



# EMPLOYEES' GUIDE TO SKOKIE SWIFT SERVICE

Skokie Swift is a locally-sponsored, federally-aided Mass Transportation Demonstration Project with Chicago Transit Authority as grantee and manager. Rehabilitation, maintenance and operation of the rail line is the responsibility of CTA, which also furnishes the rolling stock. Construction, maintenance and operation of the Dempster parking lot is the responsibility of Skokie. The ridership promotion campaign is being carried out jointly by CTA and Skokie. The study program is divided between CTA, Skokie and the two other cooperating agencies: Northeastern Illinois Metropolitan Area Planning Commission and Chicago Area Transportation Study.

Participation in the net project cost is divided as follows: Chicago Transit Authority, 26.23%; Village of Skokie, 7.10%; Housing & Home Finance Agency, 66.67%.

## 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.

## HIGH SPEED OPERATION

- The train is operated at maximum speed except where speed signs are posted and where conditions requiring reduced speed exist or occur.
- On cars 1, 2, 3, and 4 the "high-speed" switch in the group to the left of the cineston must be "on" for high speed operation.

## 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.

## PAN TROLLEY

The pan trolley is raised and lowered electrically by push-button controls in the operating cabs.

- The trolley may be raised only when the entire train is under trolley wire.
- The trolley 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 a trolley 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 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 SOUTHBOUND 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 pan trolleys must be raised or lowered, each

Operator operates the trolley on his car in accordance with the "Procedures for Operating Pan Trolley." When the Operator in the second car has raised or lowered the trolley, he notifies the Operator in the first car by two (2) 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:

- Adult - 45¢ (Green Skokie Swift transfer issued on request)
- Child/Student - 29¢ (Green Skokie Swift transfer issued on request)
- CTA Employee - 20¢ (Green Skokie Swift transfer issued on request)

The only passengers permitted to ride free of charge are children under 7 years of age accompanied by a passenger paying an adult fare, CTA employees in full uniform with badge, and Dempster Street Ticket Agents coming on duty or going off duty.

When a passenger presents a green Skokie bus transfer (only transfer acceptable) the transfer is lifted and placed in the "Lifted Transfers" envelope. If a passenger requests the return of his transfer, a green Skokie Swift transfer is issued in exchange.

### AT HOWARD STREET NORTHBOUND PLATFORM

Passengers (except those permitted to ride free of charge) must have a transfer when boarding the Skokie train. To be sure that each passenger has a transfer, Ticket Agents issue a transfer or return the passenger's transfer when collecting the fare differential. Fare differentials are as follows:

- Passenger with Middle Zone Surface or Rapid Transit transfer or Westchester transfer
  - Adult - 15¢ (transfer is checked and returned)
  - Child/Student - 12¢ (transfer is checked and returned)
- Passenger without a transfer
  - Adult - 20¢ (North-South transfer is issued)

Child/Student - 17¢ (North-South transfer is issued)

CTA Employee - 20¢ (North-South transfer is issued)

- Passenger with Evanston transfer - No charge (transfer is checked and returned)

NOTE: Southbound Skokie Swift transfers are not acceptable for a ride on northbound Skokie Swift.

As passengers board, the Operator lifts a transfer from each passenger (except those permitted to ride free of charge) and places them in the "Lifted Transfers" envelope. If a passenger requests the return of his transfer, a green Skokie Swift transfer is issued in exchange.

Passengers who attempt to board the Skokie train without a transfer are referred back to the Ticket Agent.

#### IMPORTANT

Proper accounting to the demonstration project depends upon careful collection of transfers from every passenger except those paying a cash fare at Dempster station.

Therefore, Operators and Agents must make certain that a transfer is collected and remitted for every passenger transferring from the Skokie bus at Dempster station.

Similarly, Operators must make certain that a transfer is collected and remitted for every passenger boarding at Howard station.

## MANUAL OPERATION OF CROSSING GATES

Push buttons, located in a metal box at each grade crossing, permit the crossing gates to be raised even though a train is in the approaching northbound or southbound track circuit, or in the event of track circuit failure. The metal box is located at trackside, is painted orange, and is unlocked with a switch key.

To raise the gates, press the appropriate "Raise" button momentarily. To lower the gates, press the corresponding "Lower" button momentarily and the gates will lower and resume automatic operation.