required to prepare a "Defective Equipment Report," form CTA 3328 Rev. 4/74, and notify a supervisor or clerical personnel as soon as operationally possible.

#### GENERAL RULES FOR USE OF SILENT ALARM:

1. Use silent alarm only when you or your passengers are in danger of bodily harm.
2. When the silent alarm is used, call the controller as soon as it is safe to do so.
3. Take care not to depress the alarm button accidentally. If the alarm is depressed accidentally, wait 1 minute, call the controller, and report the alarm as accidental.

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