



# EMPLOYEES' GUIDE TO EVANSTON SERVICE

## TRAIN OPERATION

### DESTINATION SIGNS AND MARKER LIGHTS

- End and side destination signs are set as follows:

Evanston Express train - red sign, "Evanston Express"

Evanston Shuttle train (one-man or units) - black sign, "Evanston"

- Marker lights are set as follows:

Evanston Express

4000 Series - front markers, white; rear markers, red.

5-50 Series - front markers, upper lights red and lower lights white; rear markers, all four red.

Evanston Shuttle

4000 Series and 5-50 Series - all lights on front and rear lighted and all lights red.

## TRAIN PHONE

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

## OPERATION AT STREET CROSSINGS

- Street crossings have automatic crossing gates and gate signals. 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 Motorman or Operator must make a positive stop before passing.

## OPERATION OF TRACK GATE, MAPLE AVE., WILMETTE

A gate across the track just south of the Linden Ave. yard prevents trespassers from entering the yard. Normally, the gate opens automatically when a train approaches. If gate fails to open, Motorman or Operator must

1. Notify Line Supervisor by train phone.
2. Secure train and go to appropriate track gate motor housing. (If northbound, use the foot-path gate just east of the track gates.)
3. Pull down on the manual release chain at the bottom of the gate motor housing. At the same time, push or pull against the joint of the gate operating arm until the gate unlocks.
4. Push track gate all the way open and hook it.
5. Return to cab, check crossing gates and proceed as indicated.

## TROLLEY POLES

The trolley poles are raised and lowered manually as follows:

- At Linden - Conductor or Operator adjusts poles.
- At South Boulevard
  - Single cars - Operator adjusts pole.
  - One-Unit trains - Conductor adjusts pole (both poles if Series 5-50).
  - Two-Unit trains - Series 4000
    - Conductor adjusts pole on rear of third car.
    - Platform man adjusts pole on rear of first car and signals Conductor when finished.
  - Two-Unit trains - Series 5-50
    - Motorman adjusts trolley pole on first car. Platform man adjusts trolley pole on second car and signals Conductor when finished. Conductor adjusts poles on third and fourth cars.



Note: At South Blvd. northbound, pole must be placed on west wire.

## CONDUCTOR'S OPERATING POSITION - TWO UNIT TRAINS

- Leaving Linden  
Assume operating position in or between 3rd and 4th cars (depending on train series).
- Leaving Howard (P.M.) or Loyola (A.M.), Southbound  
Remove zone switch keys from 3rd car-4th car position and make fare check in all cars. When passing from car to car, check that door buttons are in "closed" position at all operating positions. After fare check is complete, assume operating position in or between 1st and 2nd cars. Maintain this position until reaching Merchandise Mart, northbound.
- Leaving Merchandise Mart, Northbound  
Remove zone switch key from 1st car-2nd car position and make fare check in all cars. After fare check is complete, assume operating position in or between 3rd and 4th cars. Maintain this position to Linden Ave.

## DOOR OPERATION

- When Agents are on duty - open all doors of all trains.
- When Agents are off duty  
Single Cars - Operator opens door nearest his position.  
One-Unit Trains  
4000 Series - Conductor opens both doors at his position.  
5-50 Series - Conductor opens both doors of car in which his position is located for boarding passengers. If passengers wish to alight, Conductor opens doors as necessary

## SETTING OF ZONE SWITCHES, SERIES 4000 TRAINS

- "A" Zone Switches - Conductor sets switches at Green at his operating position.
- "B" Zone Switches -  
When Agents are on duty  
Motorman sets front switch at White (prevents door in motor cab from opening when other doors are opened).

When Agents are off duty

Motorman sets front switch at Yellow (prevents both front doors from opening).

Conductor sets rear switch at Yellow (prevents both rear doors from opening).

## ANNOUNCEMENTS

In addition to standard announcements, Conductors on Express trains must announce at the following locations that the train is an extra fare train.

1. Howard (Southbound only)
2. Morse and Loyola
3. All Loop stations
4. Merchandise Mart (Northbound only)

## PROCEED BUZZER SIGNALS

The "Proceed" buzzer signal is sent from the Conductor to the Motorman at the following locations:

### Southbound

South Boulevard - Indicates trolley poles are adjusted.

Before arriving at Merchandise Mart - Indicates fare check is completed. If "Proceed" signal is not received before reaching Mart, Motorman must wait outside the station until the signal is received.

### Northbound

Before arriving at Jarvis (A.M.) and Granville (P.M.) - Indicates fare check is completed. If "Proceed" signal is not received, Motorman must stop south of the Howard Interlocking Plant (A.M.) or south of the Granville Interlocking Plant (P.M.) until the signal is received.

## FARE COLLECTION AND REGISTRATION

### RATES OF FARE FOR PASSENGERS ORIGINATING RIDE IN NORTH ZONE

Adult - 60¢

Child, Student,

Senior Citizen - 40¢

Transfer - 10¢ (issued on request at time fare is paid)

Evanston Express Identification Check - Free (issued on request at time fare is paid to persons who will ride Evanston Express trains south of Loyola Station but will not transfer to a bus. Check serves as proof that passenger has pre-paid the full Evanston Express fare.)



## REGISTERS

### Multifare

- Cash Full Unit - 45¢
- Cash Half Unit - 20¢
- Token Unit - Child Count

McGill - 15¢

## METHOD OF COLLECTING

Between Linden Ave. and South Blvd., either direction, when Agents are not on duty

1. Fares are hand-collected and registered by Conductors or deposited in fare boxes by passengers on one-man cars
2. Transfers or Identification Checks are issued on request to southbound passengers only.

Between Merchandise Mart and Loyola (or Howard)  
Southbound

1. After leaving Loyola (AM) or Howard (PM), Conductor makes fare check, starting at rear of train and working to front.
2. Upon entering each car, announce "Please have fares ready."
3. Collect and register the 15¢ fare differential from Adult Riders and the 20¢ fare differential from Child, Student, or Senior Citizen Riders unless they have one of the following:
  - a. Valid Evanston Rapid Transit transfer.
  - b. Valid Skokie Swift transfer.
  - c. Valid green Skokie Bus transfer.
  - d. Valid Evanston Express Identification Check.

Transfers may be reissued on request.

4. When fare check is completed, send "Proceed" buzzer signal to Motorman.

Northbound

1. After leaving Merchandise Mart, Conductor collects fare differential from passengers starting at front of train and working to rear.
2. Upon entering each car, announce "Please have fares ready."

3. Collect and register the 15¢ from Adult Riders and 20¢ from Child, Student, or Senior Citizen Riders. If a passenger requests a transfer, collect transfer charge and issue green Evanston transfer.

EXCEPTIONS:

1. If a passenger presents a valid green Rapid Transit Middle Zone transfer which was not used, collect 5¢ (10¢ if child, student, or senior citizen) and register 15¢. To receive 10¢ refund for adult rider from the Receiver (5¢ refund for child, student, or senior citizen), have passenger sign name and address on the transfer. Turn it in to the Receiver with receipts.
2. If a passenger presents any valid Middle Zone transfer and indicates a desire to transfer to the Skokie Bus, register the appropriate fare without a transfer charge, pick up the Middle Zone transfer and give the passenger one of your green Evanston Transfers. Include the Middle Zone transfer which you picked up in your transfer envelope and show it in your Transfer Summary as an unused transfer returned.
4. When fare differential collection is complete, send "Proceed" buzzer signal to Motorman.

At Howard St., northbound, when Howard St. platform Agent is not on duty

1. Passengers pay fare differential of 15¢ or 20¢ if they present valid Skokie Swift or green Skokie Bus transfer
2. On one-man cars passengers deposit fares in fare box. On 2-car trains, Conductor collects and registers fare differential after leaving Howard St. and before arriving at South Blvd.